

# Community Development Authority of the City of Manitowoc

## Meeting Minutes

### December 21, 2016

I. CALL TO ORDER

Chairman Stangel called to order the regular meeting of the Community Development Authority at 4:00 PM on December 21, 2016 at the 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 November 16, 2016. Correction to meeting minutes under Section V. Downtown Redevelopment Activities, C. and D. – Ald. Able made the motions; Ald. Kummer seconded the motions. The following action was taken.

Motion by: Ald. Able

Seconded by: G. Maloney

Moved that: The CDA approve the minutes of the November 16, 2016 meeting with the corrections noted.

Upon vote: The motion carried unanimously.

IV. MANITOWOC PUBLIC HOUSING BUSINESS

A. Financial Report and Approval of Monthly Expenditures

P. Haelfrisch discussed the monthly reports of finances and expenditures she had provided to the members. The following action was taken:

Motion by: Ald. Able

Seconded by: G. Maloney

Moved that: The CDA approve and authorize.

Upon vote: The motion carried unanimously.

B. Manitowoc Housing Authority Contract Approval

J. Stangel requested the contract be tabled at this time. P. Haelfrisch discussed the time line in regards to the changes to the contract. It was agreed to wait until further clarification of Manitowoc Housing Authority's connection to Community Development Authority.

C. Update on Lawsuit RE: Slip and Fall

P. Haelfrisch informed the Board members of the background of this lawsuit. She stated that her Office Manager and she would be giving depositions in regards to the lawsuit. Discussion was held and P. Haelfrisch confirmed that the Housing Authority's liability insurance Attorney is working with them.

D. HUD's Smoke Free Ruling

P. Haelfrisch informed the Board members that HUD had officially passed the ruling that all public housing must be smoke free by July 31<sup>st</sup>, 2018. No tenants would be grandfathered in under this ruling. HUD has provided help with different policies the PHAs have to put in place. Discussion was held and P. Haelfrisch will keep the Board members updated with new information as she receives it.

E. Tenant Appeal for Monies Owed

P. Haelfrisch stated the Board members had a copy of the past tenant's letter of appeal in regards to the TRIP (tax refund intercept program) for monies he owes Manitou Manor Apartments. P. Haelfrisch explained the actions she took after the tenant's departure from the unit. Discussion was held and the Board members moved to deny the appeal. The following action was taken.

Motion by: Ald. Able

Seconded by: A. Doneff

Moved that: The CDA deny the tenant appeal for monies owed.

Upon vote: The motion carried unanimously.

F. Discussion and possible action on a resolution authorizing the CDA to accept USEPA brownfields sub-grant funds toward the window replacement project at Manitou Manor

N. Sparacio stated that the resolution provided in the agenda packet is the next required step in the release of the EPA brownfields sub-grant funds toward the Manitou Manor window replacement project. Ald. Kummer asked whether this sub-grant affects funds available for other brownfields projects? N. Sparacio explained that all funds allowed as sub-grants have now been committed to projects. Funds do remain that can be loaned out and paid back, but there can be no further sub-grants.

Motion by: Ald. Able

Seconded by: E. Roth

Moved that: The CDA approve the resolution authorizing the acceptance of brownfield sub-grant funds and execution of all related documents for the window replacement project at Manitou Manor.

Upon vote: The motion carried with D. Tienor abstaining due to being a member of the Brownfields Advisory Committee.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Revolving Loan Fund Financial Report

A report was provided in the agenda packet. No discussion on this item.

B. Design Review: 811 Jay Street – Exterior Renovation and Sign Modification

N. Sparacio described the property conditions and its historic status. Ald. Kummer asked whether photos were available from prior to any alterations? N. Sparacio stated the City did not have any available, and Ald. Kummer suggested checking with the Historical Society. Discussion ensued with T. Moore and B. Bartow on the details of the building renovations. The main material for the first floor façade is cedar that will be painted per the sample colors provided. The first floor windows will all be new. There was a consensus that the proposed alterations are a significant improvement. The design and materials for the projecting sign were discussed. It will be lighted as shown in the plan and constructed of hammered steel (border) and wood (interior). The bottom of the sign will be rounded – not a rectangle as shown in the drawing. Ald. Kummer added that we should really try to find photo documentation of these buildings as far back as possible in order to maintain the integrity of the downtown.

Motion by: G. Maloney

Seconded by: Ald. Able

Moved that: The certificate of appropriateness is granted with the condition of compliance with the applicable provisions of the Manitowoc Municipal Code including sign permit and hold harmless agreement.

Upon vote: The motion carried unanimously.

C. Design Review: 935 S 8<sup>th</sup> Street, IQ Resource Group, Inc – Sign Modification Reconsideration

N. Sparacio stated that he has brought this back to the CDA at the request of the applicant, and to allow the applicants to address the CDA directly. Chairman Stangel opened the floor to the applicants for reconsideration. B. Ritchie introduced their company and explained their plans for their Manitowoc office. Discussion ensued regarding the tenant mix in the building and the functionality of the signage for finding each office. The configuration of existing signs and the two entrances has led to confusion by customers trying to locate their office. The CDA's major concern is that if the proposed sign is allowed, each tenant in this building might also request an additional sign like this, thus greatly increasing the sign clutter on the building. A consensus was reached that the space in the canopy gable above the entrance is the best place for their sign. If the arrow is removed from the bottom of the existing sign, it will fit into the available space.

N. Sparacio stated that if any of the assumptions behind the previous decision have changed in this discussion, then that might be reason to reconsider. B. Ritchie stated that he is supportive of putting the sign in the canopy gable.

Motion by: Ald. Able

Seconded by: D. Tienor

Moved that: The certificate of appropriateness is reconsidered and granted for the location above the door (canopy gable space) on condition of final approval of sign design and placement by the Community Development director.

Upon vote: The motion carried unanimously.

- D. Monthly Report on 1512 Washington Street Demolition  
No discussion on this item. A report will be provided at the next regular meeting.

## VI. HOUSING REHABILITATION BUSINESS

### A. Revolving Loan Fund Financial Reports

A report was provided in the agenda packet. No discussion on this item.

### B. Update on Housing Loan Program from MSA Professional Services

N. Sparacio introduced S. Maier from MSA Professional Services. We have requested an update due to the many changes in the housing loan program since the City was last active in providing new loans. S. Maier has received seven applications so far and has inspected two that are nearing loan approval. She described the applicant and project screening process that she employs, and noted that the State is expected to release a new housing procedures manual in February or March. She recommends an additional update to the CDA after that new manual is available.

Key changes in the program since the City was last active: State approval is required for projects over \$50,000; CDA approval is no longer required if all eligibility requirements are met by the project; projects must include all improvements necessary to bring the home up to HQS standards; communities are no longer allowed to put a cap on the total amount of a project.

G. Maloney asked whether contractors are pre-qualified in any way? S. Maier responded that all contractor certifications are verified for the project before award, but not prior to bidding. This is a concern, because the CDA wants to know that these contractors are performing to expectations. N. Sparacio asked what the typical hang-ups are for the applicants? S. Maier responded that income qualification is the first hurdle, then it takes the most time to get bids from contractors. Ald. Able is requested a qualified legal opinion on whether or not the CDA is actually required to give up approval authority for new loans. The concerns are the dramatic increase in the cost of these projects and the increasing number of defaults. He would also like to ensure that our program gives consideration to funds provided by the applicant into the project.

Ald. Kummer noted that the current example project includes home improvements rather than basic needs like the removal of lead based paint. Discussion ensued regarding housing value trends and the kinds of improvements that should be allowed in a project. S. Maier explained that the State's method for calculating after-rehab estimated value is 120% of the sum of original value and the cost of the rehab project. D. Tienor explained that this is very different from the way traditional lenders are allowed to value a home. Chairman Stangel noted that items like carpeting and air conditioning have not typically been funded by these loans. The City has typically provided loans for heating, windows, roofs – need-based items. G. Maloney asked whether this applicant can use any other programs that assist with weatherization to help reduce the loan burden? S. Maier responded that this would be a good next step for the applicant. D. Tienor asked whether local communities can place their own restrictions on project items? S. Maier emphasized again that the direction from the State is to include everything needed to bring the home up to HQS standards.

N. Sparacio will gather information in response to the CDA members' questions.

## VII. ADJOURNMENT

Chairman Stangel adjourned the meeting at 5:15 PM.

### ATTENDANCE

#### Members Present

Chairman John W. Stangel  
Anton Doneff  
Ald. Lee Kummer  
Ald. Chris Able  
Emil Roth  
Dennis Tienor  
Gene Maloney

#### Members Excused

None – all present

#### Staff Present

Nicolas Sparacio  
Pauline Haelfrisch  
Lisa Mueller

#### Others Present

Brad Ritchie  
Donna Gebhart  
Susan Maier  
Brandon Bartow  
Tim Moore