

Baraboo Community Development Authority
Minutes of the Executive Committee
Tuesday September 6, 2016

The meeting was called to order by Chairperson Wastlund at 5:00 p.m. in the Community Room of Corson Square Apartments, 920 Tenth St. Baraboo, WI 53913

1. Roll Call

Present: Wastlund, Fordham, Bobholz
Absent: None
Other Members: Koehler, Skare
Staff: Patrick Cannon, Executive Director

2. Note of Compliance with Open Meeting Laws

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

3. Approval of Agenda

A motion was made to approve the Agenda as presented.
Fordham (1); Bobholz (2)
Aye: All via voice vote

4. Approval of the Minutes:

1. March 1, 2016

A motion was made to approve the Minutes as presented.
Bobholz (1); Fordham (2)
Aye: All via voice vote

5. Public Comment

No one from the public wished to speak

6. Old Business

A. Consideration and discussion of changes in role of CDA staff

With the addition of new personnel to the staff, the committee discussed the current duties and how they might be adjusted. Staff noted that the Housing Manager has been out on an extended leave which has left extra staff responsibilities on the remaining staff.

The committee asked that a plan for cross training of duties be established. In addition, they would like to see the various duties be formally designated to each position, to avoid any duplication of responsibilities.

No final action was taken.

7. New Business

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 recommend that the Board adopt the City of Baraboo Code of Ethics and that the City Attorney would serve as the City Ethics Board.

Bobholz (1) Fordham (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 recommend that the Board adopt the attached Resolution establishing the Officers and Executive Director as the parties authorized to sign documents with the USDA.

Fordham (1) Wastlund (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 recommend that the Board 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.

Wastlund (1) Bobholz (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 recommend that the Board authorize a contract with Ehlers and Associates to serve as Financial Advisor for the Public Safety City Administration project.

Fordham (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 recommend that the Board authorize the co-signing of 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

F. Consideration and discussion of proposed Façade Improvement Program.

Staff noted that the Façade Improvement Program is a 2017 budget request being included for Council's consideration. 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 recommend that the Board that the Façade Program be included in the 2017 City Budget and that the CDA would serve as the body responsible for authorizing loans under the program guidelines. Included in the motion was the recommendation that the proposed manual be amended to allow sandblasting on an as needed basis.

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 she would like to see 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.

- H. Consideration and discussion of potential marketing programs for the CDA:**
 - i. Web Site development**
 - ii. Print materials**
 - iii. Community events**

As a follow up to the assistance with the Chamber, the Committee also discussed various marketing options for the CDA. The Committee asked that sufficient funding be included in the 2017 budget to create a new web site for all CDA programs.

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

Staff 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.

The Committee expressed support of this ordinance amendment.

8. Board Member Comments

No items were brought forth for discussion or consideration.

9. Adjournment

A motion was made to adjourn the meeting at 6:02 p.m.

Wastlund (1); Bobholz (2)

Aye: All via voice vote

Approved by Executive Committee on:

Carolyn Wastlund, Chair

Patrick Cannon, Recorder