

**Community Development Authority of the City of Manitowoc  
Meeting Minutes  
September 20, 2017**

I. CALL TO ORDER

Chairman J. Stangel called to order the regular meeting of the Community Development Authority at 4:00 PM on September 20, 2017 at the Community Development Department offices.

II. ROLL CALL

N. Sparacio 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 August 16, 2017. Hearing none, the following action was taken.

Motion by: G. Maloney

Seconded by: E. Roth

Moved that: the CDA approve the minutes of the August 16, 2017 meeting.

Upon vote: the motion carried unanimously

IV. MANITOWOC HOUSING AUTHORITY BUSINESS

(P. Haelfrisch was excused to attend training and provided the Board members with the documents for the items on the agenda.)

A. Financial Report and Approval of Monthly Expenditures

Chairman Stangel discussed the monthly reports of finances and expenditures P. Haelfrisch had provided to the members. Discussion was held with regard to some of the expenses.

The following action was taken:

Motion by: G. Maloney

Seconded by: A. Doneff

Moved that: the CDA approve and authorize payment of the September, 2017 expenses

Upon vote: the motion carried unanimously

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- B. Board Approval of Smoke Free Policy and Lease Addendum  
Chairman Stangel stated the next item on the agenda was in regard to a new policy for the Manitowoc Housing Authority. P. Haelfrisch had provided a copy of the smoke free policy and lease addendum to each Board member for their review. P. Haelfrisch asked if the Board members found the documents satisfactory, to give their approval.

Discussion was held in regard to Item 6 of the policy. Chairman Stangel responded that the Board members could discuss this item with P. Haelfrisch at the next meeting.

The following action was taken:

Motion by: D. Tienor

Seconded by: G. Maloney

Moved that: the CDA approve the Smoke Free Policy and Lease Addendum

Upon vote: the motion carried unanimously

#### V. DOWNTOWN REDEVELOPMENT ACTIVITIES

- A. Revolving Loan Fund Financial Report

N. Sparacio provided a report on the current fund balances.

Motion by: G. Maloney

Seconded by: A. Doneff

Moved that: the CDA accept the financial reports for the Commercial revolving loan fund

Upon vote: the motion carried unanimously

- B. Monthly Report on 1512 Washington Street Demolition

N. Sparacio provided a brief update to the committee that included a redevelopment concept plan for the Washington Street side and a gateway entrance and environmental remediation plans for the property.

#### VI. HOUSING REHABILITATION BUSINESS

- A. Revolving Loan Fund Financial Reports

N. Sparacio provided a report on the current fund balances.

Motion by: G. Maloney

Seconded by: A. Doneff

Moved that: the CDA accept the financial reports for the Housing program loan funds

Upon vote: the motion carried unanimously

B. Discussion and Potential Action on Memorandum of Understanding for CDA Involvement in City of Manitowoc Blight Elimination Activities

N. Sparacio reviewed the draft Memorandum of Understanding document with committee members. The CDA would serve as the title owner of properties acquired under the Blighted Housing Restoration Program when the intended outcome is disposition for private ownership and/or private development. The City would fund all property acquisition, disposition, demolition, environmental study and restoration, other due diligence, title fee, closing, outstanding property tax or other assessment, relocation, marketing, and all other costs related to the Blighted Housing Restoration Program.

G. Maloney asked if this would be a joint effort between the CDA and City of Manitowoc to find qualified users for the properties. N. Sparacio responded the marketing responsibilities would be under the City of Manitowoc. He continued that as Community Development Director for the City of Manitowoc and as Executive Director of the CDA and also as Attorney McDaniel serves as both legal counsel to the City of Manitowoc and CDA, projects would proceed in the best interest of both parties.

A. Doneff asked what brought this item to the committee. N. Sparacio responded that the ongoing cycle of property deterioration and the Mayor's initiative to address this concern by dedicating budget monies to the process.

Motion by: D. Tienor

Seconded by: G. Maloney

Moved to: accept the document and authorize the CDA Chairperson and Executive Director to sign and execute the Memorandum of Understanding

Upon vote: the motion carried unanimously

C. Discussion and Potential Action on Blight Determination and Common Council Resolution for 422-424 N 10<sup>th</sup> Street

N. Sparacio stated these properties will be donated to the City of Manitowoc, and that the statutory procedures are being followed for properties outside of the CDA's existing Redevelopment Plan boundary. Attorney McDaniel stated a full title search will be forthcoming as part of the condemnation process.

Motion by: D. Tienor

Seconded by: E. Roth

Moved that: the blight determination for 422-424 N 10<sup>th</sup> Street is accepted and to schedule a public hearing toward the condemnation process

Upon vote: the motion carried unanimously

D. Department of Transportation Request for Partial Release of Mortgage

N. Sparacio described the need for the partial release of mortgage based on the Department of Transportation plat of right-of-way for the Waldo Boulevard reconstruction project. The new street design will add a curve to the sidewalk corner, thus the need for the small area of additional right-of-way.

Motion by: D. Tienor

Seconded by: E. Roth

Moved that: Moved that: the CDA approve the request for partial release of mortgage at 1134 Waldo Blvd (Loan #299-98)

Upon vote: the motion carried unanimously

E. Discussion and Possible Action on Revolving Loan Fund Application: HO#6-2017

Susan Maier presented and reviewed the application with committee members. In addition she provided a block grant program status summary to date.

Motion by: G. Maloney

Seconded by: E. Roth

Moved that: the CDA accept the work write up for HO#6-2017, and authorize MSA to complete the process

Upon vote: the motion carried unanimously

VII. ADJOURNMENT

Chairman Stangel adjourned the meeting at 5:08 p.m.

ATTENDANCE

Members Present

Chairman John W. Stangel  
Gene Maloney  
Emil Roth  
Dennis Tienor  
Anton Doneff

Others Present

Susan Maier

Staff Present

Nicolas Sparacio  
Kathleen McDaniel

Members Absent

Ald. Lee Kummer  
Ald. Jeremiah Novak

Minutes submitted by: Pauline Haelfrisch and Nicolas Sparacio