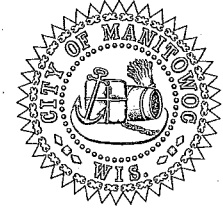




CITY OF MANITOWOC
WISCONSIN, USA
www.manitowoc.org



MINUTES

COMMUNITY DEVELOPMENT AUTHORITY

PLAN COMMISSION OFFICES

Regular Meeting
Wednesday
April 22, 2015

I. CALL TO ORDER

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

II. ROLL CALL

Members Present

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

Members Excused

Staff Present

Nic Sparacio
Paul Braun
Pauline Haelfrisch

III. APPROVAL OF MINUTES OF THE REGULAR MARCH 11, 2015 MEETING

Chairman Stangel asked if there were any corrections or additions to the minutes of the regular March 11, 2015 meeting.

Hearing none, the following action was taken.

Motion by: Ms. Hennessey
Moved that: the CDA approve the minutes
of the March 11, 2015 regular meeting

Seconded by: Mr. Maloney
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 April, 2015 with the Board members. She also distributed a list of expenses for this time period and reviewed these with the Board.

Pauline informed the Board that at the latest conference, her field office instructed her that they are no longer considered an “elderly and disabled” building; they are now considered “general occupancy”. This means that they are available to any low income population. She is allowed to set preferences for who they would accept; however, if she has vacancies she cannot fill, she is to fill them with low income people whether they are families with children or just low income individuals.

With that said, they are no longer able to advertise as an “elderly and disabled” building. Discussion was held in regards to advertising and it was decided to cease advertising for three months and see what happens. This will give Pauline time to receive examples from HUD.

The following action was taken.

Motion by: Mr. Maloney
Moved that: the CDA approve and authorize
payment of the April, 2015 expenses

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

Pauline also discussed with the Board members the paperwork she had given them in regards to an easement agreement between River Hills and Manitou Manor.

River Hill Apartments is getting an FHA backed mortgage from HUD. FHA is requiring a recorded easement to recognize the situation that has formally existed between River Hills and Manitou Manor. This type of easement is considered an “ingress/egress” easement. Pauline has all the necessary documents required for this easement to be recorded. Some discussion was held and it was agreed that the Chairman would look over the paperwork and advise Pauline.

B. Five Year Agency Plan

Pauline updated the Board members that she had gone through the plan with them at the March meeting and she now needed approval on the plan if there were no further concerns.

The following action was taken.

Motion by: Mr. Able
Moved that: the CDA members approve the 2015
Five Year Agency Plan

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

C. Bike Shed/Signage Update

Pauline explained to the Board members that she had three large trees removed from the property due to age and disease. She did get the proper bids and awarded it to Chris Lewis Tree Surgery as he was low bidder. One of the trees was located directly behind the present sign and Pauline wanted it removed before the new sign was installed.

As for the bike shed, Pauline reported the concrete work would begin the second week of May and the shed specs are 12' by 24' with a 7' x 7' by 4" concrete walk leading up to the door of the shed. Materials are waiting for delivery so once the concrete is in place it will go up rapidly.

The signage will go up in June. The contractor asked for a down payment of half the cost to use for materials. The signs will be white polycarbonate with vinyl graphics and backlit polyfaces.

D. Balcony Remodel Bid Approval

Pauline informed the Board members that the balcony remodel was added on to a contract for a roofing project for the Algoma Housing Authority. Schaus came in with the low bid of \$12,903; Crafts came in at \$12,968; and Northern Metal chose not to bid for the balcony remodel. The work to the balcony should be completed by June 18th.

The following action was taken.

Motion by: Ms. Hennessey

Moved that: the low bid for the Balcony Remodel from Schaus Roofing of \$12,903 be accepted

Seconded by: Mr. Tienor

Upon vote: the motion was carried unanimously

E. Recreation Room Update

Pauline informed the Board members that the bid for the furniture for the recreation room went to Lakeshore Business Interiors for \$8,587. The total with the carpet and draperies comes to \$19,146. Pauline had earmarked \$20,000 for this project. They sold some of the old furniture for \$175. Pauline was hoping to still purchase new lighting fixtures and possibly an end table.

Pauline discussed with the Board members the future retirement of the maintenance man at Manitou Manor. She had attended the conference mainly to go to two sessions on this subject. These sessions were very informative and Pauline will send her job application to the Dept. of Work Force Development to have it approved. Some discussion was held as to hiring someone full time or contract some of the work out. Discussion was also held as to when to hire someone to replace Brian.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Financial Report – Revolving Loan Program

Nic Sporacio 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.

Nic gave an update in regards to local small businesses especially those interested in retail, restaurant, bar type operations. Once they see the strings attached to the loan, the owners of these businesses get very overwhelmed with the job creation aspects, Davis Bacon wage rates for construction and other various pieces of it.

The following action was taken.

Motion by: Mr. Tienor

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

Seconded by: Mr. Able

Upon vote: the motion was carried unanimously

B. Discussion and Possible Action on Request for a Letter of Support toward WEDC Grant for Renovation of Schuette Building, 804 Jay Street

Nic informed Board members that the WEDC has a number of grant programs. One of them is called a Community Investment Grant. Nic was in the process of submitting the grant. Nic explained that one of the ways for the City to show support is to do a commercial revolving loan and that is in the realm of this group.

All programs work off of job creation. Nic stated he, Anton, and Michelle gave their best shot to the loan application. He was going to submit the City's development agreement and the CDA's letter of support. Anton stated that Nic did all the necessary work for the WEDC loan application.

The Board members had good comments on the letter. The question was asked in regards to the amount that was asked for and Nic replied they asked for the maximum amount which was \$500,000. The total project is \$4.5 million so other funding sources would be in the mix as well. The amount from the CDA was to be determined around \$250,000.

The question was asked as to how much of a conflict is Anton on this project and if there are any concerns in regards to him with this group. Nic stated that Anton would have to abstain from voting and discussion. It was determined that Anton would actually be a positive for this project due to his knowledge of the downtown and small businesses.

Motion by: Mr. Able

Moved that: the CDA approve the letter of support in regards to the loan application for a Community Investment Grant

Seconded by: Mr. Tienor

Upon vote: the motion was carried

Abstaining: Anton Doneff

VI. HOUSING REHABILITATION BUSINESS

A. Update on Artist Lofts/Mirro Plant #3 Project

Nic updated the Board members that there are a number of pieces still in motion on the project but it is still moving forward. Nic reminded the Board that the City's loan commitment was renewed a couple months back. The next step is to close on the loans. Bob Lemke and Todd Hutchison will be here tomorrow to lay out the process for moving forward. Nic is sure they will want to get started on environmental remediation right away, but they are working diligently to get the brownfields revolving loan together.

Subordination Request Update

Nic stated that the Planning Dept. still receives a handful of subordination requests; however, after giving the requestor the paperwork, nothing is returned. On the flip side, the City has had some of the loans paid off.

B. Update on Housing Rehabilitation Loan Program Plan

Nic reported he included a rough draft for the Board members to bring them up to date in regards to this program. It gives an idea of the number of different grants that have been provided over the years and what was loaned out. The process now is trying to determine which alternative makes sense, now that Nic has a better understanding of the program in regards to revenue. The program allows 15% to be taken for

administrative purposes in order to service existing loans and give out new loans.

Nic has a call into the Dept. of Administration requesting more time to work on a plan for administering this program. Some discussion was held in regards to partnering with Lakeshore Cap for the administration of the program.

VII. ADJOURNMENT

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

Respectfully submitted:

A handwritten signature in black ink, appearing to read "Nic Sparacio", with a stylized flourish at the end.

Nic Sparacio
Community Development Director

NS/pmh



City of Manitowoc

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

Meeting Minutes Plan Commission

Wednesday, May 6, 2015

6:00 PM

Council Chambers

I. CALL TO ORDER

The Meeting of the City Plan Commission was called to order by Chairman Justin Nickels at 6:04 pm.

II. ROLL CALL

Present: 7 - Jim Brey, Dave Diedrich, Daniel Hornung, Mayor Nickels, Dan Koski, Jim Muenzenmeyer and Dennis Steinbrenner

Staff Present: Nic Sparacio, Paul Braun, Lisa Mueller

Others Present: Marcus Nesemann, Peter Wills

III. APPROVAL OF MINUTES

15-499 Approval of the Minutes of the April 8th, 2015 regular Plan Commission Meeting.

Moved by Diedrich, seconded by Koski, that the Minutes of the April 8, 2015 meeting be approved. The motion carried by the following vote:

Aye: 7 - Alderperson Brey, Diedrich, Hornung, Mayor Nickels, Koski, Muenzenmeyer and Steinbrenner

IV. PUBLIC INFORMATIONAL HEARINGS: None

V. OLD BUSINESS

15-500 PC 24-2014: Update Revision to Municipal Code Chapter 15.450 Sign Ordinance

Mr. Sparacio described the continued work on the sign code. Staff has worked to expand the stakeholder advisory committee by inviting additional citizen members to join the discussion. Meaningful public participation is important to this process. The expanded stakeholder committee is anticipated to meet two times to discuss the proposed code revisions.

This item was discussed. No action taken.

15-501 PC 12-2015: Discussion on Ehlers presentation regarding Tax Incremental Financing Districts Analysis and Recommendations study

Mr. Sparacio provided the Commission with an update regarding Ehlers presentation of TIF status and recommendations moving forward. On April 20th Ehlers presented to both the Plan Commission and TIF Joint Review Board; not all the members of the Plan Commission and TIF Joint Review Board could attend the meeting so staff decided to put the item on tonight's Plan Commission agenda if any member wanted to discuss the

presentation.

Mr. Diedrich commented that the presentation was very well done and he was impressed as to how well the City has been using TIF. TIF projects have really helped the community and have paid back in some instances sooner than what was expected. Mr. Diedrich also stated that the City should continue to use TIF whenever possible.

Mr. Brey stated that TIF District Number 8 will be closed in the very near future.

Mayor Nickels stated that there is an opening on TIF Joint Review Board, the open position is the citizen member on the Board.

This item was discussed. No action taken.

VI. NEW BUSINESS

15-502

PC 11-2015: Revision to Municipal Code Chapter 15.030 regarding Home Occupations

Mr. Sparacio explained that home occupations are generally a positive option for small, home-based businesses, but there are some potential home occupations that cannot meet all the standards for a permitted use as currently required by the code. For example, a pet sitting service was recently proposed to the Licensing, Permits, and Inspection Committee, which is the driver behind this proposed ordinance change. There are other potential home occupations that could be allowed with no negative impact on surrounding neighborhoods. The proposed ordinance names these "expanded home occupations" and allows them as conditional uses with Plan Commission and Common Council approval.

There was discussion on the draft ordinance. The Commission asked whether an attached garage is currently considered part of a primary residence. Staff explained that attached garages are not considered part of the primary residence. Additional flexibility is provided for hours of operation where the business activities are not apparent to the adjacent residences. The Commission noted that the accessory building option was added recently.

Mr. Meunzenmeyer asked whether an expanded home occupation can be 100% of a residence. Mr. Sparacio stated that this would then no longer be a home occupation by definition. The primary use must still be a residence. The conditional use process is intended as the control mechanism, and the Commission would not want to create a situation where an intensive business is being allowed in a residential district. Such allowances have been abused in the past, and that potential continues to exist.

Ald. Brey explained additional details behind the recent request to the Licensing, Permits, and Inspection Committee. The proposed pet sitting service was not contained entirely within the home, since the dogs are taken out into the yard at various times. It was denied as a permitted use, and the current ordinance would not allow it to even be considered as a home occupation. The Commission discussed how expanded home occupations could work with appropriate conditions, as long as reasonable limitations are adopted and enforced. This should not be a way around rezoning to a commercial district for intensive business operations.

Staff is recommending approval of the ordinance amendments.

Moved by Brey, seconded by Koski, that this item be approved. The motion carried by the following vote:

Aye: 7 - Alderperson Brey, Diedrich, Hornung, Mayor Nickels, Koski, Muenzenmeyer and Steinbrenner

15-503

PC 14-2015: Harmony Living Centers, LLC - Assignment of Conditional Use Permit for a 43 Bed Community Based Residential Facility, 2115 Cappaert Road

Mr. Braun read into the record the following background information regarding the project.

Kathryn Nurmberg, from Ensign Services, Inc. on behalf of Manitowoc Senior Living, Inc. is requesting an assignment of a Conditional Use Permit that was originally issued to Harmony Living Centers, LLC in 2003. The property will still remain under the ownership of NHP WI Manitowoc, LLC but Manitowoc Senior Living will lease the building and operate the Community Based Residential Facility.

Manitowoc Senior Living, Inc. is planning to take over operation of the CBRF on or around June 1, 2015 and will be doing business as Manitowoc Commons Assisted Living. Manitowoc Commons is currently working on their licensing with the State of Wisconsin.

The number of beds in the facility will still remain at 43 beds, no expansion is planned by Manitowoc Senior Living. The client group provided for will include advanced age, irreversible dementia and Alzheimer individuals which is consistent with the current residents. The property is zoned B-1 Office-Residential District which permits by a conditional use permit Community Living Arrangements for 16 or more beds.

The City first issued a conditional use permit in 1996 to Oak Park Developers, LLC for the development of a 28 bed CBRF and then in 2003 the conditional use permit was expanded by Harmony Living Centers, LLC to the current 43 bed facility.

The Police, Fire and Building Inspection Departments were contacted and no recent complaints were on file.

Mr. Braun stated that Kathryn Nurmberg e-mailed him today and she stated that the deal may be put on hold for the moment but they should know more by the end of the week. Mr. Braun informed the Commission that he will hold the report to Council until he has heard back from Mrs Nurmberg regarding the transaction.

Moved by Hornung, seconded by Steinbrenner, that this Item be approved. The motion carried by the following vote:

Aye: 7 - Alderperson Brey, Diedrich, Hornung, Mayor Nickels, Koski, Muenzenmeyer and Steinbrenner

VII. MISCELLANEOUS

- A. Manitowoc County Activities: None
- B. Certified Survey Maps (CSM): None
- C. Summary of Site Plans: None
- D. Director's Report

Mr. Sparacio provided the Commission with an update on various economic development activities.

VIII. ADJOURNMENT

**Moved by Muenzenmeyer, seconded by Diedrich, that this Meeting be adjourned.
The motion carried by the following vote:**

Aye: 7 - Alderperson Brey, Diedrich, Hornung, Mayor Nickels, Koski, Muenzenmeyer and Steinbrenner

Respectfully Submitted,



Paul Braun
Secretary

05/12/15 MEETING MINUTES

POLICE & FIRE COMMISSION OF THE CITY OF MANITOWOC

PFC MEMBERS:

Kate Reynolds, Mary Schilder, Michael Wellner

EXCUSED:

Tom Bare, Paul Blashka

1. Meeting called to order by K. Reynolds at 3:01pm
2. No public input
3. Motion by M. Schilder, seconded by P. Wellner to approve 4/14/15 Meeting Minutes as written. Motion carried unanimously.
4. Fire Chief's monthly update included the following:
 - a) April 2015 monthly report
 - b) 2014 Annual report
 - c) Staffing – Resolution to eliminate 3 positions passed last Council and was signed by the Mayor. If department can't find substantial savings by May 18 the layoffs of the 3 least senior firefighters will be effective May 22.
5. Police Chief's monthly update included the following:
 - a) April 2015 monthly report
 - b) Motion by M. Schilder, seconded by M. Wellner to approve the Captain Eligibility list as submitted for one year. Motion carried unanimously
 - c) Motion by M. Schilder, seconded by M. Wellner to approve the Lieutenant Eligibility list as submitted for one year. Motion carried unanimously

A motion was made by K. Reynolds, seconded by M. Schilder to convene in closed session pursuant to section 19.85 (1) (c) Wis. Stat. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the commission has jurisdiction or exercise responsibility, specifically to conduct interviews for the police deputy chief position . Roll call vote: Wellner – yes; Schilder- yes; Reynolds-yes.

CONVENED IN CLOSED SESSION 3:40pm

TPFC conducted interviews of applicants for the Police Deputy Chief position and held a discussion.

A motion was made by M. Schilder to reconvene in open session, and seconded by M. Wellner. Motion passed unanimously.

RECONVENED IN OPEN SESSION 4:50pm

6. A motion was made by M. Wellner, seconded by M. Schilder to approve the Eligibility List for Police Deputy Chief as presented for a period of one year. Motion passed unanimously.
7. A motion was made by M. Schilder, seconded by K. Reynolds to adjourn. Motion passed unanimously. The meeting adjourned at 5:00 p.m.”

**MINUTES OF THE
MANITOWOC PUBLIC UTILITIES COMMISSION MEETING
MONDAY, MAY 11, 2015**

The scheduled meeting of the Manitowoc Public Utilities Commission was called to order by President Seidl at 4:00 p.m. on Monday, May 11, 2015. In attendance were Commissioners Hennessey, Hornung, Luckow, Morrow, Nickels and Seidl. Also present were Nilaksh Kothari – General Manager; Cindy Carter; Mark Leonard; Tom Karman – Schenck SC; and Attorney Andrew Steimle – Steimle Birschbach, LLC. Commissioner Diedrich was absent.

2014 AUDIT REPORT: Tom Karman – Schenck SC presented highlights to the Commission. Some key points were as follows: There were no major variations in Utility Plant Assets from 2013 to 2014; cash and investments increased as result of operations; accounts receivable significantly decreased largely due to money no longer owed from GLU to MPU from a duplicate payment made in 2013; restricted assets decreased due to the pay off of significant debt; total outstanding debt has decreased significantly; more debt was extinguished than what was owed so a gain was received on debt refinancing; and the Operating income has mostly stayed steady from 2013, aside from water expenses which have increased due to cold temperatures.

MOTION: A motion was made by Commissioner Hornung and seconded by Commissioner Morrow to accept the 2014 Audit Report as submitted. The motion carried unanimously.

Tom Karman and Cindy Carter left the meeting at 4:12 p.m.

BRIESS AGREEMENT TO INSTALL NATURAL GAS BOILERS: A draft agreement was presented for review and comment. The final agreement will be provided to MPU Commission at the next meeting for approval subject to attorney reviews and approval. A lengthy discussion ensued on location of boilers; costs for demolition; guarantee requirements; natural gas pipeline cost allocation and other related issues.

EPA REGION 5 – 114 REQUEST: A response is due on the installation of air monitoring equipment on May 19, 2015. A summary of the meeting with EPA from April 28, 2015 and the follow-up information provided as requested at the meeting were discussed. MPU is awaiting a response from EPA on the follow-up information. An update will be provided at the next Commission meeting.

CUSTOMER CLAIM - NEUSER: A claim was filed by Elizabeth Neuser following vehicle damage she sustained on South 7th Street near Jay Street. The claim was denied by MPU insurance because no negligence was found on MPU's part. Liberty Mutual Insurance went on to say that there were no other complaints from anyone in the city and the area did not create a hazard.

MOTION: A motion was made by Commissioner Nickels and seconded by Commissioner Hornung to deny the claim. The motion carried unanimously.

WEC/INTEGRYS ACQUISITION PROCEEDINGS: The PSCW Commission, at its April 30, 2015 meeting, has approved the WEC request to acquire Integrys without any substantive conditions. PSCW determined that an ATC, FERC order was deemed sufficient and they had no appetite to wade into ATC governance. PSCW issued a moratorium on new generation and deemed WPS/Integrys application for the Fox Energy combined cycle plant as deemed withdrawn until a joint IRP of WE/WPS is submitted. GLU and WE are meeting on May 19, 2015 in Milwaukee to discuss potential opportunities to work together. Discussion followed.

GENERAL MANAGER'S REPORT: N. Kothari updated the Commission on the following: The industrial customers cost/rate statistics over the past nine years. Average cost to customer has been declining for five years. President Barack Obama signed the Energy Efficiency Legislation into law on April 30, 2015. An interview was given to HTR on the purchase of C. Reiss dock. All boilers are available for dispatch by MISO. ATC and MPU are working to relieve MPU of UFLS program and potential de-listing from NERC requirements.

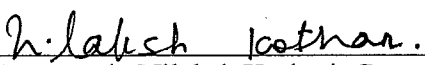
MINUTES: The minutes from the Regular Session Meeting on April 27, 2015 were presented for approval.

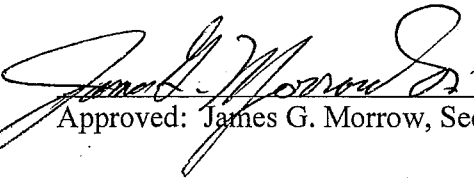
APPROVAL OF CLAIMS: Claims List dated May 12, 2015 and Wire Transfers dated through May 6, 2015 were presented for approval.

MOTION: A Motion was made by Commissioner Nickels and seconded by Commissioner Morrow to approve the Regular Session Minutes from April 27, 2015; the Claims List dated May 12, 2015 check nos. 75076 through 75195 totaling \$686,473.75; Wire Transfers dated through May 6, 2015 totaling \$1,008,175.71 and to accept the quotations/bids: 2015 Hydrant Painting-\$104.35 per hydrant – Giant Maintenance & Restoration, Inc. and Boiler 8 ID Fan Variable Frequency Drive-\$237,765.00 – JMB & Associates. Motion carried unanimously.

NEXT MEETING: Future meeting will be held on May 26, 2015 at 4:00 p.m.

ADJOURN: A Motion was made to adjourn the meeting by Commissioner Hornung and seconded by Commissioner Luckow. Meeting adjourned at 4:43 p.m.


Approved: Nilaksh Kothari, General Manager


Approved: James G. Morrow, 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, March 24, 2015 at 4:00 PM

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

Also present: Mike Jaeger

Board member(s) not present: Craig Haan
 Dave Luckow

PUBLIC INPUT

No public input.

MINUTES

The minutes of the January 13, 2015 Board Meeting were accepted as written. Motion by Dale Zahn to accept the January 13, 2015 Board Meeting minutes as presented and place on file; second by Jim Brey. Motion carried unanimously.

FINANCIAL STATEMENTS ON WASTEWATER TREATMENT FACILITY FOR DECEMBER 2014

The final unaudited December 2014 financials were reviewed with the Board. Various line items were discussed that were either over spent or over funded. Helminger pointed out that billable flow (water consumed and registered on water meters) was down 2.5% from budget projections continuing a trend in reduction of water consumption and general water conservation. Several expenses were not completed or were either not received or invoiced in time to be included in 2014 as budgeted. The screw pump project, a rebuild of a muffin monster grinder, and rock filter bearings will end up expensed in 2015. There were no major failures or large unbudgeted expenses so when audited and adjusted the WWTF should increase its undesignated fund balance over 2013. Motion by Jim Brey to accept the December 2014 financials as presented and place on file; second by Gregg Wolf. Motion carried unanimously.

FINANCIAL STATEMENTS ON WASTEWATER TREATMENT FACILITY FOR JANUARY 2015

The January 2015 financials were reviewed. Revenue was in line with the previous year and little expense activity has occurred at this point of the year. Motion by Tim Petersen to accept the January 2015 financials as presented and place on file; second by Gregg Wolf. Motion carried unanimously.

FINANCIAL STATEMENTS ON WASTEWATER TREATMENT FACILITY FOR FEBRUARY 2015

The February 2015 financials were reviewed. Hauled waste revenue topped \$10,000 for the month and is behind projections for 2015. Helminger pointed out the first two Briess Malting invoices for 2015 as typical and what to anticipate at this production level for the remainder of the year. Motion by Dale Zahn to accept the February 2015 financials as presented and place on file; second by Dan Koski. Motion carried unanimously.

ROCK FILTER DISTRIBUTION REPAIR

The Board was informed of the progress made in the replacement of the tower bearing and bottom bushing of the north rock filter. JF Ahern was on site and had made the repair. The main 24" feed line is frozen solid and it cannot be restarted until it thaws. Helminger has informed DNR of the progress and our inability to place back online as had been hoped. Item was for information only. No action taken.

OPERATOR TRAINING

The WWTF is now up to its full budgeted staffing level. The two Operator vacancies have been filled and both Operators have completed initial training and are working on their own. Item was for information only. No action taken.

WWTF OPERATOR SHIFT SCHEDULE

Helminger informed the Board of the outcome of a recent BPI session relating to the Operator rotating schedule. The rotation of the shifts has long been hard on the staff and inhibits the retention of junior Operators. Helminger proposed accepting a schedule based on what MPU has long had in place for a trial period of 6 months. A number of different schedules were proposed and the Operator staff is in support of trying the MPU model. Each Operator will work 40 hours per week and by implementing a 12 hour shift on the weekends, they will get every other weekend off. The schedule is budget neutral and no additional wages are anticipated. Motion by Jim Brey to accept the new shift schedule for a six month trial period; second by Dan Koski. Motion carried unanimously.

SCREW PUMP BIDS

The project was budgeted for 2014 but the project was held over to 2015 to avoid any concrete restoration issues and change orders for insulation blankets, supplemental heat, or potential adhesion issues. A pre bid meeting was held at the WWTF on March 3, 2015 so interested contractors could see the site, screw pumps, work to be done and site conditions. The exact amount of concrete restoration will be determined once the covers are removed and the channels pressure washed. For bid purposes 16 ft3 was included in the bid. Bids came in slightly over Strands estimate. JF Ahern supplied low base bid of \$101,675 and

\$1,032 per cubic foot of one component shrink resistant concrete mortar. After award, the project should begin in May after the threat of wet weather flow events is diminished. No action taken.

COLD WEATHER TREATMENT ISSUES

The treatment facility, as in previous years, is being compromised in its BOD removal due to cold temperatures. The February BOD average was 41.9 mg/L and permit limit is 30 mg/L average over the month. Recent mild weather this year is helping but meeting BOD limit in March is also trending to be over the 30.0 mg/L limit. The two main issues are sluggish biomass leading to incomplete BOD removal and an inability to effectively remove suspended solids in the tertiary filters. These violations will lead to points being assessed on the annual CMAR report. No action taken.

CMOM

The WWTF Board was introduced to the concepts and content of a CMOM program that is now being required of all NPDES permitted users. Staff is evaluating our ability to complete a program or to utilize a consultant to complete the CMOM by the due date of June 30, 2016. More information will be presented at future WWTF Board meetings. No action taken.

PLANT REPORT

Jaeger reviewed the plant report discussing the projects and work completed and effluent quality for the period January 1 - March 31, 2015.

Motion to adjourn made by Dan Koski; second by Gregg Wolf. Meeting adjourned at 5:15 P.M.

Respectfully submitted,



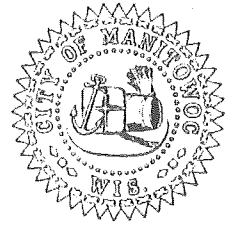
Brian Helminger
Secretary, WWTFB

BH/jma
Copy: City Clerk's Office



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



MINUTES OF THE ZONING BOARD OF APPEALS – May 19, 2015 5:15PM

MEMBERS PRESENT: Don Orth, Mike Pappathopoulos, Jean Wakefield, Joe Mrotek, Howard Zimmerman

MEMBERS ABSENT: Paul Steinbrecher, Frank Rodriguez

OTHERS PRESENT: John McCarthy (Bank First National), Neil Koch (Bank First National)

STAFF PRESENT: Rick Schwarz, Lisa Mueller, Nic Sparacio

The meeting was called to order by Chairman Don Orth at 5:15pm. It was moved by Joe Mrotek and seconded by Howard Zimmerman to approved the minutes of the October 15, 2013 meeting as submitted. Vote by the board was unanimous.

The appeal of Kieffer & Co, Inc. agent for Bank First National, 402 N 8th Street, Manitowoc, Wisconsin, was read.

Secretary Rick Schwarz described for the board the minimum sign setback requirement in the B-3 zoning district, the hardship described by the appellant and the request to reduce the setback from 10 feet to 8 feet to install an 8' x 8' monument (ground) sign.

The committee discussed the intent of the setback requirement described in the ordinance and visional clearance requirements. Mike Pappathopoulos asked if the required 10 foot setback cannot be met because of the location of the building which physically cannot be moved. Bank First National representatives state yes.

Chairman Don Orth asked if there was any discussion from those in attendance. Bank First National representatives state that the proposed sign will not block the vision clearance area and that there are no future plans to relocate the driveway.

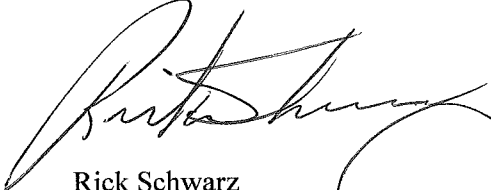
Mike Pappathopoulos made a motion to grant the appeal with a condition that if the driveway is relocated and creates a vision clearance concern the variance request must be resubmitted to the board. Howard Zimmerman seconded the motion.

Chairman Don Orth asked if there was any other discussion. There being none. Vote by the board was unanimous (5 Ayes, 0 Nays) The motion was carried to grant the appeal.



There being no further business a motion was made by Mike Pappathopoulos to adjourn at 5:25 pm and seconded by Joe Mrotek. Vote by the board was unanimous.

Submitted by,



Rick Schwarz
SECRETARY
ZONING BOARD OF APPEALS