

**MINUTES OF THE REGULAR MEETING OF THE
KALAMAZOO AREA BUILDING AUTHORITY
KALAMAZOO, MI
February 21, 2019**

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
Scott Hess / Representative from Pine Grove Township
Lysanne Harma / Representative from Richland Township
Denise Barrons, At Large Ex-Officio Board Member

Late Arrivals: Sherine Miller, Treasurer / Representative from Kalamazoo Township arrived at approximately 2:02pm

Also present were Building Official, Mike Alwine and Office Coordinator/Recording Secretary, Penny Cassidy. KABA Attorney, Robb Krueger arrived at approximately 2:05pm.

Welcome Richland Township – Ms. Mohney welcomed Richland Township to KABA and introduced the Board members to Ms. Harma.

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

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

Citizen Comments – There were no citizen comments.

KABA Office Purchase – Presentation – Mr. Alwine introduced Mr. Brian Mick with Old National Bank. Mr. Mick presented the Board with a financing proposal on purchasing the KABA office.

Board of Appeals Procedure (postponed from Dec 13th meeting) – Mr. Alwine requested more time to revise the Board of Appeals Procedure – at least 2 more months. He also indicated he would not be in attendance for the regular scheduled April 11th Board Meeting. The Board agreed to reschedule the April 11th meeting to April 18th. Ms. Mohney motioned to postpone the Board of Appeals Procedure until the rescheduled April 18th Board Meeting, seconded by Ms. Miller and carried with a vote 5-0.

Binder(s) of Board-Approved Policies (informational) – Mr. Krueger informed the Board he and Ms. Cassidy met to discuss all the current KABA Board Policies. Binders were created for members to have as reference while attending the KABA Board Meetings.

Policy to Add Chairperson Signature to New/Amended Policies – While reviewing the procedures, it was suggested that for each amended or new policy adopted, a clause be added at the end of policy stating "Approved by the Kalamazoo Area Building Authority Board of Directors at the regular Meeting on (date). Chairperson (signature)". Mr. Hess motioned to put in effect the Addition of Chairperson's signature on New/Amended Policies, seconded by Mr. Emmons and carried with a vote 5-0.

Engagement Letter – Maner Costeridan (Auditors) – Effective January 1, 2019, Stevens, Kirinovic & Tucker (SKT) has merged with Maner Costeridan. Mr. Aaron Stevens, CPA & Principal will continue to perform KABA's annual financial audit. Mr. Emmons motioned to approve the engagement agreement and authorize Mr. Alwine to sign, seconded by Ms. Mohney and carried with a vote 5-0.

Mr. Krueger exited the meeting at approximately 2:28pm and returned at approximately 2:32pm.

BS&A Change Order – After discussion, more information is needed from BS&A before the Board can act upon the Change Order.

KABA Office Purchase – Discussion & Approval – Mr. Alwine presented more financing options from other financial institutions to the Board. A handout was presented showing how the financing would affect the 2019 Approved Budget. Mr. Alwine suggested each member jurisdiction to consider a contribution to the down payment (\$40K) in the amount they contributed to the last year’s revenue and KABA would repay to the jurisdictions. (Last year’s Annual Revenue Percent/Down Payment: Kalamazoo @ 52% - \$20,800; Comstock @ 41% - \$16,400; Parchment @ 2% - \$800; Pine Grove @ 5% - \$2000) Ms. Mohny suggested the repayment to the jurisdictions should be at no interest. Ms. Mohny motioned to move forward with purchasing the KABA office building via conventional mortgage, with a down payment being provided by the member jurisdictions in the approved amount, seconded by Mr. Emmons and carried with a roll call vote of 4-1. Roll Call: Ms. Harma – Yes, Mr. Hess – Yes, Mr. Emmons – Yes, Ms. Mohny – Yes, Ms. Miller – No.

Mr. Krueger exited the meeting at approximately 3:48pm and returned at approximately 3:51pm.

Financial Statements and Reports – Ms. Barrons requested to include YTD Balance Sheet with the Financial Statements.

KABA Board Member Comments – Ms. Miller appreciated the conversation on purchasing the office building. Ms. Mohny thanked Mr. Alwine for his work & dedication he has put forth into KABA. Mr. Hess stressed the KABA service in Pine Grove Township has been phenomenal. Ms. Harma addressed the Board on what a great asset Mr. Alwine has been with Richland Township going through the on-board transition and the staff has been very responsive, very quickly and very helpful.

KABA Staff Comments – Mr. Alwine provided an update of the upcoming commercial permits/projects and KABA adding an addition to the contracted inspectors team – Scott Paddock, mechanical inspector. Mr. Krueger reiterated as KABA is growing, the Board to consider on seeking an Assistant Building Official. Ms. Cassidy reminded the Board Members to return their annual Acknowledgment of Receipt for the Conflict of Interest Policy.

There was no further business and the meeting was adjourned at approximately 4:00 PM.

Next Meeting: March 14, 2019 at 2:00pm at the KABA Offices.

Drafted: February 25, 2019

Approved: April 18, 2019