

# MINUTES

## COMMUNITY DEVELOPMENT AUTHORITY

### PLAN COMMISSION OFFICES

Regular Meeting  
Wednesday  
May 22, 2013

#### I. CALL TO ORDER

The meeting was called to order by Chairman John Stangel at 4:05 P.M.

#### II. ROLL CALL

##### Members Present

John Stangel  
Gene Maloney  
Emil Roth  
Chris Able  
Jill Hennessey

##### Members Excused

Dennis Tienor

##### Staff Present

David Less  
Pauline Haelfrisch

#### III. APPROVAL OF MINUTES OF THE REGULAR MARCH 13, 2013 MEETING

Chairman Stangel asked if there were any corrections or additions to the minutes of the regular March 13, 2013 meeting. Hearing none, the following action was taken.

Motion by: Mr. Maloney

Moved that: the CDA approve the minutes of the March 13, 2013 regular meeting

Seconded by: Mr. Roth

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

After some discussion, the following action was taken.

Motion by: Mr. Maloney

Moved that: the CDA approve and authorize payment of the April and May, 2013 expenses

Seconded by: Mr. Able

Upon vote: the motion was carried unanimously

##### B. Approval of 2013 Budget Revision

Pauline reviewed with the Board the budget revision report which displayed three columns: the original budget, the revised budget, and the proposed 2014 budget.

Discussion was held in regards to the changes to the budget line items. The budget revision shows a gain of \$13,592.

Pauline asked for approval of the budget revision for 2013. The following action was taken.

Motion by: Ms. Hennessey

Seconded by: Mr. Able

Moved that: the CDA approve the 2013 Budget Revision

Upon vote: the motion was carried unanimously

C. Approval of 2014 Budget

Pauline discussed the 2014 Manitowoc Housing Authority budget with the Board members.

Discussion was held in regards to the federal government authorizing the housing authorities to spend down their reserves for projects, operations, etc. in order to bring them in line with federal regulations. Pauline explained that she has met the necessary guideline for that regulation by paying off an unfunded actuarial liability from the WI Retirement System with money from our reserves.

The following action was taken.

Motion by: Ms. Hennessey

Seconded by: Mr. Maloney

Moved that: the CDA approve the 2014 Budget for the Manitowoc Housing Authority

Upon vote: the motion was carried unanimously

D. Nutrition Site Manager Replacement

Pauline explained to the Board the situation that occurred when the original site manager left to have surgery. She reminded the members that we had placed a tenant in the position temporarily and we were paying her \$5 an hour to manage the site. It wasn't until April 19th, that the original site manager informed the Aging and Disability Resource Center she would no longer be allowed to work due to her extensive surgery.

Pauline informed the Board that she had been in contact with N.E.W. Curative out of Green Bay who employed the original site manager through the ADRC. They were willing to replace the site manager with someone already on their list.

Pauline asked N.E.W. if it would be possible to allow the tenant to continue in the site position as she qualified for the program. After applying and being approved for the program, the tenant was placed in the position. Thus, the Housing Authority will no longer be responsible for payment of this position.

Pauline went on to inform the Board in regards to a couple of items that came up after the agenda was submitted:

The public computer in the Rec Room has died. It was donated by our IT from Cybertech. The computer is used by many tenants – young and old. Pauline received an estimate for a new computer for her office and the cost to sweep and install security off of the old one. In this way, the new computer will go in Pauline's office and her present computer will be the new public computer. She also had two tenants step up and agree to oversee the public computer for any issues that may arise with it.

Pauline has been notified by HUD that her physical inspection is scheduled for August 6th, 2013. She will be using the rest of the 2012 Capital Funds for the concrete work that needs to be done at Manitou Manor.

Pauline explained that Gene and John were made aware of a situation that occurred at Manitou Manor with WI Public Service. Due to the meter for gas service being updated, a large rack was installed near the front of Manitou Manor's entrance. The rack was put up right in front of a tenant's bedroom window blocking her view from that window. Pauline contacted the local WI Public Service office and was told the rack was designed that way and could not be changed. Pauline called the WI Public Service Commission in Madison and talked with a rep who said he would look into the issue and call her back.

Last matter for discussion was in regards to Sixth Street. Pauline had been in touch with Greg Minekal from Public Works about repaving the road. Greg had stated he was aware the street was in poor condition, but once again they are low on staff and our street was not on the list to be repaved. He suggested I contact the City Council in regards to my complaint. I explained that I had two alderpersons that sat on my Board of Directors. Greg stated I should let them know about the condition of the street. The last time it was replaced was 1976 and concrete is said to have a 40 year life at best.

## **V. DOWNTOWN REDEVELOPMENT ACTIVITIES**

### **A. Financial Report – Revolving Loan Program, 5/13/2013**

Mr. Less reviewed the financial report with the Board members for the revolving loan program. As of May 13th, 2013 a total of \$723,650.02 in loan funds was available.

The following action was taken.

Motion by: Mr. Able

Moved that: the CDA accept the 5/13/13 financial report and place on file

Seconded by: Ms. Hennessey

Upon vote: the motion was carried unanimously

### **B. Update – Regionalizing Revolving Loan Funds**

Dave stated the WEDC keeps introducing new ideas, rules, regulations etc. so Dave and the other local leaders had an informal meeting to discuss how they felt about the WEDC's proposal. Next, David spoke with the City Finance Committee and the consensus was the City is not interested in getting involved with this program at this time. The process for approving loans would be hindered by going with the regionalization program.

Dave stated that at one of the last meetings, he made the comment that whatever type of program is created should be more efficient than what is in place now. The author of the manual for the program commented back that it had nothing to do with efficiency. Dave is concerned with this attitude and as City of Manitowoc would be the major investor; we have a right to be cautious as good stewards of this money.

At this point, Dave will take a "wait and see" attitude. He will still attend the meetings and observe what is going on. The WEDC knows that the City will not be getting involved with this program at this time.

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

Dave explained that this is the ordinance he had discussed with the CDA as far as it was drafted by City attorneys'; sent up to Council for public hearing; and the Council adopted it. Dave had hoped at his presentation at the public hearing that it would not be adopted

as it was written, but it was. The results are a very confusing environment for signs and Dave is going to ask the Planning Commission what he should do with this program.

The ordinance that was passed addressed murals, projecting signs, and sandwich boards in the downtown area. It added text in on those types of signage, but it never addressed existing text that was in the present ordinance; thus you have conflicting text.

Dave gave an example; for murals Planning had a process dealing with murals that when they first went on to the building they called the process "conditional use of signs and graphics". This was intended for signage that was of an historic nature but did not fit the district parameters for signage in a particular zoning district.

They have another piece in the new ordinance that doesn't do away with the old one but appears to give the Planning Dept. the authority to approve the mural.

Some confusing things in the new ordinance is that it speaks of a public art easement. Someone has to grant easement rights to do that. The ordinance that was adopted gives the City the right to terminate the easement. Now, not being party to an easement, the City could not do that; the City has no legal standing to do that.

Dave does not know how it is going to get remedied and hopefully nothing changes in terms of the CDA's responsibility in the downtown area. Dave just finds it confusing and feels there needs to be a plan in regards to the process used for signage.

Dave discussed an item that was not on the agenda, but Dave feels the CDA needs to be informed before it goes out to the news media.

Last Fall, the Planning Dept. made the decision to pursue some money provided by the Environmental Protection Agency for capitalizing a brownfield revolving loan fund program. Brownfields are contaminated sites dealing with hazardous substances or petroleum. The grant that is in place with the EPA right now is for assessment purposes only, but it doesn't have anything to do with removing any kind of contaminants.

The EPA was only going to award thirteen of these grants nationally and Planning Dept. applied for a million dollars and got the grant.

In the application, they had to specify how the grant was going to be administered. The Planning Dept. designated the CDA as the body that would administer the program overall. These monies can be applied in the form of loans on terms that the CDA will make to take care of addressing some of these problems.

One of the reasons the CDA was designated is because it is viewed as a separate body politic. While we are part of the City, we are distinct by the nature of how we are created under statute. Under the statute, the CDA has a great deal of power and authority including borrowing money, so it was natural to gravitate and align this program with the CDA.

Another reason is there is an opportunity for a grantee/sub grantee relationship. Which means, the CDA could approve loans to the City to do projects. A loan could be made from the CDA to the City, then turned around and lent thru our TIF agreement to the owner.

The CDA would have to be tactical on how we structure the loans. What we might want to do is structure the loan payments so that we actually don't begin receiving income until we have closed out the grant. That way we get to keep all of the monies, instead of being compelled to spend even more by having the program constantly coming in.

Dave did send a report to Council that gave him and the Deputy Planner the authority to move forward with this. At some point, Dave will give something to the Council that will delegate the CDA as the grantee to administer the program. Dave feels this is an amazing opportunity for the City.

Dave clarified it is a million dollar grant over a five year period. There will be some of it used for administration; however, we are the only City in Wisconsin to be funded for the RLF program.

The Board members congratulated Dave on this grant program opportunity.

**D. Design Review**

**1. 711 York Street aka 50 Maritime Drive**

Marissa's Martial Arts – Jazzercise

Dave asked for the CDA approval to grant the certificate of appropriateness for this design review application.

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. Roth

Upon vote: the motion was carried unanimously

**2. 805 Quay Street – Manitowoc Trading Company**

Dave asked for a motion for the CDA's approval to grant the certificate of appropriateness for this design review application.

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. Roth

Upon vote: the motion was carried unanimously

**VI. HOUSING REHABILITATION BUSINESS**

**A. Mortgage Subordination Request Project #350-98 - Oum**

Dave stated he had sent e-mails to the CDA in regards to this subordination. This would be a first subordination and the recommendation that is outlined would include that this is our last subordination and we would be paid off at the next refinance.

The following action was taken.

Motion by: Ms. Hennessey

Moved that: the CDA approve subordination request #350-98

Seconded by: Mr. Maloney

Upon vote: the motion was carried unanimously

B. Mortgage Subordination Request Project #44-97 – Musial

Dave reviewed the subordination request as it had to do with a new first mortgage for repair and upgrades to an air porch on the back of the house. We give up a little room on the front end but would be looking at improving the value of the home. This property did appraise out at \$98,000 proving there is equity in it.

This also would be the last subordination on this property and we would be paid out at the next refinance.

The following action was taken.

Motion by: Ms. Maloney

Moved that: the CDA approve subordination request #44-97

Seconded by: Mr. Roth

Upon vote: the motion was carried unanimously

**VII. ADJOURNMENT**

The meeting was adjourned at 5:05 P.M.

Respectfully submitted:

David Less,  
Executive Director

DL/pmh