



City of Madison

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

Thursday, March 8, 2018

4:30 PM

210 Martin Luther King, Jr. Blvd.
Room GR-27 (City-County Building)

CALL TO ORDER / ROLL CALL

The meeting was called to order at 4:35 p.m. by Chairperson Dean Brasser.

Present: 4 - Sara Eskrich; Daniel G. Guerra, Jr.; Dean Brasser and Claude A. Gilmore

Excused: 2 - Sheri Carter and Sariah J. Daine

Staff present: Natalie Erdman, Tom Conrad, Deborah Rakowski, Lisa Daniels,
Katherine Stauffer, Jim Nichols

APPROVAL OF MINUTES

A motion was made by Guerra, Jr., seconded by Gilmore, to Approve the
Minutes of the February 8, 2018 meeting. The motion passed by voice vote.

PUBLIC COMMENT

None.

DISCLOSURES AND RECUSALS

Sara Eskrich is a member of the Bayview Foundation Board of Directors.

Sheri Carter and Sariah Daine arrived at 4:37 p.m.

Present: 6 - Sara Eskrich; Sheri Carter; Daniel G. Guerra, Jr.; Sariah J. Daine; Dean
Brasser and Claude A. Gilmore

1. [32700](#)

COMMUNICATIONS

1. Tom Conrad said that HUD has given us seven more VASH vouchers to use for chronically homeless veterans referred to us by the VA Hospital. We now have a total of 192 VASH vouchers.
2. Conrad said HUD has contracted with housing authorities who give help to ex-offenders who are returning to society. We will be applying for this program in April. The City has already made a grant to Madison Urban Ministry in connection with this issue
3. RAB (Resident Advisory Board):
 - Conrad said nine program participants have been invited to be on the RAB, which held its third meeting on Wednesday, Feb. 28.
 - Sariah Daine who was at the meeting, said it is good that the RAB will meet more than once per year. There was discussion of a \$10 discount on internet services available to low-income residents. She recommends that we provide an information and instruction sheet on this program for residents.

Conrad said there was mostly good feedback on smoking policy enforcement. Ad hoc meetings may be necessary for special issues.

PRESENTATION OF CONSENT AGENDA

None.

2. [49981](#)

Housing Operations Monthly Report - 2018

PHAS:

Conrad said there has been improvement in occupancy across the board. Repairs are almost done at Truax. HUD has now said the 28 units can now be classified as "in modernization," so they will no longer count against us.

Section 8:

In January we were providing 1628 vouchers; in February the total is 1699. Vouchers for 74 families previously charged to other jurisdictions have been absorbed.

HUD advises maintaining a 6-9% reserve. Based on current projections we could have more than 9% at the end of 2018. We will continue to absorb incoming transfers; we will add 20 families when the Tree Lane FPA program opens in May. We will work with Dane County Human Services to increase utilization of the Family Unification Program vouchers-which are only available from Child Protective Services through referral. We have 100 of those, but only 70 are currently in use. There are many families who may be eligible.

Last year our expenditures were approximately \$12 million; this year approx. \$13.5 million will be available. Conrad thinks we should increase the payment standard from 90% to 95% of fair market rent, and will probably be submitting a resolution for this.

There was a discussion of the payment standard, number of vouchers, and possible staffing issues if the number of vouchers is increased. Conrad said he would bring a projection on the impact of an increased payment standard and increased number of vouchers to the March meeting.

3. [50804](#)

Asset Management Report

Lisa Daniels said they have an asset management plan.

Deb Rakowski provided the following recommendations for 2018:

- Increase occupancy to 95%.
- Do a capital needs assessment, including boiler replacement, driveway repaving and parking lots
- Replace reserves.
- (create a) new management contract.

Gilmore asked about their confidence in the current management company (Brohyhill)

Daniels said they would be evaluated during 2018. Erdman noted that we could cancel the contract without cause at any time. Rakowski said they would like a month or two to see how they are doing, before updating the contract.

Carter asked about security and adequate lighting.

Daniels said (there is) low crime, but security cameras would be good.

Carter said we need a standard format for this kind of analysis and report.

The consensus was that a report should be provided quarterly.

Erdman said the Reservoir should also be looked at.

4. [50805](#)

CDA Resolution # 4261 - Appointing Thomas Conrad as the Deputy Director of the Community Development Authority (the "Authority").

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

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Claude Gilmore left the meeting at 5:40 p.m. A quorum was still present.

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

Excused: 1 - Claude A. Gilmore

5. [50806](#) Comprehensive Plan Update-Draft Goals and Strategies

Erdman gave a brief overview of the project, which will be presented to the CDA at the April meeting. The important elements for the CDA are strategies and prioritization.

She described how public information was gathered, and noted that input from groups who have traditionally been left out of these discussions were weighed more heavily

- The Planning Division presentation will be specific as to actions.

- Board members should read these (handouts) to get a foundation for the bigger plan.

- Carter asked what happens when residents disagree. Erdman said the Council will listen and can make changes.

6. [35133](#) CDA EXECUTIVE DIRECTOR'S REPORT

Natalie Erdman provided the report:

Mosaic Ridge - we are due to close on the next house this month.

Tree Lane - Common Bond has received tax credits.

Triangle - Eskrich, Erdman and others met with Horizon Development, who are interested in making their services available to the neighborhood. They are proposing to redevelop the community center. They will be meeting with Planning and CDA staff. They are not requesting funds from the CDA

7. [36526](#) BUSINESS BY THE COMMISSIONERS

None.

8. [35867](#) SCHEDULED MEETINGS

- April 12, 2018

ADJOURNMENT

A motion was made by Eskrich, seconded by Daine, to Adjourn. The motion passed by voice vote. The meeting adjourned at 6:04 p.m.