

MINUTES

COMMUNITY DEVELOPMENT AUTHORITY

PLAN COMMISSION OFFICES

Regular Meeting
Wednesday
October 10, 2012

I. CALL TO ORDER

The meeting was called to order by Vice-Chairman Gene Maloney at 4:12 P.M.

II. ROLL CALL

<u>Members Present</u>	<u>Members Excused</u>	<u>Staff Present</u>
Gene Maloney	John Stangel	David Less
Emil Roth	Alex Olson	Pauline Haelfrisch
Chris Able	Jill Hennessey	
Dennis Tienor		

III. APPROVAL OF MINUTES OF THE REGULAR AUGUST 15, 2012 MEETING

Vice Chairman Maloney asked if there were any corrections or additions to the minutes of the regular August 15, 2012 meeting. Hearing none, the following action was taken.

Motion by: Mr. Able

Moved that: the CDA approve the minutes of the August 15, 2012 regular 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 September and October, 2012 with the Board members. She also distributed a list of expenses for September and October and reviewed these with the Board.

Some discussion was held in regards to heating project, carpet replacement, and miscellaneous expenses.

Discussion was held in regards to vacancies and occupancy policy/criteria.

The following action was taken.

Motion by: Mr. Tienor

Moved that: the CDA approve and authorize payment of the September & October, 2012 expenses

Seconded by: Mr. Roth

Upon vote: the motion was carried unanimously

B. Board Approval of Updated “Personnel Policy”

Pauline reviewed with the Board her plans for the Personnel Policy for the Manitowoc Housing Authority. She explained to the Board that she had received a draft of a policy from Chris Able just that afternoon. She asked for the Board’s input as to where she should go from here.

Discussion was held as to exactly what the policy should contain. The Board advised Pauline to streamline the policy as much as possible. It is not necessary to state every federal and state law in regards to employment.

It was decided that Pauline would come back with an updated policy including vacation, sick leave, benefits, etc. for the Board to review and make a decision on at the next meeting.

C. Update on Miscellaneous Projects

Pauline reviewed the latest projects with the Board. The heating project consisting of changing out the control valves and thermostats is now complete. Attention must still be paid to any air bubbles or leaks in the system as the cold weather progresses and more apartments call for heat. Security cameras are now installed in both garbage rooms and all main entrances and staff are being instructed on how to use the various buttons on the remote. The new air makeup units have issues that Pauline is addressing with the architect from the project and Terry from Manitowoc Heating.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Financial Report – Revolving Loan Program, 10/10/2012

Mr. Less reviewed the financial reports with the Board members for the revolving loan program. As of October 10, 2012 a total of \$700,650.45 in loan funds was available.

The following action was taken.

Motion by: Mr. Able
Moved that: the CDA accept the 10/10/12
financial report and place on file

Seconded by: Mr. Roth
Upon vote: the motion was carried
unanimously

B. Design Review

1. 215 North Eighth St. – Chewy’s.

David reviewed with the Board that this design review had been pre-approved. David asked for a motion to approve this design review and grant a certificate of appropriateness.

The following action was taken.

Motion by: Mr. Able
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

2. 807 Quay St. – The Fat Seagull

David stated to the Board that this design review was also pre-approved. Dave asked for a motion to approve this design review application and award a certificate of appropriateness.

The following action was taken.

Motion by: Mr. Able
Moved that: the CDA approve the design review
application and award a certificate of appropriateness

Seconded by: Mr. Tienor
Upon vote: the motion was carried
unanimously

VI. ADJOURNMENT

The meeting was adjourned at 5:00 P.M.

Respectfully submitted:

David Less,
Executive Director

DL/pmh