

**MINUTES OF THE REGULAR MEETING OF THE  
KALAMAZOO AREA BUILDING AUTHORITY  
KALAMAZOO, MI  
JANUARY 11, 2018**

Alternate Chairperson, Randy Thompson 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: Randy Thompson, Alternate Chairperson / Representative from Comstock Township  
Sherine Miller, Treasurer / Representative from Kalamazoo Township  
Jon Schurr, Secretary / Kalamazoo Resident Member  
Denise Barrons, At-Large Board Member  
Chester Emmons, Representative from City of Parchment  
Scott Turner, Comstock Resident Member  
Eric Cronin, Parchment Resident Member

Also present were Building Official, Mike Alwine; KABA Attorney, Robb Krueger 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 Mr. Schurr and carried with a vote of 7-0.

**Approval of Consent Agenda** – A motion was made by Mr. Schurr to approve the consent agenda, seconded by Ms. Miller and carried with a vote of 7-0.

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

**2018 KABA Budget** – Mr. Alwine announced all three jurisdictions have approved the 2018 KABA Budget.

**KABA Office** – Mr. Alwine provided an update on financing options for purchasing the KABA office. It was decided to table this for a future topic.

**Conflict of Interest** – The Conflict of Interest Policy is an annual item for review by each board member. The policy was enclosed in the board packet and each board member signed the acknowledgement for 2018.

**Demolition Waiver Policy** – Mr. Alwine proposed the possibility of instituting a waiver policy with an indemnification provision for the Demolition Policy.

**KABA 401(a) Plan** – Mr. Alwine presented an amendment for the Kalamazoo Area Building Authority 401(a) Plan for an addition to Excluded Employees section: Board Members, Board of Appeals, Irregular Employees, Temporary or Seasonal Employees and Part-time Employees. Mr. Cronin made a motion to approve the amendment for Kalamazoo Area Building Authority 401(a) Plan as presented, seconded by Ms. Barrons and carried with a vote of 7-0.

**Stipend Policy** – The Stipend Policy was presented with a change to reflect the period of which the stipend will be paid to the non-elected board members as: the last pay period of the last month of each quarter. Ms. Miller made a motion to amend the stipend policy to reflect the pay period for the stipends being paid, seconded by Mr. Cronin and carried with a vote 7-0.

**Permit Fees** – Mr. Alwine proposed an amendment to the Permit Fee Schedule reflecting exceptions to the building projects with a construction value less than \$30,000, which may have variables because of the number of required inspections. The amendment would reflect the following: 1 (one) inspection = \$100.00 or sum of CV x Multiplier, whichever is greater; 2 (two) inspections = \$170.00 or sum of CV x Multiplier, whichever is greater; 3 (three) inspections = \$210.00 or sum of CV x Multiplier, whichever is greater. Mr.

Cronin motioned to amend the Permit Fee Schedule to reflect the exception clause for construction value projects under \$30,000.00 as listed, seconded by Ms. Barrons, and carried with a vote of 7-0.

**Financial Statements and Reports** – There were no comments.

**KABA Board Member Comments** – Mr. Cronin indicated he attended Almena Township Meeting with Ms. Barrons and Mr. Alwine. Over all, Mr. Cronin feels the Almena Township Board was receptive to KABA's presentation. Ms. Barrons complimented Mr. Alwine on his presentation to Almena Township.

**KABA Staff Comments** – Mr. Alwine thanked Ms. Barrons and Mr. Cronin for their assistance in the New Member presentation to Almena Township Board.

There was no further business and the meeting was adjourned at approximately 2:45 PM.

Next Meeting – February 8, 2018 at 2:00pm at the KABA Offices.

Drafted: January 16, 2018

Approved: February 8, 2018