

**Community Development Authority of the City of Manitowoc  
Meeting Minutes  
Wednesday, August 15, 2018**

I. CALL TO ORDER

Chairman J. Stangel called to order the regular meeting of the Community Development Authority at 4:00 PM on August 15, 2018 at the Community Development Department offices.

II. ROLL CALL

P. Haelfrisch conducted the roll call.

III. APPROVAL OF MINUTES of the regular July 18, 2018 meeting

Chairman J. Stangel asked if there were any corrections or additions to the minutes of the regular Meeting held on July 18, 2018. Correction to the minutes as follows: Section E of the agenda - Downtown Redevelopment Activities, Chairman Stangel should not be listed as one of the voting members. The following action was taken.

Motion by: Ald. L. Kummer

Seconded by: G. Maloney

Moved that: the CDA approve the corrected minutes of the July 18, 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: E. Roth

Seconded by: G. Maloney

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

Upon vote: the motion carried unanimously

B. Parking Lot Update

P. Haelfrisch stated that Seiler Bros. came in and excavated the depressions. They did not find any leaking from pipes and believe the areas were not compacted well in

November. Seiler Bros. compacted the areas and Klein Asphalt filled in with asphalt. Seiler Bros. also repaired a catch basin that had sunk down; laid down 2" insulation and 6" of concrete. P. Haelfrisch stated what remained to be done was patching, sealing, and striping. She would be contacting the contractor again this week to have the project scheduled.

C. Environmental Assessment on Unit Bathrooms

P. Haelfrisch informed the Board members that she had an environmental assessment done and it was determined that there was no fungal growth or abnormal mold debris in the air. However, there is moisture under the flooring. P. Haelfrisch was advised to get quotes and a contract; but to use waterproof flooring.

D. Fire Alarm Inspection Report

P. Haelfrisch reported to the members that she had the annual fire sprinkler inspection done and it failed due to a backflow valve not opening. She cannot get the permit from the City until it is repaired. P. Haelfrisch will have it repaired in time for the physical inspection.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Revolving Loan Fund Financial Report

No Action Taken.

B. Discussion and Action on Design Review Request: 907 S 8<sup>th</sup> Street (Projecting Sign)

P. Braun presented the request.

Motion by: D. Tienor

Seconded by: G. Maloney

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

Upon vote: the motion carried unanimously

C. Discussion and Action on Design Review Request: 21 Maritime Drive (Exterior Lighting Modification)

P. Braun presented the request. A. Steimle explained that an LED light will be placed above the existing sign for external illumination.

Motion by: L. Kummer

Seconded by: G. Maloney

Moved that: the CDA approve the Design Review request with the following requirements: 1) Compliance with the Manitowoc Municipal Code

Upon vote: the motion carried unanimously

D. Discussion and Action on Design Review Request: 102 N 8<sup>th</sup> Street (Sign and Exterior Modification)

P. Braun presented the request. D. Nienow explained that the exterior surfaces would be painted a black / bronze and that new acrylic lettering would be mounted onto a board with trim.

Motion by: L. Kummer

Seconded by: G. Maloney

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

Upon vote: the motion carried unanimously

E. Discussion of Revolving Loan Fund Application: 315 N 8<sup>th</sup> Street

M. Howe presented the draft business plan and project overview for the committee members. The proposed project is an indoor adventure park. P. Wills, Progress Lakeshore, reviewed the CDBG ED RLF loan process, loan funding, and the current status of the loan with a goal to meet the October 1, 2018 State CDBG ED RLF Close Program date. No Action Taken.

F. Monthly Report on 1512 Washington Street Redevelopment

P. Braun provided an update regarding EPA Site Specific monies that will become accessible as of October 1, 2018.

VI. HOUSING REHABILITATION BUSINESS

A. Revolving Loan Fund Financial Reports  
No Action Taken.

VII. ADJOURNMENT

Chairman J. Stangel adjourned the meeting at 4:55 p.m.

ATTENDANCE

Members Present

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

Members Excused

Anton Doneff

Staff Present

Paul Braun  
Lisa Mueller  
Pauline Haelfrisch

Staff Excused

Others Present

Mike Howe  
Andrew Steimle  
Dayna Nienow  
Peter Wills  
Lorinda Tulachka