

**Van Buren County Building Authority
Regular Meeting Minutes
April 10, 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. In the absence of Secretary/County Clerk Suzie Roehm, Chief Deputy Clerk Beth Saidla was present as the Secretary's designee to be Recording Secretary for the meeting.

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 March 13, 2018

Motion by MAKAY, second by LINDERMAN, to approve the minutes of the regular meeting held March 13, 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 Jason Vetne of DLZ and by B&G Director Hal, with comments by Sheriff Dan Abbott and Jail Commander Lt. Manual DeLaRosa. Crews are working on smaller items and cleaning things up. The roof is on schedule to be finished up. Waiting on Move and Occupancy inspection and authorization from MDOC. Training on the new systems will begin this week or next week. Jail Administrator Manny DeLaRosa updated the Board with issues found in the new addition (tables/seating, floors, doors, and radios).
- b. A Project Cost & Budget Sheet was prepared by Vicenzi and reviewed by the Board.
- c. Jail Administrator Manny DeLaRosa presented a quote from Roe-Comm. Inc. for extended portable radio signal in jail addition. Bid has been accepted by jail. Motion by DeYOUNG, second by VICENZI for Building Authority to assume the obligation for the contract with Roe-Comm. Inc. for the radio extension in the jail addition in the amount of \$6,341.00. Motion carried unanimously.
- d. County Administrator John Faul announced that the new digital fingerprint system will be paid from other funds pursuant to action by the Board of Commissioners.
- e. Review of construction contingency allowance adjustments:
 - i. Original Miller-Davis contract contingency allowance \$220,000.00
 - ii. Less Prior Approved Adjustments #01-#03 177,356.25
 - iii. Current remaining contingency balance \$ 42,743.75
 - iv. Total of Current Proposed Adjustments 0.00
 - v. **Remaining contingency balance** **\$42,743.75**
- f. Payment for Application #13 was submitted and reviewed.
- g. There were no change orders.
- h. There were no other project items.

6. Bills for Approval

Motion by LINDERMAN, second by MAKAY, to approve payment of bills in the amount of \$92,931.75.
Motion carried unanimously.

<i>Amount</i>	<i>Vendor</i>	<i>Invoice#</i>	<i>Reason</i>
\$ 81,781.75	Miller-Davis	Payment 13	13 th progress payment
11,150.00	DLZ	138112	Services through 3/16/2018

\$ 92,931.75 Total of Bills

7. Other Business

There was no other business.

8. Recess

At 10:40 am, the Chair declared the meeting to be in recess until 1:00 pm, at which time the meeting will reconvene at the County Jail, 205 S. Kalamazoo Street, for a tour of the jail addition and renovations. The Chair placed a notice on the door of the County Commission Chambers to advise the public of the recess and the time and place of reconvening. Chair Nelson excused Beth Saidla from the jail tour portion and, without objection, designated himself to document that portion and transmit same to Saidla.

9. Meeting Reconvened

At 1:02 pm, the Chair reconvened the meeting at the County Jail, 205 S. Kalamazoo Street, with Nelson documenting this portion of the meeting. Makay was not present, having an out of town meeting. A quorum (4 of 5) remains.

10. Tour of Jail Addition and Renovations

The Building Authority Commissioners were joined by several members of the County Board of Commissioners and the County Administration office staff for the tour. Jail Commander Lt. Manuel DeLaRosa, Building & Grounds Director Jeff Hall, and Building & Grounds Jail Lead Ken Shipley hosted the group through the new jail addition and the renovated areas, providing descriptions and data on the construction, remaining issues, operational changes and improvements to be implemented upon final completion, answers to numerous question from the tour group, and other useful and insightful information. The Chair thanked the hosts for their courtesy and graciousness.

11. Adjournment

Their being no further business, the Chair declared the meeting adjourned at 2:23 pm.

[S]
Beth Saidla
Building Authority Recording Secretary and
Chief Deputy County Clerk