

COMMUNITY DEVELOPMENT AUTHORITY

April 17th, 2014

The monthly meeting of the Community Development Authority was called to order by Chairperson Peter O. Hendler at 9:03 a.m. in the Parkview Apartments Community Room, 606 S. Walnut Avenue, Marshfield, Wisconsin.

Affirmation of Proper Posting of Meeting: Meeting posted April 16th, 2014 at 8:17 a.m.

ROLL CALL:

PRESENT: Peter O. Hendler, Andrew Keogh, Dave Marsh, Tom Buttke, John Conklin

EXCUSED: Marilyn Hardacre, Dave LaFontaine

OTHERS PRESENT: Mary James-Mork - Executive Director, Janet Southworth – Director of Public and Section 8 Housing, Julie Mess – Finance and Operations Director, Tim Geldernick - Environmental Services Manager, Carol Kerper - Executive Assistant

Declaration of a Quorum.

Identify any Potential Conflicts of Interest: None

Public Comment: None

CDA 14-B04-1 Motion by Buttke, second by Marsh to accept the March 20th, 2014 Board meeting minutes. 4 Ayes

MOTION CARRIED

CDA 14-B04-2 Motion by Marsh, second by Buttke to accept the April 16th, 2014 Financial meeting minutes. 4 Ayes

MOTION CARRIED

CDA 14-B04-3 Motion by Marsh, second by Buttke to accept the April 9th, 2014 Strategic Planning/Financial meeting minutes. 4 Ayes

MOTION CARRIED

Grant Office Interagency Contract: Executive Director discussed the closure of the interagency agreement with the School District and City of Marshfield.

No Action Taken.

Commissioner Keogh arrived at 9:10 a.m.

CDA 14-B04-4 Motion by Keogh, second by Buttke to accept the Financial report as presented. 5 Ayes

MOTION CARRIED

Personnel Committee: No update

Strategic Planning Committee:

CDA 14-B04-5 Motion by Marsh, second by Conklin to accept the Strategic Planning report as presented. 5 Ayes

MOTION CARRIED

Grievance Committee: No update

Executive Director's Report:

CDA 14-B04-5 Motion by Marsh, second by Keogh to accept and place on file the Executive Director's Report. 5 Ayes

MOTION CARRIED

Next Meeting Date and Time: Thursday, May 15th, 2014 at 9:00 a.m. in the Community Room of Cedar Rail Court

May Agenda Items: Grant Office Interagency Contract
Cedar Rail Roof Contract
Strategic Planning Meeting Update

Motion by Buttke to adjourn. Meeting adjourned at 9:50 a.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Peter O. Hendler
Chairperson

COMMUNITY DEVELOPMENT AUTHORITY
Executive Director's Highlights
May 22, 2014

1. Occupancy-

Elderly/Disabled Housing- Parkview has ten (10) openings, with three (3) on hold for modernization.

Cedar Rail – Five (5) openings.

Several openings at both facilities are due to transfers to assisted living.

Scattered Sites-Full.

Section 8-The program has fifty-three (53) active, leased vouchers.

2. Meetings/Partnerships

Economic Development Board

Committee on Aging

RMM Solutions

City Administration

3. Economic Development Board (EDB)

Economic Development Board presented to the results of the Housing Study to community members at the UW-Campus on April 9th, 2014. Housing Study Committee will meet on May 20th to prioritize future projects. CDA Executive Director will serve on the committee.

4. RAD Project-

To date, no announcement has been made regarding approval of RAD applications for 2013. Executive Director will continue to research models for implementing RAD, particularly the impact upon Accounting practices, human resources and reporting requirements. Upcoming training in Chicago will provide guidance to applicants.

5. RMM Solutions-

Onboarding has been completed with RMM Solutions. Engineering staff and Account Manager arrived on Monday, May 12th, to outline the process with the CDA management team, and complete work that had commenced remotely during the prior week. The process went very smoothly and we are underway. ED attended an IT training/update hosted by RMM in Wausau on May 15th where she met remaining staff and other customers of RMM. Those customers included, but were not limited to Counties, Municipalities, School Districts, and Health Care Institutions.

9. Capital Projects

Cedar Rail Roofing Project-Underway with an expected completion date in two-three weeks. Ansay & Co. Insurance has been notified about the improvements underway for necessary premium adjustments.

10. Strategic Planning/Finance Committee Meeting-

Committee members met with City Administrator and Director of Planning and Development on May 8th to discuss timing and potential for a variety of future partnerships. The CDA will be exploring multiple opportunities and avenues for increasing revenue for the support core programs and to further the mission of the CDA. Members agreed to meet regularly in order to maintain communication and enhance planning efforts.