

COMMUNITY DEVELOPMENT AUTHORITY
June 21st, 2012

The monthly meeting of the Community Development Authority was called to order by the Chairperson Peter O. Hendler at 9:02am in the Parkview Community Room at 606 South Walnut Avenue, Marshfield, WI.

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

ROLL CALL: PRESENT: John Conklin, Dave Marsh, Peter O Hendler, Tom Buttke, Dave LaFontaine.
ABSENT: Paula Jero
EXCUSED : Marilyn Hardacre
OTHERS PRESENT: Mary James-Mork Executive Director, Julie Mess Housing Operations Director, Janet Southworth Housing Manager, Kathy Scheuer Office/Procurement Coordinator.

Declaration of a quorum.

Jero arrives at 9:07 am

Public Comment:

Gladys O'Kelly is concerned about Polish Poker and Bingo.

Laverne Kauffman is concerned about Bingo and money donated by residents.

Hulda Dix is concerned about Polish Poker.

Elizabeth Brehm is concerned about changes in the building and restrictions about plants in the public areas.

Joan Conklin is concerned about all people being treated fairly, namely having name covered by wreath at Christmas.

Betty Hayes wants to keep all her decorations by her hallway door.

Laverne Kauffman donated with 2 others \$20.00 each for bingo prizes.

Betty Petersen thinks caretaker regarding cart parked in hallway is unreasonable and security is too tight.

Building is not managed the way it used to be.

Myra Krause is concerned about potluck money.

CDA 12-62 Motion by LaFontaine, seconded by Buttke to accept the May 17th, 2012 CDA Annual meeting minutes. 6 Ayes

MOTION CARRIED

CDA 12-63 Motion by Conklin, seconded by LaFontaine to accept the June 19th, 2012 Financial meeting minutes. 6 Ayes

MOTION CARRIED

CDA 12-64 Motion by LaFontaine, seconded by Jero to accept and place on file the Financial Committee Report. 6 Ayes

MOTION CARRIED

CDA 12-65 Motion by LaFontaine, seconded by Conklin to accept and place on file the Executive Director's Report. 6 Ayes

MOTION CARRIED

Vendor list was discussed. Jero will submit paperwork regarding obtaining Vendors and having a yearly meeting with vendors who may be interested in working with the CDA.

Next Financial meeting is scheduled for July 24th at 9:00am and Board meeting is scheduled for July 26, 2012 at 9:00am.

Monthly Board Agenda items: Bingo, Polish Poker and Potluck minutes of July 6th meeting with the residents.

Financial meeting: Purchase orders and Financial Procedures and non CDA Funds.

Motion by LaFontaine, seconded by Dave Marsh to adjourn meeting. Meeting adjourned at 10:15am.

Respectfully submitted,

Mary James-Mork
Executive Director

Peter Hendler
Chairperson

COMMUNITY DEVELOPMENT AUTHORITY
Executive Director's Highlights
July 26, 2012

1. Economic Development-

The Economic Development Review Team has selected a list of potential candidates for recommendation to the Economic Development Board, and continues to draft sample policies to provide guidance and support for the new team. The Mayor will make recommendations to the City Council on July 24th, 2012.

2. Occupancy-

As of today's date, Parkview-has 12 vacancies, and Cedar Rail is filled, demonstrating consistent progress with Public Housing Occupancy Tours continue weekly. Ads are running consistently in the Kitchen Table and Buyer's Guide, along with weekly email reminders to stakeholders and providers of services

Scattered Sites- A Marcy Court Unit has been vacated and is now prepared for new residents. Four families have been interviewed. All other scattered sites are filled at this time.

Section 8-CDA has 60 vouchers leased and 4 additional vouchers issued for the month of July, 2012. Additional applications continue to be accepted and processed for eligibility.

3. Meetings/Partnerships

- Economic Development Review Team
- EDB Orientation Planning
- Committee on Aging
- Wood County Falls Prevention Coalition
- Grants Office
- MEDA

4. Employee Changes-

Caretaker Position has been offered to Lee Schaefer of Cedar Rail Court. Orientation will begin during the week of July 23, 2012, and continue up to a start date of August 1, 2012. All managers will participate in the orientation, along with the PV Caretaker.

5. Marshfield Grants Office-

Jordon Ott will present progress on goals and activities of the Grants office to the CDA Commission at this July 26th meeting.

6. Buildings and Grounds-

Approved capital projects-CDA will be putting out bids on seal coating of the Cedar Rail parking lot. Electrical/lighting project is pending. Roofing and gutter project for Marcy

Court has been postponed due to the inability to obtain contractor numbers from applicants in time for the July 9, start date. (Additional discussion at July board meeting).

7. Resident Issues- Parkview-

On Friday, July 6th, the CDA staff and representatives of the Commission met to review recent changes in policy regarding Pot Luck and Bingo in at Parkview and Cedar Rail. (See attached Policy). Executive Director led the meeting by reading detailed communication from ED to the Commission describing the challenges, recommended changes and rationale for new policy. Commission Chair, Peter Hendler led a question and answer period in order to provide resident feedback and clarification of the policy, encouraging all present to speak.

As a result of this open communication, it was determined that many residents had been misinformed by other residents about the policy and reasons behind its inception. Once the policy was clarified, several residents voiced that though they were not happy with the changes, they appreciated the opportunity to address their concerns and hear about the rationale behind the new policy.

Residents then asked for improved communication with them on all issues. Executive Director agreed with the residents that while we have made significant progress in all areas of operation, resident communication can be improved. The the ED, Commission Chair, and Commission member Dave Marsh (also present for the meeting) stated that the CDA is committed to the ongoing effort to assure that this will happen.

Residents were then assured that they will receive regular reports on all funds impacted by the policy changes along with existing resident funds currently reported each month in the newsletter.