



## MINUTES

### REGULAR MEETING

September 11, 2025

#### ITEM 1 – CALL TO ORDER

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority Board was called to order by Chair Jan VanDerKley at 3:30 p.m. in the Chief Switalski Meeting Room, Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan on Thursday, September 11, 2025.

#### ITEM 2 – ROLL CALL

Members Present: Jan VanDerKley, Scott Merlo, Jim Ritsema, Matt Huber, Pat McGinnis, Tracie Moored, Jeff Heppler, Greg McComb, Dale Hinz, Mike Bentley, Dr Fales (by phone)

Others Present: Jeff Troyer, Victoria Rose, Chris McComb

#### ITEM 3 – APPROVAL OF MEETING MINUTES

“Motion by Mr. Merlo, second by Mr. Heppler to approve the meeting minutes of the July 10, 2025, Regular Meeting and the July 10, 2025, Closed Session, as presented.”

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

#### ITEM 4 - CITIZENS' TIME

There was none.

#### ITEM 5 – FOR CONSIDERATION

##### A. Executive Director Report

##### 1. Administrative Monthly Report

Mr. Troyer stated the report was included in the packet. He noted that the server migration had been completed, and it went fairly smooth. He thanked the IT departments from other agencies for their collaboration. Mr. Troyer announced a tentative agreement with the union and a September 23 Personnel Committee meeting to discuss.

2. July and August Reconciliation Reports

Mr. Troyer stated the reconciliation reports were included in the packet.

3. Year-to-date Budget Performance Reports

a. 2025 General Fund

b. 2025 Capital Projects Fund

Mr. Troyer stated the reports were included in the packet. He stated he was working on next year's budget and noted nothing out of the ordinary.

4. Correspondence

Mr. Troyer stated that there was no correspondence.

B. Committee Reports

1. Executive Committee – Jan VanDerKley

Ms. VanDerKley stated the committee minutes were included for information.

2. Personnel Committee – Pat McGinnis

Mr. McGinnis stated the Personnel Committee had nothing to report.

3. Technical Advisory Committee – Scott Merlo

Mr. Merlo stated the Technical Advisory Committee minutes were included for information.

4. Finance Committee – Tracie Moored

a. August 26<sup>th</sup> DRAFT Meeting Minutes (information only)

b. Resolution 2025-02: Mercantile Bank Line of Credit Increase

Ms. Moored stated the Finance Committee supported Resolution 2025-02 unanimously.

Mr. Troyer stated the credit card line of credit has not been increased since 2016. There have been a couple instances of the cards getting declined between the time the monthly statements are issued but before the payment is received. After Treasury review, Mercantile Bank recommended doubling the line of credit to \$20,000.

“Motion by Mr. McComb, second by Mr. Merlo to approve increasing the Mercantile Bank credit card line of credit to \$20,000.”

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

c. RFP#25-01 – Architectural and Construction Services Recommendation

Mr. Troyer presented Schley Nelson as the architectural and construction services recommendation for updates to the Stadium Drive building. Their references have been checked, and they are recommended by administration.

“Motion by Mr. McGinnis, second by Mr. Merlo to approve the proposal submitted by Schley Nelson Architects for the purpose of assessing and completing necessary renovations at KCCDA’s primary emergency communications center as presented.”

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

d. RFP #25-02 – Financial Audit Services

Mr. Troyer stated the RFP was for a three-year term of financial audit services. As has happened in the past, there was not much response for this RFP. The one response we received was from the firm we have had the past three years. The proposal does include a large cost increase over the next three years.

“Motion by Mr. Ritsema, second by Mr. Huber to accept and approve the proposal from Kruggel Lawton CPA for financial audit services for fiscal years 2025 through 2027 as presented.”

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

C. Old Business

1. Back-Up Dispatch Center Lease Agreement

Mr. Troyer stated a draft long-term lease agreement has been established. Portage and the County are working to finalize their agreement. KCCDA will make an up-front, lump sum payment to the county and receive in return a rent abatement for one hundred years, gained right of first offer, and 1800 square feet of workspace. He noted that renovations will be the Authority’s responsibility, the electricity will be separated, and back-up power will be provided by county.

D. New Business

There was none.

ITEM 6 – OTHER ITEMS

A. Announcements and Member Comments

There were none.

B. Next regular scheduled meeting – November 13, 2025 (Chief Switalski Meeting Room)

ITEM 7 - ADJOURNMENT

The meeting was adjourned at 3:46 p.m.

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Chris McComb  
Deputy Clerk of KCCDA Board of Directors