

Minutes of the Regular Board Meeting

Southwest Michigan Building Authority (SMBA) Board of Directors

March 2, 2023 | 9:00am | Public Meeting Room, Oshtemo Township Hall



Action Items

#	Item Description:	Assigned To:	Due By:
8	Compile Options for Healthcare	Kyle Gibson	N/a
9	Convene the CBOA	Kyle Gibson	N/a
11	Review Fee Schedule	Kyle Gibson & Garrett Reitenour	2023-03-23

Minutes

- Call to Order:** Chair Dusty Farmer called the meeting to order at approximately 9:02am. A remote component was available to members of the public via Zoom.

Name	Present or Absent
Dusty Farmer, Board Chair (Oshtemo Representative)	Present
Jeff Sorensen (Cooper Representative)	Present
Carol Dehaan, Treasurer (Cooper Representative)	Present
Cheri Bell (Oshtemo Representative)	Absent, Participated in Discussion via Zoom
Bernie Mein (Oshtemo Representative)	Present

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

- Approval of or Amendments to Agenda:**

Office Manager Kyle Gibson requested that a budget amendment in the amount of \$700.00 to the IT / Infrastructure GL be added to the consent agenda as item 4C. A motion was made by Jeff Sorensen and supported by Carol DeHaan to approve the agenda as amended.

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

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

- Consent Agenda:**

- Meeting Minutes – January 19, 2023 Regular Meeting
- January 2023 Financial Reports
- Request for \$700.00 Budget Amendment for IT / Infrastructure

A motion was made by Jeff Sorensen and supported by Bernie Mein to approve the consent agenda as amended.

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

- Request for Purchase of Standing Desk Frame:**

Office Manager Gibson presented the request. A motion was made by Bernie Mein and supported by Jeff Sorensen to approve the request and amend the budget accordingly.

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

- Rights and Duties of the Construction Board of Appeals:**

Office Manager Gibson presented a memorandum which outlined the rights and duties of the Construction Board of Appeals with input from Attorney Porter. A motion was made by Dusty Farmer and supported by Jeff Sorensen to establish the stipend for Construction Board of Appeals members at a rate of \$65.00 per meeting less than four hours in duration, and \$130.00 per meeting more than four hours in duration.

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

7. Consideration of Board Appointments – Construction Board of Appeals Member Vacancy:

A motion was made by Jeff Sorensen and supported by Bernie Mein to appoint Kevin Osborne to the Construction Board of Appeals.

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

8. Consideration of Health Care Contingency:

Following discussion, the board directed Office Manager Gibson to reach out to several insurance brokers and prepare a slate of potential alternatives to the Authority’s current healthcare plan for consideration at a future meeting.

9. Consideration of Convening the Construction Board of Appeals:

Attorney Porter and Building Official Garrett Reitenour presented a request for the Board of Directors to convene the Construction Board of Appeals to render a decision on a matter of interpretation.

A motion was made by Jeff Sorensen and supported by Bernie Mein to direct the Chair of the Construction Board of Appeals to convene said Board as requested.

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

10. Board Chair’s Report: Chair Farmer had nothing to report.

11. Other Business:

Jeff Sorensen brought a concern from a Cooper Township resident regarding the permit fee for window replacements. The board discussed the matter and consensus was that establishing a flat-rate fee for that work would be appropriate. The board directed Office Manager Gibson to work with Building Official Reitenour to review the fee schedule and make a recommendation at the next meeting.

12. Adjournment: Seeing and hearing no other business, and having exhausted the agenda, Board Chair Dusty Farmer declared the meeting adjourned at approximately 10:19am.

Next Regular Board Meeting

March 23, 2023 | 8:30am | Public Meeting Room, Oshtemo Township Hall

Prepared By: KYLE GIBSON
Board Secretary & Office Manager