



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

MEMO

Date: 11/26/2025
To: City of Manitowoc - Finance Committee and Common Council
From: Shawn M. Alfred, Finance Director/Treasurer
Re: Request to rescind Invoice 0586396 – Fees for Ultimate Lakeshore Weekend Event

On June 21-23, 2024 the Ultimate Lakeshore Youth Baseball Tournament occurred at the MYBA Complex/Citizens Park. Based on the nature of this event (open to the public and 50+ people expected), it was classified as a Special Event and went through the Special Event Process; application, approval, etc. City staff created, and mailed, an invoice to the event organizers for rental of the fields at the MYBA Complex/Citizens Park. Event organizers, and MYBA President, were of the understanding that the fees were to be waived.

It is being recommended that outstanding invoice 0586396 for the amount of \$422.00 be rescinded due to faults in the process and possible miscommunication by City staff.