

Baraboo Community Development Authority  
Minutes of the Monthly Meeting  
Tuesday, March 3, 2020

The meeting was called to order by Vice - Chairperson Fordham at 7:00 p.m. in Room 205, Baraboo Municipal Building, 101 South Blvd., Baraboo, WI 53913

**I/II. Call to Order/Roll Call**

Present: Fordham, Koehler, Bobholz, Kierzek, Petty, Skare  
Absent: Wastlund  
Staff: Patrick Cannon

**III. Note of Compliance with Open Meeting Laws**

The Vice-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 February 4, 2020.  
Bobholz (1); Skare (2)  
Aye: All via voice vote  
Nay: None

**VI. Announcement of Public Events**

No events were noted

**VII. Public Comment**

None

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

- a. February 1, 2020 to February 28, 2020 Vouchers
- b. Financial Statements - January, 2020
- c. Vacancy Report
- d. Outstanding Loan Report
- e. Bank Balances

A motion was made to approve the vouchers from February 1, 2020 to February 28, 2020 as presented.

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

**IX. Executive Report**

The report was included in the packet. It was also noted that the Mayor, City Administrator and Executive Director met with the Mexican Consulate last month.

**X. Committee Reports**

**A. BEDC**

Met in February and discussed items of importance regarding economic development

**B. Executive Committee**

Met earlier this month to discuss:

- Pet Policy
- A comprehensive Policy Manual
- Changes to the Admissions and Continued Occupancy Policy (ACOP)

**C. Finance**

Met earlier this evening to discuss:

- A contract amendment with MSA Professional Services for administration of the CDBG-Housing RLF program
- Consolidation and use of Economic Development funds

**D. Loan Review Committee**

Met earlier this evening to discuss:

- a Loan Subordination request for Andrew Gossens and Alison Duff

**XI. Old Business**

**1. Update on CDA Projects**

**i. Web Site**

No action has been taken.

**2. Pet Policy updates**

It was noted that the Executive Committee worked on this policy earlier. One area of concern was defining the common space within the building.

**XII. New Business**

**1. Consideration and discussion of a proposed contract for MSA Professional Services for administration of the CDBG Housing RLF**

It was noted that the State recently increased the percentage allowable for administration of this program. MSA has requested an amendment to their contract to allow for this increase.

After careful review, the Board moved to authorize Contract Amendment #1 for MSA Professional Services to allow for this increase.

Motion:

To Authorize the Executive Director to sign Contract Amendment #1 with MSA professional Services for administrator of the CDBG Housing RLF program.

Koehler (1); No second required  
Aye: All via voice vote  
Nay: None

**2. Consideration and discussion consolidation and use of Economic Development funds**

Staff noted that the CLOSE program had previously eliminated the Federal requirements for the administration of the CDBG Job Creation RLF. Under the new job creation program created by the City, several funds could be consolidated into one fund for ease of administration. These funds include the 79 Fund, the ED funds and the TIF #6 funds.

In addition, the City is requesting that \$119,786 from this program be re-allocated to offset the higher costs associated with the Lake Street Reconstruction project. This amount is the additional costs associated with the project due to the Davis Bacon wage requirements.

After careful review, the Board moved to authorize staff to consolidate the economic development related funds into one account and to authorize the transfer of \$119,786 from these funds to the Lake Street construction account.

Motion:

To authorize staff to consolidate the economic development related funds into one account and to authorize the transfer of \$119,786 from these funds to the Lake Street construction account

Koehler (1); No second required  
Aye: All via voice vote  
Nay: None

**3. Consideration and discussion of authorizing Staff to make minor adjustments to the Admissions and Continued Occupancy Policy (ACOP)**

It was noted that the current ACOP policy had not been reviewed or amended for several years. Several of the referrals in the current policy to various Federal Regulations were incorrect. In order to expedite the overall review of the Policy, the Executive Committee forward a recommendation to the full Board to allow Staff to make these minor adjustments without any Committee action. When completed, the full Board would be asked to consider the entire document.

Motion:

To authorize staff to make minor adjustments to the current ACOP policy without any required Committee review.

Fordham (1); No second required  
Aye: All via voice vote  
Nay: None

**4. Consideration and discussion of a Loan Subordination request for Andrew Gossens and Alison Duff**

The Vice-Chair noted that earlier that evening, the Loan Review Committee met to consider request from Andrew Gossens and Alison Duff to subordinate their existing loan to a new primary mortgage loan. It was noted that they were doing this to secure a lower interest rate in

their loan and that no loan proceeds would be used to satisfy other commercial debt.

Motion:

To approve the request from the Loan Review Committee to subordinate the CDA mortgage to the primary loan with evidence that sufficient collateral remains to secure the CDA loan.

Fordham (1); No second required

Aye: All via voice vote

Nay: None

**XIII. Board Member Comments**

Mr. Skare noted that the Clown Museum was featured on a recent episode of the TV show *Pickers Programs*

**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:

Joan Fordham, Vice-Chairperson  
Recorder

Patrick Cannon,