

**Kalamazoo Area Building Authority (KABA)
Board Meeting
July 13, 2017**

The KABA meeting was held at the offices of the Kalamazoo Area Building Authority. Board Chairperson Michelle Mahoney called the meeting to order at 2:03 P.M.

PRESENT:

Michelle Mahoney, Representative from Comstock Township
Eric Cronin, Representative from the City of Parchment
Denise Barrons, At-Large Board Member
Jon Schurr, Kalamazoo Resident Member

Also present were KABA Building Official Mike Alwine, KABA Attorney Tom King, KABA Office Coordinator Penny Cassidy, KABA Operations Coordinator / Recording Secretary Kerrie LeClercq, and a representative from Abraham Gaffney, PC.

Approval of Agenda – Mr. Alwine requested an addition to the agenda regarding changing the primary contact person for Intuit/Quickbooks. This was added as item 5(f). A motion was made by Mr. Cronin to approve the agenda with that one addition, seconded by Mr. Schurr and carried with a vote of 4-0.

Approval of Consent Agenda – Ms. Mahoney had a few questions regarding sections of the Consent Agenda. As a result A motion was made by Mr. Cronin to approve items 3(a), 3(c), and 3(f) of the consent agenda, supported by Ms. Barrons and carried with a vote of 4-0. Regarding item 3(b), Ms. Mahoney pointed out that one of the motions listed in the Motion Log had a date of 2004. Ms. LeClercq stated that it should have been listed as 2014 and she would make that change. Ms. Mahoney made a motion to approve item 3(b) with the change discussed, seconded by Ms. Barrons and carried with a vote of 4-0. After Ms. Mahoney's questions regarding items 3(d) and 3(f) were answered, Mr. Cronin moved to approve item 3(d) of the consent agenda with no changes, supported by Ms. Barrons, and Ms. Barrons moved to approve item 3(e) of the consent agenda with no changes, seconded by Mr. Schurr. Both motions passed with a vote of 4-0.

Citizen Comments – There were no citizen comments.

KABA 2016 Audit Report Presentation – Dustin from Abraham Gaffney PC handed out a copy of their 2016 KABA audit report to each person present and then provided a brief overview of the results. The report highlighted points of particular interest. KABA received the highest opinion of their operations that it is possible to receive from an auditor. Mr. Alwine advised the Board that KABA would be implementing a new procedure for taking in cash payments, whereby each Coordinator will operate out of their own individual locked cash bags rather than having one cash drawer that is used by all three employees. The cash bags will be counted down twice weekly by each Coordinator and will be randomly checked on a weekly basis by the Building Official. This procedure will go into effect on Monday, July 17, 2017.

KABA Marketing Plan – Mr. Alwine presented the KABA Marketing packet for Board review. Each Board member got a copy to review and bring back to the August KABA Board Meeting with feedback. Mr. Alwine will also add another section detailing the available KABA services to be included in each packet. Mr. Cronin and Ms. Mahoney volunteered to accompany Mr. Alwine to any meetings he may have with prospective KABA members.

KABA Permit Fee Schedule – Mr. Alwine advised the Board that KABA has received an increased number of complaints regarding building projects that have begun or been completed without obtaining the required Building permit. He pointed out that the City of Kalamazoo penalizes anyone doing work without a permit by doubling the permit fee and asked the Board to consider implementing some sort of policy regarding penalties associated with starting/completing work without a permit. After some discussion, it was decided that Mr. Alwine would present a proposal involving these increased fees at the August KABA Board meeting.

Michael Conner Resignation – Mr. Conner, who had joined the KABA Board early in 2017 as the citizen representative from the City of Parchment, tendered his resignation prior to this Board meeting. A motion was made by Mr. Cronin to accept Mr. Conner’s resignation, supported by Mr. Schurr and passed with a vote of 4-0. The Board also requested that a letter be sent to Mr. Conner, thanking him for his service with KABA and wishing him well.

KABA 2017 Budget Amendment – Mr. Alwine explained that there have been additional expenses associated with KABA’s Accounting Services 2017 Budget line item and that the Computer Support – External 2017 Budget line item has more than the necessary funds assigned. After discussion among the Board members, Mr. Cronin made a motion to move \$3000 from Account # 6810 (Computer Support – External) to Account # 6820 (Accounting Services). The motion was seconded by Ms. Barrons and passed with a vote of 4-0.

Intuit/Quickbooks Contact Person Change – The current contact people for KABA’s Intuit account are Edward Hellwege and Jannette Poehlman, both former employees who are no longer with the office. Mr. Cronin made a motion to change the Primary contact person for Intuit/Quickbooks to Mr. Alwine, with Mr. Alwine, Ms. Cassidy and Ms. LeClercq listed as authorized users. Ms. Mahoney supported the motion and it passed with a vote of 4-0.

KABA Board Member Comments – Mr. Cronin advised the Board that the City of Parchment has hired a new City Manager, and that she a great addition to Parchment. He also promoted the Kindleberger Park Art Fair and mentioned that his band is playing in the park on July 30, 2017 at 6:30 pm. The park’s summer concert series is every Sunday for anyone interested in attending.

KABA Staff Comments – Mr. Alwine stated that Bell’s Brewery is adding on to their operations facilities, primarily in Comstock Township. He also met with representatives from Kal-Sec, a business in Kalamazoo Township, which is in the process of significant building projects.

There was no further business and the meeting was adjourned at approximately 3:06 PM.

Next Meeting – August 10, 2017 at the KABA Offices at 2:00 p.m.

Drafted: July 13, 2017

Approved: