

**MINUTES OF THE REGULAR MEETING OF THE  
KALAMAZOO AREA BUILDING AUTHORITY  
KALAMAZOO, MI  
November 8, 2018**

Chairperson, Michelle Mohney called the regular meeting of the Kalamazoo Area Building Authority (KABA) Board to order at approximately 2:10 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  
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; and Office Coordinator/Recording Secretary, Penny Cassidy.

**Approval of Agenda** – Mr. Alwine requested to add Bishop Certificate of Occupancy Denial Update as item 'G' under Operational Decisions. A motion was made by Ms. Miller to approve the amended agenda, seconded by Ms. Barrons and carried with a vote of 5-0.

**Approval of Consent Agenda** – A motion was made by Mr. Stack to approve the consent agenda as presented, seconded by Ms. Miller and carried with a vote of 5-0.

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

**2019 Holiday Schedule (Tabled from Oct 11<sup>th</sup> Meeting)** – After discussion, the Board agreed to postpone this item until the December 13, 2018 Board Meeting.

**Sun Life Renewal (Informational)** – Renewal of Sun Life usually coincides with the Health Insurance renewal. In 2017, the policy was a two-year renewal with a locked rate until 11/01/19.

**Empower Retirement Invoice (Non-Budgeted Expense)** – Ms. Cassidy provided details for the Empower Retirement invoice, which is not included in the 2018 nor 2019 Budget. Ms. Mohney motioned to re-allocate the \$250 from #6514 (unemployment repayment) to #6820 (accounting services) to cover the 2018 maintenance fee and to amend #6820 (accounting services) by \$500 for the maintenance fee in the 2019 Budget, seconded by Ms. Barrons and carried with a vote 5-0.

**2019 Budget – Amended** – A 2019 Amended Budget handout was presented to the Board Members. Mr. Alwine provided the details of the changes to the 2019 Amended Budget; consisting of projected revenue from Richland Township, an increase of \$1800 to Mileage Reimbursement for inspectors, all previous amendments approved by the Board and reflecting a \$57,778 profit. Ms. Barrons motioned to approve the 2019 Amended Budget with the changes noted, seconded by Mr. Emmons and carried with a vote 5-0.

**Board of Appeals Procedure** – Mr. Alwine informed the Board of having received a request for a Board of Appeals. A former KABA Board of Appeal's Procedure, included in the packet, is in need of some modification and approval from the current Board. Mr. Krueger suggested having this procedure critiqued by Mr. Alwine, himself and his colleagues.

**Independent Zoning Administrator Agreement** – Mr. Alwine provided details on the Zoning Administrator position for Pine Grove Township. Ms. Mohney motioned to approve the Independent Zoning Administrator Contract, seconded by Mr. Stack and carried with a vote 5-0.

**Bishop Certificate of Occupancy Denial Update** – Mr. Alwine presented an update on the township stipulation that requires installation of a fire hydrant on a residential construction site. Kalamazoo Township Fire Department Board of Appeals has requested Mr. Alwine & Mr. Krueger to attend the meeting this evening.

**Financial Statements and Reports** – Mr. Krueger suggested reformatting the bank reconciliation reports to reflect a more check and balance image with the monthly report. Mr. Alwine addressed Ms. Miller's Ordinance Enforcement inquiry on the October 2018 Revenue and Expenditures Report. Mr. Krueger suggested a Policy of Budget Adjustments/Amendments be created and be submitted with KABA's Budget to the Jurisdictions' Boards.

**KABA Board Member Comments** – Ms. Miller complimented KABA for being in the positive on October's Profit & Loss.

**KABA Staff Comments** – Mr. Alwine announced KABA exceeded the proposed revenue for 2018 Budget by over \$1000.

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

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

Drafted: November 14, 2018  
Approved: December 13, 2018