

**MINUTES OF THE VIRTUAL REGULAR MEETING OF THE
KALAMAZOO AREA BUILDING AUTHORITY
KALAMAZOO, MI
January 19, 2021**

Board Treasurer, Steve Leuty (Acting Chairperson) called the Virtual Regular Meeting of the Kalamazoo Area Building Authority (KABA) Board to order at approximately 2:15 P.M., Virtual Meeting Via Zoom.

Present: Steve Leuty, Treasurer / Representative from Kalamazoo Township
Don Smith / Representative from Pine Grove Township
Richard Bagley / Representative from City of Parchment
Lysanne Harma, Secretary / Representative from Richland Township
Kim Lewis / Representative from Village of Richland
Denise Barrons, At Large Board Member

Absent: Randy Thompson, Chairperson / Representative from Comstock Township

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

Randy Thompson, Chairperson joined the zoom meeting at approximately 2:20pm

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
Steve Leuty in Kalamazoo Township

Approval of Agenda – A motion was made by Ms. Lewis to approve the agenda as presented, seconded by Ms. Harma, and carried with a roll call vote 7-0.

Roll Call Vote: Ayes: Barrons, Lewis, Bagley, Harma, Smith, Leuty, and Thompson.
Nays: None

Approval of Consent Agenda - A motion was made by Mr. Martin Smith to approve the Consent Agenda as presented, seconded by Mr. Leuty, and carried with a roll call vote 7-0.

Roll Call Vote: Ayes: Barrons, Lewis, Bagley, Harma, Smith, Leuty, and Thompson.
Nays: None

Citizen Comments – There were no citizen comments.

BUSINESS:

- a. KABA Construction Board of Appeals Procedure** – A revised Board of Appeals Procedure was included in the board packet. Ms. Harma motioned to approve the KABA Construction Board of Appeals Procedure as presented, seconded by Ms. Barrons and carried with a roll call vote 7-0.

Roll Call Vote: Ayes: Barrons, Lewis, Bagley, Harma, Smith, Leuty, and Thompson.
Nays: None

- b. Appointment of Board of Appeals Members** – A list of the Construction Board of Appeals Members for 2021-2023 Term was sent via email to the KABA Board Members, as a supplement to the Board Packet. Mr. Leuty motioned to appoint the 6 members listed in the Board Packet

supplement to the KABA Construction Board of Appeals Board, seconded by Ms. Harma, and carried with a roll call vote of 7-0.

Roll Call Vote: Ayes: Barrons, Lewis, Bagley, Harma, Smith, Leuty, and Thompson.
 Nays: None

c. Discussion of Financial Reports on Agenda location – After discussion, the items previously listed under the Financial and Building Reports on the Agenda will be listed under Consent Agenda and referenced in Receipt of.

d. Appointment of Signatories for KABA Financial Accounts – Ms. Harma motioned to appoint Mr. Leuty as a signatory on the KABA financial accounts, seconded by Mr. Bagley, and carried with a roll call vote 7-0.

Roll Call Vote: Ayes: Barrons, Lewis, Bagley, Harma, Smith, Leuty, and Thompson.
 Nays: None

e. KABA Conflict of Interest Policy – The Conflict-of-Interest Policy is an annual function of the KABA Board. All KABA Board Members and their alternates are required to sign the acknowledgment of receipt for the policy.

f. Engagement Letter from Siegfried Crandall (annual) – Ms. Harma motioned to authorize Mr. Alwine to sign the engagement letter from Siegfried Crandall, seconded by Mr. Leuty, and carried with a roll call vote 7-0.

Roll Call Vote: Ayes: Barrons, Lewis, Bagley, Harma, Smith, Leuty, and Thompson.
 Nays: None

Mr. Krueger exited the meeting at 3:10pm.

g. Engagement Letter of KABA Legal Counsel (annual) – Ms. Lewis motioned to authorize Mr. Alwine to sign the engagement letter from Kreis, Enderle, Hudgins & Borcsos, seconded by Ms. Barrons, and carried with a vote 7-0.

Roll Call Vote: Ayes: Barrons, Lewis, Bagley, Harma, Smith, Leuty, and Thompson.
 Nays: None

KABA Board Member Comments – Ms. Harma wished all a Happy New Year and hopes all are healthy. Mr. Leuty announced the Kalamazoo Township Alternate KABA Board Member as Lisa Moaiery. He also thanked everyone for the faith in him as the KABA Treasurer and signatory.

KABA Staff Comments – Ms. Cassidy updated the Board of the dates for the upcoming audit prep and the actual audit. Mr. Alwine thanked the Board and welcomed Mr. Leuty to the position of Treasurer. He also commented on his lack of video due to technical issues. With the December deposit slips being sent as a supplement to the Board Packet, Mr. Alwine requested feedback from the Board Members if the supplements answered their questions. Feedback suggested to continue with the monthly deposit slips as a supplement to the Board Packet.

There was no further business, and the meeting was adjourned at approximately 3:20 PM.

Drafted: January 27, 2021
Approved: February 16, 2021