

Van Buren County Building Authority Organizational Meeting Minutes January 08, 2019

Board of Commissioners Room, 2nd Floor Administration & Land Services Building

1. Notes for Record

a. This annual organizational meeting is required to be held in the first three weeks of January of each year pursuant to Article V, Section 5, of the Articles of Incorporation as adopted by the Van Buren County Board of Commissioners on July 12, 2016, for the purpose of selecting its officers for the year and any other organizational business. The exact date and time for this meeting was established at the October 9, 2018, regular meeting.

b. The official public notice for this meeting specifies that any normal non-organizational business may also be considered at this meeting.

c. Notes on Building Authority Commissioners and Secretary:

i. The term of Commissioner Paul DeYoung, appointed by the Van Buren County Board of Commissioners on July 12, 2016, for a term ending December 31, 2018, has ended, and he was reappointed by the Van Buren County Board of Commissioners on November 13, 2018, for a new three-year term that commenced on January 1, 2019, and ends December 31, 2021. He has taken the required Oath of Office and thus remains a Commissioner for 2019.

ii. The term of Commissioner Wayne D. Nelson, appointed by the Van Buren County Board of Commissioners on July 12, 2016, for a term ending December 31, 2019, has not ended and he remains a Commissioner for 2019.

iii. The term of Commissioner Robert Linderman, reappointed by the Board of Commissioners for a new three-year term on December 12, 2017, that commenced January 1, 2018, and ends December 31, 2020, has not ended and he remains a Commissioner for 2019.

iv. Karen Makay remains a Commissioner as the incumbent County Treasurer. She has announced that she will retire as County Treasurer on January 15, 2019, and her appointed successor Trisha Nesbitt is scheduled to assume office on January 16, 2019. Upon that occurrence and her taking the statutory Oath of Office, Trisha Nesbitt would become a Commissioner as the incumbent County Treasurer.

v. Stephen Vicenzi was a Commissioner as the incumbent Chief Financial Officer of the County, but he resigned for other employment as of November 30, 2018. Ryan J. Post became the incumbent Chief Financial Officer on December 28, 2018, has taken the required Oath of Office and is now a Commissioner.

vi. County Clerk Suzie Roehm, as the incumbent in that office, remains automatically the Secretary and Official Filing Officer of the Building Authority.

2. Call to Order and Determination of Quorum

The meeting was called to order at 10:00 a.m. by Wayne D. Nelson, Chairperson from 2018, as provided by Article V, Section 5, of the Articles of Incorporation. Present: Robert Linderman, Wayne D. Nelson, Karen Makay, Paul DeYoung and Ryan Post. A quorum is present. Trisha Nesbitt also present.

3. Approval of Agenda

Motion by DeYoung, support by Makay, to approve the agenda as presented. Motion carried unanimously.

4. Selection of Officers for 2019

Motion by DeYoung, support by Makay, to select Wayne Nelson as Chairperson for 2019, and thereafter until a successor is selected. Motion carried unanimously. Nelson remains in Chair.

Motion by Makay, support by DeYoung, to select Ryan Post as Vice-Chairperson for 2019, and thereafter until a successor is selected. Motion carried unanimously.

Motion by Post, second by DeYoung, to select County Treasurer Karen Makay as Treasurer for 2019, to be succeeded on January 16, 2019, by County Treasurer Trisha Nesbitt, and thereafter until a successor is selected. Motion carried unanimously.

5. Organizational Items

a. Rules of Procedure. Chairperson Nelson is recommending designating the County's Chief Financial Officer as the Authority's Accounting Officer by modifying Section 3.2.

Motion by Makay, support by Post, for the adoption of the following resolution to designate an Accounting Officer: Resolved, that the Rules of Procedure adopted January 10, 2017, be modified by the change of Section 3.2 as follows: **3.2 Transactions.** Financial transactions shall be processed in the manner of general financial transactions of the county, under practices established by the Chief Financial Officer, **who is designated as the Authority's Accounting Officer.**

Roll call vote: Makay-Yes, DeYoung-Yes, Post-Yes, Linderman-Yes, Nelson-Yes. Motion carried unanimously.

b. Discussion of dates, times and location of 2019 meetings.

Motion by DeYoung, support by Linderman, to establish the 2019 Regular meeting schedule as follows, with all meetings to be held in the Board of Commissioners Room, 2nd Floor, 219 E Paw Paw St, Paw Paw MI 49079:

Tuesday May 14, 2019 10:00 a.m.

Tuesday September 10, 2019 10:00 a.m.

c. There was no other organizational business.

6. Approval of Minutes of Regular Meeting held October 9, 2018

Motion by Makay, second by Linderman, to approve the minutes of the regular meeting held October 9, 2018 as presented. Motion carried unanimously.

7. Public Comment

There was no public comment.

8. Items pertaining to Jail Addition & Renovation Project

a. Jeff Hall provided project updates including the punch list.

b. A Project Cost & Budget Sheet was reviewed by the Board showing the amount remaining in the budget.

c. Discussion to place the fund balance into a project reserve for future replacement/repairs/enhancements. Motion by Makay, support by DeYoung, to establish a single project reserve for the Building Authority Jail Construction Fund in the amount of \$48,000.00. Motion carried unanimously.

d. Motion by DeYoung, support by Linderman, to approve Allowance Adjustment No. 5 for the Miller-Davis Contract, to transfer \$2,034.75 from contingency to category CP 64 General Supervision. Motion carried unanimously.

e. Motion by Linderman, support by Makay, to approve Miller-Davis contract Payment Application #18 in the amount of \$10,717.67. Motion carried unanimously.

Motion by Linderman, support by Makay, to approve Miller-Davis contract Payment Application #19 in the amount of \$2,034.75, conditioned on Miller-Davis furnishing all outstanding Waivers of Lien. Motion carried unanimously.

f. The As Built drawings have been received.

9. Bills for Approval-Outside of Miller-Davis Contract

There were no bills submitted for approval.

10. Debt Service Payment

Motion by DeYoung, support by Linderman, to authorize payment of bond interest of \$69,491.25 due April 1, 2019, and any corresponding agent fees. Motion carried unanimously.

11. Resolutions of Thanks to Karen Makay and Stephen Vicenzi

Chairperson Nelson moved for unanimous consent to adopt the resolutions of thanks for Karen Makay and Stephen Vicenzi, and with no objections, the resolutions were approved.

Resolved, that the Van Buren County Building Authority Commission sincerely thanks Karen Makay, who is retiring from her positions of County Treasurer and Building Authority Commissioner on January 15, 2019. Her expertise and knowledge have enhanced the Authority's endeavors and thus have greatly benefited our fine county and its citizens. We wish Karen only the best in the next phases of her life.

Resolved, that the Van Buren County Building Authority Commission sincerely thanks Stephen Vicenzi , who resigned as the county's Chief Financial Officer and as Building Authority Commissioner on November 30, 2018. His expertise and knowledge have enhanced the Authority's endeavors and thus have greatly benefited our fine county and its citizens. We wish Steve only the best in the next phases of his life.

12. Other business

The Board extended their thanks and appreciation to Director Jeff Hall and his staff for the dedication and hard work to finish this project and stay within budget.

13. Adjournment

There being no other business, the Chair adjourned the meeting at 10:58 a.m.

Suzie Roehm
Building Authority Secretary/County Clerk