

**Van Buren County Building Authority  
Regular Meeting Minutes  
July 10, 2018**

**Board of Commissioners Room, 2<sup>nd</sup> 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 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 May 8, 2018**

Motion by LINDERMAN, second by MAKAY, to approve the minutes of the regular meeting held June 12, 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. Work is being done on punch list items that remain and correcting problems that have arisen such as a small roof issue and fire alarms.

b. A Project Cost & Budget Sheet was prepared by Vicenzi and reviewed by the Board including items that were approved outside of the contract.

c. Additional project cost items:

i. The staging site for the project needs to be cleaned up and restored. Miller Davis is to remove debris from the site. Motion by DEYOUNG, second by MAKAY, to approve the cleanup and restoration of the lots in the block south of the Courthouse/Jail in an amount not to exceed \$2,000 and for Director Hall to manage the project. Motion carried unanimously.

ii. Jail Administrator DelaRosa discussed the need for additional call buttons to be installed.

d. Miller-Davis has not provided a proposed list for the contingency fund.

i. Original Miller-Davis contract contingency allowance	\$220,000.00
ii. Less Prior Approved Adjustments #01-#03	<u>177,256.25</u>
iii. Current remaining contingency balance	\$ 42,743.75

e. Miller-Davis did not submit a Payment Application.

f. Director Hall advised that the Graybar Electric Notice of Bond Claim for \$54,357.69 against Linear Electric for non-payment is being addressed.

g. There were no other project items.

h. Motion by VICENZI, second by MAKAY, to approve payment of bills in the amount of \$138,785.64. Motion carried unanimously. Approved bill listing:

<i>Amount</i>	<i>Vendor</i>	<i>Invoice#</i>	<i>Reason</i>
677.29	S.A. Morman & Co.	347693	Balance of door windows
7,392.75	Norix Group	70561	5 tables for dorms
106.60	EPS	S473635	Front door wire repair
15,375.00	EPS	J323545	Bal of PO#235718A
16,200.00	EPS	J232546	Bal of PO#235718B
70,000.00	EPS	J323547	Bal of PO#235718C
<u>29,034.00</u>	PMV Custom Finishes	5909	Coatings-floor/ceilings

**\$138,785.64 Total of bills**

**6. Other Business**

Discussion of changing the August meeting date due to a schedule conflict for Chairperson Nelson. The meeting date will remain the same.

**7. Adjournment**

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

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Suzie Roehm  
Building Authority Secretary/County Clerk