

Baraboo Community Development Authority  
Minutes of the Monthly Meeting  
Tuesday October 4, 2022

The meeting was called to order by Chairperson Wastlund at 7:00 p.m. in Room 205, Baraboo City Hall, 101 South Blvd. Baraboo, WI 53913

**I/II. Call to Order/Roll Call**

Present: Wastlund, Fordham, Koehler, Bobholz, Petty, Skare  
Absent: Hazard  
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); Skare (2)  
Aye: All via voice vote  
Nay: None

**V. Approval of Minutes**

A motion was made to approve the meeting minutes for September 6, 2022.

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

**VI. Presentation – Public Hearings**

None

**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. September 1, 2022 to September 30, 2022 Vouchers
- b. Financial Statements – August 2022
- c. Vacancy Report
- d. Outstanding Loan Report
- e. Bank Balances

A motion was made to approve the vouchers from September 1, 2022 to September 30, 2022 as presented in the amount of \$43,007.55.

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

**X. Executive Report**

Attached

**XI. Committee Reports**

**A. BEDC**

Did not meet in August

**B. Executive Committee**

Met earlier in month to approve Library invoices. Also, met earlier in the evening to discuss the Section 18 Conversion for Corson Square.

**C. Finance**

Met earlier to discuss the 2023 Budgets, Card Reader system for Corson Square and Snow Plow rates for 2022-2023

**D. Loan Review Committee**

Met earlier this evening to approve CDBG RLF Home Improvement loan HO#19

**XII. Old Business**

**1. Update on CDA Projects**

**i. Web Site**

**ii. Solar Energy**

**2. Library Project**

Staff gave an update on project status

**3. Fire/EMS Update**

Building Committee continues to meet with Architects on the project design.

**4. Update on RAD process for Corson Square**

Staff gave an update on the Executive Committee meeting with Baker Tilly. Baker Tilly is recommending a Section 18 Conversion rather than a RAD conversion. The cash flow would be higher under this option.

Baker Tilly also outlined the next steps needed to begin this process.

**XIII. New Business**

**1. Consideration and discussion of authorizing the Executive Director to file necessary application for a conversion of Corson Square utilizing HUD Section 18 process.**

The Chair noted that the Executive Committee met earlier in the evening to discuss the conversion process. Kailin Konyn from Baker Tilly attended via a video conference. The Committee discussed the option of a Section 18 conversion and the additional housing units that may be included.

The Executive Committee has recommend that the Board authorize the Executive Director to file the necessary application to convert the units at Corson Square via a Section 18 conversion.

Motion:

To authorize the Executive Director to file an application with HUD to convert the housing units at Corson Square via a Section 18 conversion.

Wastlund (1); No Second Required (2)

Aye: All via voice vote

Nay: None

**2. Consideration and discussion of authorizing an agreement with Baker Tilly for the preparation of Section 18 conversion for Corson Square**

As part of the Section 18 conversion, staff noted that outside assistance would be needed. Baker Tilly has been working with the CDA to determine the feasibility of the conversion. They have provided an Engagement Letter to assist with the conversion. The fee is \$100,000.

The Executive Committee had met earlier in the evening to discuss the proposal. The Committee moved to recommend that the Board approve the proposal with Baker Tilly to assist with the Section 18 conversion.

Motion:

To authorize a contract with Baker Tilly to assist with the Section 18 conversion in the amount of \$100,000.

Fordham (1); No Second Required (2)

Aye: All via voice vote

Nay: None

**3. Consideration and discussion of authorizing the Executive Director to develop Requests for Proposals (RFP) for:**

- i. Legal Services**
- ii. Developer**
- iii. Property Appraisals**
- iv. Environmental Services**

**In conjunction with the Corson Square Section 18 conversion**

To complete the Section 18 conversion, the CDA will need to acquire outside assistance in several areas. HUD has advised the CDA that these services will require a Request for Proposal for obtaining the price for these services.

The Executive Committee met earlier in the evening to discuss this request. The Committee recommended to the Board that the Executive Director be authorized to draft RFPs for these various services.

After careful review, the Board moved to authorize the Executive Director to draft the required

RFPs.

Motion:

To authorize the Executive Director to draft the required RFPs.

Wastlund (1); No Second Required (2)

Aye: All via voice vote

Nay: None

#### **4. Consideration and discussion of authorizing the 2022-2023 Snow Plowing agreement**

The Finance Committee met earlier in the evening to discuss the proposed rates for snow plowing for the 2022-2023 season.

The Committee is recommending that the CDA continue with Jeremy Litscher as his firm has been performing this service for several years. They noted that the proposed rate were consistent with prior year's rates.

After careful review, the Finance Committee recommended that the Board authorize the contract with Jeremy Litscher for the 2022-2023 snowplowing season.

Motion:

To authorize the 2022-2023 snowplowing contract with Jeremy Litscher.

Koehler (1); No Second Required (2)

Aye: All via voice vote

Nay: None

#### **5. Consideration and discussion of authorizing the purchase of a card reader system for Corson Square**

Staff noted that the request is to purchase a card reader security system for Corson Square. The Finance Committee had earlier discussed this request moved to recommend that the Board approve the purchase.

The Finance Committee noted that the contract is with Five Star Telecom Inc. in the amount of \$17,252.94

After careful review, the Board moved to approve the purchase of a card reader security system from Five Star Telecom Inc. for Corson Square in the amount of \$17,252.94.

Motion:

To approve the purchase of a card reader security system from Five Star Telecom Inc. for Corson Square in the amount of \$17,252.94.

Wastlund (1); No Second Required (2)

Aye: All via voice vote

Nay: None

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**XIV. Board Member Referrals**

- 2023 Requested Budget Public Hearing
- Section 18 Conversion Resolution

**XIIV. Public Comment**

None

**XV. Adjournment**

Motion:

To adjourn the meeting at 7:39 P.M.

Petty (1); Bobholz (2)

Aye: All via voice vote

Nay: None

Minutes were approved by the Community Development Authority on:

Carolyn Wastlund, Chairperson

Patrick Cannon, Recorder