



City of Madison

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

Thursday, September 20, 2018

4:30 PM

210 Martin Luther King, Jr. Blvd.
Room GR-27 (City-County Building)

CALL TO ORDER / ROLL CALL

The meeting was Called to Order at 5:35 p.m. by Chairperson Daniel Guerra.

Present: 4 - Allen A. Arntsen; Daniel G. Guerra, Jr.; Sariah J. Daine and Claude A. Gilmore

Absent: 1 - Sheri Carter

Excused: 1 - Dean Brasser

Staff: Tom Conrad, Deb Rakowski, Lisa Daniels, Jim Nichols, Adam Pfof, Katherine Stauffer, Sally Jo Spaeni, Laura Wichert, Lang Barrow

APPROVAL OF MINUTES

A motion was made by Daine, seconded by Gilmore, to Approve the Minutes of the July 12, July 19 and September 11, 2018 meetings. The motion passed by voice vote..

PUBLIC COMMENT

None.

DISCLOSURES AND RECUSALS

Allen Arntsen said that as an Alder he is a member of the Bayview Foundation Board, but will not recuse himself from any discussions or votes.

Sheri Carter arrived at 5:40 p.m.

Present: 5 - Allen A. Arntsen; Sheri Carter; Daniel G. Guerra, Jr.; Sariah J. Daine and Claude A. Gilmore

Excused: 1 - Dean Brasser

1. [32700](#)

COMMUNICATIONS

- Announcing a new employee-Adam Pfof: Adam introduced himself. He is new Performance Excellence and Budget Manager for PCED. He will work on both the Housing and CDA Redevelopment budgets, and will staff the CDA Finance Subcommittee.

- Alder Eskridge has resigned from the Common Council as of August 8. We appreciate her dedicated work as a CDA Board Member.

- Welcoming new member, Alder Allen Arntsen. He is the new District 13 Alder

- Urban Forestry Alliance grant: Tom Conrad explained that the Urban Tree Alliance has approached the CDA regarding a proposal to the Wisconsin DNR to analyze tree needs at CDA housing sites, including tree removal and replacement, and the possibility of finding extra funding for this purpose.

- Flood preparedness at Tenney Public Housing: Conrad reported that City Engineering has done an excellent job on this, and only half of the CDA units were in danger. 25 community volunteers were involved in sandbagging operations at the Tenney site. June Garvin also organized an evacuation plan and alternative housing options for those whose residences were in danger.

- HUD VASH vouchers: we have received another 12 VASH vouchers, for homeless veterans, which brings our total to 202.

- Vera Institute re-entry program technical assistance: Conrad reported that Madison was not selected for this program, which helps ex-offenders.

PRESENTATION OF CONSENT AGENDA

A motion was made by Gilmore, seconded by Carter, to Adopt the Consent Agenda, including items 7, 10, 11, 12, 13, and 14. The motion passed by voice vote..

2. [49981](#)

Housing Operations Monthly & Quarterly Report - 2018

Tom Conrad provided the report.

a. Public Housing: Most AMPs have at least 95% occupancy. Our goal is 98%. There will be a presentation on the East AMP at the next meeting.

b. Section 8: the number of active vouchers was down to 1653 in July, as over 80 families were "shopping." Due to the later date of this meeting, Tom was able to provide the August number of 1675.

c. Second Quarter Report: Deb Rakowski provided this report. She noted that the HUD 2018 payment, received in April, was reduced because the East AMP operated at a loss due to the vacant units.

Guerra noted that this report was better than expected, and asked what was projected for the 3rd and 4th quarters.

Rakowski said that we will be profitable for 2018.

Guerra asked if there were any capital problems.

Rakowski and Conrad said there were not.

3. [53179](#)

HUD - Closure of Audit Findings for 12/31/16 Audit

A motion was made by Arntsen, seconded by Daine, to Discuss and Finalize. The motion passed by voice vote.

4. [53100](#)

CDA Resolution # 4288 - Approving the Community Development Authority Capitalization Policy.

Rakowski said that this policy needed to be changed in order to align with HUD policy.

A motion was made by Carter, seconded by Arntsen, to Approve. The motion passed by voice vote.

5. [53101](#) CDA Resolution # 4289 - Approving the Statement of Significant Amendment/Modification to the Capital Fund Program
Conrad and Rakowski said that HUD requires public comment availability for Capital Fund items amendments. Following HUD policies, we now have a policy for defining "significant amendments."

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

6. [53180](#) CDA Resolution # 4294 - Authorizing the signing of a contract for Parkside Apartments, Boiler, Domestic Hot Water and Fresh Air System Replacements and Upgrades.

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

7. [53225](#) Amending CDA Resolution # 4287 to update the contract amount from \$90,384.00 to \$121,400.00.

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

8. [51479](#) CDA Resolution # 4268 - Amending the Bylaws of the Community Development Authority

Tom Conrad noted that this amendment eliminates the Housing Subcommittee. As that subcommittee is required by City ordinance, the approved CDA resolution will need to be approved by the Common Council in order for that amendment to take effect.

A motion was made by Gilmore, seconded by Carter, to Approve. The motion passed by the following vote:

Ayes: 5 - Allen A. Arntsen; Sheri Carter; Daniel G. Guerra, Jr.; Sariah J. Daine and Claude A. Gilmore

Excused: 1 - Dean Brasser

9. [52369](#) Discussion regarding property at Hoboken and W. Broadway as it relates to Bridge-Lake Point Neighborhood Center

A motion was made by Gilmore, seconded by Carter, to Discuss and continue. The motion passed by voice vote.

VILLAGE ON PARK

10. [52373](#) Boys and Girls Club - Long-term plans for North building and related parking issues

A motion was made by Gilmore, seconded by Carter, to Approve. The motion

passed by voice vote.

11. [53151](#) CDA Resolution # 4290 - Authorizing the execution of contracts for the purchase of services with Zander Solutions, LLC and Struck and Irwin Fence, Inc. at The Village on Park to perform waterproofing and fence replacement work and amend the 2018 Capital Budget to fund said projects.

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

12. [53152](#) CDA Resolution # 4291 - Authorizing the execution of a contract for services with Strang, Inc. at The Village on Park to revise the site plan to design trash corrals in the alley and add parking stalls by restriping and amend the 2018 capital budget by \$5650 to fund the project.

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

13. [53171](#) CDA Resolution # 4292 - Authorizing the execution of a Space Use Agreement with Board of Health for Madison and Dane County on behalf of Public Health - Madison and Dane County for placement of a Mamava unit at the Village on Park.

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

14. [53170](#) CDA Resolution # 4293 - Authorizing the execution of a second amendment to the lease with Madison College for classroom and administrative space at the Village on Park.

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

15. [35133](#) CDA EXECUTIVE DIRECTOR'S REPORT

None.

16. [35867](#) SCHEDULED MEETINGS

Conrad said that as staff will have moved back into the Municipal Building, the next CDA meeting will be there. Jim Nichols said it would probably be in Room 207.

17. [36526](#) BUSINESS BY THE COMMISSIONERS

Sally Jo Spaeni, the manager at Triangle, introduced two new employees, Laura Wichert and Lang Barrow.

Gilmore said we need to get the Finance subcommittee operational as soon as possible, and that we need to have a strategic planning meeting.

Daine wants to know how we find out if bids have gone to minority bidders. She wants to prioritize those bidders. Conrad said we have rules from HUD. Guerra said it can be discussed at the next meeting.

Guerra announced that he would be meeting on Wednesday, Sept. 26 with Kris Koval regarding the Villager, and invited all CDA members to attend the meeting.

ADJOURNMENT

A motion was made by Gilmore, seconded by Arntsen, to Adjourn. The motion passed by voice vote, and the meeting Adjourned at 5:57 p.m..