

Southwest Michigan Building Authority

April 25, 2019

The SMBA regular meeting was held at the Oshtemo Township Hall, Acting Chair Dusty Farmer called the meeting to order at 8:30 a.m.

PRESENT:

Carol DeHaan, Treasurer, Cooper Representative

Dusty Farmer, Oshtemo Representative

Grant Taylor, Oshtemo Representative

Larry Stehouwer, Citizen at Large

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

Consent Agenda

Meeting Minutes – March 28, 2019 Regular Meeting

Receipts & Disbursements Report

Permits/Inspection Report

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

Discussion - Staffing

Building Official Reitenour advised he is reaching out to other building inspectors for information on a back up inspector.

1st Quarter Budget Review

Office Manager Everett presented budget amendments for the 1st quarter.

Motion by Taylor, second by DeHaan approve the journal corrections and budget amendments as discussed. Carried 4-0.

Other Business

Office Manager Everett presented draft updates to Credit Card and Purchasing Policies to reflect the duties that have been assigned to the Office Manager position.

Motion by Stehouwer, second by Taylor to approve the changes as discussed. Carried 4-0.

Building Official Reitenour advised he met with Oshtemo planning and public works staff to clarify process for receiving as built site plans.

Meeting adjourned at 9:00 a.m.

Next Regular Meeting – May 23, 2019 – 8:30 a.m.