

**MINUTES OF THE REGULAR MEETING OF THE
KALAMAZOO AREA BUILDING AUTHORITY
KALAMAZOO, MI
January 21, 2025**

Acting Chairperson, Justin Mendoza called the regular meeting of the Kalamazoo Area Building Authority (KABA) Board to order at approximately 2:05 P.M., at the KABA Offices, 2322 Nazareth Road.

Present: Jerry Amos / Alternate Representative from Comstock Township
Craig Sherwood / Representative from Kalamazoo Township
Justin Mendoza, Treasurer / Representative from City of Parchment
Pam Visser / Representative from Pine Grove Township
Art White, Secretary / Representative from Richland Township
Gail Koporetz / Alternate Representative from Village of Richland
Vik Bawa / At-Large Board Member

Also, present were Building Official, Mike Alwine; and Office Coordinator/Board Liaison, Penny Cassidy.

Approval of Agenda – A motion was made by Bawa to approve the agenda as presented, seconded by Sherwood, and motion carried.

Approval of Consent Agenda – Mendoza noted that members' last names were misspelled in the meeting minutes. A motion was made by Sherwood to approve the Consent Agenda as presented, with changes to the meeting minutes, seconded by White, and motion carried.

Citizen Comments – There were no citizen comments.

Business –

5. a. Conflict of Interest (Annual) – The Conflict-of-Interest Policy is an annual function of the KABA Board. All KABA Board Members and their alternates are required to sign the acknowledgment of receipt for the policy.

5. b. Appointment of Board of Appeals – A list of the Construction Board of Appeals Members for 2025-2027 Term was provided as a handout. White motioned to appoint the six members listed on the handout to the KABA Construction Board of Appeals, seconded by Bawa, and carried with a vote 7-0.

5. c. Engagement Letter from Maner Costerisan (Annual) – Sherwood motioned to accept the Engagement Letter from Maner Costerisan for 2024 - 2026 and authorize Alwine to sign and submit, seconded by Visser, and carried with a vote 7-0.

5. d. Engagement Letter from KABA Legal Counsel (Annual) – Bawa motioned to accept the Engagement Letter from Kreis, Enderle, Hudgins & Borsos, dated January 13, 2025, and authorize Alwine to sign and submit, seconded by Koporetz, and carried with a vote 7-0.

Board Member Comments – Mendoza indicated the City of Parchment is in the process of hiring the next City Manager, as the current one is retiring.

Staff Member Comments – Alwine stressed that if a board packet or such is needed, to please inform Cassidy before the meeting.

There was no further business. The meeting was adjourned at approximately 2:25 P.M.

Drafted: January 23, 2025

Approved: February 18, 2025