

Baraboo Community Development Authority
Minutes of the Executive Committee
Wednesday, August 22, 2018

The meeting was called to order by Chairperson Wastlund at 7:30 A.M. in the Training Room of the Baraboo Municipal Building, 101 South Blvd., Baraboo, WI 53913

1. Roll Call

Present: Wastlund, Fordham, Bobholz

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); Bobholz (2)

Aye: All via voice vote

4. Approval of Minutes

July 20, 2018

A motion to approve the minutes as presented

Bobholz (1); Fordham (2)

Aye: All via voice vote

5. Public Comment

A resident from Corson Square spoke regarding the Pet Policy

6. Old Business

A. Building progress update

Staff gave a brief update on outstanding items related to the construction project.

7. New Business

A. Consideration and discussion of Payment Request #17 for Public Safety-City Hall facility in the amount of \$59,864.50

Staff noted some adjustments to the pay request. The adjustments were to correct the payee for Dane County Title and the correct amount for the Baraboo Sign's invoice (from \$10,000.00 to \$10,325.00) and to add an invoice for Baker Tilly in the amount of \$1,719.00. The revised total for the pay request is \$61,908.50.

The Pay Request included the Contractor's monthly request at a prorated amount which still kept a retainage for the project.

After careful review, the Committee moved to approve Pay Request #17 in the amount of \$61,905.50.

Motion:

To move approve Pay Request #17 in the amount of \$61,908.50 subject to adjustments made by and the final approval of USDA-RD.

Bobholz (1); Wastlund (2)

Aye: All via voice vote

Nay: None

B. Consideration and discussion of a proposed Change Order with Zimmerman Architectural Studios

Staff noted that the change order is a result of a previously agreed upon cost sharing for the roof joint stress concerns. The Contractor, City and Architect had agreed to share this cost equally. In addition, Staff had presented several change order costs to the Architect that were felt charged at a higher rate due to these items not being corrected prior to the project plans being submitted. The Architect had agreed and was willing to credit the City a portion of these costs.

The total credit due to the City is \$15,625.00.

After careful review, the Committee moved to approve the Change Order in the credit amount of \$15,625.00.

Motion:

To move approve the proposed Change Order from Zimmerman Architectural Studios in the amount of \$15,625.00.

Fordham (1); Bobholz (2)

Aye: All via voice vote

Nay: None

C. Consideration and discussion of CDA Staffing

Staff noted that they have scheduled an interview with the internal candidate for the week on August 27, 2018.

The Committee also requested a draft job description for the proposed new staff position that would handle a majority of the internal bookkeeping duties

D. Consideration and discussion of a proposed policy regarding CDA Agendas

Staff has drafted a proposed policy which outlines the appropriate process for a resident to request that a policy related item be placed on a CDA agenda. This policy draft is designed to help residents understand the requirements as outlined in State Statutes.

After discussion, the committee moved to recommend the proposed policy to the CDA Board for consideration.

Motion:

To move recommend the proposed policy to the CDA Board for consideration.

Fordham (1); Bobholz (2)

Aye: All via voice vote

Nay: None

E. Consideration and discussion of Pet Policy and where pets are permitted inside the buildings.

At the August 2018 CDA meeting several residents spoke regarding the current pet policy. They were most concern about the specific location inside the front door at Corson Square. They wanted to know if the area in question is considered common area or an entrance area. The current policy treats these areas differently.

The committee discussed the current policy and felt that several areas need to be addressed. Staff was directed to begin a review of the policy and present draft recommendations to the Executive Committee for consideration.

8. Board Member Comments

The next CDA Executive Committee is scheduled to meet on September 4, 2018 prior to the regular CDA meeting.

9. Adjournment

A motion was made to adjourn the meeting at 8:37 A.M.

Bobholz (1); Fordham (2)

Aye: All via voice vote

Approved by Executive Committee on:

Carolyn Wastlund, Chair

Patrick Cannon, Recorder