

Baraboo Community Development Authority  
Minutes of the Regular Monthly Meeting  
Tuesday, September 6, 2016

The meeting was called to order by Chairperson Wastlund at 7:00 p.m. in the Community Room of Corson Square Apartments 920. Tenth St, Baraboo, WI 53913

**I/II. Roll Call**

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

Dean Skare was introduced as the new Resident Member of the CDA Board.

**III. Note of Compliance with Open Meeting Laws**

The Vice 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.

Bobholz (1); Petty (2)  
Aye: All via voice vote  
Nay: None

**V. Approval of Minutes**

A motion was made to approve the meeting minutes for August 2, 2016 with minor corrections.

Petty (1); Fordham (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.

**VII. Public Comment**

No one from the public wished to make any comments.

**VIII. Receipt of Financial Statements and Approval of Vouchers.**

- a. August 1, 2016 to , August 31, 2016 Vouchers
- b. Financial Statements August, 2016
- c. Vacancy Report
- d. Outstanding Loan Report

Motion:

To approve the vouchers for August 1, 2016 to August 31, 2016  
Wastlund (1); Bobholz (2)  
Aye: All via voice vote  
Nay: None

**IX. Executive Report**

- The report was distributed and is attached.  
The Board requested that more speakers be invited to the resident meetings.

**X. Public Hearing**

**To solicit public input on the CDA role in financing The City Police Administration-City Hall project**

**The Public Hearing was opened at 7:11 PM**

**The Public Hearing was closed at 7:12 PM**

No one wished to speak at the public hearing.

**Committee Reports**

**A. BEDC**

It was noted that BEDC held a joint meeting with the Plan Commission to discuss the Eastside Neighborhood Corridor Plan. At that meeting, the two bodies provided some input into the proposed findings and recommendations.

**B. Executive Committee**

The Chair noted that the Executive Committee met earlier in the evening and took action on several items that are being recommended to the full CDA Board. They are:

**a. Consideration and discussion of the adoption of the City of Baraboo Code of Ethics Policy.**

Staff noted that New Business items A-E all pertained to the USDA requirements for the new Public Safety City Administration building. Each of these items needs to be approved by the Full Board as part of the grant application.

A motion was made to adopt the City of Baraboo Code of Ethics and that the City Attorney would serve as the City Ethics Board.

Fordham (1) Wastlund (2)

Aye: All via voice vote

Nay: None

**b. Consideration and discussion of authorizing signers for the long term financing of the new Public Safety- City Administration Building.**

A motion was made to adopt the attached Resolution establishing the Officers and Executive Director as the parties authorized to sign documents with the USDA.

Wastlund (1) Fordham (2)

Aye: All via voice vote  
Nay: None

**c. Consideration and discussion of contracting with Quarles and Brady for legal services as Bond Counsel.**

A motion was made to authorize a contract with the Law firm of Quarles and Brady to serve as Bond Counsel/Legal Counsel for the Public Safety City Administration project.

Bobholz (1) Petty (2)  
Aye: All via voice vote  
Nay: None

**d. Consideration and discussion of contracting with Ehlers, Inc. for services as Financial Advisor regarding debt issuance.**

A motion was made to authorize a contract with Ehlers and Associates to serve as Financial Advisor for the Public Safety City Administration project.

Petty (1) Bobholz (2)  
Aye: All via voice vote  
Nay: None

**e. Consideration and discussion of authorizing of architectural contract between the City of Baraboo and Zimmerman Architects – MSA Professional Services for design of new Public Safety- City Hall facility.**

A motion was made to ratify the contact between the City of Baraboo and Zimmerman Architects – MSA Professional Services for design of new for the Public Safety City Administration project.

Fordham (1) Bobholz (2)  
Aye: All via voice vote  
Nay: None  
Abstain: Wastlund

**f. Consideration and discussion of proposed Façade Improvement Program.**

City Administrator Ed Geick outlined the proposed Façade Improvement Program. This program is designed to assist businesses with exterior improvements. It was noted that the upkeep of the downtown area was a high priority of the City Council in the earlier strategic planning session. The program will be partially funded by the Business Improvement District as they have allocated a portion of their fund balance to help establish the program. The program will be limited to the BID district at the start. The CDA would serve as the body responsible for authorizing action under this program.

Staff was directed to see why sandblasting of a building was not a permitted activity.

A motion was made to confirm the CDA's willingness to participate in this program.

Fordham (1) Wastlund (2)

Aye: All via voice vote

Nay: None

**g. Consideration and discussion of potential assistance with Chamber of Commerce projects.**

The Chair indicated that the Executive Committee discussed having the CDA more involved in Chamber activities as a way to help market the CDA programs. The Committee felt that assisting the Chamber would be a good marketing tool for the CDA. They recommended that staff pursue this activity.

No formal action was taken, but staff was to meet with the Chamber Director to discuss ways that the CDA could become more involved.

**h. Consideration and discussion of potential marketing programs for the CDA:**

- i. Web Site development**
- ii. Print materials**
- iii. Community events**

It was noted that the Executive Committee also discussed way by which the CDA could market its programs more effectively. The Committee requested that funding be included in the 2017 budget to help design a new web site for the CDA.

**i. Consideration and discussion of potential changes to BEDC ordinance regarding Board composition.**

The Chair noted that BEDC was reviewing possible changes to the City Ordinance that established BEDC. One of the changes was to create a permanent seat on the Board for a CDA representative. The Committee felt that this would help to market the CDA and its various loan programs.

No action was taken by the full Board on this matter.

**j. Consideration and discussion of changes in the role of CDA staff.**

The Chair noted that with the changes in staffing, the roles and responsibilities have been adjusted. The Executive Committee recommended that additional cross training be established for all positions. Staff was to include this as a goal for 2017.

No action was taken by the full Board on this matter.

**C. Finance**

Did not meet

**D. Loan Review Committee**

The Chair reported that the Loan Review Committee met earlier this evening and authorized an increase in the loan amount for loan 94-72. No action is required by the full board.

**XI. Old Business**

**A. Update on CDA Projects**

- a. **620 Second Ave house sale** – Staff reported that house has been sold.
- b. **Laundry Room at Donahue Terrace Apartments** – Staff noted that MSA has had limited time to work on this project due staff shortages.
- c. **Corson Playground equipment** – The Board requested that the pathway to the playground equipment be included in the 2017
- d. **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. None

**XIII. Board Member Comments**

- a. None

**XIV. Public Comment:**

**XV. Adjournment:**

**Motion:**

To adjourn the meeting at 7:43 pm

Petty (1); Zolper (2)

Aye: All via voice vote

Nay: None

Minutes were approved by the Community Development Authority on:

Carolyn Wastlund, Chairperson

Patrick Cannon, Recorder