



**CITY OF MANITOWOC**  
WISCONSIN, USA  
*www.manitowoc.org*



**MINUTES  
COMMUNITY DEVELOPMENT AUTHORITY**

**City Hall, 900 Quay Street  
Second Conference Room – 4:00 PM  
Wednesday, December 18, 2019**

**I. CALL TO ORDER**

Board Chairman J. Stangel called to order the regular meeting of the Community Development Authority at 4:00 PM on December 18, 2019 at the Community Development Department offices.

**II. ROLL CALL**

**Present:** Gene Maloney, Anton Doneff, Emil Roth, John Stangel, Dennis Tienor, Ald. Jeremiah Novak, Ald. Lee Kummer

**Absent:**

**Others Present:** Pauline Haelfrisch, Adam Tegen, Paul Braun, Nick Mueller, Jeremy Du Chateau, Lisa Mueller, Harris Byers, Sarah McDonald, Mike Bach, Peter Wills

**III. APPROVAL OF MINUTES** of the regular October 16, 2019 Meeting  
Motion by A. Doneff, Second by G. Maloney, to approve the Minutes.  
Motion carried (7-0)

**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.

Motion by Ald. Novak, Second by D. Tienor, that the CDA approve and authorize payment of the November/December 2019 monthly expenses.

Motion carried (7-0)

B. Transformer Update

P. Haelfrisch reported that the electrician stated that the majority of the work to the transformer project is done. It is just a matter of removing old transformers and installing the wiring into the transformer on the outside of the building. He is estimating no more than two hours.

C. Nutrition Site Closing

P. Haelfrisch informed the Board members that she had been notified by the County ADRC that a decision was made to close the nutrition site at Manitou Manor

Apartments. The site was no longer serving its purpose. The site will be closed as of December 19, 2019. With that said, a tenant proposed turning the dining room into a snack room. P. Haelfrisch is taking this into consideration. Details as far as cleaning, hours of operation, etc. will have to be discussed.

D. Unit Conversion Project

P. Haelfrisch reported that the unit conversion project has begun; and Sean is doing a great deal of the demolition. The plans are almost complete. There is a question in regards to asbestos in mastic holding flooring tile down in all units. P. Haelfrisch will be getting a quote for the removal of the flooring tiles and remediation of the mastic.

E. Manitowoc HA – Investments

P. Haelfrisch referred to the handout she had given to the Board members. The CD Manitowoc Housing Authority had come due on 12/09/19. The CD was with Bank First WI and was renewed with Bank First WI as a 17 mos. CD at 2.18%.

**V. DOWNTOWN REDEVELOPMENT ACTIVITIES**

A. Revolving Loan Fund Financial Report

The report was reviewed and placed on file

B. Revolving Loan Fund Business

C. Draft of Downtown Manitowoc Design Guidelines

Adam Tegen, Community Development Director, introduced the document and proposed design review boundary area for those in attendance. N. Mueller, reviewed the suggested changes which included material and technology guideline revisions and the expansion of the design review boundary. He continued that the intent is to make the downtown and future development more cohesive and to increase façade grant opportunities. P. Braun added that the proposed design review boundary area revision was a result of the Downtown Master Plan Study. A. Tegen stated that at this time staff were seeking input from the committee members prior to formalizing the boundary map and guideline revisions. No Action taken, discussion only.

**VI. HOUSING BUSINESS**

A. Revolving Loan Fund Financial Reports

The reports were reviewed and placed on file

**VII. OTHER BUSINESS**

A. Discussion on Brownfields Projects

Harris Byers, Senior Brownfields Project Manager for Stantec, presented an update on the environmental site assessments for both the former Mirro Manufacturing Facility property and the CN Peninsula property. The city applied for and was successful in obtaining funding from the Wisconsin Assessment Monies program for the CN Peninsula property. This assessment money is through a DNR program and a

DNR contactor will be installing monitoring wells in February 2020. A Site Specific Assessment Grant in the amount of \$200,000 has also been applied for and if awarded those grant monies will be available in June of 2020 for site investigation activities. The city has an RLF Clean Up Fund balance of \$230,000 that can be used to address petroleum impacts. The RLF monies would be in the form of a loan to the current property owner who is the Community Development Authority. A. Tegen reviewed the possible terms and conditions of the proposed loan and the benefits of utilizing these monies locally and having immediate access to the funds for site cleanup activities. A discussion ensued.

#### **VIII. ADJOURNMENT**

Chairman John Stangel adjourned the meeting at 5:20 p.m.