

Southwest Michigan Building Authority

March 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
Larry Stehouwer, Citizen at Large

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

Consent Agenda

February 22, 2018 Regular Meeting Minutes
Receipts & Disbursements Report
Building Official Report

Motion by DeHaan, second by Stehouwer to approve the consent agenda. Carried 4-0.

Building Official Annual Performance Review

The Board had discussion with Building Official Reitenour regarding various topics of the organization and staffing.

Other Business

Motion by DeHaan, second by Stehouwer to direct the Building Official and Attorney provide documentation to the Administrative Operations Assistant describing the parameters of the position. Carried 4-0.

Motion by DeHaan, second by Everett to direct the Building Official to purchase a cell phone for SMBA staff use to contact inspectors. Carried 4-0.

Meeting adjourned at 9:45 a.m.

Next Regular Meeting – April 19, 2018 – 8:30 a.m.