

**Community Development Authority of the City of Manitowoc  
Meeting Minutes  
Wednesday, June 20, 2018**

I. CALL TO ORDER

Chairman J. Stangel called to order the regular meeting of the Community Development Authority at 4:00 PM on June 20, 2018 at the Community Development Department offices.

II. ROLL CALL

P. Haelfrisch conducted the roll call.

III. APPROVAL OF MINUTES of the regular May 16, 2018 meeting

Chairman J. Stangel asked if there were any corrections or additions to the minutes of the regular meeting held on May 16, 2018. Hearing none, the following action was taken.

Motion by: G. Maloney

Seconded by: E. Roth

Moved that: the CDA approve the minutes of the May 16, 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.

The following action was taken:

Motion by: Ald. Novak

Seconded by: G. Maloney

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

Upon vote: the motion carried unanimously

B. Housing Authority Budget Approval

P. Haelfrisch explained that she had given the board members a copy of the budget in May and if there were no further questions, she is asking for Board approval.

The following action was taken:

Motion by: Ald. Novak

Seconded by: G. Maloney

Moved that: the CDA approve the housing authority budget

Upon vote: the motion carried unanimously

C. HUD Physical Inspection

P. Haelfrisch reported that HUD had notified her that Manitou Manor would have a physical inspection on September 12, 2018. She explained that she would be installing new exit signs in the building as that was an issue with her last inspection.

P. Haelfrisch also reported on the condition of the parking lot and other issues in the building that will have to be addressed before the inspection.

D. Five Year Agency Plan Revision

P. Haelfrisch stated that there was a revision to the five year plan the Board members approved in May. On advice from a Board member in regards to the unit conversion, P. Haelfrisch would convert three units into two one bedroom units; not two units into one two bedroom unit which is what the current plan states.

The following action was taken:

Motion by: G. Maloney

Seconded by: E. Roth

Moved that: The CDA approve the five year agency plan revision

Upon vote: the motion carried unanimously

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Revolving Loan Fund Financial Report

P. Braun reported that he was told by other City employees that listened to a webinar that the State of WI is being audited by HUD and all revolving loan funds are on hold both commercial and industrial. P. Wills should have more information for the next CDA meeting.

B. Revolving Loan Fund Applications

No report.

VI. OTHER BUSINESS

A. Monthly Report on 1512 Washington Street Demolition

P. Braun informed the Board members that the City received two grants from the EPA. The next step in the process is for the consultant to gather all the paperwork before they can begin the additional work. The work will consist of determining what is under the foundation. P. Braun commented on the consultant's excellent ability in receiving the grants.

G. Maloney brought up a letter from the DNR asking for access to do boring samples. Discussion was held and the following action was taken:

Motion by: Ald. Kummer

Seconded by: Ald. Novak

Moved that: the CDA grant the DNR access to perform boring samples on site

Upon vote: the motion carried unanimously

## VII. HOUSING REHABILITATION BUSINESS

- A. Approval of Revolving Loan Fund Financial Reports  
P. Braun 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. Presentation and Discussion by MSA of CDBG Housing Loan HO #6 (second loan)  
S. Maier reported that this loan was funded before and a change order was required as additional plumbing work was needed to repair a leak. The change order was for \$2,860 which brings the contractor's total to \$19,200. This amount still falls within the limits for the equity in the home.
- C. Presentation and Discussion by MSA of CDBG Housing Loan HO #14  
S. Maier reported that the emergency loan for the leaking water lateral has been completed. There is more work to be done; however, that loan is not closed. The total estimate for the loans is \$18,170. Question was asked how a person becomes eligible. S. Maier explained that the person must meet income requirements; have equity in the home; property taxes are paid; and repair work has to be eligible.
- D. Presentation and Discussion by MSA of CDBG Housing Loan HO #7  
S. Maier reported that they haven't received bids yet; so the estimate is the MSA's estimate. Homeowner needs mainly exterior work done. Questions were asked about process for bids for contractors and how hazardous material abatement is handled.
- E. Presentation and Discussion by MSA of CDBG Housing Loan HO #13  
S. Maier stated that this housing loan and R#1 go together as the home is a duplex. Homeowner lives in one part and rents out the other. Both parties are income eligible. Currently, there are no bids from contractors. It was clarified that the homeowner has to make monthly payments on the loan for the rental unit.

Discussion was held in regards to requirements to qualify for the program.

- F. Presentation and Discussion by MSA of CDBG Housing Loan R #1  
See above.

Discussion was held in regards to: the financial reports for the program; how MSA is paid out; and funding for replenishment of the program.

## VII. ADJOURNMENT

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

ATTENDANCE

Members Present

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

Staff Present

Paul Braun  
Pauline Haelfrisch

Staff Excused

Others Present:

Susan Maier

Members Excused