



CITY OF MANITOWOC
WISCONSIN, USA
www.manitowoc.org



**MEETING MINUTES
COMMUNITY DEVELOPMENT AUTHORITY**

**Virtual Meeting
Wednesday, October 21, 2020**

This meeting was conducted via remote conferencing software.

I. CALL TO ORDER

Board Chairman J. Stangel called to order the regular meeting of the Community Development Authority at 4:00 PM.

II. ROLL CALL

Present: John Stangel, Gene Maloney, Dennis Tienor, Emil Roth, Ald. Jeremiah Novak, Ald. John Brunner (4:05 pm)

Absent: Anton Doneff

Others Present: Adam Tegen, Nick Mueller, Jen Bartz, Pauline Haelfrisch, Peter Wills, Keith Koch, Tim Salutz, Amanda Pahl

III. APPROVAL OF MINUTES of the regular September 16, 2020 Meeting

Motion by Ald. Novak, seconded by E. Roth, 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 PILOT for the Manitowoc Housing Authority was paid and P. Haelfrisch explained she is using the HUD funding of the CARES Act for Covid related materials.

Motion by Ald. Novak, Seconded by E. Roth, CDA to approve and authorize payment of financial report and monthly expenditures.

Motion carried (6 – 0)

B. Unit Conversion Project Update

P. Haelfrisch reported that the project is complete. Waiting on documentation from B. Nichols to grandfather in out of sync strobes in hallways.

C. Property/Liability Insurance

P. Haelfrisch stated that at this time only the main building was covered by the property insurance with Church Mutual; not the tenant garages or maintenance garage. P. Haelfrisch also stated she was pursuing a quote from another company.

- D. New Employee
P. Haelfrisch reported that Cheryl Tessmann was hired as the administrative assistant for the Manitowoc Housing Authority. Cheryl completed her contract with Flex Staff.
- E. Security Deposit Dispute
P. Haelfrisch asked for this agenda item to be tabled at this time.
- F. Discussion and Possible Action: Hiring of Manitowoc Housing Authority Executive Director due to retirement
P. Haelfrisch stated that she had a job description; however, had questions for the Board. Discussion was held and Board members decided to consider questions amongst themselves and table until next board meeting.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

- A. Design Review Applications
 - 1. Discussion and Possible Action: 102 N 8th Street, The Flower Gallery
Nick said this will continue to November. Nothing submitted.
 - 2. Discussion and Possible Action: 823 Marshall Street, Salutz & Salutz LLP
N. Mueller reviewed the project and provided some historical background on internally lit signs. He stated that design review needs to catch up with standards and provided rationale and examples as to why these signs were excluded from the current guidelines. N. Mueller recommends Community Development staff review and revise design guidelines to define internally lit letter so similar signs are allowed.

Discussion ensued among members. K. Koch, sign company owner, noted that only the letters in the sign will light up at night.

N. Mueller provided his recommendation to approve the signs and noted that while not documented in the current design guidelines, Community Development staff will review and revise to include.

Motion by Ald. Novak, seconded by G. Maloney, to approve signs as presented.
Motion carried (6-0).
 - 3. Discussion and Possible Action: 707 Washington Street, Luxe Beauty Bar
N. Mueller reviewed requested projecting sign. He shared that the sign is appropriate for the build style and design guidelines. He recommended approval of the project.

Motion by G. Maloney, seconded by D. Tienor, to approve projecting sign as presented. .
Motion carried (6-0)
 - 4. Discussion and Possible Action: 1226 Washington Street, Painting Pathways
N. Mueller reviewed the sign project request and pointed out that it is a backlit channel icon that allows it to glow. He noted that he feels it is elegantly done and recommended approval.

D. Tienor noted that Painting Pathways has changed the front of the building and asked if there are Façade Grant monies available. N. Mueller shared the potential Façade Grant projects for 2020 and noted that the goal of the funding is to restore and protect.

D. Tienor stated that he feels that monies should be used to help with new construction that is trying to keep with the look and feel of the historic boundaries.

Motion by D. Tienor, seconded by Ald. Novak, to approve the sign as presented.

Motion carried (6-0)

5. Discussion and Possible Action: 910 Washington Street, TreeHouse Theater
N. Mueller provided limited background on the request and deferred to K. Koch for additional information. K. Koch explained that the purpose of the sign is to deter people from parking in lot.

N. Mueller recommended approval of the black no parking that includes the TreeHouse Theater logo.

Motion by G. Maloney, seconded by Ald. Novak, to approve the black sign as presented.

Motion carried (6-0)

VI. HOUSING BUSINESS

Revolving Loan Fund Financial Reports

The report was reviewed and placed on file.

VII. OTHER BUSINESS

River Point District Update

A. Tegen provided a brief update on the River Point District project. He stated that the City has signed a contract for site preparation as well as the term sheet agreement with Petskull Brewing to relocate to the District.

G. Maloney asked if site cleanup is successful yet. A. Tegen shared there are test pits that will require additional testing, but the City is working with the EPA for next steps.

VIII. ADJOURNMENT

Motion by Ald. Novak, seconded by Ald. Brunner to adjourn the meeting at 4:50 PM.

Motion carried (6-0).