

COMMUNITY DEVELOPMENT AUTHORITY

June 25th, 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 at Parkview Apartments, 606 South Walnut Avenue, Marshfield, Wisconsin.

Affirmation of proper posting of meeting: Meeting posted June 16, 2015 at 4:41 pm.

ROLL CALL:

PRESENT: Andrew Keogh, Marilyn Hardacre, Dave LaFontaine, Dave Marsh, Tom Buttke, Jeannette Katzenberg

ABSENT: Peter O. Hendler

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

Declaration of a quorum.

Identify any Potential Conflicts of Interest: None

Invitation for Public Comment: Joan Conklin spoke of her concern about notification by the Marshfield News-Herald that they would no longer be delivering newspapers to resident units. Her concerns related to an inability to assure that newspapers would not be taken by residents who do not subscribe, as well as for those who may have mobility issues. Mrs. Conklin asked if CDA management would be willing to speak to the appropriate the News-Herald staff person to determine why delivery has become an issue at this point and why the CDA was not notified about any problems with access in advance of the notification of the change.

Executive Director will speak to the News Herald Staff to get further information about the change in delivery that was posted.

CDA 15-B06-1 Motion by Marsh, second by Buttke to approve the May 28<sup>th</sup> , 2015 CDA Board Minutes. 6 Ayes

MOTION CARRIED

CDA 15-B06-2 Motion by Buttke, second by Marsh to approve the May 19, 2015 CDA Finance meeting minutes. 6 Ayes

MOTION CARRIED

Strategic Planning Committee Update:

Keogh suggested that the Executive Director include details of the brief Strategic Planning Meeting with the RAD portion of the Executive Director's Report given the content of the planning meeting.

Personnel Committee Update: No update

Grievance Committee Update: No update

Executive Director's Report:

CDA 15-B06-3 Motion by LaFontaine, second by Marsh to accept and place on file the Executive Director's Report. 6 Ayes

MOTION CARRIED

REAC Inspection Report Results:

Executive Director stated that the inspection results will be provided to the Board of Commissioners upon access to their publication.

Capital Funds Project Update:

Update provided by Environmental Services Manager.

New Business: Keogh presented John Conklin with an award for his service to the CDA as resident commissioner, thanking him for his dedication and efforts over the last years.

Next Board Meeting Date and Time: Thursday, July 30th, 2015 at 9:00 a.m. at Cedar Rail Court.

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Agenda Items for July: REAC Results  
RAD Update  
Report on visit by HUD Field Office  
Capital Funds Update

CDA 15-B06-4 Motion by Marsh, second by Hardacre to adjourn. Meeting declared adjourned by Chairperson Keogh at 10: 05 a.m.

Respectfully submitted,

Mary James-Mork  
Executive Director

Andrew Keogh  
Chairperson

**COMMUNITY DEVELOPMENT AUTHORITY**  
**Executive Director's Highlights**  
**July 30<sup>th</sup>, 2015**

**1. Occupancy-Vacancy Rate as of this report 93.7%**

Parkview- Ten (10) vacancies – Two pre-assigned

Cedar Rail – Three (3) openings

Scattered Sites - 0 vacancies

Section 8-The program has fifty (50) active leased vouchers, with four (4) issued. Of the vouchers previously leased, 2 ports were absorbed. Recent work with the HUD tool will allow the program to have a full month's reserve, this is right on target with HUD's guidance.

**2. RAD Project-**

- RAD Physical Conditions Assessment has been awarded to Ameresco. Next steps: Finalize Service Agreement and schedule Kick Off Meeting. Project start-up call was held on July 27<sup>th</sup> 2015. ED, Business Manager and Environmental Service Manager were present for the conference call, along with select Ameresco staff. Ameresco is scheduled to be on site at the CDA from August 10-August 13, 2015.
- National Housing Compliance (NHC) Consulting Staff held a conference call with Executive Director on July 9<sup>th</sup>, 2015. Discussion included prioritizing tasks to align with timelines, discussion re: new leases, tenant selection plan review with current policies and staff training.
- Brittany Finlayson of Von Briesen is close to completing drafts of the By-Laws for CDA/NI for review. ED continues conversations with other Von Briesen staff discussing the role of the 501 (c) (4) to the CDA to determine boundaries and alignment.
- ED has met with Residents to provide an update on the RAD process on July 22, 2015. Meetings at Cedar Rail and Parkview were well attended and residents asked appropriate questions. ED will meet with residents again with updates as we move forward with our Physical Conditions Assessment.
- ED and Business Manager held a conference call kick off for RAD with the new Transitional Manager, Paula Sampson of Virginia on July 14<sup>th</sup>, 2015.

**3. Capital Funds Planning-**

Capital Funds for 2013 will be fully obligated by September 9, 2015.

**4. REAC Inspection for 2015- Update-**

CDA has not yet received a final copy of the REAC Inspection and Score. Report will be made when that document arrives.

**5. HUD Field Office-**

HUD Field office visit to the CDA scheduled for July 30, 2015 has been cancelled due to a meeting conflict for the field office staff. The meeting has not been rescheduled at the time of this report.