

Baraboo Community Development Authority  
Minutes of the Regular Monthly Meeting  
Tuesday, December 4, 2018

The meeting was called to order by Chair Wastlund at 7:00 p.m. in Room 205 of the Baraboo Municipal Building, 101 South Blvd., Baraboo, WI 53913

**I/II. Call to Order/Roll Call**

Present: Wastlund, Fordham, Bobholz, Koehler, Petty, Skare, Zolper  
Absent: None  
Staff: Emily Truman, Patrick Cannon

**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 with moving items XII 7 & 8 to be taken up after the approval of the agenda.

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

**V. Lease Termination Appeal Hearing**

- a) **CLOSED SESSION: The Chair will announce that the Board will go into Closed Session according to §19.85(f), considering financial, medical, social or personal histories ... of specific persons ... which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories ... or involved in such problems or investigations (appeal hearing regarding termination of lease agreement/eviction for Joan Carriveau).**

City Attorney, Emily Truman requested a time to discuss the hearings with both Ms. Carriveau and Ms. Warren.

Motion: To delay action on agenda items XII 7 & 8 until the City Attorney has had an opportunity to discuss with the two parties.

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

**VI. Approval of Minutes**

- a) A motion was made to approve the meeting minutes for October 2, 2018 as presented  
Bobholz (1); Fordham (2)  
Aye: All via voice vote  
Nay: None

- b) A motion was made to approve the meeting minutes for October 15, 2018 as presented  
Bobholz (1); Koehler (2)  
Aye: All via voice vote  
Nay: None

**VI. Announcement of Public Events**

The following event was announced:

- Baraboo ART - December 17, 2018

**VII. Public Comment**

A resident requested to know the status of the Pet Policy revisions

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

- September 29, 2018 to November 30, 2018 Vouchers**
- Financial Statements**
- Vacancy Report**
- Outstanding Loan Report**

Motion:

To approve the vouchers for September 29, 2018 to November 30, 2018

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

The Board requested additional information regarding several of amounts listed in the Financial Reports. Staff was to provide that information.

Reconvene item V.

**Lease Termination Appeal Hearing**

**CLOSED SESSION: The Chair will announce that the Board will go into Closed Session according to §19.85(f), considering financial, medical, social or personal histories ... of specific persons ... which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories ... or involved in such problems or investigations (appeal hearing regarding termination of lease agreement/eviction for Joan Carriveau).**

Motion:

To adjourn into closed session per Wisconsin State Statutes 19.85(1) (f) and allow the City Attorney, CDA Executive Director and Ms. Carriveau to remain in closed session.

- Wastlund (1), Fordham (2)  
Aye: Fordham, Bobholz, Koehler, Petty, Skare, Zolper, Wastlund (Roll call)  
Nay: None

- b) **OPEN SESSION:** The Chair will announce that the Board will return to Open Session as per §19.85(2), Wis. Stat., to address any business that may be the result of discussions conducted in Closed Session.

Motion:

To return to open session

Zolper (1); Koehler (2)

Aye: All via voice vote

Nay: None

In open session:

Motion:

To hold the charges in abeyance and the lease would expire and not be renewed on April 28, 2019. If other major rules infractions occur during this period, the abeyance would be nullified and the lease would terminate.

Wastlund (1); Bobholz (2)

Aye: All via voice vote

Nay: None

- c) **CLOSED SESSION:** The Chair will announce that the Board will go into Closed Session according to §19.85(1)(a), Wis. Stat., deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governing body (the Board will deliberate concerning the hearing for Joan Carriveau).

No action taken on this item

- d) **OPEN SESSION:** The Chair will announce that the Board will return to Open Session as per §19.85(2), Wis. Stat., to address any business that may be the result of discussions conducted in Closed Session.

No action was taken on this item

## **IX. Executive Report**

The report was included in the packet. This item was discussed while the City Attorney met with Ms. Warren.

## **X. Lease Termination Appeal Hearing**

- a) **CLOSED SESSION:** The Chair will announce that the Board will go into Closed Session according to §19.85(f), Wis. Stat., considering financial, medical, social or personal histories ... of specific persons ... which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories ... or involved in such problems or investigations (appeal hearing regarding termination of lease agreement/eviction for Charlotte Warren).

Motion:

To adjourn into closed session per Wisconsin State Statutes 19.85(1) (f) and allow the City Attorney, CDA Executive Director and Ms. Warren and her two sons to remain in closed session.

Fordham (1), Petty (2)

Aye: Fordham, Bobholz, Koehler, Petty, Skare, Zolper, Wastlund (Roll call)

Nay: None

- b) OPEN SESSION: The Chair will announce that the Board will return to Open Session as per §19.85(2), Wis. Stat., to address any business that may be the result of discussions conducted in Closed Session.

Motion:

To return to open session

Petty (1); Skare (2)

Aye: All via voice vote

Nay: None

In open session:

Motion:

To hold the lease termination in abeyance for twelve months. If other major rules infractions occur during this period, the abeyance may be nullified and the lease would terminate based upon adequate due process.

Bobholz (1); Wastlund (2)

Aye: All via voice vote

Nay: None

- c) CLOSED SESSION: The Chair will announce that the Board will go into Closed Session according to §19.85(1)(a), Wis. Stat., deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governing body (the Board will deliberate concerning the hearing of Charlotte Warren).

No action was taken on this item

- d) OPEN SESSION: The Chair will announce that the Board will return to Open Session as per §19.85(2), Wis. Stat., to address any business that may be the result of discussions conducted in Closed Session.

No action was taken on this item

**VII.**

**X. Committee Reports**

**A. BEDC**

BEDC did not meet in November. The members were invited to attend the SCDC Housing Study report.

**B. Executive Committee**

Met earlier this evening and took the following actions:

- Approved Pay Request #18 for the Municipal Building project
- Recommended that the Board approve the proposed Enterprise Income Verification (EIV) policy

**C. Finance**

The Committee met to discuss the proposed 2019 Budgets for CDA functions and forwarded a recommendation to approve to the Board

**D. Loan Review Committee**

Did not meet

**XI. Old Business**

**1. Update on CDA Projects**

- a. **Update on City Hall- Public Safety Construction project status**  
Staff gave an update on the outstanding items still needing to be resolved.
- b. **Web Site RFP**  
Staff had no new information regarding this project.
- c. **Use of solar energy at CDA owned facilities**  
Staff had no new information regarding this project.

**2. Update on the CLOSE program**

Staff indicated that the proposed program changes have not been approved by HUD at this time.

**3. Consideration and discussion of CDA Strategic Plan**

No action was taken. The Board would like to schedule a separate meeting to discuss the Plan

**XII. New Business**

**1. Consideration and discussion of the proposed 2019 Budgets for CDA functions**

The Finance Committee had previously reviewed the proposed budgets and has forward a recommendation for approval to the full CDA Board.

One comment was made to change the wording on one line item from Taxes to PILOT. This is a better representation of the actual expense.

No action was taken at this time.

**2. Public Hearing regarding the proposed 2019 Budgets for CDA functions**

As required by State Statutes, the CDA held a Public Hearing regarding the proposed 2019 Budgets.

The Chair opened the Public hearing at 8:37 PM

With no one wishing to speak, the Chair closed the Public Hearing at 8:38 PM

**3. Resolution approving the 2019 Budgets for CDA functions**

After review of the Finance Committee recommendation and the holding of a Public Hearing, the Board approved the proposed 2019 budgets.

Motion:

To approved the attached Resolution approving the 2019 CDA operating budgets for Corson Square Apartments, Donahue Terrace Apartments, Capital Catalyst Fund, CDBG Fund, Economic Development Fund, TIF #6 Fund, Façade Improvement Program, and the 79 Fund.

Wastlund (1); Petty (2)

Aye: All via voice vote

Nay: None

**4. Consideration and discussion of Enterprise Verification System Policy**

As noted by the Finance Committee, the EIV system is a required part of the lease process completed by the CDA. The EIV system is administered by HUD. The CDA is required to follow all of HUD's rules regarding use of the EIV system. In addition, the CDA may enact addition policies that further regulate the use of the process.

After careful review, the Board accepted the recommendation of the Finance Committee and moved to approve the policy.

Motion:

To approved the Enterprise Income Verification policy as recommended by the Finance Committee.

Wastlund (1); no second required

Aye: All via voice vote

Nay: None

**5. Election of 2019 Community Development Authority Officers**

- Chair
- Vice-Chair
- Treasurer

It was noted that the Officer position will expire in January, 2019. Therefore, new Officers need to be elected.

After careful discussion, the following slate of candidates were nominated:

- Chair                 Carolyn Wastlund
- Vice-Chair         Joan Fordham
- Treasurer           Stuart Koehler

Motion:

To approved the 2019 CDA Offers as nominated

Petty (1); Zolper (2)

Aye:   All via voice vote

Nay:   None

**6. Selection of date/time for January, 2019 Regular CDA meeting**

It was noted that the regular CDA meeting for January is scheduled for a holiday. Therefore, an alternate meeting date and time needs to be selected.

After discussing the various options available, the Board selected January 15, 2019 at 6:00 PM as the alternative meeting night. The meeting would be limited to approving of the payment vouchers and the Strategic Plan.

Motion:

To change the meeting of the January, 2019 meeting to Tuesday January, 15, 2019 at 6:00 PM. The meeting will be held in the Baraboo Municipal Building.

Zolper (1); Wastlund (2)

Aye:   All via voice vote

Nay:   None

**XIII. Board Member Comments**

No additional comments were made at this time.

**XIV. Public Comment**

No one from the public wished to make a comment at this time

**XV. Adjournment**

**Motion:**

To adjourn the meeting at 8:55 pm

Bobholz (1); Petty (2)

Aye:   All via voice vote

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Nay: None

Minutes were approved by the Community Development Authority on:

Carolyn Wastlund, Chair

Patrick Cannon, Recorder