

Oversight Committee Meeting Minutes January 23, 2008

Present: John Kroll, William Hillsdorf, Michelle Dullea, David Skillman, Kathy Vandeneuvel, Stan Teliczan, Ben Nicholls, Barbara Houlton, Curtis Neiderdert, Lisa Vella

Absent: Chris Blatt, Norman Starr, Robert Hansen

Meeting called to order at 6:05 pm

Members of the committee introduced themselves and shared the zone and property type they represent.

I. Old Business: None. The agenda was created with a place holder for old business

II. New Business

A. Meeting Schedule: Setting up a regular schedule on at least a monthly schedule, with more frequent meetings in the beginning

a. Length of meetings: Time limit of two hours was suggested and there was unanimous consent.

b. Regular meeting day: There was discussion of which day to establish as a regular meeting, the third Monday of the month was suggested and unanimously accepted.

c. Meeting Time: It was suggested that meetings be held at 6:30 to allow for people to have dinner before the meeting and to allow for more members of the community to attend.

Motion: David Skillman

Second: Ben Nicholls

In Favor: 9

Opposed: 1

d. A postcard should be sent to property owners informing them of when and where the meetings are held and give them the opportunity to have meeting agendas e-mailed to them as well as to see them at the CDC office.

Motion: David Skillman

Second: Ben Nicholls

Ammendment: Lisa Vella. Everyone should be given the option to contact the office to make arrangements if they do not have e-mail

Second: William Hillsdorf

John and Ben accept. Motion carries, unanimous vote.

- e. Meeting Location: We have to contact potential venues to see if they are available, Kathy Vandenheuvel has taken this on as an action item.

Motion: Barbara Houlton. Golf Course Clubhouse is the preferred location, if it is not available we use the Rec center.

Second: David Skillman

In Favor: 9

Abstain: 1

- f. Annual Public Meeting: We are required to hold an annual meeting open to the public; this would be a good opportunity to present a summary of services provided, money spent, etc. as opposed to the regular working meetings. It was suggested that it be held in the fall before the new tax bill is sent.

Motion: Hold the annual public meeting on the third Monday of October at the regularly scheduled time; include notification on the initial postcard so that people can save the date.

Second: David Skillman

Motion passes unanimously

- g. Priorities from the Engineer's Report . The Engineer's report contains the "to do list" on page 1 and 2 that the assessment payers have approved.
 - i. On page 16 of the report the services of the city are detailed. It will be important to not replicate the efforts of the City or allow them to avoid any currently existing services. We will need to get a detailed list from the City to

supplement the general list in the Engineer's report. David Skillman will take this on as an action item.

1. There was discussion of the need to utilize the City services to the fullest and use the project manager as an advocate/contact

Motion: David Skillman. Moved that discussion of priorities from the engineer's report to the end of the agenda for the evening

Second: Lisa Vella

In Favor: Unanimous

- h. Overview of this committee and the existing bylaws. The following item was deleted when the minutes were approved) "The Oversight Committee falls under the bylaws of the CDC, referenced in section 1.1 of the handout. There will need to be amendments related to how to operate the committee as the existing bylaws are very general." The GGHCDC is the body with which the City has a contract, the oversight committee advises the GGHCDC. A program manager will be hired to implement policy. The intention of the Board of the GGHCDC is to allow the oversight committee to set the direction of the CG&S policy.

1. Suggested amendments to the current bylaws: How members are replaced, how long terms are, conduct of the meetings, will there be officers of the subcommittee, etc.
2. Kathy Vandenheuvel will respond to comments formally from the audience regarding whether the oversight committee needs its own bylaws.

- i. Subcommittee Formation: The

1. Bylaws Subcommittee: Motion by Ben Nicholls to form the bylaws subcommittee to examine such things as changes to the CDC bylaws and make recommendations to the oversight committee. Second by Stan Teliczan. In Favor: Unanimous.

- a. Nominees: Ben Nicholls, David Skillman, Barbara Houlton, Michelle Dullea, Kathy Vandenheuvel
 2. Motion David Skillman: Discuss forming subcommittee on amending the engineers' report/ Second: John Kroll. Discussion: This may be premature. (Ben Nicholls) Do we have to amend the engineer's report to reflect our focus/priorities? Amended motion: David Skillman. Form a subcommittee on the Engineer's Report. Second: Bill Hillsdorf. In Favor: Unanimous
 - a. Nominees: John Kroll, Lisa Vella, David Skillman, Curtis Neidert, Stan Teliczan
 3. Motion: Ben Nicholls. Move to table formation of RFP committee until at least the next meeting. Second Michelle Dullea. In Favor: Unanimous.
 4. Subcommittee on Program Management: The committee can discuss the job description, duties, salary, etc of the project manager. Motion: David Skillman. Form a committee on program management. Second: Curtis Neidert. In Favor: Unanimous.
 - a. Nominees: Barbara Houlton, William Hillsdorf, Curtis Neidert, Ben Nicholls, Stan Teliczan.
- III. Next Meeting: Motion: Barbara Houlton. Meet on February fourth at 6:30 to discuss subcommittee reports and items tabled from this meeting. Second: Michelle Dullea. In favor: Unanimous
- IV. Motion: David Skillman. Move that the agenda contain subcommittee reports, Stan's questions, and old business, expenses and income to date. Second: Ben Nicholls. In Favor: Unanimous.
- V. Motion: Adjourn the meeting David Skillman. Second: Ben Nicholls. Adjourned at 8:01 pm.