



# CITY OF MANITOWOC

WISCONSIN, USA

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## MEETING MINUTES COMMUNITY DEVELOPMENT AUTHORITY

Regular Meeting  
Wednesday, April 21, 2021

*This meeting was conducted in person at City Hall and via remote conferencing software, Zoom.*

### I. CALL TO ORDER,

Board Chairman J. Stangel called to order the regular meeting of the Community Development Authority at 4:00 PM.

### II. ROLL CALL

**Present:** Chairman John Stangel, Emil Roth, Anton Doneff, Dennis Tienor

**Absent:** Gene Maloney, Ald. John Brunner

**Staff Present:** Nick Mueller, Adam Tegen, Jen Bartz

**Others Present:** Serena Lewis

### III. APPROVAL OF MINUTES of the regular March 17, 2021 Meeting

Motion by A. Doneff seconded by E. Roth, to approve the Minutes as amended.

Motion carried (4-0).

### IV. MANITOWOC PUBLIC HOUSING BUSINESS

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

S. Lewis reviewed the monthly reports of finances and expenditures that had been sent to the Board members.

Motion by E. Roth, Seconded by A. Doneff, to approve the report and approve monthly expenditures.

Motion carried (4-0).

#### B. Credit Card

S. Lewis explained the credit card transition from Pauline to her. Upon recommendation she will get a card through the Bank First for business direct purchases. One each for her and maintenance. No concerns from members.

#### C. Parking Lot Replacement update

S. Lewis stated a bid notice was placed for two weeks. Bids are due May 25 and review should occur prior to June meeting. Members agreed to review and approve by email in order to keep this project moving.

S. Lewis stated the architect clarified a previous question and said that high impact asphalt will be used.

A. Doneff asked if the architect will contact any contractors. He suggested S. Lewis contact the City for a list of asphalt contractors and contact directly.

- D. Entrance Door Replacement update  
S. Lewis said that A.C.E. will replace five exterior doors and frames the first part of May and that wood doors will be a few weeks after. All will be replaced with new doors versus trying to salvage frames.
- E. Nan McKay update  
S. Lewis stated lease and ACOP policies have been completed. She will post for 30 days for written public comment and will post in the office and around the facility. She will share with the CDA once all comments have been compiled.
- F. Payroll Service  
S. Lewis shared that payroll had previously been completed by hand and that she is now transitioning to a service that will complete payroll, W-2s and taxes, as well as direct deposit. She noted that she discussed with Chairman J. Stangel in advance.
- G. Comcast Service  
S. Lewis stated that the internet and business phone lines are now with the new service. The elevator, security system, and fire alarm lines remain with AT&T. Members briefly discussed the DirectTV contract timing. It will be reviewed when it expires.
- H. D. Tienor stated the ruled changed for non-profits and allows the double up coverage. Bank First confirmed the deposits are currently covered by FDIC. There is separate FDIC coverage for the checking account and CD's.

## **V. DOWNTOWN REDEVELOPMENT ACTIVITIES**

- A. Design Review Applications
  - 1. Discussion and Possible Action: 108 North 8<sup>th</sup> Street | Beernsten's Confectionary, Dean Schadrie  
N. Mueller provided background on the project at the Dempsey Building and noted it is a Façade Grant recipient. He shared that the project will reinstate windows on the second floor and add glass on lower level and indicated that the goal is to keep the project appropriate with the time period.  
  
Dean Schadrie, building owner, discuss plans for project with windows, tuck pointing, etc. He stated that the entire building is almost full with tenants and they want to bring building back to where it should be and want to bring light to the downtown. He also explained that the project includes removal of exterior hanging air conditioners. Total project investment is about \$150,000.  
  
Discussion ensued among members about signage. Members were reminded that any minor signage additions or changes can be approved by Community Development staff, but large projects will come back to CDA for approval.  
  
Discussion ensued about signage as current sign is internally illuminated and all agreed that there are opportunities for signage improvement.  
  
Motion by D. Tienor, Seconded by E. Roth, to approve project and to allow Community Development staff to work with building owner to complete the project. Motion carried (4-0).

## **VI. HOUSING BUSINESS**

- Revolving Loan Fund Financial Reports

The report was reviewed and placed on file.

**VII. OTHER BUSINESS**

A. River Point District Update

A. Tegen shared that Vinton Construction was awarded the project. He provided a brief overview of activity to date and timeline of future projects.

Conversation ensued about the 8<sup>th</sup> & Maritime intersection. A. Tegen explained that traffic control is a big factor and goal is to have done by the July 4. He went on to explain the plan is for the intersection. He also stated that the two-way street conversation is proceeding and that it is analysis mode right now.

B. 1512 Washington Street Update

None

**VIII. ADJOURNMENT**

Motion by D. Tienor, Seconded by E. Roth, to adjourn the meeting at 4:40 PM.  
Motion carried (4-0).