

Van Buren County Building Authority Regular Meeting Minutes November 14, 2017

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 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 October 10, 2017

Motion by DEYOUNG, second by LINDERMAN, to approve the minutes of the regular meeting held October 10, 2017 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. Architect Vetne advised that the primary focus is on enclosing the project before inclement weather arrives, by the end of November. The end of December is still the target date for occupancy, although it will probably be later. B&G Director Jeff Hall discussed the impact those completion dates have on the Sheriff's Department.
- b. A Project Cost & Budget Sheet was prepared by Vicenzi for review for both last fiscal year and this fiscal year. A summary of the previous year will be included in the monthly budget sheets for the current year. The project is proceeding as budgeted.
- c. There were two allowance adjustments from the contingency fund totaling \$91,071.25, leaving a balance of \$128,928.75 in the fund. Motion by MAKAY, second by LINDERMAN, to approve allowance adjustment sheets 1 & 2 in the amount of \$91,071.25. Motion carried unanimously.
- d. Payment Application #8 has been submitted and reviewed.
- e. There were no change orders.
- f. There were no other project items for discussion.

6. Bills for Approval

Motion by DEYOUNG, second by LINDERMAN, to approve payment of bills in the amount of \$442,482.33 as presented. Motion carried unanimously.

| <i>Amount</i> | <i>Vendor</i> | <i>Invoice#</i> | <i>Reason</i> |
|---------------|-------------------------------|-----------------|----------------------------------|
| \$442,349.58 | Miller-Davis Company | Payment 8 | 8 th progress payment |
| 0 | DLZ | | (No invoice received) |
| <u>132.75</u> | Engineered Protection Systems | S459875 | Adjust inmate receiving camera |

\$442,482.33 **Total of bills**

7. Other business

The Board will adopt the regular meeting schedule for 2018 at the December meeting. Members are asked to present any requests for changes at that time. There was continued brief discussion from last month regarding installation of plexiglass to replace bars. This item will be reviewed with capital improvements.

8. Adjournment

There being no other business, the Chair adjourned the meeting at 10:30 a.m.

| Suzie Roehm

Suzie Roehm
Building Authority Secretary/County Clerk