



**City of Madison**  
**Meeting Minutes - Final**  
**COMMUNITY DEVELOPMENT BLOCK**  
**GRANT COMMISSION**

City of Madison  
Madison, WI 53703  
www.cityofmadison.com

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Thursday, April 5, 2007

5:00 PM

215 Martin Luther King, Jr. Blvd.  
Room LL-110 (Madison Municipal Building)

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**ROLL CALL**

**Present:** Tim Bruer, Cindy Thomas, Monya A. Choudhury, Kristina L. Dux, Arthur V. Robinson, Lina Trivedi, Carl G. Silverman and Charlie R. Sanders

**Excused:** Santiago Rosas, Steven C. Bartlett and Justin O. Markofski

*Others present: Hickory Hurie*

**CALL TO ORDER**

*Sanders called the meeting to order at 5:10 PM.*

**WELCOME-CHAIR'S REPORT**

*Commissioners had no news or announcements to share at this time.*

**STAFF REPORT FOCUS ITEM**

*Comprehensive Annual Performance and Evaluation Report (CAPER) (2007/04-A); and 2006 Performance Synopsis by Fund Source (2007/04-B)*

*Hurie reviewed the Synopsis by Goal that Commissioners received a couple months ago and told Commissioners that the Synopsis by Fund Source examines performance by type of funding.*

*Hurie then handed out the 2006 CAPER. He explained the format of the CAPER and told Commissioners explanations of individual projects begin on page 38. He said that the CAPER describes projects by agency, project title, goal, accomplishments, contract targets, funding history by source, and budget. He said that in the lower left page of each project description, the CAPER lists beneficiaries and participants of the program. He said that agencies submit data, which CD staff enters into the database and reports in the CAPER.*

*The essays in the beginning of the CAPER (e.g., page six) include a chart of goals from the Framework and Five-Year Plan. The high points are listed on pages two and three in the very beginning. The CAPER is in draft form because HUD has to review it and will probably make edits.*

**REQUEST FOR MAJOR CHANGES IN CURRENTLY FUNDED PROJECTS OR FUNDING  
FOR NEW PROJECTS**

*A) Project Home (2007/04-C): WHEDA has offered to provide a loan of \$165,000 if the City subordinates its second mortgage. Denise Matyka, Executive Director and Jan Reek, Director of Programs*

*Matyka said that the CDBG Commission had formed a subcommittee charged with*

reviewing and approving the final debt restructuring of the \$365,000 that Project Home owes the CD Office on Prairie Crossing. Sanders summarized the CDBG Subcommittee's work on refinancing. He said that WHEDA has come through with the offer of a new \$165,000 loan to Project Home with two percent interest deferred over seven years with a balloon balance of \$188,100 at the end. Saunders said that WHEDA requires the CD Office to subordinate its loan to WHEDA, and the Subcommittee has recommended subordination.

Silverman moved to approve the Subcommittee's recommendation to subordinate the CD Office's \$365,000 loan for Prairie Crossing to WHEDA's new loan for \$165,000 to Project Home for Prairie Crossing. Thomas seconded. The motion passed unanimously except for absent members Bartlett, Markofski, Rosas, and Trivedi.

B) Habitat for Humanity (2007/04-D): Habitat seeks \$100,000-\$150,000 in funds to acquire and convert an apartment building to owner-occupied units. Michael Carlson

Carlson described Habitat's proposal to acquire 1910 Lake Point Drive, which is currently owned by Madison Development Corporation (MDC). Habitat is looking to convert the building into two affordable owner-occupied units. Hurie stated the building would house the two affordable units side by side. A former child daycare center existed in the lower level. Carlson stated that the two units would be 1,600-1,700 square feet apiece, and each unit would have to include 4-5 bedrooms in order to justify the square footage. He added that Habitat for Humanity of Dane County would need approval from Habitat International to go ahead with the two units at 1,600-1,700 square feet each. Carlson also said that the demand for 4-5 bedroom units does exist among some LMI households in Madison.

Hurie said that the building is on a block with four other properties that are moving toward bankruptcy. He said that renovation of this building will hopefully spark redevelopment of the entire block. He said the CDA has been trying to put together facade-improvement projects for the buildings to help leverage more redevelopment in the future.

Bruer stated that as alder of the area, he supports the project and that it could potentially provide a pilot to improve similar aging, Eisenhower-era buildings throughout the city. He said the project would also provide larger town homes for larger families by converting four-units to two-units.

Discussion highlights:

- MDC bought the building from Madison Mutual Housing Association.
- The building has been vacant for two years.
- Total costs would be roughly \$126,000 per unit.

Bruer moved to approve staff recommendations to provide up to \$100,000 in acquisition costs from HOME, Housing Trust, or HOME Match funds to Habitat to acquire the building at 1910 Lake Point Drive within six months of Council approval of the project. Bruer went on to stipulate that his motion should amend the staff recommendations to require that Habitat convert the building into two units of affordable housing, rather than four. Silverman seconded. The motion passed unanimously except for absent members Bartlett, Markofski, Rosas, and Trivedi.

New commissioner Lina Trivedi arrived at the meeting at 5:40 PM.

Sanders introduced Trivedi, and Commissioners gave their names and introduced themselves. Trivedi said she works for Urban League in their employment services

division as a job development specialist. Trivedi lives on Allied Drive in a City-owned property and writes for the India Tribune, a national publication. Trivedi has lived in Madison for about one-and-a-half years.

As discussed previously with Ms. Trivedi, Hurie told the Commission that Trivedi will have to leave the room to avoid a conflict of interest during discussions pertaining to funding for Urban League. He said that the Commission would formally announce the potential conflict of interest at its next meeting.

Enis Ragland from the Mayor's Office stated that Trivedi asked to be able to serve on both the OCS and CDBG Commissions.

C) *Women in Transition (WIT)*: WIT requests up to \$25,000 to make roofing improvements to a women's transitional housing site.

Hurie said he thought WIT might be coming to this meeting, so he put the item on the agenda. He said that since ESG funds can only be used for transitional housing, only \$2,000 of CD money could be used for WIT's roofing project due to the ratio of women actually living in transition at their facility. WIT declined the money.

D) *Interfaith Hospitality Network (IHN) (2007/04-E)*: IHN requests ESG funds to help address some shelter operations needs.

Hurie said that IHN has secular status and that no position on their board is reserved for a specific faith. He said that ESG funds may be used for several categories of eligible activities, including operations (e.g., computers for staff), rehab, and essential services. Hurie said that IHN has requested \$5,000 for utilities, \$6,000 for computers and printers, and \$7,000 for new flooring, for a total of \$18,000.

*Discussion highlights:*

-Non-profits often have difficulty finding funding for computers and other office equipment.

-The general Minority Business Enterprise (MBE) goal of the CD Office is for 7.4% of all contracts to go to MBEs. The office works with Affirmative Action to reach these goals.

Choudhury moved to approve staff recommendations to provide funds for flooring and computer equipment. Silverman seconded. The motion passed unanimously except for absent members Bartlett, Markofski, and Rosas.

D. *Latino Chamber of Commerce (LCC) (2007/04-F)*: Authorizing the designation of Wisconsin Women's Business Initiative Corporation (WWBIC) to a 2007 CDBG Office operating budget LCC-sponsored project as the contracting agent to help promote the growth of small businesses; and authorizing the Mayor and the City Clerk to enter into a three-way agreement to implement the project.

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Authorizing the designation of Wisconsin Women's Business Initiative Corporation (WWBIC) to a 2007 CDBG Office operating budget Latino Chamber of Commerce-sponsored project as the contracting agent to help promote the growth of small businesses, and authorizing the Mayor and the City Clerk to enter into a three-way agreement to implement the project.

Hurie said that LCC talked to the CD Office yesterday (April 4) about having Centro Hispano act as their fiscal agent instead of WWBIC. He said he wasn't sure whether or not Centro Hispano had agreed to the arrangement yet. He also said that LCC isn't able to become a non-profit organization because of their membership-based clientele, which

*is why they need another agency to act as their fiscal agent.*

*Discussion highlights:*

*-Centro Hispano has a contract with an accounting firm that provides their accounting services.*

*Bruer moved to approve staff recommendations to appoint a fiscal agent. Silverman seconded. Bruer withdrew his motion because he did not want to appoint Centro Hispano specifically without their agreement. Bruer moved to approve a fiscal agent conditioned upon staff approval. No one seconded. Thomas moved to refer the item to the next meeting until the Commission could get more information from LCC. Choudhury proposed a friendly amendment to Thomas's motion that would refer the item until LCC has a committed fiscal agent. Bruer seconded.*

*Further discussion:*

*-LCC originally had said they would have something in writing from WWBIC, but they decided to ask Centro Hispano to be their fiscal agent instead. LCC doesn't have written endorsement from Centro Hispano, but they do have an email that says that Centro is willing to serve.*

*Thomas withdrew her motion. Silverman moved to approve a three-way partnership between the City, Latino Chamber Commerce, and Centro Hispano contingent upon receiving a signed agreement from the Chair of Centro Hispano to act as Latino Chamber of Commerce's fiscal agent. Thomas seconded. The motion passed unanimously except for Bruer, who abstained from voting because of his membership on Centro Hispano's board, and absent members Bartlett, Markofski, and Rosas.*

*F. Tellurian/Youth Services (2007/04-I): Tellurian and Youth Services request a change in the expense items for the 2007 Outreach project from staffing costs to entry, short-term rent, and security deposits to help Tellurian and Youth Services workers assist downtown street people move into housing.*

*Choudhury thanked staff for answering all her questions on the phone.*

*Discussion highlights:*

*-Tellurian already assists the homeless with entry costs, short-term rent, and security deposits, so this won't be something new for them; and it will strengthen their arsenal of assistance.*

*Bruer moved to adopt staff recommendations to permit Tellurian and Youth Services to use the City funds to help move people from the street into housing, including use for application fees, security deposits, and first month's rent, with a small portion of funds available for bus tickets. Silverman seconded. The motion passed unanimously except for absent members Bartlett, Markofski, and Rosas.*

## **APPROVAL OF MINUTES**

*Hurie requested a modification to the March minutes. He said the wording in the motion to approve staff recommendations on page three under the Porchlight item should be changed from deferred to forgivable. It should now read, Bruer moved to approve staff recommendations to loan Porchlight up to \$25,000 in the form of a 10-year forgivable loan contingent on an arrangement for payment of the residual on the unpaid balance in the event that Porchlight is not able to continue occupancy at Grace Episcopal Church, 116 West Washington Avenue before 10 years are up.*

*Bruer moved to approve the March, 2007 minutes as amended. Silverman seconded. The Commission voted unanimously to approve the minutes, except for absent members Bartlett, Markofski, and Rosas.*

**A motion was made by Bruer, seconded by Silverman, to Approve the Minutes. The motion passed by acclamation.**

## **OTHER BUSINESS FOR ACTION**

### *A. Update and working session on Allied Strategies*

*Hurie stated that the Allied Task Force continues to meet to put together goals for the City properties (i.e., the former Friends Community Housing and Hawk properties). City staff members are putting together a request for proposals to go out at the end of May seeking two or three developers to work on the City sites.*

*Hurie said he and Mary Charnitz would also like to see a second RFP for development on non-City sites to accomplish a boost in homeownership or rental housing for special needs households in the rest of the neighborhood.*

*Bruer stepped out of the meeting with a phone call.*

*Hurie handed out maps showing the percentages of owner-occupied versus renter-occupied housing by block groups in the city. He said the maps show a trend of increased rental housing on the Isthmus; at Oakwood Village (a housing complex for seniors); in the Hiestand area; on Darbo Drive and Worthington Avenue; west of Hilldale; in the Allied area; on Badger Road, Cypress Way, and Magnolia Circle and Lane; and along the former Broadway-Simpson corridor next to the Yahara River.*

*He said that neighborhoods that are regarded as challenged seem to have a higher rental occupancy than other neighborhoods. He said the map shows a relationship, but not necessarily causality.*

*Hurie also handed out maps that show the ratios of lower income households by block groups in the city.*

*Dux left the meeting at 7:05 PM. Bruer returned to the meeting at 7:07 PM.*

### *B. Issues and/or referrals to or from the Common Council*

*There were none.*

### *C. Reports from committees with CDBG Commission representation and designation of Commission representatives.*

*There were none.*

## **STAFF REPORT**

*Hurie discussed a resolution creating an ad hoc committee to explore the creation of an Office of Neighborhood Support. The ad hoc committee will include one member from the CDBG Commission. Hurie said this group needs to make the distinction between a neighborhood association and an organization that works in neighborhoods (e.g., centers, ULGM). He said that the Commission will look for volunteers for the ad hoc committee at its next meeting.*

*Hurie thanked Thomas for her years of service on the CDBG Commission, and Bruer commended her advocacy for CDBG.*

**ADJOURNMENT**

*Bruer moved to adjourn at 7:35 PM. Robinson seconded. The motion passed unanimously except for absent members Bartlett, Markofski, and Rosas.*

*Respectfully submitted,  
Anne Kenny*