

**Kalamazoo Area Building Authority (KABA)
Board Meeting
October 14, 2016**

The KABA meeting was held at the offices of the Kalamazoo Area Building Authority. Board Chairperson Ann Nieuwenhuis called the meeting to order at 9:36 AM.

PRESENT:

Ann Nieuwenhuis, Chair
George Cochran, Treasurer
Barney Martlew, Secretary

Also present were KABA Building Official Mike Alwine, KABA Attorney Robb Krueger, Comstock Township Assistant Assessor Claudia Stirton, KABA Administrative Assistant Penny Cassidy and Recording Secretary Kerrie LeClercq.

Approval of Agenda

A motion was made by Mr. Martlew to approve the agenda, seconded by Mr. Cochran and carried with a vote of 3-0.

Letter to Attorney Grievance Commission – After each Board member had an opportunity to review the letter being sent to the Attorney Grievance Commission in Lansing regarding Oshtemo Township Attorney Jim Porter. All Board members signed the letter, and Mr. Martlew requested that the packet be mailed the same day by certified mail.

Open Meeting Act Discussion – Attorney Krueger provided a copy of the Open Meeting Handbook to each Board member and advised that having a Board of three members presents challenges. If two Board members are in contact, they may not discuss any business pertaining to KABA. There was a discussion of amending KABA's by-laws to allow the addition of non-elected officials to the Board, bringing the number of Board members up to 5. Mr. Martlew suggested the possibility of having a resident of each municipality on the Board, along with their elected representative. Ms. Nieuwenhuis made a motion to bring proposed by-law changes back to the Board at the earliest opportunity. The motion was supported by Mr. Cochran and passed with a vote of 3 – 0.

Board Meeting Minutes – In response to a request for clarification from Recording Secretary LeClercq, Ms. Nieuwenhuis made a motion that all future KABA Board meetings have only summary minutes prepared, not verbatim transcripts. Mr. Cochran seconded the motion and it carried with a vote of 3 – 0.

Processing of KABA Mail – Mr. Martlew made a motion to allow the KABA Building Official or his designee to open any/all correspondence regarding KABA that may arrive at the KABA offices in the name of a KABA Board member. Any mail that arrived in the name of a former Board member is to be set aside. Ms. Nieuwenhuis seconded the motion and it passed with a vote of 3 – 0.

Financial Control Policy – Mr. Alwine presented an attorney-drafted Financial Control Policy to the Board members. Mr. Krueger went over the specifics of the policy and a general discussion ensued. Ms. Nieuwenhuis recommended that each member take time to review the Policy and bring their suggestions to the 10/20/16 KABA Board meeting for further discussion and possible vote. Ms. Nieuwenhuis then made a motion to authorize the Board Treasurer to remove the names of any former Board members from KABA accounts and to add the names of two KABA employees, along with his own, as signatories on the accounts. This is to include any financial accounts, including EFT, credit cards and debit cards. Mr. Martlew seconded the motion and it carried with a vote of 3 – 0.

At-Large Board Member Stipend – A discussion was had regarding the merits of approving a stipend for the At-Large member of KABA's Board. Ms. Nieuwenhuis requested that the stipend become a part of the review of KABA's by-laws.

KABA Construction Board of Appeals – Mr. Alwine presented the Board with the list of original KABA Construction Board of Appeals members, indicating when members have agreed to continue their service. Of the original 7 members, 6 have asked to remain on the Board. Mr. Alwine advised the Board that the number of Board members must be an odd number, so the Board would need to designate one of the members as an “alternate”. Ms. Nieuwenhuis made a motion to approve a 5 member KABA Construction Board of Appeals, with 1 alternate member, Mr. Richard Baker. Mr. Cochran supported the motion and it passed with a vote of 3 – 0.

BS&A “Seats” for Township Personnel – It was determined both Kalamazoo and Comstock Townships would require 6 BS&A seats for their personnel. The Board members requested copies of KABA’s contract with Secant and Ms. Nieuwenhuis requested an update at the next Board meeting regarding the cost of those seats. Mr. Krueger advised the Board that he would review the contract with Building Official Alwine.

KABA 2017 Draft Budget – Mr. Alwine presented the Board with a draft version of KABA’s 2017 budget for information and review prior to the budget meeting on October 20, 2017. Mr. Alwine also requested that the Board approve the Separation Agreement and Severance Package offered to Ms. Poehlman. Mr. Martlew made a motion to continue the full pay and benefits of Ms. Poehlman under the terms of the Interim Operations/HR Manager position until 12/31/16, contingent upon Ms. Poehlman signing the Separation Agreement and releasing all claims against KABA. Mr. Cochran seconded the motion and it carried with a vote of 3 – 0. Mr. Alwine then brought the Board’s attention to the updated distribution of responsibilities among KABA’s remaining employees, as provided to the Board along with the draft budget. Mr. Krueger suggested that titles be assigned to those positions and responsibilities.

KABA Policies – Mr. Alwine and Mr. Krueger are working together to determine the policies and procedures that would be most efficacious in gaining additional member jurisdictions in the future. KABA will be putting together a zoning and ordinance enforcement services package to present to prospective municipalities.

Future Goals – Mr. Martlew requested, when time allows, that KABA develop a marketing plan and do a standard SWOT analysis.

KABA Board Member Comments – The Board thanked KABA employees for their efforts over the past several months, under somewhat stressful circumstances. Mr. Cochran, who’s term in office is ending this year (and thus his tenure on the KABA Board) offered any assistance he could provide once he’s out of office. Ms. Nieuwenhuis recognized the consistent efforts of her fellow Board members, as well as KABA legal counsel.

KABA Staff Comments – Mr. Alwine stated that he is looking forward to the future and thanked the Board for their guidance and support. He also thanked the staff for their initiative and Mr. Krueger for his counsel. Mr. Krueger responded that he appreciated the opportunity to work with KABA. Ms. LeClerc thanked the Board and Mr. Alwine for creating an inclusive environment in which each employee felt that they had a voice and extended her appreciation to the staff of Kalamazoo and Comstock Townships, who have been extremely patient with the number of computer issues they have experienced during KABA’s transition.

There was no further business and Mr. Cochran made a motion to adjourn the meeting at 11:40 AM. Mr. Martlew seconded the motion and it carried unanimously.

Next Meeting – November 17, 2016 at the KABA Offices at 2:00 p.m.

Drafted: October 18, 2016
Approved: October 20, 2016