

## MINUTES

### COMMUNITY DEVELOPMENT AUTHORITY

#### PLAN COMMISSION OFFICES

Regular Meeting  
Wednesday  
May 11, 2011

#### I. CALL TO ORDER

The meeting was called to order by Chairman John Stangel at 4:00 P.M.

#### II. ROLL CALL

##### Members Present

John Stangel

Gene Maloney

Emil Roth

Alex Olson

Colin Braunel

Chris Able

Dennis Tienor – arriving at 4:12

##### Staff Present

David Less

Pauline Haelfrisch

#### III. APPROVAL OF MINUTES OF THE REGULAR APRIL 13, 2011 MEETING

Chairman Stangel asked if there were any corrections or additions to the minutes of the regular April 13, 2011 meeting. Hearing none, the following action was taken.

Motion by: Mr. Olson

Moved that: the CDA approve the minutes of the April 13, 2011 regular meeting

Seconded by: Mr. Maloney

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

Discussion was held in regards to some of the expenses.

The following action was taken.

Motion by: Mr. Maloney  
Moved that: the CDA approve and authorize  
payment of the May, 2011 expenses

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

B. Energy Assistance Grant Update

Pauline Haelfrisch reported to the Board the e-mail that was sent from Don Hynek, WI Dept. of Energy in regards to the air makeup units. Manitou Manor would be responsible for all the hard costs associated with the air condenser and coil due to the fact that the grant does not cover air conditioning for the building, only in regards to heating with the air makeup units. We would also have to be responsible for a portion of the bid specs and project management fees as it pertains to the air makeup units.

Some discussion was held in regards to the most current measures list. The Board is still skeptical as to the details of the grant. Pauline will try to find out more information for the next meeting.

C. Board Approval of FYE 2012 Budget

Pauline reviewed the FYE 2012 Budget with the Board members. Some discussion was held as to the administrative salaries and office expenses. Pauline explained that while she was using the temp agency, the salary for the assistant was charged to office expenses. Since the assistant is now hired through the Manitowoc Housing Authority, her salary will be charged to administration.

Pauline also spoke in regards to the advertising budget as she was advised by her accountant to lower this item. Pauline stated that she is going to try a different approach. Her assistant has been contacting various organizations in the area to see if we can leave brochures with them. Pauline and her assistant will also be attending a Senior Fair sponsored by the ADRC to market their building.

There was also a question in regards to the utilities expense. Pauline will get an answer from her accountant for the next meeting.

The following action was taken.

Motion by: Mr. Olson  
Moved that: the CDA approve the FYE 2012  
Budget

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

D. Budget Approval of FYE 2011 Budget Revision

Pauline explained to the Board that the cash flow from operations on the budget revision for FYE 6/30/11 was negative because of the main water line replacement project added in. However, once the year is closed out that project will be added into the fixed assets and that amount will go away.

Some discussion was held as to where the money came from for the main water line replacement. Pauline reported it was from operations.

The following action was taken.

Motion by: Mr. Tienor  
Moved that: the CDA approve the FYE 2011  
Budget Revision

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

E. Front Lobby Renovation Update

Pauline reported that the start date for the project was set for May 23rd and the finish date is for June 17th. There are no issues to discuss at this time.

F. HUD Update from WAHA Conference

Pauline stated that she had attended the spring conference and wanted to report to the Board the changes HUD is instituting for scoring housing authorities. There will be four indicators that HA's will be scored on: physical condition, management operation, capital fund program, and financial condition. The physical inspection will be worth 40 points, financial condition worth 25 points, capital fund program worth 10 points (making sure you are using your capital fund), management operations worth 25 points.

Vacancies will come into play with management operations. Pauline was told by a finance officer in Milwaukee not to be concerned with vacancies as it would have little effect on the operating subsidy. However at the conference, Pauline spoke with the Field Office Director and he said to definitely appeal for market conditions for my vacancies. Even if the operating subsidy is not affected to a great extent, the management operations score will be.

There was some discussion with the Board as to the physical condition of the building and the upcoming projects. Pauline will provide more information at the next meeting in regards to their concerns.

Pauline discussed a few other things with the Board. In regards to the elevator door, the update would cost us \$2,500. She reported that the only thing that is all original on the elevator are the doors and equipment on the doors. After some discussion, it was decided that Pauline should implement the update for the elevator in next year's budget.

Pauline then discussed her newest campaign for the TV issue at Manitou Manor with the Board. She was given a name at the conference of a business that can supply the complex with satellite TV at a price the tenants could afford. Custom Communications could provide us with dishes placed on the roof of our building for \$10,000. We then could offer a TV package of 32 channels 28 exclusive-4 local for \$10 a month. According to Pauline's estimate, the system would be paid off within two and one half years.

Much discussion was held in regards to this project. There were many suggestions and questions as to how to handle the program. Number one priority is to get a survey of the tenants to see how many would be willing to change from Comcast to Direct TV.

Pauline will report to the Board at the next meeting exactly how this program would be handled.

**V. DOWNTOWN REDEVELOPMENT ACTIVITIES**

A. Financial Report – Revolving Loan Program, 5/04/11

Mr. Less reviewed the financial report with the Board members for the revolving loan program. As of May 4, 2011 a total of \$637,783.59 in loan funds was available.

David stated that he was combining this item with Item C on the agenda which is an update on the RLF loan to Jovial Coffee. He reported that he had not had any communications with anyone from Jovial Coffee. Dennis Tienor reported that the landlord was holding the project back.

The following action was taken.

Motion by: Mr. Able

Moved that: the CDA accept the 5/04/11 report and place on file

Seconded by: Mr. Roth

Upon vote: the motion was carried unanimously

B. Design Review

1. 807 Jay Street, Z’s WI Cheese

David stated that this design review has already been pre-approved. The Board was sent an e-mail on this.

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. Maloney

Upon vote: the motion was carried unanimously

2. 115 North Eighth Street, Hair with Flair

David reported that this design review has also been pre-approved.

The following action was taken.

Motion by: Mr. Able

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

Seconded by: Mr. Tienor

Upon vote: the motion was carried unanimously

**VI. HOUSING REHABILITATION BUSINESS**

A. Loan #40-97 & 317-98 Subordination Request

David Less reported that this request is related to the e-mail he sent to the Board with the details of this mortgage subordination. This is a refinance with multiple mortgages. We are in second and third place and we have not done a subordination on this one. The owner’s interest rate and monthly payment would go down.

The following action was taken.

Motion by: Mr. Able  
Moved that: the CDA approve subordination  
request #40-97 & #317-98

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

**VII. ADJOURNMENT**

The meeting was adjourned at 5:08 P.M.

Respectfully submitted:

David Less,  
Executive Director

DL/pmh