

MINUTES

COMMUNITY DEVELOPMENT AUTHORITY

PLAN COMMISSION OFFICES

Regular Meeting
Wednesday
January 16, 2013

I. CALL TO ORDER

The meeting was called to order by Chairman John Stangel at 4:06 P.M.

II. ROLL CALL

<u>Members Present</u>	<u>Members Excused</u>	<u>Staff Present</u>
John Stangel	Chris Able	David Less
Gene Maloney	Dennis Tienor	Pauline Haelfrisch
Emil Roth	Alex Olson	
Jill Hennessey		

III. APPROVAL OF MINUTES OF THE REGULAR DECEMBER 12, 2012 MEETING

Chairman Stangel asked if there were any corrections or additions to the minutes of the regular December 12, 2012 meeting. Hearing none, the following action was taken.

Motion by: Mr. Maloney

Seconded by: Ms. Hennessey

Moved that: the CDA approve the minutes of the December 12, 2012 regular meeting

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 January, 2013 with the Board members. She also distributed a list of expenses for January and reviewed these with the Board.

Pauline reported that HUD did give a two month operating subsidy to the housing authorities at the rate of 92% from the financial data HUD collected from each housing authority. She also reported that the group health insurance went up for the two full time employees at Manitou Manor.

Pauline discussed the statement of activities the accountant supplied her with to give the Board a better idea of where the housing authority is at for the first half of FYE 2013. Pauline also discussed with the Board her unit turnaround and extermination accounts. The Board advised her on some solutions for these problematic accounts.

Pauline reported to the Board that one of the CD's from Bank First National has come due and she transferred it to the money market we currently have with Bank First National because it is getting a decent rate. This money market will

come due the end of March. Pauline will then shop around to see what type of interest rates are out there.

The following action was taken.

Motion by: Mr. Roth
Moved that: the CDA approve and authorize payment of the January, 2013 expenses

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

Pauline reviewed with the Board members the WI Retirement System unfunded actuarial liability payoff that she spoke about at the last meeting. Pauline would be able to pay this off this month either by using monies from operations or actually making a transfer from the money market account the HA has at the Associated Bank. If this payment is made before 1/31/13; the amount would be \$17,977.04.

The Board advised Pauline to pay off the liability as a separate transaction procuring the payment from the money market account.

The following action was taken.

Motion by: Ms. Hennessey
Moved that: the CDA authorize Pauline to pay off the WI Retirement System unfunded actuarial liability using money market funds from Associated Bank

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

B. Board Approval of Updated "Personnel Policy"

Pauline reviewed with the Board the updated personnel policy with the suggested changes made by the Board.

Some discussion was held and the following action was taken.

Motion by: Ms. Hennessey
Moved that: the CDA approve the updated Personnel Policy for the MHA effective 1/1/2013.

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

C. Temporary Nutrition Site Manager

Pauline reviewed with the Board the e-mail she sent them in regards to this temporary position. She asked if there were any questions or concerns in regards to this subject.

Hearing none, the following action was taken.

Motion by: Ms. Hennessey
Moved that: the CDA approve the position for a temporary nutrition site manager

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

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Financial Report – Revolving Loan Program, 1/10/2013

Mr. Less reviewed the financial reports with the Board members for the revolving loan

program. As of January 10th, 2013 a total of \$712,960.23 in loan funds was available.

The following action was taken.

Motion by: Ms. Hennessey

Moved that: the CDA accept the 1/10/13
financial report and place on file

Seconded by: Mr. Roth

Upon vote: the motion was carried
unanimously

B. Update – Regionalizing Revolving Loan Funds

David gave the Board members packets in regards to the revolving loan funds. David requests that the members look at the packet when they have time. He feels it will give the Board an idea where they are trying to go with this.

**C. Update – Consideration of Downtown Design Review and Signage
Changes to Municipal Code**

David explained to the Board members that he was hoping to have a draft of the ordinance for the Planning Commission, but has not had the time to prepare it. He is hoping to have something ready for the next meeting.

VI. ADJOURNMENT

The meeting was adjourned at 4:53 P.M.

Respectfully submitted:

David Less,
Executive Director

DL/pmh