

## **Southwest Michigan Building Authority**

**April 27, 2017**

The 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  
Nancy Culp, Oshtemo Representative  
Larry Stehouwer, Citizen at Large

Also present were Building Official Jerry Reitenour, Attorney James Porter, Administrative Operations Assistant Crystal Bartel and 1 interested person.

### **Citizen Comments**

Dave Roberts commented SMBA processes are working well, but it seems zoning approval delays permits being issued for Oshtemo Township.

### **Consent Agenda**

March 23<sup>rd</sup> Regular Meeting Minutes  
Financial Report  
Building Official Report

Motion by DeHaan, second by Everett to approve the consent agenda. Carried 5-0.

### **Budget Amendment**

Mr. Reitenour advised there are several line items in the budget that were not funded when the 2017 budget was prepared.

Motion by DeHaan, second by Stehouwer that Mr. Reitenour, Ms. Bartel, Ms. Everett, and Ms. Culp prepare the needed budget amendments. Carried 5-0.

### **Employee Handbook Review**

Mr. Reitenour provided a list of items in the Employee Handbook needing correction and/or clarity. Consensus was a committee of Mr. Reitenour, Ms. Bartel, Ms. Everett, and Mr. Porter meet and review the items.

### **Greenleaf Retirement Resolution**

A resolution establishing a retirement program with Greenleaf Trust was before the Board.

Motion by Culp, second by Stehouwer to adopt the resolution. Carried 5-0.

### **Other Business**

Mr. Reitenour advised permits not requesting a final inspection are being processed and closed out.

Meeting adjourned at 9:30 a.m.

Next meeting – May 25, 2017 – 8:30 a.m.