



# Rochester Hills Minutes - Draft Building Authority

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*Chairperson Michael Kaszubski*

*Members: Ryan Deel, Chris McCracken, Michael McGuire, Michael McGunn*

*Staff Members: Kurt Dawson, Keith Sawdon*

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Wednesday, May 11, 2016

5:00 PM

1000 Rochester Hills Drive

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## CALL TO ORDER

*Chairperson Michael Kaszubski called the Building Authority meeting to order at 4:56 p.m. Michigan time.*

## ROLL CALL

**Present** 5 - Ryan Deel, Michael Kaszubski, Chris McCracken, Michael McGuire and Michael McGunn

## Others Present:

*Kurt Dawson, Director of Assessing/Treasury; Building Authority Treasurer*

## APPROVAL OF MINUTES

**2016-0167** Approval of Minutes - Building Authority - May 13, 2015

**Attachments:** [051315 Building Authority Minutes - Draft.pdf](#)  
[Resolution \(Draft\).pdf](#)

**A motion was made by McGunn, seconded by McGuire, that this matter be Approved as Presented. The motion carried by the following vote:**

**Aye** 5 - Deel, Kaszubski, McCracken, McGuire and McGunn

**Resolved**, that the Minutes of the Building Authority Meeting held May 13, 2015 are approved as presented.

## NEW BUSINESS

**2016-0168** Election of Chairperson

**Attachments:** [Resolution \(Draft\).pdf](#)

**Chairperson Kaszubski** opened the floor for nominations of Chairperson for 2016.

**Chris McCracken** nominated Michael Kaszubski to remain Chairperson for 2016.

*The nomination was seconded by **Mr. McGunn**.*

*Seeing no further nominations, **Chairperson Kaszubski** closed the floor for nominations.*

**A motion was made by McCracken, seconded by McGunn, that this matter be Approved. The motion carried by the following vote:**

**Aye** 5 - Deel, Kaszubski, McCracken, McGuire and McGunn

**Resolved**, that Michael Kaszubski is Chairperson of the Building Authority for 2016.

**2016-0169** Election of Treasurer

**Attachments:** [Resolution \(Draft\).pdf](#)

**Chairperson Kaszubski** opened the floor for nominations of Treasurer for 2016.

**Chairperson Kaszubski** nominated Kurt Dawson to remain Treasurer for 2016.

*The nomination was seconded by **Mr. McGunn**.*

*Seeing no further nominations, **Chairperson Kaszubski** closed the floor for nominations.*

**A motion was made by Kaszubski, seconded by McGunn, that this matter be Approved. The motion carried by the following vote:**

**Aye** 5 - Deel, Kaszubski, McCracken, McGuire and McGunn

**Resolved**, that Kurt Dawson is Treasurer of the Building Authority for 2016.

**2016-0170** Election of Secretary

**Attachments:** [Resolution \(Draft\).pdf](#)

**Chairperson Kaszubski** opened the floor for nominations for Secretary for 2016.

**Chairperson Kaszubski** nominated Michael McGunn to remain Secretary for 2016.

*The nomination was seconded by **Mr. McCracken**.*

*Seeing no further nominations, **Chairperson Kaszubski** closed the floor for nominations.*

**A motion was made by Kaszubski, seconded by McCracken, that this matter be Approved. The motion carried by the following vote:**

**Aye** 5 - Deel, Kaszubski, McCracken, McGuire and McGunn

**Resolved**, that Michael McGunn is Secretary of the Building Authority for 2016.

**2016-0171** Annual Audit by Plante Moran

**Attachments:** [Audit Opinion Letter - Final.pdf](#)

**Treasurer Kurt Dawson** stated that the Audit for 2015 will be presented to City Council for their review and acceptance at their next meeting on Monday, May 16, 2016. He mentioned that the opinion letter from the auditors was sent to the Building Authority members under separate cover; and he stated that Plante & Moran noted that there no material mistakes found in the financial statements which fairly represent the City's operation in all aspect. He pointed out that their review indicated that the City is doing well financially. He commented that once approved by Council, the Dashboard and Citizen's Financial Summary will be made public and will be published on the City's website.

**Chairperson Kaszubski** stated that as the City was provided with a clean opinion letter by the auditors, the Building Authority could accept the audit report as presented.

**A motion was made by Kaszubski, seconded by McCracken, that this matter be Approved. The motion carried by the following vote:**

**Aye** 5 - Deel, Kaszubski, McCracken, McGuire and McGunn

**Resolved**, that the Building Authority hereby accepts the Annual Audit Report by Plante & Moran, PLLC as presented.

**2016-0172** Approval of 2017 Debt Payment

**Attachments:** [2017 Debt Schedule.pdf](#)  
[Resolution \(Draft\).pdf](#)

**Treasurer Kurt Dawson** noted that the Authority has been presented with a draft motion to authorize the payment for the year 2017 for principal, interest and cremation costs for Building Authority Bonds Series 2010B in the amount of \$838,381.25, consisting of \$705,000 in principal along with two interest payments and \$250 in cremation costs.

He explained that \$615,000 in principal, \$175,838 in interest, and \$250 in cremation costs were paid in 2015.

He noted that at December 31, 2015, there was a principal amount outstanding of \$4,455,000. He pointed out that the 2016 payment was approved last year and has been made.

He stated that the bonds will be paid off by 2021.

**A motion was made by McGuire, seconded by Deel, that this matter be Approved. The motion carried by the following vote:**

**Aye** 5 - Deel, Kaszubski, McCracken, McGuire and McGunn

**Resolved**, that the Rochester Hills Building Authority approves and authorizes the payment of Eight Hundred and Thirty Eight Thousand Six Hundred and Thirty One Dollars and Twenty Five cents (\$838,631.25), the total amount of interest and principal due plus Paying Agent and Cremation costs of Two Hundred Fifty (\$250.00) Dollars on the City of Rochester Hills Building Authority Bonds, Series 2010B, during Fiscal Year 2017.

**2016-0173** 2017-2019 Proposed Budget for Building Authority Commission

**Attachments:** [Building Authority 2017, 18 and 19 Budget.pdf](#)  
[Resolution \(Draft\).pdf](#)

**Treasurer Kurt Dawson** noted that as in prior years, for 2017, the Building Authority budgets for three meetings for a total of \$1,490. He pointed out that a proposed motion to be considered next is to cancel the remaining meetings for the year; and he explained that the Chairperson can schedule an additional meeting during the year if there is a need for one.

**A motion was made by McCracken, seconded by Deel, that this matter be Approved. The motion carried by the following vote:**

**Aye** 5 - Deel, Kaszubski, McCracken, McGuire and McGunn

**Resolved**, that the Rochester Hills Building Authority hereby approves the proposed 2017 Budget and projected 2018 and 2019 Budgets for the Building Authority under the General Fund as presented in the amount of One Thousand Four Hundred and Ninety and 00/100 (\$1,490.00) Dollars.

**2016-0174** Cancellation of Remaining Scheduled Meetings for Fiscal Year 2016

**Attachments:** [Resolution \(Draft\).pdf](#)

**Chairperson Kaszubski** noted that at this time there is no anticipated need to schedule any additional meetings in 2016. He stated that an additional meeting could always be scheduled if needed.

**A motion was made by McCracken, seconded by McGuire, that this matter be Approved. The motion carried by the following vote:**

**Aye** 5 - Deel, Kaszubski, McCracken, McGuire and McGunn

**Whereas**, the Rochester Hills Building Authority has determined that with the conclusion of its May 11, 2016 meeting the Building Authority has addressed all the business requiring Building Authority action for fiscal year 2016, and

**Whereas**, being there is no remaining business requiring Rochester Hills Building Authority action, and

**Whereas**, if a meeting should be needed, a meeting can be called by the Chair, and

**Now Therefore Be It Resolved**, that the Rochester Hills Building Authority has determined that the need to hold their remaining meetings in 2016 is not necessary, and

**Be It Further Resolved**, that the Rochester Hills Building Authority hereby cancels its remaining meetings scheduled for Fiscal Year 2016.

## ANY OTHER BUSINESS

*None.*

## NEXT MEETING DATE

*Chairperson Kaszubski noted that the 2017 meeting for the Building Authority is scheduled for May 10, 2017 at 5:00 p.m.*

## ADJOURNMENT

*There being no further business to discuss, there was a motion by McGunn, seconded by McGuire, to adjourn the meeting. Chairperson Kaszubski adjourned the meeting at 5:10 p.m.*

*Minutes prepared by Mary Jo Pachla.*

*Minutes were approved as presented/amended at the \_\_\_\_\_ [year] Regular Building Authority Meeting.*

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*Michael Kaszubski, Chairperson*