

Baraboo Community Development Authority
Minutes of the Regular Monthly Meeting
Tuesday, October 4, 2016

The meeting was called to order by Chairperson Wastlund at 7:00 p.m. in the Community Room of Donahue Terrace Apartments 227 First Ave., Baraboo, WI 53913

I/II. Roll Call

Present: Wastlund, Fordham, Bobholz, Koehler, Petty, Skare, Zolper
Absent: None
Staff: Patrick Cannon, Executive Director

III. Note of Compliance with Open Meeting Laws

The Chair noted that the agenda was posted in compliance with the Wisconsin State Statutes.

IV. Approval of Agenda

A motion was made to approve the agenda as presented.
Fordham (1); Bobholz (2)
Aye: All via voice vote
Nay: None

V. Approval of Minutes

A motion was made to approve the meeting minutes for September 6, 2016 with minor changes.
Fordham (1); Petty (2)
Aye: All via voice vote
Nay: None

VI. Announcement of Public Events

The Board discussed several local events that are scheduled in the near future.

- Fair on the Square

VII. Public Comment

No one from the public wished to make any comments.

VIII. Receipt of Financial Statements and Approval of Vouchers.

- a. September 1, 2016 to , September 27, 2016 Vouchers
- b. Financial Statements September, 2016
- c. Vacancy Report
- d. Outstanding Loan Report

Motion:

To approve the vouchers for September 1, 2016 to September 27, 2016
Fordham (1); Wastlund (2)
Aye: All via voice vote
Nay: None

IX. Executive Report

- The report was distributed and is attached.

X. Committee Reports

A. BEDC

It was noted that BEDC Chair Greg Wise has resigned his position. The Board will be electing a new chair at its next meeting.

B. Executive Committee

Has not met since the last CDA meeting

C. Finance

The Committee met earlier in the evening and has recommended the 2017 Proposed Budgets to the full Board for consideration and approval.

D. Loan Review Committee

The Chair reported that the Loan Review Committee met earlier this evening and is recommending a \$100,000 CDBG RLF – ED loan to Harold and Debra Nelson. The Nelsons operate the local Dominos Pizza franchise.

XI. Old Business

A. Update on CDA Projects

- Laundry Room at Donahue Terrace Apartments** – Staff noted that MSA has had limited time to work on this project due staff shortages.
- Corson Playground equipment** – Staff is working with the City Engineer to design a pathway surface for the area and equipment.
- Roof replacement at Donahue Terrace** – Staff noted that MSA has had limited time to work on this project due staff shortages.

XII. New Business

A. Adjourn to Closed Session per SS19.85(1) (e)

Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- Consideration of a CDBG RLF –ED Loan Request
Harold & Debra Nelson, Zrn Enterprises, Inc. and Hardeb Enterprises, LLC

The Board determined that Closed Session was not necessary at this time.

- B.** Return to Open Session to take action on items discussed in Closed Session. Action

In open session, based upon the recommendation from the Loan Review Committee, the Board moved to award a CDBG RLF – ED loan to Harold and Debra Nelson in the amount of \$100,000 plus appropriate closing costs. The loan is for the creation of three (3) new jobs which will result of the

purchase of the property located at 844 8th St. This will be the new site of the Dominos Pizza Restaurant and other retail locations.

Motion:

To approve the \$100,000 CDBG RLF – ED loan to Harold and Debra Nelson for the purchase of the property located at 844 4th St. The loan is at 4% interest and the initial years' payments will be deferred.

Fordham (1); Bobholz (2)

Aye: All via voice vote

Nay: None

C. Disclosure of potential Conflicts of Interest

No Conflicts of Interest were noted.

D. Consideration and discussion of a proposed Resolution authorizing the 2017 CDA Budgets and 5 Year Capital Plans.

Based upon a recommendation from the Finance Committee who met earlier this evening, the CDA Board moved to approve the 2017 CDA Budgets and 5 year Capital Plan.

Motion:

To approve the 2017 CDA Budgets and 5 year Capital Plan and authorize the Chair to sign the Resolution

Wastlund (1); Bobholz (2)

Aye: All via voice vote

Nay: None

XIII. Board Member Comments

None

XIV. Public Comment:

None

XV. Adjournment:

Motion:

To adjourn the meeting at 7:23 pm

Petty (1); Fordham (2)

Aye: All via voice vote

Nay: None

Minutes were approved by the Community Development Authority on:

Carolyn Wastlund, Chairperson

Patrick Cannon, Recorder