

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 4/20/2022

**EVENT NAME:** Graduation

**ORGANIZER:** Lincoln High School - Lee Thennes

**E-MAIL ADDRESS:** thennesl@mpsd.school

**EVENT DATE:** 6/10/2022

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** Street closures, use of traffic control items, & assistance from PD for graduation ceremony

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

APPROVE	DENY
Shawn Alfred/sr Todd Blaser/sr Jason Freiboth/sr	

**COUNCIL ACTION REQUIRED:**

Street closures: S 9th from Columbus to Green Sts. And S 8th south of Columbus St.

**ITEMS TO INCLUDE IN LETTER:**



# City of Manitowoc

## SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Business/Org Name Lincoln High School  
Name of Applicant Lee Thennes - Principle  
Street Address 1433 S. 8th St.  
Mailing Address \_\_\_\_\_  
(If different)  
City, State, Zip Manitowoc, WI, 54220  
Primary Phone 920-663-9600  
Cell Phone 920-323-5400  
Email thennesl@mpsd.school  
Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event  
On-Site Contact Officer Miranda Check  
On-Site Cell Phone # 920-973-0915  
On-Site Security Contact Name \_\_\_\_\_  
On-Site Security Contact Phone # \_\_\_\_\_

### EVENT INFORMATION

Missing Map/Drawing

Event Description and Map with Event Setup and Parking Required (Some maps available online)

This event takes place on Lincoln HS property, 1433 S. 8th St., in the west bowl. Please see all attached documents for further information regarding this event. This year's graduation will run in the same fashion it has traditionally been run in the past. Attendees will have a ticket from a student at LHS in order to enter the fenced area closer to the graduates.

Event Name Lincoln High School Graduation

Public Event YES  NO

Location 1433 S. 8th St.

Estimated Total Attendance 3,000

Staging Area Lincoln High School

Estimated Attendance 500

from outside City of Manitowoc

Event Website \_\_\_\_\_

Event Date(s) 06/10/2022

Event Start Time 12:45 AM  PM

Event End Time 3:00 AM  PM

Setup Date(s) 06/10/2022

Setup Start Time 8:00 AM  PM

Teardown Date(s) 06/10/2022

Teardown End Time 3:30 AM  PM

(Event to be cleaned by 9 a.m. on day following the event)

RECEIVED

APR 14 2022

CITY OF MANITOWOC  
ENGINEERING

## FACILITY REQUESTS

- Facility Location \_\_\_\_\_
- Mariner's Trail FROM \_\_\_\_\_  
TO \_\_\_\_\_
- Athletic Field(s) Request \_\_\_\_\_
- Special Power Requirements \_\_\_\_\_
- Special Lighting \_\_\_\_\_  
(ex. ball diamonds)
- ADA Accommodations \_\_\_\_\_

## VENDORS & MONEY EXCHANGE

- Alcohol Sales Request for Extension of Premises  
Class B License
- Alcohol Served End Time \_\_\_\_\_
- Beverage or Food Sales
- Merchandise Sales
- Vendor(s) How many \_\_\_\_\_
- Collecting Money Donations
- Charging Admissions On-Site
- Credit Card Sales/Transactions

Expected Revenue \_\_\_\_\_

Revenue to be used for \_\_\_\_\_

## ROUTE

Route map must be submitted with application

- Road Closure Describe location(s)  
+ time(s) S. 9th St. from Columbus St. to Green St.  
S. 8th St. south of Columbus St.

- Timed Route

- Road Crossing Describe where +  
if assistance needed S. 8th St. @ Columbus St. S. 9th St. @ Division St.  
S. 9th St. @ Columbus St. S. 9th St. @ Green St.  
S. 10th St. @ Columbus St. S. 10th St. @ Green St.

- Course Marking  
Describe type

- Sidewalk  
Describe usage

## EVENT STRUCTURES

Site map must be submitted with application

- Staking Structures into Ground  
(greater than 6")
- Fencing
- Bounce House # \_\_\_\_\_
- Portable Restrooms # 3
- Signs/Banners # \_\_\_\_\_
- Carnival Rides # \_\_\_\_\_
- Dumpster # \_\_\_\_\_
- Stage # 1
- Tent # \_\_\_\_\_ Size \_\_\_\_\_
- Other # \_\_\_\_\_ Describe \_\_\_\_\_

## EVENT FEATURES

- Animals # \_\_\_\_\_ Type \_\_\_\_\_
- Fireworks - Time \_\_\_\_\_
- Drone # \_\_\_\_\_
- Lights/Spotlights # \_\_\_\_\_

## SOUND

- Amplified Sound
- Start Time 12:45 AM  PM
- End Time 3:00 AM  PM
- Type of Sound Speaker System

## EQUIPMENT REQUESTS

Fees will be calculated based on organizer's meeting with the Special Event Committee. After event is approved, changes to equipment orders are subject to non-refundable fees. Photos and more information about rental items can be found at [www.manitowoc.org](http://www.manitowoc.org).

DELIVERY DATE \_\_\_\_\_ TIME \_\_\_\_\_ AM  PM  LOCATION \_\_\_\_\_

PICKUP DATE \_\_\_\_\_ TIME \_\_\_\_\_ AM  PM  Place Items in original drop-off location after event.

*\*Indicate Quantities on Line*

### GAMES

- Bean Bag Toss \_\_\_\_\_
- Ring Toss \_\_\_\_\_
- Sports Kit \_\_\_\_\_

### STAGING / RISERS

- RISERS – 4' x 8' Wooden Platforms  
6" H \_\_\_\_\_ 12" H \_\_\_\_\_ 18" H \_\_\_\_\_
- Staging – 8'x12'
- Portable Bandwagon – 35'x8'

### TABLES & SEATING (Do NOT count any tables, benches, etc. already located at the park or in a facility)

- Banquet tables – 8'x40" \_\_\_\_\_
- Benches – 4' wooden \_\_\_\_\_
- Bleachers – 15'x5' portable \_\_\_\_\_
- Chairs – metal, folding \_\_\_\_\_
- Picnic Tables – 6' wooden \_\_\_\_\_
- Picnic Tables – 8' wooden, ADA accessible \_\_\_\_\_

### TENTS

- Tent – 10'x 20' \_\_\_\_\_

### TRAFFIC CONTROL ITEMS

- Barricades – 2' \_\_\_\_\_
- Barricades – 3' \_\_\_\_\_
- Barricades – 8' \_\_\_\_\_
- Barricades – 12' rail-type \_\_\_\_\_
- Channelizer drums – 3' reflective \_\_\_\_\_
- Cones – 18" \_\_\_\_\_
- Cones – 28" reflective \_\_\_\_\_
- Delineators – 42" reflective \_\_\_\_\_
- Parking posts with concrete base – 42"H (rope or tape not included) \_\_\_\_\_
- Traffic signs (sign only – typically placed on barricades)
  - Road Closed \_\_\_\_\_
  - Road Closed Ahead \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

### MISCELLANEOUS ITEMS

- Disc golf basket – portable \_\_\_\_\_
- Grill – 2' x 3' portable, outdoor \_\_\_\_\_
- P.A. system – microphone, sound board, 2 speakers with stands \_\_\_\_\_
- Post pounder / driver \_\_\_\_\_
- Power pedestal – portable \_\_\_\_\_
- Safety vests \_\_\_\_\_
- Security stanchions \_\_\_\_\_
- Snow fence – 50' rolls – plastic \_\_\_\_\_ wooden \_\_\_\_\_
- Snow fence – posts \_\_\_\_\_
- Ticket booths – outdoor \_\_\_\_\_
- Trash barrels \_\_\_\_\_
- Other \_\_\_\_\_

**VEHICLES**

Parking must be included on site map

Expected number of vehicles 1,500

Where do you plan to park vehicles LHS parking lots and City Streets

Are there any special parking considerations ADA parking S. 8th St. on W side in parking lot. Ambulance on S. 9th St at Div  
(VIP, ADA, Security, Emergency Vehicles, etc)

**SAFETY & SECURITY**

The City requires security based on attendance

Do you need assistance from: Police Dept  Fire Dept/Ambulance

Describe Police Dept. for security and traffic control. Fire Dept. on stand-by with ambulance.

Date/Time 06/10/2022

Location 1433 S. 8th St.

Other than dialing 911, do you have a plan in place to deal with medical emergencies that may occur? YES  NO   
(If so, please attach)

**ADDITIONAL QUESTIONS**

Please attach any additional information which you feel will assist the Committee in evaluating your request.

Do you have any questions/comments/additional requests?

Please see the attached documents and work orders. Nothing has changed from previous years. The stage and portable toilets are arranged by LHS to be on-site for this event.

**LEGAL NOTICE**

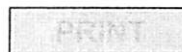
I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City Ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities, temporary beer/wine licenses, stake and fireworks permits, and other necessary licenses and permits are in addition to the fees submitted for the Special Events Application. I further understand that an incomplete application may be cause for the denial of the event.

The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damage claims or personal injury claims occurring during this event. It is further agreed that all personal property of any kind brought on the premises shall be at the sole risk of the undersigned, and that the City of Manitowoc shall not be liable for any injury, loss or damage to said property or injury to any persons on the premises. The undersigned agrees to be responsible for any damage caused to said facility or equipment by mischief or negligence. By signing, I acknowledge that I have authority to bind the sponsoring organization and acknowledge that I have received, read and understand the Special Events Guidelines and Policy and agree to be bound by all requirements as stated in the Special Events Policy and it is hereby incorporated by reference into this signed agreement.

Date of birth of applicant 04 / 06 / 1979

Signature of Applicant: Lee Thennes 

Date: 04-12-2022



# Work Order

Date: 04-12-2022

To: Billy Hutterer

From: Officer Miranda Check (920-973-0915)

Re: Deliver and pick up signs and barricades from Lincoln High School Friday, June 10, 2022

Place all barricades, signs and cones at the following locations prior to 0900 hours on Friday, June 10, 2022

- 2 barricades at the southeast corner of S. 10<sup>th</sup> St. and Division St. (close Division St.)
- 10 cones at the southeast corner of S. 10<sup>th</sup> St. and Division St. (close Fatzo's south driveway, exiting onto Division St.)
- 2 barricades at the southwest corner of S. 9<sup>th</sup> St. and Division St. (close Division St.)
- 4 barricades at the northwest corner of S. 9<sup>th</sup> St. and Columbus St. (close S. 9<sup>th</sup> St.)
- 4 cones at the northwest corner of S. 9<sup>th</sup> St. and Columbus St. (Squad Parking S. 10/Columbus)
- 4 barricades at the northwest corner of S. 9<sup>th</sup> St. and Green St. (close S. 9<sup>th</sup> St.)
- 4 cones at the northwest corner of S. 9<sup>th</sup> St. and Green St. (Squad Parking S. 10/Green)
- 2 barricades near JFK entrance (close driveway just south of bowl)
- 2 barricades near parking lot driveway on S. 9<sup>th</sup> St. between Green St. and JFK Building (close parking lot entrance, forcing entrance off of Green St.)
- 8 cones near parking lot driveway on S. 9<sup>th</sup> St. between Green St. and JFK Building (cone placed on southeast curve in parking lot to prevent parking on grassy area)
- 4 barricades at the southwest corner of S. 8<sup>th</sup> St. and Columbus St. (close S. 8<sup>th</sup> St. – Lincoln circle)

Email: Billy Hutterer, Karen Dorow, Gregory Wuensch

## Graduation Parking Order

No Parking Signs – entire east and west side of S. 9<sup>th</sup> St. from Columbus St. to Green St.

No Parking Signs – entire north side of Green St. from S. 10<sup>th</sup> St. east to driveway entrance to Lincoln Parking Lot

*\*Police Department "No Parking Signs" will be used to post these areas*

# 2022 LHS GRADUATION ASSIGNMENTS

Graduation ceremony Begins @ 1 PM (06-10-22)

## TRAFFIC CONTROL PRE EVENT:

0900 Hrs – CSW Brey/CSW Kieselhorst hang No Parking Signs (see work order).

1200 Hrs – All barricades set up and officers at their corners until 1300 Hrs

S. 9 <sup>TH</sup> / Columbus St.	Sgt. Krock
S. 9 <sup>TH</sup> / Green St.	SRO Laabs
S. 9 <sup>TH</sup> / Division St.	Detective Lecher
S. 8 <sup>TH</sup> /Columbus St.	J. Pusel/CSW Kieselhorst
Red Arrow Park and surrounding neighborhood	Officer Sosnosky

## DURING EVENT:

**Foot Patrol** – Lincoln High School Property

Uniformed Officers - SRO Laabs (975), SRO Check (908), Sgt. Krock (940)

Detectives in plain clothes – J. Pusel (464), McGinty (144), Lecher (165)

**Marked Squad** - Red Arrow Park and surrounding neighborhood

Officer Sosnosky (010)

## OFFICERS WORKING THE ROAD

Shift Commander – Lt. Arps (347)

Sec. 1 Massart (912)

Sec. 2 Ver Velde (131)

Sec. 3 Weyer (162)

Sec. 4 Ladwig (035)

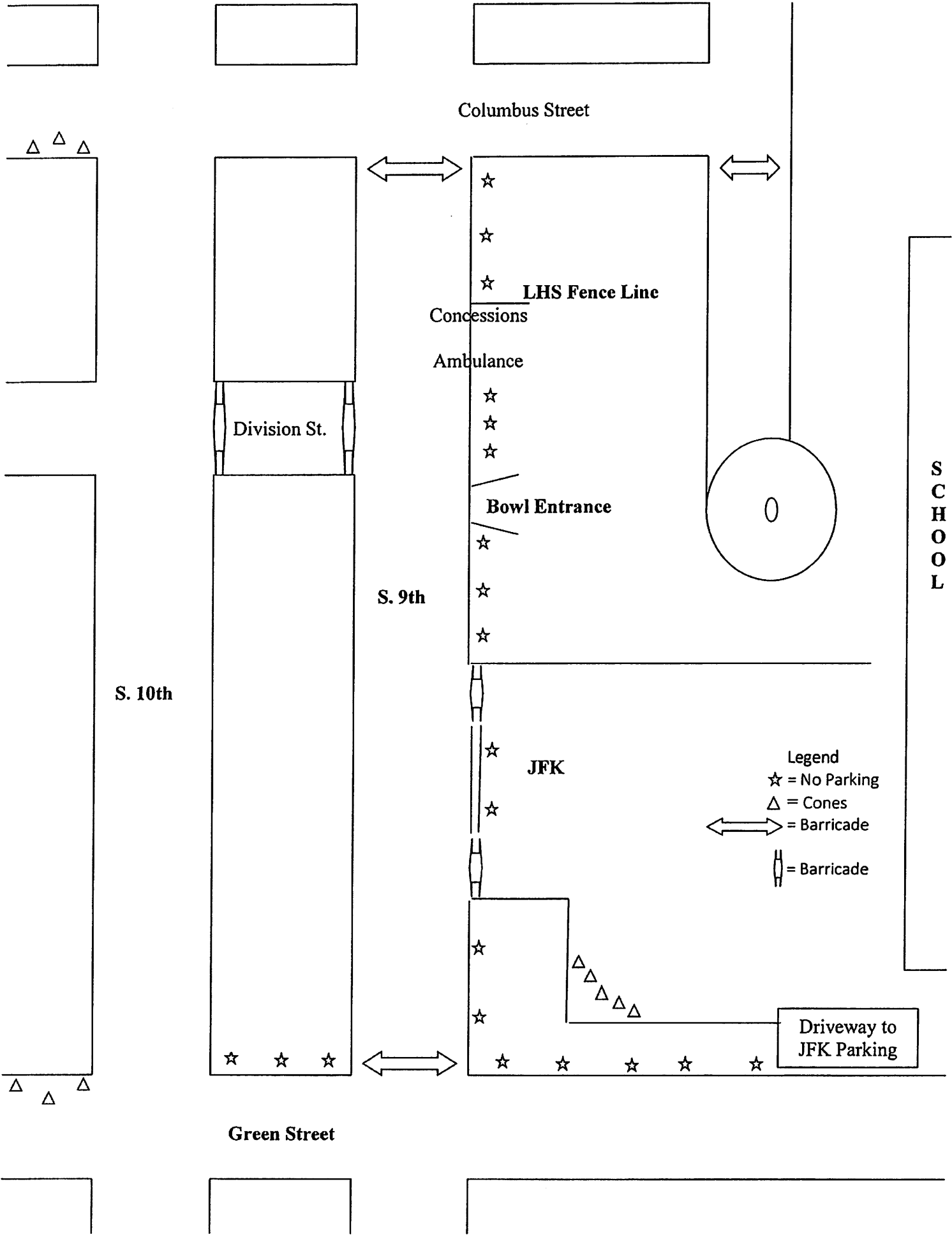
City Sosnosky (010)

Second Shift Early Officers @ 1400 – (Officer Tuma (634), Officer Albright (706))

## OFFICERS POST CEREMONY ASSIGNMENTS:

S. 10 <sup>th</sup> / Columbus St.	Officer Ladwig
S.9 <sup>th</sup> / Columbus St.	Sgt. Krock
S.9 <sup>th</sup> / Division St.	Detective Lecher
S.8 <sup>th</sup> / Columbus St.	Det. J Pusel
S 9 <sup>th</sup> / Green St.	SRO Laabs
S.10 <sup>th</sup> / Green St.	Officer Ver Velde





Columbus Street

Division St.

S. 9th

S. 10th

Green Street

SCHOOL

☆  
☆  
☆ **LHS Fence Line**  
Concessions  
Ambulance

**Bowl Entrance**

JFK

Legend

☆ = No Parking

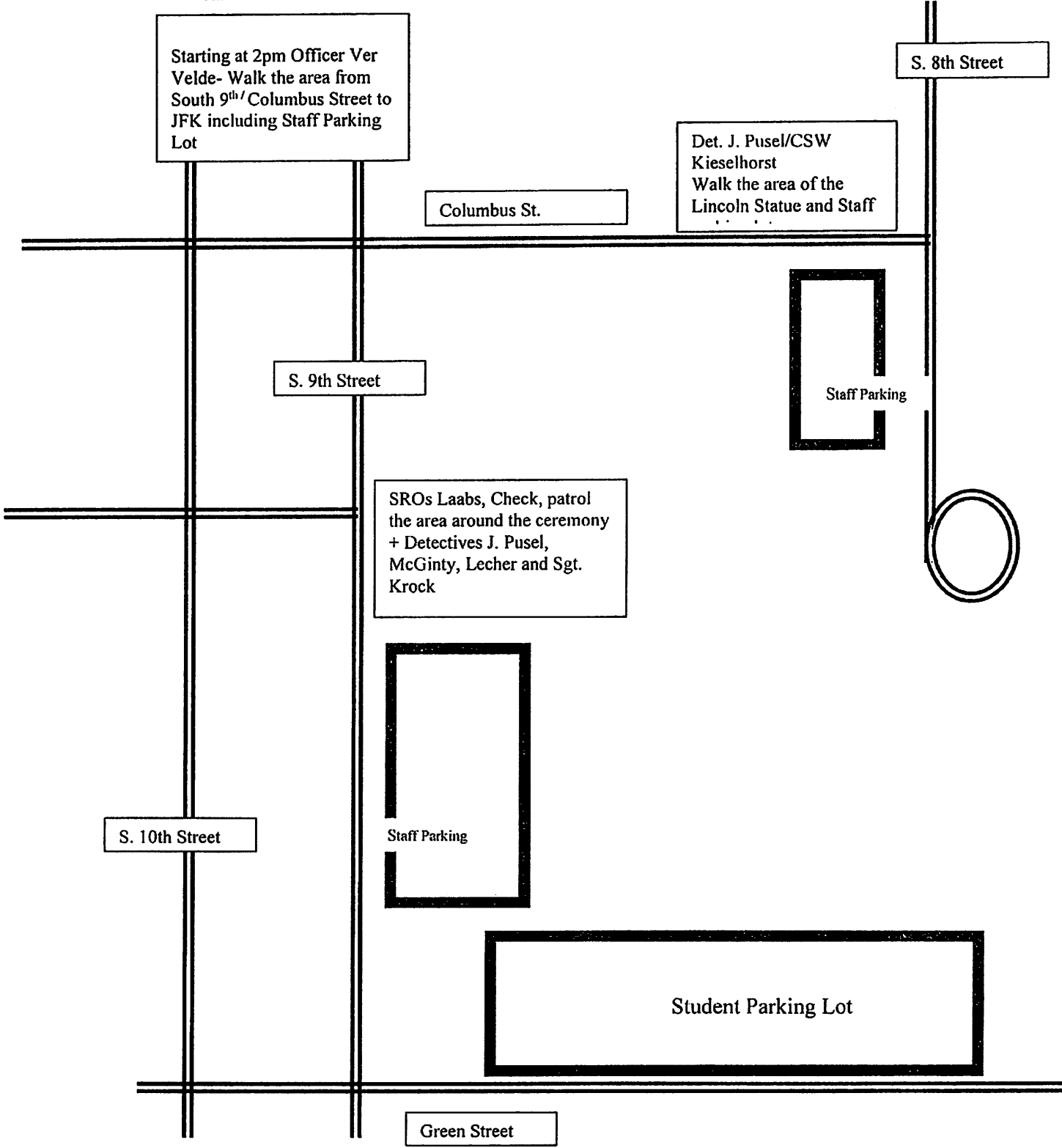
△ = Cones

↔ = Barricade

|| = Barricade

Driveway to  
JFK Parking

# LHS GRADUATION CEREMONY ASSIGNMENTS



Starting at 2pm Officer Ver Velde- Walk the area from South 9<sup>th</sup>/Columbus Street to JFK including Staff Parking Lot

S. 8th Street

Columbus St.

Det. J. Pusel/CSW Kieselhorst  
Walk the area of the Lincoln Statue and Staff

S. 9th Street

Staff Parking

SROs Laabs, Check, patrol the area around the ceremony + Detectives J. Pusel, McGinty, Lecher and Sgt. Krock

S. 10th Street

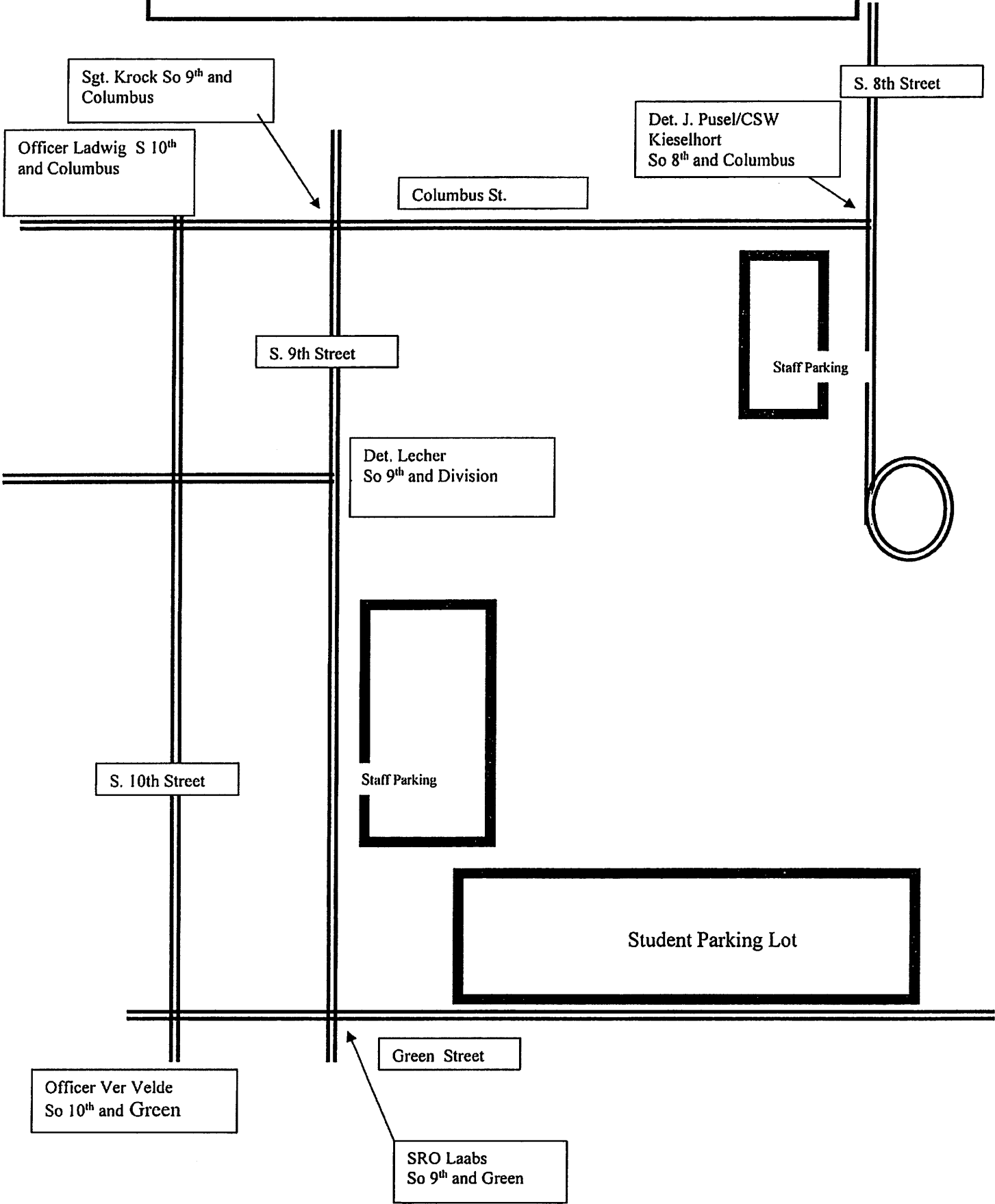
Staff Parking

Student Parking Lot

Green Street

Off. Sosnosky - Patrol Red Arrow Park and LHS School Parking Areas.

# TRAFFIC CONTROL ASSIGNMENTS POST CEREMONY



# TRAFFIC CONTROL ASSIGNMENTS PRE CEREMONY

