



# City of Madison

City of Madison  
Madison, WI 53703  
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## Meeting Minutes COMMUNITY DEVELOPMENT AUTHORITY

*Consider: Who benefits? Who is burdened?  
Who does not have a voice at the table?  
How can policymakers mitigate unintended consequences?*

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Thursday, July 9, 2020

4:00 PM

Virtual Meeting

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### CALL TO ORDER / ROLL CALL

The meeting was Called to Order at 4:30 p.m.  
All Board members participated using Zoom.

Present 6 - Sheri Carter, Sariah Daine, Tag Evers, Claude Gilmore, Greg Reed,  
and Kelda Roys.

Staff: Matt Wachter, Deborah Rakowski, Lisa Daniels, Bennett Hogendorn,  
Adam Pfost, Kris Koval, Tom Otto, and Katie Stuafter.

### APPROVAL OF MINUTES

No minutes available to approve at this meeting.

### COMMUNICATIONS

None

### PUBLIC COMMENT

None

### DISCLOSURES AND RECUSALS

None

### CONSENT AGENDA

A motion was made by Reed, seconded by Alder Carter to adopt the consent agenda for agenda items 4, 5, 6, 7 and 11. Motion was passed by voice vote.

4. CDA Resolution #4395 - Approval of CDA Parking Policy

A motion was made by Reed, seconded by Carter, to Approve. The motion passed by voice vote/other.

5. CDA Resolution #4396 - Approve Update of the East Site House Rules

A motion was made by Reed, seconded by Carter, to Approve. The motion passed by voice vote/other.

6. CDA Resolution #4397 - Approval of the Capital Fund Annual Statement

A motion was made by Reed, seconded by Carter, to Approve. The motion passed by voice vote/other.

7. CDA Resolution #4398 - Approve Update to CDA Financial Policy 530.85 - Cost Allocation Plan

A motion was made by Reed, seconded by Carter, to Approve. The motion passed by voice vote/other.

11. 2019 CDA Overview

A motion was made by Reed, seconded by Daine, to Approve. The motion passed by voice vote/other.

#### DISCUSSION ITEMS

1. CDA Resolution #4399 - Commending Stone House Development for their dedicated Service Managing Revival Ridge Apartments

A motion was made by Daine, seconded by Evers, to Approve. The motion passed by voice vote/other.

2. CDA Resolution #4394 - Authorizing a waiver of the Façade Improvement Grant Program Target Area for property located at 210 S Dickinson St, and directing staff to process the application under the normal operating standards and procedures of the program

A motion was made by Reed, seconded by Roys, to Approve. The motion passed by voice vote/other.

3. Report on Housing Authority Operations

No motion.

Deb Rakowski reported the following:

- Since the last update, all CDA offices have remained closed to the public, with operations continuing. Staff have deployed a new disinfectant which lasts longer and helps with staffing.
- Eviction moratorium expires on July 25. The CDA has not charged any late fees or filed any evictions for non-payment of rent, as well as for any other lease violation. The moratorium could be extended by HUD.
- Staff continue to check on tenants. The Triangle Service Coordinator has chosen to return to the office to meet safely with residents, as this property has residents with higher needs.
- The CDA's contracted security, NSI, began on March 24 and security is going well. Onboarding has been completed, with some training being postponed due to COVID-19. Three guards are performing foot patrol, and two new guards

are in training. The Security Monitor, who is a CDA employee, continues to patrol the Triangle properties. All security wear PPE and if they do not feel comfortable about a situation, they call the Police. They also use a phone app software for reporting purposes, which allows Property Managers to receive and report back information quickly. Resident feedback has been primarily positive for both contracted security and internal security staff person. Residents want to have the resident meetings, which have not happened due to local Health Department Orders.

- Connect Home continues to progress, with a lending library being implemented at Truax and Webb/Rethke. \$40,214 in grants received to provide mobile hotspots and tablets for residents to check out. A resident will be hired to work the lending library. EMCC is a partner in this effort. Ordering tablets and hot spots for other residents will be a long-term project. Eventually internet will be provided to all residents. The Tablets are provided by T-Mobile and they are data enabled with unlimited data for two years. The CDA is also partnering with DANenet to replace computers at CDA property computer labs. City of Madison funding has allowed for an internet usage survey. The contractor has started the survey and will provide base line data on how many people have a connection to internet.

Greg Reed inquired as to the CDA taking the opportunity to extend the eviction moratorium. Would this be a violation with HUD? Rakowski stated that residents have been encouraged to report changes in income, and CDA Staff have been keeping up with the workload of adjusting rent based on income reductions. Even if the moratorium was not in place, the CDA would not be able to evict anyone. Rakowski will look into whether an extension enacted by the CDA would be a violation of HUD rules.

Sariah Daine appreciates that staff are keeping up with changes, and inquires as to what is the minimum rent? Rakowski states the minimum rent is \$50, and that tenants can also request a hardship exemption.

Alder Sheri Carter inquired as to where NSI patrols. Rakowski states the properties for patrol include Truax, Webb/Rethke, Romnes, Britta, and Baird Fisher. Security is also available to other CDA residents who call the service number (i.e. parking violations).

**Matt Wachter provided the following Report**

- Dan Johns has been hired as the CDA Redevelopment Specialist to start in August with onboarding and lots of projects to work on for the CDA.
- Strategic planning sessions have not been set, as the CDA has not received permission from the City to go ahead with the meetings. Once the CDA has permission, there will be two meetings scheduled. One meeting will be focused on the existing strategic plan and determining where the CDA fits in with the City's overall affordable housing plan. The second meeting will be to prioritization to drive the work going forward.

8. CDA Resolution #4400 - Mosaic Ridge Contracts for Two Model Homes

A motion was made by Reed, seconded by Daine, to Approve. The motion passed by voice vote/other.

9. CDA Resolution #4401 Authorizing a lease with Urban Triage Incorporated for

space at the Village on Park.

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

10.

Appointment of the CDA Finance Subcommittee

**Claude Gilmore and Greg Reed agree to continue to serve. Gilmore states that he will reach out to Mary Strickland to see if she will continue to serve on the CDA Finance Subcommittee.**

#### **ADJOURNMENT**

**The meeting adjourned at 4:45pm by a motion made by Carter, seconded by Evers. The motion passed by voice vote.**