

Kalamazoo Area Building Authority

www.kaba-mi.org

KABA Board of Directors Meeting

Thursday, March 5, 2015
2:00 PM

AGENDA

Cooper Township Hall
1590 W. "D" Ave
Kalamazoo, MI 49009

Business:

1. Call to Order
2. Approval of Agenda
3. Consent Agenda
 - a. Approval of Minutes from Feb 19, 2015 meeting
 - b. Receipts and Disbursements Report
 - c. Revenue / Permit Report
4. Citizen Comments on Non-Agenda Items
5. Recommendation Regarding the Building Official – Jeff Sorensen representing the KABA Recruitment Committee
6. Update on Oshtemo Facility Modifications For Long-Term KABA Tenancy
7. Board Member Comments
8. Adjournment

**Kalamazoo Area Building Authority (KABA)
Board Meeting
February 19, 2015**

The KABA meeting was held at Oshtemo 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
Barney Martlew, Member
Anna Goodsell, Member (arrived 2:30)

Also present were Executive Director Ed Hellwege, Attorney James Porter, Building Official Jerry Reitenour, Building Electrical Inspector Doug Stone Scott, Administrative Assistants Michelle Mohney and Tracy Fricke, Jeff Sorensen, Hiring Committee Member, and Recording Secretary Deb Everett.

Approve Agenda

No changes made to the agenda.

Consent Agenda

Minutes of the December 4, 2014 regular meeting
Receipts & Disbursements Report
Administrative Report
Building Official's Report
Executive Director's Report
Revenue/Permit Report

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

Building Official Recruitment – Mr. Hellwege advised he was notified by the applicant selected by the Hiring Committee that he is no longer interested in the position. Consensus was the committee will reconvene and consider three previous applicants.

Home Builders Association Complaint – Attorney Porter advised a letter had been received from the State regarding KABA's response to the HBA's complaint regarding permitting for reroof and residing projects. Mr. Porter advised the questions/comments in the letter from the State have been answered.

Temporary Occupancy Permit Policy Amendment – Mr. Hellwege presented a recommendation to amend the Temporary Occupancy Permit Policy to add language to accommodate exterior finishes not affecting the structural integrity of the building for which a later completion date may be granted based upon weather consideration. It was noted the fee for the permit should appear on the KABA Fee Schedule.

Motion by DeHaan, second by Larson to adopt the resolution to amend the Temporary Occupancy Permit Policy as recommended and add the Temporary Occupancy Permit fee to the KABA Fee Schedule. Roll calls showed DeHaan-yes, Larson-yes, Cochran-yes, Martlew-yes, Goodsell-yes.

Update – Doug Scott on Zoning Classes – Mr. Scott advised he attended Zoning/Planning educational classes towards certification as a Zoning Administrator and is in the process of the final exam.

Board Member Comments – Ms. DeHaan suggested KABA allow other entities to use the code library mandated by the State to be accessible, noting the great expense to smaller units. Consensus was to allow with a formal agreement Attorney Porter will draft. Ms. Mohney advised not all sections are available; she is acquiring all that are. It was suggested the library could be made available at Comstock Township where a KABA kiosk has already been established.

There was no further business and the meeting was adjourned at approximately 2:50 p.m.

Next Meeting – Regular Meeting March 5, 2015 at Cooper Township at 2:00 p.m.

Drafted: February 24, 2015

Approved: _____

KALAMAZOO AREA BUILDING AUTHORITY

3/2/2015 10:20 AM

Register: 371-001 - KABA CHECKING ACCT - CONSUMERS

From 02/01/2015 through 02/28/2015

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/25/2015	2642	OSHTTEMO TOWNSHIP	371-226 - DUE TO KABA MEMBERS	March 2015 Payment-Initial ...	4,338.00			597,592.93
02/25/2015	2643	COMSTOCK TOWNSHIP	371-226 - DUE TO KABA MEMBERS	March 2015 Initial Start Up ...	3,127.00			594,465.93
02/25/2015	2644	KALAMAZOO TOWNSHIP	371-226 - DUE TO KABA MEMBERS	March 15 Initial Start-up Rei...	2,623.00			591,842.93
02/25/2015	72		-split-		115.00			591,727.93
02/25/2015	72		371-001 - KABA CHECKING ACCT - C...		12,955.35			578,772.58
02/25/2015	73		371-210 - ACCRUED ITEMS		1,666.46			577,106.12

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From 02/01/2015 through 02/28/2015

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/16/2015								
	Debit	Gordon Water Systems	371-728 · OFFICE SUPPLIES	Cooler Rent/Bottle Deposit	31.00			586,037.34
02/18/2015			-split-	Deposit			6,989.00	593,026.34
02/18/2015			371-618 · PLUMBING PERMITS	Deposit-16885061			198.00	593,224.34
02/18/2015			-split-	Deposit			1,269.00	594,493.34
02/18/2015			371-610 · BUILDING PERMITS / OTHER	Deposit-16906284			55.00	594,548.34
02/18/2015			371-617 · MECHANICAL PERMITS	Deposit-16864398			285.00	594,833.34
02/18/2015			371-618 · PLUMBING PERMITS	Deposit-16864421			268.00	595,101.34
02/18/2015			371-617 · MECHANICAL PERMITS	Deposit-16942205			100.00	595,201.34
02/18/2015	2633	VERISIGHT	371-719 · PENSION CONTRIBUTION	N8799569 BILLING FOR ...	300.00			594,901.34
02/18/2015	2634	BCBS OF MICHIGAN	371-717 · HOSPITALIZATION INSURA...	PAYMENT 03/01/15-03/31...	1,162.78			593,738.56
02/18/2015	2635	SUN LIFE	371-722 · LTD / STD		226.28			593,512.28
02/18/2015	2636	OSHTEMO TOWNSHIP	371-730 · POSTAGE & MAILING	Reimburse Priority Mail	16.95			593,495.33
02/25/2015			-split-	Deposit			420.00	593,915.33
02/25/2015			371-617 · MECHANICAL PERMITS	Deposit-16984677			331.00	594,246.33
02/25/2015			371-618 · PLUMBING PERMITS	Deposit-16984707			273.00	594,519.33
02/25/2015			371-617 · MECHANICAL PERMITS	Deposit-16984851			125.00	594,644.33
02/25/2015			371-617 · MECHANICAL PERMITS	Deposit-16987690			120.00	594,764.33
02/25/2015			371-618 · PLUMBING PERMITS	Deposit-17017990			190.00	594,954.33
02/25/2015			371-617 · MECHANICAL PERMITS	Deposit-17047948			241.00	595,195.33
02/25/2015			-split-	Deposit			7,719.00	602,914.33
02/25/2015			371-613 · ELECTRICAL PERMITS	Deposit-16997441			105.00	603,019.33
02/25/2015			371-613 · ELECTRICAL PERMITS	Deposit-1704858			151.00	603,170.33
02/25/2015	Transfer	GREAT WEST #915814	371-719 · PENSION CONTRIBUTION	Ref# 487331783	350.80			602,819.53
02/25/2015	2637	Deb Everett	371-702 · SALARIES/CLERICAL	February 2015 KABA Board...	75.00			602,744.53
02/25/2015	2638	EDWARD R. HELLWEGE	371-870 · MILEAGE	March 2015 Travel Allowance	85.00			602,659.53
02/25/2015	2639	ICC	371-726 · RESOURCE MATERIALS EX...	INV0529217	92.50			602,567.03
02/25/2015	2640	Zemlick	371-728 · OFFICE SUPPLIES	Invoice # 0110146-001	573.23			601,993.80
02/25/2015	2641	EDWARD R. HELLWEGE	371-853 · TELEPHONES	February 2015 Telephone	62.87			601,930.93

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Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/04/2015	Transfer	Vantage	371-853 · TELEPHONES	Telephone Service	187.06			612,370.45
02/05/2015			-split-	Deposit			1,483.00	613,853.45
02/05/2015			-split-	Deposit			5,983.00	619,836.45
02/05/2015			371-613 · ELECTRICAL PERMITS	Deposit-16644889		X	236.00	620,072.45
02/05/2015			371-617 · MECHANICAL PERMITS	Deposit-16695350			165.00	620,237.45
02/05/2015	Debit	CRYSTAL CAR WASH	371-751 · VEHICLE GAS AND MAINT...	VOID: MONTHLY TRUC...				620,237.45
02/05/2015	2625	B&K&A	371-806 · COMPUTER OPERATIONS	Online Permit Applications	124.00			620,113.45
02/05/2015	2626	OSHTTMO TOWNSHIP	371-827 · LEGAL SERVICES	Legal Services James Porter ...	14,865.00			605,248.45
02/05/2015	2627	OSHTTMO TOWNSHIP	371-871 · OFFICE RENTAL	Facilities Use	12,000.00			593,248.45
02/11/2015			371-610 · BUILDING PERMITS / OTHER	Deposit-16779836			100.00	593,348.45
02/11/2015			371-613 · ELECTRICAL PERMITS	Deposit-16789467			172.00	593,520.45
02/11/2015			371-618 · PLUMBING PERMITS	Deposit-16798565			264.00	593,784.45
02/11/2015			371-618 · PLUMBING PERMITS	Deposit-16798639			256.00	594,040.45
02/11/2015			371-618 · PLUMBING PERMITS	Deposit-16830654			274.00	594,314.45
02/11/2015			-split-	Deposit			9,127.00	603,441.45
02/11/2015			371-613 · ELECTRICAL PERMITS	Deposit-16825040			104.00	603,545.45
02/11/2015	Transfer	GREAT WEST #915814	371-719 · PENSION CONTRIBUTION	Ref# 484317516	341.84			603,203.61
02/11/2015	2628	Midwest Printing & Promotions LLC	371-728 · OFFICE SUPPLIES	Shirts #12998	388.82			602,814.79
02/11/2015	2629	SIEGFRIED CRANDALL PC	371-806 · COMPUTER OPERATIONS	Inv 84418 Printer Issues	120.00			602,694.79
02/11/2015	2630	Neofunds By Neopost	371-730 · POSTAGE & MAILING	Postage	127.04			602,567.75
02/11/2015	2631	Zenlick	371-728 · OFFICE SUPPLIES	Invoice # 0109055-001	268.04			602,299.71
02/11/2015	2632	VERIZON WIRELESS	371-853 · TELEPHONES	Inv 3195527974	104.28			602,195.43
02/11/2015			-split-				115.00	602,080.43
02/11/2015			371-001 · KABA CHECKING ACCT - C...		14,067.56			588,012.87
02/11/2015			371-210 · ACCRUED ITEMS		1,620.62			586,392.25
02/11/2015			-split-		232.58			586,159.67
02/11/2015			371-210 · ACCRUED ITEMS		45.59			586,114.08
02/13/2015	Debit	ADP	371-826 · ACCOUNTING & AUDIT FEES	Payroll Fee February 2015	45.74			586,068.34

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02/26/15

Accrual Basis

KALAMAZOO AREA BUILDING AUTHORITY

Profit & Loss

January through February 2015

	<u>Jan - Feb 15</u>
Income	
371-610 · BUILDING PERMITS / OTHER	28,799.00
371-611 · BUILDING PLAN REVIEW FEE	-800.00
371-613 · ELECTRICAL PERMITS	13,742.00
371-617 · MECHANICAL PERMITS	17,158.30
371-618 · PLUMBING PERMITS	6,707.00
371-664 · INTEREST ON INVESTMENTS	188.49
Total Income	<u>65,794.79</u>
Expense	
371-701 · BUILDING OFFICIAL SALARY	9,888.44
371-702 · SALARIES/CLERICAL	13,794.21
371-703 · SALARY (DIRECTOR)	9,461.52
371-715 · EMPLOYER SS & MEDICARE	1,770.81
371-717 · HOSPITALIZATION INSURANCE	3,488.34
371-718 · EMPLOYEEAFTER TAX 401 A	-368.16
371-719 · PENSION CONTRIBUTION	2,043.55
371-722 · LTD / STD	452.56
371-726 · RESOURCE MATERIALS EXPENSE	923.50
371-728 · OFFICE SUPPLIES	1,747.37
371-730 · POSTAGE & MAILING	143.99
371-751 · VEHICLE GAS AND MAINTENANCE	358.31
371-806 · COMPUTER OPERATIONS	364.00
371-808 · BUILDING INSPECTOR - MIKE	0.00
371-811 · ELECTRICAL INSPECTOR - TOM	720.00
371-812 · MECHANICAL INSPECTOR - JOHN	4,815.00
371-813 · PLUMBING INSPECTOR - JOHN	4,635.00
371-814 · BUILDING INSPECTOR - STEVE ROY	7,530.00
371-815 · ELECTRICAL INSPECTOR - DOUG	5,220.00
371-816 · MECHANICAL INSPECTOR - TOM	540.00
371-817 · ELECTRICAL INSPECTOR - DAVID	1,080.00
371-826 · ACCOUNTING & AUDIT FEES	321.09
371-827 · LEGAL SERVICES	0.00
371-831 · LIABILTY INSURANCE	455.00
371-853 · TELEPHONES	777.14
371-870 · MILEAGE	255.00
371-871 · OFFICE RENTAL	12,000.00
371-958 · DUES	165.00
371-959 · TRAINING & EDUCATION	245.51
Total Expense	<u>82,827.18</u>
Net Income	<u><u>-17,032.39</u></u>

KALAMAZOO AREA BUILDING AUTHORITY
Profit & Loss
January 2015

	<u>Jan 15</u>
Income	
371-610 · BUILDING PERMITS / OTHER	15,705.00
371-611 · BUILDING PLAN REVIEW FEE	-800.00
371-613 · ELECTRICAL PERMITS	5,178.00
371-617 · MECHANICAL PERMITS	6,469.30
371-618 · PLUMBING PERMITS	2,051.00
371-664 · INTEREST ON INVESTMENTS	188.49
Total Income	<u>28,791.79</u>
Expense	
371-701 · BUILDING OFFICIAL SALARY	4,944.22
371-702 · SALARIES/CLERICAL	7,835.21
371-703 · SALARY (DIRECTOR)	4,730.76
371-715 · EMPLOYER SS & MEDICARE	960.05
371-717 · HOSPITALIZATION INSURANCE	2,325.56
371-718 · EMPLOYEEAFTER TAX 401 A	-184.08
371-719 · PENSION CONTRIBUTION	1,050.91
371-722 · LTD / STD	226.28
371-726 · RESOURCE MATERIALS EXPENSE	831.00
371-728 · OFFICE SUPPLIES	133.80
371-751 · VEHICLE GAS AND MAINTENANCE	358.31
371-806 · COMPUTER OPERATIONS	120.00
371-808 · BUILDING INSPECTOR - MIKE	0.00
371-811 · ELECTRICAL INSPECTOR - TOM	720.00
371-812 · MECHANICAL INSPECTOR - JOHN	1,260.00
371-813 · PLUMBING INSPECTOR - JOHN	2,205.00
371-814 · BUILDING INSPECTOR - STEVE ROY	2,887.50
371-815 · ELECTRICAL INSPECTOR - DOUG	1,575.00
371-816 · MECHANICAL INSPECTOR - TOM	540.00
371-817 · ELECTRICAL INSPECTOR - DAVID	720.00
371-826 · ACCOUNTING & AUDIT FEES	275.35
371-831 · LIABILTY INSURANCE	455.00
371-853 · TELEPHONES	422.93
371-870 · MILEAGE	170.00
371-958 · DUES	165.00
371-959 · TRAINING & EDUCATION	192.81
Total Expense	<u>34,920.61</u>
Net Income	<u><u>-6,128.82</u></u>

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02/26/15

Accrual Basis

KALAMAZOO AREA BUILDING AUTHORITY
Profit & Loss
February 2015

	<u>Feb 15</u>
Income	
371-610 · BUILDING PERMITS / OTHER	13,094.00
371-613 · ELECTRICAL PERMITS	8,564.00
371-617 · MECHANICAL PERMITS	10,689.00
371-618 · PLUMBING PERMITS	4,656.00
Total Income	<u>37,003.00</u>
Expense	
371-701 · BUILDING OFFICIAL SALARY	4,944.22
371-702 · SALARIES/CLERICAL	5,959.00
371-703 · SALARY (DIRECTOR)	4,730.76
371-715 · EMPLOYER SS & MEDICARE	810.76
371-717 · HOSPITALIZATION INSURANCE	1,162.78
371-718 · EMPLOYEEAFTER TAX 401 A	-184.08
371-719 · PENSION CONTRIBUTION	992.64
371-722 · LTD / STD	226.28
371-726 · RESOURCE MATERIALS EXPENSE	92.50
371-728 · OFFICE SUPPLIES	1,613.57
371-730 · POSTAGE & MAILING	143.99
371-751 · VEHICLE GAS AND MAINTENANCE	0.00
371-806 · COMPUTER OPERATIONS	244.00
371-812 · MECHANICAL INSPECTOR - JOHN	3,555.00
371-813 · PLUMBING INSPECTOR - JOHN	2,430.00
371-814 · BUILDING INSPECTOR - STEVE ROY	4,642.50
371-815 · ELECTRICAL INSPECTOR - DOUG	3,645.00
371-817 · ELECTRICAL INSPECTOR - DAVID	360.00
371-826 · ACCOUNTING & AUDIT FEES	45.74
371-827 · LEGAL SERVICES	0.00
371-853 · TELEPHONES	354.21
371-870 · MILEAGE	85.00
371-871 · OFFICE RENTAL	12,000.00
371-959 · TRAINING & EDUCATION	52.70
Total Expense	<u>47,906.57</u>
Net Income	<u><u>-10,903.57</u></u>

KALAMAZOO AREA BUILDING AUTHORITY

Profit & Loss

January through December 2014

	<u>Jan - Dec 14</u>
Income	
371-539 · STATE GRANTS	6,226.00
371-610 · BUILDING PERMITS / OTHER	549,398.68
371-611 · BUILDING PLAN REVIEW FEE	-85.00
371-613 · ELECTRICAL PERMITS	135,682.50
371-617 · MECHANICAL PERMITS	124,253.10
371-618 · PLUMBING PERMITS	68,808.00
371-664 · INTEREST ON INVESTMENTS	2,050.23
Total Income	<u>886,333.51</u>
Expense	
371-701 · BUILDING OFFICIAL SALARY	64,509.40
371-702 · SALARIES/CLERICAL	87,706.34
371-703 · SALARY (DIRECTOR)	75,000.12
371-715 · EMPLOYER SS & MEDICARE	6,238.49
371-717 · HOSPITALIZATION INSURANCE	16,031.28
371-718 · EMPLOYEEAFTER TAX 401 A	-2,306.88
371-719 · PENSION CONTRIBUTION	9,158.06
371-722 · LTD / STD	2,715.36
371-726 · RESOURCE MATERIALS EXPENSE	21,869.79
371-727 · ACCREDITATION EXPENSES	5,703.75
371-728 · OFFICE SUPPLIES	8,448.84
371-730 · POSTAGE & MAILING	1,377.10
371-751 · VEHICLE GAS AND MAINTENANCE	7,254.54
371-806 · COMPUTER OPERATIONS	24,571.07
371-808 · BUILDING INSPECTOR - MIKE	28,777.50
371-811 · ELECTRICAL INSPECTOR - TOM	9,630.00
371-812 · MECHANICAL INSPECTOR - JOHN	9,405.00
371-813 · PLUMBING INSPECTOR - JOHN	51,090.00
371-814 · BUILDING INSPECTOR - STEVE ROY	43,695.00
371-815 · ELECTRICAL INSPECTOR - DOUG	32,730.00
371-816 · MECHANICAL INSPECTOR - TOM	23,580.00
371-820 · ON-LINE PERMITTING FEES	64.00
371-826 · ACCOUNTING & AUDIT FEES	6,428.02
371-827 · LEGAL SERVICES	17,865.00
371-831 · LIABILTY INSURANCE	7,676.00
371-835 · HEALTH SERVICES	25.00
371-853 · TELEPHONES	4,602.10
371-870 · MILEAGE	1,556.23
371-871 · OFFICE RENTAL	24,000.00
371-902 · PROMOTIONAL DEVELOPMENT	694.59
371-903 · RECRUITING/STAFFING AD/ACTIVITY	6,014.65
371-955 · BANKING CHARGES	189.00
371-958 · DUES	1,000.00
371-959 · TRAINING & EDUCATION	11,593.45
371-962 · MISC	18.51
Total Expense	<u>608,911.31</u>
Net Income	<u><u>277,422.20</u></u>

2015 MONTHLY KABA PERMITS BY JURISDICTION

2015 FEBRUARY

FEBRUARY 2014 **"% PREV YEAR MONTH**

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	6	\$ 3,949
COMSTOCK	ELECTRICAL	5	\$ 1,240
COMSTOCK	MECHANICAL	8	\$ 1,877
COMSTOCK	PLUMBING	3	\$ 474
COMSTOCK	SPECIAL	4	\$ 135
TOTAL COMSTOCK	-----	26	\$ 7,675
COOPER	BUILDING	11	\$ 2,126
COOPER	ELECTRICAL	4	\$ 748
COOPER	MECHANICAL	6	\$ 1,061
COOPER	PLUMBING	2	\$ 561
COOPER	SPECIAL		
TOTAL COOPER	-----	23	\$ 4,496
KALAMAZOO	BUILDING	8	\$ 2,096
KALAMAZOO	ELECTRICAL	15	\$ 2,606
KALAMAZOO	MECHANICAL	17	\$ 2,180
KALAMAZOO	PLUMBING	2	\$ 365
KALAMAZOO	SPECIAL	1	\$ -
TOTAL KALAMAZOO	-----	43	\$ 7,247
OSHTEMO	BUILDING	11	\$ 4,127
OSHTEMO	ELECTRICAL	18	\$ 3,010
OSHTEMO	MECHANICAL	28	\$ 5,238
OSHTEMO	PLUMBING	16	\$ 2,291
OSHTEMO	SPECIAL		
TOTAL OSHTEMO	-----	73	\$ 14,666
TOTAL KABA	FEBRUARY	165	\$ 34,084

REVENUE	REVENUE	PERMITS	PERMITS
REVENUE	"% PREV YEAR	PERMITS	PERMITS
FEB 2014	MONTH	FEB 2014	"% 2014 - YTD
\$ 22,830	149%	104	159%

TOTAL BUILDING	36	\$ 12,298
TOTAL ELECTRICAL	42	\$ 7,604
TOTAL MECHANICAL	59	\$ 10,356
TOTAL PLUMBING	23	\$ 3,691
TOTAL SPECIAL	5	\$ 135

2015 MONTHLY KABA PERMITS BY JURISDICTION

** SEE COMMENTS IN CELLS F3 AND F31

2015

YTD

AS OF: 28-Feb-15

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE	# PERMITS	REVENUE	2015 MONTHLY CUMULATIVE TOTALS
COMSTOCK	BUILDING	14	\$ 6,507	150	\$ 37,611	JAN
COMSTOCK	ELECTRICAL	14	\$ 2,654	165	\$ 34,084	FEB
COMSTOCK	MECHANICAL	19	\$ 3,458	-	\$ -	MAR
COMSTOCK	PLUMBING	9	\$ 1,649	-	\$ -	APRIL
COMSTOCK	SPECIAL	9	\$ 360	-	\$ -	MAY
TOTAL COMSTOCK		65	\$ 14,628	-	\$ -	JUNE
COOPER	BUILDING	25	\$ 3,287	-	\$ -	JULY
COOPER	ELECTRICAL	8	\$ 1,199	-	\$ -	AUG
COOPER	MECHANICAL	13	\$ 1,951	-	\$ -	SEPT
COOPER	PLUMBING	3	\$ 671	-	\$ -	OCT
COOPER	SPECIAL	0	\$ -	-	\$ -	NOV
TOTAL COOPER		49	\$ 7,108	-	\$ -	DEC
KALAMAZOO	BUILDING	21	\$ 8,697	315	\$ 71,695	2014
KALAMAZOO	ELECTRICAL	21	\$ 3,899			
KALAMAZOO	MECHANICAL	29	\$ 4,197			
KALAMAZOO	PLUMBING	5	\$ 853			
KALAMAZOO	SPECIAL	3	\$ 135			
TOTAL KALAMAZOO		79	\$ 17,781			
OSHTEMO	BUILDING	24	\$ 11,845			
OSHTEMO	ELECTRICAL	33	\$ 6,264			
OSHTEMO	MECHANICAL	47	\$ 10,052			
OSHTEMO	PLUMBING	26	\$ 3,972			
OSHTEMO	SPECIAL	1	\$ 45			
TOTAL OSHTEMO		131	\$ 32,178			

				REVENUE	REVENUE	REVENUE	PERMITS	PERMITS
				YTD - FEB 2014	% 2014 - YTD	% 2015 -YTD Budget	YTD -FEB 2014	% 2014 - YTD
TOTAL KABA	YTD	324	\$ 71,695	\$ 50,956	141%	9.5%	215	151%

TOTAL BUILDING	84	\$ 30,336
TOTAL ELECTRICAL	76	\$ 14,016
TOTAL MECHANICAL	108	\$ 19,658
TOTAL PLUMBING	43	\$ 7,145
TOTAL SPECIAL	13	\$ 540

Study for KABA Space Needs at Oshtemo Township Hall:



Project No. 15-105

Meeting Minutes

Date: January 28, 2015

Location: Oshtemo Township Hall
Non-Fishbowl Conference Room
Oshtemo, Michigan

Present: Ed Hellwege, Executive Director, KABA
Tracy Fricke, Administrative Assistant, KABA
Libby Heiny-Cogswell, Supervisor, Oshtemo Township
Terry Schley, Schley Architects

Items discussed are as follows:

1. Schley Architects will review needs, confirm a program of KABA space needs and in study suggest solutions to the Township for KABA improvement addressing KABA needs. An interim step, after assignment and study, will be to re-meet with those present for a "tabletop" first look at potential solutions prior to finalization of the study by Schley.
2. Architects will also meet with Fire Chief Mark Barnes to gain updated understanding of east side building use by the Fire Department (completed January 30, 2015).
3. KABA has staff as follows:
 - Ed Hellwege, Executive Director
 - Jerry Reitenour, Building Official
 - Tracy Fricke, Administrative Assistant
 - Michelle Mohny, Administrative Assistant

Jerry will continue but will become a Building Inspector. With this and growth, additional needs include forthcoming adding of staff needing space:

- (1) Building Official (full time)
- (1) Administrative Assistant (full time)

The Township staff of Barb and Jenny also engage with KABA for payroll and accounting tasking but they can continue to do so from their existing office spaces (going to/from KABA; okay as long as in the same overall building).

The current thinking was the new Building Official will get Jerry's Office so Jerry will need one of the two new spaces.

4. KABA today uses in the Township Hall:
 - Application desk and chair in the customer Lobby
 - Reception desk space for customer walkups
 - The former Building Department's area two spaces (1 Jerry's Office and the other is two Administrative Assistants working in a shared workspace).
 - One office (Ed's) on the southeast perimeter akin staff entry door.
 - The equivalent of two cubicles in general work zone (behind the counter), those most south.
 - Occasional Conference space (shared with the Township).

The most southwest cubicle is shared in dual use with the Township's Keith.

5. KABA work zone for Tracy and Michelle are crammed with equipment and filing.
6. Areas in use were toured and photographed.
7. Front Reception desk inherent use concerns voiced were:
 - For credit card payments, customer's credit card must be taken back to the remote work space and is sometimes judged a customer concern (of card use beyond view). This is because KABA computer for such use is in Administrative Office space, no computers exists for KABA at counter.
 - The computer at Reception (along south edge) is a Township computer sometimes in use by Township staff in customer service and this conflicts with KABA staff simultaneously in KABA dialogues.
8. A kiosk for KABA customers was tried at Comstock and had insignificant or no use. Online applications are currently about 15% of business.
9. Customer service challenges occur as visible Township staff are not intended to service KABA customers and vice versa of KABA staff to Township needs. Current relationships work in the multi-purpose government environment but sometimes the appearance has obvious needs for clearer lines of personnel to the area of appropriate responsibilities.
10. Newly hired Building Official will start mid-March and will be placed at Jerry's Office (Jerry needs space ASAP).
11. A third Administrative Assistant (forthcoming new hire) will answer KABA phones, perform administrative work, and will do project work for the new Building Official and Executive Director.
12. Long term needs were identified as a preferred separate space location on Oshtemo's campus, a private entrance and dedicated service counter, and a supply/printer/copy room and mail room space.
13. Plans are returned at the end of use to governments serviced; long term plan's storage is not needed. Documents (applications, etc.) are kept but in files seen on the tour.

The foregoing constitutes our understanding of items and subjects discussed at this meeting. Please review the items discussed and contact our office in writing if our record of conversation needs modification or correction.

Respectfully,
SCHLEY ARCHITECTS



Terry E. Schley, AIA, LEED AP
President

Cc: All present

Study for KABA Space Needs at Oshtemo Township Hall:



Project No. 15-105

Meeting Minutes

Date: February 11, 2015

Location: Oshtemo Township Hall
Non-Fishbowl Conference Room
Oshtemo, Michigan

Present: Ed Hellwege, Executive Director, KABA
Tracy Fricke, Administrative Assistant, KABA
Libby Heiny-Cogswell, Supervisor, Oshtemo Township
Terry Schley, Schley Architects

Items discussed are as follows:

1. Architect presented for review a draft version of Report on the KABA study. Documents for the meeting are to be considered a work in process review.
2. Narrative content of the Report was reviewed. Past minutes required no record changes. Programming on Page 9 was reviewed and related notes are on Page 10. Net areas forecast were reviewed with request for feedback if incorrect.
3. Forthcoming additional narrative notations will address parking requirements, typically identified under ordinance as 7 spaces, noting soon KABA will have 5 staff on site at Oshtemo plus Inspectors, each with a vehicle to park. Supervisor Libby noted shared arrangements with Library and spaces at the Park facilitate meeting the high demand days for the complex parking (thought 3-4 times of peak, at most, per year).
4. Observations were noted as amassed from interviews and reconnaissance. Additional forthcoming observations will include noting the Fire Department area was not fully being used in conference/open area but the Chief subsequently noted the area is in fact well used. Culture matters bringing volunteers together in the Fire Department Day areas were also noted subsequently as relationships occurring within the Fire Department which if changed could impact comradery of volunteers.
5. Recently cleared basement space (or pending cleared space) may be available for some storage (such as Attorney's uses). The basement would be difficult in Clerk storage use due to carting of heavy election machines.
6. Plan concepts of solutions were reviewed as Schemes 'A' - 'D1'. In the areas of existing main building open work area and perimeter offices, Architect noted exact assignments today of these spaces was not

validated for the conceptual ideas. Such assignments (and occupants in cubicles) are important but secondary to the expressed ideas showing change.

7. Supervisor noted the Fire Department has a pending vision to study their overall needs and as such, ideas that more greatly impact the current Fire Department Day areas may be better to avoid due to a then necessary extensive shake up within the Fire Department to accomplish, and then to have the forthcoming study which could change things again.
8. Participants will consider concepts presented and provide feedback as soon as possible to Architect. Architect will then final edit the report, and forecast budgets for those schemes/concepts remaining of interest.

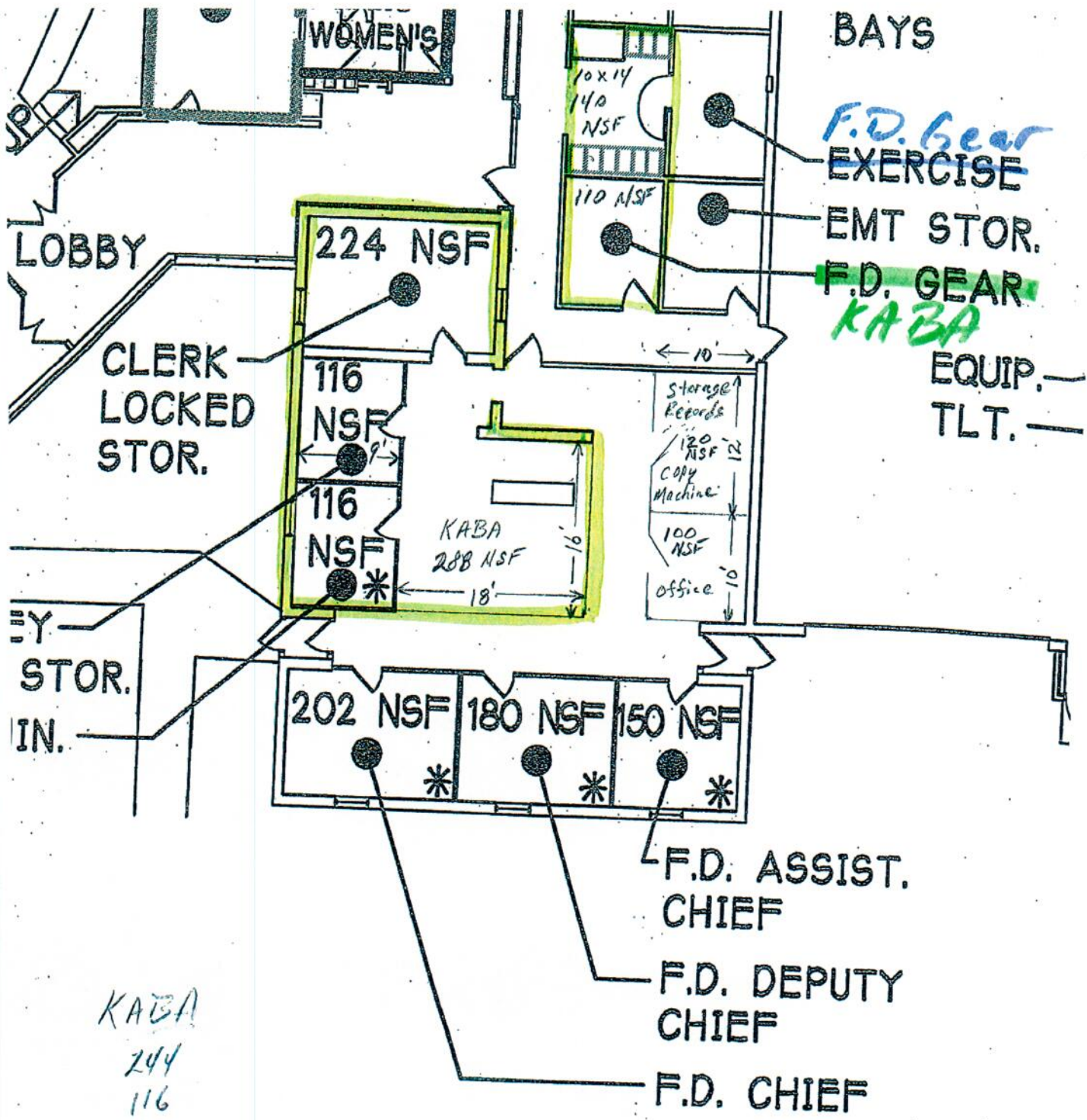
The foregoing constitutes our understanding of items and subjects discussed at this meeting. Please review the items discussed and contact our office in writing if our record of conversation needs modification or correction.

Respectfully,
SCHLEY ARCHITECTS

A handwritten signature in black ink that reads "Terry E. Schley". The signature is written in a cursive, flowing style.

Terry E. Schley, AIA, LEED AP
President

Cc: All present



KABA
 244
 116
 116
 288
 110
 140

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* (4) OCCUPIED F.D. OFFICES = ±648 NS