

Baraboo Community Development Authority
Minutes of the Executive Committee
Tuesday, December 4, 2018

The meeting was called to order by Chairperson Wastlund at 6:00 P.M. in Room 205, Baraboo Municipal Building, 101 South Blvd., Baraboo, WI 53913

1. Roll Call

Present: Wastlund, Fordham, Bobholz

Absent: None

Staff: Patrick Cannon

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

Bobholz (1); Fordham (2)

Aye: All via voice vote

4. Approval of Minutes

September 4, 2018

A motion to approve the minutes as presented

Fordham (1); Bobholz (2)

Aye: All via voice vote

5. Public Comment

No one from the public wished to speak.

6. Old Business

A. Building progress update

Staff gave a brief update on outstanding items related to the construction project including the status of change orders that remain outstanding.

7. New Business

A. Consideration and discussion of Payment Request #18 for the Public Safety-City Hall facility in the amount of \$36,216.03

Staff reported that the close out of the project is almost complete. These invoices represent the final payments for minor charges on the credit card, Attorney fees and the Single Audit. This request includes authorization for the final payment to Kraemer Brothers. However, several punch list items remain and the payment will be withheld until they are completed.

After careful review, the committee moved to approve Pay Request #18 in the amount of \$36,216.03.

Motion: To approve Pay Request #18 in the amount of \$36,216.03
Wastlund (1); Bobholz (2)
Aye: All via voice vote
Nay: None

B. Consideration and discussion of Enterprise Income Verification System Policy

Staff indicated that the Enterprise Income Verification System is a tool used by staff to determine the accuracy of the income reported by tenants. The system is administered by HUD and its usage is highly regulated. HUD provides a very comprehensive policy that each person must agree to prior to being allowed into the system.

In a recent field visit by the State, they indicated that the CDA should also adopt a policy regarding usage of the EIV system. Staff created the attached policy which adopts the HUD policy but added some additional requirements.

After careful review, the Executive Committee moved to recommend the Enterprise Income Verification Policy be presented to the CDA Board for their consideration including several changes as discussed by the Committee

Motion: To recommend to the Board the Enterprise Income Verification policy with several minor changes.
Bobholz (1); Fordham (2)
Aye: All via voice vote
Nay: None

8. Board Member Comments

No additional comments were made at this time

9. Adjournment

A motion was made to adjourn the meeting at 6:20 P.M.
Fordham (1); Wastlund (2)
Aye: All via voice vote

Approved by Executive Committee on:

Carolyn Wastlund, Chair

Patrick Cannon, Recorder