

**Van Buren County Building Authority  
Regular Meeting Minutes  
May 8, 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 February 13, 2018**

Motion by LINDERMAN, second by MAKAY, to approve the minutes of the regular meeting held April 10, 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 Architect Vetne who met with Miller Davis last week for project commissioning. There is a small punch list left to complete and problem items are being fixed. B&G Director Hall has been in contact with Miller Davis regarding unfinished items. EPS is working on items that require detention grade caulk. Jail Administrator DelaRosa indicated the EPS computers are working but are currently disconnected due to floor work being done. County IT Department will reconnect. Sheriff Abbott is satisfied with the floors. Department of Corrections will be here this week for an inspection.

b. A Project Cost & Budget Sheet was prepared by Vicenzi and reviewed by the Board.

c. Additional project cost items were reviewed. The bill from Village of Paw Paw for Sewer and Water connection fees was discussed and should be brought before the board for payment.

d. An Allowance Adjustment and Bond Authorization sheet was provided for review. Discussion regarding payment from contingency fund or remaining bond money, and pay \$37,000 for digital controls from Capital Improvement Plan. Motion by Vicenzi, second by MAKAY, to approve the cost proposal punch list, outside of the Miller Davis contract, minus the \$37,000 for digital controls and doors, in an amount not to exceed \$70,000. Motion carried unanimously.

i. Original Miller-Davis contract contingency allowance	\$220,000.00
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ii. Less Prior Approved Adjustments #01-#03	<u>177,256.25</u>
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iii. Current remaining contingency balance	\$ 42,743.75
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e. Payment Application #14 was submitted and reviewed. The retainage adjustment has been reduced from 10% to 5%. Nelson pointed out that a completed AIA G707A-Consent of Surety is required for a reduction and that a reduction in retainage percentage is not mandatory.

f. There were no change orders.

g. There were no other project items.

**6. Bills for Approval**

Motion by MAKAY, second by VICENZI, to approve Payment 14 in the amount of 168,005.30 to Miller-Davis contingent upon consent of surety and receipt of required form authorizing retainage to be reduced. Motion carried with a vote of YES-4 and NO-1(Nelson).

Motion by LINDERMAN, second by DEYOUNG, to approve payment of the remaining bills in the amount of \$6,925.82. Motion carried unanimously.

<i>Amount</i>	<i>Vendor</i>	<i>Invoice#</i>	<i>Reason</i>
\$168,005.30	Miller-Davis Company	Payment 14	14 <sup>th</sup> progress payment
282.57	Kendall Electric Inc.	S106798355	IT Cable sleeving
302.25	MNJ Technologies	3594649	IT faceplates & inserts
<u>6,341.00</u>	Roe-Comm	347768	Extend radio coverage
<b><u>\$174,931.12</u></b>	<b>Total of bills</b>		

**7. Other Business**

There was no other business.

**8. Adjournment**

There being no other business, the Chair adjourned the meeting at 11:03 a.m.

The Chair immediately re-called the meeting to order to address the bill from the Village of Paw Paw for Sewer and Water connection fees that was presented to the board. Motion by MAKAY, second by VICENZI, to approve payment in the amount of \$8,000 to the Village of Paw Paw. Motion carried unanimously.

There being no other business, the Chair adjourned the meeting at 11:15 a.m.

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Suzie Roehm  
Building Authority Secretary/County Clerk