

Baraboo Community Development Authority
Minutes of the Monthly Meeting
Tuesday December 7, 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, Bobholz, 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); Kierzek (2)

Aye: All via voice vote

Nay: None

V. Approval of Minutes

A motion was made to approve the meeting minutes for November 3, 2021 with minor changes.

Bobholz (1); Fordham (2)

Aye: All via voice vote

Nay: None

VI. Presentation – Public Hearings

None

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. November 1, 2021 to November 30, 2021 Vouchers

b. Financial Statements - October, 2021

c. Vacancy Report

d. Outstanding Loan Report

e. Bank Balances

A motion was made to approve the vouchers from November 1, 2021 to November 30, 2021 as presented in the amount of \$85,861.69.

Petty (1); Skare (2)

Aye: All via voice vote

Nay: None

X. Executive Report

Attached

XI. Committee Reports

A. BEDC

Met with Consultant to discuss plan for EDA grant. They will not meet in December

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

XIII. New Business

1. Consideration and discussion of 2021 Physical Needs Assessment.

Earlier this evening, The Finance Committee met to discuss the 2021 Physical Needs Assessment completed by MSA Professional Services. The report is required by HUD. The Executive Committee recommended that the Board accept the report.

The report is a summary of items that need to be corrected or potential projects for both facilities. Several items will require additional funding to be completed.

After careful review, the Board moved to accept the Physical Needs Assessment.

Motion:

To accept the 2021 Physical Needs Assessment.

Petty (1); No Second required

Aye: All via voice vote

Nay: None

2. Consideration and discussion of extension of no payments being required due to Covid-19 for CDBG-RLF loans.

The Finance Committee met earlier in the evening to discuss a recommendation regarding the No Payments Required extension. It was noted that the current extension would expire on December 31, 2021.

After discussion of the options, the Finance Committee recommended to the Board that payments would resume on February 1, 2022. In addition, if a business feels that they have a hardship and cannot resume full payments, they may request a hardship that would allow a negotiated repayment schedule. The Loan Review Committee would review any hardship request.

Motion:

To require the loan repayments to resume on February 1, 2022. In addition, a business may apply for a hardship status, which would allow for a negotiated repayment schedule. The Loan Review Committee would review any hardship request

Wastlund (1); No Second required

Aye: All via voice vote

Nay: None

3. Consideration and discussion of 2020-2024 HUD Five Year and Capital Plans

Staff indicated that the Five Year plan is required by HUD for Corson Square Apartments. The plan outlines the various uses of the Capital funds provided by HUD.

It was noted that the CDA would retain the duplex units for 5 years unless there is extraordinary circumstances that occur.

Motion:

To approve the 2020-2024 HUD Five Year and Capital Plans as presented.

Wastlund (1); No Second required

Aye: All via voice vote

Nay: None

4. Board Member Referrals

1. Election of Officers
2. Potential rent increase for Donahue Terrace

5. Public Comment

A resident from Powered Up Baraboo indicated that they would be willing to assist in a grant application for the CDA.

6. Adjournment

Motion:

To adjourn the meeting at 7:26 pm

Petty (1); Kierzek (2)

Aye: All via voice vote

Nay: None

Minutes were approved by the Community Development Authority on:

Carolyn Wastlund, Chairperson

Patrick Cannon, Recorder