

MINUTES

COMMUNITY DEVELOPMENT AUTHORITY

PLAN COMMISSION OFFICES

Regular Meeting
Wednesday
June 13, 2012

I. CALL TO ORDER

The meeting was called to order by Vice Chairman Gene Maloney at 4:02 P.M.

II. ROLL CALL

Members Present

Gene Maloney
Emil Roth
Chris Able
Dennis Tienor
Alex Olson
* Jill Hennessey

Members Excused

John Stangel

Staff Present

David Less
Pauline Haelfrisch

*May the minutes show that Mayor Justin Nickels has appointed Jill Hennessey to the Board of Directors in the position of alderman for the Community Development Authority.

III. APPROVAL OF MINUTES OF THE REGULAR MAY 9, 2012 MEETING

Vice Chairman Maloney asked if there were any corrections or additions to the minutes of the regular May 9, 2012 meeting. Hearing none, the following action was taken.

Motion by: Mr. Able

Moved that: the CDA approve the minutes of the May 9, 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 and June, 2012 with the Board members. She also distributed a list of expenses for May and June and reviewed these with the Board. Pauline explained how the HUD Capital Funds are transferred to the HA checking account.

Discussion was held in regards to fire exit signs, HA phone bill, air makeup units, and unit turnaround.

The following action was taken.

Motion by: Mr. Able

Moved that: the CDA approve and authorize payment of the May and June, 2012 expenses

Seconded by: Mr. Roth

Upon vote: the motion was carried unanimously

B. Review Manitowoc Housing Authority's Investments and Interest Rates

Pauline distributed a survey of the local types and rates of present investments. She also had a copy of the HA's current investments and their rates. Some discussion was held in regards to the transferring of a present CD from Investor's Bank to a six month money market at First National Bank.

The Board members advised Pauline to transfer the CD to the money market at First National Bank.

The following action was taken.

Motion by: Mr. Olson

Moved that: the CDA request Pauline to transfer the mature CD #6072909 to a six month money market account with First National Bank

Seconded by: Ms. Hennessey

Upon vote: the motion was carried unanimously

Abstaining: Dennis Tienor

C. Board Approval for Budget Revision for FYE 6/30/2012

Pauline neglected to bring the information in regards to the revision to the Board. It was decided that Pauline would verbalize what the revision contained and why it was necessary. Three accounts are showing large amounts that were under budgeted. One of them is unit turnaround which involves the carpeting, painting, cleaning of an apartment after a tenant leaves and before a new tenant comes in. After speaking with other HA directors, Pauline has gone from doing all the apartments at once as a large project to rehabbing them between tenants. This has thrown the unit turnaround account off by \$12,000. The second account is the operating subsidy which Pauline has already made the Board aware of. Lastly, the administrative salaries account was off due to the Administrative Assistant going from 20 hrs. per week to 30 hrs. per week. All three accounts should be back in line for the 2013 budget.

It was decided by the Board that action would be taken on the budget revision at this meeting and Pauline should e-mail the revision and any other pertinent information to the Board.

The following action was taken.

Motion by: Mr. Able

Moved that: the CDA approve the budget revision for FYE 6/30/12

Seconded by: Mr. Tienor

Upon vote: the motion was carried unanimously

D. Review old City Personnel Policy in regards to Manitowoc Housing Authority

Pauline stated that at the last meeting the Board requested her to bring the present City policy she was using to this meeting.

David stated that the resolution was no longer valid and Pauline needed to update the HA Personnel Policy by adopting those relevant sections out of the new City Employee Manual in order to provide continuity between the CDA and the City. Historically, the HA personnel policy has been consistent with the City policy.

It was decided that at the next meeting Pauline would bring to the Board an

updated version of the HA's personnel policy in regards to those relevant sections.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Financial Report – Revolving Loan Program, 6/06/2012

Mr. Less reviewed the financial reports with the Board members for the revolving loan program. As of June 6, 2012 a total of \$684,939.96 in loan funds was available.

David reiterated 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

Moved that: the CDA accept the 6/06/12 financial report and place on file

Seconded by: Mr. Olson

Upon vote: the motion was carried unanimously

B. Design Review:

1. 1013 South Eighth St. – Harris - BMO

David informed the Board that this design has to do with the old M&I Bank. David sent out two e-mails in regards to this signage. He has no issues with this design review. David is asking 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. 902 South Eighth Street – Soup's On

David reported to the Board that this design review was pre-approved. He asks for approval of this design review and a certificate of appropriateness granted.

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

VII. ADJOURNMENT

The meeting was adjourned at 4:50 P.M.

Respectfully submitted:

David Less,
Executive Director

DL/pmh