

MINUTES

COMMUNITY DEVELOPMENT AUTHORITY

PLAN COMMISSION OFFICES

Regular Meeting
Wednesday
August 10, 2011

I. CALL TO ORDER

The meeting was called to order by Chairman John Stangel at 4:03 P.M.

II. ROLL CALL

<u>Members Present</u>	<u>Members Excused</u>	<u>Staff Present</u>
John Stangel	Colin Braunel	David Less
Gene Maloney		Pauline Haelfrisch
Emil Roth		
Alex Olson		
Chris Able		
Dennis Tienor		

III. APPROVAL OF MINUTES OF THE REGULAR JUNE 15, 2011 MEETING

Chairman Stangel asked if there were any corrections or additions to the minutes of the regular June 15, 2011 meeting. Hearing none, the following action was taken.

Motion by: Mr. Able	Seconded by: Mr. Roth
Moved that: the CDA approve the minutes of the June 15, 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 August, 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. Olson	Seconded by: Mr. Tienor
Moved that: the CDA approve and authorize payment of the August, 2011 expenses	Upon vote: the motion was carried unanimously

B. Physical Inspection Update

Pauline stated that the HUD physical inspection will be held on Thursday, August 18th, 2011.

C. Admissions and Occupancy Policy Approval

No report

D. Front Lobby Renovation Update

Pauline reported the project is complete and she has received many compliments on the lobby. All bills associated with the project have been paid through the 2010 Capital Fund grant.

E. Energy Assistance Grant Update

Pauline related to the Board that she had received an e-mail from Don Hynek, WI Dept. of Energy, stating the expected schedule slipped and the project will be going to bid shortly. They hope to have contracts drawn and a work agreement in place for the September board meeting.

F. Satellite TV Package

Pauline reported to the Board that the satellite TV project is complete – dishes and equipment are installed, majority of tenants are on board, and staff has been trained on plugging and unplugging tenants to system.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Financial Report – Revolving Loan Program, 7/07/11 & 8/03/11

Mr. Less reviewed the financial report with the Board members for the revolving loan program. As of July 7, 2011 a total of \$644,585.01 and as of August 3, 2011 a total of \$647,985.72 in loan funds was available.

No communication from Jovial Coffee as of late.

The following action was taken.

Motion by: Mr. Able

Moved that: the CDA accept the 7/07/11 and 8/03/11 reports and place on file

Seconded by: Mr. Olson

Upon vote: the motion was carried unanimously

B. Design Review:

1. 903 Washington Street – Radosevich, Mozinski, Cashman & Olson

David reported that the law offices were doing masonry repair and repainting.

David asked for a motion on this design review.

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. Maloney

Upon vote: the motion was carried unanimously

2. 710 York Street – Rose Colored Glasses

David stated this design review was sent out by e-mail to the Board members.
He asked the Board to approve.

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

3. 931 South Eighth Street – Urban Boutique

David stated this design review was sent out by e-mail to the Board members.
He asked the Board to approve.

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. Maloney

Upon vote: the motion was carried
unanimously

4. 812/814 Washington Street – Crossing Boutique

David stated this design review was sent out by e-mail to the Board members.
He asked the Board to approve.

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. Roth

Upon vote: the motion was carried
unanimously

5. 912 South Eighth Street – Fabric Creations

David stated this design review was sent out by e-mail to the Board members.
He asks the Board to approve.

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. Roth

Upon vote: the motion was carried
unanimously

VI. ADJOURNMENT

The meeting was adjourned at 4:30 P.M.

Respectfully submitted:

David

Executive Director

Less,

DL/pmh