

**Community Development Authority of the City of Manitowoc
Meeting Minutes
Wednesday, August 21, 2019**

- I. CALL TO ORDER
Board Chairman J. Stangel called to order the regular meeting of the Community Development Authority at 4:00 PM on August 21, 2019 at the Community Development Department offices.
- II. ROLL CALL
P. Haelfrisch conducted the roll call.
- III. APPROVAL OF MINUTES of the regular June 19, 2019 Meeting
Board Chairman J. Stangel asked if there were any corrections or additions to the minutes of the regular Meeting held on June 19, 2019.

Hearing none, the following action was taken.

Motion by: Ald. Novak

Seconded by: G. Maloney

Moved that: the CDA approve the minutes of the June 19, 2019 Meeting.

Upon vote: the motion carried unanimously

- IV. MANITOWOC PUBLIC HOUSING BUSINESS
 - A. Financial Report and Approval of Monthly Expenditures
The following action was taken:
Motion by: Ald. Novak
Seconded by: E. Roth
Moved that: the CDA approve and authorize payment of the July and August, 2019 expenses
Upon vote: the motion carried unanimously
 - B. Smoke Free Policy change-Board Approval
P. Haelfrisch asked if there were any questions in regards to the policy change. She reiterated why it was necessary to make the Housing Authority property smoke free.
The following action was taken:
Motion by: Ald. Novak
Seconded by: G. Maloney
Moved that: the CDA approve the Smoke Free policy change which will make the Manitowoc Housing Authority property smoke free
Upon vote: the motion carried unanimously
 - C. Electrical Transformer Removal and Replacement
P. Haelfrisch explained to the Board members that she would like to see the new transformer in a less visible place in the front of the building. Board members

advised P. Haelfrisch to go back to MPU and Hubbartt Electric and have reps from both come out to see if there was an area which would be less conspicuous.

D. Vacancies – Unit Conversion Project

P. Haelfrisch stated that she would like approval from the Board members to pursue the unit conversion project. It has been in the agency action plan for a number of years.

Discussion was held and the following action was taken:

Motion by: G. Maloney

Seconded by: E. Roth

Moved that: the CDA approve the planned “unit conversion project” as units become available for conversion

Upon vote: the motion carried unanimously

E. HappySoftware Update

P. Haelfrisch informed the Board members that the tenant accounting software program was due for an upgrade and she signed a five year agreement to keep the cost of renewal down.

F. Declaration of Trust

P. Haelfrisch reported that the current DOT the Housing Authority has no longer applies as the HA is no longer indebted to the governing body. A new DOT must be put in place as the HA still has an ACC with the federal government. Chairman Stangel will look into the details of the new DOT.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Revolving Loan Fund Financial Report

Motion by: J. Novak

Seconded by: E. Roth

Moved that: the CDA accept the financial reports and place on file

Upon vote: the motion carried unanimously

B. Revolving Loan Fund Business

P. Wills, Progress Lakeshore, provided an update of the CDBG Close Program.

Progress Lakeshore and City staff conducted a Meeting with Mark Staff to discuss options to return funds and what projects may be eligible to CDBG funding.

C. Design Review Application: None

VI. HOUSING BUSINESS

A. Revolving Loan Fund Financial Reports

Motion by: J. Novak

Seconded by: E. Roth

Moved that: the CDA accept the financial reports and place on file

Upon vote: the motion carried unanimously

B. CDBG Housing Loan Business: Report by MSA

1. Loan HO #18
2. Loan HO #20
3. Loan HO #25

Susan Maier, MSA, presented the housing loan projects and briefed members on the new state guidelines for lead-based paint rehabilitation. The program requires that lead hazard items be granted to the homeowners and not be included as part of their loan. The only items that can be granted are the rehab items that are lead hazards – items reviewed in the risk assessment that are currently chipping and peeling, and tested positive for lead.

C. CDBG Subordination Request: Report by MSA

1. Subordination Loan #82-98

D. 5422Home

It was reported that \$200,000 has been disbursed to date for first time home buyer loans.

VII. OTHER BUSINESS

A. Monthly Report on 1512 Washington Street

A progress memo from Stantec was provided to the members.

VIII. ADJOURNMENT

Chairman John Stangel adjourned the meeting at 4:50 p.m.

ATTENDANCE

Members Present

John Stangel
Emil Roth
Ald. Jeremiah Novak
Gene Maloney

Staff Present

Pauline Haelfrisch
Lisa Mueller

Staff Excused

Members Excused

Dennis Tienor
Anton Doneff
Ald. Lee Kummer

Others Present:

Peter Wills
Ann Flad-Jesion
Susan Maier