

Baraboo Community Development Authority  
Minutes of the Executive Committee  
Thursday August 25, 2022

Chairperson Wastlund called the meeting to order at 1:00 P.M. The meeting was held in Room 205, Baraboo Municipal Building, 101 South Blvd., Baraboo, WI 53913

**1. Roll Call**

Present: Wastlund, Fordham, Koehler  
Absent: None  
Staff: Patrick Cannon  
Project Manager: Tim Stieve

**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 – July 29, 2022**

A motion was made to approve the Minutes as presented  
Fordham (1); Koehler (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 awarding a contract to EnvisionWare for the purchase of an Interlocking Book Drop in the amount of \$2,733.75**

The Committee noted that the Library Board has reviewed and approved the purchase.

After careful review, the Committee moved to award a contract to EnvisionWare for the purchase of an Interlocking Book Drop in the amount of \$2,733.75.

Motion: To award a contract to EnvisionWare for the purchase of an Interlocking Book Drop in the amount of \$2,733.75.

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

**B. Consideration and discussion of Library Pay Request Number 6 in the amount of \$1,144,851.04**

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 \$1,144,851.04.

Motion: To approved the Library project expenses totaling \$1,144,851.04.

Koehler (1); Fordham (2)

Aye: All via voice vote

Nay: None

**C. Consideration and discussion of Fire-EMS Library Pay Request Number 2 in the amount of \$90.00.**

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 \$90.00.

Motion: To approved the Fire-EMS project expenses totaling \$90.00.

Fordham (1); Wastlund (2)

Aye: All via voice vote

Nay: None

**D. Consideration and discussion of authorizing the Executive Director to establish a checking account for the Fire-EMS Project.**

Staff noted that a separate checking account will be required as part of the USDA-RD loan package. The City had previously authorized the establishment of a new account.

Staff indicated that the new account would require two signatures. The Executive Committee will also be required to approve the invoices.

After careful review, the Committee moved to authorize the Executive Director to establish a new checking account for the Fire-EMS project.

Motion: To authorize the Executive Director to establish a new checking account for the Fire-EMS project.

Fordham (1); Koehler (2)

Aye: All via voice vote  
Nay: None

**E. Consideration and discussion of awarding a contract to Eagle Point Solar for the installation of solar equipment for the Library project.**

Staff noted that the project received only one sealed bid for the purchase and installation of solar equipment for the Library project. Eagle Point Solar, Inc. had submitted a bid. Their bid included both Phase I and Phase II.

In a presentation to the Project Team, the Representative from Eagle Point Solar indicated that they do not charge for Phase I. They would only charge for Phase II.

The Library Board had also reviewed the bid submittal. The Board authorized Eagle Point Solar to complete Phase I of the RFP at no cost. They did not authorize the purchase of Phase II equipment and installation.

After care review, the Executive Committee moved to authorize Eagle Point Solar to proceed with Phase I of the RFP at no cost.

Motion: To a authorize Eagle Point Solar to proceed with Phase I of the RFP at no cost.

Fordham (1); Koehler (2)

Aye: All via voice vote

Nay: None

**8. Committee Member Comments**

None

**9. Adjournment**

A motion was made to adjourn the meeting at 1:29 P.M.

Koehler (1); Fordham (2)

Aye: All via voice vote

Nay: None

Approved by Executive Committee on:

Carolyn Wastlund, Chair

Patrick Cannon, Recorder