

**MINUTES OF THE REGULAR MEETING OF THE
KALAMAZOO AREA BUILDING AUTHORITY
KALAMAZOO, MI
June 11, 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; Office Coordinator/Recording Secretary, Penny Cassidy; a Representative with Maner Costerisan and one other interested party.

Approval of Agenda – Mr. Alwine requested to add KABA Covid-19 Response Plan as item f. under 6. Business. A motion was made by Ms. Harma to approve the agenda as amended, 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 March 12, 2020 Board Meeting as presented, seconded by Mr. Hess, and carried with a vote of 4-0.

Citizen Comments – Mr. Krueger introduced his mentee/summer clerk to the Board Members.

Presentation /Maner Costerisan – Jordan Smith, CPA with Maner Costerisan presented the key highlights of the 2019 Audited Financial Statements.

BUSINESS:

- a. **Inter-local Agreement** – Mr. Alwine reflected on the changes to the Inter-local Agreement from the February 13th Board Meeting and agreed for the Board Members to present to their municipality Board Members on consideration for approval. Mr. Krueger offered to create a summary paragraph of changes for the Board Members to submit to their boards.
- b. **Office Security** – Mr. Alwine provided an update for office security. Estimates were presented as a handout. Ms. Harma motioned to authorize Mr. Alwine to proceed with the door replacement, door lock release & security estimates presented, not to exceed \$8500, and to authorize the necessary budget adjustment, seconded by Mr. Hess and carried with a vote 4-0.
- c. **Engagement Letter – Maner Costerisan** - Mr. Alwine addressed the Board Members of his approval to the engagement letter, due to the COVID-19 shut down and for the 2019 Audit to proceed on satisfying the State of Michigan deadline requirements. Ms. Miller motioned to approve the Maner Costerisan Engagement letter, seconded by Mr. Hess and carried a vote 4-0.
- d. **Approval of 2019 Audited Financial Statements** – Ms. Harma motioned to approve the 2019 Audited Financial Statements as presented, seconded by Ms. Miller and carried with a vote 4-0.
- e. **Approval of New Member Application** – Mr. Alwine briefed the Board Members for receipt of a New Member Application from the City of Galesburg. Discussion commenced for an addendum to be added to the New Member Application, which will include building authority and zoning administration; excluding ordinance enforcement; municipality to contract an outsource for planning; and trades to be serviced by KABA within 6 months of new membership acceptance. Ms. Harma motioned to approve the complete New Member Application from the City of Galesburg, subject to

the conditions the board discussed and to include applying to the state with those conditions, seconded by Ms. Mohny and carried with a vote 4-0.

Mr. Krueger exited the meeting at 2:38pm and returned at 2:41pm.

- f. KABA COVID-19 Response Plan** – Mr. Alwine presented a handout to the Board Members of the KABA COVID 19 Response Plan, prepared by Mr. Krueger’s office. Ms. Harma motioned to approve the KABA COVID-19 Response Plan, as a living document and recognized that changes could be made to it, seconded by Ms. Miller and carried with a vote 4-0.

Financial and Building Reports – Ms. Cassidy commented on the last statement/reconciliation for the Consumers Credit Union Savings Account is March 2020. No further reconciliations will be created, as the savings account includes only the credit union membership fee. Mr. Alwine provided an update of the upcoming revenue for commercial projects.

KABA Board Member Comments – Ms. Mohny commended Mr. Alwine and KABA staff of the wonderful job throughout the Covid-19 Stay-at-home order. Ms. Barrons noted, with the new member, she will be once again a voting board member.

KABA Staff Comments – Mr. Alwine provided an update of the transitions while moving though the shut down during the pandemic. He also stated that incoming residential remains steady.

There was no further business and the meeting was adjourned at approximately 3:30 PM.

Drafted: June 12, 2020

Approved: July 9, 2020