

Baraboo Community Development Authority
Minutes of the Monthly Meeting
Tuesday April 5, 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
Absent: Skare
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 corrections.

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

V. Approval of Minutes

A motion was made to approve the meeting minutes for March 1, 2022 with minor corrections.

Koehler (1); Bobholz (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. March 1, 2022 to March 23, 2022 Vouchers
- b. Financial Statements – February, 2022
- c. Vacancy Report
- d. Outstanding Loan Report
- e. Bank Balances

A motion was made to approve the vouchers from March 1, 2022 to March 23, 2022 as presented in the amount of \$71,107.79

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

X. Executive Report

Attached

XI. Committee Reports

A. BEDC

Did not meet in April

B. Executive Committee

Met earlier in evening

C. Finance

Did not meet.

D. Loan Review Committee

Did not meet

XII. Old Business

1. Update on CDA Projects

i. Web Site

ii. Solar Energy

2. Library Project

The Project is set to begin on April 11, 2022. The Groundbreaking is set for April 28, 2022

3. Update on RAD process for Corson Square

Baker Tilly continues to work on the project.

4. Update on the Energy Innovation Grant

Waiting on notification of award.

XIII. New Business

1. Consideration and discussion of Resolution Authorizing the Issuance and Sale of \$6,000,000.00 Interim Community Development Authority Revenue Bonds.

Earlier in the evening, the Executive Committee reviewed proposed Revenue Bonds. The Bonds will serve as a portion of the Funding for the Library Project. The Line of Credit will be with Baraboo State Bank.

After careful review, the Board accepted the recommendation of the Executive Committee to authorize the issuance of a Revenue Bond in the amount of \$6,000,000.00 for the Library project.

Motion:

To accept the recommendation of the Executive Committee to authorize the issuance of the Revenue Bond

Fordham (1); No second required

Aye: Wastlund, Fordham, Koehler, Bobholz, Kierzek, Petty (Roll Call)

Nay: None

2. Reimbursement Resolution for Fire/EMS Project.

As part of the Fire/EMS project, the CDA is permitted to authorize a Resolution allowing for the reimbursement of any costs associated with the project as part of the final issuance of debt.

The Executive Committee reviewed the Resolution earlier in the evening and is recommending that the CDA Board approve the Resolution.

Motion:

To accept the recommendation of the Executive Committee to authorize the issuance of the Reimbursement Resolution for the Fire/EMS Project.

Koehler (1); No second required

Aye: All via voice vote

Nay: None

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

The Executive Committee has reviewed the changes from the prior meeting and approved the Policy. The Executive Committee is recommending that the Board approve the CDA Parking Policy.

Motion:

To accept the recommendation of the Executive Committee to approve the CDA Parking Policy.

Fordham (1); No second required

Aye: All via voice vote

Nay: None

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

The Executive Committee has reviewed the changes from the prior meeting and approved the Policy. The Executive Committee is recommending that the Board approve the CDA House Rules Policy

Motion:

To accept the recommendation of the Executive Committee to approve the CDA House Rules Policy.

Koehler (1); No second required

Aye: All via voice vote

Nay: None

5. Consideration and discussion of Laundry Equipment and Room Use Policy

The Executive Committee reviewed the Policy earlier in the evening and is recommending that the Board approve the Policy.

Motion:

To accept the recommendation of the Executive Committee to approve the Laundry Equipment and Room Use Policy.

Fordham (1); No second required

Aye: All via voice vote

Nay: None

6. Consideration and discussion of No Candles/Open Flame Policy

The Executive Committee had reviewed the proposed policy earlier and referred the policy back to staff for modifications.

No action was taken by the Board.

7. Consideration and discussion of Rent Collection Policy

Staff noted that the Executive Committee had reviewed the Policy earlier and is recommending that the Board approve the Policy.

Motion:

To accept the recommendation of the Executive Committee to approve the Rent Collection Policy.

Koehler (1); No second required

Aye: All via voice vote

Nay: None

8. Consideration and discussion of Residential Storage Area Policy

Staff noted that the Executive Committee had reviewed the Policy earlier and is recommending that the Board approve the Policy.

Motion:

To accept the recommendation of the Executive Committee to approve the Residential Storage Unit Policy.

Fordham (1); No second required
Aye: All via voice vote
Nay: None

9. Consideration and discussion of Common Storage Area Policy

Staff noted that the Executive Committee had reviewed the Policy earlier and is recommending that the Board approve the Policy.

Motion:
To accept the recommendation of the Executive Committee to approve the Common Area Storage Policy.
Koehler (1); No second required
Aye: All via voice vote
Nay: None

10. Consideration and discussion of Wireless Internet Access Policy

Staff noted that the Executive Committee had reviewed the Policy earlier and is recommending that the Board approve the Policy.

Motion:
To accept the recommendation of the Executive Committee to approve the Wireless Internet Access Policy.
Fordham (1); No second required
Aye: All via voice vote
Nay: None

11. Board Member Referrals

None

12. Public Comment

None

13. Adjournment

Motion:
To adjourn the meeting at 7:38 pm
Kierzek (1); Petty (2)
Aye: All via voice vote
Nay: None

Minutes were approved by the Community Development Authority on:

Carolyn Wastlund, Chairperson

Patrick Cannon, Recorder