

**MINUTES OF THE REGULAR MEETING OF THE
KALAMAZOO AREA BUILDING AUTHORITY
KALAMAZOO, MI
APRIL 12, 2018**

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
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 – Mr. Alwine requested to amend the Agenda by adding 5(A) Pine Grove Township – New Member Application and 5(B) Temporary Contractual Services/Texas Township (Discussion) under Operational Decisions. A motion was made by Ms. Miller to approve the agenda as amended, seconded by Mr. Cronin and carried with a vote of 7-0.

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

Citizen Comments – There were no citizen comments.

5 (A) Pine Grove Township – New Member Application - Mr. Alwine announced Pine Grove Township Board has approved to join KABA at their last board meeting. The New Member Application from Pine Grove Township will be distributed to KABA Member Jurisdictions for approval. Pine Grove Township will become a member jurisdiction 30 days after all member jurisdictions' approval. KABA will be providing Building Department Services, Residential Zoning Approval and Ordinance Enforcement Services for Pine Grove Township.

5 (B) Temporary Contractual Services/Texas Township (Discussion) – Mr. Alwine informed the Board that Texas Township has initiated contact to discuss utilizing KABA's services on a temporary contractual basis. After lengthy discussion, Ms. Mohney motioned to authorize Mr. Alwine the ability to negotiate with Texas Township the fees and terms, with a minimum of 6-month term, for KABA's contractual services, seconded by Mr. Cronin and carried with a vote 7-0.

Financial Statements and Reports – Ms. Mohney requested clarification for 6810 – Computer Support (External) items listed on the 1st Quarter Budget Reports.

KABA Board Member Comments – Ms. Mohney offered appreciation of the Boards, herself and Staff's for the diligent effort that Mr. Alwine has put forward on obtaining new member jurisdictions.

KABA Staff Comments – Mr. Alwine provided an update of the incoming permit applications including a very large commercial project at the hospital in Kalamazoo Township. Ms. Cassidy updated the Board on the outcome from the CPA visit for preparing for the upcoming audit next week.

There was no further business and the meeting was adjourned at approximately 2:55 PM.

Next Meeting – May 10, 2018 at 2:00pm at the KABA Offices.

Drafted: April 12, 2018
Approved: May 10, 2018