

**MINUTES OF THE REGULAR MEETING OF THE  
KALAMAZOO AREA BUILDING AUTHORITY  
KALAMAZOO, MI  
February 18, 2025**

Acting Chairperson, Justin Mendoza 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: Jerry Amos / Representative from Comstock Township  
Craig Sherwood / Representative from Kalamazoo Township  
Justin Mendoza, Treasurer / Representative from City of Parchment  
Art White, Secretary / Representative from Richland Township  
Gail Koporetz / Alternate Representative from Village of Richland

Absent: Pam Visser / Representative from Pine Grove Township  
Vik Bawa / At-Large Board Member

Also, present were KABA Attorney, Robb Krueger; and Office Coordinator/Board Liaison, Penny Cassidy.

**Approval of Agenda** – Mendoza requested to remove 5. a. Paid Medical Leave Act from the Agenda. A motion was made by Koporetz to approve the agenda as amended, seconded by Amos, and motion carried.

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

**Citizen Comments** – There were no citizen comments.

**Business –**

**5. a. 2025 Budget Amendment (Office Equipment)** – Amos motioned to approve the 2025 budget amendment to #7100 (Office Equipment), authorize Alwine to sign Letter of Intent to return leased equipment, and purchased the Kyocera copier, seconded by White.

Roll Call Vote: Yes: Sherwood, White, Amos, Koporetz and Mendoza.  
No: None.  
Absent: Visser and Bawa.

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

**Staff Member Comments** – Cassidy provided an update for the upcoming 2024 audit.

There was no further business. The meeting was adjourned at approximately 2:15 P.M.

Drafted: February 19, 2025  
Approved: April 15, 2025