

Van Buren County Building Authority Organizational Meeting Minutes January 16, 2018

Board of Commissioners Room, 2nd Floor Administration & Land Services Building

1. Notes for the Record

- a.** This annual organizational meeting is required to be held in the first three weeks of January of each year pursuant to Article V, Section 5, of the Articles of Incorporation as adopted by the Van Buren County Board of Commissioners on July 12, 2016, for the purpose of selecting its officers for the year and any other organizational business. The exact date and time for this meeting was established at the December 12, 2017, regular meeting.
- b.** The official public notice for this meeting specifies that any normal non-organizational business may also be considered at this meeting.
- c.** Note on Commissioners and Secretary:
 - i.** The term of Commissioner Paul DeYoung, appointed by the Van Buren County Board of Commissioners on July 12, 2016, for a term ending December 31, 2018, has not ended and he remains a Commissioner for 2018.
 - ii.** The term of Commissioner Wayne D. Nelson, appointed by the Van Buren County Board of Commissioners on July 12, 2016, for a term ending December 31, 2019, has not ended and he remains a Commissioner for 2018.
 - iii.** The term of Robert Linderman ended on December 31, 2017, but he was reappointed by the Board of Commissioners for a new three-year term on November 28, 2017, with a correcting resolution on December 12, 2017. Commissioner Linderman is now serving in his new term that commenced January 1, 2018, and ends December 31, 2020, having taken the required oath of office on December 12, 2017.
 - iv.** Karen Makay remains a Commissioner as the elected County Treasurer.
 - v.** Stephen Vicenzi remains a Commissioner as the incumbent Chief Financial Officer of the County.
 - vi.** County Clerk Suzie Roehm, as the incumbent in that office, remains automatically the Secretary and Official Filing Officer of the Building Authority.

2. Call to Order and Determination of Quorum

The meeting was called to order at 11:00 a.m. by Wayne D. Nelson, Chairperson from 2017, as provided by Article V, Section 5, of the Articles of Incorporation. Present: Robert Linderman, Wayne D. Nelson, Stephen Vicenzi. Karen Makay is absent and excused. Commissioner Paul DeYoung arrived at 11:02 and a quorum is present.

3. Approval of Agenda

Chairperson Nelson asked for unanimous consent to approve the agenda, and with no objections, the agenda was approved.

4. Selection of Officers for 2018

NELSON called for nominations or motions to select 2018 Chairperson, Vice-Chairperson and Treasurer. Motion by DEYOUNG, second by LINDERMAN, to re-select Nelson as Chairperson, Vicenzi as Vice Chairperson and Makay as Treasurer. Motion carried unanimously. Nelson remains in Chair.

5. Organizational Items

- a. Rules of Procedure. There were no requests for action to change, and the Rules of Procedure remain the same.
- b. Discussion of dates, times and location of 2018 meetings.
Motion by VICENZI, second by DEYOUNG, to hold Van Buren County Building Authority meetings in the Board of Commissioners Room, 2nd Floor, 219 Paw Paw St., Paw Paw, MI on the second Tuesday of each month at 10:00 a.m. Motion carried unanimously.
- c. There was no other organizational business.

6. Approval of Minutes of Regular Meeting held December 12, 2017

Motion by VICENZI, second by DEYOUNG, to approve the minutes of the regular meeting held December 12, 2017 as presented. Motion carried unanimously.

7. Public Comment

There was no public comment.

8. Items pertaining to Jail Addition & Renovation Project

- a. Discussion regarding the resignation of the County I.T. Director and Deputy Directory and the effect on the project. Jeff Hall has spoken with EPS and all parties are conscience of the upcoming resignation dates. Architect Vetne and Director Hall provided project updates. Jail Administrator DeLaRosa explained adjustments being made due to Department of Corrections changing regulations.
- b. There were no changes financially and no new project budget to review.
- c. There were no construction contingency adjustments.
- d. There were no payment applications submitted.
- e. There were no change orders.
- f. Discussion regarding Handicap Access Door and funding.

9. Bills for Approval

There were no bills submitted for approval.

10. Other Business

The fees assessed by the Village of Paw Paw for Water & Sewer were discussed. Director Hall will be in contact with the Village Manager. Also discussed was the open portion of the 200 block of E. Paw Paw Street and snow removal.

11. Adjournment

There being no other business, the Chair adjourned the meeting at 11:37 a.m.

|(s)

Suzie Roehm
Building Authority Secretary/County Clerk