

**MINUTES OF THE REGULAR MEETING OF THE  
KALAMAZOO AREA BUILDING AUTHORITY  
KALAMAZOO, MI  
September 17, 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  
Justin Mendoza / Representative from City of Parchment  
Lysanne Harma, Secretary / Representative from Richland Township  
Kim Lewis / Representative from Village of Richland  
Late Arrival: Donna Hephner / Representative from Pine Grove Township  
Absent: 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 have “Discussion” changed to “Info” on 5. Business item a. and item c.; to omit “Reconsideration of” on 5. Business item c.; and to add “Closed Session – update on litigation” as 5. Business item i. A motion was made by Lewis to approve the amended agenda as noted, seconded by Harma, and motion carried.

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

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

**Business –**

**5. a. Commercial Loan/Mortgage (Info)** – Alwine informed the board members there is no penalty for paying off the loan on 01/02/25.

**5. b. General Insurance Renewal** – Alwine addressed the questions regarding General Insurance Renewal at the August 20<sup>th</sup> meeting. Harma motioned to approve the General Insurance Renewal, seconded by Leuty, and carried with a vote 5-0.

**5. c. 2025 Employee Wage (Info)** – Alwine informed the board of the current CPI-Detroit Area numbers for August.

Hephner arrived at approximately 2:10pm

**5. d. Appointment of Interim-Treasurer and/or Signer** – Discussion commenced for appointment of until new boards members are established. Harma motion to appoint Lewis as the Intern-Treasurer and signatory; and Mendoza as an additional signatory, in accordance to the Financial Control Policy, seconded by Thompson, and carried with a vote 6-0.

**5. e. Medical/Dental/Vision Renewal / In Lieu of Medical** - Lewis motion to approve the 12/01/24 – 11/30/25 BCBS renewal, seconded by Leuty, and carried with a vote 6-0.

**5. f. Resolution to Opt Out of PA 152** – Harma motioned to approve the Resolution to Opt Out of PA 152, seconded by Mendoza, carried with a roll call vote: 6-yes and 0-no, with 1 absence.

**5. g. Permit Fee Schedule** – A handout was provided for the proposed permit fee schedule. Harma motioned to approve the Permit Fee Schedule as presented, seconded by Lewis, and carried with a vote 6-0.

**5. h. KABA Budget 2025** – Leuty motioned to approve the 2025 Budget with revisions of the permit revenue to reflect approved permit fee schedule, seconded by Mendoza and carried with a vote 6-0.

**5. i. Closed Session - Update on Litigation** – Alwine requested to enter a closed session at approximately 2:35pm. Harma motion to enter a closed session to discuss Soil Friends v. Charter Township of Comstock, et al., Case No. 1:23-cv-1267, per the Open Meetings Act, seconded by Lewis, carried with a roll call vote: 6-yes and 0-no, with 1 absence.

At approximately 2:45pm, Leuty motioned to leave closed session, seconded by Mendoza, carried with a vote 6-0.

**Board Member Comments** – There were no Board Member comments.

**Staff Member Comments** - Alwine thanked the board members for all their continued support in KABA.

There was no further business. The meeting was adjourned at approximately 2:50 P.M.

Drafted: September 17, 2024

Approved: November 19, 2024