

# Community Development Authority of the City of Manitowoc Meeting Minutes May 17, 2017

## I. CALL TO ORDER

Chairman J. Stangel called to order the regular meeting of the Community Development Authority at 4:07 PM on May 17, 2017 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 April 19, 2017. Hearing none, the following action was taken.

Motion by: G. Maloney

Seconded by: E. Roth

Moved that: the CDA approve the minutes of the April 19, 2017 meeting.

Upon vote: the motion carried unanimously

## IV. MANITOWOC HOUSING AUTHORITY BUSINESS

### A. Financial Report and Approval of Monthly Expenditures

P. Haelfrisch discussed the monthly reports of finances and expenditures she had provided to the members. The following action was taken:

Motion by: G. Maloney

Seconded by: E. Roth

Moved that: the CDA approve and authorize payment of the April and May, 2017 expenses

Upon vote: the motion carried unanimously

P. Haelfrisch discussed with the Board members a possible shelter for tenants who smoke when Manitou Manor goes to no smoking ban. Board advised P. Haelfrisch to get quotes.

### B. Water Tanks for Boilers

P. Haelfrisch referred to the handout she had furnished to the Board members from Manitowoc Heating in regards to having water tanks installed in place of water heaters. Discussion was held regarding warranty on tanks and ability for boilers to satisfy both hot water and heating supply. The Board asked P. Haelfrisch to get another quote.

### C. Manitowoc Housing Authority Audit – Board Approval

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P. Haelfrisch reminded the Board members that they had received a copy of the audit at the March meeting. She went through the audit with the members. Discussion was held and the following action was taken.

Motion by: Ald. Kummer

Seconded by: G. Maloney

Moved that: the CDA approve the Manitowoc Housing Authority FYE 2016 Audit

Upon vote: the motion carried unanimously

D. Manitowoc Housing Authority Budget – Board Approval

P. Haelfrisch explained the handout given to the Board members in regards to the 2018 budget. Discussion was held and P. Haelfrisch was asked to get local health insurance quotes. Board approval was tabled until June meeting.

E. VAWA Emergency Transfer Plan – Board Approval

P. Haelfrisch informed the Board members that HUD would like every Housing Authority to have an emergency transfer plan for victims of domestic violence. Discussion was held and the following action was taken.

Motion by: D. Tienor

Seconded by: G. Maloney

Moved that: the CDA approve the MHA's VAWA Emergency Transfer Plan

Upon vote: the motion carried unanimously

F. Affirmatively Furthering Fair Housing Plan

P. Haelfrisch discussed with the Board members HUD's AFFH plan. She is considering joining a consortium and will attend a meeting in June in regards to this plan.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Revolving Loan Fund Financial Report

N. Sparacio provided a report on the current fund balances.

Motion by: L. Kummer

Seconded by: D. Tienor

Moved that: the CDA accept the financial report for the Commercial revolving loan fund

Upon vote: the motion carried unanimously

VI. OTHER BUSINESS

A. Monthly Report on 1512 Washington Street Demolition

N. Sparacio reported that the asbestos abatement should be completed by the end of May and a ground breaking ceremony for the demolition is tentatively scheduled for June 2<sup>nd</sup>. He also reported that additional EPA site assessment grant funds have been applied for to assist with the next steps after demolition of the structure is completed.

## VII. HOUSING REHABILITATION BUSINESS

- A. Revolving Loan Fund Financial Report  
N. Sparacio provided a report on the current fund balances.

Motion by: L. Kummer

Seconded by: D. Tienor

Moved that: the CDA accept the financial reports for the Housing program funds

Upon vote: the motion carried unanimously

- B. Discussion and Possible Action on Revolving Loan Fund Applications: HO#4-2016, HO#2-2017, HO#5-2017.

N. Sparacio provided a brief history of the Revolving Loan Fund program and the current state program requirements for those in attendance. A discussion ensued regarding the scope of work for the proposed projects. The Board inquired as to whether a realtor appraisal can be required after completion of the work. S. Maier will look into this. The following actions were taken.

Motion by: G. Maloney

Seconded by: E. Roth

Moved that: the CDA accept the work write up for HO#2-2017, and authorize MSA to complete the process

Upon vote: the motion carried unanimously

Motion by: D. Tienor

Seconded by: G. Maloney

Moved that: the CDA accept the work write up for HO#4-2016, and authorize MSA to complete the process

Upon vote: the motion carried unanimously

Motion by: L. Kummer

Seconded by: D. Tienor

Moved that: the CDA accept the work write up for HO#5-2017, and authorize MSA to complete the process

Upon vote: the motion carried unanimously

## VII. ADJOURNMENT

Chairman Stangel adjourned the meeting at 5:27 PM

ATTENDANCE

Members Present

Chairman John W. Stangel

Ald. Lee Kummer

Emil Roth

Gene Maloney

Dennis Tienor

Ald. Jeremiah Novak

Others Present

Susan Maier, MSA

Staff Present

Nicolas Sparacio

Paul Braun

Pauline Haelfrisch

Members Absent

Anton Doneff

Minutes submitted by: Pauline Haelfrisch and Nicolas Sparacio