

**Kalamazoo Area Building Authority (KABA)
Board Meeting
April 7, 2016**

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

PRESENT:

Deb Everett, Chairperson, Oshtemo Township Representative
George Cochran, Treasurer, Kalamazoo Township Representative
Ann Nieuwenhuis, Board Member, Comstock Township Representative
Carol Dehaan, Board Member, Cooper Township Representative
Barney Martlew, Board Member

Also present were Attorney Jim Porter, Executive Director Ed Hellwege, Office Manager Jannette Poehlman, and Jerry Reitenour as alternate for Building Official Mike Alwine, and Recording Secretary Erin Feist.

Approval of Agenda Board Member Ann Nieuwenhuis requested a change be made to remove the approval of the February 11, 2016 meeting minutes and the approval of the administrative report. Mr. Hellwege requested to go into closed session after Board Member and Staff comments.

Consent Agenda

- a) Approval of Minutes from February 11, 2016 meeting
- b) Receipts and Disbursements Report
- c) Administrative Report
- d) Executive Director Report
- e) Building Official Report
- f) Revenue/Permit Report
 - i. A motion by Ms. Nieuwenhuis was entered to remove afore mentioned items from the consent agenda. Second by Ms. Dehaan. The motion carried unanimously.
 - ii. The Approval of Minutes from the February 11, 2016 meeting was removed
 - iii. The Administrative Report was removed.

Mr. Cochran pointed out that on page two of the February 11, 2016 minutes Ms. Dehaan's titled is listed as Cooper Supervisor when she is in fact the Treasurer.

Motion to approve the minutes as corrected, Mr. Cochran, seconded by Ms. Nieuwenhuis. The motion carried unanimously.

A discussion was had as to where the old office equipment should be donated. Kalamazoo Community Foundation, Goodwill, Habitat Restore, and Nuway were all discussed.

Motion to accept the Administrative Report as amended, Ms. Nieuwenhuis, seconded by Mr. Martlew. The motion carried unanimously.

Citizen Comments on Non-Agenda Items None

Employee Personnel Adjustments

- a) Jerry Reitenour to become Part Time Building Inspector (3 days/week) starting April 18, 2016. Hours would be reduced from 40 hours to approximately 24 hours per week with an hourly rate of \$33.68 as opposed to a salary rate. Mr. Reitenour's 401A match of 6 percent would be based on his hourly rate. Vacation time would be reduced by 60 percent of his current allotment. Mr. Reitenour would no longer receive medical or short term/long term disability benefits, or life insurance as 30 hours per week is required to receive these.
 - a. Consideration of Steven Roy, our current Contracted Inspector to become a Full Time KABA Building Inspector Employee at a salary (as indicated in attachment) with Medical Benefits, 401A, etal. To ensure the smooth transition of KABA Building Inspection services for now and in the future.
 - i. Motion made by Ms. Nieuwenhuis to hire at \$71,310 salary with mileage reimbursement until a decision can be reached regarding a new KABA vehicle with a hire date of April 11, 2016. Mr. Cochran seconded and the motion carried unanimously.
 - ii. Additional Inspector salaries are to be set based on the size of jurisdiction, construction projects, etc. Benefit packages and trainings also need to be considered in the budget.

KABA Board Considerations

- a) Purchasing another Company Vehicle for Building Inspections
 - i. Item tabled until KABA admin can prepare a more complete proposal (mileage, mpg, insurance, branding, 4WD, etc.) to include estimates on leasing and the option of My Deal – a state purchasing program for municipalities.
- b) Consideration of Adding Contracted Inspector Personnel to KABA's Liability Insurance Policy
 - i. Jim Porter discussed the reason for this proposed action, which is to ensure KABA is covered by proper insurance in case of Inspector errors. Contractors still must carry their own liability insurance as well.
 - ii. Motion made by Ms. Nieuwenhuis and seconded by Mr. Martlew to approve paying for additional liability.

Strategic Plan Draft and Discussion - Tabled until facilitator proposals can be examined

- a) Review and Discussion of Draft KABA Strategic Plan Outline as Presented
 - i. Update/Path Forward on KABA Operations Short Term and Long Term Housing
 - ii. Consideration of FTCH Proposal for KABA off Oshtemo Campus Housing
 - iii. KABA Reserve Fund Determination and Discussion
 - iv. Discussion of KABA Operations Management Team's Proposal to Reduce KABA Building and Trade Fees

- v. Additional Strategic Plan Discussion Points
- b) Growth and expansion need to be the focus.
- c) Strategic planning meeting to be set for after May 5, 2016; will include a facilitator. (4 hours)
 - i. A SWOT Analysis should be performed for possible location change.

At approximately 3:30 a motion by Mr. Cochran to go into closed session, supported by Ms. Dehaan at the request of the Executive Director, Mr. Hellwege. The motion carried unanimously.

Motion to move back into open session was made by Ann Nieuwenhuis then, supported by Carol Dehaan @ 3:50 - unanimous

Mr. Hellwege resigned his commission - Motion by Ms. Nieuwenhuis to provide 60 days pay for his contract to be paid in one full check to be delivered upon delivery of any KABA equipment of which Mr. Hellwege is in possession of, Seconded by Ms. Dehaan. Motion carried 4/1 opposed by Ms. Everett

KABA Board Member Comments - None

KABA Staff Member Comments - None

There was no further business and the meeting was adjourned at approximately 4:00 p.m.

Next Meeting – April 14, 2016

Drafted: April 7, 2016

Approved: April 21, 2016