

# MINUTES

## COMMUNITY DEVELOPMENT AUTHORITY

### PLAN COMMISSION OFFICES

Regular Meeting  
Wednesday  
March 12, 2014

#### I. CALL TO ORDER

The meeting was called to order by Chairman John Stangel at 4:04 P.M.

#### II. ROLL CALL

##### Members Present

John Stangel  
Gene Maloney  
Emil Roth  
Jill Hennessey  
Collin Braunel  
Dennis Tienor  
Chris Able

##### Members Excused

##### Staff Present

David Less  
Pauline Haelfrisch

#### III. APPROVAL OF MINUTES OF THE REGULAR FEBRUARY 12, 2014 MEETING

Chairman Stangel asked if there were any corrections or additions to the minutes of the regular February 12, 2014 meeting.

Board member Collin Braunel asked for the spelling of his name be corrected as he has two ll's in his first name.

The following action was taken subject to the correction of spelling of name.

Motion by: Ms. Hennessey

Moved that: the CDA approve the minutes of the February 12, 2014 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 March, 2014 with the Board members. She also distributed a list of expenses and reviewed these with the Board.

Pauline also explained to the Board members that Manitou Manor will be replacing all the rollers on the elevator. It is more cost efficient to change them out at the same time as the rollers are the same vintage and age.

After some discussion, the following action was taken.

Motion by: Mr. Maloney

Seconded by: Mr. Braunel

Moved that: the CDA approve and authorize payment of the February, 2014 expenses

Upon vote: the motion was carried unanimously

B. Board Approval for 2013 Capital Fund Project

Pauline reported to the Board members that two bids were turned in for the flooring project: Bob's Carpets Plus - \$93,584 and Macco's Commercial Interiors - \$125,630. Kaeden backed out because they purchase their flooring for apartments from Bob's Carpets Plus. Jobelious called the architect the night before to say they weren't going to bid on the project. Dalton called right away to turn down the bid.

There was a question in regards to the bid spread. Pauline informed the members that Macco's was very concerned about the issue with the asbestos in the mastic that holds the tiles under the carpet. If the tiles come up with the carpet, there is a potential to release trace asbestos particles into the air. The bid contained wording in regards to the asbestos, so both parties were aware of the issues.

There will be a meeting tomorrow with the architect, contractor, painter and management to discuss the mechanics on how the project will carry out; and Pauline will have another meeting at 2:00 p.m. with the tenants that are undergoing the project.

The following action was taken.

Motion by: Ms. Hennessey

Seconded by: Mr. Maloney

Moved that: The Board members approve the bid of \$93,584 from Bob's Carpets Plus for the 2013 Capital Fund Project

Upon vote: the motion was carried unanimously

C. Tenant Grievance Update

Pauline spoke with the Board members in regards to the tenant she had issues with at the last board meeting. The decision was made at the last board meeting for Pauline to prepare a "Summary of Discussion" to give to the tenant. This Summary of Discussion had been e-mailed to all the Board members.

Pauline informed the Board members that the tenant was not granted the restraining order on the other tenant. Pauline continued having issues with the tenant and one morning shortly after the board meeting, the tenant's brother called to say she was picked up by the police and was taken to a treatment facility.

Pauline was able to find a place for the tenant's birds after receiving permission from the tenant through her caseworker. Her brother came to start cleaning out her apartment and had everything out by Saturday, March 8<sup>th</sup> (the tenant's eviction date). The brother had done some cleaning, but the apartment was already on the list for painting, flooring and drapes. Pauline was going to request HUD to take the unit offline until the necessary repairs were made to it. The brother returned all keys to the unit and building.

D. WIFI for Manitou Manor

Pauline explained to the Board members that at this time, the office is wired with AT&T U-Verse which is a wireless Internet connection. This link also provides internet to the surrounding area of the connection. This is how we can provide wireless to the recreation room computer.

After investigating how to provide wireless to the entire building, it was determined that if two more routers were added; the entire building would have WIFI. AT&T's offer was to install the routers and charge us \$40 a month per router along with the \$31.50 we are currently paying. This would bring our Internet bill to approximately \$111.50 per month. There would be an initial outlay of \$100 per router, but that would be reimbursed through a Visa gift card.

Some discussion was held with the Board members in regards to the WIFI being able to supply the whole building. The Board members approved Pauline installing two extra routers to provide WIFI to the entire building.

**V. HOUSING LOAN ACTIVITIES**

A. Review Division of Housing Regional Housing Update

David Less discussed with the Board members the packet he sent out. The DOH has regionalized the housing programs through CDBG to now run out of Green Bay. David explained that the memo basically states if you want to remain in the regional network, you do not have to take any action. David's recommendation is to remain in the regional network and do not fill out a letter of intent.

Some discussion was held and David stated that as long as the resource is available and we can direct people to Green Bay, we should continue in that direction.

The following action was taken.

Motion by: Mr. Able  
Moved that: the Board members approve the recommendation to remain in the regional network

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

**VI. DOWNTOWN REDEVELOPMENT ACTIVITIES**

A. Financial Report – Revolving Loan Program, 3/06/2014

Mr. Less reviewed the financial reports with the Board members for the revolving loan program. As of March 6, 2014 a total of \$729,354.72 in loan funds was available.

David stated to the Board members that he is having problems with ABBA. He sent out a letter stating they would have to bring their account current by the deadline or David would claim them in default. If they don't cure the default, then the City has the reserve account at Bank First National for \$25,000 which is the City's unique form of collateral.

There was some discussion in regards to ABBA's payment history. David stated

that he would inform the Board members if he has to access the reserve account.

The following action was taken.

Motion by: Mr. Braunel

Moved that: the CDA accept the 3/06/14  
financial reports and place on file

Seconded by: Mr. Roth

Upon vote: the motion was carried  
unanimously

## **VII. ADJOURNMENT**

The meeting was adjourned at 4:45 P.M.

Respectfully submitted:

David Less,  
Executive Director

DL/pmh