

# MINUTES

## COMMUNITY DEVELOPMENT AUTHORITY

### PLAN COMMISSION OFFICES

Regular Meeting  
Wednesday  
December 14, 2011

#### I. CALL TO ORDER

The meeting was called to order by Chairman John Stangel at 4:07 P.M.

#### II. ROLL CALL

##### Members Present

John Stangel  
Gene Maloney  
Emil Roth  
Chris Able (arrived at 4:30 p.m.)  
Dennis Tienor  
Alex Olson (arrived at 4:35 p.m.)

##### Staff Present

David Less  
Pauline Haelfrisch

#### III. APPROVAL OF MINUTES OF THE REGULAR NOVEMBER 16, 2011 MEETING

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

Motion by: Mr. Tienor

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

Seconded by: Mr. Roth

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 December, 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 the business property insurance.

Discussion was also held regarding a past tenant who owes the Manitowoc Housing Authority for rent and eviction costs. The tenant contacted Pauline asking to have the amount lowered to a more "affordable" figure. She would then make monthly payments on that new figure. Board inquired as to what amount she would be willing to pay. Pauline stated she would like to pay \$300 in monthly installments.

The Board refused the past tenant's request unanimously.

The following action was taken.

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

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

B. Manitou Manor Corridor Renovation Bid Approval

Pauline discussed with the Board the bid proposal for the hallway remodeling project. She handed out the bid tabulation which showed the base bids as follows: DeLeers - \$106,620; Delsman - \$113,445; A Chappa - \$118,300; and Schmitt - \$132,461.

Discussion was held as far as the recycling of the old carpet. The Board agreed to accept the low bid. The subcontractors for DeLeers would be Kaeden for the flooring and C&C Drywall and Painting for the walls.

The following action was taken.

Motion by: Mr. Maloney  
Moved that: the CDA approve the low base  
bid of DeLeers Construction for the corridor  
renovation project at Manitou Manor

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

C. Energy Grant Update

Pauline reported to the Board on the status of the project. She explained that the project will run over Dec. 31, 2011. Originally, it was agreed upon that any work still to be done after 12/31 would be the responsibility of Manitou Manor. However, Pauline received an e-mail from Don Hynek from the Dept. of Energy stating that due to the fact the work is not finished because of the boilers and air makeup units needing extra time to be built; he would find a way to extend the grant to cover the costs. Thus, the whole project is being pushed back.

Discussion was held in regards to the various parts of the contract.

D. Admissions and Occupancy Policy

No report.

Pauline discussed with the Board the issues she was having with the washers and dryers at Manitou Manor. The maintenance on the machines is becoming more frequent with higher costs. The washers were purchased in 7/2008. Pauline stated that she did get a quote for new washers. The quote was for Speed Queen washers at a cost of \$7,327. Pauline asked the Board if she should continue pursuing this.

Discussion was held with one Board member asking if there was a vending service out there that could provide us washers/dryers which the service would maintain and replace. Pauline did not know of anything but agreed to check into it.

**V. DOWNTOWN REDEVELOPMENT ACTIVITIES**

A. Financial Report – Revolving Loan Program, 12/07/2011

Mr. Less reviewed the financial report with the Board members for the revolving loan program. As of December 7, 2011 a total of \$661,588.56 in loan funds was available.

The following action was taken.

Motion by: Mr. Tienor  
Moved that: the CDA accept the 12/07/11 report  
and place on file

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

B. Design Review:

1. 901 Quay St. – New Beginnings Community Church  
David asked the Board for a motion to approve this design review and grant a certificate of appropriateness.

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. Subordination Request #48-96REV

NO REPORT

B. Subordination Request #299-98

David stated this request is a refinance of the current principal balance loan going to Shipbuilders Credit Union from M & I Bank. Lower interest rate and the City's second position will stay the same.

Some discussion was held in regards to this request.

The following action was taken.

Motion by: Mr. Able  
Moved that: the CDA approve subordination  
request #299-98 subject to the conditions set  
by the City Planner

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

## **VII. ADJOURNMENT**

The meeting was adjourned at 4:46 P.M.

Respectfully submitted:

David Less,  
Executive Director

DL/pmh