

Baraboo Community Development Authority
Minutes of the Executive Committee
Tuesday July 6, 2021

Chairperson Wastlund called the meeting to order at 6:15 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, Kierzek
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 – June 9, 2021

A motion was made to approve the Minutes as presented with minor changes
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 awarding a contract for consulting services for Repositioning at Corson Square Apartments.

Staff noted that two proposals were received by qualified firms to serve as the Consultant for the Repositioning project at Corson Square Apartments. These were in response to the Request for Proposal issued by the CDA.

The proposals were received as follows:

Phase 1	Baker Tilly \$20,000	Recap Hourly only to update the HUD study
Phase 2	\$50,000	Greater of \$60,000 or 2% of borrowed funds

It was noted that Phase 1 should be an update on the previous study completed in 2020. Therefore, the Board thought that we could negotiate with Baker Tilly to an hourly rate with a cap for Phase 1.

After careful review, the Committee moved to recommend to the Board that the Repositioning contract be awarded to Baker Tilly, if they will adjust their rates for Phase 1.

Motion:

A motion was made to recommend to the Board that the Repositioning contract be awarded to Baker Tilly and the cost for Phase 1 be negotiated.

Fordham (1); Koehler (2)

Aye: All via voice vote

B. Consideration and discussion of Library Project pay request #2

Staff noted that the current set of invoices do not need to be approved by USDA at this time. Once the loan has been authorized, the payments will also need to be approved by USDA.

After careful review, the Committee moved to authorize Pay Request #2 in the amount of \$16,547.50.

Motion:

A motion was made to approve Library Project Pay Request #2 in the amount of \$16,547.50.

Koehler (1); Fordham (2)

Aye: All via voice vote

C. Consideration and discussion of creating a Resident Advisory Board

Staff noted that HUD recommends that each Housing Authority create a Resident Advisory Board. They indicated that one acceptable format is to name all the residents as members of the Board. You could then hold your resident meetings as the Resident Advisory Board.

After careful review, the Executive Committee moved to recommend to the Board that they establish create Resident Advisory Boards at both facilities naming all residents as members.

Motion:

A motion was made to recommend to the Board that they establish Resident Advisory Boards naming all residents as members.

Fordham (1); Koehler (2)

Aye: All via voice vote

8. Board Member Comments

No Board members wished to make any comments

9. Adjournment

A motion was made to adjourn the meeting at 6:40 P.M.
Koehler (1); Fordham (2)
Aye: All via voice vote

Approved by Executive Committee on:

Carolyn Wastlund, Chair

Patrick Cannon, Recorder