

# Community Development Authority of the City of Manitowoc

## Meeting Minutes

### April 20, 2016

- I. CALL TO ORDER  
Chairman Stangel called to order the regular meeting of the Community Development Authority at 4:05 PM on April 20 at Community Development Department offices.
- II. ROLL CALL  
N. Sparacio conducted the roll call.
- III. APPROVAL OF MINUTES  
Chairman Stangel asked if there were any corrections or additions to the minutes of the regular meeting held on March 16, 2016. Hearing none, the following action was taken.
- |   |   |
|---|---|
| Motion by: E. Roth  | Seconded by: A. Doneff  |
| Moved that: the CDA approve the minutes of the March 16, 2016 meeting | Upon vote: the motion was carried with Ald. Kummer abstaining |

IV. MANITOWOC HOUSING AUTHORITY BUSINESS

- A. Financial Report and Approval of Monthly Expenditures  
A written report of monthly finances and expenditures had been provided to the members by Manitou Manor Director, Pauline Haelfrisch. The following action was taken:
- |   |   |
|---|---|
| Motion by: E. Roth  | Seconded by: A. Doneff                        |
| 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  
A written report of the auditor's statement had been provided to the members by Manitou Manor Director, Pauline Haelfrisch as a request by Board member Tienor. The following action was taken:
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|--|---|
| Motion by: A. Doneff                       | Seconded by: E. Roth  |
| Moved that: the CDA approve the 2016 audit | Upon vote: the motion was carried with Ald. Kummer abstaining |

C. Window Replacement Project

A written update on the window replacement project had been provided to the members by Manitou Manor Director, Pauline Haelfrisch. N. Sparacio provided an update on the progress of the brownfield grant for this project.

D. HUD Physical Inspection

A written update on the HUD physical inspection had been provided to the members by Manitou Manor Director, Pauline Haelfrisch.

E. Manitou Manor Street Repair Assessment

A written update on the street repair assessment had been provided to the members by Manitou Manor Director, Pauline Haelfrisch.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Monthly Report Presentation

N. Sparacio provided reports on the current fund balances and recent transactions. Chairman Stangel gave an explanation of the different funding programs to new Board member Ald. Kummer. Discussion was held and the following action was taken:

Motion by: Ald. Able

Seconded by: E. Roth

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

Upon vote: the motion was carried unanimously

B. Design Reviews – 804 Jay Street

N. Sparacio provided an overview of the proposed work on the Schuette Building. A. Doneff recused himself from the Board, and explained the project as an applicant. The first phase would be to repair and restore the exterior of the building. N. Sparacio stated that the property is part of the downtown historic district, and that he has analyzed the project for compliance with the historic design review criteria of the Zoning Code. He found that the project meets all the applicable requirements and is recommending approval.

Discussion was held regarding the possibility of replacing windows and the positive implications for energy efficiency. It is also possible that awnings could be added to the first floor windows, and historic photos indicate that they had been used in the past. There was a consensus that this is a very positive project for the downtown and a great example of proper historic renovation and preservation. The following action was taken:

Motion by: Ald. Able

Seconded by: E. Roth

Moved that: the Certificate of Appropriateness is granted with

Upon vote: the motion was carried with A. Doneff abstaining

the following conditions:  
compliance with the Manitowoc  
Municipal Code; the owner is  
allowed to substitute window  
repair with window replacement  
where approved by Wisconsin  
State Historic Society; and if  
proposed, the addition of awnings  
would require the owner to come  
back to CDA for design review

C. Design Reviews – 215 N 8th Street

N. Sparacio provided an update on the lighting that was added to the projecting sign for Chewy's Bar. Discussion ensued regarding the chains that were added for additional support. There was a consensus that this is a necessary element and does not alter the previously granted design review approval. No action was needed.

D. Loan Activities – 924 York Street

N. Sparacio gave an update on the parking lot construction and the ongoing environmental work for this site. Due to the environmental issues that were uncovered and addressed, the previously approved loan commitment has expired. A six month extension is requested. The following action was taken:

Motion by: A. Doneff

Seconded by: Ald. Able

Moved that: the CDA approve a  
six month extension of the loan  
commitment to Forefront  
Management, LLC

Upon vote: the motion was  
carried unanimously

VI. HOUSING REHABILITATION BUSINESS

A. Financial Report Presentation

N. Sparacio provided reports on the current fund balances and recent transactions. Discussion was held and the following action was taken:

Motion by: Ald. Able

Seconded by: E. Roth

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

Upon vote: the motion was  
carried unanimously

B. Other Business

N. Sparacio gave an update on the consultant selection process. Three proposals were received and reviewed. MSA Professional Services received the highest

scores for their proposal and interview, so the selection team recommends MSA as the consultant to administer the housing rehabilitation revolving loan program. Discussion was held and the following action was taken:

Motion by: Ald. Able

Seconded by: Ald. Kummer

Moved that: the CDA approve the selection of MSA Professional Services to administer the housing rehabilitation revolving loan program

Upon vote: the motion was carried unanimously

VII. ADJOURNMENT

Chairman Stangel adjourned the meeting at 5:00 p.m.

Minutes submitted by: Pauline Haelfrisch

Minutes approved by: Nicolas Sparacio

ATTENDANCE

Members Present

Chairman John W. Stangel  
Ald. Chris Able  
Ald. Lee Kummer  
Emil Roth  
Anton Doneff

Members Excused

Gene Maloney  
Dennis Tienor

Staff Present

Nicolas Sparacio

Others Present

Peter Wills