

COMMUNITY DEVELOPMENT AUTHORITY

June 30th, 2016

The monthly meeting of the Community Development Authority was called to order by Chairperson Andrew Keogh at 9:02 a.m. in the Community Room at Cedar Rail Court, 601 South Cedar Avenue, Marshfield, Wisconsin.

Affirmation of proper posting of meeting: Meeting posted June 28th, 2016 at 4:30 p.m.

ROLL CALL:

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

EXCUSED: Carol Kerper – Business Manager

OTHERS PRESENT: Mary James-Mork – Executive Director, Tim Geldernick – Environmental Services Manager, Trish McIlwain – Management Assistant, and Steve Barg – City of Marshfield Administrator

Declaration of a quorum.

Identify any Potential Conflicts of Interest: Peter Hendler requested an update on the replacement of Dave Marsh. Andy Keogh stated that Mayor Meyer will be making an appointment soon.

Invitation for Public Comment: None

CDA 16-B06-1 Motion by LaFontaine, second by Katzenberg to approve the May 25th, 2016 CDA Board Minutes. 6 Ayes

MOTION CARRIED

CDA 16-B06-2 Motion by Buttke, second by Hendler and LaFontaine to approve the June 21st, 2016 Finance and Strategic Planning Meeting Minutes. 6 Ayes

MOTION CARRIED

Presentation – City of Marshfield Proposed Mission and Vision Statements, Steve Barg, City of Marshfield Administrator. Barg presented the proposed mission/vision statement for the City of Marshfield. He is having all boards affiliated with the city to review and to make possible changes. Fontaine suggested having the business area added on the end of the statement.

CDA 16-B06-3 Motion by Hendler, second by Buttke to approve the May, 2016 CDA Financial reports. 6 Ayes

MOTION CARRIED

Finance Committee Report: The year-end finances ended on a positive note and the reserves are increasing.

CDA 16-B06-4 Motion by LaFontaine, second by Hardacre to approve the Initial Consent Resolution of the Board of Directors of CDA/Neighborhood Investments, Inc., a HUD required step in the RAD transition. 6 Ayes

MOTION CARRIED

Strategic Planning Committee Report: Progress on RAD.

Personnel Committee Update: No Update

Grievance Committee Update: No Update

Update on RAD Conversion Process:

James-Mork stated the next extension date for the Financial Plan submission is July 29<sup>th</sup>, 2016, with financing established on that date, and that there are several financing options that will be explored with final revised numbers for the Initial Deposit for Replacement Reserves. Buttke voiced frustration with the RAD process, given the short time frame between information gathering and submission. Ameresco (RPCA provider) will present revised numbers to staff on Thursday, July 7<sup>th</sup> at 11:00 a.m.

Executive Director's Report:

CDA 16-B06-5 Motion by LaFontaine, second by Katzenberg to accept and place on file the Executive Director's Report. 6 Ayes

MOTION CARRIED

New Business: None.

Next Board Meeting Date and Time: Thursday, July 28<sup>th</sup>, 2016 at 9:00 a.m., Parkview Apartments.

Agenda Items for Next Month: None

Meeting was declared adjourned by Chairperson Keogh at 10:08 a.m.

Respectfully submitted,

Mary James-Mork  
Executive Director

Andrew Keogh  
Chairperson

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## Executive Director's Highlights July 28, 2016

### 1. Public Housing Occupancy-97.6 % Occupancy Rate as of the day of this report

Parkview - 1 opening

Cedar Rail – 0 openings

Scattered Sites - 4 openings

#### Section 8 Program-

56 leased vouchers...one lost this month. 1 issued voucher... plans to issue 2 more within the week.

### 2. Security System Update-

Security systems estimate now includes a 10% discount on equipment, with a decision to increase security at Parkview Apartments during this fiscal year.

### 3. RAD Financing Update-

Currently comparing two proposals to determine which provider will meet the current deadline for submission of the Financing Plan. In addition to standard comparisons, a key issue will be whether the option of securing additional grants will be worth pursuing.

Additional RPCA revisions from Ameresco recently reviewed by the CDA board are being uploaded to the RAD resource desk. Pro-forma template updates will be completed with the Initial Deposit for Replacement (IDRR) numbers upon completion of financing.

### 4. Tenant Appreciation

Parkview and Cedar Rail held their annual appreciation picnics this week with record attendance. Trish McIlwain, Management Assistant coordinated the picnic with the assistance of Joyce Langfeldt. Staff leaders served the meal with the volunteer support of a number of Girl-Scouts. The highly successful event included a drawing for prizes along with music, dance and beautiful weather.

### 5. Building and Grounds – Summer Update

Thank you to the housekeeping and maintenance staff for their care and attention to our facilities during this year of limited staffing. The improved grounds are at their peak of beauty with additional work on landscaping completed earlier this spring. The lawns and flowers have required considerable time and effort, and is appreciated by residents, families and the community.