

**CONTRACT FOR PROFESSIONAL SERVICES BETWEEN THE  
BAY-LAKE REGIONAL PLANNING COMMISSION AND  
CITY OF MANITOWOC, MANITOWOC COUNTY, WISCONSIN  
(Bicycle and Pedestrian Master Plan)**

**Amendment 01**

**Amend Contract #19025-05 to State:**

- V. Time of Performance. This contract will be in effect ~~as of the date first above written~~ **November 22, 2019** through ~~December 31, 2020~~, **March 31, 2021**, and may be extended upon the mutual agreement of the Commission and the City.

The City of Manitowoc and the Bay-Lake Regional Planning Commission hereby agree to the above contract amendments:

Attesting Witness:

**City of Manitowoc, Manitowoc County, Wisconsin**

\_\_\_\_\_  
Justin Nickels, Mayor

\_\_\_\_\_  
Deborah Neuser, City Clerk

**Bay-Lake Regional Planning Commission**

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Cindy J. Wojtczak, Executive Director

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Brandon G. Robinson, Project Manager

## Sonja Birr

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**From:** Marshall Black  
**Sent:** Tuesday, October 20, 2020 11:05 AM  
**To:** Sonja Birr  
**Cc:** Curtis Hall; Dan Koski  
**Subject:** FW: Bike/Ped Plan Contract  
**Attachments:** BLRPC\_C Manitowoc Bikea and Ped Plan Contract AMENDED 1902505.docx

Hi Sonja,

Attached is an amendment to the Bike & Ped Plan contract which extends the timeframe to March 31, 2021. Does this need to go to BPW or any other Committee, or can this just be signed by the Mayor and Deborah?

Thanks,

**Marshall Black** - Parks Planner  
City of Manitowoc - Dept. of Public Infrastructure  
Office: (920) 686-6519  
Cell: (920) 323-8565

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**From:** Sydney Swan [mailto:sswan@baylakerpc.org]  
**Sent:** Monday, October 19, 2020 2:34 PM  
**To:** Marshall Black  
**Subject:** Re: Bike/Ped Plan Contract

Hi Marshall,

Please see the attached contract amendment.

Thank you,  
Sydney

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**From:** Marshall Black <mblack@manitowoc.org>  
**Sent:** Friday, October 16, 2020 1:20 PM  
**To:** Sydney Swan <:sswan@baylakerpc.org>  
**Subject:** RE: Bike/Ped Plan Contract

Hi Sydney,

I spoke with Curt and he agreed with extending the contract as well. I haven't heard back from anyone else in opposition, so I think we will just roll with the extension. Can you send over the contract whenever you get a chance?

Thanks,

**Marshall Black** - Parks Planner  
City of Manitowoc - Dept. of Public Infrastructure  
Office: (920) 686-6519  
Cell: (920) 323-8565

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**From:** Sydney Swan [mailto:sswan@baylakerpc.org]  
**Sent:** Friday, October 16, 2020 10:59 AM  
**To:** Marshall Black  
**Subject:** Re: Bike/Ped Plan Contract

Thanks Marshall. Please let me know what the others think. I would prefer to push back the AC meeting to right before the public open house. I am hoping we can have the public open house in person but that might be tough. If we can extend it to March, I would say having that last AC meeting in early February would be great. So yes, let's just hold off on scheduling until we know if the extension is a go or not!

Thanks Marshall!

Sydney Swan

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**From:** Marshall Black <mblack@manitowoc.org>  
**Sent:** Friday, October 16, 2020 10:35 AM  
**To:** Sydney Swan <:sswan@baylakerpc.org>  
**Subject:** RE: Bike/Ped Plan Contract

Hi Sydney,

I personally would rather take the extra time to allow for a thorough review and a couple rounds of edits if needed, rather than rushing through these last critical pieces of the Plan. I don't see any negative implications with extending the timeline, but I have posed the question to others in the department to gather their thoughts.

I will get back to you as soon as I hear from them.

With a possible extension in discussions, if we were to extend until March, would that affect the next AC meeting date? I had in my notes from the last meeting that we were thinking Nov. 10<sup>th</sup> I believe. I finished up the meeting minutes and was going to send them out soon and would also send an invite to the next meeting, but will hold off if we think that date will change.

Thanks,

**Marshall Black** - Parks Planner  
City of Manitowoc - Dept. of Public Infrastructure  
Office: (920) 686-6519  
Cell: (920) 323-8565

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**From:** Sydney Swan [mailto:sswan@baylakerpc.org]  
**Sent:** Thursday, October 15, 2020 1:13 PM  
**To:** Marshall Black  
**Subject:** Bike/Ped Plan Contract

Hi Marshall,

Are you available to discuss a possible contract extension for the City of Manitowoc Bicycle and Pedestrian Master Plan? This plan is particularly important to me and I want to be able to provide the City with a quality document that will be utilized to its fullest over the next 5-15 years. Even with the document in good standing now, I believe the extension is necessary given the pandemic and how busy things have been for both the City and the Commission.

Extending the contract to the end of March would allow enough time to finish the document, hold the remaining meetings, and have the plan approved. What are your thoughts on this? I am not sure what the City has planned for the new year but it is my assumption that bicycle and pedestrian related work and plan implementation would not be taking place until after winter anyway. Give me a call if you prefer to discuss this over the phone. Otherwise, if this is something your department is okay with, I will send over a contract amendment.

Thank you,

***Sydney Swan***

**Economic Development Planner**

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**T:** (920) 448-2820 Ext. 108

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**E:** [sswan@baylakerpc.org](mailto:sswan@baylakerpc.org)

**W:** [www.baylakerpc.org](http://www.baylakerpc.org)

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Bay-Lake Regional Planning Commission | 425 S. Adams Street Suite 201 | Green Bay, WI 54301



*Providing cooperative planning and funding solutions to foster healthy and thriving communities within the region*

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