

MINUTES

COMMUNITY DEVELOPMENT AUTHORITY

PLAN COMMISSION OFFICES

Regular Meeting
Wednesday
November 13, 2013

I. CALL TO ORDER

The meeting was called to order by Chairman John Stangel at 4:03 P.M.

II. ROLL CALL

<u>Members Present</u>	<u>Members Excused</u>	<u>Staff Present</u>
John Stangel	Chris Able	David Less
Emil Roth		Pauline Haelfrisch
Dennis Tienor		
Jill Hennessey		
Colin Braunel (appointed by Mayor as CDA Board member)		

III. APPROVAL OF MINUTES OF THE REGULAR OCTOBER 16, 2013 MEETING

Chairman Stangel asked if there were any corrections or additions to the minutes of the regular October 16, 2013 meeting.

The following action was taken.

Motion by: Ms. Hennessey	Seconded by: Mr. Braunel
Moved that: the CDA approve the minutes of the October 16, 2013 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 November, 2013 with the Board members. She also distributed a list of expenses for this time period and reviewed these with the Board.

Pauline pointed out the withdrawal of \$50,000 from Associated Bank and deposited in Bank First National to begin the process of transfer. Pauline also closed out the money market we held at Associated Bank and deposited that into the Bank First National money market.

Pauline explained that there was a balance at Associated in the checking account for any remaining checks to be paid or electronic withdrawals.

Pauline also explained that the final drawn down from HUD for Capital Fund 2012 was deposited in checking. This drawdown went for the area well project.

After some discussion, the following action was taken.

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

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

B. Bank Conversion

Pauline stated to the Board members that the decision to change banks was due to better rates and service. She explained that the conversion has taken place and she has to finish paperwork for HUD and some electronic withdrawals, then everything should be complete.

Pauline informed the Board that she has not had any further word on the RAD program that she had discussed with the Board at the last meeting. There will be a District meeting in December and our group is hoping to have someone speak to us in regards to RAD.

Pauline informed the Board members that she had someone contact her from Lakeshore CAP that was interested in getting together to discuss housing options in the area. She planned to set up a meeting with her.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Financial Report – Revolving Loan Program, 11/7/2013

Mr. Less reviewed the financial reports with the Board members for the revolving loan program. As of November 7, 2013 a total of \$727,865.32 in loan funds was available.

The following action was taken.

Motion by: Ms. Hennessey
Moved that: the CDA accept the 11/07/13
financial reports and place on file

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

B. Design Review:

1. 807 Quay Street – Fat Seagull

David informed the Board members that this design review has been pre-approved. He has no issues with this design review.

After some discussion, the following action was taken.

Motion by: Mr. Braunel
Moved that: the CDA approve the design review
application and award a certificate of appropriateness

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

C. EPA RLF Program – Update

David discussed with the Board members that he sent out the grant agreement for the EPA revolving loan fund that became effective and the check through the federal financial arrangement we have for \$1,000,000 went into an account

This is a grant that is partitioned at its highest level between hazardous substances and petroleum depending on what it might be that impacts the site. So, our objective in the cooperation agreement is going to be to allocate \$750,000 for hazardous materials and

\$250,000 for petroleum based sites.

David stated that what was behind it was a request for qualifications and proposals that we had sent out late September to seven different environmental consultants. Attached to that was the work plan that was approved by the EPA. The work plan becomes the foundational piece that is actually referenced into the cooperation agreement.

We had five proposals that were submitted and we selected the proposal from Stantec which used to be Northern Environmental. Stantec coupled with the GIS folks from Symbiant. Symbiant is the consultant we currently have hired under our EPA assessment grant. So when we saw the proposal from Stantec and Symbiant, it really blew away the competition.

The work plan that David wrote for the RLF grant included about \$12,500 for further upgrading the GIS system. He wanted to leverage what they have in their budget so this grant money so we can push the system. Right now, the brownfields piece of the GIS program is really just on their machines. It is not on the internet, so it needs to be converted to the public domain in order to access information.

David will work through the contract in order to have something for the Council. The non-GIS money, the majority of the funding from the RLF is really meant to administered in the form of a loan to facilitate the remediation of qualified brownfield sites.

Some discussion was held in regards to the process of this funding. This is a five year grant and Dave is hoping to put a project together in 2014.

VII. ADJOURNMENT

The meeting was adjourned at 4:37 P.M.

Respectfully submitted:

David Less,
Executive Director

DL/pmh