



# City of Madison

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

## Meeting Minutes - Draft COMMUNITY DEVELOPMENT AUTHORITY

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Monday, October 14, 2019

12:00 PM

215 Martin Luther King, Jr. Blvd.  
Room 206 (Madison Municipal Bldg.)

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### CALL TO ORDER / ROLL CALL

The meeting was Called to Order at 12:02 p.m.

**Present:** 5 - Tag Evers; Gregory R. Reed; Sariah J. Daine; Mary E. Strickland and  
Claude A. Gilmore

**Absent:** 1 - Sheri Carter

**Excused:** 1 - Kelda H. Roys

Staff present: Deb Rakowski, Jim Nichols, Kris Koval, Adam Pfof, Lisa Daniels, Tom  
Conrad, Nan Fey

### APPROVAL OF MINUTES

Minutes amendment: remove "Mary Strickland" from the list of members "Present" in  
the attendance list that occurs after the Approval of the Minutes.

**A motion was made by Evers, seconded by Reed, to Approve the Minutes of the  
September 12, 2019 meeting, as amended. The motion passed by voice vote.**

### APPROVAL OF MINUTES

Minutes amendments in Item #1, first paragraph:

1. Add the words "subject to the UW Board of Regents approval" to the end of the first  
sentence.
2. Replace the first word of the second sentence ("Contract") with "Economic."
3. In the final sentence, replace the words "A new contract" with "An amended  
resolution"

**A motion was made by Evers, seconded by Reed, to Approve the Minutes of the  
September 26, 2019 meeting, as amended. The motion passed by voice vote.**

### PUBLIC COMMENT

None.

### DISCLOSURES AND RECUSALS

None.

### COMMUNICATIONS

None.

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

Kris Koval provided a report.

- Kris is still working with UW about remodeling and repair work to be done.
- She will present a revision of the lease at the November 21 CDA meeting. After CDA approval, it will be sent to the UW Board of Regents.
- Rent will commence after a majority of the work is done, probably on April 1, 2020. There will be a gap of three months (Jan. 1 to April 1)

Reed suggested adding the three months to the end of the lease term.

2. [57690](#) CDA Resolution # 4354 - Authorizing an increase in the approved Repairs and Maintenance budget at the Village on Park by \$15,500 for the repair and replacement of gutters in the alley.

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

3. [57680](#) CDA Resolution # 4350 - Authorizing the revision of Resolution # 4340 for the execution of a lease agreement with the Center for Railroad Photography and Art, Inc. for space at the Village on Park.

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

**Sheri Carter arrived at 12:22 p.m.**

**Present:** 6 - Tag Evers; Sheri Carter; Gregory R. Reed; Sariah J. Daine; Mary E. Strickland and Claude A. Gilmore

**Excused:** 1 - Kelda H. Roys

4. [57691](#) Consideration of language for statement from the CDA regarding F-35 placement at Truax Field

Alder Tag Evers presented his proposed document, which would be submitted as a public comment on the F-35/Truax Field Environmental Impact Statement (EIS). He said the CDA should consider the impact on CDA properties, specifically the Truax Park apartments and Rethke townhouses. The EIS doesn't adequately deal with the impact on these residents and residences. His statement is about people who are outside the EIS area that was analyzed, and no mitigation is available for them.

Gilmore asked who would be responsible for mitigation?

Fey said the City doesn't have much power in this matter, but if other groups raise this as a substantive issue, it must be dealt with.

Evers said that it might be 2024-2025 before mitigation resources (funds) are available.

Carter suggested this issue could be a part of CDA future planning.

Reed suggested that the amount of money invested (by the CDA), and the effect on occupancy could be added as components of the submitted comment. Also, we should keep track of occupancy of the affected units, so we document the impact.

It was suggested that staff could be authorized to create an additional paragraph for these items.

**Strickland moved, seconded by Daine, to approve the comment document. Alder Sheri Carter proposed an amendment (agreed to by the body) that a stipulation be added that staff create an additional paragraph regarding issues of occupancy and capital improvement, which paragraph shall be approved by CDA members via email. The motion passed by voice vote.**

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**Items #9 and #10 were taken out of order.**

9. [57682](#) CDA Resolution # 4352 - Approval of resolution disallowing insurance claim No. GLC00000515 made by Terri Elvord, for which the CDA has been determined to have no liability
- Eric Veum, of the City Finance Department, explained how insurance claims against the City and the CDA are processed by City Finance and the insurance company. He noted that claims that CDA must approve rejections, but approved claims do not require CDA action.
- A motion was made by Strickland, seconded by Daine, to Approve. The motion passed by voice vote.**
10. [57683](#) CDA Resolution # 4353 - Approval of resolution disallowing insurance claim No. GLC00000466 made by Matthew Johnson, for which the CDA has been determined to have no liability
- A motion was made by Strickland, seconded by Daine, to Approve. The motion passed by voice vote.**
5. [57692](#) CDA Resolution # 4355 - Resolution establishing the Payment Standards for the Section 8 Housing Choice Voucher Program.
- Tom Conrad described the need for the change in payment standards. Due to an increase in the HUD fair market rent, the current rate of 94% would drop to 84% if no action is taken. This is below the allowable rate. An increase to 95% is prudent. If the rate were higher, we be serving fewer people. He noted that we will get an increase in funding of approx. 8%.
- A motion was made by Carter, seconded by Strickland, to Approve. The motion passed by voice vote.**
6. [56826](#) CDA Resolution # 4342 - Authorizing the submission of the required Five-year PHA Plan for Years 2020 - 2024, PHA Annual Plan for Fiscal Year 2020, and Capital Fund Plan for fiscal Year 2020
- Lisa Daniels reported on the plan to be submitted, which includes the required annual plan, a required 5-year plan, and a capital fund plan.
- She said it includes expected HUD priorities as well as City initiatives.
- Rakowski noted that the plan was also reviewed and approved by the Triangle RAB.
- A motion was made by Carter, seconded by Evers, to Approve. The motion passed by voice vote.**

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**Item #12 was taken out of order.**

12. [57542](#)

#### Board Training

Rakowski explained that there is an online program for Board member training, which will take approx. 17 hours to complete. The intention is for Board members to complete two modules of the training before each meeting, and the modules will then be discussed at the meeting.

She distributed new Commissioner Handbooks.

Evers asked that they receive email reminders to "do their homework" before each meeting.

Rakowski noted that computers are available in the Housing office for Commissioners to use for this training. Binders of "Documents and Resources" will be distributed at the end of the training.

**Sheri Carter left the meeting at 1:27 p.m.**

**Present:** 5 - Tag Evers; Gregory R. Reed; Sariah J. Daine; Mary E. Strickland and Claude A. Gilmore

**Excused:** 2 - Sheri Carter and Kelda H. Roys

7. [57695](#)

#### CDA Resolution # 4357 - Approving the Community Development Authority 2020 Operating Budget

Rakowski reported on the 2020 Housing Operations Budget, noting that this is the required City budget submission.

- This is the Housing Authority side of the budget, which does not include any redevelopment elements.
- There will be no City funding for the CDA in 2020. Shortfalls caused by this will be paid with reserve funds.
- New maintenance coordinators are to be hired. Current staff is "thin" by industry standards.

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

8. [57685](#)

#### Report on the Monona Shores property management transition

A report was provided by Lisa Daniels.

She noted that the transition at 95-1 went very smoothly, and was completed Sept. 6.

The transition for Monona Shores was not as smooth. The new company is working hard on the transition, which is nearly complete.

11. [56774](#)

#### Housing Operations Monthly and Quarterly Report

PHAS: Deb Rakowski reported that there is higher occupancy overall, and there has been improvement since January 1. The overall rate is now 98%. She noted that Lisa

Daniels has been working on improving occupancy, including a better marketing system.

Strickland asked if employees could be "incentivised" with things such as bonuses, in order to increase occupancy.

Rakowski said this is not allowed under HUD guidelines.

13. [57686](#)

Next Meetings

It was noted that there will be a follow-up presentation on the white paper on Equitable Development, and a presentation from HUD on public housing repositioning. Each topic may require a special meeting.

**ADJOURNMENT**

**A motion was made by Reed, seconded by Strickland, to Adjourn. The motion passed by voice vote. The meeting Adjourned at 1:53 p.m.**