

COMMUNITY DEVELOPMENT AUTHORITY
Finance and Strategic Planning Committees
June 21st, 2016

The Finance and Strategic Planning meeting of the Community Development Authority was called to order by Finance Committee Chairperson Dave LaFontaine at 1:32 p.m. in the Cedar Rail Court Executive Conference Room, located at 601 S. Cedar Avenue, Marshfield, WI.

Affirmation of Proper Posting of Meeting: Meeting posted June 7, 2016 at 6:16 p.m.

ROLL CALL:

PRESENT: Andy Keogh, Dave LaFontaine, Peter Hendler, Tom Buttke

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

Review of Financial Reports/Documentation:

CDA 16-F06-1 Motion by Buttke, second by Hendler to accept and recommend the March, 2016 fiscal year-end and the April, 2016 financial reports for board approval. 4 Ayes

MOTION CARRIED

Status of Current Capital Projects:

The majority of capital projects designated for completion in 2016 are done. Remaining capital funds have been allocated for the RAD transition.

Review of Proposal for Security System Installation:

Discussion took place on project vendor selection. Vendor will be requested to revisit estimate pricing and to explore revisions to volume of security equipment in an effort to reduce costs.

CDA 16-F06-2 Motion by Hendler, second by Buttke to have CDA staff proceed with investigation of security system vendors and cost. 4 Ayes

MOTION CARRIED

Final Recommendation of Personnel Proposal:

Finance Committee members were provided with a range of distribution to CDA staff for additional work performed during the RAD transition and Director Mork's leave of absence.

CDA 16-F06-3 Motion by Buttke, second by Keogh to move forward with the recommended proposal. 4 Ayes

MOTION CARRIED

Update on RAD Conversion Process:

Review of the Physical Conditions Assessment by LaFontaine and Geldernick resulted in reduced lifecycle facility costs but has not decreased the reserve amounts required at closing of the RAD transition. Finance options were discussed. CDA staff has completed training with National Housing Compliance.

New Business:

A small gathering to thank Dave Marsh for his years of service to the CDA will be scheduled.

Next meeting date will be held on Tuesday, July 19th, 2016 at 1:30 p.m. in the Cedar Rail Executive Conference room.

Meeting declared adjourned at 3:45 p.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Dave LaFontaine
Chairperson