

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 11/14/2018

EVENT NAME: Lakeshore Holiday Parade

ORGANIZER: City of Manitowoc - Stacey Groll

EVENT DATE: 11/21/2018

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Holiday parade from S 12th & Washington to N 8th & Park Sts.

## ESTIMATED CITY COSTS:

POLICE	
FIRE	0
PARKS	0
RECREATION	
STREETS	2710
TOTAL DEPT. COSTS	2710

## ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	350
(if delivery requested)	
WAIVED -ROOM TAX	3060
WAIVED -GENERAL FUND	
NON-WAIV. STAKE PERMIT	

## COMMITTEE CONCERNS:

## COMMITTEE DECISION:

APPROVE

DENY

Scott Luchterhand  
Todd Blaser  
Kathleen McDaniel  
Dan Koski

} approved  
via  
e-mail  
(see  
attachments)  
RL

## COUNCIL ACTION REQUIRED:

Closure of Washington & N 8th Streets for parade

## ITEMS TO INCLUDE IN LETTER:

## **Sandy Ronski**

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**From:** Scott Luchterhand  
**Sent:** Wednesday, November 14, 2018 9:36 AM  
**To:** Sandy Ronski  
**Subject:** RE: SEC approval needed for Lakeshore Holiday Parade (PLEASE RESPOND)

Yes.....we approve this request.

Assistant Chief Scott Luchterhand  
Manitowoc Police Department  
910 Jay Street  
Manitowoc, WI 54220  
[sluchterhand@manitowoc.org](mailto:sluchterhand@manitowoc.org)  
Phone: (920) 686-6562  
Fax: (920) 686-6588

"The mission of the Manitowoc Police Department is to work cooperatively with the community to prevent crime, maintain order and provide a safe environment for everyone."

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**From:** Sandy Ronski  
**Sent:** Wednesday, November 14, 2018 9:27 AM  
**To:** Scott Luchterhand; Todd Blaser; Dan Koski; Elizabeth Majerus; Steve Corbelle  
**Cc:** Karen Dorow; Sue Reilly  
**Subject:** SEC approval needed for Lakeshore Holiday Parade (PLEASE RESPOND)  
**Importance:** High

Due to scheduling conflicts, the Special Event Committee meeting is cancelled for today; however, approval is needed for the Lakeshore Holiday Parade event in order to get this on the report for council approval on Monday. Please respond letting me know whether or not you approve.

Thank you!

**Sandy Ronski**  
Operations Clerk II  
Transit, Cemetery, Parks, & Lift Bridges  
City of Manitowoc  
900 Quay St.  
Manitowoc, WI 54220  
920-686-6518  
920-686-6525 fax  
[www.manitowoc.org](http://www.manitowoc.org)

*To receive notifications about City of Manitowoc topics that matter most to you (such as notices for cemetery cleanup dates, snow emergency parking bans, brush &/or leaf pickups, etc.),*

**Sandy Ronski**

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**From:** Todd Blaser  
**Sent:** Wednesday, November 14, 2018 9:37 AM  
**To:** Sandy Ronski  
**Subject:** RE: SEC approval needed for Lakeshore Holiday Parade (PLEASE RESPOND)

Approved

***Todd M. Blaser, Chief of Fire Rescue  
City of Manitowoc Fire Rescue Department***

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**From:** Sandy Ronski  
**Sent:** Wednesday, November 14, 2018 9:27 AM  
**To:** Scott Luchterhand; Todd Blaser; Dan Koski; Elizabeth Majerus; Steve Corbeille  
**Cc:** Karen Dorow; Sue Reilly  
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## **Sandy Ronski**

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**From:** Kathleen McDaniel  
**Sent:** Wednesday, November 14, 2018 9:42 AM  
**To:** Sandy Ronski  
**Cc:** Elizabeth Majerus  
**Subject:** FW: SEC approval needed for Lakeshore Holiday Parade (PLEASE RESPOND)  
**Attachments:** Approval form & maps - Lakeshore Holiday Parade 11-21-18.pdf; Lakeshore Holiday Parade application & PD work order 11-21-18.pdf

**Importance:** High

Hi Sandy,

I'm covering for Liz this week. This is approved on my end.

Kathleen

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**From:** Todd Blaser  
**Sent:** Wednesday, November 14, 2018 9:36 AM  
**To:** Kathleen McDaniel  
**Subject:** FW: SEC approval needed for Lakeshore Holiday Parade (PLEASE RESPOND)  
**Importance:** High

Also FYI since your covering.

***Todd M. Blaser, Chief of Fire Rescue  
City of Manitowoc Fire Rescue Department***

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## Sandy Ronski

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**From:** Dan Koski  
**Sent:** Wednesday, November 14, 2018 9:43 AM  
**To:** Sandy Ronski; Scott Luchterhand; Todd Blaser; Elizabeth Majerus; Steve Corbeille  
**Cc:** Karen Dorow; Sue Reilly  
**Subject:** RE: SEC approval needed for Lakeshore Holiday Parade (PLEASE RESPOND)

Approve

Thanks

Dan Koski, PE  
Director of Public Infrastructure  
City of Manitowoc  
900 Quay Street  
Manitowoc, WI 54220

[dkoski@manitowoc.org](mailto:dkoski@manitowoc.org)  
[www.manitowoc.org](http://www.manitowoc.org)

phone: (920) 686-6910  
fax: (920) 686-6906

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