



City of Madison

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

Thursday, May 11, 2017

4:30 PM

GR27, Central Police District Community Room
210 Martin Luther King, Jr. Blvd.

SCHEDULED MEETINGS

CALL TO ORDER / ROLL CALL

Chairperson Dean Brasser called the meeting to order at 4:34 p.m.

Present: 4 - Sara Eskrich; Sariah J. Daine; Dean Brasser and Claude A. Gilmore

Excused: 2 - Sheri Carter and Daniel G. Guerra, Jr.

Staff: Matt Wachter, Tom Conrad, Deborah Rakowski, Kris Koval, Jim Nichols

APPROVAL OF MINUTES

A motion was made by Daine, seconded by Gilmore, to Approve the Minutes of the April 13, 2017 meeting. The motion passed by voice vote.

PUBLIC COMMENT

None.

DISCLOSURES AND RECUSALS

Sara Eskrich is on the Board of Bayview Foundation.

COMMUNICATIONS

Tom Conrad reported on a recent Wisconsin State Journal story (5/10/17) concerning Meriter Hospital, which paid Steinhafels to provide nine beds for the Triangle. As a result of the positive publicity, another organization has proposed donating \$10,000 for this purpose. Details are not yet available.

Conrad said that he was present at the Wisconsin Association of Housing Authority's (WAHA) annual meeting, where he presented an award of a \$1,000 scholarship to a West public housing resident, who then gave an inspiring speech about her struggle to get an education.

Wachter said a special, telephone meeting of the CDA will be needed by the end of May to modify the terms of bonds for the Constellation development on East Washington. Also, the CDA owns land on Broadway for which Movin' Out has an option to purchase. The option expires June 1 but they will not be ready to close until August 1 and need to extend the option for two months. Daine said she will need to be

recused from that item, as she is on the Board of Movin' Out.

CONSENT AGENDA

A motion was made by Gilmore, seconded by Daine, to Adopt the Consent Agenda, including items 2a, 2b, 2d, 2e, 4a and 4b.. The motion passed by voice vote.

1. [41675](#)

HOUSING OPERATIONS MONTHLY REPORT

1a. Public Housing: Conrad reported that overall public housing occupancy rates are at or above 98%, the target the agency has been working towards for a long time. However, there are still 28 units at Truax which are vacant and still technically included in the count, though WHEDA has been asked to remove these units from the list.

1b. Section 8: Conrad reported that (we) are staying steady on the number of vouchers. He noted that HUD has said the pro-rated 2017 funding rate will be 97.2% of the 2016 rate, which is more than expected, and will provide an additional \$350,000 which can be used for vouchers in the second half of 2017. This is important because 20 vouchers were committed for Tree Lane, and they will now have funding.

1c. Quarterly Financial Report: Conrad presented the 2017 first quarter financial report, using the report format which was presented in January. He noted the following:

- by 2018, these reports will be seasonalized, and show a more representative relationship between YTD projected and actual budgets.
- The multi-family units at Parkside and Karabis are separated out because their funding comes from WHEDA.
- The category with "LLCs" doesn't include redevelopment LLCs because they are not operated by the CDA.
- Regarding the negative profit/loss totals for some sections, Conrad noted that the total of all profit and loss totals is equal to the amount the City provides as subsidy, so there is actually zero profit/loss. Brassier noted that the City's subsidy amount was not shown as a revenue source in the report. Conrad said a note explaining this would be included in future reports.

Brassier asked how we are performing. Conrad said we are in better shape than last year at this time. There is more revenue, and the federal subsidy for 2018 will increase as a result.

- Conrad noted that we are in the process of hiring three custodians and eliminating using contracted services for cleaning. This affects salaries and the figures for cleaning services.

Eskrich said the report needs a column showing if we are over or under projected performance. Gilmore agreed that we need something that shows how we are doing.

- Conrad said the PUPY figure (per-unit-per-year) is a good indicator, and shows we are in line with the industry. Rakowski reported that the national standard PUPY is \$5,200; ours is \$5,101.
- The Section 8 Federal revenue will increase, as previously noted, and approx. \$350,000 will be added to the reserve.
- Conrad noted that there is currently no Section 8 manager, which affects the salaries budget.

- Conrad said he will make requested adjustments to the report format and continue them in the future.

Conrad said the first Resident Advisory Board (RAB) meeting will be held Monday, May 15 at 5:00 p.m. The meeting date was delayed in order to recruit more Section 8 participants. The RAB will consider an annual plan, which must be presented to HUD by August.

Gilmore asked if the members would receive a stipend, or any help with parking, transportation to meetings or childcare during meetings. Conrad said we can pay for their parking, and is researching other possibilities.

Regarding a tour of CDA sites, Conrad said Finance has hired an accountant, Katie Stauffer, who will be dedicated to the CDA, and she will need a tour. He will arrange a date with Gilmore and others who wish to participate. The tour will probably take about three hours.

2. VILLAGE ON PARK

- 2a. [47152](#) CDA Resolution 4219 - Amending CDA Resolutions Nos. 4123 and 4130, which authorize a Lease between the CDA and Dane County Parent Council, Inc. (Head Start) for space within The Village on Park.

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

- 2b. [47153](#) CDA Resolution 4220 - Authorizing an amendment to the Property Management Agreement executed between the CDA and Siegel-Gallagher Management Company for services at the Village on Park.

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

- 2c. [47154](#) CDA Resolution 4221 - Authorizing the execution of six contracts for the purchases of services relating to asbestos abatement work and the relocation of tenants during said time at The Village on Park.

Daine wanted to know why the low bidder had been judged unsuitable. Koval said he had just started the company and was not well capitalized. He would need a loan to fund the operation; he was coming from Milwaukee and would not be paying employees for travel time; it is a tight labor market, he had only managed 5 workers in the past, and this job will require 20, with no room for error or delay. Also, due to market conditions, if the first bidder was unable to complete the job, there would not be another company available to do the work in time. The second lowest bidder, the one chosen, is a larger company and has experience with this building.

Koval said the finances for the project are still good. All of the contractors will be present on May 12 to see the site, and work will begin next week (May 15).

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

- 2d. [47194](#) CDA Resolution 4223 - Authorizing a temporary land use permit with Los Abuelos Farley Farms, LLC for a farmer's market at the Village on Park.

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

- 2e. [47195](#) CDA Resolution 4224 - Authorizing a temporary land use permit with South Madison Farmer's Market, LLC for a farmer's market at the Village on Park.

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

3. **MOSAIC RIDGE**

- 3a. [47218](#) CDA Resolution 4225 - Authorizing the execution of a contract with Bluestone Custom Homes, LLC for the construction of a model home on Lot 18 of Mosaic Ridge.

Wachter reported that the groundbreaking for a new park at Mosaic Ridge happened today (May 11).

He said this resolution been prepared because they had received an offer for the existing model home, and did not want the development to be without a model. However, the offerer's financing has fallen through, so the resolution is not urgent. He recommended either tabling the resolution or passing it conditional on having an accepted offer to purchase the model.

Eskrich asked for an update on progress of the Allied grocery store/cooperative discussion. Wachter said that Alder Cheeks, among others, was involved in discussions regarding alternate sites and organizational and financial structure.

A motion was made by Gilmore, seconded by Daine, to Table. The motion passed by voice vote.

4. **7941 TREE LANE**

- 4a. [45009](#) 7941 Tree Lane Update

There was no update.

- 4b. [47158](#) CDA Resolution 4222 - Approving a Depository Authorization Agreement with Park Bank for Bank Accounts Relating to the Operation of 7941 Tree Lane

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

5. [35133](#) CDA EXECUTIVE DIRECTOR'S REPORT

Wachter said the City has closed on 7933 Tree Lane, selling it to Dane County. Dane County is leasing it to Hartland Housing, who will begin construction of homeless family housing May 12. He explained that the CDA will not own or manage the housing. It will be owned by Hartland, with the YWCA as service provider. The CDA will provide vouchers. Conrad explained that these vouchers are tied to specific units rather than to the families who live there..

Wachter said we will find out next Tuesday, May 16, about tax credit developments--the CDA currently has six in process.

The Commission members offered their congratulations to Matt for the success of the Tree Lane project.

6. [36526](#) BUSINESS BY THE COMMISSIONERS

ADJOURNMENT

A motion was made by Gilmore, seconded by Daine, to Adjourn. The motion passed by voice vote. The meeting adjourned at 5:33 p.m.