

# MINUTES

## COMMUNITY DEVELOPMENT AUTHORITY

### PLAN COMMISSION OFFICES

Regular Meeting  
Wednesday  
April 11, 2012

#### I. CALL TO ORDER

The meeting was called to order by Chairman John Stangel at 4:02 P.M.

#### II. ROLL CALL

##### Members Present

John Stangel  
Emil Roth  
Gene Maloney  
Chris Able  
Dennis Tienor  
Alex Olson\*

##### Members Excused

##### Staff Present

David Less  
Pauline Haelfrisch

\*May the minutes show this will be the last meeting for Alderman Alex Olson.  
The Board indicated their appreciation for his service to the CDA.

#### III. APPROVAL OF MINUTES OF THE REGULAR FEBRUARY 15, 2012 MEETING

Chairman Stangel asked if there were any corrections or additions to the minutes of the regular February 15, 2012 meeting. Hearing none, the following action was taken.

Motion by: Mr. Able

Moved that: the CDA approve the minutes of the February 15, 2012 regular meeting

Seconded by: Mr. Olson

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 March and April, 2012; with the Board members. She also distributed a list of expenses and reviewed these with the Board.

Discussion was held in regards to the various projects at Manitou Manor. Pauline answered questions about the current hallway renovation project being done by DeLeers Construction and the past energy project done by Jos. Schmidt and Sons.

Discussion was also held in regards to Manitowoc Housing Authority employees following the City Employee Handbook in regards to miscellaneous benefits; vacation, sick pay, holidays, etc.

The decision was made to review City Personnel manual in regards to MHA employees.

The following action was taken.

Motion by: Mr. Maloney

Seconded by: Mr. Able

Moved that: the CDA approve and authorize payment of the March and April, 2012 expenses

Upon vote: the motion was carried unanimously

\*David Less reported he would be out of town for next month's meeting. David offered to reschedule the meeting date. Pauline stated that she would need a meeting in May for approval of the budget for FYE 6/30/2013. It was decided to change the meeting date to May 9th.

B. Approval of Annual Audit for FYE 6/30/2011

Pauline reviewed the FYE 6/30/11 audit with the Board. Some discussion was held and Pauline answered the Board's questions.

The following action was taken.

Motion by: Mr. Maloney

Seconded by: Mr. Roth

Moved that: the CDA approve the annual audit for FYE 6/30/2011

Upon vote: the motion was carried unanimously

C. Agency Plan for FY2012 Approval

Pauline reported to the Board her 2012 capital funding projects for Manitou Manor. Pauline answered questions about the various projects. The Board advised Pauline to get estimates for some of the projects. She explained to the Board how HUD funding is distributed.

Pauline discussed the five year action plan with the Board. She prioritizes the projects over five years with most to least important. Pauline bases her projects off of the HUD physical inspection and the HUD required physical needs assessment.

The following action was taken.

Motion by: Mr. Tienor

Seconded by: Mr. Olson

Moved that: the CDA approve the FY2012 Agency Plan

Upon vote: the motion was carried unanimously

D. Admissions and Occupancy Policy Approval

Pauline reviewed the Admissions and Occupancy policy with the Board members. She highlighted the major changes to the policy. There was some discussion over the qualifications for renting an apartment at Manitou Manor. Discussion was also held in regards to the security deposits, smoking vs. non-smoking and drug use.

The following action was taken.

Motion by: Mr. Olson

Seconded by: Mr. Roth

Moved that: the CDA approve the amended Admissions and Occupancy Policy

Upon vote: the motion was carried unanimously

E. Budget for FYE June 30, 2013

Pauline informed the Board how HUD came up with the calculation for our operating subsidy. She explained to them that HUD took what our operating reserves were on 6/30/2010. HUD then calculated six months of operating expenses of each PHA. They then determined what we should have in reserves to cover those expenses. The operating subsidy was adjusted so the PHA would use their excess reserves for operations. Pauline explained that due to this purpose, the budget will show \$50,000 in the red.

Pauline also informed the Board that she is asking for two non-routine capital expenditures. One of the items is \$5,000 for security cameras. The cameras would be for entrances and garbage rooms. The other item would be air conditioning for the office which is budgeted for \$5,000.

Pauline will present the budget at the next Board meeting for approval.

F. Manitou Manor Corridor Renovation Update

Pauline reported the hallway renovation is moving along smoothly with no major issues as of yet.

F. Rent Owed Write Offs

NO REPORT

**V. DOWNTOWN REDEVELOPMENT ACTIVITIES**

A. Financial Report – Revolving Loan Program, 3/12/2012 and 4/04/2012

Mr. Less reviewed the financial reports with the Board members for the revolving loan program. As of March 12, 2012 a total of \$672,630.18 in loan funds was available. As of April 4, 2012 a total of \$676,030.89 in loan funds was available.

David stated that the City has begun receiving payments from ABBA. LLC. They actually paid three months in advance. David said he is still waiting for the bank to finalize the reserve account.

The following action was taken.

Motion by: Mr. Able

Moved that: the CDA accept the 3/12/12 and 4/04/12 financial reports and place on file

Seconded by: Mr. Roth

Upon vote: the motion was carried unanimously

B. Design Review:

1. 204 North Eighth St. – 8th & York

David informed the Board that this design is pre-approved. Dave ask 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. Able

Upon vote: the motion was carried unanimously

2. 820 Washington St. – Great Lakes Relaxation Center

David discussed with the Board this design review that had previously been approved. David asked the Board for a motion to amend the previous approval that was granted at the 2/15/12 meeting and approve this review and grant a certificate of appropriateness.

The following action was taken.

Motion by: Mr. Maloney

Moved that: the CDA approve the design review application and award a certificate of appropriateness

Seconded by: Mr. Able

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

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 #212-98

David Less reminded the Board that this subordination request came thru as an e-mail. David would like the Board to confirm the approval of the subordination through the e-mail.

The following action was taken.

Motion by: Mr. Maloney

Moved that: the CDA approve subordination request #212-98 not to exceed \$71,000 level

Seconded by: Mr. Roth

Upon vote: the motion was carried

John Stangel – abstain

Gene Maloney - aye

Emil Roth - aye

Able - aye

Olson - nay

## VII. ADJOURNMENT

The meeting was adjourned at 5:10 P.M.

Respectfully submitted:

David Less,  
Executive Director

DL/pmh