

**ANCHORAGE COMMUNITY DEVELOPMENT AUTHORITY
BOARD OF DIRECTOR'S MEETING
April 21, 2005**

Present

JoAnne Brause
Bill Smith
Jana Hayenga
Louise Lazur
Jeff Sinz

Present

Diana Percy
Hugh Gellert
Mike Zoske
Joelle Hall

Excused

Staff/Guests

Kevin Kinney
Marie Trueblood
Robin Ward
Krin Kemppainen
Eric Campbell

Call to Order

Ms. Brause called the meeting to order at 5:05 pm. There were no changes to the agenda.

Chief Operating Director's Report

- Mr. Kinney talked with representatives from Conoco Phillips about parking. They also had a discussion about a sky bridge from the 7th Ave garage to the Conoco Phillips building and the new convention center.
- Mr. Kinney met with JC Penney representatives. He explained the differences between the parties had and that there is a possibility of a long-term lease agreement.

Minutes

Ms. Lazur made a motion to accept the amended minutes from March 14th and April 7th; Mr. Zoske seconded. The motion passed unanimously.

Public Comments

There were no Public Comments scheduled.

New Business

- A. Audited Financials – Mr. Campbell of Mikunda, Cottrell presented the Audited Financials report. He explained why the audit was done and the opinion. He answered board members' questions about the PERS underfunding and reporting requirements. Mr. Zoske moved to accept the financial statements; Mr. Gellert seconded. The motion passed unanimously.
- B. Meter Housing – Mr. Zoske made a motion to accept management's recommendation to increase the meter housing capital budget line item by \$25,000; Mr. Gellert seconded. The motion passed.
- C. Office remodel – Mr. Gellert moved to award Kumin Associates, Inc. a contract to redesign our office space and to add to the capital budget \$25,000 for the project. Ms. Lazur seconded. The motion passed unanimously.
- D. Executive Assistant Position – Ms. Lazur moved to approve the Executive Assistant position; Ms. Hall seconded. The motion passed unanimously.

- E. Zana's Pizzeria – Mr. Kinney stated that Zana's Pizzeria accepted Proposal B for renegotiated rent if the range hood is installed. Mr. Gellert made a motion to accept the Proposal B lease terms and have ACDA pay for the new hood system; Ms. Hayenga seconded the motion. The motion passed unanimously. The board then approved a revised capital budget for 2005 of \$486,500.
- F. ADP Marketing Proposal – Ms. Hayenga made a motion to accept the concept of the ADP Marketing Proposal and to fund it up to \$50,000 with funds provided from the Sunday Market; Ms. Lazur seconded. The motion passed.
- G. Internal Audit – This was for information purposes only; no action was needed.

Department Reports

Finance –

Ms. Trueblood passed out the financial report for the first 3 months.

Data Processing –

Archiving has been completed.

Marketing & Public Affairs –

Nothing to add

Customer Service/Enforcement –

Nothing to add

Operations –

Nothing to add

Employee Relations –

Nothing to add

Building Committee –

Nothing to add

Ms. Percy submitted a letter of resignation. Ms. Ward announced that her replacement would be Ms. Mary Jane Michael.

Ms. Brause adjourned the meeting at 6:35 p.m.

Respectfully submitted by:

JoAnne Brause, Chairperson