YOU MAKE THE

Difference

City of Manitowoc

STAR Award

Presented to

Karen Dorow

The City of Manitowoc takes great pleasure in presenting you with this Award recognizing you for going above and beyond your assigned scope of work!

Your work ethic is commendable! On behalf of the citizens of our City we congratulate you!

Dated this 4th Day of December
Two Thousand and Fifteen.

For the
CITY OF MANITOWOC

Mayor Justin M. Nickels

STAR

Special Thanks and Recognition

Date: 12.02.2015

Employee Recognized: Karen Dorow & Sonja Birr

Recommended By: Heather Sohlden

Short description of "STAR-worthy" action:

Together Karen and Sonja created a very information flyer (see attached) that will be distributed with tax assessments to educate residents on the various services offered along with the corresponding number/department they may contact if needed. I feel this information will be a great resource for our residents and know mine will be hanging in my home for quick and easy reference when needed:)

Please return this form to your Manager

Print Form

FROM THE CITY OF MANITOWOC - DEPARTMENT OF PUBLIC INFRASTRUCTURE

City of Manitowoc • 900 Quay Street • Manitowoc, WI 54220-4543

NEWS FLASH AND EMERGENCY ALERT TEXTS OR E-MAILS

Sign up for News Flash and/or Emergency Alert texts or e-mails about activities in the City by going to www.manitowoc.org. Click on the Notify Me button in the lower left of the page and follow the instructions.

WINTER SNOW INFORMATION — **Streets & Sanitation Division (920) 686-6550**

- Winter Parking Ban goes into effect December 1, 2015. Try to avoid parking on streets anytime it snows.
- Snow and Ice Control Procedures - No activity by Streets and Sanitation (Public Works) between the hours of 7:00 PM and 4:00 AM. Exception: Freezing rain or glare ice areas causing extreme traffic hazard areas.
- Salting Operations – When less than three inches of snow has accumulated, salt and/or plowing may be utilized. Primary roads may be completely cleared of snow and salt applied. Secondary roads will not be plowed but may have salt applied at intersections, hills and curves.
- Plowing Operations – Plowing takes place when a snowfall of greater than three inches has accumulated. Under any circumstances plowing will not commence until the Director of Public Infrastructure has authorized action.
- When snow plowing operations are imminent, a Snow Emergency may be called by the Mayor in the interest of public safety. A Snow Emergency Parking Ban prohibits parking on City streets between 1:00 AM and 6:00 AM.
- Plows may go down your street with the plows up. We do not plow to and from routes. If snowfall is less than three inches, secondary roads will not be plowed but may be salted on intersections, hills and curves.
- Intensity, duration and timing of snow present unique challenges and may result in longer times than anticipated before snow is removed. For snowfalls of three inches or more as main streets are cleared, crews will proceed to the secondary and low volume residential streets, dead ends, cul-de-sacs and alleys. Continued snowfall may require returning to the main streets and there may be a delay in getting to lower priority streets.
- Stay back 75 feet from plowing equipment.
- For more information about plowing operations, go to www.manitowoc.org, click on Departments, Public Infrastructure, Snow & Ice Control.

WINTER SIDEWALK SNOW AND ICE — **Streets & Sanitation Division (920) 686-6550**

- Property owners are responsible for removing snow and ice from the sidewalk in front of or adjacent to their property per City Ordinance. A minimum of $300 will be assessed for each time a sidewalk is cleared by the City.
- Do not shovel, blow snow or plow snow into the street - it is against City Ordinance.

CHRISTMAS TREE PICKUP

- A free, one-day pickup of Christmas trees will take place on January 9, 2016, sponsored by Pozorski Hauling & Recycling, which donates the service. Residents preferring to dispose of their tree earlier may take it to the Manitowoc County Recycling Center compost site, 3000 Basswood Road or call (920) 683-4333 for site hours.

STREET SWEEPING PARKING BAN — **Streets & Sanitation Division (920) 686-6550**

- Street Sweeping Parking Ban begins April 1 and runs through September 30. The City is divided into ten districts, five on the north side and five on the south side. Parking in each district is banned on the designated day from 3:00 AM to 6:00 AM.

ILLICIT DISCHARGE — **Engineering Division (920) 686-6910**

- Depositing grass clippings into the street is a violation of City Ordinance.
- Do not wash out anything into the street to help keep our water resources clean.
- Only storm water (rain water) is allowed to enter storm sewers. Storm water goes directly to the rivers and lakes and is not treated at the Waste Water Treatment Facility.

GRASS CUTTING/NOXIOUS WEEDS — **Streets & Sanitation Division (920) 686-6550**

- Property owners are responsible for keeping their grass cut and yards trimmed below eight inches per City Ordinance. A minimum of $300 will be assessed for each time grass or weeds are cut by the City.

EVERGREEN CEMETERY SPRING & FALL CLEAN-UP — **Evergreen Cemetery (920) 686-3570**

- Grave decorations must be removed by April 15, 2016 for spring and October 15, 2016 for fall. Any items not removed by those dates will be disposed of by cemetery staff. New decorations or flowers may be placed on gravesites beginning May 15, 2016 for spring and November 15, 2016 for fall.

SPRING CLEAN-UP — **Streets & Sanitation Division (920) 686-6550**

- Spring Clean-up dates are determined in early March based upon the weather.
- No parking is allowed in front of garden waste, brush, and/or leaf and raking piles during the clean-up week.
- The City is divided into four sections. All yard waste must be placed between the sidewalk and the curb by 7:00 AM on the MONDAY of your pickup week. Two crews will be picking up. One crew for leaves, thatch and garden waste and one crew for brush. Each crew will pick up on each street one time only.

FALL LEAF PICKUP — **Streets & Sanitation Division (920) 686-6550**

- Leaf pickup residential parking ban from 7:00 AM – 3:00 PM on your street sweeping day is in effect from October 1, 2016 to November 23, 2016 per City Ordinance.
- No brush or garden waste will be picked up.
- If your street has a parking lane (you can park in front of your residence), leaves should be placed in the parking lane of the street in front of your residence **the evening before your street sweeping day.** No leaves will be removed from the terrace (grassy area between the sidewalk and the curb).
- Streets without a parking lane (you are not allowed to park in front of your residence) leaves should continue to be placed on the terrace.

ADOPTABLE AREAS PROGRAM — **Parks Division (920) 686-3580**

- The Adoptable Areas Program was created to give citizens an opportunity to volunteer in our city's parks and other designated green spaces. It not only improves the environment by picking up trash and planting flowers and trees, it also raises awareness of the importance of protecting our natural spaces. For more information go to www.manitowoc.org, click on Departments, Parks and Recreation, Adopt Program.

FACILITY RENTALS — **Parks Division (920) 686-3580**

- The City of Manitowoc Parks Division has some great facilities located throughout the city that are perfect to host a family reunion, company picnic, party or get-together. For more information, go to www.manitowoc.org, click on Departments, Parks and Recreation, Facility Rentals.

STREET TREE PLANTING & REMOVAL PERMITS — **Parks Division (920) 686-3580**

- The Forestry Division is responsible for the maintenance of city trees. These trees are located on the public right of way, between the street and sidewalk (the terrace), or on City of Manitowoc property. Anyone interested in planting or removing a tree in the terrace area must complete a free permit. Go to www. manitowoc.org, click on Departments, Parks and Recreation, Forestry for more information.

STREETS, SIDEWALKS AND PUBLIC WORKS PROJECTS — **Engineering Division (920) 686-6910**

- The Engineering Department is responsible for all activity in the Right of Way. This includes but is not limited to Sidewalk Remove and Replace Program, Concrete and Asphalt Paving, Sewer Repair and Replacement, and development of the Five-Year Capital Plan showing capital projects planned for the next five years. For more information go to www.manitowoc.org, click on Departments, Engineering.

RECREATION DEPARTMENT AND SENIOR CENTER — **Recreation & Senior Center (920) 686-3060**

- For information about activities for all ages, children to seniors, visit www.manitowoc.org, click on Departments, Parks and Recreation, Recreation or Senior Center.

AQUATIC CENTER AND MINI GOLF COURSE — **Aquatic Center & Mini Golf (920) 686-3060**

- Passes and tokens make great holiday gifts and are available for sale at the Recreation/Senior Center. Visit www.manitowoc.org, click on Departments, Parks and Recreation and either Aquatic Center or Mini Golf Course for information about the 2016 season.

LINCOLN PARK ZOO — **Lincoln Park Zoo (920) 686-3060**

- The Lincoln Park Zoo is free and open year round. Winter hours are Monday – Saturday 7:00 AM – 3:00 PM. Visit www.manitowoc.org, click on Departments, Parks and Recreation, Lincoln Park Zoo for more information.

MARITIME METRO TRANSIT — **Maritime Metro Transit (920) 686-3560**

- Consider transit tokens or monthly bus passes for a holiday gift. For a list of sales outlets, visit www.manitowoc.org, click on Departments, Maritime Metro Transit.

For more information about City activities, please visit our website at www.manitowoc.org.