

**MINUTES OF THE REGULAR MEETING OF THE
KALAMAZOO AREA BUILDING AUTHORITY
KALAMAZOO, MI
April 18, 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

Absent: Sherine Miller, Treasurer / Representative from Kalamazoo Township

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. Harma to approve the agenda as presented, seconded by Mr. Hess, and carried with a vote of 4-0.

Approval of Consent Agenda – A motion was made by Ms. Harma to approve the consent agenda as presented, seconded by Mr. Hess and carried with a vote of 4-0.

Citizen Comments – There were no citizen comments.

BS&A Change Order & I.T. Right Quotes – Mr. Alwine explained the Change Order and the services BS&A provides with the items listed: BS&AO-CD (online permit application & online scheduling of inspections) and Field Inspection.net; no action will be taken as more information is needed from BS&A. A quote from I.T. Right was presented for adding an Inspection Request icon on KABA's website, again no action taken until additional information is obtained from BS&A. A second quote from I.T. Right was presented for updating/replacing office computers. It was discussed that further research within the 2019 Budget and creating a 5-year budgeting plan is needed before action can be taken.

Mr. Krueger exited the meeting at approximately 2:15pm and returned at approximately 2:18pm.

KABA Office Purchase – Mr. Alwine provided an update on the status of purchasing the KABA office. Pine Grove Township has approved their percent contribution of the down payment.

At-Large Board Member (annual housekeeping) – Ms. Barrons has served as an At-Large KABA Board Member for 2 years. Mr. Krueger cited Article III, section 3.05 of the Bylaws of Kalamazoo Area Building Authority. Ms. Mohney motioned to re-appoint Ms. Barrons as the At Large Ex-Officio Board Member for a 2-year term, seconded by Mr. Emmons and carried with a vote of 4-0.

Maner Costerian Letter (informational) – An informational letter to the Board of Directors pertaining to the audit was presented for review.

Financial Statements and Reports – Mr. Alwine pointed out the significant difference in monthly P&L since February; finally in the positive and trending in that direction.

KABA Board Member Comments – Ms. Harma thanked the KABA staff for their continuous support and professional service during Richland Township's transition. Ms. Mohney shared a pleasant experience she had with a resident on seeking a permit with KABA.

KABA Staff Comments – Mr. Alwine provided an update of the upcoming commercial projects and receiving many residential projects. Mr. Krueger announced a soccer event that his law firm is supporting – he will send more information to the KABA Board for those who wish to attend.

There was no further business and the meeting was adjourned at approximately 2:40 PM.

Next Meeting: May 9, 2019 at 2:00pm at the KABA Offices.

Drafted: April 19, 2019

Approved: May 9, 2019