

**MINUTES OF THE REGULAR MEETING OF THE
KALAMAZOO AREA BUILDING AUTHORITY
KALAMAZOO, MI
December 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
Sherine Miller, Treasurer / Representative from Kalamazoo Township
Chester Emmons, Secretary / Representative from City of Parchment
Scott Hess / 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 – Ms. Mohney inquired for an explanation of the Handout - Amendment to 2019 Budget. Mr. Alwine indicated the 2019 Budget was amended with removal of In Lieu of Health Insurance for one employee and Health Insurance Coverage was added for one employee. Ms. Mohney requested the Approval of Amendment for 2019 Budget be added as Item B under Consent Agenda. A motion was made by Ms. Barrons to approve the agenda as amended, seconded by Mr. Emmons and carried with a vote of 5-0.

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

Citizen Comments – There were no citizen comments.

2019 Holiday Schedule (postponed from Nov 8th) – Ms. Mohney motioned to approve the 2019 Holiday Schedule, with Christmas Eve (Tuesday, December 24th) as a recognized holiday and the Floating Holiday to be used on Friday, July 5th, seconded by Ms. Barrons and carried with a vote 5-0.

Board of Appeals Procedure – Mr. Alwine advised the Board that revamping of the Board of Appeals Procedure will be time consuming and requested to postpone until KABA is in their 2019 Budget. Ms. Mohney motioned to postponed the Board of Appeals Procedure to the February 14, 2019 Board Meeting, seconded by Mr. Hess and carried with a vote 5-0.

Engagement Letter/Siegfried Crandall – Ms. Barrons motioned to authorized Mr. Alwine to sign the Siegfried Crandall Engagement Letter for the fiscal year ending 2018, seconded by Mr. Emmons and carried with a vote 5-0.

Letter from Landlord Regarding Purchase – Mr. Krueger suggested including KABA Office Purchase (Discussion) on January 10, 2019 Board Meeting Agenda.

Make-up Time Policy – After discussion, the Board decided to amend the PTO Policy in the KABA Employee Handbook and opted to take no action on the Make-up Time Policy. The KABA Employee Handbook – Appendix B – Paid Time Off, Sub-section Item F to state “PTO can only be used in hour increments. To leave an hour early or arrive a hour late is subject to management approval”. Ms. Mohney motioned to approve the PTO Policy as amended, seconded by Ms. Miller and carried with a vote 5-0.

Financial Statements and Reports – Ms. Barrons presented a handout of a Summary Report of Bank Reconciliation. Ms. Barrons and Ms. Cassidy have been working on the financial reports to simplify and present to the Board. The Board Members provided suggestions on data they would like to review.

KABA Board Member Comments – There were no board member comments.

KABA Staff Comments – Mr. Alwine provided an update of the upcoming commercial permits and projects. Mr. Krueger suggested the Board consider on looking into an Assistant Building Official as KABA will be growing.

There was no further business and the meeting was adjourned at approximately 3:10 PM.

Next Meeting – January 10, 2018 at 2:00pm at the KABA Offices.

Drafted: December 14, 2018

Approved: January 10, 2019