

Minutes of the Baraboo Community Development Authority
Finance Committee
Tuesday October 4, 2022

The meeting was called to order by Chairperson Wastlund at 6:00 pm in Room 205, Baraboo City Hall, 101 South Blvd. Baraboo, WI 53913

I. Roll Call

Present: Wastlund, Koehler, Petty
Absent: None
Staff: Patrick Cannon
Other CDA Board members: Bobholz, Fordham

II. Note of Compliance with Open Meeting Laws

The Chair noted that the agenda was posted in compliance with the Wisconsin State Statutes.

III. Approval of Agenda

A motion to approve the agenda as presented.

Petty (1); Koehler (2)

Aye: All via voice vote

Nay: None

IV. Approval of the Minutes – September 6, 2022

A motion to approve the minutes of September 6, 2022 as presented.

Petty (1); Koehler (2)

Aye: All via voice vote

Nay: None

V. Public Comment

No one from the public wished to speak at this time.

VI. Old Business

None

VII. New Business

A. Consideration and discussion of 2023 Requested budgets for:

- a. Fund 980 - Donahue Terrace Apartments
- b. Fund 981 - Corson Square Apartments
- c. Fund 982 – City Administration Building
- d. Fund 983 - Community Development Block Grant (CDBG)
- e. Fund 985 - Façade Improvement
- f. Fund 986 - Economic Development Revolving Loan
- g. Fund 987 - Library Construction Fund
- h. Fund 988 - TIF Incentive Fund
- i. Fund 989 - Capital Catalyst Fund
- j. Fund 990 - Fire- EMS Building Fund

Staff briefly outlined the 2023 Requested Budgets for all the CDA funds. Overall, the budgets were consistent with prior year's budgets. The budget for Corson Square is being presented without any conversion changes from Public Housing. If the conversion is completed in 2023, a Budget Amendment will be required.

Also included were budgets for the Library and Fire-EMS construction projects.

After careful review, the Committee moved to recommend the Board at its November meeting approve the budgets. It was noted that a Public Hearing would be required.

Motion: To recommend to the Board the approval of the 2023 Operating and Capital budgets under the authority of the CDA.

Petty (1); Koehler (2)

Aye: All via voice vote

Nay: None

B. Consideration and discussion of a Card Reader system for Corson Square

Staff noted that a Card Reader Security System is being recommended for the exterior doors at Corson Square. Each apartment would still require a unique key for entry. The card system would only be for the exterior doors.

Staff noted that this system would provide better control of the facility and eliminate the need to re-key the entire facility in the case of a lost key.

The proposed cost of the system would be \$17,252.94.

After careful review, the Committee moved to recommend to the Board the authorization of a purchase of a Card Reader system from Five Star Telecom Inc. in the amount of \$17,252.94.

Motion: To recommend to the Board the authorization of the purchase of a Card Reader system from Five Star Telecom Inc. in the amount of \$17,252.94.

Koehler (1); Petty (2)

Aye: All via voice vote

Nay: None

C. Consideration and discussion of a Snow Plowing agreement for 2022-2023

Staff noted that a price quote has been received from Jeremy Litscher for snow plowing services for the 2022-2023 season. Mr. Litscher has been providing the snow plowing services for several years. The rates presented are consistent with the increase in full costs.

After careful review, the Committee moved to recommend that the Board accept the proposal from Jeremy Litscher for snow plowing services for 2022-2023.

Motion: To recommend to the Board accept the proposal from Jeremy Litscher for snow plowing services for 2022-2023.

Koehler (1); Petty (2)

Aye: All via voice vote

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Nay: None

VIII. Committee Member Comments

No Board members comments were made

IX. Adjournment

A motion was made to adjourn the meeting at 6:21 pm.

Koehler (1); Petty (2)

Aye: All via voice vote

Nay: None

Approved by the Finance Committee on:

Carolyn Wastlund, Chair

Patrick Cannon, Recorder