



# City of Madison

City of Madison  
Madison, WI 53703  
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## Meeting Minutes - Approved COMMUNITY DEVELOPMENT BLOCK GRANT COMMITTEE

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Thursday, March 6, 2014

5:00 PM

215 Martin Luther King, Jr. Blvd.  
Room 260 (Madison Municipal Building)

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### CALL TO ORDER / ROLL CALL

- Present:** 6 -  
Maurice S. Cheeks; Lauren Cnare; Ben M. Van Pelt; Justin O. Markofski;  
Daniel A. O'Callaghan and Russ Whitesel
- Absent:** 1 -  
Matthew J. Phair
- Excused:** 2 -  
Colin A. Bowden and Monya A. Choudhury

**STAFF:** Mary Charnitz, Nancy Dungan, Anne Kenny, Susan Morrison, Jim O'Keefe, Julie Spears, Sue Wallinger

### CALL TO ORDER

Markofski called the meeting to order at 5:03 p.m.

O'Keefe introduced Susan Morrison to the Committee as the new Community Development Grants Supervisor for the CDBG Unit.

Morrison gave everyone some background about herself. She has 25 years of experience in community development in a variety of roles and has a master's degree in urban planning from the University of Washington. She also studied political economy at Evergreen State College in Olympia Washington. She is a journeyman carpenter, having done both housing and commercial construction. Most of her CDBG work was in Northern California where she managed CDBG programs for both a city and a county working as both a staff person and a consultant. She also served as an executive director of a community foundation in Northern California, one that's affiliated with the Humboldt Foundation, and served as the executive director of a transportation planning agency in Northern California. Since moving to Madison in 2008, she has worked with UW-Oshkosh as a program manager for their career development and employability center and most recently for the Department of Transportation where she worked with metropolitan planning organizations in Milwaukee, Sheboygan, and Green Bay. She is hopeful that her background will be a great thing for the CDBG program.

Committee members each introduced themselves.

### APPROVAL OF MINUTES

Ald. Cnare moved to approve the February 6, 2014 minutes. Ald. Cheeks seconded. The motion passed unanimously.

#### PUBLIC COMMENT

There was no public comment.

#### DISCLOSURES AND RECUSALS

There were no disclosures or recusals.

#### 33175

CDBG March 2014 Chair Report

Markofski said that the gardens' future stakeholders meeting took place this past Tuesday. About fifty people showed up for the meeting to brainstorm. Community Action Coalition, which has been the steward of the gardens program in the city for the past 30 years, is aggressively transitioning out of it for a few reasons. They're unable to operate the program as they have in the past, the primary reason being related to their mission and the way gardens have expanded to something beyond the war on poverty and service of low-income individuals as a primary client base. The conversation of what gardens should be in the city and county is now being seen as an opportunity of what's possible and what the community wants to see in this arena.

Yesterday, Markofski met with O'Keefe and the chairs of the CDA and the Housing Committee, along with Matt Wachter and Natalie Erdman about wanting to continue to communicate better about what's happening between departments. They talked primarily about the Housing Committee's most recent work in the homeless section of the most recent draft document that they're creating. There's a recognition that the CDBG Committee and CDD staff ought to have a voice at the table in the crafting of this document, which he hopes could become something of a housing plan and visionary document. They're doing great work initially on research and gathering data. He welcomes comments from the Committee on what should be the joint collaboration between the departments and committees.

#### PUBLIC HEARING

#### 33176

The Committee will hear comments from the public in preparation for developing the 2013 Consolidated Annual Performance Evaluation Report (CAPER)

Charnitz gave a brief description of the CAPER, saying that it is the CDBG Unit's annual performance report. It measures how the office is doing compared to its Five-Year Plan, including stated objectives and goals. The next step after tonight is that staff will begin putting the document together. It's not

a document that gets approved by the Committee or Common Council. It's more for information. Usually, comments on the document relate to how CDD should improve things in the future and how goals and objectives should be tweaked. The CAPER is due at the end of March, and staff is working hard to put it together. Once it's approved by HUD, the Committee will get a copy.

Ald. Cnare asked which two neighborhoods were the concentration neighborhoods in the report.

Charnitz said they were Leopold and Northside. Staff is in the process of working with Emerson-Eken on a concentration plan.

Van Pelt asked whether the CDBG Unit always takes a balanced approach to the geographic distribution of funds.

Charnitz said that is one goal. The other goal is specific neighborhood revitalization efforts.

There were no registrants to speak at the public hearing.

## BUSINESS ITEMS

### [33177](#)

Vegan Haven Central / Emergency Homeless Property Storage

Markofski said Cheryl Elkinton has been meeting with staff regarding her proposal. He said there isn't really a completed application for the funds, but the desire of staff was to honor Elkinton's time and the investment she's made in bringing ideas forward. Staff, though, recommends funding at zero dollars.

Ald. Cnare recommended funding the project a \$0 for three reasons:

- a. The budget was insufficient to accomplish the proposed goals;
- b. There was not a strong organizational structure and no apparent Board of Directors; and
- c. The applicant did not appear to be a 501(c)(3).

Van Pelt seconded.

Van Pelt asked if this was an individual effort or if she came in on behalf of a specific group. Charnitz said the group is Vegan Haven, but Elkinton is not sure they have 501(c)(3) status.

The motion passed unanimously..

### [33178](#)

2014 Point in Time January Report

Markofski said the Point in Time survey happens twice a year.

Discussion highlights:

- Ald. Cnare asked whether the City or County is paying as much attention to veterans as a group as other communities are. O'Keefe said there are

resources being utilized for veterans in Madison and Dane County in the form of VASH vouchers, which are essentially Section 8 vouchers that target veterans and bring with them case management services. CDD anticipates that as many as 20 of the residents of the Rethke permanent supportive housing project will take advantage of those vouchers.

- Van Pelt asked how the temperature affected the count as compared to last year's temperature and counts. Charnitz said she would get the answer from Wallinger and bring it back to the Committee. (\*See response to this question later in the minutes when Wallinger arrived to the meeting.)

33276

Discussion of draft 2015 - 2016 Goals and Objectives.

Markoski said the Committee will hold a public hearing on March 20 and make its final recommendations for the 2015-2016 Goals and Objectives in April. He asked the Committee if they would prefer to leave the March 20 meeting as a public hearing standalone and then discuss the comments at the April meeting or to have discussion after the public hearing on the comments. In both scenarios, decisions would not be made until April.

Van Pelt suggested holding discussion while everything is fresh after the hearing, if it doesn't go too long and Committee members are not too tired. The Committee agreed, and Markofski said staff would put discussion on the agenda.

Charnitz gave an overview of the Framework Goals and Objectives. She commended Spears, who worked tirelessly on coordinating preparation of the document. What staff has tried to do is hone their areas of priority and focus within some broader objectives. For example, CDD is looking at doing geographical targeting of businesses to strengthen neighborhoods economically and within the area of housing, staff is putting emphasis on development of new rental housing. Another goal was to make the document more useable and comprehensible.

Discussion highlights:

- Ald. Cnare suggested changing the word "viable" to "sustainable" in paragraph one on page three of the document. "Sustainable" has a better connotation. Charnitz said that the sentence quotes the CDBG Unit's mission statement, so the wording couldn't be changed without changing the original mission statement, but the Framework doesn't necessarily need to quote the mission statement, and staff could rephrase the sentence using different words.
- Ald. Cnare suggested adding "other governmental agencies" and "volunteers" as groups the program aims to work with in the third sentence of the first paragraph on page three.
- Under "Objective 1.1 Housing Supply" on page five, Ald. Cnare suggested adding "education" as a priority under the heading "Priorities and Strategies: 1) Target assistance geographically to: a. Maximize access to jobs, transit, and other key amenities."
- Markofski said he appreciates the work staff has done on the document to make it more readable and useable. O'Callaghan agreed that staff did a nice job to make the document more readable.
- Ald. Cnare wondered if on page 10 under Homeless and Special Needs Populations, the word "Preferences" could be changed to a stronger word, like

“Conditions.” Markofski said that the models outlined in Preference numbers 2 and 3 are mutually exclusive, so the word “Conditions” would make it impossible to meet all the requirements. Ald. Cnare said she would still like to see more emphasis put on these four statements and would leave it up to staff to wordsmith the section if it is possible to do so. If not, it should be left as “Preferences.”

- Under “Objective 2.1: Job Creation and Community Business Development” on page 11, Ald. Cnare suggested adding the phrase “areas of affordable housing” or “access to affordable housing” to “Priorities and Strategies: 1) Target assistance geographically to: a) Maximize access to jobs, transit, and other key amenities.”
- Ald. Cnare asked if there were going to be changes to the Affordable Housing Trust Fund ordinance this year. O’Keefe said he thinks there will be changes, including providing a source of funding to replenish that fund. In concert with that, it makes a lot of sense to reshape the program.
- Ald. Cnare asked if it’s always been the case that the Mayor shall approve projects funded at \$25,000 or less. Charnitz said yes.

[33179](#)

2015 - 2016 Summer Funding Process

Markofski said that everyone present has been through the Summer Process.

Charnitz said that CDD would be doing the process for programs other than neighborhood centers. She went through the timeline and asked everyone to review the dates and make sure they work for them, especially the July through August meeting dates.

Charnitz asked for comments on the application from last year that was included in the packet. She also asked people to let her know if there were any things in the process that didn’t work well last time and should be left out or that worked well and should be left in. She would like comments on the application before the end of March so she can bring it back to the April meeting for review.

The Conference Committee will review proposals for employment programs, but the full CDBG Committee will review all other proposals and make recommendations for funding.

Bowden arrived at 5:50 p.m.

**Present:** 8 -

Maurice S. Cheeks; Lauren Cnare; Ben M. Van Pelt; Colin A. Bowden; Monya A. Choudhury; Justin O. Markofski; Daniel A. O’Callaghan and Russ Whitesel

**Absent:** 1 -

Matthew J. Phair

[33180](#)

CDBG 2014 March Staff Report

Financials  
CC updates  
Emerging Opportunity Program - Application Received  
Update Bus Ridership for Owl Creek

Markofski noted a typo in the CDBG column under "Ending Currently Available Balances." The total available doesn't seem to correctly add the line items above.

**Common Council Updates**

There was nothing to report.

**Emerging Opportunities Program (EOP) – Application Received**

Charnitz said that a list of applications received for EOP funds was attached to the staff report. The City has \$100,000 to be spread across the proposals, which totaled \$900,000 in requests. The Conference Committee will be meeting in two weeks to make their recommendations.

Ald. Cheeks asked how many of the 46 proposals came from organizations that don't already receive funding. Wallinger said about three-fourths of them did.

**Update – Bus Ridership for Owl Creek**

Markofski said that ridership appears to be meeting Metro's expectations. O'Callaghan said the report answered his questions.

[33261](#)

Report from Committees with CDBG Committee representation

**Gardens Committee (Markofski)**

Markofski said the top priority for the year is working out the CAC transition. The Gardens Committee was well attended and gave good input and feedback on the program. He said that Greta Hansen has indicated to the Gardens Committee that they would like a plan by August so that they can work on next year's budget.

Dungan said that she will be meeting with Mark Wolf of the Mayor's Office and staff from Public Health next Friday about the transition process and timeline from the City's perspective. There's a general sense that the CAC's August timeline is problematic. She said CAC wants out by January 1, 2015. She complimented CAC for their management of the program for the past 30 years.

**Martin Luther King Jr. Humanitarian Award Committee (Bowden)**

There was no report.

[33178](#)

2014 Point in Time January Report

Markofski asked Wallinger about the temperature the night of the count, and she said she didn't have the exact figure but that temperatures on the days preceding January 29 were in the minus teens. The temperature on the 29th had warmed up to about 0 degrees. Last year, there was a blizzard on the night

of the count. Bad weather may mean fewer people outside, but they tend to go into shelter on those nights.

**ADJOURNMENT**

Bowden moved adjournment at 6:00 p.m. Ald. Cnare seconded. The motion passed unanimously.

Anne Kenny, recorder