



# AGENDA

Regular Meeting of the Kalamazoo Area Building Authority Board of Directors  
February 21, 2019  
2:00 PM

1. Call to Order
2. Welcome Richland Township
3. Approval of the Agenda
4. Consent Agenda
  - a. Approval of Minutes from the January 10, 2019 Board Meeting
5. Citizen Comments on Agenda and Non-Agenda Items
  - a. *Policy: A citizen shall state his/her name and address and may speak only one time, for no more than three (3) minutes. This time may not be given to another citizen to extend their time. During this time, you will be making statements, without discussion from the Board, but you are welcome to make an appointment with the Building Official or Board Chair to discuss your comments further. (Approved by KABA Board on November 9, 2017)*
6. Business
  - a. KABA Office Purchase – Presentation
  - b. Board of Appeals Procedure (postponed from Dec 13<sup>th</sup> meeting)
  - c. Binder(s) of Board-Approved Policies (informational)
  - d. Policy to Add Chairperson Signature to New/Amended Policies
  - e. Engagement Letter – Maner Costerisan (Auditors)
  - f. BS&A Change Order
  - g. KABA Office Purchase – Discussion & Approval
7. Financial and Building Reports
  - a. Bank Reconciliation Reports
  - b. Financial Reports
  - c. Building Report
  - d. Permit Lists
8. Board Member Comments
9. Staff Member Comments
10. Adjournment