

Southwest Michigan Building Authority
April 22, 2021

The SMBA regular meeting was held via Zoom. Chair Dusty Farmer called the meeting to order at 8:33 a.m.

Board Roll Call:

A roll call was taken to comply with the provisions of MCL 15.263(2)(a)(ii) regarding remote meeting attendance by board members.

Present:

Name	Location Attending From
Dusty Farmer, Chair, Oshtemo Township	Oshtemo Township, Kalamazoo County, MI
Jeff Sorensen, Cooper Township	Cooper Township, Kalamazoo County, MI
Carol DeHaan, Treasurer, Cooper Township	Cooper Township, Kalamazoo County, MI
Larry Stehouwer, Citizen Member, Cooper	Cooper Township, Kalamazoo County, MI
Cheri Bell, Oshtemo Township	Oshtemo Township, Kalamazoo County, MI

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

Citizen Comments on Non-Agenda Items

No public comment was provided.

Consent Agenda

- Meeting Minutes – March 28, 2021 Regular Meeting
- April 2021 Financial Reports
- April 2021 Budget Amendments and Adjustments
- Memo Re: Request for Authorization to Sell Equipment

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

Opposed: None

The Chair declared that the motion was carried 5-0.

Update on SMBA & Texas Charter Township Interlocal Agreement

Mr. Gibson provided the board with a summary of the activity regarding the agreement since the last meeting.

No board action was taken.

Board Chair's Report

Chair Farmer shared that there had been a disagreement with a local business owner regarding the actions and authority of the Building Official. Mr. Porter shared that he had communicated with the owner, and believed that the Building Official's actions were within the bounds of the authority provided him by the law. Chair Farmer shared that the owner was invited to make a formal complaint to the board, which was refused by the owner. The board has not received a

formal complaint. Mr. Reitenour shared a status update on the property. Following brief discussion, the board directed Mr. Reitenour to send a notice to the permit applicant requesting an update on the project.

No board action was taken.

Other Business

(Item 1) Office Manager Gibson requested the board's blessing to begin a process of updating and reformatting the Authority's policy documents inclusive of the employee handbook, individual policy documents, bylaws, and the interlocal governmental agreement between Oshtemo and Cooper townships. After some discussion by board members, Chair Farmer requested a comprehensive list of the documents Mr. Gibson would like to update for review at the next regular meeting. Board consensus was to allow Mr. Gibson to move forward with the project provided that he provide regular progress updates and notify the board of any impact on daily operations resulting from time spent working on the project.

(Item 2) Mr. Gibson requested that SMBA become the official document repository rather than Attorney Porter's office. Chair Farmer voiced concerns regarding the sharing of such documents with the member jurisdictions should a jurisdiction withdraw or should SMBA be dissolved. The board held brief discussion. Mr. Gibson recommended that the interlocal agreement be amended to require that all such documents be provided to a member jurisdiction upon request, upon withdrawal from SMBA, or if SMBA were to be dissolved. Chair Farmer voiced support for that recommendation, and board consensus was that Mr. Gibson should work with Mr. Porter to develop that amendment during the course of the project outlined earlier in the meeting.

Seeing and hearing no other business, and having exhausted the agenda, Chair Farmer Adjourned the meeting at 8:59 a.m.

Next Regular Meeting – May 27th – 8:30 a.m.