

**Kalamazoo Area Building Authority (KABA)
Board Meeting
April 20, 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
Steve Leuty, Alternate Representative from Kalamazoo Township
Eric Cronin, Representative from the City of Parchment
Michael Conner, Parchment 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 – Mr. Alwine requested that item 5(D) be removed from the agenda. With that amendment, a motion was made by Mr. Leuty to approve the agenda, seconded by Mr. Schurr and carried with a vote of 5-0.

Approval of Consent Agenda – Mr. Leuty made a motion to approve the full consent agenda as presented, seconded by Mr. Schurr, and carried with a vote of 5-0.

Citizen Comments – There were no citizen comments.

Discussion of At-Large Board Member Resume – Mr. Alwine presented the resume KABA received from Denise Barrons, who is interested in joining the KABA Board as the At-Large Board member. He also explained the history and purpose of the At-Large member position for those members new to the KABA Board. Mr. Krueger suggested that Ms. Barrons provide a disclosure indicating that no conflict of interest exists with any of her business interests and participation on the KABA Board and that a background check be conducted, per KABA policy. Mr. Thompson moved to appoint Ms. Barrons as the KABA At-Large Board member, pending the receipt of the disclosure and a satisfactory result on Ms. Barrons' background check. The motion was supported by Mr. Leuty and passed with a vote of 5 - 0.

Introduction of New KABA Board of Director's Members – Michael Conner, resident member from the City of Parchment and Eric Cronin, Parchment City Commissioner and representative member from the City of Parchment were introduced to the Board members.

Board Member Stipend Payment Process – This item was tabled at the previous Board meeting for further investigation. Mr. Alwine advised the Board that the stipend payment may not be waived by any of the non-elected Board members, as it would then be considered a gift, although Board members are free to donate the funds once they have been received. Resident and the At-Large Board members will each receive a quarterly payment from which all applicable taxes will have to be deducted.

KABA Employee Handbook – After some discussion regarding the section pertaining to gifts and gratuities, it was decided to table approval of the handbook to the May 2017 Board meeting. This will allow Mr. Cronin an opportunity to revise that particular section of the handbook to include further checks and balances.

Disposition of Outdated KABA Equipment – Ms. Cassidy reviewed the list of equipment owned by KABA that is now obsolete, particularly the Motion Tablets previous used by KABA contract inspectors. A discussion took place regarding the options available to dispose of these items, which resulted in the conclusion that the items would most likely prove of little to no value if an attempt was made to sell them. Mr. Cronin pointed out that there is a very limited market for obsolete office equipment/technology. Mr. Leuty suggested that if the items were to be thrown away, they could be delivered to the Kalamazoo County Household Hazardous Waste facility for safe disposal. Mr. Cronin made a motion to authorize the KABA Building Official to sell, donate, or dispose of the expired office equipment with an eye toward seeking the highest value possible. No items may be donated or sold to any KABA employee or employee's family members. Mr. Conner seconded the motion and it carried with a vote of 5-0.

Distribution of Abraham & Gaffney, P.C. Audit Services Letter – Mr. Alwine and Ms. Cassidy provided a copy of the Auditing Services letter from Abraham & Gaffney, P.C. for informational purposes. Mr. Alwine advised the Board that the pre-audit by Siegfried Crandall, P.C. went very quickly and smoothly. Ms. Cassidy advised that the actual audit would take place on May 1, 2017 and May 2, 2017.

KABA Board Member Comments – Mr. Conner expressed his appreciation for joining the KABA Board of Directors and stated that he felt it would be an interesting experience. Mr. Cronin thanked the Board for their welcome and expressed the intention of being an active member.

KABA Staff Comments – Mr. Alwine provided a copy of a laudatory letter written by former At-Large Board member Barney Martlew and addressed to MLive, suggesting an interview regarding KABA's achievements and services. Additionally, each Board member received a copy of the April 2017 KABA Newsletter, which will be forwarded to all but three Townships within Kalamazoo County as part of KABA's marketing campaign. Mr. Alwine also addressed the demolition project currently proposed within the City of Parchment and the consensus among Comstock and Kalamazoo Townships that a performance bond could only be waived if the City of Parchment provided a waiver and indemnification ensuring that KABA would not be liable for the work performed. Once the waiver/indemnification was received, KABA would be ready to issue the demolition permit. Mr. Cronin offered to follow up with Parchment personnel regarding the waiver.

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

Next Meeting – May 11, 2017 at the KABA Offices at 2:00 p.m.

Drafted: April 24, 2017

Approved: May 11, 2017