

**MINUTES OF THE REGULAR MEETING OF THE
KALAMAZOO AREA BUILDING AUTHORITY
KALAMAZOO, MI
December 19, 2023**

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

Absent: Randy Thompson, Chairperson / Representative from Comstock Township
Vik Bawa / At-Large Board Member

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

Approval of Agenda – Alwine requested to add Auxiliary Services added to Meeting Postings as 5. C. under Business. A motion was made by Lewis to approve the agenda as amended, seconded by Leuty, and motion carried.

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

Citizen Comments – There were no citizens in attendance.

Business –

5. a. Holiday Schedule – Harma motioned to rescind the previous motion of increasing the Holiday Schedule Policy (Appendix A) with (1) additional floating holiday from the November 21, 2023 Board Meeting, seconded by Leuty, and carried with a vote 5-0.

5. b. Engagement Letter from Siegfried Crandall (Annual) – Leuty motioned to approve the Engagement Letter from Siegfried Crandall for 2023 and authorized Alwine to sign and submit, seconded by Smith, and carried with a vote 5-0.

5. c. Auxiliary Services added to Meeting Postings – A handout was provided. After brief discussion commenced, Lewis motioned to approve the Auxiliary Service Notice, as presented, and to add to all meeting postings and public website for ADA compliance, seconded by Leuty, and carried with a vote 5-0.

Board Member Comments – Madaras announced the City of Parchment has appointed Justin Mendoza, as the KABA Board representative, effective January 2024, and she will become the Alternate Board Member.

Staff Member Comments – Alwine informed the Board Members of a federal lawsuit that involves KABA and Comstock Township.

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

Drafted: December 20, 2023

Approved: January 16, 2024