

**MINUTES OF THE REGULAR MEETING OF THE  
KALAMAZOO AREA BUILDING AUTHORITY  
KALAMAZOO, MI  
September 13, 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  
Chester Emmons, Secretary / Representative from City of Parchment  
Denise Barrons, At Large Board Member

Absent: Sherine Miller, Treasurer / Representative from Kalamazoo Township  
Bob Stack / Representative from Pine Grove Township

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. Mohney to approve the agenda as presented, seconded by Ms. Barrons and carried with a vote of 3-0.

**Approval of Consent Agenda** – A motion was made by Ms. Barrons to approve the consent agenda as presented, seconded by Mr. Emmons and carried with a vote of 3-0.

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

**Cash Disbursement Procedure** – The draft of the revised Financial Control Policy with the Cash Procedure additions was modified with grammatical changes. Ms. Mohney motioned to approve the Cash Disbursement Procedure, with the changes as documented by Ms. Cassidy and for KABA to retain the final draft copy, seconded by Ms. Barrons and carried with a vote 3-0.

**Permit Fee Schedule (Annual Review)** – Ms. Barrons motioned the Permit Fee Schedule to remain in effect for 2019 with no changes, seconded by Mr. Emmons and carried with a vote 3-0.

**2019 Budget** – Ms. Mohney motioned to approve the 2019 Budget, as presented with a \$24k loss, for submission to the member jurisdictions, seconded by Mr. Emmons and carried with a vote 3-0.

Mr. Krueger exited the meeting at approximately 2:45pm and returned at approximately 2:48pm.

**Financial Statements and Reports** – Ms. Cassidy advised the Board that the Bank Account Reconciliation(s) are included in the board packet and thanked Ms. Barrons for her assistance on modifying the reports to reflect more detailed information.

**KABA Board Member Comments** – Ms. Barrons commented on the changes made to the financial reports. Ms. Mohney thanked Ms. Barrons for assisting Ms. Cassidy on the financial report modifications.

**KABA Staff Comments** – Mr. Alwine announced KABA's website is now up and running with the new Website Hosting Provider with the feature of online permit application submittal. Ms. Cassidy asked the Board if KABA would allow advertising from outside sources in the KABA lobby. The Board addressed the need that KABA shall remain bias for the jurisdictions and citizens it serves.

There was no further business and the meeting was adjourned at approximately 3:05 PM.

Next Meeting – October 11, 2018 at 2:00pm at the KABA Offices.

Drafted: September 18, 2018  
Approved: October 11, 2018