COMMUNITY DEVELOPMENT AUTHORITY
September 27, 2012

The monthly meeting of the Community Development Authority was called to order by the Chairperson Peter O. Hendler at 9:00am in the Parkview Apartments Community Room at 606 S. Walnut Avenue, Marshfield, WI.

Affirmation of Proper Posting of Meeting: Posted September 21 and September 25, 2012.

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

Declaration of a quorum.

Public Comment:
Hulda Dix said July minutes of the board meeting were not posted and she wants the large calendar in the hallway posted. Southworth responded that we will make changes to the way minutes are posted at both buildings. As for the calendar, changes were reviewed and accepted at the last resident meeting and will occur with the October newsletter.
John Conklin said the calendar has to be larger and bolder.

Paula Jero was thanked by Hendler as serving on the board of the Community Development Authority. Jero was given a plaque and a plant to recognize her term on the CDA board.

CDA 12-85 Motion by LaFontaine, seconded by Buttke to accept the August 23, 2012 Board meeting minutes. 5 Ayes

MOTION CARRIED

CDA 12-86 Motion by LaFontaine, seconded by Buttke to accept the September 25th, 2012 Financial meeting minutes. 5 Ayes

MOTION CARRIED

Financial Committee Report was given. Committee is concerned about next years' finances regarding HUD subsidy.

CDA 12-87 Motion by Marsh, seconded by Conklin to accept the Financial Report.
5 Ayes

MOTION CARRIED

CDA 12-88 Motion by LaFontaine, seconded by Buttke to accept and place on file the Executive Director's report. 5 Ayes

MOTION CARRIED

CDA 12-89 Motion by Conklin, seconded by Marsh to review and form a subcommittee for Strategic Planning. 5 Ayes

MOTION CARRIED

Next Financial meeting is scheduled for October 23rd at 9:00am and Board meeting is scheduled for October 25th, 2012 at 9:00am at Cedar Rail.

Board Agenda items: Strategic Planning

Laverne Kaufman requested a fire drill. Executive Director said she has been in contact with the Fire Department regarding fire drills and tornado procedures.

Motion by Lafontaine, seconded by Marsh to adjourn meeting. Meeting adjourned at 9:52am.

Respectfully submitted,

Mary James-Mork
Executive Director

Peter Hendler
Chairperson

COMMUNITY DEVELOPMENT AUTHORITY
Executive Director's Highlights
October 25, 2012

1. **Economic Development-**

   The Marshfield Area Economic Development Board (EDB) met on September 27, with partner organizations presenting a brief summary of programs activities and challenges. Executive Director presented an overview of CDA history, staffing, program highlights as well as goals and challenges. The EDB is currently reviewing final proposals for Strategic Planning, with members providing feedback and comments prior to scheduling interviews.

2. **Occupancy-**

   Elderly/Disabled Housing-

   As of today's date, Parkview-has 13 vacancies with 2 residents pending, and Cedar Rail is at full occupancy. Cedar Rail anticipates 3 openings at month's end

   Scattered Sites-

   All units are now filled, with final renter taking residence in November.

   Section 8-

   As of this date, we have 60 vouchers *leased* for Section 8. Current number of Vouchers *issued* are 6. 4 of the 6 vouchers issued are expected to lease by months end.

3. **Meetings/Partnerships**

   - Economic Development Board
   - Committee on Aging
   - Wood County Falls Prevention Coalition
   - Grants Office
   - City Administration

4. **Resident Safety-**

   Housing Manager continues to work with Fire and Rescue to finalize our list of residents with any physical barriers in the event of an evacuation. With the completion of this task, CDA will work with Fire and Rescue to schedule disaster drills for our buildings.

5. **Training**

   Housing Manager, Environmental Services Manager, Site Manager and Management Assistant attended Customer Service Training with MACCI Sponsored Series. All provided feedback that the training was valuable and well presented.

6. **Fall Chili Luncheon-**

   Resident Planning Team is working with staff to coordinate the annual Election Day Chili- Feed at Cedar Rail. See attached announcement to be posted at City Hall, Police and Fire Department and throughout the community.