

**MINUTES OF THE REGULAR MEETING OF THE  
KALAMAZOO AREA BUILDING AUTHORITY  
KALAMAZOO, MI  
August 19, 2025**

Acting Chairperson, Justin Mendoza called the regular meeting of the Kalamazoo Area Building Authority (KABA) Board to order at approximately 2:14 P.M., at the KABA Offices, 2322 Nazareth Road.

Present: Justin Mendoza, Treasurer / Representative from City of Parchment  
Pam Visser / Representative from Pine Grove Township  
Art White, Secretary / Representative from Richland Township  
Vik Bawa / At-Large Board Member

Absent: Jerry Amos / Representative from Comstock Township  
Craig Sherwood / Representative from Kalamazoo Township  
Kim Lewis, Chairperson / Representative from Village of Richland

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

**Approval of Agenda** – Alwine requested to add "Confirmation of the appointment of the B.O. recommended candidate for Building Inspector" as Item 5. e. A motion was made by White to approve the agenda as amended, seconded by Bawa, and motion carried.

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

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

**Business –**

**5. a. General Insurance Renewal** – Alwine informed the board members of the changes made to the policy. White motioned to approve the General Insurance Renewal for 2025-2026 & allow Alwine to sign on behalf, seconded by Bawa, and carried with a vote 4-0.

**5. b. 2026 Employee Wage Approval** – Bawa motioned to approve a 4% increase for the building official and the hourly employee's wages for 2026, seconded by White, and carried with a vote 4-0

**5. c. LTD/STD/Life Insurance Renewal** – White motioned to approve the 11/01/25 – 10/31/26 renewal of the STD/LTD/Life Insurance, seconded by Visser, and carried with a vote 4-0.

**5. d. Acoustic Panels** – Lewis suggested acoustic panels in the boardroom at the July 15<sup>th</sup> board meeting. Visser motioned to approve the proposed purchase of the acoustic panels for the boardroom utilizing funds from the Building Maintenance & Repairs account of the 2025 budget, seconded by Bawa, and carried with a vote 4-0.

**5. e. Confirmation of the appointment of the B.O. recommended candidate for Building Inspector** – Alwine provided a synopsis of his recommendation for the incoming building inspector. Mendoza motioned to confirm, per the recommendation of the building official, the appointment of Jeff Kubiak as building inspector, with pending of obtaining a building inspector's registration from the

State of Michigan, seconded By Visser, and carried with a vote 4-0.

**Board Member Comments** – White provided an update of solar power in Richland Township.

**Staff Member Comments** – Alwine thanked the board members for supporting KABA.

There was no further business. The meeting was adjourned at approximately 2:40 P.M.

Drafted: August 19, 2025

Approved: September 16, 2025