

**Kalamazoo Area Building Authority (KABA)  
Board Meeting  
October 8, 2015**

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

**PRESENT:**

Deb Everett, Chair  
George Cochran, Treasurer  
Ann Nieuwenhuis, Member  
Barney Martlew, Member

Also present were Executive Director Ed Hellwege, Attorney James Porter, Building Official Mike Alwine, Oshtemo Township Supervisor Libby Heiny-Cogswell, and Recording Secretary Kerrie LeClercq.

**Approve Agenda**

Mr. Martlew requested that an addition be made to the Agenda for a discussion about KABA Strategic Future Planning. It was entered as number 8 on the Agenda.

**Consent Agenda**

Approval of Minutes of September 10 and September 24, 2015 meetings

Receipts & Disbursements Report

Administrative Report

Executive Director Report

Revenue/Permit Report

Board Meeting Schedule for 2016

Motion by Ms. Nieuwenhuis, second by Mr. Martlew to approve the consent agenda items. Motion carried.

**Update on Office Manager Position** – Executive Director Hellwege gave a brief overview of the status of KABA’s search for an Office Manager. KABA has received 31 resumes and 9 have been selected for interviews, which will begin next week. Executive Director Hellwege, Ms. Everett, and Ms. DeHaan will form the initial interview panel. The second round of interviews will include Building Official Alwine on the panel. The candidates will also be required to undergo computer testing.

**Report on Major Projects** – KABA Building Official Mike Alwine gave the Board a brief account of the current status of major building projects which fall under the jurisdiction of KABA.

- The Gull Road Courthouse is in the process of scheduling final inspections;
- Maple Hill Auto has completed work on the Audi section and the Subaru section is currently in progress;
- The OBGYN on 11<sup>th</sup> Street will be scheduling final inspections soon, as well;
- KABA is reviewing plans for the third phase of the Bells Brewery project, and phase two is in the process of completion;
- A permit was issued for Landscape Forms for a tenant build out;
- An addition is in progress at Agape Church;
- The Field & Stream permit was issued approximately 6 weeks ago;
- Plan review has been completed on the Consumers Credit Union project

There was brief discussion regarding the existence of future large building projects, such as Bronson Fast Care and Auto Zone. KABA will continue to monitor the status of these projects.

**KABA Plans for Housing** – Executive Director Hellwege and Oshtemo Township Supervisor Heiny-Cogswell provided an update on the potential plans for KABA’s expansion within the Oshtemo Township Hall. Mr. Cochran and Ms. Nieuwenhuis both indicated that they would like to see KABA move to an independent, central location rather than be housed within any of the Township offices. Ms. Heiny-Cogswell indicated that the Oshtemo Township Board may need to review the choice to stay involved with KABA if the office was no longer located within the Oshtemo Township Hall.

**Conflict of Interest Policy** – Attorney Porter pointed out that all references to “Charitable Organizations” needed to be removed from the draft copy of the policy, but that otherwise, he felt it was

complete. Ms. Nieuwenhuis made a motion to approve the Conflict of Interest Policy with the stipulation that those references would be removed. Mr. Cochran seconded the motion. Motion carried.

**KABA Strategic Future Planning** – Mr. Martlew requested that this topic be added to the Agenda and stated that he felt that he should take the lead, as the person who initiated the discussion. He feels that strategic planning should take place at the Board level. Mr. Martlew stated that he believes KABA has lost a clear focus and a redetermination of long term goals and direction needs to take place. There was discussion regarding having a meeting among the Board members on this subject, which would possibly be led by a hired facilitator. Mr. Martlew requested that Board members submit their individual ideas regarding KABA's direction/goals to him by October 28, 2015, and he will compile the information into a draft copy to be presented to the Board at the November 5, 2015 regular meeting. Mr. Martlew also expressed his desire to discuss KABA's future will members of KABA's staff as well as Attorney Porter.

**Board Member Comments** – Mr. Cochran asked if this was the appropriate time for an Office Manager to be starting with KABA, but the Board consensus was that this is the ideal time of year to bring a new employee on board. Ms. Nieuwenhuis simply commented that she is happy that KABA continues to move in a forward direction. Executive Director Hellwege provided each Board member a copy of KABA's Purchasing Policy, for consideration at a future Board meeting.

There was no further business and the meeting was adjourned at approximately 2:40 p.m.

Next Meeting – Regular Meeting November 5, 2015 at Cooper Township at 2:00 p.m.

Drafted: October 8, 2015  
Approved: November 5, 2015