

BARABOO COMMUNITY DEVELOPMENT AUTHORITY

101 South Blvd., Baraboo WI 53913
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Carolyn Wastlund, Chair
Joan Fordham, Vice Chair
Stuart Koehler, Treasurer

Cliff Bobholz
Heather Kierzek
Joel Petty
Dean Skare

Mission Statement: To ensure affordable, attractive housing and to foster business and community development consistent with the general plan of the City

Agenda for the Regular Meeting of the Board of Commissioners of the Baraboo CDA
Tuesday, March 3, 2020 7:00 PM
Baraboo Municipal Building, Room 205 101 South Blvd., Baraboo WI 53913

- I. Call to Order** Wastlund
- II. Roll Call** Cannon
- III. Note Compliance with the Open Meeting Law** Wastlund
- IV. Approval of Agenda** Action
- V. Approval of Minutes**
1. Meeting of February 4, 2020 Action
- VI. Announcement of Public Events**
- VII. Public Comment**
No formal CDA action will be taken during this meeting on any topic brought up in public comment that is not on this agenda. Issues raised by the public may become a part of a future agenda. Items brought up in public comment that are already included on the meeting's agenda will not be discussed by the Board at this time.
- VIII. Receipt of Financial Statements and Approve Vouchers and Journal Entries**
1. February 1, 2020 through February 28, 2020 Vouchers
2. Financial Statements January, 2020
3. Vacancy Report
4. Outstanding Loan Report
5. Bank Balances
- IX. Executive Director's Report**
Update on City Projects
- X. Committee Reports** – Action by the CDA Board may be taken on any and all of the Committee Report items:
1. **BEDC** Wastlund
2. **Executive Committee** Wastlund
3. **Finance Committee** Wastlund
4. **Loan Review Committee** Fordham

XI. Old Business

1. Update on CDA Projects
 - a) Web site
2. Pet policy updates

XII. New Business

1. Consideration and discussion of a proposed contract amendment for MSA Professional Services for administration of the CDBG Housing RLF
2. Consideration and discussion of consolidation and use of Economic Development funds
3. Consideration and discussion of authorizing Staff to make minor updates to the Admonitions and Continued Occupancy Policy (ACOP)
4. Consideration and discussion of a Loan Subordination request for Andrew Gossens and Alison Duff

XIII. Board Member Referrals

No formal CDA action will be taken during this meeting on any topic brought up in board member comment that is not on this agenda. Issues raised by the board may become a part of a future agenda. Items brought up in board member comment that are already included on the meeting's agenda will not be discussed by the Board at this time.

XIV. Public Comment

No formal CDA action will be taken during this meeting on any topic brought up in public comment that is not on this agenda. Issues raised by the public may become a part of a future agenda. Items brought up in public comment that are already included on the meeting's agenda will not be discussed by the Board at this time.

XV. Adjournment

PLEASE TAKE NOTICE that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Municipal Clerk (101 South Blvd. or phone ((608) 355-2700) during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

Baraboo Community Development Authority
Minutes of the Monthly Meeting
Tuesday, February 4, 2020

The meeting was called to order by Chairperson Wastlund at 7:04 p.m. in Community Room, Corson Square Apartments, 920 Tenth Ave., Baraboo, WI 53913

I/II. Call to Order/Roll Call

Present: Wastlund, Fordham, Koehler, Bobholz, Kierzek, Petty, Skare
Absent: None
Staff: 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 as presented.

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

V. Approval of Minutes

A motion was made to approve the meeting minutes for January 7, 2020.

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

VI. Announcement of Public Events

The Department of Revenue held a presentation on February 4, 2020.

VII. Public Comment

None

VIII. Receipt of Financial Statements and Approval of Vouchers

- a. November 30, 2019 to December 31, 2019 Vouchers
- b. Financial Statements - November, 2019
- c. Vacancy Report
- d. Outstanding Loan Report
- e. Bank Balances

A motion was made to approve the vouchers from January 1, 2020 to January 31, 2020 as presented.

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

IX. Executive Report

The report was included in the packet.

X. Committee Reports

A. BEDC

Did not meet in January due to lack of quorum

B. Executive Committee

Met earlier this evening to discuss:

- Pet Policy
- Physical Needs Assessment contract

C. Finance

Has not met

D. Loan Review Committee

Met earlier this evening to discuss a loan request

XI. Old Business

1. Update on CDA Projects

i. Web Site

No action has been taken.

2. Consideration and discussion of HUD related funding options for Corson Square

Staff reviewed a recent presentation by HUD as to our funding options. No action was taken

XII. New Business

1. Consideration and discussion of a proposed contract for Physical Needs Assessment for both CDA Facilities

Staff noted that a Physical Needs Assessment is required every 5 years by HUD. The last report for the CDA was 7 years ago. A proposal was received from MSA Professional Services to complete the assessment. It was noted that they had previously completed these reports for the CDA. Therefore, Staff recommended that the contract be awarded to MSA Professional Services to complete the Assessment.

After careful review, the Board moved to accept the recommendation from the Executive Committee to award the contract to MSA Professional Services for \$6,400.00

Motion:

To award the contract for the Physical Needs Assessment to MSA Professional Services for \$6,400.

Fordham (1); No second required

Aye: Six Members via voice vote

Nay: None

Abstain: Wastlund

2. Consideration and discussion of proposed changes to the Pet Policy

It was noted that the Executive Committee had not completed a full review of the policy. Therefore, no action is warranted.

- 3.** Adjourn into closed session per Wisconsin State Statute 19.85 (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.

- i. Consideration and discussion of an Economic Development Fund Loan request

1. Al. Ringling Brewing Company

The Board elected not to adjourn into closed session but rather acted upon the recommendation of the Loan Review Committee

Motion: To award an Economic Development Loan to the Al. Ringling Brewing Company in the amount of \$100,000. The interest rate is 4% and the loan will be amortized over 20 years. The Applicant may also defer payments for the initial 12 months.

Fordham (1); No second required

Aye: All via voice vote

Nay: None

XIII. Board Member Comments

None

XIV. Public Comment

None

XV. Adjournment

Motion:

To adjourn the meeting at 8:00 pm

Petty (1); Skare (2)

Aye: All via voice vote

Nay: None

Minutes were approved by the Community Development Authority on:

Carolyn Wastlund, Chairperson

Patrick Cannon, Recorder