



City of Madison

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

Thursday, July 11, 2019

4:30 PM

215 Martin Luther King, Jr. Blvd.
Room 207 MMB (Madison Municipal Bldg.)

CALL TO ORDER / ROLL CALL

The meeting was called to order at 4:37 p.m. by Vice-Chairperson Claude Gilmore.

Present: 4 - Tag Evers; Gregory R. Reed; Sariah J. Daine and Claude A. Gilmore

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

APPROVAL OF MINUTES

A motion was made by Evers, seconded by Daine, to Approve the Minutes. The motion passed by voice vote.

PUBLIC COMMENT

None.

DISCLOSURES AND RECUSALS

None.

Approval of Consent Agenda

The Consent Agenda was approved, approving items # 5, 7, 9, and referring item # 11 to the August 8 meeting of the CDA.

A motion was made by Evers, seconded by Reed, to Adopt the Consent Agenda. The motion passed by voice vote.

1. [56581](#) CDA Resolution # 4338 - Appreciation for Board Chair Daniel G. Guerra, Jr.

Tom Conrad read the Resolution in appreciation of Mr. Guerra's service to the CDA.

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

2. [32700](#) COMMUNICATIONS

Conrad said that two new CDA Board members have nominated, and should be approved by the Common Council. They are Kelda Roys and Mary Strickland.

3. [54960](#) Village on Park Leasing Update

The update was provided by Kris Koval and Kent Yan.

Kris Koval said they are in the process of negotiating a lease with the UW. A first draft of the lease has been sent and we are waiting for a response. Their process will require fully negotiated terms by the end of August. Their internal approval will probably not occur until November or December. The Village has not done this large of lease before, but they have precedents to help establish terms.

There may need to be a special meeting in August to approve the lease.

Because of the length of the UW approval process, Kent is working on a "Plan B" in parallel, to rent the space to a group of smaller vendors. He has spoken with the State Dept. of Workforce Development (DWD); Dane County, which is interested in space for their Human Resources department, and others. There may legal problems if they want to house their Community Restorative Court there, because children cannot be present (or in the building) when the Court is in operation.

Commissioners asked who or what controlled the laws in question, and if the CDA could be proactive in changing or relaxing such requirements.

They are also working on a lease for the basement space.

4. [56582](#)

CDA Resolution # 4339 - Transferring \$2,000 from the Village on Park to the City of Madison in support of promoting community engagement in the South Madison planning process.

Jule Stroick of the Planning Division gave a presentation on the planning process for the update of the South Madison Neighborhood Plan. She spoke about how the CDA's contribution to the project will help in gathering information from area residents.

- The Planning Division is beginning an update of the 2005 South Madison Neighborhood Plan.
- They are checking to see if parts of the 2005 plan are still relevant.
- They want to know what can the City do to help the South Madison area.
- The money from Village on Park can be used to help hire neighborhood ambassadors, and help with the community involvement process.
- VoP is a key strategic site, and will be a priority in the new plan.
- The South Metro Planning Council will also be involved.

Gilmore said they should talk to area churches and pastors for sponsorship of informative meetings for residents. He stressed that it is very important to talk to residents.

Stroick said they are now contacting many people and looking for neighborhood involvement.

Conrad said Alder Carter had sent an email supporting the project and resolution.

Evers said that District 13 is in the 2005 plan, but left out of the new plan area. Parts or all of the Bay Creek area will no longer be included. Some of South Park St. is in Dist. 13, and the southern part of Dist. 13 is vulnerable. Everything up to the Triangle should be included in the plan. The "tree" streets should be included.

Stroick said the new plan will cover a smaller planning area.

Stroick will be back at the August 8 meeting to present a resolution regarding the plan update.

Reed said the Alliant Center and activities will spill over into that area, and should be included in the planning process.

Gilmore said that gentrification is a worry for many area residents.

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

5. [56526](#) CDA Resolution # 4337 - Authorizing a waiver of the Façade Improvement Grant Program Target Area for property located at 1304 E. Washington Avenue and directing staff to process the application under the normal operating standards and procedures of the program.

Consent Agenda

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

6. [56214](#) Housing Operations Monthly & Quarterly Report

Tom Conrad provided the report.

a. PHAS: Occupancy rates continue to increase, and with the June results should exceed the HUD standards. All but one of the Truax units have been leased.

b. Section 8:

There has been a leveling off on overage assistance per family. HUD is taking us off the "watch" list.

A motion was made by Evers, seconded by Daine, to Accept the Report. The motion passed by voice vote.

7. [56525](#) Housing Operations Work Plan for 2019

Consent Agenda

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

8. [56527](#) Operating Budget Update - Housing Operations

Deb Rakowski provided a report (see attachment). The attachment is a summary of the budget, which was submitted to the City of July 10. It includes all 2020 capital and operations budget items.

New initiatives include:

- Increasing staff by three (3)
- A new inventory management system
- A green physical needs assessment, which is done every five years
- How-to videos for the Housing website
- An applicant on-line portal

Evers asked about the three budget proposals requested by the Mayor.

Rakowski said this had been done, with various decreases and increases based on the "straight" budget.

Conrad said this was hard to do because most of the CDA budget is provided by the federal government (HUD).

9. [55289](#) CDA Redevelopment Work Plan

Consent Agenda

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

10. [56529](#) Operating Budget Update - Redevelopment

Adam Pfost gave the report.

This is an outline of the Coty Fund budget for the CDA, and estimate for 2020. It was submitted to the City on July 10. Overall spending is approx. \$188,000 more than revenue. Most of this is for wages and benefits, including for a new Redevelopment Specialist position.

There is also an overcommitment of \$70,000 for General Fund expenses, meaning that overall there is an approx. \$258,000 deficit.

This year will have a big effort on finance organization.

Pfost said the Finance Subcommittee will meet in August, and make recommendations to the Board at the September meeting, on financial organization, and how money in other funds can be used to cover this one-time deficit.

11. [55980](#) Election of Officers

Consent Agenda

A motion was made by Evers, seconded by Reed, to Refer to the COMMUNITY DEVELOPMENT AUTHORITY meeting of 8/8/2019. The motion passed by voice vote.

12. [35133](#) CDA EXECUTIVE DIRECTOR'S REPORT

None.

13. [35867](#) SCHEDULED MEETINGS

The regular meeting for August will be held at Revival Ridge, 2313 Allied Drive, in the Community Room. Staff are working on providing a tour of the facility before the meeting.

14. [36526](#) BUSINESS BY THE COMMISSIONERS

None.

ADJOURNMENT

A motion was made by Evers, seconded by Daine, to Adjourn. The motion passed by voice vote, and the meeting Adjourned at 5:45 p.m.