

**MINUTES OF THE REGULAR MEETING OF THE
KALAMAZOO AREA BUILDING AUTHORITY
KALAMAZOO, MI
January 09, 2020**

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

Absent: Lysanne Harma, Representative from Richland 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 move item 5. e. 2020 Engagement Letter/Legal Counsel as item f. under 6. Financial and Building Reports and replace 5. e. with Contracted Inspector Appointment. A motion was made by Ms. Miller to approve the agenda with adjustments, seconded by Mr. Emmons, and carried with a vote of 4-0.

Approval of Consent Agenda – A motion was made by Mr. Hess to approve the Minutes from the December 12, 2019 Board Meeting as presented, seconded by Ms. Miller, and carried with a vote of 4-0.

Citizen Comments – There were no citizen comments.

BUSINESS:

5. a. KABA Office Purchase (update) – Mr. Alwine provided an update to the Board Members of purchasing of the office dwelling; KABA has officially closed on the real estate transfer.

5. b. Inter-local Agreement – Mr. Alwine and Mr. Krueger iterated on the discussion from the September 12, 2019 Board Meeting on the Inter-local Agreement regarding moving back the deadline for the Budget (Item 3 on page 5). Mr. Alwine & Mr. Krueger will meet to create the revision before February 13th, 2020 Board Meeting.

5. c. 2020 Budget Amendment – Mr. Alwine suggested to modify the 2020 Budget to allocate for some improvements to the office dwelling. Mr. Hess motioned to amend the Budget by adding a Capital Improvement (Asset), seconded by Mr. Emmons. and carried with a vote of 4-0.

5. d. Holiday Schedule – Ms. Miller motioned to add Christmas Eve as a paid holiday and to continue with having the floating holiday as a paid holiday, seconded by Mr. Emmons, and carried with a vote of 4-0.

Mr. Krueger exited the meeting at approximately 2:30 and returned to the meeting at approximately 2:32pm.

5. e. Contracted Inspector Appointment – Mr. Alwine requested the Board to appoint a contracted building inspector. Mr. Hess motioned to appoint Scott Turner as a contracted building inspector, seconded by Ms. Miller, and carried with a vote 4-0.

5. f. Conflict of Interest (annual) – This is an annual item in which the Board Members acknowledge the policy. Acknowledgement documents were distributed to Board Members for signature.

Mr. Krueger excused himself from the remainder of the meeting.

6. Financial Statements and Reports – Ms. Cassidy announced that the reconciliations for the primary accounts with CCU were not included in the packet; statements were not available. Once statements are posted, the reconciliations will be disbursed via email to the Board Members for review.

6. f. 2020 Engagement Letter/Legal Counsel – Presented in the Board Meeting Packet was the 2020 Engagement Letter from Kreis, Enderle, Hudgins & Borsos. P.C. Ms. Miller motioned to approve the engagement letter and authorize Mr. Alwine to sign, seconded by Mr. Hess, and carried with a vote 4-0.

KABA Board Member Comments – Mr. Emmons apologized for missing so many meetings and will try to be in attendance more.

KABA Staff Comments – Mr. Alwine provided an update on the Pine Grove Township wedding barn. Ms. Cassidy informed the Board of the Insurance Audit results and March 26th & 27th are the dates scheduled for the 2019 financial audit prep by Siegfried Crandall.

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

Drafted: January 13, 2020
Approved: February 13, 2020