



MINUTES

REGULAR MEETING

December 10, 2020

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority Board was held electronically via telephonic/video conference due to the COVID-19 pandemic was called to order by Vice Chairperson Jim Ritsema at 3:30 p.m. on Thursday, December 10, 2020.

ITEM 2 – ROLL CALL

Members Present: Jim Ritsema, Kalamazoo; Matt Huber, Kalamazoo; Joseph LaMargo, Portage; Jim Pearson, South Portage; Jim VanDyken, mobile in Kalamazoo; Michael Seals, Kalamazoo Township; William Fales, Kalamazoo; Angel Ouwinga, Spring Lake; Don Martin, Kalamazoo; Dexter Mitchell, Kalamazoo; Scott Merlo, WMU; Mark Barnes, Oshtemo Township

Others Present: Nick Arnold, Craig Dieringer, Bryan Ergang, Chad Tackett, Jeff Troyer, Torie Rose, Chris McComb

ITEM 3 – APPROVAL OF MEETING MINUTES

A. November 12, 2020 – Regular Meeting

“Motion by Mr. Seals, second by Mr. Mitchell to approve the meeting minutes for the November 12, 2020 Regular Meeting as presented.”

On a roll call vote, Yes – 12, No – 0. **MOTION CARRIED.**

ITEM 4 - CITIZENS TIME

There was none.

ITEM 5 – FOR CONSIDERATION

A. Executive Director Report

1. Administration’s Monthly Report

Mr. Troyer reviewed the monthly report.

2. November Reconciliation Reports

Mr. Troyer stated the November Reconciliation Report was included in the packet. He noted the November 6 payroll was higher than normal due to the second-year incentive.

3. 2020 Year-to-Date Budget Performance Report

The Budget Performance Report was included in the packet.

4. Correspondence

There was none.

B. Committee Reports

1. Executive Committee – Jim Ritsema

a. 2021 Meeting Dates

Mr. Troyer discussed two options for 2021 Board meeting dates. The Board could continue with monthly meetings or change to bi-monthly meetings until September then switch to monthly for the rest of the year for budgeting purposes.

“Motion by Mr. Mitchell, second by Mr. LaMargo to approve the 2021 KCCDA Board Meeting Schedule with bi-monthly meetings through September then monthly meetings through the end of the year.”

On a roll call vote, Yes – 11, No – 0, No response – 1 (VanDyken). **MOTION CARRIED.**

2. Personnel Committee – Joe LaMargo

a. Meeting Minutes from November 9, 2020

Mr. LaMargo presented the minutes from the November 9, 2020 Personnel Committee meeting.

3. Technical Advisory Committee – Bryan Ergang

Mr. Ergang stated that he had nothing significant to report. Mr. Troyer stated the minutes from the last TAC meeting would be presented at the January Board meeting.

4. Finance Committee – Don Martin

a. Meeting Minute from November 24, 2020

Mr. Martin presented the Finance Committee minutes from the November 24, 2020 meeting.

b. Public Safety Radio Communications Project Financing

Mr. Troyer explained the expansion project with Motorola was approved to pursue financing through Mercantile Bank. After consideration, we have gone back to Motorola and asked for a lease purchase agreement for the remainder owed minus the 25% already paid. The proforma budget shows the loan proceeds removed, includes the use of fund balance to offset payments already made, and removal of the next year of capital equipment costs into the lease line items. We will be spending \$1.33 million for the next five years. Next year the fund balance will drop to \$850,000 before it starts building up in the following years. He stated he is comfortable with this and it is a safe approach. He stated this will not

take the fund balance too low and it will not cause operating cash flow issues. This proposal has been approved by the Finance and Executive Committee.

“Motion by Mr. Seals, second by Mr. LaMargo to approve the Motorola Equipment Lease Purchase Agreement totaling \$6,200,974.50 and authorize the Executive Director to execute all documents.”

On a roll call vote, Yes – 11, No – 0, No response – 1 (VanDyken). **MOTION CARRIED.**

c. 2020 Budget Amendment – REVISION II

Mr. Troyer explained this revision reflects the adjustments due to the changes to financing the public safety radio communications system project.

“Motion by Mr. Seals, second by Mr. LaMargo to approve the 2020 Budget Amendment REVISION II as presented resulting in total expenditures of \$8,148,072.”

On a roll call vote, Yes – 11, No – 0. **MOTION CARRIED.**

C. Old Business

There was none.

D. New Business

1. MERS DC Plan Adoption Agreement Addendums

Mr. Troyer explained this is an outreach program from MERS to better define eligible employees in our plan since part-time employees will now be included in plan. The only change made is the eligibility requirement to include part-time employees and both defined contribution plans have the same definition for compensation.

“Motion by Mr. Seals, second by Mr. LaMargo to approve the MERS DC Plan Adoption Agreement Addendums as presented.”

On a roll call vote, Yes – 11, No – 0. **MOTION CARRIED.**

E. Other Items

1. Member Comments

Mr. Troyer thanked Mr. Seals for his service on the Board and presented an engraved clock as a token of appreciation. He wished Mr. Seals the best in his future endeavors.

Mr. Seals stated he appreciated the clock, the well wishes and the work everyone did. He stated he hoped to work with everyone again and announced he would be serving as the Deputy Treasurer for Kalamazoo Township. He was glad the future was bright because of the millage and they had done what everyone said couldn't be done.

Mr. Pearson said he was sorry to see Mr. Seals. He congratulated Mr. Seals on his position with Kalamazoo Township and was glad he was still serving the community. He enjoyed working with Mr. Seals.

Mr. LaMargo told Mr. Seals it has been a pleasure working with him, wished him good luck and to let him know if he needed anything.

Dr. Fales told Mr. Seals Godspeed and he appreciated all the good work in making this happen.

Mr. Barnes wished Mr. Seals well.

Mr. LaMargo wished everyone Happy Holidays.

Mr. Ritsema wished everyone Happy Holidays.

Mr. Barnes stated Mr. Troyer and staff did a great job with the CAD upgrade.

2. Next regular scheduled meeting – January 14, 2021

3. Adjournment

The meeting was adjourned at 4:05 p.m.

Richard C. Fuller III
Clerk of KCCDA Board of Directors