

Community Development Authority of the City of Manitowoc

Meeting Minutes

December 20, 2017

I. CALL TO ORDER

Chairman J. Stangel called to order the regular meeting of the Community Development Authority at 4:00 PM on December 20, 2017 at the Community Development Department offices.

II. ROLL CALL

P. Haelfrisch conducted the roll call.

III. APPROVAL OF MINUTES

Chairman Stangel asked if there were any corrections or additions to the minutes of the regular meeting held on November 15, 2017. Hearing none, the following action was taken.

Motion by: Ald. Kummer

Seconded by: A. Doneff

Moved that: the CDA approve the minutes of the November 15, 2017 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: A. Doneff

Seconded by: E. Roth

Moved that: the CDA approve and authorize payment of the November, 2017 expenses

Upon vote: the motion carried unanimously

B. Emergency Water Leak

P. Haelfrisch explained to the Board members the water leak damage in the parking lot of Manitou Manor. Vinton Construction did the repairs to the water leak. G. Maloney advised her on how to proceed. Asphalt Seal and Repair completed the asphalt and patching work to the area of the parking lot damaged by water leak and other patching as already approved by the Board.

C. Property/Liability Insurance for Manitou Manor

P. Haelfrisch reported that Ansay and Associates was the low bidder. There was no response from the City of Manitowoc in possibly falling under their insurance carrier. The deductible will now be \$2,500 on property instead of \$1,000 with previous insurance. Workmen's Compensation coverage is included in the package.

D. DirecTv Issue

P. Haelfrisch explained to the Board members that the original DirecTv equipment is in need of repair. An estimate from the technician came in at \$2,800 for parts and labor. P. Haelfrisch would like to raise the charge to the tenants for DirecTv from \$15 to \$17. Discussion was held and the following action was taken.

Motion by: Ald. Kummer

Seconded by: D. Tienor

Moved that: the CDA approve and authorize P. Haelfrisch to raise the DirecTv charge to the tenants from \$15 to \$17 a month

E. Vacant Apartments

P. Haelfrisch informed the Board members that all units will be full coming January 1st; other than the two bedroom apartment with the ceiling lift.

P. Haelfrisch has been informed by her field office rep that she must rent out the apartment with a clause stating that if a future prospective tenant would have the need for the ceiling lift; the present tenant would have to move from the unit. Some discussion was held with no action necessary.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Revolving Loan Fund Financial Reports

N. Sparacio reported there is no change to the loan fund balance and that there are continued discussions with one prospective loan applicant. N. Sparacio continues to discuss with the Wisconsin Department of Administration other potential uses for the loan funds.

Motion by: Ald. Kummer

Seconded by: E. Roth

Moved that: the CDA accept the financial reports

Upon vote: the motion carried unanimously

B. Updates on Downtown Master Plan and Downtown Parking Study

N. Sparacio shared with committee members a presentation from the December 13, 2017, Downtown Master Plan Citizen Steering Committee Meeting. The CDA reviewed the catalytic development sites determined by the downtown Citizen Steering Committee including:

1. The Farmers Market Lot and Burger Boat Park
2. The Baymont Inn Parking Lot
3. The McMullen and Pitz Site and CN Frontage
4. The Jay Street Corridor
5. The former Mirro Site

N. Sparacio provided an update on the Downtown Parking Study. The basic conclusion is that in the study area as a whole there is a surplus of parking in the downtown with more parking spaces than current development demands. The study also acknowledged that there are isolated blocks with deficit amounts of parking including the north side of the river near 8th and York Streets and the south side near the County buildings on 8th and Washington Streets. The study's general recommendations near term included:

1. The City control more of the parking, lots could converted from private to public
2. No new parking lots to be built
3. Five future consideration sites for a parking ramp

The projected parking ramp construction costs for the two most cost effective sites were between \$8 million to \$12 million to construct a multi-level 300 space parking ramp. The need for a parking ramp is heavily dependent on future development taking place.

C. Monthly Report on 1512 Washington Street Demolition

N. Sparacio reported that the project was completed within the approved budget and that final invoices are being processed for the project. A final report will be forthcoming. He continued that at the National Brownfields Conference in Pittsburgh, the City of Manitowoc was presented with an award by the EPA for the Mirro Plant 9 demolition project and the Artist Lofts preservation / renovation project. N. Sparacio reported an additional Phase II report was completed from Stantec that involved shallow soil samples below the loading dock.

VI. HOUSING REHABILITATION BUSINESS

A. Revolving Loan Fund Financial Reports

N. Sparacio reported there were no changes to HCRI and HOME RLF loan fund balances. The two CDBG RLF Brown County loans have now been transferred to the City of Manitowoc. N. Sparacio reported that project payments for new approved loans continue to be disbursed and satisfactions received on existing loans. He continued that a plan review of the annual projected satisfaction amounts showed that the 2017

satisfactions collected to date of \$106,000 exceeded the annual projected amount of \$50,000 to \$80,000. These satisfaction amounts are injected back into the Revolving Loan Fund programs to be disbursed back into the community for housing projects.

N. Sparacio reported that the demolition is completed for the properties known as 422 and 424 N. 10th Street and that demolition is also completed for the property known as 1727 Johnston Drive but the City is not seeking ownership of this property. N. Sparacio shared with the members two additional blighted properties on Western Avenue that are being investigated by Building Inspection staff.

Motion by: Ald. L. Kummer

Seconded by: E. Roth

Moved that: the CDA accept the financial reports

Upon vote: the motion carried unanimously

B. Discussion and Action on Contract Renewal with MSA Professional Services for Housing Revolving Loan Fund Implementation

N. Sparacio reported a renewal contract has been received for MSA Professional Services. He requested that the two year contract renewal be approved.

Motion by: D. Tienor

Seconded by: A. Doneff

Moved that: the CDA approve and authorize the renewal of the contract per the recommendation of the Community Development Director

Upon vote: the motion carried unanimously

C. Discussion and Possible Action on Subordination request for loan 02-96 HOP (CDBG)

N. Sparacio reported that the request has been reviewed by MSA Professional Services, and that by the State of Wisconsin's standards, this is an approvable subordination request. The homeowner is refinancing for a lower interest rate and monthly payment. The current total debt is lower than the assessed value. N. Sparacio recommended approval of the subordination subject to conditions.

D. Tienor asked if more than one subordination may be requested per loan or if there is a standard rule. N. Sparacio responded that he will investigate additional information regarding this item and report back to the CDA.

Motion by: D. Tienor

Seconded by: E. Roth

Moved that: the CDA approve the subordination request with the recommended conditions

Upon vote: the motion carried unanimously

VII. Chairman Stangel adjourned the meeting at 5:10 p.m.

ATTENDANCE

Members Present

Chairman John W. Stangel
Emil Roth
Dennis Tienor
Anton Doneff
Ald. Lee Kummer

Staff Present

Nicolas Sparacio
Pauline Haelfrisch

Members Absent

Gene Maloney
Ald. Jeremiah Novak

Minutes submitted by: Pauline Haelfrisch and Nicolas Sparacio

Minutes approved by: Nicolas Sparacio