

11-20-23



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

November 16, 2023

TO: Mayor and Common Council

FROM: Board of Public Works

SUBJECT: Request for Sidewalk Privilege Agreement for property at 4323 Conroe St.

Dear Mayor and Common Council:

At the October 25, 2025 Board of Public Works meeting, the Board met to review a request for a Sidewalk Privilege Agreement for the structure and retaining wall that are in the 4323 Conroe Street right-of-way.

"Moved by Reed, seconded by Reckelberg, and unanimously carried to approve and refer to the City Attorney to draft a Sidewalk Privilege Agreement. Ayes, 8. Nays, none."

Very Truly Yours,

MACKENZIE REED
Secretary Board of Public Works

On Fri, Sep 29, 2023 at 12:44 PM Greg Minikel <gminikel@manitowoc.org> wrote:

Hi Paul,

These 2 encroachments into the City's Right-of-Way will require a Sidewalk Privilege Agreement (SPA) to be executed.

The process would be for you to submit a request to the City Clerk's office. Then, they will put this request on the next Board of Public Works (BPW's) meeting. They are held on Wednesdays at 4:00 pm and usually twice per month.

If the BPW's approves the request, then the City Attorney's office will draft the SPA. We already have the required map that is attached, but we will also need your surveyor to draft a legal description for the location of the 2 encroachments.

The SPA also has insurance requirements that will need to be met as well.

I think that is it.

From: Paul Braun <PBraun@manitowoc.org>

Sent: Thursday, September 28, 2023 8:08 AM

To: Greg Minikel <gminikel@manitowoc.org>

Subject: CSM Conroe and 44th st

Greg could you call Paul Metz and help him with the right of way use agreement for the structure and retaining wall that are in the 4323 Conroe Street r.o.w. Mr. Metz owns 4323 Conroe St and 315 N. 44th Street. His surveyor is Andy Hunter, if needed his contact info is below.

Andy Hunter, PLS

Phone: (920) 410-7744

Email: andy@wisconsinlandsurveying.com

Web: www.wisconsinlandsurveying.com

From: [Greg Minikel](#)
To: "Paul Metz"
Cc: [Paul Metz \(paul@peacefulvalleyrealestatelc.com\)](mailto:paul@peacefulvalleyrealestatelc.com); [Paul Braun](#); [Dan Koski](#); [Sonja Birr](#); [Mackenzie Reed](#); [Jennifer Swokowski](#); andy@wisconsinlandsurveying.com; [Eric Nycz](#); [Jessica Blahnik](#)
Subject: RE: External: Re: FW: CSM Conroe and 44th st
Date: Monday, October 2, 2023 8:46:45 AM
Attachments: [CONROE STREET PRELIMINARY SKETCH "B".pdf](#)

Mackenzie,

Are these e-mails enough for you to put this request on the next Board of Public Works (BPW's) Meeting??

Let us know. Thanks.

From: Paul Metz <pvrellc@gmail.com>
Sent: Friday, September 29, 2023 7:38 PM
To: Greg Minikel <gminikel@manitowoc.org>
Cc: Paul Metz (paul@peacefulvalleyrealestatelc.com) <paul@peacefulvalleyrealestatelc.com>; Paul Braun <PBraun@manitowoc.org>; Dan Koski <dkoski@manitowoc.org>; Sonja Birr <sbirr@manitowoc.org>; Mackenzie Reed <mreed@manitowocwi.gov>; Jennifer Swokowski <jswokowski@manitowoc.org>; andy@wisconsinlandsurveying.com; Eric Nycz <ENycz@manitowoc.org>; Jessica Blahnik <jblahnik@manitowocwi.gov>
Subject: External: Re: FW: CSM Conroe and 44th st

How do I start this process?

Schedule an appointment here: <https://letsnetworkandrisetogether.as.me/>

Sender notified by
[Mailtrack](#)

| |



Thanks



Paul Braun | City Planner/Harbor Master, Community Development
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manitowoc.org

Summer Hours: May 1 to September 29, 2023

Monday – Thursday: 7:30am – 5pm | Friday: 7:30-11:30am

Be Alert !

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