



Southwest Michigan Building Authority

July 25, 2019

8:30 a.m.

Oshtemo Township Hall
7275 West Main Street
269.585.4150

Agenda

1. Call to Order
2. Citizen Comments on Non-Agenda Items
3. Consent Agenda
 - a. Meeting Minutes – June 27, 2019 Regular Meeting
 - b. Receipts & Disbursements Report
 - c. Permits / Inspections Report
4. Board Discussion of BS&A Licensing Structure
5. Board Discussion of Township Data Ownership
6. Other Business
7. Adjournment

Southwest Michigan Building Authority

June 27, 2019

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
Carol DeHaan, Treasurer, Cooper Representative
Dusty Farmer, Oshtemo Representative
Grant Taylor, Oshtemo Representative

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

Consent Agenda

Meeting Minutes – April 25, 2019 Regular Meeting
Receipts & Disbursements Reports (April & May)
Permits/Inspection Report (April & May)
Motion by Taylor, second by DeHaan to approve the consent agenda. Carried 4-0.

2019 Audit Presentation

Ben Walker of Seber Tans, P.C. presented an overview of the 2018 financial audit.
Motion by Sorensen, second by Taylor to approve the draft audit. Carried 4-0.

Board Chair Position

Sorensen advised he would like to remain on the SMBA Board but step off as chair due to other commitments.
Motion by Taylor, second by DeHaan to appoint member Dusty Farmer as Chair.

BS&A Enterprise User

Board consensus to appoint Grant Taylor as the Enterprise User for SMBA Building.net software program.

Afirm Building Inspector Contract

Motion by Sorensen, second by Taylor to affirm contract with Adam Dahlgren for building inspection services as needed. Carried 4-0.

Meeting adjourned at 9:37 a.m.

Next Regular Meeting – July 25, 2019 – 8:30 a.m.

07/12/2019 08:15 AM
 User: kgibson
 DB: Smba

INVOICE APPROVAL BY INVOICE REPORT FOR SOUTHWEST MICHIGAN BUILDING AUTHORITY
 POST DATES 06/01/2019 - 06/30/2019
 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. %			
BCBS 948	BLUE CROSS BLUE SHIELD OF MICHIGAN PO BOX 674416 DETROIT MI, 48267	06/19/2019 06/19/2019 / / 06/28/2019	JULY 2019 0.0000	SWBA N N N	HEALTH INSURANCE	 2,997.15 0.00 2,997.15

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-71600	Health Insurance	2,997.15

VENDOR TOTAL: 2,997.15

REITENOURG 917	GARRETT REITENOUR ,	06/03/2019 06/05/2019 / / 06/05/2019	2019-06-03.2 0.0000	SWBA N N N	MILEAGE REIMBURSEMENT - TRUCK IN SHO	 61.59 0.00 61.59
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-87000	Mileage	61.59

REITENOURG 946	GARRETT REITENOUR ,	06/19/2019 06/19/2019 / / 06/19/2019	JUNE 2019 0.0000	SWBA N N N	REIMBURSEMENT FOR PHONE USAGE	 50.00 0.00 50.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-85300	Telephone	50.00

VENDOR TOTAL: 111.59

07/12/2019 08:15 AM
 User: kgibson
 DB: Smba

INVOICE APPROVAL BY INVOICE REPORT FOR SOUTHWEST MICHIGAN BUILDING AUTHORITY
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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		
0004	GARYAIRE, LLC	06/19/2019	060319-061619	SWBA	PLUMBING / MECHANICAL INSPECTIONS	
937	6323 WINDDRIFT AVE	06/19/2019		N		1,350.00
	KALAMAZOO MI, 49009	/ /	0.0000	N		0.00
		06/19/2019		Y		1,350.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81300	Plumbing Inspector	630.00
542-371-81200	Mechanical Inspector	585.00
542-371-81100	Electrical Inspector	135.00
		<u>1,350.00</u>

0004	GARYAIRE, LLC	06/03/2019	20190520-2019060	SWBA	PLUMBING / MECHANICAL INSPECTIONS	
918	6323 WINDDRIFT AVE	06/05/2019		N		945.00
	KALAMAZOO MI, 49009	/ /	0.0000	N		0.00
		06/05/2019		Y		945.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81300	Plumbing Inspector	540.00
542-371-81200	Mechanical Inspector	360.00
542-371-81100	Electrical Inspector	45.00
		<u>945.00</u>

VENDOR TOTAL: 2,295.00

HBA	HBA OF WESTERN MICHIGAN	06/19/2019	3736	SWBA	HBA MEMBERSHIP	
949	5700 W MICHIGAN AVE	06/19/2019		N		635.00
	KALAMAZOO MI, 49009	/ /	0.0000	N		0.00
		06/19/2019		N		635.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-95800	Education/Dues	635.00

VENDOR TOTAL: 635.00

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. %			
KGIBSON 914	KYLE GIBSON , 	06/03/2019 06/05/2019 / / 06/05/2019	2019-06-03.1 0.0000	SWBA N N N	MILEAGE REIMBURSEMENT	14.88 0.00 14.88

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-87000	Mileage	14.88
VENDOR TOTAL:		14.88

0008 951	LARRY STEHOUEWER 2615 W F AVE KALAMAZOO MI, 49009	06/19/2019 06/19/2019 / / 06/19/2019	APRIL-JUNE 2019 0.0000	SWBA N N N	BOARD MEETING ATTENDANCE	30.00 0.00 30.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-72600	Board Member At Large Stipend	30.00
VENDOR TOTAL:		30.00

MI PRINT 940	MI PRINT WORKS PO BOX 3308 KALAMAZOO MI, 49001-3308	06/19/2019 06/19/2019 / / 06/19/2019	2548190529 0.0000	SWBA N N N	BUSINESS CARDS	127.80 0.00 127.80
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-72800	Supplies	127.80

MI PRINT 939	MI PRINT WORKS PO BOX 3308 KALAMAZOO MI, 49001-3308	06/19/2019 06/19/2019 / / 06/19/2019	2549190529 0.0000	SWBA N N N	BUSINESS CARDS	181.54 0.00 181.54
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-72800	Supplies	181.54
VENDOR TOTAL:		309.34

07/12/2019 08:15 AM
 User: kgibson
 DB: Smba

INVOICE APPROVAL BY INVOICE REPORT FOR SOUTHWEST MICHIGAN BUILDING AUTHORITY
 POST DATES 06/01/2019 - 06/30/2019
 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. %			
0019 938	MP SERVICES LLC 426 SARAH LN COLDWATER MI, 49036	06/19/2019 06/19/2019 / / 06/19/2019	060319-061619 0.0000	SWBA N N Y	MECHANICAL / PLUMBING INSPECTIONS	540.00 0.00 540.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81200	Mechanical Inspector	180.00
542-371-81300	Plumbing Inspector	360.00
		<u>540.00</u>

0019 919	MP SERVICES LLC 426 SARAH LN COLDWATER MI, 49036	06/03/2019 06/05/2019 / / 06/05/2019	20190520-2019060 0.0000	SWBA N N Y	MECHANICAL / PLUMBING INSPECTIONS	810.00 0.00 810.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81200	Mechanical Inspector	360.00
542-371-81300	Plumbing Inspector	450.00
		<u>810.00</u>

VENDOR TOTAL: 1,350.00

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. %			
OFFICE DEP 922	OFFICE DEPOT PO BOX 633301 CINCINNATI OH, 45263-3301	06/03/2019 06/05/2019 / / 06/16/2019	317220337001 0.0000	SWBA N N N	OFFICE SUPPLIES	 74.95 0.00 74.95

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-72800	Supplies	74.95

OFFICE DEP 915	OFFICE DEPOT PO BOX 633301 CINCINNATI OH, 45263-3301	06/03/2019 06/05/2019 / / 06/09/2019	317221115001 0.0000	SWBA N N N	OFFICE SUPPLIES	 9.79 0.00 9.79
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-72800	Supplies	9.79

OFFICE DEP 921	OFFICE DEPOT PO BOX 633301 CINCINNATI OH, 45263-3301	06/03/2019 06/05/2019 / / 06/16/2019	317221116001 0.0000	SWBA N N N	OFFICE SUPPLIES	 9.99 0.00 9.99
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-72800	Supplies	9.99

OFFICE DEP 944	OFFICE DEPOT PO BOX 633301 CINCINNATI OH, 45263-3301	06/19/2019 06/19/2019 / / 06/23/2019	322455509001 0.0000	SWBA N N N	OFFICE SUPPLIES	 97.78 0.00 97.78
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-72800	Supplies	97.78

VENDOR TOTAL: 192.51

07/12/2019 08:15 AM
 User: kgibson
 DB: Smba

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 BOTH JOURNALIZED AND UNJOURNALIZED

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
0011 916	RICOH PO BOX 802815 CHICAGO IL, 60680-2815	06/03/2019 06/05/2019 / / 05/25/2019	5056672216 0.0000	SWBA N N N	COPIER	88.70 0.00 88.70

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-72801	Equipment/Maintenance	88.70

VENDOR TOTAL: 88.70

MISC 952	SCOTT TAYLOR EXCAVATING 1106 FOREST DR PRTAGE MI, 49002	06/19/2019 06/19/2019 06/19/2019 06/26/2019	00027846 0.0000	SWBA N N N	BD Payment Refund	0.00 0.00 75.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-001-61900	01. Application Fee	25.00
542-001-61900	12. Sewers - Less than 6" (Each)	5.00
542-001-61900	24. Inspection - Final	45.00
		75.00

VENDOR TOTAL: 75.00

SEBERTANS 947	SEBER TANS, PLC 555 W. CROSSTOWN PARKWAY KALAMAZOO MI, 49008	06/19/2019 06/19/2019 / / 07/10/2019	1000044992 0.0000	SWBA N N N	AUDIT FEES	2,000.00 0.00 2,000.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-82500	Accounting/Audit Fees	2,000.00

VENDOR TOTAL: 2,000.00

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
TECH 941	SECANT TECHNOLOGIES 6395 TECHNOLOGY AVE, SUITE A KALAMAZOO MI, 49009	06/19/2019 06/19/2019 / / 06/15/2019	IREC006246 0.0000	SWBA N N N	CLOUD HOSTING SERVICES	 1,321.50 0.00 1,321.50

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-82700	IT Support/Website Host	1,321.50

VENDOR TOTAL: 1,321.50

SIEGFRIED 942	SIEGFRIED CRANDALL P.C. 246 E KILGORE KALAMAZOO MI, 49002	06/19/2019 06/19/2019 / / 06/19/2019	100129 0.0000	SWBA N N N	CONSULTING SERVICES	 755.00 0.00 755.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-82400	Consultants	455.00
542-371-82500	Accounting/Audit Fees	300.00
		<u>755.00</u>

VENDOR TOTAL: 755.00

SPRINT 945	SPRINT PO BOX 4181 CAROL STREAM IL, 60197	06/19/2019 06/19/2019 / / 06/28/2019	144563305-008 0.0000	SWBA N N N	MOBILE BROADBAND	 68.03 0.00 68.03
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-82700	IT Support/Website Host	68.03

VENDOR TOTAL: 68.03

0021 943	SUN LIFE FINANCIAL PO BOX 7247 -0381 PHILADELPHIA PA, 19170	06/19/2019 06/19/2019 / / 07/01/2019	247757 0.0000	SWBA N N N	LIFE INSURANCE	 72.45 0.00 72.45
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-71602	Disability/Life Insurance	72.45

User: kgibson

POST DATES 06/01/2019 - 06/30/2019

DB: Smba

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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		

VENDOR TOTAL: 72.45

PHONE	TELNET WORLDWIDE	06/19/2019	168548	SWBA	PHONE	
950	8020 SOLUTIONS CENTER	06/19/2019		N		368.81
	CHICAGO IL, 60677-8000	/ /	0.0000	N		0.00
		06/28/2019		N		368.81

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-85300	Telephone	368.81

VENDOR TOTAL: 368.81

07/12/2019 08:15 AM
 User: kgibson
 DB: Smba

INVOICE APPROVAL BY INVOICE REPORT FOR SOUTHWEST MICHIGAN BUILDING AUTHORITY
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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
0020 935	VISA PO 6818 CAROL STREAM IL, 60197-6818	06/03/2019 06/05/2019 / / 06/05/2019	0015 0.0000	SWBA N N N	VEHICLE SERVICE	 53.24 0.00 53.24

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-75100	Vehicle Gas/Maintenance	53.24

0020 926	VISA PO 6818 CAROL STREAM IL, 60197-6818	06/03/2019 06/05/2019 / / 06/05/2019	1417 0.0000	SWBA N N N	GAS	 35.00 0.00 35.00
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Paid

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

0020 932	VISA PO 6818 CAROL STREAM IL, 60197-6818	06/03/2019 06/05/2019 / / 06/05/2019	3228 0.0000	SWBA N N N	POST OFFICE	 4.05 0.00 4.05
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-72800	Supplies	4.05

0020 930	VISA PO 6818 CAROL STREAM IL, 60197-6818	06/03/2019 06/05/2019 / / 06/05/2019	3258 0.0000	SWBA N N N	GARRETT COCM FOOD	 14.00 0.00 14.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-95800	Education/Dues	14.00

0020 927	VISA PO 6818 CAROL STREAM IL, 60197-6818	06/03/2019 06/05/2019 / / 06/05/2019	3855 0.0000	SWBA N N N	GAS	 35.00 0.00 35.00
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Paid

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

07/12/2019 08:15 AM
 User: kgibson
 DB: Smba

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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		

0020	VISA	06/03/2019	3959	SWBA	GARRETT COCM HOTEL	
934	PO 6818	06/05/2019		N		362.97
	CAROL STREAM IL, 60197-6818	/ /	0.0000	N		0.00
		06/05/2019		N		362.97

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-75100	Vehicle Gas/Maintenance	362.97

0020	VISA	06/03/2019	4284	SWBA	GAS	
924	PO 6818	06/05/2019		N		12.00
	CAROL STREAM IL, 60197-6818	/ /	0.0000	N		0.00
		06/05/2019		N		12.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-75100	Vehicle Gas/Maintenance	12.00

0020	VISA	06/03/2019	5341	SWBA	UPS ADVIA PLANS	
933	PO 6818	06/05/2019		N		44.53
	CAROL STREAM IL, 60197-6818	/ /	0.0000	N		0.00
		06/05/2019		N		44.53

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-72800	Supplies	44.53

0020	VISA	06/03/2019	5806	SWBA	GARRETT COCM FOOD	
929	PO 6818	06/05/2019		N		29.88
	CAROL STREAM IL, 60197-6818	/ /	0.0000	N		0.00
		06/05/2019		N		29.88

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-95800	Education/Dues	29.88

0020	VISA	06/03/2019	6616	SWBA	GAS	
923	PO 6818	06/05/2019		N		39.00
	CAROL STREAM IL, 60197-6818	/ /	0.0000	N		0.00
		06/05/2019		N		39.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
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07/12/2019 08:15 AM
 User: kgibson
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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
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542-371-75100	Vehicle Gas/Maintenance					39.00
0020 928	VISA PO 6818 CAROL STREAM IL, 60197-6818	06/03/2019 06/05/2019 / / 06/05/2019	7872 0.0000	SWBA N N N	GAS	34.00 0.00 34.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-75100	Vehicle Gas/Maintenance	34.00
0020 925	VISA PO 6818 CAROL STREAM IL, 60197-6818	06/03/2019 06/05/2019 / / 06/05/2019
		8179 0.0000
		SWBA N N N
		GAS
		30.00 0.00 30.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-75100	Vehicle Gas/Maintenance	30.00
0020 931	VISA PO 6818 CAROL STREAM IL, 60197-6818	06/03/2019 06/05/2019 / / 06/05/2019
		8871 0.0000
		SWBA N N N
		GARRETT COCM FOOD
		9.99 0.00 9.99

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-95800	Education/Dues	9.99

VENDOR TOTAL: 703.66

07/12/2019 08:15 AM
 User: kgibson
 DB: Smba

INVOICE APPROVAL BY INVOICE REPORT FOR SOUTHWEST MICHIGAN BUILDING AUTHORITY
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 BOTH JOURNALIZED AND UNJOURNALIZED

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
0023 936	WILLIAM WILCOX 1850 TOSCANA KALAMAZOO MI, 49009	06/19/2019 06/19/2019 / / 06/19/2019	060319-061619 0.0000	SWBA N N Y	ELECTRICAL INSPECTIONS	2,025.00 0.00 2,025.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81100	Electrical Inspector	2,025.00

0023 920	WILLIAM WILCOX 1850 TOSCANA KALAMAZOO MI, 49009	06/03/2019 06/05/2019 / / 06/05/2019	20190520-2019060 0.0000	SWBA N N Y	ELECTRICAL INSPECTIONS	1,260.00 0.00 1,260.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81100	Electrical Inspector	1,260.00

VENDOR TOTAL: 3,285.00

TOTAL - ALL VENDORS: 16,673.62

Reporting Month: **June 2019**

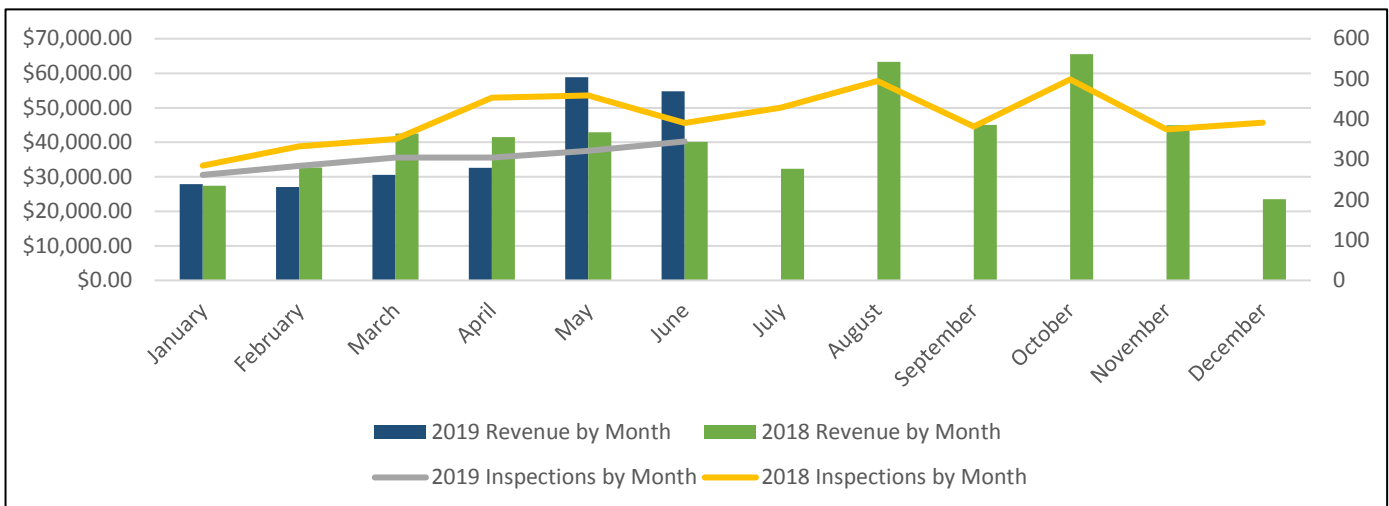
Prepared By: Kyle Gibson

Permit Revenue

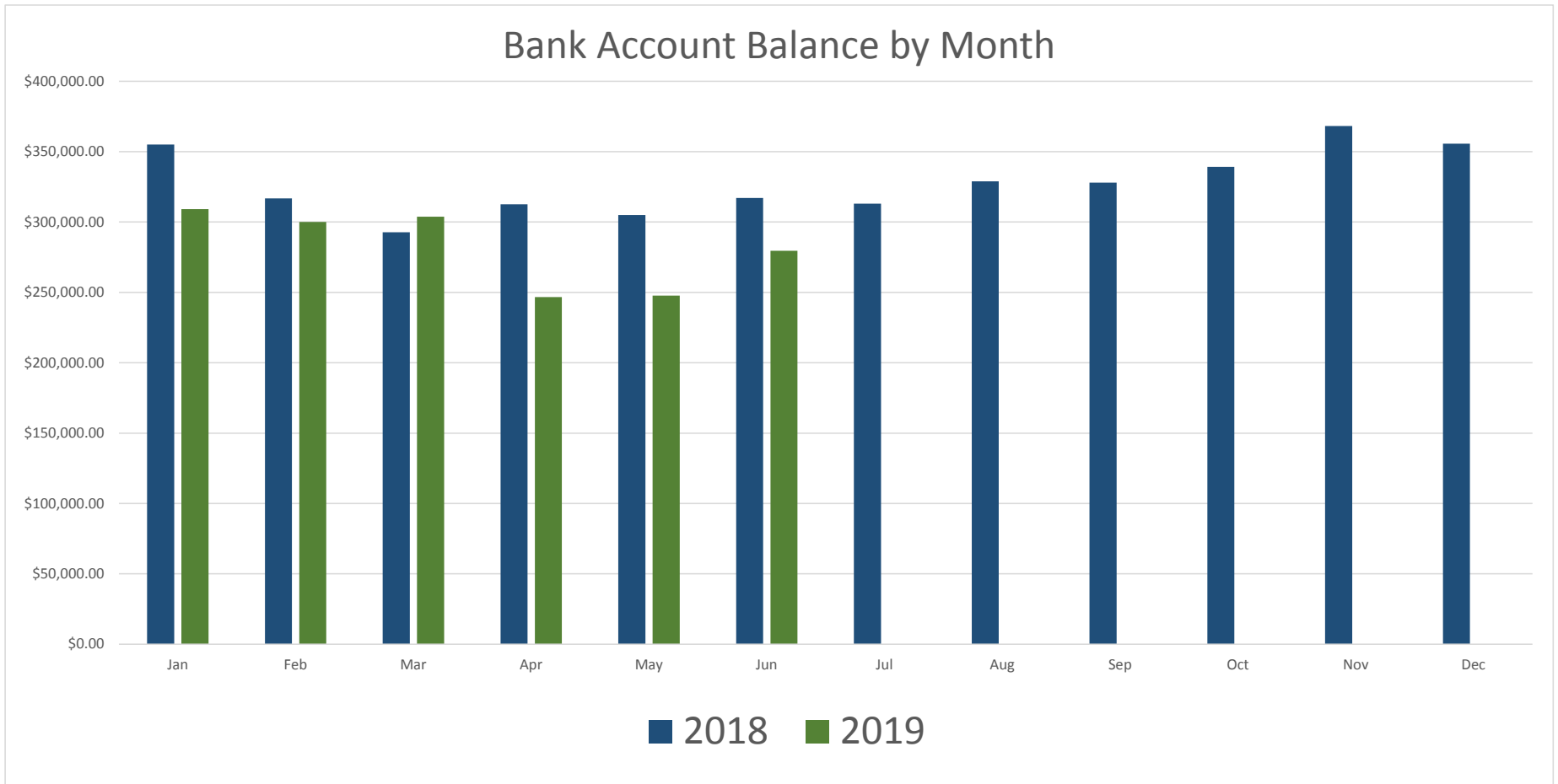
	Building	Electrical	Mechanical	Plumbing	Totals
Oshtemo	40	19	33	21	113
Revenue	\$14,773.00	\$3,970.00	\$5,315.00	\$2,188.00	\$26,246.00
YTD Oshtemo	225	161	169	122	677
YTD Revenue	\$100,473.00	\$27,117.00	\$31,266.35	\$18,202.00	\$177,058.35
Cooper	26	9	10	1	46
Revenue	\$26,274.00	\$810.00	\$1,350.00	\$75.00	\$28,509.00
YTD Cooper	80	42	43	14	179
YTD Revenue	\$41,691.00	\$5,258.00	\$5,573.00	\$2,203.00	\$54,725.00
Total Permits	66	28	43	22	159
Total Revenue	\$41,047.00	\$4,780.00	\$6,665.00	\$2,263.00	\$54,755.00
YTD Total Permits	305	203	212	136	856
YTD Total Revenue	\$142,164.00	\$32,375.00	\$36,839.35	\$20,405.00	\$231,783.35

Inspections

	Building	Electrical	Mechanical	Plumbing	Totals
Oshtemo Inspections	117	85	44	43	289
Cooper Inspections	36	9	8	3	56
YTD Oshtemo Inspections	618	386	305	279	1588
YTD Cooper Inspections	155	69	64	25	313
Total Inspections	153	94	52	46	345
YTD Total Inspections	773	455	369	304	1901



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	\$355,097.18	\$316,827.94	\$292,711.45	\$312,627.13	\$305,033.67	\$317,144.90	\$313,084.42	\$328,952.71	\$328,034.45	\$339,176.51	\$368,209.64	\$355,724.53
2019	\$309,114.20	\$300,098.15	\$303,811.00	\$246,716.30	\$247,770.31	\$279,624.65						





Memo

To: SMBA Board Members
From: Kyle Gibson
Re: BS&A Licensing
Date: July 25, 2019

Purpose

Discuss current and propose alternative licensing structure for BS&A products.

Current Licensing Structure

Currently, both townships maintain a license and support contract for Building Department .NET. SMBA operates congruently under these two licenses but does not actually own the BS&A software.

The current cost of each township maintaining independent licenses is:

Oshtemo: \$1,812.00/year

Cooper: \$1,280.00/year

Total: \$3,092.00/year

Proposed Licensing Structure

As proposed, SMBA would purchase the license and support contract from BS&A, with member townships operating under the SMBA umbrella license. This would remove the cost of an annual support contract from the townships, and place that burden on SMBA.

The cost for SMBA to maintain a license is:

\$3,125.00/year

Process

Each township will need to provide BS&A with a letter indicating their desire to transfer their license for the Building Department .NET application to SMBA. SMBA would then sign a new license and support agreement with BS&A which would finalize that step of the process. SMBA would then assume the support fees from the townships.

Sample Language for Letter

The charter township of _____ (the Township) hereby makes known its desire to transfer our license for our Building Department .NET application to a third party, the Southwest Michigan Building Authority (SMBA).

Furthermore, the Township hereby makes known its desire to cancel our currently held support contract with the understanding that a support contract for the application will be obtained by SMBA.

Signed this ___ day of _____, 2019 by _____, its Supervisor.

x _____

Kyle Gibson

From: Mark Puetz <Mpuetz@bsasoftware.com>
Sent: Friday, July 19, 2019 3:38 PM
To: Kyle Gibson
Subject: RE: Licensing Question
Attachments: Southwest Michigan Building Authority Kalamazoo - .NET BD 7.19.19.pdf

Good afternoon Kyle:

My apologies for the delay. Attached you will find the quote. As we had discussed, this is based on the assumption that both Cooper and Oshtemo Townships would effectively transfer their license over to SMBA, and the costs involved would simply represent the assumption of the annual maintenance and support fees by SMBA.

Please let me know if you have any questions.

Thank you.

Mark Puetz

Product Manager
BS&A Software
Phone: (517) 641-8900
Toll free (855) 272-7638
Fx (517) 641-8960
www.bsasoftware.com



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From: Kyle Gibson [mailto:kjgibson@swmiba.org]
Sent: Friday, July 19, 2019 8:35 AM
To: Mark Puetz <Mpuetz@bsasoftware.com>
Subject: RE: Licensing Question

Hi Mark,

I just wanted to follow up with you on this request for a quote.

Thank you,

Kyle Gibson

Administrative Assistant



Southwest Michigan Building Authority (SMBA)

Direct Line: (269) 585-4154

Main Line: (269) 585-4150

From: Kyle Gibson

Sent: Wednesday, July 10, 2019 11:27 AM

To: 'Mark Puetz' <Mpuetz@bsasoftware.com>

Subject: RE: Licensing Question

Thank you Mark.

I think that SMBA is definitely interested in taking over licensing & support. Could you please provide a quote for that, along with what the townships are currently paying so that we can compare cost?

Kyle Gibson

Administrative Assistant



Southwest Michigan Building Authority (SMBA)

Direct Line: (269) 585-4154

Main Line: (269) 585-4150

From: Mark Puetz <Mpuetz@bsasoftware.com>

Sent: Tuesday, July 9, 2019 3:37 PM

To: Kyle Gibson <kjgibson@swmiba.org>

Subject: RE: Licensing Question

Good afternoon Kyle:

Unfortunately for the way that this process evolves, the situation often gets a little convoluted, and then we end up in a spot like this. From our perspective, there are a few different wrinkles here, where we strive to not be punitive, but it can often come across as confusing as the situation evolves.

So, in this particular case, Cooper Township and Oshtemo Township have both owned the software for several years. We have historically allowed for a third party, such as yourself, to act as a contractor in these situations, since that is within the definition of it being used for these townships that are already licensed to use the software. We have, on occasion, encountered situations like this, where the person acting as the contractor to the municipality wishes to assume the townships license. Historically, all that we require to handle this is...

1. Letters from the municipality (or municipalities in this case) indicating that they wish to transfer the license to the third party.
2. A signed license agreement from the entity that the license is being transferred to.

At that point, we do not charge a new license fee to the receiver of the license, they would simply assume the support fees that had previously been paid for by the municipalities in question.

So far as a recommendation of whether or not to continue with the current arrangement, or to transfer the license, there is generally less confusion when the license is transferred, as we otherwise end up in a situation like this, where the entity that is our customer is not directly using the application, and no longer sees the benefit to paying

maintenance on it, and then cancels that, without having considered, or even realized that someone else is still using it under that agreement. The downside, mostly for the municipality, of them transferring the license to you is that you would become the owner of the license agreement at that point, which then creates the future possibility of them having to request for you to transfer the license back to them.

If you would like to proceed with that approach, I can definitely get a quote around for you on what the costs would be for that. As I said previously, it would effectively just be a quote stating what the support costs would be going forward, assuming that the licenses for Oshtemo and Cooper Township were transferred to you.

Let me know if there is anything that I can do to assist. Thank you.

Mark Puetz

Product Manager

BS&A Software

Phone: (517) 641-8900

Toll free (855) 272-7638

Fx (517) 641-8960

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From: Kyle Gibson [<mailto:kjgibson@swmiba.org>]

Sent: Tuesday, July 9, 2019 11:59 AM

To: Mark Puetz <Mpuetz@bsasoftware.com>

Subject: Licensing Question

Good morning!

I'm contacting you in regards to your recent communication with DeAnna at Cooper Township.

Your assumptions are correct; SMBA has a remote desktop environment in which we run BS&A software.

I was not aware that SMBA did not pay for a support contract.

My understanding was that SMBA would have the primary license, and our member townships would operate under that license.

My question is as follows; is it your recommendation that we continue under the current licensing structure, or should SMBA obtain the license?

If SMBA were to obtain a license, could you provide a quote for that?

Please let me know if you need any other information from me; I really appreciate your time.

Thank you,

Kyle Gibson

Administrative Assistant



Southwest Michigan Building Authority (SMBA)

Direct Line: (269) 585-4154

Main Line: (269) 585-4150

Proposal for Software and Services, Presented to...
Southwest Michigan Building Authority, Kalamazoo County MI
July 19, 2019
Quoted by: Dan J. Burns, CPA



Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

Cost Summary

Software is licensed for use only by the entity identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count.

Annual Service Fee

Community Development

Building Department .NET

\$3,125

SMBA will assume the licenses of Cooper and Oshemo Townships in Kalamazoo County.

The first year price is representative of assuming the cost of the annual service fee. Thereafter, BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index (CPI).

Acceptance

Signature constitutes...

1. An order for products and services as quoted
Quoted prices do not include Program Customization, training beyond the estimated number of days, or recommended Bank Reconciliation Consultation
2. Agreement with the proposed Annual Service Fees
3. Acceptance of BS&A's hardware recommendations required to efficiently run the .NET applications

Signature

Date

BS&A PLEDGE. We offer a one-year, risk-reversal pledge on our software. If, up to a year after installation, you are not happy with our software and service, you can return our software for a full refund.

Returning Accepted Proposal to BS&A

Please return the entire proposal, with signature/date (this page) and contact information (next page) filled out, by any of these methods:

Mail: BS&A Software
14965 Abbey Lane
Bath, MI 48808

Fax: (517) 641-8960

Email: dburns@bsasoftware.com

Once your proposal is received, a BS&A representative will contact you to begin the scheduling process.



Contact Information

If any mailing addresses are PO Boxes, please also provide a Street Address for UPS/Overnight mail.

If additional contacts need to be submitted, please make a copy of this page.

Key Contact for Implementation and Project Management

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____

IT Contact

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____



Memo

To: SMBA Board Members
From: Kyle Gibson
Re: Clarification on Data Ownership
Date: July 25, 2019

Purpose

Clarify and put to writing via an amendment to the Interlocal Government Agreement or other instrument the ownership of data used by SMBA and the process by which a township could regain control of said data.

Background

It has been brought to our attention that there is no written statement regarding the ownership of township data (records held within BS&A software, attachments, etc.).

Proposal

I would defer to SMBA's legal counsel for the actual language, but here are the key points:

- Data is always owned by the respective township and is controlled on a day to day basis by SMBA.
- Should a township withdraw from SMBA or should SMBA be dissolved, data would be returned to the control of the township.
- If SMBA is completely dissolved, then SMBA would bear the cost of BS&A stripping the data from the conjoined database and returning it to the township.
- If a single jurisdiction withdraws but SMBA remains in-tact, then the township would bear the cost of BS&A stripping the data from the conjoined database and returning it to the township.