

Community Development Authority of the City of Manitowoc

Meeting Minutes

January 18, 2017

I. CALL TO ORDER

Chairman Stangel called to order the regular meeting of the Community Development Authority at 4:03 PM on January 18, 2017 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 December 21, 2016. Hearing none, the following action was taken.

Motion by: Ald. Able

Seconded by: A. Doneff

Moved that: the CDA approve the minutes of the December 21, 2016 meeting

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 payment of the January, 2017 expenses

Upon vote: the motion carried unanimously

B. Update on Lawsuit RE: Slip and Fall

P. Haelfrisch reported that her office assistant and she gave depositions at a hearing held on Thursday, January 12th regarding a slip and fall that occurred on the Manitou Manor property in January of 2015. There has been no other communication from the attorney for the property insurance since the deposition.

C. HUD's Updated Environmental Review Process

P. Haelfrisch informed the Board members of the new HUD regulation requiring environmental reviews to be done before the HA can receive their CFP funding. This regulation would require a more extensive review to be done for any projects that the HA has stated in their five year plan. The new regulation will require more of the reporting to be done by the Responsible Entity or RE. In order to complete the window installation project, it was going to require the 2017 Capital Fund. P. Haelfrisch was not sure what effect this new regulation would have on the project. She will wait for more information from HUD.

D. Resolution to Add Third Signor to MHA Bank Documents

J. Stangel informed the Board members that he and G. Maloney are the authorized signors of the HA's checks. Both signors will not be available in March, so J. Stangel proposed adding a third signor for this type of situation. P. Haelfrisch presented a resolution she had received from Bank First National with the two signors names. It was decided this resolution would be appropriate for the third signor. P. Haelfrisch stated she would contact D. Tienor to get this resolution redone. A. Doneff agreed to be the third signor. The following action was taken:

Motion by: Ald. Kummer

Seconded by: Ald. Able

Moved that: the CDA approve the resolution to add A. Doneff as the third signor for Manitou Manor's checking account.

Upon vote: the motion carried with J. Stangel, G. Maloney, Ald. Kummer, E. Roth and Ald. Able voting aye; A. Doneff abstaining

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Revolving Loan Fund Financial Report

N. Sparacio provided a report on the current fund balance. There was no change in the commercial loan program. N. Sparacio also noted that he continues to meet with potential borrowers, but none of these businesses are willing or able to meet the program requirements. Ald. Able inquired as to the status of a legal opinion on the housing loan program requirements. N. Sparacio stated this is in the works and will be presented at a future meeting.

Motion by: Ald. Able

Seconded by: G. Maloney

Moved that: the CDA accept the financial report for the Commercial revolving loan fund

Upon vote: the motion carried unanimously

B. Monthly Report on 1512 Washington Street Demolition.

N. Sparacio reported that bids for the demolition project have been advertised and that the pre-bid meeting received good attendance. He is in discussions with the WEDC regarding additional project funds through the Idle Sites Grant Program. G. Maloney inquired as to the project timeline. N. Sparacio responded that bids are due February 8th, the winning bid will be awarded February 13th at a special Common Council meeting, demolition work shall commence March 1st and the project shall be completed by June 30th. G. Maloney inquired if the demolition would be filmed. N. Sparacio responded that the Manitowoc County Historical Society has expressed interest in documenting the process. Ald. Kummer inquired if there has been discussion regarding development of the site once demolition is complete. N. Sparacio replied that interest in the site has been expressed by neighboring businesses.

VI. HOUSING REHABILITATION BUSINESS

A. Revolving Loan Fund Financial Report

N. Sparacio provided a report on the current fund balances.

Motion by: Ald. Able

Seconded by: G. Maloney

Moved that: the CDA accept the financial reports for the Housing program funds

Upon vote: the motion carried unanimously

B. Subordination Request CDBG Loan #336-98

N. Sparacio reviewed the applicant's subordination proposal and the financial history of the property. N. Sparacio recommended approval of the subordination subject to conditions:

1. Manitowoc CDBG loan to be recorded in second position.
2. Lender/borrower to pay all City recording and title letter fees and to provide a post-closing title report or equivalent.
3. Mortgage subordination limited to a new first mortgage of \$48,300.
4. Bank First National to require establishment of escrows for taxes and insurance at inception of new loan.
5. This is final subordination. City to be repaid at time of next refinance.

Motion by: Ald. Kummer

Seconded by: Ald. Able

Moved that: the CDA approve the subordination request with the recommended conditions

Upon vote: the motion carried unanimously

C. N. Sparacio reported that the City Attorney received a Notice of Sherriff's Sale for Loan # 307-98 CDBG

VII. ADJOURNMENT

Chairman Stangel adjourned the meeting at 4:40 PM.

ATTENDANCE

Members Present

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

Others Present

Peter Wills

Staff Present

Nicolas Sparacio
Pauline Haelfrisch

Members Absent

Dennis Tienor

Minutes submitted by: Pauline Haelfrisch

Minutes approved by: Nicolas Sparacio