

Baraboo Community Development Authority
Minutes of the Monthly Meeting
Tuesday July 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, Skare
Absent: Petty
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.

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

V. Approval of Minutes

A motion was made to approve the meeting minutes for June 9, 2021 with minor changes.

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

VI. Presentation – Public Hearings

None scheduled

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. June 1, 2021 to June 29, 2021 Vouchers
- b. Financial Statements - May, 2021
- c. Vacancy Report
- d. Outstanding Loan Report
- e. Bank Balances

A motion was made to approve the vouchers from June 1, 2021 to June 29, 2021 as presented in the amount of \$32,309.28.

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

X. Executive Report

Attached

XI. Committee Reports

A. BEDC

Met to discuss Strategic Planning

B. Executive Committee

Met earlier this evening to discuss:

- Library pay request #2
- Creating of a Resident Advisory Board
- RFP submittals for Repositioning

C. Finance

Did not meet

D. Loan Review Committee

Met earlier to discuss a release of Personal Guarantee

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

Staff indicated that the proposals would be discussed later in tonight's meeting.

4. Awarding a contract for repair/replacement of Air Handler at Donahue Terrace Apartments

Information on the warranties is being requested.

XIII. New Business

1. Consideration and discussion of awarding a contract for consulting services for Repositioning at Corson Square Apartments.

The CDA received two proposals from qualified firms to serve as the consultant for this project. The Executive Committee met earlier in the evening to discuss the proposals.

The recommendation from the Executive Committee is to award the contract to Baker Tilly with a negotiated price for Phase 1 of the project. Phase 2 would be at a cost of \$50,000.

After careful review, the Board moved to award the contact to Baker Tilly with a negotiated cost for Phase 1 and a Phase 2 cost of \$50,000.

Motion:

To award the Repositioning Contract to Baker Tilly with a negotiated Phase 1 cost not to exceed \$20,000 and a Phase 2 at a cost of \$50,000.

Wastlund (1); Skare (2)
Aye: All via voice vote
Nay: None

2. Consideration and discussion of a release of Personal Guarantee for Andrew Rupnow.

The Loan Review Committee met earlier in the evening to discuss this request. Mr. Rupnow had signed an Unlimited Personal Guarantee Agreement as part of the loan agreement for Omni Solutions LLC.

It was noted that the building asset now provides sufficient collateral for the loan and the Personal Guarantee is no longer necessary. Therefore, the Committee recommended that the Board take action to release the guarantee.

After careful consideration, the Board moved to release the Unlimited Personal Guarantee for Mr. Rupnow.

Motion:
To direct staff to release the Unlimited Personal Guarantee from Mr. Andrew Rupnow as part of the loan agreement for Omni Solutions LLC.
Fordham (1); no second required
Aye: All via voice vote
Nay: None

XIII. Board Member Referrals
None

XIV. Public Comment
None

XV. Adjournment
Motion:
To adjourn the meeting at 7:34 pm
Bobholz (1); Koehler (2)
Aye: All via voice vote
Nay: None

Minutes were approved by the Community Development Authority on:

Carolyn Wastlund, Chairperson

Patrick Cannon, Recorder