

# Capital Project Request Form

20-0640



Request Type:

Department:  Date:

Title of Request:

Department Priority

Linked to another project?  Yes  
 No

Project Request is:  New Estimated Useful Life:   
 Replacement  
 Modification

This is a limited field, please attach documents for more detail.

Description:

Basis of Cost:  Quote Total Cost   
 Bid  
 Estimate

Revenue (if any)  Net Cost

Will there be additional costs in future years to complete this project?

select one:  Yes If yes, amount?   
 No

Finance Dept. Account  Sent to Dept:

Action:

**CONTRACT FOR PROFESSIONAL SERVICES BETWEEN THE  
BAY-LAKE REGIONAL PLANNING COMMISSION AND  
THE CITY OF MANITOWOC, WISCONSIN  
(Manitowoc River Watershed Trail)**

This Agreement entered into this \_\_\_\_ day of \_\_\_\_\_ 2020, by and between the City of Manitowoc, (herein called the "City") and the Bay-Lake Regional Planning Commission (herein called the "Commission").

WITNESSETH: The City of Manitowoc is a participating member of the Commission; and

WHEREAS, the City has requested the Commission to provide services for the planning of the Manitowoc River Watershed Trail for the City of Manitowoc; and

WHEREAS, The Commission has a professional staff qualified to undertake such work; and

WHEREAS, the project and the character of the services to be performed by the Commission hereunder are consonant with the powers it possesses and the duties and functions it is created to perform under Wisconsin Statutes Section 66.0309;

NOW, THEREFORE, in consideration of these premises and of their mutual and dependent promises and agreements, the parties hereto contract and agree as follows:

- I. Engagement of Commission. The City hereby agrees to engage the Commission and the Commission hereby agrees to perform the services hereinafter set forth.
- II. Scope of Work to be Undertaken by the Commission.
  - A. The Commission will provide consultant services as detailed in the *2020-2021 Wisconsin Coastal Management Grant Application*, dated November, 2019 and found in Attachment A.
  - B. The Commission shall coordinate all of its work with a stakeholder group/steering committee comprised of the following representation: citizens, park and recreation, land and water departments, city staff, county staff, and other interested stakeholders. This group will guide the process of planning for the Manitowoc River Watershed Trail.
- III. Assistance from the City.
  - A. The City agrees to supply all such data and assistance reasonably available to the City upon the request of the Commission.
  - B. The City agrees to notice all public meetings associated with this project in accordance with state law and provide a site for all meetings.
- IV. Personnel
  - A. The Commission represents that it has, or will secure at its own expense, all personnel and equipment required to perform the services under this agreement. It is understood that its personnel shall in no manner be considered employees of the City nor shall they have any contractual relationships with the City.
  - B. All of the services required hereunder will be performed by the Commission or under supervision of its personnel.

- C. None of the work or services covered by this agreement shall be subcontracted without the expressed formal concurrence of the City.
- V. Time of Performance. This contract will be in effect as of the date first above written through June 30, 2021, and may be extended upon the mutual agreement of the Commission and the City. The project's official start date will be July 1, 2020.
- VI. Total Fee for Services. Total fee for services will be up to \$40,000 as detailed on page 1 of the 2020-2021 Wisconsin Coastal Management Grant Application, dated November, 2019 (Attachment A).
- VII. Reimbursement and Method of Payment. Subject to the limits set forth in Section VI, the City will reimburse the Commission monthly, after receiving an invoice from the Commission.
- VIII. Termination for Convenience of the City. If through any cause, barring an act of God, the Commission fails to fulfill the obligations under this contract, or if the Commission violates any of the covenants, agreements, or stipulations of this contract, the City has the right to terminate this contract giving 30-day written notice to the Commission. If the agreement is terminated by the City as provided herein, the Commission will be paid for the actual costs of the services performed under this agreement. In such an event, all finished or unfinished documents, data, studies, surveys, drawings, maps, and reports pertaining to the project prepared by the Commission will, at the option of the City, be made available to it.
- IX. Changes. The City or the Commission may, from time to time, request changes in the scope of work of the Commission to be performed hereunder. Such changes, including any increase or decrease in the amount of the Commission's compensation, which are mutually agreed upon by and between the City and the Commission, will be incorporated in written amendments to this agreement.
- X. Equal Opportunity Compliance.
- A. In accordance with s. 16.765, Wis. Stats., the Commission agrees to the provisions below:
- In connection with the performance of work under this Contract, the Commission agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., sexual orientation, or national origin.
- This provision shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Commission further agrees to take affirmative action to ensure equal employment opportunities. The Commission agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Commission setting forth the provisions of the nondiscrimination clause.
- B. The Commission shall provide a copy of its Affirmative Action Plan to the City, if requested.
- C. Section 109 of the Housing and Community Development Act of 1974, Title 1, as amended, prohibits discrimination on the basis of race, color, national origin, handicap, age, religion, and sex, within Community Development Block Grant programs or activities.
- D. Section 504 of the Rehabilitation Act of 1973, as amended, which provides that no otherwise qualified individual, shall, solely, by reason of his or her handicap, be excluded from participation (including employment), denied program benefits, or subjected to discrimination under any program or activity receiving federal funds.
- E. Age Discrimination Act of 1975, as amended, which provides that no person shall be excluded from participation, denied program benefits, or subjected to discrimination, on the basis of age, under any program or activity receiving federal funds.

- F. Title VI of the Civil Rights Act of 1964 (P.L. 88-352), which provides that no person shall be excluded from participation, denied benefits, or subjected to discrimination on the basis of race, color, or national origin under any program or activity receiving federal financial assistance.
- XI. Interest of Municipal Officials and Others. No officer, member or employee of the City or public official who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this agreement shall participate in any decision relating to this agreement which affects his/her personal interest or the interest of any corporation, partnership or association in which he is directly or indirectly interested; nor shall any such officer, member or employee of the City or other public official of the governmental unit within the City have any interest, direct or indirect, in this agreement or the proceeds thereof.
- XII. Assignability. The Commission will not assign or transfer any interest in this agreement without the prior written consent of the City thereto; provided, however, that claims for money due the Commission from the City under this agreement may be assigned to a bank, trust company or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the City.
- XIII. Interest of the Commission. No employee of the Commission presently has any interest or shall acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of any services he/she may be required to perform herein.

IN WITNESS WHEREOF, the City and the Commission has executed this Agreement as of the date first above written.

Attesting Witness:

City of Manitowoc, Wisconsin

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

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

Bay-Lake Regional Planning Commission

\_\_\_\_\_  
Cindy J. Wojtczak, Executive Director

\_\_\_\_\_  
Brandon G. Robinson, Assistant Director

<b>1. Type of Project (check one):</b> <input type="checkbox"/> Coastal Wetland Protection and Habitat Restoration <input type="checkbox"/> Nonpoint Source Pollution Control <input checked="" type="checkbox"/> Coastal Resources and Community Planning <input type="checkbox"/> Great Lakes Education <input type="checkbox"/> Public Access and Historic Preservation	
<b>2. Project Title (max. 15 words):</b> Manitowoc River Watershed Trail	
<b>3. Organization applying:</b> City of Manitowoc	<b>5. Organization nine-digit DUNS Number:</b> 025970799
<b>4. Contact Person and Address (include full, nine-digit zip code):</b> Curtis Hall 900 Quay Street Manitowoc, WI, 54220-4543 Phone: 920.686.6519      Email: chall@manitowoc.org	<b>6. Primary County where project is located:</b> Manitowoc
	<b>7. Other Counties where project is located:</b> N/A
	<b>8. Congressional District #:</b> 6
	<b>9. State Senate District #:</b> 1
<b>10. State Assembly District #:</b> 2	
<b>11. Total Project Cost:</b> \$40,000	
<b>12. WCMP Share:</b> \$20,000	<b>14. WCMP Percent:</b> 50%
<b>13. Applicant Share:</b> \$20,000	<b>15. Applicant Percent:</b> 50%
<b>16. Brief Summary of the Project (300 word maximum).</b> Include (a) Project Description (1-2 paragraphs) and (b) Tasks/Deliverables (title and 1-2 sentence description for each task/deliverable). The project should have at least one task; add more as applicable. Consider completing this portion of the application last to summarize your proposal.	
<p><b>a. Project Description</b></p> <p>The Bay-Lake Regional Planning Commission (Bay-Lake RPC) proposes to conduct an inventory and assessment of all public access locations, including road-ends, to the Manitowoc River in Manitowoc County (see attached map); and develop a plan for a water trail.</p> <p>The Bay-Lake RPC has been working with the City of Manitowoc to help them to formalize their efforts towards establishing a water trail plan for the Manitowoc River Watershed Trail. The City has asked the Bay-Lake RPC to develop a water trail plan because they have experience and the necessary resources to develop and promote the Manitowoc River water trail.</p> <p>The inventory will involve a review of parcel records, and town and city platting records to identify roads and other public access sites to the Manitowoc River Watershed. These records will be reviewed to determine the current public status of all potential access points. A field inventory and photographic survey will be conducted to assess the physical characteristics of each site. GPS coordinates and geotagged photos will be acquired for each site in order to develop an online database, as well as an ArcGIS Online Story Map detailing the characteristics of each site. The accompanying plan will offer recommendations for improving the water access and quality and supporting amenities. Each site will also be evaluated for opportunities to incorporate art, history, and cultural significance to the water trail.</p>	
<p><b>b. Project Tasks/Deliverables:</b></p> <ol style="list-style-type: none"> <li><b>Task A. Inventory:</b> An inventory of access to the Manitowoc River Watershed Trail, connecting (or near) land-based trails, Lake Michigan, and historically and culturally significant sites along the water trail.</li> <li><b>Task B. Steering Committee Outreach:</b> Create a Steering Committee of interested and involved stakeholders. Create resources and opportunities for education on water trails.</li> <li><b>Task C. Story Map and Online Application:</b> The completed plan will be available online as a document, inventory data in Google Earth or ArcGIS Online, and as an ArcGIS Online Story Map. This will serve as a tool for residents and visitors to view the existing inventory with photos and maps.</li> <li><b>Task D. Creation of Water Trail Plan:</b> A final report of the Manitowoc River Watershed Trail Plan with recommendations for future public access and enhancement for current water trail planning.</li> </ol>	

**1. Background/context:** Concisely state the problem or issue that this proposal addresses. Include important background information.

The City of Manitowoc and the Bay-Lake RPC proposes to conduct an inventory and assessment of access points along the lower reaches of the Manitowoc River and Little Manitowoc River. As development in coastal areas increases, public access to waterways becomes more at risk to being lost due to development encroachment and conversion to private lands. There are currently very few developed/safe access points to the Manitowoc River Watershed project area. But there is much opportunity to expand and enhance access to the river, especially in the urbanized area of the City of Manitowoc. The Manitowoc River Watershed Trail will include a portion of the Manitowoc River, and the Little Manitowoc River to the north. The problem is there is a need to enhance this project area and increase connectivity, awareness, appreciation, and use of the Manitowoc/Little Manitowoc River.

The primary purpose of this project is to increase connectivity, awareness, appreciation, and use of the Manitowoc/Little Manitowoc River. The overall goal is to increase river informational resources on and off the water in an effort to promote more passive recreational use of the legendary Manitowoc/Little Manitowoc River. Water access ranked as a high priority according to a survey conducted as part of the recently completed Comprehensive Park and Recreation Plan. The Mayor of Manitowoc has declared a "river Renaissance", and would like to turn our attention back to the once forgotten industrial and recreation resource.

The water trail project is part of an overall plan to enhance water based recreational opportunities in the Manitowoc River Watershed. The City of Manitowoc in partnership with multiple different non-profit/volunteer organizations have recently invested in installing river access facilities, such as, ADA kayak Launch at Schuette Park(2017), ADA kayak launch at Manitou Park(2019), ADA transient boat dock at Maritime Museum(2019), coastal wetland restoration on Little Manitowoc River (2019). These new additions along with the vast depth and breadth of cultural historical points of interest along the Manitowoc River, such as, Native American origin, shipbuilding history, USS Cobia, working commercial harbor activity, create a network of features undeniably worthy of illustrating through a water based narrative trail.

The water trail will also create connectivity with the Lake Michigan Water Trail, Twin Rivers Water Trail on both the East and West Twin Rivers and even the Sheboygan Water Trail.

The Friends of the Manitowoc River Watershed (FMRW) and Lakeshore Natural Resource Partnership (LNRP) have been key partners involved in developing this river resources project. The City of Manitowoc, with volunteer support by FMRW, will install and maintain the signage along with the approach trail to launch areas.

Under s.236.16 (3) of the Wisconsin Statutes, "all subdivisions abutting on a lake or a navigable stream shall provide public access at least 60 feet wide providing access to the water's edge so that there will be public access, which is connected to existing public roads, at not more than one-half mile intervals." Though the unit of government does not have to improve the access, it cannot vacate the lands except through circuit court action or through *discontinuance of a public way* under s. 661003. In some cases, these public access areas have been lost to adjacent property owners because of lack of maintenance on the part of the community. In most cases, the public access points are not well marked, and disputes occur between adjacent landowners and people trying to access the site. An inventory and assessment, followed by enhancements of access points, will lessen present or potential user conflicts.

**2. Project Description:**

- a. Describe the project for which funding is requested. Describe how the project will address the issue(s) outlined in the Background/Context section, above. Do NOT include information about tasks which are not part of the funding request.
- b. Describe how this project is part of an integrated effort or approach.

**a. Describe the project for which funding is requested:**

The Bay-Lake RPC will work with City of Manitowoc staff and officials, user groups, and interested stakeholders on the development of the Manitowoc River Water Trail Plan. Diverse citizen participation will be encouraged throughout the planning process.

An inventory and analysis will be undertaken of the existing and potential public access sites to the Manitowoc River from Lake Michigan in the City of Manitowoc. The inventory will involve a review of property listing parcel records to identify roads and other public access sites to both rivers. These records will be reviewed to determine the current public status of access points. A field inventory and photographic survey will be conducted to assess the physical characteristics of each site. GPS coordinates will be acquired for each site and a GIS and public database will be developed along with a report detailing the status of each site and the physical characteristics (with photos of each site). The database of the Manitowoc River Water Trail Plan will be made available online through Google Earth and/or ESRI ArcGIS Online, using the Bay-Lake RPC's Geographic Information System (GIS) tied to the county's digital base maps. The inventory will be a consistent, standardized, and comprehensive GIS spatial database of water access locations along the Manitowoc River. An inventory of connected land-based trails (or those in close proximity) and historically and culturally significant sites will also be incorporated. All inventory data will be developed into an ArcGIS Online Story Map.

The plan will provide an assessment of needed facility and access improvements and additions in order to develop a consistent, safe, fairly accessible, and user friendly navigable route that is well positioned to receive funding support, be implemented, and be marketed. Recommendations will be provided for implementation activities to expand or enhance water and land trails within the project area.

The funds will be used to create a plan and maps that identifies all river access and recreational supporting facilities and cultural/historical points of interest along the Manitowoc and Little Manitowoc River. In addition to the plan develop an informational tri-fold brochure that can be distributed to users through various outlets and an online story map that can be accessed electronically. The water trail will promote recreation and connectivity to other water trails in the region including the Lake Michigan Water Trail.

**b. Describe how this project is part of an integrated effort or approach:**

The Manitowoc River Watershed Trail will be an integrated effort with lakeshore partnerships, Bay-Lake Regional Planning Commission, Manitowoc County, and the City of Manitowoc. This will also include an collaborative inventory that will integrate available land and water trail studies and historical and cultural sites into the plan, including the following:

- *Twin Rivers Water Trail Plan (2018)*: An inventory of all access points along the West and East River with recommendations and prioritized river planning. A Story Map and GIS online data base was also created.
- *Northeast Wisconsin Trail Inventory & Connectivity (2014)*: Includes all land-based trails in Two Rivers and maps them to their terminus.
- *Public Access to Lake Michigan (Kewaunee, Manitowoc, and Sheboygan Counties) (2011)*: Includes all access locations to Lake Michigan.
- *Lake Michigan Water Trail inventory data (2018)*

The data will be integrated in order to provide comprehensive information about the amenities, trail connections, and historically and culturally relevant accounts available for each public access site in the project area.

Additionally, this project will be developed as part of a cooperative effort with the passionate stakeholders group that is behind this proposal. The stakeholders group will serve as the steering committee to provide guidance on the development of the plan. Once the plan is complete, they will carry it to implementation. The stakeholder group/steering committee for the plan will be comprised of the following representation: citizens, park and recreation, land a water departments, city staff, county staff, and other interested stakeholders.

The Bay-Lake RPC will leverage other technical resources by working with the stakeholders group, which will serve as the steering committee and provide guidance on the development of the plan. Once the plan is complete, they will carry it to implementation. Other financial resources were leveraged from the City of Manitowoc, community foundations, and volunteers to provide the match for the project. The projected audience will be local resident and tourist outdoor enthusiast of all demographics. The City of Manitowoc has experienced an exponential increase in river recreational activity since adding more universal access point to the river corridor. The Manitowoc River Watershed Trail will act as a single location for outdoor enthusiasts to source river access and educational information. This will foster growth for the local economy and tourism department along Lake Michigan driving the increased awareness, enthusiasm, advertising, and low-impact use of the water resources to sustain a healthy natural environment.

**3. Impact on Coastal Resources: Address all of the issues listed below as they relate to your project.**

- a. Describe the coastal impacts of the project. How will the project address a coastal problem, need or priority?
- b. Describe the extent to which the project permanently addresses the problem or need.
- c. Describe how this project addresses priorities identified in local, state, regional, or national plans (such as remedial action plans, basin plans, Lakewide Area Management Plans, State of Wisconsin Hazard Mitigation Plan, county Land and Water Conservation Plans, et cetera), the priorities of the Conference of Great Lakes and St. Lawrence Governors and Premiers, or the Great Lakes Regional Collaboration Strategy.
- d. Describe the measurable results (give estimated benefits for all that apply) that you will be able to report. Use the suggested indicators listed below, or others that are appropriate to your project.

**Type of Project**  
Wetland Protection and Habitat Restoration

**Suggested Indicators**

- Acres of habitat restored or protected

Nonpoint Source Pollution Control

- Reduction in tons of soil erosion/sedimentation

Great Lakes Education

- Number of people trained
- Projected audience

Coastal Resources and Community Planning

- Number of municipalities included in a plan
- Land area/coastline covered by the plan
- Type of coastal resource (e.g., habitat) protected
- Ordinances developed

Public Access and Historic Preservation

- Linear feet of coastline made accessible or acquired
- Acres Acquired

**a. Describe the coastal impacts of the project:**

The Manitowoc River Watershed project area is adjacent and connected Lake Michigan and will serve to positively impact and enhance the connection to the lake body. The Manitowoc River is one of few working commercial ports within the coastal region and has gathered much support for future recreation, environmental, and visual enhancements. The Manitowoc river watershed has a vast historical and environmental impact on the ecosystems and recreational tourism within the coastal region. Through this proposed plan, there will be an intentional focus on sharing the story of the Manitowoc river and educating residents and tourist of the existing environmental dynamics taking place. The impact will furthermore illustrate the need to make this project area a high priority in relational to other coastal communities.

This project will provide the City of Manitowoc, and the committed stakeholder group with needed information to pursue the implementation, enhancement, and marketing of a water trail on the Manitowoc River and Little Manitowoc River. Implementation of this plan will preserve and enhance public access on a direct tributary to Lake Michigan and connect the Lake Michigan Water Trail to an inland river. An inventory of access sites will enhance awareness about the importance of maintaining and enhancing public access to waterways and provide guidance to pursue funding to make access improvements, add signage, and develop brochures and other marketing tools.

**b. Describe the extent to which the project permanently addresses the problem or need:**

The Manitowoc River Watershed Plan will address the priorities identified in *The State of the Lakeshore Basin* plan (WDNR, 2001), including the need to increase recreational opportunities, address shoreline development issues, reduce user conflicts, and develop education strategies to expand public access. Educating water trail users promotes overall health and wellness of the users and the watershed through stewardship and recreation.

The *Lake Michigan Lake Management Plan* (EPA, 2008) identified the provision of public access as a subgoal. The subgoals were identified as end points to achieve the overall goal of protecting and restoring the chemical, physical, and biological integrity of the Great Lakes basin. Sub-goal 5 asks, "Does the public have access to abundant open space, shoreline, and natural areas, and does the public have enhanced opportunities for interaction with the Lake Michigan ecosystem?" This project is a step towards answering "Yes," as well as enabling better monitoring of public access status in the future.

The *2011-2016 Wisconsin Statewide Comprehensive Outdoor Recreation Plan (SCORP)* (WDNR, 2010) identifies goals to encourage Wisconsin residents to enjoy more of the state's great outdoors. This proposed water trail project addresses the goal, "Continue to provide and enhance public access to Wisconsin recreational lands and waters."

This proposed plan will serve to address the lack of water trail planning within the Manitowoc River Watershed, and address the need to plan, implement, and encourage use of this water trail sustainably with low-impact on native species and habitats.

**c. Describe how this project addresses priorities identified in local, state, regional, or national plans:**

This project will identify public access locations to the Manitowoc River and where additional access is needed in order to provide a safe, user-friendly, accessible water trail. It will provide the information needed to develop a water trail that can adequately serve the community and visitors. The report, inventory, and an ArcGIS Online Story Map will be maintained on a publicly accessible site for as long as the information is useful. The Manitowoc River Watershed trail will promote access and connectivity Manitowoc River watershed was identified in the State C.O.R.P and City of Manitowoc C.O.R.P.

**d. The measurable results include:**

- A water trail plan that covers the coastal community of the City of Manitowoc along direct tributaries to Lake Michigan.
- An inventory of access to the Manitowoc River and Little Manitowoc River, connecting (or nearby) land-based trails, and historically and culturally significant sites along the water trail.
- The water trail will serve a resident population of 33,736 persons based on the U.S. Census for the City of Manitowoc. However, the tourism reach will be much greater as a lakeshore county.
- The water trail will cover 4.5 miles of river leading to Lake Michigan including approximately 1 mile along the Little Manitowoc River from the Lincoln Park Zoo Conservancy to Lake Michigan.
- Maps and a digital library of GIS data layers and metadata will be created.
- An ArcGIS Online Story Map of the water trail will be created.
- Project information/updates will be provided using the following:
  - Bay-Lake Regional Planning Commission Monthly E-Newsletter, which has 1,230 subscribers;
  - Commission's Facebook page, which has 422 likes and followers; and
  - Commission's Twitter feed, which has 333 followers.



**4. Methodology and Timetable**

- a. Provide a timeline (list, table, or chart) with grant and match-funded tasks and major milestones.  
**Your timeline may begin no earlier than July 1.**
- b. Provide a list of work products or deliverables. Describe how you will develop the work products and/or achieve tasks. "Measurable results" from Section 3d should be incorporated into this section.
- c. Describe how the project will encourage public participation and how the final product(s) will be distributed (as appropriate). If the project requires public participation (by state or other regulations), does the project exceed minimum standards?
- d. For Public Access projects, please describe how the project incorporates planning for changing lake levels.

**a. Timetable:**

Major Milestones	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021
Initiate Project												
Parcel Records Review & Inventory												
Map Review												
Field Inventory of Access Sites												
Map Access Sites												
Create and Refine Google Earth Inventory												
Final Maps Complete												
Final Report Complete												
Document Production/Update BLRPC Website/Complete Project												

**b. Work Products and Deliverables:**

The Bay-Lake RPC will produce a report detailing the status of each site and make recommendations for expanding and enhancing the water trail. Additional work products include a GIS, GPS, and tabular database of water trail access sites in the study area, and a Google Earth/ArcGIS Online inventory with georeferenced photos of each site. The inventory will include connected land-based trails (or those in close proximity) and historically and culturally significant sites. An ArcGIS Online Story Map will also be produced.

The measurable results include the following:

- A water trail plan that covers the coastal community of the City of Manitowoc along two direct tributaries to Lake Michigan including the Manitowoc River and Little Manitowoc River.
- An inventory of access to the Manitowoc Rivers, connecting (or near) land-based trails, and historically and culturally significant sites along the water trail.
- The water trail will serve a resident population of 33,736 persons based on the U.S. Census for the City of Manitowoc. However, the tourism reach will be much greater as a lakeshore county.
- The water trail will cover 4.5 miles of river leading to Lake Michigan including approximately 1 mile along the Little Manitowoc River from the Lincoln Park Zoo Conservancy to Lake Michigan Maps and a digital library of GIS data layers and metadata will be created.
- An ArcGIS Online Story Map of the water trail will be created.
- Graphically developed materials will be created included a unique branded visual which represents the culture and identity of the Manitowoc River Watershed Trail, as well as a brochure of the plan. These will be used for the City of Manitowoc to continue outreach, education, and implementation in the future.
- Project information/updates will be provided using the following:
  - Bay-Lake Regional Planning Commission Monthly E-Newsletter, which has 1,230 subscribers;
  - Commission's Facebook page, which has 422 likes and followers; and
  - Commission's Twitter feed, which has 333 followers.

**c. Describe how the project will encourage public participation:**

Any interested public will be invited to be part of the stakeholder group that will serve as the steering committee for the plan. In addition, to

public information meetings will be held to gather input. The completed plan will be available online as a document, inventory data in Google Earth or ArcGIS Online, and as an ArcGIS Online Story Map. A printed copy of the plan will be provided to the City of Manitowoc the chair of the steering committee, and WCMP. Bay-Lake RPC will assist in facilitating meetings, an open house, and attending recreational events or related river/lake events along Lake Michigan in Manitowoc County to raise awareness and education about the Manitowoc River Watershed Trail. Bay-Lake RPC will work with the City of Manitowoc to develop graphically enhanced resources for residents and visitors to disperse throughout northeast Wisconsin. The public will also be encouraged to attend an open informational meeting, and provide input through an online survey with an interactive map that allows people to drop points/comments/photos of areas along the Manitowoc River Watershed Trail that are concerns and opportunities of focus.

**d. Public Access Projects:**

N/A

**5. Project Budget**

- Provide a breakdown of the proposed project budget using Table 1. WCMP Grant projects with a total budget of \$60,000 or less require a 50% match (that is, 1 to 1). Projects with a total budget larger than \$60,000 require a 60% match (that is, 1 to 1.5). Applicants requesting more than \$100,000 should contact the WCMP while they develop their applications.
- Contractual costs must be itemized (if known) using Table 2. Applicant may also provide further budget details using additional categories/sub-categories in the Table 3 or in another format, if necessary.
- Each table must show proposed *total* cost in each category rounded to the nearest dollar.

**Table 1: Budget (Required)**

Activity (do not change categories)	WCMP Request	Match	Total
Personnel (Bay-Lake RPC)	\$8,326.50	\$8,326.50	\$16,653
Fringe Benefits (provide rate)	\$5,578.00	\$5,578.00	\$11,158
Equipment	\$0.00	\$0.00	\$0.00
Travel	\$200.00	\$200.00	\$400.00
Supplies	\$149.50	\$149.50	\$299.00
Contractual (complete Table 2)	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Indirect Charges (requested indirect should not exceed 15% of total requested amount)	\$5,745	\$5,745	\$11,491
<b>Totals</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$40,000</b>

**Table 2: Contractual (Required if there is "Contractual" funding in Table 1)**

Activity – Contractual Costs	WCMP Request	Match	Total
Personnel	\$	\$	\$
Fringe Benefits (provide rate)			
Equipment			
Travel			
Supplies			
Contractual			
Construction			
Other			
Indirect Charges (requested indirect should not exceed 15% of total requested amount)			
<b>Totals</b>			

**Table 3: Additional budget items (optional)**

Activity	WCMP Request	Match	Total
	\$	\$	\$

<b>Totals</b>			

**6. Budget Description**

- a. Describe the composition and source of the matching funds. Indicate whether nonfederal matching funds have been secured or committed.
- b. Describe efforts to fully explore other grant funding sources, to establish the project's need for WCMP funding.
- c. Describe how the project will leverage additional funding, separate from the WCMP grant and match amounts.
- d. Describe any past WCMP-projects that are directly related to this project, if applicable. (For example, if WCMP provided past funding for site planning at a proposed public access project.)

**a. Describe the composition and source of the matching funds:**

A \$20,000 non-federal match will be provided for the proposed project (50 percent of the total project cost). The source of the matching funds includes the following commitments:

- \$10,000 – Cash match from the City of Manitowoc
- \$10,000 – Cash match from the West Foundation

**b. Describe efforts to fully explore other grant funding sources:**

Efforts by the City have been explored and the City has researched existing water trail planning in Manitowoc and Kewaunee County such as the Ahnapee River Water Trail, and the Twin Rivers Water Trail Plans. These were both funded by WCMP and NOAA with work completed by Bay-Lake RPC. The City of Manitowoc is seeking similar services for their Manitowoc River Watershed Trail. Many ideas have been generated for funding to implement the water trail plan once complete; however, no other sources of funding that support plan development were identified to date.

**c. Describe how the project will leverage additional funding:**

No additional funding has been leveraged, as the focus had been directed at securing match.

**d. Describe any past WCMP-projects that are directly related to this project:**

- *Twin Rivers Water Trail Plan, 2018 (developed by BLRPC)*: An inventory of all access points along the West and East River with recommendations and prioritized river planning. A Story Map and GIS online data base was also created.
- *Northeast Wisconsin Trail Inventory & Connectivity 2014 (developed by BLRPC)*: Includes all land-based trails in Two Rivers and maps them to their terminus.
- *Public Access to Lake Michigan (Kewaunee, Manitowoc, and Sheboygan Counties) 2011, (developed by BLRPC)*: Includes all access locations to Lake Michigan.
- *Lake Michigan Water Trail inventory data, 2018 (developed by BLRPC)*

**7. Bonus objectives.** Address all of the issues listed below as they relate to your project.

- a. Build partnership alliances with other organizations or agencies (describe their roles).
- b. Develop exceptional marketing, outreach or education strategies.
- c. Encourage coast-wide projects or solutions.
- d. Engage underrepresented communities.

**a. Build partnership alliances with other organizations or agencies:**

The Bay-Lake RPC will build upon, and foster partnership alliances, with the members/organizations of the stakeholder group/steering committee for this project. Partnership alliances will also be further built upon with City of Manitowoc local officials and tourism/promotions staff, and the Chamber of Manitowoc County by working with them to develop the project. Bay-Lake RPC has completed WCMP funded water trail plans in adjacent communities along the lakeshore which will collaboratively work together to enhance water trails regionally in northeast Wisconsin. The City of Manitowoc will also serve as an advocate for sustainable recreation and enhancing the natural and built environment along the Manitowoc River Watershed Trail.

**b. Develop exceptional marketing, outreach or education strategies:**

Exceptional outreach and education will be developed through public steering committee meetings, and public informational meetings. The public informational meetings will be posted at the City of Manitowoc City Hall and project information/updates will be provided through Bay-Lake RPC E-Newsletters, emails, Facebook, and Twitter, and articles will be provided to the *Herald Times Reporter*. Additionally, outcomes of the project will include implementation strategies that not only expand and enhance the water trail, but also support outreach and promotion. Further outreach is supported through the resulting online inventory and the ArcGIS Online Story Map. The Bay-Lake RPC will create a graphic illustration to brand the river trail and portray the information and recommendations gathered in a brochure. These tools

will allow the City of Manitowoc to find connections with future funding opportunities and market the water trail throughout Wisconsin for visitors and residents to explore. Using the City of Manitowoc and Bay-Lake RPC's website, including social media platforms, the Manitowoc River Watershed Trail will be promoted throughout the planning process and in the future as a destination along Lake Michigan in Manitowoc County.

***c. Encourage coast-wide projects or solutions:***

This proposed Manitowoc River Watershed project supports coast-wide projects by being a multi-level effort on Lake Michigan between Manitowoc County, the City of Manitowoc, local stakeholders, and regional organizations such as Lakeshore Natural Resource Partnership (LNRP). Additionally, a water trail will serve many canoe and kayakers coast-wide. This will increase the planned river trails in northeast Wisconsin and may lead to a regional water trail plan which highlights all water trails in northeast Wisconsin leading to Lake Michigan.

***d. Engage underrepresented communities:***

Every effort will be made to ensure that our outreach efforts, especially participation at the public informational meetings, reaches a diverse audience, including underrepresented communities. Information about the project and meetings will be provided to the *Herald Times Reporter*, social media, and through partnerships/stakeholders. Social media sites, such as Facebook pages representing underrepresented communities, will be utilized to engage a diverse audience. The City of Manitowoc and Bay-Lake RPC will work closely to also spread the notice of informational meetings and public input opportunities at local events, festivals, workshops, and recreational water trail user groups.



STATE OF WISCONSIN  
DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor  
Joel Brennan, Secretary  
Dawn Vick, Division Administrator

April 23, 2020

Curtis Hall  
City of Manitowoc  
900 Quay St  
Manitowoc, WI 54220-4543

RE: Wisconsin Coastal Management Program Grant Application

Mr. Hall,

I am pleased to inform you that your Wisconsin Coastal Management Program (WCMP) grant application, Manitowoc River Watershed Trail, for the amount of \$18,000, was included in our current funding request to the National Oceanic and Atmospheric Administration (NOAA) Office for Coastal Management (OCM).

A WCMP grant agreement for your project will be sent to you as soon as we are certain of the timing and amount of Wisconsin's federal funding. *No funds may be expended, and no expenses may be incurred (including matching funds) on your project until a WCMP agreement is finalized.*

We are proud of initiatives such as yours, as they support the protection and enhancement of Wisconsin's coastal resources. In an effort to maximize the exposure of your efforts and the positive impact of the WCMP, we respectfully request you delay any public announcement of your grant award until the WCMP has an opportunity to publicly announce the grants awarded. We look forward to working with you. Should you have questions, please contact me at (608) 267-7982.

Sincerely,

Mike Friis, Manager  
Wisconsin Coastal Management Program