

**Community Development Authority of the City of Manitowoc**  
**Meeting Minutes**  
**Wednesday, April 17th, 2019**

I. CALL TO ORDER

Chairman J. Stangel called to order the regular meeting of the Community Development Authority at 4:00 p.m. on April 17, 2019 at the Community Development offices.

II. ROLL CALL

L. Mueller conducted the roll call.

III. APPROVAL OF MINUTES. The Minutes of the February and April Meetings will be submitted for approval at the May 15, 2019 regular Meeting

IV. MANITOWOC PUBLIC HOUSING BUSINESS

A. Financial Report and Approval of Monthly Expenditures

J. Stangel discussed the monthly reports of finances and expenditures that was provided to the Board members.

The following action was taken.

Motion by: Ald. Kummer

Seconded by: Ald. Novak

Moved that: the CDA approve and authorize payment of the April 2019 expenses

Upon vote: the motion carried unanimously

B. Audit Approval for FYE 6/30/2018

P. Haelfrisch's report stated highlights from the audit. Members were asked to review the audit and make note of any questions they may have for further discussion at the CDA meeting in May.

C. 2017 Capital Fund Project Approval

L. Mueller explained bids for 2017 Capital fund project for the replacement of stoves and refrigerators in tenant apartments. Two bids had been offered with Bitter Neumann at \$91,866 and Grand Appliances at \$94,907. Due to time constraints, P. Haelfrisch accepted the low bid and awarded contract to Bitter Neumann. Work is scheduled for May 9<sup>th</sup> through the 15<sup>th</sup>.

The following action was taken.

Motion by: G. Maloney

Seconded by: Ald. Novak

Moved that: the CDA approve the 2017 Capital Fund Project and accept the low bid to Bitter Neumann to remove and replace stoves and refrigerators

Upon vote: the motion carried unanimously

#### D. LED Lighting Update

Discussion was held in regards to the lighting project for Manitou Manor Apartments which would be for outside and inside lighting of the entire building. There were two bids for the project: Hubbartt Electric - \$14,807 and Energy Bank - \$19,916.

The following action was taken.

Motion by: Ald. Novak

Seconded by: D. Tienor

Moved that: the CDA approve the low bid for LED lighting upgrade at Manitou Manor Apartments

Upon vote: the motion carried unanimously

#### E. Bathroom Flooring Update

Update was given in regards to vinyl plank bathroom flooring project.

#### F. Budget for FYE 6/30/2020

A preliminary budget was given to the Board members. Further discussion will take place at the May meeting.

### V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Revolving Loan Fund Financial Report: The fund balance was reported.

B. Design Review: None

C. Revolving Loan Fund Application: None.

A. Flad-Jesion, Progress Lakeshore, provided an update on the Strand Adventures loan project, the opening of the Water Front Wine Bar and the upcoming Economic Development Awards Breakfast.

### VI. OTHER BUSINESS

A. Monthly Report on 1512 Washington Street Demolition: A. Kroner provided an updated on the environmental testing including soil and ground water data and sonic drilling determinations. A site wide geographical survey of the voids, tunnels and vaults will be conducted and the next round of sampling at the end of April 2019. She continued that EPA funding will be applied for in Fall of 2019 and that funding will be awarded in June of 2020. Earth moving could then commence September of 2020 to move the soils off site. A. Kroner will provide an update at the May Meeting.

B. Blight Elimination: Deputy Fire Chief Gregg Kadow, provided an update on the blight elimination process to date including structures that have been razed or are targeted

to be razed and the process special assessment process whereby fees are charged back to the property owner of record. A discussion ensued regarding how to identify and target specific areas for blight elimination. L. Kummer added that a Business Process Improvement Meeting has been scheduled to discuss the Blight Elimination process with staff.

VII. HOUSING REHABILITATION BUSINESS

- A. Revolving Loan Fund Financial Reports. The fund balance was reported.
- B. Revolving Loan Fund Application: None
- C. Subordination Request: None
- D. Notice of Bankruptcy or Sheriff's Sale received: None

VII. 5422HOME DOWN PAYMENT ASSISTANCE PROGRAM

- A. Discussion of Program Implementation. N. Mueller, Associate Planner, provided an overview of the program for those in attendance. He continued that the program offers a \$5,000 forgivable loan where \$1,000 is forgiven annually as long as the home buyer occupies the home. The first project loan was closed on March 29<sup>th</sup>. A. Kroner added that she and N. Mueller will continue to meet with community groups including lender and realtor organizations to discuss and promote the program.

VIII. ADJOURNMENT

Chairman J. Stangel adjourned the meeting at 5:15 p.m.

ATTENDANCE

Members Present

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

Members Excused

Staff Present

April Kroner  
Nick Mueller  
Lisa Mueller

Staff Excused

Pauline Haelfrisch

Others Present

Ann Flad-Jesion  
DC Gregg Kadow