

Southwest Michigan Building Authority

**December 4, 2019**

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

**PRESENT:**

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

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

**Public Comment**

There was no public comment.

**Health Insurance Renewal**

Insurance agent Geoff Lansky was present to review the health insurance renewal for 2020. Motion by Sorensen, second by Farmer to approve renewal of current policy for 2020. Carried 5-0.

**Consent Agenda**

Meeting Minutes – October 24, 2019 Regular Meeting  
Receipts & Disbursements Report - October  
Permits/Inspection Report – October  
Receipts & Disbursements Report – as of November 25  
Permits/Inspection Report – as of November 25  
Motion by Stehouwer, second by Sorensen to approve the consent agenda. Carried 5-0.

**Budget Amendments**

Motion by DeHaan, second by Sorensen to approve budget amendments as presented for 2019. Carried 5-0.

**Tablet Purchase**

Administrative Assistant Kyle Gibson provided information regarding purchase of an additional tablet for inspector use in the field.  
Motion by Sorensen, second by Taylor to approve the purchase of an additional tablet and up to 3 remote desktop seats. Carried 5-0.

**FOIA Policy Update**

Chair Farmer presented proposed updates to the FOIA policy including clarifications and updated fees.  
Motion by Sorensen, second by Taylor to approve the updates as presented. Carried 5-0.

**Chair Report**

Chair Farmer commented Oshtemo has been conducting bi-weekly Ordinance Enforcement review meetings which has been helpful on follow up of issues.

Meeting adjourned at 9:15 a.m.

Next Regular Meeting – January 23, 2020 – 8:30 a.m.