

**Community Development Authority of the City of Manitowoc
Meeting Minutes
Wednesday, November 15, 2017**

I. CALL TO ORDER

Chairman J. Stangel called to order the regular Meeting of the Community Development Authority at 4:00 PM on November 15, 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 October 16, 2017. Hearing none, the following action was taken.

Motion by: E. Roth

Seconded by: G. Maloney

Moved that: the CDA approve the minutes of the October 16, 2017 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 Board members. There was a transfer of funds from money market to checking for the new street bill which had come due. The following action was taken:

Motion by: G. Maloney

Seconded by: E. Roth

Moved that: the CDA approve and authorize payment of the November 17 expenses.

Upon vote: the motion carried unanimously

P. Haelfrisch explained to the Board members the copy she had provided them with involving the investments for Manitou Manor. The Board members advised P.

Haelfrisch to transfer the money market from Shipbuilder's Credit Union to a Certificate of Deposit at Investor's Bank.

G. Maloney discussed with the other Board members the bid P. Haelfrisch received for the sprinkler system for the apartments at Manitou Manor. G. Maloney explained that he spoke with the bidder in regards to what all was included in the bid. Everything they discussed was included.

B. Property / Liability Insurance for Manitou Manor

P. Haelfrisch handed out a bid document to the Board members for the property/liability insurance for Manitou Manor. She discussed the different proposals she received from three different companies. It was decided that P. Haelfrisch should wait for Ansay & Associates to come through with their bid.

Discussion was held in regards to Manitou Manor falling under the City of Manitowoc's property/liability insurance including public officials liability. N. Sparacio stated he would contact the City Attorney to make that determination.

Board members decision was for P. Haelfrisch to wait to hear from N. Sparacio in regards to City coverage. If not feasible, P. Haelfrisch should go with lowest bid.

C. Audit and Capital Fund Program

P. Haelfrisch reported that the audit went well and the reserve account was in line with HUD's ruling on six months of operating expenses. There would be no need to transfer funds from the Capital Fund program to the reserve account.

D. Vacant Apartments

P. Haelfrisch informed the Board members that the two bedroom apartment with the ceiling lift was available for rent. She also discussed the other vacant apartments Manitou Manor has at this time.

E. Vending Machines

P. Haelfrisch discussed with the Board members the vending machines that are located on the first floor of Manitou Manor. At the present time, Manitou Manor does not receive any kickback for having the machines. Therefore, the company receives all the profit while Manitou Manor pays for the electricity to run them.

Discussion was held in regards to contacting other vending companies for a quote. The Board members would like P. Haelfrisch to find out what options other vending companies would offer.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Revolving Loan Fund Financial Report

N. Sparacio stated that there are no changes to the Downtown revolving loan fund. Staff and Progress Lakeshore continue to work with prospective borrowers.

Motion by: G. Maloney

Seconded by: J. Novak

Moved that: the CDA accept the financial reports for the Downtown program loan funds

Upon vote: the motion carried unanimously

B. Design Review Request – 31 Maritime Drive Fencing/Dumpster Enclosure

Chris Herzog, ACE Building Service, presented the proposed project, an outdoor open air dumpster enclosure. He explained the intent of the proposed project was to accommodate the increased recyclable and non-recyclable disposable needs of both the condominium residential tenants and the commercial tenant, Forefront Dermatology. He continued that the intent of the design is to incorporate durable construction materials and a modern industrial design that compliments the 2007 development of the River Lofts property. The enclosure is to be constructed of a finished galvanized metal, in a choice of two colors, that will be low maintenance and will not rust. A new landscape design is also proposed to the east of the new location as the size and maturity of existing shrubs and tree prohibits their relocation. The swinging gates will be made of the same material and are to be secured by a lock. The height of the enclosure will screen the dumpsters.

N. Sparacio provided his analysis. He stated the enclosure does not directly impact the historic portion of the building and continued to present the positive and negative elements of the proposal. He suggested that an opportunity be considered to add brick to some element of the new enclosure, either to the columns or to the base. N. Sparacio recommended approval with the following conditions; 1. Compliance with the Manitowoc Municipal Code including obtaining a fence permit 2. A landscape plan shall be submitted for review, consistent with the renderings provided.

Motion by: D. Tienor

Seconded by: J. Novak

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

Upon vote: the motion carried unanimously

C. Monthly Report on 1512 Washington Street Demolition: Discussion and possible action on 2018 EPA Site Specific Assessment grant application

N. Sparacio reviewed the draft cover letter for the EPA Site Specific Assessment grant application and explained the opportunity and benefit of listing the Community Development Authority as a first time applicant and as the property owner.

Motion by: L. Kummer

Seconded by: D. Tienor

Moved that: the Community Development Department proceed with the 2018 EPA Site Specific Assessment Grant application with the Community Development Authority as the applicant

Upon vote: the motion carried unanimously

VI. HOUSING REHABILITATION BUSINESS

A. Revolving Loan Fund Financial Reports

N. Sparacio presented the monthly financial reports for the housing program funds and noted program and project payments as well as recent loan satisfactions. The amount of loan satisfactions received to date in 2017 has been very strong and will help ensure that the housing rehabilitation loan program will continue to be available in coming years.

Motion by: G. Maloney

Seconded by: J. Novak

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

Upon vote: the motion carried unanimously

B. Subordination Request: Discussion and possible action on CDBG Loan #359-98
The subordination request was withdrawn by the lender on behalf of the homeowner as it did not meet the State's subordination policy requirements.

C. Subordination Request: Discussion and possible action on HOP Loan # 02-96
The subordination request was withdrawn as the lender did not provide updated information for the homeowner as requested by MSA.

VII. ADJOURNMENT

Chairman Stangel adjourned the meeting at 4:52 p.m.

ATTENDANCE

Members Present

Chairman John W. Stangel

Gene Maloney

Emil Roth

Dennis Tienor

Anton Doneff

Ald. Lee Kummer

Ald. Jeremiah Novak

Others Present

Peter Wills

Chris Herzog

Staff Present

Nicolas Sparacio

Pauline Haelfrisch

Lisa Mueller

Members Absent

None

Minutes submitted by: Pauline Haelfrisch and Nicolas Sparacio