



City of Madison

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

Thursday, February 11, 2016

4:30 PM

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

[35867](#)

SCHEDULED MEETINGS:

CDA Regular Meeting: Thurs., March 10, 2016, 260 MMB

CALL TO ORDER / ROLL CALL

Staff Present: Natalie Erdman, Tom Conrad, Kris Koval, Augie Olvera, Nancy Prusaitis and Matt Wachter

Present: 5 - Sara Eskrich; Sheri Carter; Daniel G. Guerra, Jr.; Sariah J. Daine and Dean Brasser

Excused: 2 - Lauren K. Lofton and Kelly A. Thompson-Frater

1 APPROVAL OF MINUTES: January 14, 2016

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

2 PUBLIC COMMENT

None

3 DISCLOSURES AND RECUSALS

Alder Sara Eskrich disclosed that she is on the Bayview Board.

4 [32700](#) COMMUNICATIONS

Natalie said that Kelly Thompson-Frater will not be extending her time on the Board, but she will be here for the next two meetings.

5 [41675](#) HOUSING OPERATIONS MONTHLY REPORT

Augie provided the update:

- Vacancies/occupancies were at 95.5% (related to S8 vouchers).
- Preliminary Financial report (attached). City has new financial software system. Will do better for 2015 because there are some grant items that weren't charged to the correct area. Should have numbers by next Board meeting. Cash position - supposed to have three-month operating for our sites so we need to improve. Doing better than break even, but not much. Building our cash reserves. Are

in okay shape. East, West, Triangle and Truax are public housing - treated separately because they are funded under Public Housing Fund. Dan asked Augie to highlight Section 8 so it's easier to understand.

- Section 8 - Have reserves in Section 8 so we're trying to get out vouchers. Tom said the projection is based on proration of 75% of full funding. It looks like we'll do better than that so might end up with a break-even year. Reserves - \$800,000 for administrative purposes. Natalie said the chart should show admin expenses separate (restricted & unrestricted). Giving us more admin money. The more vouchers we put out, the more admin fees we receive.
- VASH Vouchers are all out (154), 114 in use. Working with VA to get veterans housed. Rethke will open May 15.
- Memo on Section 8 referrals (attached).
 - Rent burden preference for S8. Causing them to leave public housing and creating more vacancy. HUD wants us to maintain our 98% occupancy rate. People in subsidized housing are less in need because they already have housing.
 - Propose a change to policy and put it in our Annual Plan. Have to have a public hearing first. Then the Board would need to approve it. SE: Need more formal policy guidelines. NE: Priorities published in our Admin Plan. Resident Advisory Group that we can talk to about this. Don't have a policy about when we open our wait list.
 - Preferences - Madison residents, homeless, disabled, families, people escaping domestic violence
 - Sheri - Would like a more comprehensive discussion.
 - SE: What is the policy communication to applicants? A little more detail.
 - (Dan Guerra left at 5:43 p.m.)
 - DB: A little more on impact on what making that change would be. How many more people would be housed?

5A [29695](#) Housing Operations Subcommittee Report

The Housing Operations Subcommittee has not met because of quorum issues.

5B [41674](#) CDA Resolution No. 4167, authorizing the submission of Revision 2 and final close out documents related to the 2012 Capital Fund Grant.

Augie said this is a boilerplate resolution to submit the final dollar amounts.

A motion was made by Guerra, Jr., seconded by Eskrich, to Approve CDA Resolution No. 4167. The motion passed by voice vote.

5C [41682](#) CDA Resolution No. 4170, authorizing the submission of the Section 8 Management Assessment Program (SEMAP) Certification, for the year ending December 31, 2015.

Augie said this is an assessment of our program (self-certification). Tom said last year we were rated as a standard performer because of sequestration from the year before. We will be a high performer again this year. We get bonus points for showing that families with children aren't living in areas of high poverty concentrations (under 70% last year).

A motion was made by Guerra, Jr., seconded by Eskrich, to Approve CDA Resolution No. 4170. The motion passed by voice vote.

5D [41684](#) Triangle Action Plan

Matt Wachter provided the update (Draft Strategy Plan attached).

- Matt explained that this is a general outline of steps we plan to take to evaluate the Triangle so we can get ready for a larger master planning effort (three phases). Serve as basis for outside consultants.
- Sheri suggested adding Monona Bay Neighborhood Association to the stake holders.
- Dean asked if this would be in the 2017 budget. Matt said no for the actual redevelopment.
- Augie said Karabis is something we want to work on. Have been building up a reserve. Not critical.
- Eskrich said Bayview has some timely repairs that need to be done. She asked about a Subcommittee. Natalie said the Subcommittee will include a couple of people from CDA and someone from the Bayview Foundation. She suggested Sara and another volunteer from the CDA Board.

5E [41736](#) CDA Resolution No. 4173, authorizing the submission of documents and certifications related to the Low-Rent Public Housing Program Subsidy request, and the approval of CDA's Housing Operation 2016 budget.

Augie said every year we have to submit a subsidy request for public housing. The budget is approved by the Common Council but HUD also requires the CDA Board's approval.

A motion was made by Guerra, Jr., seconded by Eskrich, to Approve CDA Resolution No. 4173. The motion passed by voice vote.

6 [20808](#) THE VILLAGE ON PARK

Kris Koval provided the Village on Park update. Kris said a meeting is scheduled with the roofer and an asbestos abatement company that is proposing a new method of removing the asbestos. Potentially may not have to move tenants out.

Luncheon for two new tenants this coming month.

- 6A [41683](#) CDA Resolution No. 4171, authorizing the CDA to enter into a lease with Support Broker Consultants, Inc. for office space at The Village on Park.
- Kris Koval appeared and distributed a brochure from Support Broker Consultants, Inc., a non-profit organization (attached). Kris said they will be a great tenant at The Village on Park. They provide support services to Dane County Health & Human Services (adults with disabilities). They will be next to the Mums space (who are moving across the street).

A motion was made by Guerra, Jr., seconded by Carter, to Approve CDA Resolution No. 4171. The motion passed by voice vote.

- 7 [25012](#) MOSAIC RIDGE UPDATE

Matt Wachter provided the update:

- Have a contract to sell the first lot (most expensive lot), with no subsidy. Signed contract last week. They're building a standard four-bedroom house with a finished basement. The only subsidy is a discount on the lot price (south CSM Lot 2). They want to build a two-car garage.
- The model house on Lot 5 is going fine. The roof is on; the siding is almost completed. Should be totally done on April 15. Open House/neighborhood event around that.
- Madison College house - potential buyer that wants to put in an offer next week. Not asking for subsidy either. Would like to buy it and rent it to their son. Renting is discouraged. Haven't passed the CCR or rules yet. Need to consult attorney who drafted them.
- Another buyer wants to put in an offer, but having some issues with their pre-approval.
- Habitat for Humanity would like to take a lot (Lot 4).
- Person from home buyer class is likely to purchase a lot in the spring.

- 7A [41366](#) CDA Resolution No. 4164, approving the creation of a homeowner's association for Mosaic Ridge.

A motion was made by Carter, seconded by Eskrich to recommend adoption of this resolution subject to the changes in form as made by the attorney and with the proviso that variances to the design criteria don't have to go back to the Urban Design Commission. The motion passed by voice vote.

- 7B [41681](#) CDA Resolution No. 4169: Sale of Lot 4 of Mosaic Ridge to Habitat for Humanity of Dane County

A motion was made by Daine, seconded by Eskrich, to Approve with the provision that the house is sold to a person earning less than 50% CMI. The motion passed by voice vote.

7C [41704](#) CDA Resolution No. 4172, approving and granting the sale from the Community Development Authority to the City of Madison, by Warranty Deed, of two vacant lots located in the Mosaic Ridge Plat for the installation of a new neighborhood park by the City Parks Division, located at 2348 and 2370 Revival Ridge.

Matt said this resolution is for the sale of Lots 1 and 2 to Parks for \$350,000. A mirror image resolution going to Council. Triggers \$392,000 payment to City. We're proposing that we would only have to pay the \$350,000. Would go back to General Fund. Would like it to go to an Affordable Home Ownership Program. Another option is that the City would forgive the loan and we would use it for this same use. He recommended that the CDA approve it contingent on the release of the mortgages on Lots 1 and 2.

A motion was made by Eskrich, seconded by Daine, to Approve contingent on the release of the mortgages with acceptable terms of the Community Development Authority. The motion passed by voice vote.

8 [35665](#) ALLIED DRIVE UPDATE

No update

9 [33361](#) TRUAX PARK REDEVELOPMENT UPDATE

Matt Wachter provided the update:

- Occupied
- Up and running
- Tying up loose ends for final equity installment

9A [41685](#) CDA Resolution No. 4168, authorizing the execution of a lease with Meridian Group, Inc. for 28 units of former public housing at Truax Park Apartments, for the purpose of operating a Rapid Re-Housing Program to provide housing to homeless families.

Augie said he thought the vacated old town houses at Truax would be a good opportunity for homeless families through the end of 2017. There are 40 families in the Rapid Rehousing Program run by the Y, Salvation Army, and Road Home. They provide counseling and financial services. Financial assistance is also provided by United Way. Some of these families can't find housing because of their bad history and the market is tight. Meridian has agreed to manage the units. Talked with City Attorney and Real Estate to make use of these apartments. 27 would be used for housing; one for office space for social workers. They will be paying us to plow the snow, salt, mow the lawns.

A motion was made by Daine, seconded by Carter, to Approve CDA Resolution No. 4168. The motion passed by voice vote.

- 10 [35133](#) CDA EXECUTIVE DIRECTOR'S REPORT
- Augie, Jim O'Keefe & Natalie met with Dean Mosiman who wants to do an article on homelessness. He is also is interested in the Rapid Rehousing Program. He would like to publish some articles that will possibly help with some solutions.
- 11 [36526](#) BUSINESS BY THE COMMISSIONERS
- None
- 12 **ADJOURNMENT**
- A motion was made by Carter, seconded by Eskrich, to Adjourn the meeting at 6:33 p.m. The motion passed by voice vote.**