

**MINUTES OF THE REGULAR MEETING OF THE
KALAMAZOO AREA BUILDING AUTHORITY
KALAMAZOO, MI
AUGUST 10, 2017**

Board Chairperson, Michelle Mohney called the regular meeting of the Kalamazoo Area Building Authority (KABA) Board to order at approximately 2:00 P.M. at the KABA offices, 2322 Nazareth Road.

Board Members Present: Michelle Mohney, Representative from Comstock Township
Sherine Miller, Representative from Kalamazoo Township
Eric Cronin, Representative from the City of Parchment
Denise Barrons, At-Large Board Member

Board Members Absent: Jon Schurr, Kalamazoo Resident Member

Also present were KABA Building Official, Mike Alwine, KABA Attorney, Robb Krueger, KABA Office Coordinator / Recording Secretary, Penny Cassidy, Comstock Township Supervisor, Randy Thompson and City of Parchment Resident, Samuel Hunter.

Approval of Agenda – Ms. Mohney requested that the Building Report, Financial Reports and Checking Account Summary be removed from Consent Agenda and placed under Operational Directions; creating a item 5) d. as Financial Statements and Reports. Also, to add item 5) e. as Public Comments Policy. A motion was made by Ms. Barrons to approve the agenda with these changes, seconded by Mr. Cronin and carried with a vote 4-0.

Approval of Consent Agenda – Ms. Mohney requested to remove the July 13, 2017 meeting minutes for corrections. Motion was made by Mr. Cronin, seconded by Ms. Barrons and carried with a vote 4-0. Ms. Mohney advised the board that her last name was spelled incorrectly in the meeting minutes. Ms. Miller motioned to approve the consent agenda with the corrections requested by Ms. Mohney on the July 13, 2017 meeting minutes, seconded by Ms. Barrons, carried with a vote 4-0.

Citizen Comments – There were no citizen comments.

KABA Marketing Plan – Mr. Alwine advised the board that he had received feedback from Mr. Cronin on the KABA Marketing Plan which was distributed to board members at the July board meeting. Ms. Barrons offered her suggestions. Great input was given to improve the presentation of the Marketing Plan to future municipalities.

KABA Permit Fee Schedule – Mr. Alwine proposed an addition to the Permit Fee Schedule addressing any work started without obtaining required permits. The board modified the verbage and increased the fee from \$45 to \$55 for additional re-inspection, property maintenance and code enforcement inspection, and court time per hour. Mr. Alwine disclosed the State of Michigan has rescinded the formal interpretation pertaining to permit requirements for re-roofing and has remanded the decision to the individual jurisdictions. The board authorized Mr. Alwine to work with Mr. Krueger to create a re-roof ordinance for the jurisdictions.

2018 KABA Budget - Mr. Alwine advised the Board of KABA's financial forecast - present through 2018. Ms. Mohney, Ms. Barrons and Mr. Cronin volunteered to form a sub-committee to research ideas on bringing in new jurisdictions. The authorizing of Mr. Alwine to obtain an appraisal on the dwelling that KABA currently resides is tabled for the September board meeting.

Financial Statements & Reports – Ms. Mohney advised the board on new knowledge she gained while attending the MTA Spring Retreat. The financial reports are for information-only purposes to the Board members. These reports can be relocated from Consent Agenda to its own item (Reports) on the agenda list. The only financial report that needs board's approval is the audited statements.

Public Comments Policy - Ms. Mohney suggested KABA create a policy on citizen comments to be listed on the agenda. The creation of the policy is tabled for September board meeting.

KABA Board Member Comments – Ms. Mohney announced plans have been received for a hotel to be built in Comstock Township.

KABA Staff Comments – There were no staff comments.

There was no further business and the meeting was adjourned at approximately 3:40 PM.

Next Meeting – September 14, 2017 at the KABA Offices at 2:00 p.m.

Drafted: August 14, 2017
Approved: September 14, 2017