



MINUTES

COMMUNITY DEVELOPMENT AUTHORITY

PLAN COMMISSION OFFICES

Regular Meeting held @
Manitou Manor
Wednesday
January 13, 2010

I. CALL TO ORDER

The meeting was called to order by Chairman John Stangel at 4:03 P.M.

II. ROLL CALL

Members Present

John Stangel
Jim Brey
Emil Roth

Members Excused

Gene Maloney
Chris Able

Others Present

Megan Schmidt

Staff Present

David Less
Janet Zunker
Pauline Haelfrisch

James Noffke
Dennis Tienor



OFFICE OF CITY PLANNING,
CITY PLAN COMMISSION

III. APPROVAL OF MINUTES OF THE REGULAR DECEMBER 16, 2009 MEETING

Chairman Stangel asked if there were any corrections or additions to the minutes of the regular December 16, 2009 meeting. Hearing none, the following action was taken.

Motion by: Mr. Noffke

Seconded by: Mr. Roth

Moved that: the CDA approve the minutes of the December 16, 2009 regular meeting

Upon vote: the motion was carried unanimously

IV. MANITOWOC HOUSING AUTHORITY BUSINESS

A. Financial Report and Approval of Monthly Expenditures

Pauline Haelfrisch reviewed the financial statements for January, 2010 with the Board members. She also distributed a list of expenses and reviewed these with the Board.

The following action was taken.

Motion by: Mr. Tienor

Seconded by: Mr. Roth

Moved that: the CDA approve and authorize payment of the January, 2010 expenses

Upon vote: the motion was carried unanimously



B. Project Updates

Pauline Haelfrisch reported the shower unit project is completed. The final walk through was last week with only a few units needing some clean up. It was agreed that if the materials were provided, maintenance would take care of the clean up.

Pauline reported the painter we have to do annual painting would be coming in February, and he would take care of the patching and painting of the shower units that had water damage.

C. Accounting Software

Pauline Haelfrisch reported to the Board that she purchased accounting software for the office. It had been an item in the budget as it was recommended by our auditor and HUD. After checking with other housing authorities that were similar in nature, Pauline stated she went with the low bid which was Happy software. Some discussion was held as to the variance in bids.

D. Physical Needs Assessment

Pauline reported that HUD is asking for a physical needs assessment done on Manitou Manor. A physical needs assessment is typically done by an architect who does a walk through of the building and grounds and recommends improvements that may need to be made. It is a tool to assist directors in planning upcoming projects. Some discussion was held as to the low cost of the quote from the architect for the assessment. Pauline explained the architect will use pre-existing reports from physical inspection, energy audit, and solar site assessments.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Financial Report – Revolving Loan Program, 1/08/10

Mr. Less reviewed the financial report with the Board members for the revolving loan program. As of January 8, 2010 a total of \$511,198.28 in loan funds was available.

The following action was taken.

Motion by: Mr. Noffke

Moved that: the CDA accept the 1/08/10 report
and place on file

Seconded by: Mr. Tienor

Upon vote: the motion was carried
unanimously

B. Update Great Lakes Training and Development Bond Issue

David Less shared an e-mail from Mary Reichert with the Board. She is asking if there is to be any further action taken with this case. David asked the Board their opinion on the matter. Jim Brey reported that Great Lakes also has a revenue bond with the County that they want to refinance. Jim stated he will be meeting with the Great Lakes Rep. Jeff Duprez and County Executive Bob Ziegelbauer some time next week. They would like to explain their side. David explained that the case with the City is no longer about the bonds, but more the contract language and representations Great Lakes made to the City. Further discussion was held.

The decision was made by the CDA for David to tell Mary Reichert to hold off on this.

C. Design Review:

1. 806 Buffalo Street

David Less reported that this design review is for replacing a window. There is also a companion design review for signage for this property. David asks the Board to award a certificate of appropriateness.

The following action was taken.

Motion by: Mr. Noffke

Moved that: the CDA approve the design review applications and award certificates of appropriateness

Seconded by: Mr. Tienor

Upon vote: the motion was carried unanimously

2. 426 South Eighth Street

David Less reported that this design review is for signage. He asks the Board to award a certificate of appropriateness.

The following action was taken.

Motion by: Mr. Noffke

Moved that: the CDA approve the design review application and award a certificate of appropriateness

Seconded by: Mr. Tienor

Upon vote: the motion was carried unanimously

3. 50 Maritime Drive

David Less reported that this design review is for additional signage to a digital sign. Since there is an animated sign ordinance, the signage would need Planning Commission approval. This particular location is in the design review area, but it is not in the Eighth Street historic district. They do have permission under the animated sign ordinance that requires a much more substantial landscaping base around the sign and that is the only way this sign can be approved with that condition on it.

David asked that the CDA award a certificate of appropriateness expressly subject to approval of this request by the City Planning Commission.

The following action was taken.

Motion by: Mr. Noffke

Moved that: the CDA approve the design review application and award a certificate of appropriateness subject to approval by the City Planning Commission

Seconded by: Mr. Roth

Upon vote: the motion was carried unanimously

VI. HOUSING REHABILITATION BUSINESS

A. Subordination Request #35-93HIC & #5-93HOP

Janet Zunker reported the owners of this property request subordination in order to receive a lower interest rate. They hope to be debt free in five years. Janet reported the owners have been paying down on this loan. David Less stated there are

judgments and a federal tax lien against them, plus they have had our loan since 1991. There is \$135,000 that appears to go in front of us as a result of this. There is also approximately \$78,000 in federal tax liens. David would like to see the City paid off on this.

The following action was taken.

Motion by: Mr. Tienor

Moved that: the CDA reject subordination request
#35-93HIC & #5-93HOP

Seconded by: Mr. Roth

Upon vote: the motion was carried
unanimously

B. Subordination Request #12-96HOP

Janet Zunker provided an update on this request and there was no action taken.

C. Subordination Request #300-98

Janet Zunker provided an update on this request and there was no action taken.

VII. ADJOURNMENT

The meeting was adjourned at 4:15 P.M.

The Board took a tour of Manitou Manor directly following the meeting.

Respectfully submitted:

A handwritten signature in cursive script that reads "David Less" with a date "1/7" written below the name.

David Less,
Executive Director

DL/pmh