

**MINUTES OF THE REGULAR MEETING OF THE
KALAMAZOO AREA BUILDING AUTHORITY
KALAMAZOO, MI
July 15, 2025**

Chairperson, Kim Lewis called the regular meeting of the Kalamazoo Area Building Authority (KABA) Board to order at approximately 2:08 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
Kim Lewis, Chairperson / 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; Office Coordinator/Board Liaison, Penny Cassidy; and one additional member of the public in attendance.

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

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

Citizen Comments – There were no citizen comments.

Business –

5. a. Closed Session on Pending Litigation – At approximately 2:12 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, 8th 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 Amos, seconded by White.

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

At approximately 2:25pm, Sherwood motioned to return to the open session, seconded by Mendoza.

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

Mendoza motion to adopt the recommendation from KABA's insurance attorney & KABA's attorney for the settlement proposal, seconded by White.

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

5. b. Sick Time Law Changes to Employee Handbook – Amos motioned to adopt the Sick Time law Changes to the Employee Handbook as presented, seconded by Mendoza and carried with a vote 5-0.

Board Member Comments – Lewis suggested of acquiring sound absorbing panels for the board room; to discuss further at August 19, 2025, board meeting.

Staff Member Comments – Alwine informed the board members of the building inspector retiring at end of 2025; and provided an update on the permit intake has been steady.

There was no further business. The meeting was adjourned at approximately 2:35 P.M.

Drafted: July 16, 2025
Approved: August 19, 2025