MANITOWOC TOWN BOARD & BUDGET MEETING-December 02, 2024

The Annual Budget meeting for 2025 of the Town Board of the Town of Manitowoc was held Monday December 2nd, 2024 at the Silver Creek Fire Station and Town Hall. The meeting was called to order at 7:00pm by Chairman Blahnik. Present were Chairman Blahnik, Supervisor DiMarco, Supervisor Thiel via phone, Constable Shavlik, and Clerk/Treasurer Gilbert.

The Budget was read and discussed by Clerk/Treasurer Gilbert, giving the Supervisors an opportunity to ask questions. A question on Committed Funds and Road Improvements for 2025-amount of Approximately $143,105.58 for updating the roads in 2025. Committed funds set aside of $100,000.00 each year for 2026-2028. Public Works Transportation, we also upped the budget for snow removal by approximately $15,000.00 anticipating snow in 2025. No further discussion or questions on the budget.

Approving the 2025 Town Budget, a motion was made by Chairman Blahnik to accept the proposed budget, seconded by Supervisor Thiel. Motion carried.

A motion was made by Supervisor DiMarco to adjourn the Town Budget meeting, seconded by Supervisor Thiel. Motion carried.

Closed Budget meeting at 7:10pm.

****

The regular monthly meeting of the Town Board of the Town of Manitowoc was held Monday December 2nd, 2024 at the Silver Creek Fire Station and Town Hall. The meeting was called to order at 7:12pm by Chairman Blahnik.

Pledge of Allegiance was said.

Roll call of the Board members was documented. Chairman- Jeff Blahnik, Supervisor-Cody Thiel via phone, Supervisor-Matt DiMarco, Constable-Andy Shavlik, and Clerk/Treasurer-Geraldine Gilbert.

Chairman Blahnik, asked if there were any comments or concerns to the agenda for the meeting on December 2, 2024. With no additions or corrections, a motion was made by Supervisor DiMarco to approve the agenda and Supervisor Thiel second it.

Chairman Blahnik, asked if there were any additions or corrections to the minutes of the November meeting. With no additions or corrections, a motion was made by Supervisor DiMarco to approve the minutes and Supervisor Thiel second it. Chairman Blahnik declared the minutes to stand approved as read.

Discussion of month expenses. Bills were presented for payment; no checks were signed and a motion was made by Supervisor Thiel and seconded by Supervisor DiMarco to allow bills to be paid. Motion carried. Supervisor Thiel signature is needed on the Check Detail and Deposit Detail at the next meeting.

Residents from the town present were:

- Steve Klinkner 4008 S 18th ST
- Dennis Karbon 3319 Jenny RD
- Cindi Karbon 3319 Jenny RD
- Melissa Carron Glacier-land Rep
- Valerie OConner Glacier-land Rep
- Joe Stanzel 8516 Hwy JJ

Public input & Questions

Representatives from Glacier-land RC&D, Valerie O'Conner and Melissa Carron spoke about the phragmites in the Town of Manitowoc and the need for donations to continue treating the threatening weed. Town of Manitowoc has 64 parcels that have Phragmites. Town of Manitowoc has it in their 2025 budget to contribute to them to continue treating the weed.

Old Business

Chairman Blahnik shared information about the Town Web site for our website, the cost initially is $2420 for the first year and the contract is for 3 years with payments year 2 and year 3 being $1220 each year. A motion was made by Supervisor DiMarco and second by Supervisor Thiel. Motion carried. Chairman Blahnik will take the responsibility to work with Town Web and the contract. Suggestion was made, the Clerk /Treasurer investigate the Clerk Minutes program.

Gulseth property was approved by Planning and Zoning Board to rezone a piece of his property on County Road Q from General Agriculture to Large Estate and by dividing it into 2 Lots.

Nomination paperwork is due so you can be placed on the ballot in February.

Letters were sent out to 270 homes in the contaminated area for the preconstruction meeting being held on December 11 at 10:00am. The letter explains the procedure for the project. **(Letter attached)**. Chairman Blahnik share some information on the watermain project that will be starting in late December 2024. This is considered Phase 2. Correspondence to PSCW (Public Service Commission regarding docket case 3320-CW-116, the watermain within the Townships of Manitowoc and Newton.

(Letter attached). **Water Main & Lateral Connection Letter 12.2.24**

December 2, 2024

Dear <Property owner name>:

This letter is to update you on the anticipated upcoming construction of water main and lateral connection of properties impacted by groundwater contamination. The lateral is the pipe that connects home to the water main.

The City has been working with the Public Service Commission (PSC) for the construction authorization to proceed with the next phase of water main. We received the construction authorization and are finalizing the details. Construction will include:

- **Hecker Road from the former Newton Gravel Pit south to Silver Creek Road**
- **Silver Creek Road from Hecker Road to S. 26th Street**
- **26th Street to Jenny Road**
- **Orchard Lane - S. 26th to approximately 2,100 lineal feet west**
- **Nelson Lane**
- **Birch Road**
- **Jenny Road from S. 19th to Lissa Lane**
- **Cimarron Court from Jenny Road south**

Construction of the water main is anticipated to begin later in December with work being completed in fall of 2025. Construction will begin on Silver Creek Road from CTR CR west to Hecker Road and north on Hecker Road to the Gravel Pit. Crews will then work from CTR CR/Silver Creek Road to the east.

There are a lot of moving parts with regard to lateral connections. Properties with impacted wells will be receiving (if you haven't already) a letter from the city with an agreement. The agreement must be signed and returned before any lateral work will be done.

<u>Preliminary Lateral Work for Impacted Properties</u>

- **Vinton Construction, the construction contractor, and Luisier Plumbing, the licensed plumber, will be contacting affected property owners to determine where the lateral will be directional bored into your home.**
- **Luisier Plumbing will do a Cross-Connection Evaluation on the domestic water system currently used. It must be up to code before the new water service can be tied onto the new water main. If the system is not in compliance, it is the responsibility of the property owner to bring it up to code. Luisier Plumbing will provide an estimate for your approval to bring the home into compliance. Compliance work will need to be complete and paid for by the property owner before Luisier Plumbing will send a signed Cross-Connection Affidavit Form to MPU.**
- **MPU will be contacting you to set up your account in their system.**

Yard Documentation

- ***We will be contacting you to schedule an appointment for yard documentation. This ensures that we will restore your yard to best approximate condition as it was prior to the municipal water service being installed.***

Directional Boring Lateral Into Home

- ***Once the cross-connection work is completed and a signed agreement is received, you will be contacted regarding the directional boring of the lateral into your home.***
- ***The lateral will be capped inside the home until the connection can be completed.***

Lateral Connection to the Water Main

- ***Luisier Plumbing will make arrangements with you to have your old system shut down and new water tied in. This will take about two (2) hours.***
- ***Old pressure tanks and piping that was cut off from the original system will be removed and the old water line from the well will be capped at the floor or wall.***
- ***Power for the well pump will be disconnected. The system will be shut down and breakers and/or fuses and excess wiring will be removed to create a safe system.***

Well Abandonment

Luisier Plumbing will do well abandonment at a later date. This phase will be scheduled with you. They will not need to enter your home to do this.

- ***The well cap will be opened and pump, pump wire and piping in the well will be removed.***
- ***The well will be filled with a clay matter to seal off the well tight.***
- ***Luisier Plumbing will dig around the well and cut the casing off below grade. If you have special plants or decorations by the well casing, please remove them prior to the work being done.***
- ***After the well casing is cut below grade, it will be backfilled with dirt and the area is restored to the best approximate condition as it was prior to the municipal water service being installed. There may be a few days between the casing being cut below grade and the landscaper restoring the area.***
- ***Property owners are responsible for watering and maintaining newly seeded landscaping.***
- ***Well abandonment paperwork will be provided to the Wisconsin Department of Natural Resources (WNDR) and the City.***

Thank you for your patience as we worked through all of the complexities associated with this project.

If you have any questions, please contact Karen Dorow at kdorow@manitowoc.org or (920) 374-0404 or Dan Koski at 920-686-6910.

Sincerely,

Dan Koski, PE

Director of Public Infrastructure

New Business
Permits:

- Holschbach Enterprises plans to build a duplex on Cimarron CT. The town board approved of the conditional use permit and a letter will be sent to Planning and Zoning.

EMS Agreement with the city was discussed and signed for continued ambulance service with an increase of cost to $15.00 per town resident. There are about 1071 residents.

Constable presented his report for the past month:

- November 13th loose dog on Lissa Lane-owner came to pick up dog right away because they were out looking for it.
- November 18th called to pick up garbage on Pheasant Road
- November- received a call about All Out Moving vehicles driving in mud and dragging it onto Jenny Road.
- November-call about a disc frisbee was thrown and damaged a resident's window. Person responsible for the incident will reimburse the residents for the damage. Owner of the establishment will be required to put up a protection barrier to avoid any more incidents.
- 911 home signs are complete with the updated signs on the northside of town. More signs will be ordered in the spring to continue working on the southside.

WTA Christmas Party on December 5th, 2024-the members attending are Chairman, Constable, and Clerk/Treasurer.

Next Monthly Town Board meeting will be Monday January 13th, 2025 at 7:00pm.

There being no other business to come before the board, a motion was made by Supervisor DiMarco to adjourn December 2nd meeting, seconded by Supervisor Thiel. Motion carried.

December 2nd, 2024, meeting was adjourned at 8:19pm.

Respectfully submitted

Geraldine Gilbert

Town of Manitowoc Clerk/Treasurer