

**MINUTES OF THE VIRTUAL REGULAR MEETING OF THE
KALAMAZOO AREA BUILDING AUTHORITY
KALAMAZOO, MI
December 10, 2020**

Alternate Chairperson, Randy Thompson called the Virtual Regular Meeting of the Kalamazoo Area Building Authority (KABA) Board to order at approximately 2:05 P.M., Virtual Meeting Via Zoom.

Present: Randy Thompson, Alternate Chairperson / Representative from Comstock Township
Don Smith / Representative from Pine Grove Township
Richard Bagley / Representative from City of Parchment
Lysanne Harma / Representative from Richland Township
Kim Lewis / Representative from Village of Richland
Denise Barrons, At Large Board Member

Absent: Sherine Miller, Treasurer / Representative from Kalamazoo Township

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

Alternate Chairperson asked the Board members to state their name and location for the minutes:

Randy Thompson in Comstock, Michigan
Lysanne Harma in Richland, Michigan
Kim Lewis in the Village of Richland
Richard Bagley in City of Parchment
Don Smith in Pine Grove Township
Denise Barrons in Kalamazoo Township
Robb Krueger in Portage, Michigan
Mike Alwine in Kalamazoo, Michigan
Penny Cassidy in Kalamazoo, Michigan

Approval of Agenda – A motion was made by Ms. Harma to approve the agenda as presented, seconded by Mr. Smith and carried with a vote 6-0.

Approval of Consent Agenda - A motion was made by Ms. Harma to approve the minutes from the October 8, 2020 Board Meeting as presented, seconded by Ms. Barrons and carried with a vote 6-0.

Citizen Comments – There were no citizen comments.

BUSINESS:

a. Appointment Election of Board Members –

The newly appointed Primary & Alternate Members to the KABA Board from each member municipality are as follows:

Comstock Township: Randy Thompson (Supervisor) / Terry McIver (Trustee)
Kalamazoo Township: Steve Leuty (Trustee) / TBD
City of Parchment: Richard Bagley (Commissioner) / Mike Conner (Commissioner)
Pine Grove Township: Don Smith (Supervisor) / TBD
Richland Township: Lysanne Harma (Supervisor) / Paul Foust (Trustee)
Village of Richland: Kim Lewis (Trustee) / TBD

Mr. Smith motioned to elect Mr. Thompson, as Chairperson; Mr. Leuty, as Treasurer; and Ms. Harma, as Secretary to the KABA Board of Directors for a 2-year term, seconded by Ms. Barrons and carried with a vote 6-0.

Raise of Hand Vote: Ayes: Thompson, Smith, Bagley, Harma, Lewis and Barrons.
Nays: None

b. 2021 Board Meeting Dates – The dates for the KABA Regular Board Meetings has been changed to the third (3rd) week of every month on Tuesday at 2pm, beginning in January 2021.

c. Annual Holiday Schedule – Ms. Harma motioned to authorize Mr. Alwine to determine the holiday schedule for KABA on an annual basis and for what is in the best interest of KABA, seconded by Mr. Thompson and carried with a vote 6-0.

Raise of Hand Vote: Ayes: Thompson, Smith, Bagley, Harma, Lewis and Barrons.
Nays: None

d. KABA Construction Board of Appeals Procedure – Ms. Harma motioned to table the KABA Board of Appeals Procedure to the January 19th, 2021 Board Meeting, seconded by Mr. Thompson and carried with a vote 6-0.

Raise of Hand Vote: Ayes: Thompson, Smith, Bagley, Harma, Lewis and Barrons.
Nays: None

e. Appointment of Board of Appeals Members – Ms. Harma motioned to table the Appointment of Board of Appeals Members to the January 19th, 2021 meeting, seconded by Mr. Thompson and carried with a vote 6-0.

Raise of Hand Vote: Ayes: Thompson, Smith, Bagley, Harma, Lewis and Barrons.
Nays: None

Financial and Building Reports – Ms. Harma motioned to remain with the current process of presenting the financial reports to the Board Members monthly, distribute the Financial Control Policy to all of the Board Members, gather details of deposits and make adjustments to process at the January 19th Board Meeting, seconded by Ms. Barrons and carried with a vote 6-0.

Raise of Hand Vote: Ayes: Thompson, Smith, Bagley, Harma, Lewis and Barrons.
Nays: None

KABA Board Member Comments – Ms. Harma thanked the KABA staff for their hard work & dedication during the difficult year with COVID and wished everyone a very Merry Christmas and a Happy New Year. Ms. Lewis thanked everyone for the warm welcome and wished everyone Happy Holidays. Mr. Bagley wished everyone Merry Christmas and Happy New Year and looks forward to working with everyone. Mr. Smith looks forward to working with the Board and wished everyone a Merry Christmas and Happy New Year. Ms. Barrons welcomed the new members and wished everyone a Merry Christmas and Happy New Year. Mr. Thompson welcomed all the new members and wished everyone a Merry Christmas and Happy New Year.

KABA Staff Comments – Mr. Alwine thanked the new members for joining the KABA Board, he looks forward to working with them and really enjoyed the input from the new members. He thanked the other members for their continued participation and support of the KABA Board, the legal counsel & KABA staff for their excellent hands-on support and wished everyone a Merry Christmas & a Happy New Year. Ms. Cassidy wished everyone a Merry Christmas and a Happy New Year. Mr. Krueger welcomed all the new/previous members to the KABA Board, commended the new Board Members for their initiation to enlightenment on KABA's processes and wished everyone a Merry Christmas and a Happy New Year.

With no further business, at approximately 3:15pm, Alternate Chairperson, Mr. Thompson asked for motion to adjourn. Ms. Harma motioned to adjourn, seconded by Ms. Lewis and carried with a vote 6-0.

Raise of Hand Vote: Ayes: Thompson, Smith, Bagley, Harma, Lewis and Barrons.
Nays: None

Drafted: December 15, 2020
Approved: January 19, 2021