

MINUTES

COMMUNITY DEVELOPMENT AUTHORITY

PLAN COMMISSION OFFICES

Regular Meeting
Wednesday
September 16, 2015

I. CALL TO ORDER

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

II. ROLL CALL

Members Present

John Stangel
Gene Maloney
Emil Roth
Chris Able
Dennis Tienor
Jill Hennessey
Anton Doneff

Staff Present

Nic Sparacio
Paul Braun
Pauline Haelfrisch

III. APPROVAL OF MINUTES OF THE REGULAR JULY 22, 2015 MEETING

Chairman Stangel asked if there were any corrections or additions to the revised minutes of the regular July 22, 2015 meeting. Hearing none, the following action was taken.

Motion by: Mr. Doneff

Seconded by: Mr. Tienor

Moved that: the CDA approve the revised minutes of the July 22, 2015 regular meeting

Upon vote: the motion was carried unanimously

IV. MANITOWOC HOUSING AUTHORITY BUSINESS

A. Financial Report and Approval of Monthly Expenditures

Pauline reviewed the financial statements for August and September, 2015 with the Board members. She also distributed a list of expenses for August and September and reviewed these with the Board.

After some discussion, the following action was taken.

Motion by: Mr. Maloney

Seconded by: Mr. Tienor

Moved that: the CDA approve and authorize payment of the August and September, 2015 expenses

Upon vote: the motion was carried unanimously

Pauline explained to the Board members that she transferred \$40,000 from the checking account and \$120,000 from the money market account at Bank First to open a money market at Shipbuilder's Credit Union for \$160,000 at an interest rate of .40%.

Pauline also discussed with the Board members two service agreements she received; one for the generator and the other for the elevator. The agreement for the generator is a five year contract for approximately \$2,200 which comes out to around \$450 a year. Discussion was held as to exactly what the technician would do. The Board members felt that it would be a good idea to have the generator serviced every year.

Also discussed was the service agreement for the elevator. The elevator is currently serviced under Braun Thyssen on a monthly basis. There was an issue with the elevator in June that wasn't taken care of until August due to the part needed not being ordered. The Braun Thyssen agreement is due for renewal for another five years and Pauline was contacting other elevator services to see if she could find something better.

B. Maintenance Position Update

Pauline reported that she had hired a new maintenance man. She had interviewed five people. She called two back for a second interview and made the decision to hire a person that had worked as an assistant to the Supervisor at Southfield Townhouses. He has experience in the business and has been with Southfield for five years. The one down side is that he is from Sheboygan; however, after talking with Southfield, he did not miss work due to his location.

C. Garbage Room Update

Pauline informed the Board members that this project went very well. Hamann Construction was the contractor for this project. There were no issues with this project and it was completed on time.

D. Window Replacement Project

Pauline informed the members that the architect and her are struggling with this project. The numbers for the windows are coming in too high even with changing from aluminum to vinyl. The architect had hoped to have windows that were ADA compliant and has not been able to succeed with the amount of funding that was available. Pauline explained the project would either have to be put on hold for another year or so or done in increments over a number of years. She stated she had nothing substantial to give to the Board at this time.

E. Lead Based Paint Inspection

Pauline explained that she has rented an apartment to a tenant family. The family consists of a mother and small three year old daughter. They recently moved from Milwaukee and had been living at Hope House. The mother is currently working at Wendy's and takes her daughter to her grandmother's during the day.

Pauline was informed by HUD thru a conference call a couple months ago that all HUD facilities must have undergone lead based paint inspections. Coupled with the fact that she now has a child under the age of six as a tenant, she did send out for two bids to have the inspection done. She has received one back so far and is currently waiting for the other.

The question came up as to the City having grants for this type of testing. Discussion was held and the decision was for Pauline to pay for the inspection out of her monies and keep the grants for private redevelopments.

F. Maintenance Man's Retirement

Pauline discussed with the members Brian's retirement and was requesting permission to use petty cash to give Brian a small token of appreciation on his retirement.

Discussion was held and the members approved of Pauline buying a few gift cards or Chamber bucks as a gift.

G. Tenant Issues

Pauline told the Board members that she had a tenant that had wanted to address them in regards to some issues in the building. Pauline was unsure of the protocol for this type of action. After speaking with Nic and John, it was agreed that the tenant would write a letter explaining the issues; however, she would not be able to address the Board members at this meeting.

Pauline explained that the tenant had come to her over a month ago; so as the meeting drew closer, the tenant went around to the other tenants and asked them what they wanted her to write and nobody had anything to say.

Pauline stated this all came about because she had made a managerial decision to prohibit the concentration of tenants gathering at the front entrance of the building. She had been receiving complaints from others that a certain group of tenants were questioning them as they came into the building to the point bordering on harassment. So Pauline held a tenant meeting in which she stated that if someone was waiting for a ride or the bus, they could certainly sit outside by the front entrance. Others that were congregating for socialization would have to gather at the side entrances or on the patio in the beautiful backyard.

She also explained that this was the same rule for smokers. The smokers would have to smoke at the side entrances or in the back; no longer at the front entrance. Discussion was held in regards to smokers and it was stated by a Board member that there is a State law prohibiting smoking at the entrances of buildings. They were not certain the distance, but that there is a ruling in place.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Financial Report – Revolving Loan Program, 7/15/2015

Nic reported that the figure has not changed on the monthly report; but he was working with Forefront Dermatology on various expansion plans. Nic is hoping to work with them to take advantage of a commercial downtown revolving loan. He had thought they would have their application ready for this meeting, but it looks like this will have to wait until next month's meeting. They are looking to add anywhere from 80 to 120 employees over the next one to two years. There has been work done on 600 York Street which will house their IT and billing. Discussion was held in regards to parking in that area. Nic stated that is where the City would help out.

A question was asked of Nic if the parking lot across from the Maritime Museum is owned by the museum or are they leasing it. Nic responded that it is being leased. Discussion was held in regards to how often the parking lot is used. Also discussed was the building at 900

York Street that is scheduled to be torn down and possibly utilized as a parking lot for Forefront to relieve the utilization of the on street parking by the employees.

Nic was asked if there was anything new in regards to Eighth and York. Nic responded he receives inquiries from time to time but nothing concrete.

B. Design Review:

None

Loan Activities

None

VI. HOUSING REHABILITATION BUSINESS

A. Financial Report Presentation

Nic reported this is something new in the presentation of the various loan fund programs. There is no activity currently with the HOME funds, but the CDBG revolving loan fund is the one that is committed to the Artist Lofts project. About \$255,000 is committed to it. So there is \$35,000 in the fund that is not committed. Nic will be putting together a program offering owner occupied housing rehabilitation loans again. Nic anticipated in the plan that it would generate \$60,000 to \$70,000 a year in loan repayments. Some discussion was held in regards to HCRI and what that is used for. Nic responded those are more for security deposits, utility costs, and rental assistance. A question was asked as to what the HCRI stands for and Nic responded Housing Cost Reduction Initiative.

Motion by: Mr. Tienor
Moved that: the CDA accept the report and place on file

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

VII. ADJOURNMENT

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

Respectfully submitted:

Nicolas Sparacio,
Executive Director

NS/pmh