

Community Development Authority of the City of Manitowoc

Meeting Minutes

May 18, 2016

I. CALL TO ORDER

Chairman Stangel called to order the regular meeting of the Community Development Authority at 4:02 PM on May 18th at 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 April 20, 2016. Hearing none, the following action was taken.

Motion by: Ald. Kummer

Seconded by: A. Doneff

Moved that: the CDA approve the minutes of the April 20, 2016 meeting

Upon vote: the motion was carried unanimously

IV. MANITOWOC HOUSING AUTHORITY BUSINESS

A. Financial Report and Approval of Monthly Expenditures

P. Haelfrisch discussed the monthly report of finances and expenditures she had provided to the members. The following action was taken:

Motion by: D. Tienor

Seconded by: Ald. Kummer

Moved that: the CDA approve and authorize payment of the May, 2016 expenses

Upon vote: the motion was carried unanimously

B. Window Replacement Project

P. Haelfrisch gave an update on the project. The project is at 25% completion of the whole project; 34% completion for this summer. Pauline explained the process that takes place for replacing the windows in the tenant's apartment. Discussion was held with no action taken.

C. HUD Physical Inspection

P. Haelfrisch stated that she had to outsource some of the work needed for the physical inspection that will take place on May 31st. She had concrete work and electrical work done to prepare for it.

Discussion was held in regards to the street repair that will be done on Sixth Street in front of Manitou Manor. The board members asked Pauline to speak with the City Engineering Department to determine exactly what will be repaired.

D. Manitowoc Housing Authority Budget

P. Haelfrisch informed the members that the budget for 2016 would be off due to the change in maintenance personnel. Pauline stated the 2017 Budget would be in the members' packets for the June meeting. She will need action on it as her fiscal year end is June 30th.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Monthly Report Presentation

N. Sparacio provided reports on the current fund balances and recent transactions. Discussion was held and the following action was taken:

Motion by: D. Tienor

Seconded by: E. Roth

Moved that: the CDA accept the commercial and housing monthly reports and place on file

Upon vote: the motion was carried unanimously

B. Design Reviews – 822 South Eighth Street

N. Sparacio reported on the request for this property. The property is part of the downtown historic district. The owner would like to add signage to the building including two wall signs and a projecting sign equipped with lighting. N. Sparacio stated that the placement and design of the proposed signage meet the applicable design review criteria. Discussion was held and the following action was taken:

Motion by: A. Doneff

Seconded by: G. Maloney

Moved that: the Certificate of Appropriateness is granted with the condition of compliance with the Manitowoc Municipal Code

Upon vote: the motion was carried unanimously

C. Loan Activities – 924 York Street

N. Sparacio gave an update on this property. New investors from Forefront Management, LLC have reviewed the loan commitment from the CDA and determined they do not need it to complete the project. However, the end result will be the same: the parking lot will still be constructed and donated to the City and CDA. It will be leased to Forefront during business hours and opened for public use during evenings and weekends. The City will maintain the parking lot. Some discussion was held; no action needed.

D. Other Business – 1512 Washington Street

N. Sparacio presented the condemnation process and blight determination report for this property. He explained that the CDA is the best entity to own the site for the

purpose of acquisition and redevelopment. The City Council has approved a recommendation for the CDA to proceed with the acquisition. N. Sparacio further explained that the next step is a public hearing, which will be scheduled for the June meeting of the CDA. The CDA's role is to review and approve the blight determination. The Common Council would then approve CDA to proceed with acquiring the blighted property. The goal is to allow the City to complete the transaction by July 1st. Discussion was held regarding the condition of the property and any potential liabilities of the CDA members. The following action was taken.

Motion by: Ald. Able

Seconded by: D. Tienor

Moved that: the CDA approves the blight determination and directs staff to schedule a public hearing for the June 15 regular meeting

Upon vote: the motion was carried unanimously

HOUSING REHABILITATION BUSINESS

A. Financial Report Presentation

N. Sparacio provided reports on the current fund balances and recent transactions. Discussion was held and the following action was taken:

Motion by: Ald. Able

Seconded by: E. Roth

Moved that: the CDA accept the commercial and housing monthly reports and place on file

Upon vote: the motion was carried unanimously

B. Other Business

None.

VI. ADJOURNMENT

Chairman Stangel adjourned the meeting at 5:00 p.m.

Minutes submitted by: Pauline Haelfrisch

Minutes approved by: Nicolas Sparacio

ATTENDANCE

Members Present

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

Staff Present

Nicolas Sparacio
Pauline Haelfrisch

Others Present

Justin Nickels, Mayor
Peter Wills
Vickie Seehafer