



City of Madison

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

Thursday, March 14, 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 5:38 p.m.

Present: 6 - Allen A. Arntsen; Daniel G. Guerra, Jr.; Gregory R. Reed; Sariah J. Daine;
Dean Brasser and Claude A. Gilmore

Excused: 1 - Sheri Carter

Staff: Natalie Erdman, Adam Pfost, Jim Nichols, Tom Conrad, Deb Rakowski,
Katherine Stauffer

APPROVAL OF MINUTES

A motion was made by Gilmore, seconded by Reed, to Approve the Minutes of the February 14, 2019 meeting. The motion passed by voice vote.

PUBLIC COMMENT

None.

DISCLOSURES AND RECUSALS

None.

1. [32700](#) COMMUNICATIONS

Natalie Erdman is retiring. Her last day of work will be April 26. Board members congratulated her and thanked her for her service.

Presentation of Consent Agenda

A motion was made by Gilmore, seconded by Arntsen, to Adopt the Consent Agenda, Approving Items # 3 and 10, and Accepting Item # 7.. The motion passed by voice vote.

Sheri Carter arrived at 4:45 p.m.

Present: 7 - Allen A. Arntsen; Sheri Carter; Daniel G. Guerra, Jr.; Gregory R. Reed;
Sariah J. Daine; Dean Brasser and Claude A. Gilmore

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

Kent Yan of the City Real Estate Division presented a Village on Park leasing update. He will present a monthly update at future CDA meetings.

He said that an action plan has been created (see attachment). The plan is to find a single user to rent all of the Madison College (MC) space. The backup plan is to find a group of smaller users whose total price will equal the MC price. Most possible tenants won't commit for more than 180 days in advance.

Gilmore said the nearby community and local businesses need to be informed of the situation, so that the space is not rented before they know anything about it. There should be a press conference, and several community gatherings. He suggested the Mt. Zion church as a good place for a presentation.

- Yan said the space can be advertised at their upcoming expo in June.
- Carter will work with Mr. Yan and Ms. Koval on other possible locations

Guerra said a decision needs to be made on one vs. several tenants, so we can push hard on that choice. Gilmore said the choice should be made by June.

3. [54964](#) CDA Resolution # 4316 - Authorizing the CDA to enter into a lease amendment with the City of Madison Information Technology (IT) Department for the leasing of space at The Village on Park.

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

4. [54245](#) Update on the Triangle/Monona Bay Neighborhood Plan

Natalie Erdman gave an update on the status of the Triangle-Monona Bay neighborhood plan. The draft plan will be presented to the Common Council on April 16 or April 30, with a referral to the CDA for the May 9 meeting for discussion and approval.

5. [54958](#) Update on South Park Street Board Engagement

Adam Pfof provided an update

6. [54951](#) Opportunity Zones and Strategic Growth Areas

Matt Wachter of the Real Estate Division gave a presentation on Opportunity Zones (OZ) and Strategic Growth Areas (SGA).

A motion was made by Daine, seconded by Brassler, to Reconsider Item #7, which had been accepted as part of the Consent Agenda. The motion passed by voice vote.

7. [54217](#) Housing Operations Monthly & Quarterly Report - 2019

Daine asked why occupancy on the West Side was still low. Conrad said the Work Plan includes a staff committee on barriers to occupancy, and they are working on a plan.

8. [54637](#) CDA Resolution # 4318 - Approval of the CDA 2019 Annual Work Plan

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

9. [54954](#) Report of the CDA Finance Subcommittee

Adam Pfof provided a summary of the meeting.

Regarding the Audits for 2018, it was noted that there was an issue with segregation of duties. There were no findings of malfeasance, but this issue needs to be dealt with this year.

10. [54957](#) CDA Resolution # 4315 - Accepting the 2018 Capital Fund Grant and authorizing the submission of the annual statement to HUD
A motion was made by Gilmore, seconded by Arntsen, to Approve. The motion passed by voice vote.

11. [54952](#) CDA Resolution # 4317 - Approval of the CDA Financial Policies
A motion was made by Arntsen, seconded by Carter, to Approve. The motion passed by voice vote.

12. [54959](#) CDA SharePoint Introduction

Jim Nichols gave a presentation about how a SharePoint site is being set up to give Board members access to CDA documents.

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

Natalie Erdman provided the report.

14. [35867](#) SCHEDULED MEETINGS

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

Greg Reed suggested Historic Preservation as a future topic for presentation/discussion.

ADJOURNMENT

A motion was made by Arntsen, seconded by Carter, to Adjourn. The motion passed by voice vote, and the meeting adjourned at 6:29 p.m.