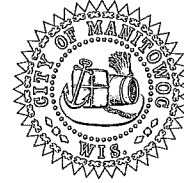




CITY OF MANITOWOC
WISCONSIN, USA
www.manitowoc.org



MINUTES

COMMUNITY DEVELOPMENT AUTHORITY

PLAN COMMISSION OFFICES

Regular Meeting
Wednesday
May 13, 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
Anton Doneff

Members Excused

Dennis Tienor

Staff Present

Nic Sparacio
Paul Braun
Lisa Mueller
Pauline Haelfrisch

III. APPROVAL OF MINUTES OF THE REGULAR APRIL 22, 2015 MEETING

Chairman Stangel asked if there were any corrections or additions to the minutes of the regular April 22, 2015 meeting.

Hearing none, the following action was taken.

Motion by: Ms. Hennessey
Moved that: the CDA approve the minutes
of the April 22, 2015 regular meeting

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

IV. MANITOWOC HOUSING AUTHORITY BUSINESS

A. Financial Report and Approval of Monthly Expenditures

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

Pauline stated to the Board members that she received a letter from the City in regards to sidewalk repair. Although she is well aware of the condition of the sidewalk, she asked the Council members who she needed to speak with in regards to the street repair. Jill reported that Sixth Street is not in the budget until 2017. Jill explained that it needed to go through COG (Capital Asset Working Group). Pauline explained she was concerned about her tenants trying to cross the road having their scooters and wheelchairs getting stuck. Chris and Jill both agreed that if there are mitigating circumstances, Pauline should write a letter to Dave Soeldner and ask

him to bring it up again to see if the repair can be moved up on the list.

The following action was taken.

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

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

B. Proposed Budget for FYE 2016

Pauline reported she had given every member a copy of the proposed budget for FYE 2016. This copy is what she sends to the accountant who then puts it in report form. She went through the report line by line. Pauline wanted to know if the Board members felt whether garage rent or the DirecTv payment should be raised. Garage rent hadn't been raised since 2009 and she was wondering if there was any kind of stipulation that it should be raised every certain number of years. Pauline also explained that she has kept track of what the Manor has collected for DirecTv and what the expense for providing it has been. Since its inception, there is a "balance" of \$6,345 that is left. David Less had asked that we keep a record of what was taken in and paid out in case of any repairs to the system. Pauline has had to make repairs to the system, none being significant. Some discussion was held and the members were in agreement to leave the garage rent and DirecTv payment at the present rate.

Pauline discussed with the Board members a 2% increase for employees. The Board members were in agreement that a 2% increase was fine. Pauline explained that the maintenance man will be paid out his "sick pay" which is the bank of 960 hours as he was still under the old contract. His retirement date is November 1st, 2015. Pauline covered the rate of pay with the Board members for the new maintenance man. She would like to start him at \$18.00 an hour with a raise to \$18.50 after six months. She also reported that the total income she will pay Brian and what she will pay the new employee will be within the amount she had figured in the budget. Pauline explained that for the June meeting, she will have the completed budget in report form and will ask the Board members for their approval as it has to be to HUD by 6/30/15. If any changes are needed, she asks the Board members to tell her now.

C. Bike Shed/Signage Update

Pauline updated the Board members that the foundation for the bike shed would be poured tomorrow and the actual shed work will begin next week. Pauline had to give the sign contractor a down payment of half the contract for the materials for the signs to be ordered. The signs will be ready to be put in place in in mid-June.

The last thing Pauline wanted to discuss with the Board was the number of vacancies she had recently. She has tenants to fill the apartments; however, the waiting list is dwindling. One of the major items Pauline is dealing with is a tenant who is off his medications. This tenant has a severe mental illness and although Human Services and his parents were very supportive when he moved in November, 2013; they are no longer in the picture. This tenant has become a problem and Pauline is in the process of evicting him. However, evictions take time and until it is completed, his behavior is taking up quite a bit of Pauline's time.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Financial Report – Revolving Loan Program

Nic Sparacio 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 is continuing to work with some prospective businesses, but no commitments at this stage. Nic reported on a couple updates. He submitted the Letter of Support from the CDA for the Schuette building. He hopes to hear from the WEDC on that. As for Eighth and York, the release of the equipment has taken longer than expected. It is being transferred to the building owners so they can sell it to whoever will occupy the restaurant. There were some snags with the process, but it is finally moving forward.

The following action was taken.

Motion by: Mr. Able

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

Seconded by: Ms. Hennessey

Upon vote: the motion was carried unanimously

VI. HOUSING REHABILITATION BUSINESS

A. Mortgage Subordination Request Project #246-98 - Ruebesam

Nic reported that the owners currently have an adjustable rate mortgage and have refinanced a number of times. This put the City of Manitowoc loan in first position. The owners are working with First Rate Lending to get a fixed rate fifteen year mortgage. Nic reported this is a no cash out refinance. They have an adequate cushion in terms of equity. Nic recommends approval from the Board members of this request with the following conditions:

1. Lender/borrower to pay all City recording and title letter fees, and to provide tile report or equivalent after all lending/mortgage documents recorded. Costs to be borne by borrower.
2. Mortgage subordination limited to a new first mortgage of \$35,300.00.
3. Gateway/1st Rate or assignee of mortgage to require establishment of escrows for taxes and insurance at inception of new loan.
4. This is final subordination. City to be repaid in full at time of next refinance.

No discussion was held and the following action was taken.

Motion by: Ms. Hennessey
Moved that: the CDA approve subordination request #246-98 subject to conditions outlined in the director's report and recommendation

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

OTHER BUSINESS

B. Discussion and Action on Housing Rehabilitation Loan Program Plan

Nic reminded the Board members of the rough draft he had provided at the last meeting. Since last time, Nic prepared some projections for revenue, work load, loan fund balance and then compared a couple different alternatives. The alternatives are to create a staff position or hire a consultant to reestablish the program. Nic is presenting to the Board members a proposal to contract with a consultant on a one to two year basis to get the program back on track, get things in order, and then because there are some significant advantages with having this program in house; working towards having a staff position created for this responsibility and eventually to also take on neighborhood inspections.

Some discussion was held and a Board member asked if the State gave a time limit of when this program had to be back up and running. Nic replied the State said this **plan** had to be in place at a certain time; but they did not say how soon the program had to be established again. Another member asked who Nic would get for reviving this program. Some of the consultants that could be used are Lakeshore Cap; or work with another community that does this type of program; or a regional program. Nic explained that Brown County currently runs this program for them; so they have been able to refer some requests to them. A third option is private consulting firms that have expertise in this area. Nic has a list from the State with various firms and agencies that do this so they will send out RFP's to ten to twelve different parties. The Board members were in agreement that this was the way to go.

The following action was taken.

Motion by: Mr. Able
Moved that: the CDA members to approve the draft so it can be moved forward to the City Council

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

VII. ADJOURNMENT

The meeting was adjourned at 4:35 P.M.

Respectfully submitted:



Nic Sparacio
Community Development Director

NS/pmh

MINUTES

Enclosure 1

COMMUNITY DEVELOPMENT AUTHORITY

PLAN COMMISSION OFFICES

Regular Meeting
Wednesday
June 10, 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
Anton Doneff

Members Excused

Dennis Tienor

Staff Present

Nic Sparacio
Paul Braun
Tyler Caulum, Associate Planner
Pauline Haelfrisch

III. APPROVAL OF MINUTES OF THE REGULAR MAY 13TH, 2015 MEETING

Chairman Stangel asked if there were any corrections or additions to the minutes of the regular May 13, 2015 meeting. Anton Doneff asked that the minutes be changed to list him under Members Excused and not Members Present.

With that change noted, the following action was taken.

Motion by: Mr. Able

Moved that: the CDA approve the minutes of the May 13, 2015 regular meeting

Seconded by: Mr. Doneff

Upon vote: the motion was carried unanimously

IV. MANITOWOC HOUSING AUTHORITY BUSINESS

A. Financial Report and Approval of Monthly Expenditures

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

Pauline stated to the Board members that she went out for bids for sidewalk repair and Irv Seiler received the bid. Some discussion was held in regards to the sidewalk and driveway repair. Pauline explained that the City has moved up the street repair for 2016.

The following action was taken.

Motion by: Ms. Hennessey

Moved that: the CDA approve and authorize payment of the June, 2015 expenses

Seconded by: Mr. Able

Upon vote: the motion was carried unanimously

B. Board Approval of FYE 2016 Budget

Pauline reported to the members that this budget is the formal document that goes to US Department of Housing and Urban Development (HUD). It contains all the information she went over with the Board members last month. The budget does show a gain in net income after depreciation is backed out of the configuration.

Some discussion was held and the following action was taken.

Motion by: Ms. Hennessey

Seconded by: Mr. Maloney

Moved that: the CDA approve the budget for
FYE 2016 for the Manitowoc Housing Authority

Upon vote: the motion was carried
unanimously

C. Bike Shed/Signage Update

Pauline updated the Board members that the bike shed project is complete other than anchoring the bike racks to the concrete which would take place at a later date.

The signage project which is through Signs Plus has begun. She expects him to be done before the end of the month. Pauline explained that HUD frowns on any open contracts at fiscal year-end, so she is making sure they will be done before the end of June.

D. Garbage Room Update

Pauline informed the Board members that when the area well project went out for bid, there was an alternate bid for the garbage room project. Hamann Construction had won that bid and my architect checked to see if they would honor the alternate. Hamann agreed to do the project for the same amount. That project would not start until late August. The bid was for \$14,441.

E. Tenant Eviction Report

Pauline updated the Board members that due to the increase in disturbances from one of her tenants, she felt it necessary with Chairman Stangel's approval to hire a reserve deputy to police the building from 10:00 p.m. to 6:00 a.m. every day.

Pauline explained the circumstances that developed with this tenant during this whole process and the tenant is now being held in the County Jail and cannot post bail. She has discussed her situation with Human Services, the Sheriff Dept. and the Police Dept. The eviction process has begun, however there are several steps that need to take place before the tenant is actually evicted.

Discussion was held in regards to the judicial system and mentally ill individuals. Pauline stated that Human Services agreed to help finance the reserve deputy for our building. The Sheriff Dept. has also been very accommodating to her.

F. Bad Debt Resolution

Pauline's fiscal year end is June 30th. Pauline would like to write off her bad debt at this time. There are three past tenants all owing rent dating back to 2013. The amount that would be written off would be \$1,048.

The following action was taken.

Motion by: Mr. Able
Moved that: the CDA members approve the Bad Debt
Resolution to write off bad debt from 2013

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

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Financial Report – Revolving Loan Program

Nic Sparacio stated that there has been no new activity in the revolving loan program. A total of \$746,912.60 in loan funds was available.

The following action was taken.

Motion by: Mr. Able
Moved that: the CDA accept the financial report and
place on file

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

B. Design Reviews

1. 318 North Eighth St. – Keith Laurent

Nic began by explaining that this was his first design review presentation with the Board so if there were any suggestions to be made, he would welcome them. Nic stated that this design review is to add an overhead garage door to the far west end of the north side of the building and to add a man door to the east. Nic stated that the applicants for the design review are at this meeting, if the Board had any questions.

Nic stated that this is currently a vacant building and this project would potentially open it up for activation again. The placement of the door is beneficial to the building due to its location to the rear and not facing the primary street frontage. A negative aspect is that the overhead door is modern in design; not historic. The building itself has been compromised in terms of any historic value. Nic showed examples in the downtown of more historic looking overhead doors. Staff recommendation is approval with conditions that the man door should have at least 50% transparency, the overhead door have square paneled look, and the project shall comply with Manitowoc Municipal Code.

Discussion was held in regards to the placement of the doors. It was determined that there would be two walk doors and one overhead. It was also determined that the side of the building would be the main entrance to the building. It was determined that the parking stalls should reflect City code.

The following action was taken.

Motion by: Mr. Able
Moved that: the CDA approve the design review and
award a certificate of appropriateness with the following
conditions: New man door have 50% transparency;
overhead door have square paneled look; and parking
spaces are compliant with Manitowoc Municipal Code

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

2. 1001 Washington St. – VAP

Nic explained that this sign modification is the window decal type. Window signs are appropriate for the downtown. Nic recommends approval of this request.

The following action was taken.

Motion by: Mr. Able

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

Seconded by: Mr. Maloney

Upon vote: the motion was carried unanimously

3. 711 York Street – Aspire Realty

Nic pointed out the location on the building of the sign for Aspire Realty. The purpose of the sign is to let travelers on Maritime Drive know that on the other side of the building is the York Street entrance. Nic stated that even though this is not an historic building, that its exterior was constructed with certain design elements to help it fit into the downtown. The sign as proposed disrupts the continuous band of decorative block. Nic's recommendation is to look for some alternatives, and he showed two examples of alternative sign locations.

Discussion was held with the owners in regards to location of the sign. The members suggested if there was a way to make sure the sign is seen and also maintain the architectural beauty of the building, it would be approved.

Nic stated that if they have an agreement in principle, he would be willing to work with the owners on alternatives.

The following action was taken.

Motion by: Ms. Hennessey

Moved that: The CDA approve the design review and award a certificate of appropriateness with the following condition that the sign be approved first by the Community Development Director

Seconded by: Mr. Able

Upon vote: the motion was carried unanimously

4. 709 Washington St. – On Second Thought

Nic explained that the existing awnings on this business are in poor condition. The owner would like to replace them with new awnings with lettering. Nic recommends this design review be approved.

The following action was taken.

Motion by: Ms. Hennessey

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

Seconded by: Mr. Roth

Upon vote: the motion was carried unanimously

C. Other Business

1. Discussion and Possible Action on Amendment to City of Manitowoc Commercial Revolving Loan Program Manual of Policies and Loan Servicing Procedures

Nic explained the draft resolution on this topic. The change would be the amount of the loan funded – from \$20,000 per job created to \$35,000 per job created. The Wisconsin Department of Administration (DOA) holds the City accountable on the downtown commercial revolving loan funds and has already made this policy change at the State level, so the City would simply be following suit.

The following action was taken.

Motion by: Mr. Doneff
Moved that: The CDA approve the resolution
to the Amendment for the City of Manitowoc Commercial
Revolving Loan Program Manual of Policies and Loan
Servicing Procedures

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

VI. HOUSING REHABILITATION BUSINESS

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

Nic reminded the Board members that the CDA renewed its commitment of loan funds to the Artist Lofts project last Fall. That project is moving forward on several fronts; however, this also ties in with Item B on this agenda and the Housing Rehab Loan Program which the CDA approved last month.

OTHER BUSINESS

B. Discussion and Action on Housing Rehabilitation Loan Program Plan

The DOA required the City to put the plan together because there is now a balance of about \$72,000 of repaid loan funds that are uncommitted. The DOA is now asking the city to commit those funds to the Artist Lofts Project. The City and DOA have discussed a \$300,000 gap in the project funding and how to best address that issue. The project has raised close to nine million dollars through other funding sources.

The other update on the housing loan program plan is that Nic is taking it through City Council as well because it does have a recommendation to add City staff in the future. He took the plan to the Licensing, Permits, and Inspection Committee because they oversee housing items. They agreed with the majority of the plan, but they did take out the section that referenced adding staff in the future as being too much of a commitment. The new version of the plan will go to the Council next Monday. If the funds are committed to the Artist Lofts, that would be on a near term payment schedule. They would start making payments on it immediately.

Some discussion was held in regards to this project. The \$72,000 is from repaid loans to this fund since Nic started. Over time, there would be funds coming in from other repaid loans.

Nic also provided an update on Eighth and York and stated the building owners (the same developers for the Artist Lofts) now have ownership of the equipment and are looking for a new business to move in.

VII. ADJOURNMENT

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

Respectfully submitted:

Nic Sparacio
Community Development Director

NS/pmh

**MINUTES OF THE
MANITOWOC PUBLIC UTILITIES COMMISSION MEETING
TUESDAY, MAY 26, 2015**

The scheduled meeting of the Manitowoc Public Utilities Commission was called to order by President Seidl at 4:00 p.m. on Tuesday, May 26, 2015. In attendance were Commissioners Diedrich, Hornung, Luckow, Morrow, Nickels and Seidl. Also present were Nilaksh Kothari – General Manager; and Attorney Andrew Steimle – Steimle Birschbach, LLC. Commissioner Hennessey was absent.

RESCISSION OF FORMER BARI STEAM LINE TO MPU: The Termination and Transfer Agreement from BARI to MPU, the Quit Claim Bill of Sales from Briess, and the Quit Claim Bill of Sale from Riverland were presented for review and approval. Following are the highlights: The steam line from BARI was never assigned to the successive buyers and hence transfer between BARI and MPU; MPU will pay \$1.00 for the steam line per the Agreement; and neither MPU nor BARI has any past, current or future obligation or liability to the other.

MOTION: A motion was made by Commissioner Diedrich and seconded by Commissioner Morrow to approve the rescission of the steam line to MPU. The motion carried with Commissioner Luckow abstaining.

NATURAL GAS BOILERS FOR STEAM TO BRIESS: An Agreement between MPU and Briess of the negotiated terms and conditions for the Natural Gas Boilers to provide steam to Briess was presented for discussion and approval. The installation of the natural gas boilers will provide Briess with fuel option; mitigate the risk of solid fuel boilers having to operate in must-run should the boilers not be dispatched in economic and in the immediate future should result in a lower steam pricing. MPU is working with Attorney Andy Steimle on this Agreement. Some key highlights that have been added to the Agreement are: MPU is proposing a configuration of 2, 3 or 4 boilers to provide the necessary steam; Briess has agreed to provide an irrevocable bank letter of credit as a guarantee for payment; and MPU to set steam rates per the historical practice that may change from time to time. A lengthy discussion ensued on how rates will be developed for Briess; ensuring there is no cross-subsidy from electric to steam; recovery of cost of existing infrastructure and need for MPU Commission to approve fixed and variable rates at a future meeting.

MOTION: A motion was made by Commissioner Nickels and seconded by Commissioner Diedrich to approve the Agreement for the Natural Gas Boilers for Steam to Briess. The motion carried with Commissioner Luckow abstaining.

EPA REGION 5 – 114 REQUEST: An update was provided to Commissioners regarding the Section 114 request. Several e-mails were exchanged between MPU and EPA from indicating concerns with the air monitoring requirements and deadlines. MPU requested an extension from May 19 to July 17, 2015 to allow exploring fugitive dust emission control options with EPA. EPA granted an extension until June 26 with an intermediate reporting date of June 12 and a meeting on June 17, 2015. The primary focus of discussions with EPA are: (a) MPU is unique as a municipal utility with several regulatory approvals required, and let City Ordinance drive the fugitive dust issue; (b) MPU has been a good neighbor; and (c) engage EPA to either waive or lower cost option than proposed with air monitoring requirements of approximately \$450,000.

MEUW ANNUAL CONFERENCE: The 2015 MEUW Annual Conference is being held in Wisconsin Rapids from June 17-19, 2015. The approximate cost is \$650 per person.

MOTION: A motion was made by Commissioner Hornung and seconded by Commissioner Diedrich to approve attendance by Commissioners who wish to attend the MEUW Annual Conference. Motion carried unanimously.

GLU FINANCIAL RISK MANAGEMENT POLICY REQUIREMENTS FOR MPU: In accordance with the Great Lakes Utilities Financial Risk Management Policy the following items are needed from power supply members to complete the 2014 review: audited financial statements as documentation of the Member's ability to produce sufficient revenues to support its commitments to GLU; and 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 the operating reserve requirement under the Other Project Agreements, as applicable. This should include specific documentation to describe the quantity and location of such funds and specific evidence of such funds in the member's annual audited financial report.

MOTION: A motion was made by Commissioner Hornung and seconded by Commissioner Diedrich to approve the GLU Financial Risk Management Policy Requirements for MPU and President Mark Seidl to execute the Affidavit. The motion carried unanimously.

2014 PSCW RENEWABLE ENERGY PORTFOLIO: The Renewable Portfolio Standard (RPS) energy report filed with the PSCW was distributed for review. Wisconsin law currently requires MPU to generate 5.19% of our annual retail sales from renewable sources. Renewable sources include: solar, wind power, geothermal, biogas, biomass, and hydroelectric. The MPU renewable requirement increases to 9.19% in 2015. The total MWH in the reserve bank for future use is 66,596. The bank will be used to satisfy the increasing RPS requirements in the future as they have a 5-year useful life in Wisconsin. A brief discussion ensued.

MEMBRANE REPLACEMENT AND REPAIR FUND: The Resolution was created in 2008 and Amended in 2011 to fund the replacement of membranes and the repair fund. Approval was requested to amend the Membrane Replacement Fund Resolution. A brief discussion ensued.

MOTION: A motion was made by Commissioner Nickels and seconded by Commissioner Hornung to approve the Amendment to the Resolution as presented. The motion carried unanimously.

GENERAL MANAGER'S REPORT: N. Kothari updated the Commission on the following: A walk down of the C. Reiss dock with the C. Reiss crew was completed on May 12. A letter was sent to Kesselman Real Estate regarding the back bill for the former Prange Way store in the Lakeshore Mall. Deep Flex LLC is scheduled for disconnection. A call has been placed to the owner, City Centre LLC. 296 accounts have been disconnected so far this year. A meeting was held with City of Manitowoc storm sewer technician. The water test results were shared from their storm sewer out falls from the last few years, including chlorine residual (which may indicate a leak in the area). MPU will start using this information as part of the water loss program. One response on the Investment Services RFP was received and was considered as non-responsive. Contacts were made and the primary reason was due to MPU requirement of a

minimum of \$10 billion in portfolio. The WDNR preliminary stack test review report was received for the testing completed on boilers 8 and 9 in June of 2014. The WDNR confirmed that it was not a valid test due to a chemical reaction resulting in a positive weight bias. The WDNR confirmed that the retesting in September 2014 was a valid test. Discussed construction permit issues with the WDNR and continued to address the concerns. Attorney Andrew Steimle updated on his conversation with Tom Van Horn regarding the Sigman Property. Also met with Mr. Sigman on the property on May 19, 2015. This will be on the Commission agenda for approval. A meeting was held with Lakeside Foods to respond to questions on the purchase of C. Reiss Dock. An open records request was received on May 19, 2015 from Worthman Insurance Company in Texas on property and liability insurance of MPU as well as broker Agreements. A response is being developed.

GLU UPDATE: GLU Strategic Planning meeting is scheduled for May 27 and May 28 in Madison. The draft Power Supply Plan from 2016-2030 was reviewed. Discussion ensued on the wholesale rates from the draft Power Supply Plan.

MINUTES: The minutes from the Regular Session Meeting on May 11, 2015 were presented for approval.

APPROVAL OF CLAIMS: Claims List dated May 26, 2015 and Wire Transfers dated through May 21, 2015 were presented for approval.

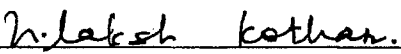
FINANCIAL REPORTS FOR APRIL 2015: The Financial Reports for April 2015 were previously distributed to the Commission for review and discussion.

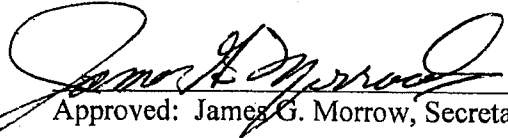
QUOTATIONS/BIDS: The following quotations/bids were presented for approval: Custer Substation Relay Upgrade-\$19,881.94 – Keystone Electrical Manufacturing.

MOTION: A Motion was made by Commissioner Nickels and seconded by Commissioner Diedrich to approve the Regular Session Minutes from May 11, 2015; the Claims List dated May 26, 2015 check nos.75196 through 75329 totaling \$1,662,593.39; Wire Transfers dated through May 21, 2015 totaling \$3,359,240.64; to place the Financial Reports for April 2015 on file; and to accept the quotations/bids: Custer Substation Relay Upgrade-\$19,881.94 – Keystone Electrical Manufacturing. Motion carried unanimously.

NEXT MEETING: Future meeting will be held on June 22, 2015 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 5:10 p.m.


Approved: Nilaksh Kothari, General Manager


Approved: James G. Morrow, Secretary

06/09/15 MEETING MINUTES

POLICE & FIRE COMMISSION OF THE CITY OF MANITOWOC

PFC MEMBERS:

Tom Bare, Mary Schilder, Michael Wellner

EXCUSED:

Paul Blashka

OTHER INDIVIDUALS PRESENT:

Todd Blaser, Tony Dick, Nick Reimer, Rob Barbier, Paul Behrendt and Alderperson Chris Able

1. Meeting called to order by T. Bare at 4:30pm
2. Motion by M. Schilder, seconded by M. Wellner to approve 05/12/15 Meeting Minutes with correction. Motion carried unanimously.
3. No public input
4. Fire Chief's monthly update included the following:
 - a) May 2015 monthly report
 - b) Fire Chief's Department Update – Department training is meeting or succeeding goals. Information shared with oversight committees. Performance based on state/national standards. Chief Blaser would like to implement a new Records Management system for the Fire Dept. Chief Blaser would also like to have the department receive accreditation, which 2% of Fire Departments are recognized for their operations/administrations. Discussion on quarterly strategic plan/report. Promotional testing for eligible candidates if opening of Lieutenant and Captain position(s) become available in the near future. Calls for service and response time discussion with recent layoffs.
5. Police Chief's monthly update included the following:
 - a) May 2015 monthly report
 - b) 2014 Annual Report
 - c) Police Chief's Department Update – Down three officers at this time, along with a vacant Administrative Assistant position. Interviews for Administrative Assistant will take place late June/July. K9 Officer Place will be attending K9 Training in Alabama from June 28 to August 4th. Delivery of new squad cars. Two candidates for Police Chief Succession Planning. Other promotions recently made at the department. Completed the process for a School Resource Officer replacement. Discussion on Training Lieutenant promotional process.
 - d) Motion made by M. Schilder, seconded by M. Wellner to approve 3 additional individuals to the Police Officer Eligibility List. Motion carried unanimously.
6. A motion was made by M. Schilder, seconded by M. Wellner to adjourn. Motion passed unanimously. The meeting adjourned at 5:01 p.m.