

**Kalamazoo Area Building Authority (KABA)
Board Meeting
February 9, 2017**

The KABA meeting was held at the offices of the Kalamazoo Area Building Authority. Board Chairperson Michelle Mohney called the meeting to order at 2:17 P.M.

PRESENT:

Michelle Mohney, Representative from Comstock Township
Sherine Miller, Representative from Kalamazoo Township
Barney Martlew, At-Large Member
Dave Camburn, Comstock Resident Member
Jon Schurr, Kalamazoo Resident Member

Also present were KABA Building Official Mike Alwine, KABA Attorney Robb Krueger, Comstock Township Supervisor Randy Thompson, KABA Office Coordinator Penny Cassidy and KABA Operations Coordinator / Recording Secretary Kerrie LeClercq.

Approval of Agenda – A motion was made by Mr. Martlew to approve the agenda, seconded by Ms. Miller and carried with a vote of 5-0.

Approval of Consent Agenda – Mr. Camburn made a motion to approve the consent agenda, seconded by Ms. Mohney, and carried with a vote of 5-0.

Citizen Comments – There were no citizen comments.

Approval of Final Draft of KABA Bylaws – Ms. Miller suggested that in Appendix A, the Municipality Titles be altered from "Comstock" and "Kalamazoo Township" to a more generic title. With that recommended change, Ms. Miller made a motion to approve the KABA Bylaws. The motion was supported by Mr. Camburn and carried with a vote of 5-0.

Approval of Final Draft of KABA Handbook – The Board reviewed each section of the Handbook draft, making suggestions for additions/deletions/alterations. A motion was made by Mr. Camburn to authorize Mr. Alwine, with any necessary consultation with Attorney John Gardner, to make the recommended changes to the Handbook draft and bring it back to the Board for approval. The motion was seconded by Mr. Martlew and carried with a vote of 5-0.

Approval of Return to Work Policy – Mr. Alwine explained that the policy had previously been included in the KABA Employee Handbook, but that Attorney Gardner recommended it be made a stand-alone policy. Ms. Mohney moved that the Return to Work Policy be approved as presented; the motion was supported by Ms. Miller and carried with a vote of 5-0.

Adoption of KABA Permit Fee Schedule Policy – The Board discussed the proposed Fee Policy. A recommendation was made to separate the Fee Schedule from a formal Fee Policy. Mr. Martlew moved that further discussion be tabled, allowing Mr. Alwine time to create a Fee Schedule and a Fee Policy as discussed to present to the Board for review at a future Board meeting. Mr. Camburn seconded the motion and it passed with a vote of 5-0.

Discussion of Zoning Administration / Ordinance Enforcement Services – Mr. Alwine updated the Board regarding his search for someone to provide these services for KABA's Participating members. He was able to meet with two prospective candidates and was seeking guidance from the Board as to how to move forward. Mr. Alwine recommended using one for Zoning Administration and the other candidate for Ordinance Enforcement services. He was unsure of whether either gentleman would prefer to work entirely independently or would rather operate under contract with KABA. There was further discussion regarding the means of creating a fee schedule for those services.

KABA Board Member Comments – Ms. Mohney advised the Board that the April KABA Board of Directors meeting would conflict with a Michigan Township Association conference that she and other Township officials are attending. A decision was made to change the meeting date to the following week. The new April meeting date will be Thursday, April 20, 2017 at 2:00 PM. An amended meeting schedule will be distributed for posting. Ms. Mohney also suggested that at the March KABA Board of

Directors meeting, a new Board Secretary be appointed, as she has been Chairperson and acting Secretary of the Board since she was appointed as Comstock Township Elected Official representative.

KABA Staff Comments – Mr. Alwine advised the Board that he spoke with KABA’s insurance representative and confirmed that KABA Board members are covered under the same liability insurance that covers the Building Official. He also updated the Board as to the status of the City of Parchment becoming a Participating Member of KABA. They are scheduled to officially join KABA on February 20, 2017.

There was no further business and the meeting was adjourned at approximately 4:17 PM.

Next Meeting – March 9, 2017 at the KABA Offices at 2:00 p.m.

Drafted: February 15, 2017

Approved: March 9, 2017