

Southwest Michigan Building Authority
November 10, 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
Libby Heiny-Cogswell, Oshtemo Representative
Larry Stehouwer, Citizen at Large

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

Motion by DeHaan, second by Stehouwer to approve the minutes of the October 21st meeting. Carried 5-0.

Updates on Organization Start Up

BS&A will be on site December 6, 7 & 8 to install accounting programs.

Point & Pay is in process.

Employee Handbook – committee of Mr. Sorensen, Ms. Everett, Building Official Reitenour and Attorney Porter will meet November 22nd, 9:00 a.m. to review updates.

Retirement Plan – Attorney Porter will review.

Attorney Letter of Understanding has not been received from Cooper Attorney; all correspondence should be copied to his assistant.

Financial Report

Building Official Reitenour provided reports on October revenue, November to date and permits not yet picked up/paid.

Motion by Everett, second by Heiny-Cogswell to approve the financial report. Carried 5-0.

Other Business

Building Board of Appeals – consensus was to set fee of \$600 by resolution; each Township needs to adopt the resolution.

PTO - Building Official Reitenour requested the Board consider prior PTO for SMBA employees, waiving the six month wait period.

Motion by DeHaan, second by Heiny-Cogswell to request Building Official Reitenour present a recommendation for PTO. Carried 5-0.

Required Signatures - Building Official Reitenour requested the threshold for requiring two signatures on SMBA checks be raised to \$2,500.

Motion by DeHaan, second by Heiny-Cogswell to approve raising the requirement for two signatures to \$2,500. Carried 5-0.

Meeting adjourned at 9:30 a.m.

Next Meeting – December 16th – 8:30 a.m. – Oshtemo Township Hall