

Community Development Authority of the City of Manitowoc Meeting Minutes August 16, 2017

I. CALL TO ORDER

Chairman J. Stangel called to order the regular meeting of the Community Development Authority at 4:00 PM on August 16, 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 July 19, 2017. Hearing none, the following action was taken.

Motion by: Ald. Kummer

Seconded by: E. Roth

Moved that: the CDA approve the minutes of the July 19, 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 brownfield grant has been received and deposited in the money market at Bank First National.

P. Haelfrisch discussed with the Board members plans for the 2017 Capital Fund Grant. Paperwork for the environmental review will have to be completed before funds can be drawn down from the grant.

The following action was taken:

Motion by: G. Maloney

Seconded by: Ald. Kummer

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

Upon vote: the motion carried unanimously

- 1 -

B. Water Tank Project Update

P. Haelfrisch reported that the installation of the new water tanks by Manitowoc Heating went smoothly. There were no interruptions in water availability. Tom Younger, the representative from Focus on Energy came to look at them and will be advising me how to apply for the rebate.

C. Parking Lot Lighting

P. Haelfrisch informed the Board members that back in April she had signed an estimate from Hubbartt Electric to refeed the parking lot lights and sign. The estimate was for finding the short and repairing it. There were complications with locating the short and two repairmen were on the property for eight hours. P. Haelfrisch would like the Board's advice in regards to the estimate.

Board members were in agreement that P. Haelfrisch can pay the electrician more than the estimate - within reason. Discussion was also held in regards to installing sensors on the exterior lights.

D. Going Smoke Free Decision Making

P. Haelfrisch stated that the Board members will need to make decisions in regards to going smoke free. She discussed the areas she would like designated as smoking stations. A decision was made by the Board members as to where the designated smoking areas will be.

P. Haelfrisch informed the Board members that she will be giving them a Smoke Free Policy and Lease Addendum to approve at September's meeting. She also discussed the three steps that will be taken for smoking violations.

V. OTHER BUSINESS

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 and one Housing loan satisfaction was received.

Motion by: Ald. Novak

Seconded by: Dennis Tienor

Moved that: the CDA accept the financial reports for the Commercial revolving loan Fund and the Housing program loan funds

Upon vote: the motion carried unanimously

B. Monthly Report on 1512 Washington Street Demolition

N. Sparacio reported the building should be completely down by the end of August. Trucks will continue to take loaded material off site until the end of September. Limited access to water has been a factor in controlling the dust from the project. Staff will continue to work on obtaining EPA and WEDC funds to maximize the availability of grant monies for sampling work. The Board further discussed potential developer interest in the site and the citywide comprehensive plan as it pertains to the site.

VI. ADJOURNMENT

Chairman Stangel adjourned the meeting at 4:45 p.m.

ATTENDANCE

Members Present

Chairman John W. Stangel
Gene Maloney
Emil Roth
Dennis Tienor
Ald. Lee Kummer
Ald. Jeremiah Novak

Others Present

None

Staff Present

Nicolas Sparacio
Pauline Haelfrisch

Members Absent

Anton Doneff

Minutes submitted by: Pauline Haelfrisch and Nicolas Sparacio