

MINUTES

COMMUNITY DEVELOPMENT AUTHORITY

PLAN COMMISSION OFFICE

Regular Meeting
Wednesday
September 14, 2011

I. CALL TO ORDER

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

II. ROLL CALL

Members Present

John Stangel
Gene Maloney
Emil Roth
Alex Olson
Chris Able
Collin Braunel
Dennis Tienor (arrived at 4:22 p.m.)

Staff Present

David Less
Janet Zunker
Pauline Haelfrisch

III. APPROVAL OF MINUTES OF THE REGULAR AUGUST 10, 2011 MEETING

Chairman Stangel asked if there were any corrections or additions to the minutes of the regular August 10, 2011 meeting.

Hearing none, the following action was taken.

Motion by: Mr. Olson

Seconded by: Mr. Able

Moved that: the CDA approve the minutes of the August 10, 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 September, 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. Mr. Olson wanted to know if the Direct TV payments from the tenants were being held in a

separate account. Pauline explained that we are tracking the payments through Quickbooks and can easily determine the surplus.

The following action was taken.

Motion by: Mr. Olson

Seconded by: Mr. Able

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

Upon vote: the motion was carried unanimously

B. Energy Assistance Grant Approval

Pauline reported to the Board that the Housing Authority has been approved for the energy grant in the amount of \$197,556. The Housing Authority's commitment to the grant will be \$12,301 which will go towards the air condensing units leaving a balance of \$185,255 in grant money.

Pauline explained to the Board that she needs their approval to the Wisconsin Weatherization Assistance Program Rental Work Agreement in order for this grant to move forward.

The project will consist of replacing the boilers, air makeup units, insulation, weather stripping, energy efficient lighting and showerheads. The general contractor for the job will be Jos Schmidt & Sons Construction; with subcontractors being Manitowoc

Heating; City Wide Insulation of Green Bay; and Electrical Contractors Plus of Neenah. The boilers are two to three weeks out and the project would start with blowing insulation in the attic, but most of the work will take place when the boilers are here.

Pauline spoke with the general foreman from Jos Schmidt & Sons, Kelly Mendini, and he said they were still finalizing the paperwork with the architect.

The work agreement must be approved by the Board stating that we will pay the \$12,301 plus soft costs toward the air condensing units. This payment will be made at the completion of the project.

There were various discussions on the project in regards to inspections while the work is being done and the showerheads in the project. Pauline feels the shower heads would not have to be replaced as they are less than two years old. The Board requested going back to the grant director and inquiring if the showerheads could be removed from the work agreement or kept in stock rather than changing them all out.

The following action was taken.

Motion by: Mr. Maloney

Seconded by: Mr. Olson

Moved that: the CDA approve the Wisconsin Agreement

Upon vote: the motion was carried Weatherization Assistance Program Rental Work unanimously

C. 2010 Capital Grant Update

Pauline reported to the Board the balance of the 2010 and 2011 Capital Grants the Housing Authority presently has to work with. All work was held back from the 2010 grant until we were told how much we would have to contribute to the energy grant. Now that we know we will need approximately \$14,000 of the 2010 capital grant to go towards the energy grant, Pauline must reorganize the remainder to other projects within the five year plan. The same also goes for the 2011 Capital Grant.

At this time, there is a combined value of \$162,000, after the subtraction of the \$14,000 remaining in the combined funds. Pauline told the Board she would like to continue on with the remodeling of the interior of the building consisting of painting and carpeting of hallways and stairs. She will be contacting her architect to see the approximate cost of the project.

Discussion was held in regards to future projects due to the physical inspection.

D. Office and Complex Improvements

Pauline related to the Board that the office phone system is very antiquated and we are looking into having a new system installed. The Board advised Pauline to look into a type of phone system with AT&T first.

The next item Pauline wanted to address the Board about is the garbage rooms. Pauline told the Board about a new tenant that does a great deal of cleanup work around our building. He used to work for Waste Management, and he came to me with a proposal for our garbage rooms that would include totes with wheels.

The Board advised Pauline to inquire of the business insurance to see what the liability would be for a tenant doing work around the building.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Financial Report – Revolving Loan Program, 9/08/2011

Mr. Less reviewed the financial report with the Board members for the revolving loan program. As of September 8, 2011 a total of \$651,386.43 in loan funds was available.

Mr. Less reported there is a six month window on the loan agreement with 8th and York; however, there is no action at this time.

The following action was taken.

Motion by: Mr. Maloney

Seconded by: Mr. Tienor
Moved that: the CDA accept the 9/08/11 report
Upon vote: the motion was carried and place on file unanimously

VI. HOUSING REHABILITATION BUSINESS

A. Subordination request #281-98

Janet reviewed the subordination request with the Board. Their current loan is from 2003. The owners are lowering the interest rate, the term will be 15 years, and the payment will go up a small amount.

There was some discussion in regards to the appraisal of the property.

The following action was taken.

Motion by: Mr. Able

Seconded by: Mr. Maloney

Moved that: the CDA approve subordination request #281-98 not to exceed \$58,000 and pay the recording fees

Upon vote: the motion was carried unanimously

B. Subordination request #47-96HIC & #308-98

Janet Zunker reviewed this subordination request with the Board. Original loan was given a year ago; but they can get a better interest rate at 3.25%. It will stay a 15 year term and monthly payments will be a little bit higher. This would be a pre-approval as the appraisal hasn't been done yet. The fair market value is \$97,800.

The following action was taken.

Motion by: Mr. Able

Seconded by: Mr. Roth

Moved that: the CDA approve subordination request #47-96HIC & #308-98 not to exceed \$61,500

Upon vote: the motion was carried unanimously

C. Subordination request #43-97

Janet reviewed this subordination request with the Board. This loan was obtained in 2007 and the original amount was \$75,600. The owners have a balance of \$67,649. Their interest rate is 6.35%. They would like to refinance to lower their interest rate and a lower payment. They had a 20 year loan and have paid on it 5 years. They will not be adding any time on the loan, just lowering the interest rate.

The following action was taken.

Motion by: Mr. Maloney

Seconded by: Mr. Braunel

Moved that: the CDA approve subordination request #43-97 not to exceed \$69,204

Upon vote: the motion was carried unanimously

The meeting was adjourned at 4:55 P.M.

Respectfully submitted:

David Less,
Executive Director
DL/pmh