

**MINUTES OF THE REGULAR MEETING OF THE
KALAMAZOO AREA BUILDING AUTHORITY
KALAMAZOO, MI
January 10, 2019**

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
Sherine Miller, Treasurer / Representative from Kalamazoo Township
Scott Hess / Representative from Pine Grove Township

Absent: Chester Emmons, Secretary / Representative from City of Parchment
Denise Barrons, At Large Board Member

Also present were Building Official, Mike Alwine; KABA Attorney, Robb Krueger; Office Coordinator/Recording Secretary, Penny Cassidy and Richland Township Supervisor, Lysanne Harma.

Approval of Agenda – Mr. Alwine requested an addition to the agenda of ‘Discussion of Liability Limits’ under Business as 5.g. A motion was made by Ms. Mohney to approve the agenda as amended, seconded by Ms. Miller and carried with a vote of 3-0.

Approval of Consent Agenda – Ms. Mohney noted corrections to the December 13, 2018 Meeting Minutes. A motion was made by Mr. Hess to approve the consent agenda with corrections as noted, seconded by Ms. Miller and carried with a vote of 3-0.

Citizen Comments – There were no citizen comments.

KABA Office Purchase (Discussion) – Mr. Alwine provided details of the past timeline for consideration of purchasing the office dwelling which KABA resides in.

Board of Directors/Term in Office – The Bylaws of the Kalamazoo Area Building Authority will be reviewed at a later time.

Conflict of Interest (Annual) – The Conflict of Interest Policy was included in the board packet for annual review. All KABA Board Members were requested to sign the acknowledgement of receipt.

2019 At Large Board Member Stipend Schedule (Informational) – A schedule of stipend payments was included in the board packet.

2017-2018 Workers Compensation Audit (Informational) – The audit has been completed and the results are an additional \$195 in premium, far below the amount budgeted. The additional premium stemmed from projected low clerical wage base.

New Member/Richland Township (Informational) – Mr. Alwine informed the Board, as of February 1st, 2019, Richland Township will be a member jurisdiction of KABA.

Discussion of Liability Limit – After discussion, the board decided to postpone the consideration of increasing the rate per inspection for the trade inspectors until later this year; after Richland Township becomes a member and is able to provide input into the decision-making process.

Financial Statements and Reports – The Board Members were pleased with the reports presented. Ms. Mohney commented it was great to see KABA in the black for December.

KABA Board Member Comments – Ms. Mohney thanked the KABA staff for their great continuous hard work and stated she is looking forward to working with Richland Township.

KABA Staff Comments – Mr. Alwine commended Bear Priest, Ordinance Enforcement/Zoning Administrator, for the outstanding job he is performing in Pine Grove Township. Mr. Alwine also provided an update of the upcoming commercial permits and projects.

There was no further business and the meeting was adjourned at approximately 3:00 PM.

Next Meeting: February 14, 2019 at 2:00pm at the KABA Offices.

Drafted: January 11, 2019

Approved: February 21, 2019