



MEETING MINUTES for

Kalamazoo County Consolidated Dispatch Authority FINANCE COMMITTEE October 25, 2022

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Finance Committee, held in the Chief Switalski Meeting Room, was called to order by Chair Don Martin at 2:00 p.m. on Tuesday, October 25, 2022.

ITEM 2 – ROLL CALL

Members Present: Don Martin, Randy Thompson, Kevin Catlin, Jim Ritsema, Matt Beauchamp (joined by phone, left at 2:33).

Others Present: Jeff Troyer, Torie Rose, Chris McComb

ITEM 3 – APPROVAL OF MEETING MINUTES

A. May 3, 2022 – Regular Meeting

“Motion by Mr. Thompson, second by Mr. Martin to approve the minutes of the May 3, 2022, meeting of the Finance Committee.”

On a voice vote, **MOTION CARRIED.**

ITEM 4 - CITIZENS TIME

There were no public comments.

ITEM 5 – FOR CONSIDERATION

A. OLD BUSINESS

There was no old business.

B. NEW BUSINESS

1. Financial Audit Quotes

Mr. Troyer stated the RFP was issued mid-summer and we received no responses. He reached out again to multiple companies/firms and was able to obtain three quotes. The low bid was from Kruggel Lawton. They perform audit services for several other authorities. Mr. Troyer recommended Kruggel Lawton.

“Motion by Mr. Ritsema, second by Mr. Catlin to approve Kruggel Lawton, CPA as the financial auditor for a term of three years beginning Fiscal Year 2022.”

On a voice vote, **MOTION CARRIED.**

2. 2022 Budget Amendment – REVISION II

Mr. Troyer presented the 2022 Budget Amendment – Revision II including a review of revenue and expenditure changes.

“Motion by Mr. Catlin, supported by Mr. Thompson to support the 2022 Budget Amendment – REVISION II and recommend Board approval.”

On a voice vote, MOTION CARRIED.

3. 2023 Budget Proposal

Mr. Troyer presented the proposed 2023 budget. He noted the Local Community Stabilization Share revenue of \$596,400 was not anticipated. KCCDA should receive an annual distribution moving forward but it is very volatile because the formula for distribution is very complicated. The Personnel Committee met and reviewed the CBA and Dispatch Supervisor group terms but did not have a quorum, so no official action was taken however, the committee members present had no objections. The budget also proposes a new Administrative Assistant position to assist the Executive Administrative Assistant and do administrative LEIN work. Mr. Troyer then reviewed employee wage increases and step changes for 2023

“Motion by Mr. Catlin, supported by Mr. Ritsema to support the 2023 Budget Proposal and recommend Board approval.”

On a voice vote, MOTION CARRIED.

ITEM 6 - OTHER ITEMS

1. Member Comments

Mr. Martin stated that having cameras in parking areas are a great help.

2. Next Meeting

The next regular scheduled meeting of the KCCDA Finance Committee is to be determined.

ITEM 7 - ADJOURNMENT

The meeting was adjourned at 3:10 p.m.