

MINUTES

COMMUNITY DEVELOPMENT AUTHORITY

PLAN COMMISSION OFFICES

Regular Meeting
Wednesday
September 4, 2013

I. CALL TO ORDER

The meeting was called to order by Chairman John Stangel at 4:06 P.M.

II. ROLL CALL

<u>Members Present</u>	<u>Members Excused</u>	<u>Staff Present</u>
John Stangel	none	David Less
Gene Maloney		Pauline Haelfrisch
Emil Roth		
Chris Able		
Jill Hennessey		
Dennis Tienor		

III. APPROVAL OF MINUTES OF THE REGULAR JUNE 19, 2013 MEETING

Chairman Stangel asked if there were any corrections or additions to the minutes of the regular June 19, 2013 meeting.

The following action was taken.

Motion by: Ms. Hennessey	Seconded by: Mr. Able
Moved that: the CDA approve the minutes of the June 19, 2013 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 July, August, and September, 2013 with the Board members. She also distributed a list of expenses for this time period and reviewed these with the Board.

After some discussion, the following action was taken.

Motion by: Mr. Tienor	Seconded by: Ms. Hennessey
Moved that: the CDA approve and authorize payment of the July, August, and September, 2013 expenses	Upon vote: the motion was carried unanimously

Pauline discussed with the Board a situation with a tenant who had gone to the nursing home for rehab. However, it was decided by her Dr. and Lakeland Care District that she would be going to assisted living. This decision was made the last week in July and the family was required to pay the first month's rent at

the assisted living facility. Thus, Pauline did not receive a thirty day notice or August rent.

Pauline reported that when she contacted the family they explained what had happened. They apologized for the lack of notice and rent, but could not afford to pay it. However, Lakeland Care District felt no responsibility in contacting Manitou Manor regarding this decision. As I explained to Katie Mruk, the CEO of Lakeland, this does not help their reputation within the community. Katie stated in her e-mail that they have no reason to communicate with landlords. Pauline stated to the Board there must be some form of communication with previous landlords when they are responsible for decisions regarding client move-outs.

B. Capital Fund Project 2012 – Area Well Project Approval

Pauline reviewed with the Board the area well project that was presently taking place. She explained that she was only able to get two bids for the project; Hamann Construction - \$39,893 and Lakeland Construction - \$84,500. The project will take 45 days to complete. All that is left are the railings which are coming from Schuette Manufacturing.

Some discussion was held in regards to the large variation in the bids.

C. Physical Inspection Update

Pauline reported that the physical inspection went very well. There were some minor deductions, however Pauline received a 93% on the inspection. It was a new inspector who was much easier to work with.

D. Bank Conversion Proposal

Pauline discussed with the Board her interest in transferring from Associated Bank to Bank First National. She handed out a proposal from Bank First National that gave a breakdown of the charges that they presently have with Associated Bank and what they would be charged going with Bank First National. The proposal detailed the amount of interest Manitou Manor could receive from having funds transferred from the checking account to the money market account and back again if necessary.

Pauline explained the fees for the ACH section of the account. Some discussion was held in regards to the proposal. Pauline explained that she liked the idea of being able to move money around from the two accounts in order to make more interest. She had never had anyone suggest this to her.

Discussion was held and the following action was taken.

Motion by: Ms. Hennessey
Moved that: the CDA approve the transfer of the Manitowoc Housing Authority main bank account from Associated Bank to Bank First National

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

E. 2013 Capital Fund

Pauline reported that she received the paperwork for the 2013 Capital Fund. The Manitowoc HA was awarded \$79,503. This was quite a bit less than they had previously received; but they will be able to put the funds to good use by following

the next item on the Five Year Plan which is carpet and flooring replacement in tenant apartments, where necessary.

F. Fire Alarm System Update

Pauline reviewed with the Board the fire alarm panel that had been replaced in June. The panel replacement cost \$6,000; however, the wiring for the panel needed to be updated which was an additional \$2,900.

V. **DOWNTOWN REDEVELOPMENT ACTIVITIES**

A. Financial Report – Revolving Loan Program, 7/03; 8/08; and 8/29/2013

Mr. Less reviewed the financial reports with the Board members for the revolving loan program. As of August 29, 2013 a total of \$726,460.22 in loan funds was available.

The following action was taken.

Motion by: Ms. Hennessey

Moved that: the CDA accept the 7/03; 8/08; and 8/29/2013 financial reports and place on file

Seconded by: Mr. Tienor

Upon vote: the motion was carried unanimously

Update – Regionalizing Revolving Loan Funds

David Less reviewed the notes he had sent out via e-mail to the Board members regarding this project. The WEDC has been relieved of their duties as it relates to the CDBG program. As of July 1, the Dept. of Administration is taking over. What David learned from the DOA is that the options for regionalizing would be based more on **local** discretion rather than the directives from the WEDC.

Dave is waiting for the representative from the DOA to come back with answers to the many questions that were raised at this last meeting in Green Bay. The time may come where the City would take the portfolios of both loan programs and move them to some other entity.

The question was asked if the regional group was no longer meeting. Dave explained that the regional group from the different communities were still active; however, the WEDC is no longer in the picture.

As Dave reiterated to the Board, the City has a substantial portfolio and we would be a major investor in whatever the regional entity is. Even if the regional entity was defined as two cities – Manitowoc and Two Rivers for Manitowoc County, we would be the major investor. He felt you would want your return of the dollars to commensurate with what you are investing.

B. Design Review

1. 911 Washington Street – La Bella Capelli

Dave began by stating that he had e-mailed all of these reviews to the Board. This design review has been pre-approved as of August 16th.

Dave is asking the Board for a motion to grant a certificate of appropriateness for 911 Washington Street.

The following action was taken.

Motion by: Ms. Hennessey
Moved that: the CDA approved the design review application and award a certificate of appropriateness

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

2. 913 South Eighth Street – Capital Civic Centre, Inc.
Dave reviewed this design review with the Board. They would like to change the area around the annex to a different color. Dave has no issue with that and asks the Board for a motion to accept.

The following action was taken.

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

Seconded by: Ms. Hennessey
Upon vote: the motion was carried unanimously

3. 712 York Street – Dave’s Den
Dave reviewed this design review with the Board. Dave called and asked the owner for a bit more information regarding this design review and the owner felt it wasn’t necessary.

The Board advised Dave to go back to the owner and explain that they need more detail with this design review. They would not be fulfilling their obligations as a CDA Board to not give it the same level of diligence they do with other design reviews.

After much discussion by the Board, the design review application was denied.

The following action was taken.

Motion by: Ms. Hennessey
Moved that: the CDA deny the design review as submitted and request a more detailed plan

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

- C. Loan #REV2011-1 – Discussion Regarding Collateral Arrangement Update
NO REPORT.

VI. HOUSING REHABILITATION BUSINESS

- A. Mortgage Subordination Request Project #19-98 - Mueller
Dave stated this request is a straight refinance with a lower interest rate. There is a balloon payment in ten years.

Dave asks for approval of this subordination subject to the conditions and limitations that are outlined.

The following action was taken.

Motion by: Mr. Able
Moved that: the CDA approve subordination request #19-98 subject to the conditions and limits outlined in the subordination

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

VII. ADJOURNMENT

The meeting was adjourned at 5:03 P.M.

Respectfully submitted:

David Less,
Executive Director

DL/pmh