

# Community Development Authority of the City of Manitowoc

## Meeting Minutes

### March 16, 2016

#### I. CALL TO ORDER

Chairman John Stangel called to order the regular meeting of the Community Development Authority at 4:07 PM on March 16, 2016 at Community Development Department Offices.

#### II. ROLL CALL

Pauline Haelfrisch conducted the roll call.

#### III. APPROVAL OF THE MINUTES

Chairman Stangel asked if there were any corrections or additions to the minutes of the regular meeting held on February 17, 2016. Hearing none, the following action was taken.

Motion by: Mr. Able

Seconded by: Ms. Hennessey

Moved that: the CDA approve the minutes of the February 17, 2016 meeting

Upon vote: the motion was carried unanimously

#### IV. MANITOWOC HOUSING AUTHORITY BUSINESS

##### a) Financial Report and Approval of Monthly Expenditures

Pauline reviewed the financial statements for March, 2016, with the Board members. She also distributed a list of expenses for March and reviewed these with the Board.

Discussion was held in regards to some of the checks written to various vendors. The following action was taken:

Motion by: Ms. Hennessey

Seconded by: Mr. Roth

Moved that: the CDA approve and authorize payment of the March, 2016 expenses

Upon vote: the motion was carried unanimously

##### b) Audit for FYE 6/30/15

Pauline informed the Board members that due to a change in GASB (government accounting standards board) 68, the bottom line on the audit shows a negative amount. Pauline stated other matters that affected the bottom line. Pauline explained that because she handed out the audit to the board members, she understands if the members want to take time to look it over and she will add it to the agenda for April. It was agreed to hold the audit over for the April meeting.

Window Replacement Project

Pauline began by stating that there will be 80 apartments done in Phase 1 (2016) and 22 in Phase 2 (2017). Phase 1 of the project will begin April 4<sup>th</sup> and be done sometime in September. The board members felt the tenants should be supplied with a meal from the nutrition site the day their windows are being done. Air conditioners will no longer be allowed in the apartment window as it will cause the warranty on the window to be null and void. Discussion was held and no action needed to be taken.

Nic stated there is a chance the Housing Authority could be a recipient of a brownsfield grant. There would be an eligibility determination made by EPA attorneys. It could possibly take 60 to 90 days for the process to be complete. Nic would like Board members' opinion on pursuing this matter. Board members agreed Nic should pursue the brownsfield grant for the Housing Authority.

Pauline also informed the Board members that a weight load test had been done on the lift in the handicap unit and it was found to be deficient. Board members agreed Pauline should go ahead and have the lift brought up to code.

Pauline also spoke with the Board members in regards to a petition given to her by the tenants of the building. They were asking for four items: a treadmill for the Rec room; eat and drink in the Rec Room; leave their apartment doors open; and have a free table in the laundry room. The Board members feel it is Pauline's job to make these decisions and they will stand behind what she decides. However, they all agree that a treadmill should not be provided due to the liability.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

a) Financial Report Presentation

Monthly Report Presentation

Nic Sparacio reported there was an increase in the Downtown RLF fund balance due to interest allocation for years 2013, 2014, and 2015. This added approximately \$2,400 to the fund bringing the total to \$749,273.79.

Some discussion was held and the following action was taken:

Motion by: Mr. Able

Seconded by: Ms. Hennessey

Moved that: the CDA accept the commercial land and housing monthly reports and place on file

Upon vote: the motion was carried unanimously

b) Design Reviews

215 North Eighth St. – Chewy's Bar

Nic stated this proposal is for a projecting sign facing the Eighth Street frontage. Nic feels the scale and placement of the sign are appropriate. One architectural drawback to this building is that the main entrance lacks distinction, however, this is not impacted by the proposed signage. Nic is recommending approval with the standard conditions of compliance with the

Manitowoc municipal code which includes executing a hold harmless agreement for a projecting sign.

Some discussion was held in regards to the materials of the sign and whether lighting was going to be added in the future. The applicant, Keith Koch joined the meeting via conference phone and explained the materials that would be used in construction of the sign. Lighting will be added, but the specific design had not been decided yet.

The following action was taken.

Motion by: Ms. Hennessey

Seconded by: Mr. Tienor

Moved that: the CDA approve the design review on condition of compliance with the Manitowoc Municipal Code and that any lighting be brought back before the Board

Upon vote: the motion was carried unanimously

c) Other Business

Discussion on Status of Existing Downtown Plan and Possible Downtown Master Plan Project

Nic provided an update on the downtown master plan project. The CDA is one of the key stakeholders in the downtown plan. Nic reviewed the 2009 Downtown and River Corridor Master Plan and pointed out the areas in need of additional attention. Nic has proposed the creation of a new downtown master plan to create a community-supported vision for the future of the downtown and to focus more on implementation of the plan. A new plan needs to be grounded in market realities, needs to have an action plan for implementation, and needs to consider the cost implications of its recommendations. The downtown plan project is in the city budget for 2016. Those funds will be used for consulting assistance. There would be a stakeholder Steering Committee with opportunities for CDA members to get involved in the plan.

Discussion was held by the Board members with them in favor of creating a new master plan.

VI. HOUSING REHABILITATION BUSINESS

a) Financial Report Presentation

Monthly Report Presentation

Nic reported there was an interest allocation for years 2013, 2014, and 2015 which brings the revolving loan fund total to \$86,491.50. The HCRI loan fund has a new balance of \$42,265.19 and the HOME loan fund is at \$49,318.17.

No discussion was held and the following action was taken:

Motion by: Ms. Hennessey

Seconded by: Mr. Able

Moved that: the CDA accept the commercial land and housing monthly reports and place on file

Upon vote: the motion was carried unanimously

b) Subordination Requests

Discussion and Possible Action on Subordination Request for HOME 2-97 Loan and CDBG 36-98 Loan

Nic reviewed this request with the Board members. There were many positives with this request including: the term of the loan would go down; interest rate would be lower; payoff of one of the two loans for the City; and a good amount of equity along with a positive collateral value cushion. The reason for cash out is to pay off existing debt. Nic would recommend approving this request with the conditions listed in the report.

Discussion was held with the recommendation that closing costs are added to future subordination requests for Board members' knowledge.

The following action was taken.

Motion by: Mr. Able

Seconded by: Mr. Tienor

Moved that: the CDA approve subordination request HOME 2-97 & CDBG 36-98 subject to conditions outlined in the director's report and recommendation

Upon vote: the motion was carried unanimously

c) Other Business

Update on Housing Rehabilitation Loan Program Request for Proposals

Nic reported that the City has received calls back from potential consultants showing interest. He reviewed the consultant selection timeline with the members. He would need at least one member from the CDA as part of the selection committee. Proposals are due April 4<sup>th</sup>; a meeting will be scheduled to determine if interviews are necessary; do interviews April 13<sup>th</sup> & 14<sup>th</sup>; and give confirmation April 18<sup>th</sup> – 20<sup>th</sup>.

VII. ADJOURNMENT

Chairman John Stangel adjourned the meeting at 5:12 p.m.

Minutes submitted by: Pauline Haelfrisch

Minutes approved by: Nicolas Sparacio

ATTENDANCE

Members Present

Attorney John W. Stangel  
Ald. Chris Able  
Ald. Jill Hennessey  
Dennis Tienor  
Emil Roth

Members Excused

Gene Maloney  
Anton Doneff

Staff Present

Nic Sparacio  
Paul Braun  
Pauline Haelfrisch

Others Present

Keith Koch (via telephone)