

**MINUTES OF THE REGULAR MEETING OF THE
KALAMAZOO AREA BUILDING AUTHORITY
KALAMAZOO, MI
October 11, 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
Bob Stack / Representative from Pine Grove Township

Absent: Chester Emmons, Secretary / Representative from City of Parchment
Denise Barrons, At Large Board Member

Also present were Building Official, Mike Alwine; KABA Attorney, Robb Krueger; Office Coordinator/Recording Secretary, Penny Cassidy; and one interested individual.

Approval of Agenda – A motion was made by Ms. Mohney to approve the agenda as presented, seconded by Ms. Miller and carried with a vote of 3-0.

Approval of Consent Agenda – Ms. Mohney requested her last name be corrected under the Board Member Comments of the September 13, 2018 Draft Board Meeting Minutes. A motion was made by Ms. Miller to approve the consent agenda with the noted correction, seconded by Mr. Stack and carried with a vote of 3-0.

Citizen Comments – There were no citizen comments.

Health Coverage / In Lieu of Stipend – Mr. Alwine provided details of the 2018-2019 Medical Benefits. A re-evaluation of the In Lieu of Medical Benefits Stipend will be discussed at a future date. Ms. Mohney motioned to Opt-Out of the PA152 and continue to pay 100% of the premium as previously done, seconded by Mr. Stack and carried with a vote 3-0.

2019 Board Meeting Schedule – A meeting schedule of the 2nd Thursday of every month was presented to the Board. Ms. Miller motioned to approve the 2019 Board Meeting Dates as noted, seconded by Ms. Mohney and carried with a vote 3-0.

2019 Holiday Schedule – After a brief discussion, the Board agreed to table this item to the November 8, 2018 Board Meeting.

I.T Right Invoice (Non-Budgeted Expense) – Ms. Cassidy provided an explanation of the I.T Right expenditure and suggested to fund the expense with a 2018 Budget re-allocation of \$1100 from #6514 (Unemployment Repayment) to #6810 (Computer Support). Ms. Mohney motioned to approve the I.T Right expenditure and make the necessary budget adjustment, seconded by Mr. Stack and carried with a vote 3-0. Ms. Cassidy advised the Board that the Office 365 Business premium of \$600 is not included in the 2019 Budget. Mr. Alwine also noted that (2) additional seats for access to KABA's BS&A on the server were not included in the 2019 Budget. The amendment to the 2019 Budget is tabled until after the 2018 Budget Report Re-allocation.

2018 Budget Report Re-allocation – Ms. Cassidy informed the Board the premium for the LTD/STD/AD&D/Life was entered incorrectly into the 2018 Draft Budget worksheet. Ms. Mohney motioned to approve the Budget Re-allocation of the \$975 from #6514 Unemployment Repayment to #6511 LTD/STD/AD&D/Life, seconded by Ms. Miller and carried with a vote 3-0.

Tabled item from I.T. Right Invoice (Non-Budgeted Expense) – Ms. Mohney motioned to amend the 2019 Budget – line #6810 (Computer Support) to increase by \$1500 to cover the \$600 increase of the

Office 365 Business Premium along with two additional seats, in case those are needed in 2019, seconded by Mr. Stack and carried with a vote 3-0.

Financial Statements and Reports – Mr. Alwine commented on the Permit Revenue being down for September, which is not a true reflection as several commercial permits are either in plan review or not picked up. Mr. Krueger reminder the Board that each member needs to review the details of the financials provided. Mr. Alwine commented on the customer surveys originated from walk-in clients and informed that the contact form on the website can be used to receive feedback.

KABA Board Member Comments – Ms. Mohny offered her thankfulness to the KABA staff.

KABA Staff Comments – Mr. Alwine commented on how well the staff provides great services to the communities that KABA serves. Mr. Krueger informed the Board of the initial contact from a Kalamazoo Township resident regarding the requirements of a fire hydrant.

There was no further business and the meeting was adjourned at approximately 3:00 PM.

Next Meeting – November 8, 2018 at 2:00pm at the KABA Offices.

Drafted: October 16, 2018
Approved: November 8, 2018