

**MINUTES OF THE REGULAR MEETING OF THE  
KALAMAZOO AREA BUILDING AUTHORITY  
KALAMAZOO, MI  
February 21, 2023**

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  
Vik Bawa, At-Large Board Member

Also present were Building Official, Mike Alwine, and Office Coordinator/Board Liaison, Penny Cassidy.

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

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

**Citizen Comments** – There were no citizens in attendance.

**BUSINESS –**

**5. a. Conflict of Interest (Annual)** - 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.

**5. b. Engagement Letter from KABA Legal Counsel** – Lewis motioned to approve the Engagement Letter from Kreis, Enderle, Hudgins & Borsos for 2023 and authorized Alwine to sign and submit, seconded by Harma, and carried with a vote 7-0.

**KABA Board Member Comments** – Madaras complimented on the monthly accounting statements provided to the board.

**KABA Staff Comments** – Cassidy provided an update of the audit preparation has been completed; waiting on date for actual audit.

There was no further business. The meeting was adjourned at approximately 2:20 P.M.

Drafted: February 22, 2023  
Approved: April 18, 2023