



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

MEETING MINUTES COMMUNITY DEVELOPMENT AUTHORITY

Regular Meeting
Wednesday, June 16, 2021

This meeting was conducted in person at City Hall and via remote conferencing software, Zoom.

I. CALL TO ORDER

Board Chairman J. Stangel called to order the regular meeting of the Community Development Authority at 4:03 PM.

II. ROLL CALL

Present: Chairman John Stangel, Gene Maloney, Emil Roth, Dennis Tienor (4:20), Anton Doneff

Absent: Ald. Tim Boldt, Ald. Michael Cummings

Staff Present: Nick Mueller, Adam Tegen, Jen Bartz

Others Present: Serena Lewis, Jamie Zastrow

III. APPROVAL OF MINUTES of the regular May 19, 2021 Meeting.

Motion by G. Maloney seconded by E. Roth, to approve the Minutes as amended.

Motion carried (4-0).

IV. MANITOWOC PUBLIC HOUSING BUSINESS

a. Financial Report and Approval of Monthly Expenditures

S. Lewis reviewed the monthly reports of finances and expenditures that had been sent to the Board members.

Motion by E. Roth, Seconded by A. Doneff to approve the report and approve monthly expenditures.

Motion carried (5-0).

b. Discussion and Possible Action: Parking Lot Replacement

S. Lewis stated that the contract, approved via email, was signed with Northeast Asphalt and she is only waiting on contractual documents. She said that the project was under budget, even with several add-ons such as a dumpster pad and flag pole base.

Motion by G. Maloney, seconded by E. Roth, to formally accept the bid from Northeast Asphalt.

Motion carried (5-0).

c. Discussion and Possible Action: Lease

S. Lewis shared the full lease document and pointed a few key changes. She stated that the lease went out for a 30-day comment period and that no written comments were received.

G. Maloney asked next steps once lease is approved. S. Lewis reviewed the timeframe for lease distribution to tenants.

Motion by G. Maloney, seconded by E. Roth to approve the new lease as presented.

Motion carried (5-0).

- d. Discussion and Possible Action: Admissions and Continued Occupancy Policy (ACOP)
S. Lewis shared the full printed policy manual and highlighted some changes contained within the document. She stated that the policy went out for a 30-day comment period and that no written comments were received.

Conversation ensued among members regarding the new policy.

Motion by D. Tienor, seconded by G. Maloney, to approve the new Admission and Continued Occupancy Policy.
Motion carried (5-0).

- e. Discussion and Possible Action: Housing Authority Name
S. Lewis stated that the name of the Housing Authority should have been changed to include CDA as part of it when it was approved by Common Council to combine back in 2016. A. Tegen provided additional background information and stated that the recommendation is that the official name be Housing Division of the Manitowoc CDA.

Conversation ensued among the members regarding the amount of changes needed to be completed from marketing materials to tenant leases and banking information. It was agreed that all banking information will be changed to Housing Division of the Manitowoc CDA dba Manitowoc Housing Authority during the transitional period. Day to day transactions will no longer reference Manitowoc Housing Authority.

D. Tienor recommended that S. Lewis talk to accountant about changing name on EIN. as things are transitioning and drop the old name once all has been completed.

Motion by D. Tienor, seconded by E. Roth, to change name to the name to Housing Division of the Manitowoc CDA, adding dba on a limited, interim basis.
Motion carried (5-0).

- f. Entrance Door Replacement Update
S. Lewis shared that all have been installed and that Lee's Color Studio is currently painting doors and frames.
- g. Website and Logo
S. Lewis said that the HUD representative she works with pointed out that the equal opportunity logo is not on the website, nor is a link to location to where to file a complaint. She said that the overall review has led to investing in a new website update and logo development. Total cost is estimated to be about \$3,000. She stated that the website needs to be completed by June 30 with HUD-required information. Members agreed that the logo name should be Manitou Manor, secondary would be Housing Division of the Manitowoc CDA.

Conversation ensued among members about marketing including Facebook. A. Doneff stated that it is imperative the website being developed in a content management system, so Manitou Manor staff can make any ongoing changes.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

- a. Design Review Applications
 - i. 204 North 8th Street – Brickwork
N. Mueller said that the owner plans to repair the front of building and they are trying to match historical brick. He stated that it may be needed to blend in a new brick or two so it matches the historical façade. He clarified that this is a maintenance project and not a redesign.

N. Mueller stated the mason will lay out options for matches and that they will try to use all existing except one brick. He will be provided a full sample for review.

G. Maloney stated Nick will have best judgement and clarified the location as the upper elevation of the building.

A. Doneff asked what the trigger was to bring both this item to Community Development for review. N. Mueller stated that Building Inspection forwarded the item based upon a permit request that came into their office.

Motion by G. Maloney, seconded by E. Roth, to approve the project and for Community Development staff to work with the company to select and approve bricks for project.

ii. 75 Maritime Drive, Maritime Museum – Exterior Banners/Signs

A. Tegen stated that this item is being removed from the agenda as, upon further discussion, it was determined to be a size issue which is not the responsibility of this committee.

b. Design Review Staff Approvals

This item was reviewed and placed on file.

VI. HOUSING BUSINESS

a. Revolving Loan Fund Financial Reports

The reports were reviewed and placed on file.

VII. OTHER BUSINESS

a. River Point District Update

A. Tegen shared that streetlights will be added this summer and that ground settling is underway. He shared that several sites are close to plateauing.

b. 1512 Washington Street Update

A. Tegen said that the underground storage tanks were removed and there is continued testing on behalf of Newell Rubbermaid. He said that the City is notified of any results as well as the DNR.

c. Revolving Loan Fund Update

A. Tegen stated that the City budgeted \$150k to create a Revolving Loan Fund to replace the loan program that sunsetted and that a new policy is being developed. He also said that City has applied for a USDA grant, but has not heard anything yet. He said that the draft of the policy will be going to Council in July and noted that the RLF will be targeted toward small businesses.

A. Tegen shared that the CDA would be determining body on the loans and that the CDA would create a loan subcommittee of 4 to 5 people, including Progress Lakeshore. He then highlighted the proposed procedures.

G. Maloney asked how much was returned. A. Tegen shared that the total was approximately \$4 million, which the City got back via the CDBG program. He said that the City never lost the money, but allocated toward projects. He went on to say that in the buy-out of the loans, the interest is being allocated toward paying the bonds.

VIII. ADJOURNMENT

Motion by A. Doneff, seconded by E. Roth, to adjourn the meeting at 4:59 PM.

Motion carried (5-0).