

Albion Building Authority
October 14, 2019 Special Meeting

I. Call to Order

The October 14, 2019 ABA Regular Meeting was called to order at 8:00 a.m. by Chairman M Tymkew.

II. Roll Call

PRESENT: M Tymkew, Chair, J Domingo, C Farmer, E Seedorf.

ABSENT: All members were present

STAFF: Darwin McClary, City Manager and Jill Domingo, City Clerk

III. Approval of Minutes:

❖ October 2, 2019

J Domingo moved, supported by E Seedorf, CARRIED, to Approve October 2, 2019 minutes as presented. (4-0, vv)

IV. Old Business

Chairman M Tymkew informed Board's he signed Hurst Mechanical Contract for boiler update at Maple Grove.

V. New Business

A. Request Approval RFQ for Management of Maple Grove

City Manager McClary noted that this will be a tight time frame for the RFQ but feels it can be done. He will follow-up with Attorney for review of the RFQ before sending out. He is also asking the Board to approve the contract with BidNet Direct for bid services. There is a one-time \$195.00 sign-up fee. There are no other fees to use this program. If contract with Bid Net is approved, all vendors will be required to sign-up and provide RFQ through the BidNet Direct system. All changes/corrections were highlighted in yellow on the RFQ that was provided to the Board.

RFQ changes are as follows:

- Due Dates and contract dates will be updated
- All references in the RFQ to the Housing Commission will be changed to Albion Building Authority

- Documents that have been referenced as available upon request will be included with the RFQ such as the procurement policy; insurance policy; copy of Maple Grove's house rules; ABA by-laws and ABA budget.
- Does the ABA follow the City's procurement policy? Pg. 12 will be changed to the City of Albion's procurement policy.
- Pg. 11 (g) sentence -a copy of which is available upon request to the Director of Housing will be removed.
- Pg. 13 will be changed from the common to the Albion Building Authority
- The Maple Grove information page will be updated with the year built; how many 1- & 2-bedroom units does Maple Grove have; the annual operating budget; the anticipated capital funding and the site size.

Comments were received from Chair M Tymkew and Board Member J Domingo and Kevin Markovich.

J Domingo moved, supported by C Farmer, CARRIED, to Approve the RFQ for Management of Maple Grove with the noted changes. (4-0, vv)

Comments were received from Kevin Markovich who asked if the BidNet Direct services used for the ABA would also be for City use and concern for automatic renewal of the contract.

City Manager McClary stated this was an automatic renewal however there are no fees attached. If the Board no longer wished to contract with BidNet Direct, there is a termination clause that the contract can be terminated by either party with sixty (60) days' notice. The City would contract with BidNet Direct under a separate contract.

J Domingo moved, supported by C Farmer, CARRIED, to Approve Agreement for Services with BidNet Direct; Authorize the \$195.00 one-time fee and Authorize Chair to sign the agreement. (4-0, vv)

Board also discussed the following items:

- Updating ABA's by-laws
- Is the ABA able to bond capital improvement items after they have been completed?
- Can the ABA re-bond for Maple Grove? City Manager McClary will check into whether the ABA is able to re-bond for Maple Grove.
- Will there be a rent reduction for a bond for Maple Grove?
- Does Maple Grove have a snow plow contract? Should the Board Chair sign all contracts for Maple Grove?
- The Board has requested ASR Management Company send all Maple Grove contracts to the City Clerk to place on file.

- ABA's purchasing policy

***The next Special Meeting will be held on October 29, 2019 at 8:00 a.m. at City Hall, Mayor's Office with the following agenda:*

- *ABA By-Laws*
- *ABA 2020 Budget*
- *Easement for Consumers Energy*

- VI. Public Comment (Persons addressing the ABA shall limit their comments to no more than 5 minutes-Proper decorum is required)

JoEllen Rance, Manager Maple Grove stated the boilers have been removed and the new boiler will be hooked up this week. There has been a slight delay with the lighting project as the company had to order the lights. They should be starting in December.

- VII. Excuse Absent Board Member(s)

No action was necessary as all members were present.

- VIII. Adjournment

E Seedorf moved, supported by C Farmer, CARRIED, to adjourn the meeting. (4-0, vv)

Meeting adjourned at 9:03 a.m.

Recorded By: J Domingo, City Clerk