

MINUTES

COMMUNITY DEVELOPMENT AUTHORITY

PLAN COMMISSION OFFICES

Regular Meeting
Wednesday
December 10, 2014

I. CALL TO ORDER

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

II. ROLL CALL

Members Present

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

Members Excused

Staff Present

Paul Braun
Pauline Haelfrisch

III. APPROVAL OF MINUTES OF THE REGULAR NOVEMBER 12, 2014 MEETING

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

Hearing none, the following action was taken.

Motion by: Mr. Tienor

Moved that: the CDA approve the minutes of the November 12, 2014 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 December, 2014 with the Board members. She also distributed a list of expenses for this time period and reviewed these with the Board.

Discussion was held in regards to the annual Christmas dinner. Pauline explained to the Board members that she was going to give every tenant a \$10 chamber buck instead of the dinner, centerpieces, door prizes, calendars and fruit baskets. The cost would be approximately the same and every tenant would benefit rather than just those that attended the dinner. The Board approved the change and asked that Pauline let them know how it turns out.

A member also asked about Hubbart Electric which was for the remainder of the cameras that were installed. Pauline reported there were now fifteen cameras installed and every exit is covered including the Recreation Room.

Further discussion was held in regards to miscellaneous checks and the following action was taken.

Motion by: Ms. Hennessey
Moved that: the CDA approve and authorize
payment of the December, 2014 expenses

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

B. Board Approval on Bids for Recreation Room Project

Pauline reported to the Board members that she received two bids for the draperies for the recreation room: Design 4U, LLC - \$6,282.00 and Shoreline Interiors - \$4875.00

The carpet bids were: Carpets Plus of America - \$4,130 and Dalton Carpets - \$4,076

Some discussion was held in regards to the bids and the Board members advised her to go back to the bidders and clarify the materials are the same. The Board members gave Pauline approval to accept the bids after determining the necessary clarifications.

C. GPNA Update

Pauline went over the architect's suggestions with the Board members for future projects for the building. Pauline discussed the air makeup units and the possibility of installing exhaust vents either off of the bathroom fans or on each end of the hallway in the building. Some of the members had questions in regards to the exhaust vents and asked Pauline to get better explanation of exactly what they would do.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

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

Paul Braun reviewed the financial reports with the Board members for the revolving loan program. There has been no change; thus, a total of \$756,462.37 in loan funds was available.

There was a question from a member in regards to the loan funds ever being requested back by a state agency. Paul explained that it is a possibility. They had just had an audit from the State and the housing program has not been operational since Janet Zunker left. The auditor will send Paul a report in regards to the housing program.

Paul reminded the Board members that a large chunk of this money is earmarked for the Artist Lofts project. Paul just received an e-mail from Harris Byers from Stantec who is a consultant for the City that if the project goes through an EPA loan things will move faster than they thought.

The following action was taken.

Motion by: Mr. Able

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

Seconded by: Mr. Tienor

Upon vote: the motion was carried unanimously

B. Update and Discussion of ABBA, LLC – Loan REV2011-1 Status

Paul Braun stated there is no update on this project. He e-mailed Kathleen, the City Attorney to see if there was any movement on it and it has been a while since they had a meeting.

In other discussion, Paul explained that Nic was at another meeting. He also informed the Board members that he and Nic had visited Manitou Manor Apartments. There was a suggestion that a meeting be held there after the Rec Room project is complete.

There was also discussion in regards to the Board member vacancy. Paul stated Anton Doneff has accepted the invitation to become a member.

VII. ADJOURNMENT

The meeting was adjourned at 4:28 P.M.

Respectfully submitted:

Nic Sparacio
Community Development Director

NS/pmh