



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

MINUTES COMMUNITY DEVELOPMENT AUTHORITY

City Hall, 900 Quay Street | Second Floor Conference Room
4:00 PM | September 20, 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, Gene Maloney, Emil Roth, Dennis Tienor (4:08), Ald. Tim Boldt, Ald. Michael Cummings

Absent: Anton Doneff

Staff Present: Adam Tegen, Kait Piazza, Jen Bartz

III. APPROVAL OF MINUTES of the July 19 and August 30, 2023 Meetings.

Motion by Ald. T. Boldt, seconded by Ald. M. Cummings, to approve the Minutes. Motion carried (5-0).

IV. MANITOWOC PUBLIC HOUSING BUSINESS

a. Financial Report and Approval of Monthly Expenditures

A. Tegen provided updates in absence of the Executive Director. He called attention to the report and noted that it is the format received from the accountant. He stated that the previously provided reports are time consuming to prepare versus using the provided report. He pointed out that the information would be delayed.

Chairman J. Stangel added that check writing is done by G. Maloney or himself so that provides checks and balances as well.

Motion by G. Maloney, seconded by Ald. T. Boldt, to approve the report and expenditures as provided by accountant. Motion carried (6-0).

b. Discussion and Possible Action: Health Insurance Open Enrollment

A. Tegen provided an update on plan options and stated that the recommendation is to stay with same providers.

Motion by Ald. T. Boldt, seconded by G. Maloney to proceed with enrollment as presented. Motion carried (6-0)

c. Staffing Update

A. Tegen shared that previous office manager left and a temporary staff was hired. He asked for committee's approval to work with Kristen Odell once position is posted to narrow down applicant pool to top applicants for interview. A. Tegen offered to sit in on interviews.

Motion by G. Maloney, seconded by D. Tienor, proceed with contracting with consultant. Motion carried (6-0).

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

a. Design Review Applications: None

b. Design Review Staff Approvals

The staff approval report was reviewed and placed on file.



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VI. HOUSING BUSINESS

- a. Revolving Loan Fund Financial Reports
The reports were reviewed and placed on file.
- b. Discussion and Possible Action: R. Waskow, #37-91, Request for Loan Repayment Plan for \$8,298.00
A. Tegen provided background on the request and shared that it was confirmed with MSA staff that a repayment plan is the best route to capture funds.
Motion by D. Tienor, seconded by Ald. M. Cummings to work with resident on 10-year repayment plan. Motion carried (6-0).
- c. Foreclosure: J. Thomas; CDBG #31-88; \$3,894.00
A. Tegen reviewed the foreclosure. No action needed.

VII. OTHER BUSINESS

- a. Discussion and Possible Action: Subordination Request for Summit Clinical Services/Sebeco City RLF
A. Tegen stated that the request is due to the larger renovation project and their need to bring on a contractor. He stated that United One has done an appraisal and they request that loan be in 2nd position, the city loan would move to 3rd. He added that the payments are current.
D. Tienor asked if terms of second mortgage are known. A. Tegen said he will verify.
G. Maloney said he would not like to cause the project to not happen. Discussion ensued about terms and loan placement.
Motion by G. Maloney, seconded by D. Tienor, to approve the subordination request and for staff to work with borrower on terms. Motion carried (6-0).
- b. River Point District Update
A. Tegen shared that Phase 3 will be extension of River Point Drive to the point including underground utilities which will allow for site prep for condo project. He added that there is an offer to purchase from Tycore in Green Bay and the site planning is ongoing. He shared that the bid is out which will use EPA clean-up grant funds. A. Tegen gave high praise to Harris Byers from Stantec for all the grant assistance. Discussion ensued about the relocation of the truss plant and current landscaping. Recent photos were shared with committee.
- c. 1512 Washington Street Update
A. Tegen reviewed the renderings provided by developer. Discussion ensued about overall project. A. Tegen shared that staff will work with Stantec to apply to additional grants to assist with site preparation. He added that if grants are successful, construction will likely begin in 2024 with anticipated opening in 2025.
- d. Lakeshore Mall Update
Members asked if mall project update can be included as standing item. A. Tegen shared that the blight determinations were approved by Council on Monday.

VIII. ADJOURNMENT

Motion by Chairman J. Stangel to adjourn meeting at 4:50 PM, seconded by Ald. M. Cummings.