

**Kalamazoo Area Building Authority (KABA)
Board Meeting
September 15, 2016**

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

PRESENT:

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

Also present were KABA Building Official Mike Alwine, KABA Interim Operations/HR Manager Jannette Poehlman, KABA Attorney Robb Krueger, Comstock Township Assessor Cathy Harrell, Comstock Township Assistant Assessor Claudia Stirton, Oshtemo Township Treasurer Nancy Culp, Oshtemo Township Assessor Kristine Biddle, Kalamazoo Township Assessor & Appraiser Jim Yonker, Bernie Mein of the Home Builders Association and Recording Secretary Kerrie LeClercq.

Approve Agenda

A motion was made by Ms. Nieuwenhuis to approve the agenda, seconded by Mr. Cochran and carried with a vote of 5-0.

Consent Agenda

A motion was made to approve the consent agenda by Ms. Nieuwenhuis, seconded by Mr. Cochran and carried with a vote of 5-0.

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

Operational Decision - Update on Tracy Fricke – Ms. Poehlman advised the Board that Tracy has returned to work as of Monday, September 12, 2016. Her transition back into the office has been seamless and Tracy has been a “trooper” through this whole situation.

Operational Decision – Discussion of Appointment of Board Officers – Mr. Alwine requested that the Board consider the issue of assigning new members to the Board Officer positions, as Ms. Everett, Chairperson, and Ms. DeHaan, Secretary, would no longer be members of the KABA Board following the separation on October 6, 2016. After a brief discussion, a motion was made by Mr. Cochran to appoint Ms. Nieuwenhuis as Board Chair and Mr. Martlew as Board Secretary. The motion was seconded by Ms. Nieuwenhuis and carried with a vote of 5-0. Mr. Cochran will remain as Board Treasurer.

Board Member Comments – Mr. Cochran thanked Ms. Poehlman for the updates on the construction project at the new KABA location on Nazareth Road. Ms. Poehlman was able to give a quick update on the latest developments. Ms. Nieuwenhuis reminded Ms. Poehlman that Comstock Township had filing cabinets available for KABA’s use at the new location. She also suggested that the Board consider adding a stipend for the At-Large Board Member to KABA’s 2017 budget. Mr. Martlew read a brief quote and wished the Oshtemo and Cooper Township representatives well in their new endeavor.

KABA Staff Comments – Mr. Alwine advised the Board that the process of construction and the preparations for KABA’s relocation are right on schedule and that Ms. Poehlman has done an excellent job of coordinating everything to be as seamless as possible.

There was no further business and the meeting was adjourned at approximately 2:30 p.m.

Next Meeting – October 20, 2016 at the Kalamazoo Township Hall at 2:00 p.m.

Drafted: September 20, 2016
Approved: October 20, 2016