

**Kalamazoo Area Building Authority (KABA)
Board Meeting
November 6, 2014**

The KABA meeting was held at Cooper Township Hall. Board Chair Larson called the meeting to order at 2:00 p.m.

PRESENT:

Lee Larson, Chair
Carol DeHaan, Secretary
George Cochran, Treasurer
Ann Nieuwenhuis, Member

Also present were Executive Director Ed Hellwege, Attorney James Porter, Building Official Jerry Reitenour, Building Inspector Doug Scott, Administrative Assistants Tracy Fricke and Michelle Mohny, Recording Secretary Deb Everett, and Cooper Township Supervisor Jeff Sorensen.

Approve Agenda

No changes were made to the agenda.

Consent Agenda

Minutes of the October 9th regular meeting
Receipts & Disbursements Report
Administrative Report
Building Official's Report
Executive Director's Report
Revenue/Permit Report

Motion by DeHaan, second by Cochran to approve the consent agenda items. Carried.

Citizen Comments – Mr. Sorensen recommended the Board set one and five year goals to ensure the vision going forward. He also commented he had received a complaint regarding the length of time to obtain a permit

Report – Doug Scott – Educational Courses – Mr. Scott advised he had completed the Michigan Citizen Planner course, found it very informative and is looking forward to attending a program in January to obtain a Zoning Administrator Certificate. He thanked the Board for the opportunities to attend both courses.

Building Official Recruitment – Mr. Hellwege recommended a process to pursue recruitment for a Building Official suggesting a committee be established to review resumes, perform prescreening and interviews prior to bringing a recommendation to the Board. He also commented some of the activities would be in conjunction with the recruiter, Sequence Staffing, who has been contracted to assist with the process. Consensus was the committee would consist of Mr. Hellwege, Chair Larson, Member Cochran, Mr. Sorensen and a representative from Comstock Township which Member Nieuwenhuis will recommend.

Mr. Hellwege advised Board Member Martlew has advised he wishes to be considered for the position. Discussion resulted in consensus that Mr. Martlew should be asked to take a leave of absence from the Board during the hiring process to avoid any conflict of interest.

Motion by Nieuwenhuis, second by Cochran that Mr. Hellwege and Chair Larson request Mr. Martlew take a leave of absence from the KABA Board effective immediately until the Building Official hiring process is completed or until such time as he withdraws his application. Carried.

KABA Future Planning – Mr. Hellwege advised he would like to hire an additional full time administrative assistant to ensure a staffing level of 2 at all times; the workload justifies the need. Executive Director Hellwege will prepare a study using permit volume and other criteria to justify the need for the additional administrative person. Consensus was to aim toward adding an additional position after the Building Official is in place.

There was also discussion that KABA needs additional workspace; funds were budgeted for a design study making additional space available at Oshtemo Township. Discussion included the need for KABA to have its own space and identity, it was never intended for KABA to be located at a member jurisdiction, the location at Oshtemo has worked well, centrally located and has become well known. Consensus was to pursue a possible expansion at Oshtemo looking for separation from the Township, enhancing technology and facility safety.

Motion by Nieuwenhuis, second by DeHaan to authorize an expenditure of \$2,000 for the design study. Carried.

Board Member Comments – Ms. Nieuwenhuis commented Comstock has many property maintenance issues resulting in court action, therefore better documentation is needed. She advised she is designing a new inspection form for Board consideration.

There was no further business and the meeting was adjourned at approximately 3:05 p.m.

Next Meeting – Regular Meeting December 4, 2014 at Comstock Township at 2:00 p.m.

Drafted: November 11, 2014

Approved: December 4, 2014