

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 12/10/2025

EVENT NAME: Touch the Trucks

ORGANIZER: Manitowoc Public Library - Sharon Verbeten

E-MAIL ADDRESS: sverbeten@manitowoc.org

EVENT DATE: 7/15/2026

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of Briess Lot for utility and working vehicles for kids to feel and learn about up close.

COMMITTEE CONCERNS:

WAIVER OF FEES: Approved

COMMITTEE DECISION:

APPROVE	DENY
Courtney Hansen /ec John Musial /ec Todd Blaser /ec Dan Koski /ec	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



Special Event Application

Wednesday, November 26, 2025

General Event Information

Event name Touch the Trucks
Location Briess Parking Lot
Date Wednesday, July 15, 2026
Event time 10:00 AM - 12:00 PM
Setup start time Tuesday, July 14, 2026 20:00
Takedown end time Wednesday, July 15, 2026 12:30

Applicant Information

Name of Applicant Sharon Verbeten
Organization Name Manitowoc Public Library
Address 707 Quay St.
Manitowoc, WI, 54220
Email sverbeten@manitowoc.org
Phone number (920) 686-3025
On-site contact & phone number 920-655-8285

Event description

Touch the Trucks is an annual event sponsored by the library; it is our largest outdoor program event. About 20 local organizations bring large vehicles/trucks/equipment. Kids can learn about the organizations, climb aboard the trucks, beep the horns and have fun learning about their community heroes and helpers.

Estimated total attendance 1200

Event Features

Expected revenue 0

Route & Road Usage

Road Closure

None, but Briess Parking Lot will need to be blocked off after 8 p.m. Tuesday, July 14 to allow Wednesday set-up.

Event Structures

Safety & Security

Describe any assistance needed from the Police Dept. and/or Fire Dept.

Barricades set up at entrances to Briess Parking Lot evening of Tuesday, July 14 to block off lot for Wednesday event.

Equipment & Facility Requests

Do you need power or lighting? No

Traffic control

Barricades 2'

Barricades 3'

Barricades 8' 2
\$8

Barricades 12' rail type

Channelizer drums 3'

Cones 18"

Cones 28"

Delineators 42"

"Road Closed" signs

"Road Closed Ahead" signs

Estimated cost per day 16

Waiver of Fees

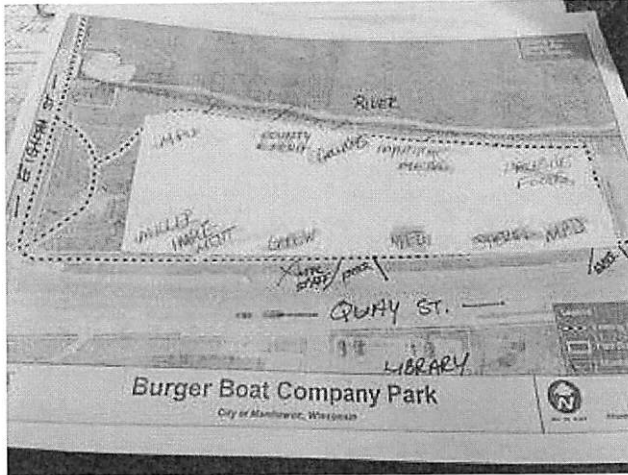
Are you requesting a Waiver of Fees? Yes, we are a nonprofit 501(c)(3) or acting on behalf of one

Why should this Waiver of Fees be granted?

This is an annual event sponsored by a city non-profit department.

Map

Upload map and supporting documents



Legal Notice and Submission

**Would you like to meet with the
Special Event Committee to discuss
your event?**

No

Applicant date of birth

Saturday, November 20, 1965

Sign

Sharon Verbeten