COMMUNITY DEVELOPMENT AUTHORITY April 19th, 2012

The monthly meeting of the Community Development Authority was called to order by the Chairperson Peter Hendler at 8:30am in the Parkview Community Room at 606 South Walnut Avenue, Marshfield, WI.

Affirmation of Proper Posting of Meeting: Posted April 13th, 2012.

ROLL CALL: PRESENT: John Conklin, Dr. John Parker, Dave Marsh, Marilyn Hardacre, Paula Jero, Peter O Hendler.

OTHERS PRESENT: Mayor Chris Meyer, Dave LaFontaine invited guest, Lois TeStrake Barbering/Cosmetology Practitioner, Mary James-Mork Executive Director, Julie Mess Housing Operations Director, Kathy Scheuer Office/Procurement Coordinator.

Declaration of a quorum. Public Comment: none

Mayor Chris Meyer presented plaques to completion of term Dr. John Parker (citizen representative) and Dave LaFontaine (alderman representative). Mayor Meyer thanked Parker and LaFontaine for their hard work, conscientious and consistent support shown to the Community Development Authority.

8:40am Meyer leaves meeting

CDA 12-43 Motion by Parker, seconded by Marsh to accept the March 22nd, 2012 Personnel meeting minutes. 6 Ayes

MOTION CARRIED

CDA 12-44 Motion by Jero, seconded by Hardacre to accept the March 22nd, 2012 CDA monthly meeting minutes. 6 Ayes

MOTION CARRIED

CDA 12-45 Motion by Marsh, seconded by Conklin to accept the April 17th, 2012 Financial meeting minutes. 6 Ayes

MOTION CARRIED

CDA 12-46 Motion by Marsh, seconded by Conklin to accept Resolution # 485: Capital Funds Budget. 6 Ayes

MOTION CARRIED

CDA 12-47 Motion by Parker, seconded by Conklin to accept the insurance proposal from Greater Insurance Service By Auto-Owners Insurance Co. with a \$2500.00 deductible in the amount of \$42,538.26. 6 Ayes

MOTION CARRIED

9:00am Amira Yashoo (resident) arrives

Concrete work was discussed. No action taken.

9:10am Yashoo leaves

9:20am TeStrake leaves

CDA 12-48 Motion by Hardacre, seconded by Jero to accept and place on file the Executive Director's Report. 6 Ayes

MOTION CARRIED

Agenda: Review Capital Funds Five Year Plan and Year End Financial Report. Annual meeting will be scheduled for May 17^{th} , 2012 with election of officers.

Motion by Parker, seconded by Dave Marsh to adjourn meeting. Meeting adjourned at 9:37am.

Respectfully submitted,

Mary James-Mork Executive Director Peter Hendler Chairperson

COMMUNITY DEVELOPMENT AUTHORITY

Executive Director's Highlights May 17, 2012

1. Economic Development-

Steve Barg, City Administrator, will present the City Ordinance establishing the new ED Board under the City Council at this month's CDA Commission meeting. The Economic Development Board Recruitment will also be discussed.

2. Occupancy-

As of today's date, Parkview-has fourteen vacancies, and Cedar Rail has three, with one pending residency with the completion of paperwork... Tours continue weekly. In addition to an extension of ads and of the resident incentive program, leadership staff members are currently discussing new approaches to filling vacancies. Current thoughts include, but are not limited to open house, offer of one month free rent, and advertising to younger population (new ad opens residency to 50 and older).

3. Meetings/Partnerships

- ➤ Economic Development Review Team
- > Committee on Aging
- ➤ Wood County Falls Prevention Coalition
- > Grant writer Oversight Committee
- ➤ MEDA
- > Transitional Housing

4. Employee Changes-

The Caretakers for Cedar Rail have given their notice in order to allow for more flexibility and family time. CDA staff and residents will honor Mary and Gordon Fischer for their dedication and commitment to the CDA at a celebration to be scheduled at month's end. Date will be announced when determined. Ads have been placed in the Marshfield News-Herald and Career Builder, and we are in receipt of several applications for the position. The Fischers will leave their positions as of June 1, 2012.

5. Marshfield Grants Office-

Jordon and the Grant Office Oversight Team will meet with the City Council and School District Board at the first joint meeting of the two governing bodies to be held on May 24, 2012.

6. IT Update-

We are delighted to report that the administrative office (former nurse's office) has been connected to our network. The leadership staff looks forward to spending additional time working on site at Parkview beginning next Monday, May 21, 2012. Next steps include meetings scheduled to replace obsolete phone system as well as review of current security with recommendations for new systems on all CDA properties.