

MINUTES

COMMUNITY DEVELOPMENT AUTHORITY

PLAN COMMISSION OFFICES

Regular Meeting
Wednesday
October 15, 2014

I. CALL TO ORDER

The meeting was called to order by Chairman John Stangel at 4:00 P.M.

II. ROLL CALL

<u>Members Present</u>	<u>Members Excused</u>	<u>Others Present</u>	<u>Staff Present</u>
John Stangel	Jill Hennessey	Tony Vogel	Paul Braun
Gene Maloney			Lisa Mueller
Emil Roth			Pauline Haelfrisch
Chris Able			
Dennis Tienor			

*Paul Braun informed the Board members that Collin Braunel has had to resign from the CDA. He asked the Board members for references.

III. APPROVAL OF MINUTES OF THE REGULAR SEPTEMBER 10, 2014 MEETING

Chairman Stangel asked if there were any corrections or additions to the minutes of the regular September 10, 2014 meeting. Hearing none, the following action was taken.

Motion by: Mr. Maloney

Seconded by: Mr. Tienor

Moved that: the CDA approve the minutes of the September 10, 2014 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 October, 2014 with the Board members. She also distributed a list of expenses and reviewed these with the Board.

Pauline discussed with the Board members the business and property insurance that is coming due the beginning of December. The invoice came in \$1,600 higher. Pauline told the members she was getting another quote.

After some discussion, the following action was taken.

Motion by: Mr. Maloney
Moved that: the CDA approve and authorize
payment of the October, 2014 expenses

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

B. New Project Update

Pauline discussed the bike shed project with the Board members. The bid opening for the bike shed is scheduled for Thursday, Oct. 16th at 1:30 p.m. The concrete suppliers are way behind on projects. Pauline is not sure if the slab will be poured this year.

The architect came and patched the holes in the rubber roof of the balcony. Gene Maloney explained what type of work needed to be done to the balcony. Next Spring, the architect will analyze the balcony as to how it is constructed.

C. GPNA Update

Pauline informed the Board members that the architect from Schultzerwerks came with the engineer on Sept. 23rd to do an inspection of our building. The meeting did not go as she had thought. They did look at the vacant apartments, walked around the outside of the building, and went in the common areas. Pauline gave them all the information she had in regards to the updates done to the building along with the original blueprints. Pauline stated she would wait and see what they come up with.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Financial Report and Approval of Monthly Expenditures

Paul Braun reported as of 11/15/14, there is a total of \$731,715.27 in loan funds available in the revolving loan fund. There has been no other activity. Paul did want the Board members to know that they are working with the Finance Dept. as their numbers are different.

Discussion was held, no action was taken.

B. Design Review:

1. 701 York Street – Harborside Restaurant

Paul Braun informed the Board members that this design review involves removing and replacing the old siding from the east and north side of the building. The awning will also be removed and updated. The work has already been started and Paul asks the Board members to approve and award a certificate of appropriateness.

The following action was taken.

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

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

C. ABBA LLC – Loan REV2011-1 – Update

The Board members invited Tony Vogel to the table to update them regarding the most recent happenings involving 8th and York. Tony was able to provide some income and expense information to the members given to him by Abby. However, the information did not fulfill what was requested of the Board members. There was some discussion in regards to the reports the Board members received.

Because of the limited information given to the Board members, Dennis Tienor stated that the Board has no other choice than to defer to the City Attorney and a bank representative to begin the collection process.

Paul Braun asked about the interest payment on the loan. He was advised to follow the letter of documentation with everything that is in place, nothing is waived. Late fees and interest will begin again.

D. Artist Loft – Discussion of HOME Fund Disbursement

Paul reviewed this development with the Board members. Paul received an e-mail from Todd Hutchison asking for him to update the City's support letter for this project to remove the HOME funds portion of the \$250,000 in order to bring the actual amount down to \$204,448.

Paul explained the reasoning for this is the State of WI Division on Housing states that HOME funds cannot be layered. Todd Hutchison is applying for \$500,000 monies from the State, so the City's portion of approximately \$46,000 must be taken out of the \$250,000 Todd has already received for this project.

Since Paul received the e-mail, Todd Hutchison had already found the old support letter, revised it, and had the Mayor resign it. The revised letter removes the reference to the City.

E. State of Wisconsin Housing CDBG RLF Site Visit – 10/14 thru 10/16/14

Paul reported that ever since Janet Zunker retired there has been no action with the housing program. The program has been on hiatus.

The Planning Dept. has to do annual reports of income and expenses for the State in regards to this program. Paul was notified through a letter from WI Division of Housing that there would be an audit of the CDBG Revolving Loan Fund. Paul stated that it just so happened there is a representative here at this time doing the audit. Over the years, there have been six disbursements of money received that total \$3,087,650 into this program. The remaining balance of this program was recently committed to the Artist Loft project by the Board members which totals \$177,000. Paul felt the auditor was not aware of this commitment; however, the prior Planning Director David Less did get an e-mail confirmation in regards to this matter.

John Stangel explained that those loans are not a monthly payment back. They are paid off when the property is sold. Paul explained that there is a State statute that says if there is not a payment on the loan within thirty years, the lien on the property will no longer exist. The Board members agreed they needed to take another look at this statute and determine how to proceed with any loans during that thirty year time period.

Paul would inform the Board members the results of the audit at the next meeting.

*Paul announced that there is a new director of Community Development by the name of Nick Sparacio. Paul is now the new City Planner.

VII. ADJOURNMENT

The meeting was adjourned at 4:55 P.M.

Respectfully submitted:

Paul Braun,
Interim Executive Director

PB/pmh