

**MINUTES OF THE REGULAR MEETING OF THE  
KALAMAZOO AREA BUILDING AUTHORITY  
KALAMAZOO, MI  
MARCH 8, 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

Absent: Eric Cronin, Parchment Resident Member

Also present were Building Official, Mike Alwine and KABA Attorney, Robb Krueger.

**Approval of Agenda** – A motion was made by Mr. Schurr to approve the agenda as presented, seconded by Ms. Barrons and carried with a vote of 6-0.

**Approval of Consent Agenda** – A motion was made by Mr. Schurr to approve the consent agenda, seconded by Mr. Turner and carried with a vote of 6-0.

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

**Bond Beneficiary/Demolition Policy (Discussion)** – Mr. Krueger addressed the bond beneficiary should reflect the municipality in which the demolition occurs. The verbage for the bond beneficiary will be added to the Demolition Policy.

**Ideas for KABA providing services on contractual basis (Discussion)** – Mr. Alwine suggested, with Mr. Krueger re-affirming, to delay the creation of a contract for short-term services for other jurisdictions until the need arises.

**Property Maintenance Inspection Process (Informational)** - An outline of the Property Maintenance Inspection Process was included in the meeting packet. Mr. Alwine elaborated on several details with property maintenance inspections.

**Letter from Stevens Kirinovic & Tucker (Informational)** – There were no comments.

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

**KABA Board Member Comments** – Mr. Thompson initiated updates for potential upcoming jurisdictions and invited Mr. Alwine to elaborate. Mr. Alwine provided the outcome of Almena Township's decision for their building department; their choice is to share Antwerp Township Building Official. Mr. Alwine will be attending Pine Grove's Board Meeting on Tuesday 3/13 to deliver the marketing presentation.

**KABA Staff Comments** – Mr. Alwine addressed that the P&L has reflected the permit applications being low for the winter months. However, an increase of incoming permit applications are beginning to flow in. Building permits for several new residential homes and a Gas/Convenience Store, all in Comstock Township, have been received.

During Staff Member Comments, Mr. Schurr and Mr. Kruger exited the meeting at approximately 2:42pm and returned at approximately 2:44pm.

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

Next Meeting – April 12, 2018 at 2:00pm at the KABA Offices.

Prepared BY: Penny Cassidy, Office Coordinator/Recording Secretary

Drafted: March 12, 2018

Approved: April 12, 2018