

# Minutes of the Regular Board Meeting

Southwest Michigan Building Authority (SMBA) Board of Directors  
July 28, 2022 | 8:30am | Public Meeting Room, Oshtemo Township Hall



## Action Items

#	Item Description:	Assigned To:	Due By:
4	Compile a list of specific requirements re: site development processes.	Garrett Reitenour	2022-08-25
5a	Compile qualifications for FA/S reviewers for Board consideration.	Kyle Gibson	2022-08-25

## Minutes

1. **Call to Order:** Chair Dusty Farmer called the meeting to order at approximately 8:33am.

Name	Present or Absent
Dusty Farmer, Board Chair (Oshtemo Representative)	Present
Jeff Sorensen (Cooper Representative)	Absent
Carol Dehaan, Treasurer (Cooper Representative)	Present
Cheri Bell (Oshtemo Representative)	Present
Larry Stehouwer (Cooper Representative)	Present

**Also present were:** Attorney Jim Porter, Building Official Garrett Reitenour, Administrative Assistant Elvira Oropeza, Oshtemo Township Planning Director Iris Lubbert, Oshtemo Township Public Works Director Anna Horner, and Board Secretary Kyle Gibson.

2. **Public Comments on Non-Agenda Items:** There was no public comment.

3. **Consent Agenda:**

- a. Meeting Minutes – June 28, 2022 Regular Meeting
- b. Meeting Minutes – July 18, 2022 Special Meeting
- c. July 2022 Financial Reports
- d. Request for Adjustment to Schedule – Kyle Gibson

Cheri Bell requested that item D be removed from the consent agenda for further discussion.

A motion was made by Dusty Farmer and supported by Carol DeHaan to approve consent agenda items A through C and insert item D as item 8 on the meeting agenda.

Upon a voice vote, the motion was carried 4-0 with 1 absent.

4. **Discussion Re: Active Development Quality Assurance Processes for Site Plan Compliance:**

Planning Director Lubbert presented a request to the Board for the consideration of SMBA's involvement in the pre-construction phase of planning/zoning review. The Board held discussion with input from Attorney Porter and Building Official Reitenour. Chair Farmer directed Building Official Reitenour to continue the discussion with Oshtemo Township staff and compile a list of requirements for further consideration at the next regular meeting.

5. **Unfinished Business from Prior Meeting(s):**

a. **Qualified Fire Alarm / Suppression Plan Reviewers:**

Attorney Porter shared an opinion with the Board. A motion was made by Dusty Farmer and supported by Carol DeHaan to continue utilizing Code Savvy Consultants LLC for Fire Alarm / Suppression plan reviews, to be re-evaluated at the next regular meeting pending review of additional information.

Upon a voice vote, the motion was carried 4-0 with 1 absent.

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6. **Review of Appeals Process:**

Chair Farmer addressed the Board. No action was necessary.

7. **Aunalytics Server Upgrade Proposal:**

Chair Farmer shared the proposal with the Board with input from Office Manager Gibson. A motion was made by Larry Stehouwer and supported by Dusty Farmer to approve the proposal as presented.

Upon a voice vote, the motion was carried 4-0 with 1 absent.

8. **Request For Adjustment to Schedule – Kyle Gibson:**

Cheri Bell asked a clarifying question which Office Manager Gibson answered. Board consensus was to approve the request, and asked that the matter be reviewed in six months to ensure that there are no issues.

No formal action was required or taken.

9. **Board Chair's Report:** Chair Farmer had nothing to report.

10. **Other Business:** There was no other business brought forward.

11. **Public Comment:** There was no public comment.

12. **Adjournment:** Seeing and hearing no other business, and having exhausted the agenda, Board Chair Dusty Farmer declared the meeting adjourned at approximately 10:14am.

## ***Next Regular Board Meeting***

August 25, 2022 | 8:30am | Public Meeting Room, Oshtemo Township Hall

**Prepared By:** KYLE GIBSON  
Board Secretary & Office Manager