

**Kalamazoo Area Building Authority (KABA)  
Board Meeting  
December 4, 2014**

The KABA meeting was held at Comstock Township Hall. Board Chair Larson called the meeting to order at 2:15 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, Administrative Assistant Michelle Mohney, and Recording Secretary Deb Everett.

**Approve Agenda**

Mr. Hellwege requested two items be added to the agenda:

Discussion on Energy Code inquiry  
Revision to PTO Policy

**Consent Agenda**

Minutes of the November 6<sup>th</sup> regular meeting  
Receipts & Disbursements Report  
Administrative Report  
Building Official's Report  
Executive Director's Report  
Revenue/Permit Report  
2015 Meeting Dates & Payroll Periods  
Board of Appeals Roster

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

**Temporary Occupancy Policy Revision** – Ms. Mohney advised of a situation where the required items for a temporary occupancy permit could not be met due to weather issues. Attorney Porter provided amended language to the policy to make exception in cases requiring sidewalks and landscaping for which a later completion date may be granted based upon weather consideration.

Motion by Nieuwenhuis, second by Cochran to adopt a resolution amending the Temporary Occupancy Policy as described. Roll call showed Nieuwenhuis-yes, DeHaan-yes, Larson-yes, Cochran-yes.

**Building Official Recruitment** – Mr. Hellwege provided an update advising to date there are six external and two internal applicants, he will continue to work with the consultant to obtain applicants. He also provided potential interview questions and tasks of the Hiring Committee which consists of himself, Chair Larson, Member Cochran, Cooper Township Supervisor Jeff Sorensen, and Comstock Township Trustee Jerry Amos. There was discussion with consensus the applicants must be registered as a Building Official in Michigan to be considered.

**KABA 5 Year Vision** – Mr. Hellwege provided a first draft and requested Board members feedback.

**Veterans Day Holiday** – Mr. Hellwege requested the Board consider adding Veterans Day to the list of holidays observed by KABA, to honor servicemen and women, Oshtemo Township, location of the KABA offices is closed, and the number of transactions were minimal that day. Ms. Nieuwenhuis commented she would consider trading Presidents Day but considering the current vacation/sick day policies would not be in favor of adding an additional holiday. Ms. DeHaan concurred.

Motion by Nieuwenhuis, second by DeHaan to retain the current holiday schedule.

**Energy Code Discussion** – Ms. Nieuwenhuis advised she had been contacted by a contractor questioning the KABA policy requiring proof of compliance of the Energy Code. Building Official Reitenour advised it is a Building Code requirement. Discussion included the role of KABA is to verify code compliance. Ms. Nieuwenhuis advised she would contact the contractor as well as the Home Builders Association.

**PTO Policy Revision** – Mr. Hellwege requested the Board consider a one-time exception to the PTO policy that would allow carryover of PTO hours beyond the current policy allowance. He noted due to increased activity and staff shortages due to medical issues, Building Official Reitenour and Administrative Assistant Tracy Fricke were unable to use enough of their PTO to prevent having an excess of the allowed carryover, which according to current policy they would lose. Ms. Nieuwenhuis recommended they be paid for the excess hours which would prevent a possible continuation of excessive carryover.

Motion by Nieuwenhuis, second by DeHaan to approve a one-time payment of excess carryover hours that would otherwise be lost. Carried.

**Board Member Comments** – Ms. Nieuwenhuis distributed a first draft of an inspection form for property maintenance and requested review and feedback. Ms. Mohny advised the form could probably be added to the inspection tablets.

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

Next Meeting – Regular Meeting January 8, 2015 at Kalamazoo Township at 2:00 p.m.

Drafted: December 12, 2014  
Approved: February 19, 2015