COMMUNITY DEVELOPMENT AUTHORITY
December 19th, 2012

The monthly meeting of the Community Development Authority was called to order by the Chairperson Peter O. Hendler at 9:00am in the Cedar Rail Court Executive Conference Room at 601 South Cedar Avenue, Marshfield, WI.

Affirmation of Proper Posting of Meeting: Posted December 13th and December 17th, 2012.

ROLL CALL: PRESENT: Dave Marsh, Dave LaFontaine, Peter O Hendler, Marilyn Hardacre.
EXCUSED: Tom Buttke, John Conklin
OTHERS PRESENT: Mary James-Mork Executive Director, Janet Southworth Housing Manager, Kathy Scheuer Manager Agency Projects/Procurement.

Declaration of a quorum.

Public Comment: Parkview Contractors are on site at Parkview to repair lateral. Suda Plumbing was invaluable in organizing and planning the Parkview lateral repair. Mary Luepke will be writing a letter to the CDA regarding the staff's cooperation with Parkview's water break.

CDA 12-109 Motion by LaFontaine, seconded by Marsh to accept the November 29th, 2012 Board meeting minutes. 4 Ayes

MOTION CARRIED

CDA 12-110 Motion by Hardacre, seconded by Marsh to accept December 17th, 2012 Financial / Personnel meeting minutes. 4 Ayes

MOTION CARRIED

CDA 12-111 Motion by Marsh, seconded by Hardacre to accept and place on file the financial report. 4 Ayes

MOTION CARRIED

CDA 12-112 Motion by Buttke, seconded by Marsh to accept and place on file the Executive Director's report. 4 Ayes

MOTION CARRIED

CDA 12-113 Motion by LaFontaine, seconded by Marsh to solicit proposals from various contractors to continue the plumbing and concrete repairs to the Parkview Building. 4 Ayes

MOTION CARRIED

CDA 12-114 Motion by LaFontaine, seconded by Hardacre to accept the Benefit Package, namely, Dental, WRS Benefits and Option 3 of the 2013 Health benefits as listed. 4 Ayes

MOTION CARRIED

CDA 12-115 Motion by LaFontaine, seconded by Marsh to receive and place on file the Executive Directors Report. 4 Ayes

MOTION CARRIED

Strategic Planning Discussion was deferred to January meeting.

Julie Mess arrives 9:30am

CDA 12-116 Motion by LaFontaine, seconded by Marsh to define the use of the Community Room. Facilities are not available to non-residents and a policy will be developed for usage of Community Room and security measures will be reviewed for the safety of residents. Policy will be written and reviewed by Legal staff, reviewed and passed by board and presented to residents. 4 Ayes

MOTION CARRIED

Policy Manuals were returned by commissioners to be updated.

Financial meeting is scheduled for January 14th, 2013 at 9:00am.
Personnel meeting is scheduled for January 14th, 2013 at 1:30pm.
Board meeting is scheduled for January 17th, 2013 at 9:00am at Parkview Apartments.

Agenda Items: Discuss Strategic Planning, Review Policy for Non Resident Use of Community Room, Update Policy Manuals, Budget and Board Commissioner Recommendation.

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

Respectfully submitted,

Mary James-Mork
Executive Director

Peter O. Hendler
Chairperson

COMMUNITY DEVELOPMENT AUTHORITY
Executive Director's Highlights
January 17, 2013

1. Economic Development-

The Marshfield Area Economic Development Board (EDB) met on January 3rd with the meeting agenda including updates on the strategic planning process, policy for use of former LFR funds, and benchmarks for effectiveness as the board moves forward.

2. Occupancy-

Elderly/Disabled Housing-As of today's date, Parkview-has 14 vacancies, and Cedar Rail 2.

Scattered Sites-All filled

Section 8-The Section 8 Program has 63 leased vouchers; with 1 on hold while the voucher holder "ports" (moves) from Marshfield to the St. Cloud, Minnesota We will continue to fund that voucher after the resident leases up there and the St. Cloud Housing Authority will then "absorb" (take over the HAP)

3. Meetings/Partnerships

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

4. Phone System-

PC Doctors will provide a demo of the new phone system during the week of January 14th, with a decision about model/selection of the system, estimates will be obtained, and installation scheduled.

6. Insurance Claim Update Parkview-

The PV office and convenience store carpeting has been replaced, along with thorough cleaning and restoration by Service Master. Payments to Schindler Service Master and Rice Capital Carpets have been processed, Invoices are forthcoming from Suda Plumbing and all subcontractors. A Bid opening for concrete work took place on December 26th with recommendation provided to the Finance Committee on January 14th. On January 8th, CDA was informed of Auto Owners review results & determination which will be reviewed by Legal Counsel for the CDA.