



City of Madison

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

Thursday, May 9, 2019

4:30 PM

215 Martin Luther King, Jr. Blvd.
Room 153 MMB (Madison Municipal Bldg.)

CALL TO ORDER / ROLL CALL

The meeting was Called to Order at 4:31 pm.

Present: 4 - Tag Evers; Daniel G. Guerra, Jr.; Gregory R. Reed and Claude A. Gilmore

Absent: 1 - Sheri Carter

Excused: 1 - Sariah J. Daine

Carter joined the meeting at 4:47.

Gilmore left the meeting at 5:59.

Carter left the meeting at 6:09.

Carter rejoined the meeting at 6:10.

Staff: Tom Conrad, Kris Koval, Abbie Kurtz, Adam Pfof, Deb Rakowski, Katie Stauffer
Also Present: Kent Yan, Plato Commercial Real Estate LLC

APPROVAL OF MINUTES

A motion was made by Reed, seconded by Evers, to Approve the Minutes of the April 11, 2019 Properties Tour. The motion passed by voice vote.

APPROVAL OF MINUTES

A motion was made by Evers, seconded by Reed, to Approve the Minutes of the April 11, 2019 Regular Meeting. The motion passed by voice vote.

APPROVAL OF MINUTES

A motion was made by Gilmore, seconded by Evers, to Approve the Minutes of the April 17, 2019 Special Meeting. The motion passed by voice vote.

PUBLIC COMMENT

None.

DISCLOSURES AND RECUSALS

None.

1. [32700](#) COMMUNICATIONS

None.

PRESENTATION OF CONSENT AGENDA

A motion was made by Gilmore, seconded by Evers, to Adopt the Consent Agenda which includes Items 6, 7, and 9. The motion passed by voice vote.

DISCUSSION ITEMS

Carter arrived at 4:47.

Present: 5 - Tag Evers; Sheri Carter; Daniel G. Guerra, Jr.; Gregory R. Reed and Claude A. Gilmore

Excused: 1 - Sariah J. Daine

2. [54960](#) Village on Park Leasing Update

Yan and Koval present.

Dane County Department of Human Services is interested in half of the Madison College Space. The UW Branch Consortium has shown interest in the other half. Early stages of interest for both. Yan and Koval stated that spaces would be more leasable if there were skylights. A non-profit group will be leasing Rooms 105, 107, and 109 for seven years.

Reed: Early lease buy out from Madison College, get discounted pay off remaining lease term, to fund improvements, get Dane County in early.

UW (Leslie) - tenant improvement allowance figure, considering putting in skylights. About \$10,000 per skylight. When bid goes out for roof tear off, include option for skylights in RPF.

Board wants renters that are invested in success of neighborhood - local agencies, local non-profits, local employment.

Board requests numbers and plan by June from Koval and Yan so Board can provide feedback and make decisions. Koval has Excel spreadsheet on renting large space vs smaller spaces.

3. [55745](#) Head Start at the Village on Park

Koval presents.

Head Start has a \$3.6 million grant to acquire new facility. Currently in the North Building at VOP. Need lots of parking. Discuss with them to see if they want to buy the building; they could add tray of underground parking. Access, Ken Loving, may be interested in going in on the parking. Then Access might lease VOP for admin offices. Koval will follow up as first choice for Head Start location and with Loving re parking.

4. [55748](#) 2020 Capital Budget

Pfost presents.

First time capital budget presented to Board pre submission of budget.

1. Mosaic Ridge (construction of houses - we build, they pay CDA); Board will act on resolution
2. Public housing redevelopment - includes architects, planners, financial experts Theresa Terrace, Ph I of Triangle; Carter and Gilmore ask to include on list: Fisher St. and building now used for daycare by Bridge Lakepoint-Waunona to be converted to apartment (housing specialist, redevelopment specialist positions will aid with this section of budget - waiting on new exec dir to give input)
3. VOP - dependent on releasing Madison College space
Would have \$70,000 for skylights (less if combined with roofing project) if sell North Building to Head Start

Guerra, Jr.: Early finance report, very helpful, Board knows what need to aim for.

Item 8 was taken out of order.

Gilmore left meeting at 5:59.

Present: 4 - Tag Evers; Sheri Carter; Daniel G. Guerra, Jr. and Gregory R. Reed

Excused: 2 - Sariah J. Daine and Claude A. Gilmore

Carter leaves at 6:09, quorum lost and the meeting was suspended. Carter returns at 6:10, there was quorum and the meeting continued.

5. [55528](#) Adopting the Triangle Monona Bay Neighborhood Plan as a Supplement to the City of Madison Comprehensive Plan and dissolving the Triangle and Monona Bay Ad-Hoc Neighborhood Plan Steering Committee.

A motion was made by Evers, seconded by Reed, to Return to Lead with a Recommendation for Approval to the Plan Commission. The motion passed by a roll call vote.

Ayes: 3 - Tag Evers, Gregory Reed, Daniel G. Guerra, Jr.

Noes: 1 - Sheri Carter.

Excused: 2 - Sariah Daine, Glaude Gilmore

This Resolution was Return to Lead with the Recommendation for Approval to the PLAN COMMISSION.

Ayes: 3 - Tag Evers; Daniel G. Guerra, Jr. and Gregory R. Reed

Noes: 1 - Sheri Carter

Excused: 2 - Sariah J. Daine and Claude A. Gilmore

6. [54217](#) Housing Operations Monthly & Quarterly Report - 2019

Approved by Consent Agenda.

7. [55271](#) CDA Resolution # 4319 - Authorizing the Community Development Authority to enter into a cooperative grant agreement with the Urban Tree Alliance under the Wisconsin DNR Urban Forestry Grant program

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

8. [55749](#) CDA Resolution # 4322 - Approving the Community Development Authority Procurement Policy

Rakowski presents.

CDA Finance Committee & City Attorney additions:

CDA Finance Committee recommended increase to federal recommended threshold and all CDA employees must follow city code of ethics

Policy in response to HUD compliance review 2017: update references to uniform guidance, also increased thresholds for procurement, added micro-purchase category - Board set limit at \$100,000 (to benefit small women, minority-owned businesses), so can better package projects to target them; Executive Director can now sign contracts, now up to to \$50,000; over that, need approval from Board.

Kudos to Rakowski - ahead of other housing authorities in state re uniform guidance in state.

A motion was made by Gilmore, seconded by Evers, to Approve the Procurement Policy. The motion passed by voice vote.

9. [55747](#) CDA Resolution # 4323 - Authorizing the execution of an amendment to the lease with Yan's Food, LLC, for the continued operation of a retail grocery store at 301 South Park Street

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

10. [54954](#) Report of the CDA Finance Subcommittee

Guerra, Jr. presents.

Audits approved, no material findings; one earlier audit rectified, waiting for written confirmation.

Redevelopment authority - capital budget items discussion. Break even or a little ahead, though one fund running in the negative; need longer term plan for its sustainability (usually funded by redevelopment fee, and haven't issued bonds).

Everything looks good.

11. [35133](#) CDA EXECUTIVE DIRECTOR'S REPORT

Conrad presents.

Conrad appointed Deputy Director, can sign on behalf of Executive Director.

Interim DPCED Director will be appointed within the month; up to 6 months to hire. Resolution will be presented to Board to appoint Interim Director to Executive Director of CDA.

12. [35867](#) SCHEDULED MEETINGS

June 13 - Monthly CDA Meeting, 4:30 p.m., Rm. 153 MMB

13. [36526](#) BUSINESS BY THE COMMISSIONERS

None.

ADJOURNMENT

A motion was made by Evers, seconded by Reed, to Adjourn. The motion passed by voice vote. The meeting Adjourned at 6:31 pm.