

**Kalamazoo Area Building Authority (KABA)
Board Meeting
May 7, 2015**

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

PRESENT:

Lee Larson, Chair
George Cochran, Treasurer
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, and Cooper Township Supervisor Jeff Sorensen.

Approve Agenda

Mr. Hellwege advised he would like to add discussion of the June meeting date to the agenda.

Consent Agenda

Minutes of the April 9, 2015 regular meeting
Receipts & Disbursements Report
Administrative Report
Building Official Report
Executive Director Report
Revenue/Permit Report

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

Citizen Comments - None

Seasonal Administrative Assistant – Mr. Hellwege recommended KABA hire a part-time administrative assistant for six months beginning in May for the expected increase in workload. He advised he had interviewed three applicants, two through employment agencies who desired full time and one individual seeking part time. He recommended that Mary Bellisle, who has the desired background/skills be hired as a temporary, part time KABA employee for six months beginning mid-May, then evaluate at the end of the term if her services would be needed year round.

Motion by Nieuwenhuis, second by DeHaan to fill the part time seasonal position as recommended. Carried.

Demolition Bond Committee Update – Attorney Porter provided an initial draft information packet for the Board's review and feedback. Ms. Nieuwenhuis recommended the draft be forwarded to the County Treasurer for her feedback.

Standards Library Update – Attorney Porter advised he still has reservations whether non-KABA member jurisdictions could lawfully use the KABA standards library based on licensing and copyrights. He advised he, Mr. Sorensen, and Ms. DeHaan had conversation with State Senator Margaret O'Brien's office. Mr. Sorensen and Ms. DeHaan advised they have spoken with a representative of the Governor's office; they are awaiting further information.

KABA Lease for Office Space/Oshtemo Township – Mr. Hellwege advised Oshtemo Township has proposed a three year lease for use of office space, Attorney Porter has provided a draft to Supervisor Heiny-Cogswell and Mr. Hellwege.

Other Business – Mr. Hellwege requested the June meeting date be changed as he will be out of town. Consensus was to cancel the June meeting

Board Member Comments – Mr. Larson advised the Board this would be his last meeting; he will be moving out of the area, therefore resigning from the Oshtemo Township Board. Members thanked Mr. Larson for his dedicated service in the start-up process and leadership of KABA.

Ms. DeHaan commented she would like to explore setting defined terms for KABA members feeling the jurisdictional representation should be rotated through the member boards. Attorney Porter will review the by-laws.

There was no further business and the meeting was adjourned at approximately 2:55 p.m.

Next Meeting – Regular Meeting July 9, 2015 at Cooper Township at 2:00 p.m.

Drafted: April 9, 2015

Approved: _____