

**Van Buren County Building Authority
Regular Meeting Minutes
October 9, 2018**

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

1. Call to Order and Determination of Quorum

The meeting was called to order at 10:01 a.m. by Chairperson Wayne D. Nelson. Present: Robert Linderman, Wayne D. Nelson, Stephen Vicenzi, Paul DeYoung and Karen Makay. A quorum is present.

2. Approval of Agenda

Chairperson Nelson asked for unanimous consent to approve the agenda, and with no objections, the agenda was approved.

3. Approval of Minutes of Regular Meeting held September 11, 2018

Motion by LINDERMAN, second by VICENZI, to approve the minutes of the regular meeting held September 11, 2018 as presented. Motion carried unanimously.

4. Public Comment

There was no public comment.

5. Items Pertaining to Jail Addition & Renovation Project

- a. A project overview was given by Buildings & Grounds Director Jeff Hall. The roof leak was discussed and a temporary fix has been done while waiting the work on the permanent fix.
- b. A Project Cost & Budget Sheet was prepared by Vicenzi and reviewed by the Board including pending items.
- c. No additional project cost items were presented.
- d. Miller-Davis has not provided contract Change Order #1 to eliminate the remaining contingency. Motion by DEYOUNG, supported by LINDERMAN, to pre-approve the Contract Change Order #1 or however numbered and whenever submitted, with Miller-Davis Inc., to eliminate the remaining contract contingency amount of \$2,034.75, upon the consent of the Commission Chairperson, Vice-Chairperson and Treasurer. Motion carried unanimously.
- e. Miller-Davis has not submitted Payment Application #18. Motion by DEYOUNG, supported by LINDERMAN, to pre-approve payment of Payment Application #18 or however numbered and whenever submitted, to Miller-Davis Inc., in the amount of up to \$10,717.67, upon the consent of the Commission Chairperson, Vice-Chairperson and Treasurer. Motion carried unanimously.
- f. There were no other project items.
- g. There was no action taken as there were no bills submitted for approval.

6. Other Business

- a. The only active project has been completed and there is no need for further meetings for the 2018 calendar year. Additionally, a minimum of two meetings per year are required with one being required in the first three weeks of January of each year to select officers and set the regular meeting schedule.
 - i. Motion by LINDERMAN, support by MAKAY, to change the 2018 regular meeting schedule of the Van Buren County Building Authority Commission by canceling the November 13 and December 11 meetings. Motion carried unanimously.
 - ii. Motion by LINDERMAN, support by MAKAY, to schedule the 2019 Organizational Meeting of the Van Buren County Building Authority Commission to be held on Tuesday, January 8, 2019, at 10:00 a.m., in the Board of Commissioners Room, 2nd Floor, Administration and Land Services Building, 219 E. Paw Paw Street, Paw Paw, MI 49079, for the purpose of selecting officers and establishing a regular meeting schedule for 2019, and for any business that may come before the Commission. Motion carried unanimously.

- b. The term of Commissioner Paul DeYoung expires on December 31, 2018. The Chairperson recommends reappointment. Motion by MAKAY, support by LINDERMAN, to reappoint Paul DeYoung to the three-year term as a Building Authority Commissioner, commencing January 1, 2019, and ending December 31, 2021. Motion carried unanimously with DeYoung abstaining.

7. Adjournment

There being no other business, the Chair adjourned the meeting at 10:25 a.m.

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Suzie Roehm
Building Authority Secretary/County Clerk