

Baraboo Community Development Authority  
Minutes of the Monthly Meeting  
Tuesday August 3, 2021

The meeting was called to order by Chairperson Wastlund at 7:00 p.m. in the Community Room, Donahue Terrace Apartments, 227 First Ave. 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.

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

**V. Approval of Minutes**

A motion was made to approve the meeting minutes for July 6, 2021.

Skare (1); Kierzek (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.  
CDA will be holding a cook out at Corson Square Apartments on August 12

**VIII. Public Comment**

None

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

- a. July 1, 2021 to July 29, 2021 Vouchers
- b. Financial Statements - June, 2021
- c. Vacancy Report
- d. Outstanding Loan Report
  - a. It was noted that Synergy Metal Works has paid off their loan
- e. Bank Balances

A motion was made to approve the vouchers from July 1, 2021 to July 29, 2021 as presented in the amount of \$47,339.52.

Fordham (1); Koehler (2)

Aye: All via voice vote  
Nay: None

**X. Executive Report**

Attached

**XI. Committee Reports**

**A. BEDC**

Continued to meet to discuss Strategic Planning

**B. Executive Committee**

Met earlier this evening to discuss:

- Unit Turnover Move IN /OUT Policy
- Work Order policy

**C. Finance**

Did not meet

**D. Loan Review Committee**

Did not meet

**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 is working with Baker Tilly to begin the process

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

Staff noted that the warranty information that was requested has been obtained and forwarded to the Board.

After a review of the bids submitted, the Board selected the bid from Weber Inc., in the amount of \$16,192.03 to complete the project.

Motion:

To award a contract to Weber Inc. in the amount of \$16,192.03 for the repairs to the Air Handler unit at Donahue Terrace and to reject the bids from Pointon.

Petty (1); Skare (2)

Aye: All via voice vote (5)

Nay: None

Abstain: Bobholz, Wastlund

**XIII. New Business**

**1. Consideration and discussion of creating Unit Turnover/Move In Policy**

As indicated in the Executive Committee meeting, HUD is requesting that the CDA create a policy that outlines the process for a unit turnover and moving a resident in or out of an apartment. The draft policy was reviewed by the Executive Committee and they have recommended that the full Board adopt the policy.

After discussion of the policy, the Board moved to adopt the Unit Turnover Move IN / OUT policy as recommended by the Executive Committee.

Motion:

To adopt the Unit Turnover/ Move IN / OUT policy

Fordham (1); None Required (2)

Aye: All via voice vote

Nay: None

**2. Consideration and discussion of creating a Work Order policy**

As per HUD's request, Staff has created a draft Work Order policy. This policy outlines the timetable for completing repairs and addresses the priority of each request.

The Executive Committee reviewed the policy earlier and has recommended that the Board adopt the policy.

After careful consideration, the Board moved to adopt the Work Order policy.

Motion:

To adopt the Work Order policy as recommended by the Executive Committee.

Koehler (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 7:39 pm

Bobholz (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