

MINUTES

COMMUNITY DEVELOPMENT AUTHORITY

PLAN COMMISSION OFFICES

Regular Meeting
Wednesday
May 9, 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
Gene Maloney
Chris Able
Alex Olson*

Members Excused

Dennis Tienor

Staff Present

David Less
Pauline Haelfrisch

*May the minutes show Alex Olson has been appointed to the Board for the Community Development Authority.

III. APPROVAL OF MINUTES OF THE REGULAR APRIL 11, 2012 MEETING

Chairman Stangel asked if there were any corrections or additions to the minutes of the regular April 11, 2012 meeting. Hearing none, the following action was taken.

Motion by: Mr. Able

Moved that: the CDA approve the minutes of the April 11, 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 May, 2012 with the Board members. She also distributed a list of expenses from the end of April and reviewed these with the Board. Pauline explained that due to the meeting being moved up, the expenses for May were not all in and would be presented to the Board at the June meeting.

Discussion was held in regards to the investments at Manitou Manor. Pauline updated the Board as to what investments were coming due and their current interest rate. The Board advised Pauline to call the local credit unions and banks and report back what their rates are.

The following action was taken.

Motion by: Mr. Olson

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

Seconded by: Mr. Able

Upon vote: the motion was carried unanimously

Pauline explained to the Board the process HUD uses in regards to operating reserves. An HA should have a minimum operating reserve level of approximately six months of expenses which amounts to \$214,808 for the Manitowoc HA. However, HUD has a maximum level for Manitowoc HA which is \$429,615 for the calculation for 2012. HUD looked at our operating reserve level for 6/30/2011 and adjusted our operating subsidy accordingly. Pauline was told by her HUD Chief Financial Officer that he interpreted this action as being a one-time deal.

Pauline also discussed with the Board upcoming projects involving the heat control valves and windows in the apartments. She also reported that Associated Bank does charge the HA for having the ACH option for paying rent. The charge amounts to approximately \$12 - \$15 a month.

B. Review City's Employee Policy Manual

Pauline discussed with the Board her questions regarding the city employee policy manual. The questions involved vacation, sick time, life insurance, and retirement in regards to health insurance.

The Board members advised Pauline to contact HUD to see if there is anything specific that should be detailed in an HA personnel policy. The Board also felt that Pauline should continue with her present policy.

C. Board Approval for Budget-6/30/3013

Pauline had e-mailed the FYE 6/30/2013 budget to the Board members beforehand. She asked the Board members if anyone had any questions. Pauline emphasized that the budget did show a net loss due to the operating subsidy decrease. She reported that in speaking with the CFO from her HUD field office, he firmly believed that the operating subsidy decrease was a one-time deal and she was using a very conservative approach to the new budget.

The following action was taken.

Motion by: Mr. Able

Moved that: the CDA approve the budget for FYE 6/30/2013

Seconded by: Mr. Maloney

Upon vote: the motion was carried unanimously

D. Board Resolution for Rent Owed Write Offs

Pauline reported that there were two uncollectible rent amounts that needed to be taken off the books for FYE 6/30/2012. One amount remaining for rent was for \$12.00 from 4/01/2011; the other was for \$106.50 from 12/01/2010.

The following action was taken.

Motion by: Mr. Olson

Moved that: the CDA approve the board resolution to write off rents owed for FYE 6/30/2012

Seconded by: Mr. Able

Upon vote: the motion was carried unanimously

E. Authorization for Executive Director to Execute "Request for Release of Funds"

Pauline explained to the Board members that two years ago, HUD announced that HA's would need to have a "responsible entity" complete a form that would

confirm that the HA's current capital fund project would not require an environmental review. This 'responsible entity' could be a City Building Engineer or City Building Inspector.

Pauline informed the Board that for the last two years, Jim Muenzenmeyer would send a letter to the HUD field office authorizing the projects she wanted to do with her latest capital fund. Jim Muenzenmeyer has since retired and the job of signing the HUD form has gone to David Less.

The following action was taken.

Motion by: Mr. Maloney	Seconded by: Mr. Roth
Moved that: the CDA authorize the Executive Director execute 'Request for Release of Funds'	Upon vote: the motion was carried to unanimously

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Financial Report—Revolving Loan Program, 5/02/2012

Mr. Less reviewed the financial reports with the Board members for the revolving loan program. As of May 2, 2012 a total of \$681,539.25 in loan funds was available.

David stated that the loan to ABBA which is REV 2011-1 was disbursed. They actually paid three months in advance. The reserve account of \$25,000 has been finalized.

The following action was taken.

Motion by: Mr. Able	Seconded by: Mr. Roth
Moved that: the CDA accept the 5/02/12 financial report and place on file	Upon vote: the motion was carried unanimously

B. Design Review:

1. 836 South Eighth St.—TBL Business Management

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

VI. HOUSING REHABILITATION BUSINESS

A. Proposed Subordination Request #354-98

David Less reminded the Board that this subordination request came thru as an e-mail.

The excess money would go for a new roof which would protect the investment we already have. The loan would go from \$20,000 to \$31,500. The City's \$15,000 would stay in second.

This would be the first and last refinance on this property.

The following action was taken.

Motion by: Mr. Maloney
Moved that: the CDA approve subordination
request #354-98

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

VII. ADJOURNMENT

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

Respectfully submitted:

David Less,
Executive Director

DL/pmh