

**Kalamazoo Area Building Authority (KABA)
Board Meeting
December 10, 2015**

The KABA meeting was held at Comstock Township Hall. Board Chairperson Deb Everett called the meeting to order at 2:06 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 Official Mike Alwine, KABA Office Manager Jannette Poehlman, and Recording Secretary Kerrie LeClercq.

Approve Agenda

No changes were made to the agenda.

Consent Agenda

Approval of Minutes of November 5, 2015 Meeting

Receipts & Disbursements Report

Administrative Report

Executive Director Report

Revenue/Permit Report

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

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

Building Official Update on Major Projects – Building Official Alwine informed the Board that although there had been no new major commercial projects recently submitted to KABA during the month of November, there had been a surge of residential projects that was extremely unusual for the season. Those projects would take KABA well into the New Year. KABA has issued approximately half a dozen new home residential permits in the past few weeks. Executive Director Hellwege then mentioned to the Board that Building Official would be happy to, in future, tailor his report if there is any specific information that the Board would like reported. Ms. Nieuwenhuis recognized Building Official Alwine for following up on and finishing several projects that had been incredibly time consuming. There was then a brief discussion about the Building Official's scheduled surgery and time off over the Christmas/New Year holidays.

KABA Strategic Future Planning – Mr. Martlew stated that he did not have much to present at this juncture. His primary goal is to ensure that the Board stays on top of the project. Ms. Nieuwenhuis has not yet had the time to search for a facilitator for the project, but will attempt to have an update for the Board at the next regularly scheduled meeting. Ms. DeHaan stated that it is her understanding that the Strategic Planning project goal is to be completed within the next six months.

Consideration of KABA Housing – Ms. Everett stated that it is her understanding that the Board consensus was that KABA remain at Oshtemo Township for the next year, and that Oshtemo and KABA be given time to adequately plan and determine their space needs. Ms. Poehlman will also be researching KABA's needs and options. A brief summary of the work session discussion was given for the benefit of Board Member Martlew, who was unable to be present. A motion was made by Ms. Nieuwenhuis that KABA remain at Oshtemo Township during 2016, with adjustments made for KABA's interim space needs. The Board also authorized the KABA Executive Director to create a contract study of the three options for KABA's future housing (see Work Session minutes) and bring that contract to the Special Meeting to be scheduled in January, 2016. The motion was seconded by Mr. Cochran. Motion carried unanimously.

Active Shooter Seminar – Executive Director Hellwege attending an Active Shooter Seminar on Monday, December 7, and briefly summarized the training that he received. He stressed the need for every business/office to “have a plan and practice it”. He would like to include safety planning/training in KABA’s long term Strategic Planning/housing process. Ms. Nieuwenhuis agreed that safety needs to be taken into consideration.

Board Member Comments – Mr. Martlew asked if KABA has a current CCW Policy. Attorney Porter advised the Board that, to his knowledge, KABA mirrors the CCW Policy implemented at Oshtemo Township, which states that employees “may not carry an illegal weapon.” Attorney Porter also pointed out that Oshtemo/KABA cannot bar the public from carrying a legal weapon while on Oshtemo/KABA property and that Oshtemo is not in any way “authorizing anyone to carry on behalf of the Township.” This policy seemed to be a reasonable middle ground given the current political climate, and was intentionally not made a public issue. Attorney Porter will follow up to ensure that KABA’s CCW Policy is in place, and is reflective of the policy implemented at Oshtemo Township. Mr. Cochran reiterated the importance of timelines and bench marks as the Strategic Planning process moves forward. Ms. Nieuwenhuis stated that she appreciated the Work Session and feels that good progress is being made.

There was no further business and the meeting was adjourned at approximately 2:31 p.m.

Next Meeting – Regular Meeting on February 11, 2016 at Kalamazoo Township at 2:00 p.m. A KABA Long Term Housing Special Meeting will be scheduled for a date to be determined in January, 2016.

Drafted: December 10, 2015
Approved: Feb 11, 2012