

Baraboo Community Development Authority  
Minutes of the Executive Committee  
Friday July 29, 2022

Chairperson Wastlund called the meeting to order at 11:35 A.M. The meeting was held in Room 205, Baraboo Municipal Building, 101 South Blvd., Baraboo, WI 53913

**1. Roll Call**

Present: Wastlund, Fordham  
Absent: Koehler  
Other CDA Members: Hazard  
Staff: Patrick Cannon  
Library Staff: Jessica Bergin

**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 – June 23, 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**

**A. No Items listed**

**7. New Business**

**A. Consideration and discussion of Library Pay Request Number 5 in the amount of \$321,819.39.**

The Committee reviewed the invoices received for the project. These invoices had previously been reviewed by the Library Project Team and the Architect.

After careful review, the Committee moved to approve the Library expenses totaling \$321,819.39.

Motion: To approved the Library project expenses totaling \$321,819.39.

Fordham (1); Wastlund (2)

Aye: All via voice vote

Nay: None

**B. Consideration and discussion of Library Change Order #2**

The Committee reviewed Change Order #2 for the Library Project. Staff explained what each item within the Change Order related too. The Change Order has also been reviewed and approved by the Architect. It will require final approval by USDA-RD.

After careful review, the Committee moved to approved Change Order #2 in the amount of \$28,969.95

Motion:

To approved Change Order #2 for the Library project.

Fordham (1); Wastlund (2)

Aye: All via voice vote

Nay: None

**C. Consideration and discussion of Fire/EMS Library Pay Request Number 1 in the amount of \$1,777.50.**

The Committee reviewed the invoices received for the project. These invoices had previously been reviewed by staff. It was noted that the City will issue the payments. The CDA Board had previously authorized the Executive Committee to approve all Voucher requests and Change Orders for this project.

After careful review, the Committee moved to approve the Fire/EMS expenses totaling \$1,777.50.

Motion: To approved the Fire/EMS project expenses totaling \$1,777.50.

Fordham (1); Wastlund (2)

Aye: All via voice vote

Nay: None

**D. Consideration and discussion of awarding a contract to Fearings, Inc. for the purchase of audio-visual equipment for the Library project.**

Staff noted that the project received only one sealed bid for the purchase and installation of audio visual equipment for the Library project. Fearings, Inc. had submitted a bid of \$132,893.78 for the specified equipment.

The Library Board had also reviewed the bid submittal. The Board had also approved the purchase. They recommended that the CDA also authorize the purchase.

After care review, the Executive Committee moved to authorize the purchase of the recommended Audio Visual equipment from Fearings, Inc. in the amount of \$132,893.78

Motion: To approved the purchase of the recommended Audio Visual equipment from Fearings, Inc. in the amount of \$132,893.78

Fordham (1); Wastlund (2)

Aye: All via voice vote

Nay: None

**E. Consideration and discussion of awarding a contract to ENVISIONWARE for the purchase of a Book Sorter for the Library project.**

Staff noted that the Book Sorter is a five-bin system. It will assist the check in of materials and sort them to the respective designations. It will allow staff to be more efficient n their daily operations.

Only one sealed bid was received for this piece of equipment. The bid quote was from ENVISIONWARE in the amount of \$123,220.00.

The Library Board has also reviewed this bid and approved the purchase of the equipment. They forwarded their recommendation to the CDA for final approval.

After care review, the Executive Committee moved to authorize the purchase of the recommended Book Sorter Audio from ENVISIONWARE in the amount of \$123,220.00

Motion: To approved the purchase of the recommended Book Sorter from ENVISIONWARE in the amount of \$123,220.00

Fordham (1); Wastlund (2)

Aye: All via voice vote

Nay: None

**8. Committee Member Comments**

None

**9. Adjournment**

A motion was made to adjourn the meeting at 12:14 P.M.

Fordham (1); Wastlund (2)

Aye: All via voice vote

Nay: None

Approved by Executive Committee on:

Carolyn Wastlund, Chair

Patrick Cannon, Recorder