



# City of Madison

City of Madison  
Madison, WI 53703  
www.cityofmadison.com

## Meeting Minutes - Draft COMMUNITY DEVELOPMENT AUTHORITY

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Thursday, September 26, 2019

4:00 PM

215 Martin Luther King, Jr. Blvd.  
Room 215 (Madison Municipal Building)

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### CALL TO ORDER / ROLL CALL

The meeting was Called to Order at 4:08 p.m. by Chairperson Claude Gilmore.

**Present:** 4 - Tag Evers; Sheri Carter; Sariah J. Daine and Claude A. Gilmore

**Absent:** 1 - Mary E. Strickland

**Excused:** 2 - Kelda H. Roys and Gregory R. Reed

Staff: Tom Conrad, Adam Pfost, Jim Nichols, Kris Koval, Deb Rakowski, Nan Fey

### PUBLIC COMMENT

None.

### DISCLOSURES AND RECUSALS

Claude Gilmore said that his daughter is an employee of the UW School of Nursing, and has recently been working at the Triangle.

1. [54960](#) Report on Village on Park Leasing and Head Start

Kris Koval reported that we have a deal with UW for space at the Village on Park. Contract terms had already been approved, but now UW wants improvements to 4-5 classrooms, and they want the CDA to do the work, though they will pay for any costs over \$20,000. A new contract will need to be approved.

Kris is working with the Real Estate division and legal staff on the lease.

A Request for Bids will be put out for architects.

**Mary Strickland arrived at 4:21 p.m.**

**Present:** 5 - Tag Evers; Sheri Carter; Sariah J. Daine; Mary E. Strickland and Claude A. Gilmore

**Excused:** 2 - Kelda H. Roys and Gregory R. Reed

**Item # 9 was taken out of order.**

8. [57380](#) Board Meeting Schedule

Due to changes in the City Finance Committee schedule for budget discussions, the CDA cannot meeting at their previously scheduled time of 4:30 p.m. on October 10. The Board members chose October 14 at 12:00 noon to 2:00 p.m. as an alternative.

Staff will check with Board members not present at this meeting to see what meeting date will be best.

2. [57552](#) CDA Resolution # 4348 - Appreciation for Interrim CDA Director and Housing Operations Manager Tom Conrad

Chair Claude Gilmore read the Resolution showing appreciation for Tom Conrad's service as Interrim CDA Director and Housing Operations Manager. Board members thanked Tom and praised his service.

**A motion was made by Evers, seconded by Strickland, to Approve. The motion passed by voice vote.**

3. [57553](#) CDA Resolution # 4349 - Appointing Deborah Rakowski as the CDA Deputy Director, effective October 6, 2019

**A motion was made by Daine, seconded by Carter, to Approve CDA Resolution # 4349. The motion passed by voice vote.**

4. [54954](#) Report of the CDA Finance Subcommittee

- There is a need for action, particularly a staff plan for dealing with inappropriate items noted in the Corporate Report and audit. The staff plan should include reports to the CDA Board on progress and implementation of the staff plan.

5. [57378](#) Recommendation of the Finance Subcommittee for Reallocation to the General Fund

**A motion was made by Evers, seconded by Carter, to Approve the recommendation of the Finance Subcommittee for reallocation to the General Fund. The motion passed by voice vote.**

6. [57068](#) Recommendation of the Finance Subcommittee on CDA Draft Financial Policies

See attachment, "Proposed CDA Financial Policies - September 2019.pdf."

The approval included the following:

500.15 - CDA Finance Subcommittee Protocol	New
500.20 - Cash Handling	New
500.25 - Third-Party Bank Accounts	New
500.65 - CDA General Fund	Modification Proposed
500.67 - Fund Transfer between Properties and Funds	New
500.10 - Residential Property Management Agreements	New
530.65 - Cost Allocation and Administrative Overhead	Modification Proposed
530.67 - CDA-Owned Property Administrative Allocation	Modification Proposed
535.65 - Reserves and Cash Balances	Modification Proposed
536.70 - CDA-Owned Property Cash Balance Policy	Modification Proposed
600.65 - CDA Redevelopment Procurement Policy	New
600.70 - CDA Redevelopment Capital Improvement and Replacement Policy	New

**A motion was made by Evers, seconded by Strickland, to Approve the**

**Recommendations of the Finance Subcommittee on CDA Draft Financial Policies. The motion passed by voice vote.**

7. [57548](#) CDA Resolution #4347 - Authorizing the signing of a contract for Tenney Park Apartments Parking Lot Improvements.  
**A motion was made by Daine, seconded by Strickland, to Approve. The motion passed by voice vote.**

#### **ADJOURNMENT**

**The meeting was Adjourned at 5:29 p.m.**