



# CITY OF MANITOWOC

WISCONSIN, USA

[www.manitowoc.org](http://www.manitowoc.org)

## MEETING MINUTES COMMUNITY DEVELOPMENT AUTHORITY

**Regular Meeting  
Wednesday, May 19, 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, Ald. Tim Boldt, Ald. Michael Cummings, Gene Maloney, Emil Roth, Dennis Tienor (4:07)

**Absent:** Anton Doneff

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

**Others Present:** Serena Lewis, Toger Swanson, Scott Canel

### **III. APPROVAL OF MINUTES** of the regular April 21, 2021 Meeting

Motion by G. Maloney seconded by E. Roth, to approve the Minutes as amended.  
Motion carried (6-0).

### **IV. PUBLIC HEARING**

- A. Proposed Issuance of a Multifamily Mortgage Revenue Note for Southfield Townhomes located at 2657 S 23rd Street  
S. Alfred read the notice into record and opened the hearing for public comments. No in-person public comments were provided and S. Alfred stated that no written comments were received prior to the hearing.  
S. Alfred closed the public hearing.

### **V. 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 T. Boldt to approve the report and approve monthly expenditures.

Motion carried (6-0).

#### **B. Parking Lot Replacement Update**

S. Lewis stated that a pre-bid construction meeting was held and three contractors showed up. She said the bid is due May 25 and will send out bids to CDA. Chairman J. Stangel confirmed the CDA will approve via email.

#### **C. Entrance Door Replacement Update**

S. Lewis indicated A.C.E. will be installing six exterior doors the week of May 17.

#### D. Budget

S. Lewis stated that the accountant reviewed the 2021-22 budget and indicated that the budget looks good. There is a significant increase in net income due to revenue income and increase in operating subsidies. The increase in income will leave the budget with a surplus.

S. Lewis pointed out that the gas bill is doubling due to gas recovery increase costs. G. Maloney suggested she contact the gas company to clarify.

Discussion ensued among members about specific line items. S. Lewis pointed out that four tenants receive stipends for tasks completed at Manitou Manor. S. Lewis noted that HUD prefers that they employ tenants.

Motion by D. Tienor, seconded by M. Cummings, to approve the budget and send to HUD.

Motion carried (6-0).

#### E. Investments

S. Lewis did an investment survey for the CD and Money Market accounts. After researching options, S. Lewis found that Fox Community Credit Union had the best rate. Bank First matched their CD rate, and the money market rate was higher. It was decided to stay local and continue with Bank First.

### VI. DOWNTOWN REDEVELOPMENT ACTIVITIES

N. Mueller provided brief overviews of downtown activities on 8<sup>th</sup> & Maritime and 10<sup>th</sup> & Maritime Streets intersections as well as the 8<sup>th</sup> & Maritime Street park. The estimated opening of intersections is early June. He also shared that there is a lot of interest in façade grants.

M. Cummings asked about the green concrete and if there is a more appealing visual than boxes added to cover the planters in winter months. N. Mueller stated that it was suggested boxes could be painted white and local artists could paint/decorate. He stated that the box option is not perfect, but they are there to provide a level of protection. M. Cummings offered the idea of a light metal box with decorative element. D. Tienor asked if boxes can be backlit. N. Mueller stated that that there is power under the box and future discussions are needed for how to upgrade.

#### A. Design Review Applications

##### 1. Discussion and Possible Action: 206-210 North 8<sup>th</sup> Street

N. Mueller provided details on the request and stated that the paint colors selected are appropriate within the approved palette. He stated that the painting of the façade is not a major alternation.

Discussion ensued among members regarding CDA approval on painting/paint selection and if the CDA would like to authorize painting being able to proceed with Community Development staff approval. Members agreed that review of by Community Development staff for painting projects is appropriate. They asked that approved projects should be included on the agenda to keep members informed.

N. Mueller noted that Community Development staff would approve, but would come to CDA with questionable/unique building colors.

Motion by D. Tienor, seconded by M. Cummings to approve staff to approve paint projects and update design review procedure within the zoning ordinance.  
Motion carried (6-0).

Motion to by G. Maloney, seconded by M. Cummings to approve the paint selection and project at 206-210 N. 8<sup>th</sup> Street.  
Motion carried (6-0).

## **VII. HOUSING BUSINESS**

Revolving Loan Fund Financial Reports  
The report was reviewed and placed on file.

## **VIII. OTHER BUSINESS**

- A. Discussion and Possible Action: Consideration of the issuance of up to \$8,500,000 principal of multifamily mortgage revenue note for Southfield Townhomes located at 2657 S 23rd Street.

A. Tegen referred to the updated information members received as background.

Chairman J. Stangel asked if the project is the same or if there have been changes since originally presented. S. Canel, project developer, stated that there have been up additional upgrades to the project, specifically that the charity he founded will donate \$600,000 to be used toward the construction of a new community center on site at Southfield Townhomes. He shared that the education center had been in previously located in a townhouse and will now be located on the 2<sup>nd</sup> floor of community learning center. He shared that an estimated \$65,000-67,000 per unit is will be invested in upgrades and that includes the community center. Parking lot upgrades will also be completed. He also stated that the project has received HUD approval and noted that the Southfield Townhomes project will be the largest in-place rehab being done by their team.

Chairman J. Stangel asked when the project will start. S. Canel indicated that their team hopes closing will occur by end of July, no later than end of August. If everything aligns, work will begin in September and its estimated to be completed in one year, with community center by end of 2022. He also stated that when the project is completed, they will be holding a grand opening.

G. Maloney asked if project has sprinklers. S. Canel stated that it will not have sprinklers installed as HUD will not give more money to do that, but they will be installing smoke & carbon monoxide detectors in all units.

G. Maloney asked about increased rent rates and S. Canel explained the rent calculation process of 30% of income for rent and utilities with the balance paid by federal funding.

Ald. T. Boldt asked about resident displacement during construction. S. Canel explained that residents will be out of units 3-5 days, 10-12 hours each day. He stated that residents will be placed in temporary units with comparable facilities during those periods and tenants will always be able to sleep in their unit at night.

Ald. M. Cummings asked if all units are full and anticipated future demand. S. Canel stated that units are 95% full and they anticipate slightly higher once it is updated.

Serena asked if this will be tax credit supported. S. Canel indicated yes and explained the process of how it works.

T. Swanson, representing S. Canel as bond buying council, shared that he will be back with resolution approving issuance of bonds at June meeting.

B. Review and Possible Action to Authorize Proceeding with Finalizing Documents for Amendment #1 on the Loan from the City to the CDA from the EPA Revolving Loan Fund for Work on the River Point District

A. Tegen said that the loan funds were originally specific to site 3 due to the original research on where petroleum contaminated soils were found. The City is asking the CDA to amend loan the loan and that the change would occur so the funds can be applied to the petroleum contaminated area in Site 1 as well. He stated the remaining funds would be used to bring in clean fill on River Point as the City continues to bring the site up to grade.

G. Maloney asked if amendment will cover all areas with contaminated soils. A. Tegen confirmed that the funds would cover the contamination areas but will be insufficient to cover all the costs.

Ald. T. Boldt clarified that the amendment creates a larger coverage area for funds to be used. A. Tegen clarified that by amending the loan, site 1 will be added as an additional area to spend money.

Motion by D. Tienor, seconded by Ald. M. Cummings, to finalize documents for Amendment #1 (attached) on the Loan from the City to the CDA from the EPA Revolving Loan Fund for Work on the River Point District.

Motion carried (6-0).

C. River Point District Update

A. Tegen provided brief project updates regarding fill and the additional supports needed for infrastructure, and noted the project is on schedule at this time. He shared that PetSkull Brewery is anticipated to open July 1, but the restaurant will open at a later date. He went on to state that the City is working with the River North apartment developer on grant funds.

A. Tegen shared that Manitowoc was one of two communities in Wisconsin to receive EPA grant funds and partnered with Two Rivers and Progress Lakeshore on the \$600,000 grant. He stated that they are assessment funds and can be used anywhere in Manitowoc County, and noted that 50% of the grant will be used in City.

G. Maloney asked about master plan for River Point. A. Tegen provided further overview. Discussion ensued regarding future plan.

D. 1512 Washington Street Update

A. Tegen stated that Newell Rubbermaid did another round of testing and encountered foundations. They are working with DNR on next steps. He shared that there are about \$30k left of SAG grant which sunsets in fall and said that the City will use those funds to pull out storage tanks in July as that is eligible under the grant. The DNR would not require Newell Rubbermaid to remove the tanks since they were abandoned in place.

**IX. ADJOURNMENT**

Motion by G. Maloney Seconded by E. Roth, to adjourn the meeting at 5:15 PM.

Motion carried (6-0).