

# MINUTES

## COMMUNITY DEVELOPMENT AUTHORITY

### PLAN COMMISSION OFFICES

Regular Meeting  
Wednesday  
October 12, 2011

#### I. CALL TO ORDER

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

#### II. ROLL CALL

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

\*David Less advised the Board that Collin Braunel has vacated his seat with the CDA.

#### III. APPROVAL OF MINUTES OF THE REGULAR SEPTEMBER 14, 2011 MEETING

Chairman Stangel asked if there were any corrections or additions to the minutes of the regular September 14, 2011 meeting. Hearing none, the following action was taken.

Motion by: Mr. Able

Seconded by: Mr. Olson

Moved that: the CDA approve the minutes of the September 14, 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 October, 2011 with the Board members. She also distributed a list of expenses and reviewed these with the Board.

Pauline informed the Board to the issues she has had with Comcast in Manitowoc. Discussion was held in regards to the Comcast issues and also other items in the financial statements.

The following action was taken.

Motion by: Mr. Able

Seconded by: Mr. Olson

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

Upon vote: the motion was carried unanimously

**B. Energy Assistance Grant Approval**

Pauline reported to the Board that Terry Welnicke from Manitowoc Heating came to see her and explained that the contract was not signed until October 5th; thus he was not able to **order** the boilers until then. The boilers should be arriving by October 24th with installation to take place at that time. Pauline stated that installation can take place anywhere from 1 ½ days to 3 days.

Discussion was held as to how the contract process worked in regards to the WI Dept. of Energy, the architect and Manitou Manor. David Less would like Pauline to request a copy of the contract for this project. Pauline stated she would try to obtain a copy.

**C. Manitou Manor Corridor Renovation Proposal**

Pauline discussed with the Board the painting and carpeting project she had wanted to use the remainder of the 2010 Capital Fund on. It consists of painting and carpeting the hallways and stairwells.

Pauline explained to the Board the concern she has in regards to **any** project costing more than \$2,000 needing Davis Bacon wages to be adhered to. Discussion was held as to how Davis Bacon works. David Less clarified exactly when Davis Bacon wages apply.

The Board would like Pauline to investigate further the requirements of using Capital Funds for routine projects.

**V. DOWNTOWN REDEVELOPMENT ACTIVITIES**

**A. Financial Report – Revolving Loan Program, 10/11/2011**

Mr. Less reviewed the financial report with the Board members for the revolving loan program. As of October 11, 2011 a total of \$654,787.14 in loan funds was available.

David Less reported that they have not closed on ABBA, the restaurant. Dave received an e-mail from WHEDA indicating they are waiting for the go-ahead on the project.

The following action was taken.

Motion by: Mr. Tienor  
Moved that: the CDA accept the 10/11/11 report  
and place on file

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

**VII. ADJOURNMENT**

The meeting was adjourned at 4:36 P.M.

Respectfully submitted:

David Less,  
Executive Director