

COMMUNITY DEVELOPMENT AUTHORITY

February 25th, 2016

The monthly meeting of the Community Development Authority was called to order by Chairperson Andrew Keogh at 9:00 a.m. in the Community Room at Parkview Apartments, 606 South Walnut, Marshfield, Wisconsin.

Affirmation of proper posting of meeting: Meeting posted February 22nd, 2016 at 12:20 p.m.

ROLL CALL:

PRESENT: Andrew Keogh, Peter Hendler, Dave LaFontaine, Tom Buttke, Marilyn Hardacre, Jeanette Katzenberg, and Dave Marsh.

OTHERS PRESENT: Mary James-Mork – Executive Director, Carol Kerper – Business Manager, Tim Geldernick – Environmental Services Manager

Declaration of a quorum.

Identify any Potential Conflicts of Interest: None

Public Comment: None

CDA 16-B02-1 Motion by LaFontaine, second by Marsh to approve the January 28<sup>th</sup>, 2016 CDA Board Minutes. 7 Ayes

MOTION CARRIED

CDA 16-B02-2 Motion by Buttke, second by Hendler to approve the February 16<sup>th</sup>, 2016 CDA Finance meeting minutes. 7 Ayes

MOTION CARRIED

Finance Committee Report:

CDA 16-B02-3 Motion by Hendler, second by LaFontaine to accept and place on file the Finance and Strategic Planning Committees Report. 7 Ayes

MOTION CARRIED

Strategic Planning Committee Report:

CDA 16-B02-4 Motion by Buttke, second by Hendler to accept and place on file the Strategic Planning Committees Report. 7 Ayes

MOTION CARRIED

Personnel Committee Update: No Update

Grievance Committee Update: No Update

Update on RAD Conversion Process:

Update was given during the Executive Director's Report.

Executive Director's Report:

Board was informed of current PHA occupancy rate.

An update of the Section 8 voucher two-year forecasting tool will be presented by Janet Southworth at the Finance Committee meeting in April.

A listing of the RAD conversion projects completed to date was reviewed and discussed. The public hearing for the RAD Significant Amendment will be held on March 17<sup>th</sup> in the Community Room at Cedar Rail Court.

CDA 16-B02-5 Motion by LaFontaine, second by Marsh to accept and place on file the Executive Director's Report. 7 Ayes

MOTION CARRIED

New Business: Discussion took place on the feasibility of allowing cell phone tower installation on the roof of Parkview Apartments to generate additional income for the CDA. This topic will be looked at in the future.

Next Board Meeting Date and Time: Thursday, March 24, 2016 at 9:00 a.m. at Cedar Rail Court.

Agenda Items for Next Month:

- Update on RAD Conversion Process
- Approval of RAD Significant Amendment

Meeting declared adjourned by Chairperson Keogh at 10:04 a.m.

Respectfully submitted,

Mary James-Mork  
Executive Director

Andrew Keogh  
Chairperson

**COMMUNITY DEVELOPMENT AUTHORITY**  
**Executive Director's Highlights**  
**March 24, 2016**

**1. Public Housing Occupancy-** 96.17% Occupancy Rate as of the day of this report

Parkview – Seven (7) openings. (4 applicants pending)

Cedar Rail – One (1)

Scattered Sites – One (1)

**2. Section 8 Program-** Fifty-two (52) vouchers leased with 4 issued.

**3. RAD Project-**

Completed to date:

- Legal Opinion PILOT (Payment in Lieu of Taxes)
- RAD Physical Conditions Assessment – Draft with CDA Revisions Provided by Ameresco
- Significant Amendment (SA) Posted- Open Meeting - March 17, 2016 at 2:00 pm.CR Common Room
- Initial Year Funding Tool Revisions Underway
- Affirmative Fair Housing Marketing Plan – National Housing Compliance (NHC) Draft Complete Friday, March 18
- Tenant Selection Plan-Updated by NHC
- 501 (c) (4) Application Pending (Von Briesen & Roper)

**7. Recertification Update-**

All milestones are being met by the recertification team with a new streamlined process for residents. Residents have been very cooperative, and all office staff, including new, have participated in one way or another to assist in meeting the deadlines. Housing Manager and Section 8 Manager have led the project and guided the team throughout.

**8. Operations and Capital Funding 2016-**

**The CDA has submitted all documents for the 2016 Operations Subsidy. Capital Funding package has also been submitted for 2016. Calculations will be added to the initial year funding tool to address the 5 month period until calendar year end after RAD closing date.**

**9. Review of Staffing Roles for RAD Transition**

**Executive Director is working with the National Housing Compliance (NHC) staff to address any potential changes in roles/tasks for existing staff based upon the workflow requirements for Multifamily – Project Based Rental Assistance requirements.**