

# MINUTES

## COMMUNITY DEVELOPMENT AUTHORITY

### PLAN COMMISSION OFFICES

Regular Meeting  
Wednesday  
February 13, 2013

#### I. CALL TO ORDER

The meeting was called to order by Chairman John Stangel at 4:17 P.M.

\*Meeting was originally cancelled due to lack of quorum; however, Jill Hennessey came at 4:15 p.m.

#### II. ROLL CALL

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

\*Mayor Nickels has not yet appointed a replacement for Alex Olson.

#### III. APPROVAL OF MINUTES OF THE REGULAR JANUARY 16, 2013 MEETING

Chairman Stangel asked if there were any corrections or additions to the minutes of the regular January 16, 2013 meeting. Hearing none, the following action was taken.

Motion by: Mr. Roth

Moved that: the CDA approve the minutes of the January 16, 2013 regular meeting

Seconded by: Ms. Hennessey

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

Pauline reported that the money was transferred to complete the WRS buy-in for the unfunded liability. The transaction was kept separate using the money market fund from Associated Bank in order to leave a paper trail.

Pauline explained that the operating subsidy is coming little by little in regards to HUD information and we may hear more come the end of February.

In reviewing the expenses with the Board, Pauline explained that our long distance company has changed from AT&T One Net to Century Link.

Also, Kersten Painting was for the annual apartment painting. More apartments are being painted as they become vacant, thus not as many apartments are painted annually.

After some discussion, the following action was taken.

Motion by: Mr. Able	Seconded by: Mr. Roth
Moved that: the CDA approve and authorize payment of the February, 2013 expenses	Upon vote: the motion was carried unanimously

**B. Board Approval of FYE 6/30/12 Annual Audit – Housing Authority of City of Manitowoc**

Pauline reviewed the annual audit with the Board. Due to the grant we received from the WI Dept. of Energy and the extensive work done with the capital grants, there was a 14% increase in capital assets. Other areas for discussion were: ordinary maintenance expense increased due to higher unit turnaround costs; general expenses increased due to higher PILOT; and utility expense decreased due to energy efficient boilers and mild winter.

Some discussion was held and the following action was taken.

Motion by: Mr. Able	Seconded by: Ms. Hennessey
Moved that: the CDA approve the annual audit from FYE 6/30/12	Upon vote: the motion was carried unanimously

Pauline discussed with the Board situations occurring at Manitou Manor in regards to personal hygiene and safety issues with medication supplies. She wanted the Board to be aware of two directives she was going to enforce at Manitou Manor.

The first directive would require tenants to keep their individual apartment doors closed. The second directive would require tenants that use injectable supplies for their medications to have a Sharps container in their apartment to dispose of the used needles.

After some discussion the Board agreed that Pauline should issue these directives to the tenants for not only their personal health and safety, but also management's.

**V. DOWNTOWN REDEVELOPMENT ACTIVITIES**

**A. Financial Report – Revolving Loan Program, 2/7/2013**

Mr. Less reviewed the financial reports with the Board members for the revolving loan program. As of February 7th, 2013 a total of \$713,662.78 in loan funds was available. Mr. Less stated that the interest from the City was not in yet.

The following action was taken.

Motion by: Ms. Hennessey	Seconded by: Mr. Able
Moved that: the CDA accept the 2/7/13 financial report and place on file	Upon vote: the motion was carried unanimously

**B. Update – Regionalizing Revolving Loan Funds and Update – Consideration of Downtown Design Review and Signage Changes to Municipal Code**

David reviewed the handouts he sent by e-mail to the Board. David would like the Board

to be aware that there has been a movement afoot to transfer from the Planning Dept. the design review authority to Mainly Manitowoc. David has rewritten Sections 8, 9, 10, & 11 of the ordinance. If this ordinance is adopted by the Council, it will put into motion a separate agreement between the City and Mainly Manitowoc specifying what the precise delegation will be. David stated there will be discussion on this at the Planning Commission meeting tonight.

David stated the larger packet was from a regional revolving loan fund meeting in Green Bay yesterday. This packet is the most current version of what would be the operating manual for the program. David would like the Board to look the packet over and recognize this is the business plan. The next step would be dealing with the WI Economic Development Corporation to assign all of our loans over to the regional entity.

The reason for having two subareas was because they really don't want to have the entire Bay Lakes region to be one area. Manitowoc would be the major contributor of this account and if there was only one account up in the Green Bay area, there is concern as to where that money would go. The feeling is there is more commonality between the Bay area and the Lake area. The way this is being structured locally Planning would still be able to approve loans up to a quarter of a million dollars; \$250 to 500,000 loans would go to your prospective Bay area or Lake area group; and above \$500,000 would go to the main group. WEDC wants to make sure they are aware of what is going on and that they can participate financially if they choose to.

So Dave will get the most current diatribe out to the Board members in the next few days, but he wants to keep the Board abreast of what is going on with this process.

## **VI. ADJOURNMENT**

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

Respectfully submitted:

David Less,  
Executive Director

DL/pmh