



CITY OF
MANITOWOC

David Less
City Planner

MINUTES

COMMUNITY DEVELOPMENT AUTHORITY

PLAN COMMISSION OFFICES

Regular Meeting
Wednesday
March 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	Chris Able	Megan Koch	David Less
Gene Maloney			Pauline Haelfrisch
Emil Roth			
James Noffke			
Dennis Tienor			
Jim Brey			

III. APPROVAL OF MINUTES OF THE REGULAR FEBRUARY 10, 2010 MEETING

Chairman Stangel asked if there were any corrections or additions to the minutes of the regular February 10, 2010 meeting. Hearing none, the following action was taken.

Motion by: Mr. Noffke	Seconded by: Mr. Tienor
Moved that: the CDA approve the minutes of the February 10, 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 March, 2010 with the Board members. She also distributed a list of expenses and reviewed these with the Board.

Pauline also discussed with the Board the purchase of a new garden tractor for Manitou Manor. She received two bids – Riesterer & Schnell and Eis Implement. Shambeau Sales & Service never returned her call. The bids were \$1,500 apart with R & S coming in low. Discussion was held as to why the difference. The Board would like Pauline to get one more bid from TA Motorsports in Francis Creek. They are a distributor for Simplicity.

Board instructed Pauline that after she gets the bid from TA Motorsports, she can go ahead and purchase the garden tractor with the current low bid.



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The following action was taken.

Motion by: Mr. Maloney
Moved that: the CDA approve and authorize the purchase of a garden tractor at Manitou Manor with the current low bid

Seconded by: Mr. Roth
Upon vote: the motion was carried unanimously

The following action was also taken.

Motion by: Mr. Noffke
Moved that: the CDA approve and authorize payment of the March, 2010 expenses

Seconded by: Mr. Tienor
Upon vote: the motion was carried unanimously

B. Audit Update

Pauline Haelfrisch asked if there were any questions in regards to the audit. No discussion was held.

The following action was taken.

Motion by: Mr. Noffke
Moved that: the CDA approve and accept the audit for FYE 6/30/2009

Seconded by: Mr. Tienor
Upon vote: the motion was carried unanimously

C. Agency Plan Review

Pauline handed out copies of the agency plan and discussed it with the Board. She went over the five year progress plan and what improvements she would like to see made with funding from HUD. Some discussion was held in regards to the future projects. Pauline reported to the Board that the agency plan has to be submitted by 4/16/10 and needs to be approved by the Board at the next meeting.

No action was taken at this time.

D. Elevator Issue

Pauline reported that a battery lowering pack was being installed on the elevator. An auxiliary disconnect would also need to be installed for when the elevator is not in operation.

E. Physical Needs Assessment

Pauline handed out a summary of the physical needs assessment that was done by the architect for our building. She reviewed the report with the Board. Pauline will integrate much of this report into her agency plan.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Financial Report – Revolving Loan Program, 3/04/10

Mr. Less reviewed the financial report with the Board members for the revolving loan program. As of March 4, 2010 a total of \$520,594.54 in loan funds was available.

The following action was taken.

Motion by: Mr. Tienor

Moved that: the CDA accept the 3/04/10 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

David Less has no report at this time. Jim Brey asked if the Board would consider having Jeff Deprez at one of the board meetings. David asked if he could possibly have another month to discuss some items with Mary Reichert. Dave will invite Jeff to the April board meeting.

VI. HOUSING REHABILITATION BUSINESS

A. Design Review:

1. 50 Maritime Drive

David Less reported that this request was pre-approved. This is for signage at the southwest corner of the property. He is asking for a motion to approve the design review.

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. Roth

Upon vote: the motion was carried
unanimously

VII. ADJOURNMENT

The meeting was adjourned at 4:45 P.M.

Respectfully submitted:



David Less,
Executive Director

DL/pmh