

**MINUTES OF THE REGULAR MEETING OF THE  
KALAMAZOO AREA BUILDING AUTHORITY  
KALAMAZOO, MI  
December 16, 2025**

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 / Representative from Comstock Township  
Justin Mendoza, Treasurer / Representative from City of Parchment  
Pam Visser / Representative from Pine Grove Township  
Art White, Secretary / Representative from Richland Township  
Kim Lewis, Chairperson / Representative from Village of Richland  
Vik Bawa / At-Large Board Member

Absent: Craig Sherwood / Representative from Kalamazoo Township

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

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

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

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

**Business –**

**5. a. 2026 Board Meeting Schedule** – Amos motion to accept the 2026 KABA Board Meeting Schedule as presented, seconded by Mendoza, and carried with a vote 6-0.

**5. b. Engagement Letter from Siegfried Crandall** – White motion to approve the Engagement Letter from Siegfried Crandall for the 2025 audit prep, and authorized Alwine to sign on behalf of KABA, seconded by Visser, and carried with a vote 6-0.

**5. c. Building Inspector Discussion** – After discussion commenced, Mendoza motion to appoint Garrett Reitenour as contracted temporary independent building inspector for 2026, at a rate to be determined by Alwine, seconded by Amos, and carried with a vote 6-0. Also, Alwine disclosed he had a prospect candidate for a contracted electrical inspector for backup to the primary electrical inspector.

**Board Member Comments** – Mendoza announced the appointment of KABA Alternate Board Member from the City of Parchment is Doug Fooy. Mendoza has been appointed as the Vice Mayor for the City of Parchment. Lewis announced the Village of Richland's clerk has submitted her resignation and a replacement will be appointed soon. Lewis announced she will be on vacation during January & February board meetings, and Mendoza will be acting chairperson. Board Members wished all a Merry Christmas.

**Staff Member Comments** – Alwine thanked the board for their support and provided an update on

the acoustic panels in the board room.

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

Drafted: December 16, 2025

Approved: January 20, 2026