

**Community Development Authority of the City of Manitowoc
Meeting Minutes
Wednesday, April 18, 2018**

I. CALL TO ORDER

Chairman J. Stangel called to order the regular meeting of the Community Development Authority at 4:00 PM on April 18, 2018 at the Community Development Department offices.

II. ROLL CALL

P. Haelfrisch conducted the roll call.

III. APPROVAL OF MINUTES of the regular March 21, 2018 meeting

Chairman J. Stangel asked if there were any corrections or additions to the minutes of the regular Meeting held on March 21, 2018. Hearing none, the following action was taken.

Motion by: Ald. J. Novak

Seconded by: Ald. L. Kummer

Moved that: the CDA approve the minutes of the March 21, 2018 meeting.

Upon vote: the motion carried unanimously

IV. 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.

P. Haelfrisch explained to the Board members that she will have HUD paperwork for them to approve at the May meeting in order to receive the 2019 Capital Fund for the Housing Authority.

The following action was taken:

Motion by: Ald. J. Novak

Seconded by: E. Roth

Moved that: the CDA approve and authorize payment of the April, 2018 expenses

Upon vote: the motion carried unanimously

B. Audit for FYE 6/30/2017 Approval

P. Haelfrisch asked the Board members if there was anything specific they would like her to address with the audit. She reported there were no findings with this audit.

P. Haelfrisch went over the asset section of the audit. Current and other assets were down due to the window replacement project in which P. Haelfrisch used a portion of the Housing Authority's investments to finance the project. P. Haelfrisch assured the members that the Authority is still within HUD guidelines for investment purposes.

The following action was taken:

Motion by: A. Doneff

Seconded by: G. Maloney

Moved that: the CDA approve the Manitowoc Housing Authority FY 2017 Audit

Upon vote: the motion carried unanimously

C. House Rules and Regulations Approval

P. Haelfrisch informed the Board members that she had to revise the tenant lease to add the clause indicating the building is now smoke free. Along with revisions to the lease; P. Haelfrisch also made some changes to the House Rules and Regulations. She went through the changes with the Board members and asked them to approve the House Rules and Regulations.

The following action was taken:

Motion by: Ald. J. Novak

Seconded by: E. Roth

Moved that: the CDA approve Manitou Manor Apartments House Rules and Regulations document

Upon vote: the motion carried unanimously

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Approval of Revolving Loan Fund Financial Report

N. Sparacio reported the current balance of the fund and that with changes to the policy manual the department continues to work with potential borrowers.

Motion by: Ald. J. Novak

Seconded by: G. Maloney

Moved that: the CDA accept the financial reports

Upon vote: the motion carried unanimously

B. Discussion and Action on Design Review Request: 202 N 8th Street

N. Sparacio presented the revised request. L. Krause, Progress Lakeshore, informed the committee members that the projecting sign bracket was changed to a more ornamental look as previously requested.

Motion by: Ald. J. Novak

Seconded by: A. Doneff

Moved that: the CDA approve the Design Review request with the following requirements: 1) Compliance with the Manitowoc Municipal Code 2) A sign permit shall be obtained 3) A Hold Harmless Agreement shall be obtained for the projecting sign

Upon vote: the motion carried unanimously

C. Monthly Report on 1512 Washington Street Redevelopment

N. Sparacio reported that environmental consultants are putting together a work plan for the Phase II Environmental Assessment so that the site investigation can continue once the weather is improved and funding is available. He continued that additional site assessment grant funding has been applied for through the EPA and announcements on grant awards should be made in mid-May. N. Sparacio reported that staff also continue to work with the WEDC regarding additional grant funding for the site.

VI. HOUSING REHABILITATION BUSINESS

A. Approval of Revolving Loan Fund Financial Reports

N. Sparacio reported the current balance of the fund.

Motion by: Ald. J. Novak

Seconded by: G. Maloney

Moved that: the CDA accept the financial reports

Upon vote: the motion carried unanimously

B. Discussion of Change Order to Revolving Loan HO #6

N. Sparacio reported that the change order was the result of additional plumbing work needed to repair a leak. The additional plumbing work met the program requirements and the funding was approved at the program administrator level.

C. Discussion of Emergency Revolving Loan Fund Application HO #14

N. Sparacio reported that the emergency loan was the result of a leaking water lateral. The property will have a larger rehabilitation loan to be approved, but this item required immediate attention. N. Sparacio explained to the committee the process followed by the state for emergency loan approvals. A discussion ensued by the committee members regarding the lateral repair responsibility in the City of Manitowoc.

D. Discussion on Subordination Request: HOP (CDBG) Loan #12-98 and HOME Loan #23-97.

N. Sparacio reported that the request was denied at the administrative level. The request was for a very small reduction in the interest rate and the loan recipient attempted to roll consumer debt into their home mortgage.

E. Discussion and Action on DOT Requests for Partial Release of Mortgage for Waldo Blvd: Loans 40-97 HOME and 317-98 CDBG

N. Sparacio reported that DOT has identified an additional property in the Waldo Boulevard reconstruction project where partial releases of CDA mortgages are necessary to create a temporary construction easement and to acquire a small area of additional right-of-way. This request includes two existing loans on a single property.

Motion by: Ald. J. Novak

Seconded by: Ald. L. Kummer

Moved that: the CDA approve the request for partial release of mortgage at 1041 N 18th Street for Loan #40-97 HOME and 317-98 CDBG

Upon vote: the motion carried unanimously

F. Discussion on "5422Home" Down Payment Assistance Program

N. Sparacio reported that the Common Council has had some discussion on creating a home buyer down payment assistance program. The funding source for the program would be Tax Increment Financing. He continued that this tool could help maintain and improve the quality and affordability of housing and to help economic development by attracting people to the community.

Qualified individuals would include first time home buyers, homebuyers moving into the City from outside the City of Manitowoc, and homes in the census tracts where

the median home value is less than the county-wide median home value of \$126,496. The construction of new homes would not be eligible for funding.

The City would offer a \$5,000 forgivable mortgage (grant), and if the property is owner-occupied for 5 years, the loan is forgiven. If not, the balance is to be repaid.

N. Sparacio continued that the role of the Community Development Authority (CDA) would be to hear appeals and interpret any program guidelines that may be questioned.

G. Maloney asked if the \$75,000 in funding for blight elimination was included in the \$190,000 of available project funds. N. Sparacio responded that the \$75,000 was not included in the \$190,000 amount. He continued that the \$190,000 in funding will provide 38 grants to individuals and the \$75,000 in blight elimination funding will provide funds for demolition of structures that have a raze or repair order in place.

J. Stangel asked where an individual would go to obtain information regarding this program. N. Sparacio responded that he has been meeting with stakeholders regarding this item. All lenders including banks and credit unions will be part of this process.

L. Kummer inquired about follow up to insure the grantee's property is being maintained and is in compliance with the Minimum Housing Code as enforced by the City of Manitowoc. N. Sparacio responded the owner would be responsible for basic property compliance as enforced by the Building Inspection division. Additional discussion ensued by the committee members regarding other qualification scenarios.

VII. ADJOURNMENT

Chairman J. Stangel adjourned the meeting at 4:50 p.m.

ATTENDANCE

Members Present

John W. Stangel
Anton Doneff
Emil Roth
Ald. Lee Kummer
Ald. Jeremiah Novak
Gene Maloney

Members Excused

Dennis Tienor

Staff Present

Nicolas Sparacio
Pauline Haelfrisch
Lisa Mueller
Paul Braun

Staff Excused

Others Present:

Lindsey Krause