

**MINUTES OF THE REGULAR MEETING OF THE
KALAMAZOO AREA BUILDING AUTHORITY
KALAMAZOO, MI
September 12, 2019**

Alternate Chairperson, Randy Thompson 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: Randy Thompson, Alternate Chairperson / Representative from Comstock Township
Sherine Miller, Treasurer / Representative from Kalamazoo Township
Scott Hess, Representative from Pine Grove Township
Lysanne Harma, Representative from Richland Township
Denise Barrons, At Large Ex-Officio Board Member

Absent: Chester Emmons, Secretary / Representative from City of Parchment

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 to the Agenda, Under 5. Business, Item G. In Lieu of Medical Benefits (discussion & approval). A motion was made by Ms. Harma to approve the agenda with changes, seconded by Ms. Miller, 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 Ms. Miller, and carried with a vote of 4-0.

Citizen Comments – There were no citizen comments.

5. a. KABA Office Purchase (update) – Mr. Alwine provided an update of: responses from financial institutions on loan offer(s) and received an estimate for a property survey in the amount of \$1150. Ms. Harma motioned to authorize Mr. Alwine to begin the financing process with Southern Michigan Bank & Trust, seconded by Ms. Miller and carried with a vote 4-0. After further discussion, Ms. Harma motioned to authorize Mr. Alwine to establish accounts based on the conditions on the Southern Michigan Bank & Trust loan term offer (dated August 21, 2019), seconded by Ms. Miller and carried with a vote 4-0.

5. b. By Laws (update) – The final draft copy was enclosed in the meeting packet. Ms. Harma motioned to approve the changes made to the By Laws, seconded by Ms. Miller and carried with a vote 4-0.

5. c. Inter-local Agreement (re: budget approval deadline) – After discussion, it was decided to postpone any changes to the Inter-local Agreement to January 9th, 2020 Board Meeting, thus allowing time for the Board Members to review for any other changes.

5. d. General Insurance Renewal (Including Dwelling/Office & Cyber Quotes) – The annual premium for the general insurance policy came in with \$404 increase over last year's premium. Quotes to insure the office dwelling (when purchased) and cyber solutions were presented. Ms. Harma motioned to approve the general insurance renewal with the office dwelling & cyber included, seconded by Mr. Hess and carried with a vote 4-0.

5. e. STD/LTD/Life Insurance Renewal – The annual premium has no changes from last year's premium. Ms. Miller motioned to approve the STD/LTD/Life insurance renewal, seconded by Mr. Thompson and carried with a vote 4-0.

5. f. Medical/Dental/Vision Insurance Renewal – The annual premium has an 8.66% increase from last year's premium and there will also be additional participants added. Mr. Hess motioned to approved the medical, dental and vision insurance renewal, seconded by Ms. Harma and carried with a vote of 4-0.

5. g. In Lieu of Medical Benefits – The current stipend for eligible employees who elect to take in lieu of health insurance is \$1430 annually. Ms. Harma motioned to amend the stipend in lieu of health insurance to \$5244 annually, effective at the beginning of the new policy period, seconded by Mr. Hess and carried with a vote 4-0.

Financial Statements and Reports – Mr. Krueger inquired on a transfer funds transaction to the money market account.

KABA Board Member Comments – Ms. Harma commented on how pleased Richland Township is with being a part of KABA. Mr. Hess commended the KABA zoning administrator for doing a wonderful job with Pine Grove Township

KABA Staff Comments – Mr. Alwine provided an update of the current and upcoming commercial projects.

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

Next Meeting: October 8, 2019 at 2:00pm at the KABA Offices.

Drafted: September 13, 2019

Approved: October 10, 2019