

Southwest Michigan Building Authority
October 7, 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
Deb Everett, Secretary, Oshtemo Representative
Carol DeHaan, Treasurer, Cooper Representative
Larry Stehouwer, Citizen at Large

Also present were Building Official Jerry Reitenour, Building Inspector Garrett Reitenour, and Attorney James Porter.

Ms. Everett requested the approval of the minutes for the September 30th meeting be tabled for further information needed to complete them.

Updates on Organization Start Up

A letter of understanding is needed regarding current Cooper Township employee Julie Mueller assisting with the startup process; Attorney Porter will draft.

Cooper Township will need to approve the use of their Township vehicle by SMBA employees.

Attorney Porter advised he has discussed the attorney letter of agreement with Cooper Township attorney Mike Homier; a final draft should be available at the next meeting.

Based on proposals received, Chair Sorensen recommended accepting the proposal from Seber, Tans, P.C. for auditor service. Motion by Everett, second by DeHaan to the accept the Seber, Tans, P.C. proposal. Carried 3-0.

Ms. DeHaan suggested a committee, rather than the entire board, review and make recommendations for the Employee Handbook. Chair Sorensen, Mr. Reitenour and Mr. Porter will review and recommend.

Mr. Reitenour advised he had discussion with State and Code officials regarding the requirement to obtain the complete code library which would be several thousand dollars. He noted that a membership in the Lakeshore Building Officials group would provide access to the library. Motion by DeHaan, second by Stehouwer to authorize Mr. Reitenour to obtain the membership. Carried 3-0.

Board Member Comments

Ms. DeHaan suggested the SMBA Board meet bi-weekly instead of weekly; most of the implementation items have been completed. Consensus was to meet bi-weekly during the rest of the implementation.

Discussion was held regarding outreach; consensus was to ask Mr. Reitenour to explore a SMBA membership with the local Home Builders Association.

Meeting adjourned at 9:20 a.m.

Next Meeting – October 21st – 8:30 a.m. – Oshtemo Township Hall