

Community Development Authority of the City of Manitowoc
Meeting Minutes
Wednesday, May 16, 2018

I. CALL TO ORDER

Chairman J. Stangel called to order the regular meeting of the Community Development Authority at 4:00 PM on May 16, 2018 at the Community Development Department offices.

II. ROLL CALL

P. Haelfrisch conducted the roll call.

III. APPROVAL OF MINUTES of the regular May 16, 2018 meeting

Chairman J. Stangel asked if there were any corrections or additions to the minutes of the regular Meeting held on April 18, 2018. Hearing none, the following action was taken.

Motion by: Ald. J. Novak

Seconded by: E. Roth

Moved that: the CDA approve the minutes of the April 18, 2018 meeting.

Upon vote: the motion carried unanimously

IV. MANITOWOC PUBLIC HOUSING BUSINESS

A. Financial Report and Approval of Monthly Expenditures

Pauline informed the Board that she did sign a contract with a provider for our DirecTv. Bulk Tv will be the new provider; it is a five year contract; with new equipment warranted for the five years; an addition of four more channels; along with community and movie channels.

The following action was taken:

Motion by: G. Maloney

Seconded by: E. Roth

Moved that: the CDA approve and authorize payment of the May, 2018 expenses

Upon vote: the motion carried unanimously

B. Preliminary Revised Lease

P. Haelfrisch explained the HUD procedure for revising a lease. The Board members would need to approve the preliminary lease agreement. Once approved, P. Haelfrisch would put it out for public comment; compile all comments and bring

them back to Board members at July meeting; have Board members discuss and make any changes necessary; then give final approval of lease. P. Haelfrisch went over all revisions to lease with Board members.

The following action was taken:

Motion by: G. Maloney

Seconded by: Ald. J. Novak

Moved that: the CDA approve the Preliminary Revised Lease

Upon vote: the motion carried unanimously

C. Preliminary Housing Authority Budget

P. Haelfrisch discussed the preliminary annual budget that was distributed to the Board members. Some of the topics discussed were salary, health insurance, and utilities.

Discussion was held and the following action was taken:

Motion by: D. Tienor

Seconded by: E. Roth

Moved that: the CDA approve the Preliminary Housing Authority Budget

Upon vote: the motion carried unanimously

D. Five Year Agency Plan Approval

P. Haelfrisch informed the tenants that she is on a rolling plan in regards to capital fund projects; so that, a year drops off and a year is added. The only difference in the plan the Board members approved last year and this new one is the Apartment Fire Sprinkler project. P. Haelfrisch went over the remainder of the five year plan with the Board members.

Discussion was held and the following action was taken:

Motion by: D. Tienor

Seconded by: Ald. J. Novak

Moved that: the CDA approve the Five Year Agency Plan

Upon vote: the motion carried unanimously

E. Bad Debt Resolution & Approval

P. Haelfrisch explained to the Board members that this resolution is to provide a more accurate accounting record before the fiscal year end. P. Haelfrisch stated she has not done a resolution for bad debt since 2015.

Motion by: Ald. J. Novak

Seconded by: G. Maloney

Moved that: the CDA approve the Bad Debt Resolution

Upon vote: the motion carried unanimously

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Revolving Loan Fund Financial Report

N. Sparacio reported the current balance of the fund and that the department continues to work with potential borrowers

Motion by: G. Maloney

Seconded by: Ald. Novak

Moved that: the CDA accept the financial reports

Upon vote: the motion carried unanimously

B. Design Review – 702 Buffalo Street, Garage

N. Sparacio presented the request, reviewing the elevations and project materials with those in attendance. N. Sparacio recommended approval of the request with conditions

Motion by: Ald. J. Novak

Seconded by: G. Maloney

Moved that: the CDA approve the Design Review request with the following conditions: 1) Gate materials and color to be provided to the department and shall be compatible with the garage materials and colors 2) Garage roof shingles to match the restaurant 3) Compliance with the Manitowoc Municipal Code 4) building permit shall be obtained

C. Design Review – 822 S 8th Street, Balcony

No action taken

D. Design Review – 102 N 8th Street, Sign

No action taken

E. Monthly Report on 1512 Washington Street Demolition

N. Sparacio informed members that the city was awarded \$200,000 in EPA grant funding for site investigation work

VI. HOUSING REHABILITATION BUSINESS

A. Revolving Loan Fund Financial Reports

N. Sparacio reported the current balance of the fund

Motion by: G. Maloney

Seconded by: Ald. J. Novak

Moved that: the CDA accept the financial reports

Upon vote: the motion carried unanimously

B. Notice of Bankruptcy received April 17, 2018 - Loan # CDBG-341-98

Discussion only. No action taken

C. Update on 5422Home Program

N. Sparacio provided an update for those in attendance. No action taken

VII. ADJOURNMENT

Chairman J. Stangel adjourned the meeting at 5:00 p.m.

ATTENDANCE

Members Present

John W. Stangel
Emil Roth
Ald. Jeremiah Novak
Gene Maloney
Dennis Tienor

Members Excused

Anton Doneff
Ald. Lee Kummer

Staff Present

Nicolas Sparacio
Pauline Haelfrisch
Lisa Mueller

Staff Excused

Others Present:

Patrick Ryan