



# City of Manitowoc

900 Quay Street  
Manitowoc, WI 54220  
www.manitowoc.org

## Meeting Minutes

### Community Development Authority

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Wednesday, May 20, 2026

4:00 PM Manitowoc City Hall-1st Floor Hearing Room and via Zoom.

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#### I. CALL TO ORDER

Chairman J. Stangel called the meeting to order at 4:01PM.

#### II. ROLL CALL

**Present:** 5 - Dunbar, Cummings, Stangel, McMeans and Bartow

**Absent:** 2 - Tienor and Maloney

Staff Present: Adam Tegen, Jen Bartz

Others Present: Serena Lewis

#### III. APPROVAL OF MINUTES

[26-0438](#) Approval of Minutes of the March 18, 2026 Meeting.

**Moved by Cummings, seconded by Dunbar, that the Minutes be approved. The motion carried by the following vote:**

**Aye:** 5 - Dunbar, Cummings, Stangel, McMeans and Bartow

#### IV. MANITOWOC PUBLIC HOUSING BUSINESS

[26-0448](#) Discussion and Possible Action: Financial Reports and Monthly Expenditures

**Moved by Cummings, seconded by Dunbar, that the monthly financial reports be approved. The motion carried by the following vote:**

**Aye:** 5 - Dunbar, Cummings, Stangel, McMeans and Bartow

[26-0441](#) NSpire Inspection Update

S. Lewis shared with members that a score of 96/100 was given to Manitou Manor with only minor updates needed such as removal of door stops and draft stoppers from tenant doors.

**This update was discussed.**

[26-0442](#) Office Renovation/Construction Update

S. Lewis provided an overview of the ongoing project. She stated there have been a few structural issues that have caused a small delay. She added that the construction company is working with an architectural

engineer to determine next steps.

**This update was discussed**

[26-0450](#)

Discussion and Possible Action: Interest Bearing Accounts

S. Lewis shared that HUD recently announced that any interested earned over \$500 must be returned to the Department of Health & Human Services. Specifics are still unclear of what funds apply and she is working with the accountant to get clarification from HUD.

A. Tegen added that it is likely related to federal funds only. Ald. M. Cummings stated that her accountant should guide her on this change as they are the compensated experts.

**This item was discussed**

[26-0451](#)

Discussion and Possible Action: Wage Study and Employee Compensation

S. Lewis provided an overview of the budget, pointing to a few specific areas of increase. She also shared her proposal for the office manager and maintenance manager wage increases.

J. Stangel asked if the incoming funds will cover proposed budget. S. Lewis said yes and noted maintenance staff are working hard to keep costs down - even while maintaining an older building.

**This item was discussed**

## V. CONVENE IN CLOSED SESSION

**Moved by Dunbar, seconded by Cummings, that the meeting convene in closed session at 4:16PM. The motion carried by the following vote:**

**Aye:** 5 - Dunbar, Cummings, Stangel, McMeans and Bartow

Notice is hereby given that the above governmental body may adjourn into a closed session during the meeting as authorized by Section 19.85(1)(c) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

The specific subject matter that may be considered in closed session is:

[26-0447](#)

Compensation for Employees at Manitou Manor

## VI. RECONVENE IN OPEN SESSION

**Moved by Dunbar, seconded by Cummings, that the meeting reconvene in open session at 4:46PM. The motion carried by the following vote:**

**Aye:** 5 - Dunbar, Cummings, Stangel, McMeans and Bartow

## ROLL CALL

K. Bartow left meeting at 4:46PM.

**Present:** 4 - Dunbar, Cummings, Stangel and McMeans

**Absent:** 3 - Tienor, Maloney and Bartow

## MANITOWOC PUBLIC HOUSING BUSINESS

[26-0447](#) Compensation for Employees at Manitou Manor

Committee members discussed employee compensation and individual salary step placement as part of the FY27 budget discussion.

[26-0449](#) Discussion and Possible Action: FY27 Budget

Discussion ensued. Members agreed to approve budget with wage adjustments as discussed and direct S. Lewis to work with the accountant to ensure cost adjustments can be met. Members agreed to keep Office Manager title as is, but delegate authority and responsibilities to the individual in the position.

**Moved by Cummings, seconded by Dunbar, that this FY27 Budget be adopted as amended. The motion carried by the following vote:**

**Aye:** 4 - Dunbar, Cummings, Stangel and McMeans

## VII. DOWNTOWN REDEVELOPMENT ACTIVITIES

[26-0445](#) Design Review Application: 934 S 10th Street

**This Report was taken off the table.**

## VIII. HOUSING BUSINESS

[26-0446](#) Revolving Loan Funds Update

A. Tegen shared that the revolving loan program funds have been returned to DEHCR and the City is only managing loan payoffs going forward. The program will still exist but will be managed at a regional level. Members were advised that financials will now be shared annually.

**This report was discussed.**

## IX. OTHER BUSINESS

A. Tegen provided an update on the individual projects.

- A. River Point District Update
- B. 1512 Washington Street Update
- C. Lakeshore Mall Update

## **X. ADJOURNMENT**

**Moved by Dunbar, seconded by Cummings, that the meeting be adjourned at 5:03PM. The motion carried by the following vote:**

**Aye:** 4 - Dunbar, Cummings, Stangel and McMeans