

**Community Development Authority of the City of Manitowoc  
Meeting Minutes  
Wednesday, October 16, 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 October 16, 2019 at the Community Development Department offices.

Adam Tegen was introduced as the new Community Development Director for the City of Manitowoc.

**II. ROLL CALL**

P. Haelfrisch conducted the roll call.

**III. APPROVAL OF MINUTES** of the regular September 18, 2019 Meeting  
Board Chairman J. Stangel asked if there were any corrections or additions to the minutes of the regular Meeting held on September 18, 2019.

Hearing none, the following action was taken.

Motion by: A. Doneff

Seconded by: G. Maloney

Moved that: the CDA approve the minutes of the September 18, 2019 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. Toilet claim settlement P. Haelfrisch applied for in March was received and deposited.

Discussion was held and the following action was taken:

Motion by: Ald. Novak

Seconded by: D. Tienor

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

Upon vote: the motion carried unanimously

**B. Property Insurance Bid Approval**

P. Haelfrisch received the bid from Ansay and Associates for the property, liability, and worker's comp insurance. Pauline is getting bid from HAIG due to increase in property insurance. Rep from Ansay stated that increase was due to statement of building values that were set quite low. Board members agreed that values were low.

C. Declaration of Trust Approval

P. Haelfrisch explained that HUD would like a new DOT created and approved due to paragraph regarding "indebtedness".

HUD created a form for DOT. Chairman Stangel will get new DOT notarized.

Discussion was held and the following action was taken:

Motion by: Ald. Novak

Seconded by: G. Maloney

Moved that: the CDA approve new Declaration of Trust for Manitowoc Housing Authority

Upon vote: the motion carried unanimously

D. Lighting Upgrade Update

Lighting upgrade is complete. Project cost was higher due to improper calculation of light bulbs needing to be changed out.

E. Health Insurance Update

P. Haelfrisch informed the Board members that she received the new premium for Manitou Manor employees' through the State of WI for 2020. She would like to continue with present health insurance and employees would agree to pay extra premium increase to continue with 2019 premium limits. The office manager will go on single plan. P. Haelfrisch added that the City of Manitowoc employees' health insurance premium is higher per individual than the health insurance for Manitou Manor employees.

Discussion was held and the following action was taken:

Motion by: D. Tienor

Seconded by: G. Maloney

Moved that: the CDA approve health insurance for Manitou Manor employees

Upon vote: the motion carried unanimously

F. Transformer Update

P. Haelfrisch reported that Hubbart Electric would be on site Monday to begin excavation and placement of concrete pad for transformer. Discussion was held about length of time power will be out.

G. Charges for Damages

P. Haelfrisch attended a session at the conference in regards to tenant damages beyond normal wear and tear in units and building. P. Haelfrisch referred to list board members should have received. List would be a record for staff to determine if tenant was negligent in causing damage. If so, tenant would be charged. Tenants will be given opportunity to read and sign Statement of Non-Standard Rental Provisions list.

Discussion was held and the following action was taken:

Motion by: Ald. Novak

Seconded by: E. Roth

Moved that: the CDA approve tenant damage charges list beyond normal wear and tear

Upon vote: the motion carried unanimously

**V. DOWNTOWN REDEVELOPMENT ACTIVITIES**

**A. Revolving Loan Fund Financial Report**

The report was reviewed and placed on file.

**B. Revolving Loan Fund Business**

P. Braun updated the members on the status of the CDBG ED RLF Close Program. He stated that staff continues to work with the Department of Administration (DOA) on the review and approval of eligible projects for the loan program monies.

**C. Design Review Application:**

**1. 914 S. 8<sup>th</sup> Street, Suite C - Signage**

N. Mueller presented the request. A discussion ensued regarding the historic district design guidelines with respect to historic / decorative brackets. N. Mueller stated the existing design guidelines are currently being reviewed by staff.

Motion by: J. Novak

Seconded by: D. Tienor

Moved that: the CDA approve the Certificate of Appropriateness with the following conditions:

- a. Community Development Department staff approval of the final design details.
- b. Compliance with all Manitowoc Municipal Codes.
- c. All site improvements and construction work will require a separate permit application to the Building Inspection Department.
- d. All structural projections into or over public rights-of-way will require separate permission from the Engineering Department.

Upon vote: the motion carried unanimously. A. Doneff abstained.

**VI. HOUSING BUSINESS**

**A. Revolving Loan Fund Financial Reports**

The reports were reviewed and placed on file.

**B. CDBG Housing Loan Business: None**

**C. 5422Home Business: None**

**VII. OTHER BUSINESS**

**A. Monthly Report on 1512 Washington Street**

P. Braun updated the members. Survey work is ongoing and Stantec will be applying for additional Communitywide Assessment and Site Specific grant monies.

VIII. **ADJOURNMENT**

Chairman John Stangel adjourned the meeting at 4:50 p.m.

ATTENDANCE

Members Present

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

Staff Present

Adam Tegen  
Nick Mueller  
Lisa Mueller  
Paul Braun  
Pauline Haelfrisch

Members Excused

Ald. Lee Kummer