

BARABOO COMMUNITY DEVELOPMENT AUTHORITY

101 South Blvd., Baraboo WI 53913
TEL. 608-356-4822 FAX 608-356-3415

Carolyn Wastlund, Chair
Joan Fordham, Vice Chair
Stuart Koehler, Treasurer

Cliff Bobholz
Heather Kierzek
Joel Petty
Dean Skare

Mission Statement: To ensure affordable, attractive housing and to foster business and community development consistent with the general plan of the City

Agenda for the Monthly Meeting of the Board of Commissioners of the Baraboo CDA
Tuesday, June 4, 2019 7:00 PM
Room 205, Baraboo Municipal Building, 101 South Blvd., Baraboo WI 53913

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| I. <u>Call to Order</u> | Wastlund |
| II. <u>Roll Call</u> | Cannon |
| III. <u>Note Compliance with the Open Meeting Law</u> | Wastlund |
| IV. <u>Approval of Agenda</u> | Action |
| V. <u>Approval of Minutes</u>
1. Meeting of May 7, 2019 | Action |
| VI. <u>Announcement of Public Events</u> | |
| VII. <u>Public Comment</u>
No formal CDA action will be taken during this meeting on any topic brought up in public comment that is not on this agenda. Issues raised by the public may become a part of a future agenda. Items brought up in public comment that are already included on the meeting's agenda will not be discussed by the Board at this time. | |
| VIII. <u>Appeal of Application Denial</u>
1. Lease Termination Appeal Hearing
a) CLOSED SESSION: The Chair will announce that the Board will go into Closed Session according to §19.85(0), considering financial, medical, social or personal histories ... of specific persons ... which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories ... or involved in such problems or investigations (appeal hearing regarding denial of application for Bobbie Peirce).
b) OPEN SESSION: The Chair will announce that the Board will return to Open Session as per §19.85(2), Wis. Stat., to address any business that may be the result of discussions conducted in Closed Session.
c) CLOSED SESSION: The Chair will announce that the Board will go into Closed Session according to §19.85(1)(a), Wis. Stat., deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governing body (the Board will deliberate concerning the hearing for Bobbie Pierce). | |

OPEN SESSION: The Chair will announce that the Board will return to Open Session as per §19.85(2), Wis. Stat., to address any business that may be the result of discussions conducted in Closed Session

IX. Receipt of Financial Statements and Approve Vouchers and Journal Entries

1. May 3, 2019 through May 31, 2019 Vouchers
2. Financial Statements
3. Vacancy Report
4. Outstanding Loan Report

X. Executive Director's Report

1. Update on resident meetings Cannon

XI. Committee Reports – Action by the CDA Board may be taken on any and all of the Committee Report items:

1. **BEDC** Wastlund
2. **Executive Committee** Wastlund
3. **Finance Committee** Wastlund
4. **Loan Review Committee** Fordham
 - Economic Development Loan Manual

XII. Old Business

1. Update on CDA Projects
 - a) Web site
2. Update on CLOSE Program
3. Consideration and discussion of CDA Strategic Plan

XIII. New Business

1. Consideration and discussion of an Affirmative Action Plan
2. Consideration and discussion of confirmation of City of Baraboo Records Retention Plan

XIV. Board Member Comments

No formal CDA action will be taken during this meeting on any topic brought up in board member comment that is not on this agenda. Issues raised by the board may become a part of a future agenda. Items brought up in board member comment that are already included on the meeting's agenda will not be discussed by the Board at this time.

XV. Public Comment

No formal CDA action will be taken during this meeting on any topic brought up in public comment that is not on this agenda. Issues raised by the public may become a part of a future agenda. Items brought up in public comment that are already included on the meeting's agenda will not be discussed by the Board at this time.

XVI. Adjournment

PLEASE TAKE NOTICE that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Municipal Clerk (101 South Blvd. or phone ((608) 355-2700) during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

Baraboo Community Development Authority
Minutes of the Regular Monthly Meeting
Tuesday, May 7, 2019

The meeting was called to order by Chairperson Wastlund at 7:00 p.m. in the Community Room of Corson Square Apartments, 920 Tenth St., Baraboo, WI 53913

I/II. Call to Order/Roll Call

Present: Wastlund, Fordham, Koehler, Bobholz, Kierzek, 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.

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

V. Approval of Minutes

A motion was made to approve the meeting minutes for April 2, 2019 as presented.

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

VI. Announcement of Public Events

Art Fair on the Square is set for the weekend of May 9, 2019
The annual Brew-Ha-Ha is also scheduled

VII. Public Comment

A resident asked on how they can ask a question or make a comment during the Board discussion of an item. Staff responded that the Board has the ability to "suspend the rules" and allow for public comment.

VIII. Appeal of application Denial

a. Lease Termination Appeal Hearing

1. CLOSED SESSION: The Chair will announce that the Board will go into Closed Session according to §19.85(0), considering financial, medical, social or personal histories ... of specific persons ... which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories ... or involved in such problems or investigations (appeal hearing regarding denial of application for Kayla Topper).

Motion

A motion to go into Closed Session per Wisconsin State Statute 19.85 (1) (C) and allows Ms. Topper and the CDA Executive Director to remain in closed session.

Wastlund (1); Fordham (2)

Aye: Fordham, Koehler, Bobholz, Kierzek, Petty, Scare, Wastlund (via roll call)

Nay: None

Motion

A motion to go into open session

Wastlund (1); Petty (2)

Aye: All via voice vote

Nay: None

Motion

To accept the appeal from Ms. Topper and to allow for the creation of a monthly lease payment plan that will assist to equalize her cash flow. Payment will be twice per month with the full monthly lease payment being paid in full by the end of each month.

Petty (1); Bobholz (2)

Aye: All via voice vote

Nay: None

Receipt of Financial Statements and Approval of Vouchers.

- a. April 1, 2019 to May 3, 2019 Vouchers**
- b. Financial Statements**
- c. Vacancy Report**
- d. Outstanding Loan Report**

Motion:

To approve the vouchers for April 1, 2019 to May 3, 2019

Koehler (1); Petty (2)

Aye: All via voice vote

Nay: None

IX. Executive Report

The report was included in the packet.

X. Committee Reports

A. BEDC

The next BEDC meeting will be June 6, 2019 at 5:00 PM at the Sauk County Law Enforcement Center

B. Executive Committee

The Committee met earlier this evening and will provide their recommendations later in the CDA agenda.

C. Finance

The Committee has not met since last CDA meeting.

D. Loan Review Committee

The Committee met earlier this evening and will provide their recommendations later in the CDA agenda.

XI. Old Business

1. Update on CDA Projects

a. Web Site RFP

Staff had no new information regarding this project.

b. Use of solar energy at CDA owned facilities

The Board would like to remove this issue from the agenda

2. Update on CLOSE program

Staff indicated that the City has provided its application to the State.

3. Consideration and discussion of CDA Strategic Plan

The Board would like to schedule a separate meeting to address this matter.

XII. New Business

A. Consideration and discussion of Residential Storage Policy

Based upon a recommendation from the Executive Committee to approve the proposed Policy, a motion was made to approve the proposed policy with the minor adjustments recommended by the committee.

Motion

To approve the policy as recommended by the Executive Committee.

Fordham (1) No second required based upon a committee recommendation

Aye: All via Voice Vote

Nay: None

B. Consideration and discussion of a Common Storage Area Policy

Based upon a recommendation from the Executive Committee to approve the proposed Policy, a motion was made to approve the proposed policy with the minor adjustments recommended by the committee.

Motion

To approve the policy as recommended by the Executive Committee.

Koehler (1) No second required based upon a committee recommendation

Aye: All via Voice Vote

Nay: None

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

Based upon a recommendation from the Executive Committee to approve the proposed Policy, a motion was made to approve the proposed policy with the minor adjustments recommended by the committee.

Motion

To approve the policy as recommended by the Executive Committee.

Koehler (1) No second required based upon a committee recommendation

Aye: All via Voice Vote

Nay: None

D. Consideration and discussion of Rent Collection Policy

Based upon a recommendation from the Executive Committee to approve the proposed Policy, a motion was made to approve the proposed policy with the minor adjustments recommended by the committee.

Motion

To approve the policy as recommended by the Executive Committee.

Koehler (1) No second required based upon a committee recommendation

Aye: All via Voice Vote

Nay: None

E. Consideration and discussion of awarding a contract for administration of CDBG-RLF Home Loans

It was noted that the CDA has requested proposals for the administration of the CDBG-RLF Housing Program. Three proposals were received from firms working in Wisconsin. The fees and summary of duties were comparable.

Staff recommended that the CDA select the firm of MSA-Professional Services to administer the fund. Their fee is 14% of the loan being administered.

A motion was made to approve the recommendation made by the Loan Review Committee.

Motion

To approve the policy as recommended by the Executive Committee.

Fordham (1) No second required based upon a committee recommendation

Aye: All via Voice Vote

Nay: None

Abstain: Wastlund

XIII. Board Member Comments

No additional comments were made at this time.

XIV. Public Comment

None

Baraboo Community Development Authority
Minutes of the Regular Monthly Meeting
Tuesday, May 7, 2019

XV. Adjournment

Motion:

To adjourn the meeting at 8:01 pm

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