

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 3/19/2025

EVENT NAME: Lincoln High School Graduation

ORGANIZER: Lincoln HS - Micah Hoffman

E-MAIL ADDRESS: hoffmanj@mpsd.school

EVENT DATE: 6/13/2025

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Graduation ceremony in the bowl at Lincoln HS. Attendees must have a ticket to enter the fenced area. Requesting streets equipment and traffic control from PD.

COMMITTEE CONCERNS:

WAIVER OF FEES: Not granted

COMMITTEE DECISION:

APPROVE	DENY
Todd Blaser /ec	
Courtney Hansen /ec	
Jason Freiboth /ec	
Eric Nycz /ec	
Brock Wetenkamp /ec	

COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

The City of Manitowoc reserves the right to amend its fee structure on a case-by-case basis. Factors include, but are not limited to, resources requested by the applicant, applicant classification, whether and to what extent the event benefits a charity, effect on the community, effect on tourism, history of the event, and potential scheduling conflicts.
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Special Event Application

Tuesday, March 11, 2025

General Event Information

Event name	Lincoln High School Graduation
Location	1433 S. 8th St.
Date	Friday, June 13, 2025
Event time	1:00 PM - 3:30 PM
Setup start time	Friday, June 13, 2025 08:00
Takedown end time	Friday, June 13, 2025 16:00

Applicant Information

Name of Applicant	Principal Micah Hoffman
Organization Name	Lincoln High School
Address	1433 S. 8th St. Manitowoc, WI, 54220
Email	hoffmanj@mpsd.school
Phone number	(920) 663-9602
On-site contact & phone number	Lainey Longmeyer 920-374-0908
Security name & phone number	Off. M. Check #908 920-973-0915

Event description

Lincoln HS Graduation. Event takes place in the west bowl of Lincoln HS, on school district property. Please see attachments for further information about this event. The hope is to run this event in the same fashion as years past. Attendees will have to have a ticket from student(s) at LHS in order to enter the fenced area close to the graduates.

Estimated total attendance	3000
Est. attendance from outside Manitowoc	500

Event Features

Expected revenue	0
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Route & Road Usage

Road Closure

S. 9th St. from Columbus St. to Green St.
S. 8th St. south of Columbus St.

Road Crossing

S. 8th St. @ Columbus St.; S. 9th St. @ Columbus St.; S. 9th St. @ Division St.; S. 9th St. @ Green St.; S. 10th St. @ Columbus St.; S. 10th St. @ Green St.

Where are cars parking?

LHS parking lots and streets surrounding the school

Describe course markings and if this is a timed route

See Work Order

Time of amplified sound

12:45 PM - 3:30 PM

Amplified sound type

Speaker System

Event Structures

Select all that apply

Drone Fencing Portable restrooms
Waste removal service

Safety & Security

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

Police for security and traffic control. Fire Dept. on standby with ambulance for any emergency medical need.

Equipment & Facility Requests

Traffic control

Barricades 2'

Barricades 3'

Barricades 8'

Barricades 12' rail type $\frac{20}{\$6}$

Channelizer drums 3'

Cones 18"

Cones 28" $\frac{18}{\$5.50}$

Delineators 42"

"Road Closed" signs

"Road Closed Ahead" signs

Estimated cost per day

219

Equipment will be dropped off at the discretion of DPI. Equipment request notes:

Please see attached Work Order.

Waiver of Fees

Are you requesting a Waiver of Fees?

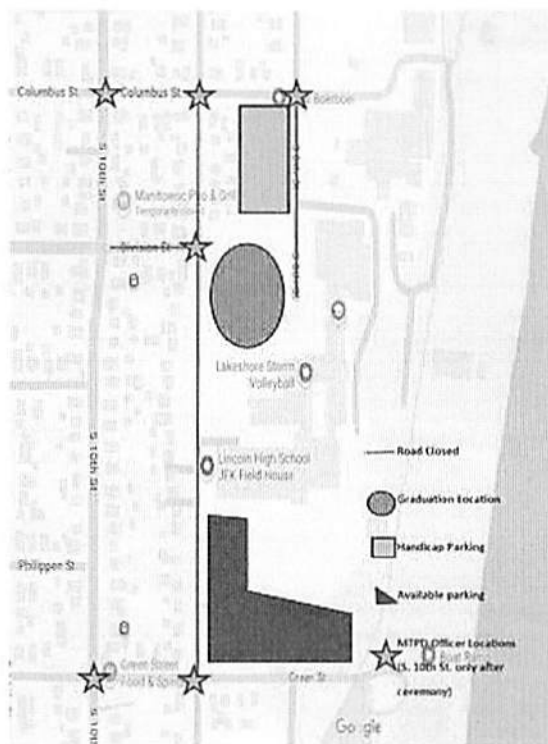
Yes, we are a nonprofit 501(c)(3) or acting on behalf of one

Why should this Waiver of Fees be granted?

LHS graduation is a tradition in Manitowoc. There are no profits made during this event, no sales. But it benefits its citizens and celebrates its youth. And, is a beautiful experience for all who attend. It draws families and friends from outside our community into the heart of downtown Manitowoc.

Map

Upload map and supporting documents



Graduation Barricade Work Order.docx



Legal Notice and Submission

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

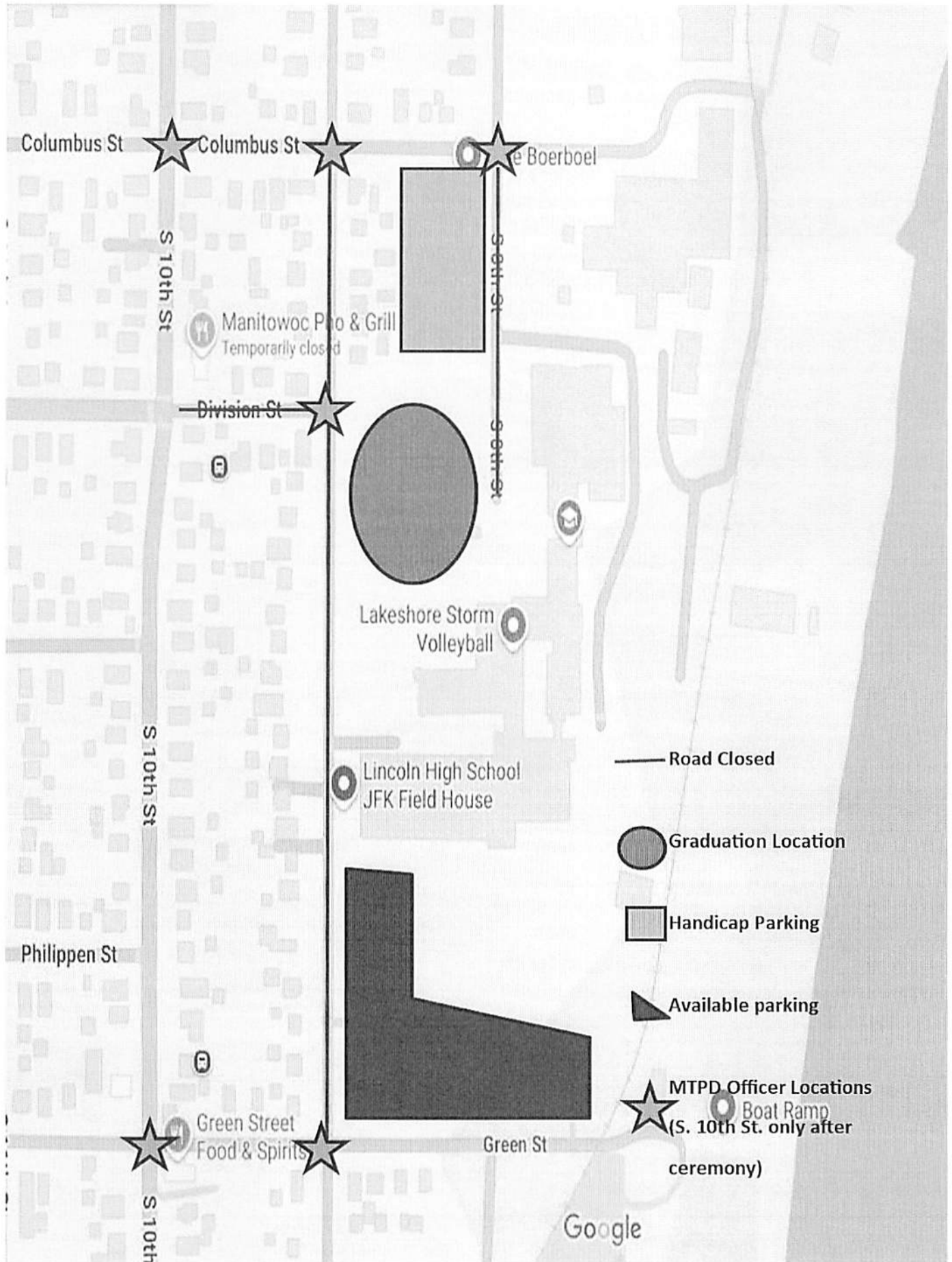
No

Applicant date of birth

Friday, April 16, 1976

Sign

Jonathan Hoffman



Columbus St

Columbus St

S 9th St

S 10th St

Manitowoc Pub & Grill
Temporarily closed

Division St

S 9th St

Lakeshore Storm
Volleyball

Lincoln High School
JFK Field House

S 10th St

Philippine St

Green Street
Food & Spirits

Green St

MTPD Officer Locations
(S. 10th St. only after
ceremony)

Google

Work Order

Date: 03-11-2025

To: Billy Hutterer

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

Re: Deliver and pick up signs and barricades from Lincoln High School Friday, June 13, 2025

Place all barricades, signs and cones at the following locations prior to 0900 hours on Friday, June 13, 2025

- 2 barricades at the southeast corner of S. 10th St. and Division St. (close Division St.)
- 10 cones at the southeast corner of S. 10th St. and Division St. (close Fatzo's south driveway, exiting onto Division St.)
- 2 barricades at the southwest corner of S. 9th St. and Division St. (close Division St.)
- 4 barricades at the northwest corner of S. 9th St. and Columbus St. (close S. 9th St.)
- 4 barricades at the northwest corner of S. 9th St. and Green St. (close S. 9th St.)
- 2 barricades near JFK entrance (close driveway just south of bowl)
- 2 barricades near parking lot driveway on S. 9th 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. 9th 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. 8th St. and Columbus St. (close S. 8th St. – Lincoln circle)

Email: Billy Hutterer, Karen Dorow, Gregory Wuensch

Graduation Parking Order

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

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

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