

**Community Development Authority of the City of Manitowoc
Meeting Minutes
Wednesday, July 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 July 18, 2018 at the Community Development Department offices.

II. ROLL CALL

P. Haelfrisch conducted the roll call.

III. APPROVAL OF MINUTES of the regular June 20, 2018 meeting

Chairman J. Stangel asked if there were any corrections or additions to the minutes of the regular meeting held on June 20, 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 June 20, 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: G. Maloney

Seconded by: D. Tienor

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

Upon vote: the motion carried unanimously

B. Board Approval of Revised Lease

P. Haelfrisch explained the lease revisions to the Board members. This lease was presented to the Board members in May; went out for public hearing on July 5th; and tenants were given a thirty day comment period in June.

The following action was taken:

Motion by: D. Tienor

Seconded by: Ald. Kummer

Moved that: the CDA approve the revised lease for the Manitowoc Housing Authority

Upon vote: the motion carried unanimously

C. Five Year Agency Plan Resolution

P. Haelfrisch reported that HUD requires a separate resolution for the five year agency plan she had presented to the Board Members for their approval in May. P. Haelfrisch reminded the Board members of the projects that were included in the most recent plan.

The following action was taken:

Motion by: D. Tienor

Seconded by: E. Roth

Moved that: the CDA approve the five year agency plan resolution

Upon vote: the motion carried unanimously

D. Parking Lot Update

P. Haelfrisch stated that she received an e-mail from G. Minikel from the City of Manitowoc stating that any sewer or sanitary lines in the parking lot would be the responsibility of the Housing Authority. A rep from Vinton Construction came to inspect the depressions and he advised P. Haelfrisch to call a local concrete company as he believed this company would be able to do the repairs. I. Seiler inspected the areas and stated he could find out what was going on beneath the depressions and repair the sewer catch basin that had also sunk down. I. Seiler stated he could have a local asphalt company come in and fill the areas. P. Haelfrisch explained to him that she already had a contract for another company to do some repairs to the parking lot and would have to check with the Board members on how to proceed with this issue.

Discussion was held and P. Haelfrisch was advised by the Board members to hire Seiler Bros. Construction to dig up the depressions; if a leak is found; have a plumber repair it; and K. Asphalt fill it back in. P. Haelfrisch would then call other company to finish out their contract on the parking lot.

E. Bathroom Flooring Issue at Manitou Manor Apartments

P. Haelfrisch reminded the Board members about the discoloration behind the toilets in the tenant units. P. Haelfrisch had called Cardinal Environmental from Sheboygan; however, due to liability, they would not be able to do the assessment. P. Haelfrisch then called Environmental Initiatives from Sheboygan and a rep would be able to come do an assessment of the discoloration on eight of the units. Board members advised P. Haelfrisch to do the assessment.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Revolving Loan Fund Financial Report

P. Braun reported the current balance of the fund.

B. Discussion and Possible Action regarding Potential Consolidation of Revolving Loan Funds.

P. Wills of Progress Lakeshore provided a brief overview of the State of Wisconsin's RLF ED Loan Close Out Program and its impact on municipal revolving loan programs.

C. 836 S 8th / 822 Franklin Streets Design Review Exterior Renovation

P. Braun reviewed the Design Review request for the window replacements.

The following action was taken:

Motion by: D. Tienor

Seconded by: G. Maloney

Moved that: the CDA approve the Design Review Request with the following conditions: 1) Compliance with the Manitowoc Municipal Code 2) A building permit shall be obtained

Upon vote: the motion carried unanimously

D. 907 S 8th Street Design Review Sign Modification

P. Braun reviewed the Design Review request for the projecting sign installation which will replace the previously approved circular wall sign.

The following action was taken:

Motion by: D. Tienor

Seconded by: A. Doneff

Moved that: the CDA direct staff to obtain additional information from the applicant for member review prior to approval including: 1) Graphics that show the construction of the proposed sign 2) Determination if the sign is internally illuminated. 3) An approved Hold Harmless Agreement shall be on file with the City of Manitowoc. This item will be placed on the August CDA agenda for formal approval.

Upon vote: the motion carried unanimously

E. 903 Washington Street Design Review Sign Modification

P. Braun reviewed the Design Review request for the sign installations. A discussion ensued regarding the requirements of window signage.

The following action was taken:

Motion by: G. Maloney

Seconded by: E. Roth

Moved that: the CDA approve the Design Review Request with the following conditions: 1) Compliance with the Manitowoc Municipal Code 2) A building permit shall be obtained

Upon vote: the motion carried by the following vote: Ayes – G. Maloney, E. Roth, D. Tienor, A. Doneff. Nay – Ald. L. Kummer

VI. OTHER BUSINESS

- A. Monthly Report on 1512 Washington Street Demolition
No information at this time.

VII. HOUSING REHABILITATION BUSINESS

- A. Approval of Revolving Loan Fund Financial Reports
P. Braun reported the current balance of the fund.

VII. ADJOURNMENT

Chairman J. Stangel adjourned the meeting at 5:18 p.m.

ATTENDANCE

Members Present

John W. Stangel

Gene Maloney

Emil Roth

Dennis Tienor

Anton Doneff

Ald. Lee Kummer

Members Excused

Ald. Jeremiah Novak

Staff Present

Paul Braun

Lisa Mueller

Pauline Haelfrisch

Staff Excused

Others Present:

Peter Wills

Doug Brennan

Ald. Rhienna Gabriel

Morgan Tienor