

COMMUNITY DEVELOPMENT AUTHORITY

February 19<sup>th</sup>, 2015

The monthly meeting of the Community Development Authority was called to order by Chairperson Andrew Keogh at 9:05 a.m. in the Community Room of Cedar Rail Court, 601 S. Cedar Avenue, Marshfield, Wisconsin.

Affirmation of proper posting of meeting: Meeting posted February 12, 2015 at 8:43 a.m.  
Addendum posted February 16, 2015 at 1:23 p.m.

ROLL CALL:

PRESENT: Andrew Keogh, Marilyn Hardacre, Dave LaFontaine, Dave Marsh, Tom Buttke, John Conklin

EXCUSED: Peter O. Hendler

OTHERS PRESENT: Mary James-Mork – Executive Director, Carol Kerper – Business Manager, Tim Geldernick – Environmental Services Manager, Mayor Chris Meyer, City Administrator Steve Barg, Finance Director Keith Strey

Declaration of a quorum.

Identify any Potential Conflicts of Interest: None

Invitation for Public Comment: None

Preparation for Future Projects with City of Marshfield:

Community Development Authority seeks to position itself in the community as a partner for growth and development with the City of Marshfield. Possible opportunities for partnering on future projects and what the City of Marshfield/Community Development Authority relationship would look like were discussed.

CDA 15-B02-1 Motion by LaFontaine, second by Marsh to approve the January 22<sup>nd</sup>, 2015 CDA Board meeting minutes. 6 Ayes

MOTION CARRIED

LaFontaine questioned whether an official notification has been received that the CDA's application for the RAD program has been accepted, as stated would occur in the January 2015 board meeting minutes.

Director James-Mork informed board members that no official letter has been received but the CDA is moving forward with the process. Until final documentation is signed by all parties the CDA has the ability to reconsider conversion to the RAD program.

CDA-15-B02-2 Motion by LaFontaine, second by Buttke to approve the February 17<sup>th</sup>, 2015 CDA Finance meeting minutes. 6 Ayes

MOTION CARRIED

CDA-15-B02-3 Motion by LaFontaine, second by Buttke to approve the February 17<sup>th</sup>, 2015 Strategic Planning meeting minutes. 6 Ayes

MOTION CARRIED

CDA-15-B02-4 Motion by Buttke, second by LaFontaine to proceed in working with Von Briesen on securing 501(c)(4) status. 6 Ayes

MOTION CARRIED

CDA-15-B02-5 Motion by LaFontaine, second by Buttke to accept the Finance committee report as presented. 6 Ayes

MOTION CARRIED

CDA-15-B02-6 Motion by LaFontaine, second by Marsh to accept the Strategic Planning committee report as presented. 6 Ayes

MOTION CARRIED

Personnel Committee Update: No update

Grievance Committee Update: No update

CDA-15-B02-7 Motion by LaFontaine, second by Buttke to accept and place on file the Executive Director's Report. 6 Ayes

MOTION CARRIED

RAD Update: None

Capital Project Update: None

New Business: Finance meetings will continue to be held on the 3<sup>rd</sup> Tuesday of each month. Board meetings will take place on the 4<sup>th</sup> Thursday of each month, as was previously determined.

Next Board Meeting Date and Time: Thursday, March 26<sup>th</sup>, 2015 at 9:00 a.m. in the Community Room of Parkview Apartments.

Agenda Items for March: RAD Update  
Capital Project Update

Meeting declared adjourned by Chairperson Keogh at 10:34 a.m.

Respectfully submitted,

Mary James-Mork  
Executive Director

Andrew Keogh  
Chairperson

**COMMUNITY DEVELOPMENT AUTHORITY**  
**Executive Director's Highlights**  
**March 17, 2015**

**1. Occupancy-**

Parkview- Twelve (12) vacancies, (4 units filled, 1 resident passed away and three moved to assisted living.)

Cedar Rail – Six (6) vacancies, (1 resident moved to new city, and 3 units were filled.)

Scattered Sites- 2 remaining units pre-assigned this month, units all filled.

Section 8-The program has fifty-one (51) active, leased vouchers, with plans to issue (2) vouchers.

Housing Manager, Celena Wanca-Netzow is making considerable progress with occupancy, filling a total of 8 units this month. These placements have increased throughout recertification, which is a difficult and time consuming process. We expect this progress to continue successfully and improve by the effect of warmer weather. Janet Southworth continues to work with HUD to assure that the maximum number of vouchers will be issued based upon reserves available.

**3. RAD Project-**

Executive Director (ED) continues to communicate with National Housing Compliance (NHC) Consultants, who will be sending on a consulting agreement draft for review by the CDA. ED has also had conversations with Marc Retish of Ameresco, (Minneapolis based firm serving the Mid-West-specializing in Public Housing Energy Projects) who provided conference access to Jaime Bordenave, with the “Communities Group: a national expert in HUD’s RAD transition process. As it turns out, the conversation with him was the first in his numerous contacts that will be made in the months ahead. (Highlights of this conversation will be provided at the March 17, 2015 Finance and Strategic Planning Meeting).

**4. RAD Updates- Opportunity**

Board Members are invited (not required) to monthly webinars sponsored by Carmen Capital, (Joe Carmen presents updates and guidance on the RAD process as it unfolds through contract with HUD). ED will forward email invitations to board members as they arrive each month. Members will be responsible for their own access if they choose to watch from home, and CDA staff will work to have a computer setting available in the Administrative Office when possible.

**5. Capital Funds Planning-**

Additional documentation required for the 2015 CFP has been submitted, along with copies of the 5 year plan previously submitted to HUD. These materials, along with a signature from our Responsible Entity regarding any potential environmental assessments, will complete this phase of the annual CFP process.

**6. Recertification - Public Housing**

The Public Housing staff is completing recertification which will include the offer of a final meeting to any resident wishing to review documents or receive additional guidance or clarification on final numbers for 2015. Residents have expressed gratitude for the streamlined process this year, and many have indicated that they have found the experience much less anxiety producing than in past years. As of the date of this report, records show a 65% completion rate for PV and 68% for CR, a record for the CDA.