

Baraboo Community Development Authority  
Minutes of the Monthly Meeting  
Tuesday November 2, 2021

The meeting was called to order by Chairperson Wastlund at 7:00 p.m. in the Council Chambers, Baraboo Municipal Building, 101 South Blvd. Baraboo, WI 53913

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

Present: Wastlund, Fordham, Kierzek, Koehler, Bobholz, 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); Skare (2)  
Aye: All via voice vote  
Nay: None

**V. Approval of Minutes**

A motion was made to approve the meeting minutes for October 14, 2021.

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

**VI. Presentation – Public Hearings**

**Public Hearing regarding the 2022 Recommended Budgets for CDA Funds**

The Public Hearing was opened at 7:01 PM  
With no members of the audience wishing to speak, the Public Hearing was closed at 7:10 PM

**Public Hearing 2020-2024 5-Year PHA Plan; the Proposed Rental Assistance Demonstration (RAD) project Based Voucher (PBV) conversion for Corson Square**

The Public Hearing was opened at 7:02 PM  
With no members of the audience wishing to speak, the Public Hearing was closed at 7:04 PM

**VII. Announcement of Public Events**

An update of events in Baraboo was attached to the agenda.

**VIII. Public Comment**

None

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

**a. September 30, 2021 to October 30, 2021 Vouchers**

- b. Financial Statements - September, 2021**
- c. Vacancy Report**
- d. Outstanding Loan Report**
- e. Bank Balances**

A motion was made to approve the vouchers from September 30, 2021 to October 30, 2021 as presented in the amount of \$80,789.80.

Bobholz (1); Fordham (2)

Aye: All via voice vote

Nay: None

**X. Executive Report**

Attached

**XI. Committee Reports**

**A. BEDC**

Will meet on November 4, 2021

**B. Executive Committee**

Met earlier to discuss the Significant Deviation Policy for CDA related budgets

**C. Finance**

Did not meet

**D. Loan Review Committee**

Met earlier to approve a Façade Grant application

**XII. Old Business**

**1. Update on CDA Projects**

**i. Web Site**

**ii. Solar Energy**

**2. Library Project**

Staff gave an update on the USDA Application

**3. Update on RAD process for Corson Square**

Baker Tilly is working on the project

**4. Consideration and discussion of 2022 CDA Budgets**

It was noted that the CDA has completed a Public Hearing for the 2022 Budgets. With the conclusion of this final action, the Board moved to approve the 2022 CDA Budgets as recommended.

Motion:

To approve the 2022 CDA Budgets as recommended.

Koehler (1); Petty (2)

Aye: All via voice vote  
Nay: None

**XIII. New Business**

**1. Consideration and discussion of a Façade Improvement Request for James Dickey.**

Earlier this evening, the Loan Review Committee met to consider a Façade Improvement Grant for James Dickey. Mr. Dickey is the owner of the Little Village Café. He would like to repaint the exterior of his building.

It was noted that three sides of his building are viewable from a public roadway. Therefore, all three sides would be eligible under this grant.

After careful review, the Board moved to approve a Façade Improvement Grant to James Dickey in the amount of \$4,565.02

Motion:

To approve a Façade Improvement Grant to James Dickey in the amount of \$4,565.02.  
Fordham (1); No Second required  
Aye: All via voice vote  
Nay: None

**2. Consideration and discussion of a Significant Deviation Policy for CDA HUD related budgets.**

Staff indicated that HUD is requiring that the CDA adopt a policy, which outlines when a change in the Budget would require a formal Public Hearing to approve the action. Staff presented a draft policy to the Executive Committee earlier.

The Executive Committee included some additional language to the Policy. One change was to rename the Policy to be the Significant Amendment Policy.

After careful review, the Board moved to approve the Policy as recommended by the Executive Committee.

Motion:

To approve the Significant Amendment policy as recommended by the Executive Committee.  
Wastlund (1); No Second required  
Aye: All via voice vote  
Nay: None

**3. Board Member Referrals**

None

**4. Public Comment**

None

**5. Adjournment**

Motion:

To adjourn the meeting at 7:26 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