

Baraboo Community Development Authority
Minutes of the Monthly Meeting
Tuesday, April 6, 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
Public: 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 March 2, 2021 with minor changes
Fordham (1); Petty (2)
Aye: All via voice vote
Nay: None

VI. Presentation – Public Hearings

Resolution Determining Property to be Blighted and Submitting Determination to Common Council for Approval

Chair Wastlund opened the Public Hearing at 7:05 PM
No one wished to speak on the topic.
The Public Hearing was closed at 7:06 PM

VII. Announcement of Public Events

The Art Fair on the Square will be held in May

VIII. Public Comment

None

IX. Receipt of Financial Statements and Approval of Vouchers

- a. February 27, 2021 to March 31, 2021 Vouchers
- b. Financial Statements - February, 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 \$40,972.66

Petty (1); Fordham (2)

Aye: All via voice vote

Nay: None

Staff was to provide follow up information on the Deferred Outflow- Pensions shown on the Balance Statements.

X. Executive Report

The report was included in the packet.

XI. Committee Reports

A. BEDC

Did not meet this month

B. Executive Committee

Met earlier this evening to discuss:

- Resolution determining property to be blighted

C. Finance

Met earlier in the evening to discuss:

- 2020 Budget amendments
- Purchase of Make-Up Air Handler for Donahue Terrace Apartments
- Automatic rent increase for Donahue Terrace Apartments
- Loan payment deferral for CDBG-RLF loans
- Loan application to the Board of Commissioners of Public Lands for elevator modernization at Donahue Terrace Apartments
- CDA goals and recovery plan

D. Loan Review Committee

- Met earlier this month to approve a subordination request.

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 Resolution Determining Property to be Blighted and Submitting Determination to Common Council for Approval

The Chair noted that the Executive Committee met earlier this evening and

recommended that the CDA Board approve the Resolution and forward it to the Common Council. They also noted that no one wished to speak at the Public Hearing conducted earlier in this meeting.

Motion:

To approve the Resolution Determining property to be Blighted and Submitting Determination to the Common Council for Approval.

Wastlund (1); No second required

Aye: All via voice vote (7)

Nay: None

2. Consideration and discussion of 2020 Budget Amendments

The Finance Committee is recommending that the CDA Board approve the 2020 Budget Amendments. The Committee had reviewed them earlier in the evening. If approved, they will be submitted to the City Council for approval.

Motion:

To approve the 2020 Budget Amendments as presented.

Wastlund (1); No second required

Aye: All via voice vote (7)

Nay: None

3. Consideration and discussion of the purchase of a Make-Up Air Handler for Donahue Terrace Apartments

The Finance Committee reviewed this request earlier and felt that the bids received were not comparable. Therefore, they directed staff to develop a set of standards for repairs for bidding purposes.

No action was taken by the CDA Board.

4. Consideration and discussion of an automatic rent increase for Donahue Terrace Apartments

The Finance Committee had met earlier in the evening to review the automatic rent increase. The Committee forwarded this to the Board recommending approval of the increase.

The Board noted that this increase is calculated by the State. This will not affect the rent amounts charged to most residents, it will only increase the subsidy received from HUD.

Motion:

To approve the automatic rent increase for Donahue Terrace effective on June 1, 2021. The new base rent will be \$541.00 per unit.

Wastlund (1); No second required

Aye: All via voice vote (7)
Nay: None

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

The Finance Committee discussed this earlier at their meeting. They are recommending to the Board that the no payment requirement be extended until December 31, 2021. If the business elected to continue with the deferral, it would extend the life of the loan. The Committee also recommended that each business being paying interest only to help defer the long-term costs.

After careful review, the Board agreed with the recommendation of the Finance Committee.

Motion:

To approve the extension of no payments begin required for CDBG-RLF loans until December 31, 2021 and recommends that each business consider payment of interest only to help defer the long-term costs.

Wastlund (1); No second required

Aye: All via voice vote (7)

Nay: None

6. Consideration and discussion of a Loan Application to the State Board of Commissioners of Public Lands for \$130,000 for 5 years at 3.25% for modernization of elevators at Donahue Terrace Apartments

The Finance Committee is recommending this item. The Finance Committee met earlier this evening and discussed the application. The item will also need approval by the City Council. This is a revenue-based obligation and will not affect the City's General Obligation debt limits.

After careful discussion, the Board moved to recommend that the City Council approve the Loan Applications for \$130,000 at 3.25% for a five-year period.

Motion:

To approve the application to the Board of Commissioners of Public Lands in the amount of \$130,000 for five years at 3.25% and recommend the City Council approve and submit the application.

Wastlund (1); No second required

Aye: All via voice vote (7)

Nay: None

7. Consideration and discussion of CDA goals and Recovery Plan.

As recommended by the Finance Committee, the Board directed Staff to develop a set of

goals and present them at the May meeting.

XIII. Board Member Referrals

None

XIV. Public Comment

None

XV. Adjournment

Motion:

To adjourn the meeting at 7:42 pm

Bobholz (1); Petty (2)

Aye: All via voice vote

Nay: None

Minutes were approved by the Community Development Authority on:

Carolyn Wastlund, Chairperson

Patrick Cannon, Recorder