

Baraboo Community Development Authority
Minutes of the Executive Committee
Tuesday March 1, 2022

Chairperson Wastlund called the meeting to order at 6:00 P.M. The meeting was held in the Council Chambers, Baraboo Municipal Building, 101 South Blvd., Community Room, Baraboo, WI 53913

1. Roll Call

Present: Wastlund, Fordham, Koehler (6:01)
Absent: None
Also: Bobholz
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 – February 7, 2022

A motion was made to approve the Minutes as presented
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

None

7. New Business

A. Consideration and discussion of Pay Request #5 for Library Project

Staff noted that Pay Request #5 includes only a few invoices. These invoices do not need to be approved by USDA-RD. It was noted that the amount included in the packet was incorrect. Two of those invoices were approved previously.

After careful review, the Committee moved to approve Pay Request #5 in the amount of \$22,860.00

Motion:

To approve Pay Request #5 in the amount of \$22,860.00.

Fordham (1); Koehler (2)

Aye: All via voice vote

Nay: None

B. Consideration and discussion of acceptance of a loan settlement agreement for CDBG Loan 94-09 in the amount of \$8,000.00 and to write off the outstanding balance of \$4,401.00.

Staff noted that a settlement had been reached with the primary mortgage holder. They have agreed to settle for a payment of \$8,000.00.

After careful review, the Committee moved to recommend to the Board that they accept the settlement of \$8,000.00 and to write off the balance of the loan in the amount of \$4,401.00

Motion:

To recommend to the Board that they accept the settlement payment of \$8,000.00 and write off the balance of Loan 94-09 in the amount of \$4,401.00

Fordham (1); Koehler (2)

Aye: All via voice vote

Nay: None

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

The Committee reviewed the draft policy and made several changes to the draft policy. After review, they returned the policy to staff to revise the policy and return it to the Executive Committee for review.

Motion:

To direct staff to adjust the policy and return it to the Committee for their review.

Fordham (1); Koehler (2)

Aye: All via voice vote

Nay: None

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

The Committee reviewed the draft policy and made several changes to the draft policy. After review, they returned the policy to staff to revise the policy and return it to the Executive Committee for review.

Motion:

To direct staff to adjust the policy and return it to the Committee for their review.

Fordham (1); Koehler (2)

Aye: All via voice vote

Nay: None

E. Consideration and discussion of awarding a contract to Vogel Brothers Building Company in the amount of \$9,731,600.00 for the remodeling and construction of the Carnegie Schadde memorial Public Library

Staff noted that Vogel Brothers Building Company was the low bidder for the Carnegie Schadde memorial Public Library project. Their bid including two alternative bids totaled \$9,731,600.00. The Library Board and the City Council have both approved awarding the contract to Vielle Brothers.

After careful review, the Committee moved to recommend to the Board the awarding of a contract to Vogel Brothers Building Company in the amount of \$9,731,600.00 for the remodeling and construction of the Carnegie Schadde memorial Public Library.

Motion:

To recommend to the Board that approval of a contract to Vogel Brothers Building Company in the amount of \$9,731,600.00 for the remodeling and construction of the Carnegie Schadde Memorial Public Library.

Fordham (1); Koehler (2)

Aye: All via voice vote

Nay: None

F. Consideration and discussion of amending the Prelease Agreement and the Lease Agreement between the City of Baraboo and the CDA for the Carnegie Schadde Memorial Public Library

Staff noted USDA –RD had requested a slight modification to these agreements. The modification defined that the City would be responsible for the debt if the CDA were to cease operations.

After discussion of the modification, the Committee moved to recommend that the Board approve the additional language as outlined by USDA-RD.

Motion:

To recommend to the Board that the contract amendments be approved for the Pre-Lease Agreement and the Lease Agreement as requested by USDA-RD.

Koehler (1); Fordham (2)

Aye: All via voice vote

Nay: None

G. Consideration and discussion of authorizing the Executive Director to complete and file an application with the United States Department of Agriculture – Rural Development for the construction of a new Fire/EMS Facility.

Staff noted that the City has begun the acquisition of a site for the Fire/EMS facility. In addition, they are soliciting proposal for architectural services. The City would again like the CDA to submit an application to USDA-Rd to finance this project.

After careful review, the Committee moved to recommend to the Board that they authorize the Executive Director to submit an application to USDA-RD and to sign the required documents.

Motion:

To recommend to the Board authorizing the Executive Director to submit an application and to sign the necessary documents for the financing of the Fire/EMS facility.

Koehler (1); Fordham (2)

Aye: All via voice vote

Nay: None

H. Consideration and discussion of awarding contract to Tim Stieve to serve as the Owner's Representative for the Fire/EMS Facility construction project.

Staff is again recommending that the CDA contract with Tim Stieve to serve as the Owner's representative for the Fire/EMS facility project. He had submitted a proposed contract at the same rate as agreed to on the Library project.

After careful review, the Committee moved to recommend to the Board that a contract with Tim Stieve be approved for the Fire/EMS Facility project. Mr. Stieve would serve as the Owner's Representative.

Motion:

To recommend to the Board authorizing authorize a contract with Tim Stieve to serve as the Owner's Representative for the Fire/EMS Facility project.

Fordham (1); Koehler (2)

Aye: All via voice vote

Nay: None

8. Board Member Comments

No Board members wished to make any comments

9. Adjournment

A motion was made to adjourn the meeting at 6:38 P.M.

Fordham (1); Koehler (2)

Aye: All via voice vote

Nay: None

Approved by Executive Committee on:

Carolyn Wastlund, Chair

Patrick Cannon, Recorder