

# Community Development Authority of the City of Manitowoc

## Meeting Minutes

### July 19, 2017

#### I. CALL TO ORDER

Chairman J. Stangel called to order the regular meeting of the Community Development Authority at 4:00 PM on July 19, 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 June 21, 2017. Hearing none, the following action was taken.

Motion by: A. Doneff

Seconded by: E. Roth

Moved that: the CDA approve the minutes of the June 21, 2017 meeting.

Upon vote: the motion carried unanimously

#### IV. MANITOWOC HOUSING AUTHORITY 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: D. Tienor

Seconded by: E. Roth

Moved that: the CDA approve and authorize payment of the July, 2017 expenses

Upon vote: the motion carried unanimously

##### B. Asphalt Seal and Repair (revised)

P. Haelfrisch discussed with the Board members Manitou Manor's parking lot. It had been decided at the June meeting that Pauline should go with the lowest bidder, but not do the patching work that was stated on one of the estimates received. She explained that G. Maloney had come to her building to sign checks and walked the

parking lot with her. She explained that for the asphalt patching they would do “hits” to the areas that are in very poor condition. G. Maloney advised to bring this issue back to the Board. He stated he would like to see Pauline have all the work shown on the estimate done. Discussion was held and the following action was taken.

Motion by: A. Doneff

Seconded by: D. Tienor

Moved that: the CDA approve the full bid from Asphalt Seal and Repair for the parking lot project

Upon vote: the motion carried unanimously

C. Fire Sprinkler System Report

P. Haelfrisch informed the Board members that she had Simplex Grinnell (the fire monitoring company) here to give us a bid on sprinkling the units. P. Haelfrisch stated that the technicians explained each unit would have 6 to 7 heads installed. P. Haelfrisch spoke with a colleague from Shawano HA who stated he had three heads in each unit – bedroom, living room, and kitchen. The Board members asked P. Haelfrisch to get another quote.

#### DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Revolving Loan Fund Financial Reports

N. Sparacio provided a report on the current fund balances. There was no change to the Downtown fund balance. N. Sparacio reported that Progress Lakeshore continues to promote the program to potential borrowers and that one application is in progress.

Motion by: D. Tienor

Seconded by: E. Roth

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

Upon vote: the motion carried unanimously

B. Discussion and Possible Action on Design Review: 205 N 8<sup>th</sup> Street – Sign Modification

N. Sparacio explained the proposed signage changes for The Crossing taking over the former Red Cross building. All the new signs are simply face changes for existing signs with the exception with one parking sign on the rear of the building. The Board discussed the timing of the use of temporary signs and the additional sign cabinet facing 8<sup>th</sup> Street that is not going to be used by The Crossing. Staff is recommending approval of the request.

Motion by: A. Doneff

Seconded by: D. Tienor

Moved that: The CDA approve the proposed sign modifications for 205 N 8<sup>th</sup> Street subject to the following conditions:

1. The unused sign cabinet facing N 8<sup>th</sup> Street shall be removed by December 31, 2017.
2. The temporary signage be replaced with the permanent signage no later than December 31, 2017.
3. The signs shall comply with the Manitowoc Municipal Code including issuance of necessary sign permits.

Upon vote: the motion carried unanimously

- C. Monthly Report on 1512 Washington Street Demolition  
N. Sparacio provided a brief update. The abatement is completed. The demolition contractor, Brandenburg, is actively working on the site. Debris shields have been installed as the outer wall work progresses around the perimeter. Street closures have started and will last until the end of August. The steel recycling is going well. A sampling and analysis plan is already under review by the DNR and EPA to be ready to seek grant funding for the next steps in the process.

## VI. HOUSING REHABILITATION BUSINESS

- A. Revolving Loan Fund Financial Reports  
N. Sparacio provided a report on the current fund balances.

Motion by: A. Doneff

Seconded by: D. Tienor

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

Upon vote: the motion carried unanimously

- B. Update on Potential CDA Involvement in City of Manitowoc Blight Elimination Activities  
N. Sparacio reviewed the process options with the committee. Discussion only. No action taken.
- C. Department of Transportation Request for Partial Release of Mortgage.  
N. Sparacio described the need for the partial release of mortgage based on the Department of Transportation plat of right-of-way for the Waldo Boulevard reconstruction project. The new street design will add a curve to the sidewalk corner, thus the need for the small area of additional right-of-way.

Motion by: E. Roth

Seconded by: A. Doneff

Moved that: the CDA approve the request for partial release of mortgage at 1104 N 12<sup>th</sup> Street (Loan #15-97)

Upon vote: the motion carried unanimously

## VII. ADJOURNMENT

Chairman Stangel adjourned the meeting at 4:55 p.m.

### ATTENDANCE

#### Members Present

Chairman John W. Stangel

Anton Doneff

Dennis Tienor

Emil Roth

#### Members Absent

Ald. Lee Kummer

Ald. Jeremiah Novak

Gene Maloney

#### Others Present

none

#### Staff Present

Nicolas Sparacio

Pauline Haelfrisch

Minutes submitted by: Pauline Haelfrisch and Nicolas Sparacio