

Southwest Michigan Building Authority

March 28, 2019

The SMBA regular meeting was held at the Oshtemo Township Hall, Chair Jeff Sorensen called the meeting to order at 9:00 a.m.

PRESENT:

Jeff Sorensen, Chair, Cooper Representative
Carol DeHaan, Treasurer, Cooper Representative
Dusty Farmer, Oshtemo Representative
Grant Taylor, Oshtemo Representative
Larry Stehouwer, Citizen at Large

Also present were Building Official Jerry Reitenour, Building Inspector Garrett Reitenour, Attorney Jim Porter, and Board Secretary Deb Everett.

Consent Agenda

Meeting Minutes – February 28, 2019 Regular Meeting, March 5, 2019 Special Meeting
Receipts & Disbursements Report
Permits/Inspection Report
Motion by DeHaan, second by Stehouwer to approve the consent agenda. Carried 5-0.

SMBA Succession Plan – Building Official/Building Inspector

A resolution to appoint Garrett Reitenour as Building Official and Jerry Reitenour as Plan Reviewer/Building Inspector effective April 1, 2019 was before the Board.

Motion by Farmer, second by Taylor to adopt the resolution. The resolution was adopted by roll call with all members voting aye.

Job Descriptions

Revised job descriptions for Building Official, Plan Reviewer/Building Inspector, Office Manager, and Administrative Assistant were before the board.

Motion by Farmer, second by Taylor to approve the job descriptions as amended through Board discussion. Carried 5-0.

Other Business

SMBA Website – a memo from staff member Kyle Gibson outlined issues and difficulties being experienced by the SMBA website; recommendation is to change website host.

Motion by Farmer, second by Taylor to change the website host to Siteground. Carried 5-0.

Records – Ms. Farmer advised a discussion is needed regarding records requirements from the member Townships. She will set up a meeting.

Meeting adjourned at 10:00 a.m.

Next Regular Meeting – April 25, 2019 – 8:30 a.m.