

**Kalamazoo Area Building Authority (KABA)
Board Meeting
June 8, 2017**

The KABA meeting was held at the offices of the Kalamazoo Area Building Authority. Acting Board Chairperson Randy Thompson called the meeting to order at 2:01 P.M.

PRESENT:

Randy Thompson, Alternate Representative from Comstock Township
Sherine Miller, Representative from Kalamazoo Township
Eric Cronin, Representative from the City of Parchment
Denise Barrons, At-Large Board Member
Michael Conner, Parchment Resident Member
Jon Schurr, Kalamazoo Resident Member

Also present were KABA Building Official Mike Alwine, KABA Attorney Robb Krueger, KABA Office Coordinator Penny Cassidy and KABA Operations Coordinator / Recording Secretary Kerrie LeClercq.

Approval of Agenda – Mr. Alwine made a minor correction to the Ordinance Enforcement Supplemental Information page of the Board Meeting packet, indicating that KABA will be invoicing the Jurisdiction for re-inspections rather than the property owner, as had been written. A motion was made by Mr. Schurr to approve the agenda with that one correction, seconded by Mr. Cronin and carried with a vote of 6-0.

Approval of Consent Agenda – A motion was made by Mr. Cronin to approve the minutes from the May 11, 2017 KABA Board of Directors Meeting, supported by Ms. Miller and carried with a vote of 6-0. Ms. Miller then made a motion to approve the remainder of the consent agenda as presented, seconded by Ms. Barrons, and carried with a vote of 6-0.

Citizen Comments – There were no citizen comments.

KABA Employee Handbook – Tabled from the May 11, 2017 KABA Board meeting to allow time for all new Board members to fully review the entirety of the Handbook, it was now ready for approval. Ms. Barrons made a motion to approve the KABA Employee Handbook as submitted, with a second by Mr. Schurr. The motion passed with a vote of 6-0.

KABA Conflict of Interest Policy – Following its presentation at the May 11, 2017 KABA Board meeting, Mr. Krueger consulted with an associate to add language strengthening the policy. A draft of the revised policy was provided in the packet for Board member review. Mr. Cronin moved that the KABA Conflict of Interest Policy be approved as presented, supported by Ms. Miller, and carried with a vote of 6-0. Ms. LeClercq advised the Board that copies of the Acknowledgement of Receipt Form were included in their packet and requested that the signed forms be returned at the July 2017 KABA Board meeting.

KABA Fraud Risk Management Policy – Tabled from the May 11, 2017 KABA Board meeting, the policy has been reviewed by attorney John Gardner at Kreis, Enderle. Mr. Alwine informed the Board that attorney Gardner felt the relevant elements of the Fraud Risk Management Policy were adequately covered in the KABA Employee Handbook and various other KABA policies, and so recommended the removal of the Fraud Risk Management Policy in its entirety. Mr. Cronin made a motion to rescind the policy with the assurance that all applicable elements are covered in other policies and the Handbook. Mr. Schurr seconded the motion and it carried with a vote of 6-0. A hard copy of these minutes will be included with the rescinded policy for reference purposes.

Ordinance Enforcement & Planning/Zoning Fee Schedules – Mr. Alwine advised the Board that the issue of the Fee Schedules was tabled from the May 11, 2017 Board meeting to allow for a sub-committee to meet and discuss the Ordinance Enforcement Fee Schedule specifically. As a result of that meeting, he explained that the only difference in the Schedules from their original form was that KABA would be billing the jurisdictions rather than the property owners for follow-up re-inspections of Ordinance violations. Mr. Alwine then offered a brief summary of the procedural process for the benefit of Board members, as well as confirming that the Fee Schedules were not applicable to current KABA jurisdictional members, as each already had their own Planning/Zoning and Ordinance Enforcement services, but could become necessary in the future as additional jurisdictions join KABA. Mr. Schurr made a motion to approve the Fee Schedules with the one noted change to the Ordinance Enforcement

Supplement Information. The motion was supported by Ms. Barrons and carried with a vote of 6-0. It was also decided that Mr. Alwine would include a copy of the KABA Marketing Plan in the packet for the July 13, 2017 Board meeting and it would be added to the agenda for further discussion.

L.C. Howard / City of Parchment Demolition Permit – Mr. Cronin gave the Board a brief summary of the history of the demolition project scheduled to take place within the City of Parchment. There have been ongoing discussions between KABA and the City of Parchment regarding the necessity of the contractor providing a performance bond vs. the signing of a Waiver and Indemnification Agreement limiting the liability of KABA and its member jurisdictions in the event the demolition is not completed. Mr. Krueger suggested making a slight change to the language of the Waiver and Indemnification Agreement, which Mr. Cronin felt certain would meet with the approval of the Parchment City Commission. A motion was made by Mr. Thompson and seconded by Ms. Barrons to allow the Building Official to work with KABA legal counsel to draft a revised Waiver and Indemnification Agreement to be forwarded to the City of Parchment for Commission approval and the Mayor's signature. A roll call vote was taken, in which Ms. Miller, Mr. Thompson, Mr. Schurr, and Ms. Barrons voted "Aye" and Mr. Conner and Mr. Cronin recused themselves due to their status as representative Board members from the City of Parchment.

KABA Board Member Comments – There were no Board member comments.

KABA Staff Comments – Mr. Krueger stated that he believes the speed of the meeting decisions and the agreement on the resolution of the demolition project indicates the effectiveness and cohesion of the Board of Directors. Mr. Alwine affirmed that statement.

There was no further business and the meeting was adjourned at approximately 3:08 PM.

Next Meeting – July 13, 2017 at the KABA Offices at 2:00 p.m.

Drafted: June 9, 2017

Approved: July 13, 2017