

Baraboo Community Development Authority
Minutes of the Executive Committee
Tuesday February 2, 2021

Chairperson Wastlund called the meeting to order at 6:00 P.M. The meeting was held in City Council Chambers, Baraboo City Hall, 101 South Blvd., Baraboo, WI 53913

1. Roll Call

Present: Wastlund, Fordham, Koehler
Absent: None
Also: Bobholz, Rob Nelson
Staff: Patrick Cannon

2. Note of Compliance with Open Meeting Laws

The Chair noted that the agenda was posted in compliance with the Wisconsin State Statutes.

3. Approval of Agenda

A motion was made to approve the Agenda as presented
Koehler (1); Fordham (2)
Aye: All via voice vote

4. Approval of Minutes – January 5, 2021

A motion was made to approve the Minutes as presented
Fordham (1); Koehler (2)
Aye: All via voice vote
Nay: None

5. Public Comment

No one from the public wished to speak.

6. Old Business

None

7. New Business

A. Consideration and discussion of 2021 CDA Committee appointments.

The Chair noted that she is proposing that no changes be made to the current committee appointments.

B. Consideration and discussion of authorizing the Executive Committee to serve as the approving CDA Body for approval of Change Orders and expenditures disbursement signatures as they relate to the Library Remodeling and Construction Project.

Staff is requesting that the CDA follow the same protocol for approval of these items as was followed for the City Hall project. The information would be reported to the full board as was done previously.

Motion:

Recommend to the CDA Board the request to authorize the Executive Committee to serve as the approving CDA Body for approval of Change Orders and expenditures disbursement signatures as they relate to the Library Remodeling and Construction Project.

Fordham (1); Koehler (2)

Aye: All via voice vote

Nay: None

C. Consideration and discussion of creating a new Checking Account at Baraboo State Bank for the Library Remodeling and Construction Project.

Staff noted that the City requires authorization from the City Council to establish a new checking account. The Council had previously approved the creation of a new Fund for this project. Both the checking account and separate fund are a requirement of the USDA.

After careful review, the Committee moved to recommend to the Board that they request that the City Council authorize the creation of a new checking account at Baraboo State Bank for the Library Remodeling and Construction Project.

Motion:

Recommend to the CDA Board the request to petition the City Council for authorization to of a new checking account at Baraboo State Bank for the Library Remodeling and Construction Project.

Koehler (1); Fordham (2)

Aye: All via voice vote

Nay: None

D. Consideration and discussion of authorizing the Executive Director, Patrick Cannon to sign documents as they relate to the Library Remodeling and Construction Project.

It was noted that the USDA has request that several Certification and other documents be submitted as part of the application process. These documents deal with previous policies and actions by the CDA.

In order to expedite the application process, staff has requested that the Executive Director, Patrick Cannon be given authorization by the CDA to sign and submit the various certification and forms required by the USDA-RD.

After careful review, the Committee moved to request that the CDA Board authorize the Executive Director, Patrick Cannon to sign the required Certifications and related documents as required by the USDA-RD.

Motion:

Recommend to the CDA Board that they authorize the Executive Director, Patrick Cannon to sign the required Certifications and related documents as required by the USDA-RD.

Fordham (1); Koehler (2)

Aye: All via voice vote
Nay: None

E. Consideration and discussion of a recommendation to the City Council to formally begin the process to write off the delinquent Capital Catalyst loan to Bad Badger Engineering.

Staff noted that the Capital Catalyst loan provided to Bad Badger Engineering is past due. Unfortunately, the company has ceased operations in Baraboo approximately 5 years ago. They failed to leave any forwarding information.

At this time, Staff is recommending that the City Council formally write off this loan. However, efforts to collect on the loan will not cease.

After careful review, the Committee moved to recommend that the CDA Board formally request that the City write off the loan to Bad Badger Engineering in the amount of \$51,500.

Motion:

Recommend to the CDA Board that they recommend to the City Council that they begin the process to write off the Capital Catalyst loan to Bad Badger Engineering in the amount of \$51,500.

Koehler (1); Fordham (2)

Aye: All via voice vote

Nay: None

8. Board Member Comments

No Board members wished to make any comments

9. Adjournment

A motion was made to adjourn the meeting at 6:18 P.M.

Fordham (1); Koehler (2)

Aye: All via voice vote

Approved by Executive Committee on:

Carolyn Wastlund, Chair

Patrick Cannon, Recorder