

COMMUNITY DEVELOPMENT AUTHORITY

January 16th, 2014

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

Affirmation of Proper Posting of Meeting: Meeting posted January 13th, 2014

ROLL CALL:

PRESENT: Peter O. Hendler, Dave Marsh, Marilyn Hardacre, Dave LaFontaine, Tom Buttke, John Conklin, Andrew Keogh

EXCUSED: None

OTHERS PRESENT: Mary James-Mork - Executive Director, Julie Mess - Finance Director, Janet Southworth - Housing Director, Tim Geldernick – Environmental Services Manager, Carol Kerper – Executive Assistant

Declaration of a Quorum.

Identify any Potential Conflicts of Interest: None

Public Comment: None

CDA 14-B01-1 Motion by Marsh, second by Buttke to accept the December 19th, 2013 Board meeting minutes. 7 Ayes

MOTION CARRIED

CDA 14-B01-2 Motion by Keogh, second by Marsh to accept the January 15th, 2014 Financial meeting minutes. 7 Ayes

MOTION CARRIED

CDA 14-B01-3 Motion by Keogh, second by LaFontaine to proceed with the implementation of IT recommendations presented by RMM Solutions, provided the initial costs for service implementation do not exceed \$20K and annual service and support costs after implementation do not exceed \$18K per year. 7 Ayes

MOTION CARRIED

CDA 14-B01-4 Motion by LaFontaine, second by Conklin to accept the Financial report as presented. 7 Ayes

MOTION CARRIED

Personnel Committee: No update

Strategic Planning Committee: No update

Grievance Committee: No update

CDA 14-B01-5 Motion by Keogh, second by Buttke to accept the CDA Code of Conduct as presented. 7 Ayes

MOTION CARRIED

CDA 14-B01-6 Motion by Marsh, second by Conklin to accept and place on file the Executive Director's Report. 7 Ayes

MOTION CARRIED

Capital Project Update:

Tim Geldernick will have specifications by the end of January for the roofs at Marcy Court and Cedar Rail, as well as for the west wall at Cedar Rail.

No Action Taken

Next Meeting Date and Time: Thursday, February 20th, 2014 at 9:00 a.m. in the Community Room of Parkview Apartments

February Agenda Items: RMM Solutions progress update
Update on Wisconsin service organization partnership opportunity

Motion by LaFontaine, second by Conklin to adjourn. Meeting adjourned at 9:42 a.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Peter O. Hendler
Chairperson

COMMUNITY DEVELOPMENT AUTHORITY
Executive Director's Highlights
February 20, 2014

1. Occupancy-

Elderly/Disabled Housing- Parkview has seven (7) openings, with three (3) on hold for modernization.

Cedar Rail Three (3) openings

Scattered Sites-Full

Section 8-The program has fifty-three (53) active, leased vouchers with one to be issued at month's end.

2. Meetings/Partnerships

Economic Development Board

Committee on Aging

Grants Office

Lutheran Social Services

Housing Study Consultants

4. Economic Development Board (EDB)

Economic Development Board met on February 6th, 2014 for a regular session which included feedback from the Housing Study Survey conducted by MSA. The study was very successful in terms of the number of respondents, and helped to identify further direction for the study. More information will be provided as the study proceeds.

5. RAD Project-

Project approvals will be made within the next couple of months. A listing of RAD applicants has been sent to those submitting applications prior to December 31st, 2014.

6. RMM Solutions-

RMM Solutions has been contacted regarding our interest in pursuing services. Copies of the contract have been submitted for review by Von Briesen. With review and approval by the Commission, CDA will request timelines and any potential impact on services in order to determine a date for start-up.

7. Wildwood Regency-

All communication and documents sent to the CDA regarding the remarketing of Bonds for the Project have been shared with Andy Guzikowski at Von Briesen for review and comment. They will represent us in all steps in this transition. The CDA Commission will be asked to approve the appropriate Resolution at the regularly scheduled February 2014 Board Meeting.

8. Personnel Committee-

The Personnel Committee will introduce new hire for the site manager position to the full Board of Commissioners at the February meeting. Candidate meets with Executive Director on Friday, February 20th to fill out pre-employment paperwork.

9. Potential Project LSS

Executive Director met with Administration from LSS to discuss the potential for location of both an office and an apartment to feature new technology for those seeking to live independently. Next steps- LSS will send a draft of a proposed agreement to the CDA for review and if necessary any revision.