

***Welcome to the
City of Manitowoc***

MANITOWOC
CITY OF MANITOWOC
WISCONSIN, USA





CITY OF
MANITOWOC

Justin M. Nickels
Mayor

WELCOME TO THE CITY OF MANITOWOC

Now that you are a City of Manitowoc resident, you may have concerns as to what the recent annexation of your property into the City will mean to you.

This booklet has been prepared by the City's Planning Office under the direction of the City Plan Commission to deal with your concerns and answer your questions.

Please understand that the staff at City Hall and I are available to discuss any issues regarding your annexation, or any questions regarding the City that may arise in the future.

Cities are the hub of life in our great nation, and you have just joined one that is progressive and responsible to the needs of business, and yet compassionate to the needs of the individual.

Manitowoc's property taxes and our electric, water, and sewer rates are some of the lowest in northeastern Wisconsin. Couple this with our high quality of life and you'll discover living in our City is a great adventure and investment.

Please feel free to call me at 686-6980, or come and see me anytime at 900 Quay Street. Make sure to visit our website for all of the City's information at www.manitowoc.org.

It's our pleasure to serve you!

Sincerely,

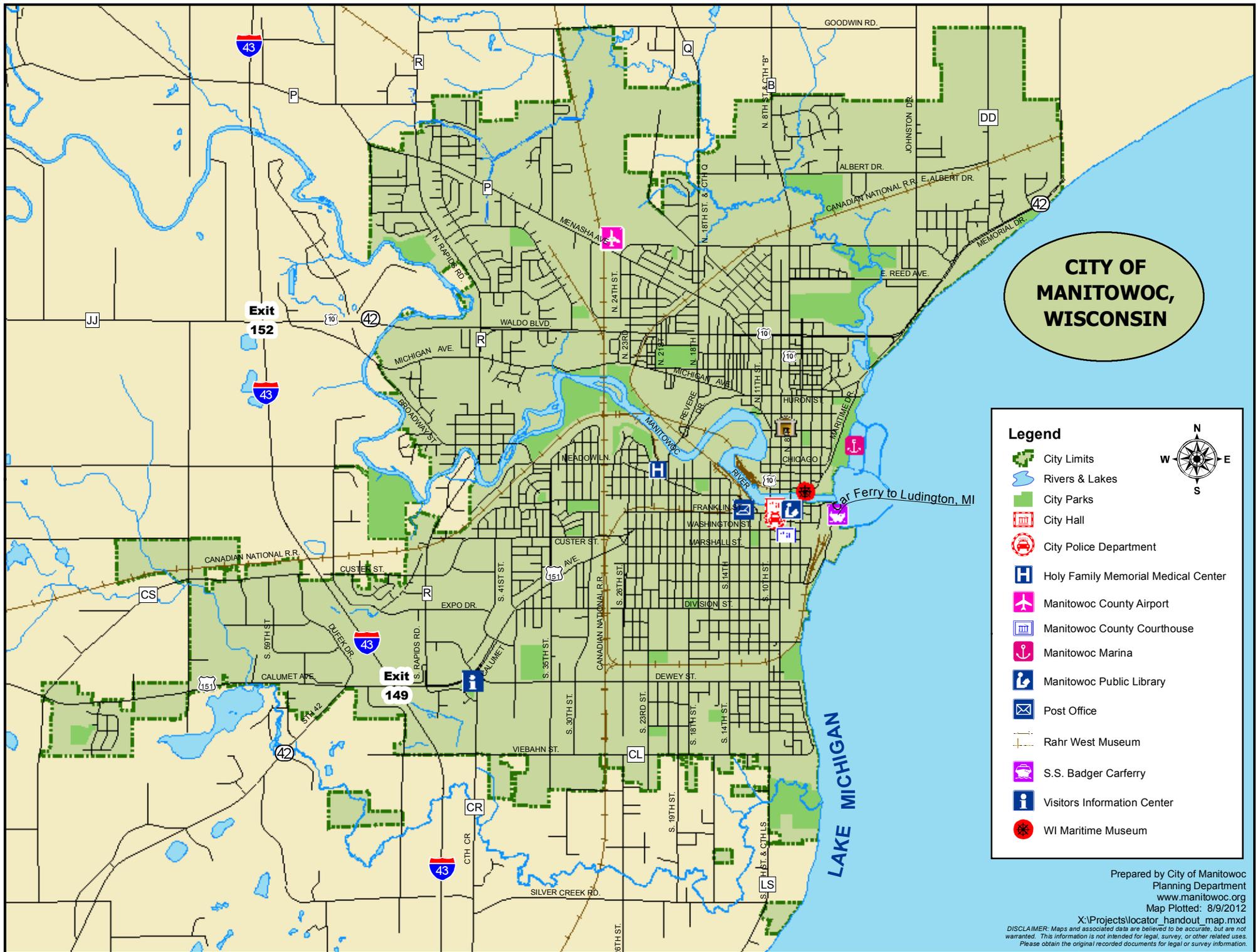


Justin M. Nickels, Mayor



OFFICE OF MAYOR





CITY OF MANITOWOC, WISCONSIN

Legend

- City Limits
- Rivers & Lakes
- City Parks
- City Hall
- City Police Department
- Holy Family Memorial Medical Center
- Manitowoc County Airport
- Manitowoc County Courthouse
- Manitowoc Marina
- Manitowoc Public Library
- Post Office
- Rahr West Museum
- S.S. Badger Carferry
- Visitors Information Center
- WI Maritime Museum

Prepared by City of Manitowoc
 Planning Department
www.manitowoc.org
 Map Plotted: 8/9/2012
 X:\Projects\locator_handout_map.mxd

DISCLAIMER: Maps and associated data are believed to be accurate, but are not warranted. This information is not intended for legal, survey, or other related uses. Please obtain the original recorded documents for legal or survey information.

What Happens When Your Property is Annexed to the City of Manitowoc and What Services are Available to You as a New Resident?

This informational packet is provided to inform you of "what to expect" as a property owner and resident of the City of Manitowoc. Ordinances annexing property to the City of Manitowoc contain the following standard paragraph:

"Effects of Annexation: The day after the publication of this ordinance the territory described shall be a part of the City of Manitowoc for any and all purposes provided by law, and all persons coming or residing within such territory shall be subject to all ordinances, rules, regulations governing the City of Manitowoc, and the territory is annexed for school purposes and shall be under the Manitowoc Public School District and subject to all laws concerning the same."

This document attempts to clarify what major changes or differences will occur upon annexation of property to the City of Manitowoc.

The City has provided the following answers to the most asked about questions regarding annexation.

Mayor and Common Council

The Mayor and Common Council meet in the Council Chambers on the First Floor of City Hall at 900 Quay Street at 7:00 p.m., on the first and third Monday of each month. Any member of the public wishing to address the Mayor and Common Council has the opportunity to do so, at each meeting just before the recess, which usually occurs between 7:15 p.m. and 7:30 p.m. Six standing committees of the Council report with recommendations on all matters coming before the Council.

Citizens with questions concerning any aspect of City government are advised to contact the appropriate department. However, citizens are also free to contact their aldermanic representatives with requests for any new legislation. Citizens may also submit letters to the Mayor and Common Council regarding any matters of City concern. The Council acts on each individual letter received. A listing of all City Departments, aldermanic representatives and standing committees is provided under the 'City Hall & Associated Telephone Numbers' and the 'Common Council and Standing Committees' section of this booklet or you can find it on www.manitowoc.org.

Voter Registration, Absentee Voting, and Special Assessments

In order to qualify as a voter in the City of Manitowoc, you are required to register for voting. This can be done anytime during the year at the Office of the City Clerk. Registration can also be accomplished on election day at the polls, provided the proper identification with name and current address is presented.

The City Clerk maintains all records regarding special assessments. Special assessments are charges in part or whole against a property that has benefitted from public work construction or improvements.

Questions regarding voting, aldermanic representation and special assessments can be answered by calling the City Clerk's Office at 686-6950.

Property Taxes and Assessments

Assessments are prepared by the City Assessor. Tax rates (applied against the individual real property assessments), are determined annually after the Common Council determines the total revenues which must be raised through real estate and personal property taxes. Our experience to date suggests that most individual property taxes will increase upon annexation to the City, as property taxes are commensurate with the provision of municipal services. Taxes are payable either in a lump sum or in four equal installments without interest charge.

Questions regarding real estate, personal property, assessment taxes, and tax rates can be answered by calling the City Assessor's Office at 686-6970.

City Water Service

Water mains are normally installed by the City-owned Manitowoc Public Utilities (MPU), after City receipt of a water petition signed by affected property owners, and does not occur "automatically" when an area is annexed. We encourage the person circulating an annexation petition, to circulate a petition for water main extension at the same time.

The cost of installing water mains is assessed at a rate of \$20.00 per front foot of property on each side of the street. This rate is reviewed annually. Assessment bills are paid in accordance with MPU policies, as authorized by the Wisconsin Public Service Commission. The water lateral is owned by the property, and the cost of running a water lateral from a water main to the structure is entirely the property owner's expense and varies in cost based upon

lateral length. Street areas are restored to a condition equal to or better than that which existed prior to water service installation.

Manitowoc's drinking water is obtained primarily from the MPU Lake Michigan intake line and treated using state-of-the-art Microfiltration. The water supply could be supplemented using the Ranney groundwater wells. Monthly residential water bills vary, based upon volume of use. A typical monthly residential bill would average \$18.96 under current rates (2012).

State law requires that all habitable buildings be connected to City sewer systems within one year of the main being extended to service your property. Habitable buildings may need to connect to City water depending on potability. Contact the City's Plumbing Inspector at 686-6940.

Questions regarding general water matters can be answered by calling the MPU at 683-4600.

Private Wells

For information on private wells located in the City of Manitowoc, contact the plumbing inspector at 686-6940.

State law requires each dwelling be provided with potable water from a public water supply when available. However, you may continue to use a private well for lawn or garden watering, so long as the water does not enter the City sewer systems, unless metered. Cross connections between public and private water supply systems are prohibited. Operation of a private well requires compliance with DNR 112 rules. Contact the City's Plumbing Inspector at 686-6944.

City Electric Service

With annexation, you may have the option to receive electric power from the Manitowoc Public Utilities (MPU). Under Wisconsin law (Wis. Stat. 196.495), developers and other owners of premises located in an area annexed into a city after January 1, 1961 may have the right to choose their electric service provider under certain limited circumstances. The right to choose depends on a number of factors including: another electric utility already providing electric service to the premises; the previous use(s) of the premises; the nature of any new premises being developed; and the proximity of the development to another electric service provider.

You should be aware that Wisconsin law does not allow any electric service provider to force or coerce your choice, if you have one.

To learn more about whether you may have the right to choose your electric service provider, please contact Manitowoc Public Utilities - Distribution Operations Department at (920) 683-4300, other electric providers in the area, or the Gas & Energy Division of the Public Service Commission of Wisconsin at 1-888-816-3831.

Street Lighting

Street lights are normally installed by the MPU where required. There are no assessments for installation, on-going maintenance and use.

Questions regarding electrical service can be answered by calling the MPU at 686-4600.

City Sanitary Sewer Service

When a petition for annexation is being circulated, we suggest that the petitioner also circulate a petition for installation of sanitary sewer mains, water main and building services since such installations are not automatic with annexation.

It is the City's policy to provide sewer service within two years of annexation, and after receiving a petition for sanitary sewer and water main services. In most cases, the sewers are installed the year following annexation. Water main installation generally follows closely behind the sanitary sewer installation.

Sanitary sewer service consists of the sewer main in the street and a building service (which is a smaller sewer) from the sewer main to each property. A water service, likewise, is a water pipe from the water main to each property. Sewer work is done by the contractor submitting the lowest qualified bid on the project.

During the project, building services (sanitary and water) are installed from the main in the street, to your property or street line. After the sewer has been accepted by the City, it is your responsibility to hire a plumber to extend the service to your building. Questions regarding sanitary sewers, building services and their assessments may be directed to the City Engineering Department at 686-6910.

State law requires that septic tanks no longer in use, must be removed or filled with sand following connection to municipal sanitary sewers. Connection to the sanitary sewer is required not more than one year after the sewer becomes available.

Sewer Assessments

The cost of sewer service, like most public works improvements, is assessed to the abutting property owners. The amount of the sanitary sewer assessment is determined by both the rate of assessment, and the number of feet of land that abuts the street (length or width of your lot). The assessment rate is determined by the actual cost, which varies considerably from job to job. However, present City ordinance states the rate cannot exceed \$22 per foot, per side. Therefore, if the sewer costs less than \$22 per foot, you will be assessed less. The second side served of a corner lot shall receive an adjustment in the assessment. The adjustments are based upon the lot sizes. The cost of building services are assessed to each property served. Normal installation costs range between \$600 and \$1000 per property.

Special assessments can be paid when the bills are mailed, usually the following spring, and are payable before November 1st. Unpaid assessments are automatically placed on a 5-year installment payment plan. The first installment is entered in the tax roll immediately following November 1st, and is due and payable on or before January 31st of the following year. Any property owner on the installment plan may pay at any time the entire balance at the City Clerk's Office. There is an 7% annual interest charge on the unpaid assessment balance that begins November 1st, for those on the installment plan.

Upon receipt of a written request from any property owner, who occupies the property against which the assessment is made, the Board of Public Works may authorize a 10-year payment plan. However, the interest rate on the 10-year plan is established annually by the Common Council.

Information pertaining to installment payments and other payment plans can be obtained from the City Clerk's Office at 686-6950.

City Sewer Service Charge

In addition to a monthly electric and water bill, there is also a monthly sewer service charge based upon a flat rate and volume charge. The amounts average for a typical residential unit around \$25.00 per month, depending upon water usage.

Questions on the sewer service charge should be directed to the Wastewater Treatment Facility at 686-3550.

City Storm Sewers

Normally, the City does not install storm sewers on existing streets until just prior to permanent paving. Storm sewers installed in streets that are created

and accepted after annexation (new subdivision, etc.), are partially paid for by the developer.

Questions regarding storm sewers should be directed to the City Engineering Department at 686-6910.

Sidewalks

Sidewalks are normally installed at the expense of the abutting property owner, a few years after the street has been permanently improved.

Questions regarding sidewalk installation should be directed to the City Engineering Department at 686-6910.

City Street Restoration

It is a generally accepted policy that all streets in the City be paved with curbs and permanent pavement (concrete). However, in many instances, a temporary blacktop mat is installed the year after sewer installation. The cost of the blacktop mat is added to, and included with the sewer assessment. The temporary mat will generally last for up to 10 years, at which time the street would be scheduled for permanent paving. In other instances, depending upon the street and its condition, the permanent paving may be considered part of the project and installed in lieu of the temporary blacktop mat.

Questions on street restoration should be directed to the City Engineering Department at 686-6910.

City Fire Protection

This service is automatic upon annexation. Manitowoc has full-time personnel at four fire stations, and has a fire insurance rating of 3 which is considered very adequate. The City also operates an emergency rescue squad and a paramedic program with 49 certified paramedics now in the department.

For emergency call 9-1-1. For non-emergency and administrative questions call 686-6540.

Police Protection

The Police Department provides a wide range of law enforcement duties and outreach activities with children and adults. For emergencies call 911. For non-emergencies, administration, and general information call 686-6500.

The City's Police Department, in conjunction with the Two Rivers Police Department and Manitowoc County Sheriff's Department, is participating in the County-wide Joint Dispatch Center. For more information, call 686-6500.

Building Inspection

Manitowoc has qualified staff to insure safe and standard original construction, and on-going inspection services as needed. The department has specialists in general construction, electrical, plumbing and energy conservation.

Questions regarding zoning, permit requirements, and state and local building codes can be answered by calling the Department of Building Inspection at 686-6940.

Health Department

Effective January 1, 1995, health services to City residents are now provided by Manitowoc County, through their Environmental Health Services (EHS). Questions regarding health or related matters can be directed to the EHS at 683-4155 or visit <http://www.co.manitowoc.wi.us> - [Health Department](#).

Solid Waste Collection and Recycling

To enhance its recycling efforts and reduce the amount of waste going to area landfills, the City changed its residential garbage pickup to a volume-based system, effective January 1, 1995. Under the program, people are allowed to place one bag or can of garbage (up to 45 gallons) at the curbside for regular weekly pickup. People will need to purchase and affix a 40¢ sticker to each additional trash container or bag. Stickers are available from haulers. The program applies only to residences or apartments of four units or less.

Most Manitowoc residents contract with a private collection firm for weekly garbage pickup. Refuse is transported to the Ridgeview Regional Sanitary Landfill, which the City pays to use. Effective November 1, 1992, it is unlawful for any person who generates recyclable materials to deposit such materials, or place them for collection to be deposited in a licensed landfill. Curbside recycling is required in the City of Manitowoc. Recyclables are picked up on the same day as your garbage pickup.

Residents are now required to place recyclables into a red container provided by the garbage hauler, except for yard waste or other recyclables which are too large for such bins. The red bins belong to the dwelling unit, not the occupant. Contact your hauler to discuss the handling of recyclables for collection. The Recycling Guidelines brochure describes eligible and ineligible recyclable materials under the City's program. For more information, contact the Manitowoc County Recycling Center at 683-4333 or visit <http://www.manitowocrecycles.org>.

City residents must either place newspapers and other recyclables in the red bins provided by haulers, or take it to the Manitowoc County Material Recovery Facility (MRF). The County's 26,000sf facility is at 3000 Basswood Road (Rapids Road to CTH "P", west on "P" to first road on right), replaces recycling centers at the Expo and on N. 10th Street which are now closed to the public.

Regarding the collection of yard waste, the City's Department of Public Works will continue to collect designated yard waste at no charge to residents during the spring cleanup and the fall leaf program. City residents are reminded that yard waste can no longer be disposed of in our landfills. Residents should contact their hauler regarding yard waste pick up. As an alternative, a resident can collect their own yard waste and dispose of it at an area compost site. Yard waste is not acceptable in plastic bags at the compost site.

Outdoor burning is not permitted in the City of Manitowoc.

Manitowoc County Material Recovery Facility (MRF). The facility at 3000 Basswood Road accepts newspaper, magazines, office and computer paper, junk mail, cardboard, glass, plastics, tin and aluminum cans, and aluminum foil and pie tins. All materials received are expected to be clean and free of dirt. Drop off bins for recyclable materials are located at the south end of the MRF. For hours of operation call 683-4333 or visit <http://www.manitowocrecycles.org>.

Manitowoc County Yard Waste Compost Sites. Yard waste has been banned from landfills, and should be composted at home or taken to a County composting site. The County operates two yard waste compost sites, 4191 Woodland Drive and 3000 Basswood Road, located just north of the County's MRF. For hours of operation call 683-4333 or visit <http://www.manitowocrecycles.org>.

These sites will accept leaves, thatch, rakings, yard/garden refuse, and brush including clean woody vegetative material no greater than six inches in diameter and not greater than five feet in length. Stumps and unchippable wood are not considered yard waste and can be disposed of at a landfill. Egg shells, twist ties, flower pots or bags, bones, ashes, stumps, dead or alive animals, and animal waste are not permitted to be dumped at the compost site.

Questions regarding the above referenced Manitowoc County recycling facilities can be answered by contacting the County's MRF at 683-4333.

City of Manitowoc Fire Station: Waste oil can be deposited at the Manitowoc Fire Station, 911 Franklin, Monday thru Saturday 8:30 - 11:30 a.m. and 1:00-4:00 p.m..

Recreation Department

The Recreation Department offers and organizes numerous recreational classes and team sports. Manitowoc residents, if there is a user fee, pay less than a nonresident to participate in such classes and sports. The City has 24 parks and over 650 acres of park land. A multi-purpose Senior Center provides daily programs for those over 55 years of age (686-3060).

Questions regarding recreation and park items can be answered by calling the City Department of Recreation at 686-3060.

Information Reference Guide

City Hall General Information:

Manitowoc's City Hall at 900 Quay Street opened for transacting public business. Please call ahead to find out specific department office hours. City offices can be found at the following locations in the building:

Second Floor

Attorney
Mayor

Information Technology

First Floor

Assessor
Building Inspection
Clerk
Council Chambers

Engineering
Municipal Court
Planning
Treasurer

Address: 900 Quay Street
Manitowoc, WI 54220-4543
Hours: 7:30 a.m. to 4:30 p.m.
Fax #: (920) 686-6959

Or Visit the City's Website for Most Up-to-date Information:

<http://www.manitowoc.org>

City Hall & Associated Telephone Numbers:

Assessor - 686-6970
Assessments

Attorney - 686-6990

Building Inspection - 686-6940
Inspection Services
General Construction
Electrical
Plumbing
Energy Conservation

Clerk - 686-6950
Voter Registration
Absentee Voting
Special Assessments
Installment/Payment Plans

Engineering - 686-6910
Sanitary Sewer Service
Street Restoration
Storm Sewers
Sidewalks

Finance - 686-6960

Fire Protection - 686-6540
EMERGENCY - 911
Non-Emergency - 686-6540

Human Resources - 686-6993

Manitowoc Public Utilities
(MPU) - 683-4600
Water Service
Electric Service
Street Lighting

Maritime Metro Transit System -
686-3560

Mayor - 686-6980

Municipal Court - 686-6920

Parks - 686-3580

Planning - 686-6930
Economic Development
Zoning / Landuse

Rahr West Art Museum - 686-3090

Recreation - 686-3060

Police Protection - 686-6500
EMERGENCY - 911
Non-Emergency - 686-6500

Senior Center - 686-3060

Treasurer - 686-6965
Property Taxes
Dog/Cat Licenses

Wastewater Treatment - 686-3550
Sewer Service Charges

RULES

1. Except the annual meeting, the regular meeting of the Common Council shall be held on the first and third Monday of each month at 7:00 o'clock P.M., unless otherwise provided. Whenever the time fixed as aforesaid for holding any of such meetings shall be upon a legal holiday, the next succeeding day at the hour aforesaid shall be the time for the holding of such meeting.

2. The following shall represent the standing committees of the Common Council:

1. Finance - 5 members.
2. Parks and Recreation - 5 members.
3. Public Property and Safety - 5 members.
4. Public Utilities and Licensing - 5 members.
5. Streets and Sanitation - 5 members.
6. Personnel - 5 members.

Each Committee shall be represented by a Chairperson and Vice-Chairperson. The Vice-Chairperson is to act in the absence of the Chairperson. Committee appointments shall be made by the Mayor subject to approval of the Common Council.

3. Special or select committees may be raised at any time by motion or resolution stating the number and object thereof, and unless otherwise provided, shall be appointed by the Mayor subject to approval of the Common Council.

4. All propositions for the expenditure of money shall be in writing, signed by two or more alderpersons.

5. All committee reports shall be in writing, signed by the majority of such committee.

6. Order of Business:

1. Roll Call
2. Pledge of Allegiance and Invocation
3. Approval of Minutes
4. Petitions and Communications
5. Accounts and Claims
6. Resolutions
7. Reports of Standing Committees
8. Reports of Select Committees
9. Reports of Officers
10. Unfinished Business
11. New Business

7. All claims against the city and ordinances shall lie over one meeting before being acted upon, except in case of emergency.

8. Members of the public will be permitted to speak at either the first or second scheduled Common Council meeting of each month on any matter of public interest. The comments from each speaker shall be limited to five minutes in length unless extended by action of the Common Council.

9. Any rule or regulation for the proper government of this body in the transaction of business may be temporarily suspended by a vote of two-thirds of all the members-elect.

10. When any member is about to speak or deliver any matter to the Council, he shall respectfully address himself to the Mayor as Mr. Mayor, or Acting Mayor by the name of President, (as the case may be) but shall not proceed with his remarks until recognized by the Chair.

11. The rules of parliamentary practice comprised in Robert's Manual shall govern this Board in all cases in which they are applicable when not inconsistent with the General Charter or with these rules.

12. These rules may be amended only by the proposed amendment being submitted in writing and voted upon at the next regular business meeting and adopted by a two-thirds vote of those voting thereon.

13. No action shall be taken by the Common Council at any special meeting except that stated in the call for the meeting.

14. No smoking shall be permitted in the Council Chambers while the Common Council is in session.

15. License applications, accounts and claims, communications, reports and minutes of governmental sub-units, petitions, contracts and documents other than resolutions or ordinances may be referred to standing committees of the Common Council or placed on file as shown on the agenda for the meeting, following approval of such agenda by the Mayor. Copies of any such agenda shall be made available to each Alderperson before each Common Council meeting.

16. Notices which have been previously published, such as notices for public hearings, need not be read aloud at Common Council meetings but may be incorporated by reference into the minutes.

17. Items which have been recommended by any standing committee for placing on file shall be acted upon as a group, unless otherwise requested by any member of the Common Council.

18. In cases of inclement weather or for other good cause, the Mayor with the consent of the Council President or, if the Council President be unavailable, the most senior available alderperson, may adjourn a regularly scheduled meeting of the Common Council by giving notice to the public at least two hours before the scheduled start of the meeting. Such notice shall include a time and date to which the meeting is adjourned which shall be before the next regularly scheduled Common Council meeting. Council members shall be notified of such time and date either in person, by telephone, by leaving notice at the member's home or by regular mail."

**COMMON COUNCIL
City of Manitowoc
2012- 2013**

**STANDING COMMITTEES
2012- 2013**

FINANCE

S. McMeans, Chr. J. Brey
C. Able, Vice-Chr. E. Sitkiewitz
C. Braunel

PARKS AND RECREATION

J. Sladky, Chr. C. Braunel
D. Soeldner, Vice-Chr. T. Martell
A. Schema

PUBLIC PROPERTY AND SAFETY

J. Brey, Chr. J. Hennessey
S. McMeans, Vice-Chr. T. Martell
E. Sitkiewitz

PUBLIC UTILITIES AND LICENSING

J. Hennessey, Chr. D. Soeldner
J. Sladky, Vice-Chr. C. Braunel
C. Able

STREETS AND SANITATION

D. Soeldner, Chr. A. Schema
J. Brey, Vice-Chr. J. Sladky
T. Martell

PERSONNEL

C. Able, Chr. E. Sitkiewitz
J. Hennessey, Vice-Chr. S. McMeans
A. Schema

JUSTIN M. NICKELS Mayor
Four-Year Term Expiring..4/15/2013

JASON SLADKYPresident

| District | Aldersperson | Term Expires |
|----------|--------------------|--------------|
| 1. | COLLIN BRAUNEL * | 4/15/13 |
| 2. | SCOTT MCMEANS * | 4/15/13 |
| 3. | CHRISTOPHER ABLE * | 4/15/13 |
| 4. | JIM BREY | 4/21/14 |
| 5. | TYLER MARTELL | 4/21/14 |
| 6. | ERIC J. SITKIEWITZ | 4/21/14 |
| 7. | JILL HENNESSEY * | 4/15/13 |
| 8. | DAVE SOELDNER | 4/21/14 |
| 9. | ALLAN SCHEMA | 4/21/14 |
| 10. | JASON SLADKY * | 4/15/13 |

*Denotes Senior Aldersperson

STEVEN CORBEILLE..... Finance Director/Treas.
Anthony Scherer Asst. Finance Dir./Treas.
Kim Lynch Business Manager
Jennifer Hudon..... City Clerk/Dep. Treasurer
Deborah Neuser..... Deputy City Clerk
JULIANA M. RUENZEL..... City Attorney
Kathleen M. McDaniel..... Asst. City Attorney
DEB GEIGER..... Human Resources Dir./Risk Mgr.
STEVEN R. OLSON..... Municipal Judge
V. MELLON.... Dir. Pub. Works/Engineer/Park & Rec.
Greg Minikel Dep. Dir. Pub. Works/Eng'r/Park & Rec.
Kevin GlaeserFleet/Park/Cemetery/Zoo Mgr.
Randy JunkOperations Mgr./Weed Comm'r
J. Muenzenmeyer... Bldg & Grounds/Transit/Rec Mgr.
Denise Larson..... Rec/Senior Ctr. Supervisor
Chad Scheinoha Weed Commissioner
OSCAR DICK.....Chief of Police
Bridget Brennan Deputy Chief of Police
WILLIAM P. MANIS II..... Fire Chief
Gregg Kadow Deputy Fire Chief
Todd Blaser..... Deputy Fire Chief
DAVID J. LESS Planner
Paul Braun Dep. City Planner
Sarah Hoppe City Assessor
Rick Schwarz Building Inspector
William Jindra Plumbing Inspector
Mark DeZeeuw..... Electrical Inspector
BRIAN HELMINGER. Supt. Wastewater Treat. Facility
Michael Jaeger..Asst. Supt. Wastewater Treat Facility
GREG VADNEY.....Dir. Rahr-West Art Museum
Tim Herzog..... Emergency Gov. Coord.
Mike Huck Harbor Master
NILAKSH J. KOTHARI Gen. Mgr. Public Utilities
CHERYLYN STEWART Dir. Public Library

WELCOME TO THE CITY OF MANITOWOC

NOTICE TO NEW ELECTORS IN THE AREA RECENTLY ANNEXED

REGISTER TO VOTE!

As a new resident of the City of Manitowoc, you are reminded that Wisconsin

Statutes require permanent registration in every municipality.

In order to qualify as a voter in the City of Manitowoc, it is necessary that you are

registered at the City Clerk's office, located on the first floor in City Hall, 900 Quay

Street.

Please register at your earliest convenience. Office hours are 7:30 A.M. to 4:30

P.M., Monday through Friday. If you have any questions, call the City Clerk's office at

686-6950.

All members of your household or renters that qualify for voting should be

informed of these requirements. Please share this information with them.

Very truly yours,

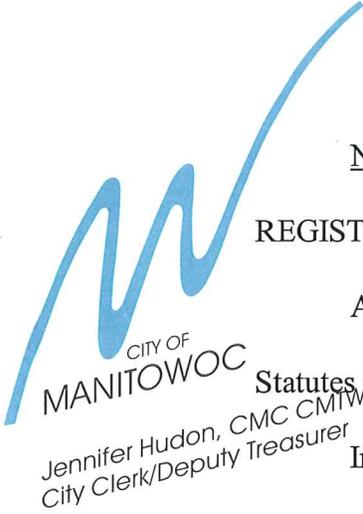
JENNIFER HUDON
City Clerk/Deputy Treasurer

(Return this portion to City Clerk if you wish to register by mail & we will send the necessary forms. List additional voters on the back)

NAME: _____

ADDRESS: _____

DATE OF BIRTH: _____ DL #: _____



CITY OF
MANITOWOC

Jennifer Hudon, CMC CMTW
City Clerk/Deputy Treasurer



OFFICE OF CITY CLERK



WELCOME TO THE CITY OF MANITOWOC

NOTICE TO PET OWNERS IN THE AREA RECENTLY ANNEXED


CITY OF
MANITOWOC REGISTER YOUR DOGS AND CATS!

Jennifer Hudon, CMC CMTW CPFA
City Clerk/Deputy Treasurer

As a new resident of the City of Manitowoc, you are reminded that Wisconsin Statutes and our Municipal Code require licensing of dogs and cats within the City. The Municipal Code contains provisions for the licensing of dogs and cats, as well as penalties for violations.

The City Clerk prepares an annual listing of all dogs and cats kept in the City. Every person must answer fully all questions put to them by the City Clerk, relative to the ownership or keeping of dogs and cats within the City of Manitowoc.

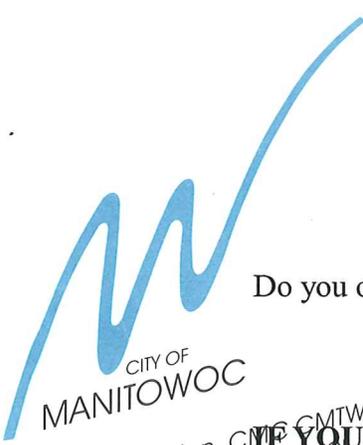
Please provide answers to the questions on the following page, and return this form to the City Clerk. If you have any questions, call the City Clerk's office at 686-6950.

All members of your household or renters that may have pets should be informed of the requirements, please share this information with them.



OFFICE OF CITY CLERK





CITY OF
MANITOWOC

Jennifer Hudson, City Clerk/Deputy Treasurer
CPFA

Do you own or have a dog or cat. Dog YES _____ NO _____

Cat YES _____ NO _____

IF YOU ANSWERED "YES", COMPLETE THE FOLLOWING:

1. Name of owner of pet: _____
2. Address of owner: _____
3. Telephone number: _____
4. Indicate whether dog or cat: _____
5. Name of pet: _____
6. Sex of pet: _____
7. Breed of pet: _____
8. Age (month and year born): _____
9. Color of pet: _____



OFFICE OF CITY CLERK

****Rabies Certificate is required at the time of licensing along with proof of neutering, if applicable****

If you are a pet owner of one or more dog and/or cat, please duplicate this form, and provide the information for each animal to the City Clerk's office. Thank you.

Very truly yours,

JENNIFER HUDON
City Clerk, Deputy Treasurer





Manitowoc County Recycling Guidelines



| Recyclable | What Materials are Accepted? | How Should They be Prepared? | What Materials are NOT Accepted? |
|--|---|--|--|
| Paper  | Newspaper, mail, magazines, office paper, paper back books, phone books. | Paper must be clean and dry and placed in a paper bag or bundled. | Soiled, wet, or carbon paper. Paper with plastic, wax, foil, glitter, or glue coating. |
| Cardboard  | Brown corrugated cardboard, cardboard beverage containers, and cardboard food containers. | Cardboard must be clean and dry, flattened and placed in a box or bundled. | Soiled or wet cardboard. Cardboard coated with wax, tin, or plastic. |
| Tin/Steel/Aluminum  | Soup cans, tuna cans, and beverage cans. | Cans must be empty, rinsed, flattened, and have labels removed. | Full containers, aerosol cans, appliances, aluminum home siding. |
| Plastic  | #1 and #2 numbered plastic containers. Generally, containers that have an opening smaller than the base. | Container caps must be removed. Containers must be empty, rinsed, and flattened. | Any full container. Any plastic container numbered 3, 4, 5, 6, or 7. Plastic bags, plastic wrap, motor oil bottles or cooking oil bottles. |
| Glass  | Clear, brown (amber), and green glass containers. | Containers must be empty, rinsed and sorted by color. Container caps, corks, and lids must be removed as well. | Window glass, light bulbs, ceramics, porcelain, clay pottery, drinking glasses, oven ware, Pyrex®, and dishes. |
| Yard Waste  | Grass, leaves, garden waste, brush and holiday trees. Branches less than 5 feet long and less than 6 inches wide. | Place in appropriate pile at compost site. Do not leave bags or containers used for transporting. | No large branches, stumps or logs, rocks or metal. Animal or food waste. Lumber (treated or untreated), and other construction and demolition waste. |

Manitowoc County Recycling Center

3000 Basswood Road, Manitowoc, WI 54221

Open: M-F 7am - 4pm, Sat 8am - Noon

Phone: 920-683-4333

Fax: 920-683-5030

Website: www.manitowocrecycles.org