

MINUTES

COMMUNITY DEVELOPMENT AUTHORITY

PLAN COMMISSION OFFICES

Regular Meeting
Wednesday
February 15, 2012

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
Emil Roth
Dennis Tienor
Alex Olson

Members Excused

Gene Maloney
Chris Able

Staff Present

David Less
Janet Zunker
Pauline Haelfrisch

III. APPROVAL OF MINUTES OF THE REGULAR NOVEMBER 12, 2011 MEETING

Chairman Stangel asked if there were any corrections or additions to the minutes of the regular November 12, 2011 meeting. Hearing none, the following action was taken.

Motion by: Mr. Olson

Moved that: the CDA approve the minutes of the November 12, 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; January, and February, 2012, with the Board members. She also distributed a list of expenses and reviewed these with the Board.

Pauline explained to the Board the drop in operating subsidy Manitou Manor is now receiving from HUD. Discussion was held in regards to the types of upcoming projects Pauline was thinking of for Manitou Manor.

Discussion was also held in regards to HUD funding and use of reserves.

The following action was taken.

Motion by: Mr. Roth

Moved that: the CDA approve and authorize payment of the December, 2011 and January, February, 2012 expenses

Seconded by: Mr. Tienor

Upon vote: the motion was carried unanimously

B. Manitou Manor Corridor Renovation

Pauline discussed with the Board the changes she made to the project. She informed the Board that the ceiling tiles in the hallway are also going to be replaced. This caused the project to be delayed again. However, Pauline now has the general contractor's contract adjusted and the bids were submitted for the ceiling tiles. Pauline explained to the Board that the total contract is still within the estimated amount for the project. Pauline asked the Board for a motion to approve the change to the project.

The following action was taken.

Motion by: Mr. Olson

Seconded by: Mr. Roth

Moved that: the CDA approve the change order to the contract for the corridor renovation to include new ceiling tiles

Upon vote: the motion was carried unanimously

C. Energy Assistance Grant Update

Pauline reported to the Board on the status of the energy grant. All items of the grant have been completed. Other than some minor issues with the air makeup units, everything is working satisfactorily.

The one piece of the project left is the air condensers. The condensers cannot be charged up until Spring. However, these are the items Manitou Manor had agreed to pay for. Therefore, Pauline will be writing a check for \$11,301 to Jos. Schmitt & Sons. \$1,000 will be held back until the condensers are charged up and placed in operation.

The energy grant will then be closed out.

D. Washer/Dryer Contract Service

Pauline reported to the Board her investigation and subsequent decision in regards to the laundry room. Chris Able had inquired if there was some type of vending service at the last Board meeting. Pauline proceeded to check with her associates in housing and found out there was a service.

Pauline contacted the company, Coin Appliance, Inc. and put into motion the necessary details in order to contract with this service. Bob Day is the contact person and John Stangel and Pauline signed an agreement with this company for one year.

The details of the agreement state: Coin Appliance would put in 5 Speed Queen Commercial Washers – 4 top loaders and 1 front loader (ADA compliant) and 5 Speed Queen Commercial Dryers at no cost to Manitou Manor other than some dryer ductwork to bring us to code. The coins would be collected from the machines at the beginning of each month and a check for 50% of the proceeds would be

mailed

to Manitou Manor around the 25th of each month. The price would be \$1.00 for wash and \$1.00 for dry up from .75 each. Any change in price would only occur by agreement between owner and vendor.

Manitou Manor would no longer have the responsibility for the upkeep of the

machines or replacement. Pauline stated that so far she has only received good comments from the tenants; bigger tubs, cleaner clothes, longer drying time, etc.

E. New HUD Information

Pauline informed the Board that she attended HUD training in January where she received formulas for figuring out Manitowoc Housing Authority's status. Pauline reported that she received an e-mail stating Manitou Manor is considered "troubled" due to the number of vacancies she had when this survey was taken for FYE 6/30/2011.

HUD wants the Field Office in Milwaukee to practice "governance" with the housing authorities. This means getting the Boards involved in the handling of the housing authority by HUD which could possibly mean visiting one of our Board meetings.

Another issue HUD would like the Board to be aware of is the change in our category. Our building is now labeled "general occupancy". HUD has left it up to the Board and Executive Director as to how to handle this classification. HUD is allowing the Executive Director with the approval of the Board to change the preferences in the Admissions and Occupancy Policy. Pauline stated that at this time she is in the process of making changes to the preferences and would present the policy to the Board for approval at the next meeting.

F. Admissions and Occupancy Policy Revisions for Manitou Manor

NO REPORT

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Financial Report – Revolving Loan Program, 1/06/2012 and 2/08/2012

Mr. Less reviewed the financial reports with the Board members for the revolving loan program. As of January 6, 2012 a total of \$664,989.27 in loan funds was available. As of February 8, 2012 a total of \$669,229.47 was available. This amount reflects the interest to the account and also the loan disbursement to ABBA, LLC.

The following action was taken.

Motion by: Mr. Olson
Moved that: the CDA accept the 1/06/12 and 2/08/12 reports and place on file

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

B. Design Review:

1. 807 Quay St. – Fat Seagull

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. 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

2. 316 North Eighth St.

David Less reported to the Board that City ordinance allows for projecting signage if it is 18' or less. 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. Roth	Seconded by: Mr. Tienor
Moved that: the CDA approve the design review application and award a certificate of appropriateness	Upon vote: the motion was carried unanimously

3. 820 Washington St. – Great Lakes Relaxation
David reviewed this design review with the Board allowing for wall signage. David asked the Board for a motion to approve this design review and grant a certificate of appropriateness.

Motion by: Mr. Olson	Seconded by: Mr. Tienor
Moved that: the CDA approve the design review application and award a certificate of appropriateness	Upon vote: the motion was carried unanimously

C. Update ABBA Loan

David reported to the Board that the City did close on the loan. The only piece that is not done is the loan loss reserve account that the City required. David stated that the bank is aware and also Janet Vogel, so it should be in place shortly.

VI. HOUSING REHABILITATION BUSINESS

A. Subordination Request #334-98

Janet Zunker reviewed this subordination with the Board. This is a refinance for a lower interest rate. The owners have some disabilities and could use the extra money they save on their mortgage. The City's equity position would not change.

The following action was taken.

Motion by: Mr. Tienor	Seconded by: Mr. Roth
Moved that: the CDA approve subordination request #334-98 subject to the recommendations	Upon vote: the motion was carried unanimously

VII. ADJOURNMENT

The meeting was adjourned at 4:58 P.M.

Respectfully submitted:

David Less,
Executive Director

DL/pmh