

Clerk

**CEMETERY COMMISSION
MEETING MINUTES**

January 24, 2013
5:00 P.M.

Engineering/Planning Conference Room, City Hall

MEMBERS PRESENT

Ald. Jason Sladky, Chairman
John Bilka
Ted Dirkman
Dennis Schneider
Jerry Waak
Eric Zabel

STAFF PRESENT

Greg Minikel
Kevin Glaeser
Sandy Ronski

OTHERS

Ald. Sladky called the meeting to order at 5:00 p.m.

Approval of the minutes from April 19, 2012

T. Dirkman made a motion to approve the minutes. J. Waak seconded the motion. The minutes were unanimously approved as presented.

Discussion & possible action on Cemetery Fee Schedule

It was brought to the attention of the Commission members that several complaints have been received regarding the fees for the winter surcharge being charged when it was a mild winter, and there was no frost in the ground. A suggestion was made that the surcharge be waived at the discretion of the Operations Manager. T. Dirkman was not in favor of waiving the fee, because it was "too judgmental." There may be frost in some areas and not in others, etc. Also, there can oftentimes be more damage, such as ruts, when the frost comes out of the ground. E. Zabel said that the City of Sheboygan cemetery, Wildwood, does not have a winter surcharge. D. Schneider said graves with lots of tree roots can sometimes take up to six hours to dig, and we don't charge extra for that. He said that if we charge a winter surcharge, it should be because the weather is causing extra work; otherwise there is no reason for the charge. J. Waak was in favor of giving the manager the ability to waive the winter surcharge, especially since it is a period of just four months. T. Dirkman said that there are other expenses in winter other than additional labor costs associated with the digging, such as the weather is harder on equipment, etc.

Cemetery personnel requested the commission determine whether or not a fee should be charged when cremation urns are disinterred in order to place a traditional size vault on the same space. The urns are generally then placed on top of the traditional size vault. This causes extra work (especially in winter), because the urn has to first be carefully removed before the larger hole is dug. E. Zabel suggested allowing only one burial per space. T. Dirkman stated that is actually better to allow a second burial on the space and charge a second right of interment, because you are making more money per piece of land. J. Waak suggested charging an extra \$50. K. Glaeser suggested charging an additional hour of labor, because it is not unreasonable to think it might cause an extra hour of work.

Finally, it was suggested to increase the foundation removal fees to meet actual costs, since those have not been increased for several years. Removal of a single foundation would go

from \$25 to \$50 each, a single bronze marker set in concrete or a double foundation would go from \$50 to \$75 each, and a monument would go from \$0.08 to \$0.15 per square inch.

D. Schneider suggested that the fees be voted on separately, due to the differences in opinion on the winter surcharge. J. Bilka made a motion to approve the foundation removal fees as presented. E. Zabel seconded the motion. The motion passed unanimously.

D. Schneider made a motion to charge \$50 for the disinterment of a cremation urn when digging a traditional size grave on the same space. J. Waak seconded the motion. The motion carried five to one with T. Dirkman opposing the motion.

D. Schneider made a motion to allow the Operations Manager the discretion to waive the winter surcharge. J. Waak seconded the motion. K. Glaeser said that if there is only two to four inches of frost, we can bust through that with the bucket on the backhoe. It is only when the frost gets deeper that we need to use the air hammer, which causes additional work because the ground needs to be taken out level by level. D. Schneider said that laying down plywoods does not really count as additional winter work, since they frequently lay down plywoods in the summer. J. Waak suggested only waiving the fee if someone complained about the winter surcharge and it was a legitimate complaint, meaning there was no frost. T. Dirkman said he would rather eliminate the charge altogether rather than get into these gray areas, because then you make unfair situations. D. Schneider said that there are already complaints, because you are charging extra for work that you are not doing. T. Dirkman said that you don't charge anymore if there is 10" in the ground compared to four. A vote was taken and the motion failed due to a lack of majority with J. Waak, D. Schneider, & E. Zabel voting in favor and J. Bilka, Ald. Sladky, and T. Dirkman voting against. The items will now be forwarded to the Streets & Sanitation Committee.

Discussion & possible action on new policies from Operations Manager

K. Glaeser passed out a draft of a letter to be sent to the local funeral homes. Included in the letter is a change to our policy of assisting the funeral homes with carrying caskets. It is being recommended that funeral homes provide pallbearers or staff to move the casket from the vehicle onto the lowering device. T. Dirkman said his company does not allow staff to assist due to the liability. He asked if the cemetery has a "truck" to move the casket over the grass if there is no family or if the casket is coming from an out of town funeral home. D. Schneider said that the cemetery provides a service. T. Dirkman said that there is no good answer to this except to provide a piece of equipment that helps the funeral homes roll the casket over to the lowering device. He suggested the idea of getting the funeral homes to chip in for the equipment, which probably costs around \$1000. In winter, extra care would be needed to clean the gravesite of snow, because it does not roll as well in winter. Ald. Sladky suggested sending this letter to the City Attorney. He said that maybe we need to charge a fee for providing pallbearers. K. Glaeser said he just doesn't have the staff to provide this service anymore.

The final item on the letter indicates that the cemetery will no longer accept fetus burials for burial in the free area of section L unless we have a signed Fetus Burial Permission Form by the time the fetus is brought to the cemetery.

Ald. Sladky made a motion to send the letter as written. T. Dirkman seconded the motion. The motion passed unanimously.

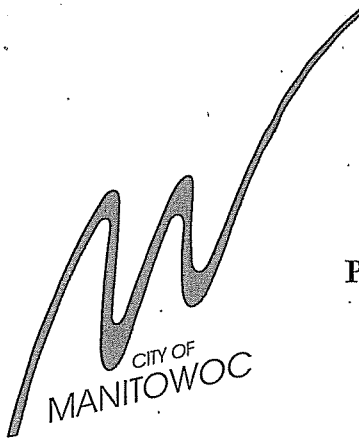
Discussion of ideas to market the cemetery or increase profits

T. Dirkman said the best way to increase revenue is to sell things pre-need, such as by hiring a salesperson who works on commission.

K. Glaeser said that he is working on getting the silo removed in the "new" cemetery. He said that the ceiling is cracked and about to come down. K. Glaeser stated that he is looking into having a farmer cut and bale the grass there and then sell the bales. E. Zabel is in support of that idea. Ald. Sladky questioned if letting the grass grow so high was in violation of the City's weed ordinance.

T. Dirkman made a motion to adjourn the meeting. D. Schneider seconded the motion. The meeting adjourned at 5:55 P.M.

smsr



CITY OF
MANITOWOC

David Less
City Planner

MINUTES

COMMUNITY DEVELOPMENT AUTHORITY

PLAN COMMISSION OFFICES

Regular Meeting
Wednesday
February 12, 2014

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
Colin Braunel
Dennis Tienor

Members Excused

Chris Able

Staff Present

David Less
Pauline Haelfrisch

III. APPROVAL OF MINUTES OF THE REGULAR JANUARY 15, 2014 MEETING

Chairman Stangel asked if there were any corrections or additions to the minutes of the regular January 15, 2014 meeting.

Hearing none, the following action was taken.

Motion by: Mr. Maloney

Seconded by: Mr. Braunel

Moved that: the CDA approve the minutes of the January 15, 2014 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 February, 2014 with the Board members. She also distributed a list of expenses for this time period and reviewed these with the Board.

After some discussion, the following action was taken.

Motion by: Ms. Hennessey

Seconded by: Mr. Tienor

Moved that: the CDA approve and authorize the payment of the February, 2014 expenses

Upon vote: the motion was carried unanimously

B. 2013 Capital Fund Project Update

Pauline reported to the Board members that the bid documents went out to the flooring contractors. Bids would be opened on February 28th at 10:00 a.m.

The contract would be for approximately half the apartments; some that



OFFICE OF CITY PLANNING,
CITY PLAN COMMISSION



would need full replacement (carpet and flooring), some partial (either carpet or flooring), and five with either a bathroom or kitchen.

The bid documents went to Kaeden, Carpets Plus, Dalton, and Jobelius out of Green Bay.

One of Pauline's concerns is the moving of furniture in the occupied tenant apartments. The proposal in the bid documents has the contractor moving the larger furniture. However, some of the elderly and disabled tenants may find it difficult to move their smaller items, as in TV's, end tables, curio cabinets, etc.

Pauline had a suggestion from one of her fellow directors to hire other tenants to help pack up and move some of the smaller items. The Board members felt that Pauline should look into a temp agency supplying some workers. That way the Housing Authority would be bonded and they would handle any workmen's compensation.

- C. Possible Tenant Grievance
(See attached Summary of Discussion)

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

- A. Financial Report – Revolving Loan Program, 2/07/2014

Mr. Less reviewed the financial reports with the Board members for the revolving loan program. As of February 7, 2014 a total of \$729,354.72 in loan funds was available.

The following action was taken.

Motion by: Mr. Braunel
Moved that: the CDA accept the 2/07/14
financial reports and place on file

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

- B. PC33-2013: Bamco Real Estate LLC/Wisconsin Redevelopment, LLC - Update of Rezoning and Redevelopment Project in Block 200 of Original Plat, and Block Lettered "E" in Original Plat

David reminded the Board members that last month they approved using the housing development loan funds for this project. David reported the application has been submitted and the Industrial Development Corporation approved a \$300,000 loan. They have come a long way to fill the funding gap to this project.

Dave explained that one of the biggest hurdles to overcome is the historic tax credits. The State of WI passed a law that increases the level of investment tax credits for historic structures. In order to be able to access the historic state credits, you need to have the State Historic Preservation Officer approve the property that it is eligible for inclusion onto the National Register of historic places.

David handed out an e-mail stating there was a favorable meeting with SHPO.

In order to access these credits for filing of the application to WHEDA for low income

housing tax credits, they need to be able to say they had at least filed Part 1 of the federal form for the evaluation of certificate.

The next hurdle will be getting an allocation from WHEDA for tax credits. The project needs all the tax credits to be feasible. The consensus has been this is a deserving project for the redevelopment of this property.

Some discussion was held with the Board members. David feels that this project would be a great asset to the community by restoring this historic building and being able to put it into a more productive use.

VII. ADJOURNMENT

The meeting was adjourned at 5:02 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

Crime Prevention Committee Meeting Minutes February 6th, 2014

1. Roll Call- Bruce Jacobs, Lainey Braun, Ralph and June Kramer, Amy Schoepp, Mary Schilder, Annie Short, Kelly Becker, Vicki Wetenkamp, John Bennett, Melia Prange and Nancy Beck
2. Reviewed and approved meeting minutes from the January meeting.
3. Treasurer's report approved by Kelly Becker and Amy Schoepp
4. Requests for public input. No public input
5. Membership Matters- No Steve Kleinfeldt, Bob Dewane or Ethan Peters. Pam Campbell and Emily Wagner have resigned due to not being able to make the meetings. There are still openings on the Crime Prevention Committee and all citizens are encouraged to apply! Contact Bruce Jacobs at the Manitowoc Police Department for details.
6. Triad Update- The February meeting for triad has been cancelled due to a conflicting D.A.R.E graduation.
7. Retail Financial Crime Prevention Task Force Update- Given by Cooper Schmidt, attended the meeting at 1:30 at the police department. New District Attorney Jacki LaBre spoke about the new check collection process here in the city of Manitowoc. Instead of routing our checks through a third party check Collection Company. All checks are now sent to the Manitowoc Police Department to be prosecuted locally by the District Attorneys office. Also covered in the meeting were people to look out for in a retail setting and people writing bad checks throughout the community.
8. High School Member Update-
Lainey Braun (Lincoln High School)- Lainey presented a report from School Resource Officer Jason Delsman. The report consisted of incidents Officer Delsman has been involved in so far this month. Officer Delsman has been keeping busy at Lincoln High School. Lainey had nothing to add after Officer Delsman's report.

Ethan Peters (Roncalli High School)- Ethan talked to Mr. Olson and nothing worth mentioning has occurred at Roncalli High School over the last month.
9. SRO Update- The SRO update was given by Officer John Bennett who is the School Resource Officer for Wilson Jr. High school and other north side public schools. Officer Bennett reported that due to the bad weather there has been little activity in the schools. Office Bennett reported that he has been teaching more often. He has taught D.A.R.E classes and informed students about terrorism. John reported that due to the new Vice Principle at Wilson Jr. High School much of his work load has been lifted.
10. Citizen Academy's Alumni – Christen, Bruce and Mary met recently to pick the 12 member class of 2014 all people accepted have been notified and the Citizens Academy is waiting to hear back. All of the Officers helping with the class have been assigned their class days and are eager to participate.
11. Community Partnership for Children of Manitowoc County. – The teen court had its first hearing this past week after a long two and a half months of training. The graduation was last month and first case was very successful. The teen court is an alternative to the juvenile criminal justice system in Manitowoc county and targeted towards teenagers from 12-16 years of age (17 in Two Rivers) who have committed no violent crimes or crimes on school property without prior convictions. The teen court is completed without a fine and without conviction.
12. Crime Prevention Committee Activities- Bruce presented topics throughout the community such as the ever growing problem involving scams in the community. Bruce has saved \$46,000 from leaving our community by prevention people from sending money overseas.
13. Elections- New Crime Prevention Committee officers have been elected! Treasurer- Vicki Wetenkamp, Secretary- Melia Prange, Vice Chair- Ralph Kramer, Chair- Mary Schilder.
14. Crime Prevention of the Year Award- After committee debate we have decided to go with WCUB for all of their help at Crime Prevention Day at the Expo grounds and all they do for advertisement for the committee. Thank you WCUB!
15. Dick Weber Memorial- Due to changing policies at the Maritime Museum this topic has been tabled until the next meeting on March 6th, at the Manitowoc Police Department. Beginning at 7:00 pm

Respectfully submitted by Cooper Schmidt

GREAT LAKES UTILITIES BOARD OF DIRECTORS
MEETING MINUTES
December 17, 2013
Medford, WI

CITIES REPRESENTED:

Bangor	Steve Baker
Barron	Rick Jari
Bloomer	Pete Paulson
Cadott	Neil Aubart
Clintonville	Okho Bohm-Hagedorn
Cornell	Dave DeJongh
Escanaba, MI	absent
Kiel	Dennis Dederling
Manitowoc	Nilaksh Kothari
Marshfield	Bob Trussoni
Medford	John Fales
Rice Lake	Scott Reimer
Shawano	Brian Knapp
Spooner	William Marx
Trempealeau	Travis Cooke
Wakefield, MI	absent
Wisconsin Rapids	Jem Brown
Legal Counsel:	Attorney Richard Heinemann, Boardman & Clark
Absent:	Mike Furmanski; John Granato
Additional Attendees:	Andy Onesti

Jem Brown, Chair of the Board, called the meeting to order at 10:00 a.m. and called the roll. A quorum was present with 15 communities represented. Those present are indicated.

MINUTES: The Regular Session Minutes from the October 30, 2013 meeting were presented for approval.

MOTION: Motion was made by Brian Knapp and seconded by Bob Trussoni to approve the Regular Session Minutes from October 30, 2013. Motion carried unanimously.

RESOLUTIONS TO WITHDRAW BY BARRON, BLOOMER, CADOTT, WAKEFIELD AND RICE LAKE: Amendment Number 8 to the GLU Establishment Contract was presented to the members for review and approval. Barron, Bloomer, Cadott, Wakefield, and Rice Lake have formally submitted their withdrawal request to the Board. The action required by the Board is approval of Amendment Number 8 to the GLU Establishment Contract. Once approved, the Amendment will be filed with the Secretary of State, just as is done whenever a member joins the agency. In addition to the amendment, several items were presented to the Board to decide prior to undertaking the action to formally approve the withdrawal amendment including: withdrawal from the Lakeswind Project Committee and the GLU West Power Supply Project Committee, disposition of the withdrawing members' commitments to purchase capacity from GLU in planning years 2016-2018; execution of wind coordination agreements, wind invoicing, and status of 2014 assessments and dues. Discussion ensued. The consensus of the Board was to address each issue separately. The withdrawing members requested a waiver of the 2014 administrative

fee assessment and in return would not attend any Board meetings and waive voting rights. Attorney Heinemann informed that by operating rules of GLU, withdrawal cannot be effective until 6 months from the date the Amendment is filed with the Secretary of State. The consensus was that withdrawing members will continue to receive the agenda of the Board meetings, but not project committees, as withdrawal from those may take effect immediately.

MOTION: Motion was made by Brian Knapp and seconded by John Fales to approve a resolution adopting Amendment Number 8 to the GLU Establishment Contract, which authorizes withdrawal of Barron, Bloomer, Cadott, Rice Lake and Wakefield from GLU, and further authorizing the immediate withdrawal of the five departing members from the GLU West Power Supply Project Committee and the Lakeswind Project Committee. Motion carried unanimously.

MOTION: Motion was made by John Fales and seconded by William Marx to waive the 2014 assessment of administrative budget to the five departing members; to true-up the 2013 GLU general administrative budget and GLU West Power Supply Project Committee budget through December 31, 2013 and to invoice members for any budget over-runs before January 31, 2014. Motion carried unanimously.

MOTION: Motion was made by Travis Cooke and seconded by Dennis Dederling to allocate the wind project costs going forward, including MISO market services and invoicing, per the existing Lakeswind Project purchase and sale agreements, which have already been executed by each departing member, rather than through a coordination agreement. Motion carried unanimously.

CAPACITY CONTRACTS UPDATE FOR MISO PY 2016-2018 FOR WEST MEMBERS:

GLU West Power Supply Project Committee members had retained the services of Attorney Bill Williams to assist with reviewing the Master Agreement, with fees to be shared between seven of the ten members of the Committee. Scott Reimer of Rice Lake Utilities was assigned to lead the effort to develop and finalize the Agreement, the execution of which is contemplated in the capacity commitment letters signed by each member. Subsequently, a request was made to assign the capacity purchase to AEP. Five of the ten members then took formal action to withdraw from GLU. Discussion ensued on the nature of the assignment requested. The following recommendations were presented to the Board for consideration regarding the commitment of the withdrawing members to purchase capacity from GLU: 1) the GLU Board should authorize and execute the capacity contracts with departing members with an administrative fee of \$0.05 per kw-month; 2) the GLU Board should not assign its purchase commitment from the vendor to AEP; and 3) if requested by the departing member, the Board should allow capacity invoicing through AEP, subject to reaching agreement with AEP on such an arrangement, with all costs of developing such an agreement to be paid by the departing member. Discussion ensued.

MOTION: Motion was amended by Rick Jari and seconded by Scott Reimer to invoice the withdrawing members for the capacity with a pass through of GLU's administrative cost, plus 10 percent. A roll call vote was requested. In favor: Bangor; Barron; Bloomer; Cadott; Rice Lake and Spooner. Those opposed were: Cornell; Clintonville; Kiel; Manitowoc; Marshfield; Medford; Shawano; Trempealeau and Wisconsin Rapids. Motion failed.

MOTION: Motion was amended by Nilaksh Kothari and seconded by Brian Knapp to (i) invoice the withdrawing members for capacity with a 5 cent per KW-month adder to cover GLU's administrative costs; and (ii) require withdrawing members who wish to adhere to their capacity

purchase commitments to execute the Master Agreements as contemplated by the commitment letters, on or before January 20, 2014; withdrawing members who do not execute the Master Agreements in the form provided by January 20th will forfeit and waive the right to purchase the capacity from GLU and will be released from their purchase commitments, with the capacity to be retained by GLU. A roll call vote was requested. In favor: Bangor; Clintonville; Cornell; Kiel; Manitowoc; Marshfield; Medford; Trempealeau and Wisconsin Rapids. In opposition: Barron; Bloomer; Cadott; Rice Lake and Spooner. Motion carried.

A recess was taken at 11:45 a.m. to hold the Project Committee meetings.

Pete Paulson; Rick Jari; Neil Aubart; Scott Reimer and William Marx left the meeting at 1:25 p.m.

Board meeting resumed at 1:35 p.m.

LAKESWIND PROJECT COMMITTEE REPORT AND RECOMMENDATIONS:

MOTION: Motion was made by Steve Baker and seconded by Nilaksh Kothari to (i) approve a \$12.00 per MWH invoice effective January 2014 for the percentage share of each member based on the Lakeswind Project purchase and sale agreements, plus an estimated 25 cent per MWH administrative charge, based on the anticipated annual energy output divided by 12 months; and (ii) review the need for true-up on a quarterly basis based on the actual LMP and administrative charge per the Lakeswind Project purchase and sale agreements. Motion carried unanimously.

WEST POWER SUPPLY PROJECT COMMITTEE REPORT AND RECOMMENDATIONS:

MOTION: Motion was made by Travis Cooke and seconded by John Fales to approve the 2019 Energy Pricing RFP results and to execute the contract with Xcel Energy, with Bangor, Cornell, Medford and Trempealeau executing energy agreements with GLU. Motion carried unanimously.

POWER SUPPLY PROJECT COMMITTEE REPORT AND RECOMMENDATIONS:

MOTION: Motion was made by Brian Knapp and seconded by Dennis Dederling to approve the 2014 rates and tariff. Motion carried unanimously.

MOTION: Motion was made by Brian Knapp and seconded by Dennis Dederling to approve providing MISO the required amount of collateral and report at the next committee meeting. Motion carried unanimously.

MISO COLLATERAL DEPOSIT NOTE RENEWAL: To meet the MISO financial security requirements BPMA, MPU, Wisconsin Rapids and GLU entered and issued promissory notes in 2008. These promissory notes were re-issued in February of 2012 and are due to be paid back to the members on January 31, 2014. The recommendation is to extend the promissory notes for an additional three years as they provide a member benefit of interest rate better than the market.

MOTION: Motion was made by Brian Knapp and seconded by Dennis Dederling to approve the MISO Collateral Deposit Note Renewal. Motion carried unanimously.

MISO TRANSMISSION SYSTEM RETURN ON EQUITY COMPLAINT BY INDUSTRIAL CUSTOMERS: A letter from Attorney Michael Postar on the above-referenced was presented for review. Based on his recommendation GLU will support this docket to lower

the ROE for the transmission companies. A quick analysis concluded that if approved by FERC, transmission rates will reduce/decrease by approximately 6-8% for the ATC footprint. The consensus of the Board was to support the docket.

FINANCIAL REPORTS AND INVOICES FOR SEPTEMBER AND OCTOBER 2013: For claims lists dated September 2013, invoices from Boardman & Clark LLP; Customized Energy Solutions Ltd; Duncan Weinberg Genzer; Manitowoc Public Utilities; Marshfield Utilities; PRT, Inc.; Spiegel & McDiarmid totalling \$12,564.07 and Power Supply Invoices from Cargill Power Markets; WI Power & Light; ATC; MISO; Manitowoc Public Utilities; NextEra Energy; ATC; MISO; WPS and WE Energies totaling \$6,815,000.19, for a total of \$6,936,564.26; and for claims lists dated October 2013, invoices from Badger Power Marketing Authority; Boardman & Clark LLP; Customized Energy Solutions Ltd; Duncan Weinberg Genzer; Nilaksh Kothari; Manitowoc Public Utilities; Marshfield Utilities; OATI; Spiegel & McDiarmid and Wisconsin Rapids Water Works and Lighting totaling \$65,956.03 and Power Supply Invoices from Cargill Power Markets; WI Power & Light; ATC; MISO; Manitowoc Public Utilities; NextEra Energy; WPS and WE Energies totaling \$6,622,768.94, for a total of \$6,688,724.97.

MOTION: Motion was made by Travis Cooke and seconded by Dennis Dederling to approve payments of invoices totaling \$6,936,564.26 for September and \$6,688,724.97 for October. Motion carried unanimously.

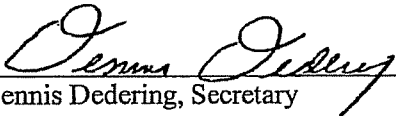
GLU WEBSITE: In September 2013, the Board approved retaining Infinity Technology from Green Bay, WI to update the website and add a member login page. To date, a majority has indicated a preference for version 3. A link to the website will be e-mailed to Board members for review and the site will launch in January 2014. The consensus of the Board was to launch the new website.

QUARTERLY INVESTMENT PORTFOLIO REPORT SEPTEMBER 30, 2013: GLU's Quarterly Investment Portfolio Report from ICM, our investment advisor, for the period ending September 30, 2013 was presented for review.

ADMINISTRATIVE MANAGER REPORT: N. Kothari updated the Board on the various interventions of FERC; coordination activities on Lakeswind Project; an increase of \$500 per month from \$2,060 per month for LMP forecasting services and communication from WPS of their intent to build a combined cycle unit in 2019.

JANUARY-JUNE 2014 SCHEDULE: The consensus of the Board was to e-mail the meeting schedule to members.

ADJOURNMENT: Motion by Nilaksh Kothari and seconded by Brian Knapp to adjourn. Motion carried unanimously. Meeting adjourned at 1:50 p.m.


Dennis Dederling, Secretary

**POWER SUPPLY PROJECT COMMITTEE
GREAT LAKES UTILITIES
MINUTES**

October 15, 2013

Manitowoc, Wisconsin (via teleconference)

COMMITTEE MEMBERS:

Clintonville	Okho Bohm-Hagedorn
Kiel	Dennis Dederling (joined at 10:05 a.m.)
Manitowoc	Nilaksh Kothari
Shawano	Brian Knapp
Wisconsin Rapids	Jem Brown

Legal Counsel:	Richard Heinemann, Boardman & Clark
Additional Attendees:	Andy Onesti; Mike Furmanski; Steve Baker; Pete Paulson; Travis Cooke; Dave DeJongh; Nick Kumm; John Fales; William Marx; Neil Aubart

Chair Jem Brown called the meeting to order at 10:05 a.m. Those present are indicated above.

APPROVAL OF MINUTES: The Regular Session Minutes from the June 26, 2013 meeting were presented for approval.

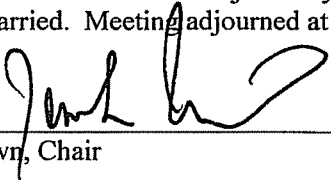
MOTION: Motion was made by Brian Knapp and seconded by Okho Bohm-Hagedorn to approve the Regular Session Minutes from June 26, 2013. Motion carried unanimously.

REVIEW OF DRAFT 2014 BUDGET: N. Kothari reviewed the budget in detail. A lengthy discussion ensued on projected demands; a two percentage lower rate in 2014; rate stabilization fund; and projected future costs in 2015, 2016 and 2017. The consensus of the Committee was to maintain the power supply rates for 2014 the same as in 2013 and update the budget for presentation at the Annual Meeting.

DISCUSSION ON REQUIREMENTS OF GLU FINANCIAL POLICY: In accordance with the Great Lakes Utilities Financial Risk Management Policy dated July 13, 2012, LTPSC members must submit creditworthiness statement that informs GLU of such member's ability to produce sufficient revenues to meet its commitments to GLU; an affidavit attesting to member's maintenance of adequate levels of cash at all times during the previous year to meet the Operating Reserve Requirement under the LTPSC's and a comparison of the rate of return achieved for 2012 compared to the rate of return authorized by the PSCW. Members were asked to submit information by November 2, 2013.

DISCUSSION OF RATE STABILIZATION FUNDS: At the May 2013 meeting, the Power Supply Committee discussed the consideration of a policy on rate stabilization funds. A brief discussion ensued on rate stabilization fund versus the need for an operating fund reserve. The consensus was to have this on the agenda at a future meeting.

ADJOURN: Motion to adjourn by Nilaksh Kothari and seconded by Okho Bohm-Hagedorn. Motion carried. Meeting adjourned at 11:04 a.m.



Jem Brown, Chair

**LAKESWIND PROJECT COMMITTEE
GREAT LAKES UTILITIES
MINUTES**

August 28, 2013
Cadott, Wisconsin

COMMITTEE MEMBERS:

Bangor	Steve Baker (via telephone)
Barron	Rick Jari
Bloomer	Pete Paulson
Cadott	absent
Cornell	Dave DeJongh
Medford	John Fales
Power Supply Committee Representative	Brian Knapp (via telephone)
Rice Lake	Scott Reimer
Spooner	William Marx
Trempealeau	Travis Cooke
Wakefield, MI	absent

Legal Counsel:	Richard Heinemann, Boardman & Clark
Additional Attendees:	Nilaksh Kothari, Jem Brown, Neil Aubart, Bob Trussoni, Chuck Sedivy; Randy Keudni; Anson Albrado; Jerry Rykal
Absent:	Rolly Tichy, John Granato

Chair Scott Reimer called the meeting to order at 11:26 a.m. Those present are indicated above.

MINUTES: The Regular Session Minutes from the July 24, 2013 meeting were presented for approval.

MOTION: Motion was made by Steve Baker and seconded by Rick Jari to approve the Regular Session Minutes from July 24, 2013. Motion carried unanimously.

PROJECT DISCUSSION AND/OR APPROVAL: N. Kothari gave an update on the Lakeswind project and discussed the PPA in detail, including completion of all MISO registration and the coordination agreement with the Dahlbergs. An extensive discussion ensued on costs for GLU to provide the services and on scheduling and invoicing options. The consensus was that no action was needed on scheduling and invoicing as this is currently a PPA requirement. However, should any member opt for a different alternative, a Committee meeting may be required. A site visit in Minnesota will be held on September 25, 2013.

MOTION: Motion was made by Rick Jari and seconded by John Fales to approve requesting Rockland Partners to complete the necessary changes in order to register the unit at Dispatchable Intermittent Resource (DIR). Motion carried unanimously.

ADJOURN: Motion to adjourn by Rick Jari and seconded by Pete Paulson. Motion carried. Meeting adjourned at 12:17 p.m.



John Fales, Chair

**LAKESWIND PROJECT COMMITTEE
GREAT LAKES UTILITIES
MINUTES**

October 15, 2013

Manitowoc, Wisconsin (via teleconference)

COMMITTEE MEMBERS:

Bangor	Steve Baker
Barron	absent
Bloomer	Pete Paulson
Cadott	Neil Aubart
Cornell	Dave DeJongh
Medford	John Fales
Power Supply Committee Representative	Brian Knapp
Rice Lake	Scott Reimer
Spooner	William Marx
Trempealeau	Travis Cooke
Wakefield, MI	absent

Legal Counsel:	Richard Heinemann, Boardman & Clark
Additional Attendees:	Nilaksh Kothari, Okho Bohm-Hagedorn, Nick Kumm, Andy Onesti, Dennis Dederling, Mike Furmanski
Absent:	Rick Jari, John Granato

Chair Scott Reimer called the meeting to order at 11:03 a.m. Those present are indicated above.

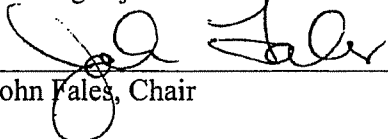
MINUTES: The Regular Session Minutes from the August 28, 2013 meeting were presented for approval.

MOTION: Motion was made by Travis Cooke and seconded by Dave DeJongh to approve the Regular Session Minutes from August 28, 2013. Motion carried unanimously.

REVIEW OF DRAFT 2014 BUDGET: N. Kothari reviewed the previously distributed budget and the details in developing the budget, including the revenues based on the average LMP at the node for the last 12 months; member billing; legal fees; differences in the administrative fees budget for GLU members versus Dahlberg and technical/consultant costs. An extensive discussion ensued on the impact to member billing based on LMPs; monthly variations of invoices; alternatives to mitigate the impact of variations; invoicing a month prior to project start date or an adder fee per MWH. The consensus of the Committee was to accept the budget as presented and request the LMP data and member billing on a monthly basis for the last 12 months for discussion at the next Committee meeting.

Okho Bohm-Hagedorn left the teleconference at 11:28 a.m.

ADJOURN: Motion to adjourn by Brian Knapp and seconded by Steve Baker. Motion carried. Meeting adjourned at 11:50 a.m.



John Fales, Chair

**LAKESWIND PROJECT COMMITTEE
GREAT LAKES UTILITIES
MINUTES**

December 17, 2013
Medford, Wisconsin

COMMITTEE MEMBERS:

Bangor	Steve Baker
Cornell	Dave DeJongh
Medford	John Fales
Power Supply Committee Representative	Brian Knapp
Spooner	William Marx
Trempealeau	Travis Cooke

Legal Counsel:	Richard Heinemann, Boardman & Clark
Additional Attendees:	Nilaksh Kothari, Andy Onesti, Okho Bohm-Hagedorn, Jem Brown, Dennis Dederling, Bob Trussoni, John Westaby, Rick Jari, Pete Paulson, Neil Aubart, Scott Reimer

Board Chair Jem Brown called the meeting to order at 12:15 p.m. Those present are indicated above. Chair Brown informed that with Rice Lake withdrawing as a member, a new chair should be elected. The first order of business was to elect a Chair of the GLU Lakeswind committee.

ELECTION OF COMMITTEE CHAIR:

MOTION: Motion was made by Dave Dederling and seconded by William Marx to elect John Fales as Chair and close the nominations. Motion carried unanimously.

ELECTION OF COMMITTEE VICE-CHAIR:

MOTION: Motion was made by Travis Cooke and seconded by Steve Baker to elect William Marx as Vice-Chair and close the nominations. Motion carried unanimously.

John Fales chaired the remainder of the meeting.

MINUTES: The Regular Session Minutes from the October 15, 2013 meeting were presented for approval.

MOTION: Motion was made by Travis Cooke and seconded by William Marx to approve the Regular Session Minutes from October 15, 2013. Motion carried unanimously.

LAKESWIND PROJECT UPDATE: The Lakeswind project updates provided by Rockland Capital were distributed for review. The brochure for the project provided at the September 2013 site tour was presented. A key highlight of the brochure is that the Project is designated as 48MW whereas the PPA designates the Project as 50MW. A brief discussion with Rockland was held on this issue. The response was the project should generate energy equivalent to 50MW with the number of installed wind turbines. However, the PSCW will approve renewable energy up to 48MW. This will be on the agenda at the next meeting. MISO has informally advised that between 12-16% of the project can be used as capacity. At the November FERC meeting, FERC granted MBR authority for Lakeswind project. The test energy for the project is anticipated to

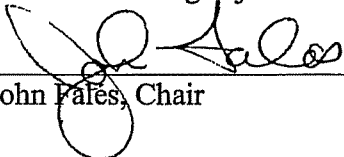
be initiated in January 2014.

INVOICING AND RATE STABILIZATION OF THE PROJECT WITH MEMBERS AND NON-MEMBERS: At the October 2013 project committee conference call an extensive discussion occurred on the impact to member invoices based on the LMP's and in particular the problem of monthly variations to invoices. In order to determine whether an adder fee per MWH should be included to alleviate the variations of LMP and/or create a rate stabilization fund, the committee requested the following: a) a monthly revenue and cost projection based on the last 12 months (October 2012 to September 2013) of LMP data for the GLU portion of the Wind Project; b) a calculation on the expected impact of the Wind Project on the average power supply costs for Medford and Spooner for the worst and best month; and c) based on an average LMP of \$28 per MWH, and \$50 per MWH, an annual average impact (increase) was developed. Discussion ensued on the various options in light of the information provided including the invoice per MWH; how often true-up should be considered, tracking administrative, legal and technical costs and related issues.

MOTION: Motion was made by Brian Knapp and seconded by William Marx to approve (i) a \$12.00 per MWH invoice, effective January 2014, for the percentage share of each member under the member's Purchase and Sale Agreement, as well as the power supply project; (ii) a 25 cent per MWH administrative charge, based on the anticipated annual energy output divided by 12 months; and (iii) to review the need for true-up on a quarterly basis based on the actual LMP. Motion carried unanimously.

APPROVAL OF COORDINATION AGREEMENT BETWEEN GLU AND NON-MEMBERS: Discussion ensued on whether to utilize a revised form of the original Rice Lake coordination agreement with non-member project participants (i.e. the departing GLU West members). The consensus of the Committee was that no such agreement is necessary since all related services, including invoicing, are already provided for in the purchase and sale agreements.

ADJOURN: Motion to adjourn by Steve Baker and seconded by William Marx. Motion carried. Meeting adjourned at 1:05 p.m.



John Pales, Chair

HARBOR COMMISSION MEETING MINUTES

November 14, 2013
6:00 P.M.

MEMBERS PRESENT

Lee Kummer
Jack Resch
Fred Radandt
Jim Ruffolo
Peter Allie
Mike Dailey

STAFF PRESENT

Paul Braun, Harbor Master

OTHERS PRESENT

See Sign in Sheet

MEMBERS EXCUSED

Alderman Jason Sladky
James Anderson

Approval of the Minutes from July 25, 2013 Meeting

J. Ruffolo made a motion to approve the minutes of the July 25, 2013 meeting.
F. Radandt seconded the Motion.

Motion carried unanimously, no further discussion.

Update on Coastal Management Grant – Request for Proposals

Mr. Braun gave the Commission an update on the Request for Proposals for Coastal Management Grant project. The project entails the study and report of an area along the east side of the Manitowoc River across from the "Peninsula Property" from the former WPS office building to the former Consumer Steel building.

Mr. Braun stated the he is in the process of finishing up the request for proposal which will then be mailed out to various consultants. The proposals from the consultants will need to be returned to the Planning Department by the end of December with selection of the consultant by the early part of January 2014.

The project completion date per the Coastal Management guidelines is June 30, 2014. Mr. Braun explained that the City owns the land for approximately 95% of the proposed project area; the other two property owners are WPS and 1311Spring LLC.

Mr. Braun stated that there will be a group of individuals that will read over the proposals and then each individual will score the proposals independently and then a consultant will be selected. Mr. Braun stated that if there are any Commissioners that are interested in being part of the proposal review team they should contact him.

Mr. Braun concluded by saying that the Commission does not need to take any formal action on the item and that the presentation is for information purposes only.

Discussion on the Fish Cleaning Station

Mr. Braun explained to the Commission that he put this item on the agenda because he received a phone call from a reporter from the Milwaukee Journal Sentinel newspaper. The reporter was writing an article about the fish cleaning station in Algoma and that their fish entrails are reused by the Dramm Corporation and made into organic fertilizer. Mr. Braun was not sure if this topic was discussed by the Commission in the past but he felt it was important to discuss the issue for the benefit of himself and the new Commission members.

The Algoma system grinds the entrails; a conveyor system then moves the entrails into a cooler where the Dramm Corporation collects them and converts it to fertilizer. One of the main reasons Algoma uses this system is to keep the entrails out of the sanitary sewer system.

Mr. Braun stated that he did talk with Brian Helminger, from the Manitowoc Waste Water Treatment Plant, Mr. Helminger stated that the entrails cause some issues but because the treatment plant is so large it can easily accommodate the added fish waste.

Rich Larson, Manitowoc Marina, stated that the Marina is responsible for maintenance of the fish cleaning station and that in the past there were issues with either the machinery breaking down or vandalism but ever since the fishing club purchased the newer grinder system the troubles are very few. The current issues are that the system is getting old and outdated.

The Commission generally discussed the matter some more but determined that no further action was needed and if they decided they could reopen the discussions in the future if the need arises. No action was taken on the issue.

Discussion on the Facility Security Plan

Mr. Braun stated that he received an email from the Sturgeon Bay Police Department who were asking for a copy of Manitowoc's Facility Security Plan (FSP) to use it as a template for their own plan. Mr. Braun explained that the

Marine Transportation Security Act requires certain industrial and municipal facilities located adjacent to or near any waters under the jurisdiction of the United States shall conduct an assessment and prepare a security plan. Mr. Braun further explained that the plan does not have to be completed by the City because it's port does not meet or exceed certain criteria. Mr. Allie and Mr. Dailey stated that both of their entities were required to complete the plans. Mr. Braun mentioned that he talked with the Coast Guard Station in Milwaukee and asked if the City of Manitowoc needs to have an FSP, according to the Coast Guard the City does not need an FSP.

Further discussion was held but not action was required on the matter.

Discussion Wisconsin Department of Transportation 2014 Annual 3 Year Statement of Intentions

Mr. Braun explained to the Commission that the annual 3 year Statement of Intentions is due to the Department of Transportation on or before April 1, 2014. The item was placed on the agenda to make the members aware that the report will be brought up at the next Commission Meeting for their support.

Mr. Braun stated projects that show up on the Statement of Intentions are not necessarily mandated to be constructed but if the projects are not shown on the report they will not be eligible for Harbor Assistance money. Private property owners are now able to complete their own statement of intentions which is a relatively new option, in the past private property owners had to be sponsored by the City.

The item was for discussion purposes only and no action was required.

Update regarding De-Authoring a portion of the Manitowoc River – WRRDA

Mr. Braun brought the Commission up to date on the status of the Water Resources Reform & Development Act (WRRDA). The Act is a very large document that is used to allocate federal monies to various water related transportation issues. Authored into the Act is text that would remove a small triangular shaped portion from the Manitowoc River's federal channel. De-federalizing the area would allow Burger Boat the opportunity to expand a boat lift allowing them to build larger yachts.

Mr. Ruffolo stated that he recently talked with Senator Johnson who said that there is no reason that the de-federalization itself would be removed from the Act but the larger Act may be in jeopardy.

No action was required on the topic.

Future Project List – Map

Mr. Braun stated that the future project list is an item that will always be on the agenda and will be a tool used by the Commission to track any potential projects that the Commission would like to pursue.

Mr. Radandt stated that his business has some old tires that anyone can have to use. The Commission discussed the item and said that they would pass along that information to anyone that may have use for the tires.

Mr. Allie stated that the escape ladders that allow an individual to climb out of the river need to be repainted and in some cases an additional rung needs to be added due to the low water levels. Mr. Braun mentioned that he talked with the Army Corps of Engineers about that exact issue and the Corps stated that the maintenance of the ladders is the responsibility of their organization and is an item they want to address but due to finances the maintenance is always deferred.

Mr. Ruffolo mentioned that in the spring of the year there are always trees floating in the river creating a navigation hazard. He said that when possible they would remove the obstruction, Mr. Allie also stated the same issue. They mentioned that in the past they would call Kevin Glaeser at the Department of Public Works to have the debris removed but now that he is retired they would like to have a contact name. Mr. Braun stated that he would look into the issue and find a contact person for the business owners to call.

Herald Times Reporter Article – Wisconsin Port’s Week

The Commission discussed the Herald Times Reporter article that highlighted Wisconsin Port’s Week. The Commission stated that the article featured the Allie’s and the peninsula property and was a nice article.

The Commission briefly discussed the vacancy of one of the Commission spots and the need to fill the vacancy.

J. Ruffolo made a Motion to adjourn meeting at 6:50 p.m. P. Allie seconded the Motion.

Respectfully,

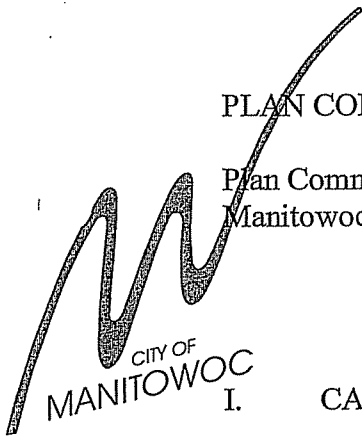
_____

Paul Braun
Harbor Master

PLAN COMMISSION MINUTES - 1/15/2014

Plan Commission Offices
Manitowoc City Hall

Regular Meeting
Manitowoc City Plan Commission
Wednesday
January 15, 2014
6:30 P.M.



CITY OF
MANITOWOC

David Less
City Planner

I. CALL TO ORDER

The meeting of the City Plan Commission was called to order by Mayor Justin Nickels at 6:30 P.M.

II. ROLL CALL

Members Present

Dan Hornung
Maureen Stokes
Justin Nickels
David Diedrich
Steven Alpert
Jim Muenzenmeyer
Dan Koski

Members Excused

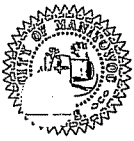
Jim Brey

Staff Present

David Less
Paul Braun

Others Present

See Attached Sign In Sheet



OFFICE OF CITY PLANNING,
CITY PLAN COMMISSION

III. APPROVAL OF MINUTES of the Regular December 11, 2013 Meeting.

Motion by: Mr. Diedrich

Moved that: the minutes be approved as presented.

Seconded by: Mr. Hornung

Upon Vote: the motion was approved unanimously.

IV. PUBLIC INFORMATIONAL HEARINGS

A. None

V. REFERRALS FROM COMMON COUNCIL

A. None

VI. OLD BUSINESS

A. None

VII. NEW BUSINESS



PLAN COMMISSION MINUTES - 1/15/2014

A. PC2-2014: Annual Review of Community Living Arrangements

Mr. Less explained that this was the annual review of Community Living Arrangements in the City as of January 1, 2014. Mr. Less reviewed the demographic profile he had prepared, and detailed that there were 7 Adult Family Homes (AFH's) for 3-4 residents, and 24 Community Based Residential Facilities (CBRF's) for 5+ residents in the City as of the beginning of 2014. Mr. Less added that as to CBRF typology, the predominant category in the City were CNA's or Class "C" Non-Ambulatory facilities, which represented 76% of CBRF occupancy. Mr. Less recommended that the Commission recommend to Council approval of the 2014 licenses for the CBRF's and AFH's detailed in his attachments.

Motion by: Ms. Stokes

Seconded by: Mr. Diedrich

Moved that: the minutes be approved as presented.

Upon Vote: the motion was approved unanimously.

B. PC3-2014: WLC LLC/Lake Breeze Apartments LLC; Review Concept Plan for a Multi-Family Development East of Johnston Drive and North of East Charles Lane

Mr. Braun explained that this was a preliminary discussion regarding a proposed multifamily housing development on approximately 24.5-acres of land on the east side of Johnston Drive at the north City limits, and west of Zimmer Drive extended to the north. Mr. Braun identified 2 stub streets on the east side of Johnston Drive currently dedicated as public R/W's. Mr. Braun provided Commission members with a handout summarizing the significant details of the project, along with comments from various departments including MPU water and electric divisions. Mr. Braun stated that the parcel generated approximately \$5,400 in annual real estate taxes, had a fair market value (according to City Assessor records) of \$239,050, and currently had split zoning with the majority of the parcel (22.39-acres), having "R-5" Low Density Multiple-Family District zoning, and the remaining 2.1-acres having "R-6" Multiple-Family District zoning.

Mr. Braun reviewed the current phasing plan for this project, that in total, was estimated at 188 units of residential rental housing, constructed in 2 phases. Mr. Braun noted that there were wetlands in this area (at the southeast, and in the northwest corner of the property), and that the project conceptually was calling for all internal, private drives. Mr. Braun identified the existing areas that could be requested for vacation and Official Map amendment in the future. Mr. Braun noted that Phase 1 was depicted as abutting the east side of Johnston Drive, and would be comprised of 5, 12-unit buildings; and with Phase 2 covering the remaining balance of the property, and being comprised of a storm pond, 7, 16-unit buildings and associated detached garages, and 2, 8-unit buildings and associated detached garages. Mr. Braun questioned if there was a need for a different Official Map pattern in the area, and felt that the next step in the process would be to review the proposal at a staff level and identify any relevant issues.

Mr. Less asked for clarity regarding the status of the sale of the real estate.

PLAN COMMISSION MINUTES - 1/15/2014

Gary Drzewiecki, N2757 West Town Road, Pulaski WI, commented that the real estate closing was currently scheduled to occur on or before March 10th and that this date could be extended.

Mr. Less asked if an ALTA survey or a boundary survey had been completed for the property?

Paul Steinbrecher, SMI, 102 Revere Drive, commented that no ALTA had been done for the site.

Mr. Braun noted that the ALTA was mentioned when they had previously met with the current property owner.

Mr. Less added that he felt the ALTA or a boundary survey, as well as an updated wetland delineation, and a utility plan for how the area would be serviced, would be necessary deliverables to the City before they could conduct a bonafide review of the plan.

Mr. Braun stated that he had pasted into his handout MPU-Water comments, as well as comments from Greg Minikel.

Mr. Hornung stated that he would be surprised if the east-west running Official Map street located north of the City limits line would ever be developed, and questioned if moving that Official Map street to the south (centered on the City limits line) would be worth consideration?

Mr. Braun commented that additional wetlands (which didn't show up on the DNR Wetland Inventory maps) might also be present.

No decision was made regarding the above referenced Official Map R/W reservation.

Mr. Muenzenmeyer commented if there was any benefit to making the area into a single zoning district?

Mr. Less replied that it might make sense to rezone, but only after seeing the wetland delineation, and only if there were conflicts with the location of the existing zoning line, and the location of proposed structures. Mr. Less added that he didn't see any benefit to going through a process to rezone the area, if the ultimate development plan worked with the existing "R-5" and "R-6" zoning districts.

Mr. Diedrich asked what the correct zoning designation would be if the 2 district areas were combined?

PLAN COMMISSION MINUTES - 1/15/2014

Mr. Braun replied that he felt the "R-5" designation would work, and that lot and unit densities would not be issues because of the amount of wetland area on the site.

Mr. Less again stated that if they didn't have to go through a rezoning, that would be preferred, but did note that he had no problem with the vacation and eliminating of the east-west Official Map street at the south end of the parcel. Mr. Less noted that he would want each phase to have a separate ingress and egress point, and added that he felt the survey, a wetland delineation, and a utility plan for how the area would be serviced, would be necessary deliverables to the City before they could conduct a bonafide review of the plan.

Mr. Koski commented that he felt that the storm pond would need to be constructed as part of Phase 1 of the project, and added that clarification as to how the area would be serviced with existing utilities would have to be provided to the City.

Mr. Drzewiecki stated that he concurred.

Mr. Hornung asked about sewer depth in the area?

Mr. Koski responded that Greg Minikel had looked into this matter, and felt that they were of an adequate depth to service the development.

Mr. Less clarified that while the storm pond would have to be constructed as part of Phase 1, it would not have to physically be part of the future lot that included the first phase of development, which was proposed to abut the east side of Johnston Drive.

Mr. Steinbrecher stated that he didn't expect additional lot splits in the area, unless required by a lender for financing purposes.

Mr. Braun explained that once clarified, he'd convene a staff session to provide a more thorough review of the concept.

Mr. Less commented that he'd want to see the boundary survey, wetland delineation, and utility plan prior to convening the staff meeting.

Mr. Steinbrecher commented that an update to the current wetland delineation could not be conducted until the spring.

Mr. Muenzenmeyer commented that a building permit could not be issued in the absence of the wetland delineation.

Mr. Less asked Mr. Drzewieski if his lender had raised a concern regarding locating wetlands?

PLAN COMMISSION MINUTES - 1/15/2014

Mr. Drzewieski commented that a wetland delineation for the entire parcel had been done last year by Robert E. Lee Associates.

Mr. Braun commented that he had the map from the delineation.

Mr. Less stated that the developer would be moving forward at their own risk, and did not want the City's endorsement of the project to be construed as an approval of the wetland locations as depicted on the DNR maps. Mr. Less emphasized that the DNR maps were not absolutely clear in locating wetlands, and felt that a field verification would be most helpful.

The Commission tacitly endorsed moving ahead with this project. No formal action was taken.

VIII. MISCELLANEOUS

A. Manitowoc County Activities:

1. None

B. Certified Survey Maps (CSM):

1. Holson: Proposed CSM in the SW¼, SW¼, Section 1, T.19N., R.24E., Town of Manitowoc Rapids

Mr. Braun explained a proposed CSM on the north side of Goodwin Road, and noted the presence of wetlands in the area. Mr. Braun commented on the presence of a reference on a 1998 recorded CSM to a "Future 60' Street Easement", and added that under the current proposal, the plan was for the father to split off 1.13-acres from a vacant tract he owned, and to add it to the lot where his current 1.04-acre lot where his residence was located, and then transfer the remaining acreage of approximately 7.35-acres to his son for construction of a new home. Mr. Braun noted that the proposed split conflicted with the location of this intended, future easement, and added that he would require dedication of Goodwin Road as part of this approval.

Mr. Diedrich asked if the "Future 60' Street Easement" area was currently on the City's Official Map?

Mr. Less stated "no", and that the language was not a bonafide easement, but rather a statement of intent for some future action to occur.

Commission members felt the "Future 60' Street Easement" was ambiguous, and that it could be removed from the 2014 CSM.

Mr. Braun then recommended approval of the CSM, with removal of the language as detailed above.

PLAN COMMISSION MINUTES - 1/15/2014

Motion by: Mr. Hornung

Moved that: the Commission approve the CSM as outlined, subject to any required easements, petitions, and other conditions as specified above.

Seconded by: Mr. Diedrich

Upon Vote: the motion was approved unanimously.

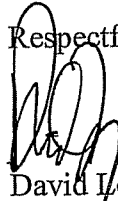
C. Summary of Site Plans 12/6/2013 – 1/8/2014:

1. None.

IX. ADJOURNMENT

The meeting was adjourned at 6:55 P.M.

Respectfully Submitted,



David Less
City Planner

SIGN IN SHEET
 MANITOWOC CITY PLAN COMMISSION
 MEETING DATE: JANUARY 15, 2014

NAME	ADDRESS	TELEPHONE
1. Gary Drzewiecki	112757 West town Rd Pulaski, WI 54602-7901	920 822 3209
2. Paul Stambrecht	102. Revenc	624 5023
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02/11/14 MEETING MINUTES

POLICE & FIRE COMMISSION OF THE CITY OF MANITOWOC

MEMBERS PRESENT:

Tom Bare, Paul Blashka, Kate Reynolds, Kay Beilke, Mary Schilder

STAFF PRESENT:

Police Chief Oscar Dick, Acting Fire Chief Gregg Kadow, three Fire Department personnel.

1. Meeting called to order at 4:30 by T. Bare.
2. No public input.
3. Motion made, seconded and carried unanimously to approve 01/14/14 Police & Fire Commission meeting minutes.
4. Police Chief Oscar Dick's Police Department update included:
 - 1 month into new parking ticket process; 474 parking tickets paid at front counter and \$17,800 in parking ticket revenue taken in the month of January.
 - Last year 3,000 clerical hours logged by temps/light duty/overtime. Shared services model starting at PD in which city hall employee will work part time at PD and their department will bill PD for those hours.
 - 4 officers hired in January. Two currently at recruit school and the other two currently going through Field Training.
5. Acting Fire Chief Gregg Kadow's Fire Department update included:
 - Staff meeting held last week concerning delegation of duties and Battalion Chiefs stepped up by taking on some of Acting Chief Kadow and Deputy Chief Blasers duties.
 - Interviews will be starting 3/3 with a list of 12 people and goal to start by April 7.
 - One employee on long term medical leave with illness that could lead to possibility of June retirement. Another employee is on medical leave due to falling on ice.
 - Been busy with a lot of EMS and Mutual Aid calls.

Acting Fire Chief Kadow went thru the current interview process for new hires and explained that the second portion of the interview consists of EMS testing which is something the candidates have already been through in order to get their certification. Thus, he feels that the EMS portion is not necessary for the interview process and requested to have it removed.

K. Reynolds made a motion to not include the EMS portion in the interview process. Seconded by M. Schilder. Motion carried unanimously.
6. Discussion on PFC Officer elections was had and election of officers will be held next meeting.
7. Fire Chief hiring process was discussed further to determine if having just the two internal candidates is acceptable or not and if not how to proceed. One member recalled letter from prior City Attorney Ruenzel advising departments to become more diverse but if PFC can't look outside the department that will never happen, another felt that if PFC is responsible for hiring they should have the tools to do so. Also pointed out was that PFC is supposed to be independent of city politics but for some unknown reason things took a left turn this time around. The city has gone outside for other positions so they do not understand why not for this one. PFC feels they deserve an explanation as to why this was handled the way it was. After discussion was had the consensus was to proceed with the two candidates they have but all commission members voiced they are reluctantly agreeing to proceed with just the two internal candidates. Next meeting would like Mayor to attend and publically explain what happened.
8. Next meeting March 11, 2014.
9. Motion made, seconded and passed... Meeting Adjourned.

**MINUTES OF THE
MANITOWOC PUBLIC UTILITIES COMMISSION MEETING
MONDAY, JANUARY 27, 2014**

The scheduled meeting of the Manitowoc Public Utilities Commission was called to order by President Hornung at 4:01 p.m. on Monday, January 27, 2014. 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.

CONVENE MEETING TO CLOSED SESSION: Notice had previously been given that the Manitowoc Public Utilities Commission will adjourn to a closed session during the January 27, 2014 meeting pursuant to Section 19.85(1) (c) to discuss approval of the minutes of the December 18, 2013 Closed Session Meeting (Regarding Personnel Committee Report and Recommendations) and Personnel and Compensation Issues; and pursuant to Section 19.85(1) (e) to discuss Purchase of Property.

MOTION: A Motion to convene in closed session was made by Commissioner Seidl and seconded by Commissioner Hennessey. Motion carried unanimously. Accordingly the Commission convened in closed session at 4:03 p.m.

The meeting was reconvened to open session at 4:50 p.m.

Commissioner Hennessey left the meeting at 4:50 p.m.

WI COMMENTS ON EPA CO₂ REGULATIONS: The comments on EPA CO₂ regulations from the PSCW and DNR (jointly), the APPA and MEUW were reviewed and discussed. Key highlights of the comments were: States should be provided the flexibility to set rules; existing plants with debt should be viewed differently; WI has lowered emission through plant shutdowns, energy efficiency, renewable portfolio standards and newer plants that are more efficient; a compliance timeline of six to eight years should be provided after the rules are promulgated; and biomass emissions should not be part of the CO₂ standard.

ATC PROPOSED ORGANIZATIONAL STRUCTURE: ATC's proposed organizational structure and MPU returns from ATC investments since inceptions were presented. The following highlights were discussed: the proposed structure will separate business development activities from WI/MI and other parts of the country and it will allow current members to opt out of investments outside of traditional ATC footprint. MPU will have to make a decision in the next few months on whether or not to be part of ATC HoldCo, LLC. ATC is expected to provide more information in the coming weeks. A brief discussion ensued.

2013 SANITARY SURVEY BY WDNR: MPU Water System Sanitary Survey was completed by the WDNR in December 2013. The MPU Water System meets all of the requirements with the exception of the Cross Connection Program (CCP), which is noted as a significant deficiency. MPU should be in compliance by January 31, 2014. The current CCP plan is also being revised and will be submitted to the DNR for approval to ensure future compliance. The other significant deficiency is the commercial and industrial customers CCP, which is handled by the City. A formal response to the letter will be submitted to the DNR by February 13, 2014. Discussion ensued on ensuring future compliance.

ATC 10-YEAR TRANSMISSION SYSTEM PLAN & MISO ATTACHMENT Y FILLING: The latest version of ATC's 10-Year Transmission System Assessment was

updated in September 2013. In this version, the only transmission projects identified in the Manitowoc area include the Shoto-Custer 138-kV line scheduled for 2022 and two asset renewal projects, Custer-New Holstein 69-kV line rebuild and Wesmark-Manrap 69-kV line rebuild, scheduled for 2019 and 2020 respectively. None of these projects addresses the issue with the transmission constraints in the Manitowoc area whenever one of the 69-kV lines is out-of-service, whether on maintenance or due to storm damage. The planning process for evaluating the transmission system includes the available generation at MPU. A potential option for MPU is filing Attachment Y with MISO for suspension of generating assets operation. This will require ATC in conjunction with MISO to study the transmission system in the Manitowoc area without relying on the MPU generation assets and to identify the transmission system upgrades that are required to reliably serve the Manitowoc load. A brief discussion ensued.

MOTION: A Motion was made by Commissioner Diedrich and seconded by Commissioner Luckow to develop a draft Attachment Y for Commission consideration. Motion carried unanimously.

RESTATED MPU/GLU PROMISSORY NOTE: The MPU/GLU Promissory Note was restated for the purpose of GLU meeting MISO collateral deposit requirements. Highlights of the restated note are: the Commission had authorized approval up to \$1 million at the November 10, 2008 meeting; the note presented is for \$720,000, which expires January 31, 2014, with an extension request for three years until January 31, 2017; the December 16, 2008 agreement allows MPU to request the money with a 60-day notice; and interest paid will be paid on a quarterly basis.

MOTION: A Motion was made by Commissioner Diedrich and seconded by Commissioner Morrow to approve the restated MPU/GLU Promissory Note. Motion carried unanimously.

REPLACE PLC 5/20 WITH COMPACTLOGIX PLC: The PLC 5/20, which is the programmable logic controllers (PLC's) MPU installed in 1994 to continuously monitor, control, perform pre-programmed calculations, and make changes to the treatment and distribution of water within the City are no longer supported by Allen Bradley and replacement parts are difficult to find. A proposal was presented to replace the existing PLC 5/20 with Compactlogix PLC from Preferred Controls Inc. The complex logic, compound control strategies, complicated communication protocols and critical importance of the PLC 5/20 make this a specialized replacement. Therefore this project is a sole-sourced project.

MOTION: A Motion was made by Commissioner Luckow and seconded by Commissioner Seidl to approve the replacement of PLC 5/20 with Compactlogix PLC. Motion carried unanimously.

GENERAL MANAGER'S REPORT: N. Kothari updated the Commission on the following: A request was received from City Finance Director on considering providing a 20-30 year loan to the Waste Water Treatment Facility between \$4.0 and \$9.0 million for equipment replacement fund. The PSCW may not look favorably on such loans. David England, Power Supply Analyst, has assumed Chair of the MCCF Steering Committee for 2014. A brief discussion was held on year to date sales from December 2013 to 2012.

GLU UPDATE: Six members have withdrawn from GLU: Barron, Bloomer, Cadott, Rice Lake, Spooner, WI, and Wakefield, MI. Notification was received that test energy from the Lakeswind project should start flowing beginning the week of January 20. The plan is to bring 1-2 turbines per week online over the next several weeks. Commercial operations are not likely until the end of March 2014.

CBCWA UPDATE: CBCWA will be bidding to construct an approximately 3.75-MG standpipe and an 8-MG ground reservoir at Ledgeview this summer. This will help with power failure issues, intakes freezing and more steady state flow conditions.

NERC UPDATE: Received Notice of Possible Violation (PV) from, MRO Enforcement Attorney with the associated records hold. Submitted letter to the MRO Mitigation and Risk Assessment Group requesting reconsideration of the PRC-008 potential violation sited in the audit. Discussions continue with MRO.

MINUTES: The Minutes from the Regular Session Meeting on December 18, 2013 were presented for approval.

APPROVAL OF CLAIMS: Claims List dated December 10, 2013, January 14 and January 28, 2014 and Wire Transfers dated through January 22, 2014 were presented for approval.

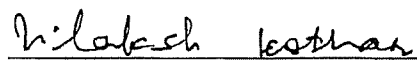
FINANCIAL REPORTS FOR NOVEMBER 2013: The Financial Reports for November 2013 were previously distributed to the Commission for review and discussion.

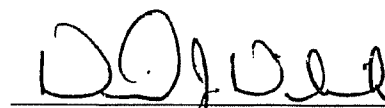
QUOTATIONS/BIDS: The following quotations/bids were presented for approval: Three Phase Transformer \$69,327.95 – Resco Ermco; Underground Utility Locating Service \$177,268 – Excel Underground.

MOTION: A Motion was made by Commissioner Nickels and seconded by Commissioner Seidl to approve the Regular Session Minutes from December 18, 2013; the Claims List dated December 27, 2013 check nos. 70633 through 70768 totaling \$527,673.39; the Claims List dated January 14, 2014 check nos. 70769 through 70915 totaling \$364,279.78 the Claims List dated January 28, 2014 check nos. 70916 through 71040 totaling \$1,419,745.82; Wire Transfers dated through January 22, 2014 totaling \$7,119,148.86; to place the Financial Reports for November 2013 on file; and to accept the quotations/bids: Three Phase Transformer \$69,327.95– Resco Ermco; Underground Utility Locating Service \$177,268 – Excel Underground. Motion carried unanimously.

NEXT MEETING: Future meeting will be held on Monday, February 10, 2014 at 4:00 p.m.

ADJOURN: A Motion was made to adjourn the meeting by Commissioner Diedrich and seconded by Commissioner Morrow. Meeting adjourned at 5:15 p.m.


Approved: Nilaksh Kothari, General Manager


Approved: David Diedrich, Secretary

**MINUTES OF THE
MANITOWOC PUBLIC UTILITIES COMMISSION MEETING
MONDAY, FEBRUARY 10, 2014**

The scheduled meeting of the Manitowoc Public Utilities Commission was called to order by President Hornung at 4:02 p.m. on Monday, February 10, 2014. In attendance were Commissioners Diedrich, Hornung, Luckow, and Seidl. Also present were Nilaksh Kothari – General Manager; Mark Leonhard, and Attorney Andrew Steimle – Steimle Birschbach, LLC. Commissioners Hennessey and Morrow were absent. Commissioner Nickels arrived at the meeting at 4:05 p.m.

MEUW LEGAL REPORT: The legal report prepared by Boardman & Clark Law Firm for the Municipal Electric Utilities Board on electric and water matters either at PSCW and FERC was presented for review and discussion. Some of the key issues of interest were: electric rate adjustments by WE and WPS; allocation of costs for Milwaukee Street Car project; revisions regarding renewable resource credit rule changes; retention of meters; and representative Mike Kuglitsch appointed as new chairperson of Energy committee.

GLU UPDATE TO CITY COUNCIL: The letter to the Mayor and City Council on the 2013 activities of Great Lakes Utilities was presented for review and discussion. This annual correspondence is required as part of the authorization for 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.

APPA NATIONAL CONFERENCE: A request was made for the Commissioners to consider attending the 2014 APPA National Conference in Denver, Colorado from June 13-18, 2014. The approximate cost per person is \$2,695.

MOTION: A Motion was made by Commissioner Seidl and seconded by Commissioner Luckow to approve any Commissioner's attendance at the 2014 APPA National Conference. Motion carried unanimously.

AWWA ANNUAL CONFERENCE: A request was made for the Commissioners to consider attending the 2014 AWWA Annual Conference in Boston, Massachusetts from June 8-12, 2014. The approximate cost per person is \$2,670.

MOTION: A Motion was made by Commissioner Seidl and seconded by Commissioner Diedrich to approve any Commissioner's attendance at the 2014 AWWA Annual Conference. Motion carried unanimously.

MPU/GLU ADMINISTRATIVE CONTRACT – SCHEDULE B REVISION: Schedule B of the GLU Contract Service Agreement may be amended from time to time by MPU to reflect salary adjustments.

MOTION: A Motion was made by Commissioner Luckow and seconded by Commissioner Seidl to approve the MPU/GLU Administrative Contract – Schedule B revision. Motion carried unanimously.

AGREEMENT FOR WATER SUPPLY SERVICES WITH TWO RIVERS: The purpose of this Agreement is to allow City of Two Rivers an opportunity to attract a potential economic development project around Memorial Drive in City of Two Rivers that has a water requirement

of approximately 1.5 to 2.0 million gallons per day. The existing City of Two Rivers water treatment facility capacity cannot meet these requirements without supplementing the water from MPU system or a substantial capital investment by Two Rivers. The highlights of the Agreement are: MPU has the capacity to meet the demands; the volume of water to be provided will be up to 2.0 MGD at 35.0 psi at a maximum flow rate of 1700gpm at 35.0 psi; the cost will be as approved by PSCW tariff on file and future tariffs as approved by PSCW; the current Emergency Water Agreement will be executed and shall be in abeyance until this Agreement is terminated; the length of the Agreement is for 10 years and will renew for 5 years thereafter with 24 month termination notice; in the event of an emergency MPU can curtail or cease water provided at delivery point; the Agreement will be filed with PSCW; payment term is 30 days; and the annual flow meter calibration to be paid by Two Rivers. Discussion ensued.

MOTION: A Motion was made by Commissioner Diedrich and seconded by Commissioner Luckow to approve the Water Supply Services Agreement with Two Rivers. Motion carried unanimously.

SCADA MIGRATION PLAN CONSULTANT: MPU issued a Request for Proposal (RFP) to firms with qualified Professional Engineers to review the existing Supervisory Control and Data Acquisition (SCADA) system, evaluate several potential new systems and equipment and develop a written Migration Plan for MPU to follow to transition from existing SCADA to a new SCADA System as C3-Ilex, current vendor, will no longer support the SCADA system. Proposals were received and evaluated from: Sugar Hill Consulting, Power System Engineering, and Leidos. Burns & McDonnell reviewed the RFP and indicated they would not respond as they do not engage in Municipal SCADA work frequently enough to be competitive. Engineering fee estimates for the migration plan ranged from \$118,750 to \$19,500. The recommendation is to retain Sugar Hill Consulting as the SCADA Migration Plan Consultant. A brief discussion followed.

MOTION: A Motion was made by Commissioner Seidl and seconded by Commissioner Diedrich to approve Sugar Hill Consulting as the SCADA Migration Plan Consultant for a cost not to exceed \$20,000. Motion carried unanimously.

IT SERVICES AGREEMENT WITH CITY: The purpose of this Agreement as discussed at the October 14, 2013 meetings is to identify the current hardware and software utilized by the City for IT services; provide a single point of contact at the City for new IT hardware or software requests from City employees or Managers; and clarify billing to the City for the services. The term of the Agreement is for five years with a two year termination notice. The City Council approved the Agreement at the January 2014 meeting.

MOTION: A Motion was made by Commissioner Diedrich and seconded by Commissioner Seidl to approve the IT Services Agreement with City. Motion carried unanimously.

GENERAL MANAGER'S REPORT: N. Kothari updated the Commission on the following: A draft Agreement to resolve the outstanding Siemens issues for the SMF plant has been received. With the resignation of the GIS Technician, City Planning called a meeting to discuss the future of GIS in City Planning, and the possible partnership with Manitowoc County. A meeting was held with Dave Vaclavik to discuss potential for leasing two fibers for business

internet connectivity; discuss change in leadership at CBCWA Board; schedule a meeting with new President and timing on review of the proposed rate adjustments rather than CPI increases. Discussions being held with WPS on developing a boundary agreement have not resulted in much progress. Their position is they would like to continue serving the existing customers and future customers if they are within 500 feet of their facilities. A conference call was held with MRO staff to discuss the PRC-008 violation and the proposed mitigation plan. MRO staff has sufficient information to recommend that this issue be handled as an FFT and is looking to wrap this up in the next couple of months. A meeting was held with City Engineering and DPW to discuss street repairs. Currently, DPW performs all street repairs and are considering options that might include the permit holder to be responsible for street repairs. Boiler 9/Turbine 9 are operated based on MISO dispatch and/or reliability needs for the transmission work. A site visit was conducted at the Village of Trempealeau on January 30 to discuss AMI RFP with key stakeholders and to observe Village terrain and system layout.

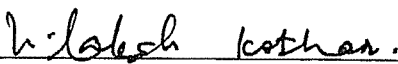
MINUTES: The Minutes from the Regular Session Meeting on January 27, 2014 were presented for approval.

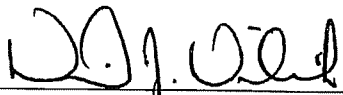
APPROVAL OF CLAIMS: Claims List dated February 11, 2014 and Wire Transfers dated through February 6, 2014 were presented for approval.

MOTION: A Motion was made by Commissioner Nickels and seconded by Commissioner Seidl to approve the Regular Session Minutes from January 27, 2014; the Claims List dated February 11, 2014 check nos. 71041 through 71149 totaling \$1,104,032.30; and Wire Transfers dated through February 6, 2014 totaling \$616,754.99. Motion carried unanimously.

NEXT MEETING: Future meeting will be held on Monday, March 17, 2014 at 4:00 p.m.

ADJOURN: A Motion was made to adjourn the meeting by Commissioner Diedrich and seconded by Commissioner Luckow. Meeting adjourned at 4:42 p.m.


Approved: Nilaksh Kothari, General Manager


Approved: David Diedrich, Secretary

**MANITOWOC WASTEWATER TREATMENT
FACILITY BOARD MEETING MINUTES**

Gregg Wolf, Chairperson called the meeting of the Manitowoc Wastewater Treatment Facility Board to order on Tuesday, January 14, 2014 at 4:04 P.M.

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

Also present: Mike Jaeger

Board member(s) not present: Jim Brey
 Craig Haan

PUBLIC INPUT

No public input.

MINUTES

The minutes of the December 10, 2013 Board Meeting required no corrections. Motion by Dave Luckow to accept the December 10, 2013 Board Meeting minutes as presented and place on file; second by Dan Koski. Motion carried unanimously.

FINANCIAL STATEMENTS ON WASTEWATER TREATMENT FACILITY FOR OCTOBER AND NOVEMBER 2013

The October and November 2013 financials were reviewed. Account activity was normal for this time of year with only a couple anomalies with individual lines that were discussed. Motion by Dale Zahn to accept the October and November financials as presented and place on file; second by Dave Luckow. Motion carried unanimously.

CAPITAL IMPROVEMENT PLANNING UPDATE

Helminger informed the Board on progress since the last meeting. Intent to Apply (ITA) and Priority Evaluation and Ranking Form (PERF) were submitted to DNR prior to the December 31st deadline, in order to be considered for a low interest Clean Water Fund loan. The list of potential updates and repairs has been reviewed and those things that could be delayed were omitted to keep the costs down. A meeting with Strand was postponed due to inclement weather and will be rescheduled. The meeting will focus on narrowing down the scope of the project, the current debt and repayment structure, and alternatives for financing the equipment updates and repairs.

Helminger informed the Board that a selection was necessary on an engineering firm for doing the engineering and design work for the project. Helminger recommended staying with Strand as they are most familiar with the plant after recently completing the ONR study in 2013. Helminger was advised to obtain a contract from Strand and begin the negotiation process and approval process for engineering services.

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WWTF Board Meeting
January 14, 2014

PLANT REPORT

Jaeger reviewed the plant report discussing the projects and work completed and effluent quality for the period November 1 – December 31, 2013. The WWTF was transitioned into wintertime operations, land application continued onto crop land, and all effluent limits were met for the 2 month period. No action taken.

Motion to adjourn made by Dan Koski; second by Dave Luckow. Meeting adjourned at 4:59 P.M.

Respectfully submitted,

A handwritten signature in black ink that reads "Brian Helminger". The signature is written in a cursive style with a large initial "B".

Brian Helminger
Secretary, WWTFB

BH/jma
Copy: City Clerk's Office