

**Kalamazoo Area Building Authority (KABA)  
Board Meeting  
May 11, 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 2:00 P.M.

**PRESENT:**

Michelle Mohney, Representative from Comstock Township  
Sherine Miller, Representative from Kalamazoo Township  
Eric Cronin, Representative from the City of Parchment  
Denise Barrons, At-Large Board Member  
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** – A motion was made by Ms. Mohney to approve the agenda, seconded by Mr. Cronin and carried with a vote of 6-0.

**Approval of Consent Agenda** – Ms. Miller made a motion to approve the full consent agenda as presented, seconded by Mr. Schurr, and carried with a vote of 6-0.

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

**KABA Motion Log** – Mr. Alwine presented the motion log that has been created to record all motions (with the exception of approval of the agenda and consent agenda motions) made by the KABA Board of Directors. The log has been completed retroactively and will continue to be updated with all new motions following every KABA Board meeting. Additionally, the Board has requested that a copy of the log be included with every quarterly KABA Board packet, sorted with the latest dates listed first.

**KABA Employee Handbook** – The changes made by Mr. Cronin to the Gifts/Gratuities section of the Handbook were reviewed. A decision was made to table approval of the handbook to give the new Board members an opportunity to review it in its entirety prior to casting a vote. The Handbook will be considered for approval at the June 2017 KABA Board meeting.

\*KABA Board Chairperson Michelle Mohney took an opportunity to introduce the new KABA At-Large Board member, Denise Barrons, to the rest of the Board.

**KABA Conflict of Interest Policy** – Mr. Alwine advised the Board that at KABA's recent audit, it was discovered that there is an aspect of the Conflict of Interest Policy that hasn't been put into practice. The Board Members and the Building Official should be provided with a copy of the policy and asked to sign an Acknowledgement of Receipt. Mr. Krueger voiced a few suggestions to strength the policy and will have an associate at his law firm review the language. The Conflict of Interest Policy will be added to the June 2017 Board meeting agenda for approval, at which time an Acknowledgement of Receipt will be provided for signature.

**KABA Fraud Risk Management Policy** – The Board reviewed the policy, which had been approved by a previous Board. Mr. Krueger stated that the elements of this policy have already been covered in several other policies and the KABA Employee Handbook, making this policy redundant. Mr. Cronin made a motion to remove the policy with the assurance that all applicable elements are covered in other policies and the Handbook. Mr. Schurr seconded the motion and it carried with a vote of 6-0. Mr. Krueger will follow up with Attorney John Gardner to ensure that all relevant information is covered in other policies and the Handbook. He will report back to the Board on this matter at the June 2017 KABA Board meeting.

**2017 KABA Budget Amendment** – Mr. Alwine and Ms. Cassidy offered a brief summary of KABA’s historical computer services budget. When discussing the code books that KABA makes available to contractors/homeowners at cost, Mr. Cronin asked if there has been any discussion of charging a slight administrative fee over and above the cost of the book and shipping, but keeping the total under the retail cost. Ms. Mohney made a motion to approve the transfer of \$2,500 from Account #6810 (Computer Support – External) to Account #7125 (Computer – Hardware/Software) and the transfer of \$2,000 from Account #6810 (Computer Support – External) to Account # 7130 (Resource Materials). The motion was supported by Mr. Cronin and carried with a vote of 6-0.

**Ordinance Enforcement & Planning/Zoning Fee Schedules** – Mr. Cronin stated that he will follow up with the Parchment City Commission to determine if Parchment would like KABA to be responsible for its Planning/Zoning and Ordinance Enforcement services. Mike advised the Board that he had requested that KABA’s contracted Ordinance Enforcement Officer and Planning/Zoning Administrator submit a proposed fee schedule for their services. He also sought input from the Comstock Township Zoning Administrator, Jodi Stefforia. Mr. Alwine gave a brief overview of the resulting proposed fee schedules. Mr. Alwine will be doing further research with each of KABA’s member jurisdictions and a sub-committee has been formed to determine how KABA may be involved with Ordinance Enforcement. The sub-committee members are Mike Alwine, Michelle Mohney, Sherine Miller and Eric Cronin, and the first meeting will take place on Wednesday, May 24<sup>th</sup> at 11 AM at the KABA offices. Further discussion of the fee schedules was tabled until the June 2017 KABA Board meeting.

**KABA Board Member Comments** – There were no Board member comments.

**KABA Staff Comments** – Mr. Alwine welcomed Ms. Barrons to her first KABA Board of Directors meeting. He also advised the Board that he is beginning the process of reaching out to new jurisdictions to determine if they have interest in becoming a member of KABA. Mr. Krueger gave kudos to Mr. Alwine’s son for his contribution to the art exhibit at the Celery Flats.

There was no further business and the meeting was adjourned at approximately 3:34 PM.

Next Meeting – June 8, 2017 at the KABA Offices at 2:00 p.m.

Drafted: May 18, 2017

Approved: