

**Kalamazoo Area Building Authority (KABA)
Board Meeting
March 9, 2017**

The KABA meeting was held at the offices of the Kalamazoo Area Building Authority. Acting Board Chairperson Randy Thompson called the meeting to order at 2:07 P.M.

PRESENT:

Randy Thompson, Alternate Representative from Comstock Township
Sherine Miller, Representative from Kalamazoo Township
Barney Martlew, At-Large Member
Dave Camburn, Comstock Resident Member
Jon Schurr, Kalamazoo Resident Member

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

Approval of Agenda – A motion was made by Mr. Camburn to approve the agenda, seconded by Ms. Miller and carried with a vote of 5-0.

Approval of Consent Agenda – Mr. Martlew made a motion to approve the February 9, 2017 Board of Directors Meeting Minutes, seconded by Mr. Schurr, and carried with a vote of 5-0. Ms. Miller made a motion to approve the Building Report, seconded by Mr. Camburn, and carried with a vote of 5-0. Mr. Schurr made a motion to approve the Financial Reports, seconded by Ms. Miller, and carried with a vote of 5-0.

Citizen Comments – There were no citizen comments.

Appointment of KABA Board Secretary – A review of KABA Bylaws confirmed that the KABA Board Secretary is not required to be an elected municipal official. Ms. Miller made a motion to appoint Jon Schurr as the KABA Board of Directors Secretary. The motion was supported by Mr. Martlew and carried with a vote of 5-0.

Board Member Stipend Payment Process – Mr. Alwine advised that anyone making more than \$600.00 per year must be paid by W2. KABA will issue the payroll checks on a quarterly basis and proper tax documentation will need to be completed by any Board Member eligible for and wishing to receive a stipend for meeting attendance. Mr. Krueger questioned whether a Board member could chose to waive the stipend entirely. After some discussion, Mr. Camburn moved to table the discussion pending further investigation with KABA's accountant and to allow those Board members who wished to complete the forms in the interim to do so. Mr. Schurr seconded the motion and it carried with a vote of 5-0.

New Member Application and Information Packet – Mr. Alwine presented the Application and Information Packet to the Board, explaining that it was updated from the version created by the previous KABA administration, including a step by step procedural for any jurisdiction interested in joining KABA. Ms. Miller made a motion to approve the New Member Application and Information Packet as presented, supported by Mr. Martlew and carried with a vote of 5-0.

KABA Permit Fee Policy – The Board reviewed the newly created Fee Policy, which details the method used to determine KABA's permit fees and stipulates that the fees must be reviewed and approved each calendar year. Mr. Camburn moved to adopt the KABA Permit Fee Policy as presented. The motion was seconded by Mr. Schurr and carried with a vote of 5-0.

Quotes for Auditing Services – The three quotes received for auditing services were presented to the Board for informational purposes. The Board does not feel that any changes in our service currently need to be made and KABA will continue with Abraham & Gaffney for auditing services.

KABA Employee Handbook – The Board reviewed the updated tardy/absence occurrence grid, which reduces the number of occurrences that are allowed prior to receiving a warning and/or termination. Regarding the section on Gifts and Gratuities, the Board suggested slight alterations and it was decided that approval of the Employee Handbook would be tabled until the next Board meeting, at which time the Handbook can be approved in its entirety.

Ordinance Enforcement & Zoning Administrator/Planner Resumes – KABA will be offering to provide Ordinance Enforcement and Zoning/Planning services to new jurisdictional members in need of them. Mr. Alwine introduced the Board to an applicant for each position who submitted their resume and are interested in contracting with KABA. Both applicants have received very positive professional recommendations. Mr. Alwine is currently developing the appropriate fee schedules for those services and will be bringing them to the Board for review at the April Board meeting.

KABA Board Member Comments – Mr. Martlew expressed his confidence in KABA's future and is pleased about the level of commitment being shown by KABA's new Board of Directors members. He also thanked the KABA staff for their level of integrity and the services of Robb Krueger and Tom King for their guidance during a tumultuous period. Mr. Thompson stated that he believes the Board's cohesiveness is much better at present than it was when KABA began. Mr. Camburn also expressed his confidence in KABA's positive future and stated that he is proud that he will be a part of it. Mr. Schurr is looking forward to learning more about KABA and its operations.

KABA Staff Comments – Mr. Krueger thanked Mr. Martlew for his dedication to KABA throughout the years and his sentiments were echoed by each member of the KABA staff. Mr. Martlew received a round of applause for his outstanding service. Mr. Alwine then presented the inaugural edition of KABA's monthly newsletter and the Board made a couple of suggestions to improve future editions. Mr. Alwine informed the Board that almost all expired permits have been brought to completion. The resume of a citizen interested in filling the position of At-Large Board Member was presented to the Board and Mr. Alwine reminded the Board members to notify him if they hear of any other individuals interested in serving in that capacity.

There was no further business and the meeting was adjourned at approximately 3:44 PM.

Next Meeting – April 20, 2017 at the KABA Offices at 2:00 p.m.

Drafted: March 15, 2017

Approved: April 20, 2017