

**MINUTES OF THE REGULAR MEETING OF THE
KALAMAZOO AREA BUILDING AUTHORITY
KALAMAZOO, MI
March 17, 2026**

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 Office, 2322 Nazareth Road.

Present: Craig Sherwood / Representative from Kalamazoo Township
Jerry Amos / Representative from Comstock Township
Justin Mendoza, Treasurer / Representative from City of Parchment
Pam Visser / Representative from Pine Grove Township
Jason Ramer / Representative from Richland Township
Kim Lewis, Chairperson / Representative from Village of Richland

Absent: Vik Bawa / At-Large Board Member

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

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

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

Citizen Comments – There were no citizen comments.

Business –

5. a. Appointment of Board Secretary – With the resignation of Secretary White, Ramer motion to accept the appointment as the KABA Board Secretary, seconded by Amos.

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

5. b. Building Maintenance – Alwine provided the board with a synopsis of the prior building maintenance that commenced two years ago. The gutter system has a run-off issue and an estimate for the gutters to be run underground was obtained. Visser motioned to approve the estimate for the underground gutter run-offs, utilizing the funds available in the building maintenance account, seconded by Mendoza and carried with a vote 6-0.

Board Member Comments – Mendoza wished everyone a Happy St. Patrick's Day. Ramer thanked the board members.

Staff Member Comments – Alwine provided an update on the new building inspector and the permit intake. Cassidy announced the audit prep has commenced, and auditors will be onsite on April 20th.

There was no further business. The meeting was adjourned at approximately 2:10 P.M.

Drafted: March 19, 2026

Approved: May 19, 2026