

**Kalamazoo Area Building Authority (KABA)
Board Meeting
October 9, 2014**

The KABA meeting was held at Oshtemo Township Hall. Board Chair Larson called the meeting to order at 2:00 p.m.

PRESENT:

Lee Larson, Chair
Carol DeHaan, Secretary
George Cochran, Treasurer
Ann Nieuwenhuis, Member
Barney Martlew, Member

Also present were Executive Director Ed Hellwege, Attorney James Porter, Building Official Jerry Reitenour, and Recording Secretary Deb Everett.

Approve Agenda

Mr. Hellwege requested items be added to the agenda to discuss a letter received from the Home Builders Association and schedule a special meeting for discussion of staffing. Motion by DeHaan, second by Nieuwenhuis to approve the agenda as amended. Carried.

Consent Agenda

Minutes of the September 11th regular meeting
Receipts & Disbursements Report
Administrative Report
Building Official's Report
Executive Director's Report
Revenue/Permit Report

Motion by Cochran, second by DeHaan to approve the consent agenda items. Carried.

KABA Policy – Temporary Occupancy – Attorney Porter presented a proposed resolution to establish a policy for temporary occupancy. There was lengthy discussion on various points including elements required to be completed to qualify for temporary occupancy, requiring a representative of the local jurisdiction to accompany the Building Official on the inspection for substantial completion, requiring a bond to obtain temporary occupancy, time frame the permit would allow for completion of the project, and whether extensions would be granted.

Motion by Nieuwenhuis, second by DeHaan to review the resolution with the changes as discussed at the next meeting. Carried.

Motion by DeHaan, second by Cochran to establish a fee of \$75.00 for a temporary occupancy permit and \$150.00 for an extension. Carried.

Member DeHaan left the meeting at approximately 2:40 p.m.

Purchase of Construction Code Standards – Mr. Hellwege provided a letter from the State Construction Code Commission advising jurisdictions they must have access to the standards referenced in the code books as well as the code books. Mr. Larson recommended inquiry should be made regarding obtaining on line updates.

Motion by Cochran, second by Nieuwenhuis to approve the purchase of the required standards in the amount of \$20,495.21. Carried.

Other Business

Home Builders Association – Mr. Hellwege provided a letter from the Home Builders Association advising permits cannot be required for roof repair and residing. Lengthy discussion ensued with consensus that Mr. Hellwege respond to the Home Builders Association that KABA is researching the issue, KABA will seek a State opinion, in the meantime permits will continue to be required.

Special Meeting – A special meeting will be held October 13th at 8:15 a.m. at Oshtemo Township to discuss KABA staffing.

There was no further business and the meeting was adjourned at approximately 3:20 p.m.

Next Meeting – Special Meeting October 13, 2014 at Oshtemo Township at 8:15 a.m.
Regular Meeting November 6, 2014 at Cooper Township at 2:00 p.m.

Drafted: October 17, 2014
Approved: November 6, 2014