

Baraboo Community Development Authority
Minutes of the Monthly Meeting
Tuesday, July 7, 2020

The meeting was called to order by Chairperson Wastlund at 7:00 p.m. in the Community Room, Corson Square Apartments, 920 Tenth St. Baraboo, WI 53913

I/II. Call to Order/Roll Call

Present: Wastlund, Fordham, Bobholz, Kierzek, Petty, Skare
Absent: Koehler
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); Skare (2)

Aye: All via voice vote

Nay: None

V. Approval of Minutes

A motion was made to approve the meeting minutes for June 2, 2020.

Kierzek (1); Fordham (2)

Aye: All via voice vote

Nay: None

VI. Announcement of Public Events

Circus World will be conducting two guided tours per day.

VII. Public Comment

A Donahue resident handed out materials regarding an employee

VIII. Receipt of Financial Statements and Approval of Vouchers

a. June 1, 2020 to June 30, 2020 Vouchers

b. Financial Statements - May, 2020

c. Vacancy Report

d. Outstanding Loan Report

e. Bank Balances

A motion was made to approve the vouchers from June 1, 2020 to June 30, 2020 as presented.

Fordham (1); Petty (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

B. Executive Committee

Met earlier this evening to discuss:

- Prelease Agreement regarding the Library project
- Lease agreement regarding the Library project
- Sublease Agreement regarding the Library project
- Executive Director's Performance Review and Contract discussion

C. Finance

Did not meet

D. Loan Review Committee

- Met regarding a Loan Subordination request for Omni Solutions

XI. Old Business

1. Update on CDA Projects

i. Web Site

No action has been taken.

2. Pet Policy updates

No action has been taken.

XII. New Business

- 1. Consideration and discussion of a proposed Prelease Agreement between the Community Development Authority of the City of Baraboo and the City of Baraboo**
- 2. Consideration and discussion of a proposed Prelease Agreement between the Community Development Authority of the City of Baraboo and the City of Baraboo**
- 3. Consideration and discussion of a proposed Sublease Agreement between the City of Baraboo, Wisconsin and the Carnegie-Schadde memorial Public Library of the City of Baraboo**

It was noted that this agreement and the Lease and Sublease agreements are a required part of the USDA loan application. The Executive Committee met earlier in the evening to discuss these agreements. They have approved them and recommended that the Board also approve the signing of the Agreements.

Motion:

To approve the Prelease Agreement, the Lease Agreement and the Sublease Agreements and authorize the Chair to sign the documents.

Fordham (1); No second required

Aye: All via voice vote

Nay: None

4. Consideration and discussion of 2021 budget process

Staff provided a brief update on the City's 2021 Budget plans. Staff was asked to survey the resident for their input into the budget needs.

An initial draft of the 2021 budgets will be presented at the August meeting.

5. Consideration and discussion of loan subordination for Omni Solutions

As noted in the Finance Committee, this request allows Omni Solutions to use their building equity to create a Line of Credit for their operations. While normally, the CDA will not subordinate a loan where the applicant is receiving cash back from the transaction. In this case, the Finance Committee felt it is allowable since the combined debt remains well below the value of the assets.

Motion:

To approve the Loan Subordination request for Omni Solutions.

Fordham (1); No second required

Aye: All via voice vote

Nay: None

XIII. Board Member Comments

The Board would like to review the Pet Policy and the 2021 Budget projections at the next meeting.

XIV. Public Comment

None

XV. Adjournment

Motion:

To adjourn the meeting at 7:27 pm

Petty (1); Bobholz (2)

Aye: All via voice vote

Nay: None

Minutes were approved by the Community Development Authority on:

Carolyn Wastlund, Chairperson

Patrick Cannon, Recorder