



City of Manitowoc

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

Meeting Minutes Licensing, Permits & Inspections Committee

Monday, May 19, 2014

6:15 PM

City Hall Council Chambers

1. Call to Order

2. Roll Call

Present: 4 - Brey, Howe, Soeldner and McMeans

Absent: 1 - Hennessey

Also present were: Mayor Justin M. Nickels, City Attorney Kathleen McDaniel and Fire Chief Todd Blaser.

3. Approval of Minutes

14-1132 Minutes of the May 5, 2014 meeting

Attachments: Meeting Minutes

Moved by McMeans, seconded by Soeldner, that these Minutes be accepted and placed on file. The motion carried by the following vote:

Aye: 4 - Brey, Howe, Soeldner and McMeans

4. Public Comment: None

5. Discussion and Action Items

Aldersperson Jill Hennessey arrived at 6:22 p.m.

Present: 5 - Brey, Hennessey, Howe, Soeldner and McMeans

Mayor presented Job Description of Community Development Director. Discussion followed with the following recommendations for amending the Job Description: Add oversight of brownfields to essential duties; Include neighborhood blight program; add "ensuring" the preparation of minutes. To the Minimum Position Qualifications, a bachelor's degree is required and a master's degree is strongly preferred. To experience, add economic development component and competencies in areas such as business retention and expansion, real estate development and reuse, and economic development finance/credit analysis preferred. To certifications/licenses, add economic development financing certification by NDC, IEDC, or comparable agency is preferred.

14-1133 Job description for Community Development Director.

Attachments: Community Devel Director

Moved by McMeans, seconded by Howe, that this Job Description be approved as amended and forwarded to the Personnel Committee. The motion carried by the following vote:

Aye: 5 - Brey, Hennessey, Howe, Soeldner and McMeans

6. Adjournment

Moved by McMeans, second by Soeldner, and unanimously carried, meeting adjourned at 6:40 p.m. Ayes, 5. Nays, none.