

# Community Development Authority of the City of Manitowoc

## Meeting Minutes

### July 20, 2016

I. CALL TO ORDER

Chairman Stangel called to order the regular meeting of the Community Development Authority at 4:01 PM on July 20, 2016 at Community Development Department offices.

II. ROLL CALL

P. Haelfrisch 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 June 15, 2016. Hearing none, the following action was taken.

Motion by: Ald. Kummer

Seconded by: D. Tienor

Moved that: the CDA approve the minutes of the June 15, 2016 meeting

Upon vote: the motion was carried unanimously

IV. MANITOWOC HOUSING AUTHORITY BUSINESS

A. Financial Report and Approval of Monthly Expenditures

P. Haelfrisch discussed the monthly report of finances and expenditures she had provided to the members. She also discussed some upcoming expenditures due to plumbing issues in the building. The following action was taken:

Motion by: D. Tienor

Seconded by: E. Roth

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

Upon vote: the motion was carried unanimously

B. WINDOW REPLACEMENT PROJECT

P. Haelfrisch explained to the Board members that other than a few minor issues the project was going well. There was a request to continue with Phase Two of the project in this year due to the contractor being ahead of schedule. P. Haelfrisch has some concerns with this request. The funding for Phase Two will not be available until Spring of 2017. The contractor would expect to be paid for the materials and would hold the labor portion off until next year. P. Haelfrisch spoke with her HUD financial rep and although it could be done; it could also bring her overall management score down for this fiscal year. The Board advised to request the contractor to hold off all payment of Phase Two until Spring of 2017. If contractor was in agreement, the project could continue with Phase Two.

C. Vacancy Report

P. Haelfrisch stated that she has filled four apartments; however, has a remainder of four open at this time. She is continuing to receive applications on a weekly basis.

D. Manitou Manor Street Repair

P. Haelfrisch reported that the start date is scheduled for Monday, July 25<sup>th</sup>. The project should be of a duration of three to four weeks (weather permitting). J. Muenzenmeyer from City Transit system stated bus service would continue with bus turning in circle of parking lot and returning down to Third Street.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Monthly Report Presentation

N. Sparacio provided reports on the current fund balances. There were no changes. The following action was taken:

Motion by: D. Tienor

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 – 713 Washington Street

N. Sparacio provided an update on this design review. The owners proposed to use a stucco panel instead of vinyl siding and a majority of CDA members were in favor of this decision. This was handled with an email vote as authorized by the CDA at the June meeting.

C. Other Business – 924 York Street

N. Sparacio stated that the CDA is now the owner of this property. The property is in the City's redevelopment plan area noted as a parcel with redevelopment potential. The lot is being used by Forefront Dermatology for parking. Landscaping still needs to take place along with some finish work. Staff will begin monitoring of utilization of the parking lot, and signage will be posted soon.

D. Monthly Report on 1512 Washington St. Demolition

N. Sparacio stated he would like to see this report become a regular item on the monthly agenda. The draft project timeline and the property deed were provided to the CDA. N. Sparacio stated the following items are currently top priorities: improving site security; posting updated signage; communicating with nearby property owners to encourage them to keep watch over the property and contact police with any suspicious activities. EPA Site Assessment Grant funds are being utilized to continue environmental due diligence on the site which will lead to a RFP for a project manager. The project manager will write the bid specifications to hire the demolition contractor. The goal is to take the building down in early 2017. Some discussion was held in regards to the timetable.

VI. HOUSING REHABILITATION BUSINESS

A. Financial Report Presentation

N. Sparacio reported there was no change in the fund balances; however, the Artist Lofts loan was repaid as of today. Discussion was held and the following action was taken:

Motion by: D. Tienor

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. Subordination Requests

None

C. Other Business – Discussion and Possible Action on Updated Application Form for Housing Rehabilitation Loan Program

N. Sparacio reported that MSA has drafted a housing loan application form. He commented that the form had a section that gave an option to check mobile home. The program never included improvements to mobile homes as an eligible activity. Discussion was held due to the CDA members not being familiar with the form. N. Sparacio will ask that MSA bring the first few applications to the committee.

VII. ADJOURNMENT

Chairman Stangel adjourned the meeting at 4:40 p.m.

Minutes submitted by: Pauline Haelfrisch

Minutes approved by: Nicolas Sparacio

ATTENDANCE

Members Present

Chairman John W. Stangel

Ald. Lee Kummer

Emil Roth

Anton Doneff

Dennis Tienor

Staff Present

Nicolas Sparacio

Pauline Haelfrisch