



# CITY OF MANITOWOC

WISCONSIN, USA

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## MEMO

**Date:** 02/24/2026  
**To:** City of Manitowoc – Finance Committee  
**From:** Shawn M. Alfred, Finance Director/Treasurer  
**Re:** Amendment to American Rescue Plan Act (ARPA) Subrecipient Agreement with Manitowoc County for Water Main Extension Phase 2 & 3 due to Change Orders

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In December 2024, the City entered into a contract with Vinton Construction to complete phases 2 and 3 of the City's Water Main Project for a cost of \$3,053,077.25. The funding source of these phases were:

1. City's allotment of ARPA funding
2. A voluntary subrecipient cost share agreement with Manitowoc County for an amount not to exceed \$1,514,065.70.

Upon completion of the project, the total paid to Vinton was \$3,025,035.11. This amount included change orders that occurred over the duration of the project in the amount of \$258,231.97. The original agreement with Manitowoc County did not include the provision to cost share the change orders. Therefore, the attached amendment is to include the change orders as allowable costs to cost share with the County resulting in revised matching funds of \$1,512,517.57. Had the agreement not been amended, the County's cost share would have been \$1,383,401.57.

Due to timing restraints, the amendment was signed by the City and the County on February 17<sup>th</sup>; after February Finance Committee and Council meetings. The process of signing without official Finance Committee and Council approval is an unorthodox process. I am bringing forth to the Finance Committee, which will then be forwarded to Council for transparency and official record. The intent of this memo is to inform and request that the attached amendment be approved.