

**The Minutes of the Work Session  
of the Rock Township Ambulance District Board of Directors  
December 12, 2018**

***Open Work Session:***

The Rock Township Ambulance District Board of Directors held a work session on Wednesday, December 12, 2018, to review and discuss the “2019 Operating Budget, Architectural Design Services, and Municipal Advisory Services.” Chairperson Paul opened the work session at 6:34 p.m. at Rock Township Ambulance District House #4.

***Attendance:***

Chairperson Mark Paul, Vice-Chairperson Lynne Ruzicka, Secretary Cathy Wooldridge, Director Alicia Ott, Director Paul Horn, Chief Jerry Appleton, Deputy Chief Sheila Buchheit, Deputy Chief Andrew West, Office Manager Jennifer Ello, and Mr. Rick Rognan, Treasurer for the District, were present.

***Discussion:***

*2019 Operating Budget*

Chief Appleton reported that the Budget Committee went through the budget, line by line, and is pleased with the proposed draft. Mr. Rognan took the group through the 2019 revenues and expenditures, line by line, with explanations for each reduction and increase to the 2018 budget.

(Director Ott left the work session at 7:07 p.m.)

Mr. Rognan then reviewed the “Debt Service (Bond Retirement) Fund” for 2019 and the “Capital Projects (Bond Proceeds) Fund” for 2019.

Discussion occurred.

*Municipal Advisory Services*

Chief Appleton reported that three (3) proposals were received. They were from Stifel, Hilltop, and WM Financial. Mr. Rognan explained what POS (Preliminary Official Statement) and FOS (Final Official Statement) were and that Gilmore and Bell, bond counsel, will take care of those. Mr. Rognan has worked with Stifel and WM Financial. He believes that good, quality work will be received by all three. Discussion ensued.

*Architectural Design Services*

Chief Appleton reminded the group that the RFQs for Architectural Design Services are due on December 17<sup>th</sup>. The Board will need to select a firm then negotiate the fees. None of the proposals will contain fees.

In addition, Chief Appleton suggested that the District could save money by having a Project Manager. Discussion occurred.

**Adjournment:**

Secretary Wooldridge made a motion to close the work session. Vice-Chairperson Ruzicka seconded.

There being no discussion, a vote was taken and the motion to close the work session passed unanimously at 7:52 p.m.

  
Cathy Wooldridge - Secretary of the Board

Board approved, signed, and sealed on: 12/26/18

