

**Van Buren County Building Authority
Organizational Meeting Minutes
January 10, 2017**

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

1. Notes for 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 on August 30, 2016.
- b. The official public notice for this meeting specifies that any normal non-organizational business may also be considered at this meeting.
- c. The terms of Robert Linderman, Paul DeYoung, and Wayne D. Nelson, appointed as Members by the Van Buren County Board of Commissioners on July 12, 2016, have not ended and each remains a Member for 2017. Karen Makay remains a Member as the re-elected County Treasurer. Stephen Vicenzi remains a Member as the incumbent Chief Financial Officer of the County.
- d. Newly-elected County Clerk Suzie Roehm, as the incumbent in that office, is now 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 10:00 a.m. by Wayne D. Nelson, Chairperson from 2016, as provided by Article V, Section 5, of the Articles of Incorporation. Present: Robert Linderman, Wayne D. Nelson, Stephen Vicenzi, Paul DeYoung and Karen Makay; Absent: none; a quorum is present.

3. Approval of Agenda

Motion by MAKAY, second by DEYOUNG, to approve the agenda as presented. Motion carried unanimously.

4. Selection of Officers for 2017

NELSON called for nominations or motions to select 2017 Chairperson, Vice-Chairperson and Treasurer. Motion by DEYOUNG, second by VICENZI, to select for Nelson as Chairperson, Vicenzi as Vice Chairperson and Makay as Treasurer. Motion carried unanimously. Nelson remains in Chair.

5. Organizational Items

- a. Motion by MAKAY, second by LINDERMAN, to approve a resolution adopting the Rules of Procedure of the Van Buren County Building Authority effective January 10, 2017.
Roll Call Vote: DEYOUNG – Yes; LINDERMAN – Yes; MAKAY – Yes; NELSON – Yes; VICENZI – Yes.
5 – Yes; 0 – No; Motion carried.
- b. Discussion of dates, times and location of 2017 meetings.
Motion by MAKAY, 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., with the exception of the February 14, 2017 meeting which will be held at 2:15 p.m. Note that special meetings may be scheduled if needed. Motion carried unanimously.

6. Approval of Minutes of Regular Meeting held December 13, 2016

Motion by VICENZI, second by LINDERMAN, to approve the minutes of the regular meeting held December 13, 2016 as presented. Motion carried unanimously.

7. Public Comment

There was no public comment.

8. Jail Expansion Project

- a. Architect Jason Vetne was present, along with County Administrator Douglas Cultra, and Building & Grounds Director Jeff Hall. The updated plan and costs were presented and discussed. The Jail Addition & Renovation Project bid process was reviewed.
- b. Motion by MAKAY, second by LINDERMAN, to approve a resolution adopting the Jail Addition & Renovation Project Bid Process, effective immediately.
Roll Call Vote: DEYOUNG – Yes; LINDERMAN – Yes; MAKAY – Yes; NELSON – Yes; VICENZI – Yes.
5 – Yes; 0 – No; Motion carried.

9. Adjournment

There being no other business, the Chair adjourned the meeting at 11:16 a.m.

Suzie Roehm
Building Authority Secretary/County Clerk