

15-551

**CITIZENS ADVISORY COMMITTEE**  
**CITY HALL, PLANNING/ENGINEERING CONFERENCE ROOM (WEST)**  
**Tuesday, April 7, 2015 at 4:00 PM**

**MINUTES**

**Present:** Alderperson Chris Able, Mary Balte, Grace Brandl, Janet Breuer, Pat Chermak, Linda Hunter, June Kramer, August Krieser

**Excused:** Mayor Justin Nickels, Anthony Mack

**Guest(s):** Linda Phillip, Kelly Shariff, Ralph Kramer

**Minutes:** Submitted by Linda Hunter

- I. Meeting called to order at 4:02pm
- II. City Update from Alderperson Chris Able
  - a. The Committee inquired if there had been any progress on making the Rahr-West Art Museum more accessible. Alder Able informed this project has been postponed due to financing.
  - b. The Committee inquired where the \$2 million dollar cost in taking down the rest of the Mirro building is coming from. Alder Able informed the Committee it may cost more due to required removal of contaminants and a referendum would probably be required to fund this cost.
  - c. The Committee inquired on the status of the mid-city mall project. Alder Able stated the owners seem to plan to demo the building themselves, but a completion bond is needed. It may be down by the end of the year. They will use the asbestos abatement crew that is currently at Hamilton in Two Rivers to help reduce travel costs.
  - d. The Committee inquired on downtown progress. Alder Able informed there has been no consensus on this topic as the Mayor has not yet brought his ideas to Council.
- III. Guest Speaker – Linda Phillip & Kelly Shariff of the Autism Society of the Lakeshore
  - a. It is Autism Awareness month, and the Autism Society was founded in 1996.
  - b. The rate of autism among the population has increased by about a third in the last 20 years or so.
  - c. The mission of the Autism Society is advocacy, education, support, information and acceptance for the individual with Autism Spectrum Disorder (ASD) as well as families.
  - d. Autism is a neurological behavior disorder, best diagnosed before age 3. It involves a wide variety of behavior issues including communication, socialization, behavior, and sensory processing. Many issues may co-exist such as ADHD, eating disorders, seizures, and mental health. Access to early intervention leads to the best outcomes. Manitowoc County provides therapies from birth with different programs, followed by the schools as they get older.
  - e. The major issues with ASD include stigma, misinformation, and lack of early diagnosis. Lack of funding and access to support are an issue in the lakeshore. Parents feel isolated. They also compete with other groups for funding.
  - f. The Society consists of a nine member board and is privately funded. Money raised in the lakeshore stays in the community. One of the primary annual fundraisers is the “Ugly Sweater Run” which is held in November. This past year there were 300 participants and they are anticipating over 600 in 2015 and are working with the Best Western on this upcoming event.
  - g. The Society’s services include monthly support meetings with speakers, monthly family events, a friendship group for teens and young adults, seasonal parties, a newsletter, website and Facebook page. The Society offers \$250 scholarships to high school graduates. They have a lending library, financial assistance for adaptive technology and therapies, as well as offer help

to parents navigating the school systems and IEPs. They network with the various counties they serve.

- h. The Society's goals include further education and employment for the individuals.
- i. The Committee inquired if conditions improve as ASD individuals' age. Linda and Kelly informed that when an individual finishes high school there seem to be fewer social pressures and their life seems to improve.

IV. The Committee stated they would like Greg Vadney of the Rahr-West Art Museum to be a guest speaker at a future meeting. Alder Able informed the Committee he would look into this.

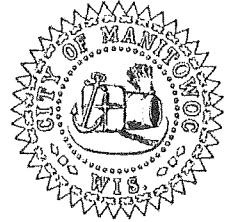
V. Next meeting will be Tuesday, 05.05.15, beginning at 4:00pm at the Domestic Violence Center, 300 East Reed Avenue, Manitowoc, WI 54220.

VI. Meeting adjourned at 4:50pm

# CITY OF MANITOWOC

WISCONSIN, USA

[www.manitowoc.org](http://www.manitowoc.org)



## MINUTES

### COMMUNITY DEVELOPMENT AUTHORITY

#### PLAN COMMISSION OFFICES

Regular Meeting  
Wednesday  
March 11, 2015

#### I. CALL TO ORDER

The meeting was called to order by Chairman John Stangel at 4:03 P.M.

#### II. ROLL CALL

##### Members Present

John Stangel  
Gene Maloney  
Emil Roth  
Jill Hennessey  
Chris Able  
Dennis Tienor

##### Members Excused

Anton Doneff

##### Staff Present

Nic Sparacio  
Paul Braun  
Pauline Haelfrisch

#### III. APPROVAL OF MINUTES OF THE REGULAR JANUARY 14, 2015 MEETING

Chairman Stangel asked if there were any corrections or additions to the minutes of the regular January 14, 2015 meeting.

Hearing none, the following action was taken.

Motion by: Ms. Hennessey  
Moved that: the CDA approve the minutes  
of the January 14, 2015 regular meeting

Seconded by: Mr. Able  
Upon vote: the motion was carried  
unanimously

#### IV. MANITOWOC HOUSING AUTHORITY BUSINESS

##### A. Financial Report and Approval of Monthly Expenditures

Pauline Haelfrisch reviewed the financial statements for February and March, 2015 with the Board members. She also distributed a list of expenses for this time period and reviewed these with the Board.



The following action was taken.

Motion by: Ms. Hennessey  
Moved that: the CDA approve and authorize  
payment of the February and March, 2015  
expenses

Seconded by: Mr. Able  
Upon vote: the motion was carried  
unanimously

B. Bike Shed/Signage Bid Approval

Pauline informed the Board members that she had received bids for the two projects she had been working on with her architect. The bike shed bid from David Keehan of Keehan Custom Carpentry for labor was accepted for \$10,855.28 and materials from Valdres Building Supply in the amount of \$5,854.33 brought the total to \$16,709.61. This bid was in comparison to Hamann Construction at \$29,292 and Jos. Schmitt and Sons at \$31,200.

Pauline informed the Board members that the signage project came in with two bids: one from Signs Plus for \$9,427 and Jones Sign at \$13,973. Pauline apprised the members that the low bid from Signs Plus was accepted.

Pauline also discussed with the members that there was another piece to this project which was the balcony remodel. She explained that her architect incorporated the remodel with the Algoma Housing Authority roof project in the hope of getting a more reasonable bid. Pauline would know the next day what the bid would be for the balcony as that is when the bid opening would be.

Discussion was held in regards to the design of the bike shed and the other two projects.

The following action was taken.

Motion by: Mr. Tienor  
Moved that: the CDA members approve the Bike  
Shed/Signage project bids

Seconded by: Mr. Roth  
Upon vote: the motion was carried  
unanimously

C. New Lease Agreement Board Approval

Pauline reviewed the lease agreement with the Board members. The members were e-mailed a copy with their minutes. Pauline confirmed that John Stangel had reviewed the lease in regards to any legal ramifications. She explained that the lease would now be an annual lease and there was information incorporated into the lease to streamline other paperwork Pauline gives to the tenants. She also stated that there would now be a charge for excess utility consumption in regards to extra freezers and dishwashers; and inefficient air conditioners. Discussion was held in regards to a clear explanation of what is considered an inefficient air conditioner, and Pauline assured the members that she has this in place. She also told the members that she had this lease reviewed by Diana Schultz from the HUD field office. John Stangel clarified that the lease is a one year lease; however, a tenant can break the lease for good reason.

Discussion was held in regards to a non-smoking policy and Pauline stated that she has not begun this process at this time. Discussion was held in regards to the appearance of the lease that was sent by e-mail. Some Board members did not have the full lease print out correctly for them and there was an error on the lease that was sent. The blanks

should have had zeroes in them and not actual figures. There was also discussion in regards to the flat rent policy. Pauline explained what the difference was between a flat rent and an income based rent. All tenants that are living at the PHA at this time need to sign the new lease agreement.

Motion by: Mr. Tienor  
Moved that: the CDA members approve the  
new lease agreement for the Manitowoc Housing  
Authority

Seconded by: Mr. Able  
Upon vote: the motion was carried  
unanimously

D. 2015 Capital Fund Update

Pauline informed the Board members that she had received the 2015 Capital Fund in the amount of \$96,348. This amount is determined by vacancies, management, physical inspections, and need. This amount is then revised by Pauline in the agency plan she submits to HUD.

Discussion was held as to what projects Pauline has the fund earmarked for. Pauline has to determine estimates of project costs. She explained that many times it is just "a guess" as to what a project might cost since when the time comes to do the project, it may no longer be feasible and she will have to go in another direction. Some of the projects she has outlined for this fund are: fire exit stairway upgrade, concrete work, garbage room stairway upgrade, and window replacement.

Pauline specifically wanted to talk about new windows for the building. She reminded the Board members of the discussion they had at a prior meeting in regards to the Reserves account. The reserves account should have 4 to 6 months worth of operations. This amounts to \$167,590. Presently, there is \$400,000 in the reserve account leaving \$232,400 that could go for the window replacement. Early estimates have set the cost of windows around \$350,000. If these monies were used for window replacement for the Summer of 2016, there would be a four month lead time on the windows, shop drawings would be four months prior to putting in, and the contract would have to be in place before then.

Pauline also explained that she has not used her 2014 Capital Fund yet. She has the monies from that fund earmarked for the projects that were just approved by the Board members also including water heater tanks for the boilers and apartment entry door upgrade. Some discussion was held in regards to the apartment entry door upgrade.

E. Five Year Agency Plan Update

Every five years, the Housing Authority has to submit a new five year plan. The last plan was submitted in 2010. This plan not only incorporates projects for the building, but also the mission of the HA, goals, addressing housing needs, any updates on policies, and any HUD regulations that required changes within the last five years. It is a requirement that the plan go out for public comment for 45 days and a public hearing held at Manitou Manor. Due to the public hearing, Pauline needs the Board members to reset the scheduled Board meeting for April for approval of this plan. It has been agreed the meeting will be changed to Wednesday, April 22<sup>nd</sup>.

F. Recreation Room Update

Pauline informed the board members that the carpet is installed, the draperies are

ordered and will be in the end of March and she is working on the bids for the furniture with Lakeshore Business Interiors and Badger Office Supplies.

## V. DOWNTOWN REDEVELOPMENT ACTIVITIES

### A. Financial Report – Revolving Loan Program

Paul Braun informed the Board members that there has been no action for the revolving loan program. A total of \$746,912.60 in loan funds was available.

The following action was taken.

Motion by: Mr. Able

Moved that: the CDA accept the financial report and place on file

Seconded by: Mr. Tienor

Upon vote: the motion was carried unanimously

### B. Loan Status Update Re: ABBA, LLC/8<sup>th</sup> & York Restaurant, REV 2011-1

Nic informed the Board members the loan was acted upon at the last meeting. The documents have been provided by Salutz & Salutz to release the lien and make it ready for sale to a buyer. At this time, Nic is not aware of a buyer. Nic has been talking with some parties to generate some business along those lines. He reported they had a good meeting with Progress Lakeshore. Progress Lakeshore is a group with private and public sector lenders as well as City revolving loan staff in order to get the word out. Discussion was held as to some of the conditions that are attached with these particular loans. A question was asked if any of the monies could be funneled to the Progress Lakeshore revolving loan fund. The Board member explained that Progress Lakeshore administers an RLF mainly for gap financing. It doesn't have the same restrictions as government money.

### C. Presentation of Dept. of Administration (DOA) Housing Loan Program Audit

Nic informed the Board members that the City received the letter from the DOA illustrating items that the City needs to make note of. As far as having to take corrective action on past items, there is no need. The biggest challenge is the City has a deadline to submit a plan by April 27<sup>th</sup> on how they are going to start to implement the housing program again. Nic asked for direction from the Board members. They have discussed various alternatives as far as partnering with Lakeshore Cap or Partners for Community Development to try to get something going or a way to fund a staff person at the City level to perform these functions and other related functions.

The question was asked if revolving loan fund monies could be used for staffing purposes and Nic explained that a percentage of it could. Paul explained to the group that in the last three years the idea was to put the money back into the projects and a small fee was charged for administration. A question was asked if there is enough money in the fund to staff someone. Nic stated that if they are going to use administrative fees to staff someone, it would be based on how many new loans would be approved. Paul explained that in the past, a fee was added onto the mortgage so that the person getting the loan would pay the administrative fee. This was incorrect according to the DOA because those fees were never charged back to the CDBG fund. Staff will conduct some additional research on this topic.

More discussion was held as to what requirements would be expected in paying the

staff person. As far as how much is currently available, the bulk of it is committed to the Artist Lofts project. Nic stated that they would be looking into the mechanics of the program and how it had been run in the past. It was decided that since most of the monies are committed to the Artist Lofts project until more funding becomes available, the City is unable to do much with what is currently in the fund.

## VII. ADJOURNMENT

The meeting was adjourned at 4:55 P.M.

Respectfully submitted:

A handwritten signature in black ink, appearing to read "Nic Sparacio", written in a cursive style.

Nic Sparacio  
Community Development Director

NS/pmh

## MINUTES

### COMMUNITY DEVELOPMENT AUTHORITY

PLAN COMMISSION OFFICES

Regular Meeting

Wednesday

January 15, 2014

CITY OF  
MANITOWOC  
CALL TO ORDER

David Less  
City Planner

The meeting was called to order by Vice Chairman Gene Maloney at 4:07 P.M.

#### II. ROLL CALL

##### Members Present

John Stangel  
Gene Maloney  
Emil Roth  
Chris Able  
Colin Braunel  
Dennis Tienor

##### Members Excused

Jill Hennessey

##### Staff Present

David Less  
Pauline Haelfrisch

#### III. APPROVAL OF MINUTES OF THE REGULAR NOVEMBER 13, 2013 MEETING

Vice Chairman Maloney asked if there were any corrections or additions to the minutes of the regular November 13, 2013 meeting. Vice Chairman Maloney asked for the minutes to reflect he was excused from the November 13, 2013 meeting as was not recorded in the original minutes.

The following action was taken.

Motion by: Mr. Braunel

Moved that: the CDA approve the minutes as corrected for the November 13, 2013 regular meeting

Seconded by: Mr. Tienor

Upon vote: the motion was carried unanimously

#### IV. MANITOWOC HOUSING AUTHORITY BUSINESS

##### A. Financial Report and Approval of Monthly Expenditures

Pauline Haelfrisch reviewed the financial statements for December, 2013 and January, 2014 with the Board members. She also distributed a list of expenses for this time period and reviewed these with the Board.

Pauline explained that the reports were a little confusing as the Housing Authority had changed banks thus the numerous transfers from the money market and checking accounts.

Pauline also discussed with the Board members, the results of a hailstorm damage estimate she had requested. The adjuster had found quite a bit of damage; however after speaking with a local roofer who came to review the claim, a fair amount of it was superficial.





Pauline requested her current architect to get involved and speak with the insurance claims manager in regards to what action should be taken.

It was determined and agreed upon that the entire gutter guard for the building would be replaced. As for any other damage, it was determined that the Housing Authority would be paid with this claim. The Housing Authority would still be covered for any new damage that occurred provided it is not to any of the items on the current list. The insurance payment was \$22,815.76. The gutter guard estimate is \$13,498 and will be replaced in the Spring of 2014. This leaves roughly \$9,300 to be used with the HA's discretion. The full payment was deposited in the HA's checking account.

Pauline informed the Board members that the City's Building Inspection was requiring her to conduct another cross connection compliance inspection in regards to her hand held showers in the tenant apartments. Pauline requested the Housing Authority be relieved of this inspection due to the cost burden (approx. \$1900) and necessity of this procedure. The request was granted and the Housing Authority will now be put on a six or ten year list for compliance.

Pauline reported that the DirecTv package for the building was going up in 2014. The HA was able to add one more receiver to bring the total package up to 36 channels; however, it will now cost the tenants \$13.00 a month. Pauline also pointed out that the Housing Authority would only receive an extra \$80 a month over the invoice. In the past, the HA received approximately \$173 per month over invoice. There are currently 70 tenants using the DirecTv package.

The last thing Pauline informed the Board members was she received \$331 in dividends back from the property insurance carrier.

Pauline asked the Board members if there were any questions in regards to the financial statements.

After discussion, the following action was taken.

Motion by: Mr. Maloney

Seconded by: Mr. Roth

Moved that: the CDA approve and authorize payment of the December, 2013 and January, 2014 expenses

Upon vote: the motion was carried unanimously

\*Chairman John Stangel arrived at 4:12 p.m. and took over the meeting.

B. Rental Assistance Demonstration

Pauline stated to the Board members that she had attended a seminar put on by a representative from Baker-Tilly in regards to RAD. RAD is HUD's new brainchild for converting public housing to Section 8 housing.

Pauline read an excerpt to the Board explaining the reasoning behind this program. RAD allows public housing agencies to convert their current assistance to long term Section 8 contracts. Such contracts will allow owners to leverage millions of dollars in debt and equity to better address capital needs and preserve these affordable housing units. Public housing agencies would be free from antiquated HUD housing rules and

restrictions that hinder their ability to manage their housing.

Pauline explained her reservations on this new concept:

After speaking with her fellow directors, none of them seem in a hurry to jump on the bandwagon. Three of them will be retiring in the next five years and see no reason to change at this point. Two of them have reservations in regards to what happens after you convert.

There is also the matter that this idea is part of the Obama administration. If a new administration takes over, there is no guarantee they will move forward with this project.

John Finger from the HUD field office stated that he would be doing more trainings on this concept.

Pauline explained she would need a Board resolution to begin the process.

Much discussion was held in regards to this proposal and the Board members agreed that Pauline should stay informed, attend the meetings, and take a wait and see approach.

C. 2013 Capital Fund Project

Pauline informed the Board members that she would be starting the Capital Fund Project for the carpet/flooring for tenant apartments. Pauline's architect has drawn up diagrams of all the different apartment sizes. The project will be bid out on a per unit basis due to the number of different sizes.

Pauline felt the Board members should know that the architect took a sample of the floor tiles and had them tested. The sample tested positive for small amounts of asbestos in the mastic in the lowest layer of floor tile. It was decided the original tiles will be left in place and only the upper sheet goods will be removed. This has been done successfully in the past and Environmental Air confirmed that remediation is not necessary if the asbestos mastic does not become friable. The project is set to start the beginning of March.

D. Board Resolution Approval RE: Bank Conversion

Pauline explained to the Board members that HUD requires a resolution for the bank conversion that was already approved at the September board meeting.

E. Audit for FYE 6/30/2013

Pauline reported to the Board members some items in the audit.

Rental income increased due to full occupancy and increase in COLA that had been stagnant for the last three years.

Operating and capital grants were down this year from previous years due to the timing of the capital grant projects.

David Less stated the audit had no findings. It was a clean audit.

The following action was taken.

Motion by: Mr. Able

Moved that: the CDA approve the Manitowoc

Housing Authority audit for FYE 6/30/13

Seconded by: Mr. Maloney

Upon vote: the motion was carried  
unanimously

F. Lakeshore Cap Proposal

Pauline informed the Board members that she was contacted by an employee of Lakeshore Cap inviting her to attend a meeting of the Housing Coalition. The meeting she attended consisted of members from: Hope House, DVC, Salvation Army, Lutheran Social Services, Probation and Parole, Catholic Charities, and Lakeshore Cap.

The attendees asked Pauline to give a brief synopsis of public housing and what members of the general public she serves. The members were very appreciative and asked informative questions. They proposed to her if she would be able to hold an apartment open for people that would need permanent housing quickly. Pauline explained the screening process and told them she would look into their request. Pauline stated that after speaking with her rep from her Field Office; she would not be able to grant their request. Since many of these organizations receive federal funds and would pay for the tenant's rent and security deposit, it would be considered a form of double dipping.

V. HOUSING ACTIVITIES

A. Project #3-93: Gospodarek; Request for Satisfaction and Assignment of New Mortgage

David Less stated this estate was finally settled. Kevin Stangel, an attorney for the estate asked if there would be a problem to have this mortgage signed over to the son. David did not think there would be a problem; however, he would have the matter brought up with the CDA in order to have a record of it.

David asked for a motion to authorize him to prepare the assignment and mortgage documents and execute these documents over to Douglas Gospodarek.

The following action was taken.

Motion by: Mr. Able  
Moved that: the CDA authorize David Less to prepare and execute the assignment and mortgage documents for Project #3-93

Seconded by: Mr. Maloney  
Upon vote: the motion was carried unanimously

VI. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Financial Report – Revolving Loan Program, 1/9/2014

Mr. Less reviewed the financial reports with the Board members for the revolving loan program. As of January 9, 2014 a total of \$728,652.17 in loan funds was available.

David reported he had a small issue with 8<sup>th</sup> & York which has been remedied. The check the owner had written for the November payment came back NSF. David reminded the Board members that the CDA had established a reserve account of \$25,000 for this loan. He did not have to access this account, but did serve her a late fee penalty. The owner is current at the present.

The following action was taken.

Motion by: Mr. Braunel  
Moved that: the CDA accept the 1/09/14  
financial reports and place on file

Seconded by: Mr. Able  
Upon vote: the motion was carried  
unanimously

David also wanted to make the Board members aware of the loan for John Hemken. That loan is paid in full to us. John and his wife filed for personal bankruptcy. This information is superfluous as the City was paid in full.

B. PC33-2013: Wisconsin Redevelopment; Housing Project at Former Mirro Plant #3-  
Utilization of Housing Revolving Loan Funds

David informed the Board members that there are some major hurdles yet to be resolved with this application. The application to the WI Housing and Economic Development Authority for low income tax credits is due by the end of this month.

The essential piece of this project is federal and state historic investment tax credits. The State, late last year approved a bill that was going to change the way it would allocate monies to certify historic structures. This bill was a significant move to show the State was interested in saving historic buildings.

Bob Lemke and Todd Hutchison are the principals with WI Redevelopment LLC. They are the same guys that redid the Manitowoc Hotel project. Bob hired a consultant out of Chicago that is an expert at getting buildings placed on the National Register. They submitted their research to the historical society in Madison and the SHPO came back to say that they don't think the building is historic enough. The SHPO asked what influence this industry had on the City.

David has contacted Leibham and Tittl; Justin Nickels was going to contact Mr. Draeger who is the state preservation officer. They would get a large group together to explain how important this project is and the significance of this building.

The project involves the old Mirro plant #3 located at Franklin St. and 24th and 25th Streets. The plan is the main floor would have parking and some common areas available to the tenants of the building. There would also be surface parking west of 25<sup>th</sup> Street. There would be forty units of rental housing all qualified income. There would be 1, 2, and 3 bedroom units located on Floors 2 thru 5 of the building.

David needs the CDA to approve the use of the existing balances in our various housing revolving loan fund accounts; CDBG, HOME, and HCRI. If this all comes together, and WHEDA does allocate the tax credits, then we would incorporate these amounts into the respective portions of the performa. Everything would have to be collateralized and have all the transactional documents in place. The CDA loans with a second mortgage would come behind a first mortgage that David would be proposing. The Industrial Development Corp. from the City would take on the project in the amount of \$300,000 from the Industrial Revolving Loan Fund programs. There would be a total of approximately \$550,000 of public monies into this project.

David requests that the CDA approve this loan as outlined and to authorize the Chair to sign a letter of support evidencing the commitment of dollars to the project.

Discussion was held and the following action was taken.

Motion by: Mr. Able

Moved that: the CDA approve using the existing balances in the City's various housing revolving loan fund accounts and authorize the Chair to sign a letter of support evidencing the commitment of dollars to the project.

Seconded by: Mr. Braunel

Upon vote: the motion was carried unanimously

## VII. ADJOURNMENT

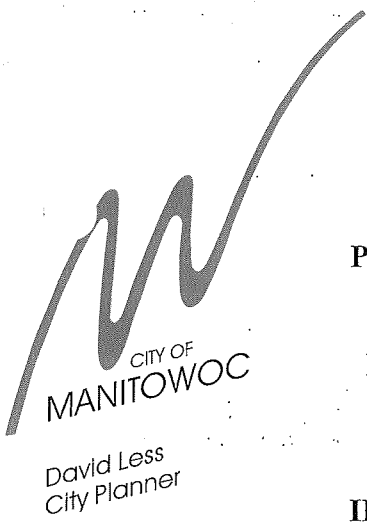
The meeting was adjourned at 5:17 P.M.

Respectfully submitted:

A handwritten signature in black ink, appearing to read 'David Less', written in a cursive style.

David Less,  
Executive Director

DL/pmh



MINUTES

COMMUNITY DEVELOPMENT AUTHORITY

**PLAN COMMISSION OFFICES**

Regular Meeting  
Wednesday  
June 19, 2013

**I. CALL TO ORDER**

The meeting was called to order by Chairman John Stangel at 4:00 P.M.

**II. ROLL CALL**

<u>Members Present</u>	<u>Members Excused</u>	<u>Others Present</u>	<u>Staff Present</u>
John Stangel	Dennis Tienor	Abby Garcia	David Less
Gene Maloney		Rodney Krepline	Pauline Haelfrisch
Emil Roth			
Chris Able			
Jill Hennessey			

**III. APPROVAL OF MINUTES OF THE REGULAR MAY 22, 2013 MEETING**

Chairman Stangel asked if there were any corrections or additions to the minutes of the regular May 22, 2013 meeting. Mr. Maloney pointed out a small grammatical error in regards to a motion he made with the surname of Ms. instead of Mr.

Subject to the change, the following action was taken.

Motion by: Ms. Hennessey	Seconded by: Mr. Able
Moved that: the CDA approve the minutes of the May 22, 2013 regular meeting	Upon vote: the motion was carried unanimously

**IV. MANITOWOC HOUSING AUTHORITY BUSINESS**

A. Financial Report and Approval of Monthly Expenditures  
Pauline Haelfrisch reviewed the financial statements for June, 2013 with the Board members. She also distributed a list of expenses for June and reviewed these with the Board.

After some discussion, the following action was taken.

Motion by: Ms. Hennessey	Seconded by: Mr. Able
Moved that: the CDA approve and authorize payment of the June, 2013 expenses	Upon vote: the motion was carried unanimously

Pauline informed the Board that a CD from Investor's Bank was maturing and needed to know if she should leave it at Investor's at a rate of .55 for one year or transfer it to Bank First National at a rate of .65 for one year.



OFFICE OF CITY PLANNING,  
CITY PLAN COMMISSION



The Board members advised Pauline to renew the CD at Investor's at a rate of .55 for one year.

The following action was taken.

Motion by: Mr. Maloney

Moved that: the CDA approve the CD remain at Investor's Bank at a rate of .55 for one year

Seconded by: Mr. Roth

Upon vote: the motion was carried unanimously

Pauline also informed the Board members that the housing authority was coming to its FYE and she is in the process of two evictions. There was some discussion in regards to the evictions and the protocol followed with them.

B. Manitou Manor Gas Rack Update

Pauline reviewed with the Board the e-mail she sent them in regards to this issue. The engineer was going to create a new design and WPS would be adapting the gas rack so as to be below the railing of the window well. This work would be completed some time the end of June.

C. Manitou Manor Fire Alarm Project

Pauline discussed with the Board a fire that had taken place in a tenant's oven that required the fire alarm system to engage. The Fire Dept. came and the fire had already been put out. However, the alarm system refused to reset itself.

On further investigation it was found that a fuse had blown on the fire alarm panel circuit board causing the board to become inoperable. Because it is an emergency system, we needed to have Simplex Grinnell quote us a price on either fixing the panel or replacing it.

After extensive review it was found to be most cost effective to replace the panel, the annunciator, and do some necessary electrical work. Much of the system had been cobbled together by different companies over the years and it is difficult to find the paperwork on all the system items that were replaced.

The electrician was willing to sort out the lines and zones to mark where the resistors were on the system for future use. It would take extra time but we would have a complete diagram of the wiring for the fire alarm system.

After much discussion, the Board advised Pauline to request an inspection of the fire alarm system with Deputy Chief Kadow and to keep a folder of all work done on the system for future use.

D. Garbage Room Stairwell

Pauline discussed the work she had wanted to do with the remaining 2012 Capital Fund. It was brought to her attention that the retaining wall for one of the garbage room stairs was "buckling". Gene had come to the office to sign checks and took a look at the problem. He went on to explain to the Board exactly what was happening with the wall and concrete roof above.

Pauline explained that there would be an alternate bid done by the architect for this piece of concrete work to go along with the other work Pauline planned on doing.

## V. DOWNTOWN REDEVELOPMENT ACTIVITIES

### A. Financial Report – Revolving Loan Program, 6/10/2013

Mr. Less reviewed the financial report with the Board members for the revolving loan program. As of June 10th, 2013 a total of \$724,352.57 in loan funds was available.

The following action was taken.

Motion by: Mr. Able

Moved that: the CDA accept the 6/10/13 financial report and place on file

Seconded by: Mr. Roth

Upon vote: the motion was carried unanimously

Dave also reviewed with the Board the EPA RLF grant that the City got and that the CDA will be the portal thru which business would be done. There is a requirement of a local match of \$200,000. This match has gone thru Finance without clarifying where it would come from. Dave is writing into the work plan that will be filed with the EPA that the match is going to come from equity that was provided by a borrower for a project or from funds that we lend to a borrower or from a TIF arrangement. Dave wants the CDA to know that he is adding this to the work plan just to give some flexibility over the five year term. Dave will share with the Board at the next meeting the draft of the work plan that is due to the EPA for their initial review.

### B. Loan #REV2011-1 – Discussion Regarding Collateral Arrangement

Dave began by stating Abby Garcia was at the meeting to discuss the loan for her restaurant, 8<sup>th</sup> and York. He had received an e-mail from Scott McMeans in regards to the \$25,000 collateral arrangement the CDA has with Abba. Dave enclosed a copy of the transcript with the Board members meeting packets.

Abby then spoke about freeing up the \$25,000 in order to continue making improvements to the restaurant. Discussion was held in regards to what exactly Abby wanted to do with the collateral. There was some confusion among the Board members and Abby. Abby would like to add awnings and signage to the building which has already been approved. She would also like to add a sidewalk café on the south side of the building.

Dave suggested to Abby that she, Cory from Bank First National and he should sit down and figure out a strategy. Then, she can come back to the Board members and present a recommendation in regards to the collateral arrangement.

### C. Design Review

#### 1. 823 Buffalo Street – Maretti's Deli

Dave reviewed with the Board that the new owners were modifying signage to add their name to the window. Dave asked the CDA for approval to grant the certificate of appropriateness for this design review application.

The following action was taken.

Motion by: Ms. Hennessey

Moved that: the CDA approve the design review application and award a certificate of appropriateness

Seconded by: Mr. Able

Upon vote: the motion was carried unanimously



B. Mortgage Subordination/Intercreditor Agreement Project #59-98 – Howe

Dave reviewed this subordination request as it had been subordinated once before so the City is sitting in first place. Dave explained to the credit union that he would be willing to go to the CDA and go after the subordination to be in second place position subject to an intercreditor agreement.

Dave sent a draft off to the credit union. An intercreditor agreement is a document that gets recorded that states regardless of the recorded positions of the mortgages, if there is any payout from the property, the payout structure is \$1 goes to the City, \$2 goes to the lender; \$3 goes to the City; \$4 goes to the lender; so that we get paid out well before the lender does. First mortgage has the right of privilege.

Dave asks for approval of this subordination with the recommendation of the intercreditor agreement.

After some discussion, the following action was taken.

Motion by: Mr. Able  
Moved that: the CDA approve subordination request #59-98 subject to the recommendation of the intercreditor agreement

Seconded by: Ms. Hennessey  
Upon vote: the motion was carried unanimously

C. Mortgage Subordination Request Project #342-98 – Krepline

Dave reviewed this subordination request with the Board members. Dave states the recommendation to approve this subordination is grounded in the medical nature of the debt this individual has and the substantial savings that would accrue. The income is SSI and Dave has been working with the lenders. There is such a huge change in the amount of the monthly payment that it benefits the CDA to approve this subordination. This will be our first and final subordination on this project.

Dave feels it is appropriate to recommend approving this subordination subject to conditions.

The following action was taken.

Motion by: Mr. Maloney  
Moved that: the CDA approve subordination request #342-98 subject to conditions

Seconded by: Ms.Hennessey  
Upon vote: the motion was carried unanimously

**VII. ADJOURNMENT**

The meeting was adjourned at 5:00 P.M.

Respectfully submitted:

David Less,  
Executive Director



SIGN IN SHEET  
 COMMUNITY DEVELOPMENT AUTHORITY  
 OF THE CITY OF MANITOWOC  
 JUNE 19, 2013

NAME	ADDRESS	TELEPHONE
1. Rodney Krejchiv	310 North 44 <sup>th</sup>	905-9467
2. Abby Garcia	904 N 12 <sup>th</sup>	242-2575
3.		
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## Manitowoc Crime Prevention Committee Meeting March 5, 2015

1. Roll-Call: Ralph Kramer, Bruce Jacobs, Vicki Wetenkamp, Amy Schoepp, Mary Schilder, Bob Dewane, Nancy Boeck, Norma Hernandez, June Kramer, Melia Prange, Sandy Keil, Christma Hochkammer, Wendy Smith, Charles Rasmussen, Al Schema, and Ethan Peters.
2. Charles Rasmussen was at the February meeting. Minutes accepted.
3. No public input.
4. Treasure Report: \$26,796.56
5. Membership Matters: Sgt. Jacobs will call the members who have been frequently missing meetings.
6. TRIAD Update: LT Remiker gave a very nice presentation with an updated drug case for members to see what drugs look like. Diane from TRIAD has two youth who are being paired up with her from Teen Court.
7. Retail/Financial Crime Prevention: Attendance is way down and declining every meeting. Information will be going out via E-Mail due to 4 to 5 attendees per meeting.
8. High School Members Update: Ethan Peters stated that alcohol use with students at Roncalli is a concern at this time.
9. SRO Update: Kronforst has been citing parents for truancy at Wilson Junior High. They are looking for a new computer program to keep track of truancy.
10. Citizens Academy Alumni Update: Starts next week on Tuesdays from 6:30pm to 9:30pm. They are in the process of looking for a new location for the banquet.
11. Manitowoc Community Youth Diversion Program: They have reached over 300 hrs of Community Service. The program is going strong and Christma Hochkammer stated they are presenting awards to Kathleen McDaniel and Louis Vigue for their volunteer services at the Banquet on February 23<sup>rd</sup>.
12. CPC Activities: A bench needs to be voted on at the next meeting for Dick Weber. HTR will be presented at the next meeting, we are to arrive at 6pm and the award will be at 6:30pm. Those who stated they will bring snacks should try to be there before 6pm. Elections were held and there were no changes in the board. Nancy took Sgt Jacobs challenge at talked with her Optimist Club and came up with great ideas for our Committee. YMCA has a Healthy Kids Day on April 25<sup>th</sup> which a drug display booth could be run by our members. Billboard Displays on Drugs and getting involved with the School Referendum on April 7<sup>th</sup> to Educate our area were also Nancy's ideas.
13. Dates to Remember: Next meeting was moved to May 7<sup>th</sup>.

Submitted by Melia Prange

**GREAT LAKES UTILITIES BOARD OF DIRECTORS**  
**MEETING MINUTES**  
January 21, 2015  
Wisconsin Dells, WI

**CITIES REPRESENTED:**

Bangor	Steve Baker
Clintonville	absent
Cornell	Dave DeJongh (via telephone)
Escanaba, MI	Mike Furmanski (via telephone)
Kiel	Dennis Dederling
Manitowoc	Nilaksh Kothari (via telephone)
Marshfield	Bob Trussoni
Medford	John Fales
Shawano	Brian Knapp
Trempealeau	Travis Cooke
Wisconsin Rapids	Jem Brown

Legal Counsel:	Attorney Richard Heinemann, Boardman & Clark
Absent:	Clintonville representative;
Additional Attendees:	None

Jem Brown, Chair of the Board, called the meeting to order at 9:40 a.m. and called the roll. A quorum was present with ten communities represented. Those present are indicated.

**MINUTES:** The Regular Session Minutes from the November 18, 2014 meeting were presented for approval. The location and list of attendees was corrected.

**MOTION:** Motion was made by Bob Trussoni and seconded by Nilaksh Kothari to approve the amended Regular Session Minutes from November 18, 2014. Motion carried unanimously.

**LAKESWIND PROJECT COMMITTEE REPORT AND RECOMMENDATIONS:** Chair John Fales reported that the Committee reviewed the operational report through November 2014 and had a lengthy discussion on DIR Amendment. There was no Board action needed at this meeting.

**REVISIONS/UPDATES TO OPERATIONS PROCEDURES MANUAL:** The revisions/updates to the Operations Procedures Manual (OPM) were presented for review. Discussion ensued on the policy and future updates. The consensus was to develop a policy for future additions and/or updates to the OPM and submit for approval later this year.

**MOTION:** Motion was made by Brian Knapp and seconded by Dennis Dederling to accept the revised OPM as submitted. Motion carried unanimously.

**WEC/INTEGRYS ACQUISITION PROCEEDINGS:** Attorney R. Heinemann provided an update on proceedings regarding the WE Energy acquisition of Integrys; in particular the testimony filed by N. Kothari on ATC-related issues and energy economist Mark Lowry on the overall filing. The other parties that filed testimony are CUB, PSCW staff and WIEG. No other utilities have made any filing. In addition WEC has announced a deal to sell its Michigan utility assets to UPPCo, which appears to resolve concerns about the acquisition raised by the State of Michigan. A lengthy discussion ensued.

**ECONOMIC DEVELOPMENT INCENTIVES DISCUSSION:** N. Kothari presented an economic development tool received from another public power community. Discussion ensued on whether GLU should consider offering such a program to its members. The consensus was this should be discussed at the strategic planning session to be held later this year.

**FINANCIAL REPORTS AND INVOICES FOR NOVEMBER 2014:** For claims lists dated November 2014, invoices from Boardman & Clark LLP; Customized Energy Solutions Ltd; Duncan Weinberg Genzer; Nilaksh Kothari; Manitowoc Public Utilities; Spiegel & McDiarmid; Price Consulting Services, Inc; and OATI totaling \$102,292.46 and Power Supply Invoices from Manitowoc Public Utilities; American Electric Power; Cargill Power Markets; WI Power & Light; ATC; MISO; EDF Trading North America; Illinois Power Marketing Co; Lakeswind Power Partners, LLC; NextEra Energy; WPS, North Central Power Co., Inc., Northwestern Wisconsin Electric Co., and WE Energies totaling \$7,355,550.54, for a total of \$7,457,843.00. Brief discussions on the two categories technical services consultant and office supplies are higher than last year. N. Kothari to review and respond back via e mail to members.

**MOTION:** Motion was made by Bob Trussoni and seconded by Dennis Dederling to approve payments of invoices totaling \$7,457,843.00 for November. Motion carried unanimously.

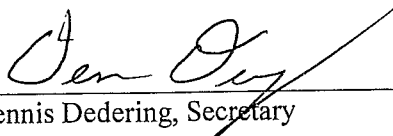
**POWER SUPPLY COST VARIANCE FROM BUDGET TO ACTUAL:** A discussion ensued on the variance and cost of MPU generation versus the MISO revenues. The memo will be updated with year to date actual costs and discussed at the Power Supply Committee meeting.

**ADMINISTRATIVE MANAGER REPORT:** N. Kothari updated the Board on the legislative rally logistics and a discussion on 2020 power needs for the four GLU West members. Rally logistics will be emailed to the members and administrative staff will continue exploring GLU West 2020 energy and capacity needs if pricing under a specified \$/MWh target can be obtained.

**STRATEGIC PLANNING SESSION DATES:** Chair Jem Brown recommended retaining Mr. Brian Singletary to assist with the strategic planning session. N. Kothari is coordinating and will email tentative dates in either late March or April for a two-day session.

**NEXT MEETING:** The next meeting is on February 17, 2015 and will be a conference call.

**ADJOURNMENT:** Motion by Travis Cooke and seconded by Dennis Dederling to adjourn. Motion carried unanimously. Meeting adjourned at 11:05 a.m.

  
\_\_\_\_\_  
Dennis Dederling, Secretary

**GREAT LAKES UTILITIES BOARD OF DIRECTORS**  
**MEETING MINUTES**  
November 18, 2014  
Manitowoc, WI

**CITIES REPRESENTED:**

Bangor	Steve Baker
Clintonville	absent
Cornell	Dave DeJongh
Escanaba, MI	Mike Furmanski
Kiel	Dennis Dederling
Manitowoc	Nilaksh Kothari
Marshfield	Bob Trussoni
Medford	John Fales
Shawano	Brian Knapp
Trempealeau	Travis Cooke (via telephone)
Wisconsin Rapids	Jem Brown

Legal Counsel: Attorney Richard Heinemann, Boardman & Clark  
Absent: Clintonville representative;  
Additional Attendees: Andy Onesti via telephone;

Jem Brown, Chair of the Board, called the meeting to order at 11:10 a.m. and called the roll. A quorum was present with ten communities represented. Those present are indicated.

**MINUTES:** The Regular Session Minutes from the October 15, 2014 meeting were presented for approval.

**MOTION:** Motion was made by John Fales and seconded by Travis Cooke to approve the Regular Session Minutes from October 15, 2014. Motion carried unanimously.

**REVISIONS/UPDATES TO OPERATIONS PROCEDURES MANUAL:** The revisions/updates to the Operations Procedures Manual was presented for review. Concerns were expressed regarding the layout of the manual. A brief discussion ensued.

**WEC/INTEGRYS ACQUISITION PROCEEDINGS:** N. Kothari and Attorney R. Heinemann provided an update on proceedings regarding the WE Energy acquisition of Integrys. There are a couple of issues occurring with the intervention; one at the FERC level and one at the PSCW level. A brief discussion ensued.

**MOTION:** Motion was made by Travis Cooke and seconded by Brian Knapp to approve Motion carried unanimously.

**FINANCIAL REPORTS AND INVOICES FOR SEPTEMBER 2014:** For claims lists dated September 2014, invoices from Boardman & Clark LLP; Customized Energy Solutions Ltd; Duncan Weinberg Genzer; Nilaksh Kothari; Manitowoc Public Utilities; Midwest Renewable Energy Tracking; PRT, Inc.; Spiegel & McDiarmid totaling \$78,850.63 and Power Supply Invoices from Manitowoc Public Utilities; American Electric Power; Cargill Power Markets; WI Power & Light; ATC; MISO; EDF Trading North America; Illinois Power Marketing Co; Lakeswind Power Partners, LLC; NextEra Energy; WPS, North Central Power Co., Inc., Northwestern Wisconsin Electric Co., and WE Energies totaling \$7,724,937.26, for a total of \$7,803,787.89.

**MOTION:** Motion was made by Travis Cooke and seconded by Dennis Dederer to approve payments of invoices totaling \$7,803,787.89 for September. Motion carried unanimously.

**QUARTERLY INVESTMENT PORTFOLIO REPORT SEPTEMBER 30, 2014:** GLU's Quarterly Investment Portfolio Report from ICM, our investment advisor, for the period ending September 30, 2014 was presented for review.

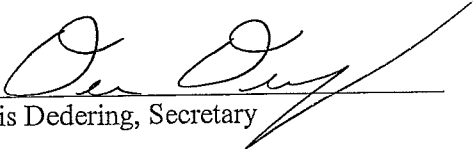
**ADMINISTRATIVE MANAGER REPORT:** N. Kothari updated the Board on: Order on SSR Cost Allocation from FERC was issued. However, more filings from Michigan and other entities continue. Quarterly Certificate for the Long-Term Power Supply Agreement to WPS was e mailed. GLU intervention at FERC on WE acquisition of WPS resulted in interest from PSCW and Milwaukee Journal. GLU will intervene at PSCW as well. Gary Price is retained to assist with FERC intervention. Attorney Richard Heinemann will discuss this in further detail at the meeting. An email was received from Duncan, Weinberg, Genzer & Pembroke, P.C. providing notice of a webinar that their firm is hosting on Monday, December 8, 2014 concerning physical and cyber security issues for electric infrastructure. The webinar is free. Additional details are attached. Turbine 14 of the Lakeswind project was taken off-line due to a leaking transformer which may take 10-12 weeks to replace. APPA has a Joint Action Agency seminar/workshop from January 10-13 in Key West, Florida. The recommendation is for GLU to have representation at this meeting.

**JANUARY-JUNE 2015 SCHEDULE:** The consensus of the Board was to e-mail the meeting schedule to members.

**APPA LEGISLATIVE RALLY:** The APPA Legislative Rally is scheduled for March 9-11, 2015 in Washington D.C. The Legislative Rally offers members of the public power community an opportunity to work together on federal legislative and regulatory issues that affect the industry. APPA staff and expert speakers will provide briefings on key messages. During the rally, individual meetings with the Wisconsin Congressional delegation will also be conducted. The approximate costs per person are \$1,850.

**NEXT MEETING:** The next meeting is on February 17, 2015; location to be determined.

**ADJOURNMENT:** Motion by John Fales and seconded by Dennis Dederer to adjourn. Motion carried unanimously. Meeting adjourned at 12:10 p.m.

  
Dennis Dederer, Secretary

**LAKESWIND PROJECT COMMITTEE  
GREAT LAKES UTILITIES  
MINUTES**

January 21, 2015  
Wisconsin Dells, Wisconsin

**COMMITTEE MEMBERS:**

Bangor	Steve Baker
Cornell	Dave DeJongh (via telephone)
Medford	John Fales
Power Supply Committee Representative	Brian Knapp
Trempealeau	Travis Cooke
Legal Counsel:	Richard Heinemann, Boardman & Clark
Manager – Administrative Services:	Nilaksh Kothari (via telephone)
Additional Attendees:	Dennis Dederling; Bob Trussoni; Jem Brown; Mike Furmanski (via telephone)

Committee Chair John Fales called the meeting to order at 9:07 a.m. Those present are indicated above.


**MINUTES:** The Regular Session Minutes from the November 18, 2014 meeting were presented for approval.

**MOTION:** Motion was made by Steve Baker and seconded by Brian Knapp to approve the Regular Session Minutes from November 18, 2014. Motion carried unanimously.

**WIND PROJECT PERFORMANCE REPORT THROUGH NOVEMBER 30, 2014:** N. Kothari updated the Committee on the financial operation of the project through November. Discussion ensued on the reason for de-rating and changing the billing to members from \$12 per MWH to a lower number due to the cash position of almost \$1.0 million after one full year of operation. Consensus was to continue tracking and review after full year of operations is complete in April, 2015.

**STATUS OF PROPOSED DIR AMENDMENT:** Attorney Richard Heinemann updated the Committee on discussions with Rockland Partners and the rationale for the language in the amendment as it pertains to potential MISO non-economic and non-emergency curtailments to balance the system. GLU is waiting to obtain additional information from MISO to complete its analysis of potential impacts. Discussion ensued. The consensus of the Committee was to gather the relevant information and report back prior to final decision on the DIR amendment.

**ADJOURN:** Motion to adjourn by Brian Knapp and seconded by Steve Baker. Motion carried. Meeting adjourned at 9:40 a.m.

  
\_\_\_\_\_  
John Fales, Chair



**LAKESWIND PROJECT COMMITTEE  
GREAT LAKES UTILITIES  
MINUTES**

November 18, 2014  
Wisconsin Rapids, Wisconsin

**COMMITTEE MEMBERS:**

Bangor	Steve Baker
Cornell	Dave DeJongh
Medford	John Fales
Power Supply Committee Representative	Brian Knapp
Trempealeau	Travis Cooke (via telephone)
Legal Counsel:	Richard Heinemann, Boardman & Clark
Manager – Administrative Services:	Nilaksh Kothari
Additional Attendees:	Dennis Dederling; Jem Brown; Andy Onesti (via telephone)

Committee Chair John Fales called the meeting to order at 10:05 a.m. Those present are indicated above.

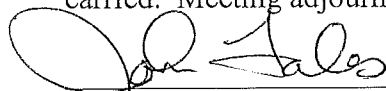
**MINUTES:** The Regular Session Minutes from the August 12, 2014 meeting were presented for approval.

**MOTION:** Motion was made by Steve Baker and seconded by Brian Knapp to approve the Regular Session Minutes from August 12, 2014. Motion carried unanimously.

**WIND PROJECT PERFORMANCE REPORT THROUGH SEPTEMBER 30, 2014:** N. Kothari updated the Committee on the financial operation of the project through September. The operation of the wind farm in the market has been stable from May through September. There have been no economic or reliability curtailments of the output of the project during this time period. However there have been maintenance outages required due to issues with transformers at various locations. The YTD cost for the wind energy (purchased price – revenues received from sale to MISO market) since going commercial is \$10.67/MWh ranging from a high of \$17.08/MWh in September to a low of \$2.71/MWh in May. The projected cost which is being used for current bills is \$12.00/MWh. A request was made to provide average revenue per MWh sold and to adjust MISO Revenues to reflect Actual versus Estimated revenues.

**STATUS OF PROPOSED DIR AMENDMENT:** The coarse management case captured ~\$390,000 of annualized benefit versus the unmanaged case, or an NPV of ~\$4.9M over the life of the project. The incremental benefit of the DIR capability lies between \$45,000 and \$390,000 per year, based on this analysis. The installation of DIR capability is included in the current contract language as a buyer option (at seller cost). The intent is to automate the dispatch process by linking MISO directly with the project so that the set-point instructions flow to the operations center where the curtailments will be enacted automatically. Some areas of concern are there is no deadline for the DIR amendment and with Coarse management the threshold is too high.

**ADJOURN:** Motion to adjourn by Brian Knapp and seconded by Dave DeJongh. Motion carried. Meeting adjourned at 10:38 a.m.

  
\_\_\_\_\_  
John Fales, Chair

**MINUTES OF THE  
MANITOWOC PUBLIC UTILITIES COMMISSION MEETING  
MONDAY, APRIL 27, 2015**

The scheduled meeting of the Manitowoc Public Utilities Commission was called to order by President Seidl at 4:03 p.m. on Monday, April 27, 2015. In attendance were Commissioners Diedrich, Hennessey, Hornung, Luckow, and Seidl. Also present were Nilaksh Kothari – General Manager, Mark Leonard and Attorney Andrew Steimle – Steimle Birschbach, LLC. Commissioners Morrow and Nickels were absent.

**PURCHASE OF PROPERTY – C. REISS DOCK:** The purchase of this property has been discussed at several commission meetings since November 2013. The property purchase proposal was also presented to City Council at the November 17, 2014 Common Council meeting. The purchase price is \$600,000 which consists of seven (7) acres. The Amendment A prepared by Attorney Andy Steimle to the Commercial Offer to Purchase were presented which included the environmental issues; C. Reiss disclosure requirements; MPU inspection period and due diligence to date; representation and warranties of C. Reiss; assumption of post-closing liability of MPU; permit transfers; deed restrictions and easement issues. The closing date must be no later than August 31, 2015. The addendum states that C. Reiss must disclose any documents or information in its possession or control regarding environmental conditions affecting the Property. Discussion ensued.

**MOTION:** A motion was made by Commissioner Hornung and seconded by Commissioner Diedrich to approve the Offer to Purchase and the Addendum and request the City of Manitowoc Common Council to approve the sale as proposed at the next meeting on May 5, 2015. The motion carried unanimously.

**EPA REGION 5 – 114 REQUEST:** The request received by the EPA would require the installation of ambient air monitoring equipment. The cost would be between \$300,000 and \$400,000. MPU will be meeting with EPA on April 28, 2015 in Chicago to discuss and request a waiver on installation of air monitoring equipment and/or request longer implementation time as compared to the requirements in the letter (60 days). A lengthy discussion ensued. An update will be provided at the next Commission meeting.

**MEUW WHITEPAPER ON DISTRIBUTED GENERATION:** The whitepaper received from MEUW discussed: an increase in Distributed Generation (DG) which will result in the way customers receive energy; the impact on revenues to utilities; the current rate structure where most revenues are collected from energy components rather than fixed cost; the feed-in-tariff rates to DG customers resulting in customer subsidization; a recommendation from MEUW to being reviewing the rate structure and appealing to PSCW to change rate design to recover distribution charges through fixed cost rather than energy costs; and communicating the changes to customers and address questions/concerns. MPU should begin reviewing our electric rate structure in 2016-2017 and educating our customers. A lengthy discussion followed. The general consensus of Commission is to initiate the recommended activities as soon as practical.

**WEC/INTEGRYS ACQUISITION PROCEEDINGS:** FERC approved the acquisition about two weeks ago. A meeting was held with PSCW Commissioners on Friday, April 24, 2015 to discuss concerns on the acquisition. The PSCW Commission will discuss this matter on Thursday, April 30, 2015.

**2014 PERFORMANCE INDICATORS:** The commission was updated on the 2014 performance indicators. The highlights are: power generation capacity increased from 20% to 27.8%, mostly due to the Polar Vortex in 2014; SAIDI Reliability Index was at 18 minutes, which is slightly higher than 2013; the rate of return is higher for electric and lower for water than authorized by the PSCW; and the increase in watermain breaks was mainly due to the extremely cold weather experienced in 2014. A brief discussion ensued.

**GENERAL MANAGER'S REPORT:** N. Kothari updated the Commission on the following: Boiler 9/Turbine 9 has been in the Day Ahead or dispatched by MISO for reliability. County issued a 'Code Red' and thousands of citizens were contacted for an outage that occurred April 18, 2015. An investigation on who initiated this and how it is monitored/etc. is on-going. Forefront Dermatology is requesting alternative cost estimates to connect its downtown facility to another downtown facility with fiber optic. A meeting was held with TT Technologies, Underground Solutions, and Townsend Construction, Inc. to discuss pipe bursting the watermain on Custer Street, from S. 35th Street to S. 39th Street. Investment Services RFP was issued on April 16, 2015 and a security from 2004 Bond Repayment investment was renewed by transferring funds to MPU regular account. A brief discussion followed. Trempealeau AMI project management proposal has been sent for signature for a cost not to exceed \$30,000. City contacted MPU to inquire about possible land for sale. Discussions continue with Briess on installation of natural gas boilers. A draft Offer was received from Salutz & Salutz LLP in regards to the sale of MPU land near the Northwest water tower to Chris P. Kerchefske and is being reviewed by Attorney Andy Steimle. A new tariff, Cp-5 Coincident Demand Metering Rider, was approved by the PSC as Amendment 89. A letter and/or phone call was made to all affected C/I customers.

**MOTION:** A Motion was made by Commissioner Hornung and seconded by Commissioner Diedrich to approve the 2004 Bond Repayment fund be closed and all funds be transferred to the regular account. Motion carried unanimously.

**GLU UPDATE:** The results of the annual capacity auction were posted on April 14, 2015. The auction clearing price was ~\$3.48/MW-day for all zones except Zone 4 which cleared at \$150/MW-day. GLU will receive ~\$2.5 million from the capacity auction for PY15-16. Following the MISO data release on the occurrences of economic re-dispatch, an economic assessment for the conversion to DIR status for the Lakeswind facility has been completed. The recommendation is to continue the facility as an IR rather than a DIR. GLU Board has accepted the recommendation.

**CBCWA UPDATE:** CBCWA advised MPU that they have sold off the majority of the fiber optic system to N-Sight, effective December 30, 2014. MPU has notified Excel Underground, the Village of Howard, and the Village of Allouez of the CBCWA fiber optic sale, and that locating the fiber is no longer needed. MPU filed a Simplified Rate Case (SRC) application on

April 5, 2015. The SRC application results in a 3% increase for both retail and wholesale water customers, effective June 1, 2015. PSCW approved the SRC rate, effective June 1, 2015. Meetings with CBCWA continue on developing future rate structure as required by PSCW.

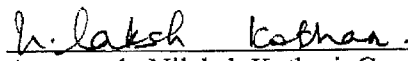
**MINUTES:** The minutes from the Regular Session Meeting on March 23, 2015 were presented for approval.

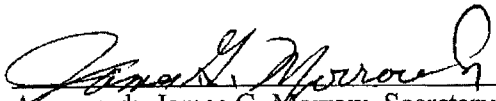
**APPROVAL OF CLAIMS:** Claims List dated April 14, 2015 and April 28, 2015 and Wire Transfers dated through April 23, 2015 were presented for approval.

**MOTION:** A Motion was made by Commissioner Hornung and seconded by Commissioner Luckow to approve the Regular Session Minutes from March 23, 2015; the Claims List dated April 14, 2015 check nos. 74806 through 74996 totaling \$818,439.03; the Claims List dated April 28, 2015 check nos. 74967 through 75075 totaling \$893,423.20; Wire Transfers dated through April 23, 2015 totaling \$7,997,155.35; and to place the Financial Reports for February and March 2015 on file. Motion carried unanimously.

**NEXT MEETING:** Future meeting will be held on May 11, 2015 at 4:00 p.m.

**ADJOURN:** A Motion was made to adjourn the meeting by Commissioner Luckow and seconded by Commissioner Diedrich. Meeting adjourned at 4:52 p.m.

  
Approved: Nilaksh Kothari, General Manager

  
Approved: James G. Morrow, Secretary

**MINUTES OF THE  
MANITOWOC PUBLIC UTILITIES COMMISSION MEETING  
MONDAY, MARCH 23, 2015**

The scheduled meeting of the Manitowoc Public Utilities Commission was called to order by President Seidl at 4:00 p.m. on Monday, March 23, 2015. In attendance were Commissioners Diedrich, Hennessey, Hornung, Luckow, Morrow, Nickels, and Seidl. Also present were Nilaksh Kothari – General Manager and Attorney Andrew Steimle – Steimle Birschbach, LLC.

**SCADA MIGRATION PLAN CONSULTANT RECOMMENDATION:** MPU issued a request for proposals seeking Professional Engineering Services for replacement of the Electric Distribution Supervisory Control and Data Acquisition (SCADA) system. Three proposals were received. The recommendation is to proceed with Sugar Hill Consulting (SHC) based on overall qualifications, experience, and engineering fees.

**MOTION:** A motion was made by Commissioner Hornung and seconded by Commissioner Hennessey to approve Sugar Hill consulting for a cost not to exceed \$175,000 for SCADA system engineering services and to standardize SCADA system with SEL RTU processors. The motion carried unanimously.

**EPA REGION 5 – 114 REQUEST:** EPA is requesting information on every bulk solid material handled at the Power Plant in addition to emission data and reports. The request also requires MPU to install at least one continuous PM<sub>10</sub> real-time monitor, at least one filter-based PM<sub>10</sub> monitor operating every third day, and a meteorological tower. MPU is required to maintain and operate the site devices for at least one year. The information request is being reviewed and Attorney Todd Palmer's assistance has been requested. A lengthy discussion ensued.

**SIGMAN PROPERTY APPRAISAL:** Mr. Sigman made a request through Commissioner Luckow that MPU Commission consider purchasing the property for \$550,000 and allowing Mr. and/or Mrs. Sigman to live in the house until they both have expired. An appraisal of the property was completed by Dumman Appraisals, Algoma, WI in August 2014. MPU agreed to pay 50% of this independent appraisal selected mutually by the attorneys of both parties. The property is appraised for \$430,000. A lengthy discussion ensued.

**MOTION:** A motion was made by Commissioner Hennessey and seconded by Commissioner Nickels to approve a counter offer for the appraised value of the property and to negotiate the terms of living conditions on the property. The motion carried with Commissioner Morrow opposing and Commissioner Hornung abstaining.

**APPA NATIONAL CONFERENCE:** A request was made for approval of any Commissioner to attend the APPA National Conference in Minneapolis, MN from June 5-10, 2015. The approximate cost per person is \$2,745.

**MOTION:** A motion was made by Commissioner Diedrich and seconded by Commissioner Hennessey to approve Commissioner(s) attendance at the APPA National Conference. The motion carried unanimously.

**MISO CLEAN POWER PLAN:** The scope of study that MISO will be conducting on the impacts of Clean Power Plan is comprehensive in terms of the range of scenarios and depth of analysis. This analysis will focus on the state level modeling and in particular on the transmission grid reliability as well as the gas infrastructure needs. The analysis is expected to be completed by mid-2015. A brief discussion ensued.

**WEC/INTEGRYS ACQUISITION PROCEEDINGS:** An update was provided on proceedings regarding the WE Energy acquisition of Integrys; in particular the final testimony of N. Kothari regarding the testimony by PSCW staff and WEC witnesses that pertained to ATC-related issues. A brief discussion followed.

**MEUW LEGISLATIVE AND REGULATORY UPDATE:** MEUW updated Municipal Electric Utilities on issues of concern in the proposed biennial budget, related to the PSCW and the Local Government Property Insurance Fund. First, the budget includes the PSC in an I.T. Consolidation and a Shared Agency Services Pilot Program, which would eliminate 12 Program Revenue (PR) positions and one Segregated Revenue (SEG) position. The PSC provides critical services to utility customers and utilities across Wisconsin. MEUW members in particular rely on the various IT related services provided and maintained by the PSC. Secondly, the proposed budget includes elimination of the LGPIF by not allowing new coverage on or after July 1, 2015 and no coverage renewal after December 31, 2015. This coverage is found to be the best option available for MEUW members.

**GENERAL MANAGER'S REPORT:** N. Kothari updated the Commission on the following: The new Finance Software is up and operating. The construction management module will be operating by June 2015. 15 accounts remain disconnected. Discussions continue regarding the PSC Billing Audit. A phone conversation was held with PSCW concerning coincident demand on aggregated meters. PSCW staff recommendation to the PSC Chair is to permit billing coincident on-peak demand, but charging a non-coincident customer demand and a customer charge for each meter. After internal discussions and exchanges with CBCWA, it was decided to withdraw the current water rate case and instead file for a SRC in April 2015. The PSCW will approve a 3.0% rate increase with a formal agreement/letter from CBCWA supporting the SRC for the wholesale rate. CMF Plant is unavailable for operation without a major effort since it has been on stand-by for more than 3 years. A program on Cross Connection put on by the Wisconsin Department of Safety and Professional Services was attended. One takeaway is that the department views anything connected to a fire hydrant other than a fire truck as a high hazard connection, requiring the installation of a reduced pressure backflow preventer. This rule would prohibit City of Manitowoc street sweepers and jetter trucks, as is, from connecting to hydrants. Discussions continue with C. Reiss on Dock closing and DNR closure document. A special Commission meeting may be requested if all legal paperwork is completed. The HCL CEMS equipment quotations are being reviewed. To meet the DNR deadlines submitted by MPU, the contract of \$135,000 will be awarded to the most qualified.

**MOTION:** A motion was made by Commissioner Diedrich and seconded by Commissioner Hornung to approve the HCL CEMS equipment contract with the most qualified company, not to exceed \$135,000.

**GLU UPDATE:** GLU's strategic planning session is planned in Madison, WI on May 28 and 29, 2015.

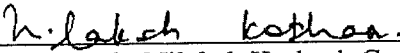
**MINUTES:** The Minutes from the Regular Session Meeting on February 23, 2015 were presented for approval.

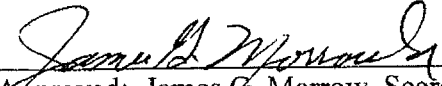
**APPROVAL OF CLAIMS:** Claims List dated March 10, 2015 and March 24, 2015 and Wire Transfers dated through March 18, 2015 were presented for approval.

**MOTION:** A Motion was made by Commissioner Nickels and seconded by Commissioner Diedrich to approve the Regular Session Minutes from February 23, 2015; the Claims List dated March 10, 2015 check nos. 74565 through 74663 totaling \$755,399.33; the Claims List dated March 24, 2015 check nos. 74664 through 74800 totaling \$1,610,701.62; Wire Transfers dated through March 18, 2015 totaling \$3,643,739.38; and to place the Financial Reports for December 2014 on file. Motion carried unanimously.

**NEXT MEETING:** Future meeting will be held on April 27, 2015 at 4:00 p.m.

**ADJOURN:** A Motion was made to adjourn the meeting by Commissioner Diedrich and seconded by Commissioner Hennessey. Meeting adjourned at 4:51 p.m.

  
Approved: Nilaksh Kothari, General Manager

  
Approved: James G. Morrow, Secretary

**MINUTES OF THE  
MANITOWOC PUBLIC UTILITIES COMMISSION MEETING  
MONDAY, FEBRUARY 23, 2015**

The scheduled meeting of the Manitowoc Public Utilities Commission was called to order by President Seidl at 4:00 p.m. on Monday, February 23, 2015. In attendance were Commissioners Diedrich, Hennessey, Hornung, Luckow, Morrow, Nickels, and Seidl. Also present were Nilaksh Kothari – General Manager, Charlie Mathews, Steve Corbeille – City Finance Director and Attorney Andrew Steimle – Steimle Birschbach, LLC.

**CITY OF MANITOWOC REQUEST FOR ONE TIME DONATION:** At the November 2014 MPU Commission meeting, Mayor Nickels had discussed the short-fall to City budget due to the change in the technical college PILOT rate calculation. At the meeting the consensus was a formal request from City Council for a one time donation from the utilities. A letter was received from Mayor Nickels with copy to City Council requesting the donation. A brief discussion ensued.

**MOTION:** A motion was made by Commissioner Hornung and seconded by Commissioner Diedrich to approve a one-time payment to compensate the City for the unforeseen impact of the Governor's executive order #129 that resulted in a lower PILOT payment in 2015. The motion carried unanimously.

City Finance Director – Steve Corbeille left the meeting.

**WATER RATE CASE:** At the November 10, 2014 meeting, MPU Commission approved filing an application with Public Service Commission of Wisconsin (PSCW) for a water rate adjustment increase. On November 12, 2014, MPU filed the application at the authorized 6.25% rate of return. The PSCW is recommending that MPU withdraw the water rate increase application because PSCW currently authorizes only a 5.25% rate of return and MPU needs to provide data supporting the reasonableness of net benefits to the City and retail rate payers. A discussion was held with PSCW staff on this letter. Discussion also continues with CBCWA on the net benefit. A lengthy discussion ensued. Commission will be informed on the final decision at the next meeting on the rate case.

**DRAFT BRIESS STEAM STUDY FOR NATURAL GAS BOILERS:** A draft report on installing natural gas boilers was developed as requested by Briess Malt & Ingredients Co. The proposed installation of the natural gas boilers provides fuel flexibility to Briess which should result in a long term cost-effective steam rate. The recommendation is to install 75,000 nominal pounds per hour (PPH) of additional capacity of 30-40 PSIG steam in either a 2 or 3 unit configuration at the MPU Columbus Street Power Plant. The budget estimate cost is \$1.8 million. The costs for similar installations at the Briess Malting Facility Boiler House are anticipated to be \$2.3 million and the WPS natural gas infrastructure in place may not support the needed supply addition. In the event the preferred location is at MPU an Agreement will be developed between MPU and Briess on a method of payment to MPU for the capital costs in less than five (5) years. Discussion ensued.



**MOTION:** A motion was made by Commissioner Hornung and seconded by Commissioner Hennessey to recommend a discussion between MPU and Briess about the draft report. In the event the preferred location is MPU, an agreement must be presented for commission approval. The motion carried unanimously.

**GLU UPDATE TO CITY COUNCIL:** The letter to the Mayor and City Council on the 2014 activities of Great Lakes Utilities was presented for review and discussion. This annual correspondence is required as part of the authorization from the City to be a member of GLU and in delegating the authority to MPU. The consensus was to submit the update to City Council.

**EPA FACT SHEET ON CLEAN POWER PLAN:** An update of proposed dates for the EPA's Clean Power Plan was presented for review. EPA also plans to propose a federal plan for meeting Clean Power Plan goals for public review and comment.

**HYDRANT METER POLICY:** MPU has historically provided bulk water at various locations throughout the city through three methods: bulk water fill station; hydrant meter boxes; and portable hydrant meters. The current cross connections rules in place by WDNR has raised concerns of protecting the drinking water system from contamination due to cross connection and a secondary economic consideration related to tariff rates that don't allow recovery of costs involved in providing the above services. Hence, the recommendations to be made effective 2016 are as follows: 1) Eliminate all long term hydrant meter box installations. At present, this would affect the Community Gardens, the Wastewater Treatment Plant (Michigan Ave. lagoon), and the Lincoln High School track. These customers would be required to make a separate tap on the water system and install appropriate metering and backflow prevention in either a pit or above ground enclosure. These locations would become "seasonal" installation like dozens of other existing locations throughout the city; 2) Eliminate all short term hydrant meter box installations. Users would be referred to existing water transport companies or to a bulk water filling station; 3) Restrict outside contractor use of portable hydrant meters for jetter and sewer televising trucks (City-owned and operated sweepers and jettors would still be permitted to use and operate hydrants as before); and 4) Add a third bulk water filling station on the north side. A lengthy discussion followed. Commission members requested financial data on each customer and its economic impact before making a final decision on the recommendation.

**WEC/INTEGRYS ACQUISITION PROCEEDINGS:** An update was provided on proceedings regarding the WE Energy acquisition of Integrys; in particular the Rebuttal Testimony of N. Kothari regarding the testimony by PSCW staff and WEC witnesses that pertained to ATC-related issues. A hearing has been set for cross examination on March 11, 2015. A brief discussion ensued.

**GENERAL MANAGER'S REPORT:** N. Kothari updated the Commission on the following: Escanaba had a major failure in the switchyard early on February 2 and some equipment damage occurred. The Steam units will not be operating until repairs to the switchyard are completed. Escanaba would not offer an estimate of the time to repair the damage. 15 accounts remain disconnected and one has been reported to PSCW. Technicians continue to report detached electric services and covered service masts. Letters are being sent regarding detached services, and City Building Inspection is monitoring covered service masts. Information was gathered on

pipe bursting from other municipal engineers who have frequently used trenchless technologies. The specifications and plan/profile drawings are being finalized for the Custer Street watermain replacement. The variance in sales volume was discussed.

**GLU UPDATE:** GLU is planning a Strategic Planning Session for May 2015. A data request was submitted to MISO asking for a summary of all of the times that manual dispatch has occurred to aid in an estimation of the impact on the Lakeswind revenues if converted to DIR.

**MINUTES:** The Minutes from the Regular Session Meeting on February 9, 2015 were presented for approval.

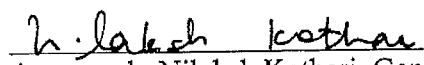
**APPROVAL OF CLAIMS:** Claims List dated February 24, 2015 and Wire Transfers dated through February 18, 2015 were presented for approval.

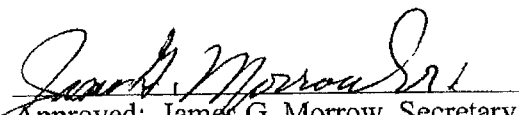
**QUOTATIONS/BIDS:** The following quotations/bids were presented for approval: 2015 1-ton Service Body Water Truck - \$28,572.26 – Maritime Ford.

**MOTION:** A Motion was made by Commissioner Morrow and seconded by Commissioner Hennessey to approve the Regular Session Minutes from February 9, 2015; the Claims List dated February 24, 2015 check nos. 74433 through 74560 totaling \$535,123.18; Wire Transfers dated through February 18, 2015 totaling \$889,291.97; to place the Quarterly Investment Portfolio Report on file and to accept the quotations/bids: 2015 1-Ton Service Body Water Truck - \$28,572.26 – Maritime Ford. Motion carried unanimously.

**NEXT MEETING:** Future meeting will be held on March 23, 2015 at 4:00 p.m.

**ADJOURN:** A Motion was made to adjourn the meeting by Commissioner Hennessey and seconded by Commissioner Diedrich. Meeting adjourned at 4:38 p.m.

  
Approved: Nilaksh Kothari, General Manager

  
Approved: James G. Morrow, Secretary

Maritime Metro Transit  
Transit Commission  
Minutes  
Wednesday, October 8, 2014

**Members and Advisory Staff Present** – Jim Muenzenmeyer/Transit/ Facilities Manager  
Christopher Able/Alderman Representative, Linda Grider/ Mobility Manager, David Koenig, Janet  
Paszkiwicz, Marlo Kohlmann/Transportation Coordinator, Pat Naumann  
Claudia Halonen,

**Members not present** – Linda Schultz, Tom Keil

**Others Present**-Ruben Reveles, Ben Nolen

**-Meeting called to order** – Alderman Able-Chairperson called the meeting to order at 4:15 PM.

**Approval of the minutes** – Janet Paszkiewicz made a motion to approve the minutes, Claudia  
Halonen seconded it, all approved.

**-Public Input** – None

**Proposed revised cell phone use policy-**

**PROPOSED LANGUAGE – MMT Policies and Procedure Manual**

2.02 **PERSONAL COMMUNICATION DEVICES**

The use of cell phones and other personal communication devices are strictly prohibited during working hours while performing job tasks. The use of a cell phone while driving a bus will result in discipline up to and including termination. This includes making or receiving calls, texting, or surfing the web. Employees are permitted to use cell phones during their lunch break. ~~or between routes (time permitting).~~ All other personal business must be conducted before or after work. Employees are permitted to carry cell phones on them but **they must be turned off and stowed.** ~~place them in vibrate or silent mode as to not distract others during working hours.~~

In the event of an **emergency urgent and/or unusual circumstance**, a supervisor may authorize an employee to use a cell phone during working hours. Please notify a supervisor of any **emergencies such circumstances** prior to the start of the work day. Employees are permitted to use their personal communication device for emergency purposes. An emergency may include contacting the police, 911, medical emergency, or for contacting the Transit Manager. During regular office hours, employees should communicate using the two-way radios, unless the employee has confidential or personal information to share with the main office or department supervisors.

Driver's cell phones will be off and stowed during working hours. Alderman Able would like to see some word changes "in the event of an urgent or unusual circumstance the Supervisors may authorize." In the second line "please notify Supervisor of any such circumstances prior to the start of the work day." Claudia made a motion to adopt as amended, Janet seconded it, all approved.

**Possible Behavior Policy changes-** Two riders were reinstated to ride the bus. Jim would like to add no loitering, and restrict the wearing of hoods or masks to the policy due to safety issues.

**Discuss expanding eligibility for the Freedom Pass-**Jim would like to discuss the verbiage and just better understand of who and how many students this is going to serve. David Koenig talked about the student in his program and other programs similar to his. The students attend school until they are 21 years old and all would have student ID's.

**Update on Transit Development Plan 2015-2020 –**

Jim showed the committee a map from the Transit Development Committee that shows how many and where people in the city live with no car, one car, and/or are below a certain income level.

**Other Business-**

- Jim wants to provide the commission with a safety and security plan for the Transit system. The FTA would like all Transit System to have this kind of plan in place.
- Next Step Connections moved to a new location to better serve them on N. 10th Street and Chicago. It was brought to Jim's attention that with cars parked on Chicago Street it is very hard to drop the ramp for this group and they have a lease at this location for 2 years. David made a motion to approach the Public Safety Committee with a recommendation to restrict some parking on Chicago Street, Pat seconded it; all approved.

**-Member Input-**Alderman Able recommends that the Transit Commission members attend the Transit Development Review Committee Meetings.

**-Next meeting** is scheduled at 4:15 PM on Wednesday, January 7, 2015.

**-Adjourned-** Claudia made a motion to adjourn at 4:48 PM, Alderman Able seconded it, all approved.



# City of Manitowoc

900 Quay Street  
Manitowoc, WI 54220  
www.manitowoc.org

## Meeting Minutes Plan Commission

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Monday, April 20, 2015

5:30 PM

Council Chambers

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### I. CALL TO ORDER

The Meeting of the City Plan Commission was called to order by Acting Chairman Jim Brey at 5:30 PM.

### II. ROLL CALL

**Present:** 4 - Dave Diedrich, Dan Koski, Jim Muenzenmeyer and Jim Brey

**Absent:** Steve Alpert, Dan Hornung, Justin Nickels, Dennis Steinbrenner

**Staff Present:** Nic Sparacio, Steve Corbeille, Paul Braun, Lisa Mueller

**Tax Incremental Financing Joint Review Board Members Present:** John Lukas

**Tax Incremental Financing Joint Review Board Members Absent:** Kenneth Mischler, Todd Reckelberg, Mark Ring

**Others Present:** Philip Cosson (Ehlers), Dawn Gunderson Schiel (Ehlers)

### III. PRESENTATION

- A. 15-413 Presentation by Ehlers (public finance consultants) and open discussion on the current status of the City's TID's (Tax Incremental Districts) and the outlook for future performance and trends in TIF (Tax Incremental Financing).

**This item was presented. No Action taken.**

### IV. ADJOURNMENT

The Meeting was adjourned at 6:25 PM.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Paul Braun".

Paul Braun  
Secretary



# City of Manitowoc

900 Quay Street  
Manitowoc, WI 54220  
www.manitowoc.org

## Meeting Minutes Plan Commission

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Wednesday, April 8, 2015

6:30 PM

Council Chambers

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### I. CALL TO ORDER

The Meeting of the City Plan Commission was called to order by Acting Chairman Jim Brey at 6:50 PM.

### II. ROLL CALL

Members Justin Nickels, Dan Koski and Steven Alpert are excused.

**Present:** 5 - Dave Diedrich, Daniel Hornung, Jim Muenzenmeyer, Jim Brey and Dennis Steinbrenner

**Absent:** 3 - Steven Alpert, Mayor Nickels and Dan Koski

Staff Present: Nic Sparacio, Paul Braun, Lisa Mueller

Others Present: Paul Radermacher, Brian Dunton, John Ashenbrenner

### III. APPROVAL OF MINUTES

15-404 Approval of the Minutes of the March 4, 2015 Meeting.

Moved by Diedrich, seconded by Muenzenmeyer, that the Minutes of the March 4, 2014 meeting be approved. The motion carried by the following vote:

**Aye:** 5 - Diedrich, Hornung, Muenzenmeyer, Alderperson Brey and Steinbrenner

### IV. PUBLIC INFORMATIONAL HEARINGS: None

### V. REFERRALS FROM COMMON COUNCIL: None

### VI. OLD BUSINESS

15-405 PC 24-2014: Update Revision to Municipal Code Chapter 15.450 Sign Ordinance.

This item was discussed. No action taken.

### VII. NEW BUSINESS

15-406 PC 9-2015: Sign Me Up - Request for Animated Sign for Affairs to Remember, 4638 Expo Drive.

*The request is from Paul Radermacher from Sign Me Up on behalf of Jesse and Nichole Patrick doing business as Affairs to Remember. The request is for the placement of two off-premise billboard signs; one being a fixed animated billboard and the second being a*

static billboard each measuring 12' high x 24' wide. Both animated and static billboards are regulated by section 15.450(18) or Section 15.450(h)3 of the Municipal Code.

The subject property is located at 4638 Expo Drive and is zoned I-1 Light Industrial; the I-1 district allows up to two off-premise signs per parcel. Each sign face can be a maximum of 500 s.f.

Mr. Braun provided the following background information regarding the Special Permit request.

Billboard/Off-Premise Sign Requirements (north facing sign): Plan Commission can issue a "Special Permit"

A. 15.45(14)(h)3. Maximum total off-premise signage sf is 500sf per sign face. Maximum of two (2) off-premise/billboard signs/property, subject to compliance with separation requirements in 15.45(14)(h)3.A. - F.

- Billboard signs in "I-1" shall not be:

- (i) within 150' of residential zoning district;
- (ii) does not face residences located in, or adjacent to a residential zoning district;
- (iii) does not exceed total area on each face of 500sf; and (iv) not within 1,000' of an existing off-premise sign or billboard sign on same side of street from which said sign is intended to be read.

B. Stacking of billboard signs prohibited.

C. 15.45(14)(h)3(F)ix. Landscape base requirement area to 2 times sign area.

D. 15.45(14)(h)5. Ground sign in "I-1" may not exceed 35' in height.

E. 15.45(18)(c)4. Billboard/off-premise signs featuring animating/video signage regulated as billboard under 15.45(14)(g)3.

F. Southbound read only

G. Sign area 12' x 24' (288sf)

Proposed Animated Billboard/Off-Premise Sign (south facing sign): Plan Commission issues "Special Permit".

A. Sign type – billboards can be animated.

B. Height of sign from grade – 35'

C. Maximum sign height allowed- 35'

D. Northbound read only.

E. Current total sign size – 12' x 24' (288sf)

F. Animated Portion of sign – 12' x 24' (288sf)

G. Sign distance to nearest intersection is greater than 100'.

H. 15.450(18)e(4) authorizes Plan Commission to affix conditions to the Special Permit

Each sign is considered a separate off premise sign. A maximum of two off-premise signs are allowed in the I-1 district. One is a static billboard and the second is an animated billboard, which will display different messages, and therefore they are considered two separate signs. The existing "spider" ground sign will be removed from the site per the application. A landscaping plan has been submitted on April 8, 2015 and it meets the requirements of the code. A third on-premise advertising sign, exclusively for Affairs to Remember will also be affixed to the billboard monopole. Sign will be double faced and measure 4' x 8'.

Moved by Hornung, seconded by Diedrich, that the Plan Commission advise the Council that pursuant to the authority granted to the Commission in Sections 15.450(14)h(3) and 15.450(18)(e) of the Municipal Code, and by a unanimous vote, it has approved and authorized the issuance of two Special Permits; for one fixed animated billboard and one fixed non-animated billboard at the location

specified in the attached application. As condition of the Special Permit the Commission instructs that the non-conforming "spider" sign shall be removed from the property. Finally, the Commission authorizes the Building Inspector to issue the sign permits, subject to conditions specified herein, as well as compliance with all relevant sections of Section 15.450. The motion carried by the following vote:

Aye: 5 - Diedrich, Hornung, Muenzenmeyer, Alderperson Brey and Steinbrenner

15-407

PC 10- 2015: Artist Lofts: Request for Reduction of Parking Space pursuant to 15.430(5) 2402 Franklin Street.

*Mr. Braun explained that the request is from Bob Lemke a member of Artist Lofts, LLC who is one of the developers of the former Mirro Plant #3 located at 2402 Franklin Street. Artist Lofts, LLC is requesting a Reduction of Parking Spaces pursuant to Section 15.430(5) of the Municipal Code. This section of the code provides flexibility to the off street parking requirements to reflect typical daily demand for specific use. The Plan Commission can approve less off-street parking if the owner demonstrates the need is reduced.*

*The Artist Lofts project is a redevelopment project that will create 40 affordable housing dwelling units in the 5 story building. The first floor will be an interior parking area providing 41 parking spaces with the remaining floors being 2 or 3 bed dwelling units with 10 apartments per floor. The estimated construction costs are between \$8 and \$9 million dollars. There will also be a surface parking lot providing 9 spaces across the street at the northwest corner of Franklin and South 25th Streets. The Municipal Code requires 66 off-street parking spaces. The current off-street parking formula is a minimum of two parking spaces for each dwelling unit with two or less bedrooms and one-half additional parking space for each bedroom greater than two per dwelling unit, plus one space for each four units or fraction thereof for visitor parking.*

*Mr. Braun stated that there are approximately 40 on street spaces available with restrictions (No Parking Dec 31 – March 31, 1am – 6am) and approximately 20 on street spaces (south of the railroad tracks to Franklin Street on S. 24th and 25th Streets) with unrestricted parking available.*

*The Plan Commission felt that the developers have used all of the available areas under their control to provide as many off-street parking spaces as possible. The former Mirro Plant #3 business didn't provide any off-street parking. The Commission also used the Manitowoc Hotel project, which is a similar redevelopment project completed by the same developers with similar tenant demographics, as a model. The Manitowoc Hotel project provided 1 parking space for each dwelling unit and there have been no complaints regarding lack of parking for the Manitowoc Hotel development.*

**Moved by Hornung, seconded by Diedrich, that the Plan Commission advise the Council that pursuant to the authority granted to the Commission in Section 15.430(5) of the Municipal Code, and by unanimous vote, it approve the Reduction of Parking Spaces from 66 spaces to a minimum of 50 spaces; said 50 spaces can be provided in any off-street location. The motion carried by the following vote:**

Aye: 5 - Diedrich, Hornung, Muenzenmeyer, Alderperson Brey and Steinbrenner

15-408

PC 8 - 2015: Gulseth Revocable Trust / KNM LLC: Partial Release of Easement - Johnston Drive.



*Mr. Braun explained that the easement release request is from Paul Steinbrecher, S.M.I. who is representing Gulseth Revocable Trust and KNM LLC. The properties are located at 1930 and 1950 Johnston Drive. KNM would like to purchase some additional acreage from Gulseth, the property is directly to the west of their existing property. An existing 12 foot utility and drainage easement is located along the common lot line between KNM and Gulseth. The easement is symmetrical about the west line of the KNM property. The easement release and property transfer will allow for a building expansion by KNM.*

**Moved by Diedrich, seconded by Muenzenmeyer, that the Plan Commission unanimously recommend that the Council: (i) authorize the release of the easement area; (ii) authorize the Mayor and Clerk to sign the document at the call of the City Planner; and (iii) authorize the Clerk to record the document, with the owners to pay for any recording costs. The motion carried by the following vote:**

**Aye:** 5 - Diedrich, Hornung, Muenzenmeyer, Alderperson Brey and Steinbrenner

## VIII. MISCELLANEOUS

A. Manitowoc County Activities: None

B. Certified Survey Maps (CSM):

15-409

Kubsch / Konopacki -NW ¼ of NE 1/4 Section 31, Township 19 North, Range 23 East, City of Manitowoc.

**This Certified Survey Map was discussed. No Action taken.**

C. Summary of Site Plans

15-411

SP 1 - 2015: Maritime Ford - Addition / Renovation. 1305 Franklin Street.

**This Site Plan was discussed. No Action taken.**

15-410

SP 2-2015: CR Mini-Storage - Mini Warehouse Building #3. 2131 S. 26th Street.

**This Site Plan was discussed. No Action taken.**

D. Director's Report

*Mr. Sparacio provided the Commission with an update on recent Council actions, the Artist Lofts project, community presentations, and upcoming demolition projects including the Lakeshore Mall property (Memorial Drive) and the Canadian National property.*

## IX. ADJOURNMENT

**Moved by Steinbrenner, seconded by Hornung, that the Meeting be adjourned at 7:35 PM. The motion carried by the following vote:**

**Aye:** 5 - Diedrich, Hornung, Muenzenmeyer, Alderperson Brey and Steinbrenner

Respectfully Submitted,

A handwritten signature in cursive script that reads "Paul Braun".

Paul Braun  
Secretary





# City of Manitowoc

900 Quay Street  
Manitowoc, WI 54220  
www.manitowoc.org

## Meeting Minutes Plan Commission

---

Wednesday, March 4, 2015

6:30 PM

Council Chambers

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### I. CALL TO ORDER

The meeting of the City Plan Commission was called to order by Acting Chairman James Brey at 6:30 pm.

### II. ROLL CALL

*Mayor Nickels's absence is excused. Member Steve Alpert's absence is excused.*

**Present:** 6 - Dave Diedrich, Daniel Hornung, Dan Koski, Jim Muenzenmeyer, Jim Brey and Dennis Steinbrenner

Staff Present: Nic Sparacio, Paul Braun, Lisa Mueller

Others Present: Jeff DeZeeuw, Jeff Vogel, Deputy Fire Chief Gregg Kadow

### III. APPROVAL OF MINUTES

**15-260** Approval of the Minutes of the February 4th, 2015 Meeting.

Moved by Diedrich, seconded by Steinbrenner, that the Minutes be approved.  
The motion carried by the following vote:

**Aye:** 6 - Diedrich, Hornung, Koski, Muenzenmeyer, Alderperson Brey and Steinbrenner

### IV. PUBLIC INFORMATIONAL HEARINGS: None

### V. REFERRALS FROM COMMON COUNCIL: None

### VI. OLD BUSINESS

**15-261** PC 24-2014: Update Revision to Municipal Code Chapter 15.450 Sign Ordinance.

*Mr. Sparacio updated the Commission that the Sign Ordinance changes are still in progress with the next step of the project being a meeting with the City, Vandewalle & Associates and the stakeholders group. This meeting is planned for either the last week in March or in early April.*

**This item was discussed. No Action taken.**

### VII. NEW BUSINESS

**15-262** PC 1-2015: Oak Park Developers, LLC: Quit Claim Deed and Temporary Turn around easement - Roneta Lane.

*Mr. Braun explained that the quit claim deed and temporary turn around easement are related to a four lot certified survey that Oak Park Developers, LLC had created. The deed is for an additional 140' of right of way for Roneta Lane.*

**Moved by Hornung, seconded by Diedrich, that the Commission recommend: (i) the Council approve and accept the Quit Claim Deed and Temporary Turn-Around Easement; and (ii) the Clerk subsequently record the documents at the Register of Deeds. The motion carried by the following vote:  
Aye: 6 - Diedrich, Hornung, Koski, Muenzenmeyer, Alderperson Brey and Steinbrenner**

**15-263**

PC 5-2015: James Hansen: City's interest in purchasing property at 811 Franklin Street.

*Mr. Braun explained to the Commission that Mr. James Hansen sent a communication to the Mayor's Office to determine the City's interest in the possibility of acquiring his property located at 811 Franklin Street. In the letter Mr. Hansen stated the property is assessed at \$99,500 and he would be willing to sell it for \$50,000. Mr. Hansen stated he is no longer interested in the process of cleaning and renting the property.*

*Mr. Braun described the property as having 25' of frontage along Franklin Street with a depth of 115'. An existing two story brick and masonry building is located on the northerly half of the lot. The narrow lot width does not allow enough area to enlarge the existing City-owned parking that is to the west. The Commission felt that the City doesn't have any current need for the property because of the narrow width, existing building on the lot and the limited development options.*

**Moved by Steinbrenner, seconded by Koski, that the Commission unanimously recommend to Council to place the communication on file and instruct the Clerk's Department to respond back to Mr. Hansen with a statement of no interest due to the lots narrow width, existing building and limited site development options for the City. The motion carried by the following vote:**

**Aye: 6 - Diedrich, Hornung, Koski, Muenzenmeyer, Alderperson Brey and Steinbrenner**

**15-265**

PC 6-2015: Jeff Vogel: Partial Release of Easement - Packer Lane.

*Mr. Braun explained to the Commission that the partial release of easement request is from Jeff Vogel, 3215 Packer Lane. There is an existing 20' sanitary and water lateral easement symmetrical about the common lot line of Lot 7 and 8 of a certified survey map recorded in Volume 30 Page 373. The existing easement is recorded in Volume 2841, Page 178 as document # 1136285. Mr. Vogel would like to reduce the easement to 14' symmetrical to allow for additional area on Lot 7 to construct a new house. Mr. Vogel originally owned both lots and created the easement to provide a route for utilities to serve another lot south of Lot 7 and 8 where his current residence is located.*

*Currently Jonathan and Jodi Vogt own lot 8 and they have signed a document stating they have no concerns with reducing the easement width. Mr. Braun told the Commission that he has communications from the utilities and City Engineering stating that they don't have any concerns with reducing the width.*

**Moved by Hornung, seconded by Steinbrenner, that the Commission recommend to Council to authorize the partial release of easement from 20' symmetrical about the common property line of lot 7 and 8 to 14'. The motion carried by the following vote:**

**Aye: 6 - Diedrich, Hornung, Koski, Muenzenmeyer, Alderperson Brey and**

**Steinbrenner****15-266**

PC 7-2015: Jeff Vogel: Interest to Purchase City Owned Land at Fleetwood Drive and Pleasant Street.

*Mr. Braun explained to the Commission that the topic is a request from Jeff Vogel, 3215 Packer Lane who is interested in purchasing some City-owned property that is located at the northwest corner of Pleasant Street and Fleetwood Drive.*

*The property Mr. Vogel is interested in is approximately 23,326 square feet, measuring 109' +/- along Pleasant Street and 214' +/- along Fleetwood Drive. The subject parcel is part of a 16.2 acre parcel that the City recieved title to in 1993 from Edward Krantz, Lila Bertler, Rudolph Janota, Jr., and Donna Janota. Mr. Braun noted that there were no covenants or restrictions in the quit claim deed that is recorded in Volume 1037, Page 439. The 16.2 acre parcel generally extends from Menasha Avenue to the north to approximately 750' south of Fleetwood Drive. A vast majority of the area is designated wetland on the 2010 Wisconsin DNR wetland map; and it also has a gas line easement running through the center of the property. On the 16.2 acre parcel there is an official map street pattern that was established in 1974.*

*Mr. Braun stated that the existing zoning is R-2, Single Family Residential; this district precludes two family structures. In the R-2 district the minimum lot size is 8,400 s.f. with a with a minimum average width of 70 feet; corner lots shall be 10% larger or 9,240 s.f.. Lot Occupancy for principal and accessory buildings shall not exceed 25% of lot area and dwelling unit sizes shall be at least 28 feet wide and shall have a minimum area, excluding attached or detached accessory buildings of 1,200 square feet.*

*Mr. Vogel is planning on creating two individual lots and would then construct a single family home on each lot. The structures would be approximately 1,400 s.f. ranch homes with 3 bedrooms, 2 baths and a 2 car garage.*

*There is an existing sanitary lateral off of Pleasant Street but there is not lateral off of Fleetwood Drive; Mr. Vogel would have to construct a manhole and a lateral off of the future official map street that is west of the subject property to serve the proposed westerly lot.*

*Mr. Braun stated that a certified survey would need to be prepared to create the two lots and that he would like the Plan Commission to approve that future certified survey; but prior to hiring a surveyor the City and Mr. Vogel should come to a general agreement on the sale price before any additional monies are spent on the survey.*

*Mr. Braun stated that he included in the Commission packet a copy of an article that was in the Municipality magazine. The article which was written by the Municipalities legal staff states that a City, when selling land must follow Wis. Stat. 62.22(1). In general terms the statute does not require that a City have public bids when selling property but it should have an appraisal done to eliminate a successful taxpayer's suit challenging the adequacy of the purchase price.*

**Moved by Diedrich, seconded by Muenzenmeyer, that the Plan Commission recommend to Council to instruct the Attorney, Community Development, Public Infrastructure and any other Department to move forward with the steps necessary to create the lots of record and eventual sale of the subject parcel. The motion carried by the following vote:**

**Aye:** 6 - Diedrich, Hornung, Koski, Muenzenmeyer, Alderperson Brey and Steinbrenner

## VIII. MISCELLANEOUS

A. Manitowoc County Activities: None

B. Certified Survey Maps (CSM):

**15-267** City of Manitowoc Orchard Lane (Former Heresite Property) - NE 1/4 Section 1, Township 18 North, Range 24 East, City of Manitowoc.

*Mr. Braun explained that the proposed certified survey would be performed on the 20 acre City-owned parcel located at 2803 Orchard Lane, which is the former Heresite property. The property is 660' +/- wide along Orchard Lane with a depth of 1,320' +/- which is approximately 20 acres. The easterly 275' +/- of the parcel was used historically for industrial uses and the westerly 385' +/- was used for farming.*

*Mr. Braun stated that the City, working with their consultant Symbiont, has used US-EPA Site Assessment Grant monies to determine if there are any environmental issues on the property. The environmental investigation generally showed some limited contaminated soils and that future uses on the property must be limited to industrial type uses. This industrial use designation is inputted into a Wisconsin DNR GIS registry and restricts future land uses. Noting that the 20 acre parcel is all under one tax parcel number and only the easterly 275' +/- was used for industrial uses Keld Lauridsen, Hydrogeologist with the DNR, suggested that the parcel be split into two lots so only the easterly lot would be designated for industrial uses. The westerly farmed land would not have any use designation placed on it in the DNR GIS registry and would be free of any land use restriction.*

*The Community Development Department would work with Symbiont to determine the location of the lot line to insure that the westerly lot is not encumbered by any industrial use only category.*

**Moved by Hornung, seconded by Diedrich, that this Certified Survey Map be recommended for approval to the Licensing, Permits & Inspections Committee and that the Council (i) authorize the Community Development Department to proceed with all the steps necessary to create the certified survey which would create two lots and (ii) authorize the Mayor and City Clerk to sign said certified survey map. The motion carried by the following vote:**

**Aye:** 6 - Diedrich, Hornung, Koski, Muenzenmeyer, Alderperson Brey and Steinbrenner

C. Summary of Site Plans: None

D. Director's Report

*Mr. Sparacio provided the Commission with an update on recent Common Council actions, the WEDC's review status of the Idle Industrial Sites Redevelopment grant application for the Lakeshore Mall (Memorial Drive) property and continued negotiations to produce an improvement and investment commitment for the Best Western (Maritime Drive) property.*

## IX. ADJOURNMENT

Moved by Muenzenmeyer, seconded by Diedrich, that this meeting be adjourned at 7:09 pm. The motion carried by the following vote:

Aye: 6 - Diedrich, Hornung, Koski, Muenzenmeyer, Alderperson Brey and Steinbrenner

Respectfully Submitted,



Paul Braun  
Secretary

CAUTION TO PLAN COMMISSIONERS: The documents attached to this agenda are for your review in preparation for the City Plan Commission meeting to be held on the above date. Any discussion or communication between members of the Plan Commission by any means prior to the Commission meeting regarding these documents may be a violation of the open meeting laws.



Manitowoc Sustainability Committee Meeting Minutes  
April 7, 2015\*

The meeting was called to order by Chairman Jon Reisenbuechler at 5:00 pm.

**Members present**

Jon Reisenbuechler, Tony Fodden, Adam Becker, Judi Northen

**Guests**

Bev Rawling

**Member Updates**

*Recycling Center*: Jon announced that:

- Drive-through Hazardous Waste Collection will be on May 16<sup>th</sup> at the County Highway Department, and:
- Compost sites are open. There is a limited amount of sifted compost available.

*MPU*: Adam reported:

- A steam heating system is being installed at the facility, and:
- Although he will not be present at Earth Day, MPU will be represented.

*Unitarian Universalist Fellowship Environment Committee (GLOBE)*:

- Judi and Bev gave updates and stated that the past few meetings have been devoted to planning the two Earth Day celebrations (Manitowoc YMCA on April 25<sup>th</sup>, and the GLOBE members' climate change talks on April 26<sup>th</sup>). Future vision for GLOBE will include becoming more active in bringing environmental awareness to the community by encouraging Fellowship leaders and congregation to become more involved with Earth-centered and legislative issues.
- *Grow It Forward*  
Michael Pearson and his team will be building the garden on April 25<sup>th</sup>, so will not be present at our Earth Day event. Jon stated that the Recycling Center will be donating compost to the project.

**Educational Materials**

Availability of funds is a concern, and discussion centered around low or no-cost methods of getting the word out about our Committee and its interests and activities. Suggestions included an e-newsletter, or periodic newspaper articles. Tony stated that the Lakeshore Chronicle would publish 4 articles per year. Judi will contribute a native plantings article that she wrote for the UU newsletter, and at a later date will collaborate with Margaret Gerhard on one specifically about Yardening.

**Earth Day**

Tony distributed table layout diagrams for the gym area. He announced that the tables will be about 5' long. The Best Western hotel will provide extra tables if needed.

Adam brought up the pedal-powered generator bicycle and the fact that since it's difficult to pedal, he would like to make the bike more kid-friendly for future events.

Woodland Dunes will need to bring in their equipment Friday night, but not set up until Saturday morning. Therefore their equipment will be stored in the conference room to be set up on Saturday by their volunteer. The room will be cleared out in time for Bev to set up for her Family Music Workshop.

Bev has planned music for the entire event with the exception of the times that demonstrations will be taking place near her area.

Someone from our Committee will be available to help participants find their table locations and offer any assistance they may need, including those who require electrical connections.

Jon spoke about event promotion, which includes FaceBook, radio, newsletter, and internet (via the Recycling Center Website).

Next Earth Day planning meeting will be Monday, April 21<sup>st</sup> at 10:00 am.

**Next Sustainability Committee Meeting** will be scheduled at a later date, and possibly consist of a tour of Woodland Dunes or the Grow It Forward garden.

**Today's meeting adjourned** at 6:00 pm.

*Note: Since the Committee had no quorum today, these minutes merely describe discussion which took place, and will be re-visited at our next formal meeting, date and time to be announced.*

**MANITOWOC WASTEWATER TREATMENT  
FACILITY BOARD MEETING MINUTES**

Gregg Wolf, Chairperson called the meeting of the Manitowoc Wastewater Treatment Facility Board to order on Wednesday, January 13, 2015 at 4:02 P.M.

Board members present:                    Gregg Wolf  
    Jim Brey  
    Dave Luckow  
    Dan Koski  
    Dale Zahn  
    Brian Helminger, Secretary

Also present:                                 Mike Jaeger

Board member(s) not present:         Craig Haan  
    Tim Petersen

**PUBLIC INPUT**

No public input.

**MINUTES**

The minutes of the November 12, 2014 Board Meeting required one correction. Motion by Dave Luckow to accept the November 12, 2014 Board Meeting minutes as corrected and place on file; second by Dan Koski. Motion carried unanimously.

**FINANCIAL STATEMENTS ON WASTEWATER TREATMENT FACILITY FOR OCTOBER 2014**

The October 2014 financials were reviewed. Revenue was strong for the month with Lakeside Foods being in full production and hauled waste still coming to the plant frequently. Revenue for connection fees in line 456120 has exceeded the 3 year rolling estimate as has hauled waste revenue in line 456140. Motion by Dave Luckow to accept the October 2014 financials as presented and place on file; second by Dale Zahn. Motion carried unanimously.

**FINANCIAL STATEMENTS ON WASTEWATER TREATMENT FACILITY FOR NOVEMBER 2014**

The November 2014 financials were reviewed. There were no budget line questions or activity that was not previously discussed at previous meetings. Hauled waste revenue dropped to \$10,756 which is expected in cold weather months. Motion by Jim Brey to accept the November 2014 financials as presented and place on file; second by Dan Koski. Motion carried unanimously.

### **SEWER ADJUSTMENT – 602 NORTH 4<sup>TH</sup> STREET**

The request for sewer adjustment that was received by the property owner of 602 North 4<sup>th</sup> Street was discussed. Based on information provided by MPU, the house was vacant and a leak had sprung in the water softener piping and did drain into the sewer. Helminger informed the Board that past billing discrepancies were decided by mirroring the MPU policies for billing errors but that the circumstances in this instance were not covered by that policy.

A similar circumstance was discussed from 2012 in which a vacant home had water leakage and sustained damage from the leak. The leaking water entered the sewer, was conveyed, pumped, and treated at the WWTF and so full sewer was billed. Motion by Dale Zahn not to give a refund on sewer charges; second by Dave Luckow. Motion carried unanimously.

### **WWTF OSHA LOG - 2014**

Helminger presented the OSHA injury log for the WWTF in 2014 which showed no lost time accidents. Staff spends a lot of time training for confined space and in refresher training for all the safety concerns for those working in the wastewater environment. Helminger suggested that after a number of years this accomplishment be something that is worthy of recognition. A short discussion ended with selection of sweatshirts with the WWTF logo for current staff. Motion by Dale Zahn to present safety awards to the employees; second by Jim Brey. Motion carried unanimously.

### **WWTF OPERATOR HIRING STATUS UPDATE**

Helminger informed the Board on the progress made in finding and selecting a new candidate for wastewater operator. A verbal commitment had been received and the plan was for a start date Thursday, January 15 contingent on the satisfactory results of the scheduled screening and physical at Work Health Options.

Helminger also informed the Board of another resignation within the Operator group received on January 12, 2015 creating another Operator vacancy. Helminger told the Board that based on recent recruitment and interviews that another Operator could be selected, hired, and begin training. Motion by Dan Koski to approve the hiring of an operator to reach full budgeted staffing and to direct Helminger to continue the hiring process according to current City policy; second by Gregg Wolf. Motion carried unanimously.

### **BUSINESS PROCESS IMPROVEMENT – OPERATOR ROUNDS**

Helminger and Jaeger discussed the project, processes, and results of the recent Business Process Improvement (BPI) undertaken on the Operator rounds at the WWTF. The process was examined in detail; the route taken, the equipment checked, and the data collected and

checklists used to monitor and operate the facility. The results will be used in future training of wastewater staff. No action taken.

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WWTF Board Meeting

January 13, 2015

### PLANT REPORT

Jaeger reviewed the plant report discussing the projects and work completed and effluent quality for the period November 1 - December 31. All effluent permit requirements were met. No action taken.

Motion to adjourn made by Jim Brey; second by Luckow. Meeting adjourned at 4:45 P.M.

Respectfully submitted,

A handwritten signature in cursive script that reads "Brian Helming".

Brian Helming  
Secretary, WWTFB

BH/jma  
Copy: City Clerk's Office