

Baraboo Community Development Authority  
Minutes of the Executive Committee  
Tuesday October 4, 2022

Chairperson Wastlund called the meeting to order at 5:00 P.M. The meeting was held in Room 205, Baraboo Municipal Building, 101 South Blvd., Baraboo, WI 53913

**1. Roll Call**

Present: Wastlund, Fordham, Koehler (5:18)  
Absent: None  
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  
Fordham (1); Wastlund (2)  
Aye: All via voice vote

**4. Approval of Minutes – September 22, 2022**

A motion was made to approve the Minutes with a minor change  
Fordham (1); Wastlund (2)  
Aye: All via voice vote  
Nay: None

**5. Public Comment**

No one from the public wished to speak.

**6. Old Business**

**A. No Items listed**

**7. New Business**

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

Kaitlin Konyn from Baker Tilly was present via video to discuss the possible conversion options for the CDA. Baker Tilly is recommending that we utilize a Section 18 conversion rather than a RAD conversion. Baker Tilly felt this would provide the CDA with a higher cash flow.

Ms. Konyn indicated that under a scenario developed by Baker Tilly, the CDA could construct a new facility adding 59 new units. The Board would like to see more 3 or 4 bedroom units, so this proposal may need to be modified.

Mr. Koehler enters the meeting at 5:18

Staff indicated that they have discussed with Sauk County Housing Authority about the Authority serving as the Contract Administrator. At first discussion, the Authority is in favor of

serving in this capacity.

After careful review and discussion, the Committee moved to recommend to the Board that the CDA utilize the Section 18 Conversion for Corson Square.

Motion: To recommend to the Board that the CDA utilize the Section 18 Conversion for Corson Square.

Fordham (1); Wastlund (2)

Aye: All via voice vote

Nay: None

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

Staff noted that as part of the Section 18 conversion, a third party would be needed to assist with the conversion. Baker Tilly has provided an Engagement Letter to complete that service. Their proposed fee is \$100,000. As a change to the proposal, \$10,000 would be required at the time of the application. The balance would be due at the closing of the conversion.

After careful review and discussion, the Committee moved to recommend to the Board that the CDA authorize an Agreement with Baker Tilly to prepare the Section 18 conversion for Corson Square.

Motion: To recommend to the Board that the CDA authorize an Agreement with Baker Tilly to prepare the Section 18 conversion for Corson Square.

Fordham (1); Koehler (2)

Aye: All via voice vote

Nay: None

**C. Consideration and discussion of authoring the Executive Director to develop Request for Proposals (RFP) for:**

- i. **Legal Services**
- ii. **Site Development**
- iii. **Property Appraisal**
- iv. **Environmental Services**

Staff noted that HUD would require the CDA to complete formal RFP's for these services. Staff is only requesting authorization to develop the RFPs at this time.

After careful review and discussion, the Committee moved to recommend to the Board that the Executive Director be authorized to draft the required RFPs.

Motion: To recommend to the Board that the CDA authorize the Executive Director to draft the required RFPs.

Fordham (1); Koehler (2)

Aye: All via voice vote  
Nay: None

**8. Committee Member Comments**  
None

**9. Adjournment**

A motion was made to adjourn the meeting at 5:39 P.M.

Koehler (1); Fordham (2)

Aye: All via voice vote

Nay: None

Approved by Executive Committee on:

Carolyn Wastlund, Chair

Patrick Cannon, Recorder