



CITY OF MANITOWOC
WISCONSIN, USA
www.manitowoc.org



**MEETING MINUTES
COMMUNITY DEVELOPMENT AUTHORITY**

**Virtual Meeting
Wednesday, November 18, 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, Anton Doneff
Others Present: Adam Tegen, Nick Mueller, Jen Bartz, Pauline Haelfrisch, Ann Flad-Jesion, Connor Siemers, Brandon Bartow
- III. APPROVAL OF MINUTES** of the regular October 21, 2020 Meeting
Motion by G. Maloney seconded by Ald. Novak, to approve the Minutes.
Motion carried (7-0).
- IV. MANITOWOC PUBLIC HOUSING BUSINESS**
 - A. Financial Report and Approval of Monthly Expenditures
Motion by Ald. Novak, Seconded by G. Maloney, CDA to approve and authorize payment of financial report and monthly expenditures.
Motion carried (7-0).
 - B. Unit Conversion Project Update
No discussion on this topic.
 - C. Property/Liability Insurance
P. Haelfrisch discussed quotes received from companies and noted the increase on current insurance premium. She has requested quotes from an alternate company for comparison. Insurance is due December 4th, so she is anticipating an additional quote soon.
 - D. Vacancies
P. Haelfrisch reported that there have been eight vacancies since September, and they have all been filled. She expects three more in the next month; however, she is still receiving quality applications and is not concerned.

E. Executive Director Retirement

P. Haelfrisch asked the status and if anyone had questions on the materials she provided after the last meeting. She stated she would like to get the position posted and asked about the level of education preferred.

Conversation ensued among the members about education and where to promote the position. A. Tegen suggested adding bachelor's degree or equivalent experience.

P. Haelfrisch suggested it be posted on the Wisconsin Association of Housing Authorities (WAHA) website.

Ald. Novak asked if there was ever discussion on contracting out these services. P. Haelfrisch shared that HUD has a program for repositioning public housing and some of the housing authorities have taken advantage of this program. Ald. Novak added that with new housing being developed in town, maybe it is something to consider.

Conversation ensued among members details of the posting and who collects resumes. A. Tegen stated that the Community Development Department can be listed as contact. He also stated that he will follow-up with the City's HR Department to see if they can suggest a process to be followed or provide additional direction.

The members agreed that a salary range should be provided on the resume. Further details will be discussed and decided upon by a subcommittee of J. Stangel, G. Maloney, D. Tienor, and A. Tegen with information to be shared with all members at the December meeting.

A. Flad-Jesion from Progress Lakeshore was asked to provide insight with the process of hiring a new replacement and stated she would send it out to the community.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Design Review Applications

1. Discussion and Possible Action: 214 N 8th Street, Déjà Vu

It was determined this item does not require a design review. No further action needed.

2. Discussion and Possible Action: 939 S 8th Street, BRIX

N. Mueller provided background on the building-mount and projecting signs presented and proposed material.

N. Mueller recommends approval based upon their ornamental fit and appropriate lighting.

G. Maloney asked if the letters on the building sign are internally lit. N. Mueller referred to the images provide and pointed out the proposed spot lighting.

Motion by Ald. Brunner, seconded by G. Maloney, to approve the signs as proposed.

Motion carried (7-0).

3. Discussion and Possible Action: 102 N 8th Street, The Flower Gallery
N. Mueller provided background on the proposed projecting sign and noted it is a corner placement with no lighting.

Motion by G. Maloney, seconded by E. Roth, to approve the sign as proposed.

Motion carried (7-0),

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 shared that clearing and grubbing started this week in preparation for construction in 2021. He stated that the budget has recently been approved by Council for Phase 1, which is infrastructure. He shared that the City has had discussions with a developer for housing and have had communication regarding a possible retail/entertainment space.

He shared that Community Development staff met and discussed guidelines and concept for a Planned Unit Development. He stated that it will be finalized soon and will be ready to share with the CDA in December or January.

VIII. ADJOURNMENT

Motion by G. Maloney, seconded by A. Doneff to adjourn the meeting at 4:45 PM.

Motion carried (7-0).