



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

MEETING MINUTES COMMUNITY DEVELOPMENT AUTHORITY

Regular Meeting Wednesday, July 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, Ald. Tim Boldt, Ald. Michael Cummings, Gene Maloney, Emil Roth, Dennis Tienor (4:15)

Absent: Anton Doneff

Staff Present: Paul Braun, Adam Tegen, Jen Bartz

Others Present: Serena Lewis, Scott Canel, Toger Swanson, Nick Newman

III. APPROVAL OF MINUTES of the regular June 16, 2021 Meeting.

Motion by G. Maloney seconded by M. Cummings, to approve the Minutes.

Motion carried (5-0).

IV. PUBLIC HEARING

- a. Manitowoc Housing Authority proposed revision to the Public Housing Authority Annual Plan for fiscal year 2021-2022.

S. Lewis provided information on the revision to the Annual Plan.

Chairman J. Stangel opened the public hearing at 4:10 pm.

No public comment was provided.

Chairman J. Stangel 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 CDA members.

Motion by G. Maloney, Seconded by E. Roth to approve the report and approve monthly expenditures.

Motion carried (5-0).

- b. Parking Lot Replacement Update

S. Lewis shared that construction has started and provided information on several lot enhancements being made. She said that tenants have adjusted to the short-term parking changes and that the contractor is confident they will meet the August 15 deadline.

- c. Website and Logo Update

S. Lewis shared that the website is in process and indicated that the logo selected will be added before the site goes live.

Discussion ensued among members regarding the options. Option 1 of presented logos was selected as the best option.

d. Staffing

S. Lewis shared that Manitou Manor is short-staffed with maintenance staff out on medical leave. She suggested an increase to the hours of another staff member to assist with the current staffing shortage. She went on to share that she has sought the consult of Kristen Odell for HR-related topics.

Chairman J. Stangel asked S. Lewis if she has had any feedback from tenants on why they are moving out. She stated that some are relocating to different communities and some to different housing units within the City. She said that the quality of the housing or other issues has never been mentioned.

Discussion ensued about the staffing issues and options to address immediate maintenance needs.

D. Tienor asked if City maintenance would be able to assist with some services. A. Tegen stated that he will look into the option with the facilities manager.

VI. DOWNTOWN REDEVELOPMENT ACTIVITIES

a. Design Review Applications

i. 31 Maritime Drive, River Loft Condo Association

This item was delayed until August.

ii. 910 Hamilton Street, Kwik Trip

A. Tegen provided some background on the request. He stated that if a new building were to be built, a higher standard would be expected. The proposed fencing fits the aesthetic of the current building, but the City recommends reinforced corners along with composite materials. He stated that staff recommend approval of the project.

Ald. T. Boldt asked if reinforced corners can be part of the provision.

N. Newman, Kwik Trip representative, stated that the structure will be constructed using power-coated steel posts and Trex material.

Motion by Ald. T. Boldt, seconded by Ald. M. Cummings, to approve the enclosure as proposed.

Motion carried (6-0).

VII. HOUSING BUSINESS

a. Revolving Loan Fund Financial Reports

The reports were reviewed and placed on file.

VIII. OTHER BUSINESS

a. Southfield Townhouses

i. Discussion and Possible Action: Resolution Authorizing the Execution and Delivery of Multifamily Housing Revenue Notes in an Aggregate Principal Amount Not to Exceed \$8,500,000 to Finance the Acquisition, Rehabilitation and Improvement of a Multifamily Rental Housing Facility Known as Southfield Townhouses and Approving and Authorizing Related Documents and Actions.

A. Tegen explained that the Resolution keeps the project moving forward.

S. Canel stated that HUD has approved the project and a few items are still needed by WHEDA. With this City approval/resolution, they will be able to proceed in about 6-8 weeks if everything aligns.

Motion by G. Maloney, seconded by Ald. T. Boldt, to approve the Resolution.
Motion carried (6-0).

b. River Point District Update

- i. Discussion and Possible Action: River Point Zoning and Planned Unit Development
P. Braun reviewed the project location and planned phases. He explained and provided a definition of a Planned Unit Development (PUD) and stated that a PUD needs to be issued by a CUP per our zoning code. He went on to share the draft of the PUD.

G. Maloney asked if multi-family housing within the area would have parking within their lot or using street/surface parking. P. Braun explained the requirements.

Ald. T. Boldt asked if there are additional costs to rezone an area. P. Braun stated that the only costs tied to rezoning are publication costs & staff time.

G. Maloney stated that a PUD is good to ensure future projects are of quality. He clarified the PUD document. P. Braun stated that the document will look similar to zoning code when finalized. A. Tegen added that the PUD becomes like a downtown design overlay district.

Motion by G. Maloney, Seconded by D. Tienor, to submit a recommendation from CDA to Council to approve change in zoning from I-2 Heavy Industrial to B-4 Central Business and approve issuance of a CUP for creation of PUD.

c. 1512 Washington Street Update

A. Tegen stated that several storage tanks were removed with grant funds. The City is working with Newell Rubbermaid who is going back and forth with DNR.

d. Revolving Loan Fund

- i. Discussion and Possible Action: Revolving Loan Fund Manual of Policies and Loan Service Procedures

A. Tegen stated that the formal policy has been approved by the Finance Committee & Common Council. CDA will be oversight committee on the program and will need to create a loan review committee of up to 7 people with one alderperson, others will be local financial professionals or City staff.

A. Tegen shared that the City received notification of a USDA grant award for \$95,000 that will be used to establish the Revolving Loan Fund. He stated that the next step is for CDA to decide who to invite as member of loan review committee.

Discussion ensued among members with proposed members as Dennis Tienor, Shawn Alfred, Adam Tegen, Alder Cummings (Alder Boldt, alternate), Dave Diedrich, and a non-profit member. D. Tienor asked if a member from IDC should be tapped.

A. Tegen stated that the August meeting will formally create loan review committee.

IX. ADJOURNMENT

Motion by D. Tienor, seconded by G. Maloney, to adjourn the meeting at 4:59 PM.
Motion carried (6-0).