

Baraboo Community Development Authority  
Minutes of the Monthly Meeting  
Tuesday, March 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  
Also: Rob Nelson

**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 February 2, 2021 with minor changes  
Fordham (1); Petty (2)  
Aye: All via voice vote  
Nay: None

**VI. Presentation – Public Hearings**

None

**VII. Announcement of Public Events**

No announcements were made

**VIII. Public Comment**

None

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

- a. January 26, 2021 to February 26, 2021 Vouchers
- b. Financial Statements - January, 2021
- c. Vacancy Report
- d. Outstanding Loan Report
- e. Bank Balances

A motion was made to approve the vouchers from January 26, 2021 to February 26, 2021 as presented in the amount of \$96,959.55

Koehler (1); Petty (2)  
Aye: All via voice vote

Nay: None

**X. Executive Report**

The report was included in the packet.

**XI. Committee Reports**

**A. BEDC**

Met to discuss goals and the EDA Grant application

**B. Executive Committee**

Met earlier this evening to discuss:

- Code of Conduct – Conflict of Interest Policy
- Limited English Proficiency Policy
- Civil Rights Certification

**C. Finance**

Met earlier in the evening to discuss the elevator bids

**D. Loan Review Committee**

Did not meet this month

**XII. Old Business**

**1. Update on CDA Projects**

**i. Web Site**

**ii. Solar Energy**

**2. Library Project**

Staff gave a brief update on the project status

**XIII. New Business**

**1. Consideration and discussion of Code of Conduct – Conflict of Interest Policy**

The Chair noted that this proposed policy is a requirement of the USDA regarding the Library project. This Policy deals with the appointed Board Members rather than the residents of the CDA facilities.

It was also noted that the Executive Committee reviewed this proposed policy earlier and recommended that the Board approve the policy.

Motion:

To approve the Code of Conduct – Conflict of Interest Policy as presented.

Wastlund (1); No second required

Aye: All via voice vote (6)

Nay: None

Abstain: Bobholz

**2. Consideration and discussion of Limited English Proficiency Policy**

The Executive Committee is recommending that the CDA Board re-confirm the policy. The Executive Committee reviewed the Policy earlier. It was noted that the CDA currently has a Policy and the revived Policy updated the name of the College only.

Motion:

To re-confirm the Limited English Proficiency Policy as presented. ct.

Wastlund (1); No second required

Aye: All via voice vote (7)

Nay: None

**3. Consideration and discussion of Civil Rights Certification**

Currently, the CDA has a Policy regarding Civil Rights. The USDA has asked that the Policy be re-confirmed as the adoption date of the current Policy is several years old.

The Executive Committee had reviewed this Policy earlier and is recommending that the Board re-confirm the Policy.

Motion:

To re-confirm the Civil Rights Certification.

Wastlund (1); No second required

Aye: All via voice vote (7)

Nay: None

**4. Consideration and discussion of awarding a contract for the modernization of the elevators at Donahue Terrace Apartments.**

The Finance Committee had met earlier in the evening to review the sealed bids. It was noted that two bids were received. The bids were:

|                             |              |
|-----------------------------|--------------|
| Schindler Elevator Company  | \$168,870.00 |
| Schumacher Elevator Company | \$119,244.00 |

The Finance Committee recommended that the Board accept and approve the contract to the low bidder, Schumacher Elevator Company is the amount of \$119,244.00. The motion was contingent upon the CDA receiving funding approval for the loan request to the Board of Commissioner of Public Lands.

Motion:

To award a contract to Schumacher Elevator Company is the amount of \$119,244.00 for the modernization of the elevators at Donahue Terrace Apartments contingent upon funding approval from the Commissioners of Public Lands.

Wastlund (1); No second required

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Aye: All via voice vote (6)  
Nay: None

**XIII. Board Member Referrals**

None

**XIV. Public Comment**

None

**XV. Adjournment**

Motion:

To adjourn the meeting at 7:37 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