

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 4/15/2026

EVENT NAME: Lincoln Graduation

ORGANIZER: Lincoln High School - Jonathan Micah Hoffman

E-MAIL ADDRESS: hoffman@mpsd.school

EVENT DATE: 6/12/2026

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of Lincoln property to host a graduation ceremony as in years past.
Requesting some DPI equipment for safety

COMMITTEE CONCERNS:

WAIVER OF FEES: Not granted

COMMITTEE DECISION:

APPROVE	DENY
Courtney Hansen /ec Eric Nycz /ec Dan Koski /ec Todd Blaser /ec Craig Jansen /ec	

COUNCIL ACTION REQUIRED:

Road closure of S. 9th St. from Columbus St. to Green St., S. 8th St. south of Columbus St., Roads will be closed from 12:30pm- approx. 3:30pm

ITEMS TO INCLUDE IN LETTER:



Special Event Application

Monday, March 30, 2026

General Event Information

Event name Lincoln High School Graduation Ceremony

Location 1433 S. 8th St.

Date Friday, June 12, 2026

Event time 12:30 PM - 4:00 PM

Setup start time Friday, June 12, 2026 08:00

Takedown end time Friday, June 12, 2026 16:00

Applicant Information

Name of Applicant Jonathan Micah Hoffman

Organization Name Lincoln High School

Address 1433 S. 8th St.
Manitowoc, WI, 54220

Email hoffmanm@mpsd.school

Phone number (920) 663-9602

On-site contact & phone number Micah Hoffman 920-242-5583

Security name & phone number Off. M. Check #908 920-973-0915

Event description

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

Estimated total attendance 3000

**Est. attendance from outside
Manitowoc** 500

Event Features

Expected revenue 0

Revenue will be used for N/A

Route & Road Usage

Road Closure

S. 9th St. from Columbus St. to Green St.

S. 8th St. south of Columbus St.

Roads will be closed from 12:30pm- approx. 3:30pm

Road Crossing

S. 8th St. at Columbus St., S. 9th St. at Division St., S. 9th St. at Columbus St., S. 9th St. at Green St., S. 10th St. at Columbus St., S. 10th St. at Green St.

Where are cars parking?

Lincoln HS parking lots and road shoulders

Time of amplified sound

1:00 PM - 3:30 PM

Amplified sound type

Music and Speaking

Event Structures

Select all that apply

Drone

Fencing

Portable restrooms

Safety & Security

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

Fire Dept. to stand-by with ambulance if available

Police Dept. for security and traffic control

06-12-26 from 12:30pm-3:30pm approx.

1433 S. 8th St. and Closed intersections listed above

Equipment & Facility Requests

Traffic control

Barricades 2' $\frac{6}{\$7}$

Barricades 3'

Barricades 8' $\frac{12}{\$8}$

Barricades 12' rail type

Channelizer drums 3'

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

Cones 28"

Delineators 42"

"Road Closed" signs

"Road Closed Ahead" signs

Estimated cost per day

237

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

See attached work order

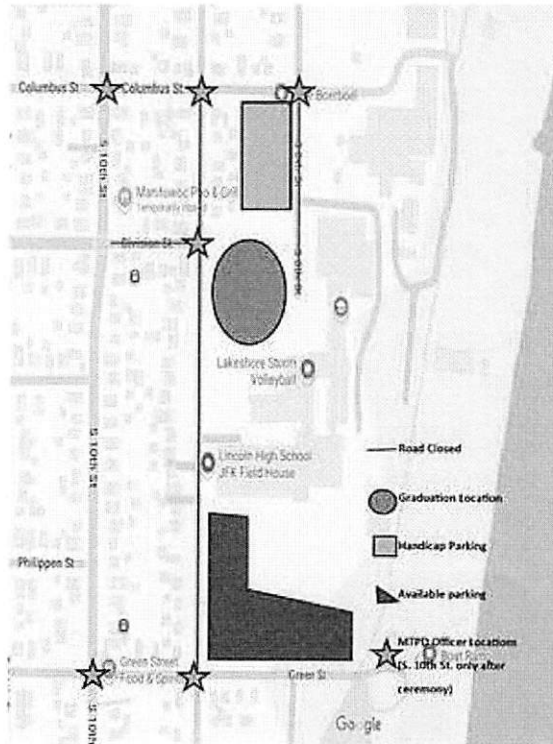
Waiver of Fees

Are you requesting a Waiver of Fees?

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

Map

Upload map and supporting documents



Graduation Barricade Work Order.docx



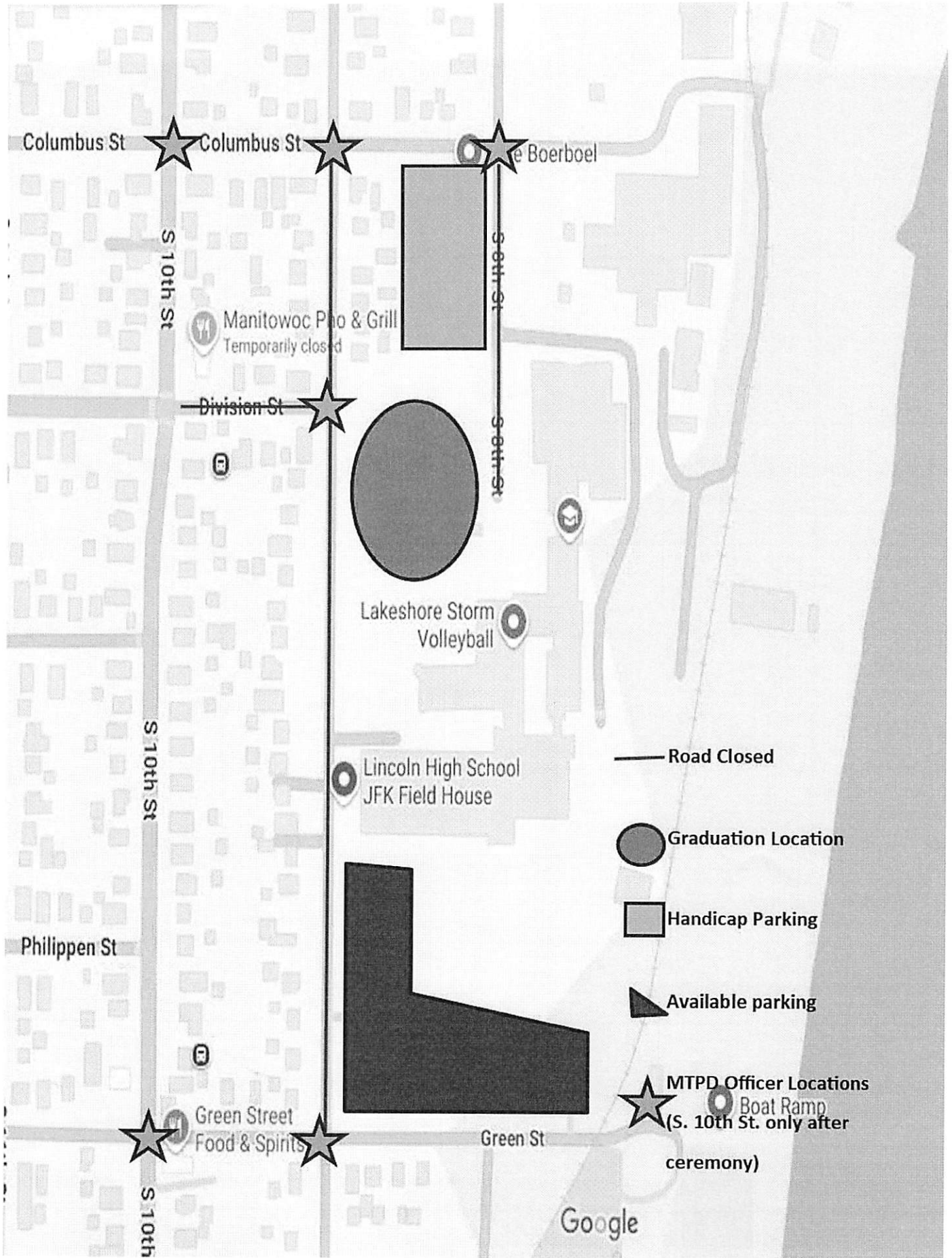
Graduation Parking Order.docx

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



- Road Closed
- Graduation Location
- ▭ Handicap Parking
- ▴ Available parking
- ★ MTPD Officer Locations
- Boat Ramp (S. 10th St. only after ceremony)

Work Order

Date: 03-30-2026

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 12, 2026

- 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, 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*