

Community Development Authority of the City of Manitowoc

Meeting Minutes

October 18, 2017

I. CALL TO ORDER

Chairman J. Stangel called to order the regular meeting of the Community Development Authority at 4:04 PM on October 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 September 20, 2017. Hearing none, the following action was taken.

Motion by: G. Maloney

Seconded by: A. Doneff

Moved that: the CDA approve the minutes of the September 20, 2017 meeting.

Upon vote: the motion carried unanimously

IV. PUBLIC HEARING Regarding blight determination and condemnation of 422-424 N 10th Street (parcel #052-000-120-040.00)

N. Sparacio informed the CDA members that the public hearing is the next step in the process of the CDA acquiring the properties. The required notice to the property owner was provided. The City will fund the demolition of the buildings; the CDA will hold the property until there is a buyer for it or the City identifies another appropriate use.

Chairman J. Stangel opened the public hearing. It has been noted no member of the public has appeared for the public hearing. Chairman J. Stangel closed the public hearing.

V. 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. The PILOT had been paid at the end of September which explained why the expenses were higher than normal.

P. Haelfrisch reported that the resurfacing of the parking lot will take place in the Spring of 2018. A bid was received for curb replacement at that time.

P. Haelfrisch reported that the bill from the City for the replacement of Sixth Street in front of her building will be due Nov. 1st which will require a transfer of funds from the HA's money market fund.

The following action was taken:

Motion by: D. Tienor

Seconded by: E. Roth

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

Upon vote: the motion carried unanimously

B. Property/Liability Insurance for Manitou Manor

P. Haelfrisch informed the Board members that she received the proposal for the building's property/liability insurance and it has gone up \$2,500 due to claims made. Discussion was held and P. Haelfrisch stated she would be going out locally for quotes.

C. Fire Sprinkler System for Units Quote

P. Haelfrisch reported that she received a quote from Ahern in regards to sprinkling the units. She explained that the building has six different apartment layouts which makes it difficult to determine the number of sprinklers needed in each apartment. Discussion was held and G. Maloney will look over the quote.

D. Audit/Capital Fund Program

P. Haelfrisch stated that her auditor would be at the office tomorrow. She would be discussing the reserve replenishment with the capital fund with him at that time.

E. Flea Infestation Issue

P. Haelfrisch informed the Board members that a tenant reported her pet had fleas and her apartment was infested. The pest control specialist for the building came and treated her apartment. After a few weeks, it was determined that there were other tenant apartments infested. The specialist then proceeded to treat all hallways and common areas of the building. Two more treatments were applied to tenant apartments. P. Haelfrisch will inform the Board members if there are any further problems.

F. Designate Smoking Area

P. Haelfrisch stated that she was asked to attend a Public Infrastructure meeting in regards to her request to put a bench and signage on the City's right of way near the west side of the building. This area would be considered the building's "designated smoking area". The Public Infrastructure committee denied the request. Discussion was held and it was decided that P. Haelfrisch would put a smoke dispenser on Manitou Manor's property near the sidewalk.

VI. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Revolving Loan Fund Financial Reports

Motion by: G. Maloney

Seconded by: E. Roth

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

Upon vote: the motion carried unanimously

B. Monthly Report on 1512 Washington Street Demolition

N. Sparacio reported that the City is continuing to pursue funding sources to complete the environmental investigation of the property. Applications for the 2018 round of US Environmental Protection Agency Site Assessment grants will be submitted in November.

VII. HOUSING REHABILITATION BUSINESS

A. Revolving Loan Fund Financial Reports

Motion by: G. Maloney

Seconded by: E. Roth

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

Upon vote: the motion carried unanimously

B. Discussion and Action on a Resolution Declaring Property at 422-424 N 10th St. (parcel #052-000-120-040.00) Blighted and Accepting Common Council Authorization to Acquire the Property through Condemnation

N. Sparacio asked for a motion to approve the resolution.

Motion by: Ald. Kummer

Seconded by: G. Maloney

Moved that: the CDA approve the Resolution Declaring Property at 422-424 N 10th St. (parcel #052-000-120-040.00) Blighted and Accepting Common Council Authorization to Acquire the Property through Condemnation

Upon vote: the motion carried unanimously

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

Others Present

Staff Present

Nicolas Sparacio
Pauline Haelfrisch

Members Absent

Ald. Jeremiah Novak

Minutes submitted by: Pauline Haelfrisch and Nicolas Sparacio