

Southwest Michigan Building Authority
Special Meeting
August 7, 2017

The SMBA special meeting was held at the Oshtemo Township Hall, Chair Jeff Sorensen called the meeting to order at 10:00 a.m.

PRESENT:

Jeff Sorensen, Chair, Cooper Representative
Deb Everett, Secretary, Oshtemo Representative
Carol DeHaan, Treasurer, Cooper Representative
Nancy Culp, Oshtemo Representative

Also present were Building Official Jerry Reitenour, Administrative Assistant Crystal Bartel, and Attorney Jim Porter.

Job Description

The Board reviewed the proposed job description for a part time clerical position.

Motion by Everett, second by DeHaan to approve the job description and post the position for 16 hours/week with Indeed and KPL One Place. Carried 4-0.

SOG Contractor

The Board reviewed a proposed contract for services related to development of standard operating guidelines. There was discussion the time frame would be 12 months with quarterly updates.

Motion by DeHaan, second by Everett to approve the agreement as amended and authorize Building Official Reitenour to negotiate hours needed for the project and hourly salary up to \$22.00. Carried 4-0.

Meeting adjourned at 10:30 a.m.

Next Regular Meeting – August 24, 2017 – 8:30 a.m.