

BARABOO COMMUNITY DEVELOPMENT AUTHORITY

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Joan Fordham, Chair Cliff Bobholz, Heather Kierczk

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 **Loan Review Committee Meeting of the
Board of Commissioners of the Baraboo CDA
Tuesday, June 4, 2019 at 6:15 PM
Room 205, Baraboo Municipal Building, 101 South Blvd., Baraboo WI**

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| I. <u>Call to Order/Roll Call</u> | Fordham |
| II. <u>Note Compliance with the Open Meeting Law</u> | Fordham |
| III. <u>Approval of Agenda</u> | Action |
| IV. <u>Approval of Minutes</u>
May 7, 2019 | Action |
| V. <u>Public Comment</u> | |
| VI. <u>Old Business</u> | |
| VII. <u>New Business</u> | |
| a. Consideration and discussion of draft manual for administration of newly created City of Baraboo Economic Development Fund. | |

VIII. Adjournment

Notice is hereby given that a majority of the Baraboo Community Development Authority may be present at a meeting of the Loan Review Committee scheduled for June 4, 2019 at 6:15 PM to gather information about various listed items, subjects over which they have decision making responsibility. This constitutes a meeting of the Community Development Authority pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553, 494 N.W.2d 408 (1993), and must be noticed as such although the Community Development Authority may not take any formal action at this meeting.

PLEASE TAKE NOTICE than 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 (135 4th Street or phone 355-2700) during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

Agenda Posted by: Staff on 5-30-2019

Agenda Prepared by Patrick Cannon 5-30-2019

**Minutes of the Baraboo Community Development Authority
Loan Review Committee
Tuesday May 7, 2019**

The meeting was called to order by Chairperson Fordham at 6:45 PM in the Community Room of Corson Square Apartments, 920 Tenth St., Baraboo WI.

I. Roll Call

Present: Fordham, Bobholz, Kierzek
Absent: None
Staff: Patrick Cannon, Executive Director

II. Note of Compliance with Open Meeting Laws

The Chair noted that the agenda was posted in compliance with the Wisconsin State Statutes and the closed session item is properly noted.

III. Approval of Agenda

A motion to approve the agenda as presented.
Bobholz (1); Kierzek (2)
Aye: All via voice vote

IV. Approval of Minutes

January 30, 2019

A motion was made to approve the January 30, 2018 minutes as presented.
Bobholz (1); Fordham (2)
Aye: All via voice vote
Nay: None

V. Public Comment

None

VI. Old Business

None

VII. New Business:

A. Consideration and discussion of Proposals to administer the Baraboo CDA Housing Revolving Loan Fund

Staff noted that responses to the Request for Proposals have been received from 3 firms. All three firms quoted a fee of either 14% or 15% as allowed under the program criteria. After reviewing the proposals, staff felt that the proposal from MSA Professional Services was the most qualified. They currently administer this program for many communities.

After careful review, the Committee moved to recommend to the full board the approval of a one year contract with MSA Professional Services to administer the Housing Revolving Loan program.

Motion: To recommend to the Board the approval of a one year contract with MSA Professional services for the administration of the Housing Revolving Loan Fund at the terms contained in their proposal.

Bobholz (1); Kierzek (2)

Aye: All via voice vote
Nay: None

VII. **Adjournment**

A motion was made to adjourn the meeting at 6:58 PM.

Kierzek (1); Bobholz (2)

Aye: All via voice vote

Nay: None

Approved by Loan Review Committee on:

Joan Fordham, Chair

Patrick Cannon, Recorder