

# Community Development Authority of the City of Manitowoc Meeting Minutes August 24, 2016

I. CALL TO ORDER

Chairman Stangel called to order the regular meeting of the Community Development Authority at 3:57 PM on August 24, 2016 at the Community Development Department offices.

II. ROLL CALL

P. Haelfrisch conducted the roll call.

III. APPROVAL OF MINUTES

Chairman Stangel asked if there were any corrections or additions to the minutes of the regular meeting held on July 20, 2016. Hearing none, the following action was taken.

Motion by: D. Tienor

Seconded by: E. Roth

Moved that: the CDA approve the minutes of the July 20, 2016 meeting

Upon vote: the motion was carried unanimously

IV. MANITOWOC HOUSING AUTHORITY BUSINESS

A. Financial Report and Approval of Monthly Expenditures

P. Haelfrisch discussed the monthly report of finances and expenditures she had provided to the members. She transferred funds from the money market to the checking account at Bank First National for the fourth payment request on the window installation project. Phase Two of the window project will take place in Spring, 2017. The following action was taken:

Motion by: Ald. Able

Seconded by: G. Maloney

Moved that: the CDA approve and authorize payment of the August, 2016 expenses

Upon vote: the motion was carried unanimously

B. WINDOW REPLACEMENT PROJECT

P. Haelfrisch explained to the Board members that originally the contractor for the windows was going to take off for a month, but had hoped to finish the project in October. As Pauline stated earlier, Phase Two of the project will not begin until the Spring of 2017. The ADA windows for the two bedroom unit will be stored in the contractor's warehouse over winter. The workers would be back to do the punch list on the installed windows.

C. Health Insurance Information

P. Haelfrisch explained to the Board members the handouts of a survey of differing health insurance programs. The handouts do not state premium increases for 2017. P. Haelfrisch was able to get the premium increases for the State of WI health insurance. She stated that if she leaves the State of WI health insurance program, she will have to let them know by October 15<sup>th</sup>. Once she is out of the State of WI health plan, she would not be able to get back in for three years and would have to pay an enrollment fee if she did. Discussion was held and it was decided P. Haelfrisch should contact a local health insurance company to get a quote.

D. Community Service Policy

P. Haelfrisch explained what the community service policy entailed. Because Manitou Manor is considered general occupancy, she now has to give out a form to all the tenants along with an explanation. The tenant has a number of choices to pick from to determine if he is waived from the program or not. She reported that there is only one tenant in her building that is not exempt from the policy and will have to perform community service once a month. P. Haelfrisch asked the Board for approval of the policy. The following action was taken.

Motion by: Ald. Able

Seconded by: D. Tienor

Moved that: the CDA approve the  
Community Service policy.

Upon vote: the motion was  
carried unanimously

E. Manitou Manor Street Repair

P. Haelfrisch reported that the street repair project started a week late. Seiler Bros. would be putting in the driveway, sidewalk, cutouts, etc. beginning Friday.

F. Revised Pet Policy

P. Haelfrisch reported she had to revise the pet policy due to tenants leaving their pets alone in the units for days for a variety of reasons. P. Haelfrisch explained that there would be an emergency contact form the owner would have to fill out in regards to their pet. This contact could be called to come take the pet if the tenant is unable to care for it for an extended period of time. She asked for approval to this revision. Hearing no discussion, the following action was taken.

Motion by: D. Tienor

Seconded by: G. Maloney

Moved that: the CDA approve the  
revision to the Pet Policy.

Upon vote: the motion was  
carried unanimously

G. Physical Inspection Report

P. Haelfrisch reported on the physical inspection score she had received after she appealed the original score. She received the score of 60 which is "standard" in the eyes of HUD. She further discussed the e-mails that took place between the Physical Inspection Program Manager and her with the Board members.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Monthly Report Presentation

N. Sparacio provided a report on the current fund balance. There was no change in the commercial loan program. There has been activity regarding the new restaurant going into the old Eighth and York building; however, their needs are much smaller than what was necessary for the loan program. The following action was taken:

Motion by: Ald. Able

Seconded by: E. Roth

Moved that: the CDA accept the commercial monthly report and place on file

Upon vote: the motion was carried unanimously

Design Reviews

B. 906 South 8<sup>th</sup> Street Sign Modification

N. Sparacio explained the proposed signage for this property. The proposed window signage would have no negative impact on the historic nature of the building or surrounding area. The building itself is in poor condition, but this request should not be held up on that basis. Staff recommends approval of the request with the standard condition of approval. The following action was taken.

Motion by: Ald. Able

Seconded by: Ald. Kummer

Moved that: the Certificate of Appropriateness is granted with the condition of compliance with the Manitowoc Municipal Code including the sign permit

Upon vote: the motion was carried unanimously

Other Business

C. Discussion and Action on Consultant Selection Recommendation for 1512 Washington Street

N. Sparacio stated that the City released an RFP for the management stage of the demolition. An engineering firm will be hired to oversee this process. Proposals were received from three different firms, and they were ranked by the selection team. The selection committee is recommending Stantec as the project management firm for the demolition of 1512 Washington Street. This recommendation is being brought forward to the CDA. Discussion was held and the following action was taken.

Motion by: Ald. Kummer

Seconded by: A. Doneff

Moved that: the Board members accept the recommendation of hiring Stantec as the project management firm for the

Upon vote: the motion was carried unanimously

demolition of 1512 Washington St.

D. Monthly Report on 1512 Washington St. Demolition  
There were no further updates for this month.

VI. HOUSING REHABILITATION BUSINESS

A. Financial Report Presentation

N. Sparacio reported there was a significant jump in the RLF loan funds. The Artist's Lofts satisfaction came in and another smaller one. Of the \$411,000 in the fund; \$130,000 is committed to pay back Brown County leaving \$281,000 available for new housing loans for the program. There were no changes in the HCRI or HOME loan programs. Discussion was held and the following action was taken:

Motion by: Ald. Able

Seconded by: E. Roth

Moved that: the CDA accept the housing monthly reports and place on file

Upon vote: the motion was carried unanimously

Subordination Requests

B. None

Other Business

C. None

VII. ADJOURNMENT

Chairman Stangel adjourned the meeting at 4:43 p.m.

Minutes submitted by: Pauline Haelfrisch

Minutes approved by: Nicolas Sparacio

ATTENDANCE

Members Present

Chairman John W. Stangel  
Gene Maloney  
Ald. Lee Kummer  
Ald. Chris Able  
Emil Roth  
Anton Doneff  
Dennis Tienor

Staff Present

Nicolas Sparacio  
Pauline Haelfrisch