

MINUTES

COMMUNITY DEVELOPMENT AUTHORITY

PLAN COMMISSION OFFICES

Regular Meeting
Wednesday
March 16, 2011

I. CALL TO ORDER

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

II. ROLL CALL

Members Present

John Stangel
Gene Maloney
Emil Roth
Alex Olson
Dennis Tienor
Matt Kadow

Staff Present

David Less
Pauline Haelfrisch

III. APPROVAL OF MINUTES OF THE REGULAR FEBRUARY 16, 2011 MEETING

Chairman Stangel asked if there were any corrections or additions to the minutes of the regular February 16, 2011 meeting. Hearing none, the following action was taken.

Motion by: Mr. Maloney

Seconded by: Mr. Tienor

Moved that: the CDA approve the minutes of the February 16, 2011 regular meeting

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 March, 2011 with the Board members. She also distributed a list of expenses and reviewed these with the Board.

Some discussion was held in regards to vacancies. Pauline reported the neighboring apartment complexes are also showing vacancies at this time.

The following action was taken.

Motion by: Mr. Olson

Seconded by: Mr. Kadow

Moved that: the CDA approve and authorize payment of the March, 2011 expenses

Upon vote: the motion was carried unanimously

B. Energy Assistance Grant Update

Pauline Haelfrisch shared with the Board the e-mail that was sent from Don Hynek, WI Dept. of Energy, in regards to the energy grant we applied for. We have a little better picture as to what the grant will cover as far as updates and what we would have to contribute. Pauline discussed the new “measures list” with the Board. It looks like there may be very little copay on the Housing Authority side depending on what kind of changes are necessary to install the new boilers and air makeup units.

Some discussion was held in regards to the updates. Pauline explained that the project will continue as outlined in the information she presented to the Board at the February meeting.

C. Front Lobby Project Update

Pauline informed the Board that the architect from Martin-Riley put together specs and a bid package per the request of the Board. This project will be going out for bid and with any luck the Board will be able to approve a bid package at the April meeting.

D. Agency Plan Review

Pauline explained to the Board that due to the energy grant, the annual statement for capital fund purposes and the five year action plan that was approved had to be revised as many of the improvements that were listed would now be done through the grant.

Pauline asked the Board to view the revised annual statement and action plan she had handed out to them. She discussed the changes to the plan and informed the Board that she would need their approval at the April meeting in order to submit this plan to HUD.

Some discussion was held as to how we receive funding for the complex.

E. Audit Update

Pauline discussed with the Board the recent audit. She informed the Board she was very satisfied with the new auditor. She reviewed various sections of the audit with the Board and informed the Board, she would need their approval of the audit at April’s meeting.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Financial Report – Revolving Loan Program, 3/11/11

Mr. Less reviewed the financial report with the Board members for the revolving loan program. As of March 11, 2011, a total of \$479,411.23 in loan funds was available.

The following action was taken.

Motion by: Mr. Kadow

Moved that: the CDA accept the 3/11/11 report and place on file

Seconded by: Mr. Roth

Upon vote: the motion was carried unanimously

B. Design Review

1. 1001 South Eighth St. – Courthouse Pub

David Less discussed the design review with the Board. The owner would like to put an addition on the building and David does not have any issues with this design.

The following action was taken.

Motion by: Mr. Olson

Moved that: the CDA approve the design review application and award a certificate of appropriateness

Seconded by: Mr. Kadow

Upon vote: the motion as carried unanimously

2. 302 North Eighth St. – Natural Market

David Less discussed the design review with the Board. The owner will be putting up new signage and installing new siding to the building. There are no issues with this design.

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. ADJOURNMENT

The meeting was adjourned at 4:35 P.M.

Respectfully submitted:

David Less,
Executive Director

DL/pmh