

**Southwest Michigan Building Authority
December 16, 2016**

SMBA 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
Libby Heiny-Cogswell, Oshtemo Representative
Larry Stehouwer, Citizen at Large

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

Motion by DeHaan, second by Stehouwer to approve the minutes of the November 10th meeting. Carried 5-0.

By-Laws

There was discussion of amending the section of the by-laws regarding members of the SMBA board required to be a Supervisor, Clerk or Treasurer; suggestion was to require one of the jurisdiction representatives be a Supervisor, clerk or Treasurer with the second representative being any board position. Attorney Porter will prepare draft language.

2016 Budget

Motion by DeHaan, second by Stehouwer to authorize Ms. Everett and Building Official Reitenour to confer with Siegfried, Crandall for needed budget amendments. Carried 5-0.

Applications

Mr. Reitenour advised 24 applications were received for the Administrative Operations Assistant, phone interviews were conducted with five, and in person interviews have been scheduled for two.

Other Business

Mr. Reitenour provided information on the permits received from the Kalamazoo Area Building Authority (KABA) that are still open and will require inspections by SMBA.

Meeting adjourned at 9:10 a.m.