

Baraboo Community Development Authority
Minutes of the Executive Committee
Tuesday May 3, 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

Absent: None

Also: Bobholz, Hazard

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); Koehler (2)

Aye: All via voice vote

4. Approval of Minutes – April 3, 2022

A motion was made to approve the Minutes with minor corrections

Koehler (1); Fordham (2)

Aye: All via voice vote

Nay: None

5. Public Comment

No one from the public wished to speak.

6. Old Business

A. Consideration and discussion of No Candle/Open Flame Policy

No action was taken as the incorrect Policy was included in the agenda packet.

7. New Business

A. Consideration and discussion of USDA-Library Draw #2

After careful review, the Committee moved to approve USDA-Library Draw #2 in the amount of \$13,136.00 and to authorize a draw of \$50,001.00 from Baraboo State Bank Line of Credit.

Motion:

To approve USDA-Library Draw #2 in the amount of \$13,136.00 and to authorize a draw of \$50,001.00 from Baraboo State Bank Line of Credit.

Fordham (1); Koehler (2)

Aye: All via voice vote

Nay: None

B. Consideration and discussion of awarding a contract to Five Bugles Design for architectural services for the Fire/EMS Project.

Staff noted that Proposals were received from four Architectural firms for the design of the new Fire/EMS Facility. The Council Representative and staff each reviewed the proposals and recommended the firm of Five Bugles as the best candidate. Each proposal was judged based upon their past experience and Team members assigned to the project. Pricing was reviewed at the conclusion of the review process.

After careful review, the Committee moved to recommend to the Board that they authorize a contract with Five Bugles Design for architectural services regarding the design of the new Fire/EMA facility. The lump sum contract is for \$650,000 based upon a \$10,000,000.00 project. In addition, they recommended that the Board authorize the Executive Director to sign any and all documents associated with this project.

Motion:

To recommend to the Board that they authorize a contract with Five Bugles Design for the architectural services in the amount of \$650,000.00 and further authorize the Executive Director to sign any and all documents associated with this project.

Koehler (1); Fordham (2)

Aye: All via voice vote

Nay: None

C. Consideration and discussion of the hiring of Five Bugles Design to serve as the Construction Manager for the Fire/EMS Project.

Staff indicated that the Project Team would like to utilize a Construction Manager for this project. The Construction Manager would be a separate contract for services. The Construction Manager Service is used often for the construction of a facility.

Staff is recommending that the CDA contract with Five Bugle Design for the Construction Manager Service. This would help to facilitate the project.

After review, the Committee moved to recommend the contract with Five Bugles Design to the Board for their consideration and approval.

Motion:

To recommend to the Board the approval of the contract with Five Bugles Design to serve as the Construction Manager for the Fire/EMS project.

Koehler (1); Fordham (2)

Aye: All via voice vote

Nay: None

D. Consideration and discussion of a proposed Change Order for MSA Professional Services regarding the Library Project.

Staff indicated that MSA Professional Services has proposed a Change Order for their contract with the Library project. The request is a 6% increase for the balance of the services to be completed. The request is based upon the delays in starting the construction of the facility.

The Project Team has reviewed the request and did not feel it was justified.

After review, the Committee moved to not approve the proposed Change Order for MSA Professional Services.

Motion:

To not approve the Change Order request for MSA Professional Services.

Fordham (1); Koehler (2)

Aye: Koehler, Fordham (via voice vote)

Nay: None

Abstain: Wastlund

E. Consideration and discussion of Outdoor Grill Use Policy.

Staff provided a Policy for consideration by the Committee.

After careful review, the Executive Committee moved to recommend to the Board the approval of the Policy.

Motion:

To recommend to the Board the approval of the Policy.

Koehler (1); Fordham (2)

Aye: All via voice vote

Nay: None

F. Consideration and discussion of Community Area Use Policy.

Staff provided a revised policy for review by the Committee.

The Committee, with great care, reviewed and made several changes to the draft policy and recommended the revised Policy to the Board for their consideration and approval.

Motion:

To recommend to the Board the approval of the revised Policy.

Fordham (1); Koehler (2)

Aye: All via voice vote

Nay: None

8. Committee Member Comments

The Committee would like to continue to review the CDA Policies

9. Adjournment

A motion was made to adjourn the meeting at 6:32 P.M.

Koehler (1); Fordham (2)

Aye: All via voice vote

Nay: None

Approved by Executive Committee on:

Carolyn Wastlund, Chair

Patrick Cannon, Recorder