

**MINUTES OF THE REGULAR MEETING OF THE
KALAMAZOO AREA BUILDING AUTHORITY
KALAMAZOO, MI
May 17, 2022**

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, Chairperson / Representative from Comstock Township
Steve Leuty, Treasurer / Representative from Kalamazoo Township
Robin Madaras / Representative from City of Parchment
Don Smith / Representative from Pine Grove Township
Lysanne Harma, Secretary / Representative from Richland Township
Kim Lewis / Representative from Village of Richland

Absent: Vik Bawa, At-Large Board Member

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

Approval of Agenda – A motion was made by Mr. Leuty to approve the agenda as presented, seconded by Ms. Harma, motion carried.

Approval of Consent Agenda – Mr. Thompson suggested to indicate notes/letters to the Board Members under “Communications” on the agenda in the future. A motion was made by Ms. Lewis to approve the Consent Agenda as presented, seconded by Ms. Madaras, and motion carried.

Citizen Comments – There were no citizen comments.

Presentation – Jordan Smith, CPA with Maner Costerisan - Mr. Smith presented the highlights of the 2021 Financial Statements to the board members, with questions answered at closing.

BUSINESS –

6. a. Approval of 2021 Audited Financial Statements – Ms. Harma motioned to approve the 2021 audited financial statements, seconded by Mr. Leuty, and carried with a vote 6-0.

6. b. Quarterly Board Meetings (Discussion) – After brief discussion, the board meetings will continue with the monthly schedule. If there is no business to attend at such meeting, a cancelation will be posted.

6. c. Financial Control Policy (Revision) – Ms. Lewis motioned to change the second sentence of the first paragraph under the Cash Disbursement Policy section (page 3) in the Financial Control Policy to reflect “Each month, an itemized list of pre-approved disbursements, for the prior month, shall be presented to the Board.”, seconded by Ms. Harma, and carried with a vote 6-0.

6. d. Correspondence to KABA Board Members – Ms. Harma commented on the contact form received from a local construction company.

6. e. Account Funds Transfer (Discussion) – After discussion, Ms. Harma motioned to open a business checking account at Consumers Credit Union to utilize for KABA reserves, seconded by Ms. Lewis, and carried with a vote 6-0.

KABA Board Member Comments – Mr. Smith inquired on the handout of Notice to Permit Holders, with Mr. Alwine offering an explanation. Ms. Madaras thanked Mr. Alwine and Ms. Cassidy for doing a fine job with assisting in a smooth audit. Ms. Lewis commented on an increase in the resident count within the Village of Richland.

KABA Staff Comments – Mr. Alwine commented on a few large commercial permits being submitted for review.

There was no further business. The meeting was adjourned at approximately 3:10 P.M.

Drafted: May 17, 2022
Approved: June 21, 2022