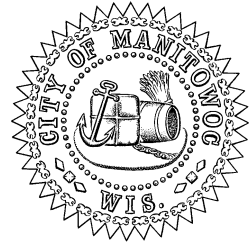




CITY OF MANITOWOC
WISCONSIN, USA
www.manitowoc.org



MINUTES
COMMUNITY DEVELOPMENT AUTHORITY

City Hall, 900 Quay Street
Second Floor Conference Room – 4:00 PM
Wednesday, February 19, 2020

I. CALL TO ORDER

Board Chairman J. Stangel called to order the regular meeting of the Community Development Authority at 4:00 PM on February 19, 2020 at the Community Development Department offices.

II. ROLL CALL

Present: John Stangel, Anton Doneff, Emil Roth, Dennis Tienor, Ald. Lee Kummer

Absent: Gene Maloney, Ald. Jeremiah Novak, Adam Tegen

Others Present: Pauline Haelfrisch, Nick Mueller, Lisa Mueller, Jen Bartz, Susan Maier, Dave Bundy, Peter Wills

III. APPROVAL OF MINUTES of the regular January 15, 2020 Meeting

Motion by A. Doneff, Second by D. Tienor, to approve the Minutes.

Motion carried (5-0)

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. Two extra deposits were made with a check from TRIP and a rebate from Focus on Energy for the LED lighting project. P. Haelfrisch reported that the HUD 2020 Capital Fund Program monies have been provided to the Housing Authorities.

Motion by Ald. Kummer, Second by D. Tienor that the CDA approve and authorize payment of the February 2020 monthly expenses.

Motion carried (5 – 0)

B. Approval of Five Year Agency Plan

P. Haelfrisch provided each Board member a copy of the plan and discussed the information on it with them. P. Haelfrisch asked for approval of the five year plan.

Motion by D. Tienor, Second by A. Doneff that the CDA approve the Five Year Agency Plan for FY 2021 – 2024.

Motion carried (5 – 0)

C. Unit Conversion Project Update

P. Haelfrisch reported that the demo for the project is 70% completed. The contractor does structural framing as the project progresses. By the end of next week all framing should be done. The contractor reported they are on schedule for the project.

D. Transformer Update

P. Haelfrisch stated that the transformer project went well. The maintenance man has a new shop and the old shop will hold attic stock.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Revolving Loan Fund Financial Report

P. Wills stated they/Progress Lakeshore are working to evaluate existing RLFs and will be providing an update at the next meeting.

B. Revolving Loan Fund Business

Strand Adventures payments will begin starting March 1.

C. Design Review Application

1. Discussion and Possible Action: 812 & 814 S 8th Street

N. Mueller provided information and recommended the exterior sign project be approved. A. Doneff clarified the location of signs on the building. No additional discussion. N. Mueller indicated that the façade work will resume later in the spring.

Motion by D. Tienor, Second by E. Roth, to approve the design.

Motion carried (5-0)

D. Downtown Manitowoc Design Guidelines

1. Discussion and Possible Action

N. Mueller referenced the Downtown Design Guidelines and map previously shared with CDA members. No additional questions or discussion.

Motion by D. Tienor, Second by E. Roth, to approve the Design Guidelines.

Motion carried (5-0)

VI. HOUSING BUSINESS

A. Revolving Loan Fund Financial Reports

The report was reviewed and placed on file.

B. CDBG Housing Loan Business: Report by MSA

1. HO #23 & R#2

S. Maier, housing specialist from MSA Professional Services, shared that these are two separate loans for one building as it is an owner-occupied duplex. The owner loan is 0% with no immediate repayments. The rental loan will be 0% with monthly payments. S. Maier reviewed the loan details and household characteristics. Per S. Maier, the loan meets the state's program requirements and there is no reason for denial. The homeowner acquired the property in 2018 and applied for the loan in 2019.

Conversation ensued about the CDBG loan funds. S. Maier noted that if City funds are no longer available, the Northeast Wisconsin housing region, run by Brown County, can assist with loans. Discussion ensued about funding and the future of resources. D. Tienor asked about the administrative monies indicated on the accounting documents provided. S. Maier clarified how the administrative balance is calculated.

A. Doneff asked if there are parameters for rental rates. S. Maier clarified that it needs to be within affordable rent rate parameters. She also indicated that the rate cannot be increased upon completion of improvements.

S. Maier stated that she/MSA has received additional applications that are currently being reviewed.

VII. OTHER BUSINESS

A. Monthly Report on Brownfield Project
Nothing new to report.

B. Other

P. Wills shared that there are new business tenants on 8th Street that were former Village Square tenants. He also indicated that the Pizza Garden ribbon cutting date has been set and details will be forwarded soon.

VIII. ADJOURNMENT

Motion by D. Tienor to adjourn the meeting at 4:35 PM, seconded by E. Roth.
Motion carried (5-0)