

1. Roll-Call: Mary Schilder, Bruce Jacobs, Vicki Wetenkamp, Amy Schoepp, Rita Muench, Wendy Smith, Nancy Boeck, Bob Dewane, Christma Hochkammer, Steve Kleinfeldt, Keith Shaw, June Kramer, Ethan Peters, Robert Maloney, Norma Hernandez, Jenny Rotter, Sandy Keil, and Melia Prange.

2. Minutes: Webber not Weber and minutes accepted.

3. Treasure Report: \$18,793.88 and \$13,475.95. K-9 account was withdrawn and no-longer a part of Crime Prevention.

4. No public input.

5. New Members: Robert Maloney, Norma Hernandez, Jenny Rotter, Sandy Keil

5. Triad: Did not meet.

7. Retail/Financial Crime Prevention Task Force: Next month will focus on bad check writers.

8. High School Members Update: Norma Hernandez and Ethan Peters expressed concerns with the growing addiction of E-Cigarettes with our youth in the schools.

9. No SRO update.

10. Citizens Academy is on week 10. They raised \$922.00 and their Showtime was sold out.

11. Manitowoc Community Youth Diversion Program: A community service approach to place the punishment to fit the crime. There is 4 to 5 new youths in this program each month.

12. CPC Activities:

Dick Weber Memorial was donated \$500 from Manitowoc Police Association. 4 Seasons raised bed garden with monument plaques for the Fallen Officers is in the designing stages with the Manitowoc Garden Club.

Scams: IRS Scam growing. Our community has at least 5000 scams a day.

Crime Prevention Day: Vicki needs volunteers for registration. June and Ralph need vendors to donate door prizes.

13. Next meeting: Tuesday October 7, 2014.

Crime Prevention Day October 18, 2014.



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



Manitowoc Industrial Development Corporation

Thursday, September 18, 2014

3:30 P.M.

Planning / Engineering Conference Room

City Hall, 900 Quay Street First Floor

I. CALL TO ORDER

The meeting of the Manitowoc Industrial Development Corporation was called to order by Chairman Jim Hamann at 3:30 P.M.

II. ROLL CALL

Members Present

Bob Kaufman
John Zimmer
Carl Laveck
Dennis Tienor
Greg Dufek
Jim Hamann
Jim Brey
Wayne Mertens
Myron Halla
Ted Vallis

Members Excused

David Soeldner

Staff Present

Paul Braun

Others Present

None

III. APPROVAL OF MINUTES of the Regular June 26, 2014 Meeting.

Motion by: Jim Brey

Seconded by: John Zimmer

Moved that: The minutes be approved.

Upon Vote: The motion was approved unanimously as presented.

CITY HALL • 900 Quay Street • Manitowoc, WI 54220-4543 • Phone (920) 686-6930 • Fax (920) 686-6939
www.manitowoc.org • Paul Braun, City Planner • pbraun@manitowoc.org



IV. REFERRALS FROM COMMON COUNCIL

A. None.

V. NEW BUSINESS

A. Update IREV Loan Payments.

Mr. Braun reviewed the information with IDC members. All loans were up to date and no loans are in default. Discussion no action taken.

B. Discussion and possible action on the approval of the Americollect site plan 1851 S. Alverno Road. SP 14-2014.

Mr. Braun reviewed the site plan with IDC members beginning with the original 2007 building construction of 8,400 SF, the 2012 addition of 9,500 SF and the proposed 2014 addition of 19,000 SF. The proposed 3 acre purchase will be utilized for additional parking to accommodate the building expansion.

The City Planner's recommendation is that the Manitowoc Industrial Development Corporation (IDC), approve the August 14, 2014 site plan for Americollect's building and parking lot expansion.

Motion by: Bob Kaufman

Seconded by: John Zimmer

Moved that: The recommendation of the City Planner be approved as presented.

Upon Vote: The motion was approved unanimously.

C. Discussion and possible action on the approval of the Americollect land sale in the Manitowoc I-43 Industrial park.

Mr. Braun reviewed the Manitowoc I-43 Technology & Enterprise Campus map identifying for IDC members lots available for purchase shown in green and land that has been sold identified in red.

Mr. Braun reviewed with members the Land Rebate Policy (Resolution No. 2000-782) terms and conditions for the Manitowoc I-43 Technology & Enterprise Campus.

The City Planner's recommendation is that the Manitowoc Industrial Development Corporation (IDC), (i) approve the purchase of approximately 3 acres of land in the I-43 Industrial Park to Kenlyn Gretz of Americollect at \$20,000/acre, subject to

current land sale and rebate policies; (ii) authorize City Staff to negotiate and finalize all terms and conditions of sale, to execute an Offer to Purchase with the buyer, and to act as the City's agent to close the real estate transaction; and (iii) authorize, at the instruction of the Planner, the Mayor and Clerk to sign any documents necessary to complete the transaction.

Motion by: Carl Laveck

Seconded by: Jim Brey

Moved that: The recommendation of the City Planner be approved as presented.

Upon Vote: The motion was approved unanimously.

VI. OLD BUSINESS

- A. Update. PC33-2013: Wisconsin Redevelopment, LLC - Discussion Regarding Proposed Revolving Loan for Redevelopment of Former Mirro Plant No. 3 at 2402 and 2408 Franklin Street.

Discussion by IDC members of the Artist Loft Project. The proposed redevelopment project involves the creation of 40 low to moderate income housing units. Mr. Braun reviewed an email from Bob Lemke. Financing resources for the project include WHEDA Low Income Housing tax credits, Industrial Development Corporation monies and EPA Site Assessment grant monies. A tentative September 2015 construction date has been discussed. No action taken.

- B. Update on the Community Development Director position.

Discussion by IDC members of the interview process status and how the potential candidate will work with community development agencies. No action taken.

VII. NEXT MEETING

No discussion was held. No action was taken.

VIII. ADJOURNMENT

Motion by: Dennis Tienor

Seconded by: John Zimmer

Moved that: The committee adjourn the meeting.

Upon Vote: The motion was approved unanimously as presented.

The meeting was adjourned at 4:15 P.M.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Paul Braun". The signature is written in black ink and is positioned above the printed name.

Paul Braun
Interim Secretary

MANITOWOC INTERNATIONAL RELATIONS ASSOCIATION
CITY HALL, PLANNING/ENGINEERING CONFERENCE ROOM (WEST)
Thursday, January 23, 2014 at 4:00 PM

MINUTES

Present: Perk Foster, Mayor Justin Nickels, John Cress, Cindy Kaesermann, Lori Denk, Jill Hennessey, Kelly Meyer, April Meyer, Molly Dewane, Debbie Gainey and Scott McMeans

Minutes: Submitted by Perk Foster

- I. Meeting called to order at 4:00pm.
- II. 2014 Student Exchange Program
 - a. Applications
 - i. Brochures are available at Lincoln, Roncalli and Lutheran High Schools.
 - ii. Application deadline is March 5, 2014.
 - iii. Hopefully a good number of applications will be received.
 - iv. Justin will promote the program.
 - v. Molly will write a press release to be sent to the media via the Mayor's Office.
 - b. Interviews
 - i. Interviewing panel will consist of Perk, John and Cindy.
 - ii. Target date for interviews is March 12, 2014 with March 13, 2014 as reserve if needed.
 - c. Travel Arrangements
 - i. Once participants selected, we need to contact Fox Travel and arrange for the least expensive non-stop round trip from Chicago to Tokyo.
 - ii. Perk will handle the reservations and the necessary communication in writing to each student about timing and amount of payments for the flights.
 - iii. At this time United is pricing about \$2,200 and American about \$1,500. The travel dates for the Manitowoc students is July 19, 2014 to July 31, 2014.
 - d. Participants
 - i. After the selections are completed John will oversee the group who will orient, coordinate and educate the Manitowoc students and their parents.
 - ii. Although everyone voiced an interest this group was listed as Kelly, April, Debbie, Molly, Scott and Cindy.
 - e. Kamogawa Students
 - i. The Kamogawa students will be in Manitowoc July 31, 2014 to August 11, 2014.
 - ii. Andy Kaesermann will be in Manitowoc this summer and has offered to help with the Kamogawa visitors.
 - iii. The group listed for the planning of the visit time and homestay arrangements and participation with the Kamogawa students was listed as Cindy, Molly, Kelly, April and Lori.
- III. Sister City Collaboration/Relationship Updates
 - i. Update regarding Sister Library efforts.
 - ii. Update regarding HFM/Kameda.
 - iii. Update on school relationships regarding Annual Student Art Exchange and the Stangel 6th Grade Pen Pal Program which are still continuing.
 - iv. Molly informed that a Brownie troop led by Tabitha Seefeldt has started a pen pal relationship with a Kamogawa Brownie Troop. They started in late October and have exchanged letters and gifts during the holidays. Done as a troop activity.

- v. Molly also informed that the Girl Scouts will celebrate “World Thinking Day” on February 22, 2014. In the Manitowoc area the scouts are holding an “international fair” and Molly plus others will have a MIRA booth highlighting Kamogawa.

IV. Next meeting will be announced at a future date.



City of Manitowoc

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

Meeting Minutes Plan Commission

Wednesday, September 3, 2014

6:30 PM

Council Chambers

I. CALL TO ORDER

The Meeting of the City Plan Commission was called to order by Chairman Justin Nickels at 6:30 PM.

II. ROLL CALL

Present: 8 - Steven Alpert, Dave Diedrich, Daniel Hornung, Nickels, Dan Koski, Jim Muenzenmeyer, Jim Brey and Dennis Steinbrenner

Staff Present: Paul Braun, Lisa Mueller

Others Present: Steve Hendrickson, Sarah Jacobchick, Sara Oostolyke, Norman Oestreich, Patrick Mealy, Kathryn Mealy, Ruth Mleziva, Milt Mlesiva, Deputy Chief Kadow, Jody Deering (Benley Manor), Rick Schwarz

III. APPROVAL OF MINUTES

14-1765 Approval of the Minutes of the August 6, 2014 Meeting.

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

Aye: 8 - Alpert, Dietrich, Hornung, Nickels, Koski, Muenzenmeyer, Alderperson Brey and Steinbrenner

IV. PUBLIC INFORMATIONAL HEARINGS

14-1630 Communication from J&T REI, LLC requesting a variance to the 2500' rule for a planned CBRF on Cappaert Road to be developed into an 8 bed CBRF, recommending placing on file.

PC22-2014: J&T REI, LLC d.b.a TLC Homes, Inc.; Request for Exception to 2,500' Separation Requirement Pursuant to Wis. Stat. § 62.23(7)(i)1. for Establishment of an 8-person Community Based Residential Facility (CBRF) at 2233 Cappaert Road.

Mr. Braun read the following back ground information into the record.

1. *Request is from Tim Frey as President of TLC Homes, Inc., which is a provider of group homes and associated services for challenged individuals. They are requesting that the City grant an exception to the 2,500' spacing and density requirement under Wis. Stat. § 62.23(7)(i) to operate a Community Based Residential Facility (CBRF) for a maximum of 8 persons.*

2. *The parcel is identified as Tract 4 of a Certified Survey recorded in Volume 10, Page 81. The parcel is a vacant lot located east of Cappaert Road and south of Plank Road. The average lot depth is 172 feet and the width is 90 feet wide for a lot area of*

15,480 square feet. The address will be 2233 Cappaert Road.

3. The zoning on the property is B-1 Office – Residential District. Maximum Lot Coverage in the B-1 is 50% of the lot area.

4. The proposed building is approximately 56' x 65' which is 3,640 sq feet. The building will also have 8' x 47' porch along the front for a total lot coverage of 4,016 sq feet; which is 26% lot coverage. The building is identical to the building currently being constructed on Paul Road.

5. The structure will have 8 bedrooms, storage and bathroom facilities, along with a living room, kitchen and dining areas. There will be on-site parking for 6 vehicles. I note that there are no overnight or winter parking ban restrictions on either side of Cappaert Road.

6. The petitioner has been advised that we will require a formal site plan submittal for the project. The current plan is to begin construction in mid to late September with completion planned in April 2015 and licensing to start in May 2015.

7. J&T REI, LLC, which Mr. Frey is a member of purchased the property from Dominic Cilliberto on July 28, 2014. J&T will lease the building to TLC Homes, Inc.

8. A CBRF is included in the definition of a "Community Living Arrangement" under Wis. Stat. § 62.23(7)(i). A CBRF is specifically defined under Ch. 50 "Uniform Licensure" as a facility for 5+ adults who are not related, and do not require care above intermediate level nursing care reside and receive care, treatment or services that are above the level of room and board, but include no more than 3 hours of nursing care per week per resident. CBRF's are further regulated under Department of Health Services (DHS) 83 which details regulations and standards for the care, treatment and services, as well as the health, rights and welfare of residents of a CBRF.

9. TLC is requesting that the City grant an exception to the 2,500' provision contained in Wis. Stat. § 62.23(7)(i)1. which states that the City may, at its discretion, grant an exception to this statute to permit a Community Living Arrangement to locate within 2,500' of an existing CLA. The proposed CBRF is located approximately 428 feet from Harmony of Manitowoc West, which is a 43 bed CBRF located at Remiker Lane and Cappaert Road; and 1,367 feet from HIL Sierra Home which is a 4 bed Adult Family Home located on Kellner Street; and 2,200 feet from HIL Northwind and HIL Southwind which are 4 bed Adult Family Homes located on Country Lane. TLC Homes currently operates 6 other Community Living Arrangements in the City.

10. Wis. Stat. § 62.23(7)(i)2. States that the City may, at its discretion, grant an exception to the density requirement to permit a Community Living Arrangement if the total number of Community Living Arrangements exceeds 25 or if the total capacity exceeds 1% of the City's population. The statute also states that if in the aldermanic district there are more than 25 Community Living Arrangement or if the total capacity exceeds 1% of the population in the district an exception to the density requirement is needed.

Currently there are 32 facilities with a total of 408 beds licensed in the City which is greater than 1% of the population. In Aldermanic District 10 there are 88 beds licensed which is greater than 1% of the District's population which would be 34.

11. 8 individuals will reside at the facility moving from an existing CBRF TLC operates. The individuals are aging and developing mobility issues. The CBRF license TLC will

hold would allow developmentally and physically disabled individuals along with traumatic brain injury adults. During the day the home will have at least one employee on-site when a resident is present, it will also have 2 staff on duty morning and evening hours to assist residents in getting ready. On Weekends 2 staff will be present during the mid-day hours. Most of the residents work at Holiday House during the week so they will not be at the facility.

12. The subject parcel has an estimated fair market value of \$33,450 and generates approximately \$752 in real estate taxes. Surrounding land uses are residential and commercial to the north and east, multi-family to the west and residential to the south. Surrounding zoning is: "R-4" Single and Two Family, "R-6" Multiple Family, "B-1" Office Residential, "C-1" Commercial and "B-3" General Business.

13. Under the "B-1" zoning, a Community Living Arrangement for 15 or fewer individuals is a permitted use, and does not require a Conditional Use Permit (CUP).

14. As mentioned in past meetings regarding this kind of request, the purpose of the 2,500' spacing requirement is to disperse Community Living Arrangement's throughout the community, and to avoid over intensifying the location of such person's into limited geographic areas.

15. Community Living Arrangements are regulated under Wis. Stat. § 62.23(7)(i) which includes the following provisions:

- A. (7)(i)1. is in regard to the 2,500' separation requirements for Community Living Arrangement's and that an agent of a facility may apply for an exception to this requirement, and the exception may be granted at the discretion of the City ;
- B. (7)(i)2. is in regard to population density requirements; and
- C. (7)(i)3. states that a Community Living Arrangement is entitled to locate in any residential zone without restriction as to the number of Community Living Arrangement's and may locate in any residential zone, without being required to obtain "special zoning permission", except for the annual review provision under (7)(i)9. of the statute.

16. Additionally, CBRF's are regulated by the State's Department of Health Services, and are further required to meet the certification requirements under Wisconsin Administrative Code DHS 83. The Division of Supportive Living is responsible for the licensing of all CBRF's in Wisconsin, and no CBRF's can operate unless they have been certified to do so by DHS.

17. Among the requirements for operation of a CBRF include:

- A. Filing of a program statement with the State that details evidence of financial ability to operate, fire evacuation plan, resident rights and grievance policies.
- B. Providing evidence that the applicant for licensing has made a good faith effort to establish a community advisory committee (communication link between the facility and neighborhood).
- C. Staffing requirements:
 - 1. At least 1 staff present when 1+ residents present in house.
 - 2. At least 1 staff present when 1+ residents in need of supervision.
- D. Resident rooms which typically require:
 - 100sf/resident for single occupancy bedrooms.
 - 80sf/resident for multiple occupancies.
- E. Common dining and living space of 60sf per ambulatory or semi-ambulatory resident, and 90sf per non-ambulatory resident.
- F. Medication storage areas, and administration requirements.
- G. Criminal background checks.
- H. Training.

18. Notices were mailed from our office on August 27th to property owners within 200' of the subject property.

I did have a conversation with Attorney Andy Stiemle, who represents Benley Manor which is across the street from facility. Andy called on behalf of the property manager and stated that his client was opposed to the development and had concerns regarding parking on Cappaert Road. I explained to Andy that there will be a paved parking area in front of the building so there shouldn't be individuals parking on the street and that the residents don't drive.

19. As an additional comment on the legal issues surrounding these facilities, Wisconsin courts have found that the spacing requirement and the variance procedure, as well as other siting and density criteria in the statute were inconsistent with the legislative histories of both the Federal Fair Housing Amendments Act of 1988 (which explicitly prohibits discrimination in housing because of a handicap and prohibits a refusal to make reasonable accommodations in rules, policies, practices or services when such an accommodation may be necessary to afford such person equal opportunity to use and enjoy a dwelling), and the Americans with Disabilities Act, and as a result, were pre-empted by both laws. So, while a municipality may not intentionally discriminate against the disabled, it may be unlawfully discriminating by failing or refusing to make a reasonable accommodation, which means that it would have to demonstrate and prove that the accommodation was infeasible or impractical, or would impose undue financial or administrative burdens.

Mr. Braun concluded his informational presentation to the Commission.

Mayor Nickels opened the discussion up to the Plan Commission.

Mr. Diedrich commented about the Community Living Arrangement map that shows all the existing facilities with a 2,500' radius drawn around them; and basically that any future CBRF will need to request an exception to the 2,500' radius rule. Mr. Braun stated that is correct and if a new facility doesn't need the 2,500' separation exception they will always need the density exception because there are more than 25 existing facilities and the population of the number of beds in the City is over 1% of the City's population.

Mr. Diedrich commented that at the Paul Road CBRF informational hearing earlier in the year a neighbor commented that if he knew the courts have stated that it is illegal for a community to not allow these facilities then why was the neighborhood invited to the meeting. Mr. Diedrich felt that the comment had merit and that the neighbors should be made aware of the courts opinion. Mr. Diedrich suggested that some verbiage be added to the public notice that is sent to the neighbors making them aware of the courts stance; and that a community cannot discriminate against Community Living Arrangements. The Commission agreed with the commentary and future notices will have some additional verbiage explaining incorporating the courts actions on the topic.

Mayor Nickels opened the discussion up to the public.

Jody Deerling, the property manager from Benley Manor which is across the street expressed concerns over on street parking in the area and traffic in general. The Commission stated that there will be an off-street parking lot for up to 6 cars so there shouldn't be any on-street parking issues. The residents do not drive so parking is for staff or visitors.

Historically the Commission has found that these facilities do not create any issues in

the neighborhood and there is an annual review of the facilities.

Steve Hendrickson, TLC Homes, stated that the plan is to start construction in October, 2014 and then apply for licensing from the State; the building must be completed prior to the State issuing any licenses. The facility will be open in spring of 2015.

The Recommendation to Council was: Grant exception to 2,500' spacing requirement and density requirement as requested by J&T REI, LLC d/b/a TLC Homes, Inc. (together "TLC") pursuant to Wis. Stat. § 62.23(7)(i)1. and 2. with the understanding that if TLC does not secure all required licenses from the State by September, 2015, this exception is void and terminates effective October 1, 2015.

Mr. Diedrich requested that in future public notice letters sent to the neighbors there should be text added explaining that the courts have determined that a municipality cannot discriminate against these facilities. The Commission agreed with Mr. Diedrich and would like the text added into future notices.

This Communication was recommended for approval to the Common Council.

Aye: 8 - Alpert, Dietrich, Hornung, Nickels, Koski, Muenzenmeyer, Alderperson Brey and Steinbrenner

V. REFERRALS FROM COMMON COUNCIL: None.

VI. OLD BUSINESS

14-1764

PC18-2014: Update - Manitowoc County Request to Demolish Building at 823 Washington Street

Mr. Braun gave the Commission an update regarding Manitowoc County's plan to raze a building located at the southeast corner of Washington Street and S. 9th Street; the former County Health Offices. At the June 2014 Plan Commission the County presented their plan to raze the building. From that meeting the City and State Historical Office placed conditions on the project prior to razing the structure. Some of the conditions were that the County must advertise that the building is available to be relocated and the notice must be placed in the local and regional newspapers. The County didn't receive any offers on the building. If no offers were received the County would have to document the structure with a written narrative including photos. The County would also need to ask the local historical society to walk through the building so they can remove any historical artifacts.

Mr. Braun stated to the Commission that the County has addressed all of the conditions that were required by the City and State agencies and that the Building Inspector will be instructed to issue the razing permit as needed. No action was required from the Commission the topic was an update.

This Report was discussed. No Action taken.

14-1766

Discussion regarding Comprehensive Plan Review.

Mayor Nickels gave the Commission a brief update regarding the hiring of the Community Development Director. The Community Development Director will replace the retired David Less and Mr. Braun will be the City Planner.

Mayor Nickels said at this time he doesn't have any specific items to discuss related to the Comprehensive Plan but just wanted to have the Commission become more familiar with it.

The Plan Commission wanted to determine a few priority items that are discussed in the comprehensive plan. Three main items were discussed: sign ordinance, housing code / property maintenance and the Canadian National property west of N. 10th Street.

The Commission discussed updating the sign code which is in Chapter 15 of the Municipal Code. The discussion centered around the ambiguities in the sign code and that it is very difficult for contractors and staff to interpret and understand. There are sections of the code that are contradictory. The Commission felt that if there are outside entities that have a model sign ordinance in place, such as Vandewalle and Associates the City should look into hiring them to make the process more streamlined and efficient. The Commission will have to look 20 years out to determine where the city wants to be in regards to our sign code. After the discussion, it was determined that a subcommittee would be set up to look at the sign code changes in more detail to determine the best route to go to make the code changes.

The Commission also discussed housing code and property maintenance issues, and how properties that are not maintained are a negative influence on the neighborhood. The Commission would like to look at the housing stock in the City and try to find ways to improve it. The old housing code enforcement program that the City ran approximately 4 years ago was very successful and should be reinstated. Blighted properties in a neighborhood bring all other neighboring properties down and create many other issues such as crime, low land values, low reinvestment and poor resale.

The Canadian National peninsula property which is west of N. 10th Street and north of the Manitowoc River was also discussed in generalities by the Commission. The Commission felt that this site is integral to the downtown and needs to be a redevelopment site.

The Comprehensive Plan discussion was general discussion and no specific action was taken by the Commission.

This Report was discussed. No Action taken.

VII. NEW BUSINESS: None.

VIII. MISCELLANEOUS: None.

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

IX. ADJOURNMENT

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

Aye: 8 - Alpert, Dietrich, Hornung, Nickels, Koski, Muenzenmeyer, Alderperson Brey and Steinbrenner

Respectfully Submitted,

Paul Braun
Interim Secretary

**MINUTES OF THE
MANITOWOC PUBLIC UTILITIES COMMISSION MEETING
MONDAY, SEPTEMBER 8, 2014**

The scheduled meeting of the Manitowoc Public Utilities Commission was called to order by President Hornung at 4:00 p.m. on Monday, September 8, 2014. In attendance were Commissioners Diedrich, Hennessey, Hornung, Morrow, Luckow, and Seidl. Also present were Nilaksh Kothari – General Manager, Charlie Mathews – Herald Times Reporter, and Attorney Andrew Steimle – Steimle Birschbach, LLC. Commissioner Luckow was absent.

ATC PROPOSED RESTRUCTURING OPTIONS: On September 3, 2014, WPPI hosted a meeting to discuss the proposed restructuring with ATC municipal owners. Boardman and Clark Law Firm has been retained to assist with the legal review of the documents. Quarles & Brady LLP will be retained to provide analysis on municipal utilities' bond covenants from investment in electric transmission facilities that are not utilized to serve customers. PSCW will be contacted to request their opinion on allowing revenue requirements to be included in the rate case. A list of questions will be developed for ATC for this restructuring. A financial consultant will be hired based on responses from PSCW and bond counsel. ATC would like to make a filing with PSCW and FERC, preferably by year-end or in the first quarter of 2015. A brief discussion ensued.

MDMA SERVICES FOR GLU: The Scope of Services and Fees Agreement for MPU to provide MDMA services to four GLU West members was presented for review and approval. The four members are Bangor, Cornell, Medford, and Trempealeau. GLU approved utilizing MPU services at the last Board meeting. The fee is \$200 per month per member.

MOTION: A Motion was made by Commissioner Diedrich and seconded by Commissioner Morrow to approve the Agreement as presented. Motion carried unanimously.

SIGMAN PROPERTY APPRAISAL: The appraisal report for the Sigman property, located at 3835 S. 10th Street was presented. This property is adjacent to Collector C and is appraised at \$430,000. Subsequent to this appraisal, an offer to sell the property for \$650,000 was received from the owners but was not accepted. Discussions continue with the property owners' attorney. The potential of subdividing the property has also been discussed. MPU is awaiting a formal request from the property owner.

COMMUNITY VIRTUAL SOLAR GARDEN: An unsolicited proposal received for a solar garden project was received by Community Green Energy (CGE), LLC, Lake Geneva, Wisconsin. At this time, MPU does not need any renewable energy. Further, the proposal is not in the best interest at this time. This issue will be discussed by the GLU Board. A brief discussion ensued on the future of necessary renewable energy.

GENERAL MANAGER'S REPORT: N. Kothari updated the Commission on the following: Six underground services and the pad-mount transformer were replaced at Whitecap Shores condominiums, located in the 700 block of Maritime Drive; Waldo Boulevard will be reconstructed from Fleetwood to Maritime Drive with construction scheduled to begin in 2018 and be completed in 2019. Tentative street lighting designs are being developed. The Fleetwood

Drive viaduct design will require that lighting standards be placed on the outer rails instead of in the center; WDNR issued the draft Power Plant operating permit P23 revision to incorporate the NR 446 changes. The revisions incorporate rule changes that align the Wisconsin mercury rule to the Federal MATS (Boiler 9) and Boiler MACT (Boiler 8) rules; The initial results of a study of the congestion cost spikes at the MPU node have increased load costs by approximately \$400,000 per year over the past five years; A recent FERC order has expanded the costs that can be recovered under an SSR agreement to include depreciation & return on investment.

MINUTES: The Minutes from the Regular Session Meeting on August 25, 2014 were presented for approval.

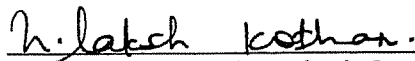
APPROVAL OF CLAIMS: Claims Lists dated September 9, 2014 and Wire Transfers dated through September 3, 2014 were presented for approval.

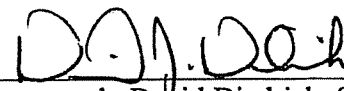
QUOTATIONS/BIDS: The following quotations/bids were presented for approval: Water HVAC Improvements – \$23,611 – Schaus Mechanical; WTP Roof Replacement – \$246,898 – Northeastern Roofing Inc.

MOTION: A Motion was made by Commissioner Morrow and seconded by Commissioner Hennessey to approve the Regular Session Minutes from August 25, 2014; the Claims List dated September 9, 2014 check nos. 729598 through 73084 totaling \$715,149.90; Wire Transfers dated through September 3, 2014 totaling \$362,797.52; and to accept the quotations/bids: Water HVAC Improvements – \$23,611 – Schaus Mechanical; WTP Roof Replacement – \$246,898 – Northeastern Roofing Inc. Motion carried unanimously.

NEXT MEETING: Future meeting will be held on October 13, 2014 at 4:00 p.m.

ADJOURN: A Motion was made to adjourn the meeting by Commissioner Hennessey and seconded by Commissioner Seidl. Meeting adjourned at 4:22 p.m.


Approved: Nilaksh Kothari, General Manager


Approved: David Diedrich, Secretary

Maritime Metro Transit
Transit Commission
Minutes
Wednesday, July 2, 2014

Members and Advisory Staff Present – Jim Muenzenmeyer/Transit/ Facilities Manager
Linda Grider/ Mobility Manager, David Koenig, Janet Paszkiewicz, Tom Keil,
Marlo Kohlmann/Transportation Coordinator, Linda Schultz, Pat Naumann
Claudia Halonen,

Members not present –Christopher Able/Alderman Representative

-Meeting called to order – David Koenig, Vice Chair called the meeting to order at 4:20 PM.

Approval of the minutes – Linda Schultz made a motion to approve the minutes, Janet seconded it, all approved.

-Public Input – None

Update on Personnel Changes-

- Summer help-Rachael Moczyski was hired to do landscaping, cleaning shelters, some data entry, etc.
- New Driver Pat Kalil didn't take the position of Part-time driver. She came from Assist -To - transport and just missed all her riders. Mike McGLin from Brandt Buses has accepted the job.
- Larry Coen has retired as of June 2, 2014.

New Transit Commission Member- Pat Naumann was approved by the City Council to be the new member of the Transit Commission. She is retiring from the Social Security Office as of October 31, 2014.

Update on Transit Development Plan 2015-2020 –

The first meeting will be July 15, 2014 at city hall it is a

Other Business-

- Bus wash will be installed by November 1, 2014 the cost of \$120,000 under budget.
- There will be no 4th of July bus. Last year there was only 35 riders for an 8 hour shift.
- We will be getting 5 new buses

-Member Input-

- Linda Grider is applying for a grant to pay for her position as Mobility Manager.
- David Koenig would like to make a motion in the future. That Special Ed Students that are attending a High School until 21 with a valid student ID be eligible for the Summer Freedom Pass.

-Next meeting is scheduled at 4:15 PM on Wednesday, October 8, 2014.

-Adjourned- Linda Schultz made a motion to adjourn at 4:32 PM Janet seconded it, all approved.

**MANITOWOC WASTEWATER TREATMENT
FACILITY BOARD MEETING MINUTES**

Gregg Wolf, Chairperson called the meeting of the Manitowoc Wastewater Treatment Facility Board to order on Tuesday, August 12, 2014 at 4:12 P.M.

Board members present: Gregg Wolf
 Dave Luckow
 Jim Brey
 Dan Koski

 Brian Helminger, Secretary

Also present: Mike Jaeger

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

PUBLIC INPUT

No public input.

MINUTES

The minutes of the June 10, 2014 Board Meeting required no corrections. Motion by Jim Brey to accept the June 10, 2014 Board Meeting minutes as presented and place on file; second by Dave Luckow. Motion carried unanimously.

FINANCIAL STATEMENTS ON WASTEWATER TREATMENT FACILITY FOR MAY 2014

The May 2014 financials were reviewed. Helminger pointed out an anomaly in the hauled waste data with some April billings going out in May. Total revenues were up over the previous year and the Board was reminded that revenues are typically one month behind as water that flows thru a water meter in May won't be billed out until June. Revenue line 484900 activity was for reimbursement of items used in the Parkson Pilot study. Motion by Dave Luckow to accept the May 2014 financials as presented and place on file; second by Dan Koski. Motion carried unanimously.

FINANCIAL STATEMENTS ON WASTEWATER TREATMENT FACILITY FOR JUNE 2014

The June 2014 financials were reviewed. Hauled waste revenue total was \$31,584 for the month and higher than normal due to wet spring conditions creating more leachate with landfill customers. Lakeside Foods began production for the year and was invoiced. The Board was reminded that Gas, Budget line 522400 is overdrawn due to the curtailments periods, polar vortexes, and extreme cold weather this past winter. Budget line 524100 Motor vehicles will be overdrawn this year due to the transmission going out of the Ranger pickup truck. Line 559100 Environmental fees were pointed out as the NR 101 fees for 2013 was processed in June. Motion by Jim Brey to accept the June 2014 financials as presented and place on file; second by Dan Koski. Motion carried unanimously.

DISCUSSION AND POSSIBLE APPROVAL OF WWTF 2015 BUDGET and 2015 SEWER RATES

Helminger presented the proposed WWTF 2015 budget. The Board was given a narrative that discussed the budget and a few changes and trends in plant loadings. The proposed

budget with all attachments was also turned into the Finance department and Mayor for further scrutiny prior to incorporation into the 2015 Executive budget.

Helming explained that the budget itself was very similar to the 2014 budget with additional funding being directed for use in the collection system and less for Capital Improvements at the treatment plant. The Horseshoe Drive Lift station is being upgraded and is the first station to see improvements since 2009. Helming discussed the divisors and calculations that made for an approximate 2.3% rate increase for all classes of users. Motion by Greg Wolf to accept 2015 WWTF Budget and sewer rates as presented and to forward to the Mayor for inclusion in the Executive Budget; second by Dan Koski. Jim Brey abstained from the unanimous vote.

2015 PROJECT UPDATES – SCREW PUMPS and DIGESTER ROOF

Helming gave status updates on the screw pumps and digester roof projects. A thorough inspection has been made of the screw pumps and they are in very good condition. Results from the oil analysis showed no anomalies in the oil condition despite one gear box being noticeably louder than the other two. Lakeside has not yet forwarded recommendations to Strand for compilation in a project action plan.

Plans and specs are nearly completed for the small section of leaking roof on the digester building. It was determined that despite the project potentially being under \$25,000 that it would be appropriate to bid the job out. The engineering department will package the technical details into the City of Manitowoc bid package for this project.

No action taken.

PLANT REPORT

Jaeger reviewed the plant report discussing the projects and work completed and effluent quality for the period June 1 – July 31, 2014. No action taken.

Motion to adjourn made by Dave Luckow; second by Gregg Wolf. Meeting adjourned at 4:55 P.M.

Respectfully submitted,



Brian Helming
Secretary, WWTFB

BH/jma
Copy: City Clerk's Office