COMMUNITY DEVELOPMENT AUTHORITY
January 19th, 2012

The monthly meeting of the Community Development Authority was called to order by the Chairperson, Peter Hendler at 8:30am in the Cedar Rail Court Executive Conference Room at 601 S. Cedar Avenue, Marshfield, WI.

Affirmation of Proper Posting of Meeting: Posted January 13th, 2012.

ROLL CALL: PRESENT: Dave LaFontaine, John Conklin, Dr. John Parker, Dave Marsh, Marilyn Hardacre, Paula Jero, Peter O. Hendler
OTHERS PRESENT: Mary James-Mork Executive Director, Julie Mess Housing Operations Director, Kathy Scheuer Office/Procurement Coordinator.

Declaration of a quorum.
Public Comment: Jordon Ott, Community Grant Writer was introduced and welcomed by the board.

CDA 12-07 Motion by LaFontaine, seconded Parker, to accept the December 22nd, 2012 Board minutes. 7 Ayes

MOTION CARRIED

CDA 12-08 Motion by Marsh, seconded by Parker to accept the January 5th, 2012 Personnel minutes. 7 Ayes

MOTION CARRIED

CDA 12-09 Motion by LaFontaine, seconded by Marsh to accept the January 17th, 2012 Financial minutes. 7 Ayes

MOTION CARRIED

CDA 12-10 Motion by Marsh, seconded by Conklin to accept the Financial Committee Report. 7 Ayes

MOTION CARRIED

Mary James-Mork presented the Executive Director's Report. Commission members supported the concept of incentives for existing residents who have been responsible for the referral of an individual/couple who ultimately become residents of Parkview or Cedar Rail.

CDA 12-11 Motion by LaFontaine, seconded by Parker to accept and place on file the Executive Director's Report. 7 Ayes

MOTION CARRIED

Next Financial meeting will be held Tuesday February 14th, 2012.
Next Board meeting will be held Wednesday February 15th, 2012 at the Parkview Apartments Sunspace at 10:00am.

Motion by LaFontaine, seconded by Marsh to adjourn meeting. Meeting adjourned at 9:30am.

Respectfully submitted,

Mary James-Mork Peter O. Hendler

COMMUNITY DEVELOPMENT AUTHORITY
Executive Director's Highlights
February 15, 2012

1. **Occupancy-** CDA currently has six apartments open at CR and eleven apartments available at PV. Angela continues to provide tours while orienting new residents. See marketing report below.

2. Marketing-Executive Director is working with Marshfield News Herald and numerous local publications re: ad placements for CR and PV. Weekly vacancy updates via email are now being sent to a host of referral sources. ED has also been in contact with Marshfield TV/Access Channel staff regarding programming opportunities. Resident incentive program is now underway and will continue as is through March 31, at which time additional enhancements will be added dependent upon the success of the initial program.

3. Meetings/Partnerships

- Economic Development Review Team
- Committee on Aging
- Wood County Falls Prevention Coalition
- Grant writer Oversight Committee
- MEDA

4. Employee Handbook-Employee handbook is in final review by Attn. Kyle Gulya. Final conference call scheduled for ED and CDA Commission Chair. Employees were provided an initial review of the handbook at the February All Staff meeting. With finalization, employees will be provided with a copy of the approved handbook and will return signature page indicating that they have received and reviewed their copy.

5. Grant Writer Position- Grant Writer continues work with oversight committee to create mission, goals and objectives for the project. Jordon has continued meeting with departments of the City and School District in order to gain an overview of the issues/needs of each area.

6. IT Update- We have been assured that within the next two weeks, we will begin implementing point to point service from Cedar Rail to Parkview. Any current issues with connectivity should be corrected with this transition. The next step will be to provide a workstation in the new administrative office in Parkview. (Former nurses office). With that, resident computers will be placed and prepared for use at both CR and Parkview.

7. Ventilation System PV-"Pure Air Ventilation Systems" has provided all documentation necessary to move forward with their work at Parkview. The date set for the system cleaning is February 7th, 2012. Pricing will be held at the previous level of planned completion for January 31, 2012.

8. Updates Parkview/CR-As a part of our planning for capital funds and marketing vacancies in 2012, staff are currently reviewing options for refreshing CR Lobby and overall facility at Parkview. The goal will be to provide reasonable cost efficient updates that will both encourage new renters, and improve the morale and spirits of our current residents.