

# BARABOO COMMUNITY DEVELOPMENT AUTHORITY

101 South Blvd., Baraboo WI 53913  
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Carolyn Wastlund, Chair  
Joan Fordham, Vice Chair  
Stuart Koehler, Treasurer

Cliff Bobholz  
Bryant Hazard  
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 Regular Meeting of the Board of Commissioners of the Baraboo CDA**  
**Tuesday August 2, 2022 7:00 PM**  
**Community Room, Corson Square Apartments 920 10<sup>th</sup> St.**  
**Baraboo WI 53913**

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| <b>I. <u>Call to Order</u></b>   | Wastlund |
| <b>II. <u>Roll Call</u></b>  | Cannon   |
| <b>III. <u>Note Compliance with the Open Meeting Law</u></b>   | Wastlund |
| <b>IV. <u>Approval of Agenda</u></b>   | Action   |
| <b>V. <u>Approval of Minutes</u></b><br>1. Meeting of June 7, 2022   | Action   |
| <b>VI. <u>Presentation – Public Hearing</u></b><br>1. To take comments and discuss submitting an application to United States Department of Agriculture – Rural Development for the purpose of obtaining a loan for the funding of the Baraboo Fire and EMS Facility construction project.   |          |
| <b>VII. <u>Announcement of Public Events</u></b>   |          |
| <b>VIII. <u>Public Comment</u></b><br>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. |          |
| <b>IX. <u>Receipt of Financial Statements and Approve Vouchers and Journal Entries</u></b><br>1. May 29, 2022 through July 29, 2022 Vouchers<br>2. Financial Statements May, 2022; June 2022<br>3. Vacancy Report<br>4. Outstanding Loan Report<br>5. Bank Balances  |          |
| <b>X. <u>Executive Director’s Report</u></b><br>Update on City Projects  |          |

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

- |                                 |          |
|---------------------------------|----------|
| 1. <b>BEDC</b>                  | Koehler  |
| 2. <b>Executive Committee</b>   | Wastlund |
| 3. <b>Finance Committee</b>     | Wastlund |
| 4. <b>Loan Review Committee</b> | Fordham  |

**XII. Old Business**

1. Update on CDA Projects
  - a) Web site
  - b) Solar Energy
2. Library Project Update
3. Fire/EMS Project Update
4. Update on RAD process for Corson Square

**XIII. New Business**

1. Consideration and discussion of authorizing the Executive Director to submit an application to United States Department of Agriculture – Rural Development for the purpose of obtaining a loan for the funding of the Baraboo Fire and EMS Facility construction project.

**XIV. Board Member Referrals**

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.

**XIIV. 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.

**XV. Adjournment**

**PLEASE TAKE NOTICE** than 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 Monthly Meeting  
Tuesday June 7, 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, Bobholz, Hazard, 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.

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

**V. Approval of Minutes**

A motion was made to approve the meeting minutes for May 3, 2022 with minor corrections.

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

**VI. Presentation – Public Hearings**

**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. April 29, 2022 to May 27, 2022 Vouchers
- b. Financial Statements – April, 2022
- c. Vacancy Report
- d. Outstanding Loan Report
- e. Bank Balances

A motion was made to approve the vouchers from April 29, 2022 to May 27, 2022 as presented in the amount of \$77,285.79.

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

**X. Executive Report**

Attached

**XI. Committee Reports**

**A. BEDC**

Did not meet in June due to lack of quorum

**B. Executive Committee**

Met earlier in month to approve Library invoices

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**

Staff gave an update on project status

**3. Fire/EMS Update**

Building Committee continues to meet with Architects on the project design

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

Baker Tilly continues to work on the project.

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

The City did not receive a grant under this project

**6. Consideration and discussion of No Candle/Open Flame Policy**

The Executive Committee reviewed the Policy and made several changes. It was referred back to staff for adjustments. No action was taken.

**XIII. New Business**

**1. Consideration and discussion of Grievance Procedure**

The Executive Committee met earlier on this policy. They referred the policy back to staff with several changes.

No action was taken by the CDA Board.

**2. Consideration and discussion of Smoke Free Policy.**

The Executive Committee has reviewed the changes at their prior meeting and approved the Policy. The Executive Committee is recommending that the Board approve the Smoke Free Policy.

Motion:

To accept the recommendation of the Executive Committee to approve the Smoke Free Policy.

Fordham (1); No second required

Aye: All via voice vote

Nay: None

**3. Consideration and discussion of Request to Address CDA Board Policy.**

The Executive Committee has reviewed the changes at their prior meeting and approved the Policy. The Executive Committee is recommending that the Board approve the Request to Address the CDA Board Policy.

Motion:

To accept the recommendation of the Executive Committee to approve the Request to Address the CDA Board Policy.

Fordham (1); No second required

Aye: All via voice vote

Nay: None

**4. Board Member Referrals**

The Board would like to meet at Corson Square in August and Donahue Terrace in September.

The Board decided to not hold a meeting in July due to the Holiday.

**5. Public Comment**

None

**6. Adjournment**

Motion:

To adjourn the meeting at 7:28 pm

Petty (1); Hazard (2)

Aye: All via voice vote

Nay: None

Minutes were approved by the Community Development Authority on:

Baraboo Community Development Authority  
Minutes of the Regular Monthly Meeting  
Tuesday June 7, 2022

Carolyn Wastlund, Chairperson

Patrick Cannon, Recorder