



# CITY OF MANITOWOC

WISCONSIN, USA

[www.manitowoc.org](http://www.manitowoc.org)

## MINUTES COMMUNITY DEVELOPMENT AUTHORITY

City Hall, 900 Quay Street | Second Floor Conference Room  
4:00 PM | July 19, 2023

### I. CALL TO ORDER

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

### II. ROLL CALL

**Present:** John Stangel, Emil Roth, Dennis Tienor, Anton Doneff, Ald. Tim Boldt, Ald. Michael Cummings

**Absent:** Gene Maloney

**Staff Present:** Adam Tegen, Kait Piazza, Jen Bartz

**Others Present:** Serena Lewis, Jamie Zastrow, Derek & Ashley Holly, Scott Retzak

### III. APPROVAL OF MINUTES of the June 21, 2023 Meeting.

Motion by Ald. T. Boldt, seconded by Ald. M. Cummings, to approve the Minutes. Motion carried (6-0).

### IV. PUBLIC HEARING

- a. Regarding the Public Housing Agency Annual Plan for Fiscal Year 2023-2024

Chairman J. Stangel opened the public hearing at 4:10pm.

S. Lewis explained the projects included and discussion ensued among members.

There were no public comments.

Chairman J. Stangel closed the public hearing at 4:27pm.

### V. MANITOWOC PUBLIC HOUSING BUSINESS

- a. Financial Report and Approval of Monthly Expenditures

Motion by A. Doneff, seconded by Ald. T. Boldt, to approve the report and expenditures. Motion carried (6-0).

- b. Resolution Authorizing Write Off of Tenant Bad Debt for FYE 6/30/2023

S. Lewis stated that there were tenant debts at the conclusion of FY22. She details the amounts to be written off.

Ald. T. Boldt asked how it is tracked and S. Lewis explained that she enters the amounts that are collectible in a system so they could be recouped, if possible.

Motion by Ald. M. Cummings, seconded by T. Boldt, to approve the resolution authorizing write off of tenant bad debt for FYE 6/30/2023.

- c. Review and Possible Action: Bed Bug Policy

S. Lewis reviewed requirements of tenants with attorney and provided details of specific situations. Policy review is ongoing.

- d. Facilities Update

S. Lewis provided an update on facilities as well as a copy of the roof inspection report.

She added that Manitou Manor is 100% full with a waiting list of about 40. Discussion ensued about the possible need for additional affordable housing.



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## VI. DOWNTOWN REDEVELOPMENT ACTIVITIES

### a. Design Review Applications

- i. 826-830 S. 8th Street: Partial Redesign of existing project  
K. Piazza reviewed the construction revisions and rationale. The property owners, D. and A. Holly, further explained and stated their appreciation for the flexibility due to costs. They are estimating the project will be complete in fall.

Motion by D. Tienor, seconded by Ald. M. Cummings, to approve the proposal and for the application to work with staff to finalize the project. Motion carried (6-0).

- ii. 812-814 S. 8th Street: Reconstruction of previously approved facades  
K. Piazza reviewed the project and pointed out that the area of stucco on the exterior was not completed initially. She added that all building owners have signed the request. The applicant, S. Retzak, stated that it will look as comparable as possible to what it is currently. He added that the work will be completed in fall.

Motion by E. Roth, seconded by Ald. M. Cummings to approve the proposal that all materials be the same in color and for the applicant to work with staff to finalize the project. Motion carried (6-0).

### b. Design Review Staff Approvals

- i. 1013 S. 8th Street: Sign
- ii. 50 Maritime Drive: Sign

The staff approval report was reviewed and placed on file.

## VII. HOUSING BUSINESS

- ### a. Revolving Loan Fund Financial Reports
- The reports were reviewed and placed on file.

## VIII. OTHER BUSINESS

### a. River Point District Update

A. Tegen said that the possible housing was approved at Council and he shared renderings of existing projects completed by the developer. He added that the City is working with developer to include some mixed use along 11th street frontage. He went on to share that most lots in River Point are sold or have interest.

A. Tegen shared that he will be presenting at the National Brownfields Conference about River Point that the presentation will be sent to CDA members. He also provided a brief update on the river wall project.

### b. 1512 Washington Street Update

A. Tegen stated the housing developer is ongoing in the process and that there is also ongoing environmental sampling.

## IX. ADJOURNMENT

Motion by Ald. M. Cummings, seconded by A. Doneff, to adjourn the meeting at 4:54pm. Motion carried (6-0).