

**Community Development Authority of the City of Manitowoc**  
**Meeting Minutes**  
**Wednesday, January 16, 2019**

I. CALL TO ORDER

Chairman J. Stangel called to order the regular meeting of the Community Development Authority at 4:00 p.m. on January 16, 2019 at the Community Development offices.

II. ROLL CALL

P. Haelfrisch conducted the roll call.

III. APPROVAL OF MINUTES of the regular December 19, 2018 Meeting

Chairman J. Stangel asked if there were any corrections or additions to the minutes of the regular meeting held on December 19, 2018.

The following action was taken.

Motion by: Ald. Novak

Seconded by: E. Roth

Moved that: the CDA approve the minutes of the December 19, 2018 meeting

Upon vote: the motion carried unanimously

IV. MANITOWOC PUBLIC HOUSING BUSINESS

A. Financial Report and Approval of Monthly Expenditures

P. Haelfrisch discussed the monthly reports of finances and expenditures she had provided to the Board members.

The following action was taken:

Motion by: G. Maloney

Seconded by: Ald. Novak

Moved that: the CDA approve and authorize payment of the January, 2019 expenses

Upon vote: the motion carried unanimously

B. Apartment Toilet Recall

P. Haelfrisch stated she has been conversing with Sloan Flushmate, the manufacturer of the unit toilets. There had been a recall on the vessel inside the tank and the company would be sending new vessels at no charge for all the units. P. Haelfrisch asked about installation

and was told that a plumber of her choice could be hired, and a bill submitted to a third party court appointed fund administrator for payment.

C. 2017 Capital Fund Project

P. Haelfrisch reported to the Board members the progress on the unit refrigerator/stove project. The bid documents were sent out to: Bitter Neuman, VanVreedes, Grand Appliance Center, Furniture/Appliance Outlet, and Hoersch Home Appliance. Lang's Appliance declined the offer to bid. The bids must be in by Feb. 19, 2019, with work expected to begin May, 2019.

D. LED Lighting Update

P. Haelfrisch informed the Board members that there wasn't any update as she did not receive the audit back from Energy Bank.

E. Bathroom Flooring Update

P. Haelfrisch stated she spoke with a number of different professionals about the staining around the toilets in thirty units of the building.

Plumber feels it is the wax rings; flooring installer pulled linoleum and stated the subfloor would be spongy around toilet if it was wax rings; flooring dealer can verify type of staining comes from leaking under the flooring. Both dealer and installer stated luxury vinyl planking would not show staining.

P. Haelfrisch would like to find out reason why before installing new flooring.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Revolving Loan Fund Financial Report

The fund balance was reported. P. Wills, Progress Lakeshore, provided an update on the Strand Adventures loan status and outstanding documentation requirements. P. Wills also provided an update on the LTC Training Center renovations to occur in the former Medical Arts building at 600 York Street.

B. Design Review: 1011 S 10<sup>th</sup> Street

A discussion ensued regarding the structure having a more industrial look than a historical look and that the presented design is a better fit than an ornate historical bracket.

The following action was taken.

Motion by: G. Maloney

Seconded by: Ald. Novak

Moved that: Remove the requirement for an ornate historical bracket

Upon vote: The motion carried unanimously

VI. OTHER BUSINESS

A. Monthly Report Former Mirro Site

A. Kroner provided a summary report on current and future site activities and estimated timelines for those in attendance. The site investigation is funded through a \$200,000 EPA Site Specific Assessment Grant. She provided an update on the following: Site Investigation Workplan, Site Investigation Schedule, Interim Clean Up Activities, Site Marketing. A. Kroner will gather additional information for the committee regarding the process for identifying blighted structures.

B. Discussion on Historic Preservation Commission Design Review Process/Standards (Section 15.650, Comprehensive Zoning Ordinance, Historic Preservation)

A. Kroner provided a report of the approval process and design standards with the goal of streamlining the process for business needs and balancing community vision for historic districts. She recommended authorizing staff to draft an amendment to the HPC section of the Manitowoc Municipal Code, and any other associated sections (zoning, signage) for review and consideration. Discussion only. No action taken.

VII. HOUSING REHABILITATION BUSINESS

A. Revolving Loan Fund Financial Reports  
The fund balance was reported.

B. Revolving Loan Fund Application: None

C. Subordination Request: None

D. Notice of Bankruptcy or Sheriff's Sale received: None

VIII. ADJOURNMENT

The Meeting was adjourned by Chairman J. Stangel at 5:00 p.m.

ATTENDANCE

Members Present

John W. Stangel  
Gene Maloney  
Emil Roth  
Ald. Lee Kummer  
Ald. Jeremiah Novak  
Anton Doneff  
Dennis Tienor

Members Excused

Staff Present

April Kroner  
Lisa Mueller  
Paul Braun  
Pauline Haelfrisch

Staff Excused

Others Present

Peter Wills

