

ALLEGAN COUNTY BOARD OF COMMISSIONERS

REPORT OF COMMITTEE MEETING

NAME OF COMMITTEE: Regular Building Authority Meeting

MEETING DATE: Tue., Mar. 18, 2008 MEETING PLACE: Board Conf. Rm.

Please SIGN BELOW for your PER DIEM, MILEAGE, and other RECEIPTED EXPENSES.

	PerDiem	Miles	Other		PerDiem	Miles	Other
<u>Brett Butler, Chairman</u>	<u>\$35</u>	<u>42mi</u>	<u> </u>	<u>Denise Wilson, Recording Secretary</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>David B. Van de Roovaart, Treasurer</u>	<u>X</u>	<u>X</u>	<u>X</u>	_____	_____	_____	_____
<u>William Hinz, Secretary</u>	<u>X</u>	<u>X</u>	<u>X</u>	_____	_____	_____	_____
<u>Bob Wakeman, Member</u>	<u>X</u>	<u>X</u>	<u>X</u>	_____	_____	_____	_____
<u>Steve Sedore, Member</u>	<u>X</u>	<u>X</u>	<u>X</u>	_____	_____	_____	_____

OTHERS IN ATTENDANCE:

<u>Brian Heilmann</u>	_____	_____	_____	_____	_____	_____	_____
<u>David [unclear]</u>	_____	_____	_____	_____	_____	_____	_____
<u>Telly Bellis OAK SITE MGR.</u>	_____	_____	_____	_____	_____	_____	_____

H/F/\$ - Indicate Half Day, Full Day, or Dollar amount for meeting.

Miles - Enter round trip mileage.

Other - Enter total of other expenses - RECEIPTS MUST BE ATTACHED!

The meeting convened at: 8:00 A.M. The meeting adjourned at: 9:25 am

RECORD OF PROCEEDINGS

MINUTES: _____
 DISTRIBUTED: 4/1/08 (Per)
 APPROVED: _____

FOR CLERK'S USE ONLY	
101-101	
861.00 \$	_____
706.00 \$	_____
TOTAL \$	_____

Allegan County
Building Authority



County Services Building
3283 - 122nd Avenue
Allegan, MI 49010
269-673-0239 Brett Butler, Chairman
269-673-5411 William Hinz, Secretary
269-673-0203 David B. Van de Roovaart, Treasurer
269-673-0203 Steve Sedore, Member
269-673-0220 Bob Wakeman, Member
269-673-0239 Denise Wilson, Recording Secretary

REGULAR BUILDING AUTHORITY MEETING—Draft Minutes

Tuesday, March 18, 2008 @ 8:00 A.M.

Board Conference Room - County Services Complex

CALL TO ORDER:

Commissioner Butler called the meeting to order at 8:00 A.M.

ROLL CALL:

Commissioner Butler

Commissioner Hinz

Commissioner Sedore

Commissioner Wakeman

Commissioner Van de Roovaart, EXCUSED

Recording Secretary Denise Wilson

OTHERS:

Bill Hekker, MCF Administrator

Dan Rathburn, Project Manager, OAK

Kelly Billings, Site Manager, OAK

APPROVAL OF AGENDA:

DWilson requested a discussion regarding Recording Secretary duties somewhere on the agenda. Motion by Commissioner Hinz; seconded by Commissioner Sedore to approve the agenda as amended. Motion carried.

APPROVAL OF MINUTES:

Motion by Commissioner Hinz; seconded by Commissioner Sedore to approve the minutes of December 18, 2007, and January 15, 2008 Building Authority meetings. Motion carried.

PUBLIC PARTICIPATION:

None.

DISCUSSION ITEM:

- 1) Households MCF FIDS Project - bid process for concrete and site work.
DRathburn - April 1st deadline is under FIDS project rules; one truckload of footprints must be installed by that date. He has not heard a word on the extension yet. There was a really good bidder turnout. GVL is low bid - \$28,000, B & N - \$29,775, and Brenner - \$30,000 after gift in kind. OAK is recommending going with GVL Excavating. Sidewalks are included in base bidder as an add alternate. They haven't had any other project work with GVL. He would recommend they get

bonded. Commissioner Butler mentioned that we have telephone, electrical and gas running along the side that is being worked on and will be relocated on the outside of the addition. GVL will work around those at the beginning. The County owns the utilities on the premises and would be responsible to move them. Utilities have easements in place to run lines into the buildings. Telephone demark is at the County Services Building, and is wholly owned by the County. BHekker - putting a retaining wall on the west wall and questioned how is the excavating going to work around that. Dan said he will look into that.

Concrete will be getting on the project first. Bids do not include sales tax and we have to look into this; contractor's has to pay taxes on their materials. BHekker thinks that they are taxable since the building was originally built before 1995 according to information on medical care facilities he had received. Commissioner Butler will look at something from an attorney he received. Legislation ended at the end of last year that would allow exemptions. He thought BHekker might still want to check with the MCF accountants. DRathburn didn't feel it will be a huge amount. Concrete - Choice Concrete was lowest at about \$5-6,000.00 than the other bidders. Bids 2 through 5 are very tight. Post bid review sheets - one comment was working around utilities - they said no, but later when he talked with the bidder on the telephone yesterday, said they could. They are out of Wyoming.

Commissioner Butler - how are they going to handle in-kind. BHekker doesn't know how, will be referring back to their fundraiser. The in-kind has to be stated. DRathburn - re Brenner; his conversations with Brenner said he spoke with him about a contractor's reserve. Commissioner Butler - they still have to outline all their costs for auditing purposes. On concrete; is there interest in not requiring the performance bond (might be about 3%) maybe a couple thousand dollars.

Motion by Commissioner Sedore; seconded by Commissioner Wakeman to accept the recommendation of the construction manager and award the bid for site work to GVL Excavating for the amount of \$28,000 plus any applicable sales taxes, and authorize the Chairman to sign necessary documents on behalf of the Building Authority. The Recording Secretary took a roll call vote:

Commissioner Wakeman - yes
Commissioner Sedore - yes
Commissioner Hinz - yes
Commissioner Butler - yes
Commissioner Van de Roovaart - excused

The vote was 4 yeas; 0 nays; 1 excused. Motion carried.

Motion by Commissioner Sedore; seconded by Commissioner Wakeman to accept the recommendation of the construction manager and award the bid for concrete work to Choice Concrete for the amount of \$60,860, less a \$1,000 gift in-kind for a new total of \$59,860, and authorize the Chairman to sign necessary documents on behalf of the Building Authority. The Recording Secretary took a roll call vote:

Commissioner Sedore - yes
Commissioner Hinz - yes
Commissioner Butler - yes
Commissioner Wakeman - yes
Commissioner Van de Roovaart - excused

The vote was 4 yeas; 0 nays; 1 excused. Motion carried.

BHekker - appliances are the responsibility of the owner and he doesn't know how to go about that. Commissioner Butler - in past, the Building Authority have used a local vendor (Morgan's), but since there are multiples of items needed, he suggested gathering 3 bids from appliance stores that can provide all the appliances needed. Commissioner Sedore - the County has a government rep for purchasing items. HPS would also be a good bidder.

BHekker - Update on phase 2. Preliminary bid sets haven't been received yet; was supposed to be the 12th, 19th is now the date. Doesn't see any huge problems with getting the bid documents out. He thought a special building authority date might be needed if they can't make the regular meeting of April 15th. They are hoping to break ground next week, after they receive insurance requirements.

- 2) Membership/Officers - Commissioner Butler - The Articles of Incorporation do not state when or how often elections are to be held. He asked the other members how do we want to handle the officers, by election or poll; and should be able to make changes to the bylaws, now that public is allowed on the Authority. Super majority in order to make changes to the bylaws? The Chairmanship of the Authority is a fairly strong or powerful position. In the absence of the chair, the secretary has authority to act on his behalf. Asked annual election? Election by ballot? Consensus was to continue electing officers at the first meeting of the year with provisions to remove an officer or member at a majority of the members. Commissioner Butler said members should read over the Board's bylaws and see if they spark any interest to add to the Building Authority's. DWilson will email the board's rules to members. She also informed due to increased workload in Administration she would like to step down as Recording Secretary of the Building Authority after many years. She has discussed this with her supervisor and he is supportive of her decision. Members discussed alternatives, but were not able to come up with any. She will try and seek an available, willing and capable individual and advise before their next meeting.

EXPENDITURES:

- 1) OAK Inv#12349-1 dated 1/31/08 for humidity issue - \$9,680.50
Motion by Commissioner Wakeman; seconded by Commissioner Hinz to authorize payment from the appropriate project related account. Motion carried.
- 2) Tower Pinkster Inv#0040503 dated 2/29/08 for Mechanical Systems Validation - \$4,471.07

Motion by Commissioner Hinz; seconded by Commissioner Wakeman to authorize payment from the appropriate project related account. Discussion - Commissioner Wakeman has final bid documents for the mechanical contractor. He will be getting another bill to reflect that in the next month. He went through it with them yesterday and all was covered. It's a matter of getting bids done, now that we have bidding documents. Commissioner Butler said he spoke with Tom from TPTA yesterday and all seems in order and we should be within budget on this. Commissioner Wakeman - there is a very strict test and balance that will confirm what the plan was; that we accomplished it - immediately upon completion and 60 days. Motion by Commissioner Hinz, seconded by Commissioner Wakeman to authorize payment from the appropriate project related account. Motion carried.

OLD BUSINESS:

- 1) Annual Treasurer's report (tabled from 1/15/08) Consensus was to have DWilson send an email on our their behalf to request status of report.
- 2) Retention (tabled from 1/15/08) - Commission Sedore and his Records Management Coordinator have met to try to simplify and consolidate the Building Authority retention schedule. They took finance and older Building Authority retention and consolidated down to 4 main items and down to a page and a half. Commissioner Sedore will email it to the members. All are life of building/bond plus 2 years. We will be holding things sometimes longer than finance retention. Commissioner Butler - can't destroy finance documents until you extract from finance to add to Building Authority. Commissioner Sedore - someone would have to review every document to do that extraction and would be very time consuming. This will need to be looked into further.

MISCELLANEOUS:

- 1) Information Only - Quitclaim Deeds and Assignment of Leases recorded. DWilson provided a list of the documents for everyone's use.
- 2) Information Only - Recent Board actions (Butler and Wakeman appointments, by-law changes). Copies were provided for everyone's use.

ADJOURNMENT:

Commissioner Hinz motioned to adjourn the meeting at 9:25 AM and seconded by Commissioner Sedore. Motion carried.

The next regular meeting is set and posted for Tuesday, April 15, 2008 @ 8:00 A.M. in the Board Conference Room (unless notified otherwise).

Minutes submitted by Recording Secretary Denise Wilson and distributed to members via email 4/1/08 for their review and approval at a future date.

Denise Wilson

From: Rathburn, Dan [drathbur@owen-ames-kimball.com]
Sent: Tuesday, March 18, 2008 4:24 PM
To: Denise Wilson
Subject: Allegan County Medical Care Facility
Follow Up Flag: Follow up
Flag Status: Red

Here are the final contract amounts with break downs for Sitework and Concrete:

Sitework

Base Bid - \$28,000
Gift In Kind - \$0
Alternate 1 (Sidewalks) - \$0
Sales Tax - \$275
Total - \$28,275

Concrete

Base Bid - \$51,860
Gift In Kind - (\$1,000)
Alternate 1 (Sidewalks) - \$9,000
Use Van Laan Resteel - (\$880)
No Performance Bond - (\$920)
Sales Tax - Included in Base Bid
Total - \$58,060

Please call with any question or if you need anything else.

*Daniel Rathburn
Project Manager*

*Owen-Ames-Kimball Co.
300 Ionia NW
Grand Rapids, MI 49503
(616) 456-1521
Mobile (616) 262-6596
Fax (616) 458-0770
drathbur@owen-ames-kimball.com*

S T A T E O F M I C H I G A N

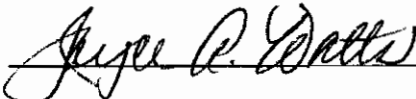
BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

BUILDING AUTHORITY-APPROVE MEMBER APPOINTMENT

BE IT RESOLVED, that the Allegan County Board of Commissioners hereby approves recommendation of the Allegan County Building Authority to appoint Brett Butler a member of the Building Authority for a three year term to expire December 31, 2010.

Moved by Commissioner Black, seconded by Commissioner VanEck to adopt the resolution as presented. Motion carried by roll call vote:-- Yeas - 11 votes. Nays - 0 votes. Absent - 0 votes.

ATTEST, A TRUE COPY

 _____, Clerk-Register

APPROVED: February 28, 2008

cc: Admin. - Finance - Human Resources - Appointee - Building Authority

S T A T E O F M I C H I G A N

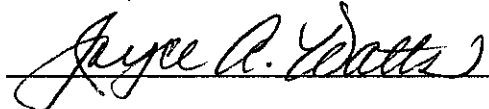
BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

BUILDING AUTHORITY-APPROVE MEMBER APPOINTMENT

BE IT RESOLVED, that the Allegan County Board of Commissioners hereby approves the appointment of Robert Wakeman, to the Allegan County Building Authority for a three year term to expire December 31, 2010.

Moved by Commissioner Black, seconded by Commissioner VanEck to adopt the resolution as presented. Motion carried by roll call vote: Yeas - 11 votes. Nays - 0 votes. Absent - 0 votes.

ATTEST, A TRUE COPY

 _____, Clerk-Register

APPROVED: February 28, 2008

cc: Admin. - Finance - Human Resources - Appointee - Building Authority

S T A T E O F M I C H I G A N

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

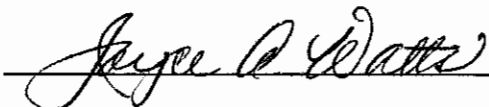
BUILDING AUTHORITY—APPROVE AMENDED BY-LAWS

BE IT RESOLVED, that the Allegan County Board of Commissioners hereby approves the amended by-laws of the Allegan County Building Authority, as attached, and recognizes the relationship between itself and the Allegan County Building Authority, as defined therein; and

BE IT FURTHER RESOLVED, that these attached by-laws supersede any previously established by-laws.

Moved by Commissioner Black, seconded by Commissioner VanEck to adopt the resolution as presented. Motion carried by roll call vote: Yeas - 11 votes. Nays - 0 votes. Absent - 0 votes.

ATTEST, A TRUE COPY

 _____, Clerk-Register

APPROVED: February 28, 2008

cc: Admin. - Finance - Human Resources - Building Authority

ALLEGAN COUNTY BUILDING AUTHORITY

BYLAWS (amended 1/15/08)

MINUTES of a Regular Meeting of the Board of Commissioners of the Building Authority held on the 16th day of August, 2005, at 8:30 o'clock a.m., Eastern Standard Time.

PRESENT: Commissioner Lombardo, Butler, DeVries, Hinz and Larr.

ABSENT: None.

The following preamble and resolution were offered by Commissioner Lombardo and supported by Commissioner Hinz.

WHEREAS, the Building Authority of the County of Allegan, Allegan; Michigan, has incorporated the Allegan County Building Authority (the "Building Authority") pursuant to the provisions of Act 31, Public Acts of Michigan, 1948 (First Extra Session), as amended; and

WHEREAS, the Articles of Incorporation of the Building Authority require that certain bylaws and rules of procedure be adopted by the Commission of the Building Authority;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The following shall be the Bylaws of the Building Authority:
 - A. Regular meetings of the Building Authority shall be held on a schedule established at the beginning of each calendar year as the Building Authority deems necessary to conduct business in a public place appropriate for the meetings to be held established at the time, which said meetings may be adjourned by action of the

Building Authority from time-to-time a definitely fixed place, date and time.

B. Special meetings of the Building Authority shall be called by the Chairperson of the Building Authority or by any two (2) members of the Building Authority.

Written notice of special meetings of the Building Authority shall be either (a) served personally on each member of the Building Authority or left at his or her usual place of employment or residence not less than twenty-four (24) hours prior to the time of the special meeting; (b) given personally by telephonic communication to each member of the Building Authority not less than twenty-four (24) hours prior to the time of the special meeting; or (c) given by first class mail to each member of the Building Authority not less than seventy-two (72) hours prior to the time of the special meeting; or d) electronic notification via email to each member not less than twenty-four (24) hours prior to the time of the special meeting. In the event of notice of a special meeting by telephonic communication with each member of the Building Authority, an affidavit shall be filed by the person giving notice of said special meeting to a Member by telephonic communication that notice was given to the Member by such means.

Public notice of all regular, special or rescheduled regular meetings of the Building Authority shall be given pursuant

to the applicable provisions of Act 267 of the Public Acts of 1976.

Any meeting at which all members of the Building Authority are present shall be a legal meeting for the conduct of business, notwithstanding the fact that it was not called in the manner set forth above and notwithstanding the fact that notice of the meeting was not given in the manner set forth above, provided, that notice of such meeting of the Building Authority was given in accordance with the provisions of Act 267 of the Public Acts of 1976.

Any action of the Building Authority taken without notice to a Member as hereinabove required shall be valid if such Member not so notified at anytime before or after the action is taken submits a signed waiver of notice, and, if signed after the action was taken, also ratifies the action so taken.

C. A majority of the qualified membership of the Building Authority shall constitute a quorum and all proceedings of the Building Authority shall require for favorable action a vote of a simple majority of members of the Building Authority.

Commissioners unable to attend due to medical reasons shall be permitted to participate in the discussion and votes of Building Authority Meetings by telephone provided that the requirements of the Open Meetings Act are met and that a quorum is physically present.

D. The Building Authority shall act by resolution or motion and shall keep a journal of its proceedings, which shall be signed by the Secretary. Said journal shall show how each member voted and each member shall vote upon all motions and resolutions unless he is disqualified from voting thereon by reason of any direct or indirect personal interest as defined by the State of Michigan Conflict of Interest Laws.

E. All checks of the Building Authority shall be executed by the Treasurer and the Chairman of the Building Authority. Interest coupons attached to bonds shall be executed with the facsimile signature of the Chairperson.

F. The Treasurer shall make an annual report of the receipts and disbursements of the funds of the Building Authority for the preceding year at a regular meeting to be held in the month of January of each year.

G. The Secretary of the Building Authority is hereby authorized and directed to obtain a seal for the Building Authority, which seal shall be the official seal of the Building Authority.

H. In case of the temporary absence or disability of any officer, the Building Authority may appoint some other member of the Building Authority to act temporarily in his or her stead, except that in the case of the temporary absence or disability of

the Chairperson, the Secretary of the Building Authority shall act as Chairperson.

I. The Building Authority by resolution may establish advisory committees for the purpose of assisting the Building Authority in the discharge of its duties. The resolution establishing an advisory committee shall state the names of the committee members, their terms of office and the committee's function.

J. The Building Authority may appoint a recording secretary and deputy treasurer who need not be members of the Building Authority.

K. All actions of the Building Authority shall be governed by Roberts Rules of Order Revised if not inconsistent with the Articles of Incorporation of the Building Authority or its Bylaws.

L. Non-county employee members appointed to the Building Authority may be authorized to receive per diem and mileage for attending all official meetings of the Building Authority, or if other means of compensation are available, citizen members can opt out of receiving per diem and mileage. Per diem and mileage shall be set by the Board of Commissioners and be paid from the Board of Commissioners budget.

2. These Bylaws shall be effective when approved by the Building Authority of the County of Allegan of Allegan, Michigan and the

Secretary is hereby directed to file this resolution in his records.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: Commissioners Lombardo, Hinz, Butler, DeVries, and Larr.

NAYS: None.

RESOLUTION DECLARED ADOPTED.

William Hinz, Secretary
Allegan County Building Authority

- RECORDED TOWER PROPERTY LEASE_ALLTEL
- RECORDED TOWER PROPERTY LEASE_GUNPLAIN
- RECORDED TOWER PROPERTY LEASE_LEE_Smith
- RECORDED TOWER PROPERTY LEASE_MONTEREY
- RECORDED TOWER PROPERTY LEASE_OTSEGO2
- RECORDED TOWER PROPERTY LEASE_SAUGATUCK
- RECORDED TOWER PROPERTY LEASE_OTSEGO1
- RECORDED TOWER PROPERTY QUITCLAIM_AlleganTwp
- RECORDED TOWER PROPERTY QUITCLAIM_ManliusTwp_KenRossFarms
- RECORDED TOWER PROPERTY QUITCLAIM_Monterey Twp_CoffeyProperty
- RECORDED TOWER PROPERTY QUITCLAIM_OtsegoTwp_Dieke Property
- RECORDED TOWER PROPERTY QUITCLAIM_OtsegoTwp

Type: Adobe Acrobat Document
 Date Modified: 3/5/2008 12:46 PM
 Size: 126 KB

**Allegan County
Building Authority**



County Services Building
3283 - 122nd Avenue
Allegan, MI 49010
269-673-0239 Brett Butler, Chairman
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269-673-0239 Denise Wilson, Recording Secretary

REGULAR BUILDING AUTHORITY MEETING—Minutes
Wednesday, March 18, 2008 @ 8:00 A.M.
Board Conference Room - County Services Complex

CALL TO ORDER:

ROLL CALL:

APPROVAL OF AGENDA:

APPROVAL OF MINUTES: Minutes of December 18, 2007, and January 15, 2008

PUBLIC PARTICIPATION:

DISCUSSION ITEM:

- 1) Households MCF FIDS Project - bid process for concrete and site work.
- 2) Membership/Officers.

EXPENDITURES:

- 1) OAK Inv#12349-1 dated 1/31/08 for humidity issue - \$9,680.50.
- 2) Tower Pinkster Inv#0040503 dated 2/29/08 for Mechanical Systems Validation - \$4,471.07.

OLD BUSINESS:

- 1) Annual Treasurer's report (tabled from 1/15/08).
- 2) Retention (tabled from 1/15/08).

MISCELLANEOUS:

- 1) Information Only - Quitclaim Deeds and Assignment of Leases recorded.
- 2) Information Only - Recent Board actions (Butler and Wakeman appointments, by-law changes).

ADJOURNMENT:

Next regular meeting Tuesday, April 15, 2008 @ 8:00 A.M. in the Board Conference Room (unless notified otherwise).