

**MINUTES OF THE REGULAR MEETING OF THE
KALAMAZOO AREA BUILDING AUTHORITY
KALAMAZOO, MI
February 13, 2020**

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
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; Alternate KABA Attorney, Charles Bogren, and Office Coordinator/Recording Secretary, Penny Cassidy.

Ms. Mohney introduced Charles Bogren, Alternate KABA Attorney, to the KABA Board.

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

Approval of Consent Agenda – A motion was made by Ms. Miller to approve the Minutes from the January 9, 2020 Board Meeting as presented, seconded by Mr. Hess, and carried with a vote of 4-0.

Citizen Comments – There were no citizen comments.

BUSINESS:

Inter-local Agreement (amendment) – The proposed revisions to the interlocal agreement were included the board packet; which included changes to the dates for budget approval. The revised interlocal agreement will be presented to each board member's municipality for their board's approval. Ms. Harma motioned to approve submittal to the municipalities for their approval on the changes to the interlocal agreement, seconded by Ms. Miller and carried with a roll call vote.

Capital Outlay / Capital Improvements – Mr. Alwine addressed to the Board that KABA has Capital Asset and Expense accounts. Ms. Mohney motioned to remove Capital Improvement (Asset) line item from the budget, which was established at the January 9, 2020 meeting, seconded by Ms. Harma and carried with a vote 4-0. Ms. Mohney motioned to move the \$7000 that had been designated to Capital Improvement (Asset) to the existing #7920 Capital Outlay expense account, seconded by Ms. Harma and carried with a vote of 4-0.

Mr. Hess exited the meeting at 2:15pm and returned at 2:16pm.

Office Security (discussion) – Mr. Alwine offered information of the past & present issues concerning security with the KABA office and suggestions to improve the safety of the office. Ms. Harma motioned to authorize Mr. Alwine to obtain estimates for office security, seconded by Ms. Mohney and carried with a vote 4-0.

Financial Statements and Reports – Ms. Harma inquired on the transition with the new financial institution; Ms. Cassidy informed with new processes, the transition is proceeding smoothly. Ms. Mohney inquired on the Mercantile account reflecting zero balance; Ms. Cassidy informed the Mercantile account was closed out recently.

Mr. Krueger exited the meeting at 2:32pm and returned at 2:34pm.

KABA Board Member Comments – Ms. Harma continues to receive good comments on how professional the KABA staff is and how well the transition has been working.

KABA Staff Comments – Mr. Krueger announced he will be absent from the March Board Meeting and Mr. Bogren will be present.

There was no further business and the meeting was adjourned at approximately 2:35 PM.

Drafted: February 19, 2020
Approved: March 12, 2020