

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

Chairperson, Michelle Mohney called the regular meeting of the Kalamazoo Area Building Authority (KABA) Board to order at approximately 2:03 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
Scott Hess, Representative from Pine Grove Township

Absent: Chester Emmons, Secretary / Representative from City of Parchment
Denise Barrons, At Large Ex-Officio Board Member

Also present were Building Official, Mike Alwine; KABA Attorney, Robb Krueger; and Office Coordinator/Recording Secretary, Penny Cassidy.

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

Approval of Consent Agenda – A motion was made by Ms. Harma to approve the Minutes from the November 14, 2019 Board Meeting as presented, seconded by Mr. Hess, and carried with a vote of 4-0.

Citizen Comments – There were no citizen comments.

BUSINESS:

5. a. KABA Office Purchase (update) – After a brief discussion, Ms. Mohney motioned to table this item to the end of Business, seconded by Ms. Miller and carried with a vote 4-0.

5. b. 2020 Holiday Schedule – A motion was made by Ms. Harma to approve the holiday schedule and allow the staff to choose the floating holiday, seconded by Ms. Mohney, and carried with a vote of 4-0.

5. c. Engagement Letter/Siegfried Crandall – A motion was made by Ms. Harma to approve the engagement letter and give Ms. Mohney the authority to sign the engagement letter, seconded by Ms. Miller and carried with a vote of 4-0.

5. d. KABA Office Purchase (update) – Mr. Krueger initiated the circulation of a resolution to the Board of Directors giving Mr. Alwine the authority to execute the loan documents for the loan from Southern Michigan Bank & Trust. A motion was made by Ms. Harma to approve the resolution for the purchase of the building, seconded by Mr. Hess and carried with a roll call vote.

Financial Statements and Reports – Ms. Mohney followed up with KABA's CPA on whether the board needs to make adjustments to the contracted inspector's expense or not in 2019. She was informed that KABA is 'one fund'; no adjustments are needed if the actual total expense does not exceed the budgeted total expense. If adjustments are needed, it must be approved within the fiscal year.

KABA Board Member Comments – Ms. Mohney announced a blood drive at Comstock Fire Station 91 on Friday, Dec 13th from 1-7pm.

KABA Staff Comments – Mr. Alwine thanked the Board for all their support this year.

There was no further business and the meeting was adjourned at approximately 2:30 PM.

Drafted: December 16, 2019
Approved: January 9, 2019