



# City of Madison

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

## Meeting Minutes - Approved COMMUNITY DEVELOPMENT AUTHORITY

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Thursday, February 14, 2019

4:30 PM

215 Martin Luther King, Jr. Blvd.  
Room 153 MMB

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### CALL TO ORDER / ROLL CALL

The meeting was Called to Order at 4:30 p.m.

**Present:** 4 - Daniel G. Guerra, Jr.; Gregory R. Reed; Sariah J. Daine and Claude A. Gilmore

**Absent:** 1 - Sheri Carter

**Excused:** 2 - Allen A. Arntsen and Dean Brasser

Staff: Tom Conrad, Lisa Daniels, Jim Nichols, Adam Pfof, Deb Rakowski, Katherine Stauffer, Laura Wichert

### APPROVAL OF MINUTES

A motion was made by Daine, seconded by Gilmore, to Approve the Minutes of the December 13, 2018 meeting. The motion passed by voice vote.

### PUBLIC COMMENT

None.

### DISCLOSURES AND RECUSALS

None.

**Alder Sheri Carter arrived at 4:38 p.m.**

**Present:** 5 - Sheri Carter; Daniel G. Guerra, Jr.; Gregory R. Reed; Sariah J. Daine and Claude A. Gilmore

**Excused:** 2 - Allen A. Arntsen and Dean Brasser

### 1. [32700](#)

#### COMMUNICATIONS

a. Letter to the Editor: On December 23, 2018, a letter by Nina Gregorson, of the Tobacco Free Columbia-Dane County Coalition, was published in the Cap Times. It praises the new smoke-free policy at the Triangle which took effect January 1.

Laura Wickert, CDA Service Coordinator, gave a short presentation on programs and support for smoking cessation activities at the Triangle during 2018.

b. Introduction of new Board member Greg Reed.CDA.

**PRESENTATION OF CONSENT AGENDA**

**A motion was made by Gilmore, seconded by Daine, to Adopt the Consent Agenda, including Agenda items 4,5, 6,10 and 11. The motion passed by voice vote.**

2. [54628](#) Demographic Summary of the South Madison Planning Area and Overview of the Planning Process
- Jeff Greger of the City Planning Division provided a preview of the South Madison Area Plan, and a description of the planning process involved. Board members asked questions of Mr. Greger and discussed the plan..

3. [54217](#) Housing Operations Monthly & Quarterly Report - 2019
- c. 4th Quarter 2018 Report: Deb Rakowski presented the 4th Quarter 2018 Financial Report. She described the layout of the report, followed by a detailed description and discussion with the Board members.
- d. Status of HUD Funding and the Federal Continuing Resolution: Tom Conrad reported that during the Federal shutdown, temporary funding was provided, based on 2018 levels. A new law for 2019 has been passed that will put us in good shape. Increasing utilization will be needed, and possibly a increase in the payment standard.

**Daniel G. Guerra, Jr., left the meeting at 5:40 p.m. A quorum was still present.**

**Present:** 4 - Sheri Carter; Gregory R. Reed; Sariah J. Daine and Claude A. Gilmore

**Excused:** 3 - Allen A. Arntsen; Daniel G. Guerra, Jr. and Dean Brassler

4. [54264](#) CDA Resolution # 4312 - Authorizing the submission of the Section 8 Management Assessment Program (SEMAP) Certification, for the year ending December 31, 2018.
- A motion was made by Gilmore, seconded by Daine, to Approve. The motion passed by voice vote.**

5. [54607](#) CDA Resolution # 4313 - Authorizing the Community Development Authority to accept a \$3,751.00 grant from American Transmission Company.
- A motion was made by Gilmore, seconded by Daine, to Approve. The motion passed by voice vote.**

6. [54608](#) CDA Resolution # 4314 - Authorizing the signing of a contract for Romnes Trash Lift Replacements
- A motion was made by Gilmore, seconded by Daine, to Approve. The motion passed by voice vote.**

7. [54257](#) CDA Resolution # 4307 - Authorizing the CDA to approve the 2019 Operating and Capital Budget for Monona Shores Apartments
- Deb Rakowski reported that a new RFP is in the works for maintenance contracts and property management. It might be expanded to include all CDA properties.

There was a discussion of the timing and procedures for getting out of such a contract

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

8. [54240](#) CDA Resolution # 4308 - Authorizing the CDA to approve the 2019 Operating and Capital Budget for Revivial Ridge
- Rakowski reported that this property has a consistently high occupancy rate. There no planned major improvements for 2019, but staff will be looking at possible maintenance improvements. The property also has a high level of debt.

Gilmore asked for a more detailed report on the high maintenance costs and debt at a future meeting. Rakowski said they could also do a full presentation on this property.

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

9. [54241](#) CDA Resolution # 4309 - Authorizing the CDA to approve the 2019 Operating and Capital Budget for CDA 95-1
- Rakowski reported that the project currently has a \$200,000 loan. Main capital improvements include replacement of siding and brickwork. They want to remove the non-profit-only restriction on the vacant retail space on Blount St., analyze the rent level and possibly increase it. She noted that the property is almost always occupied and vacancies are rare.

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

10. [54242](#) CDA Resolution # 4310 - Approving a one-year extension of the Property Management Agreement between the CDA and Broihahn Management & Consulting, LLC for the property located at 1-11 Waunona Woods Court

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

11. [54243](#) CDA Resolution # 4311 - Approving a one-year extension of the Management Agreement between the CDA and Meridian Group, Inc. for CDA 95-1 Properties

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

12. [54637](#) CDA Resolution # 4318 - Approval of the CDA 2019 Annual Work Plan

**A motion was made by Gilmore, seconded by Carter, to Refer to the Community Development Authority meeting of March 14, 2019. The motion passed by voice vote.**

13. [35133](#) CDA EXECUTIVE DIRECTOR'S REPORT

None.

14. [35867](#) SCHEDULED MEETINGS

March 7 - Finance Subcommittee, 1:00 p.m., Rm. 151 MMB  
March 14 - Monthly CDA Meeting, 4:30 p.m., Rm. 153 MMB

15. [36526](#) BUSINESS BY THE COMMISSIONERS

None.

#### ADJOURNMENT

A motion was made by Carter, seconded by Reed, to Adjourn. The motion passed by voice vote. The meeting Adjourned at 6:25 p.m..