

**Van Buren County Building Authority
Regular Meeting Minutes
February 13, 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 10:03 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 Organizational Meeting held January 16, 2018

Motion by LINDERMAN, second by VICENZI, to approve the minutes of the organizational meeting held January 16, 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 and B&G Director Hall. Sheriff Abbott and Jail Administrator Delarosa expressed their concerns regarding 1) the concrete floor and 2) cell benches. Sheriff Abbott advised that the different colors and textures of the floor is not aesthetically appealing and is asking for some type of finish to be applied. Different types of finishes can be considered, and the issue will be discussed again after receiving the status of the contingency fund. Delarosa advised that it is required to have sufficient seating for meals based on the number of inmates and that requirement must be met to obtain an occupancy permit.
- b. A Project Cost & Budget Sheet was prepared by Vicenzi and reviewed by the Board.
- c. The Board is requesting that Architect Vetne obtain a report on the status of the contingency fund and present it to the Board well in advance of the next meeting.
- d. Payment Application #10 & #11 have been submitted and reviewed. There is a reference to a change order starting with #10 and no change orders have been submitted or approved. Clarification is requested.
- e. There were no change orders.
- f. There were no other projects items.

6. Bills for Approval

Motion by MAKAY, second by LINDERMAN, to approve payment of bills in the amount of \$595,157.28, contingent upon removal of the non-existent change order and resubmission of payment applications and giving Vicenzi discretion to withhold payments until corrections are received. Motion carried unanimously.

<i>Amount</i>	<i>Vendor</i>	<i>Invoice#</i>	<i>Reason</i>
\$ 274,234.54	Miller-Davis Company	Payment 10	10 th progress payment
<u>320,922.70</u>	Miller-Davis Company	Payment 11	11 th progress payment
<u>\$595,157.28</u>	Total of bills		

7. Other Business

There was no other business.

8. Adjournment

There being no other business, the Chair adjourned the meeting at 10:47 a.m.

|s|

Suzie Roehm
Building Authority Secretary/County Clerk