

**MINUTES OF THE REGULAR MEETING OF THE
KALAMAZOO AREA BUILDING AUTHORITY
KALAMAZOO, MI
August 9, 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
Chester Emmons, Secretary / Representative from City of Parchment
Bob Stack / Representative from Pine Grove Township
Denise Barrons, At Large Board 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 Ms. Barrons to approve the agenda as presented, seconded by Mr. Emmons and carried with a vote of 5-0.

Approval of Consent Agenda – Ms. Cassidy asked the Board if the Audited Financial Statements needed to be included on the Consent Agenda to be approved by the Board. A motion was made by Ms. Miller to approve the consent agenda as presented, seconded by Ms. Barrons and carried with a vote of 5-0.

Citizen Comments – There were no citizen comments.

Cash Disbursement Procedure Clause – During a lengthy discussion, some modifications were made to the presented Cash Disbursement Procedure within the Approved Financial Control Policy. Ms. Mohney motioned to table the Financial Control Policy to the September 13th Board Meeting, seconded by Mr. Emmons and carried with a vote 5-0.

Mr. Krueger arrived at approximately 2:25pm during the discussion of the Cash Disbursement Procedure Clause.

KABA Office Purchase – Mr. Alwine informed the Board of a recent meeting with the Lessor, in regards to the option to extend the terms for purchasing KABA Office. Ms. Barrons motioned to offer \$500 in consideration to extend the option to purchase and approve the draft letter presented with consideration clause added, seconded by Mr. Stack and carried with a vote 3-2.

Vote: Yes – Ms. Barrons, Mr. Stack, Ms. Miller
No – Ms. Mohney, Mr. Emmons

Non-Client Parking – Mr. Alwine disclosed KABA's option for monitoring of non-client parking has been redirected to the initial Board's second choice, with no hold harmless agreement. Ms. Mohney motioned to allow Mr. Alwine to proceed with non-client parking as long as coverage is acknowledged with KABA's insurance agent, seconded by Mr. Emmons and carried with a vote 5-0.

Ms. Barrons exited the meeting at approximately 3:15pm and returned at approximately 3:18pm.

2018-2019 Insurance Renewal – Ms. Barrons motioned to approve the 2017-2018 Insurance Renewal as presented, seconded by Ms. Mohney and carried with a vote 5-0.

Financial Statements and Reports – Mr. Alwine emphasized KABA is in the black for the month of July.

KABA Board Member Comments – Mr. Stack informed the Board that the Planning Commission for Pine Grove Township is having a meeting in August and request that Bear Priest (Ordinance Enforcement Officer) and Mr. Alwine attend.

KABA Staff Comments – Mr. Alwine offered the Board of Pine Grove Township’s activity for the first month as being a member. Mr. Krueger reiterated his sincere apologies for arriving late to the Board meeting.

There was no further business and the meeting was adjourned at approximately 3:35 PM.

Next Meeting – September 13, 2018 at 2:00pm at the KABA Offices.

Drafted: August 13, 2018
Approved: September 13, 2018