

COMMUNITY DEVELOPMENT AUTHORITY  
MAY 22<sup>nd</sup>, 2014

The Annual Meeting of the Community Development Authority was called to order by the Chairperson Peter O. Hendler at 9:00 a.m. in the Cedar Rail Community Room at 601 S. Cedar Avenue, Marshfield, Wisconsin.

Affirmation of Proper Posting of Meeting: Meeting posted May 20<sup>th</sup>, 2014 at 12:44 p.m.

ROLL CALL:

PRESENT: Peter O. Hendler, Andy Keogh, Dave LaFontaine, Dave Marsh, Marilyn Hardacre, Tom Buttke

EXCUSED: John Conklin

OTHERS PRESENT: Mary James-Mork - Executive Director, Tim Geldernick - Environmental Services Manager, Julie Mess - Finance Director

Declaration of a Quorum.

Identify any Potential Conflicts of Interest: None

Public Comment: Cedar Rail resident, Patricia Reshel questioned who had the authority to terminate an employee of the CDA.

Nomination was entertained by the office of Chairperson.

CDA 14-B05-1 Motion by Hendler, second by LaFontaine to open nomination for the office of Chairperson and to nominate Andy Keogh as Chairperson. 6 Ayes

MOTION CARRIED

CDA 14-B05-2 Motion by Buttke, second by Marsh to close nomination for the office by acclamation and cast unanimous vote for Andy Keogh for Chairperson. 6 Ayes

MOTION CARRIED

Nomination was entertained by the office of Vice Chairperson.

CDA 14-B05-3 Motion by Hendler and closed by acclamation to nominate Marilyn Hardacre for Vice Chairperson. 6 Ayes

MOTION CARRIED

Nomination was entertained by the office of Secretary.

CDA 14-B05-4 Motion by Lafontaine and closed by acclamation to nominate Dave Marsh for Secretary. 6 Ayes

MOTION CARRIED

Nomination was entertained by the office of Treasurer.

CDA 14-B05-5 Motion by Hendler closed by acclamation to nominate Dave LaFontaine for Treasurer. 6 Ayes

MOTION CARRIED

Committee Assignments by Andy Keogh, Chairperson:

Finance: Dave LaFontaine (Chair), Dave Marsh, Peter O. Hendler  
Personnel: Marilyn Hardacre (Chair), Dave Marsh, Tom Buttke  
Grievance: John Conklin, Marilyn Hardacre, Tom Buttke  
Strategic Planning: Dave LaFontaine, Tom Buttke, Dave Marsh, Peter O. Hendler  
Policy Review: Tom Buttke, Marilyn Hardacre

CDA 14-B05-6 Motion by LaFontaine, second by Marsh to accept the April 17<sup>th</sup>, 2014 Board minutes.  
6 Ayes

MOTION CARRIED

CDA 14-B05-7 Motion by LaFontaine, second by Marsh to accept the May 20<sup>th</sup>, 2014 CDA Financial meeting minutes. 6 Ayes

MOTION CARRIED

CDA 14-B05-8 Motion by Hendler, second by Marsh to accept the Financial report as presented.  
6 Ayes

MOTION CARRIED

Grievance Committee: No update

Personnel Committee: No update

Strategic Planning Committee: A discussion was held on May 8<sup>th</sup> with City of Marshfield personnel to discuss timing and the potential for future partnerships in order to further the mission of the CDA. Members of the CDA and City of Marshfield discussion group will meet regularly to maintain communication and enhance planning efforts.

CDA 14-B05-9 Motion by LaFontaine, second by Marsh to accept and place on file the Executive Directors Report. 6 Ayes

MOTION CARRIED

CDA 14-B05-10 Motion by Hendler, second by Marsh to approve Resolution # 494: Approving Section Eight Management Assessment Program (SEMAP) submission Fiscal Year Ending 3-31-2014 with date correction as noted. 6 Ayes

MOTION CARRIED

Next Financial Meeting Date and Time: Tuesday, June 17<sup>th</sup>, 2014 at 1:30 p.m.

Next Board Meeting Date and Time: Thursday, June 19<sup>th</sup>, 2014 at 9:00 a.m.

June Agenda Items: Insurance Overview- Ansay & Associates – Update on Parkview Apartments

Motion by Marsh, second by LaFontaine to adjourn. Meeting adjourned at 9:50 a.m.

Respectfully submitted,

Mary James-Mork  
Executive Director

Andy Keogh  
Chairperson

**COMMUNITY DEVELOPMENT AUTHORITY**  
**Executive Director's Highlights**  
**June 19, 2014**

**1. Occupancy-**

Elderly/Disabled Housing- Parkview nine (9) openings, with three (3) on hold for modernization.

Cedar Rail – Five (4) openings.

Scattered Sites-Full.

Section 8-The program has fifty-one (51) active, leased vouchers. One resident moved from the program last month and another ported.

**2. Meetings/Partnerships-**

Economic Development Board

Housing Sub-Committee EDB

Committee on Aging

RMM Solutions

Hawkins Ash

Library Committee

**3. Economic Development Board (EDB)-**

Housing Study Committee met on May 20<sup>th</sup> to prioritize future projects. List of priorities was shared with full EDB board on June 5<sup>th</sup>. Housing Study Committee will continue meeting to discuss EDB recommendations for priorities and next steps.

**4. RAD Project-**

Executive Director and Board President will attend RAD Training in Chicago on June 22 and 23, 2014. Training will guide participants through the step-by step process and requirements for transitioning to this new project model.

**5. RMM Solutions-**

RMM continues to guide the CDA through the first weeks of functioning in partnership. Residual issues are being addressed, and the Help Line staff has been responsive and attentive to our needs.

**9. Capital Projects(CFP)-**

Cedar Rail Roofing Project is complete. Environmental Services Manager will provide a full review at the monthly board meeting. Managers will be meeting to correlate revised projects from the annual plan (s) in order to update the five year CFP.

**10. Personnel and Finance Committee-**

Committee has selected the final restructuring model from options researched and presented at May 2014 combined meeting. This model will be recommended to the board for implementation beginning in July 2014. Communication to all staff members will occur at that same time.

**11. New Staff CDA-**

We would like to welcome Ann Kleinschmidt to the role of Management Assistant. This position had previously been on hold, with interviews completed at the time of hiring for the Executive Assistant. Ann was a top candidate for that position, and we are confident that her skill set and professionalism will be a tremendous asset to the CDA team.