

**MINUTES OF THE REGULAR MEETING OF THE  
KALAMAZOO AREA BUILDING AUTHORITY  
KALAMAZOO, MI  
August 16, 2022**

Chairperson, Randy Thompson called the regular meeting of the Kalamazoo Area Building Authority (KABA) Board to order at approximately 2:05 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  
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** – Alwine requested an addition of Information Security & Privacy Policy under 5. Business as item e. A motion was made by Harma to approve the amended agenda, seconded by Leuty, motion carried.

**Approval of Consent Agenda** – A motion was made by Smith to approve the Consent Agenda, seconded by Madaras, and motion carried.

**Citizen Comments** – There were no citizen comments.

**BUSINESS –**

**5. a. General Insurance Renewal** – Harma motioned to approve the General Insurance Renewal as presented and authorized Alwine to sign the acceptance, seconded by Smith, and carried with a vote 7-0.

**5. b. 2023 Employee Wage Approval** – A handout was presented to the board members. Harma motioned to approve a pay increase for all employees at 5.9%, seconded by Lewis, and carried with a vote 7-0.

**5. c. STD/LTD/Life Insurance Renewal** – Smith motioned to approve the STD/LTD/Life Insurance renewal as presented, seconded by Leuty and carried with a vote 7-0.

**5. d. Permit Fee Schedule** – Harma motioned to approve the permit fee schedule, with the trade inspection fee increasing to \$50 per inspection and a 3.5% increase to the building permit fees, seconded by Lewis, and carried with a vote 7-0.

**5. e. Information Security & Privacy Policy** – Alwine offered details of the Cybersolutions Liability within KABA's general insurance package and requested permission to obtain assistance from KABA legal counsel for creation of a policy. Harma motioned to authorize Alwine to acquire

assistance from KABA legal counsel in creation of Information Security & Privacy Policy, seconded by Lewis, and carried with a vote 7-0.

**KABA Board Member Comments** – Thompson announced Comstock Township received an award from the MEDC for certified redevelopment ready community.

**KABA Staff Comments** – Alwine thanked the board members for their continuous support.

There was no further business. The meeting was adjourned at approximately 2:40 P.M.

Drafted: August 17, 2022

Approved: September 20, 2022