



## Southwest Michigan Building Authority

September 26, 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 – August 22, 2019 Regular Meeting
  - b. Receipts & Disbursements Report
  - c. Permits / Inspections Report
4. Board Discussion on Annual Personnel Review Process
5. Other Business
6. Adjournment

Southwest Michigan Building Authority

**August 22, 2019**

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

**Present:**

Dusty Farmer, Board Chair, Oshtemo Representative

Jeff Sorensen, Cooper Representative

Grant Taylor, Oshtemo Representative

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

**Consent Agenda**

Meeting Minutes – July 25, 2019 Regular Meeting

Receipts & Disbursements Report

Permits/Inspection Report

Motion by Sorensen, second by Taylor to approve the consent agenda. Carried 3-0.

**Insurance Package Renewal**

Agent Geoff Lansky was present to review the upcoming renewal of the liability, property, vehicle insurance package. Consensus was to add cyber security coverage. A recommendation to add zoning coverage will be reviewed by Attorney Porter.

Motion by Sorensen, second by Taylor to approve the renewal package with added cyber security coverage and zoning coverage if recommended by Attorney Porter.

Motion carried 3-0.

**Temporary Certificate of Occupancy Policy**

The Board reviewed the policy recently adopted and recommended by Oshtemo Township.

Motion by Sorensen, second by Taylor to adopt the amended Temporary Certificate of Occupancy Policy. Roll call showed: Sorensen-yes, Taylor-yes, Farmer-yes.

Meeting adjourned at 9:20 a.m.

Next Regular Meeting – September 26, 2019 – 8:30 a.m.

09/03/2019 09:41 AM  
 User: kgibson  
 DB: Smba

INVOICE APPROVAL BY INVOICE REPORT FOR SOUTHWEST MICHIGAN BUILDING AUTHORITY  
 POST DATES 08/01/2019 - 08/31/2019  
 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
BCBS 1009	BLUE CROSS BLUE SHIELD OF MICHIGAN PO BOX 674416 DETROIT MI, 48267	08/28/2019 08/28/2019 / / 08/28/2019	007043238  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 1008	GARRETT REITENOUR ,	08/28/2019 08/28/2019 / / 08/28/2019	AUGUST 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: 50.00

09/03/2019 09:41 AM  
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 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	08/14/2019	072919-081119	SWBA	PLUMBING / MECHANICAL INSPECTIONS	
992	6323 WINDDRIFT AVE	08/14/2019		N		1,485.00
	KALAMAZOO MI, 49009	/ /	0.0000	N		0.00
		08/14/2019		Y		1,485.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81300	Plumbing Inspector	585.00
542-371-81200	Mechanical Inspector	900.00
		<u>1,485.00</u>

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	08/28/2019	081219-082519	SWBA	PLUMBING / MECHANICAL INSPECTIONS	
1005	6323 WINDDRIFT AVE	08/28/2019		N		1,260.00
	KALAMAZOO MI, 49009	/ /	0.0000	N		0.00
		08/28/2019		Y		1,260.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81300	Plumbing Inspector	585.00
542-371-81200	Mechanical Inspector	675.00
		<u>1,260.00</u>

VENDOR TOTAL: 2,745.00

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		
0001	INTERNATIONAL CODE COUNCI INC	08/28/2019	3239654	SWBA	3 YR - MEMBERSHIP	
1012	900 MONTCLAIR ROAD	08/28/2019		N		325.00
	BIRMINGHAM AL, 35213	/ /	0.0000	N		0.00
		08/31/2019		N		325.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-95800	Education/Dues	325.00

VENDOR TOTAL: 325.00

User: kgibson

POST DATES 08/01/2019 - 08/31/2019

DB: Smba

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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
KGIBSON 1010	KYLE GIBSON , ,	08/28/2019 08/28/2019 / / 08/28/2019	081219-08252019 0.0000	SWBA N N N	MILEAGE REIMB.	25.11 0.00 25.11

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-87000	Mileage	25.11

VENDOR TOTAL: 25.11

MISC Ref #	Vendor name Address	Post Date	Invoice	Bank	Invoice Description	Net Amount
1004	Martz Home Builders, LLC 7545 S. 10th St. Kalamazoo MI, 49009	08/28/2019 08/28/2019 08/28/2019 08/29/2019	BTCO19-003 0.0000	SWBA N N N	BD Bond Refund	0.00 0.00 565.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-000-26200	BTCO19-003	565.00

VENDOR TOTAL: 565.00

09/03/2019 09:41 AM  
 User: kgibson  
 DB: Smba

INVOICE APPROVAL BY INVOICE REPORT FOR SOUTHWEST MICHIGAN BUILDING AUTHORITY  
 POST DATES 08/01/2019 - 08/31/2019  
 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
0019 993	MP SERVICES LLC 426 SARAH LN COLDWATER MI, 49036	08/14/2019 08/14/2019 / / 08/14/2019	072919-081119  0.0000	SWBA N N Y	MECHANICAL / PLUMBING INSPECTIONS	 1,080.00 0.00 1,080.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81200	Mechanical Inspector	450.00
542-371-81300	Plumbing Inspector	630.00
		<u>1,080.00</u>

0019 1006	MP SERVICES LLC 426 SARAH LN COLDWATER MI, 49036	08/28/2019 08/28/2019 / / 08/28/2019	081219-082519  0.0000	SWBA N N Y	MECHANICAL / PLUMBING INSPECTIONS	 2,700.00 0.00 2,700.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81200	Mechanical Inspector	1,350.00
542-371-81300	Plumbing Inspector	1,350.00
		<u>2,700.00</u>

VENDOR TOTAL: 3,780.00

OFFICE DEP 1011	OFFICE DEPOT PO BOX 633301 CINCINNATI OH, 45263-3301	08/28/2019 08/28/2019 / / 08/28/2019	356358538001  0.0000	SWBA N N N	OFFICE SUPPLIES	 201.78 0.00 201.78
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-72800	Supplies	201.78

VENDOR TOTAL: 201.78

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 1014	RICOH PO BOX 802815 CHICAGO IL, 60680-2815	08/28/2019 08/28/2019 / / 09/25/2019	5057359770  0.0000	SWBA N N N	COPIER	 67.67 0.00 67.67

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-72801	Equipment/Maintenance	67.67
VENDOR TOTAL:		67.67

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
RLI 994	RLI SURETY PO BOX 801742 KANSAS CITY MO, 64180-1742	08/14/2019 08/14/2019 / / 08/31/2019	LSM0932264  0.0000	SWBA N N N	BOND SURETY	 150.00 0.00 150.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-95800	Education/Dues	150.00
VENDOR TOTAL:		150.00

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 995	SECANT TECHNOLOGIES 6395 TECHNOLOGY AVE, SUITE A KALAMAZOO MI, 49009	08/14/2019 08/14/2019 / / 08/15/2019	IREC006655  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

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
SIEGFRIED 996	SIEGFRIED CRANDALL P.C. 246 E KILGORE KALAMAZOO MI, 49002	08/14/2019 08/14/2019 / / 08/14/2019	100387  0.0000	SWBA N N N	CONSULTING SERVICES	 375.00 0.00 375.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-82700	IT Support/Website Host	375.00
VENDOR TOTAL:		375.00

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
SPRINT 997	SPRINT PO BOX 4181 CAROL STREAM IL, 60197	08/14/2019 08/14/2019 / / 08/28/2019	144563305-010  0.0000	SWBA N N N	BROADBAND	 67.07 0.00 67.07

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-82700	IT Support/Website Host	67.07
VENDOR TOTAL:		67.07

0021 1013	SUN LIFE FINANCIAL PO BOX 7247 -0381 PHILADELPHIA PA, 19170	08/28/2019 08/28/2019 / / 09/01/2019	247757  0.0000	SWBA N N N	LIFE INSURANCE	 110.83 0.00 110.83
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-71602	Disability/Life Insurance	110.83
VENDOR TOTAL:		110.83

PHONE 1016	TELNET WORLDWIDE 8020 SOLUTIONS CENTER CHICAGO IL, 60677-8000	08/28/2019 08/28/2019 / / 08/28/2019	173364  0.0000	SWBA N N N	PHONE	 369.82 0.00 369.82
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-85300	Telephone	369.82
VENDOR TOTAL:		369.82

UPS 1015	UPS LOCKBOX 577 CAROL STREAM IL, 60132-0577	08/28/2019 08/28/2019 / / 09/25/2019	000076R70Y349  0.0000	SWBA N N N	SHIPPING FEES	 47.28 0.00 47.28
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-72800	Supplies	47.28
VENDOR TOTAL:		47.28



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 998	VISA PO 6818 CAROL STREAM IL, 60197-6818	08/14/2019 08/14/2019 / / 08/22/2019	070819  0.0000	SWBA N N N	GAS	 36.00 0.00 36.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-75100	Vehicle Gas/Maintenance	36.00

0020 999	VISA PO 6818 CAROL STREAM IL, 60197-6818	08/14/2019 08/14/2019 / / 08/22/2019	07102019  0.0000	SWBA N N N	GAS	 38.00 0.00 38.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-75100	Vehicle Gas/Maintenance	38.00

0020 1000	VISA PO 6818 CAROL STREAM IL, 60197-6818	08/14/2019 08/14/2019 / / 08/22/2019	071219  0.0000	SWBA N N N	GAS	 34.00 0.00 34.00
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Paid

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

0020 1001	VISA PO 6818 CAROL STREAM IL, 60197-6818	08/14/2019 08/14/2019 / / 08/22/2019	071719  0.0000	SWBA N N N	GAS	 36.00 0.00 36.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-75100	Vehicle Gas/Maintenance	36.00

0020 1002	VISA PO 6818 CAROL STREAM IL, 60197-6818	08/14/2019 08/14/2019 / / 08/22/2019	072219  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 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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0020 1003	VISA PO 6818 CAROL STREAM IL, 60197-6818	08/14/2019 08/14/2019 / / 08/22/2019	072519 0.0000	SWBA N N N	GAS	31.00 0.00 31.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-75100	Vehicle Gas/Maintenance	31.00

VENDOR TOTAL: 205.00

0023 991	WILLIAM WILCOX 1850 TOSCANA KALAMAZOO MI, 49009	08/14/2019 08/14/2019 / / 08/14/2019	072919-081119 0.0000	SWBA N N Y	ELECTRICAL INSPECTIONS	810.00 0.00 810.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81100	Electrical Inspector	810.00

0023 1007	WILLIAM WILCOX 1850 TOSCANA KALAMAZOO MI, 49009	08/28/2019 08/28/2019 / / 08/28/2019	081219-082519 0.0000	SWBA N N Y	ELECTRICAL INSPECTIONS	1,935.00 0.00 1,935.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81100	Electrical Inspector	1,935.00

VENDOR TOTAL: 2,745.00

TOTAL - ALL VENDORS: 16,148.21

Reporting Month: **August**

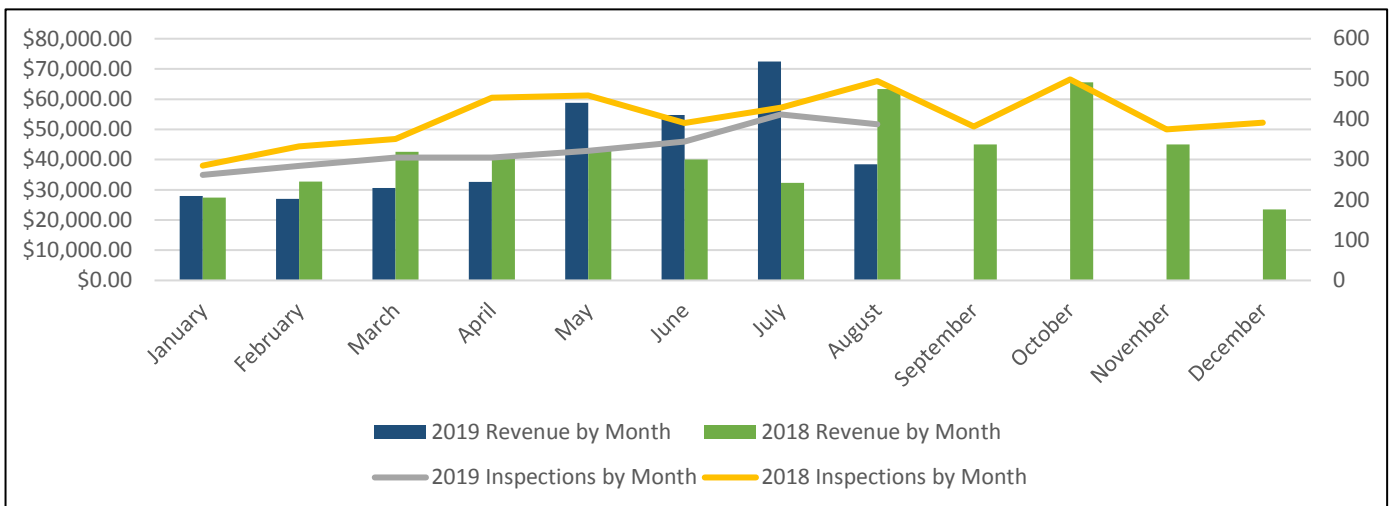
Prepared By: Kyle Gibson

### Permit Revenue

	<b>Building</b>	<b>Electrical</b>	<b>Mechanical</b>	<b>Plumbing</b>	<b>Totals</b>
Oshtemo	48	27	32	34	141
Revenue	\$13,285.00	\$3,635.00	\$4,483.00	\$5,825.00	\$27,228.00
YTD Oshtemo	324	214	254	198	990
YTD Revenue	\$147,563.00	\$35,391.00	\$49,067.35	\$32,048.00	\$264,069.35
Cooper	25	4	7	12	48
Revenue	\$5,713.00	\$468.00	\$1,697.00	\$3,296.00	\$11,174.00
YTD Cooper	125	56	65	29	275
YTD Revenue	\$56,463.00	\$7,208.00	\$9,239.00	\$5,990.00	\$78,900.00
Total Permits	73	31	39	46	189
Total Revenue	\$18,998.00	\$4,103.00	\$6,180.00	\$9,121.00	\$38,402.00
YTD Total Permits	449	270	319	227	<b>1265</b>
YTD Total Revenue	\$204,026.00	\$42,599.00	\$58,306.35	\$38,038.00	<b>\$342,969.35</b>

### Inspections

	<b>Building</b>	<b>Electrical</b>	<b>Mechanical</b>	<b>Plumbing</b>	<b>Totals</b>
Oshtemo Inspections	103	59	77	67	306
Cooper Inspections	40	14	12	16	82
YTD Oshtemo Inspections	884	488	440	398	2210
YTD Cooper Inspections	247	97	101	47	492
Total Inspections	143	73	89	83	388
YTD Total Inspections	1131	585	541	445	<b>2702</b>



	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	\$315,434.78	\$341,724.68				

