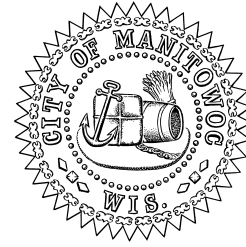




**CITY OF MANITOWOC**  
WISCONSIN, USA  
[www.manitowoc.org](http://www.manitowoc.org)



**COMMUNITY DEVELOPMENT AUTHORITY**  
**Meeting Minutes**  
**Wednesday, May 15, 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 May 15, 2019 at the Community Development offices

**II. ROLL CALL**

P. Haelfrisch conducted the roll call.

**III. APPROVAL OF MINUTES of the regular February 20, 2019 Meeting.**

The following action was taken.

Motion by: G. Maloney

Seconded by: E. Roth

Moved that: the CDA approve the minutes of the February 20, 2019 meeting

Upon vote: the motion carried unanimously

**IV. APPROVAL OF MINUTES of the regular April 17, 2019 Meeting.**

The following action was taken.

Motion by: G. Maloney

Seconded by: E. Roth

Moved that: the CDA approve the minutes of the April 17, 2019 meeting

Upon vote: the motion carried unanimously

**V. 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.

P. Haelfrisch asked for approval to remove an uncashed check from the books for a security deposit. The check was for a minimal amount and would not require a stop payment on it.

The following action was taken.

Motion by: Ald. Kummer

Seconded by: D. Tienor

Moved that: the CDA approve the write-off of an uncashed check for FYE 6/30/2019

Upon vote: the motion carried unanimously

P. Haelfrisch also requested Board approval on a three year contract with Johnson Controls

for fire protection inspection and monitoring of sprinkler system, extinguishers, alarms and strobes for Manitou Manor Apartments.

P. Haelfrisch reported on latest Capital Fund Program grant award. There will be an action plan for the Board members to comment on at the June meeting.

The following action was taken.

Motion by: D. Tienor

Seconded by: G. Maloney

Moved that: the CDA approve the three year contract to Johnson Controls and approve and authorize payment of the May, 2019 expenses

B. Audit Approval for FYE 6/30/2018

P. Haelfrisch discussed the audit with the Board members. There were no findings with the audit. P. Haelfrisch asked the CDA to approve the audit for FYE 6/30/2018.

The following action was taken.

Motion by: G. Maloney

Seconded by: D. Tienor

Moved that: the CDA approve the audit for FYE 6/30/2018 of the Manitowoc Housing Authority

Upon vote: the motion carried unanimously

C. FYE 6/30/2020 Budget Approval

P. Haelfrisch discussed the FYE 6/30/2020 budget with the Board members. The Board members had received a copy of the budget before the meeting. P. Haelfrisch asked for approval of the Budget for FYE 6/30/2020.

After further discussion, the following action was taken.

Motion by: D. Tienor

Seconded by: E. Roth

Moved that: the CDA approve the budget for FYE 6/30/2020 of the Manitowoc Housing Authority

Upon vote: the motion carried unanimously

D. Appliance Replacement Project Update

P. Haelfrisch reported the project finished a day early. The installers did a good job of replacing and repairing any dents, scratches, etc. before leaving. P. Haelfrisch stated that the monies for this project will come out of the 2017 Capital Fund.

E. Boiler/Water Tank Issue

P. Haelfrisch stated that with the agenda the Board members received should have been an explanation of the water tank/boiler issue. The Board members should have also received a report from the architect and his engineer with their opinion of the system. The system should be programmed to turn the main pumps off and on as they are not needed during the summer months and there should be no call for heat from the boilers for the apartments. The boilers should remain on a sequence pattern in order for the boilers to alternate heating the water tanks.

F. Water Damage in Tenant Unit

P. Haelfrisch received the police report back from the incident of flooding two apartments involving the same tenant that cause water damage in his and his neighbor's unit less than a year ago. Service Master was called in immediately to resolve the damage. Tenants in both units were given vacant units to live in while damage was resolved. Both tenants are back in their apartments.

P. Haelfrisch reported to Board members the action to be taken with tenant that caused the water damage.

## VI. DOWNTOWN REDEVELOPMENT ACTIVITIES

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

B. Revolving Loan Fund Business. P. Wills provided an update on the Strand Adventures loan. He continued that future meetings are planned with Progress Lakeshore and Community Development staff to discuss the CDBG Close Program and the best plan for the City of Manitowoc to utilize funding.

C. Design Review Application

301 N 8<sup>th</sup> Street – Exterior Renovation / Restoration (Façade Grant)

N. Mueller presented the request and explained that owners, D. Diederichs and S. Diederichs of the Pizza Garden, have also applied for a city Façade Grant. He continued by reviewing historical pictures, and discussed material and design feature options. A discussion ensued regarding the proposed design rendering options.

The following action was taken.

Motion by: G. Maloney

Seconded by: D. Tienor

Moved that: the CDA direct staff to approve the final exterior design rendering and that the CDA approve the Certificate of Appropriateness based on Community Development staff's final recommendation. A Certificate of Appropriateness for signage installation shall be applied for separately.

Upon vote: the motion carried unanimously

## VII. HOUSING BUSINESS

A. Revolving Loan Fund Financial Reports. The fund balance was reported.

B. Blight Property Discussion. G. Kadow provided a blighted properties update and reviewed the blight determination process. A discussion ensued regarding possible blight areas along the Washington Street corridor.

## VIII. OTHER BUSINESS

A. Monthly Report on 1512 Washington Street Demolition. A. Kroner reported that a second round of soil and ground samplings will be conducted at the end of May and that a Technical Assistance Meeting is planned with EPA and Stantec staff for the month of June. To be discussed will be the results of the soil and ground samplings, clean up and capping of those areas, the extent of the foundation removal and determination of what may be built on the site.

IX. ADJOURNMENT

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

ATTENDANCE

Members Present

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

Members Excused

Ald. Jeremiah Novak

Staff Present

April Kroner  
Nick Mueller  
Lisa Mueller  
Pauline Haelfrisch

Staff Excused

Others Present

DC Gregg Kadow  
D. Diederichs  
S. Diederichs