

**Kalamazoo Area Building Authority (KABA)
Board Meeting
April 9, 2015**

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

PRESENT:

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

Also present were Executive Director Ed Hellwege, Attorney James Porter, Building Official Roger Iveson, Administrative Assistant Kerrie LeClercq, Recording Secretary Deb Everett, Cooper Township Supervisor Jeff Sorensen, Comstock Township Zoning Administrator Jodi Stefforia, County Treasurer Mary Balkema and 1 interested person.

Approve Agenda

Ms. Nieuwenhuis requested item number 8 be moved to number 5 to accommodate Treasurer Balkema.

Consent Agenda

Minutes of the March 5, 2015 regular meeting
Receipts & Disbursements Report
Administrative Report
Building Official Report
Executive Director Report
Revenue/Permit Report
Draft KABA Financial Statements 2014
KABA Organizational Chart

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

Citizen Comments

Treasurer Balkema spoke regarding the number of foreclosed properties and issues with demolition projects and requested entities issuing demo permits require a bond to insure projects are completed.

Don Watts commented he has experienced a problem with paperwork flow and communication which has delayed projects. Discussion included recent changes in KABA and some jurisdiction personnel which should address the issue. Consensus was a notice should be sent to area builders introducing new Building Official Iveson and clarifying/reaffirming the permitting and inspection process.

Demolition Bond Discussion – There was further discussion of Ms. Balkema's comments including who should be required to secure a bond, how the amount would be determined and follow up.

Motion by Cochran, second by Nieuwenhuis to establish a sub-committee of Mr. Iveson, Mr. Martlew, Mr. Sorensen, and Attorney Porter to study this issue and bring a recommendation to the May 7th meeting.

KABA Standards Library – Attorney Porter advised there are concerns with opening up the Building Standards Library KABA has established to other jurisdictions due to copyright and licensing agreements. He noted he and Mr. Sorensen will be speaking with officials at LARA and Rep. Margaret O'Brien on April 10th and will attempt to obtain clarification.

KABA Facility Space Update – Mr. Hellwege presented the renovation plan that will be presented to the Oshtemo Township Board, noting the proposal calls for Oshtemo Township to fund the renovation and needed fixtures, KABA space will increase by approximately 380 square feet and the annual rent will increase to \$18,000 and include all maintenance and utilities. He also advised the proposal calls for Building Official Iveson and Building Inspector Jerry Reitenour to act as project manager and solicit bids which would necessitate inspections be conducted by non KABA inspectors.

Mr. Martlew commented he felt there should be a lease agreement established and suggested 5 years with option to renew for 5 years. He also commented he was opposed to KABA staff acting as project

manager, it is an Oshtemo Township project and should be handled as such, noting he was also concerned regarding the perception of impropriety as KABA's mission is that of an inspection authority. Ms. Nieuwenhuis and Ms. DeHaan concurred.

Motion by Nieuwenhuis, second by Martlew to support proceeding with the renovation for KABA space with a request to Oshtemo Township at the completion of the project for a 5 year lease with option to renew another 5 years. Carried.

Motion by DeHaan, second by Nieuwenhuis to deny the request that KABA staff act as project manager for the renovation; KABA role will be as the inspection authority.

Temporary Administrative Assistant – Mr. Hellwege presented a recommendation to acquire a seasonal temporary administrative assistant for the busier summer construction months using the services of Access Point.

Trustee Cochran commented he would rather advertise and hire directly; Ms. Nieuwenhuis recommended seeking pricing from an additional source for comparison.

There was no further business and the meeting was adjourned at approximately 3:15 p.m.

Next Meeting – Regular Meeting May 7, 2015 at Kalamazoo Township at 2:00 p.m.

Drafted: April 9, 2015

Approved: _____