

Southwest Michigan Building Authority
September 24, 2020

The SMBA regular meeting was held via Zoom. Chair Dusty Farmer called the meeting to order at 8:32 a.m.

Present:

Dusty Farmer, Board Chair, Oshtemo Representative
Grant Taylor, Oshtemo Representative
Jeff Sorensen, Cooper Representative
Larry Stehouwer, Citizen at Large Representative

Also present were Building Official Garrett Reitenour, SMBA Attorney Jim Porter, Administrative Assistant El Oropeza, and Office Manager Kyle Gibson.

Absent:

Carol DeHaan, Cooper Representative

Citizen Comments on Non-Agenda Items

No public comment was provided.

Consent Agenda

Meeting Minutes – August 27, 2020 Regular Meeting
August 2020 Receipts and Disbursements Report
August 2020 Permits / Inspections Report

A motion was made by Jeff Sorensen and supported by Grant Taylor to approve the consent agenda as presented.

A **roll call vote** was taken showing:

Yes: Dusty Farmer, Jeff Sorensen, Larry Stehouwer, Grant Taylor

No: None

Abstain: None

Absent: Carol DeHaan

The motion was carried 4-0, with 1 absent.

Board Consideration of 2021 Requested Budget

A requested budget for the 2021 fiscal year was before the board.

Specific attention was drawn to an increase in the Aunalytics contract. A motion was made by Jeff Sorensen and supported by Larry Stehouwer to approve the increase and authorize the office manager to sign the proposal.

A **roll call vote** was taken showing:

Yes: Dusty Farmer, Jeff Sorensen, Larry Stehouwer, Grant Taylor

No: None

Abstain: None

Absent: Carol DeHaan

The motion was carried 4-0, with 1 absent.

Board discussion continued with consideration of a July 2019 board decision to amend the interlocal government agreement and authorize SMBA to take on the BS&A Building Department .NET support contract from the member jurisdictions. Chair Farmer requested clarification from Attorney Porter as to whether the approved amendment had been made. Chair Farmer requested that a template letter be sent to the township supervisors to in turn be sent to BS&A requesting the change in licensing. Further board discussion continued with consideration of a draft capital improvement plan. No board action was taken.

Board Consideration of Salary Recommendations

As requested at the August regular meeting, Office manager Gibson presented salary recommendations to the board. Given the desire to align raises with the fiscal year, a small increase was requested effective October 1st, with a larger request expected at the regular December meeting. A motion was made by Jeff Sorensen and supported by Grant Taylor to approve the recommendations as presented, and to approve the back-pay request for the office manager.

A **roll call vote** was taken showing:

Yes: Dusty Farmer, Jeff Sorensen, Larry Stehouwer, Grant Taylor

No: None

Abstain: None

Absent: Carol DeHaan

The motion was carried 4-0, with 1 absent.

Board Consideration of Office Manager Transition Plan

Office manager Gibson presented a memo regarding the transition of the office manager position. Deb Everett expressed via memo her desire to retire from SMBA on Friday, 9/25. No board action was taken.

Board Chair's Report

Chair Farmer had nothing to report.

No board action was taken.

Other Business

Office manager Gibson shared that to date, no bids have been received for the Chevy S10 truck. Mr. Gibson shared that the vehicle would no longer start. Board consensus was to wait until the end of the bidding period, at which point authority would be granted to staff regarding adjustments to the terms of sale if required.

No board action was taken.

Chair Farmer Adjourned the meeting at 9:24 a.m.

Next Regular Meeting – October 22nd – 8:30 a.m.