

MINUTES

COMMUNITY DEVELOPMENT AUTHORITY

PLAN COMMISSION OFFICES

Regular Meeting
Wednesday
August 13, 2014

I. CALL TO ORDER

The meeting was called to order by Chairman John Stangel at 4:02 P.M.

II. ROLL CALL

<u>Members Present</u>	<u>Members Excused</u>	<u>Staff Present</u>
John Stangel	Jill Hennessey	Paul Braun
Emil Roth	Gene Maloney	Lisa Mueller
Collin Braunel		Pauline Haelfrisch
Chris Able		
Dennis Tienor		

III. APPROVAL OF MINUTES OF THE REGULAR JULY 15, 2014 MEETING

Chairman Stangel asked if there were any corrections or additions to the minutes of the regular July 15, 2014 meeting. Hearing none, the following action was taken.

Motion by: Mr. Tienor

Seconded by: Mr. Roth

Moved that: the CDA approve the minutes of the July 15, 2014 regular meeting

Upon vote: the motion was carried unanimously

At this time, introductions to the Board were made in regards to the new members to the Board from the Planning Dept. Paul Braun and Office Manager Lisa Mueller.

IV. MANITOWOC HOUSING AUTHORITY BUSINESS

A. Financial Report and Approval of Monthly Expenditures

Pauline Haelfrisch reviewed the financial statements for August, 2014 with the Board members. She also distributed a list of expenses and reviewed these with the Board.

Pauline discussed with the Board members the issue she is having with the AT&T u-verse bills. Pauline gets the AT&T bills e-mailed to her too late to write a check and is assigned a late fee. AT&T has agreed to change the billing date in order to avoid this issue. A Board member

suggested the bills for AT&T be paid online. The Board members were in agreement that this would be appropriate to avoid any future late fees as long as Pauline includes these payments in the expense sheet she provides to the Board.

Pauline discussed with the Board members the problems they have been having with the plumbing. There have been some major clogs in the piping recently where Pauline has had to call the plumber to bring in his heavy duty snake mainly because there is not enough pitch in the pipes. Some suggestions were given to try an enzyme cleaner possibly in the main “clean outs”. Pauline said she would give it a try.

After some discussion, the following action was taken.

Motion by: Mr. Tienor	Seconded by: Mr. Roth
Moved that: the CDA approve and authorize payment of the August, 2014 expenses	Upon vote: the motion was carried unanimously

B. New Project Update

Pauline informed the Board members of the new 2014 Capital project she would be taking on in the next few months. She would actually be combining three different projects; balcony remodel, bike shelter, and front sign replacement.

She discussed with the Board members the elevator problem she has been having. The elevator has been stopping on first floor and the door is only opening halfway. After speaking with the elevator technician, Pauline asked for a quote for a 3D elevator door edge. Scooters, grocery carts, and certain walkers are not “seen” by the eye that is presently on the elevator causing the doors to close against these items and in turn throw the doors out of cycle. A 3D eye would be able to “see” something that extends into the hallway in front of the door. The cost of the edge would be \$2,739. The Board members agreed that if it is recommended as a safety feature, it would be useful to install.

Pauline stated she would also like to complete the drapery replacement project. There will be one final order and all the drapes in the apartments will then be replaced. She will also be replacing the draperies for the Recreation Room. They are in very poor condition.

C. Unit Turnover Update

Pauline discussed with the Board members the status of the apartments. At the present time, four apartments were filled in August; there will be three opening up in September with three new tenants coming in; and there are five people on the waiting list at the present time.

D. Green Physical Needs Assessment

Pauline brought up an item that was not on the agenda, but she would like it acted on. The green physical needs assessment (GPNA) is a report HUD is calling for all housing authorities to have done. Although there has not been a final rule on it from Washington, Pauline’s field office is urging housing authorities to have them done simply because the HA’s will only get six months to complete once the final rule is out. The cost of the GPNA is anywhere from \$10,000 to \$30,000 depending on the size of the HA. The GPNA is a highly detailed assessment of the HA projecting forward twenty years. It includes a database created by HUD that calculations must be entered showing the cost of improvements to the facility. This database then breaks

down the costs into various settings involving energy star and green components.

The GPNA requires certain certifications and licenses in order to perform the energy audit section of the assessment. Pauline's architect got on board quite a few months ago and had his engineers get the proper certifications to perform these audits. Thus, he is one of the only firms that are able to perform the GPNA. However, Pauline was able to find one other architect who is performing the same work. SchultzWerks out of Milwaukee gave a bid of \$8,500 and MartinRiley's bid came in at \$10,000. Pauline made sure to compare apples to apples and feels confident we would be getting the same result from either architect.

After some discussion, the following action was taken.

Motion by: Mr. Braunel

Moved that: the Board members approve the lower bid of \$8,500 from SchultzWerks unless Martin-Riley can match it

Seconded by: Mr. Tienor

Upon vote: the motion was carried unanimously

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Design Review:

1. 824 South Eighth St. – Manitowoc Trading Company

Paul Braun informed the Board members that this design review was pre-approved. He asks the Board members to approve and award a certificate of appropriateness.

The following action was taken.

Motion by: Mr. Braunel

Moved that: the CDA approve the design review and award a certificate of appropriateness

Seconded by: Mr. Roth

Upon vote: the motion was carried unanimously

2. 820 South Eighth Street – The Wild Iris

Paul explained to the Board members that this design review will have a decorative cornice on top. This design review is also pre-approved. He asks the Board members to approve and award a certificate of appropriateness.

The following action was taken.

Motion by: Mr. Braunel

Moved that: the CDA approve the design review and award a certificate of appropriateness

Seconded by: Mr. Roth

Upon vote: the motion was carried unanimously

B. PC33-2013: Bamco Real Estate LLC/Wisconsin Redevelopment, LLC – Update and Discussion of Funding Commitment for Redevelopment Project in Block 200 of Original Plat, and Block Lettered “E” in Original Plat

Paul reported to the Board members that he received an e-mail from Bob Lemke stating that the former Mirro Plant was awarded partial tax credits by WHEDA last week. The tax credit allocation will allow the Artists Lofts project to move forward. The main tax credit allocation will be awarded in 2015. Paul explained that WHEDA had some monies that hadn't been used up yet from 2014.

One thing that Paul wanted to mention was that he and Lisa just received a communication from Gina Truly from WHEDA. Paul is thinking Gina will be asking

why there hasn't been any housing monies used for this project. Paul indicated that since Janet retired the housing program has stopped. He plans to explain to her why the funding has stopped; the money has actually been allocated to the Artists Lofts project which the CDA approved. Dave Less got permission and prior authorization from Betty Kelscher, who switched jobs in July. Paul is hoping that because prior authorization was given by someone who is no longer in the department will not hinder this project. Paul stated that he spoke with the Mayor explaining how the monies were allocated for this project.

Some discussion was held and Paul stated that the developer has been on board and there is a huge trail of communications that they have had. They would begin working on the project the Summer of 2015.

C. ABBA LLC – Loan REV2011-1 – Update

Paul reported to the Board members that ABBA owes for June and July. Dave had sent out nonpayment letters by certified mail that came back unopened. The next payment is due August 15th. Just a recap of what took place: The loan was for \$50,000 for seven years at four percent with monthly payments of \$702.55. There has also been a late payment fee added on of \$84.30. There are mortgages on three properties. The City does have the reserve account of \$25,000. The current loan balance is \$35, 901.

There was communication from Tony Vogel three weeks ago that the restaurant is for sale. John Stangel stated that with this type of deal, the CDA knows there may be a slight loss on it. The main point is to keep the downtown going, so if it is sold to someone else and they make a go of it, it would be worth a loss.

There was more discussion on the matter and Dennis Tienor advised Paul to follow the default process and if there was no more communication from the people involved, Paul should contact Dennis and they could hold a meeting with various members involved in this action. Dennis stated that Paul should still consult with the City Attorney on this matter.

Paul asked what happens after the reserve account is utilized. Dennis explained that they would look at everyone's collateral position. The collateral would be sold and the pieces would get divided up. The CDA also has an intercreditor agreement with the bank. Dennis stated there are interested parties for the restaurant and the landlords of the property could work with the new owners in regards to a lease agreement.

*John mentioned that normally there would be a monthly financial report stating the balance in the account. The only payment coming in would be from ABBA. Discussion was held in regards to what kind of report the Board members are looking for. Dennis asked for something more detailed that would list the creditor and what their balance is on a certain date.

VII. ADJOURNMENT

The meeting was adjourned at 4:50 P.M.

Respectfully submitted:

Paul Braun,
Interim Executive Director