



MINUTES

COMMUNITY DEVELOPMENT AUTHORITY

PLAN COMMISSION OFFICES

Regular Meeting
Wednesday
August 11, 2010

I. CALL TO ORDER

The meeting was called to order by Chairman John Stangel at 4:02 P.M.

II. ROLL CALL

<u>Members Present</u>	<u>Members Excused</u>	<u>Others Present</u>	<u>Staff Present</u>
John Stangel	Matt Kadow	Linda Hamernik	David Less
Jim Noffke		Terry Goertz	Janet Zunker
Emil Roth			Pauline Haelfrisch
Gene Maloney			
Alex Olson			
Dennis Tienor			

III. APPROVAL OF MINUTES OF THE REGULAR JULY 14, 2010 MEETING

Chairman Stangel asked if there were any corrections or additions to the minutes of the regular July 14, 2010 meeting. Hearing none, the following action was taken.

Motion by: Mr. Noffke
Moved that: the CDA approve the minutes of the July 14, 2010 regular meeting

Seconded by: Mr. Roth
Upon vote: the motion was carried unanimously

IV. MANITOWOC HOUSING AUTHORITY BUSINESS

A. Financial Report and Approval of Monthly Expenditures

Pauline Haelfrisch reviewed the financial statements for August, 2010 with the Board members. She also distributed a list of expenses and reviewed these with the Board.

The following action was taken.

Motion by: Mr. Olson
Moved that: the CDA approve and authorize payment of the August, 2010 expenses

Seconded by: Mr. Maloney
Upon vote: the motion was carried unanimously

Mr. Maloney arrived at 4:10 p.m.



OFFICE OF CITY PLANNING,
CITY PLAN COMMISSION



B. Main Water Line Project for Manitou Manor

Pauline discussed with the Board the recent main water line break that occurred on July 21st at Manitou Manor. She explained the necessity to have the break repaired immediately and the steps she took to make it happen. Vinton Construction made the repair to the line and were done by 10:00 a.m. July 22nd.

Pauline called Vice Chairman Gene Maloney as Chairman Stangel was out of town and advised him of the situation. Gene agreed to come to Manitou Manor and take a look at the problem. Gene and Pauline discussed the circumstances surrounding the break and Pauline informed Gene it happened a few hours after the fire dept. flushed the fire hydrants on the property. This was the second time there was a break after the hydrants were flushed. Gene was concerned about the condition of the pipe and felt it would be in our best interest to see what Pauline could do to have the water line replaced.

David Less inquired as to what could cause this to happen. There was much discussion as to what steps to take from here.

Pauline informed the Board that she had spoken with her rep from HUD, and he had explained to her that it was possible to use monies from operations for this type of project, if the monies were available.

Pauline also informed the Board that she had called her property insurance company and they stated that the repair would be covered up until the actual repair of the pipe occurred. In essence, the removal of ground to find the leak and the replacement of ground after the repair of the pipe would be covered by insurance minus the \$1,000 deductible we have.

David Less voiced his concerns with the Board as to spending the money replacing the pipe. He felt more investigation should occur before a decision is made to put the project out for bid. David would like to see someone come in and "televise" the pipe to determine it's condition. David feels a water main should last longer than 40 years. Pauline voiced her concerns as to the time restraint for the project. A decision was made that Gene Maloney would follow up on the project and get the necessary answers as to Pauline's next move.

More discussion was held as to when the Board would meet again to hear Gene's findings. David Less then stated we would hold a special meeting to approve it then.

The following action was taken.

Motion by: Mr. Noffke

Moved that: the CDA approve Pauline to issue a check for whatever the "televised" services would be

Seconded by: Mr. Olson

Upon vote: the motion was carried unanimously

Discussion was then held as to Pauline's wish to bid out for a new auditor. There have been problems with the current auditor that Pauline has had. The current auditor works out of Michigan and does not do some of the work that is required by our HUD office in Wisconsin. Pauline has spoken with many of her colleagues and has obtained

two names and bids from auditors that do audits of housing authorities in the State of Wisconsin and come highly recommended.

David Less stated he would like Pauline to call some of our local accounting firms to see if they could do her audit. Pauline agreed to call two local firms and let the Board know at the next meeting in order for them to allow her to accept a bid from a new firm.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Financial Report – Revolving Loan Program, 8/05/10

Mr. Less reviewed the financial report with the Board members for the revolving loan program. As of August 5, 2010 a total of \$455,606.26 in loan funds was available.

David noted that the loan to John Hemken was closed and the funds were disbursed.

The following action was taken.

Motion by: Mr. Tienor

Moved that: the CDA accept the 8/05/10 report and place on file

Seconded by: Mr. Roth

Upon vote: the motion was carried unanimously

B. Design Review:

1. 1033 South Eighth St. – First German Church

David Less reported that this design review should be terminated from the agenda as the church now wanted an animated ground sign on the property.

No action was taken.

2. 824 Washington Street – QPS

David reported this design review which was a request for signage was pre-approved. He would like the Board to issue a certificate of appropriateness.

The following action was taken.

Motion by: Mr. Noffke

Moved that: the CDA approve the design review application and award a certificate of appropriateness

Seconded by: Mr. Roth

Upon vote: the motion was carried unanimously

VI. HOUSING REHABILITATION BUSINESS

A. Loan #287-98 Subordination request

Janet reported that this request would show a savings of 2% interest. The property value is 30 per cent below proposed mortgage debt. The City would not be paid off and would remain in second position.

Much discussion was held in regards to this request.

The following action was taken.

Motion by: Mr. Tienor
Moved that: the CDA deny subordination request
#287-98

Seconded by: Mr. Olson
Upon vote: the motion was carried
unanimously

B. Loan #20-96HOP & #2-96REV additional funds requested

Janet reported that this request is for additional funds for basement waterproofing. The fair market value of the property is \$104,900. It is the policy of the City to never go behind judgements.

The following action was taken.

Motion by: Mr. Olson
Moved that: the CDA deny subordination request
#20-96HOP & #2-96REV

Seconded by: Mr. Noffke
Upon vote: the motion was carried
unanimously

C. Update – Great Lakes Training and Development Bond Issue

David Less reported that he would like the CDA to approve his request to close the GLT&DBI.

Some discussion was held as to exactly what the City received and what expenses they were left holding. Discussion was also held as to what stand the CDA should take with the City on this issue.

The following action was taken.

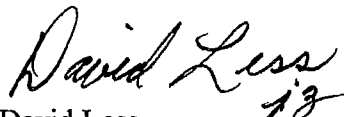
Motion by: Mr. Maloney
Moved that: the CDA take no further action in
regards to the Great Lakes Training and Development
Bond Issue

Seconded by: Mr. Roth
Upon vote: Stangel - aye
Maloney - aye
Roth - aye
Tienor - aye
Olson - aye
Noffke - nay

VII. ADJOURNMENT

The meeting was adjourned at 5:20 P.M.

Respectfully submitted:


David Less,
Executive Director