

**MINUTES OF THE REGULAR MEETING OF THE  
KALAMAZOO AREA BUILDING AUTHORITY  
KALAMAZOO, MI  
May 9, 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  
Sherine Miller, Treasurer / Representative from Kalamazoo Township  
Lysanne Harma / Representative from Richland Township  
Denise Barrons, At Large Ex-Officio Board Member

Absent: Chester Emmons, Secretary / Representative from City of Parchment  
Scott Hess / Representative from Pine Grove Township

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 BS&A Change Order & I.T. Right Quote to the Agenda as item 5. d. under Business. A motion was made by Ms. Harma to approve the agenda with addition, seconded by Ms. Miller, and carried with a vote of 3-0.

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

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

**5. a. KABA Office Purchase** – Mr. Alwine provided an update on the status of purchasing the KABA office.

**5. b. By-Laws (changing process)** – The changing process to the KABA By-Laws was discussed. Mr. Krueger asked the Board Members to review the By-Laws and bring any concerns/suggestions/changes to the June 9<sup>th</sup> Board Meeting.

**5. c. Board of Appeals Procedure** – Mr. Alwine announced an application has been created. Mr. Krueger will begin writing the process for a procedure.

Mr. Krueger exited the meeting at approximately 2:21pm and returned at approximately 2:23pm.

**5. d. BS&A Change Order & I.T. Right Quotes** – After discussion, the Board decided to acquire additional information from BS&A before a decision can be made.

**Financial Statements and Reports** – Ms. Barrons inquired on what large project stemmed from April 2018 on the P&L Previous Year Comparison.

**KABA Board Member Comments** – Ms. Harma thanked the KABA staff for their continuous support and stated the transition is going very well. Ms. Mohney thanked Mr. Alwine for his knowledge of the Building Code during attendance of a few ordinance-related court appearances on behalf of Comstock Township.

**KABA Staff Comments** – Mr. Alwine provided an update of the upcoming commercial projects in Kalamazoo, Comstock & Richland Townships.

There was no further business and the meeting was adjourned at approximately 2:55 PM.

Next Meeting: June 13, 2019 at 2:00pm at the KABA Offices.

Drafted: May 9, 2019

Approved: June 20, 2019