

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 6/25/2025

**EVENT NAME:** Lincoln High School Homecoming Parade

**ORGANIZER:** Lincoln High School

**E-MAIL ADDRESS:** [hoffmanj@mpsd.school](mailto:hoffmanj@mpsd.school)

**EVENT DATE:** 10/10/2025

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** Lincoln High School's annual homecoming parade using a road closure and public safety assistance.

**COMMITTEE CONCERNS:**

**WAIVER OF FEES:** Not granted

**COMMITTEE DECISION:**

APPROVE	DENY
Courtney Hansen /ec	
Todd Blaser /ec	
Dan Koski /ec	
Eric Nycz /ec	
Matt Wallander /ec	

**COUNCIL ACTION REQUIRED:**

Approval of road closure of S 9th St from Green Street to Grand Ave and Grand Ave from S 9th St to S 23rd St from 5:30pm-6pm

**ITEMS TO INCLUDE IN LETTER:**

Organizer is responsible for obtaining written approval for a street closure from the affected property owners and/or residents. 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.



# CITY OF MANITOWOC

WISCONSIN, USA

[www.manitowoc.org](http://www.manitowoc.org)

July 22, 2025

Lincoln High School  
Attn: Micah Hoffman  
1433 S 8<sup>th</sup> Street  
Manitowoc, WI 54220

RE: Lincoln High School Homecoming Parade – October 10, 2025 – Road closure of S 9<sup>th</sup> St from Green St to Grand Ave and Grand Ave from S 9<sup>th</sup> St to S 23<sup>rd</sup> St from 5:30 p.m. to 6:00 p.m.

Dear Organizer:

Thank you for choosing to hold your special event in the City of Manitowoc. The above request was acted upon by Common Council at the meeting held on **July 21, 2025**, at which time the Common Council granted your request to hold the **Lincoln High School Homecoming Parade on October 10, 2025**. Please refer to the enclosed conditions checklist for your Special Event and timely submit requested information to avoid late charges.

The Committee has denied the request for Waiver of Fees. Factors for consideration to waive fees 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. The City of Manitowoc reserves the right to deny special events and requests for waived fees on a case-by-case basis. In October 2023, revisions to the Special Events Policy were approved at City Council.

Costs for Parks and Streets equipment and facilities will be invoiced after the Special Event. Questions regarding fees and reservations should be directed to [parksadmin@manitowoc.org](mailto:parksadmin@manitowoc.org).

Organizer is responsible for obtaining written approval for a street closure from the affected property owners and/or residents.

If you have any questions, please contact me at (920) 686-6950 or via email at [cityclerk@manitowoc.org](mailto:cityclerk@manitowoc.org).

Sincerely,

Mackenzie Reed  
City Clerk / Deputy Treasurer

MR:jls

cc: Special Events Approval Group  
Enclosures



## **Special Event Conditions**

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**INSURANCE:** At least 30 days prior to your event, in accordance with City policy, please have your insurance agent submit a certificate of insurance along with separate additional insured endorsement. Please fax to 920-686-6959 or e-mail to jswokowski@manitowoc.org. Special Events Insurance Requirements are also enclosed. **Insurance not provided within the required timeline may result in a fee of \$300.**

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**CREDIT/DEBIT CARD PAYMENTS:** Vendors who accept payment card information (PCI) are required to provide evidence of Cyber Liability with a limit of \$1,000,000 per occurrence OR letter evidencing payment card information (PCI) compliance OR letter evidencing use of payment card information (PCI) compliant 3<sup>rd</sup> party vendor

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**TAVERNS:** Please bring your tavern license to the City Clerk's office prior to your event to have the extended premises added to your license.

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**BEER/WINE SALES:** A non-profit or bona fide club may apply in the City Clerk's Office in City Hall for a Temporary Class "B" license for the beer/wine stand. A licensed bartender must be at the premise at all times.

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**FOOD:** Contact the County Health Department at 920-683-4155 to obtain information about a food license. Mobile food vendors (food trucks) must obtain a license from the City Clerk's office

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**VENDORS:** All vendors must have a direct seller permit which can be obtained from the City Clerk's Office at City Hall, except for 1) vendors selling prepared food and/or beverages for immediate consumption; 2) any person selling goods or services at a flea market, art fair or similar event involving five or more direct sellers and sponsored by a permanent resident of Manitowoc County.

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**STAKES/BOUNCE HOUSES:** Event organizers are responsible for contacting Diggers Hotline at least 3 business days prior to placing stakes or fence posts in the ground. Contact the Parks Division, 900 Quay St. at 920-686-3580 to obtain a stake permit and pay the \$50 stake permit fee. **Events with bounce houses require a stake permit.**

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**EQUIPMENT:** For the use of the benches, trash barrels, etc., please contact the Parks Division at 920-686-3580. For concerns with facilities or equipment outside of business hours, please call 920-323-0850.

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**TRAFFIC CONTROL:** If you need to pickup traffic control items, please contact the Department of Public Works at 920-686-6550 prior to 2:30 P.M. between Monday and Friday.

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**STREET CLOSURE:** In advance of your event, you are encouraged to notify the residences and/or businesses that may be affected by this street closure, in order to allow them time to make any arrangements.

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**POLICE:** The telephone number to arrange for Manitowoc City Police Department assistance with your event is 920-686-6551.

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**PARKING:** Unless special parking requests were approved, all parking regulations will be enforced.

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**FIREWORKS:** Contact the Fire Department at 920-686-6540 to obtain a fireworks permit.

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**LINCOLN PARK:** Please be considerate to the zoo animals. Keep noise levels down, and direct loudspeakers or amplified music away from them. Many animals become stressed as they perceive loud noise as a threat.

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**DOGS:** Please remind participants that dogs are not allowed in Citizen Park/Miracles Park/ Lincoln Park Zoo.

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**TOILETS:** Based on estimated attendance, you should have \_\_\_\_ number of portable toilets.

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**NOISE:** Waiver of the noise ordinance was approved from \_\_\_\_ to \_\_\_\_.



# Special Event Application

Tuesday, June 17, 2025

## General Event Information

Event name	Lincoln High School Homecoming Parade
Location	1433 S. 8th St. (LHS) and 1815 S. 23rd St. (Rubick Field)
Date	Friday, October 10, 2025
Event time	5:00 PM - 6:30 PM
Setup start time	Friday, October 10, 2025 17:30
Takedown end time	Friday, October 10, 2025 18:30

## Applicant Information

Name of Applicant	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	Ben Ruechel 920-373-1310
Security name & phone number	Off. M. Check #908 920-973-0915

### Event description

Lincoln HS Homecoming Parade. It will be run exactly the same as last year. Students will start lining up for the parade in the parking lot in the LHS south parking lot at 1700 hours. The parade will begin at 1730 hours. The parade will travel out of the parking lot, west on Green St., south on S. 9th St., west on Grand Ave., to S. 23rd St. We are requesting no parking on S. 9th St. from Green St. to Grand Ave. and on the north side of Grand Ave. from S. 9th St. to S.23rd St.

Estimated total attendance	500
Est. attendance from outside Manitowoc	25

## Event Features

Expected revenue	0
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Revenue will be used for n/a

## Route & Road Usage

### Road Closure

S. 9th St. from Green St. to Grand Ave. and Grand Ave. from S. 9th St. to S. 23rd St. from 1730-1800 hours.

### Road Crossing

MTPD Officer assistance will be needed at the following intersections: S. 10th St. @ Grand Ave., S. 14th St. @ Grand Ave., and S. 18th St. @ Grand Ave.

### Where are cars parking?

Participants will part in the student parking lot at LHS. Attendees can park on the south side of Grand Ave. and on roadways along parade route

Describe course markings and if this is a timed route See Work Order

## Event Structures

## Safety & Security

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

Officer assistance will be required at the intersections of Grand Ave. & S. 10th St., Grand Ave. & S. 14th St., and Grand Ave. & S. 18th St. to stop through traffic while parade passes through safely.

## Equipment & Facility Requests

### Tables & seating

Banquet tables 8'x40'

Benches 4'

Metal folding chairs

Picnic tables 6'  $\frac{15}{\$6 \text{ max } 20}$

### Traffic control

Barricades 2'

Barricades 3'

Barricades 8'

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

Channelizer drums 3'

Cones 18"

Cones 28"

Delineators 42"

"Road Closed" signs

"Road Closed Ahead" signs

Estimated cost per day 126

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

This is a parade organized and carried out by students at LHS. There is no fee for community members to partake in the activity. There is are no funds generated from this event. It is open to the entire community to support our youth and bring our community together.

## Map

Upload map and supporting documents

	Parade map with symbols.pdf
	Homecoming Work Order.docx
	Homecoming Parking 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

## Homecoming Parking Order

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

No Parking Signs – entire north side of Grand Ave. from S. 9<sup>th</sup> St. to S. 23<sup>rd</sup> St.

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

# WORK ORDER

**Date:** October 10, 2025  
**To:** Director of Public Works  
**From:** Officer Miranda Check  
**RE:** LHS Homecoming Parade

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Please have all the picnic tables dropped off by 12:00 pm on Friday, October 10th, 2025.  
Picnic tables can be picked up Monday October 7th.

15 Picnic Tables to Ron Rubick Field

Deliver through front gate. Picnic tables can be placed between the confession stand and the west bleachers.

Please have all the barricades dropped off by 12:00 pm on Friday, October 10th, 2025.  
Barricades can be picked up any time after 10:00 pm on Friday, October 10th, 2025.

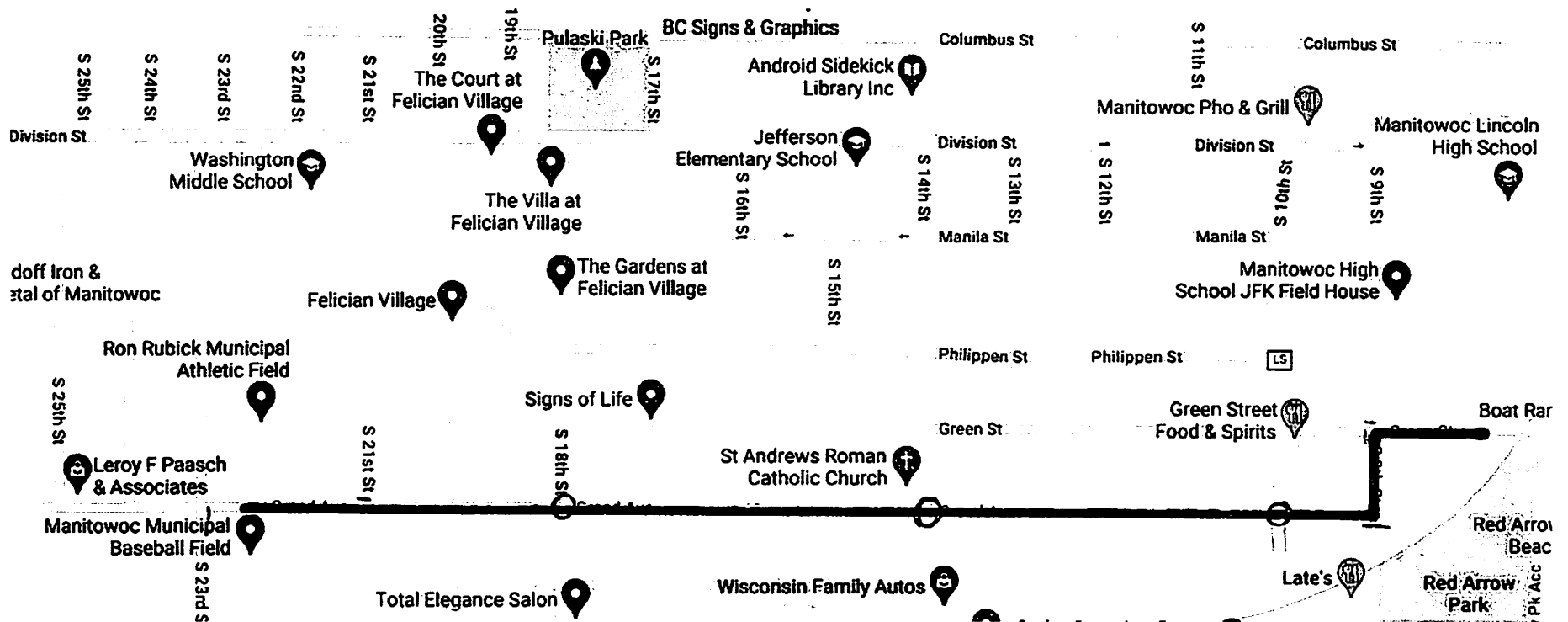
1 Barricades	S. 23 <sup>rd</sup> St @ Grand Ave.	Block traffic in both directions
1 Barricades	S. 21 <sup>st</sup> St @ Grand Ave.	Block traffic S. 21 <sup>st</sup> St. @ Grand Ave.
2 Barricades	S. 9 <sup>th</sup> St. @ Grand Ave.	Block traffic in both directions
2 Barricades	S. 9 <sup>th</sup> St. @ Green St.	Block EB and WB traffic

As always, thanks for your help! Any questions can be directed to Officer Check at  
920-973-0915.



Notes: No parking signs will line the route on the north side of Grand Ave. and on S. 9th St. between Green St. and Grand Ave.

Parade begins on S. 9th St. @ Greens St., travels south on S. 9th St. to Grand Ave. and then west on Grand Ave. to S. 23rd St.



#### Timeline:

Parade Staging at 5pm

Parade Begins at 5:30m

Barricades

○ Police Officer