

Baraboo Community Development Authority  
Minutes of the Regular Monthly Meeting  
Tuesday, September 3, 2019

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, 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.

Bobholz (1); Fordham (2)

Aye: All via voice vote

Nay: None

**V. Approval of Minutes**

A motion was made to approve the meeting minutes for August 6, 2019 as presented.

Fordham (1); Bobholz (2)

Aye: All via voice vote

Nay: None

**VI. Announcement of Public Events**

No upcoming events were noted

**VII. Public Comment**

No one wished to make a comment at this time.

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

- a. August 1, 2019 to August 29, 2019 Vouchers
- b. Financial Statements – August, 2019 (if available)
- c. Vacancy Report
- d. Outstanding Loan Report

A motion was made to approve the vouchers from August 1, 2019 to August 29, 2019 (Check numbers 5403-5444) as presented.

Bobholz (1); Petty (2)

Aye: All via voice vote

Nay: None

It was noted that the loan made to Philip Smith is delinquent. If they cannot resolve this matter, they will be required to be placed on ACH payments.

**IX. Executive Report**

The report was included in the packet.

**X. Committee Reports**

**A. BEDC**

BEDC held a brief meeting in September.

**B. Executive Committee**

The Committee met earlier to discuss the CDA's content on the City Website.

**C. Finance**

The Committee has not met since last CDA meeting.

**D. Loan Review Committee**

E. The Committee has not met since last CDA meeting.

**XI. Old Business**

**1. Update on CDA Projects**

**i. Web Site RFP**

The Executive Committee will be meeting to discuss the web site

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

The Commission would like to hold a future meeting to continue discussing

**2. Consideration and discussion of revisions to the CDA By-Laws**

It was noted that the By-Laws had not been reviewed or updated for several years. The Executive Committee reviewed and made several adjustments. Legal Counsel also reviewed and assisted in the updates. Staff was directed to amend the initial draft with the comments and changes and then provide it to the full Commission for consideration.

Motion: To approve the proposed new By-Laws as reviewed the Commission and Legal Counsel.

Bobholz (1) Fordham (2)

Aye: All via Voice Vote

Nay: None

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**XII. New Business**

**A. Consideration and discussion of 2020 CDA budgets**

The Board would like to conduct a future meeting to work on the 2020 budget and Strategic Planning. They would like to meeting on October 7 at 5:30 pm.

**XIII. Board Member Comments**

None

**XIV. Public Comment**

None

**XV. Adjournment**

**Motion:**

To adjourn the meeting at 7:43 pm

Skare (1); Koehler (2)

Aye: All via voice vote

Nay: None

Minutes were approved by the Community Development Authority on:

Carolyn Wastlund, Chairperson

Patrick Cannon, Recorder