

**Kalamazoo Area Building Authority (KABA)
Board Meeting
August 6, 2015**

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

PRESENT:

Deb Everett, Chair
George Cochran, Treasurer
Carol DeHaan, Secretary
Ann Nieuwenhuis, Member
Barney Martlew, Member

Also present were Executive Director Ed Hellwege, Attorney James Porter, Building Inspector Jerry Reitenour, Comstock Dangerous Buildings Official David Shannon, Comstock Ordinance Officer Holly Cerny, Comstock Administrative Assistant Winkie Kurtz, and Recording Secretary Kerrie LeClercq.

Approve Agenda

No changes made to the agenda.

Consent Agenda

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

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

KABA FOIA Policy – KABA FOIA Policy was adopted at the July 9, 2015 Board Meeting and has since been reviewed by the Kalamazoo Township Attorney. No further action is needed.

Demolition Committee Update – Executive Director Hellwege provided the updated KABA Demolition Policy to the Board. Kalamazoo County Treasurer Mary Balkema provided input prior to the meeting, which was reviewed by the Committee and included in the policy. Mr. Shannon, Ms. Cerny, and Ms. Kurtz, all from Comstock Township, were present. Mr. Shannon advised that he would like to ensure that the policy proves to be as time and cost effective as possible. Ms. Kurtz requested that a list of Demolition Contractors be provided for reference. The Board asked the length of time of a Demolition Permit and was advised by Executive Director Hellwege that a permit is 6 months in duration, with the option of being extended. Ms. DeHaan recommended that the Demolition Policy be sent to the local Home Builders Association and any large demolition companies in the area, a distribution which would be carried out by the individual Townships. Mr. Cochran suggested that the Fire Departments be required to obtain a no-fee Demolition Permit. Any additional clean-up required by a contractor would necessitate that contractor obtaining a separate permit. Motion by Ms. Nieuwenhuis to adopt the KABA Demolition Policy, second by Mr. Cochran. Carried.

KABA Bylaws – The KABA Bylaws have been approved on a previous occasion. No further action is required.

Report on Major Projects – KABA Building Inspector Jerry Reitenour gave the Board a brief account of the current status of major building projects which fall under the jurisdiction of KABA.

- Menards is close to completion and will be opening on September 1, 2015;
- the Gull Road Courthouse is also close to scheduling the final inspections and expects to be complete in November 2015;
- the OBGYN on 11th Street will be scheduling final inspections soon, as well;
- Bells Brewery is currently in the midst of its building projects and is making steady progress; building has begun at Coopers Landing, but no trade permits have yet been obtained; and Popeye's is partially framed.

Mr. Reitenour will continue to monitor the status of these projects.

2016 Budget Preparations – Executive Director Hellwege provided the Board with a Budget Schedule. He requested input from the Board regarding several aspects of Budgetary Planning.

These included the possibility of transitioning contracted inspectors to employees of KABA. The Board felt that this move was unnecessary and Attorney Porter stated that it is not a requirement per the State of Michigan because KABA is a governmental agency.

Regarding increasing the salary and benefit package for the Administrative Assistant Staff of KABA, Ms. Nieuwenhuis requested a copy of the current package to be used in comparison to current Township employee salaries and benefits. Mr. Martlew also suggested the creation of an Executive Assistant position. Executive Director Hellwege recommended that the Board approve the hiring of a permanent part-time Administrative Assistant and Ms. DeHaan and Ms. Nieuwenhuis supported the suggestion.

Executive Director Hellwege then asked the Board to consider whether the Executive Director position should remain in place after the new Building Official was hired and fully trained. He believes that the job duties and qualifications for the two positions necessitates that they remain separate.

Regarding KABA housing – the lack of space was discussed, as well as the delay before Oshtemo Township would determine if KABA could be moved to the new offices already planned. In the meantime, KABA will remain open to other space/housing options. Mr. Martlew suggested that a line item of 3 – 5% be included in the overall budget for capital expenditures.

There was some discussion regarding the current fee schedule for permit applications and a decision was made that Executive Director Hellwege, Mr. Cochran, and Ms. Nieuwenhuis will meet to discuss any possible alterations.

Closed Session – Motion to end closed session by Ms. DeHaan, second by Ms. Nieuwenhuis. Carried. Motion to accept the resignation of Roger Iveson by Mr. Cochran, second by Ms. DeHaan. Motion carried in roll call.

Recognition Proposal – Executive Director Hellwege provided the Board with and read out a proposal to recognize Building Inspector Reitenour’s contributions to KABA during the employment of Building Official Iveson, including the awarding of monetary recognition to Mr. Reitenour in the sum of \$10,000.00. The Board unanimously agreed that Mr. Reitenour had provided a great service to KABA and should be recognized, but were in disagreement regarding the means of doing so. There was discussion regarding a one-time salary increase, or a monthly salary increase by either a specific dollar amount or a percentage of current salary. Ultimately, Mr. Martlew put forward a motion to appoint Mr. Reitenour as Building Official on an interim basis, with the understanding that he will step down upon the hiring and completed training of the permanent Building Official. Mr. Reitenour would receive a salary increase of \$1,175.00 per month during the duration of the hiring/training period.

The candidate envisioned to fill the permanent role of Building Official is Michael Alwine, who would sign an agreement for a 6 month training period, as drafted by Executive Director Hellwege. Ms. Nieuwenhuis seconded the motion, which was approved by all Board Members with the exception of Mr. Cochran, who voted Nay. Motion carried. Executive Director Hellwege informed the Board that Mr. Alwine will not be available for exclusive full-time employment until February 2016.

Board Member Comments – Ms. Nieuwenhuis informed the Board that Ordinance Officer Holly Cerny submitted her resignation. Ms. Nieuwenhuis will be meeting with Executive Director Hellwege to discuss the possibility of KABA taking over the Zoning Enforcement responsibilities of Comstock Township.

There was no further business and the meeting was adjourned at approximately 4:00 p.m.

Next Meeting – Regular Meeting September 10, 2015 at Kalamazoo Township at 2:00 p.m.

Drafted: August 6, 2015
Approved: September 10, 2015