

Community Development Authority of the City of Manitowoc

Meeting Minutes

November 16, 2016

I. CALL TO ORDER

Chairman Stangel called to order the regular meeting of the Community Development Authority at 4:05 PM on November 16, 2016 at the Community Development Department offices.

II. ROLL CALL

P. Haelfrisch conducted the roll call.

III. APPROVAL OF MINUTES

Chairman Stangel asked if there were any corrections or additions to the minutes of the regular meeting held on October 19th, 2016. Hearing none, the following action was taken.

Motion by: Ald. Able

Seconded by: Ald. Kummer

Moved that: the CDA approve the minutes of the October 19, 2016 meeting

Upon vote: the motion was carried unanimously

IV. MANITOWOC HOUSING AUTHORITY BUSINESS

A. Financial Report and Approval of Monthly Expenditures

P. Haelfrisch discussed the monthly reports of finances and expenditures she had provided to the members. The following action was taken:

Motion by: D. Tienor

Seconded by: Ald. Able

Moved that: the CDA approve and authorize payment of the November, 2016 expenses

Upon vote: the motion was carried unanimously

B. Manitowoc Housing Authority Contract Approval

P. Haelfrisch started off by saying some additional concerns had come up in regards to the contract. N. Sparacio explained that under State Statute 66.1335 we are a combined housing and community development authority. However, the relationship to each other needs to be more clearly defined in the contract. N. Sparacio believes the contract for the Manitou Manor Director is between the CDA and the Director. Discussion was held in regards to the ACC contract the Housing Authority has with

HUD. It was agreed that the Housing Authority would have to update its FEIN with a different name. The Board members need to decide what would be the correct name for the Manitowoc Housing Authority. N. Sparacio would check with the City Attorney to get her viewpoint and P. Haelfrisch would check with her auditor. This agenda item will be held over to the next meeting.

C. Annual Audit

P. Haelfrisch explained that she went out for bids for her upcoming audit. J.M.S.C. Futurity out of Minnesota was low bidder. Pauline stated that HUD regulations require an annual audit for Manitou Manor. The audit was scheduled for 11/22.

P. Haelfrisch discussed with the Board members a new program she registered for with the State of Wisconsin. The program is called TRIP (Tax Refund Intercept Program). This program allows Manitou Manor to be able to intercept any refunds, credits, etc. from the State for delinquent tenants that owe monies to it. Other HAs are in this program and received monies back. After being approved, letters had to be issued to the delinquent tenants explaining the intentions of Manitou Manor. This letter also has a sentence that states there is an appeal process. One of the past tenants wrote an appeal back to P. Haelfrisch and it was decided the Board members would make the decision at the next meeting in regards to the appeal.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

Monthly Report Presentation

- A. N. Sparacio provided a report on the current fund balance. There was no change in the commercial loan program.

Design Reviews

- B. 935 South 8th Street, IQ Resource Group, Inc. - Sign Modification Resubmittal

N. Sparacio stated that originally this proposed sign was originally presented for design review in January. The Board directed him to work with the applicant to modify the design so that it fit in better with the surrounding context. The applicant resubmitted a design that had framing material and colors that better matched the existing signs on the building. Discussion was held, and the members concluded that the proposed sign adds unnecessary clutter to the building exterior, and that the existing sign has room for additional tenant names. The following action was taken.

Motion by: Ald. Kummer

Seconded by: Ald. Able

Moved that: the CDA deny the request for sign modification for 935 S. 8th St.

Upon vote: the motion was carried unanimously

Other Business

- C. Discussion and Possible Action on a Memorandum of Understanding to Serve as the Operational Agreement for the Use of USEPA Brownfields Sub-Grant Funds Toward the Cleanup of 1512 Washington Street

N. Sparacio explained the draft MOU attached in the meeting packet. These are the EPA revolving loan funds that can be utilized as a sub-grant to the CDA. The EPA funds will go toward the hazardous materials abatement at the Mirro building. The MOU explains how the reimbursement grant will work and how the costs will be covered.

N. Sparacio further explained the resolution is for the CDA to accept the grant funds, approve the operational agreement, and authorize the Board Chairman and Community Development Director to sign all related documents. The following action was taken.

Motion by: Ald. Able

Seconded by: Ald. Able

Moved that: the CDA approve the resolution to accept the grant funds, approve the operational agreement, and authorize the Board Chairman and Community Development Director to sign all related documents.

Upon vote: the motion was carried unanimously

- D. Discussion and Possible Action on Resolution Authorizing the CDA to Accept USEPA Brownfields Sub-Grant Funds Toward the Cleanup of 1512 Washington Street

The following action was taken.

Motion by: Ald. Able

Seconded by: Ald. Able

Moved that: the CDA approve the resolution to accept the grant funds, approve the operational agreement, and authorize the Board Chairman and Community Development Director to sign all related documents.

Upon vote: the motion was carried unanimously

- E. Monthly Report on 1512 Washington Street Demolition

The Board requested that the report be provided at the next regular meeting.

VI. HOUSING REHABILITATION BUSINESS

Financial Report

A. Monthly Report Presentation

N. Sparacio reported there was no change in the HCRI and HOME loan programs this month. There were two additional satisfactions under CDBG. The following action was taken.

Motion by: D. Tienor

Seconded by: E. Roth

Moved that: the CDA accept the housing monthly reports and place on file

Upon vote: the motion was carried unanimously

Other Business

B. Foreclosure Summons Received October 11, 2016 – Loan #344-98 CDBG

N. Sparacio reported that the City Attorney submitted a notice of demand for surplus funds on a new foreclosure summons (Loan # 344-98 CDBG from 3/14/2010). The Board discussed the loan for this property and recalled that there had been no subordination request to date.

VII. ADJOURNMENT

Chairman Stangel adjourned the meeting at 4:55 p.m.

ATTENDANCE

Members Present

Chairman John W. Stangel
Anton Doneff
Ald. Lee Kummer
Ald. Chris Able
Emil Roth
Dennis Tienor

Members Excused

Gene Maloney

Staff Present

Nicolas Sparacio
Pauline Haelfrisch

Minutes submitted by: Pauline Haelfrisch

Minutes approved by: Nicolas Sparacio