

Summary of Town Board Meeting Summary

Created on June 10, 2025 by [Summary AI](#)

Town of Manitowoc

In attendance

Wayne Vetting

Jean Vetting

Cindi Karbon

Jessica Brault

Marti Conrad

Jeremy DeSwarte

Steve Klinkner

Dennis Winkler

Overview

- **Agenda and minutes approved** with corrections. Motion made by Supervisor DiMarco to approve the minutes and Supervisor Thiel second it.
- **Manitowoc Football Club** presented, serving ~400 kids and adults
- **Parking and traffic safety** at soccer fields discussed; wetland/floodplain status to be clarified
- **Website and communication issues** raised; need for timely posting of agendas/minutes
- **Financials reviewed**; Koeppel Lane road project approved. Motion made by Supervisor Thiel and Supervisor DiMarco second it.
- **Water main/well issues** ongoing; city/town coordination and PSC involvement
- **Permits, bar licenses, and dog licenses** updated
- **ATV/UTV/golf cart road use** clarified; DNR licensing required
- **Emergency services funding and reporting** discussed
- **Next meeting scheduled for July 14**

Approval of Agenda and Minutes

- Agenda approved unanimously. Motion made by Supervisor DiMarco to approve the minutes and Supervisor Thiel second it.
- May's minutes reviewed; corrections noted.
- Correction: Silver Creek River comment deleted from public input section.

- Correction: Road construction alternate route allowed until **July 1, 2025** (not January 1, 2026).
- Minutes approved with corrections. Motion made by Supervisor DiMarco to approve the minutes and Supervisor Thiel second it.

Manitowoc Football Club Presentation

- Manitowoc Football Club is a not-for-profit organization offering youth and adult soccer.
- Established approximately 25 years ago; formerly known as Goal Getters.
- Current membership is close to 400 participants, with continuous growth.
- Programs include recreational, select, and academy levels for 4K through adult.
- Home games and fields located at Viebahn and 19th Street.

Parking and Traffic Safety at Soccer Fields

- Parking and traffic issues identified as ongoing concerns.
- Potential solutions discussed: improved traffic flow, new parking lot, local contractor involvement, public safety funding.
- Land status (wetland vs. floodplain) affects feasibility; wetland requires DNR and special use permit, floodplain may allow gravel lot.
- Historical use: area previously mowed and used for parking by fire department; current restrictions unclear.
- Board research two years ago indicated presence of wetland indicators on site.

Website, Communication, and Posting Issues

- Website updates not current; transition of responsibility ongoing.
- Agenda sent to board one week in advance; posting timelines vary by notice type (24 hours to 30 days).
- Clerk responsible for meeting minutes; minutes must be posted, even if unapproved, per state law. ****CORRECTION: **Clerk is responsible for meeting minutes there is no law to post them.**
- Unclear ownership of website maintenance; need for defined roles and job descriptions online.
- Lack of posted agendas/minutes reduces public awareness and participation.

Roles, Responsibilities, and Website Maintenance

- Minutes can be posted immediately as 'not approved' until formal approval.
- 90% of website content (minutes, agendas) originates from Geri and Kristy; training needed for them.
- Website updates are time-consuming; clerk workload increased from a few hours to 20–30 hours/week over 5–6 years.
- Website designer offers training; thick manual available; only Geri and Jeff can update site.
- Website supports email notifications for updates; underutilized features; more staff involvement encouraged.

Financials and Road Project Approvals

- Reviewed financial reports; no questions raised. Motion made by Supervisor Thiel and Supervisor DiMarco second it.
- Received two quotes for Koppel Lane: Manitowoc County and Northeast Asphalt.
- Manitowoc County quote covers approximately 170 square yards; Northeast Asphalt covers 160 square yards.
- Motion approved to proceed with Manitowoc County for Koppel Lane repaving at estimated value. Motion made by Supervisor Thiel and Supervisor DiMarco second it.
- Other road projects (Goodwin, others) likely deferred to next year due to contractor availability.

IT, QuickBooks, and Water Main/Well Issues

- New website launched; requires ongoing updates and improved communication.
- QuickBooks implementation in progress; full functionality expected by year-end.
- Board agendas must be posted physically in three places per statute or online on town page.
**CORRECTION: ** Board agendas must be posted online and in one physical place.
- Meeting minutes to be uploaded within five days using AI-generated notes.
- Water main project delayed; construction and testing updates required, with concerns about resident contact and response tracking.

Water Main, Testing, and Public Service Commission

- Lack of communication from city officials; multiple unreturned emails.
- Coordination required for road repaving and water main installation; delays may cause financial responsibility for repairs.
- Next meeting proposed for June 26, 7 p.m to discuss water project
- Legal constraints: city can only connect properties with wells testing above specific VOC levels per public service commission contract.
- DNR halt delayed project until August; wildlife concerns cited as reason.

Permits, Bar Licenses, and Dog Licenses

- Town roads allow DNR-licensed vehicles; county/state roads do not permit them.
- Golf carts must meet safety requirements (headlights, brake lights, horn, insurance) for road use; not all qualify for DNR licensing.
- Permit fees discussed for siding, windows, roofs, and driveways; currently not charged but under consideration. **CORRECTION: **Permit fees discussed for siding, windows, roofs, and driveways; currently not charged but under consideration for justification.
- Bar license renewals and bartender background checks completed; all up to date and approved.

Correspondence, Emergency Services, and Maintenance

- Received bill from Manitowoc County for snow plowing, sign work, and road patching
- Board of Review held on **May 22, 2025**; no attendees, a few inquiries, completed smoothly.
- Town Association Convention to address emergency management and EMS service costs in Wisconsin.
- Maintenance of Effort forms required by Department of Revenue to ensure towns/villages maintain emergency services funding.
- Clerk training virtually through UWGB in July and convention in October.

Constable, Supervisors, and Community Reports

- Constable reported no major incidents; quiet month.
- Speed limit on Goodwin-Q previously evaluated; motion passed to contact county board for further review.
- Ongoing concerns about gunshots near South 15th Street pit; legal to shoot if 300 feet from structures, but liability issues noted.
- Burning incident on May 6th: fire crossed property line; burning permit required; parties advised to communicate.
- Rat infestation addressed; extermination billed in January, unpaid, may be added to property taxes.
- Manitowoc Football Club seeking town help with traffic; options include parking lot or traffic control.
- Safety board to revisit Q and Goodwin intersection; motion passed to request recommendations.
- Over 20 unexpired dog licenses reduced to 8 after follow-up; further calls planned.
- Upcoming events: Town Association June 19th, state convention October 12-14, Manitowoc to host in September.

Next Meeting and Adjournment

- Next meeting date July 14th, 2025
- Inquire to hold a meeting for June 26 at 7 P.M. to discuss water main project.
- Motion to adjourn June meeting passed.