

**COMMUNITY DEVELOPMENT AUTHORITY  
October 17, 2018**

**CDA20181017-1  
UNAPPROVED**

A meeting of the Community Development Authority of the City of Cedarburg, Wisconsin, was held on Wednesday, October 17, 2018 at 7:00 p.m. at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers.

The meeting was called to order by Council Member Arnett at 7:00 p.m.

Roll Call:           Present -     Council Member Jack Arnett, Dale Lythjohan, Joe Kassander,  
Eric Stelter

Excused -     Mayor Mike O’Keefe, Andy Dettro, Eric Arvold

Also present -     City Administrator/Treasurer Christy Mertes, City Attorney  
Michael Herbrand, City Clerk Constance McHugh, Council  
Member Garan Chivinski, Chris Bonniwell of GHD, DJ Burns of  
Oliver Fiontar

**STATEMENT OF PUBLIC NOTICE**

Council Member Arnett acknowledged that the agenda for this meeting was posted and distributed in compliance with the Wisconsin Open Meetings Law.

**APPROVAL OF MINUTES**

Motion made by Mr. Lythjohan, seconded by Mr. Kassander, to approve the minutes of the August 13, 2018 meeting. Motion carried with Mayor O’Keefe, Mr. Dettro, and Mr. Arvold excused.

**CONSIDER MOBILIZATION REQUEST FOR AMCAST PROJECT AND SET  
PARAMETERS FOR DRAW REQUEST AND ACTION THEREON**

City Administrator/Treasurer Mertes said a mobilization request in the amount of \$250,000 was received from DJ Burns of Oliver Fiontar along with three invoices for draw requests. The purpose of this meeting is for staff to get direction as to what documentation the CDA expects to receive before disbursements are made.

Mr. Bonniwell said he is seeking clarification of his role in terms of oversight and fiscal analysis. He said the mobilization request that was received is a challenge because he has no idea of the scope and nature of the work based on the information provided. The request is for demolition activities in an amount between \$1,125,000 to \$1,325,000. The usual and customary practice is to provide detail as to when the work will occur or has occurred and hours spent on tasks performed.

Mr. Burns said the request is for \$250,000 in mobilization costs to get the project going. The funds will then be paid to Apple Valley Landscaping, LLC. This is a demolition contract on a time and material basis.

After considerable discussion, it was the consensus of the members present that the CDA and Common Council are accountable to the taxpayers and that detailed information should be provided on all invoices as is customary in the business world. This should include time spent on the work done, tasks performed and an indication of who is doing the work.

Mr. Stelter made the following motion that:

- \$250,000 in mobilization costs be paid to Oliver Fiontar, LLC per the Developer's Agreement;
- Invoice #482 in the amount of \$25,042.50 from Drake Consulting Group, LLC be paid;
- Invoice #1 in the amount of \$18,000 from Oliver Fiontar, LLC and Invoice #481 in the amount of \$17,000 from Drake Consulting Group, LLC be paid after the submission by Mr. Burns of additional details on the invoices that is acceptable to staff; and
- All future invoices be submitted with a daily breakdown of the time spent, the tasks performed, and the individual positions performing the work.

The motion was seconded by Mr. Lythjohan and carried with Mr. Lythjohan, Council Member Arnett, Mr. Stelter, and Mr. Kassander voting aye and Mayor O'Keefe, Mr. Dettro and Mr. Arvold excused.

### **ADJOURNMENT**

Motion made by Mr. Kassander, seconded by Mr. Stelter, to adjourn the meeting at 8:26 p.m. Motion carried unanimously with Mayor O'Keefe, Mr. Dettro and Mr. Arvold excused.

Constance K. McHugh  
City Clerk