

**MINUTES OF THE REGULAR MEETING OF THE
KALAMAZOO AREA BUILDING AUTHORITY
KALAMAZOO, MI
November 14, 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; Office Coordinator/Recording Secretary, Penny Cassidy; and (3) three representatives from Southern Michigan Bank & Trust (SMBT).

Approval of Agenda – Ms. Mohney requested to add 'Presentation from Southern Michigan Bank & Trust' as part of 5. Business Item A. KABA Office Purchase (update) to the Agenda. A motion was made by Ms. Harma to approve the agenda with changes, 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 Minutes from the October 10, 2019 Board Meeting as presented, seconded by Ms. Miller, and carried with a vote of 3-0.

Citizen Comments – There were no citizen comments.

BUSINESS:

5. a. KABA Office Purchase (update) – Mr. Alwine presented a handout of mortgage documents to the Board Members. He announced a closing date of Dec 15th for the KABA office purchase and indicated he invited representatives from SMBT to the Board meeting. The SMBT representatives gave a brief introduction and a summary of the banking services that are available to KABA. Ms. Harma motioned to give Mr. Alwine the authority to sign the loan application and lending documents and to give the authority to Mr. Alwine & Mr. Krueger, if any minor modifications need to be made to the contract and lending documents, seconded by Ms. Mohney and carried with a vote 3-0.

5. b 2019 Budget – Amendment (40K) – Ms. Mohney motioned to approve the Amended 2019 Budget (for the down payment on office purchase) with the \$40k removed from Retained Earnings and move to Capital Outlay, seconded by Ms. Miller and carried with a vote 3-0.

5. c. Fee Schedule – Mr. Alwine explained the changes/additions as noted on the draft fee schedule. Ms. Mohney motioned to approve the Fee Schedule with amended items including changes to the building permit fee schedule and court fees, seconded by Ms. Harma and carried with a vote 3-0.

5. d. Resolution to Opt Out of PA 152 – Ms. Mohney motioned to approve the Resolution to Opt Out of PA 152 for the calendar year 2020, seconded by Ms. Harma and carried with a roll call vote: Aye – Harma, Mohney & Miller. Nay: None.

5. e. Board Meeting 2020 Schedule – Ms. Miller motioned to approve the 2020 Board Meeting Schedule, seconded by Ms. Mohney and carried with a vote 3-0.

5. f. Appointment of Backup Contracted Mechanical & Plumbing Inspector – Mr. Alwine requested the KABA Board to appoint Butch Hays as a backup contracted mechanical & plumbing inspector. Ms. Mohney motioned to approve Butch Hays as a contracted mechanical & plumbing inspector for KABA, seconded by Ms. Miller and carried with a vote 3-0.

Financial Statements and Reports – Ms. Mohney pointed out on the Profit & Loss YTD, 8 out of 10 months are in the black; as opposed to 2018 there were no months in the black. Ms. Miller pointed out the overage on the contracted inspector’s expense. Mr. Alwine informed the inspector expense is a direct cost; the increase in revenue for trade permits will also increase the inspection expense. Suggestion was made to ask KABA’s CPA for an opinion on line item adjustments.

KABA Board Member Comments – Ms. Harma indicated the Farm Tour Concert is over and KABA did a great job with the inspection the day of the concert.

KABA Staff Comments – Mr. Krueger complimented the Board Members for the great job they are doing with keeping the operations flowing and working together.

There was no further business and the meeting was adjourned at approximately 3:20 PM.

Drafted: November 19, 2019

Approved: December 12, 2019