# COMMUNITY DEVELOPMENT AUTHORITY JANUARY 6TH, 2011

The monthly meeting of the Community Development Authority was called to order by the Chairperson, Peter Hendler at 7:30am in the Cedar Rail Court Executive Conference Room, located at 601 S. Cedar Avenue, Marshfield, WI.

Affirmation of Proper Posting of Meeting: Meeting Posted December 30, 2010 at 12:55pm.

ROLL CALL: PRESENT: Peter O. Hendler, Marilyn Hardacre, Dr. John Parker, Dave LaFontaine, Ken Zittleman, Dave Marsh, John Conklin, ex-officio.

ABSENT: Paula Jero.

OTHERS PRESENT: Jason Angell Planning and Economic Development Director, Tom Buttke Alderman, Mary James-Mork Executive Director, Julie Mess Housing Operations Supervisor and Kathy Scheuer Executive Assistant.

Declaration of a quorum.

Public Comment: None

CDA 11-01 Motion by LaFontaine, seconded by Zittleman to accept the December 2<sup>nd</sup>, 2010 board minutes. 6 Ayes

## MOTION CARRIED

CDA 11-02 Motion by Marsh, seconded by Hardacre to accept the Financial Report. 6 Ayes

## MOTION CARRIED

CDA 11-03 Motion by LaFontaine, seconded by Marsh to issue a letter of appreciation signed by the Chairman to thank staff for volunteering to host the holiday activities and dinner at Cedar Rail and Parkview Apartments. 6 Ayes

#### MOTION CARRIED

CDA 11-04 Motion by LaFontaine, seconded by Dr. Parker to receive and place on file the Executive Director's Report. 6 Ayes.

#### MOTION CARRIED

CDA 11-05 Motion by Zittleman seconded by LaFontaine to accept the financial committee report. 6 Ayes

### MOTION CARRIED

Informational only: Jason Angell, Planning and Economic Development Director informed the board of Gary Becker, Vierbicher and Associates analysis of the different roles of the CDA, City of Marshfield, MACCI, Main Street Marshfield, MEDA and

CVB. The city's goal is to review the Structure of these organizations and their roles in the community.

CDA 11-06 Motion by Marsh, seconded by LaFontaine, to accept Resolution 478: Review and Amend 2010 Annual Plan and Five Year Action Plan with the following change to attached list: "Remodel nurses office for other use," to "Remodel nurse's office." 6 Ayes

## MOTION CARRIED

CDA 11-07 Motion by Zittleman, seconded by Hardacre to draft letter of agreement with City of Marshfield and Dave LaFontaine for Spruce St. and Parkview Parking Lot work. 5 Ayes, with 1 Dave LaFontaine abstaining. Chairperson Hendler, Mary James-Mork and Dave LaFontaine will craft sample agreement for board approval.

## MOTION CARRIED

CDA 11-08 Motion by Hardacre, seconded by Dr. Parker to have the Financial Committee with Mary James-Mork and staff, review the Procurement Policy and submits draft of policy to board for approval.

#### MOTION CARRIED

Ken Zittleman, Jason Angell and Tom Buttke leave at 8:50 am

CDA 11-09 Motion by LaFontaine, seconded by Dr. Parker to accept audit by Collins and Associates and to review Investment Policy Issue and further translate portions of the document parrative

## **MOTION CARRIED**

Agenda items for next month: Bylaws Draft, Procurement Policy Draft, Fee Accountant and Audit bids. Next Board Meeting scheduled for February 3<sup>rd</sup>, 2011.

Motion by Marsh, seconded by Parker to adjourn the meeting. Meeting adjourned at 9:00am.

Respectfully submitted,

Mary James-Mork Executive Director Peter O. Hendler Chairperson