



City of Madison

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

Thursday, June 6, 2013

5:00 PM

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

CALL TO ORDER / ROLL CALL

STAFF: Mary Charnitz, Teresa Cothrine, Linda Horvath, Anne Kenny, Mike Miller,
Laura Noel, Jim O'Keefe, Elisabeth Rask, Julie Spears, Sue Wallinger, Lorri
Wendorf-Corrigan

Markofski called the meeting to order at 5:04 p.m.

Present: 7 -

Maurice S. Cheeks; Matthew J. Phair; Monya A. Choudhury; Liz
Dannenbaum; Daniel A. O'Callaghan; Justin O. Markofski and Russ
Whitesel

Absent: 2 -

Lauren Cnare and Ben M. Van Pelt

APPROVAL OF MINUTES

Choudhury moved, and O'Callaghan seconded approval of the May 2, 2013
minutes.

Ald. Cnare arrived at 5:11 p.m.

Van Pelt arrived at 5:14 p.m.

Present: 9 -

Maurice S. Cheeks; Lauren Cnare; Matthew J. Phair; Ben M. Van Pelt;
Monya A. Choudhury; Liz Dannenbaum; Daniel A. O'Callaghan; Justin O.
Markofski and Russ Whitesel

PUBLIC COMMENT

Edward Kuharski said he is an architect and a homeless advocate. He misses
the homeless day center and the operation that Sarah Gillmore and Z
Haukness put together and ran there. He stated it's a shame that the City isn't
utilizing their gifts and abilities with the homeless. He asked that the
Committee reconsider their proposal for coordinated intake and assessment.

Ronnie Barbett said he appreciates all the options for the homeless solutions.
He's stated he was presenting as a homeless advocate and concerned citizen.

He said that Sarah Gillmore and Z Haukness have a great plan for a day shelter.

DISCLOSURES AND RECUSALS

O'Callaghan recused himself from Item # 6, Resolution # 30298.

BUSINESS ITEMS

1. [30318](#) June 2013 CDBG Chair Report

Markofski gave updates regarding the center funding process for this summer. He and staff met and discussed the process, which he said would be further discussed later in the meeting.

Markofski said that he and staff are working on exploring how to coordinate and connect with other housing-related entities within the City, such as CDA and the Housing Strategy Committee.

O'Keefe said the makeup of committees is set by ordinance.

2. [30269](#) Authorizing up to \$216,000 in Housing Development Reserve Funds to assist Housing Initiatives, Inc. to acquire and rehabilitate rental housing in 2013.

Dean Loumos said that the money the Committee gave Housing Initiatives, Inc. (HII) a couple of months ago has already been spent, and they're here to apply for more. They got an occupancy permit for three of the four units at that site, and the fourth will be finished next week. The reason they wanted to put in another request for funds so soon is that they had an unusual number of foreclosed family units brought to their attention. Multifamily units are being bought up very fast right now because speculators see them as good investments and are flipping them. He wants to find at least one more (and perhaps two) foreclosed properties in a reasonable neighborhood to increase the stock of affordable housing for persons with mental health issues. They still have referrals coming from the VA's disabled veterans' program, and they have some slots available through their Shelter Plus Care program for rental assistance.

Discussion highlights:

- HII has decided not to pursue a lease of one of the units to Time Bank.
- HII rarely has opportunities to work with youth. They haven't tried to introduce co-housing.
- HII would consider acquiring duplexes and triplexes, in addition to four- and eight-unit buildings.
- Six months is the CDD Office's limit per its Framework policy for a license-to-hunt funding request.
- Housing Reserve Funds don't have the same HUD time restrictions as new HOME dollars do.
- The bank that foreclosed on the property was in Florida, so there was a lag time in the eviction process. There was a vagueness in whom to contact about

current occupants, and HUD has regulations about relocation.

A motion was made by Ald. Cnare and Whitesel seconded, to return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote.

3. [30081](#)

Authorizing an amendment to the loan documents of previously allocated HOME and HOME match funds to Goodwill Industries of South Central WI, Inc. for the rehabilitation of three affordable rental housing properties.

Wallinger said that this request involves more of a housekeeping issue with the three properties that Goodwill owns, for which the Committee previously approved funds for rehab. Goodwill is refinancing and is putting each of the properties in another name, requiring the city's loan documents to be amended to list the new legal name.

Discussion highlights:

- **The name change has to do with their other funding sources and wanting them to go by a separate entity.**

A motion was made by Whitesel, seconded by O'Callaghan, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.

4. [30170](#)

Approve the use of \$146,900 in City and ESG funds to contract with Community Action Coalition for South Central Wisconsin, Inc. for the purpose of providing coordinated intake and assessment services as a pilot program and authorize the Mayor and City Clerk to enter into an agreement with CACSCW.

Wallinger gave background on the RFP. Staff came to the Committee with an RFP for coordinated intake and assessment at a previous meeting. This is a service that is being mandated through HUD as part of the Hearth Act, which is new legislation passed last year and which guides how recipients use most of the homeless funds. The RFP was put out in April and due in May. The CDD Office received three proposals, all of which had merit. The 3 proposals were submitted by Community Action Coalitions, Tenant Resource Center/Shine608, Employment & Training Association, Inc. She explained that a committee of the Homeless Consortium agencies met for about a year to talk about what a local coordinated intake system would look like. HUD provided some parameters with latitude for local needs. Three volunteers scored the proposals after listening to presentations from the three proposers and independently ranked the proposals according to criteria identified in the RFP. City staff also listened to the presentations and ranked them. These rankings are being presented to the CDBG Committee along with staff recommendation.

Greta Hansen, from CAC, said that they are excited about the staff recommendation and are looking forward to piloting this program.

Kristina Dux, from CAC, said that the small pilot program is the best way to start with providing services. They will be able to hire two full-time case workers, and CAC has the structure to handle this program.

Brenda Konkel, from TRC, said their proposal was a partnership between

Tenant Resource Center (TRC) and Shine608. She said CAC is a great agency and wrote a great proposal, but TRC provides a very different type of service and has three offices out of which they work. Shine staff will be at the TRC or at the day center. TRC/Shine608 already has huge ties to the homeless community. She said that TRC already does this type of service for the community, so she sees CAC's proposal as a duplication of services.

Anders Zanichkowsky, from TRC, described what the Housing Help Desk at TRC does. They work in collaboration with other agencies and have been the information and referral hub for a lot of people and other agencies. They refer case management to CAC because TRC doesn't have the capacity to do case management. They have many reference resources for homeless, including lists of available housing in the area, of hotels and shelters, of flexible landlords, and of subsidized housing. They are trained for about 20 hours as housing counselors.

Konkel said that the number of people that TRC serves does not show up in Service Point because they don't enter their data into the system. She said that TRC has a more holistic view of serving the homeless.

Z Haukeness, from Shine608, said that he and Sarah Gillmore were doing a lot of this kind of work when they ran the temporary warming shelter this last year, so they have a lot of experience with connecting people to resources and what the barriers to housing are. Shine608 has really strong relationships with the homeless community.

Discussion highlights:

- HUD is currently not giving the City any money to support this mandate. Wallinger said intake and assessment would be an eligible activity with current funds, but she did not foresee any new funds being available for the program. Choudhury said she thinks the federal government could do better by the City.
- Konkel doesn't foresee that TRC's services would change very much after CAC's program is implemented. She believes there is no wrong door for referring people to resources.
- Zanichkowsky said he thought TRC's services would expand if they were to get this contract.
- Konkel said there is a great need for more information and communication among and between agencies to make sure information is correct. Whoever gets the contract will have to get other agencies to coordinate with them.

A motion was made by Choudhury and Van Pelt seconded, to return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote.

5. [30146](#)

Amendment to Resolution #29110 authorizing the Mayor to sign the application for funds from the State Division of Housing and authorizing the Mayor and City Clerk to execute agreements with specific non-profit agencies including an additional \$16,274 to Porchlight, Inc.

Wallinger said that as part of the ESG//THP/HPT application process, the City was notified that it was eligible to receive some funds that weren't going to be used in another part of the state. Consequently, the state provided an additional \$16,274 which they designated to fund Porchlight's transitional housing program.

A motion was made by O'Callaghan and Choudhury seconded, to return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote.

Alder Phair left the meeting.

Present: 8 -

Maurice S. Cheeks; Lauren Cnare; Ben M. Van Pelt; Monya A. Choudhury; Liz Dannenbaum; Daniel A. O'Callaghan; Justin O. Markofski and Russ Whitesel

Excused: 1 -

Matthew J. Phair

30298

Authorizing the approval of the re-structuring of the Tenney Nursery and Parent Center, Inc. deferred loan to an installment loan.

O'Callaghan recused himself and left the meeting for discussion of this item.

Cothrine gave background on the re-structuring of the loan from a deferred payment loan to an installment loan. She said that after Tenney Nursery and Parent Center (TNPC) requested a mortgage subordination in February, the CD Office did some monitoring to determine whether they were still serving at least 51% LMI at the center. Staff found that only 32% of their clients were LMI and recommended that they pay their loan back. Staff negotiated a suitable repayment term and schedule. The terms of the repayment recommended are \$260/month for five years totaling \$15,600, with a balloon payment at the end of the fifth year of \$5,100 and forgiveness of \$8,000 of the original note.

Discussion highlights:

- TNPC feels confident that they can make the \$5,100 balloon payment in five years. If not, the \$8,000 will not be forgiven.
- Staff is in the process of developing a monitoring system to determine if other projects are still meeting the requirements of their contracts.

O'Callaghan returned to the meeting at 6:10 p.m.

A motion was made by Whitesel, seconded by Choudhury, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES,. The motion passed by the following vote:

Ayes: 6 -

Maurice S. Cheeks; Lauren Cnare; Ben M. Van Pelt; Monya A. Choudhury; Liz Dannenbaum and Russ Whitesel

Abstentions: 1 -

Justin O. Markofski

Recused: 1 -

Daniel A. O'Callaghan

Excused: 1 -

Matthew J. Phair

7. **30378**

Adopting the Arbor Hills - Leopold Neighborhood Plan as a Supplement to the City of

Madison Comprehensive Plan.

Ald. John Strasser joined the Committee for discussion of this item.

Charnitz introduced Linda Horvath, a City Planner, along with two representatives from the Leopold-Arbor Hills Neighborhood. She also introduced Mike Miller who was the staff person from the CDD Office for this project. The Committee designates neighborhoods as concentration neighborhoods, and for the past several years Leopold-Arbor Hills was designated a concentration neighborhood. The CDD Office provides funds to designated concentration neighborhoods for planning services from the Planning Department, which works with the neighborhood residents and alder to develop a plan.

Horvath introduced Erv Bendorf, president of the Leopold Neighborhood Association, Sherry Carter, president of the Arbor Hills Neighborhood Association, and Jennifer Bendorf, secretary of the Leopold Neighborhood Association. Horvath explained the boundaries of the neighborhoods, and said that the area is multi-jurisdictional with parts in Fitchburg and the Town of Madison. Another major partner in the planning process was the Leopold Elementary School, which is the largest school in the school district of Madison, and is the Leopold neighborhood gathering place. Most of the kids in the area go to Leopold School. About half of the population in the area lives in the city of Fitchburg, making Fitchburg an integral partner in the planning process. About 38.3% of Madison residents in the area live below the poverty level. In Fitchburg, the percentage is likely higher, but there is no census tract data for just the area of Fitchburg that is served by the Leopold Neighborhood.

Carter said they want to install sidewalks from the West Beltline Frontage Road to Kingston Drive and Post Road to get pedestrians and strollers off of the bike lane onto a safe path. They also want to have the open schoolhouse at Leopold School increased to more than one day a week. This would allow an opportunity to offer several services, like computer training and job services. They've also worked on getting the Fresh Mobile trailer into Arbor Hills.

O'Callaghan left the meeting at 6:20 p.m.

Present: 7 -

Maurice S. Cheeks; Lauren Cnare; Ben M. Van Pelt; Monya A. Choudhury; Liz Dannenbaum; Justin O. Markofski and Russ Whitesel

Excused: 2 -

Matthew J. Phair and Daniel A. O'Callaghan

30378

Adopting the Arbor Hills - Leopold Neighborhood Plan as a Supplement to the City of Madison Comprehensive Plan.

Jennifer Bendorf reiterated the importance of the open schoolhouse. As a result of some grant money they received, open schoolhouse attendees were able to paint a mural in the park. The open schoolhouse has Spanish classes and Zumba classes. They have a computer lab and meeting space for the Leopold Neighborhood Association. The school is the focal point of the neighborhood.

Jennifer Bendorf said that they have a community garden in the park with 25 plots utilized by about 50 families. She described work that Home Depot's Team Depot did on the garden fence.

Erv Bendorf said he's been a housing provider in Madison since 1961. He praised Linda Horvath for leading the neighborhood outreach and bringing the neighborhood together.

Discussion highlights:

- The school is the perfect location for everyone to gather, and it has an extremely positive environment.
- The bike path is used by many people.

A motion was made by Whitesel and Cheeks seconded, to return to Lead with the Recommendation for Approval to the PLAN COMMISSION. The motion passed by voice vote.

8. [30358](#)

Approving the provision of \$129,446 of CDBG funds for improvement projects in the Arbor Hills and Leopold area neighborhoods as a way to implement a portion of the Arbor Hills-Leopold Neighborhood Plan in a manner that addresses City Community and Neighborhood Development Objectives.

Horvath spoke about the \$129,446 for projects for the neighborhoods that is reserved for the neighborhood as part of being designated as a concentrated neighborhood. The community identified several projects that support the central gathering area in the park. Up to \$10,000 has been identified for capital improvements to the park, including a water line to the gardens and a message board for the gardens. The group identified \$55,000 for a park shelter to be constructed in 2014 and supplemented by the Parks' budget. The group also recommended \$65,000 for down payment assistance to increase homeownership in the area. Part of the idea with homeownership could be to assist people to buy duplexes, live in one half and rent out the other part. There are many duplexes for sale in the area.

Discussion highlights:

- The CDD Office is recommending the \$65,000 be used for a modified ADDI program or added to other existing housing programs.
- TIF money can also be used for housing improvement and homeownership initiatives in the area.

Markofski introduced Ald. John Strasser of the 14th District, which includes the Leopold and Arbor Hills Neighborhoods.

A motion was made by Whitesel and Van Pelt seconded, to return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote.

9. [30371](#)

Funding Process 2014 Funds. 2014 Funds Outcome G: Improvement of Community Focal Point as identified in 2013-2014 Community Development Program Goals and Objectives.

Charnitz gave an overview of the 2014 Funding Process and the 2013-2014

Program Goals and Objectives statement regarding neighborhood centers and gardens. Neighborhood centers and gardens were pulled out of the 2013 Funding Process pending recommendations from the Neighborhood Center Report.

Charnitz read aloud the objective from the CDD's Program Goals and Objectives document. The CDD's involvement with centers/gardens is to fund them as they relate to development of a neighborhood. The CDD decided to do a one-year funding process for 2014 funds. She explained the collaboration of the various CDD committees, including the ECCEC, COA, CSC, and CDBG Committee. This year, staff is recommending that all committees come together one evening and hear presentations from the agencies. Each committee will then review the proposals and rank them and then make recommendations within their funding allotment to their representatives the Conference Committee.

Ald. Phair and Whitesel are currently the two CDBG representatives to the Conference Committee, but Charnitz said there needs to be additional person to represent CDBG on the Conference Committee. There will also be three representatives from the various Community Services committees.

Charnitz said that Choudhury had volunteered to be an alternate to the Conference Committee and asked Choudhury if she could be a regular member of the subcommittee, to which Choudhury agreed.

Each of the program areas has a funding allocation recommendation, which Charnitz reviewed. The committees will also make B-list recommendations. Charnitz then reviewed the meeting schedule. The joint presentation meeting will be on July 9, followed by the regular CDBG Committee meeting on July 11. She also went over the Conference Committee schedule of meetings.

Charnitz reviewed the criteria for ranking neighborhood center support and gardens proposal. Staff will give the Committee a slate of recommendations to consider.

Whitesel said he won't be able to make all the Conference Committee meetings and Markofski and Choudhury suggested that someone else be on the subcommittee. Van Pelt volunteered to be the third member of the Conference Committee. Whitesel will be an alternate member.

Charnitz said that the Committee will get proposals and staff reviews on June 28.

Ald. Cnare left the meeting at 7:03 p.m.

Present: 6 -

Maurice S. Cheeks; Ben M. Van Pelt; Monya A. Choudhury; Liz Dannenbaum; Justin O. Markofski and Russ Whitesel

Excused: 3 -

Lauren Cnare; Matthew J. Phair and Daniel A. O'Callaghan

10. [30147](#)

CDBG June 2013 Staff Report
Financials
Theresa Terrace

Meadowood
Update on Council Action

Charnitz reminded the committee that the Emerson-Eken neighborhoods, Census Tract 21, is the next designated concentration neighborhood. She explained that there is a very small area that's not in CT 21 and includes some Town of Madison and City of Madison area that the alders and staff have recommended be added to the concentration neighborhood boundaries. Miller and Horvath showed the Committee where the small area was on a map. The Committee members agreed the addition was appropriate.

Financials

Choudhury asked about Item 30268 under pending proposals for \$180,000. Charnitz said that this is a proposal that came in for tonight's meeting, but staff and the agency representative agreed that it wasn't ready for Committee review this month. It will come to the Committee next month for consideration.

Choudhury asked about the sequestration set aside estimate. O'Keefe said he anticipated falling about \$95,000 short. The actual numbers are out, and CDD will be off budgeted numbers by about \$45,000.

Theresa Terrace

Charnitz said that the City is still working on getting an architect who will provide preliminary estimates for rehab costs.

Meadowood

The City has preliminary numbers on the cost of rehab and is reviewing the rehab estimate to determine whether some or all of the rehab can be done.

Update on Council Action

The resolution to transfer the money from the WISH Trust to the Ponwood property has been approved by Council.

11. [30148](#)

Report from committees with CDBG Committee representation

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

1. **Gardens Committee (Markofski)**

Markofski said discussion focused on sustaining garden leadership for existing gardens because so much of the City's money has gone to new gardens.

2. **Martin Luther King, Jr. Humanitarian Award Committee**

No update was given.

3. **Community Development Authority**

Markofski said he is actively exploring what the connection is formally and informally between CDA and the CDBG Committee. He's met with the CDA chair on a semi-regular basis. CDA would like the CDBG Committee to look at the CDA's five-year plan when it's completed.

Choudhury shared an article from The New Yorker from last December on homeless transitioned-aged youth.

Markofski said he and Whitesel will meet with Charnitz to discuss topics for future meetings based on the discussion the Committee had at the May meeting.

ADJOURNMENT

Whitesel moved adjournment at 7:30 p.m., and Choudhury seconded.
Unanimous.

Anne Kenny, recorder