

MINUTES

COMMUNITY DEVELOPMENT AUTHORITY

PLAN COMMISSION OFFICES

Regular Meeting
Wednesday
November 10, 2010

I. CALL TO ORDER

The meeting was called to order by Chairman John Stangel at 4:02 P.M.

II. ROLL CALL

<u>Members Present</u>	<u>Members Excused</u>	<u>Staff Present</u>
John Stangel	Matt Kadow	David Less
Emil Roth	Gene Maloney	Pauline Haelfrisch
Dennis Tienor		
Alex Olson		
James Noffke		

III. APPROVAL OF MINUTES OF THE REGULAR OCTOBER 13, 2010 MEETING

Chairman Stangel asked if there were any corrections or additions to the minutes of the regular October 13, 2010 meeting. Hearing none, the following action was taken.

Motion by: Mr. Olson

Moved that: the CDA approve the minutes of the regular October 13, 2010 meeting

Seconded by: Mr. Roth

Upon vote: the motion was carried unanimously

IV. MANITOWOC HOUSING AUTHORITY BUSINESS

A. Financial Report and Approval of Monthly Expenditures

Pauline Haelfrisch reviewed the financial statements for November, 2010 with the Board members. She also distributed a list of expenses and reviewed these with the Board.

Pauline reported that her accountant advised her to transfer some money out of the checking account to the money market account. The checking account balance was rather high; so \$40,000 was transferred to the money market account.

Pauline also discussed CD #2908114463 that was coming due at Associated Manitowoc Bank. She would like approval to transfer the CD to Manitou Manor's money market account as the interest rate on the CD is not very high. Some discussion was held as to the varying interest rates and how to handle the money market account.

The following actions were taken.

Motion by: Mr. Noffke

Moved that: the CDA approve and authorize payment of the November, 2010 expenses and the CDA approve the transfer of CD #2908114463 to the money market account

Seconded by: Mr. Olson

Upon vote: the motion was carried unanimously

Pauline also reported the 2010 recertifications were complete and the change in rent revenue is \$240.

B. Main Water Line Replacement

Pauline reported to the CDA the main water line project was complete. Gene Maloney had stopped in while the work was progressing and noticed a few items of concern. He immediately called Pauline and she proceeded to get in contact with her architect and the engineer for Vinton Construction. Three items were pointed out and rectified. While digging for the new water line a gas line was cut and WPS came and was able to patch it; an electrical conduit was cut although none of the wires were damaged, which Check Electric came and applied a wrap and finally a damaged stormwater drain was replaced. The bacteria sample was taken on 10/21 and came back "safe" so the water line was tied in on 10/26/10. On 11/9, Rob Klein came and sealed the cracks in the parking lot. He will prepare an estimate to repave the parking lot in Spring of 2011.

Pauline reported that she received a phone call from the Division of Energy Services asking her to apply for funding in regards to weatherization projects in our building. The Division of Energy Services received money from the ARRA stimulus fund and they had some left that needed to be used by a certain date. The focus is on apartment buildings that have twenty or more units with 65% of the tenants qualifying as low income. A representative from the Division came to inspect our building and deemed it worthy for funding. The next step would be to do an engineering design analysis on the building. Franklin Energy would be calling Pauline to set up the analysis.

C. 2010 Capital Fund Project

Pauline discussed the Capital Fund project in regards to the Agency Plan that was approved for this project. Some of the items in the plan were: hallway painting and carpeting, remodeling the front entrance lobby, etc. Pauline has been in contact with two architects that gave her bids for this project.

Some discussion was held by the Board with regards to the necessity for an architect. Some Board members felt Pauline could contact a local construction company or building supply who would have a rep that could assist her. Also, Pauline could just get bids on her own from flooring and painting companies.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Financial Report – Revolving Loan Program, 11/03/10

David Less reviewed the financial report with the Board members for the revolving loan program. As of November 3, 2010 a total of \$465,808.39 in loan funds was available.

Motion by: Mr. Tienor

Moved that: the CDA accept the 11/03/10 report and place on file

Seconded by: Mr. Roth

Upon vote: the motion was carried unanimously

B. Design Review:

1. 214 North Eighth St. – The Bull Pen

David Less reviewed the design review for the Bull Pen with the Board members. It was agreed that it would be a violation of the code for this type of signage.

No action was taken.

VI. HOUSING REHABILITATION BUSINESS

A. Update on the Regency House – bond issue

David Less reported the bond issue is closed on the Regency House.

VII. ADJOURNMENT

The meeting was adjourned at 4:50 P.M.

Respectfully submitted:

David Less,
Executive Director

DL/pmh