

MINUTES

COMMUNITY DEVELOPMENT AUTHORITY

PLAN COMMISSION OFFICES

Regular Meeting
Wednesday
September 22, 2010

I. CALL TO ORDER

The meeting was called to order by Chairman John Stangel at 4:00 P.M.

II. ROLL CALL

<u>Members Present</u>	<u>Members Excused</u>	<u>Others Present</u>	<u>Staff Present</u>
John Stangel	James Noffke	Joyce Robbins	Paul Braun
Gene Maloney	Alex Olson	Justin Nickels	Janet Zunker
Emil Roth	Dennis Tienor		Pauline Haelfrisch
Matt Kadow			

III. APPROVAL OF MINUTES OF THE REGULAR AUGUST 11th AND SPECIAL AUGUST 25, 2010 MEETINGS

Chairman Stangel asked if there were any corrections or additions to the minutes of the regular August 11th and special August 25, 2010 meetings. Hearing none, the following action was taken.

Motion by: Mr. Maloney

Seconded by: Mr. Roth

Moved that: the CDA approve the minutes of the regular August 11th and special August 25, 2010 meetings

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 September, 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. Maloney

Seconded by: Mr. Roth

Moved that: the CDA approve and authorize payment of the September, 2010 expenses

Upon vote: the motion was carried unanimously

B. Bid Approval for Main Water Line Break at Manitou Manor

Pauline discussed with the Board the bid for the main water line replacement. She had given the Board members a copy of the e-mail her architect had sent. The e-mail stated there were three contractors contacted for the project. Only one contractor entered a bid.

Vinton Construction entered a bid of \$62,100 including removal of the existing line, or \$56,100 to abandon the line in place.

Some discussion was held in regards to which bid to accept. It was the decision of the Board to go with the low bid of \$56,100 and abandon the line in place.

Pauline also explained that Vinton is aware that after the pipe is in; a subcontractor will then replace the asphalt and reseal the whole parking lot. Pauline will also have some needed concrete work done at this time.

The following action was taken.

Motion by: Mr. Roth

Moved that: the CDA award the bid for the main water line replacement to Vinton Construction with the bid of \$56,100 and abandon the line in place

Seconded by: Mr. Kadow

Upon vote: the motion was carried unanimously

Pauline also discussed with the Board the ongoing investigation into bulk cable for the Housing Authority. She had spoken with fellow authorities at the conference she attended and learned that many authorities have bulk cable in place. Pauline discussed some of the factors that take place in introducing bulk cable to the building. The Board members would like Pauline to compile a presentation to give to the Board in regards to the project. Pauline said she would try to put something together by the next meeting.

V. DOWNTOWN REDEVELOPMENT ACTIVITIES

A. Financial Report – Revolving Loan Program, 9/21/10

Janet Zunker reviewed the financial report with the Board members for the revolving loan program. As of September 21, 2010 a total of \$459,006.97 in loan funds was available.

The following action was taken.

Motion by: Mr. Maloney

Moved that: the CDA accept the 9/21/10 report and place on file

Seconded by: Mr. Roth

Upon vote: the motion was carried unanimously

B. Design Review:

1. 109 North Eighth St. – Milwaukee PC

Janet Zunker reported that David Less had already pre-approved this design review. Janet would like a motion by the Board.

The following action was taken.

Motion by: Mr. Roth

Moved that: the CDA approve the design review

Seconded by: Mr. Maloney

Upon vote: the motion was carried

C. Update: Great Lakes Training and Development Bond Issue

No report.

D. Downtown Façade Grant Program

Mayor Nickels gave a report in regards to the proposed downtown façade grant program. Mayor Nickels explained that every year Mainly Manitowoc gets color renderings drawn for downtown businesses for their facades through the Mainly Manitowoc and State Main Street program. The problem is the owners' get the drawings; however, they don't have the financial means to do the work.

Paul Braun from the Planning Department developed a rebate program for these downtown businesses which would be a 50/50 match – meaning 50% would come out of the proposed façade grant program and 50% would come out of the owner's pocket. There are rules to this program that state that if the business owner would enter this program, they would pay for all the costs up front and whatever amount was agreed upon in the beginning; the City would rebate back to the owner 50% of the façade costs.

Beginning 1/01/11, \$25,000 would be coming out of the General Fund of the City of Manitowoc. This program was presented to the City Council at a Committee of the Whole meeting on Monday, Sept. 20th. One of the Council's ideas was to have an application process. They were concerned about one business being able to eat up the whole project because of the extensive work to the façade, thus they would initiate the application process. Mayor Nickels reported that there has been interest generated by the downtown businesses in this program. The program will be a pilot project for one year. If there is enough interest, the City will continue with it. The main goal is to bring the building back to it's historical nature.

Paul Braun stated that the reason this program is being brought to this committee is due to the vast majority of the area being in the Design Review District. Most of the projects from this area would be brought to this committee anyway. In addition, any issues between staff and business owners would be settled at this committee.

Paul indicated the application process would be the first three months of the year. He also stated that any monies left over would go to first come, first serve after the application period. Paul wanted to add that this program isn't anything unique to our City. There are many other cities that already have this program in place.

Discussion was held in regards to how many businesses the program could help.

There

was also discussion as to the responsibilities of the committee. Also, there was some concern by Board members as to the use of historic materials. Paul stated that this would not circumvent any of the guidelines the Planning Dept. has in place now. It is really just meant to tie in with the "Mainly Manitowoc" program. Every year, businesses get five renderings from the Dept. of Commerce's Architect.

Paul stated that once they get the guidelines finalized with the Committee of the Whole and the Council, they will bring it back for the CDA's final blessing.

VII. ADJOURNMENT

The meeting was adjourned at 4:25 P.M.

Respectfully submitted:

David Less,
Executive Director

DL/pmh