

**MINUTES OF THE REGULAR MEETING OF THE  
KALAMAZOO AREA BUILDING AUTHORITY  
KALAMAZOO, MI  
August 20, 2024**

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 / Alternate Representative from City of Parchment  
Lysanne Harma, Secretary / Representative from Richland Township  
Kim Lewis / Representative from Village of Richland  
Vik Bawa / At-Large Board Member

Absent: Donna Hephner / Representative from Pine Grove Township

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 'Village of Richland (Discussion for on-going KABA business)' added to 5. Business as item f. Alwine requested to add a motion to 5. B. Commercial Loan/Mortgage after the discussion. Alwine requested to add 'Purchase of Plotter' added to 5. Business as item g. A motion was made by Harma to approve the amended agenda as noted, seconded by Bawa, and motion carried.

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

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

**Business –**

**5. a. Affidavit for Shredding (Auditors)** – Due to the large volume of obsolete check stock with the 2<sup>nd</sup> signature required over \$1500, Harma motioned to approve the affidavit for shredding, seconded by Leuty, and carried with a vote 6-0.

**5. b. Commercial Loan/Mortgage** – The commercial loan for the KABA office will mature on 01/01/25. Lewis motioned to pay off the remaining balance of mortgage, no later than 12/31/24, seconded by Harma, and carried with a vote 6-0. Lewis motioned to amend the current year budget to include the payoff amount of the mortgage, seconded by Harma, and carried with a vote 6-0. Additional discussion commenced. Lewis motioned to rescind the previous two (2) motions pertaining to the mortgage pay off, seconded by Harma, and carried with a vote 6-0.

Bawa exited the meeting at approximately 2:30pm and returned at approximately 2:34pm.

Lewis motioned to approve paying off the balloon payment for the mortgage in the budget year 2025, seconded by Harma, and carried with a vote 6-0.

**5. c. General Insurance Renewal** - The General Insurance Renewal was tabled for the September 17<sup>th</sup> Board Meeting, allowing Alwine to obtain further information.

**5. d. 2025 Employee Wage Approval** – Harma motion to approve a 4% increase for all employee wages for 2025, seconded by Lewis, and carried with a vote 6-0.

**5. e. STD/LTD/Life Insurance Renewal** – Lewis motion to approve the 11/01/24 – 10/31/25 renewal of the STD/LTD/Life Insurance, seconded by Madaras, and carried with a vote 6-0.

**5. f. Village of Richland (Discussion)** – Lewis provided a summary of the assistance obtained from KABA for a blight issue in the Village of Richland.

**5. g. Plotter Purchase** - Alwine provided an update on the existing plotter at KABA. Lewis motion to approve the purchase of a plotter, up to 15k, with budgeted funds from #6505 (PT Office Admin) in the 2024 Budget, seconded by Madaras, and carried a vote 6-0.

**Board Member Comments** - Leuty informed the board he would not be re-elected (term ends 11/20/24) and had concern of the New Treasurer and/or signer for SMB&T; with possibly appointing an Intern-Treasurer and/or designating another current board member as an additional signer. This will be discussed at the September 17<sup>th</sup> Board Meeting.

Harma thanked the board members for all their insight / recommendations and enjoyed working with each one. Also, on how the board is working pro-actively with placing KABA at a good stage going forward.

**Staff Member Comments** - Alwine thanked the board members for all their support in KABA and commented on how the current board members have worked well together.

There was no further business. The meeting was adjourned at approximately 3:15 P.M.

Drafted: August 21, 2024

Approved: September 17, 2024