

Community Development Authority of the City of Manitowoc

Meeting Minutes

April 19, 2017

I. CALL TO ORDER

Vice Chairman G. Maloney called to order the regular meeting of the Community Development Authority at 4:05 PM on April 19, 2017 at the Community Development Department offices.

II. ROLL CALL

G. Maloney conducted the roll call.

III. APPROVAL OF MINUTES

G. Maloney asked if there were any corrections or additions to the minutes of the regular meeting held on March 15, 2017. Ald. Kummer requested a minor text edit. The following actions were taken.

Motion by: G. Maloney

Seconded by: Ald. Kummer

Moved that: the CDA approve the March 15, 2017 Minutes as amended

Upon vote: the motion carried unanimously

IV. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Revolving Loan Fund Financial Report

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

Motion by: Ald. Kummer

Seconded by: A. Doneff

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

Upon vote: the motion carried unanimously

B. Design Review: 931 S 8th Street – Sign Modification

N. Sparacio explained the request for a new wall sign for this business. The sign placement in the transom area will be consistent with the other storefronts, but the colors and design will stand out from the others. L. Kalista explained the materials and colors to be used in the sign. It will be printed vinyl, but not with an aluminum backing as stated in the application. The vinyl will be adhered to the black tile and will be removable.

N. Sparacio stated the staff recommendation is approval under the condition of compliance with the Manitowoc Municipal Code including obtaining a sign permit.

Motion by: E. Roth

Seconded by: A. Doneff

Moved that: the CDA approve the sign modification with the recommended condition

Upon vote: the motion carried unanimously

C. Monthly Report on 1512 Washington Street Demolition

N. Sparacio announced that the City of Manitowoc was awarded a \$500,000 Idle Sites Grant from the Wisconsin Economic Development Corporation. N. Sparacio provided an update on the schedule changes for the Mirro demolition project. These changes will not affect the cost of the project. The weather has been a factor in the asbestos abatement completion and staff continue to work with the DNR on the methodology of how the asbestos will be removed from the exterior of the structure.

V. HOUSING REHABILITATION BUSINESS

A. Revolving Loan Fund Financial Reports

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

Motion by: Ald. Kummer

Seconded by: A. Doneff

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# 3-2016, HO#4-2016, HO#2-2017, HO#5-2017

S. Meier explained that applications HO#4-2016, HO#2-2017, HO#5-2017 were being presented for discussion only and are based on estimates at this time. These are out for bids currently. Project HO#3-2016 is ready for Committee action. A. Doneff asked how the response has been to the bid process. S. Meier explained that the response has been limited, and she will be doing more outreach to area contractors. It was suggested that MSA contact the Manitowoc County Home Builders Association to inform members of the need for contractor bids on Community Development Block Grant (CDBG) Revolving Loan Fund (RLF) projects. G. Maloney asked S. Meier to review the process for how the list of repairs is generated. Discussion continued regarding the repairs included in the four projects.

G. Maloney asked for clarification on why the Committee cannot know the addresses of the projects. S. Meier explained that certain project details must remain confidential per State of Wisconsin regulations. N. Sparacio stated that the plan is for the CDA to

eventually transition out of reviewing each project once the group has reached a comfort level with the work being done by MSA.

Motion by: A. Doneff

Seconded by: E. Roth

Moved that: the CDA accept the work write up for HO#3-2016 and authorize MSA to complete the process

Upon vote: the motion carried unanimously

- C. Notice of Bankruptcy received for #10-96HOP and #36-94HOME
N. Sparacio stated that two new notices were received, so we have received seven since November of 2016. These are all still in process, so we have not seen any results as to whether funds are available to repay any CDBG loans. This was informational discussion – no action taken.
- D. Department of Transportation Request for Partial Release of Mortgage
N. Sparacio described the need for the partial release of mortgage based on the Department of Transportation plat of right-of-way for the Waldo Boulevard reconstruction project. The new street design will add a curve to the sidewalk corner, thus the need for the small area of additional right-of-way. This property also involves a tree removal.

Motion by: Ald. Kummer

Seconded by: E. Roth

Moved that: the CDA approve the request for partial release of mortgage at 1105 N. 15th Street (Loan #334-98)

Upon vote: the motion carried unanimously

VII. ADJOURNMENT

Vice Chairman G. Maloney adjourned the meeting at 4:45 PM.

ATTENDANCE

Members Present

Gene Maloney
Anton Doneff
Ald. Lee Kummer
Emil Roth

Members Absent

Chairman John W. Stangel
Dennis Tienor

Others Present

Luke Kalista
Susan Maier, MSA

Staff Present

Nicolas Sparacio

Minutes submitted by: Nicolas Sparacio