

**MINUTES OF THE REGULAR MEETING OF THE  
KALAMAZOO AREA BUILDING AUTHORITY  
KALAMAZOO, MI  
SEPTEMBER 14, 2017**

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.

Present: Michelle Mohney, Chairperson / Representative from Comstock Township  
Jon Schurr, Secretary / Kalamazoo Resident Member  
Eric Cronin, Representative from the City of Parchment  
Denise Barrons, At-Large Board Member

Late Arrivals: Sherine Miller, Treasurer / Representative from Kalamazoo Township arriving at approximately 2:09pm.  
Samuel Hunter, Parchment Resident Member arriving at approximately 2:35pm.

Also present were Building Official, Mike Alwine, Alternative KABA Attorney, Tom King and Office Coordinator/Recording Secretary, Penny Cassidy.

**Approval of Agenda** – A motion was made by Mr. Cronin to approve the agenda as presented, seconded by Ms. Barrons and carried with a vote 4-0.

**Approval of Consent Agenda** – Ms. Mohney motioned to approve the consent agenda as presented seconded by Mr. Cronin, carried with a vote 4-0.

**Citizen Comments** – There were no citizen comments.

**KABA Permit Fee Schedule** – Mr. Cronin motioned to approved the Permit Fee Schedule as modified by the Board Members at August 10, 2017 Board Meeting, seconded by Jon Schurr and carried with a vote 4-0.

**KABA Sub-Committee To Create Marketing Strategy** – Mr. Alwine, Ms. Barrons & Ms. Mohney provided information on some good discussion of the first meeting. Ms. Mohney suggested scheduling another sub-committee; Ms. Barrons recommended in two months.

**2018 KABA Budget** - Mr. Alwine advised the Board updates to the budget will be submitted for next few months until the actual numbers are reflecting more precise budget numbers.

**Purchase of KABA Office** – A motion was made by Ms. Miller to authorize Mr. Alwine to initiate an appraisal on the KABA Office location, seconded by Mr. Cronin and carried with a vote of 5-0.

**Public Comments Policy** – After discussion of the Public Comments samples, Ms. Mohney offered to create a draft policy and bring for discussion to the October 12<sup>th</sup> Board Meeting.

**EMC Insurance Renewal (10/17-10/18)** – After discussion, Ms. Mohney motioned to approve the EMC Insurance Renewal for 10/17-10/18 as presented, seconded by Ms. Barrons and carried with a vote 6-0.

**Sun Life Insurance Renewal (11/17-10/18)** – After discussion, A motion was made by Mr. Cronin to approve the Sun Life Insurance Renewal for 11/17-10/18 as presented, seconded by Ms. Barrons and carried with a vote 6-0.

**Auditor's Engagement Letter (Y/E 2017)** – The auditor professionals are separating from Abraham & Gaffney and forming Stevens, Kirinovic & Tucker, P.C. SKT is offering auditing services to KABA. Ms. Miller motioned to engage in services provided by SKT for the Fiscal Year End 2017, seconded by Ms. Mohney and carried with a vote of 6-0.

**Financial Statements and Reports** – Ms. Cassidy inquired if any additional financial reports that the Board would like to be included in the board packet.

**KABA Board Member Comments** – Ms. Mohny welcomed Mr. Hunter to the KABA Board. Mr. Hunter addressed his sincere apologies for arriving late today.

**KABA Staff Comments** – Mr. Alwine welcomed Mr. Hunter to the Board as a Resident Member of Parchment. Mr. Alwine also announced he had learned a Comstock Resident Member will be present at the Oct 12<sup>th</sup> Meeting.

There was no further business and the meeting was adjourned at approximately 2:55 PM.

Next Meeting – October 12, 2017 at 2:00pm at the KABA Offices.

Drafted: September 15, 2017

Approved: November 9, 2017