

**Kalamazoo Area Building Authority (KABA)  
Board Meeting  
February 11, 2016**

The KABA meeting was held at Kalamazoo 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  
Anna Goodsell, Member Alternate  
Barney Martlew, Member

Also present were Executive Director Ed Hellwege, Attorney James Porter, Building Official Mike Alwine, and KABA Office Manager/ Recording Secretary Jannette Poehlman,

**Approve Agenda**

Executive Director Hellwege requested that an addition be made to the Agenda for a discussion about Demolition Permit Procedures. Cooper Township Supervisor, Ms. DeHaan made a motion to include it in the agenda, and Kalamazoo Township Treasurer, Mr. Cochran seconded the motion. Motion carried, and it was entered as number 10 on the Agenda.

**Consent Agenda**

Approval of Minutes of November 5, 2015 Meeting  
Receipts & Disbursements Report  
Administrative Report  
Building Official Report  
Executive Director Report  
Revenue/Permit Report  
Demolition Permit Process

Motion by Ms. DeHaan, second by Mr. Martlew to approve the consent agenda items. Motion carried unanimously.

**Citizen Comments on Non-Agenda Items** – There were no citizen comments.

**Consideration for Mike Alwine Promotion** – Executive Director Hellwege recommends to the Board members, that Mike Alwine be officially named the Building Official then provided a brief description of his time with KABA to date. Ms. Poehlman and Mr. Porter also expressed positively their opinion about Mike. Mr. Cochran made motion to approve once resolutions with jurisdictions approve in their respective meetings. With retroactive start date as of March 1, 2016 at a pay rate of \$81,250 / 75 percentile of scale.

**Consideration for Employee Handbook Changes** – Office Manager, Poehlman asked the Board for their approval of employee PTO time, Punctuality/Attendance and, inclement weather. Approval for changes were permitted with the following conditions; PTO policy should be as follows: PTO 2-hour increments and grammatical errors. The day before or day after unpaid unless approved prior by management; Rehires get unused PTO time back after 3-months; Remove sick leave from the PTO; establishment of inclement weather foot print should be customary. No motion was needed.

**Consideration for Additional Administrative Employees** – Office Manager, Poehlman outlined and asked the Board for their approval to add additional administrative personnel. Motion to approve 1 full-time employee and readdress the need for a 2<sup>nd</sup> person in April Board Meeting was consented by Mr. Cochran, second by Mr. Martlew. Motion carried unanimously.

**KABA Housing Updates Short Term** – Executive Director Hellwege and Office Manager Poehlman gave brief description on the progress and status of our temporary/interim housing.

**KABA Housing Updates Long Term** – Executive Director Hellwege and Office Manager gave a brief description and discussion on proposal for long term housing options and asked Board for approval of the proposal from FTCH and C&R. Motion to approve with the following conditions, Mr. Martlew to table the FTCH contract until Oshtemo finalized KABA plans for space in Oshtemo proposal completed second by, Cooper Treasurer DeHaan.

**KABA Strategic Future Planning** – Office Manager Poehlman gave an update on the strategic planning progress offering that she and Executive Director have an opportunity to write the strategic plan for the Board the review. Consensus was to hold off with hiring a consultant. No further action needed.

**Demolition Permit Process** – Mike Alwine gave preview and description of the Demolition Permit Process and Code. Attorney Porter offered his legal opinion regarding the Property Maintenance Code. Jim and Mike to meet and draft a letter outlining the details it would take to rehabilitate the blight building in question in Comstock. No Consensus or Further Action Needed.

**Board Member Comments** – No comments.

**Staff Member Comments** – Executive Director Hellwege presented our printout of KABA's net position. Director Hellwege offered ideas and notified Cooper Supervisor that their buy-in payment of \$1000.00 will be given back to Cooper Township. KABA will draft agenda for the next meeting.

There was no further business and the meeting was adjourned at approximately 3:46 p.m.

Next Meeting – Works Session, March 24, 2016 at Oshtemo Township at 2:00 p.m.  
- Regular Meeting April 7, 2016 at Oshtemo Township at 2:00 p.m.

Drafted: February 12, 2016  
Approved: April 7, 2016