

**MINUTES OF THE REGULAR MEETING OF THE  
KALAMAZOO AREA BUILDING AUTHORITY  
KALAMAZOO, MI  
June 14, 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  
Steve Leuty / Alternate Representative from Kalamazoo Township  
Jon Schurr, Secretary / Kalamazoo Resident Member  
Chester Emmons, Representative from City of Parchment  
Denise Barrons, At-Large Board Member  
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** – A motion was made by Mr. Leuty to approve the agenda as presented, seconded by Mr. Cronin and carried with a vote of 7-0.

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

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

**5 (A) Change in Website Hosting Provider** - Mr. Alwine provided informational details of KABA's website and current website hosting provider. The quote presented, from I.T. Right, would migrate the website into their format and configure fillable permit forms on the site so they may successfully be delivered via email once completed by end user online. Mr. Alwine proposed that the funds to cover the quote would be re-allocated within the 2018 budget. Ms. Mohney motioned to approve the change in website hosting provider to I.T. Right, with the conditions that the contract will be reviewed and approved by legal counsel, that our current contract be reviewed to see if there is a termination cause, to authorize Mr. Alwine to enter into the contract with I.T Right if deemed appropriate and to approve the budget amendment as stated in the proposal, seconded by Mr. Leuty and carried with a vote of 7-0.

**5 (B) Update Regarding Membership** – Mr. Alwine introduced Mr. Leuty to the other Board members, as he is the Alternate Representative for Kalamazoo Township. Mr. Alwine provided an update regarding Pine Grove Township becoming a KABA member jurisdiction as of July 2, 2018. He indicated that Pine Grove Township joining puts KABA with (4) member jurisdictions, which means the resident members will drop off as Board members and the At-Large Board member will remain on the Board. He thanked each of the resident members for their contributions and time representing KABA.

Ms. Mohney motioned to add 5 (C) Appointment of Board Secretary to the agenda, seconded by Ms. Barrons and carried with a vote of 7-0.

**5 (C) Appointment of Board Secretary** – Mr. Schurr motioned to appoint Mr. Emmons as KABA's Board Secretary, effective July 1, 2018, seconded by Ms. Mohney and carried with a vote 7-0.

**Financial Statements and Reports** – Ms. Barrons requested to begin including P&L Statement which includes YTD with comparison to the previous year. Mr. Alwine offered details of several upcoming commercial projects in Kalamazoo and Comstock Township.

**KABA Board Member Comments** – Mr. Turner stated it was a pleasure serving on the Board. Mr. Cronin stated he liked being a member representative. Mr. Schurr enjoyed his assignment as a Board member and

thanked the Board. Ms. Mohney thanked Mr. Turner, Mr. Schurr and Mr. Cronin for serving on the KABA Board. She informed everyone that township residents have commented to her on how smooth the permitting process is and the KABA staff is really helpful.

**KABA Staff Comments** – Mr. Alwine informed the Board he had a meeting last week with another township that had an interest in joining KABA. He thanked the resident board members for their time. Mr. Krueger commented on the importance of what the resident board members have contributed and thanked them for serving on the board. Ms. Cassidy thanked the resident board members. She informed the Board the 2017 fiscal year-end audit is complete and SK&T will be presenting the results at the July Board Meeting.

There was no further business and the meeting was adjourned at approximately 2:50 PM.

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

Drafted: June 20, 2018

Approved: July 12, 2018