



OAKLAND COUNTY BUILDING AUTHORITY

OAKLAND COUNTY EXECUTIVE L. BROOKS PATTERSON

JAY SHAH, Chairperson
ANDY MEISNER, Vice-Chairperson &
O.C. Treasurer
DONALD SNIDER, Secretary
JAMELE HAGE
L. BROOKS PATTERSON, O.C. Executive

MINUTES
REGULAR MEETING
Wednesday, March 14, 2018

The regular meeting of the Oakland County Building Authority was called to order by *Chairman Shah* at 9:00 a.m. in the Facilities Management Conference Room of the Public Works Building (95W), Waterford, Michigan.

BUILDING AUTHORITY MEMBERS PRESENT

Jay Shah – Chairperson
Ross Gavin – Vice Chairperson and County Treasurer, designee
Donald Snider – Secretary

BUILDING AUTHORITY MEMBERS ABSENT

Jamele Hage – Committee Member
Doug Williams – County Executive, designee

OTHERS PRESENT

Mark Williams – Accountant, Fiscal Services
Art Holdsworth – Director, Facilities Management
Ed Joss – Manager, Facilities Management
Matt MacDougall – Project Manager, Facilities Management
Carmelo Moyet – Project Manager, Facilities Management
Nan Chenoweth – Secretary, Facilities Management

APPROVAL OF AGENDA

It was moved by *Mr. Gavin* and seconded by *Mr. Snider* to approve the agenda dated March 14, 2018

Yeas: 3 Nays: 0 Absent: 2 Motion Carried.

APPROVAL OF MINUTES

It was moved by *Mr. Snider* and seconded by *Mr. Gavin* to approve the minutes dated February 14, 2018 with the addition of what was changed in the By-Laws. In the By-Laws, Section 1, was changed from “January 1 of each year and end on December 31 of the same year” to read “shall be the same as the County of Oakland”. Also in the By-Laws, Section 2, was changed from “shall be held on the first business day in January in each year” to “An organizational meeting shall be held in January each year and the Commission of the Authority shall meet for such purpose on the second Wednesday in January 9:00 a.m. at the usual place of holding the meetings of the Commission”. Attached are the By-Laws and Articles of Incorporation with highlighted areas of these changes.

Yeas: 3 Nays: 0 Absent: 2 Motion Carried.

COMMENTS FROM PUBLIC

None at this time.

ANIMAL SHELTER PROJECT – UPDATE

Mr. Joss reported we are currently working on punch list items.

Mr. MacDougall reported there will probably be at least one or two more billings before the project is closed out.

ANIMAL SHELTER PROJECT – INVOICES

<u>Payable to</u>	<u>Date</u>	<u>Invoice#</u>	<u>Amount</u>
Great Lakes Data Systems	12/18/17	INV77154	\$7,560.00
Doublejack Electric	02/13/18	3012	\$ 85.50
Thumb Communications	02/14/18	22054	\$ 428.00
Solid Signal	01/31/18	P-card	\$ 214.45
		Total	\$8,287.95

It was moved by *Ms. Gavin* and seconded by *Mr. Snider* the above invoices for the Animal Shelter project be approved.

Yeas: 3 Nays: 0 Absent: 2 Motion carried.

INFRASTRUCTURE – IT PROJECTS UPDATE

Mr. Moyet stated he is not sure why the vendor didn't submit a billing for this month but he will most likely have one for the April meeting.

Mr. Moyet reported this project is approximately 95% completed on the south end.

INFRASTRUCTURE PROJECT – INVOICES

<u>Payable to</u>	<u>Date</u>	<u>Invoice#</u>	<u>Amount</u>
Doublejack Electric	01/30/18	30091	\$ 296.25
SME	02/08/18	83078	\$7,733.50
		Total	\$8,029.75

It was moved by *Mr. Snider* and seconded by *Mr. Gavin* the invoices for the Infrastructure-Steam Tunnel portion of this project be approved.

Yeas: 3 Nays: 0 Absent: 2 Motion carried.

OTHER BUSINESS

No other business at this time.

NEXT REGULAR MEETING

The next regularly scheduled meeting is on *Wednesday, April 11, 2018 at 9:00 a.m.*

The meeting was adjourned at 9:08 a.m.

Respectfully submitted,

Jay Shah, Chairperson

Donald Snider, Secretary

cc: Planning and Building (after signed)

CERTIFICATION

STATE OF MICHIGAN)
) ss.
COUNTY OF OAKLAND)

I, the undersigned, do hereby certify that the foregoing is a true and complete copy of the minutes of the meeting of the Oakland County Building Authority held in the Conference Room of the Public Works Building, One Public Works Drive, Waterford, Michigan, on March 14, 2018, the original of which is on file in the Chairman's journal in the Administrative Area of the Facilities Planning & Engineering Division.

Donald Snider, Secretary

BY-LAWS AND RULES OF PROCEDURE
OF THE
OAKLAND COUNTY BUILDING AUTHORITY

*changed from below
to, see next page*

Section 1. The fiscal year of the Oakland County Building Authority (hereinafter referred to as the "Authority") shall begin on January 1 of each year and end on December 31 of the same year.

Section 2. The annual meeting of the Commission of the Authority shall be held on the first business day (not a Saturday, Sunday or holiday) in January in each year.

Section 3. Regular meetings of the Commission shall be held on the second Wednesday of each month.

Section 4. Special meetings of the Commission shall be held when called by the Chairman or by any two members. Written notice thereof shall be served personally upon the Commissioners other than those calling the meeting, or left at their places of residence, at least 24 hours before the meeting, and the time, place and purpose of the meeting shall be stated in the notice: Provided, however, that notice may be waived in writing either before or after a meeting and consent to action taken, given in writing by an absentee after a meeting, shall have the same effect as if the consenting Commissioner had been present and had voted in favor of such action. Any meeting at which all Commissioners are present shall be a valid meeting, and all action taken thereat shall be valid, irrespective of lack of notice thereof.

Section 5. All meetings of the Commission, unless otherwise provided, shall be held at 9:00 o'clock A.M., Eastern Standard Time, in the Public Works Building Lower Level Conference Room.

Section 6. A majority of all members of the Commission shall be required for a quorum.

Section 7. At the annual meeting every year new officers shall be elected for terms of one year each. The new officers shall take office upon their election and shall serve until their successors are elected and qualified.

Section 8. The officers of the Commission shall have the powers and duties set forth in the Articles of Incorporation.

Section 9. The rules of the latest edition of Robert's Rules of Order shall govern the procedure of the Commission except where contrary to the Articles of Incorporation or these By-Laws.

Section 10. The Authority shall have a corporate seal upon which the words "Oakland County Building Authority, Oakland County, Michigan", shall be embossed. Such seal, in the form impressed hereon, is hereby adopted.

Section 11. These By-Laws shall take effect upon their adoption. They may be amended by the affirmative vote of the majority of the Commission.

BY-LAWS AND RULES OF PROCEDURE
OF THE
OAKLAND COUNTY BUILDING AUTHORITY

changed to

Section 1. The fiscal year of the Oakland County Building Authority (hereinafter referred to as the "Authority") shall be the same as the County of Oakland.

Section 2. An organizational meeting shall be held in January each year and the Commission of the Authority shall meet for such purpose on the second Wednesday in January 9:00 a.m. at the usual place of holding the meetings of the Commission.

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Section 11. These By-Laws shall take effect upon their adoption. They may be amended by the affirmative vote of the majority of the Commission.

Section 2 – Corporate Seal: The Authority shall have a corporate seal.

Section 3 – Corporate Limits: The corporate limits of the Authority shall be the same as those of the County.

Section 4 – Fiscal Year: The fiscal year of the Authority shall be the same as the County of Oakland.

10/1 - 9/30

Section 5 – Acquisition of Property: For the purpose of accomplishing the objects of its incorporation, the Authority may acquire property by purchase, construction, lease, gift, devise or condemnation, according to Act 31 (MCL 123.959).

Section 6 – Power to Contract: The Authority and the Incorporating Unit shall have the power to enter into a contract or contracts whereby the Authority will acquire property necessary to accomplish the purposes of this incorporation and contemplated by Act 31 and lease such property to the Incorporating Unit for a period of not to exceed fifty (50) years, or if the Authority issues refunding bonds, the Authority may enter into a contract or contracts under which the Authority will own or continue to own the property acquired, in part or in whole, from the sale of the bonds to be refunded and will lease such property to the Incorporating Unit for a period not to exceed fifty (50) years from the day of issuance of the refunding bonds, which contracts may be either a full faith and credit general obligation of the Incorporating Unit or shall not be a full faith and credit general obligation of the Incorporating Unit. The contract with the Incorporating Unit may also provide the following: (a) that the Incorporating Unit pay all costs and expenses of operation and maintenance of the property and the operating expenses of the Authority, including expenses incidental to the issuance and payment of bonds and (b) that the obligation of the Incorporating Unit under the contract for the payment of any rent shall not be subject to any setoff by the Incorporating Unit or any abatement of cash rent for any cause, including but not limited to casualty that result in the property being untenable. The Incorporating Unit shall have such rights to sublet or assign property leased from the Authority as provided in Act 31.

Section 7 - Bonds: Subject to and pursuant to Act 31, for the purpose of defraying all or part of the cost of building, acquiring, improving, and enlarging any building or buildings, automobile parking lots or structures, recreational facilities and the necessary site or sites therefore, together with appurtenant properties and facilities necessary or convenient for the effective use thereof, and furnishing and equipping the same the Authority may do one of the following: (a) after execution and delivery of a full faith and credit general obligation contract of lease, as provided in Act 31, may by ordinance or resolution, adopted by a majority vote of the elected members of the Commission, issue negotiable bonds in anticipation of the contract obligations of the Incorporating Unit to make cash rent payments to the Authority and may pledge the receipts from such payments for payment of the bonds and the interest thereon or (b) after execution of a contract of lease which is not a full faith and credit general obligation of the Incorporating Unit, as provided in Act 31, may by ordinance or resolution, adopted by a

Section 4 – Commission Compensation: Members of the Commission shall receive a per diem as established by the Commission and approved by the County Board of Commissioners. The Commission, in its discretion, may authorize the payment of the actual expenditures of any Member incurred in connection with the business of the Authority.

Section 5 – Commission Organizational Meeting: An organizational meeting shall be held in January each year and the Commission shall meet for such purpose on the **second Wednesday in January at 9:00 a.m.** at the usual place of holding the meetings of the Commission. At such meeting, the Commission shall select a Chairperson, a Vice-Chairperson, and a Secretary who shall be Members of the Commission. The County Treasurer shall be the Authority Treasurer. Such officers shall serve until the organization meeting in the following year and until their respective successors shall be selected.

Section 6 – Commission Officers: The Chairperson of the Commission shall be the presiding officer thereof. In the absence or disability of the Chairperson, the Vice Chairperson shall perform the duties of the Chairperson. The Secretary shall be the recording officer of the Commission. The Treasurer shall be custodian of the funds of the Authority. The Treasurer shall be the chief accounting officer of the Authority and subject to the approval of the Commission may employ or designate such assistants as may be necessary. All moneys shall be deposited by the Treasurer in a bank or banks designated for funds of the County. The Commission shall designate all payments to be made by the Treasurer. The Members of the Commission shall have such other powers and duties as may be conferred upon them by the Commission.

Section 7 – Commission Meetings: Meetings of the Commission shall be held semi-annually or more often if required, at such times and places as shall be prescribed by resolution of the Commission. Special meetings of the Commission may be called by the Chairperson or any two members thereof, by serving written notice of the time, place and purpose thereof upon each member of the Commission personally, or by leaving it at his or her place of residence at least twenty-four hours prior to the time of such meeting, or by depositing the same in a United States post office or mail box within the County of Oakland, at least seventy-two hours prior to the time of such meeting, enclosed in a sealed envelope properly addressed to him or her at their home or office address, with postage fully prepaid thereon. Special meetings of the Commission, at which all members are present, shall be deemed to be valid even though no written notice thereof may have been given as above provided. Any Member of the Commission may waive notice of any meeting either before or after the holding thereof.

Section 8 – Commission Quorum and Actions: A majority of all Members of the Commission shall be required for a quorum. The Commission shall act by motion, resolution or ordinance. For the passage of any motion, resolution or ordinance there shall be required the affirmative vote of a majority thereof. The Commission shall have the right to adopt rules governing its procedure, provided the same are not in conflict with