

Southwest Michigan Building Authority  
**October 22, 2020**

The SMBA regular meeting was held via Zoom. Chair Dusty Farmer called the meeting to order at 8:31 a.m.

**Present:**

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

Also present were Building Official Garrett Reitenour, Attorney Jim Porter, Administrative Assistant El Oropeza, and Board Secretary Kyle Gibson.

**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 Larry Stehouwer to approve the consent agenda as presented.

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

Yes: Dusty Farmer, Jeff Sorensen, Larry Stehouwer, Grant Taylor, Carol DeHaan  
The motion was carried 5-0.

**Aunalytics 0365 Migration Proposal**

Office Manager Kyle Gibson presented a proposal to the board from Aunalytics for the migration from hosted exchange for email to the Office 365 platform. A motion was made by Grant Taylor and supported by Jeff Sorensen to approve the proposal as presented.

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

Yes: Dusty Farmer, Jeff Sorensen, Larry Stehouwer, Grant Taylor, Carol DeHaan  
The motion was carried 5-0.

**Q3 2020 Budget Amendments & Adjustments**

Office Manager Kyle Gibson presented a series of budget amendments and adjustments to account for over budget expenses and expected additional revenue. A motion was made by Jeff Sorensen and supported by Carol DeHaan to approve the request as presented.

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

Yes: Dusty Farmer, Jeff Sorensen, Larry Stehouwer, Grant Taylor, Carol DeHaan  
The motion was carried 5-0.

### **Update on Interlocal Amendment re: BS&A Data Ownership**

Attorney Jim Porter shared a memo which stated that the proposed amendment to the Interlocal Governmental Agreement from last year had been approved by the Cooper Township board, and that the amendment would be presented at the next Oshtemo Township board meeting.

No board action was taken.

### **Update on 2021 Budget Approval by Member Jurisdictions**

Carol DeHaan and Jeff Sorensen shared a Cooper Township board member's question regarding health care expenses and the SMBA fund balance; the budget was approved by the Cooper Township board as presented. Chair Farmer shared that the Oshtemo Township board had also approved the 2021 budget as presented.

No board action was taken.

### **Board Chair's Report**

Chair Farmer had nothing to report.

No board action was taken.

### **Other Business**

Jeff Sorensen made a comment regarding the possibility of SMBA taking on code enforcement responsibilities. Board discussion continued with a suggestion of a job-sharing situation between Oshtemo and Cooper rather than adding a SMBA employee for the function. Chair Farmer recommended that the township supervisors meet on the subject.

Larry Stehouwer requested an update on the level of work SMBA is experiencing. Garrett Reitenour shared that application volume was slightly down and inspections have remained steady, which is normal for this time of year.

No board action was taken.

Chair Farmer Adjourned the meeting at 8:52 a.m.

Next Regular Meeting – December 10<sup>th</sup> – 8:30 a.m.