

Baraboo Community Development Authority  
Minutes of the Monthly Meeting  
Tuesday September 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); Bobholz (2)  
Aye: All via voice vote  
Nay: None

**V. Approval of Minutes**

A motion was made to approve the meeting minutes for August 3, 2021.

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.  
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. August 1, 2021 to August 27, 2021 Vouchers
- b. Financial Statements - July, 2021
- c. Vacancy Report
- d. Outstanding Loan Report
- e. Bank Balances

A motion was made to approve the vouchers from August 1, 2021 to August 27, 2021 as presented in the amount of \$74,849.93.

Petty (1); Skare (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:

- 2022 CDA Budgets
- Change of date/time for October CDA meeting

**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**

Baker Tilly is working on the documents

**4. Update on the Elevator repairs at Donahue Terrace**

The contractor is on site and working on the first elevator

**XIII. New Business**

**1. Consideration and discussion of creating Resident Advisory Boards for CDA facilities**

Staff noted that the Board had previously discussed this item and approved the creating of the Resident Advisory Boards. However, HUD is requiring a formal approval to create the Boards.

After careful review, the Board requested that Staff prepare a formal Resolution to create the Resident Advisory Boards.

**2. Consideration and discussion of the 2022 CDA Budgets**

It was noted that the Executive Committee had discussed this item earlier. They had recommended that the resident be given an opportunity to make suggestions for the budget. Also, the Board agreed that the budget for Corson Square should be prepared

without the Repositioning Project. It could be amended at a later date.

**3. Consideration and discussion of changing the date/time for the October, 2021 CDA meeting**

As noted at the Executive Committee meeting, the October meeting will need to be held on a different night. The committee recommended that it be held on October 14, 2021 at 7:00 PM

Motion:

To change the October 2021 CDA meeting to October 14, 2021 at 7:00 PM.

Bobholz (1); Fordham (2)

Aye: All via voice vote

Nay: None

**XIII. Board Member Referrals**

- Resolution for the Resident Advisory Boards
- 2022 Budget discussion

**XIV. Public Comment**

None

**XV. Adjournment**

Motion:

To adjourn the meeting at 7:31 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