

Southwest Michigan Building Authority

February 22, 2018

The SMBA regular 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
Nancy Culp, Oshtemo Representative
Larry Stehouwer, Citizen at Large

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

Consent Agenda

January 26, 2018 Regular Meeting Minutes
Receipts & Disbursements Report
Building Official Report

Motion by Culp, second by Stehouwer to approve the consent agenda. Carried 5-0.

Motion by DeHaan, second by Culp to suspend use of Ms. Bartel's personal cell phone for SMBA purposes. Carried 5-0.

SMBA Policies

Motion by Everett, second by Culp to approve the Purchasing Policy. Carried 5-0.

Motion by Culp, second by Everett to adopt a resolution approving the Investment Policy. Roll call with all members voting aye. Carried 5-0.

Motion by Culp, second by Everett to adopt a resolution approving the Temporary Certificate of Occupancy policy. Roll call with all members voting aye. Carried 5-0.

Other Business

Discussion and consensus of performance appraisal process.

Meeting adjourned at 9:40 p.m.

Next Regular Meeting – March 22, 2018 – 8:30 a.m.