

Minutes of the Baraboo Community Development Authority
Finance Committee
Tuesday August 2, 2016

The meeting was called to order by Chairperson Wastlund at 6:00 pm in the Community Room located at Donahue Terrace Apartments, 227 First Ave., Baraboo WI 53913

I. **Roll Call**

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

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:

Wastlund (1); Petty (2)
Aye: All via voice vote

IV. **Approval of the Minutes**

March 1, 2016

Petty (1); Wastlund (2)
Aye: All via voice vote

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 awarding contracts for kitchen repairs at Corson Square Apartments

- a. **Unit 204**
- b. **Unit 205**
- c. **Unit 217**
- d. **Unit 216**

Staff noted that the original contract for the remodeling of the kitchens at Corson Square had expired. In addition, the original contractor has ceased operations due to his retirement. Since his retirement, the CDA has continued to utilize a former employee of this company to repairs at both buildings. The new contractor, Bluff Hill Remodeling and Construction, LLC has continued to honor the price of the prior contractor.

After careful review, the Committee moved to award four contracts to Bluff Hill Remodeling and Construction for the kitchen replacements at the following Corson Square units:

- a. Unit 204 \$10,952
- b. Unit 205 \$ 7,088
- c. Unit 217 \$ 7,088
- d. Unit 216 \$ 7,088

Motion:

To award contracts to Bluff Hill Construction and Remodeling, LLC for the replacement of kitchens at Corson Square Apartments in Units 204, 205, 217, 216.

Petty (1); Wastlund (2)

Aye: All via voice vote

Nay: None

B. Consideration and discussion of 2017 Budget goals and 5 year Capital Improvement Plan

Staff requested that the Finance Committee provide direction on the 2017 budget goals for both Facilities. The main emphasis would be in establishing the long term capital projects.

Donahue Terrace

- Roof replacement as a continued project
- Determine status of elevator and address a strong preventative maintenance plan
- Establish a long term plan to replace kitchen units. Include costs for temporary displacement of residents. Include establishing a prototype, cost estimates and a replacement plan over several years.

Corson Square

- Potential roof replacement
- Upkeep of the playground equipment
- Duplex driveway maintenance
- Install a walking pathway to playground equipment
- Exterior upkeep of duplex units
- Disposition of utility sheds at duplex units
- Landscaping needs at main facility and duplex units

No formal action was taken as staff was to incorporate these goals into the long terms Capital Plan.

VIII. Board Member Comments

None

IX. Adjournment

A motion was made to adjourn the meeting at 6:40 pm.

Petty (1); Wastlund (2)

Aye: All via voice vote

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Approved by the Finance Committee on:

Carolyn Wastlund, Chair

Patrick Cannon, Recorder