

Memo

To: CLFLWD BOARD
From: Jackie Anderson/building workgroup
cc: Michael Kinney, Administrator
Date: May 9, 2019
Re: Update on building discussions, Update on Administrator review process

BUILDING WORKGROUP

Before leaving on May 4th, Manager Schmaltz sent an email to board members with his recap of where we are in discussions with the two leading contenders. I received a call from the owner of the Sears Building on Monday, 5/7, expressing urgency in making a decision on that location as there is another interested party. I also have spoken to Mr. Swanson, owner of our current building, and he is firm on his counter offer on raising rent to closer to existing market levels. This stipulation is in our lease agreement. At a past meeting, we discussed holding a workshop/special meeting to discuss our District staff and space needs for the next 5-10 years to better facilitate our decision process. This is a request to establish that meeting next week after Manager Schmaltz returns.

ADMINISTRATOR REVIEW PROCESS

I received comments from two managers and incorporated those into the draft template. In addition Manager Schmaltz sent an email to all board managers with his detailed comments and his desire to further discuss the change in format. If that is the decision of the Board, then we will also need to establish a special meeting/workshop to discuss this topic. If the Board wishes to proceed with the new format and template, we will need to establish a new timeline for the manager review and final compilation. It is possible to complete the process before the next regular meeting in May.