

# MINUTES

## COMMUNITY DEVELOPMENT AUTHORITY

### PLAN COMMISSION OFFICES

Regular Meeting  
Wednesday  
January 12, 2011

#### I. CALL TO ORDER

The meeting was called to order by Vice Chairman Gene Maloney at 4:02 P.M.

#### II. ROLL CALL

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

#### III. APPROVAL OF MINUTES OF THE REGULAR NOVEMBER 10, 2010 MEETING

Vice Chairman Maloney asked if there were any corrections or additions to the minutes of the regular November 10, 2010 meeting. Hearing none, the following action was taken.

Motion by: Mr. Olson

Moved that: the CDA approve the minutes of the regular November 10, 2010 meeting

Seconded by: Mr. Roth

Upon vote: the motion was carried unanimously

John Stangel arrived at 4:07 p.m.

David Less reported that he had received an e-mail from Jim Noffke stating that he would be stepping down from the Board. Jim had served on the Board for many years. David forwarded the e-mail on to the Mayor and he will have to appoint someone to take Jim's place.

#### IV. MANITOWOC HOUSING AUTHORITY BUSINESS

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

Pauline Haelfrisch reviewed the financial statements for December, 2010 and January, 2011 with the Board members. She also distributed a list of expenses and reviewed them with the Board.

Pauline answered questions from the Board members in regards to vendors and payments.

The following actions were taken.

Motion by: Mr. Tienor

Moved that: the CDA approve and authorize payment of the December, 2010 and January, 2011 expenses

Seconded by: Mr. Maloney

Upon vote: the motion was carried unanimously

B. Agency Plan Update

Pauline reported to the Board that part of her agency plan included the five year performance and evaluation of the Capital Fund program. Basically, how the funds will be used over a five year range. Part of the 2010 Capital Fund was earmarked for front lobby remodeling. Pauline would like to get started on this as the lobby is in need of a facelift. She explained to the Board what type of work she would like to have done.

Gene Maloney recommended two different vendors: Lakeshore Business Interiors and Ace Building Services. Pauline agreed to contact them.

C. Budget Update

Pauline discussed one of the 2010 budget items which was new furniture for the third floor lobby. She wanted to make the Board aware that she would be purchasing a few items to replace the furniture that is presently there.

D. Bulk Cable Report

Pauline reported that she was in contact with a rep from Comcast who indicated there would be an increase in the cable services going into effect in March/April.

Pauline inquired if there was any option she could offer her tenants from the Board. There was much discussion as to how to proceed. The Board acknowledged that something should be offered. A proposal was reached to divide the total bulk rate per month by the tenants that want the package. Every six months, the arrangement could be revisited for a new collection amount. The cable price would be paid with the tenant's rent. Pauline said she would propose this to the tenants and see what they would like to do.

E. Vacancy Issues

Pauline reported that over the last two months, she had five more apartments become vacant. Pauline asked for the Board's advice for renting to tenants that may not have the best references. Discussion was held as to the diversity of tenants that are living in Manitou Manor. The Board's advice is to follow and enforce policy guidelines for any new or prospective tenants.

**V. DOWNTOWN REDEVELOPMENT ACTIVITIES**

A. Financial Report – Revolving Loan Program, 1/12/11

David Less reviewed the financial report with the Board members for the revolving loan program. As of January 12, 2011, a total of \$472,609.81 in loan funds was available.

The following action was taken.

Motion by: Mr. Roth  
Moved that: the CDA accept the 1/12/11 report and  
place on file

Seconded by: Mr. Maloney  
Upon vote: the motion was carried  
unanimously

**B. Design Review:**

1. 1033 South Eighth St. – First German Lutheran  
David Less reviewed the design review for First German Lutheran with the  
Board members.

Some discussion was held in regards to the signage. David asked for confirmation  
of approval.

The following action was taken.

Motion by: Mr. Maloney  
Moved that: the CDA approve the design review  
application and award a certificate of appropriateness

Seconded by: Mr. Roth  
Upon vote: the motion was carried  
unanimously

**VI. HOUSING REHABILITATION BUSINESS**

**A. Downpayment Loan Request**

No Report

**VII. ADJOURNMENT**

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

Respectfully submitted:

David Less,  
Executive Director

DL/pmh