

**MINUTES OF THE REGULAR MEETING OF THE  
KALAMAZOO AREA BUILDING AUTHORITY  
KALAMAZOO, MI  
December 17, 2024**

Acting Chairperson, Kim Lewis 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 / Alternate Representative from Comstock Township  
Craig Sherwood / Representative from Kalamazoo Township  
Justin Mendoza / Representative from City of Parchment  
Art White / Representative from Richland Township  
Kim Lewis, Interim-Treasurer / Representative from Village of Richland

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

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

Lewis requested to add Introduction as #2 to the agenda. Motioned by Mendoza, seconded by Amos.

**Introduction** – Each board member introduced themselves and shared some of their background.

**Approval of Agenda** – A motion was made by Mendoza to approve the amended agenda, seconded by White, and motioned carried.

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

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

**Business –**

A motion was made by Sherwood to swap Item a and Item b on the agenda, seconded by Mendoza, and motion carried.

**Appointment of Board Members** – A description of the officers' duties from the KABA By-Laws was provided as a handout.

Mendoza nominated Lewis as the KABA Chairman, seconded by White.

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

Lewis nominated Mendoza as the KABA Treasurer, seconded by Amos.

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

Lewis nominated White as the KABA Secretary, seconded by Amos.

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

**Accept resignation of Kim Lewis as Interim-Treasury-Treasurer** – Lewis presented her notice to the board for resigning as Interim-Treasurer.

**2025 Board Meeting Schedule** – White motioned to approve the 2025 Board Meeting Schedule as presented, seconded by Mendoza, and carried with a vote 5-0.

**Engagement Letter from Siegfried Crandall (Annual)** – Mendoza motioned to approve the Engagement Letter from Siegfried Crandall for 2024 and authorized Alwine to sign and submit, seconded by Sherwood, and carried with a vote 5-0.

**Refresher & Introduction to Board on how KABA is organized & its statutory duties** – Alwine provided a synopsis of how KABA is organized and its duties.

**Closed Session to update current & new Board Members on pending litigation** – At approximately 2:30 pm, Lewis moved that the Board meet in closed session under Section 8 (1) (e) of the Open Meetings Act to consult with its attorney regarding trial or settlement strategy in connection with Soil Friends LLC, et al v. Comstock Charter Township, et al (including KABA) US district court of the Western District of Michigan Case No. 1:23-cv-1267; and Comstock Township v. Soil Friends, 8<sup>th</sup> District Court Case No. 24C002 because consultation in an open meeting would have a detrimental financial effect on our litigating or settlement position. Motioned by Mendonza, seconded by White.

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

At approximately 3:40 pm, Amos motioned to leave the closed session, seconded by Mendoza.

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

**Board Member Comments** – Board members welcomed each other to the KABA board.

**Staff Member Comments** – Alwine welcomed the new board members and is looking forward to working with them.

There was no further business. The meeting was adjourned at approximately 3:45 P.M.

Drafted: December 18, 2024  
Approved: January 21, 2025