

## MINUTES

### COMMUNITY DEVELOPMENT AUTHORITY

#### PLAN COMMISSION OFFICES

Regular Meeting  
Wednesday  
June 15, 2011

#### I. CALL TO ORDER

The meeting was called to order by Chairman John Stangel at 4:05 P.M.

#### II. ROLL CALL

##### Members Present

John Stangel  
Gene Maloney – arriving at 4:10  
Emil Roth  
Alex Olson – arriving at 4:37  
Chris Able  
Dennis Tienor

##### Members Excused

Colin Braunel

##### Staff Present

David Less  
Pauline Haelfrisch

#### III. APPROVAL OF MINUTES OF THE REGULAR MAY 11, 2011 MEETING

Chairman Stangel asked if there were any corrections or additions to the minutes of the regular May 11, 2011 meeting. Hearing none, the following action was taken.

Motion by: Mr. Tienor

Seconded by: Mr. Able

Moved that: the CDA approve the minutes of the May 11, 2011 regular meeting

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 June, 2011 with the Board members. She also distributed a list of expenses and reviewed these with the Board.

Discussion was held in regards to some of the expenses.

The following action was taken.

Motion by: Mr. Tienor

Seconded by: Mr. Able

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

Upon vote: the motion was carried unanimously

B. Energy Assistance Grant Update

Pauline related to the Board that Manitou Manor has an inspection date from HUD, so she is hoping to have some type of work agreement in place before that date. There had been engineers in the building going through the various areas that are to be worked on. In a short time, the job will be going out for bid. Don Hynek from WI Dept. of Energy is hoping to have a work agreement in place by the HUD inspection date.

C. Front Lobby Renovation Update

Pauline reported that construction was underway for the lobby remodeling project. There was an issue with a water leak in the vestibule flooring; however, the sub-contractor that caused the leak will handle the bills from this problem.

D. Physical Inspection Update

Pauline stated that the HUD physical inspection will be held on Thursday, August 18th, 2011.

E. Satellite TV Package

Pauline informed the Board that she has a proposal for the Satellite TV package she has been working on. Pauline would like Board approval in order to start the work and have it hooked up for the tenants by August 1st.

The initial cost to the Housing Authority will be \$10,000. There are fifty tenants signed up and they will pay \$10 a month with their rent to receive 28 dish channels plus 4 local channels. The cost to Manitou Manor will be \$400 with a return of \$500 from tenant collections. The tenants will sign a semi-annual contract that will automatically renew unless the tenant informs the office of non-renewal.

There is no contract for Manitou Manor to sign; and annually, administration will have the opportunity to modify the channel lineup.

The following action was taken.

Motion by: Mr. Roth

Moved that: the Board approve the installation of a satellite TV package for Manitou Manor

Seconded by: Mr. Able

Upon vote: the motion was carried unanimously

F. Administrative Assistant Request

Pauline made a request to the Board for an increase in hours for the Administrative Assistant from 20 hours to 30 hours per week. Pauline stated that HUD is requiring more detailed reports and with the construction projects, she is falling further and further behind. Ellie would be able to take on more duties as far as marketing, organizing files, handling tenant questions and complaints, setting up appointments with tenants, etc.

Motion by: Mr. Able

Moved that: the Board approve the increase of hours from 20 to 30 per week for the Administrative Assistant at Manitou Manor

Seconded by: Mr. Tienor

Upon vote: the motion was carried unanimously

## V. DOWNTOWN REDEVELOPMENT ACTIVITIES

### A. Financial Report – Revolving Loan Program, 6/09/11

Mr. Less reviewed the financial report with the Board members for the revolving loan program. As of June 9, 2011 a total of \$641,184.30 in loan funds was available.

This report is without the loan for Jovial Coffee for \$54,000 as it is not closed and no lease is in place yet.

The following action was taken.

Motion by: Mr. Maloney

Moved that: the CDA accept the 6/09/11 report and place on file

Seconded by: Mr. Tienor

Upon vote: the motion was carried unanimously

### B. RLF Loan to Jovial Coffee #2011-1 Update

(See A. Financial Report)

## VI. ADJOURNMENT

The meeting was adjourned at 4:49 P.M.

Respectfully submitted:

David Less,  
Executive Director

DL/pmh