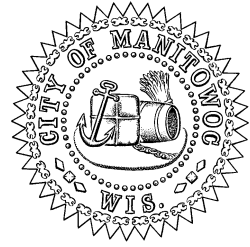




# CITY OF MANITOWOC

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## MINUTES COMMUNITY DEVELOPMENT AUTHORITY

City Hall, 900 Quay Street  
4 PM | Wednesday, April 29, 2020

*This meeting was conducted via remote conferencing software due to a state of emergency and the Wisconsin Governor's Executive Order.*

### I. CALL TO ORDER

Board Chairman J. Stangel called to order the regular meeting of the Community Development Authority at 4:00 PM via remote conferencing software, Zoom.

### II. ROLL CALL

**Present:** John Stangel, Gene Maloney, Anton Doneff, Emil Roth, Dennis Tienor

**Absent:** Ald. Jeremiah Novak

**Others Present:** Pauline Haelfrisch, Nick Mueller, Jen Bartz, Peter Wills, Scott Canel, Jonathan Canel, Liz Friedgut, Dennis Vishnevskiy, Lori Ogarek, Adam Tegen

### III. APPROVAL OF MINUTES of the regular February 19, 2020 Meeting

Motion by A. Doneff, Second by G. Maloney, 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. The two deposits from the 2018 Cap Fund were drawdowns for the current unit conversion project.

Motion by G. Maloney, Second by A. Doneff, to approve financial report and authorize payment of monthly expenditures.

Motion carried (5-0)

#### B. Approval of Five Year Agency Plan

No discussion, no approval needed.

#### C. Unit Conversion Project Update

P. Haelfrisch reported that State Building Inspector visited site and made recommendations for changes to site plans thus change orders will be processed. One week delay due to Covid-19 and change orders. Contractor is on schedule.

#### D. FYE 2019 Audit Approval

P. Haelfrisch discussed audit with Board members and asked for approval. No questions on the audit.

Motion by A. Doneff, Second by E. Roth, to approve FYE 2019 Audit.  
Motion carried (5-0)

**V. DOWNTOWN REDEVELOPMENT ACTIVITIES**

A. Revolving Loan Fund Financial Report

The report was reviewed and placed on file.

B. Revolving Loan Fund Business

A. Tegen provided information on the COVID-19 related loan modifications. All of the revolving loans were offered 90-day loan payment deferral where interest will not accrue during that period.

C. Design Review Application

1. Discussion and Possible Action: 818 Washington Street

N. Mueller provided background on the project. Work was completed without design review. Staff recommends approval of the design with minor modifications.

N. Mueller indicated staff would like to review the enforcement process of design review guidelines and non-compliance procedures.

Motion by G. Maloney, Second by E. Roth to approve the 818 Washington façade improvements subject to the revisions by Community Development staff.  
Motion carried (5-0)

Motion by G. Maloney, Second by E. Roth to direct Community Development staff to research enforcements and fines, and provide recommendation for future changes.

Motion carried (5-0)

**VI. HOUSING BUSINESS**

A. Revolving Loan Fund Financial Reports

The report was reviewed and placed on file.

**VII. OTHER BUSINESS**

A. Discussion on Southfield Townhouses Rehab Project

A. Tegen introduced the project and clarified the item is for discussion purposes only.

S. Canel provided background on the scope of the project and the history of the site. An overview of the project is attached to this report.

D. Vishnevskiy explained the learning center aspect of the project.

L. Friedgut provided an overview of the HUD parameters and process.

The CDA held a discussion on the project and the current status of the property.

A. Tegen provided an overview of the next steps of the process. If the CDA is supportive, the item will come back for review and action at the next meeting.

The consensus of the CDA was supportive of the project and to continue through the approval process.

B. Discussion on Brownfield Projects

No discussion.

C. Discussion on CDBG Close Meeting on May 6

A. Tegen reviewed the agenda for the CDBG CLOSE Public participation meeting.

The CDA was established by the Council as the overseeing committee for the public hearing process.

**VIII. ADJOURNMENT**

Motion by G. Maloney, Second by E. Roth to adjourn the meeting at 5:00 PM.

Motion carried (5-0)