



MINUTES

COMMUNITY DEVELOPMENT AUTHORITY

PLAN COMMISSION OFFICES

Regular Meeting
Wednesday
February 10, 2010

I. CALL TO ORDER

The meeting was called to order by Chairman John Stangel at 4:00 P.M.

II. ROLL CALL

<u>Members Present</u>	<u>Members Excused</u>	<u>Others Present</u>	<u>Staff Present</u>
John Stangel	Jim Brey	Ashley Hines	David Less
Gene Maloney	Chris Able	Megan Koch	Janet Zunker
Emil Roth			Pauline Haelfrisch
James Noffke			
Dennis Tienor			

III. APPROVAL OF MINUTES OF THE REGULAR JANUARY 13, 2010 MEETING

Chairman Stangel asked if there were any corrections or additions to the minutes of the regular January 13, 2010 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 January 13, 2010 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 February, 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 February, 2010 expenses	Upon vote: the motion was carried unanimously

B. Audit Update

Pauline Haelfrisch handed out to the Board members the audit report for FYE 6/30/09. The Board will take the report home, and the audit will be discussed at the next meeting.



OFFICE OF CITY PLANNING,
CITY PLAN COMMISSION



C. Security Deposit Amendment

Pauline Haelfrisch reported to the Board that she would like their guidance on the Housing Authority's Security Deposit Policy. Currently, a new tenant pays a \$75 deposit on an apartment. If the tenant has a pet, the security deposit is \$175.

Pauline is finding that some of the apartments where there was a smoker need extensive work to turn them around for the next tenant. She has been able to get some of the smokers to smoke outside due to the new House Rules and Regulations guidelines she has given to the tenants. However, there is still the issue of the security deposit.

The Board agreed that the structure of the security deposit should be changed to \$150 per apartment; \$200 for a pet security deposit; and \$300 for a smoker's security deposit.

The following action was taken.

Motion by: Mr. Maloney

Moved that: the CDA approve the amendment to the Security Deposit policy to charge \$150 deposit per apartment; \$200 pet deposit; and \$300 smoker's deposit

Seconded by: Mr. Roth

Upon vote: the motion was carried unanimously

D. Physical Needs Assessment

Pauline reported to the Board what the proposal from the architect covered for the physical needs assessment. The Board showed concern as to the architect's expertise in conducting the assessment. Pauline stated she would get some type of statement from HUD approving the architect's ability to perform the assessment.

E. Elevator Issue

Pauline reported to the Board there was a power failure in the building and she was able to determine what the generator actually controlled. One thing it did not control was the elevator. The lights on the elevator worked, but the elevator itself did not lower to the ground and open up as she had thought it would.

Pauline is requesting the Board to approve some type of system to be added to the elevator whether it is a connection to the generator or a battery pack lowering device to allow it to lower to the ground floor and have the doors open during a power failure.

Motion by: Mr. Maloney

Moved that: the CDA approve a system to be installed on the elevator for lowering it to the ground and opening the doors

Seconded by: Mr. Noffke

Upon vote: the motion was carried unanimously

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Financial Report – Revolving Loan Program, 2/10/10

Mr. Less reviewed the financial report with the Board members for the revolving loan program. As of February 10, 2010 a total of \$517,388.54 in loan funds was available.

The following action was taken.

Motion by: Mr. Tienor

Moved that: the CDA accept the 2/10/10 report and place on file

Seconded by: Mr. Roth

Upon vote: the motion was carried unanimously

B. Update Great Lakes Training and Development Bond Issue

NO REPORT

VI. HOUSING REHABILITATION BUSINESS

A. Subordination Request #313-98

David Less reported that this request is related to the e-mail he sent to the Board on 1/15/10. He is asking for a motion to approve the subordination.

The following action was taken.

Motion by: Mr. Maloney

Moved that: the CDA approve subordination request #313-98

Seconded by: Mr. Noffke

Upon vote: the motion was carried unanimously

B. Subordination Request #300-98

Janet Zunker reported that this property has a few mortgages, but the house payment will be a little less. The term of the loan will have another 15 years added on. They would like the City to subordinate to fourth place. Right now, we are in third place. If we go to fourth place, there will be another \$10,000 loan in front of us.

David Less stated that even though the interest rate is higher, he is more focused on the lower monthly payment even though the term is being extended.

Motion by: Mr. Maloney

Moved that: the CDA approve subordination request #300-98 subject to review of appraisal by City Planner and subject to further conditions

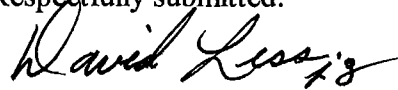
Seconded by: Mr. Noffke

Upon vote: the motion was carried unanimously

VII. ADJOURNMENT

The meeting was adjourned at 4:55 P.M.

Respectfully submitted:



David Less,
Executive Director