

Baraboo Community Development Authority
Minutes of the Monthly Meeting
Tuesday March 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, Petty, Skare
Absent: None
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 with minor changes.
Petty (1); Kierzek (2)
Aye: All via voice vote
Nay: None

V. Approval of Minutes

A motion was made to approve the meeting minutes for February 1, 2022 with minor changes.
Fordham (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. February 1, 2022 to February 25, 2022 Vouchers**
- b. Financial Statements – January, 2022**
- c. Vacancy Report**
- d. Outstanding Loan Repo**
- e. Bank Balances**

A motion was made to approve the vouchers from February 1, 2022 to February 25, 2022 as presented in the amount of \$62,054.67

Skare(1); Petty (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 in evening

C. Finance

Did not meet.

D. Loan Review Committee

Met on February 3, 2022 to consider a Subordination request from Omni Solutions

XII. Old Business

1. Update on CDA Projects

i. Web Site

ii. Solar Energy

2. Library Project

The Bids were received and reviewed . A recommendation is to award the contract to Vogel Brothers Building Company in the amount of \$9,731,600.00.

3. Update on RAD process for Corson Square

Baker Tilly continues to work on the project.

4. Update on the Energy Innovation Grant

Application has been filed. Waiting on notification of award.

XIII. New Business

1. Consideration and discussion of acceptance of a loan settlement agreement for CDBG Loan 94-09 in the amount of \$8,000.00 and to write off the outstanding balance of \$4,401.00.

Staff noted that the CDA has reached an agreement with the primary mortgage holder on this loan. The parties have agreed upon a settlement of \$8,000.00. This was within the parameters set by the CDA Board in Closed Session.

After careful review, the Board accepted the recommendation of the Executive Committee to authorize the settlement of this mortgage in the amount of \$8,000.00 and to write off the outstanding balance of \$4,401.00.

Motion:

To accept the recommendation of the Executive Committee to authorize the settlement of this mortgage in the amount of \$8,000.00 and to write off the outstanding balance of \$4,401.00.

Fordham (1); No second required

Aye: Six member via voice vote

Nay: None

Abstain: Bobholz

2. Consideration and discussion of CDA Parking Policy (Tabled by CDA Board and referred to Executive Committee).

The Executive Committee made several adjustments to the Policy and referred it back to Staff for modification.

The Board took no action on this item.

3. Consideration and discussion of CDA House Rules – Tenant Code of Conduct Policy (tabled by CDA Board and referred to Executive Committee).

The Executive Committee made several adjustments to the Policy and referred it back to Staff for modification.

The Board took no action on this item.

4. Consideration and discussion of awarding a contract to Vogel Brothers Building Company in the amount of \$9,731,600.00 for the remodeling and construction of the Carnegie Schadde Memorial Public Library.

Staff noted that Vogel Brothers was the lowest qualified bidder on the project. The bid has been reviewed by Staff and Representatives from USDA-RD. In addition, the Library Board and the City Council have both taken action to recommend approval of the contract.

After careful review, the Board moved to accept the recommendation of the City Council to award a contract to Vogel Brothers Building Company in the amount of \$9,731,600 for the remodeling and construction of the Carnegie Schadde Memorial Public Library.

Motion:

To accept the recommendation of the City Council to award a contract to Vogel Brothers Building Company in the amount of \$9,731,600 for the remodeling and construction of the Carnegie Schadde Memorial Public Library.

Koehler (1); No second required

Aye: Wastlund, Fordham, Koehler, Bobholz, Kierzek, Petty, Skare

Nay: None

5. Consideration and discussion of amending the Prelease Agreement and the Lease Agreement between the City of Baraboo and the CDA for the Carnegie Schadde Memorial Public Library.

Staff noted that Legal Counsel from USDA-RD has made a language addition to the existing agreements. The addition dealt with the City assuming the loan responsibility if the CDA were to cease operations.

After careful review, the Board moved to accept the recommendation of the Executive Board and approved the language addition to both the Prelease Agreement and the Lease Agreement.

Motion:

To accept the recommendation of the Executive Board and approved the language addition to both the Prelease Agreement and the Lease Agreement.

Fordham (1); No second required

Aye: All via voice vote

Nay: None

6. Consideration and discussion of authorizing the Executive Director to complete and file an application with the United States Department of Agriculture – Rural Development for the construction of a new Fire/EMS Facility.

Staff noted that the City has begun the process of acquiring land for the construction of a new Fire/EMS Facility. In addition, the City has begun the process of hiring an Architectural firm to design the facility. The City would again, like the Community Development Authority to serve as the property owner and to secure the financing for the project. The city would again, like to submit an application to the United States Department of Agriculture - Rural Development for the long-term financing.

With that in mind, Staff is requesting authorization from the CDA to submit the application to USDA-RD and authorize the Executive Director to sign all documents associated with the application.

The Executive Board had reviewed the request earlier and is recommending that the Board authorize the submittal of the application to USDA-RD and authorize the Executive Director to sign all documents associated with the application.

Motion:

To accept the recommendation of the Executive Board and authorize the submittal of the application to USDA-RD and authorize the Executive Director to sign all documents associated with the application

Fordham (1); No second required

Aye: All via voice vote

Nay: None

7. Consideration and discussion of awarding contract to Tim Stieve to serve as the Owner's Representative for the Fire/EMS Facility construction project.

With the Fire/EMS facility construction forth coming, Staff is again recommending that the CDA engage the services of Tim Stieve to serve as the Owner's Representative on this project. Mr. Stieve has served in this capacity for the CDA on the City Hall and Library projects.

Acting on the recommendation of the Executive Committee, the Board moved to authorize a contract with Tim Stieve to serve as the Owner's Representative for the Fire/EMS Facility project.

Motion:

To accept the recommendation of the Executive Board moved to authorize a contract with Tim Stieve to serve as the Owner's Representative for the Fire/EMS Facility project. Fordham (1); No second required

Aye: All via voice vote

Nay: None

8. Board Member Referrals

None

9. Public Comment

None

10. Adjournment

Motion:

To adjourn the meeting at 7:31 pm

Petty 1); Skare (2)

Aye: All via voice vote

Nay: None

Minutes were approved by the Community Development Authority on:

Carolyn Wastlund, Chairperson

Patrick Cannon, Recorder