

MINUTES

COMMUNITY DEVELOPMENT AUTHORITY

PLAN COMMISSION OFFICES

Regular Meeting
Wednesday
February 16, 2011

I. CALL TO ORDER

The meeting was called to order by Chairman John Stangel at 4:02 P.M.

II. ROLL CALL

<u>Members Present</u>	<u>Members Excused</u>	<u>Others Present</u>	<u>Staff Present</u>
John Stangel	Matt Kadow	Mike Granger	David Less
Emil Roth	Alex Olson	Cindy Granger	Janet Zunker
Gene Maloney			Pauline Haelfrisch
Dennis Tienor (arrived at 4:08 p.m.)			

*A new board member has not been appointed by Mayor Nickels to replace Jim Noffke.

III. APPROVAL OF MINUTES OF THE REGULAR JANUARY 12, 2011 MEETING

Chairman Stangel asked if there were any corrections or additions to the minutes of the regular January 12, 2011 meeting. Hearing none, the following action was taken.

Motion by: Mr. Maloney

Moved that: the CDA approve the minutes of the regular January 12, 2011 meeting

Seconded by: Mr. Tienor

Upon vote: the motion was carried unanimously

IV. MANITOWOC HOUSING AUTHORITY BUSINESS

A. Financial Report and Approval of Monthly Expenditures

Pauline Haelfrisch reviewed the financial statements for February, 2011 and with the Board members. She also distributed a list of expenses and reviewed them with the Board.

Pauline reported that the final documents were received in regards to the main water line replacement project. Pauline transferred \$50,000 from the money market account to the checking account and wrote a check for \$55,180 to Vinton Construction.

The following action was taken.

Motion by: Mr. Maloney

Moved that: the CDA approve and authorize payment of the February, 2011 expenses

Seconded by: Mr. Tienor

Upon vote: the motion was carried unanimously

B. Energy Assistance Grant – Board Approval

Pauline reported to the Board that we were approved for the energy grant. She explained what steps needed to be taken next in order to get the process moving.

After clarification on how the grant process works, the Board agreed they wanted to proceed with the MUA's and set a limit at \$100,000 for the Housing Authority to pay reasonable costs for this grant package.

The following action was taken.

Motion by: Mr. Tienor

Moved that: the Board approves the grant package and sets a limit of \$100,000 for the Housing Authority to pay reasonable costs concerning this project subject to final Board approval of work to be done

Seconded by: Mr. Roth

Upon vote: the motion was carried unanimously

C. Front Lobby Renovation Project Update

Pauline discussed the setbacks she encountered with Lakeshore Business Interiors and A.C.E. Building Services. Neither firm wanted to take on the project due to the paperwork with the Davis Bacon Act.

Pauline reported that she then contacted Gene Maloney who had Dan Peters from Peters Construction and Mike Pappathopoulos from Hamann Construction contact her in regards to the project. Both gentlemen came in for a walk thru with Pauline so she could specify what she wanted to have done. Both gentlemen were told Pauline would like something back in time for her Board meeting on the 16th of February.

Pauline asked the Board to look over the proposals she had handed out to them. There was much discussion concerning the two proposals.

The Board instructed Pauline to contact Mike from Hamann to clarify exactly what was meant by the word "budget" on their proposal and to contact her architect for a proposal on writing up a spec for the project.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Financial Report – Revolving Loan Program, 2/16/11

David Less reviewed the financial report with the Board members for the revolving loan program. As of February 11, 2011, a total of \$476,010.52 in loan funds was available.

The following action was taken.

Motion by: Mr. Roth

Moved that: the CDA accept the 2/11/11 report and place on file

Seconded by: Mr. Maloney

Upon vote: the motion was carried unanimously

B. Design Review:

1. 818 Washington Street

David Less reviewed the design review with the Board members.

David asked for confirmation of approval.

The following action was taken.

Motion by: Mr. Maloney

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

Seconded by: Mr. Roth

Upon vote: the motion was carried unanimously

VI. HOUSING REHABILITATION BUSINESS

A. Foreclosure action #17-91HIC, #13-91HOP, and #303-98

Janet reviewed this property with the Board members. The owners are experiencing foreclosure action due to loss of job and health issues. They have paid on their home for twenty years and have a mortgage of \$20,000 with Associated Bank. Janet asks the Board to approve the action of the City paying off Associated Bank the \$20,000 and getting assignment of the mortgage. The owners would have a \$35,000 loan with the City that would be paid in monthly payments with no interest.

Motion by: Mr. Maloney

Moved that: the CDA approve the transaction and authorize staff to implement

Seconded by: Mr. Roth

Upon vote: the motion was carried unanimously

B. Subordination Request #1-95 & #14-93

Janet reviewed this property with the Board members. The owner has a current balance of \$22,829 with a 6.69% adjustable rate. She will be refinancing the loan with no closing costs at a fixed rate of 4.44% for fifteen years. The FMV of the home is \$69,700.

The following action was taken.

Motion by: Mr. Tienor

Moved that: the CDA approve subordination request #1-95 & #14-93

Seconded by: Mr. Maloney

Upon vote: the motion was carried unanimously

VII. ADJOURNMENT

The meeting was adjourned at 5:15 P.M.

Respectfully submitted:

David Less,
Executive Director

DL/pmh