

**Southwest Michigan Building Authority**  
**September 30, 2016**

SMBA meeting was held at the Oshtemo Township Hall, Chair Jeff Sorensen called the meeting to order at 8:30 a.m.

**PRESENT:**

Jeff Sorensen, Chair, Cooper Representative  
Carol DeHaan, Treasurer, Cooper Representative  
Libby Heiny-Cogswell, Oshtemo Representative

Also present were Building Inspector Garrett Reitenour, Attorney James Porter, and Oshtemo Treasurer Nancy Culp acting as recording secretary.

Motion by Heiny-Cogswell, second by DeHaan to approve the minutes of the September 23<sup>rd</sup> regular meeting. Carried 3-0.

**Updates on Organization Start Up**

Ms. DeHaan advised she will contact Point N Pay to set up accepting credit card payments. There was discussion to authorize the chair to enter into an agreement with Burnham & Flower for property/liability insurance if they can provide a statement that subcontractors would be primary insured; if not, enter into an agreement with Hartleb Agency. Attorney Porter advised he has not received feedback from Cooper Attorney Mike Homier regarding the attorney agreement letter. Mr. Homier and Bev Albright should be copied on all agendas and minutes. Financial consultant will be Siegfried, Crandall, P.C. The BS&A programs – General Ledger, Payroll, Cash Receipting, and Accounts Payable, cost is higher than expected. Board member Everett sent an e-mail requesting details. Motion by DeHaan, second by Heiny-Cogswell to authorize Ms. Heiny-Cogswell to negotiate with BS&A. Chair Sorensen advised the Cooper vehicle is ready for SMBA to use; a letter of agreement will be needed from SMBA for the leasing of the vehicle. Magnetic signs for personal vehicles used for SMBA have been ordered. Building Official Reitenour has advised SMBA will not be required to obtain the entire Code Library, he is requesting written verification. Suggestion was made to have a meeting for review of the Employee Handbook. Job Descriptions – Administrative Operations Assistant, Building Inspector, and Building Official were reviewed. Motion by DeHaan, second by Heiny-Cogswell to approve as presented. Carried 3-0.

**Board Member Comments**

Ms. Heiny-Cogswell advised response has been received from the State regarding the complaint filed by KABA Board Member Barney Martlew against Oshtemo Township regarding the Building Department fund; the State found no basis for his complaint and consider the matter closed.

Meeting adjourned at 10:00 a.m.

Next Meeting – October 7<sup>th</sup> – 8:30 a.m. – Oshtemo Township Hall