

**Van Buren County Building Authority
Regular Meeting Minutes
September 11, 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 10:00 a.m. by Chairperson Wayne D. Nelson. Present: Robert Linderman, Wayne D. Nelson, Stephen Vicenzi, Paul DeYoung and Karen Makay. A quorum (5 of 5) is present.

2. Approval of Agenda

Amendment to agenda to strike payment application #18 on item 5e and amend the Total of Bills to \$47,059.67. Chairperson Nelson asked for unanimous consent to approve the amended agenda, and with no objections, the amended agenda was approved.

3. Approval of Minutes of Regular Meeting held August 14, 2018

Correction to the August 14, 2018 minutes to replace "chait" with "chair" under item #2. Motion by LINDERMAN, second by MAKAY, to approve the minutes of the regular meeting held August 14, 2018 as amended. 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 B&G Director Hall. Director Hall confirmed that there is a valid roof warranty and electronic paperwork will be sent to the Building Authority and to the County Clerk's Office for record keeping. After some investigation it has been discovered that the jail does not have a roof leak. The issue is with the existing drain and Clean Earth is scheduled to come out this week with a camera/scope to look at where the drain is damaged. Bids are currently being collected for repair of the storm drain. A request needs to be put in with Miller Davis that we are still in need of additional billings/paperwork and waivers of lien. These items are needed to submit final payment.

b. A Project Budget Overview was broken down by Chairman Nelson and reviewed by the Board. There is remaining money in the Miller Davis budget of \$2,034.75 contingency that is to be eliminated.

c. Discussion of additional project monies remaining, including to spend or hold the money for upcoming needs.

e. Discussion of payment of Application #17 and whether to withhold payment until the waivers of lien are received. Motion by MAKAY, second by DEYOUNG, to approve Application #17 in the amount of \$44,059.67 and direct Chief Finance Officer to hold remittance until we receive the waivers of lien. Motion carried unanimously.

f. There were no other project items.

g. Bills for approval:

<u>Amount</u>	<u>Vender</u>	<u>Date</u>	<u>Invoice#</u>	<u>Reason.....</u>
\$ 44,059.67	Miller-Davis Company	2018-08-03	Payment 17	17 th progress payment
3,000.00	Aleksich Excavating LLC	2018-08-15	2018-08-15	Restore staging area

\$ 47,059.67 Total of Bills

Motion by LINDERMAN, second by DEYOUNG, to approve payment of the Aleksich Excavating LLC bill in the amount of \$3,000.00. Motion carried unanimously. *Note: The \$44,059.67 bill was approved by motion in Item 5e.*

6. Any Other Business

Motion by VICENZI, second by MAKAY, to authorize and confirm the two prior debt service payments and the current payment due October 1, 2018 with the corresponding agent fees.

<u>Payment Date</u>	<u>Amount</u>
10-01-2017	\$264,745.83
04-01-2018	\$70,721.25
10-01-2018	\$275,721.25 (upcoming payment)

Motion carried unanimously.

Reduction of regular scheduled meetings to be discussed at next Building Authority Meeting on Oct 9, 2018.

7. Adjournment

There being no other business, the Chair adjourned the meeting at 10:40 a.m..

|s| _____
 Beth Saidla
 Building Authority Acting Secretary/ Chief Deputy County Clerk