

Minutes of the Regular Board Meeting

Southwest Michigan Building Authority (SMBA) Board of Directors

October 28, 2021 | 8:30am | Via Zoom



Action Items

#	Item Description:	Assigned To:	Due By:

Minutes

- Call to Order:** Chair Dusty Farmer called the meeting to order at approximately 8:36am.
- 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, Board Chair (Oshtemo Representative)	Oshtemo Township, Kalamazoo County, MI
Carol DeHaan, Treasurer (Cooper Representative)	Cooper Township, Kalamazoo County, MI
Cheri Bell (Oshtemo Representative)	Oshtemo Township, Kalamazoo County, MI
Larry Stehouwer (Cooper Representative)	Cooper Township, Kalamazoo County, MI

Absent:

- Jeff Sorensen (Cooper Representative)

Also present were: Building Official Garrett Reitenour, Administrative Assistant Elvira Oropeza, Attorney Emily Westervelt appearing on behalf of Attorney James Porter, and Board Secretary Kyle Gibson.

- Public Comments on Non-Agenda Items:** There was no public comment.
- Approval of Agenda Items:** There were no additions or deletions requested by board members.
- Consent Agenda**
 - Meeting Minutes – September 23, 2021 Regular Meeting**
 - October 2021 Financial Reports**
 - October 2021 Budget Amendments & Adjustments**

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

Opposed: None

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

- Unfinished Business from Prior Meeting(s)**

- Update on Amended and Restated Interlocal Agreement from Cooper Township**

Carol DeHaan shared that the agreement would be on the agenda at the next Cooper Township board meeting. No board action was taken.

- Amendment to Medical Insurance Taxable Opt-Out (Cash In Lieu of Insurance) Policy**

Office Manager Gibson presented the amendment to the Board.

A motion was made by Larry Stehouwer and supported by Dusty Farmer to amend the policy as presented.

Opposed: None

The motion was carried 4-0 with 1 absent.

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c. **Consideration of Memo Re: Member at Large Board Term**

No board action was taken.

7. **Resolution 2021-01 to Adopt the FY 2022 Budget**

Chair Farmer opened public comment. There was no public comment.

A motion was made by Carol DeHaan and supported by Dusty Farmer to adopt the foregoing resolution.

Upon a **Roll Call Vote**, the following vote was tallied:

Yes: Dusty Farmer, Carol DeHaan, Cheri Bell, Larry Stehouwer

Absent: Jeff Sorensen

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

8. **Consideration of Memo Re: 2022 Holiday Calendar & Holiday Office Closure Proposal**

2022 Holiday Calendar

Office Manager Gibson presented the holiday calendar and the proposal to add Juneteenth to the list of paid holidays. The board held discussion on the matter, and ultimately reached a consensus that Juneteenth should not be added to the list of holidays observed by the Authority.

A motion was made by Carol DeHaan and supported by Larry Stehouwer to approve the 2022 Holiday Calendar as presented minus the Juneteenth holiday.

Chair Farmer then asked for staff input regarding removing the floating holiday to add the Juneteenth holiday.

Staff consensus was to keep the floating holiday due to its flexible nature.

Opposed: None

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

Holiday Office Closure Proposal

Office Manager Gibson presented the proposal to be close the SMBA office for the week of the Christmas holiday to allow staff the option to use paid time off or work a regular or modified schedule in the office free from interruption from the public.

A motion was made by Larry Stehouwer and supported by Dusty Farmer to approve the proposal as presented.

Opposed: None

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

9. **Consideration of Draft Notice of Public Board Meetings in 2022**

The board held brief discussion regarding the draft notice, and selected November 17th, 2022, and December 15th, 2022 as replacement dates for the ones listed on the draft notice.

A motion was made by Cheri Bell and supported by Larry Stehouwer to approve and publish the Notice of Public Board Meetings in 2022 as amended by board discussion.

Opposed: None

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

10. **Consideration of the Addition of a November 18, 2021 Regular Meeting**

A motion was made by Dusty Farmer and supported by Larry Stehouwer to Publish a Notice of Public Board Meeting for November 18, 2021.

Opposed: None

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

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11. Board Chair's Report

Chair Farmer had nothing to report.

12. Other Business

There was no other business.

13. Public Comment: There was no public comment.

14. Adjournment: Seeing and hearing no other business, and having exhausted the agenda, Board Chair Dusty Farmer declared the meeting adjourned at approximately 9:16am.

Next Regular Board Meeting

November 18, 2021 | 8:30am | Via Zoom

Prepared By: KYLE GIBSON
Board Secretary & Office Manager