

**Kalamazoo Area Building Authority (KABA)  
Board Meeting  
January 12, 2017**

The KABA meeting was held at the offices of the Kalamazoo Area Building Authority. Board Chairperson Michelle Mohney called the meeting to order at 2:22 P.M.

**PRESENT:**

Michelle Mohney, Representative from Comstock Township  
Steven Leuty, Alternate Representative from Kalamazoo Township  
Dave Camburn, Comstock Resident Member

Also present were KABA Building Official Mike Alwine, KABA Attorney Robb Krueger, Comstock Township Supervisor Randy Thompson, KABA Office Coordinator Penny Cassidy and KABA Operations Coordinator / Recording Secretary Kerrie LeClercq.

**Approval of Agenda** – A motion was made by Ms. Mohney to approve the agenda with the following alterations: Removal of Item 5(B) and moving Item 5(A) to the position of 5(I), seconded by Mr. Camburn and carried with a vote of 3-0.

**Approval of Consent Agenda** – Ms. Mohney pointed out that in the second sentence of the December 8, 2016 Board Meeting Minutes, "Ann Nieuwenhuis" should be changed to "Michelle Mohney". Ms. Cassidy advised that her correct title is KABA Office Coordinator. With the inclusion of those amendments, Mr. Camburn made a motion to approve the consent agenda, seconded by Mr. Leuty, and carried with a vote of 3-0.

**Citizen Comments** – There were no citizen comments.

**Discussion of Background Check & Stipend Policy Drafts** – The Board discussed various methods of obtaining background information on applicants. Ms. Mohney made a motion to approve both the Background Check Policy and the Stipend Policy, giving the Building Official the discretion to choose the means of performing the checks. The motion was supported by Mr. Camburn and carried with a vote of 3-0.

**2017 KABA Holiday Schedule** – A motion was made by Mr. Leuty to approve the 2017 Holiday Schedule as presented, seconded by Ms. Mohney and carried with a vote of 3-0.

**Review of At-Large Board Member Application** – The Board discussed the best means of posting the position of At-Large Board Member. Mr. Krueger recommended that the Board members be proactive and reach out to people who they believe may be qualified and interested in serving as a Board member. Ms. Mohney suggested that it be announced at both Townships' regular Board meetings. Mr. Krueger also advised that it would be beneficial to add a cover page to the application, listing the qualifications in bullet points. A motion was made by Mr. Camburn to approve the At-Large Board Member Application with the discussed addition of a cover page and giving Mr. Alwine the authority to approve the final draft of the application. The motion was seconded by Mr. Leuty and carried with a vote of 3-0.

**Update on Status of Kalamazoo Township Resident Member Search** – Mr. Alwine advised the Board that he has not yet received any updated status information from Ms. Miller. Mr. Leuty stated that he sent an email to Kalamazoo Township Supervisor Ron Reid with a request for a status update, but had not yet received a response. Comstock Township Supervisor Randy Thompson believes that he may have a possible candidate for the position.

**Update on KABA Monthly Newsletter** – Mr. Alwine provided the Board with an update on the draft of the first edition of KABA's monthly newsletter. Suggestions for the first and subsequent newsletter editions included adding a note about the open At-Large Board Member position to the first newsletter to disseminate the information further and including an article regarding the reduction in Building Permit fees. Building on the idea of improving the public profile of KABA, Mr. Alwine suggested that KABA could consider putting on an instructional/educational seminar and Ms. Mohney advised the Board that an open house could be considered, as well. Also discussed was the idea of adding a "Sign Up Here For Our Monthly Newsletter" button to the KABA website and perhaps adding a link in the newsletter to the KABA survey to increase feedback.

**Discussion of KABA Bylaws** – Mr. Krueger offered some history on the existing KABA Bylaws and the reasons for the changes that have been made to the original Bylaws, reviewing each of the changes that have been made. He suggested that each officer position be a 1 year term (Board membership itself would continue to be a 2 year term) and that the Board approve all contracts on a yearly basis. The Board determined that the final draft of the Bylaws should be reviewed and approved at the February 9, 2017 Board meeting. Any Board member who has suggestions should forward them to Mr. Alwine and Mr. Krueger.

**Approval of Abraham & Gaffney, P.C. Engagement Letter** – The letter provided by Abraham & Gaffney, P.C. is a draft signed by former Executive Director Edward Hellwege, for the fiscal years ending December 31, 2014, 2015, and 2016. Although the existing letter is still in effect, the Board requested that a new engagement letter be provided to be signed by Building Official Alwine. The Board also discussed the possibility of retaining a different firm for auditing purposes. Mr. Camburn made a motion to authorize Mr. Alwine to investigate future options for auditing services and to engage the firm of his choice, with the concurrence of the KABA Board Chairperson. The motion was supported by Mr. Leuty and carried with a vote of 3-0.

**KABA Board Member Comments** – Ms. Mohny asked for the status of the new signature cards for the KABA financial accounts. Mr. Alwine advised that the new signature cards are almost completed. Ms. Mohny also expressed how beneficial it was to have Mr. Alwine made regular visits to the Comstock Township Offices and this prompt service has eliminated customer complaints. Mr. Leuty requested that he be added to the KABA Board email distribution list as the alternate Board member for Kalamazoo Township.

**KABA Staff Comments** – Mr. Alwine advised the Board that he has contacted Russ Wicklund, who may be interested in providing zoning services for KABA.

There was no further business and the meeting was adjourned at approximately 4:22 PM.

Next Meeting – February 9, 2017 at the KABA Offices at 2:00 p.m.

Drafted: January 25, 2017  
Approved: February 9, 2017