



Rochester Hills Minutes - Draft Building Authority

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Chairperson Michael Kaszubski

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

Staff Members: Joe Snyder

Wednesday, May 17, 2017

5:00 PM

1000 Rochester Hills Drive

CALL TO ORDER

Joe Snyder, Chief Financial Officer, called the Building Authority Meeting to order at 5:11 p.m.

ROLL CALL

Present 3 - Ryan Deel, Michael McGuire and Michael McGunn

Absent 2 - Michael Kaszubski and Chris McCracken

Others Present:

Joe Snyder, Chief Financial Officer

Michael Kaszubski provided prior notice that he would not be able to attend.

APPROVAL OF MINUTES

2017-0205 Approval of Minutes - Building Authority Regular Meeting - May 11, 2016

Attachments: [051116 Building Authority Draft Minutes.pdf](#)
[Resolution.pdf](#)

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

Aye 3 - Deel, McGuire and McGunn

Absent 2 - Kaszubski and McCracken

Resolved, that the Building Authority hereby approves the Meeting Minutes of May 11, 2016 as presented.

NEW BUSINESS

2017-0206 Election of Chairperson

Attachments: [Resolution.pdf](#)

Joe Snyder, Chief Financial Officer, stated that an individual does not need to

be present at the meeting to be nominated for office.

Michael McGuire nominated Michael Kaszubski to continue as Chairperson.

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

Aye 3 - Deel, McGuire and McGunn

Absent 2 - Kaszubski and McCracken

Resolved, that the Building Authority hereby appoints Michael Kaszubski as Chairperson for 2017.

2017-0207 Election of Treasurer

Attachments: [Resolution.pdf](#)

Joe Snyder, Chief Financial Officer, noted that Kurt Dawson would be retiring soon and would no longer be eligible to continue as Treasurer for the Building Authority.

Michael McGuire nominated Joe Snyder to serve as Treasurer for the Building Authority.

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

Aye 3 - Deel, McGuire and McGunn

Absent 2 - Kaszubski and McCracken

Resolved, that the Building Authority hereby appoints Joe Snyder as Treasurer for 2017.

Chris McCracken entered at 5:14 p.m.

Present 4 - Ryan Deel, Chris McCracken, Michael McGuire and Michael McGunn

Absent 1 - Michael Kaszubski

2017-0208 Election of Secretary

Attachments: [Resolution.pdf](#)

Michael McGuire nominated Michael McGunn to serve as Secretary of the Building Authority.

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

Aye 4 - Deel, McCracken, McGuire and McGunn

Absent 1 - Kaszubski

Resolved, that the Building Authority hereby appoints Michael McGunn as Secretary for 2017.

2017-0209 Annual Audit by Plante & Moran (December 31, 2016 Year End)

Attachments: [Plante & Moran Audit Letter.pdf](#)
[Resolution.pdf](#)

Joe Snyder noted that the Annual Audit information was included in the meeting packet. He stated that the audit report was presented to City Council on Monday, May 15, 2017. The auditors report stated that it was a clean audit with no material mistakes noted. Plante & Moran reported that the City is doing well financially and is operating with a structural surplus with more operating revenues than operating expenditures. He noted that the auditors stressed the importance of continuing with multi-year budgeting and forecasting.

He mentioned that the audit information is available on the City's website for review.

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

Aye 4 - Deel, McCracken, McGuire and McGunn

Absent 1 - Kaszubski

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

2017-0210 Approval of 2018 Debt Payment

Attachments: [Building Authority Debt Schedule.pdf](#)
[Resolution.pdf](#)

Joe Snyder stated that the Building Authority has been presented with a draft motion to authorize the payment for the 2018 principal and interest of the Building Authority bonds for City Hall, 2010-B, in the amount of \$804,762.50, encompassing \$695,000 in principal and \$109,762.50 in interest. He noted that the authorization includes paying agent and cremation fees of \$250.00.

He commented that as of December 31, 2016, there is a principal amount remaining of \$3,135,000. The bonds will be paid off in their entirety in Fiscal Year 2021.

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

Aye 4 - Deel, McCracken, McGuire and McGunn

Absent 1 - Kaszubski

Resolved, that the Rochester Hills Building Authority hereby approves and authorizes the payment of Eight Hundred and Four Thousand Seven Hundred and Sixty Two Dollars and Fifty cents (\$804,762.50), 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 2018.

2017-0211 2018-2020 Proposed Budget for Building Authority Commission

Attachments: [2018-2020 Building Authority Budget.pdf](#)
[Resolution.pdf](#)

Joe Snyder noted that as in prior year, three meetings are called for in the Building Authority budget. As in the past if not all the meetings are needed, they may be cancelled. He pointed out that the next item for consideration is a motion to cancel the remaining meetings for 2017 as at this point they are not expected to be needed.

He mentioned that a multi-year budget is included for the Building Authority, encompassing 2018 to 2020.

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

Aye 4 - Deel, McCracken, McGuire and McGunn

Absent 1 - Kaszubski

Resolved, that the Rochester Hills Building Authority hereby approves the proposed 2018 Budget and projected 2019 and 2020 Budgets for the Building Authority under the General Fund as presented in the amount of One Thousand Eighty and 00/100 (\$1,490.00) Dollars.

2017-0212 Cancellation of Remaining Scheduled Meetings for Fiscal Year 2017

Attachments: [Resolution.pdf](#)

Joe Snyder stated that unless the Authority sees a need to hold additional meetings this year, a resolution is offered to cancel the remaining meetings.

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

Aye 4 - Deel, McCracken, McGuire and McGunn

Absent 1 - Kaszubski

Whereas, the Rochester Hills Building Authority has determined that with the conclusion of its May 17, 2017 meeting the Building Authority has addressed all the business requiring Building Authority action for Fiscal Year 2017, 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 2017 is not necessary, and

Be It Further Resolved, that the Rochester Hills Building Authority hereby cancels its remaining meetings scheduled for Fiscal Year 2017.

ANY OTHER BUSINESS

None.

NEXT MEETING DATE

- May 16, 2018 - 5:00 p.m.

ADJOURNMENT

There being no further business to discuss, Treasurer Snyder adjourned the meeting at 5:20 p.m.

Minutes prepared by Mary Jo Pachla, CMMC.

Minutes were approved as presented/amended at the _____ 2018 Regular Building Authority Meeting.

Joe Snyder, Treasurer