

Baraboo Community Development Authority  
Minutes of the Monthly Meeting  
Tuesday February 1, 2022

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, Koehler, Kierzek, Bobholz, Skare  
Absent: Petty  
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); Koehler (2)  
Aye: All via voice vote  
Nay: None

**V. Approval of Minutes**

A motion was made to approve the meeting minutes for January 4, 2022 with minor changes.

Kierzek (1); Skare (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. January 1, 2022 to January 28, 2022 Vouchers
- b. Financial Statements - December, 2021
- c. Vacancy Report
- d. Outstanding Loan Repo
- e. Bank Balances

A motion was made to approve the vouchers from January 1, 2022 to January 28, 2022 as presented in the amount of \$59,664.76.

Bobholz (1); Skare (2)  
Aye: All via voice vote  
Nay: None

**X. Executive Report**

Attached

**XI. Committee Reports**

**A. BEDC**

Met in January with Redevelopment Resources regarding the EDA Grant

**B. Executive Committee**

Met earlier to approve Library draw #4 and went into Closed Session to discuss potential legal action regarding a CDBG –RLF loan

**C. Finance**

Met earlier to discuss potential base rent increases for Donahue Terrace and Corson Square. They also discussed potential cameras for Corson Square

**D. Loan Review Committee**

Met in January to approve a CDBG-RLF Hardship request for the Al.Ringling Brewery

**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 and the bidding process. Bids are due on February 8, 2022

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

Baker Tilly is working on the project. We have provided them with additional information

**4. Update on the Energy Innovation Grant**

**XIII. New Business**

**1. Adjourn into Closed Session per Wisconsin State Statues 19.85(1)(e) and Wisconsin State Statute 19.85(1)(g) CDBG RLF Loan 94-09**

Motion:

To adjourn into Closed Session per Wisconsin State Statues 19.85(1)(e) and Wisconsin State Statute 19.85(1)(g) CDBG RLF Loan 94-09

Fordham (1); Wastlund (2)

Aye: Wastlund, Fordham, Koehler, Bobholz, Kierzek, Skare (roll call)

Nay: None

**2. Return to Open Session to consider items discussed in Closed Session**

Motion:

To return to Open Session and take no action  
Kierzek (1); Fordham (2)  
Aye: All via voice vote  
Nay: None

**3. Consideration and discussion of 2022 rent increase for Donahue Terrace Apartments**

The Finance Committee met earlier in the evening to discuss a base rent increase for Donahue Terrace. It was noted that the rent increase is actually calculated by WHEDA.

After careful review, the Board moved to approve the base rent increase for Donahue Terrace effective on June 1, 2022 and authorize Staff to sign and submit the required documents.

Motion:

To approve the base rent increase for Donahue Terrace effective on June 1, 2022 and authorize staff to submit the required documents. The new base rent will be \$558.00 for single unit.

Wastlund (1); No Second required  
Aye: All via voice vote  
Nay: None

**4. Consideration and discussion of 2022 rent increase for Corson Square Apartments**

Staff indicated that the Finance Committee met earlier in the evening and made a recommendation to the Board to increase the base rent for Corson Square effective on June 1, 2022. The base rents would increase by 35%.

Because the base rent has not been adjusted for several years, the CDA is limited to a 35% maximum increase. This adjustment will bring the base rent closer to the area's market rate rents.

The base rents are:

1 bedroom	\$540.00
2 bedroom	\$653.00
3 bedroom	\$772.00
4 bedroom	\$891.00

Motion:

To approve the 2022 base rent increase for Corson Square effective on June 1, 2022.

Wastlund (1); No Second required

Aye: All via voice vote

Nay: None

**5. Consideration and discussion of purchase of security cameras for Corson Square**

The Finance Committee met earlier and reviewed Staff's request regarding the installation of security cameras at Corson Square. The CDA is currently demonstrating two cameras at the facility. The Finance Committee is recommending that the Board authorize the purchase of 8 to 10 cameras.

After careful review, the Board moved to accept the recommendation from the Finance committee and purchase a three-year maintenance agreement.

Motion:

To approve the purchase of 8 to 10 cameras for Corson Square. In addition, a three-year maintenance agreement was also approved.

Wastlund (1); No Second required

Aye: All via voice vote

Nay: None

**6. Consideration and discussion of CDA Parking Area Use Policy**

This item was Tabled and referred to the Executive Committee for review

Motion:

To table and refer to the Executive Committee for review

Wastlund (1); Bobholz (2)

Aye: All via voice vote

Nay: None

**7. Consideration and discussion of Charges Assessed for Unit Repair/Damages Policy**

Staff noted that this policy helps to clarify the charges for damages and clean up at for a residential unit. These changes will allow Staff to document charges for a resident.

After careful review and several minor adjustments, the Board moved to approve the Charges Assessed for Unit Damages/Repairs Policy

Motion:

To approve the Charges Assessed for Unit Damages/Repairs Policy

Skare (1); Fordham (2)

Aye: All via voice vote

Nay: None

**8. Consideration and discussion of House Rules – Tenant Code of Conduct Policy**

This item was Tabled and referred to the Executive Committee for review

Motion:

To table and refer to the Executive Committee for review

Wastlund (1); Bobholz (2)

Aye: All via voice vote

Nay: None

**9. Board Member Referrals**

None

**10. Public Comment**

None

**11. Adjournment**

Motion:

To adjourn the meeting at 8:04 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