



City of Madison

City of Madison
Madison, WI 53703
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Meeting Minutes - Approved COMMUNITY DEVELOPMENT BLOCK GRANT COMMITTEE

Thursday, April 4, 2013

5:00 PM

215 Martin Luther King, Jr. Blvd.
Room 260 (Madison Municipal Building)

CALL TO ORDER / ROLL CALL

Present: 6 -

Matthew J. Phair; Ben M. Van Pelt; Monya A. Choudhury; Liz Dannenbaum; Daniel A. O'Callaghan and Justin O. Markofski

Excused: 3 -

Tim Bruer; Lauren Cnare and Russ Whitesel

APPROVAL OF MINUTES

This Van Pelt moved, and Choudhury seconded approval of the March 7, 2013 minutes.

PUBLIC COMMENT

There was no public comment.

DISCLOSURES AND RECUSALS

There were no disclosures or recusals.

1. [29568](#) April 2013 CDBG Chair Report

Markofski announced that Ald. Tim Bruer would no longer be on the Committee but that he would always be a welcome participant. He said staff and the Committee had a CDBG mug and his name placard to gift him with honoring his long and good service to this Committee.

Markofski congratulated Ald. Phair and Ald. Cnare on their re-elections to the Common Council.

Regarding the SRO resolution that the Committee has seen, the Council moved to push the deadline for that report back to June. Matt Wachter, the new Housing Initiatives Specialist, will be working on that report.

Regarding the \$250,000 that the County has allocated for a future 20-unit coop for homeless persons, the resolution has passed officially. The County is reviewing how they will release the funds and whether or not they'll be doing an RFP.

BUSINESS ITEMS

2. [29530](#) Review of RFP for Coordinated Intake and Assessment Project

Wallinger went over the draft RFP for the coordinated intake and assessment project. The Committee looked at two of the proposals for this project in the 2012 Summer Funding Process, but decided to hold off on recommending either of them and instead set funds aside for an RFP process to select the vendor for this project. The CD Division was lucky to get some extra money from the Mayor's Office added to these set-aside funds for a total of a \$142,000 for this project. The RFP asks for a proposal that would provide these services to a pilot population, which would be households that are homeless for less than six months. The program would start as soon as possible, hopefully by the end of July and run until the end of 2014.

Discussion highlights:

- A Coordinated Intake and Assessment Committee consisting of shelter, housing, and service providers already exists. The Committee has discussed what a model would look like.
- About a year ago, as a result of the Hearth regulations, HUD announced that coordinated intake and assessment would be required for Housing Consortia, Wallinger said it's also good policy.
- Transition-aged youth services will probably be coordinated with Youth SOS and their crisis line.
- Choudhury suggested a 24-hour hotline for the program. Right now, only Youth SOS, DAIS, and 211 have 24-hour phone lines.
- HUD has added a number of requirements for Hearth that the City has taken on.
- Hearth allows for a unified funding agency and also for planning funds, which the Continuum of Care applied for with the City as the applicant.
- HUD is very interested in shortening the length of homelessness, and the CD Division is requesting that proposals provide an outcome based on that.
- Two agencies have expressed interest, and staff from those agencies has been very involved. There will be a proposal from United Way in their 211 capacity and a proposal from Community Action Coalition (CAC).
- The Committee will have a chance to weigh in on the proposed recommendations from the RFPs.
- The Salvation Army's Family Shelter Program will have a wait-list case manager by July to start working with homeless families.
- All of the information that's collected through the program will go into Wisconsin Servicepoint as required.
- The RFP will be published on Monday, April 8 and is due back Monday, May 6.

3. [29292](#) Authorizing the execution of two leases with MLG Capital Meadowood LLC for the relocation and expansion of the Meadowridge Branch Library and the Meadowood Neighborhood Center, which are both located at the Meadowood Shopping Center on

Raymond Road.

O'Callaghan moved to return to lead with the recommendation for approval. Choudhury seconded.

Wendorf-Corrigan went over the resolution in the packet. She gave details of the footprint of the Meadowood Shopping Center. She said the library would move into the vacated Ace Hardware space, and the Meadowood Neighborhood Center would move into the space where the library currently sits, and the space currently occupied by the neighborhood center would be shared space between the library and the center. The center will go from about 3,100 square feet to about 5,900 square feet, which will lower the operating cost from \$10.20 per square foot down to \$7.35 per square foot. Wendorf-Corrigan said that janitorial services are estimated at \$4,040 per year.

Wendorf-Corrigan said that a 10-year lease of the property by the neighborhood center will be a new lease. The current lease was a one-year lease with three years of renewal, and this is the last year on that lease. The 10-year lease arrangement commits the neighborhood center to lease costs for those 10 years. Over 10 years, the aggregate cost of the center is \$800,000. City Finance wanted to know if a new center could be built with that money, and Wendorf-Corrigan told them not likely.

MSCR will be to providing more programming with MSCR funds for 2013, so the City won't have to come up with more dollars for programming. They have started looking at what additional programs might be offered, which include, computer training, computer labs, job search programs, more adult fitness classes, an elementary drop-in program, cooking classes, expanded senior classes, youth dance classes, media technology programming, literacy, ESL, and nutrition. The City, the library, and the neighborhood center would like to see a kitchen in the shared space for cooking classes and community dinners.

Discussion highlights:

- The City contracts with MSCR to operate the center.
- The library will most likely increase its staff and operating costs.
- Wendorf-Corrigan said the center and neighborhood residents are relatively satisfied with the landlord.
- There's clearly water damage in the Ace Hardware Space, which City Engineering has said will need remediation.
- Ald. Phair said the landlord has been fairly responsive to needs of the neighborhood.
- Wendorf-Corrigan said that City Real Estate negotiated the 10-year lease with reduced square footage cost, with the owner of the property. The 10 year term was very advantageous to the owner.
- MSCR hasn't worked out the funding plan for the additional programs yet, but Wendorf-Corrigan said that they were committed to operating the center for the next 10 years and would continue funding programs for that period.
- The community will have input into what goes into the shared space.
- The City currently funds 13 neighborhood centers, only one of which is operated by MSCR, the Meadowood Center. Individual non-profits operate the other centers.
- Wendorf-Corrigan said that the CD Division would likely put in a request for

additional funds for MSCR in the 2014 budget.

- Wendorf-Corrigan said that funding for the Meadowood Center relates to the Neighborhood Center Study. The CD Division is looking at a number of funding models through the study.
- Wendorf-Corrigan said that the CD Division doesn't yet have a budget for the capital improvements for the new space build out. She said that it would likely come out of the \$1.7 million in the 2013 capital budget that was designated for capital cost of centers.
- The Committee discussed the \$9,000 to \$13,000 over and above the base budget, which will be needed to cover the leasing costs. There will also be \$4,040 in annual common area maintenance (CAM) fees. They also discussed the estimated costs, which are between \$80,825 and \$84,825, for leasing and maintenance expenses for the center in 2014.
- The Committee discussed the leasing, CAM, insurance, and taxes costs of the center for 2013 versus those same costs for 2014. Wendorf-Corrigan said that the City currently has allocated \$71,850 for the center in 2013. This includes overhead plus programming. In 2014, the estimated cost with the new space including rent, CAM, insurance, and taxes will be \$66,825. The difference of \$5,000 will be used toward programming.
- O'Callaghan said that this was a significant increase to this center at a time when all the other centers are complaining of inadequate resources.
- Wendorf-Corrigan said that the funding models discussed in the Neighborhood Center Study increase the amount that Meadowood would receive.
- Wendorf-Corrigan said that MSCR is aware that they're going to get \$23,547 less than the City was giving them before for support of their programs.
- Wendorf-Corrigan said that MSCR hasn't billed the City for the entire \$71,850 in 2012.
- Wendorf-Corrigan said that MSCR and the library have both said this is a really good deal for the square footage over 10 years. It is also good for the neighborhood and the shopping center for the spaces to be leased.
- Wendorf-Corrigan said this is the only space the City leases for a neighborhood center.

- Though improvements will need to be made to the space for the neighborhood center, Ald. Phair said that the City would only be doing functional improvements, not structural or HVAC improvements.
- Choudhury said it is amazing what the neighborhood center achieves in their current space and she just wants more for the center.
- Ald. Phair said the center adds to the community and is the place in the neighborhood where groups can meet.

This Resolution was Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES

4. [29525](#)

Selection of Conference Committee representatives

Wendorf-Corrigan gave some background into the creation of the Conference Committee. The next step for the Meadowood expansion process is the selection of an architecture firm that will carry the City through the design process and public input meetings. City Engineering is recommending that CDD do a sole source selection of that vendor. The goal is to create a

temporary Conference Committee to review recommendations for the architect and make the selection.

Discussion highlights:

- Both CDBG and Community Services provide funding to Meadowood, so the City wants both the CDBG Committee and the Community Services Committee's input for the selection of an architect, and the Conference Committee is the most expedient way to provide that input.
- The resolution for the expansion process will be on a fast track, and the sole source selection of the architect will cut off three months in the process.
- The past Conference Committee members have been Ald. Phair and Whitesel.
- The sole sourcing is driven by the library, and there are no CDBG or Community Service dollars being spent for the architect. It's funded by City capital dollars.
- Markofski suggested that Whitesel would probably wish to continue on the Conference Committee, so only one more volunteer is needed.
- O'Callaghan said he would volunteer to be available for this convening of the Conference Committee but not necessarily for future meetings of the Committee.
- Choudhury said she would be willing to be back up for O'Callaghan if the Committee meets in the beginning of May but not the latter part of May.

5. [29524](#)

Green Madison Quarterly report

Wachter reviewed the memo that was passed out to the Committee at the beginning of the meeting. He said they have completed 235 residential projects, with 56 actively under construction. He said 519 residential projects are in process, and they hope to get many of those completed before the program closes. They have 21 completed commercial projects, with 31 in process. The grant closes on September 30 of this year.

They have added a new track for low-income residents, with rebates up to 100% of the retrofit cost. They've also added a new track for residents whose homes achieve less than a 15% energy reduction. They've added "The New Green Challenge," which is a program in partnership with MGE to expand outreach to African American and Latino homeowners. They've also expanded outreach to Hmong homeowners who need translators throughout the process.

Green Madison is working with WECC and the US Department of Energy (DOE) to plan for post-grant programming in conformance with DOE Evergreen requirements.

Discussion highlights:

- DOE has indicated there are no additional funds for this program.

O'Callaghan moved to commend Matt Wachter and Green Madison for their excellent work Ald. Phair seconded.

6. [29627](#)

Authorizing the City of Madison to accept a grant from the State of Wisconsin,

Department of Commerce to provide down payment and closing cost assistance to low and moderate-income homebuyers, amending the 2013 Community Development Operating Budget.

Rhodes said the Committee needs to accept the funds so that the CD Division can sign the contract with the state. This will fund the Home Buy Program, which is one of the City's downpayment and closing cost assistance programs for the area.

Choudhury moved to return to lead with recommendation for approval O'Callaghan seconded. The motion passed.

This Discussion Item was Discuss and Finalize

7. [29518](#)

CDBG April 2013 Staff Report

Financials
Update on Council Action
Neighborhood Center Study update
2012 CAPER
HUD Budget update

Financials

Charnitz said that the financials were sent to Committee members in an email. There were no questions.

Update on Council Action

Charnitz said that Access Community Health Center is returning funds they applied for last year because they received another large grant to assist them in their project. The resolution tied to their request went to Common Council and was placed on file.

Charnitz said that the Council approved Census Tract 21 as the City's next concentration neighborhood area. The office will move forward to create the steering committee.

Charnitz said that the Council approved applying for and accepting ESG state contract.

Charnitz said that the CD Week proclamation was accepted by the Council. The CD Division issued a press release on Monday regarding CD Week.

Neighborhood Center Study Update

Markofski suggested the neighborhood center study report be removed from each monthly agenda and suggested it be added to the agenda when there is something to report.

2012 CAPER

Charnitz reviewed the CAPER, which was handed out at the beginning of the

meeting. She said the CAPER is a required report by HUD and is also a piece that the CD Office uses to evaluate its performance. It's tied to the Five-Year Consolidated Plan, and 2012 was year three of that plan. As part of the five-year plan, the office has to make projections on what funds will be expended annually and what outcomes will be accomplished by objective.

Discussion highlights:

- The 38% increase in the number of homebuyers is not a result of foreclosures, but is a result of increased marketing efforts.
- The primary reason for the big increase in the number of homeless and special populations assisted was because of the increase in funds to support those populations. There might be an error in the 2011 number. It might actually be a higher number for that year.
- Choudhury said that 12.7% spent on administrative costs is amazing.
- The Target Area map may not be available on the block group level, but Charnitz will check into that.

8. [29523](#)

Report from committees with CDBG Committee representation

1. Gardens Committee (Markofski)
2. Martin Luther King Jr. Humanitarian Award Committee
3. Community Development Authority (Bruer)

1. Gardens Committee (Markofski)

Markofski said the primary focus has been on two ordinances being circulated to various committees, one on edible landscapes in City parklands and the other on terrace plantings.

2. Martin Luther King, Jr. Humanitarian Award Committee

No update was given.

3. Community Development Authority (Bruer)

Markofski said he met with the chair of the CDA, who said that they are interested in opening up communication lines between the CDBG Committee and the CDA.

ADJOURNMENT

Van Pelt moved adjournment at 7:20 p.m. and Ald. Phair seconded.
Anne Kenny, recorder