



Southwest Michigan Building Authority

July 26, 2018

8:30 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 – June 28, 2018 Regular Meeting
 - b. Receipts & Disbursements Report
 - c. Permits/Inspections Report
4. Consideration of 1st/2nd Quarter Budget Adjustments
5. Consideration of Staffing Needs
5. Other Business
6. Adjournment

Southwest Michigan Building Authority

June 28, 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
Carol DeHaan, Treasurer, Cooper Representative
Larry Stehouwer, Citizen at Large

Also present were Building Official Jerry Reitenour, Building Inspector Garrett Reitenour, Attorney Jim Porter, and 3 interested people.

Citizen Comments

Tony Smith, 6179 Torrington commented on difficulties he has encountered during the process of building a new home. Chair Sorensen advised he will discuss with Building Official and Building Inspector and reply to Mr. Smith.

Consent Agenda

May 24, 2018 Meeting Minutes
Receipts & Disbursements Report
Permits/Inspection Report

Motion by Stehouwer, second by DeHaan to approve the consent agenda. Carried 4-0.

Presentation – Financial Audit

Carol Light and Ben Walker from Seber Tans, PLC presented the findings of the financial audit for the period October 2016 through December 2017.

Other Business

Electronic Signatures for Permit Applications

Motion by DeHaan, second by Everett to approve the proposed form accepting electronic signatures for permit application. Carried 4-0.

Trade Permits Application Form

Motion by Stehouwer, second by DeHaan to set the non-refundable application fee at \$25.00, set each inspection fee at \$45.00 and refund overpayment as requested. Carried 4-0.

Board/Staff Comments

Building Official Reitenour advised permits issued this year to date total 965; year to date total in June 2017 was 594.

Meeting adjourned at 9:20 a.m.

Next Regular Meeting – July 26, 2018 – 8:30 a.m.

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 497	BLUE CROSS BLUE SHIELD OF MICHIGAN PO BOX 674416 DETROIT MI, 48267	06/20/2018 06/20/2018 / / 06/20/2018	JULY 0.0000	SWBA N N N	HEALTH INS	1,010.25 0.00 1,010.25

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-71600	Health Insurance	1,010.25

VENDOR TOTAL: 1,010.25

0039 466	DEB EVERETT ,	06/05/2018 06/06/2018 / / 06/06/2018	MAY 0.0000	SWBA N N N	OFFICE ASSISTANCE	650.00 0.00 650.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-82400	Consultants/Acctng/Office	650.00

VENDOR TOTAL: 650.00

REITENOURG 491	GARRETT REITENOUR ,	06/20/2018 06/20/2018 / / 06/20/2018	JUNE 0.0000	SWBA N N N	CELL PHONE REIMBURSEMENT	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

07/23/2018 11:14 AM
 User: kgibson
 DB: Smba

INVOICE APPROVAL BY INVOICE REPORT FOR SOUTHWEST MICHIGAN BUILDING AUTHORITY
 POST DATES 06/01/2018 - 06/30/2018
 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
0004 467	GARY HECKMAN 6323 WINDDRIFT AVE KALAMAZOO MI, 49009	06/05/2018 06/06/2018 / / 06/06/2018	06012018 0.0000	SWBA N N Y	PLBG & MECH & ELECTRICAL INSPECTOR	1,665.00 0.00 1,665.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81300	Plumbing Inspector	945.00
542-371-81200	Mechanical Inspector	630.00
542-371-81100	Electrical Inspector	90.00
		1,665.00

0004 487	GARY HECKMAN 6323 WINDDRIFT AVE KALAMAZOO MI, 49009	06/20/2018 06/20/2018 / / 06/20/2018	06202018 0.0000	SWBA N N Y	PLBG & MECH & ELECTRICAL INSPECTOR	1,215.00 0.00 1,215.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81300	Plumbing Inspector	585.00
542-371-81200	Mechanical Inspector	540.00
542-371-81100	Electrical Inspector	90.00
		1,215.00

VENDOR TOTAL: 2,880.00

0024 496	GREENLEAF TRUST 211 SOUTH ROSE STREET KALAMAZOO MI, 49007	06/20/2018 06/20/2018 / / 06/20/2018	52090042 0.0000	SWBA N N N	RETIREMENT FUND FEES	483.88 0.00 483.88
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-72200	Pension Plan	483.88

VENDOR TOTAL: 483.88

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
REITENOURJ 489	JERRY REITENOUR ,	06/20/2018 06/20/2018 / / 06/20/2018	JUNE 0.0000	SWBA N N N	MILEAGE	94.29 0.00 94.29

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-87000	Mileage	94.29

REITENOURJ 490	JERRY REITENOUR ,	06/20/2018 06/20/2018 / / 06/20/2018	JUNE 0.0000	SWBA N N N	CELL PHONE REIMBURSEMENT	50.00 0.00 50.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-85300	Telephone	50.00

VENDOR TOTAL: 144.29

0019 468	MP SERVICES LLC 426 SARAH LN COLDWATER MI, 49036	06/05/2018 06/06/2018 / / 06/06/2018	06012018 0.0000	SWBA N N Y	ELECTRICAL/MECHANICAL/PLUMBING INSPE	630.00 0.00 630.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81200	Mechanical Inspector	405.00
542-371-81300	Plumbing Inspector	225.00
		630.00

0019 488	MP SERVICES LLC 426 SARAH LN COLDWATER MI, 49036	06/20/2018 06/20/2018 / / 06/20/2018	06152018 0.0000	SWBA N N Y	MECH/PLUMBING INSPECTIONS	1,215.00 0.00 1,215.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81200	Mechanical Inspector	720.00
542-371-81300	Plumbing Inspector	495.00
		1,215.00

VENDOR TOTAL: 1,845.00

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 User: kgibson
 DB: Smba

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 POST DATES 06/01/2018 - 06/30/2018
 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
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OFFICE DEP 498	OFFICE DEPOT PO BOX 633301 CINCINNATI OH, 45263--330	06/20/2018 06/20/2018 / / 06/20/2018	145748237001 0.0000	SWBA N N N	OFFICE SUPPLIES	 62.90 0.00 62.90
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-72800	Supplies	62.90

OFFICE DEP 495	OFFICE DEPOT PO BOX 633301 CINCINNATI OH, 45263--330	06/20/2018 06/20/2018 / / 06/20/2018	148105226001 0.0000	SWBA N N N	OFFICE SUPPLIES	 92.79 0.00 92.79
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-72800	Supplies	92.79

OFFICE DEP 494	OFFICE DEPOT PO BOX 633301 CINCINNATI OH, 45263--330	06/20/2018 06/20/2018 / / 06/20/2018	148109422001 0.0000	SWBA N N N	OFFICE SUPPLIES	 67.96 0.00 67.96
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-72800	Supplies	67.96

OFFICE DEP 493	OFFICE DEPOT PO BOX 633301 CINCINNATI OH, 45263--330	06/20/2018 06/20/2018 / / 06/20/2018	148109423001 0.0000	SWBA N N N	OFFICE SUPPLIES	 8.98 0.00 8.98
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-72800	Supplies	8.98

VENDOR TOTAL: 232.63

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 469	RICOH PO BOX 802815 CHICAGO IL, 60680	06/05/2018 06/06/2018 / / 06/06/2018	5053391072 0.0000	SWBA N N N	COPIER	157.32 0.00 157.32

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-72801	Equipment/Maintenance	157.32

VENDOR TOTAL: 157.32

TECH 470	SECANT TECHNOLOGIES 6395 TECHNOLOGY AVE, SUITE A KALAMAZOO MI, 49009	06/05/2018 06/06/2018 / / 06/06/2018	IREC003978 0.0000	SWBA N N N	COMPUTER SUPPORT	1,333.00 0.00 1,333.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-82700	IT Consultants/Website Host	1,333.00

VENDOR TOTAL: 1,333.00

SIEGFRIED 492	SIEGFRIED CRANDALL P.C. 246 E KILGORE KALAMAZOO MI, 49002	06/20/2018 06/20/2018 / / 06/20/2018	96505 0.0000	SWBA N N N	ACCOUNTING CONSULTANT	840.00 0.00 840.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-82400	Consultants/Acctng/Office	840.00

VENDOR TOTAL: 840.00

0021 471	SUN LIFE FINANCIAL PO BOX 7247 -0381 PHILADELPHIA PA, 19170	06/05/2018 06/06/2018 / / 06/06/2018	MAY/JUNE 0.0000	SWBA N N N	DISABILITY INS	133.60 0.00 133.60
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-71602	Disability/Life Insurance	133.60

VENDOR TOTAL: 133.60

		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			
USTREASURY	UNITED STATES TREASURY	06/20/2018	CP161	SWBA	PENALTY - LATE PAYMENT		
500		06/20/2018		N		499.54	
	OGDEN UT, 84201-0039	/ /	0.0000	N		0.00	
		06/20/2018		N		499.54	

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-95600	Interest/Penalty IRS/State Withholdings	499.54

VENDOR TOTAL: 499.54

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 User: kgibson
 DB: Smba

INVOICE APPROVAL BY INVOICE REPORT FOR SOUTHWEST MICHIGAN BUILDING AUTHORITY
 POST DATES 06/01/2018 - 06/30/2018
 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
0020 473	VISA PO BOX 31021 TAMPA FL, 33631-3021	06/05/2018 06/06/2018 / / 06/06/2018	DOUBLETREE 0.0000	SWBA N N N	CONF EXP - GARRETT	362.97 0.00 362.97

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-95800	Education/Dues	362.97

0020 484	VISA PO BOX 31021 TAMPA FL, 33631-3021	06/05/2018 06/06/2018 / / 06/06/2018	FRED PRYOR SEM 0.0000	SWBA N N N	HR REFERENCE MATERIAL - JERRY	599.00 0.00 599.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-95800	Education/Dues	599.00

0020 480	VISA PO BOX 31021 TAMPA FL, 33631-3021	06/05/2018 06/06/2018 / / 06/06/2018	OFFICE DEPOT 0.0000	SWBA N N N	OFFICE SUPPLIES	163.80 0.00 163.80
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-72800	Supplies	163.80

0020 481	VISA PO BOX 31021 TAMPA FL, 33631-3021	06/05/2018 06/06/2018 / / 06/06/2018	OFFICE DEPOT 0.0000	SWBA N N N	OFFICE SUPPLIES	41.88 0.00 41.88
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-72800	Supplies	41.88

0020 482	VISA PO BOX 31021 TAMPA FL, 33631-3021	06/05/2018 06/06/2018 / / 06/06/2018	OFFICE DEPOT 0.0000	SWBA N N N	OFFICE SUPPLIES	28.13 0.00 28.13
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-72800	Supplies	28.13

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	06/05/2018	OFFICE DEPOT	SWBA	OFFICE SUPPLIES	
483	PO BOX 31021	06/06/2018		N		16.07
	TAMPA FL, 33631-3021	/ /	0.0000	N		0.00
		06/06/2018		N		16.07

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-72800	Supplies	16.07

0020	VISA	06/05/2018	PIZZA HUT	SWBA	CONF EXP - GARRETT	
474	PO BOX 31021	06/06/2018		N		31.24
	TAMPA FL, 33631-3021	/ /	0.0000	N		0.00
		06/06/2018		N		31.24

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-95800	Education/Dues	31.24

0020	VISA	06/05/2018	REAL SEAFOOD	SWBA	CONF EXP - GARRETT	
475	PO BOX 31021	06/06/2018		N		35.88
	TAMPA FL, 33631-3021	/ /	0.0000	N		0.00
		06/06/2018		N		35.88

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-95800	Education/Dues	35.88

0020	VISA	06/05/2018	SPEEDWAY	SWBA	GAS	
476	PO BOX 31021	06/06/2018		N		38.00
	TAMPA FL, 33631-3021	/ /	0.0000	N		0.00
		06/06/2018		N		38.00

Paid

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

0020	VISA	06/05/2018	SPEEDWAY	SWBA	GAS	
477	PO BOX 31021	06/06/2018		N		30.00
	TAMPA FL, 33631-3021	/ /	0.0000	N		0.00
		06/06/2018		N		30.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
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07/23/2018 11:14 AM
 User: kgibson
 DB: Smba

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 POST DATES 06/01/2018 - 06/30/2018
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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					30.00
0020	VISA	06/05/2018	SPEEDWAY	SWBA	GAS	
478	PO BOX 31021	06/06/2018		N		45.00
	TAMPA FL, 33631-3021	/ /	0.0000	N		0.00
		06/06/2018		N		45.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-75100	Vehicle Gas/Maintenance	45.00

0020	VISA	06/05/2018	SPEEDWAY	SWBA	GAS	
479	PO BOX 31021	06/06/2018		N		30.00
	TAMPA FL, 33631-3021	/ /	0.0000	N		0.00
		06/06/2018		N		30.00

Paid

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

0020	VISA	06/05/2018	SPEEDWAY	SWBA	GAS	
485	PO BOX 31021	06/06/2018		N		41.00
	TAMPA FL, 33631-3021	/ /	0.0000	N		0.00
		06/06/2018		N		41.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-75100	Vehicle Gas/Maintenance	41.00

0020	VISA	06/05/2018	SPEEDWAY	SWBA	GAS	
486	PO BOX 31021	06/06/2018		N		42.00
	TAMPA FL, 33631-3021	/ /	0.0000	N		0.00
		06/06/2018		N		42.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-75100	Vehicle Gas/Maintenance	42.00

VENDOR TOTAL: 1,504.97

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 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	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. %			
0023 472	WILLIAM WILCOX 1850 TOSCANA KALAMAZOO MI, 49009	06/05/2018 06/06/2018 / / 06/06/2018	06012018 0.0000	SWBA N N Y	ELECTRICAL INSP/PLAN REVIEW	1,215.00 0.00 1,215.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81100	Electrical Inspector	1,035.00
542-371-81101	Plan Review	180.00
		<u>1,215.00</u>

0023 499	WILLIAM WILCOX 1850 TOSCANA KALAMAZOO MI, 49009	06/20/2018 06/20/2018 / / 06/20/2018	06202018 0.0000	SWBA N N Y	ELECTRICAL INSPECTIONS	2,025.00 0.00 2,025.00
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Paid

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

VENDOR TOTAL: 3,240.00

TOTAL - ALL VENDORS: 15,004.48

SMBA REVENUE REPORT

June	Oshtemo	Revenue	Cooper	Revenue
Building Permits	40	16,906.00	17	\$ 2,369.00
Electrical Permits	55	7,998.00	10	\$ 1,375.00
Mechanical Permits	53	5,855.00	7	\$ 1,226.00
Plumbing Permits	21	3,919.00	3	\$ 543.00
Totals	169	\$ 34,678.00	37	\$ 5,513.00

2018 YTD	Oshtemo	Revenue	Cooper	Revenue
Building Permits	232	\$ 94,339.00	67	\$ 15,394.00
Electrical Permits	200	\$ 39,940.00	52	\$ 12,766.00
Mechanical Permits	243	\$ 35,435.00	37	\$ 5,692.00
Plumbing Permits	126	\$ 22,790.00	21	\$ 4,270.00
Totals	801	\$ 192,504.00	177	\$ 38,122.00

2018 Year to Date

\$ 192,504.00	Oshtemo
\$ 38,122.00	Cooper
\$ 230,626.00	

SMBA INSPECTION REPORT

June Completed	Oshtemo	Cooper
Building Inspections	143	24
Electrical Inspections	74	22
Mechanical Inspections	46	15
Plumbing Inspections	45	22
Totals	308	83

Year to Date	Oshtemo	Cooper
Building Inspections	747	180
Electrical Inspections	387	109
Mechanical Inspections	342	103
Plumbing Inspections	321	82
Totals	1797	474

2018 Year to Date

1,797 Oshtemo

474 Cooper

2,271