

**MINUTES OF THE REGULAR MEETING OF THE  
KALAMAZOO AREA BUILDING AUTHORITY  
KALAMAZOO, MI  
June 18, 2024**

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  
Justin Mendoza / Representative from City of Parchment  
Donna Hephner / 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 Krueger; and Office Coordinator/Board Liaison, Penny Cassidy.

**Approval of Agenda** – Lewis requested to have 'Individual Municipalities would/would not Budget for KABA (Discussion)' added to 5. Business. A motion was made by Harma to approve the amended agenda as noted, seconded by Leuty, and motion carried.

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

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

**Business –**

**5. a. Financial Control Policy** – Leuty suggested to the board of increasing the amount for the required 2<sup>nd</sup> signature on checks. Lewis motioned to amend the Financial Control Policy, effective August 1, 2024, with item iv. increases from \$2000 to \$3000; item v. eliminates the first sentence; and item vi. increases from \$2000 to \$3000, seconded by Bawa, and carried with a vote 7-0.

A motion was made by Harma to amend the agenda to include discussion of Credit Card under 5. Business, seconded by Lewis, and motioned carried.

**5. b. Credit Card** - Harma motioned to increase the credit card limit to \$5000, seconded by Mendoza, and carried with a vote 7-0.

**5. c. Individual Municipalities would/would not Budget for KABA (Discussion)** – Lewis inquired on how municipalities could budget for any incurring expense on annual basis to support a shortfall on the KABA budget.

**Board Member Comments** – Lewis announced Village of Richland is hosting a holiday parade on July 4<sup>th</sup> at 11am.

**Staff Member Comments** – Alwine provided an update on the permit trend, which is on the decline.

There was no further business. The meeting was adjourned at approximately 3:00 P.M.

Drafted: June 19, 2024  
Approved: August 20, 2024