



Southwest Michigan Building Authority

December 13, 2018

10:30 a.m.

Oshtemo Township Hall
7275 West Main Street
269.585.4150

Agenda

1. Call to Order
2. Citizens Comments on Non-Agenda Items
3. Consent Agenda
 - a. Meeting Minutes – November 7, 2018 Meeting
 - b. Receipts & Disbursements Report
 - c. Permits/Inspections Report
4. Discussion – 2019 Staffing
5. Other Business
6. Adjournment

Southwest Michigan Building Authority

November 7, 2018

The SMBA regular 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
Nancy Culp, Oshtemo Representative
Carol DeHaan, Cooper Representative
Larry Stehouwer, Citizen at Large

Also present were Building Official Jerry Reitenour, Building Inspector Garrett Reitenour, and Attorney Jim Porter.

Consent Agenda

October 4, 2018 Special Meeting Minutes
Receipts & Disbursements Report
Permits/Inspection Report
2019 Meeting Dates
2019 Depositories
2019 Consultants – Legal/Financial

Motion by Stehouwer, second by Culp to approve the consent agenda. Carried 5-0.

Discussion – 2019 Staffing

Discussion held regarding staffing needs for 2019, including adding a part time position for office management, provide Permit Technician training for administrative assistants, volume of trade permits/inspections. Consensus was to review job descriptions for Building Inspector and Building Official and draft job description for Office Manager and continue discussion at the next meeting.

Meeting adjourned at 9:30 a.m.

Next Regular Meeting – December 13, 2018 – 8:30 a.m.

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
HSA 715	BASIC SALES PO BOX 775339 CHICAGO IL, 60677-5339	11/15/2018 11/15/2018 / / 11/15/2018	10-184954 0.0000	SWBA N N N	JAN. - DEC. 2019 ANNUAL RENEWAL	185.00 0.00 185.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-71600	Health Insurance	185.00

VENDOR TOTAL: 185.00

BCBS 727	BLUE CROSS BLUE SHIELD OF MICHIGAN PO BOX 674416 DETROIT MI, 48267	11/26/2018 11/26/2018 / / 11/28/2018	DEC. 2018 0.0000	SWBA N N N	HEALTH INSURANCE	3,009.43 0.00 3,009.43
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-71600	Health Insurance	3,009.43

VENDOR TOTAL: 3,009.43

BS&A 696	BS&A 14965 ABBEY LANE BATH MI, 48808	11/07/2018 11/07/2018 / / 11/30/2018	120666 0.0000	SWBA N N N	COMPUTER SOFTWARE & SUPPORT	2,400.00 0.00 2,400.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-82700	IT Support/Website Host	2,400.00

VENDOR TOTAL: 2,400.00

LARA 700	BUREAU OF CONSTRUCTION CODES LICENSING & COMPLIANCE DIVISION PO 30255 LANSING MI, 48909	11/07/2018 11/07/2018 / / 11/06/2018	BLDG OFFICIAL RE 0.0000	SWBA N N N	GARRETT REITENOUR REGISTRATION FEE	75.00 0.00 75.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-95800	Education/Dues	75.00

VENDOR TOTAL: 75.00

12/04/2018 11:17 AM
 User: kgibson
 DB: Smba

INVOICE APPROVAL BY INVOICE REPORT FOR SOUTHWEST MICHIGAN BUILDING AUTHORITY
 POST DATES 11/01/2018 - 11/30/2018
 BOTH JOURNALIZED AND UNJOURNALIZED

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

REITENOURG	GARRETT REITENOUR	11/21/2018	NOV. 2018	SWBA	REIMBURSEMENT FOR PHONE USAGE	
719		11/21/2018		N		50.00
		/ /	0.0000	N		0.00
		11/21/2018		N		50.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-85300	Telephone	50.00

VENDOR TOTAL: 50.00

0004	GARY HECKMAN	11/07/2018	10/22/18 - 11/2/	SWBA	PLUMBING / MECHANICAL INSPECTIONS	
702	6323 WINDDRIFT AVE	11/07/2018		N		1,035.00
	KALAMAZOO MI, 49009	/ /	0.0000	N		0.00
		11/06/2018		Y		1,035.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81300	Plumbing Inspector	585.00
542-371-81200	Mechanical Inspector	450.00

1,035.00

VENDOR TOTAL: 1,035.00

0004	GARYAIRE, LLC	11/21/2018	110518-111818	SWBA	PLUMBING / MECHANICAL INSPECTIONS	
716	6323 WINDDRIFT AVE	11/21/2018		N		2,160.00
	KALAMAZOO MI, 49009	/ /	0.0000	N		0.00
		11/21/2018		Y		2,160.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81300	Plumbing Inspector	630.00
542-371-81200	Mechanical Inspector	675.00
542-371-81100	Electrical Inspector	855.00

2,160.00

VENDOR TOTAL: 2,160.00

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
0024 698	GREENLEAF TRUST 211 SOUTH ROSE STREET KALAMAZOO MI, 49007	11/07/2018 11/07/2018 / / 11/22/2018	ACCT 52090042 0.0000	SWBA N N N	TRUSTEE & RECORDKEEPING FEES	7/1/2018 546.97 0.00 546.97

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-72200	Pension Plan	546.97

VENDOR TOTAL: 546.97

INTEGRITY 697	INTEGRITY BUSINESS SOLUTIONS 2650 MILLCORK ST SUITE A KALAMAZOO MI, 49001	11/07/2018 11/07/2018 / / 12/05/2018	1819399-0 0.0000	SWBA N N N	OFFICE SUPPLIES	88.78 0.00 88.78
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-72800	Supplies	88.78

VENDOR TOTAL: 88.78

REITENOURJ 720	JERRY REITENOUR	11/21/2018 11/21/2018 / / 11/21/2018	NOV. 2018 0.0000	SWBA N N N	REIMBURSEMENT FOR PHONE USAGE/MILEAG	252.74 0.00 252.74
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-85300	Telephone	50.00
542-371-87000	Mileage	202.74
		252.74

VENDOR TOTAL: 252.74

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Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	BANK Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
0019 703	MP SERVICES LLC 426 SARAH LN COLDWATER MI, 49036	11/07/2018 11/07/2018 / / 11/06/2018	10/22/18 - 11/2/ 0.0000	SWBA N N Y	MECHANICAL / PLUMBING INSPECTIONS	2,250.00 0.00 2,250.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81200	Mechanical Inspector	1,260.00
542-371-81300	Plumbing Inspector	990.00
		<u>2,250.00</u>

0019 718	MP SERVICES LLC 426 SARAH LN COLDWATER MI, 49036	11/21/2018 11/21/2018 / / 11/21/2018	110518-111818 0.0000	SWBA N N Y	MECHANICAL / PLUMBING INSPECTIONS	1,327.50 0.00 1,327.50
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81200	Mechanical Inspector	450.00
542-371-81300	Plumbing Inspector	720.00
542-371-81101	Plan Review	157.50
		<u>1,327.50</u>

VENDOR TOTAL: 3,577.50

OFFICE DEP 725	OFFICE DEPOT PO BOX 633301 CINCINNATI OH, 45263-3301	11/21/2018 11/21/2018 / / 11/25/2018	226224105001 0.0000	SWBA N N N	OFFICE SUPPLIES	40.98 0.00 40.98
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-72800	Supplies	40.98

VENDOR TOTAL: 40.98

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Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
TECH 699	SECANT TECHNOLOGIES 6395 TECHNOLOGY AVE, SUITE A KALAMAZOO MI, 49009	11/07/2018 11/07/2018 / / 11/15/2018	IREC004895 0.0000	SWBA N N N	CLOUD HOSTING SERVICES	 1,354.00 0.00 1,354.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-82700	IT Support/Website Host	1,354.00

VENDOR TOTAL: 1,354.00

SIEGFRIED 723	SIEGFRIED CRANDALL P.C. 246 E KILGORE KALAMAZOO MI, 49002	11/21/2018 11/21/2018 / / 11/21/2018	103118 0.0000	SWBA N N N	CONSULTING SERVICES	 837.00 0.00 837.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-82700	IT Support/Website Host	837.00

SIEGFRIED 724	SIEGFRIED CRANDALL P.C. 246 E KILGORE KALAMAZOO MI, 49002	11/21/2018 11/21/2018 / / 11/21/2018	103118 0.0000	SWBA N N N	CONSULTING SERVICES	 187.50 0.00 187.50
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-82700	IT Support/Website Host	187.50

VENDOR TOTAL: 1,024.50

SPRINT 726	SPRINT PO BOX 4181 CAROL STREAM IL, 60197	11/21/2018 11/21/2018 / / 11/28/2018	NOV. 2018 0.0000	SWBA N N N	MOBILE BROADBAND	 101.04 0.00 101.04
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-82700	IT Support/Website Host	101.04

VENDOR TOTAL: 101.04

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 BOTH JOURNALIZED AND UNJOURNALIZED

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
0021	SUN LIFE FINANCIAL	11/21/2018	DEC. 2018	SWBA	LIFE INSURANCE	
721	PO BOX 7247 -0381	11/21/2018		N		128.36
	PHILADELPHIA PA, 19170	/ /	0.0000	N		0.00
		12/01/2018		N		128.36

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-71602	Disability/Life Insurance	128.36

VENDOR TOTAL: 128.36

PHONE	TELNET WORLDWIDE	11/21/2018	NOV. 2018	SWBA	PHONE	
722	8020 SOLUTIONS CENTER	11/21/2018		N		368.03
	CHICAGO IL, 60677-8000	/ /	0.0000	N		0.00
		11/28/2018		N		368.03

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-85300	Telephone	368.03

VENDOR TOTAL: 368.03

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 POST DATES 11/01/2018 - 11/30/2018
 BOTH JOURNALIZED AND UNJOURNALIZED

Vendor Code Ref #	Vendor name Address City/State/Zip	BOTH OPEN AND PAID		Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
		Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %			
0020 712	VISA PO 6818 CAROL STREAM IL, 60197-6818	11/07/2018 11/07/2018 / / 11/07/2018	0049 0.0000	SWBA N N N	JERRY MEAL CCI LOUNGE	37.80 0.00 37.80

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-95800	Education/Dues	37.80

0020 714	VISA PO 6818 CAROL STREAM IL, 60197-6818	11/07/2018 11/07/2018 / / 11/07/2018	0220 0.0000	SWBA N N N	JERRY MEAL GOLDEN CORRAL	9.00 0.00 9.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-95800	Education/Dues	9.00

0020 713	VISA PO 6818 CAROL STREAM IL, 60197-6818	11/07/2018 11/07/2018 / / 11/07/2018	0241 0.0000	SWBA N N N	JERRY MEAL GENOS	20.52 0.00 20.52
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-95800	Education/Dues	20.52

0020 709	VISA PO 6818 CAROL STREAM IL, 60197-6818	11/07/2018 11/07/2018 / / 11/07/2018	0323 0.0000	SWBA N N N	GAS	28.00 0.00 28.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-75100	Vehicle Gas/Maintenance	28.00

0020 710	VISA PO 6818 CAROL STREAM IL, 60197-6818	11/07/2018 11/07/2018 / / 11/07/2018	3464 0.0000	SWBA N N N	GAS	30.00 0.00 30.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-75100	Vehicle Gas/Maintenance	30.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

0020	VISA	11/07/2018	4795	SWBA	GAS	
708	PO 6818	11/07/2018		N		34.00
	CAROL STREAM IL, 60197-6818	/ /	0.0000	N		0.00
		11/07/2018		N		34.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-75100	Vehicle Gas/Maintenance	34.00

0020	VISA	11/07/2018	7302	SWBA	GAS	
711	PO 6818	11/07/2018		N		33.00
	CAROL STREAM IL, 60197-6818	/ /	0.0000	N		0.00
		11/07/2018		N		33.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-75100	Vehicle Gas/Maintenance	33.00

0020	VISA	11/07/2018	7448	SWBA	GAS	
705	PO 6818	11/07/2018		N		35.00
	CAROL STREAM IL, 60197-6818	/ /	0.0000	N		0.00
		11/07/2018		N		35.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-75100	Vehicle Gas/Maintenance	35.00

0020	VISA	11/07/2018	8042	SWBA	GAS	
704	PO 6818	11/07/2018		N		34.00
	CAROL STREAM IL, 60197-6818	/ /	0.0000	N		0.00
		11/07/2018		N		34.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-75100	Vehicle Gas/Maintenance	34.00

0020	VISA	11/07/2018	8946	SWBA	GAS	
706	PO 6818	11/07/2018		N		35.00
	CAROL STREAM IL, 60197-6818	/ /	0.0000	N		0.00
		11/07/2018		N		35.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

542-371-75100	Vehicle Gas/Maintenance					35.00
0020	VISA	11/07/2018	9159	SWBA	WALGREENS - FLASHLIGHT BULBS	
707	PO 6818	11/07/2018		N		10.06
	CAROL STREAM IL, 60197-6818	/ /	0.0000	N		0.00
		11/07/2018		N		10.06

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-72800	Supplies	10.06

VENDOR TOTAL: 306.38

0023	WILLIAM WILCOX	11/07/2018	10/22/18 - 11/2/	SWBA	ELECTRICAL INSPECTIONS	
701	1850 TOSCANA	11/07/2018		N		2,475.00
	KALAMAZOO MI, 49009	/ /	0.0000	N		0.00
		11/06/2018		Y		2,475.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81100	Electrical Inspector	2,430.00
542-371-81101	Plan Review	45.00
		2,475.00

0023	WILLIAM WILCOX	11/21/2018	110518-111818	SWBA	ELECTRICAL INSPECTIONS	
717	1850 TOSCANA	11/21/2018		N		765.00
	KALAMAZOO MI, 49009	/ /	0.0000	N		0.00
		11/21/2018		Y		765.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81100	Electrical Inspector	765.00

VENDOR TOTAL: 3,240.00

TOTAL - ALL VENDORS: 19,943.71

SMBA REVENUE REPORT

November	Oshtemo	Revenue	Cooper	Revenue
Building Permits	39	26,972.00	9	\$ 2,475.00
Electrical Permits	23	3,591.00	5	\$ 950.00
Mechanical Permits	35	5,316.50	16	\$ 3,347.00
Plumbing Permits	21	3,222.00	1	\$ 80.00
Totals	118	\$ 39,101.50	31	\$ 6,852.00

2018 YTD	Oshtemo	Revenue	Cooper	Revenue
Building Permits	443	\$ 219,569.00	157	\$ 35,232.00
Electrical Permits	378	\$ 76,004.00	99	\$ 22,485.00
Mechanical Permits	431	\$ 63,619.40	98	\$ 15,176.00
Plumbing Permits	249	\$ 42,027.00	44	\$ 6,749.00
Totals	1501	\$ 401,219.40	398	\$ 79,642.00

2018 Year to Date

\$ 401,219.40	Oshtemo
\$ 79,642.00	Cooper
\$ 480,861.40	

SMBA INSPECTION REPORT

November Completed	Oshtemo	Cooper
Building Inspections	134	36
Electrical Inspections	63	14
Mechanical Inspections	54	13
Plumbing Inspections	53	7
Totals	304	70

2018 YTD	Oshtemo	Cooper
Building Inspections	1503	399
Electrical Inspections	767	215
Mechanical Inspections	650	175
Plumbing Inspections	619	137
Totals	3539	926

2018 Year to Date

3,539 Oshtemo

926 Cooper

4,465