

**MINUTES OF THE REGULAR MEETING OF THE
KALAMAZOO AREA BUILDING AUTHORITY
KALAMAZOO, MI
NOVEMBER 9, 2017**

Chairperson, Michelle Mohney called the regular meeting of the Kalamazoo Area Building Authority (KABA) Board to order at approximately 2:05 P.M. at the KABA offices, 2322 Nazareth Road.

Present: Michelle Mohney, Chairperson / Representative from Comstock Township
Jon Schurr, Secretary / Kalamazoo Resident Member
Sherine Miller, Treasurer / Representative from Kalamazoo Township
Eric Cronin, Representative from City of Parchment
Denise Barrons, At-Large Board Member
Samuel Hunter, Parchment Resident Member
Scott Turner, Comstock Resident Member

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

Ms. Mohney welcomed Scott Turner to the KABA Board as the Comstock Resident Member.

Approval of Agenda – Ms. Mohney requested to remove the Approval of Minutes for September 14, 2017 Board Meeting from the Consent Agenda and move the minutes to Operational Decisions as item 5.l. Mr. Alwine requested to add Expert Testimony to Operational Decisions as item 5.m. A motion was made by Mr. Cronin to approve the agenda as amended, seconded by Mr. Schurr and carried with a vote of 7-0.

Approval of Consent Agenda – There was no consent agenda to approve.

Citizen Comments – There were no citizen comments.

5 (a) 2018 Updated KABA Budget – There was discussion on the presented 2018 Budget deficiency. Ms. Mohney motioned to table the topic and move the topic to Operational Decisions item 5.n., seconded by Ms. Miller and carried with a vote 7-0.

5 (b) Purchase of KABA Office – There was discussion on the presented appraisal for the KABA office. Mr. Cronin motioned to authorize Mr. Alwine and Mr. Krueger to approach the current owner to see what KABA's options are and in addition to, look for other opportunities outside of the current building, seconded by Ms. Barrons and carried with a vote of 7-0.

5 (c) Public Comments Policy – Ms. Mohney presented a draft policy. Mr. Cronin motioned to approve the Public Comment Policy as presented, seconded by Ms. Miller and carried with a vote 7-0.

5 (d) Signature Cards with Financial Institutions – There was a brief discussion of losing one of the signatories for KABA's financial accounts. A motion was made by Ms. Mohney to appoint, Mr. Alwine, Ms. Miller and Ms. Barrons as signatories, seconded by Mr. Cronin and carried with a vote 7-0. Mr. Krueger suggested a copy of the Financial Policy to be given to Ms. Miller and Ms. Barrons.

During discussion of signatories, Mr. Schurr exited the meeting at approximately 3pm and returned at approximately 3:05pm.

5 (e) 2018 Board Meeting Schedule – Ms. Mohney indicated there should be no conflicts with the major conferences that the jurisdictions attend. Ms. Barrons motioned to approve the 2018 Board Meeting Schedule as presented, seconded by Ms. Mohney and carried with a vote 7-0.

5 (f) 2018 Holiday Schedule – The holiday schedule was presented as informational only to the member jurisdictions – it coincides with the Holiday Schedule Policy. Later, Mr. Alwine designated the floating holiday for 2018 will be Christmas Eve, December 24th.

5 (g) 2017-2018 Medical Benefits/Stipend (In Lieu of) – Mr. Alwine iterated the In Lieu of Medical Benefits stipend has been \$55 per pay period for each employee who opts out of the coverage and recommended it continues as such for 2018. PA of 152 and the current employees opted in for medical coverage was discussed. A motion was made by Mr. Cronin to opt-in with Hard Cap (paying 100%) of medical benefits, being consistent as KABA has done previously, seconded by Ms. Mohney and carried with a vote 7-0.

5 (h) Re-Roof Ordinance – The State does not enforce the permitting for re-roofing, therefore KABA suspended issuing re-roof permits on August 11, 2017. Formal interpretation of re-siding from the Bureau of Construction codes was presented as an example that the State does not enforce the permitting for re-siding. Mr. Krueger presented a Re-Roof Ordinance for the member jurisdictions' boards to review and determine if each jurisdiction will adopt. Mr. Cronin disclosed the City of Parchment voted November 10th **not** to have a Re-Roofing ordinance. Ms. Mohney disclosed that the re-roof topic is on the November 20th Agenda for the Comstock Township Board.

5 (i) Non-Cliental Parking – KABA has been experiencing non-cliental parking in their lot. Inquiry has been initiated with two local towing companies. Ms. Mohney motioned to authorize Mr. Alwine to enter into an agreement with a towing company for the parking lot, in accordance with terms to protect KABA, seconded by Ms. Barrons and carried with a vote 7-0.

5 (j) Siegfried Crandall Engagement Agreement – An agreement to retain Siegfried Crandall for accounting services for fiscal year ending December 31, 2017. Mr. Cronin motioned to authorize Mr. Alwine to enter into the agreement with Siegfried Crandall, seconded by Ms. Miller and carried with a vote of 7-0.

5 (k) 2017 Budget Amendment – Re-allocating funds were presented for the following: (1) Transferring \$2000 from Maintenance & Repairs – Office to (a) \$1100 to General Insurance and (b) \$900 to Miscellaneous Expense. (2) Transferring \$700 from Postage to Office Equipment. Ms. Miller motioned to amend the 2017 Budget as presented, seconded by Mr. Schurr and carried with a vote 7-0.

5 (l) Meeting Minutes for September 14, 2017 Board Meeting – Ms. Mohney offered her notations of corrections to the meeting minutes. Mr. Cronin motioned to approve the Minutes for the September 14, 2017 Board Meeting as amended with corrections, seconded by Ms. Mohney and carried with a vote 7-0.

5 (m) Expert Testimony (Mr. Alwine) – Mr. Alwine informed the Board Members that he has been asked by an attorney to provide expert testimony in a legal case for a non-KABA jurisdiction. Mr. Cronin motioned to allow Mr. Alwine to exercise his expertise outside of KABA, seconded by Mr. Schurr and carried with a vote 7-0.

5 (n) 2018 Updated KABA Budget – Mr. Cronin motioned to adopt the 2018 Draft Budget as presented with knowing that there is a deficit, seconded by Ms. Barrons and carried with a vote 7-0. Ms. Mohney asked if Ms. Cassidy would calculate what the 2018 Budget would be without the cut-backs.

Financial Statements and Reports – Ms. Barrons requested her name be corrected in the accounting database.

KABA Board Member Comments – Mr. Alwine commented that the September & October Profit & Loss Statements are reflecting in the black. Mr. Cronin announced today's meeting is his last board meeting attendance as an elected commissioner for the City of Parchment. Ms. Mohny thanked Mr. Cronin for serving on the board, he will be missed by KABA and appreciate all he has put forth.

KABA Staff Comments – There were no staff comments.

There was no further business and the meeting was adjourned at approximately 4:25 PM.

Next Meeting – December 14, 2017 at 2:00pm at the KABA Offices.

Drafted: November 16, 2017

Approved: December 14, 2017