



City of Madison

City of Madison
Madison, WI 53703
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Meeting Minutes - Approved COMMUNITY DEVELOPMENT AUTHORITY

Thursday, August 10, 2017

4:30 PM

The Village on Park
Atrium Conference Room
2300 S. Park St

CALL TO ORDER / ROLL CALL

The meeting was called to order at 4:37 p.m.

Present: 4 - Daniel G. Guerra, Jr.; Sariah J. Daine; Dean Brasser and Claude A. Gilmore

Excused: 2 - Sara Eskrich and Sheri Carter

Staff: Tom Conrad, Kristine, Koval, Deborah Rakowski, Jim Nichols

APPROVAL OF MINUTES

A motion was made by Guerra, Jr., seconded by Gilmore, to Approve the Minutes of the July 27, 2017, meeting. The motion passed by voice vote.

PUBLIC COMMENT

None.

DISCLOSURES AND RECUSALS

None.

PRESENTATION OF CONSENT AGENDA

There was no consent agenda.

Item #6 was taken out of order and considered first.

6. [48316](#)

Village on Park

Kris Koval presented a report on the Village on Park 2nd quarter budget (handout attached).

- Comparing the proposed budget to actual, we are approx. \$57,000 ahead, mostly because Head Start is staying in the building until June, 2018, or longer.
- Expenses are better than projected.
- Operating cash is approx. \$80,000 ahead.
- In the capital budget, the largest item is the asbestos rebatement and related rebuilding. The first phase of the rebatement is done, and the building has passed the air-born (asbestos) test. The original budget amount was based on encapsulation, so the cost is higher because rebatement was done instead.
- The alley work is over budget due to inaccurate estimates from Engineering.

- Based on the actual first and second quarters and including budgeted amounts for the rest of the year, the estimated year-end cash balance is \$264,000.
- New debt service on \$1,000,000 debt from the construction costs will begin in January, 2018.

It was agreed that the Board needs to discuss future uses of the North building, including the future location of the Head Start facility soon, possibly as part of a larger goal-setting meeting or retreat. It should be done as a separate meeting rather than as part of a regular CDA meeting.

A motion was made by Daine, seconded by Gilmore, to Accept the report. The motion passed by voice vote.

1. [32700](#)

COMMUNICATIONS

Tom Conrad reported that the Darbo-Worthington-Starkweather Neighborhood Plan, which was presented to the CDA at the July 27 meeting, had not been referred to the CDA by the Council for approval, so no action is necessary. If the CDA wishes to take action, this could be done at a future meeting. The consensus was not to pursue this.

2. [48270](#)

Housing Operations Monthly Report-2017

Tom Conrad presented the Housing Operations Monthly Report.

a. PHAS: the goal is 98% occupancy, and we are meeting this goal except in the East App 2, which has the 28 "mothballed" units. He is meeting with HUD on August 16 to discuss possible uses for these units other than public housing. This is difficult because HUD does not want the units demolished, which limits our usable property for redevelopment. He noted that 98% occupancy is our goal, while HUD's goal is only 95%, and we are above 95% total occupancy even with the mothballed units.

b. Section 8: our average subsidy continues to go down; As previously reported, HUD provided a higher than expected funding percentage, so there is more money available. Starting now, we will be providing vouchers to tenants who will be moving out of the program, and replacing them with tenants from the waiting list. Also, the extra money will rollover to the next year.

c. Quarterly Financial Report: Tom Conrad and Deb Rakowski described the handout and explained the report format for the 2nd quarter financial report. Notes:

- Sometimes a tenant leaves a unit in bad condition, but the CDA usually writes-off damage charges as a matter of policy. This could be done by means of CDA Resolutions instead if the Board so decides.
- The LLCs are all performing well, compared to the national average.
- There has been a surge in Section 8 administrative fees because we no longer absorb movers from other Section 8 jurisdictions into our system. They are instead paid for by the original jurisdiction.

3. [48282](#)

CDA Resolution 4234 - Authorizing the execution of a First Amendment to Lease pertaining to a lease with Ryan Brothers Ambulance, Inc., for space within The Brittingham Apartments located at 755 Braxton Place.

Conrad explained that Ryan Brothers Ambulance has gotten a new contract with St. Mary's and now can offer us only two hours of free service. Our intention is to put together a set of services for Triangle, and will be meeting with representatives from Meriter to discuss a plan to replace Ryan.

A motion was made by Guerra, Jr., seconded by Gilmore, to Approve. The motion passed by voice vote.

4. [48262](#)

CDA Res. 4233 - Authorizing the signing of a contract for Karabis Apartments Parking Lot Repave - 2017

A motion was made by Daine, seconded by Guerra, Jr., to Approve, with the condition that CDA staff provide information on minority bidders and the bidding process for this contract at the next CDA meeting, and in the future to provide a memo along with every contract request which includes the number and scores of any minority bidders, how they were recruited, what bidders' categories and associations they are part of, and a fiscal note. The motion passed by the following vote:

Ayes: 4 - Daniel G. Guerra, Jr.; Sariah J. Daine; Dean Brasser and Claude A. Gilmore

Excused: 2 - Sara Eskrich and Sheri Carter

5. [48261](#)

CDA Res. 4232 - Authorizing the filing of the initial 2017 CDA- Housing - Capital Fund Budget

Conrad said that HUD requires an annual filing of the capital budget, and this resolution is to approve the filing, not the actual budget.

A motion was made by Guerra, Jr., seconded by Gilmore, to Approve. The motion passed by voice vote.

7. [36526](#)

BUSINESS BY THE COMMISSIONERS

Claude Gilmore thanked Tom Conrad for the recent tour of CDA housing sites.

8. [35867](#)

SCHEDULED MEETINGS:

ADJOURNMENT

A motion was made by Guerra, Jr., seconded by Daine, to Adjourn. The motion passed by voice vote.