

COMMUNITY DEVELOPMENT AUTHORITY

March 19<sup>th</sup>, 2014

The Financial meeting of the Community Development Authority was called to order by Finance Committee Chairperson Dave LaFontaine at 9:00 a.m. in the Cedar Rail Court Executive Conference Room, located at 601 S. Cedar Avenue, Marshfield, WI.

Affirmation of Proper Posting of Meeting: Meeting posted March 17<sup>th</sup>, 2014 at 1:32 p.m.

ROLL CALL:

PRESENT: Dave LaFontaine, Dave Marsh

OTHERS PRESENT: Mary James-Mork - Executive Director, Janet Southworth – Director of Public and Section 8 Housing, Carol Kerper - Executive Assistant

EXCUSED: Andy Keogh

Declaration of a Quorum.

Identify any Potential Conflicts of Interest: None

Public Comment: None

Review of Financial Reports/Documentation

CDA 14-F03-1 Motion by LaFontaine, second by Marsh to accept and recommend the financial report for board approval. 1 Aye

MOTION CARRIED

Annual Review of Financial Policies: Current financial policies have been reviewed and updated by CDA staff. A draft of the revised policies will be available for Finance Committee members for review and recommendation at the April, 2014 Finance Committee meeting.

Update on Cedar Rail Roof Contracting Award: A vendor for the roofing project has been chosen. The vendor contract and the notice to proceed will now be issued.

RMM Solutions Update: Von Briesen has reviewed the service contract received from RMM Solutions. A number of contract items are of concern to the CDA and will require additional negotiation. Executive Director James-Mork will be meeting with the owner of RMM Solutions on Friday, March 21 to discuss further negotiations.

Review of Initial Draft of 2014 – 2015 Budget: Preliminary draft of the budget was reviewed and areas of potential revision discussed. With those revisions, the committee will recommend the proposed budget to the Board of Commissioners.

CDA 14-F03-2 Motion by LaFontaine, second by Marsh to move to accept and recommend to the Board the revised 2014-2015 budget. 1 Aye

MOTION CARRIED

Next meeting date will be Wednesday, April 23<sup>rd</sup>, 2014 at 9:00 am in the Cedar Rail Executive Conference room.

Agenda items: Review of Updated Financial Policies Document  
Update on Status of RMM Solutions  
Update on Capital Funds Projects and Budget

Meeting adjourned at 11:15 a.m.

Respectfully submitted,

Mary James-Mork  
Executive Director

Dave LaFontaine  
Chairperson