

Regular Board Meeting

January 28th, 2020

8:30 AM

Via Zoom

Meeting Link: <https://zoom.us/j/94963176726>

Meeting ID: 949 6317 6726

Call-in Number: +1 312 626 6799 US (Chicago)

Citizen Comments should be submitted in writing via email to kigibson@swmiba.org by the close of business the day before the meeting date listed above, and will be read aloud during that portion of the meeting. The public is welcome to join, but we ask that you remain muted except during the public comment session.

Agenda

1. Call to Order
2. Citizen Comments on Non-Agenda Items
 - a. Reading of Public Comment – Kyle Gibson
3. Amendment of Bylaws as requested at December 10, 2020 Regular Meeting
4. Consent Agenda
 - a. Meeting Minutes – December 10, 2020 Regular Meeting
 - b. Two-Year Permit Lookback Report
 - c. December 2020 Financial Reports
 - d. Budget Amendments & Adjustments
5. Board Chair's Report
6. Other Business
7. Adjournment

**AMENDED
BYLAWS
OF
SOUTHWEST MICHIGAN BUILDING AUTHORITY ("SMBA")**

JANUARY 28, 2021

**ARTICLE I
OFFICES**

1.01 *Principal Office.* The principal office of the Southwest Michigan Building Authority (SMBA) shall be at such place within the State of Michigan as the SMBA Board may determine from time to time.

1.02 *Other Offices.* The Board of SMBA may establish other offices in the State of Michigan.

**ARTICLE II
PARTICIPATING LOCAL UNITS**

2.01 *Members.* Participating Local Units shall consist of those municipal units of government which have become a member of SMBA by executing the Interlocal State Construction Code Enforcement and Administration Agreement.

ARTICLE III

BOARD

3.01 *General Powers.* The business, property, and affairs of SMBA shall be managed by the SMBA Board.

3.02 *Number.* The SMBA Board shall consist of two (2) members appointed by the governing body of each Participating Local Unit ~~for a four (4) year term. chosen from among the Supervisor, Clerk or Treasurer for a four (4) year term.~~ **One (1) member shall be chosen from among the Supervisor, Clerk, or Treasurer. The second member may be chosen from among any elected member of its governing body.** In the event an appointed SMBA Board member no longer holds elective office as Supervisor, Clerk or Treasurer for any reason, then the governing body of the Participating Local Unit shall appoint another member chosen from among the Supervisor, Clerk or Treasurer to fill the vacancy for the remaining unexpired term. ~~However, in the event the appointment of the Supervisor, Clerk or Treasurer would violate the tenure provisions of Section 3.03, a trustee of the Participating Local Unit may be appointed as the regularly appointed member of the SMBA Board, in lieu of the Supervisor, Clerk or Treasurer.~~ In addition to regularly appointed members, the governing body of the Participating Local Unit may appoint two (2) alternates selected from any elected member of its governing body to serve on the SMBA Board, but only when either or both of its regularly appointed members cannot attend SMBA Board meetings. Alternates attending SMBA Board meetings shall have the same authority, including the right to vote, as the appointed member for whom the alternate is attending.

The SMBA Board members appointed by the governing body of each Participating Local Unit shall, by majority vote, select one additional at-large SMBA Board member, who shall serve a one (1) year term and who shall be a resident of Oshtemo Township or Cooper Township. The at-large member shall have all the authority as other members of the SMBA Board, except no at-large member shall be permitted to vote on the selection of any subsequent at-large

member. The residency of the at-large member shall alternate between Oshtemo Township and Cooper Township every year. By way of example, if the first at-large member selected by the SMBA Board to serve a one (1) year term is a resident of Oshtemo Township, then the second at-large member selected by the SMBA Board for the next one (1) year term shall be a resident of Cooper Township and each subsequent at-large member's residency shall continue to alternate between Oshtemo and Cooper Townships in the same manner. Notwithstanding, an at-large member whose term has expired shall continue to serve until such time as the next duly qualified at-large member is selected by the SMBA Board. However, a hold over at-large member shall not diminish or shorten the term of any selected subsequent at-large member, whose term shall be one (1) year from the date of selection, even if the prior member is a hold over. If the SMBA Board cannot agree on the selection of any at-large member, then selection shall be by lot and all names of potential at-large members shall be written on identical slips of paper (together with the residency of potential at-large members, but only in the case of the selection of the first at-large member) and placed in a hat. An appointed member of the SMBA Board shall draw one (1) name from the hat at a public meeting and that person shall be selected as the at-large member.

[Sec. 3.02 Amended ~~March 23, 2017~~ January 28, 2021}

3.03 Tenure. Each Board member of SMBA shall hold office for a four-year term until the member's death, resignation, or removal and may be reappointed not to exceed two consecutive terms.

[Sec. 3.03 Amended March 23, 2017}

3.04 Resignation. Any member may resign at any time by providing written notice to the Participating Local Unit from which he/she was selected. The SMBA Board is to be alerted as soon as the member informs the Participating Local Unit. The resignation will be effective upon receipt and acceptance by the SMBA Board.

3.05 *Board Vacancies.* A vacancy on the SMBA Board of a Participating Local Unit's representative shall be filled by that respective Participating Local Unit. A vacancy of the at-large position shall be filled by the SMBA Board pursuant to Section 3.02.

3.06 *Regular Meetings.* The SMBA Board shall meet at least quarterly on a date and time to be determined by resolution of the Board.

3.07 *Special Meetings.* A special meeting of the SMBA Board shall be called by the secretary on the written request of the chairman or two members of the SMBA Board and on at least 24 hours' written notice to each member of the SMBA Board. The notice shall designate the time, place and purpose(s) of the meeting and shall be served personally or left at the member's usual place of residence by the secretary or someone designated by the secretary. Business shall not be transacted at a special meeting of the SMBA Board unless the business was stated in the notice of the meeting. However, if all members of the SMBA Board are present at a special meeting, then business that might lawfully come before a regular meeting of the SMBA Board may be transacted at the special meeting. Notice of special meetings of the SMBA Board shall be given to the public in accordance with the Michigan Open Meetings Act.

3.08 *Meeting Minutes.* Meeting Minutes. Minutes of all SMBA Board meetings shall be kept in accordance with the Michigan Open Meetings Act.

3.09 *Quorum.* A majority of the SMBA Board members serving constitutes a quorum for the transaction of any business at any meeting of the Board. Actions voted on by a majority of the members of the Board present at a meeting where a quorum is present shall constitute authorized actions of the SMBA Board unless otherwise required by law.

ARTICLE IV

OFFICERS

4.01 *Number.* The officers of the SMBA Board shall be appointed by the Board. The officers shall be a chairman, a secretary, and a treasurer. There may also be such other officers as the Board deems appropriate. The chairman shall be an elected official from one of the Participating Local Units and shall be a voting member of the Board. Two or more offices may be held by the same person, but such person shall not execute, acknowledge, or verify an instrument in more than one capacity if the instrument is required by law or by the chairman or by the Board to be executed, acknowledged, or verified by two or more officers.

4.02 *Term of Office.* Each officer shall hold office for the two-year term appointed and until a successor is appointed and qualified. An officer may resign at any time by providing written notice to the SMBA Board. Notice of resignation is effective upon receipt and acceptance.

4.03 *Vacancies.* A vacancy in any office for any reason may be filled by the Board.

4.04 *Chairman.* The chairman shall preside at all SMBA Board meetings. The chairman shall have the power to perform duties as may be assigned by the Board. If the chairman is absent or unable to perform his or her duties, the secretary shall perform the chairman's duties until the Board directs otherwise. The chairman shall perform all duties incident to the office.

4.05 *Secretary.* The secretary shall (a) keep minutes of SMBA Board meetings; (b) be responsible for providing oversight for noticing each Board member as required by law or these bylaws; (c) be the custodian of SMBA records; (d) keep a register of the names and addresses of each officer and Board member; and (e) perform all duties incident to the office and other duties assigned by the chairman or the Board.

4.06 *Treasurer.* The treasurer shall (a) provide oversight of SMBA funds and securities handled by SMBA staff; (b) review the books and records of SMBA, receipts and disbursements; (c) review deposits of moneys and securities received by SMBA at such depositories in the

SMBA's name that may be designated by the Board; (d) ensure all required SMBA filings; and (e) other duties assigned by the chairman or the Board.

ARTICLE V

SMBA DOCUMENT PROCEDURE

No SMBA documents (agreements, insurance and annuity contracts, qualified and nonqualified deferred compensation plans, checks, notes, disbursements, loans, and other debt obligations) shall be signed by any officer, designated agent, or attorney-in-fact unless authorized by the SMBA Board or by these Bylaws.

ARTICLE VI

INDEMNIFICATION

6.01 *Indemnification.* Unless prohibited by law, SMBA will, to the fullest extent now or hereafter permitted by law and by regulations and rulings issued by the Internal Revenue Service, indemnify any Board member or officer of SMBA (and, to the extent provided in a resolution of the Board members or by contract, may indemnify any volunteer, employee or agent of SMBA) who was or is a party to or threatened to be made a party to any threatened, pending, or completed action, suit or proceeding by reason of the fact that the person is or was a Board member, officer, volunteer, employee or agent of SMBA, or is or was serving at the request of SMBA as a Board member, officer, partner, volunteer, employee or agent of another authority, partnership, joint venture, trust or other enterprise, whether for profit or not for profit, against expenses (other than taxes, penalties or expenses of correction) including attorneys' fees (which expenses may be paid by SMBA in advance of a final disposition of the action, suit or proceeding as provided by law), judgments, penalties, fines and amounts paid in

settlement actually and reasonably incurred by the person in connection with the action, suit or proceeding if the person acted (or refrained from acting) in good faith and in a manner the person reasonably believed to be in or not opposed to the best interests of SMBA, and such person is either successful in his or her defense or the proceeding is terminated by settlement and such person has not acted willfully and without reasonable cause with respect to SMBA duties concerned, and with respect to any criminal action or proceedings, if the person had no reasonable cause to believe his or her conduct was unlawful.

6.02 *Rights to Continue.* This indemnification will continue as to a person who has ceased to be a Board member or officer of SMBA. Indemnification may continue as to a person who has ceased to be a volunteer, employee or agent of SMBA to the extent provided in a resolution of the Board members or in any contract between SMBA and the person. Any indemnification of a person who was entitled to indemnification after such person ceased to be a Board member, officer, volunteer, employee or agent of SMBA will inure to the benefit of the heirs and personal representatives of that person.

6.03 *Insurance.* SMBA may purchase and maintain insurance on behalf of any person who was or is a Board member, officer, employee, or agent of SMBA. The insurance may protect against any liability asserted against the person and incurred by him or her in any such capacity or arising out of his or her status as such, whether or not SMBA would have power to indemnify against liability under this Article or the laws of the State of Michigan.

6.04 *Changes in Michigan Law.* If there are any changes in the Michigan statutory provisions applicable to SMBA and relating to the subject matter of this Article, the indemnification to which any person shall be entitled shall be determined by the changed provisions, but only to the extent that the change permits SMBA to provide broader indemnification rights than the provisions permitted SMBA to provide before the change.

ARTICLE VII
COMPENSATION

When authorized by the SMBA Board, a person shall be reasonably compensated for services rendered to SMBA as an officer, Board member, employee, agent, or independent contractor, except as prohibited by these Bylaws.

ARTICLE VIII
FISCAL YEAR

The fiscal year of SMBA shall begin on January 1st and end on the last day of December.

ARTICLE IX
AMENDMENTS

The Board members at any regular or special meeting may amend or repeal these Bylaws, or adopt new Bylaws by vote of a majority of a quorum, if notice setting forth the terms of the proposal has been given to each Board member 48 hours prior to the meeting of the Board. Notwithstanding, the Board shall not adopt, amend or enforce any Bylaw that conflicts with any provision of the Interlocal State Construction Code Enforcement and Administration Agreement by and between the Participating Local Units.

Southwest Michigan Building Authority
December 10, 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
Jeff Sorensen, Cooper Representative
Larry Stehouwer, Citizen at Large Representative
Carol DeHaan, Cooper Representative

Also present were Insurance Representative Geoff Lansky, Building Official Garrett Reitenour, Administrative Assistant El Oropeza, and Board Secretary Kyle Gibson.

Absent:

Appointee to be determined, Oshtemo Representative

Citizen Comments on Non-Agenda Items

No public comment was provided.

Insurance Renewal Presentation

Geoff Lansky gave a renewal presentation of our insurance coverage. A motion was made by Jeff Sorensen and supported by Larry Stehouwer to authorize the Office Manager to sign the insurance renewal as presented with the addition of Adam Dahlgren to the Linebacker form.

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

Yes: Dusty Farmer, Jeff Sorensen, Larry Stehouwer, Carol DeHaan

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

Consent Agenda

Meeting Minutes – October 22, 2002 Regular Meeting

October 2020 Financial Reports

November 2020 Financial Reports

Budget Amendments and Adjustments

Confirmation of 2021 Regular Meeting Dates

Memo Regarding Request for Holiday Hours

Aunalytics BaaS Proposal

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, Carol DeHaan

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

Consideration of Draft Salary Review & Adjustment Policy

Office Manager Kyle Gibson presented the draft policy. A motion was made by Jeff Sorensen and supported by Dusty Farmer to adopt the policy as presented.

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

Yes: Dusty Farmer, Jeff Sorensen, Larry Stehouwer, Carol DeHaan

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

Consideration of Draft Employee Appraisal Policy & Forms

Office Manager Kyle Gibson presented the draft policy and forms. A motion was made by Jeff Sorensen and supported by Carol DeHaan to adopt the policy and forms as presented.

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

Yes: Dusty Farmer, Jeff Sorensen, Larry Stehouwer, Carol DeHaan

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

2021 Staff Salary Recommendations

Office Manager Kyle Gibson presented salary recommendations to the board. Brief discussion was held among the board members. A motion was made by Jeff Sorensen and supported by Larry Stehouwer to approve the salary adjustments as presented.

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

Yes: Dusty Farmer, Jeff Sorensen, Larry Stehouwer, Carol DeHaan

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

Board Chair's Report

Chair Dusty Farmer commented on the recent adjustment to and clarification of the Oshtemo Township Return to Work Plan, highlighting a recent policy change regarding the wearing of masks within the office. She shared that two complaints regarding policy compliance had been received. Following discussion, board consensus was that Building Official Garrett Reitenour should speak with the Oshtemo Township Maintenance Director regarding the concerns over the HVAC system.

No board action was taken.

Other Business

(Item 1) Mr. Sorensen shared that Cooper Township had not been receiving the paper originals of permit applications as requested. Mr. Gibson shared that the documents were all available in the Building Department .NET program, and that most of the documents were available to be sent to the Township. There was discussion as to whether Cooper Township needed the originals, and Mr. Sorensen stated that the matter would be revisited at a later meeting.

(Item 2) Chair Farmer requested board input and approval for the purchase of \$50 gift cards for full time employees in lieu of the traditional holiday potluck typically provided by the township. A motion was made by Dusty Farmer and supported by Jeff Sorensen to approve the purchase of \$150 worth of gift cards for full time employees and authorize any necessary budget amendments.

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

Yes: Dusty Farmer, Jeff Sorensen, Larry Stehouwer, Carol DeHaan

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

(Item 3) Chair Farmer requested board input regarding a proposed amendment to the bylaws to provide for more flexibility in who member jurisdictions could appoint to the SMBA board. Discussion was held, following which a motion was made by Jeff Sorensen and supported by Dusty Farmer to amend the SMBA bylaws to require one full time elected official to be appointed, and allow for a jurisdiction's second member position to be filled by an elected trustee.

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

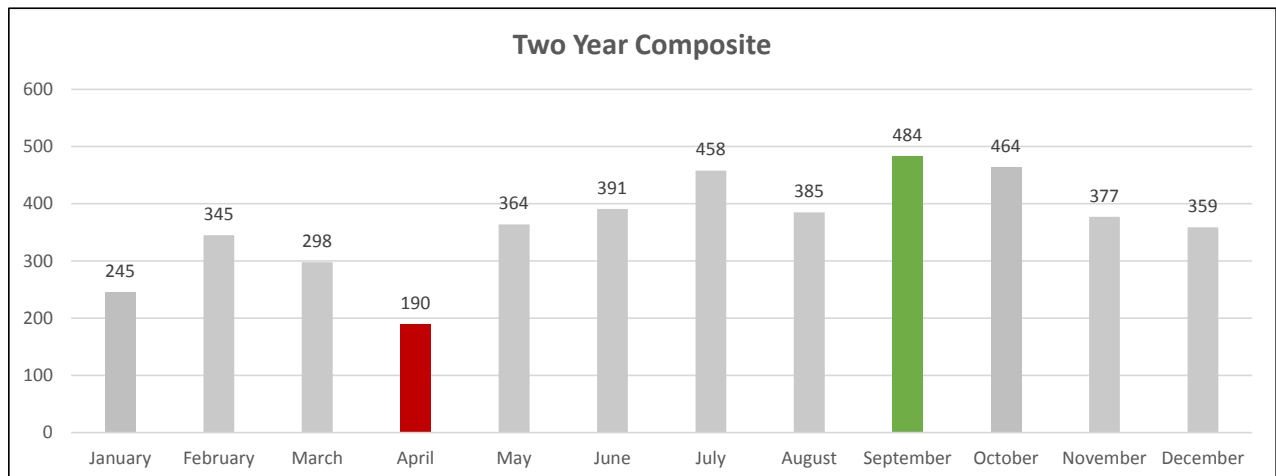
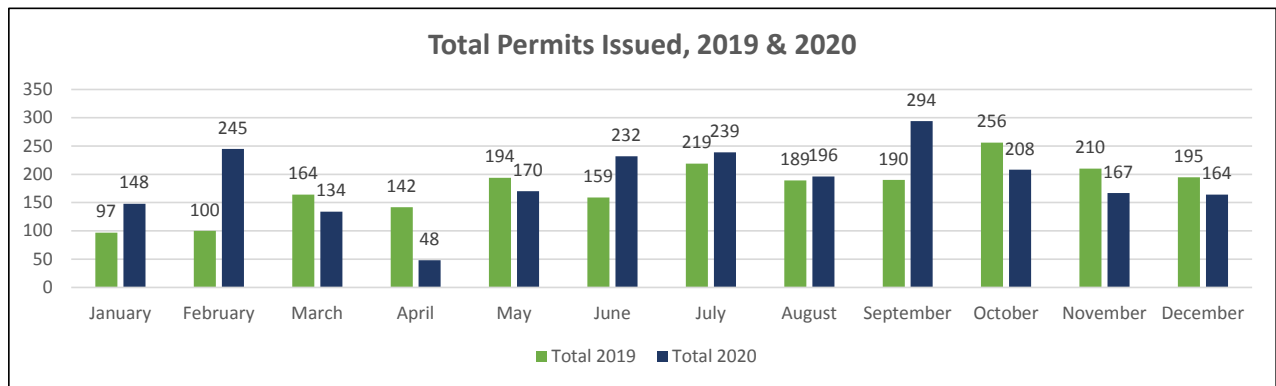
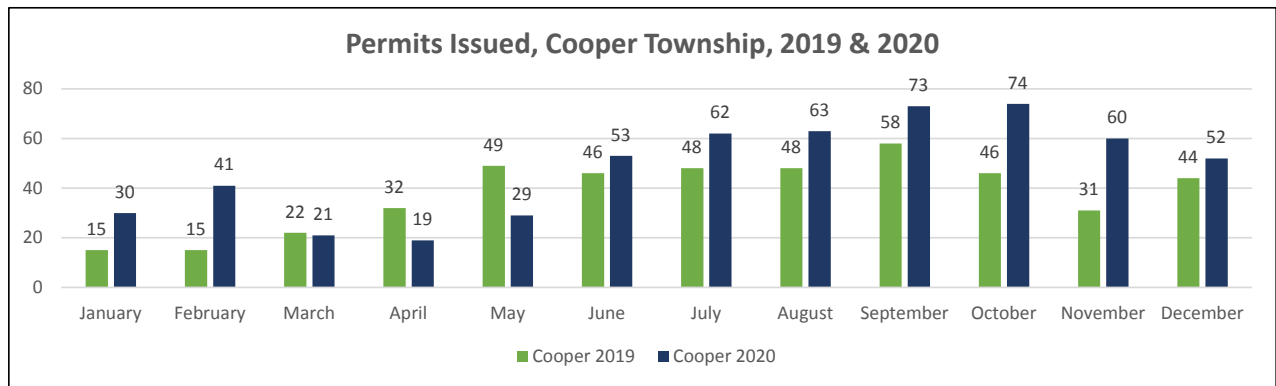
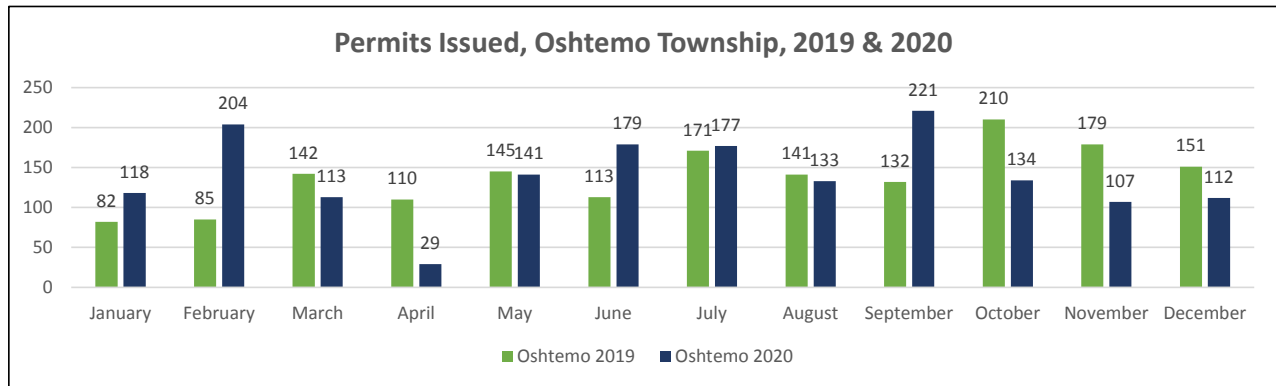
Yes: Dusty Farmer, Jeff Sorensen, Larry Stehouwer, Carol DeHaan

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

Chair Farmer stated she would work with Office Manager Gibson to prepare the amendment for review by Attorney Jim Porter, to be presented for jurisdiction approval in January of 2021.

Chair Farmer Adjourned the meeting at 9:58 a.m.

Next Regular Meeting – January 28th – 8:30 a.m.



Financial Reports for:

December 2020

Permit Revenue & Inspections Report

Bank Account Balance Report

Budget Snapshot

Detailed Disbursement Report

Reporting Month: **December** 2020

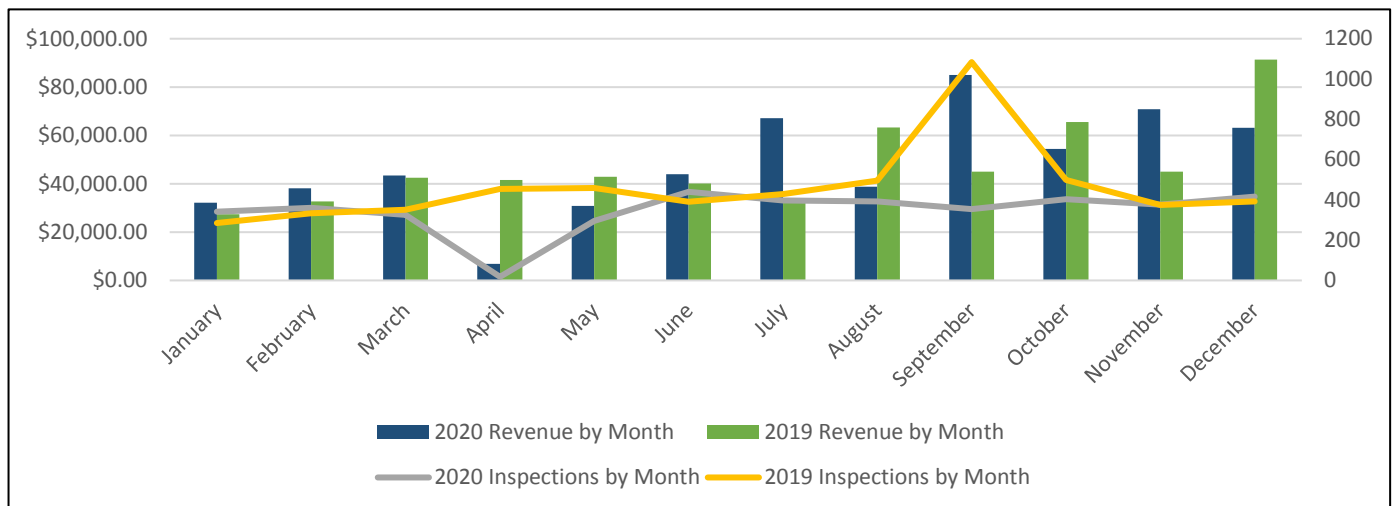
Prepared By: Kyle Gibson

Permit Revenue

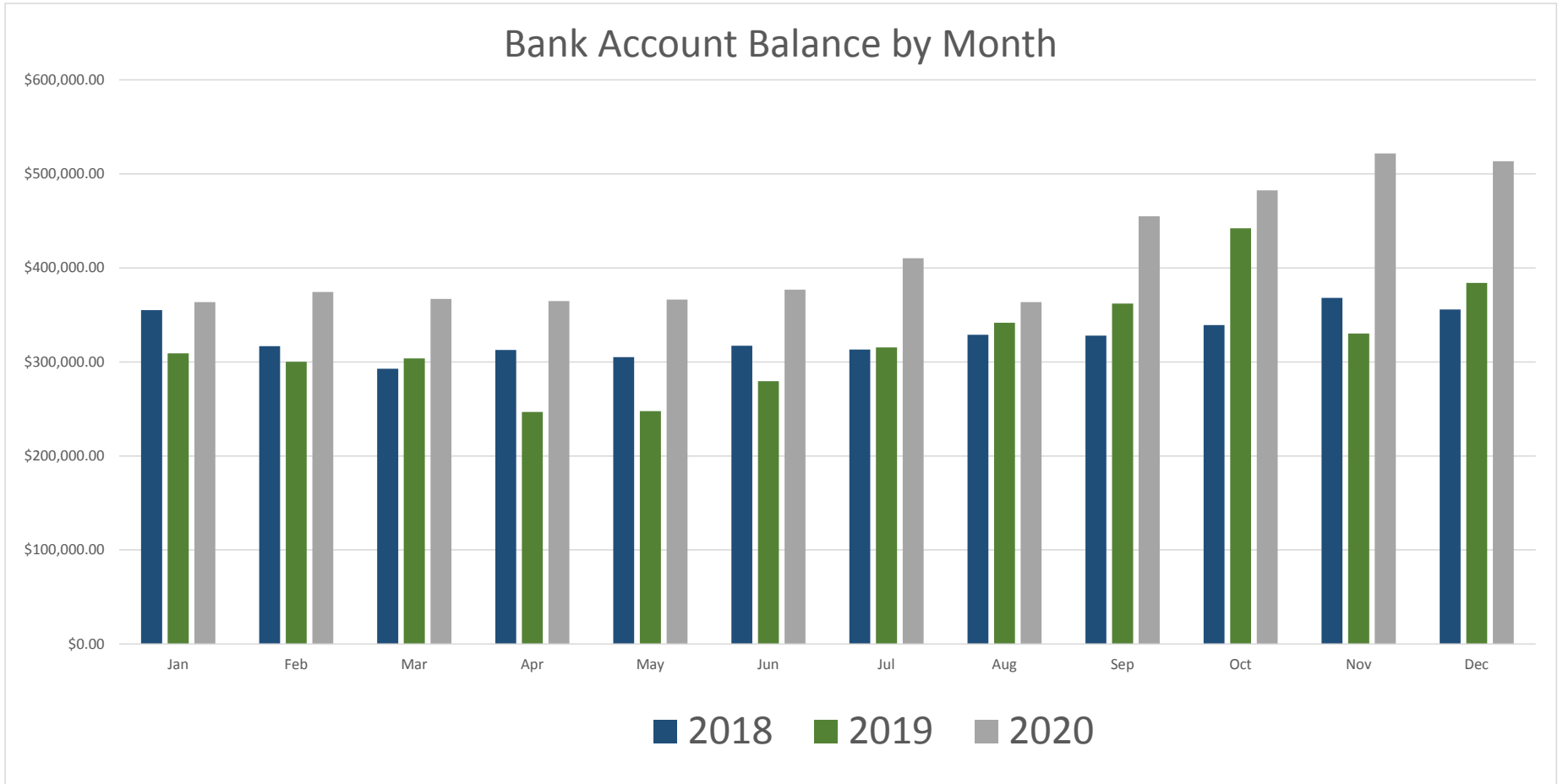
	Building	Electrical	Mechanical	Plumbing	Totals
Oshtemo	26	24	38	24	112
Revenue	\$32,698.00	\$4,460.00	\$6,760.80	\$3,501.00	\$47,419.80
YTD Oshtemo	487	337	410	324	1558
YTD Revenue	\$239,570.50	\$72,446.00	\$66,025.35	\$48,452.00	\$426,493.85
Cooper	9	13	21	9	52
Revenue	\$7,429.00	\$3,209.00	\$3,162.00	\$1,875.00	\$15,675.00
YTD Cooper	218	134	158	66	576
YTD Revenue	\$97,284.00	\$28,222.00	\$24,634.00	\$13,597.00	\$163,737.00
Total Permits	35	37	59	33	164
Total Revenue	\$40,127.00	\$7,669.00	\$9,922.80	\$5,376.00	\$63,094.80
YTD Total Permits	705	471	568	390	2134
YTD Total Revenue	\$336,854.50	\$100,668.00	\$90,659.35	\$62,049.00	\$590,230.85

Inspections

	Building	Electrical	Mechanical	Plumbing	Totals
Oshtemo Inspections	114	61	46	27	248
Cooper Inspections	83	37	31	17	168
YTD Oshtemo Inspections	1326	605	546	566	3043
YTD Cooper Inspections	546	233	211	135	1125
Total Inspections	197	98	77	44	416
YTD Total Inspections	1872	838	757	701	4168



	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	\$362,110.12	\$442,134.66	\$330,290.83	\$384,052.26
2020	\$363,688.08	\$374,395.69	\$367,084.01	\$364,749.52	\$366,304.26	\$376,755.31	\$410,190.86	\$363,684.45	\$454,864.86	\$482,472.44	\$521,651.20	513,525.33



User: kgibson

PERIOD ENDING 12/31/2020

DB: Smba

% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 12/31/2020	ACTIVITY FOR MONTH 12/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund 542 - BUILDING AUTHORITY						
Revenues						
Dept 000 - ASSETS & LIABILITIES/CASH ON HAND						
542-000-99999	Carryover	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - ASSETS & LIABILITIES/CASH ON HAND		0.00	0.00	0.00	0.00	0.00
Dept 001 - REVENUE						
542-001-47500	Miscellaneous	2,200.00	2,207.51	145.50	(7.51)	100.34
542-001-61100	Bldg Services to Others	0.00	0.00	0.00	0.00	0.00
542-001-61400	Bond Forfeiture	1,000.00	1,000.00	0.00	0.00	100.00
542-001-61600	Building Permits	325,000.00	339,592.00	36,070.00	(14,592.00)	104.49
542-001-61615	Plan Review	45,000.00	31,703.70	4,785.00	13,296.30	70.45
542-001-61700	Electrical Permits	100,000.00	101,764.00	7,887.00	(1,764.00)	101.76
542-001-61800	Mechanical Permits	85,000.00	92,442.35	9,517.80	(7,442.35)	108.76
542-001-61900	Plumbing Permits	60,000.00	62,051.00	5,526.00	(2,051.00)	103.42
542-001-66400	Interest on Investments	1,000.00	3,367.92	0.00	(2,367.92)	336.79
Total Dept 001 - REVENUE		619,200.00	634,128.48	63,931.30	(14,928.48)	102.41
TOTAL REVENUES		619,200.00	634,128.48	63,931.30	(14,928.48)	102.41
Expenditures						
Dept 371 - BLDG AUTHORITY						
542-371-66401	Permit Refunds	25.00	(25.00)	0.00	50.00	(100.00)
542-371-70200	Salaries	145,000.00	136,691.32	16,684.14	8,308.68	94.27
542-371-70300	Building Board of Appeals	0.00	0.00	0.00	0.00	0.00
542-371-70400	In Lieu of Insurance	810.00	540.00	135.00	270.00	66.67
542-371-71500	Payroll Taxes - FICA	11,600.00	10,259.51	1,260.15	1,340.49	88.44
542-371-71600	Health Insurance	42,000.00	40,604.89	0.00	1,395.11	96.68
542-371-71602	Disability/Life Insurance	1,650.00	1,456.51	0.00	193.49	88.27
542-371-71603	Work Comp Insurance	2,500.00	2,154.00	0.00	346.00	86.16
542-371-71700	HSA	4,500.00	4,457.00	0.00	43.00	99.04
542-371-72200	Pension Plan	13,000.00	13,355.55	1,334.70	(355.55)	102.74
542-371-72500	Clothing Allowance	500.00	0.00	0.00	500.00	0.00
542-371-72600	Board Member At Large Stipend	450.00	330.00	60.00	120.00	73.33
542-371-72700	Miscellaneous	500.00	150.00	150.00	350.00	30.00
542-371-72800	Supplies	3,500.00	3,518.94	219.48	(18.94)	100.54
542-371-72801	Equipment/Maintenance	1,450.00	921.89	109.96	528.11	63.58
542-371-73000	Postage/Shipping	600.00	677.83	159.97	(77.83)	112.97
542-371-75100	Vehicle Gas/Maintenance	5,500.00	3,637.33	324.98	1,862.67	66.13
542-371-75101	General Insurance	6,400.00	7,518.25	0.00	(1,118.25)	117.47
542-371-81100	Electrical Inspector	38,500.00	39,545.00	5,050.00	(1,045.00)	102.71
542-371-81101	Plan Review	40,000.00	42,645.45	11,622.00	(2,645.45)	106.61
542-371-81200	Mechanical Inspector	34,200.00	33,240.00	3,500.00	960.00	97.19
542-371-81300	Plumbing Inspector	41,000.00	33,650.00	3,200.00	7,350.00	82.07
542-371-81400	Building Inspector	10,000.00	7,400.00	0.00	2,600.00	74.00
542-371-82400	Consultants	0.00	0.00	0.00	0.00	0.00
542-371-82500	Accounting/Audit Fees	13,000.00	10,664.75	250.00	2,335.25	82.04
542-371-82600	Legal Fees	10,000.00	2,040.00	0.00	7,960.00	20.40
542-371-82700	IT Support/Website Host	22,600.00	24,756.69	2,780.78	(2,156.69)	109.54
542-371-85300	Telephone	5,700.00	5,763.58	527.67	(63.58)	101.12
542-371-87000	Mileage	1,500.00	457.67	3.13	1,042.33	30.51
542-371-92500	Facility Rent	20,250.00	20,250.00	0.00	0.00	100.00
542-371-95600	Interest/Penalty IRS/State Withholdings	60.00	60.00	0.00	0.00	100.00

PERIOD ENDING 12/31/2020

% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 12/31/2020	ACTIVITY FOR MONTH 12/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund 542 - BUILDING AUTHORITY						
Expenditures						
542-371-95700	Bank Service Charges	500.00	497.00	0.00	3.00	99.40
542-371-95800	Education/Dues	4,000.00	2,207.25	0.00	1,792.75	55.18
542-371-96300	Contingency	1,275.00	0.00	0.00	1,275.00	0.00
542-371-96800	Depreciation Expense	0.00	0.00	0.00	0.00	0.00
542-371-97600	Capital Outlay	3,560.00	1,384.55	199.99	2,175.45	38.89
542-371-97700	Capital Outlay-Vehicle	32,420.85	32,420.85	0.00	0.00	100.00
Total Dept 371 - BLDG AUTHORITY		518,550.85	483,230.81	47,571.95	35,320.04	93.19
TOTAL EXPENDITURES		518,550.85	483,230.81	47,571.95	35,320.04	93.19
Fund 542 - BUILDING AUTHORITY:						
TOTAL REVENUES		619,200.00	634,128.48	63,931.30	(14,928.48)	102.41
TOTAL EXPENDITURES		518,550.85	483,230.81	47,571.95	35,320.04	93.19
NET OF REVENUES & EXPENDITURES		100,649.15	150,897.67	16,359.35	(50,248.52)	149.92
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		619,200.00	634,128.48	63,931.30	(14,928.48)	102.41
TOTAL EXPENDITURES - ALL FUNDS		518,550.85	483,230.81	47,571.95	35,320.04	93.19
NET OF REVENUES & EXPENDITURES		100,649.15	150,897.67	16,359.35	(50,248.52)	149.92

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		
BCBS 1435	BLUE CROSS BLUE SHIELD OF MICHIGAN PO BOX 674416 DETROIT MI, 48267	12/14/2020 12/14/2020 / / 12/28/2020	007043238 0.0000	SWBA N N N	HEALTH INSURANCE JAN 2021	3,535.01 0.00 3,535.01

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-71600	Health Insurance	3,535.01

VENDOR TOTAL: 3,535.01

CODE	CODE SOURCE PC	Post Date	Invoice	Bank	Invoice Description	Gross Amount
		CK Run Date	PO	Hold		Discount
		Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
1420	3097 PINEDALE DR SW GRANDVILLE MI, 49418	12/02/2020 12/02/2020 / / 12/02/2020	113120.2 0.0000	SWBA N N N	DEFERRED EMERGENCY LIGHTING REVIEW J	210.00 0.00 210.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81101	Plan Review	210.00

CODE	CODE SOURCE PC	Post Date	Invoice	Bank	Invoice Description	Gross Amount
		CK Run Date	PO	Hold		Discount
		Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
1425	3097 PINEDALE DR SW GRANDVILLE MI, 49418	12/03/2020 12/03/2020 / / 12/03/2020	113420.1 0.0000	SWBA N N N	PLAN REVIEW HAMPTON MANOR JSMB20-05	11,412.00 0.00 11,412.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81101	PLAN REVIEW / BUILDING INITIAL	5,017.00
542-371-81101	PLAN REVIEW / STRUCTURAL - FOUNDATION	1,379.00
542-371-81101	PLAN REVIEW / PLUMBING	1,254.00
542-371-81101	PLAN REVIEW / MECHANICAL	1,254.00
542-371-81101	PLAN REVIEW / ELECTRICAL	1,254.00
542-371-81101	PLAN REVIEW / ENERGY CODE	1,254.00

11,412.00

VENDOR TOTAL: 11,622.00

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		
EOROPEZA	ELVIRA OROPEZA	12/28/2020	2020-12-28.1	SWBA	PHONE REIMBURSEMENT DEC 2020	
1447	927 PICCADILLY RD	12/28/2020		N		50.00
	KALAMAZOO MI, 49006	/ /	0.0000	N		0.00
		12/28/2020		N		50.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-85300	Telephone	50.00

VENDOR TOTAL: 50.00

EMC	EMC INSURANCE	12/14/2020	E-08441441	SWBA	INSURANCE RENEWAL 2021	
1436	PO BOX 219255	12/14/2020		N		10,916.00
	KANSAS CITY MO, 64121-9225	/ /	0.0000	N		0.00
		01/01/2021		N		10,916.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-000-12300	PREPAIDS \ GENERAL LIABILITY (OCCUR)	895.00
542-000-12300	PREPAIDS \ UMBRELLA	1,210.00
542-000-12300	PREPAIDS \ LINEBACKER (OCCUR)	2,846.00
542-000-12300	PREPAIDS \ CYBERSOLUTIONS	992.00
542-000-12300	PREPAIDS \ INLAND MARINE	405.00
542-000-12300	PREPAIDS \ BUSINESS AUTO	2,310.00
542-000-12300	PREPAIDS \ GOVT CRIME / FIDELITY ISO	118.00
542-000-12300	PREPAIDS \ WORKERS COMPENSATION	2,140.00
		10,916.00

VENDOR TOTAL: 10,916.00

GREITENOUR	GARRETT REITENOUR	12/14/2020	2020-12-14.4	SWBA	REIMBURSEMENT FOR PHONE USAGE DEC 20	
1440	35063 23RD ST	12/14/2020		N		50.00
	KALAMAZOO MI, 49009	/ /	0.0000	N		0.00
		12/14/2020		N		50.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-85300	Telephone	50.00

VENDOR TOTAL: 50.00

		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			
GHECKMAN	GARYAIRE, LLC	12/02/2020	2020-12-02.2	SWBA	PLUMBING / MECHANICAL INSPECTIONS		
1423	6323 WINDDRIFT AVE	12/02/2020		N		1,000.00	
	KALAMAZOO MI, 49009	/ /	0.0000	N		0.00	
		12/02/2020		Y		1,000.00	

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81300	Plumbing Inspector	550.00
542-371-81200	Mechanical Inspector	400.00
542-371-81100	Electrical Inspector	50.00
		<u>1,000.00</u>

GHECKMAN	GARYAIRE, LLC	12/14/2020	2020-12-14.2	SWBA	PLUMBING / MECHANICAL INSPECTIONS	
1438	6323 WINDDRIFT AVE	12/14/2020		N		1,600.00
	KALAMAZOO MI, 49009	/ /	0.0000	N		0.00
		12/14/2020		Y		1,600.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81300	Plumbing Inspector	650.00
542-371-81200	Mechanical Inspector	800.00
542-371-81100	Electrical Inspector	150.00
		<u>1,600.00</u>

GHECKMAN	GARYAIRE, LLC	12/28/2020	2020-12-28.3	SWBA	PLUMBING / MECHANICAL INSPECTIONS	
1449	6323 WINDDRIFT AVE	12/28/2020		N		400.00
	KALAMAZOO MI, 49009	/ /	0.0000	N		0.00
		12/28/2020		Y		400.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81300	Plumbing Inspector	100.00
542-371-81200	Mechanical Inspector	300.00
		<u>400.00</u>

VENDOR TOTAL: 3,000.00

		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			
KGIBSON	KYLE GIBSON	12/16/2020	2020-12.-16.2	SWBA	CELL PHONE REIMBURSEMENT	DEC 2020	
1443	537 WEALTHY ST	12/16/2020		N			50.00
	KALAMAZOO MI, 49009	/ /	0.0000	N			0.00
		12/16/2020		N			50.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-85300	Telephone	50.00

KGIBSON	KYLE GIBSON	12/16/2020	2020-12-16.1	SWBA	MILEAGE REIMBURSEMENT	POST OFFICE	
1442	537 WEALTHY ST	12/16/2020		N			3.13
	KALAMAZOO MI, 49009	/ /	0.0000	N			0.00
		12/16/2020		N			3.13

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-87000	Mileage	3.13

VENDOR TOTAL: 53.13

LSTEHOUWER	LARRY STEHOUEWER	12/17/2020	2020-12-17.1	SWBA	BOARD MEETING ATTENDANCE	Q4-2020	
1444	2615 W F AVE	12/17/2020		N			60.00
	KALAMAZOO MI, 49009	/ /	0.0000	N			0.00
		12/17/2020		N			60.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-72600	Board Member At Large Stipend	60.00

VENDOR TOTAL: 60.00

MISC	Meekhof Electric	12/03/2020	00030261	SWBA	BD Payment Refund		
1426	5194 37TH AVE	12/03/2020		N			0.00
	SUITE C						
	Hudsonville MI, 49426	12/03/2020	0.0000	N			0.00
		12/03/2020		N			62.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-001-61700	08. Lighting Fixtures - per 25	12.00
542-001-61700	29. Inspection - Final	50.00
		<u>62.00</u>

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	
Ref #	Address	CK Run Date	PO	Hold		Gross Amount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Discount
		Due Date		1099		Net Amount

VENDOR TOTAL: 62.00

VISA	MERCANTILE VISA	12/07/2020	2020-12-07.1	SWBA	VISA BILL NOV 2020	
1429	811 S DRAKE RD	12/07/2020		N		330.11
	KALAMAZOO MI, 49009-1332	/ /	0.0000	N		0.00
		12/22/2020		N		330.11

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-75100	Vehicle Gas/Maintenance	156.00
542-371-75100	CAR WASH MONTHLY SUBSCRIPTION	29.99
542-371-72800	Supplies	144.12
		<u>330.11</u>

VISA	MERCANTILE VISA	12/31/2020	2021-01-04.1	SWBA	VISA BILL DEC 2020	
1452	811 S DRAKE RD	01/04/2021		N		398.99
	KALAMAZOO MI, 49009-1332	/ /	0.0000	N		0.00
		01/22/2021		N		398.99

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-75100	Vehicle Gas/Maintenance	109.00
542-371-75100	CAR WASH MONTHLY SUBSCRIPTION	29.99
542-371-73000	Postage/Shipping	110.00
542-371-72700	MISCELLANEOUS \ HOLIDAY GIFT CARDS	150.00
		<u>398.99</u>

VENDOR TOTAL: 729.10

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		
AUNALYTICS 1428	MIH MICHIGAN LLC DBA SECANT TECH 6395 TECHNOLOGY AVE STE A KALAMAZOO MI, 49009	12/07/2020 12/07/2020 / / 12/31/2020	29933680 0.0000	SWBA N N N	CLOUD HOSTING SERVICES NOV 2020	1,441.00 0.00 1,441.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-82700	IT Support/Website Host	1,441.00

AUNALYTICS 1433	MIH MICHIGAN LLC DBA SECANT TECH 6395 TECHNOLOGY AVE STE A KALAMAZOO MI, 49009	12/11/2020 12/11/2020 / / 01/08/2020	29934256 0.0000	SWBA N N N	CLOUD HOSTING SERVICES	1,066.68 0.00 1,066.68
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-82700	IT Support/Website Host	1,066.68

AUNALYTICS 1446	MIH MICHIGAN LLC DBA SECANT TECH 6395 TECHNOLOGY AVE STE A KALAMAZOO MI, 49009	12/21/2020 12/21/2020 / / 01/15/2021	29934769 0.0000	SWBA N N N	CLOUD HOSTING SERVICES	236.00 0.00 236.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-82700	IT Support/Website Host	124.00
542-000-12300	Prepays	112.00
		236.00

VENDOR TOTAL: 2,743.68

		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			
TTHATCHER	MP SERVICES LLC	12/02/2020	2020-12-02.3	SWBA	MECHANICAL / PLUMBING INSPECTIONS		
1424	426 SARAH LN	12/02/2020		N		1,300.00	
	COLDWATER MI, 49036	/ /	0.0000	N		0.00	
		12/02/2020		Y		1,300.00	

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81200	Mechanical Inspector	450.00
542-371-81300	Plumbing Inspector	850.00
		<u>1,300.00</u>

TTHATCHER	MP SERVICES LLC	12/14/2020	2020-12-14.3	SWBA	MECHANICAL / PLUMBING INSPECTIONS	
1439	426 SARAH LN	12/14/2020		N		1,850.00
	COLDWATER MI, 49036	/ /	0.0000	N		0.00
		12/14/2020		Y		1,850.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81200	Mechanical Inspector	1,050.00
542-371-81300	Plumbing Inspector	800.00
		<u>1,850.00</u>

TTHATCHER	MP SERVICES LLC	12/28/2020	2020-12-28.4	SWBA	MECHANICAL / PLUMBING INSPECTIONS	
1450	426 SARAH LN	12/28/2020		N		750.00
	COLDWATER MI, 49036	/ /	0.0000	N		0.00
		12/28/2020		Y		750.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81200	Mechanical Inspector	500.00
542-371-81300	Plumbing Inspector	250.00
		<u>750.00</u>

VENDOR TOTAL: 3,900.00

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		
OFFICE DEP	OFFICE DEPOT	12/02/2020	137910096001	SWBA	OFFICE SUPPLIES / EL CHAIR	
1421	PO BOX 633301	12/02/2020		N		275.35
	CINCINNATI OH, 45263-3301	/ /	0.0000	N		0.00
		12/13/2020		N		275.35

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-97600	CAPITAL OUTLAY / EL CHAIR	199.99
542-371-72800	Supplies	75.36
		<u>275.35</u>

VENDOR TOTAL: 275.35

RICOH	RICOH	12/21/2020	5061026025	SWBA	COPIER	
1445	PO BOX 802815	12/21/2020		N		109.96
	CHICAGO IL, 60680-2815	/ /	0.0000	N		0.00
		12/25/2020		N		109.96

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-72801	Equipment/Maintenance	109.96

VENDOR TOTAL: 109.96

SIEGFRIED	SIEGFRIED CRANDALL P.C.	12/03/2020	104232	SWBA	ACCOUNTING SERVICES	
1427	246 E KILGORE	12/03/2020		N		250.00
	KALAMAZOO MI, 49002	/ /	0.0000	N		0.00
		12/03/2020		N		250.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-82500	Accounting/Audit Fees	250.00

SIEGFRIED	SIEGFRIED CRANDALL P.C.	12/07/2020	104239	SWBA	IT SUPPORT / RECONFIGURE SWITCH PORT	
1430	246 E KILGORE	12/07/2020		N		81.40
	KALAMAZOO MI, 49002	/ /	0.0000	N		0.00
		12/07/2020		N		81.40

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-82700	IT Support/Website Host	81.40

VENDOR TOTAL: 331.40

		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			
SPRINT	SPRINT	12/11/2020	144563305-026	SWBA	MOBILE HOTSPOT USAGE NOV 2020		
1432	PO BOX 4181	12/11/2020		N		67.70	
	CAROL STREAM IL, 60197	/ /	0.0000	N		0.00	
		12/28/2020		N		67.70	

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-82700	IT Support/Website Host	67.70

VENDOR TOTAL: 67.70

SUN LIFE	SUN LIFE FINANCIAL	12/15/2020	2020-12-15.1	SWBA	LIFE INSURANCE JAN 2021		
1441	PO BOX 7247 -0381	12/15/2020		N		342.12	
	PHILADELPHIA PA, 19170	/ /	0.0000	N		0.00	
		01/01/2021		N		342.12	

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-000-12300	Prepays	342.12

VENDOR TOTAL: 342.12

TELNET	TELNET WORLDWIDE	12/11/2020	209539	SWBA	PHONE		
1431	8020 SOLUTIONS CENTER	12/11/2020		N		377.67	
	CHICAGO IL, 60677-8000	/ /	0.0000	N		0.00	
		12/28/2020		N		377.67	

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-85300	Telephone	377.67

VENDOR TOTAL: 377.67

UPS	UPS	12/14/2020	000076R70Y500	SWBA	SHIPPING FOR JSMB20-05-700 2280 S 1		
1434	P.O. BOX 809488	12/14/2020		N		49.97	
	CHICAGO IL, 60680-9488	/ /	0.0000	N		0.00	
		12/14/2020		N		49.97	

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-73000	Postage/Shipping	49.97

VENDOR TOTAL: 49.97

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		
WWILCOX	WILLIAM WILCOX	12/02/2020	2020-12-02.1	SWBA	ELECTRICAL INSPECTIONS	
1422	38159 24TH ST	12/02/2020		N		1,150.00
	MATTAWAN MI, 49071	/ /	0.0000	N		0.00
		12/02/2020		Y		1,150.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81100	Electrical Inspector	1,150.00

WWILCOX	WILLIAM WILCOX	12/14/2020	2020-12-14.1	SWBA	ELECTRICAL INSPECTIONS	
1437	38159 24TH ST	12/14/2020		N		2,500.00
	MATTAWAN MI, 49071	/ /	0.0000	N		0.00
		12/14/2020		Y		2,500.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81100	Electrical Inspector	2,500.00

WWILCOX	WILLIAM WILCOX	12/28/2020	2020-12-28.2	SWBA	ELECTRICAL INSPECTIONS	
1448	38159 24TH ST	12/28/2020		N		1,200.00
	MATTAWAN MI, 49071	/ /	0.0000	N		0.00
		12/28/2020		Y		1,200.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81100	Electrical Inspector	1,200.00

VENDOR TOTAL: 4,850.00

TOTAL - ALL VENDORS: 43,125.09

Budget Amendment / Adjustment Request Form

Southwest Michigan Building Authority

Request Type: x Amendment Adjustment	Requested By: Kyle Gibson, Office Manager 1/19/2021
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Budget Amendment Request

GL #	Description	Type	Current Budget	YTD Balance Used	Amended Budget	Amendment Amount
Revenues (\$58,960.00)						
542-000-99999	Carryover	Assets / COH	\$ 77,040.00		\$ -	\$ (77,040.00)
542-001-61600	Building Permits	Revenue	\$ 200,000.00	\$ 3,564.00	\$ 300,000.00	\$ 100,000.00
542-001-61700	Electrical Permits	Revenue	\$ 50,000.00	\$ 1,627.00	\$ 75,000.00	\$ 25,000.00
542-001-61900	Plumbing Permits	Revenue	\$ 50,000.00	\$ 4,846.00	\$ 60,000.00	\$ 10,000.00
542-001-66400	Interest on Investments	Revenue	\$ 1,000.00	\$ -	\$ 2,000.00	\$ 1,000.00
						\$ -
Expenditures (\$9,920.00)						
542-371-70200	Salaries	Expenditure	\$ 155,000.00	\$ 6,125.18	\$ 162,508.00	\$ 7,508.00
542-371-71500	Payroll Taxes - FICA	Expenditure	\$ 12,360.00	\$ 463.19	\$ 12,432.00	\$ 72.00
542-371-72200	Pension Plan	Expenditure	\$ 12,360.00	\$ 1,006.09	\$ 13,000.00	\$ 640.00
542-371-85300	Telephone	Expenditure	\$ 4,600.00	\$ 525.42	\$ 5,800.00	\$ 1,200.00
542-371-73000	Postage / Shipping	Expenditure	\$ 500.00	\$ 43.45	\$ 1,000.00	\$ 500.00
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -

Budget Adjustment Request

GL #	Description	Type	DR Amount	CR Amount
Totals			\$ -	\$ -

Describe Reason for Request:

REVENUE:

With 2020 having ended, I feel more comfortable making these recommendations than I did in October when the original budget was prepared. I think these numbers are a better prediction of revenue based on the last several years of data.

EXPENDITURES:

Correct calculation errors for Payroll, which also impacts FICA taxes and Pension Plan.

Provide additional funds for the reimbursement of personal cell phone use for all employees now that staff are utilizing personal phones for SMBA business more frequently. The original amount only provided for the building official.