KABA Board of Directors Meeting
Thursday, June 8, 2017
2:00 PM

AGENDA

KABA Offices
2322 Nazareth Road
Kalamazoo, MI 49048

Business:

1. Call to Order
2. Approval of Agenda
3. Consent Agenda
    a. Approval of Minutes from the May 11, 2017 KABA Board Meeting
    b. Building Report
    c. Financial Reports
    d. Checking Account Summary
4. Citizen Comments on Non-Agenda Items
5. Operational Decisions
    a. Approval of KABA Employee Handbook
    b. Approval of Conflict of Interest Policy Procedures
    c. Discussion of Fraud Risk Management Policy
    d. Discussion of Ordinance Enforcement & Zoning/Planning Fee Schedules
    e. Discussion of Parchment / L.C. Howard Demolition Permit
6. KABA Board Member Comments
7. KABA Staff Member Comments
8. Adjournment

NEXT KABA BOARD MEETING: THURSDAY, JULY 13, 2017
2:00 PM
KALAMAZOO AREA BUILDING AUTHORITY OFFICES

MAY 11, 2017

KABA BOARD MEETING

MINUTES

Kalamazoo Area Building Authority (KABA)
Board Meeting
May 11, 2017

The KABA meeting was held at the offices of the Kalamazoo Area Building Authority. Board Chairperson Michelle Mohney called the meeting to order at 2:00 P.M.

PRESENT:
Michelle Mohney, Representative from Comstock Township
Sherine Miller, Representative from Kalamazoo Township
Eric Cronin, Representative from the City of Parchment
Denise Barrons, At-Large Board Member
Michael Conner, Parchment Resident Member
Jon Schurr, Kalamazoo Resident Member

Also present were KABA Building Official Mike Alwine, KABA Attorney Robb Krueger, KABA Office Coordinator Penny Cassidy and KABA Operations Coordinator / Recording Secretary Kerrie LeClercq.

Approval of Agenda – A motion was made by Ms. Mohney to approve the agenda, seconded by Mr. Cronin and carried with a vote of 6-0.

Approval of Consent Agenda – Ms. Miller made a motion to approve the full consent agenda as presented, seconded by Mr. Schurr, and carried with a vote of 6-0.

Citizen Comments – There were no citizen comments.

KABA Motion Log – Mr. Alwine presented the motion log that has been created to record all motions (with the exception of approval of the agenda and consent agenda motions) made by the KABA Board of Directors. The log has been completed retroactively and will continue to be updated with all new motions following every KABA Board meeting. Additionally, the Board has requested that a copy of the log be included with every quarterly KABA Board packet, sorted with the latest dates listed first.

KABA Employee Handbook – The changes made by Mr. Cronin to the Gifts/Gratuities section of the Handbook were reviewed. A decision was made to table approval of the handbook to give the new Board members an opportunity to review it in its entirety prior to casting a vote. The Handbook will be considered for approval at the June 2017 KABA Board meeting.

*KABA Board Chairperson Michelle Mohney took an opportunity to introduce the new KABA At-Large Board member, Denise Barrons, to the rest of the Board.

KABA Conflict of Interest Policy – Mr. Alwine advised the Board that at KABA's recent audit, it was discovered that there is an aspect of the Conflict of Interest Policy that hasn't been put into practice. The Board Members and the Building Official should be provided with a copy of the policy and asked to sign an Acknowledgement of Receipt. Mr. Krueger voiced a few suggestions to strength the policy and will have an associate at his law firm review the language. The Conflict of Interest Policy will be added to the June 2017 Board meeting agenda for approval, at which time an Acknowledgement of Receipt will be provided for signature.

KABA Fraud Risk Management Policy – The Board reviewed the policy, which had been approved by a previous Board. Mr. Krueger stated that the elements of this policy have already been covered in several other policies and the KABA Employee Handbook, making this policy redundant. Mr. Cronin made a motion to remove the policy with the assurance that all applicable elements are covered in other policies and the Handbook. Mr. Schurr seconded the motion and it carried with a vote of 6-0. Mr. Krueger will follow up with Attorney John Gardner to ensure that all relevant information is covered in other policies and the Handbook. He will report back to the Board on this matter at the June 2017 KABA Board meeting.

2017 KABA Budget Amendment – Mr. Alwine and Ms. Cassidy offered a brief summary of KABA's historical computer services budget. When discussing the code books that KABA makes available to contractors/homeowners at cost, Mr. Cronin asked if there has been any discussion of charging a slight administrative fee over and above the cost of the book and shipping, but keeping the total under the retail cost. Ms. Mohney made a motion to approve the transfer of $2,500 from Account #6810 (Computer Support – External) to Account #7125 (Computer – Hardware/Software) and the transfer of $2,000 from Account $6810 (Computer Support – External) to Account # 7130 (Resource Materials). The motion was supported by Mr. Cronin and carried with a vote of 6-0.

Ordinance Enforcement & Planning/Zoning Fee Schedules – Mr. Cronin stated that he will follow up with the Parchment City Commission to determine if Parchment would like KABA to be responsible for its Planning/Zoning and Ordinance Enforcement services. Mike advised the Board that he had requested that KABA's contracted Ordinance Enforcement Officer and Planning/Zoning Administrator submit a proposed fee schedule for their services. He also sought input from the Comstock Township Zoning Administrator, Jodi Stefforia. Mr. Alwine gave a brief overview of the resulting proposed fee schedules. Mr. Alwine will be doing further research with each of KABA's member jurisdictions and a sub-committee has been formed to determine how KABA may be involved with Ordinance Enforcement. The sub-committee members are Mike Alwine, Michelle Mohney, Sherine Miller and Eric Cronin, and the first meeting will take place on Wednesday, May 24th at 11 AM at the KABA offices. Further discussion of the fee schedules was tabled until the June 2017 KABA Board meeting.

KABA Board Member Comments – There were no Board member comments.

KABA Staff Comments – Mr. Alwine welcomed Ms. Barrons to her first KABA Board of Directors meeting. He also advised the Board that he is beginning the process of reaching out to new jurisdictions to determine if they have interest in becoming a member of KABA. Mr. Krueger gave kudos to Mr. Alwine's son for his contribution to the art exhibit at the Celery Flats.

There was no further business and the meeting was adjourned at approximately 3:34 PM.

Next Meeting – June 8, 2017 at the KABA Offices at 2:00 p.m.

Drafted: May 18, 2017
Approved:

BUILDING REPORT

BUILDING REPORT

May 2017 Residential and Commercial Building Permits and Construction Values

A. Total Number of Commercial & Agricultural Permits Issued – 5
B. Total Construction Value for Commercial & Agricultural Permits - $845,794
C. Total Number of New Residential Construction Permits Issued – 8
D. Total Construction Value for New Residential Permits – $1,745,534
E. Total Number of All Other Residential Permits Issued – 47
F. Total Construction Value for All Other Residential Permits – $230,822

Revenue / Permit Summary YTD

A. Total KABA Revenue in May 2017 - $33,408 **vs.** Total KABA Revenue in May 2016 - $93,173. **This is a decrease of 64.1%**
B. Total Number of Permits Issued in May 2017 – 166 **vs.** Total Number of Permits Issued in May 2016 - 235. **This is a decrease 29.4%**
C. Total KABA YTD Revenue in 2017 - $137,984 **vs.** Total KABA YTD Revenue this time in 2016- $325,808. **This is a decrease of 57.7%**
D. Total Number of Permits Issued YTD 2017 – 593 **vs.** Total Number of Permits Issued this time in 2016 – 1043. **This is a decrease 43.14%**
E. The YTD 2017 Revenue of $137,984 is **24.8%** of the forecast for the entire year 2017 Revenue.

FINANCIAL REPORTS

2017 MONTHLY KABA PERMITS BY JURISDICTION

MONTH OF MAY 2017

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	25	$ 13,907
COMSTOCK	ELECTRICAL	15	$ 2,237
COMSTOCK	MECHANICAL	12	$ 1,866
COMSTOCK	PLUMBING	12	$ 1,806
COMSTOCK	SPECIAL	1	$ 45
TOTAL COMSTOCK		**65**	**$ 19,861**
KALAMAZOO	BUILDING	35	$ 5,221
KALAMAZOO	ELECTRICAL	25	$ 3,460
KALAMAZOO	MECHANICAL	22	$ 2,703
KALAMAZOO	PLUMBING	11	$ 1,473
KALAMAZOO	SPECIAL	3	$ 135
TOTAL KALAMAZOO		**96**	**$ 12,992**
PARCHMENT	BUILDING	3	$ 305
PARCHMENT	ELECTRICAL	0	$ -
PARCHMENT	MECHANICAL	2	$ 250
PARCHMENT	PLUMBING	0	$ -
PARCHMENT	SPECIAL	0	$ -
TOTAL PARCHMENT		**5**	**$ 555**
TOTAL KABA		**166**	**$ 33,408**

REVENUE	REVENUE
MAY 2016	% PREV YEAR MONTH
$ 93,173	35.9%

PERMITS	PERMITS
MAY 2016	% 2016 - YTD
235	70.6%

2017 MONTHLY KABA PERMITS BY JURISDICTION

YEAR TO DATE AS OF: MAY 2017

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	91	$ 39,319
COMSTOCK	ELECTRICAL	57	$ 10,484
COMSTOCK	MECHANICAL	58	$ 14,223
COMSTOCK	PLUMBING	41	$ 7,127
COMSTOCK	SPECIAL	5	$ 235
TOTAL COMSTOCK		**252**	**$ 71,388**
KALAMAZOO	BUILDING	98	$ 32,161
KALAMAZOO	ELECTRICAL	79	$ 12,151
KALAMAZOO	MECHANICAL	77	$ 11,952
KALAMAZOO	PLUMBING	58	$ 7,957
KALAMAZOO	SPECIAL	14	$ 715
TOTAL KALAMAZOO		**326**	**$ 64,936**
PARCHMENT	BUILDING	4	$ 455
PARCHMENT	ELECTRICAL	1	$ 100
PARCHMENT	MECHANICAL	6	$ 761
PARCHMENT	PLUMBING	0	$ -
PARCHMENT	SPECIAL	4	$ 345
TOTAL PARCHMENT		**15**	**$ 1,661**
TOTAL KABA	**YTD**	**593**	**137,984**

REVENUE	REVENUE
YTD - MAY 2016	% 2016 - YTD
$ 325,808	42.4%

REVENUE
% 2017 YTD BUDGET
83.6%

PERMITS	PERMITS
YTD - MAY 2016	% 2016 - YTD
1043	56.9%

2017 MONTHLY CUMULATIVE TOTALS	2017 MONTHLY CUMULATIVE TOTALS	
# PERMITS	REVENUE	
109	$ 25,081	JAN
83	$ 24,707	FEB
122	$ 27,555	MAR
113	$ 27,234	APRIL
166	$ 33,408	MAY
-	$ -	JUNE
-	$ -	JULY
-	$ -	AUG
-	$ -	SEPT
-	$ -	OCT
-	$ -	NOV
-	$ -	DEC
593	137,984	2017

Kalamazoo Area Building Authority
Profit & Loss
May 2017

	May 17
INCOME	
4010 · Building Permits	21,446.00
4015 · Special Permits	335.00
4020 · Electrical Permits	6,189.00
4030 · Mechanical Permits	5,628.00
4040 · Plumbing Permits	3,929.00
4600 · Investment Income	15.58
Total Income	37,542.58
EXPENSE	
6500 · Payroll Expenses	
6501 · Salary - Building Official	9,375.00
6503 · Salary - Building Inspector	7,500.00
6505 · Wages - Administrative	14,066.25
6510 · Payroll Taxes	2,380.77
6511 · LTD / STD / AD&D / Life	442.18
6512 · 401A (KABA)	1,876.28
6513 · Health Insurance	2,626.92
Total 6500 · Payroll Expenses	38,267.40
6800 · Legal Fees	553.59
6810 · Computer Support (External)	224.98
6820 · Accounting Services	3,226.25
7100 · Office Equipment	580.74
7110 · Office Supplies	100.36
7120 · Water Cooler	41.50
7130 · Resource Materials	-16.25
7400 · Rent/Lease Expense	2,215.00
7420 · Lawn Care/Snow Removal	10.04
7450 · Maintenance & Repairs - Office	105.00
7500 · Utilities	303.34
7550 · Trash Removal	32.89
7600 · Security (Office)	44.99
7610 · Telephone - Office	579.82
7611 · Telephone - Cellular	235.88
7711 · Contracted Electrical Inspector	2,220.00
7712 · Contracted Mechanical Inspector	2,295.00
7713 · Contracted Plumbing Inspector	1,305.00
7800 · Mileage Reimbursement	552.12
7999 · Misc Expense	75.65
Total Expense	52,953.30
NET INCOME	-15,410.72

Kalamazoo Area Building Authority
Profit & Loss
January through May 2017

	Jan - May 17
INCOME	
4010 · Building Permits	67,821.00
4015 · Special Permits	1,600.00
4020 · Electrical Permits	22,743.00
4030 · Mechanical Permits	26,469.30
4040 · Plumbing Permits	15,389.00
4600 · Investment Income	147.62
4700 · Other Income	35.00
Total Income	134,204.92
EXPENSE	
6010 · Advertising and Marketing	1,015.43
6200 · Bank Fees	-25.50
6500 · Payroll Expenses	
6501 · Salary - Building Official	32,812.50
6503 · Salary - Building Inspector	26,250.00
6505 · Wages - Administrative	50,528.60
6510 · Payroll Taxes	9,346.49
6511 · LTD / STD / AD&D / Life	2,280.43
6512 · 401A (KABA)	7,060.31
6513 · Health Insurance	20,382.09
6500 · Payroll Expenses - Other	-162.00
Total 6500 · Payroll Expenses	148,498.42
6650 · Meals	37.21
6700 · Insurance - General	3,386.06
6800 · Legal Fees	9,513.59
6810 · Computer Support (External)	15,694.03
6820 · Accounting Services	9,804.81
7100 · Office Equipment	2,596.35
7110 · Office Supplies	1,536.39
7115 · Postage	531.55
7120 · Water Cooler	137.50
7125 · Computer (Hardware/Software)	2,030.00
7130 · Resource Materials	1,379.83
7400 · Rent/Lease Expense	11,075.00
7420 · Lawn Care/Snow Removal	582.04
7450 · Maintenance & Repairs - Office	119.82
7500 · Utilities	1,644.65
7550 · Trash Removal	156.70
7600 · Security (Office)	224.95
7610 · Telephone - Office	2,701.49
7611 · Telephone - Cellular	707.76
7701 · At-Large/Alternate Board Member	375.00
7711 · Contracted Electrical Inspector	13,965.00
7712 · Contracted Mechanical Inspector	15,520.80
7713 · Contracted Plumbing Inspector	8,610.00
7800 · Mileage Reimbursement	2,393.07
7810 · Training Expense	1,105.00
7999 · Misc Expense	106.62
Total Expense	255,423.57
NET INCOME	-121,218.65

CHECKING ACCOUNT

SUMMARY

Register: 1020 · Primary Checking / Consumers CU

From 05/01/2017 through 05/31/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/01/2017			4010 · Building Permits	Deposit		X	55.00	67,147.89
05/01/2017			-split-	Deposit		X	1,508.00	68,655.89
			Special Permits	PS17-06-012			55.00	
			Building Permits	PB17-06-124			55.00	
			Building Permits	PB17-07-125			55.00	
			Building Permits	PB17-06-126			55.00	
			Building Permits	PB17-06-096			1,288.00	
05/01/2017			-split-	Deposit		X	4,623.00	73,278.89
			Electrical Permits	PE17-06-093			246.00	
			Mechanical Permits	PM17-06-103			125.00	
			Mechanical Permits	PM17-06-104			125.00	
			Electrical Permits	PE17-06-094			101.00	
			Building Permits	PB17-07-116			100.00	
			Building Permits	PB17-07-118			264.00	
			Electrical Permits	PE17-07-095			490.00	
			Building Permits	PB17-06-117			1,289.00	
			Building Permits	PB17-07-122			100.00	
			Building Permits	PB17-07-121			150.00	
			Plumbing Permits	PP17-06-072			110.00	
			Mechanical Permits	PM17-07-105			161.00	
			Mechanical Permits	PM17-07-106			300.00	
			Plumbing Permits	PP17-07-074			150.00	
			Mechanical Permits	PM17-06-082			135.00	
			Mechanical Permits	PM17-06-108			125.00	
			Electrical Permits	PE17-06-098			105.00	
			Electrical Permits	PE16-07-306			45.00	
			Plumbing Permits	PP17-06-075			100.00	
			Plumbing Permits	PP17-06-076			100.00	
			Mechanical Permits	PM17-06-109			165.00	
			Electrical Permits	PE17-07-097			137.00	
05/01/2017			4020 · Electrical Permits	Deposit - ID # ...		X	146.00	73,424.89
05/02/2017			4010 · Building Permits	Deposit - ID # ...		X	150.00	73,574.89
05/02/2017			4020 · Electrical Permits	Deposit - ID # ...		X	113.00	73,687.89
05/02/2017			4020 · Electrical Permits	Deposit - ID # ...		X	113.00	73,800.89

Register: 1020 · Primary Checking / Consumers CU
From 05/01/2017 through 05/31/2017
Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/02/2017			4020 · Electrical Permits	Deposit - ID # ...		X	113.00	73,913.89
05/02/2017			4020 · Electrical Permits	Deposit - ID # ...		X	113.00	74,026.89
05/02/2017			4010 · Building Permits	Deposit - ID # ...		X	75.00	74,101.89
05/02/2017			4020 · Electrical Permits	Deposit - ID # ...		X	105.00	74,206.89
05/02/2017			4010 · Building Permits	Deposit - ID # ...		X	55.00	74,261.89
05/02/2017			4020 · Electrical Permits	Deposit - ID # ...		X	113.00	74,374.89
05/02/2017	ACH	QuickBooks Payroll ...	-split-	Created by Pay...	7,709.66	X		66,665.23
			Accounting Services	Fee for 5 direct...	-8.75			
			Direct Deposit Liabilities		-7,700.91			
05/03/2017			4020 · Electrical Permits	Deposit - ID # ...		X	45.00	66,710.23
05/03/2017	ACH	Great-West	2200 · Payroll Liabiliti...	Group Acct# 9...	622.77	X		66,087.46
05/03/2017	ACH	Basic	2200 · Payroll Liabiliti...	130286	50.00	X		66,037.46
05/03/2017	EFTPS	Dept of Treasury (IR...	-split-	80-8004851	2,637.42	X		63,400.04
			Federal Withhold/ FICA		-1,057.00			
			Federal Withhold/ FICA		-640.43			
			Federal Withhold/ FICA		-640.43			
			Federal Withhold/ FICA		-149.78			
			Federal Withhold/ FICA		-149.78			
			Federal Withhold/ FICA		0.00			
05/03/2017	3624	MISDU	2200 · Payroll Liabiliti...	911772678	128.97	X		63,271.07
05/03/2017	3625	State of Michigan/Wi...	2200 · Payroll Liabiliti...	80-0804851 - ...	777.57	X		62,493.50
05/03/2017	DD30044	Alwine, Michael R	-split-	Direct Deposit		X		62,493.50
			Salary - Building Official		-2,812.50			
			Salary - Building Official		-312.50			
			Health Insurance		-55.00			
			MISDU		128.97			

Register: 1020 · Primary Checking / Consumers CU
From 05/01/2017 through 05/31/2017
Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
			401A (KABA)		-190.80			
			401A (KABA)		190.80			
			Federal Withhold/ FICA		0.00			
			Federal Withhold/ FICA		345.00			
			Payroll Taxes		-197.16			
			Federal Withhold/ FICA		197.16			
			Federal Withhold/ FICA		197.16			
			Payroll Taxes		-46.11			
			Federal Withhold/ FICA		46.11			
			Federal Withhold/ FICA		46.11			
			State Withholding		122.07			
			Direct Deposit Liabilities		2,340.69			
05/03/2017	DD30045	Cassidy, Penny M	-split-	Direct Deposit		X		62,493.50
			Wages - Administrative		-1,584.00			
			Wages - Administrative		-176.00			
			401A (KABA)		-105.60			
			401A (KABA)		105.60			
			Federal Withhold/ FICA		0.00			
			Federal Withhold/ FICA		215.00			
			Payroll Taxes		-109.12			
			Federal Withhold/ FICA		109.12			
			Federal Withhold/ FICA		109.12			
			Payroll Taxes		-25.52			
			Federal Withhold/ FICA		25.52			
			Federal Withhold/ FICA		25.52			
			State Withholding		68.26			
			Direct Deposit Liabilities		1,342.10			
05/03/2017	DD30046	Feist, Erin L	-split-	Direct Deposit		X		62,493.50
			Wages - Administrative		-1,240.00			
			401A (KABA)		-74.40			
			401A (KABA)		74.40			
			HSA Contribution (Em...		50.00			
			Wage Garnishment - E....		263.59			
			Federal Withhold/ FICA		0.00			
			Federal Withhold/ FICA		55.00			
			Payroll Taxes		-73.78			
			Federal Withhold/ FICA		73.78			
			Federal Withhold/ FICA		73.78			

Register: 1020 · Primary Checking / Consumers CU
From 05/01/2017 through 05/31/2017
Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
			Payroll Taxes		-17.26			
			Federal Withhold/ FICA		17.26			
			Federal Withhold/ FICA		17.26			
			State Withholding		39.62			
			Direct Deposit Liabilities		740.75			
05/03/2017	DD30047	LeClercq, Kerrie L	-split-	Direct Deposit		X		62,493.50
			Wages - Administrative		-1,644.50			
			401A (KABA)		-98.67			
			401A (KABA)		98.67			
			Federal Withhold/ FICA		0.00			
			Federal Withhold/ FICA		145.00			
			Payroll Taxes		-101.96			
			Federal Withhold/ FICA		101.96			
			Federal Withhold/ FICA		101.96			
			Payroll Taxes		-23.84			
			Federal Withhold/ FICA		23.84			
			Federal Withhold/ FICA		23.84			
			State Withholding		50.28			
			Direct Deposit Liabilities		1,323.42			
05/03/2017	DD30048	Roy, Stephen A	-split-	Direct Deposit		X		62,493.50
			Salary - Building Inspe...		-2,500.00			
			Health Insurance		-55.00			
			401A (KABA)		-153.30			
			401A (KABA)		153.30			
			Federal Withhold/ FICA		0.00			
			Federal Withhold/ FICA		297.00			
			Payroll Taxes		-158.41			
			Federal Withhold/ FICA		158.41			
			Federal Withhold/ FICA		158.41			
			Payroll Taxes		-37.05			
			Federal Withhold/ FICA		37.05			
			Federal Withhold/ FICA		37.05			
			State Withholding		108.59			
			Direct Deposit Liabilities		1,953.95			
05/04/2017			4010 · Building Permits	Deposit - ID # ...		X	55.00	62,548.50
05/04/2017	3626	Alwine, Michael R	7800 · Mileage Reimb...	April 2017 Mil...	148.73	X		62,399.77

Register: 1020 · Primary Checking / Consumers CU
From 05/01/2017 through 05/31/2017
Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/04/2017	3627	Bel-Aire Heating & ...	4030 · Mechanical Per...	Refund of perm...	115.00	X		62,284.77
05/04/2017	3628	Alwine, Michael R	7611 · Telephone - Cel...	03/17-04/16/17	87.82	X		62,196.95
05/04/2017	3629	Doug Scott	2000 · Accounts Payable	04/24-04/30/17...	720.00	X		61,476.95
05/04/2017	3630	Grossman Law	2000 · Accounts Payable	Matter of D. Re...	213.59	X		61,263.36
05/04/2017	3631	Neofunds by Neopost	2000 · Accounts Payable	7900 0440 442...	500.00	X		60,763.36
05/05/2017			4010 · Building Permits	Deposit - ID # ...		X	75.00	60,838.36
05/05/2017			4040 · Plumbing Permits	Deposit - ID # ...		X	178.00	61,016.36
05/08/2017			4020 · Electrical Permits	Deposit		X	227.00	61,243.36
05/08/2017			7130 · Resource Mater...	Deposit		X	236.00	61,479.36
05/08/2017			-split-	Deposit		X	315.00	61,794.36
			Building Permits	PB17-07-139			150.00	
			Electrical Permits	PE17-06-114			165.00	
05/08/2017			-split-	Deposit		X	4,967.00	66,761.36
			Electrical Permits	PE17-07-099			242.00	
			Electrical Permits	PE17-07-100			105.00	
			Mechanical Permits	PM17-06-103			30.00	
			Mechanical Permits	PM17-18-110			125.00	
			Mechanical Permits	PM17-06-111			125.00	
			Mechanical Permits	PM17-07-112			230.00	
			Plumbing Permits	PP17-06-077			160.00	
			Special Permits	PS16-06-077			55.00	
			Mechanical Permits	PM17-06-113			260.00	
			Mechanical Permits	PM17-07-114			255.00	
			Building Permits	PB17-06-129			75.00	
			Electrical Permits	PE17-06-103			105.00	
			Building Permits	PB17-06-132			100.00	
			Mechanical Permits	PM17-06-115			100.00	
			Plumbing Permits	PP17-06-078			100.00	
			Building Permits	PB17-06-133			100.00	

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
			Mechanical Permits	PM17-06-116			100.00	
			Plumbing Permits	PP17-06-079			100.00	
			Building Permits	PB17-06-134			100.00	
			Mechanical Permits	PM17-06-117			100.00	
			Plumbing Permits	PP17-06-080			100.00	
			Building Permits	PB17-06-135			100.00	
			Mechanical Permits	PM17-06-118			100.00	
			Plumbing Permits	PP17-06-081			100.00	
			Building Permits	PB17-06-136			100.00	
			Mechanical Permits	PM17-06-119			100.00	
			Plumbing Permits	PP17-06-082			100.00	
			Mechanical Permits	PM17-07-120			245.00	
			Building Permits	PB17-06-102			100.00	
			Mechanical Permits	PM17-07-121			125.00	
			Mechanical Permits	PM16-06-127			45.00	
			Building Permits	PB17-06-140			100.00	
			Electrical Permits	PE17-06-110			151.00	
			Building Permits	PB17-07-141			100.00	
			Plumbing Permits	PP17-06-071			100.00	
			Mechanical Permits	PM17-06-122			135.00	
			Plumbing Permits	PP17-0-083			100.00	
			Electrical Permits	PE17-06-111			115.00	
			Mechanical Permits	PM17-18-123			125.00	
			Electrical Permits	PE17-06-112			139.00	
			Electrical Permits	PE17-07-113			120.00	
05/08/2017			4020 · Electrical Permits	Deposit - ID # ...		X	45.00	66,806.36
05/10/2017			4020 · Electrical Permits	Deposit - ID # ...		X	105.00	66,911.36
05/11/2017			4020 · Electrical Permits	Deposit - ID # ...		X	326.00	67,237.36
05/11/2017	3632	KCHCS	7999 · Misc Expense	disposal of obs...	55.65	X		67,181.71
05/11/2017	3633	Siegfried Crandall PC	2000 · Accounts Payable	VOID: 4850		X		67,181.71
05/11/2017	3634	MP Services/Terry T...	2000 · Accounts Payable	VOID: 04/24-0...		X		67,181.71
05/11/2017	3635	Kreis, Enderle, Hudg...	2000 · Accounts Payable	VOID: KABA-...		X		67,181.71

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/11/2017	3636	Modern Lawn Care	2000 · Accounts Payable	Lawncare - 04/...	117.00	X		67,064.71
05/11/2017	3637	Republic Services	2000 · Accounts Payable	3-0249-0132197	32.85	X		67,031.86
05/11/2017	3638	Siegfried Crandall PC	2000 · Accounts Payable	4850	4,762.50	X		62,269.36
05/11/2017	3639	MP Services/Terry T...	2000 · Accounts Payable	04/24-05/07/17...	1,530.00	X		60,739.36
05/11/2017	3640	MP Services/Terry T...	2000 · Accounts Payable	Victory Church...	90.00	X		60,649.36
05/11/2017	3641	Consumers Energy	2000 · Accounts Payable	1030 2269 7348	221.97	X		60,427.39
05/11/2017	3642	Doug Scott	2000 · Accounts Payable	05/01-05/07/17...	720.00	X		59,707.39
05/11/2017	3643	Kreis, Enderle, Hudg...	2000 · Accounts Payable	KABA-0007	340.00	X		59,367.39
05/11/2017	3644	Alwine, Michael R	7420 · Lawn Care/Sno...	Reimburse / M...	10.04	X		59,357.35
05/11/2017	3646	Mohr Power, LLC	4020 · Electrical Permits	PE17-06-112 / ...	20.00			59,337.35
05/11/2017	3647	Roy, Stephen A	7611 · Telephone - Cel...	03/23-04/22/17	60.24	X		59,277.11
05/11/2017	3648	Roy, Stephen A	7800 · Mileage Reimb...	Apr 2017 Mile...	403.39	X		58,873.72
05/11/2017	3649	Blue Cross Blue Shield	2000 · Accounts Payable	#007038181 00...	2,296.92	X		56,576.80
05/12/2017			4030 · Mechanical Per...	Deposit - ID # ...		X	6.00	56,582.80
05/12/2017			4040 · Plumbing Permits	Deposit - ID # ...		X	198.00	56,780.80
05/15/2017			-split-	Deposit		X	90.00	56,870.80
			Special Permits	PS17-06-009			45.00	
			Special Permits	PS17-06-008			45.00	
05/15/2017			-split-	Deposit		X	2,164.00	59,034.80
			Mechanical Permits	PM17-06-124			125.00	
			Mechanical Permits	PM17-07-25			125.00	
			Mechanical Permits	PM16-07-593			45.00	
			Building Permits	PB17-07-145			55.00	
			Plumbing Permits	PP17-06-085			100.00	

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
			Building Permits	PB17-07-131			170.00	
			Building Permits	PB17-06-147			55.00	
			Plumbing Permits	PP17-07-086			258.00	
			Plumbing Permits	PP17-07-087			246.00	
			Electrical Permits	PE17-07-115			111.00	
			Building Permits	PB17-07-151			55.00	
			Building Permits	PB17-06-143			100.00	
			Building Permits	PB15-06-781			90.00	
			Mechanical Permits	PM17-06-126			101.00	
			Mechanical Permits	PM17-07-127			125.00	
			Building Permits	PB17-06-148			171.00	
			Electrical Permits	PE17-06-118			232.00	
05/16/2017	ACH	QuickBooks Payroll ...	-split-	Created by Pay...	8,288.85	X		50,745.95
			Accounting Services	Fee for 5 direct...	-8.75			
			Direct Deposit Liabilities		-8,280.10			
05/17/2017			4010 · Building Permits	Deposit - ID # ...		X	55.00	50,800.95
05/17/2017	ACH	Great-West	2200 · Payroll Liabiliti...	Group Acct# 9...	627.06	X		50,173.89
05/17/2017	ACH	Basic	2200 · Payroll Liabiliti...	130286	50.00	X		50,123.89
05/17/2017	EFTPS	Dept of Treasury (IR...	-split-	80-8004851	2,659.34	X		47,464.55
			Federal Withhold/ FICA		-1,068.00			
			Federal Withhold/ FICA		-644.86			
			Federal Withhold/ FICA		-644.86			
			Federal Withhold/ FICA		-150.81			
			Federal Withhold/ FICA		-150.81			
			Federal Withhold/ FICA		0.00			
05/17/2017	3650	MISDU	2200 · Payroll Liabiliti...	911772678	128.97	X		47,335.58
05/17/2017	DD30049	Alwine, Michael R	-split-	Direct Deposit		X		47,335.58
			Salary - Building Official		-2,890.62			
			Salary - Building Official		-234.38			
			Health Insurance		-55.00			
			MISDU		128.97			
			401A (KABA)		-190.80			
			401A (KABA)		190.80			

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
			Federal Withhold/ FICA		0.00			
			Federal Withhold/ FICA		345.00			
			Payroll Taxes		-197.16			
			Federal Withhold/ FICA		197.16			
			Federal Withhold/ FICA		197.16			
			Payroll Taxes		-46.11			
			Federal Withhold/ FICA		46.11			
			Federal Withhold/ FICA		46.11			
			State Withholding		122.07			
			Direct Deposit Liabilities		2,340.69			
05/17/2017	DD30050	Cassidy, Penny M	-split-	Direct Deposit		X		47,335.58
			Wages - Administrative		-1,584.00			
			Wages - Administrative		-176.00			
			401A (KABA)		-105.60			
			401A (KABA)		105.60			
			Federal Withhold/ FICA		0.00			
			Federal Withhold/ FICA		215.00			
			Payroll Taxes		-109.12			
			Federal Withhold/ FICA		109.12			
			Federal Withhold/ FICA		109.12			
			Payroll Taxes		-25.52			
			Federal Withhold/ FICA		25.52			
			Federal Withhold/ FICA		25.52			
			State Withholding		68.26			
			Direct Deposit Liabilities		1,342.10			
05/17/2017	DD30051	Feist, Erin L	-split-	Direct Deposit		X		47,335.58
			Wages - Administrative		-1,240.00			
			401A (KABA)		-74.40			
			401A (KABA)		74.40			
			HSA Contribution (Em...		50.00			
			Wage Garnishment - E....		-263.59			
			Federal Withhold/ FICA		0.00			
			Federal Withhold/ FICA		55.00			
			Payroll Taxes		-73.78			
			Federal Withhold/ FICA		73.78			
			Federal Withhold/ FICA		73.78			
			Payroll Taxes		-17.25			
			Federal Withhold/ FICA		17.25			

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
			Federal Withhold/ FICA		17.25			
			State Withholding		39.62			
			Direct Deposit Liabilities		1,267.94			
05/17/2017	DD30052	LeClercq, Kerrie L	-split-	Direct Deposit		X		47,335.58
			Wages - Administrative		-1,540.00			
			Wages - Administrative		-176.00			
			401A (KABA)		-102.96			
			401A (KABA)		102.96			
			Federal Withhold/ FICA		0.00			
			Federal Withhold/ FICA		156.00			
			Payroll Taxes		-106.39			
			Federal Withhold/ FICA		106.39			
			Federal Withhold/ FICA		106.39			
			Payroll Taxes		-24.88			
			Federal Withhold/ FICA		24.88			
			Federal Withhold/ FICA		24.88			
			State Withholding		53.31			
			Direct Deposit Liabilities		1,375.42			
05/17/2017	DD30053	Roy, Stephen A	-split-	Direct Deposit		X		47,335.58
			Salary - Building Inspe...		-2,500.00			
			Health Insurance		-55.00			
			401A (KABA)		-153.30			
			401A (KABA)		153.30			
			Federal Withhold/ FICA		0.00			
			Federal Withhold/ FICA		297.00			
			Payroll Taxes		-158.41			
			Federal Withhold/ FICA		158.41			
			Federal Withhold/ FICA		158.41			
			Payroll Taxes		-37.05			
			Federal Withhold/ FICA		37.05			
			Federal Withhold/ FICA		37.05			
			State Withholding		108.59			
			Direct Deposit Liabilities		1,953.95			
05/18/2017	online	CCU - Mastercard	2000 · Accounts Payable		322.65	X		47,012.93
05/18/2017	3651	Adams Remco	2000 · Accounts Payable	KZO166	147.03	X		46,865.90

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/18/2017	3652	Doug Scott	2000 · Accounts Payable	05/08-05/14/17	420.00	X		46,445.90
05/18/2017	3653	Frank Murphy	2000 · Accounts Payable		2,215.00	X		44,230.90
05/18/2017	3654	Great America Finan...	2000 · Accounts Payable	012-1138166-0...	287.61	X		43,943.29
05/18/2017	3655	MP Services/Terry T...	2000 · Accounts Payable	05/08-05/14/17...	1,260.00			42,683.29
05/18/2017	3656	Zemlick	2000 · Accounts Payable	2846-0	64.38	X		42,618.91
05/19/2017			4020 · Electrical Permits	Deposit - ID # ...		X	45.00	42,663.91
05/22/2017			-split-	Deposit		X	135.00	42,798.91
			Special Permits	PS17-06-012			45.00	
			Special Permits	PS17-06-014			45.00	
			Special Permits	PS17-06-017			45.00	
05/22/2017			-split-	Deposit		X	1,816.00	44,614.91
			Electrical Permits	PE17-06-049			196.00	
			Electrical Permits	PE17-07-044			45.00	
			Plumbing Permits	PP17-06-059			45.00	
			Electrical Permits	PE17-06-121			121.00	
			Electrical Permits	PE17-07-122			105.00	
			Electrical Permits	PE17-07-126			105.00	
			Mechanical Permits	PM17-07-131			155.00	
			Mechanical Permits	PM17-06-132			155.00	
			Mechanical Permits	PM17-06-133			170.00	
			Mechanical Permits	PM17-07-134			155.00	
			Electrical Permits	PE17-07-127			156.00	
			Building Permits	PB17-06-161			408.00	
05/22/2017			-split-	Deposit		X	13,128.00	57,742.91
			Building Permits	PB17-06-105			171.00	
			Building Permits	PB17-07-095			4,404.00	
			Electrical Permits	PE17-06-098			45.00	
			Mechanical Permits	PM17-06-129			130.00	
			Building Permits	PB17-07-153			55.00	
			Mechanical Permits	PM17-06-130			155.00	
			Electrical Permits	PE17-06-119			130.00	
			Electrical Permits	PE16-07-548			45.00	

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
			Plumbing Permits	PP17-07-089			125.00	
			Building Permits	PB17-07-152			150.00	
			Building Permits	PB17-07-150			100.00	
			Electrical Permits	PE17-07-120			105.00	
			Building Permits	PB17-06-164			55.00	
			Building Permits	PB17-06-165			55.00	
			Building Permits	PB17-07-166			55.00	
			Mechanical Permits	PM16-07-351			45.00	
			Mechanical Permits	PM17-07-138			45.00	
			Electrical Permits	PE17-06-123			141.00	
			Building Permits	PB17-06-160			1,301.00	
			Plumbing Permits	PP17-06-090			100.00	
			Building Permits	PB17-07-159			1,389.00	
			Plumbing Permits	PP17-07-091			100.00	
			Building Permits	PB17-07-154			1,141.00	
			Plumbing Permits	PP17-07-092			100.00	
			Building Permits	PB17-07-158			1,301.00	
			Plumbing Permits	PP17-07-093			100.00	
			Building Permits	PB17-07-157			1,380.00	
			Plumbing Permits	PP17-07-094			100.00	
			Electrical Permits	PE17-06-124			105.00	
05/22/2017	3657	Schumacher Electric,...	4020 · Electrical Permits	Refund Permit ...	246.00			57,496.91
05/23/2017			4020 · Electrical Permits	Deposit - ID # ...		X	45.00	57,541.91
05/23/2017			4020 · Electrical Permits	Deposit - ID # ...		X	131.00	57,672.91
05/24/2017			4010 · Building Permits	Deposit - ID # ...		X	55.00	57,727.91
05/25/2017			7130 · Resource Mater...	Deposit - ID # ...		X	16.25	57,744.16
05/25/2017	3658	Abraham & Gaffney	2000 · Accounts Payable	audit - 12/31/16	3,200.00			54,544.16
05/25/2017	3659	Charter Comm	2000 · Accounts Payable	8245 12 515 05...	119.98	X		54,424.18
05/25/2017	3660	City of Kalamazoo (...	2000 · Accounts Payable	NAH00232205	108.48			54,315.70
05/25/2017	3661	Creative Group	2000 · Accounts Payable	Website Hostin...	105.00			54,210.70

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/25/2017	3662	Doug Scott	2000 · Accounts Payable	05/15-05/21/16...	405.00	X		53,805.70
05/25/2017	3663	EMC Insurance	2000 · Accounts Payable	4X81794	677.26	X		53,128.44
05/25/2017	3664	Gordon Water Systems	2000 · Accounts Payable	64826	41.50			53,086.94
05/25/2017	3665	Neopost	2000 · Accounts Payable	60678927-367...	146.10			52,940.84
05/25/2017	3666	Sun Life Assurance	2000 · Accounts Payable	232633	442.18			52,498.66
05/25/2017	3667	TelNet	2000 · Accounts Payable	CORP-009849	579.82	X		51,918.84
05/25/2017	3668	MP Services/Terry T...	2000 · Accounts Payable	05/15-05/21/17...	720.00			51,198.84
05/25/2017	3669	Zemlick	2000 · Accounts Payable	2846-0	100.36			51,098.48
05/25/2017	3670	Hi-Tech Electric Co.	4020 · Electrical Permits	Refund Permit...	162.00			50,936.48
05/26/2017			4010 · Building Permits	Deposit - ID # ...		X	55.00	50,991.48
05/26/2017			4010 · Building Permits	Deposit - ID # ...		X	100.00	51,091.48
05/26/2017	3671	Alwine, Michael R	7611 · Telephone - Cel...	04/17-05/16/17	87.82			51,003.66
05/26/2017	3672	Redmond Engineerin...	2000 · Accounts Payable	Hospitality Ho...	500.00			50,503.66
05/26/2017	3673	Premier Roofing	4010 · Building Permits	Refund for Bld...	58.00			50,445.66
05/30/2017			-split-	Deposit		X	2,308.00	52,753.66
			Electrical Permits	PE17-07-100			26.00	
			Building Permits	PB17-06-156			850.00	
			Building Permits	PB17-07-155			1,262.00	
			Building Permits	PB17-07-183			170.00	
05/30/2017			-split-	Deposit		X	3,632.00	56,385.66
			Plumbing Permits	PP17-06-095			170.00	
			Building Permits	PB16-07-656			45.00	
			Mechanical Permits	PM17-06-135			165.00	
			Plumbing Permits	PP17-07-096			279.00	
			Building Permits	PB17-06-169			55.00	

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
			Mechanical Permits	PM17-06-136			125.00	
			Mechanical Permits	PM17-07-137			125.00	
			Plumbing Permits	PP16-07-360			45.00	
			Electrical Permits	PE17-06-128			70.00	
			Electrical Permits	PE17-06-129			212.00	
			Electrical Permits	PE17-06-130			145.00	
			Building Permits	PB17-06-171			35.00	
			Building Permits	PB17-06-172			35.00	
			Building Permits	PB17-06-173			35.00	
			Building Permits	PB17-06-174			35.00	
			Building Permits	PB17-06-175			35.00	
			Building Permits	PB17-06-176			35.00	
			Building Permits	PB17-06-177			100.00	
			Plumbing Permits	PP17-07-097			120.00	
			Building Permits	PB17-06-146			150.00	
			Building Permits	PB17-06-179			55.00	
			Building Permits	PB17-06-170			170.00	
			Electrical Permits	PE17-06-132			151.00	
			Building Permits	PB17-07-182			75.00	
			Building Permits	PB17-06-180			170.00	
			Electrical Permits	PE17-06-134			100.00	
			Electrical Permits	PE17-07-133			100.00	
			Plumbing Permits	PP17-06-098			245.00	
			Mechanical Permits	PM17-06-138			125.00	
			Building Permits	PB17-07-185			100.00	
			Mechanical Permits	PM17-07-139			25.00	
			Mechanical Permits	PM17-07-139			75.00	
			Plumbing Permits	PP17-07-099			100.00	
			Mechanical Permits	PM17-07-140			125.00	
05/30/2017			4030 · Mechanical Per...	Deposit ID # 3...			105.00	56,490.66
05/30/2017			4010 · Building Permits	Deposit ID # 3...			55.00	56,545.66
05/30/2017			4010 · Building Permits	Deposit ID # 3...			205.00	56,750.66
05/30/2017	ACH	QuickBooks Payroll ...	-split-	Created by Pay...	8,015.22	X		48,735.44
			Accounting Services	Fee for 5 direct...	-8.75			
			Direct Deposit Liabilities		-8,006.47			

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/31/2017			4020 · Electrical Permits	Deposit ID # 3...			120.00	48,855.44
05/31/2017			4010 · Building Permits	Deposit ID # 3...			55.00	48,910.44
05/31/2017			4600 · Investment Inco...	Interest		X	10.29	48,920.73
05/31/2017	ACH	Great-West	2200 · Payroll Liabiliti...	Group Acct# 9...	626.45			48,294.28
05/31/2017	ACH	Basic	2200 · Payroll Liabiliti...	130286	50.00			48,244.28
05/31/2017	EFTPS	Dept of Treasury (IR...	-split-	80-8004851	2,658.78	X		45,585.50
			Federal Withhold/ FICA		-1,069.00			
			Federal Withhold/ FICA		-644.23			
			Federal Withhold/ FICA		-644.23			
			Federal Withhold/ FICA		-150.66			
			Federal Withhold/ FICA		-150.66			
			Federal Withhold/ FICA		0.00			
05/31/2017	PTO Adj...	Feist, Erin L	-split-			X		45,585.50
			Wages - Administrative		62.00			
			Wages - Administrative		-62.00			
			401A (KABA)		0.00			
			401A (KABA)		0.00			
			Federal Withhold/ FICA		0.00			
			Federal Withhold/ FICA		0.00			
			Payroll Taxes		0.00			
			Federal Withhold/ FICA		0.00			
			Federal Withhold/ FICA		0.00			
			Payroll Taxes		0.00			
			Federal Withhold/ FICA		0.00			
			Federal Withhold/ FICA		0.00			
			State Withholding		0.00			
05/31/2017	3674	MISDU	2200 · Payroll Liabiliti...	911772678	128.97			45,456.53
05/31/2017	3675	State of Michigan/Wi...	2200 · Payroll Liabiliti...	80-0804851 - ...	1,172.09			44,284.44
05/31/2017	DD30054	Alwine, Michael R	-split-	Direct Deposit		X		44,284.44
			Salary - Building Official		-2,812.50			
			Salary - Building Official		-312.50			

Register: 1020 · Primary Checking / Consumers CU
From 05/01/2017 through 05/31/2017
Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
			Health Insurance		-55.00			
			MISDU		128.97			
			401A (KABA)		-190.80			
			401A (KABA)		190.80			
			Federal Withhold/ FICA		0.00			
			Federal Withhold/ FICA		345.00			
			Payroll Taxes		-197.16			
			Federal Withhold/ FICA		197.16			
			Federal Withhold/ FICA		197.16			
			Payroll Taxes		-46.11			
			Federal Withhold/ FICA		46.11			
			Federal Withhold/ FICA		46.11			
			State Withholding		122.07			
			Direct Deposit Liabilities		2,340.69			
05/31/2017	DD30055	Cassidy, Penny M	-split-	Direct Deposit		X		44,284.44
			Wages - Administrative		-1,760.00			
			401A (KABA)		-105.60			
			401A (KABA)		105.60			
			Federal Withhold/ FICA		0.00			
			Federal Withhold/ FICA		215.00			
			Payroll Taxes		-109.12			
			Federal Withhold/ FICA		109.12			
			Federal Withhold/ FICA		109.12			
			Payroll Taxes		-25.52			
			Federal Withhold/ FICA		25.52			
			Federal Withhold/ FICA		25.52			
			State Withholding		68.26			
			Direct Deposit Liabilities		1,342.10			
05/31/2017	DD30056	Feist, Erin L	-split-	Direct Deposit		X		44,284.44
			Wages - Administrative		-1,030.75			
			Wages - Administrative		-155.00			
			401A (KABA)		-71.15			
			401A (KABA)		71.15			
			HSA Contribution (Em...		50.00			
			Federal Withhold/ FICA		0.00			
			Federal Withhold/ FICA		49.00			
			Payroll Taxes		-70.42			
			Federal Withhold/ FICA		70.42			

Register: 1020 · Primary Checking / Consumers CU
From 05/01/2017 through 05/31/2017
Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
			Federal Withhold/ FICA		70.42			
			Payroll Taxes		-16.47			
			Federal Withhold/ FICA		16.47			
			Federal Withhold/ FICA		16.47			
			State Withholding		37.32			
			Direct Deposit Liabilities		962.54			
05/31/2017	DD30057	LeClercq, Kerrie L	-split-	Direct Deposit		X		44,284.44
			Wages - Administrative		-1,584.00			
			Wages - Administrative		-176.00			
			401A (KABA)		-105.60			
			401A (KABA)		105.60			
			Federal Withhold/ FICA		0.00			
			Federal Withhold/ FICA		163.00			
			Payroll Taxes		-109.12			
			Federal Withhold/ FICA		109.12			
			Federal Withhold/ FICA		109.12			
			Payroll Taxes		-25.52			
			Federal Withhold/ FICA		25.52			
			Federal Withhold/ FICA		25.52			
			State Withholding		55.18			
			Direct Deposit Liabilities		1,407.18			
05/31/2017	DD30058	Roy, Stephen A	-split-	Direct Deposit		X		44,284.44
			Salary - Building Inspe...		-2,500.00			
			Health Insurance		-55.00			
			401A (KABA)		-153.30			
			401A (KABA)		153.30			
			Federal Withhold/ FICA		0.00			
			Federal Withhold/ FICA		297.00			
			Payroll Taxes		-158.41			
			Federal Withhold/ FICA		158.41			
			Federal Withhold/ FICA		158.41			
			Payroll Taxes		-37.04			
			Federal Withhold/ FICA		37.04			
			Federal Withhold/ FICA		37.04			
			State Withholding		108.59			
			Direct Deposit Liabilities		1,953.96			
05/31/2017	194		4010 · Building Permits	To adjust uncle...		X	5.00	44,289.44

Register: 1020 · Primary Checking / Consumers CU

From 05/01/2017 through 05/31/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance

KABA CONFLICT OF INTEREST POLICY

KALAMAZOO AREA BUILDING AUTHORITY
CONFLICT OF INTEREST POLICY

Article I

Purpose

Board Members and Officers of the Kalamazoo Area Building Authority ("KABA"), a governmental nonprofit authority and tax-exempt organization, owe KABA the duty of loyalty. This duty requires Board Members and Officers to act in the best interest of the KABA. The Board Members and Officers shall avoid any conflict, or the appearance of conflict, between their own interest and the interests of the KABA.

The purpose of this Conflict of Interest Policy ("Policy") is to protect KABA's interest and integrity when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an Officer or Board Member of the KABA or might result in a possible excess benefit transaction. This Policy is intended to supplement, but not replace (i) the KABA Bylaws and (ii) any applicable state and federal laws governing conflict of interest applicable to governmental nonprofit organizations. If any conflict exists between this Policy and the KABA Bylaws, the Bylaws shall control.

Article II

Definitions

1. Interested Person.

Any Board Member, Officer, or member of a committee with governing board-delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Excess Benefit Transaction.

An excess benefit transaction is a transaction in which an economic benefit is provided to an applicable tax-exempt organization, directly or indirectly, to or for the use of a disqualified person, and the value of the economic benefit provided by the organization exceeds the value of the consideration received by the organization.

3. Financial Interest.

a. An ownership or investment interest in any entity with which KABA has a transaction or arrangement;

b. A compensation arrangement with KABA or with any entity or individual with

which KABA has a transaction or arrangement; or

c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which KABA is negotiating a transaction or arrangement.

Compensation includes direct or indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the disinterested Board Members or designated committee determines that a conflict of interest exists.

Article III

Procedures

1. Duty to Disclose.

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board Members and members of committees with governing board-delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists.

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedure for Addressing the Conflict of Interest.

a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the governing board or committee shall determine whether KABA can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances which would not produce a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested Board Members whether the transaction or arrangement is in KABA's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy.

a. If the governing board or committee has reasonable cause to believe a Board Member or Officer has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV

Records of Proceedings

The minutes of the governing board and all committees with board-delegated powers shall contain:

a. the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

b. the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including nay alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V

Compensation

a. A voting member of the governing board who receives compensation, directly or indirectly, from KABA for services is precluded from voting on matters pertaining to that member's compensation.

b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from an organization for services is precluded from voting on matters pertaining to that member's compensation.

c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who received compensation, directly or indirectly, from KABA, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI

Annual Statements

Each Board Member, Officer, and member of a committee with governing board-delegated powers shall annually sign a statement which affirms that such person:

a. has received a copy of this Conflict of Interest Policy;

b. has read and understands the Policy;

c. has agreed to comply with the Policy; and

d. understands that KABA is a governmental nonprofit authority and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII

Periodic Reviews

To ensure KABA operates in a manner consistent with its governmental nonprofit purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

a. whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.

b. whether partnerships, joint ventures, and arrangements with management organizations conform to KABA's written policies are properly recorded, reflect reasonable investment or payments for goods and services, further governmental nonprofit purposes, and do not result in inurement, impermissible private benefit, or in an excess benefit transaction.

Article VIII

Use of Outside Experts

When conducting the periodic reviews as provided under Article VII, KABA may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

KABA
Kalamazoo Area Building Authority

ACKNOWLEDGEMENT OF RECEIPT OF KABA CONFLICT OF INTEREST POLICY

I have received a copy of KABA's Conflict of Interest Policy and have read and understood the contents of that policy. I am hereby agreeing to comply with the policy in its entirety. I will sign the two copies of this Acknowledgement of Receipt, retain one copy for myself, and return one copy to the KABA Building Official for retention.

Signature: _____ Date: _____

Printed Name: _____

2322 Nazareth Rd.
Kalamazoo, MI 49048
www.kaba-mi.org

Ph: 269-216-9511
Fax: 269-250-9078
Permits@kaba-mi.org

KABA

Kalamazoo Area Building Authority

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KABA FRAUD RISK

MANAGEMENT POLICY

Fraud Risk Management

Approved: November 5, 2015

The Kalamazoo Area Building Authority (KABA) takes the effective prevention and detection of fraudulent activity extremely seriously. Based on the recommendation of the Board, KABA has adopted the Fraud Risk Management Policy which is applicable to all employees with immediate effect.

Fraud is defined as any intentional act committed to secure unlawful or unfair gain, whether in cash or in kind. Fraud can occur internally or externally – by employees or third parties – and can be perpetrated individually or in collusion with others.

Policy Objective

This Policy aims to protect the reputation and assets of KABA from loss or damage resulting from suspected or confirmed incidents of fraud and/or misconduct. The Policy will provide guidance to all employees, including third parties, on reporting any suspicious activity and handling critical information and evidence.

The Fraud Risk Management Policy will help to strengthen the existing anti-fraud controls by raising the awareness, promoting an open and transparent communication culture, promoting zero tolerance to fraud and/or misconduct, encouraging all employees to report suspicious cases of fraud and/or misconduct, and spreading awareness amongst employees on risks faced by KABA.

The Chair of the KABA Board, Building Official, and KABA's Accountant are appointed to serve as KABA's Fraud Risk Management Committee, which will be responsible for investigating all complaints of dishonest behavior, fraud or misconduct, and taking suitable actions as per KABA's disciplinary procedures.

Types of Fraud

Fraud may involve:

1. Misappropriation of funds.
2. Willful destruction or loss of assets.
3. Unauthorized personal use of KABA assets.
4. Bribery.
5. Corruption.
6. Inappropriate relationships with third parties thereby causing conflict of interest.
7. Manipulation, falsification or alterations of KABA documents.
8. Suppression or omission of the effects of transactions from records.
9. Deliberate misapplication of accounting or other regulations or policies.
10. Disclosing confidential information to third parties without authority.

Role of Fraud Risk Management Committee (FRMC)

The FRMC will implement the Policy and shall be responsible for reviewing and *taking* appropriate actions on all reported cases of suspected fraud/misconduct. The KABA Board Chair will act as the Chairman of the Committee. FRMC is also authorized to call such other employees and representatives of third parties to appear before it as may be required. The FRMC will work to achieve the following:

1. Record all complaints received from employees and third parties on suspected incidents of fraud/misconduct.

2. Conduct reviews, inspections and investigations to identify the facts/details about the reported incident and identify the perpetrator.

3. Take appropriate disciplinary actions against the perpetrator.

4. Take necessary steps to recover losses and misappropriated assets.

5. Report to the KABA Board periodically.

Escalation Protocols

KABA encourages open and honest communication, and believes in a strong speak-up culture. Any person with knowledge of suspected or confirmed incidents of fraud and/or misconduct, or who is personally being placed in a position by another person to participate in a fraudulent activity, must report the case immediately. KABA encourages the use of the following mechanisms for effective and efficient handling of reported incidents:

1. Email: clerk@comstockmi.gov and/or malwine@kaba-mi.org.

2. Written communication to members of FRMC via letters.

The FRMC will ensure the confidentiality of and complainant's identity, and no person will experience discrimination or unfair treatment as a result of a genuinely-held concern, even if the concern proves to be mistaken. Anonymity of the person is absolutely guaranteed unless the complaint is malicious. All employees will be responsible for reporting suspected or confirmed cases of fraud and/or misconduct and extend full cooperation during internal checks, reviews or investigations to safeguard KABA's reputation and assets. Employee will:

1. Adhere and comply with KABA's policies and procedures.

2. Act with highest standards of ethics and integrity.

3. Avoid accepting gifts, hospitality, or benefits that compromise integrity and standards of business conduct.

Employees in managerial positions will be responsible for ensuring existence of robust controls in their area of operations and spreading awareness amongst team members.
Maintaining good employee morale at all times is the key to reducing the likelihood of an employee causing harm to KABA.

Disciplinary Action

The FRMC, in consultation with KABA's legal counsel, will determine the disciplinary action to be taken against the perpetrator in the event of a conformed incident of fraud and/or misconduct. Disciplinary action may involve suspension or termination of employment, penalty, criminal or civil action.

Awareness

Employee awareness with respect to fraud and/or misconduct reporting duties and escalation protocols is critical for ensuring an anti-fraud environment at KABA. All employees in a managerial position will be responsible for educating their team members on the importance of complying with KABA's policies and procedures and identifying/reporting suspicious activity.

FRMC will provide oversight in spreading awareness and ensuring adequate steps have been taken to increase awareness amongst employees.

Review of the Policy

The Policy will be reviewed and revised (if deemed appropriate) by the FRMC on an annual basis.

Kerrie LeClercq

From: John David Gardiner <JGardiner@KreisEnderle.com>
Sent: Tuesday, June 06, 2017 10:37 AM
To: Kerrie LeClercq
Cc: Mike Alwine
Subject: RE: KABA Employee Handbook
Attachments: KABA Employee Handbook - Revised 4-24-17.docx; KABA Fraud Risk Policy Draft - FINAL.DOCX

Ms. LeClerq (& Mr. Alwine)-

Good morning. In our opinion because the KABA Employee Handbook (as last substantively revised April 24, 2017) already defines employee conduct and misconduct (the latter at Appendix G, *to-wit* B.1.b., h.,i., and n.) the standalone Fraud Risk Management Policy can / should be rescinded in its entirety without the need to add additional prohibited verbiage to the KABA Employee Handbook.

Thank you for this continuing work opportunity and your confidence in our firm.

Please let us know if the Board had any questions in this (or any) regard following its meeting on Thursday (6/8).

Regards,

John

John David Gardiner, Attorney

Kalamazoo // Grand Rapids // Battle Creek // St. Joseph
tel: (269) 321-2373 fax: (269) 324-3010
jgardiner@kreisenderle.com // www.KreisEnderle.com

KREIS ENDERLE

From: Kerrie LeClercq [mailto:kleclercq@kaba-mi.org]
Sent: Thursday, May 11, 2017 4:36 PM
To: John David Gardiner; Robb S. Krueger
Cc: Mike Alwine
Subject: FW: KABA Employee Handbook

My apologies. I should have also included our Fraud Risk Management Policy, which the Board has voted to rescind entirely once we've ensured that any relevant elements of the policy are covered in other policies and the handbook.

Thank you.

From: Kerrie LeClercq
Sent: Thursday, May 11, 2017 4:28 PM
To: 'John.Gardiner@KreisEnderle.com'
Cc: 'Robb S. Krueger'; Mike Alwine
Subject: KABA Employee Handbook

Good afternoon, John. Robb asked that I send you the latest version of the KABA Employee Handbook. There have only been a few very minor changes, most notably to the Gifts/Gratuities section (Section 6.2). We have a few new Board members, so we're giving them an opportunity to review the Handbook and will be adding it to the agenda for approval at our June Board of Directors meeting.

Please let me know if I can be of any further assistance. Thanks, and have a great day.

Kerrie LeClercq
Operations Coordinator
Kalamazoo Area Building Authority
2322 Nazareth Road, Kalamazoo, MI 49048
(269) 216-9862
kleclercq@kaba-mi.org

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ZONING/PLANNING &

ORDINANCE ENFORCEMENT

FEE SCHEDULES

PLANNING / ZONING FEE SCHEDULE

TYPE OF PROJECT	PLANNER FEE	ADMINISTRATIVE FEE	TOTAL	KABA ADMINISTRATIVE DUTIES
Special Exception Use	$120.00 ($200.00 with site plan)	$115.00 (Estimated administrative time - 2.5 hours)	$235.00	Receive application & forward to planner. Receive Notice of Hearing from planner & mail Hearing Notice to properties within 300' of project & Gazette. Receive report from planner & forward to applicant & jurisdiction.
Non-Residential Site Plan	$180.00	$45.00 (Estimated administrative time - 1 hour)	$225.00	Receive application & forward to planner. Receive email report from planner & forward to applicant & jurisdiction.
Condo Plan / Plat Preliminary	$120.00 + $5.00 per lot/unit	$45.00 (Estimated administrative time - 1 hour)	$165.00 + $5.00 per lot/unit	Receive application & forward to planner. Receive email report from planner & forward to applicant & jurisdiction.
Condo Plan / Plat Construction	$120.00 + $5.00 per lot/unit	$45.00 (Estimated administrative time - 1 hour)	$165.00 + $5.00 per lot/unit	Receive application & forward to planner. Receive email report from planner & forward to applicant & jurisdiction.
Condo Plan / Plat Final	$150.00	$45.00 (Estimated administrative time - 1 hour)	$195.00	Receive application & forward to planner. Receive email report from planner & forward to applicant & jurisdiction.
Rezoning Analysis	$180.00	$135.00 (Estimated administrative time - 3 hours)	$315.00	Receive application & forward to planner. Receive Notice of Hearing from planner & mail Hearing Notice to properties within 300' of project & Gazette. Receive report from planner & forward to applicant & jurisdiction. Second publishing of the Ordinance for Adoption.

Variance Analysis	$120.00	$115.00 (Estimated administrative time - 2.5 hours)	$235.00	Receive application & forward to planner. Receive Notice of Hearing from planner & mail Hearing Notice to properties within 300' of project & Gazette. Receive report from planner following hearing & notify applicant & jurisdiction of hearing results.
Zoning Approval / Permit - Residential	$30.00	$20.00 (Estimated administratvie time - .5 hours)	$50.00 (If local Ordinance requires a Zoning Permit) $25.00 (If no permit is required)	Receive application & site plan. Send residential site plan to planner. Receive email from planner & issue zoning permit.
Fence/Accessory Permit	$30.00	$20.00 (Estimated administratvie time - .5 hours)	$50.00	Receive application & send to planner. Receive email from planner & issue permit.
Sign Permit	$30.00	$20.00 (Estimated administratvie time - .5 hours)	$50.00	Receive application & send to planner. Receive email from planner & issue permit.

This Fee Schedule is subject to any additional fees that may be required by the member jurisdictions for required actions taken by the PC, ZBA, Jurisdiction Attorney, Engineer, etc.

KABA

Kalamazoo Area Building Authority

ORDINANCE ENFORCEMENT FEE SCHEDULE

$45.00 per inspection – Initial inspection fee

$55.00 per inspection – Follow-up inspection fee

$45.00 per citation – Citation creation fee, including any follow-up inspection

$45.00 per hour – Court time and/or any additional time involved above and beyond typical investigation duties

ORDINANCE ENFORCEMENT PROCEDURE

Once a request for inspection has been submitted, the Ordinance Enforcement Office will perform the inspection. If a violation is found to exist, KABA will send a letter to the property owner, advising them of the nature of the violation and giving them 15 days in which to abate the violation.

If the violation has not been corrected within 15 days, a second and final notice will be sent to the property owner, giving them an additional 15 days.

If the violation has not been abated or arrangements have not been made to abate the violation (in some circumstances, corrections may take longer than 15-30 days), a Citation will be issued.

2322 Nazareth Rd.
Kalamazoo, MI 49048
www.kaba-mi.org

Ph: 269-216-9511
Fax: 269-250-9078
Permits@kaba-mi.org

KABA
Kalamazoo Area Building Authority

ZONING/PLANNING AND ORDINANCE ENFORCEMENT FEE SCHEDULE

SUPPLEMENTAL INFORMATION

- KABA will set up a process whereby the Zoning/Planning Administrator and the Ordinance Enforcement Officer will be able to remotely access KABA's Field.Net program through BS&A.

- The Zoning/Planning Administrator and the Ordinance Enforcement Officer will operate as contractors, similar to our current Electrical, Mechanical, and Plumbing inspectors.

- The Zoning/Planning Administrator and the Ordinance Enforcement Officer will submit invoices to KABA for payment. The Zoning/Planning Administrator will be paid at the rate outlined in the Planning/Zoning Fee Schedule and the Ordinance Enforcement Officer is paid a fee of $27.00 hourly.

- KABA will, in turn, submit an invoice to the appropriate member jurisdiction for reimbursement.

- For Ordinance Enforcement inspections, any subsequent or follow-up inspections will be invoiced by KABA to the property owner for reimbursement.

- The Ordinance Enforcement Officer will enter the enforcement information into Field.Net and KABA Administrative staff will create and send out the appropriate enforcement letters.

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KABA DEMOLITION POLICY

KABA

Kalamazoo Area Building Authority

www.kaba-mi.org

DEMOLITION INFORMATION PACKET

TABLE OF CONTENTS

I. Demolition Process Checklist
II. Approval of Demolition Permit
III. Utility Disconnections
IV. Other Important Issues – Asbestos and Lead
V. Demolition Standards, Inspections, and Site Conditions
VI. Attachments – Permit

Mailing Address: PO Box 292 Oshtemo, MI 49077
Office Location: 7275 West Main St. Kalamazoo, MI 49009

Phone: (269) 216-9643 or (269) 216-9672
Fax: (269) 250-9078

KABA DEMOLITION INFORMATION PACKET

I. Demolition Process Checklist

☐ **Structures Requiring No Permit**

- ▫ Residential Structures 200 Square Feet or Less
- ▫ Commercial Structures 120 Square Feet or Less

☐ **Structures Requiring No Bond**

- ▫ 1 and 2 Family Residential Structures
- ▫ Commercial, Industrial, Multi-Family (3 units or more) and Institutional Structures less than 12,000 Square Feet

☐ **Structures Requiring Bond**

- ▫ Commercial, Industrial, Multi-family (3 units or more), and Institutional Structures greater than 12,000 square feet

☐ **Demolition Permit Application**

- ▫ Building Permit Application Form – Check "Demolition" under Type of Improvement
- ▫ Site Sketch

☐ **Utility Disconnections**

KABA will require cut-off of utilities serving the property and written verification of the same.

- ▫ MichCon/DTE Energy
- ▫ Consumers Energy – Electric / Gas
- ▫ Water – City / Private Well
- ▫ City Sewer / Private Septic
- ▫ Underground Storage Tanks/Structures (Permit from State of Michigan)

KABA DEMOLITION INFORMATION PACKET

☐ **Environmental Issues**
- Asbestos Treatment
- Lead-based Paint Treatment

☐ **Demolition Permit Issuance**
- Permit Fee
- Performance Guarantee
- Proof of Insurance

☐ **Progress Inspection**
- Cap – Sanitary and Storm Sewers
- Maintain MIOSHA Safety Standards
- Removal of Foundation

☐ **LUDS (SESC) Inspection - As needed**
- Demolition involving the grading of more than 1 acre or within 500 feet of a body of water

☐ **Final Inspection – Site Conditions**
- Demolition Waste Disposal Tickets

☐ **Permit Close Out, Release of Performance Guarantee**

KABA DEMOLITION INFORMATION PACKET

II. Demolition Permit Approval

A demolition permit is required for the demolition of any structure under the jurisdiction of KABA, unless an exception is granted by KABA's Building Official. A permit is generally not required to dismantle, wreck or demolish a residential-type garage, tool shed or other similar building having no utilities. Please check with the Building Official by calling 269-216-9511 before starting any demolition work. Notification will be made to the local jurisdiction prior to the issuance of the permit.

Demolition Permit Application
A Demolition Permit Application must be completed in full. An incomplete application will not be accepted.

Site Sketch/Aerial Photo
A site sketch of the property must be included with the demolition permit application. For commercial or industrial properties with more than one structure on the property, an aerial photograph must also be submitted. The site sketch/aerial photo must show all the structures and flat masonry on the property. Any item that is not to be removed must be clearly identified on the plot plan.

Permit Fee (includes $45 Sewer Lateral Service Demo/Cap Off Inspection fee) $150 for one- or two-family Residential structures. $250 for Commercial, Industrial, Multi-Family (3 units and above), or Institutional structures that are 12,000 square feet or less. $350 for Commercial, Industrial, Multi-Family (3 units and above), or Institutional that are greater than 12,000 square feet.

Performance Guarantee
Prior to the issuance of a permit for Commercial, Industrial, Multi-family (3 units and above), or Institutional Structure greater than 12,000 square feet, the applicant shall furnish to KABA a bond equal to the contract cost of demolition. All such bonds shall be submitted to the KABA Director for approval as to form. Any person, firm or corporation normally engaged in the demolition of buildings may provide an annual bond to KABA in the amount of One Million Dollars ($1,000,000.00), which shall cover all demolition bonds as heretofore required.

Proof of Insurance
A copy of liability insurance certificate naming KABA as additional insured and indicating the street address of the project must be attached to this form. The policy limits must be $1 million general liability and $1 million auto. Statutory worker's compensation must also be included.

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LUDS Soil Erosion and Sedimentation Control (SESC) Permit

SESC permits are issued as components of the Land Use Development Services (LUDS) permitting program. A LUDS (SESC) permit is required for any demolition involving finish grading of one (1) acre or more, as well as any demolition within 500 feet of a water body (lake, river, stream, or drainage ditch). To obtain a LUDS permit, submit a LUDS Plan Review application and three (3) copies of a site sketch showing SESC measures to the Development Center. A permit fee is required.

Contact: Office of the Kalamazoo County Drain Commissioner
201 West Kalamazoo Avenue, Kalamazoo, MI 49007
269-384-8117

Hazardous Conditions

Additional fees, increased bonding, and/or safety conditions may be required to address hazardous conditions when the KABA Building Official determines it is necessary to preserve and protect public health, safety and welfare.

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III. Utility Disconnections

The following utilities need to be contacted for utility disconnections before demolition can be authorized to start. The contact information is provided below.

Water Service & Sanitary Sewer Service

Water & Sewer Department
City of Kalamazoo
415 E. Stockbridge Avenue
Kalamazoo, MI 49001
Phone: 269-337-8149

Water Department (Comstock Twp)
City of Galesburg
200 E. Michigan Avenue
Galesburg, MI 49053
Phone: 269-665-7000

Kalamazoo County Environmental Health Division
3299 Gull Road
Kalamazoo, MI 49048
Phone: 269-373-5210

Public Works & Water (Cooper Twp)
City of Parchment
650 S. Riverview Drive
Parchment, MI 49004
Phone: 269-349-3785

Gull Lake Sewer & Water Authority
7722 N. 37th Street **(Cooper Twp)**
Richland, MI 49083
Phone: 269-731-4595

Natural Gas Service

Consumers Energy
2500 E. Cork Street
Kalamazoo, MI 49001
Phone: 1-800-477-5050

Electric Service

Consumers Energy
500 E. Cork Street
Kalamazoo, MI 49001
Phone: 1-800-477-5050

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The demolition permit applicant is responsible for contacting other connected utilities (i.e. telephone, cable television, propane, or internet providers) prior to demolition.

IV. Other Important Issues

Asbestos Treatment – Commercial Facilities

The rules concerning the treatment of asbestos during the demolition of commercial facilities pertain to all structures except 1- to 4-unit privately owned residences *not part of a larger project even if on scattered sites.* A thorough inspection must be conducted by an accredited Asbestos Inspector. DEQ and DLEG must be notified on Form EQP5661/MIOSHA-CSH 142 ten days prior to start of demolition *even if no relevant asbestos was found.* Friable asbestos or asbestos that may become friable during the demolition process must be removed prior to the start of demolition. A qualified Asbestos Abatement contractor must be used to remove asbestos containing materials (ACM) and disposed of in accordance with Michigan law.

Contractor and worker requirements are found in Michigan PA 135 (1986) and 440 (1988) as amended. The regulations found in 40 CFR 61 Subpart M (NESHAP) and MIOSHA regulations Parts 305 and 602 apply during removal of ACM and demolition if ACM are allowed to remain in the facility.

Asbestos Treatment – 1- to 4-Unit Residential Facilities

Homeowners, and contractors hired by homeowners, are exempt from the asbestos National Emissions Standards for Hazardous Air Pollutants (NESHAP) notification, testing and abatement regulations in residences being demolished or renovated if dealing with only one building. *If the renovation includes two buildings such as a house and DETACHED garage, the regulations apply.*

In any case, the contractor is subject to the worker health and safety regulations overseen by Department of Labor and Economic Growth (MIOSHA).

Contractor will provide the asbestos inspection report and any abatement plan to KABA.

For More Information on Asbestos:

Web Sites: www.michigan.gov/deqair www.michigan.gov/asbestos
http://yosemite.epa.gov/r5/r5ard.nsf/asbestos+main?OpenView

Asbestos Abatement Compliance Monitoring:	517-241-7463
MIOSHA Standards Section:	517-322-1845

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Lead-based Paint Treatment – Commercial Facilities
Lead based paint in commercial demolition is subject to MIOSHA worker protection rules. Disposal of the debris may be regulated by the EPA if it qualifies as toxic waste under RCRA waste code D008.

Web Sites: www.epa.gov/epaoswer/non-hw/debris
http://www.michigan.gov/documents/CIS_WSH_part310_35615_7.pdf
http://www.michigan.gov/documents/cis_wsh_cet5050_90143_7.doc

MIOSHA Standards Section (517) 322-1845

Lead-based Paint Treatment – Residential Facilities
Lead based paint in residential demolition is subject to MIOSHA worker protection rules. The debris is exempt from regulations and may be disposed of in either municipal or C & D landfills. Partial demolition followed by reconstruction and residential reuse is regulated by the EPA and the State.

(If Federal funds are used in the project the rules found in 24 CFR 35 and the HUD Guidelines for the Evaluation and Control of Lead Based Paint Hazards in Housing will also apply. http://www.hud.gov/offices/lead/lbp/hudguidelines/index.cfm)

Contractor will provide the lead-based paint inspection report and any abatement plan to KABA.

Web Sites: http://www.michigan.gov/documents/CIS_WSH_part310_35615_7.pdf
http://www.michigan.gov/documents/cis_wsh_cet5050_90143_7.doc
http://www.michigan.gov/mdch/0,1607,7-132-2940_2955_2983-19420--,00.html

MIOSHA Standards Section (517) 322-1845

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Reuse, Recycling of Materials

As an alternative to placing useable materials in landfills, contractors are encouraged to consider reusing or recycling materials.

Reuse of Materials
Businesses in the Greater Kalamazoo Area that accept materials in good condition are listed below:

Kalamazoo Valley Habitat for Humanity – Retail Outlet
1810 Lake Street
Kalamazoo, MI 49001
269-381-5523

Heritage Architectural Salvage and Supply
150 North Edwards Street
Kalamazoo, MI 49009
269-385-1004

Kalamazoo Scrap & Processing
2730 Millcork Street
Kalamazoo, MI 49001
269-381-7277

RJ Industrial Recycling of Battle Creek
989 Raymond Road N
Battle Creek, MI 49014
810-207-0471

This list is not exhaustive. Other resources may be available.

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V. Demolition Standards, Inspections, and Site Conditions

Demolition Standards
The following is a summary of the demolition standards that must be followed by the contractor performing the demolition work. These requirements can be found in Chapter 33 of the Michigan Building Code.

A. No structure shall be removed from the premises in a whole or substantially whole condition. All buildings slated for demolition shall be demolished on the premises.

B. Water services into structures shall be capped and staked at the lot line or at a location designated by the Inspector. If the property has a private well, it will be capped in accordance with Kalamazoo County Environmental Health Division standards.

C. The sewer lateral, and storm lateral if one exists, shall be exposed and properly capped within 24" of the valve box or at the lot line. If the property has on-site septic, it will be filled and/or crushed pursuant to Kalamazoo County Environmental Health Division standards. Backfilling is to be done only after inspected and approved by KABA. Call 269-216-9511 to arrange an inspection.

D. Permit Holder assumes the responsibility to guard against casual entry to the demolition site by unauthorized personnel at all times

E. Dangerous conditions – unstable structures, open holes, et al – must be fenced completely around the perimeter, with sufficient clear distance, during times where the site is not occupied by authorized personnel

F. Conformity to MIOSHA standards must be maintained at all times throughout the demolition process.

G. All structures and their foundations slated for demolition shall be completely razed and removed from the site.

H. All masonry, such as private sidewalks, driveways, driveway aprons or retaining walls, shall be removed.

I. Any damage to public sidewalks or any part of the street right-of-way shall be repaired or replaced to meet Township Engineering standards.

J. All excavated areas shall be filled and compacted to grade only with clean fill composed of sand, gravel, or dirt. Final grade shall be at least 4" of clean, sandy loam, dirt, or top soil. This must be seeded or finished to match surrounding areas.

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Inspections
KABA will conduct a progress and final inspection to ensure the work is being done per code and permit standards.

Progress Inspection

A progress inspection will be done to check the following items. The demolition contractor should plan the work to ensure only one progress inspection is needed. *Call 269-216-9511 to arrange the inspection.*

Sewer and Storm Laterals / Septic
The sewer lateral, and storm lateral if one exists, shall be exposed and properly capped within 24" of the valve box or at the lot line. If the property has on-site septic, it will be filled and/or crushed pursuant to Kalamazoo County Environmental Health Division standards.

Potable Water
The water line or well shall be plugged and/or capped in accordance with Kalamazoo County Environmental Health Division standards.

Basement Floor and Foundation
All structures and their foundations slated for demolition shall be completely razed and removed from the site.

IMPORTANT NOTE
Backfilling is to be done only after inspected and approved by KABA. If the property is backfilled without the proper progress inspection(s), the demolition contractor will be required to remove the fill.

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Final (Post-Demolition) Inspection

The final inspection shall be done at the request of the demolition contractor. *Call KABA at 269-216-9511 to arrange for the final inspection.* The Inspector will look for and require the following:

1. All structures slated for demolition on the site have been removed.
2. Masonry and concrete on the site has been removed, as shown on the site sketch.
3. The lot is properly filled, compacted and graded.
4. Final fill is at least 4 inches of sandy loam, dirt or topsoil.
5. Public sidewalks, right of ways and approaches damaged through the demolition process shall be restored to their earlier condition.
6. Demolition Waste Disposal Tickets.

IMPORTANT NOTE

Also, if the demolition does not pass the final inspection, KABA will retain the contractor's performance guarantee and withhold bond (if applicable) until all items meet demolition standards. Re-Inspection fees may apply.

Close Out of Demolition Permit

After the final inspection has been conducted and the site work approved, KABA will close out the demolition permit. At that time, KABA will return the performance bond or letter of credit to the demolition contractor.

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VI. Attachments

Demolition Permit Application

Site Sketch Example

Utility Company Correspondence