



AGENDA

Regular Meeting of the Kalamazoo Area Building Authority Board of Directors

Virtual Meeting via Zoom

ID: 939 9552 0274 Passcode: 113219

October 19, 2021

2:00 PM

1. Call to Order
2. Approval of the Agenda [MOTION]
3. Consent Agenda [MOTION]
 - a. Approval of Minutes from the September 21, 2021 Board Meeting
 - b. Receipt of Bank Reconciliation Report – September 2021
 - c. Receipt of Financial Reports – September 2021
 - d. Receipt of Building Report – September 2021
 - e. Receipt of Permit Lists – September 2021
 - f. Receipt of Motion Log - YTD
4. Citizen Comments on Agenda and Non-Agenda Items
 - a. *Policy: A citizen shall state his/her name and address and may speak only one time, for no more than three (3) minutes. This time may not be given to another citizen to extend their time. During this time, you will be making statements, without discussion from the Board, but you are welcome to make an appointment with the Building Official or Board Chair to discuss your comments further. (Approved by KABA Board on November 9, 2017)*
5. Business
 - a. KABA By-Laws [MOTION]
 - b. At-Large Board Member [DISCUSSION]
 - c. Financial Control Policy [DISCUSSION]
6. Board Member Comments
7. Staff Member Comments
8. Adjournment

Consent Agenda

**MINUTES OF THE VIRTUAL REGULAR MEETING OF THE
KALAMAZOO AREA BUILDING AUTHORITY
KALAMAZOO, MI
September 21, 2021**

Secretary, Lysanne Harma called the Virtual Regular Meeting of the Kalamazoo Area Building Authority (KABA) Board to order at approximately 2:00 P.M., Virtual Meeting Via Zoom.

Present: Terry McIver, Alternate Chairperson / Representative from Comstock Township
Steve Leuty, Treasurer / Representative from Kalamazoo Township
Robin Madaras / Representative from City of Parchment
Lysanne Harma, Secretary / Representative from Richland Township

Late Arrival: Don Smith / Representative from Pine Grove Township

Absent: Kim Lewis / Representative from Village of Richland

Also present were Building Official, Mike Alwine and Office Coordinator/Board Liaison, Penny Cassidy.

Secretary asked the Board Members to state their name and location for the minutes:

Lysanne Harma in Richland Township
Terry McIver in Comstock Township (at home)
Steve Leuty in Kalamazoo Township (at home)
Robin Madaras in City of Parchment (at home)

Approval of Agenda – A motion was made by Mr. McIver to approve the agenda as presented, seconded by Ms. Madaras, and carried with a roll call vote 4-0.

Roll Call Vote: Ayes: McIver, Leuty, Madaras, and Harma.
Nays: None

Approval of Consent Agenda – A motion was made by Mr. Leuty to approve the Consent Agenda, seconded by Mr. McIver, and carried with a roll call vote 4-0.

Roll Call Vote: Ayes: McIver, Leuty, Madaras, and Harma.
Nays: None

Citizen Comments – There were no citizen comments.

BUSINESS:

5. a. Medical/Dental/vision Insurance Renewal – Mr. McIver motioned to approve the Medical/Dental/Vision Insurance Renewal as stated, seconded by Mr. Leuty, and carried with a roll call vote 4-0.

Roll Call Vote: Ayes: McIver, Leuty, Madaras, and Harma.
Nays: None

At approximately 2:12, Mr. McIver lost connection to the virtual meeting and rejoined the meeting at approximately 2:18pm.

Mr. Smith joined the virtual meeting at approximately 2:13pm.

5. b. Resolution to Opt Out of PA 152 – Mr. Leuty motioned to accept the Resolution to Opt Out of the PA 152, seconded by Mr. McIver and carried with a roll call vote 5-0.

Roll Call Vote: Ayes: McIver, Leuty, Madaras, Harma, and Smith.
Nays: None

5. c. Permit Fee Schedule – Mr. Alwine presented the suggested changes to the Permit Fee Schedule. Mr. Leuty motioned to approve the Permit Fee Schedule with the increase of Property Maintenance Inspections at \$100/inspection and Court Appearances at \$100/hour, seconded by Mr. Smith, and carried with a vote 5-0.

Roll Call Vote: Ayes: McIver, Leuty, Madaras, Harma, and Smith.
Nays: None

5. d. KABA 2022 Budget – Mr. McIver motioned to approve the KABA 2022 Budget as presented, and seconded by Ms. Madaras, and carried with a vote 5-0.

Roll Call Vote: Ayes: McIver, Leuty, Madaras, Harma, and Smith.
Nays: None

KABA Board Member Comments – Ms. Harma inquired on seeking another At-Large Board Member. Mr. Alwine stated that the By-Laws indicate the At-Large Board Member must be a resident of Kalamazoo County. With Pine Grove Township as a KABA member, an amendment should reflect Van Buren County also.

KABA Staff Comments – Mr. Alwine thanked the Board Members for their contributions to the KABA Board.

There was no further business. Mr. Smith motioned to adjourn the board meeting, seconded by Mr. McIver and Ms. Harma adjourned the meeting. The meeting was adjourned at approximately 2:45 P.M.

Drafted: September 23, 2021
Approved:

DRAFT

Kalamazoo Area Building Authority
Reconciliation Summary
1050 - Checking / SMBT, Period Ending 09/30/2021

Beginning Balance	Sep 30, 21	195,010.87
Cleared Transactions		
Checks and Payments - 53 items	-50,235.18	
Deposits and Credits - 114 items	48,977.97	
Total Cleared Transactions	-1,257.21	
Cleared Balance		<u>193,753.66</u>
Uncleared Transactions		
Checks and Payments - 14 items	-8,809.38	
Deposits and Credits - 13 items	1,948.00	
Total Uncleared Transactions	-6,861.38	
Register Balance as of 09/30/2021		<u>186,892.28</u>
New Transactions		
Checks and Payments - 4 items	-1,292.04	
Deposits and Credits - 7 items	1,797.00	
Total New Transactions	504.96	
Ending Balance		<u>187,397.24</u>

Kalamazoo Area Building Authority Reconciliation Detail

1050 - Checking / SMBT, Period Ending 09/30/2021

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							195,010.87
Cleared Transactions							
Checks and Payments - 53 items							
Bill Pmt -Check	08/12/2021	5760	Terry Thatcher/MP Services	08/01-08/07/21 (11 Mech / 14 Plumb Inspections)	√	-1,250.00	
Bill Pmt -Check	08/19/2021	5768	Terry Thatcher/MP Services	08/08-08/14/21 (15 Inspections)	√	-750.00	
Check	08/25/2021	5770	State of MI/Construction Code	M. Alwine - Inspector # 5640	√	-225.00	
Check	08/25/2021	5771	State of MI/Construction Code	S. Roy - Inspector # 5839	√	-150.00	
Bill Pmt -Check	08/26/2021	5778	Terry Thatcher/MP Services	08/15-08/21/21 (11 Mech / 14 Plumb Inspections)	√	-1,250.00	
Bill Pmt -Check	08/26/2021	5772	Bear Priest	(Z20) 08/01-08/20/21 (11.5 hrs + (1) ZCP)	√	-735.00	
Bill Pmt -Check	08/26/2021	5777	Scott Paddock	08/15-08/21/21 (10 Inspections)	√	-500.00	
Bill Pmt -Check	08/26/2021	5779	Zemlick	paper, laminate pouches, ink, paper towel	√	-225.10	
Bill Pmt -Check	08/26/2021	5773	Charter Comm	08/20-09/19/21	√	-189.97	
Check	08/26/2021	5780	Freije Engineered Solutions	Refund - PM21-07-093 (job canceled)	√	-105.00	
Bill Pmt -Check	08/26/2021	5774	City of Kalamazoo (Water&Sewer)	05/07-07/27/21 (actual)	√	-72.18	
Liability Check	08/31/2021	5781	State of Michigan/Withhold	August 2021	√	-752.80	
Check	08/31/2021	5790	C5 Electric	Refund - PE21-06-089 (job canceled)	√	-55.00	
Check	08/31/2021	5791	Rogers Refrigeration, Inc.	Refund - PM21-19-479 (over payment)	√	-15.00	
Liability Check	09/01/2021	EFTPS	Dept of Treasury (IRS) - Form 941	Payroll (W/E 08/29/21)	√	-2,531.82	
Liability Check	09/01/2021	ACH	Great-West	Payroll (W/E 08/29/21)	√	-551.69	
Bill Pmt -Check	09/02/2021	5784	Doug Scott	08/22-08/29/21 (28 Inspections)	√	-1,400.00	
Bill Pmt -Check	09/02/2021	5789	Terry Thatcher/MP Services	08/22-8/28/21 (9 Mech / 15 Plumb Inspections)	√	-1,200.00	
Check	09/02/2021	5792	Roy, Stephen A	Reimbursement - Mileage (814.80) & Phone (23.63)	√	-838.43	
Bill Pmt -Check	09/02/2021	5788	STG - Shumaker Technology Group	Website hosting - 06/01/21-05/31/22	√	-500.00	
Bill Pmt -Check	09/02/2021	5782	Butch Hayess/State Approved Insp Svcs	08/29-08/31/21 (4 Mech / 3 Plumb Inspections)	√	-350.00	
Bill Pmt -Check	09/02/2021	5787	Scott Paddock	08/22-08/28/21 (6 Inspections)	√	-300.00	
Bill Pmt -Check	09/02/2021	5783	Consumers Energy	07/23-08/22/21	√	-299.65	
Bill Pmt -Check	09/02/2021	5785	Knight Watch Inc	September - November	√	-119.85	
Bill Pmt -Check	09/02/2021	5786	Republic Services	09/01-09/30/21	√	-49.31	
Bill Pmt -Check	09/03/2021	5794	Bear Priest	(Z20) 08/21-08/31/21 (2.75 hrs) & (Z20) 09/01-09/03/21 (7.25 hrs)	√	-600.00	
Check	09/03/2021	5793	Alwine, Michael R	Reimbursement - Mileage (351.68) & Phone (88.42)	√	-440.10	
Bill Pmt -Check	09/09/2021	5795	Doug Scott	08/29-08/31/21 (13 Inspections) & 09/01-09/04/21 (11 Inspections)	√	-1,200.00	
Bill Pmt -Check	09/09/2021	5798	Terry Thatcher/MP Services	09/01-09/04/21 (15 Inspections)	√	-750.00	
Bill Pmt -Check	09/09/2021	5797	Scott Paddock	08/29-08/31/21 (2 Inspections) & 09/01-09/04/21 (5 Inspections)	√	-350.00	
Check	09/09/2021	5799	Foundation Systems of MI	Refund - PB21-03-325, PE21-03-332 & PP21-03-187	√	-230.00	
Bill Pmt -Check	09/09/2021	5796	Modern Lawn Care	Mowing: 08/02, 08/09, 08/16, 08/23, 08/30	√	-105.00	
Liability Check	09/14/2021	ACH	QuickBooks Payroll Service	Payroll (W/E 09/12/21)	√	-7,029.03	
Liability Check	09/15/2021	EFTPS	Dept of Treasury (IRS) - Form 941	Payroll (W/E 09/12/21)	√	-2,548.80	
Liability Check	09/15/2021	ACH	Great-West	Payroll (W/E 09/12/21)	√	-554.44	

Kalamazoo Area Building Authority
Reconciliation Detail
1050 - Checking / SMBT, Period Ending 09/30/2021

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Bill Pmt -Check	09/16/2021	5803	Doug Scott	09/05-09/11/21 (21 Inspections)	✓	-1,050.00	
Bill Pmt -Check	09/16/2021	5808	Terry Thatcher/MP Services	09/05-09/11/21 (6 Mech / 10 Plumb Inspections)	✓	-800.00	
Bill Pmt -Check	09/16/2021	5807	TelNet	09/08-10/07/21	✓	-629.44	
Bill Pmt -Check	09/16/2021	5806	Scott Paddock	09/05-09/11/21 (6 Inspections)	✓	-300.00	
Bill Pmt -Check	09/16/2021	5802	I.T. Right	Hosted Services (2 seats/PG Twp) 09/01/21-01/08/2022	✓	-284.93	
Bill Pmt -Check	09/16/2021	5805	Redmond Engineering & Design	Plain Review - 5790 Gull Road (Bella Tire)	✓	-250.00	
Bill Pmt -Check	09/16/2021	5804	ICC - International Code Council	(6) code check book	✓	-127.70	
Bill Pmt -Check	09/16/2021	5801	CCU - Mastercard	5590 7020 0000 7886	✓	-15.89	
Bill Pmt -Check	09/23/2021	online	Blue Cross Blue Shield	10/01-10/31/21	✓	-3,701.86	
Bill Pmt -Check	09/23/2021	5809	Doug Scott	09/12-09/18/21 (27 Inspections)	✓	-1,350.00	
Bill Pmt -Check	09/23/2021	5810	EMC Insurance	Oct 2021	✓	-964.58	
Bill Pmt -Check	09/23/2021	5812	Scott Paddock	09/12-09/18/21 (12 Inspections)	✓	-600.00	
Bill Pmt -Check	09/23/2021	5811	Redmond Engineering & Design	Plan Review - 2229 Sprinkle Road (Taco Bell)	✓	-250.00	
Liability Check	09/28/2021	ACH	QuickBooks Payroll Service	Payroll (W/E 09/26/21)	✓	-6,995.78	
Bill Pmt -Check	09/28/2021	online	SMBT	Oct 2021	✓	-1,565.29	
Liability Check	09/29/2021	EFTPS	Dept of Treasury (IRS) - Form 941	Payroll (W/E 09/26/21)	✓	-2,530.12	
Liability Check	09/29/2021	ACH	Great-West	Payroll (W/E 09/26/21)	✓	-551.42	
Check	09/30/2021	ACH	Southern Michigan Bank & Trust - Fees	Cash Management Fees for month	✓	-45.00	
Total Checks and Payments							-50,235.18
Deposits and Credits - 114 items							
Deposit	08/27/2021			Deposit ID # 99449692	✓	105.00	
Deposit	08/27/2021			Deposit ID # 99439156	✓	125.00	
Deposit	08/27/2021			Deposit ID # 99462132	✓	380.00	
Deposit	08/30/2021			Deposit ID # 99533434	✓	45.00	
Deposit	08/30/2021			Deposit ID # 99561719	✓	100.00	
Deposit	08/30/2021			Deposit ID # 99550894	✓	125.00	
Deposit	08/30/2021			Deposit ID # 99562829	✓	200.00	
Deposit	08/30/2021			Deposit ID # 99576630	✓	323.00	
Deposit	08/31/2021			Deposit ID # 99644515	✓	75.00	
Deposit	08/31/2021			Deposit ID # 99646675	✓	101.00	
Deposit	08/31/2021			Deposit ID # 99628669	✓	120.00	
Deposit	08/31/2021			Deposit ID # 99631969	✓	125.00	
Deposit	08/31/2021			Deposit ID # 99618064	✓	161.00	
Deposit	08/31/2021			Deposit ID # 99628415	✓	161.00	
Deposit	08/31/2021			Deposit ID # 99637444	✓	248.00	
Deposit	08/31/2021			Deposit ID # 99614437	✓	390.00	
Deposit	08/31/2021			Deposit ID # 99640337	✓	858.00	
Deposit	09/01/2021			Deposit ID # 99700376	✓	125.00	

Kalamazoo Area Building Authority

Reconciliation Detail

1050 - Checking / SMBT, Period Ending 09/30/2021

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Deposit	09/01/2021			Deposit ID # 99683915	✓	155.00	
Deposit	09/01/2021			Deposit ID # 99703180	✓	217.50	
Deposit	09/01/2021			Deposit ID # 99678051	✓	219.50	
Deposit	09/01/2021			Deposit ID # 99680887	✓	289.00	
Deposit	09/02/2021			Deposit ID # 99766992	✓	160.00	
Deposit	09/02/2021			Deposit ID # 99772980	✓	222.00	
Deposit	09/02/2021			Deposit ID # 99742596	✓	456.00	
Deposit	09/03/2021			Deposit ID # 99801527	✓	125.00	
Deposit	09/03/2021			Deposit ID # 99826126	✓	205.00	
Deposit	09/07/2021			Deposit ID # 99930606	✓	100.00	
Deposit	09/07/2021			Deposit ID # 99943273	✓	120.00	
Deposit	09/07/2021			Deposit ID # 99943984	✓	181.00	
Deposit	09/07/2021			Deposit ID # 99937372	✓	222.00	
Deposit	09/07/2021			Deposit	✓	440.00	
Deposit	09/07/2021			Deposit	✓	1,989.00	
Deposit	09/08/2021			Deposit ID # 100020799	✓	100.00	
Deposit	09/08/2021			Deposit ID # 10012698	✓	150.00	
Deposit	09/08/2021			Deposit ID # 100006889	✓	274.00	
Deposit	09/09/2021			Deposit ID # 100083479	✓	105.00	
Deposit	09/09/2021			Deposit ID # 100080852	✓	105.00	
Deposit	09/09/2021			Deposit ID # 100057019	✓	155.00	
Deposit	09/09/2021			Deposit ID # 100057844	✓	170.00	
Deposit	09/09/2021			Deposit ID # 100089911	✓	175.00	
Deposit	09/10/2021			Deposit ID # 100117228	✓	100.00	
Deposit	09/10/2021			Deposit ID # 100149569	✓	105.00	
Deposit	09/10/2021			Deposit ID # 100117859	✓	105.00	
Deposit	09/10/2021			Deposit ID # 100070882	✓	139.00	
Deposit	09/10/2021			Deposit ID # 100115600	✓	145.00	
Deposit	09/10/2021			Deposit ID # 100113950	✓	173.00	
Deposit	09/10/2021			Deposit ID # 100116417	✓	250.00	
Deposit	09/10/2021			Deposit ID # 100113433	✓	375.00	
Deposit	09/13/2021			Deposit	✓	42.00	
Deposit	09/13/2021			Deposit ID # 100227104	✓	100.00	
Deposit	09/13/2021			Deposit ID # 100236512	✓	124.00	
Deposit	09/13/2021			Deposit ID # 100224836	✓	215.00	
Deposit	09/13/2021			Deposit	✓	507.00	
Deposit	09/13/2021			Deposit	✓	3,211.00	
Deposit	09/14/2021			Deposit ID # 100298791	✓	100.00	

Kalamazoo Area Building Authority
Reconciliation Detail
1050 - Checking / SMBT, Period Ending 09/30/2021

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Deposit	09/14/2021			Deposit ID # 100320696	✓	105.00	
Deposit	09/14/2021			Deposit ID # 100304426	✓	115.00	
Deposit	09/14/2021			Deposit ID # 100300265	✓	226.00	
Paycheck	09/15/2021	DD30550	Roy, Stephen A	Direct Deposit	✓	0.00	
Paycheck	09/15/2021	DD30549	Feist, Erin L	Direct Deposit	✓	0.00	
Paycheck	09/15/2021	DD30548	Cassidy, Penny M	Direct Deposit	✓	0.00	
Paycheck	09/15/2021	DD30547	Alwine, Michael R	Direct Deposit	✓	0.00	
Deposit	09/15/2021			Deposit ID # 100396848	✓	135.00	
Deposit	09/15/2021			Deposit ID # 100397401	✓	326.00	
Deposit	09/16/2021			Deposit ID # 100430259	✓	45.00	
Deposit	09/16/2021			Deposit ID # 100454631	✓	125.00	
Deposit	09/16/2021			Deposit ID # 100451589	✓	155.00	
Deposit	09/16/2021			Deposit ID # 100429899	✓	365.00	
Deposit	09/16/2021			Deposit ID # 100461647	✓	410.00	
Deposit	09/17/2021			Deposit ID # 100489523	✓	226.00	
Deposit	09/17/2021			Deposit ID # 100485823	✓	270.00	
Deposit	09/20/2021			Deposit ID # 100601621	✓	45.00	
Deposit	09/20/2021			Deposit ID # 100632944	✓	161.00	
Deposit	09/20/2021			Deposit	✓	4,811.00	
Deposit	09/20/2021			Deposit	✓	6,393.00	
Deposit	09/21/2021			Deposit ID # 100659304	✓	101.00	
Deposit	09/21/2021			Deposit ID # 100664548	✓	270.00	
Deposit	09/22/2021			Deposit ID # 100737993	✓	55.00	
Deposit	09/22/2021			Deposit ID # 100733842	✓	150.00	
Deposit	09/22/2021			Deposit ID # 100719696	✓	215.00	
Deposit	09/22/2021			Deposit ID # 100712288	✓	270.00	
Deposit	09/23/2021			Deposit ID # 100764079	✓	125.00	
Deposit	09/23/2021			Deposit ID # 100772582	✓	185.00	
Deposit	09/23/2021			Deposit ID # 100780530	✓	220.00	
Deposit	09/23/2021			Deposit ID # 100768004	✓	284.00	
Deposit	09/24/2021			Deposit ID # 100822162	✓	170.00	
Deposit	09/24/2021			Deposit ID # 100816990	✓	270.00	
Deposit	09/24/2021			Deposit	✓	1,068.75	
Deposit	09/27/2021			Deposit ID # 100955136	✓	21.00	
Deposit	09/27/2021			Deposit ID # 100928652	✓	45.00	
Deposit	09/27/2021			Deposit ID # 100947446	✓	100.00	
Deposit	09/27/2021			Deposit ID # 100947992	✓	125.00	
Deposit	09/27/2021			Deposit ID # 100914155	✓	146.00	

Kalamazoo Area Building Authority Reconciliation Detail

1050 - Checking / SMBT, Period Ending 09/30/2021

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Deposit	09/27/2021			Deposit ID # 100927451	✓	170.00	
Deposit	09/27/2021			Deposit	✓	305.00	
Deposit	09/27/2021			Deposit	✓	8,074.00	
Deposit	09/28/2021			Deposit	✓	186.39	
Paycheck	09/29/2021	DD30551	Alwine, Michael R	Direct Deposit	✓	0.00	
Paycheck	09/29/2021	DD30554	Roy, Stephen A	Direct Deposit	✓	0.00	
Paycheck	09/29/2021	DD30553	Feist, Erin L	Direct Deposit	✓	0.00	
Paycheck	09/29/2021	DD30552	Cassidy, Penny M	Direct Deposit	✓	0.00	
Deposit	09/29/2021			Deposit	✓	365.00	
Deposit	09/29/2021			Deposit	✓	2,939.00	
Check	09/30/2021	5824	Advantage Roofing	VOID: Incorrect payable to	✓	0.00	
Deposit	09/30/2021			Interest	✓	7.83	
Deposit	09/30/2021			Deposit - Cash	✓	21.00	
Deposit	09/30/2021			Deposit - Cash	✓	55.00	
Deposit	09/30/2021			Deposit - Cash	✓	55.00	
Deposit	09/30/2021			Deposit - Cash	✓	140.00	
Deposit	09/30/2021			Deposit - Cash	✓	150.00	
Deposit	09/30/2021			Deposit - Cash	✓	170.00	
Deposit	09/30/2021			Deposit - Cash	✓	325.00	
Deposit	09/30/2021			Deposit	✓	2,488.00	
Total Deposits and Credits							48,977.97
Total Cleared Transactions							-1,257.21
Cleared Balance							193,753.66
Uncleared Transactions							
Checks and Payments - 14 items							
Check	09/09/2021	5800	Climax Solar	Refund - PE21-07-403 (over payment)		-230.00	
Bill Pmt -Check	09/23/2021	5814	Terry Thatcher/MP Services	09/12-09/18/21 (21 Mech / 11 Plumb Inspections)		-1,600.00	
Bill Pmt -Check	09/23/2021	5813	Sun Life Assurance	10/01-10/31/21		-371.46	
Bill Pmt -Check	09/30/2021	5821	Doug Scott	09/19-09/25/21 (25 Inspections)		-1,250.00	
Liability Check	09/30/2021	5826	State of Michigan/Withhold	Sept 2021		-1,126.01	
Bill Pmt -Check	09/30/2021	5817	Bear Priest	(Z20) 09/04-09/24/21 (9.5 hrs + (2) ZCP) & (Z19) 08/23-09/24/21 (6.75 hrs)		-1,065.00	
Bill Pmt -Check	09/30/2021	5816	Allied Mechanical Services, Inc	furnace - fan motor		-655.13	
Bill Pmt -Check	09/30/2021	5818	Butch Hayes/State Approved Insp Svcs	09/19-09/25/21 (4 Mech / 5 Plumb Inspections) & 09/26-09/30/21 (3 Plumb Inspections)		-600.00	
Bill Pmt -Check	09/30/2021	5823	Scott Paddock	09/19-09/25/21 (12 Inspections)		-600.00	
Bill Pmt -Check	09/30/2021	5815	Adams Remco	09/20-12/19/21 & Copies coverage - 06/20-09/19/21		-476.67	
Bill Pmt -Check	09/30/2021	5822	Great America Financial	Toshiba copier		-345.35	
Bill Pmt -Check	09/30/2021	5820	Consumers Energy	08/23-09/21/21		-249.79	

Kalamazoo Area Building Authority
Reconciliation Detail
1050 - Checking / SMBT, Period Ending 09/30/2021

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Bill Pmt -Check	09/30/2021	5819	Charter Comm	09/20-10/19/21		-189.97	
Check	09/30/2021	5825	Advantage Roofing	Refund - PB21-18-399 (permit canceled)		-50.00	-8,809.39
Total Checks and Payments							
Deposits and Credits - 13 items							
Deposit	09/28/2021			Deposit ID # 100984012		55.00	
Deposit	09/28/2021			Deposit ID # 100978266		100.00	
Deposit	09/28/2021			Deposit ID # 100995052		100.00	
Deposit	09/28/2021			Deposit ID # 100982001		161.00	
Deposit	09/28/2021			Deposit ID # 100972948		215.00	
Deposit	09/28/2021			Deposit ID # 100975164		283.00	
Deposit	09/29/2021			Deposit ID # 101031788		100.00	
Deposit	09/29/2021			Deposit ID # 101049553		125.00	
Deposit	09/29/2021			Deposit ID # 101028348		222.00	
Deposit	09/30/2021			Deposit ID # 101090267		10.00	
Deposit	09/30/2021			Deposit ID # 101108790		100.00	
Deposit	09/30/2021			Deposit ID # 101115046		170.00	
Deposit	09/30/2021			Deposit ID # 101084616		307.00	
Total Deposits and Credits							1,948.00
Total Uncleared Transactions							
Register Balance as of 09/30/2021							
New Transactions							
Checks and Payments - 4 items							
Check	10/01/2021	5827	Roy, Stephen A	Reimbursement - Mileage (619.92) & Phone (23.58)		-643.50	
Check	10/01/2021	5828	Alwine, Michael R	Reimbursement - Mileage (295.12) & Phone (88.42)		-383.54	
Check	10/04/2021	5829	Climax Solar	Refund PE21-07-403 (replacement check)		-230.00	
Check	10/04/2021		Southern Michigan Bank & Trust - Fees	Stop Payment - Ck # 5800		-35.00	
Total Checks and Payments							-1,292.04
Deposits and Credits - 7 items							
Deposit	10/01/2021			Deposit ID # 101167768		10.00	
Deposit	10/01/2021			Deposit ID # 101172628		45.00	
Deposit	10/01/2021			Deposit ID # 101158795		104.00	
Deposit	10/01/2021			Deposit ID # 101203085		161.00	
Deposit	10/04/2021			Deposit		55.00	
General Journal	10/04/2021	355		Stop payment Ck #5800		230.00	
Deposit	10/04/2021			Deposit		1,192.00	
Total Deposits and Credits							1,797.00
Total New Transactions							
Ending Balance							187,397.24

Kalamazoo Area Building Authority

Reconciliation Detail

1022 - Savings / Consumers CU, Period Ending 09/30/2021

Type	Date	Num	Name	Cir	Amount	Balance
Beginning Balance						25.00
Cleared Balance						25.00
Register Balance as of 09/30/2021						25.00
Ending Balance						25.00

Kalamazoo Area Building Authority
Profit & Loss Prev Year Comparison
September 2021

	Sep 21	Sep 20	% Change
Income			
4010 · Building Permits	23,925.00	23,811.00	0.5%
4015 · Special Permits	220.00	495.00	-55.6%
4020 · Electrical Permits	7,488.00	7,808.00	-4.1%
4030 · Mechanical Permits	10,783.00	8,733.00	23.5%
4040 · Plumbing Permits	2,706.00	5,031.00	-46.2%
4100 · Zoning Administration	1,963.50	1,310.00	49.9%
4600 · Investment Income	7.83	19.49	-59.8%
4700 · Other Income	186.39	0.00	100.0%
Total Income	47,279.72	47,207.49	0.2%
Expense			
6010 · Advertising and Marketing	0.00	54.47	-100.0%
6200 · Bank Fees	45.00	45.00	0.0%
6500 · Payroll Expenses			
6501 · Salary - Building Official	9,375.00	9,375.00	0.0%
6503 · Salary - Building Inspector	7,500.00	7,500.00	0.0%
6505 · Wages - Administrative	10,145.73	9,822.50	3.3%
6510 · Payroll Taxes	2,113.37	2,082.92	1.5%
6511 · LTD / STD / AD&D / Life	371.46	371.46	0.0%
6512 · 401A (KABA)	1,657.55	1,638.14	1.2%
6513 · Health Insurance	4,306.93	4,573.84	-5.8%
Total 6500 · Payroll Expenses	35,470.04	35,363.86	0.3%
6700 · Insurance - General	934.85	919.91	1.6%
6800 · Legal Fees	0.00	2,020.00	-100.0%
6810 · Computer Support (External)	205.86	179.97	14.4%
6820 · Accounting Services	664.00	797.75	-16.8%
7100 · Office Equipment	822.02	630.83	30.3%
7110 · Office Supplies	202.02	184.33	9.6%
7115 · Postage	0.00	199.30	-100.0%
7130 · Resource Materials	64.70	0.00	100.0%
7420 · Lawn Care/Snow Removal	60.00	84.00	-28.6%
7450 · Maintenance & Repairs - Office	655.13	92.63	607.3%
7500 · Utilities	249.79	188.92	32.2%
7550 · Trash Removal	49.31	48.64	1.4%
7600 · Security (Office)	119.85	44.99	166.4%
7610 · Telephone - Office	629.44	610.01	3.2%
7611 · Telephone - Cellular	112.00	124.49	-10.0%
7701 · At-Large/Alternate Board Member	0.00	225.00	-100.0%
7711 · Contracted Electrical Inspector	5,250.00	4,430.00	18.5%
7712 · Contracted Mechanical Inspector	5,050.00	4,100.00	23.2%
7713 · Contracted Plumbing Inspector	2,650.00	2,100.00	26.2%
7715 · Contracted Zoning Administrator	1,500.00	945.00	58.7%
7800 · Mileage Reimbursement	915.04	815.93	12.2%
7830 · Interest Expense	596.24	626.75	-4.9%
7920 · Capital Outlay	0.00	3,420.00	-100.0%
Total Expense	56,245.29	58,251.78	-3.4%
Net Income	-8,965.57	-11,044.29	18.8%

Kalamazoo Area Building Authority

Profit & Loss Prev Year Comparison

January through September 2021

9:27 AM
10/14/21
Accrual Basis

	Jan 21	Jan 20	% Change	Feb 21	Feb 20	% Change	Mar 21	Mar 20
Income								
4010 - Building Permits	58,008.00	11,072.00	423.9%	18,414.00	10,375.00	77.5%	46,709.00	9,620.00
4015 - Special Permits	385.00	385.00	0.0%	495.00	330.00	50.0%	550.00	715.00
4020 - Electrical Permits	11,233.00	11,610.00	-3.3%	9,257.00	6,154.00	50.4%	7,932.00	6,815.00
4030 - Mechanical Permits	16,834.00	10,641.00	58.2%	11,571.60	6,508.00	77.8%	12,589.00	9,130.00
4040 - Plumbing Permits	5,640.00	4,276.00	31.9%	2,472.00	5,534.00	-55.3%	6,805.00	2,248.00
4090 - Ordinance Enforcement	0.00	0.00	0.0%	0.00	137.50	-100.0%	0.00	0.00
4100 - Zoning Administration	930.00	2,005.00	-53.6%	1,347.50	1,866.25	-19.1%	1,361.25	1,253.75
4600 - Investment Income	5.57	23.63	-76.4%	6.40	17.75	-63.9%	0.00	10.23
4700 - Other Income	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00
4710 - FOIA Income	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00
Total Income	93,035.57	40,012.63	132.5%	43,563.50	30,722.50	41.8%	75,953.18	29,791.98
Expense								
6010 - Advertising and Marketing	0.00	0.00	0.0%	0.00	516.15	-100.0%	197.90	0.00
6200 - Bank Fees	74.93	0.00	100.0%	80.00	0.00	100.0%	183.62	45.00
6500 - Payroll Expenses								
6501 - Salary - Building Official	3,437.68	4,062.64	-15.4%	6,250.00	6,250.00	0.0%	9,375.00	6,250.00
6503 - Salary - Building Inspector	2,750.00	3,250.00	-15.4%	5,000.00	5,000.00	0.0%	7,500.00	5,000.00
6505 - Wages - Administrative	3,691.68	4,307.00	-14.3%	6,753.60	6,531.40	3.4%	10,104.23	6,522.92
6510 - Payroll Taxes	1,384.32	1,368.44	1.2%	1,400.48	1,368.19	2.4%	2,121.68	1,379.01
6511 - LTD / STD / AD&D / Life	371.46	371.46	0.0%	371.46	371.46	0.0%	371.46	371.46
6512 - 401A (KABA)	1,097.73	1,091.28	0.6%	1,104.42	1,091.08	1.2%	1,655.06	1,090.57
6513 - Health Insurance	5,480.45	4,700.68	16.6%	4,105.24	4,372.15	-6.1%	7,206.76	4,372.15
6500 - Payroll Expenses - Other	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00
Total 6500 - Payroll Expenses	18,213.32	19,151.50	-4.9%	24,985.20	24,984.28	0.0%	38,334.19	24,986.11
6700 - Insurance - General	947.40	889.29	6.5%	947.41	889.31	6.5%	947.35	904.13
6800 - Legal Fees	1,140.00	860.00	32.6%	210.00	940.00	-77.7%	693.00	416.10
6810 - Computer Support (External)	6,365.86	6,324.98	0.7%	198.55	154.98	28.1%	195.86	288.75
6820 - Accounting Services	1,048.58	14.00	7,389.9%	14.00	14.00	0.0%	3,198.75	255.75
7100 - Office Equipment	619.94	437.18	41.8%	275.07	437.18	-37.1%	654.05	398.22
7110 - Office Supplies	30.93	240.70	-87.2%	174.35	44.26	293.9%	201.64	140.36
7115 - Postage	185.00	0.00	100.0%	14.40	185.00	-92.2%	193.00	0.00
7125 - Computer (Hardware/Software)	3,153.17	3,557.60	-11.4%	1,420.00	2,932.95	-51.6%	0.00	-33.00
7130 - Resource Materials	0.00	-109.25	100.0%	-21.00	0.00	-100.0%	61.70	-42.00
7420 - Lawn Care/Snow Removal	837.00	35.00	2,291.4%	0.00	208.86	-100.0%	145.00	0.00
7450 - Maintenance & Repairs - Office	329.90	334.41	-1.4%	66.74	0.00	100.0%	0.00	0.00
7500 - Utilities	360.13	314.44	14.5%	444.81	417.26	6.6%	274.48	310.07
7550 - Trash Removal	48.85	45.24	8.0%	49.04	45.15	8.6%	49.68	44.94
7600 - Security (Office)	79.90	44.99	77.6%	61.75	44.99	119.8%	119.85	44.99
7610 - Telephone - Office	606.08	603.05	0.5%	611.75	602.26	1.6%	605.24	607.69
7611 - Telephone - Cellular	124.74	125.18	-0.4%	124.74	125.18	-0.4%	123.97	125.18
7701 - At-Large/Alternate Board Member	0.00	0.00	0.0%	0.00	0.00	0.0%	150.00	150.00
7711 - Contracted Electrical Inspector	3,160.00	4,600.00	-31.3%	4,710.00	4,460.00	5.6%	5,120.00	3,940.00
7712 - Contracted Mechanical Inspector	4,950.00	6,145.00	-19.5%	6,777.60	3,730.00	81.7%	8,087.60	4,130.00
7713 - Contracted Plumbing Inspector	2,450.00	2,895.00	-15.4%	2,250.00	3,300.00	-31.8%	2,500.00	1,950.00
7714 - Contracted Ord Enforcement	0.00	67.50	-100.0%	0.00	0.00	0.0%	0.00	0.00
7715 - Contracted Zoning Administrator	795.00	1,605.00	-50.5%	1,080.00	1,335.00	-19.1%	1,230.00	1,050.00
7800 - Mileage Reimbursement	783.44	920.00	-14.8%	760.48	862.50	-11.8%	1,088.64	633.65
7810 - Training Expense	1,231.20	0.00	100.0%	0.00	0.00	0.0%	0.00	0.00
7830 - Interest Expense	588.04	-390.00	250.8%	799.82	1,049.99	-23.8%	601.68	720.68
7920 - Capital Outlay	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00
7989 - Misc Expense	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00
Total Expense	48,123.41	48,710.81	-1.2%	45,972.96	47,279.30	-2.8%	64,957.22	41,066.62
Net Income	44,912.16	-8,698.18	616.3%	-2,409.46	-16,556.80	85.5%	10,995.96	-11,274.64

Kalamazoo Area Building Authority Profit & Loss Prev Year Comparison January through September 2021

9:27 AM
10/14/21
Accrual Basis

	Apr 21	Apr 20	% Change	May 21	May 20	% Change	Jun 21
Income							
4010 - Building Permits	22,720.00	0.00	100.0%	29,471.00	15,128.00	94.8%	15,624.00
4015 - Special Permits	1,045.00	0.00	100.0%	275.00	375.00	-26.7%	1,045.00
4020 - Electrical Permits	8,447.00	0.00	100.0%	8,770.00	13,400.00	-34.6%	7,255.00
4030 - Mechanical Permits	12,641.20	-20.00	63.306.0%	9,061.50	8,715.20	4.0%	10,723.00
4040 - Plumbing Permits	5,987.00	0.00	100.0%	4,607.00	5,987.00	-23.1%	3,537.00
4090 - Ordinance Enforcement	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
4100 - Zoning Administration	1,881.25	387.50	385.5%	1,755.00	1,586.25	10.6%	1,830.00
4600 - Investment Income	7.57	4.37	73.2%	8.00	3.00	166.7%	7.67
4700 - Other Income	0.00	0.00	0.0%	0.00	0.00	0.0%	72.80
4710 - FOIA Income	0.00	0.00	0.0%	0.00	0.00	0.0%	19.40
Total Income	52,729.02	371.87	14,079.4%	53,947.50	45,194.45	19.4%	40,113.87
Expense							
6010 - Advertising and Marketing	61.90	0.00	100.0%	0.00	0.00	0.0%	0.00
6200 - Bank Fees	45.00	115.00	-60.9%	80.00	45.00	77.8%	45.00
6500 - Payroll Expenses							
6501 - Salary - Building Official	6,250.00	9,375.00	-33.3%	6,250.00	6,250.00	0.0%	6,250.00
6503 - Salary - Building Inspector	5,000.00	7,500.00	-33.3%	5,000.00	5,000.00	0.0%	5,000.00
6505 - Wages - Administrative	6,856.30	9,835.20	-30.3%	6,730.67	6,548.33	2.8%	6,736.15
6510 - Payroll Taxes	1,415.98	2,055.18	-31.1%	1,406.39	1,369.50	2.7%	1,412.53
6511 - LTD / STD / AD&D / Life	371.46	371.46	0.0%	371.46	371.46	0.0%	371.46
6512 - 401A (KABA)	1,110.58	1,638.90	-32.2%	1,103.04	1,092.09	1.0%	1,103.37
6513 - Health Insurance	4,105.24	4,573.84	-10.3%	4,105.24	4,372.15	-6.1%	4,105.24
6500 - Payroll Expenses - Other	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total 6500 - Payroll Expenses	25,109.56	35,349.58	-29.0%	24,966.80	25,003.53	-0.2%	24,978.75
6700 - Insurance - General	947.41	904.18	4.8%	947.35	919.91	3.0%	947.41
6800 - Legal Fees	0.00	0.00	0.0%	630.00	0.00	100.0%	420.00
6810 - Computer Support (External)	195.86	154.98	26.4%	195.86	154.98	26.4%	195.86
6820 - Accounting Services	4,014.00	589.00	581.5%	14.00	3,145.25	-99.6%	940.75
7100 - Office Equipment	275.07	354.57	-22.4%	275.07	275.07	0.0%	737.16
7110 - Office Supplies	149.65	0.00	100.0%	186.84	393.47	-52.5%	120.65
7115 - Postage	0.00	0.00	0.0%	203.00	183.20	10.8%	7.95
7125 - Computer (Hardware/Software)	0.00	0.00	0.0%	0.00	0.00	0.0%	82.70
7130 - Resource Materials	383.00	0.00	100.0%	-42.00	110.00	-138.2%	84.00
7420 - Lawn Care/Snow Removal	42.00	41.00	2.4%	84.00	84.00	0.0%	84.00
7500 - Utilities	0.00	0.00	0.0%	0.00	31.78	-100.0%	1,200.33
7550 - Trash Removal	238.15	182.17	30.7%	302.02	234.05	29.0%	255.58
7600 - Security (Office)	0.00	46.23	-100.0%	50.25	45.29	11.0%	50.25
7610 - Telephone - Office	166.4%	44.99	-100.0%	605.37	392.65	-100.0%	119.85
7611 - Telephone - Cellular	-1.0%	123.89	-1.0%	123.89	125.11	-1.0%	123.89
7701 - At-Large/Alternate Board Member	0.00	0.00	0.0%	0.00	0.00	0.0%	75.00
7711 - Contracted Electrical Inspector	4,260.00	340.00	1,152.9%	4,090.00	4,140.00	-1.2%	4,560.00
7712 - Contracted Mechanical Inspector	4,000.00	225.00	1,677.6%	4,100.00	3,630.00	16.2%	3,700.00
7713 - Contracted Plumbing Inspector	2,600.00	235.00	1,006.4%	2,650.00	2,150.00	23.3%	2,600.00
7714 - Contracted Ord Enforcement	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
7715 - Contracted Zoning Administrator	1,425.00	270.00	427.8%	1,320.00	1,365.00	-3.3%	1,385.00
7800 - Mileage Reimbursement	861.28	48.30	1,683.2%	1,101.52	610.08	80.6%	1,150.80
7810 - Training Expense	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
7830 - Interest Expense	746.49	670.09	11.4%	583.37	711.68	-16.6%	588.84
7920 - Capital Outlay	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
7930 - Misc Expense	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total Expense	46,084.85	40,299.03	14.4%	42,477.34	44,250.81	-4.0%	44,975.34
Net Income	6,644.17	-39,927.16	116.6%	11,470.16	943.64	1,115.5%	-4,861.47

Kalamazoo Area Building Authority
Profit & Loss Prev Year Comparison
 January through September 2021

9:27 AM
 10/14/21
 Accrual Basis

	Jun 20	% Change	Jul 21	Jul 20	% Change	Aug 21	Aug 20	% Change
Income								
4010 - Building Permits	124,245.00	-87.4%	25,813.00	11,142.00	131.7%	17,673.00	11,007.00	60.6%
4015 - Special Permits	825.00	26.7%	880.00	550.00	60.0%	495.00	577.50	-14.3%
4020 - Electrical Permits	10,085.00	-28.1%	12,288.00	8,184.00	50.2%	11,313.00	10,141.00	11.6%
4030 - Mechanical Permits	13,725.00	-21.9%	13,433.50	15,604.00	-13.9%	10,203.00	14,748.40	-30.8%
4040 - Plumbing Permits	5,032.00	-28.7%	4,931.00	4,484.00	10.0%	5,728.00	3,041.00	88.4%
4090 - Ordinance Enforcement	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
4100 - Zoning Administration	2,092.50	-12.5%	1,382.50	2,792.50	-50.5%	1,233.75	1,760.00	-29.9%
4600 - Investment Income	7.41	3.5%	7.92	22.31	-64.5%	8.22	21.64	-62.0%
4700 - Other Income	0.00	100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
4710 - FOIA Income	0.00	100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Total Income	156,011.91	-74.3%	58,735.92	42,778.81	37.3%	46,653.97	41,296.54	13.0%
Expense								
6010 - Advertising and Marketing	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
6200 - Bank Fees	45.00	0.0%	45.00	45.00	0.0%	45.00	45.00	0.0%
6500 - Payroll Expenses								
6501 - Salary - Building Official	6,250.00	0.0%	6,250.00	6,250.00	0.0%	6,250.00	6,250.00	0.0%
6503 - Salary - Building Inspector	5,000.00	0.0%	5,000.00	5,000.00	0.0%	5,000.00	5,000.00	0.0%
6505 - Wages - Administrative	6,535.63	3.1%	6,744.88	6,535.85	3.2%	6,738.69	6,548.33	2.9%
6510 - Payroll Taxes	1,374.22	2.8%	1,407.47	1,376.04	2.3%	1,412.73	1,377.13	2.6%
6511 - LTD / STD / AD&D / Life	371.46	0.0%	371.46	371.46	0.0%	371.46	371.46	0.0%
6512 - 401A (KABA)	1,091.33	1.1%	1,103.90	1,091.23	1.2%	1,103.53	1,092.09	1.1%
6513 - Health Insurance	4,372.15	-6.1%	4,105.24	4,372.15	-6.1%	4,105.24	2,938.19	39.7%
6500 - Payroll Expenses - Other	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Total 6500 - Payroll Expenses	24,984.79	-0.1%	24,982.95	24,984.73	-0.1%	24,981.65	23,877.20	6.0%
6700 - Insurance - General	919.99	3.0%	947.35	919.91	3.0%	1,084.91	1,069.99	1.4%
6800 - Legal Fees	1,920.00	-78.1%	420.00	440.00	-4.6%	0.00	2,220.00	-100.0%
6810 - Computer Support (External)	654.98	-70.1%	195.86	154.98	26.4%	990.79	182.38	443.3%
6820 - Accounting Services	4,840.75	-79.7%	1,364.00	14.00	9,842.9%	22.75	14.00	62.5%
7100 - Office Equipment	619.94	18.9%	275.07	275.07	0.0%	275.07	275.07	0.0%
7110 - Office Supplies	125.59	-3.9%	0.00	536.05	-100.0%	225.10	89.82	150.6%
7115 - Postage	191.00	-95.8%	165.00	0.00	100.0%	240.00	165.00	45.5%
7125 - Computer (Hardware/Software)	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
7130 - Resource Materials	0.00	100.0%	-42.00	0.00	-100.0%	-63.00	0.00	-100.0%
7420 - Lawn Care/Snow Removal	195.00	-56.9%	174.00	84.00	107.1%	105.00	84.00	25.0%
7450 - Maintenance & Repairs - Office	141.00	751.3%	0.00	0.00	0.0%	0.00	510.47	-100.0%
7500 - Utilities	204.92	24.7%	267.86	253.13	5.8%	371.83	345.31	7.7%
7550 - Trash Removal	47.91	4.9%	50.55	48.28	4.7%	50.69	48.79	3.9%
7600 - Security (Office)	44.99	166.4%	0.00	44.99	-100.0%	0.00	44.99	-100.0%
7610 - Telephone - Office	608.24	-0.4%	606.09	605.83	0.0%	631.91	608.75	3.6%
7611 - Telephone - Cellular	125.11	-1.0%	111.67	125.61	-11.1%	112.05	124.49	-10.0%
7701 - At-Large/Alternate Board Member	75.00	0.0%	0.00	0.00	0.0%	75.00	0.00	100.0%
7711 - Contracted Electrical Inspector	4,820.00	-5.4%	5,290.00	5,160.00	2.5%	5,400.00	4,950.00	9.1%
7712 - Contracted Mechanical Inspector	4,810.00	-23.1%	4,065.00	5,050.00	-19.5%	4,060.00	8,878.00	-54.3%
7713 - Contracted Plumbing Inspector	3,010.00	-13.6%	2,815.00	2,500.00	12.6%	2,910.00	2,350.00	23.8%
7714 - Contracted Ord Enforcement	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
7715 - Contracted Zoning Administrator	1,020.00	35.8%	1,155.00	2,195.00	-47.4%	900.00	1,410.00	-36.2%
7800 - Mileage Reimbursement	1,052.26	9.4%	1,053.36	1,045.93	0.7%	1,166.48	998.78	16.8%
7810 - Training Expense	0.00	0.0%	0.00	0.00	0.0%	375.00	0.00	100.0%
7830 - Interest Expense	707.27	-16.7%	584.28	634.83	-8.0%	703.93	765.58	-8.1%
7920 - Capital Outlay	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
7999 - Misc Expense	0.00	0.0%	0.00	75.00	-100.0%	0.00	0.00	0.0%
Total Expense	50,973.74	-11.8%	44,526.04	45,202.34	-1.5%	44,664.16	48,758.62	-8.4%
Net Income	105,038.17	-104.6%	14,209.88	-2,423.53	686.3%	1,989.81	-7,462.08	126.7%

Kalamazoo Area Building Authority Profit & Loss Prev Year Comparison January through September 2021

Accrual Basis

	Sep 21	Sep 20	% Change	Jan - Sep 21	Jan - Sep 20	% Change
Income						
4010 - Building Permits	23,925.00	23,811.00	0.5%	258,357.00	216,400.00	19.4%
4015 - Special Permits	220.00	495.00	-55.6%	5,390.00	4,252.50	26.8%
4020 - Electrical Permits	7,488.00	7,808.00	-4.1%	83,983.00	74,197.00	13.2%
4030 - Mechanical Permits	10,783.00	8,733.00	23.5%	107,839.80	87,784.60	22.9%
4040 - Plumbing Permits	2,706.00	5,031.00	-46.2%	42,413.00	35,633.00	19.0%
4090 - Ordinance Enforcement	0.00	0.00	0.0%	0.00	137.50	-100.0%
4100 - Zoning Administration	1,963.50	1,310.00	49.9%	13,684.75	14,853.75	-7.9%
4600 - Investment Income	7.83	19.49	-59.8%	66.11	129.83	-49.1%
4700 - Other Income	186.39	0.00	100.0%	259.19	0.00	100.0%
4710 - FOIA Income	0.00	0.00	0.0%	19.40	0.00	100.0%
Total Income	47,279.72	47,207.49	0.2%	512,012.25	433,388.18	18.1%
Expense						
6010 - Advertising and Marketing	0.00	54.47	-100.0%	259.80	570.62	-54.5%
6200 - Bank Fees	45.00	45.00	0.0%	643.55	365.00	67.2%
6500 - Payroll Expenses						
6501 - Salary - Building Official	9,375.00	9,375.00	0.0%	59,687.68	60,312.64	-1.0%
6503 - Salary - Building Inspector	7,500.00	7,500.00	0.0%	47,750.00	48,250.00	-1.0%
6505 - Wages - Administrative	10,145.73	9,822.50	3.3%	64,501.93	63,185.16	2.1%
6510 - Payroll Taxes	2,113.37	2,082.92	1.5%	14,074.95	13,750.63	2.4%
6511 - LTD / STD / AD&D / Life	371.46	371.46	0.0%	3,343.14	3,343.14	0.0%
6512 - 401A (KABA)	1,657.55	1,638.14	1.2%	11,039.18	10,916.71	1.1%
6513 - Health Insurance	4,306.93	4,573.84	-5.8%	41,625.58	38,647.30	7.7%
6500 - Payroll Expenses - Other	0.00	0.00	0.0%	0.00	0.00	0.0%
Total 6500 - Payroll Expenses	35,470.04	35,363.86	0.3%	242,022.46	238,405.58	1.5%
6700 - Insurance - General	934.85	919.91	1.6%	8,651.44	8,336.62	3.8%
6800 - Legal Fees	0.00	2,020.00	-100.0%	8,816.10	8,161.00	-60.2%
6810 - Computer Support (External)	205.86	179.97	14.4%	8,740.36	8,250.98	5.9%
6820 - Accounting Services	664.00	797.75	-16.8%	11,280.83	9,484.50	18.9%
7100 - Office Equipment	822.02	630.83	30.3%	4,208.52	3,703.13	13.7%
7110 - Office Supplies	202.02	184.33	9.6%	1,291.18	1,754.58	-26.4%
7115 - Postage	0.00	199.30	-100.0%	1,008.35	923.50	9.2%
7125 - Computer (Hardware/Software)	0.00	0.00	0.0%	4,573.17	6,457.35	-29.2%
7130 - Resource Materials	64.70	0.00	100.0%	424.10	-41.25	1,126.1%
7420 - Lawn Care/Snow Removal	60.00	84.00	-28.6%	1,531.00	815.86	87.7%
7450 - Maintenance & Repairs - Office	655.13	92.63	607.3%	2,252.10	1,110.29	102.8%
7500 - Utilities	249.79	188.92	32.2%	2,764.66	2,450.27	12.8%
7550 - Trash Removal	49.31	48.64	1.4%	398.62	420.47	-5.2%
7600 - Security (Office)	119.85	44.99	166.4%	439.45	752.57	-41.6%
7610 - Telephone - Office	629.44	610.01	3.2%	5,508.04	5,451.41	1.0%
7611 - Telephone - Cellular	112.00	124.49	-10.0%	1,080.84	1,125.47	-4.0%
7701 - At-Large/Alternate Board Member	0.00	225.00	-100.0%	300.00	450.00	-33.3%
7711 - Contracted Electrical Inspector	5,250.00	4,430.00	18.5%	41,840.00	36,840.00	13.6%
7712 - Contracted Mechanical Inspector	5,050.00	4,100.00	23.2%	44,790.20	40,598.00	10.3%
7713 - Contracted Plumbing Inspector	2,650.00	2,100.00	26.2%	23,425.00	20,490.00	14.3%
7714 - Contracted Ord Enforcement	0.00	0.00	0.0%	0.00	67.50	-100.0%
7715 - Contracted Zoning Administrator	1,500.00	945.00	58.7%	10,790.00	11,195.00	-3.6%
7800 - Mileage Reimbursement	915.04	815.93	12.2%	6,987.04	6,987.04	27.1%
7810 - Training Expense	0.00	0.00	0.0%	1,606.20	0.00	100.0%
7830 - Interest Expense	596.24	626.75	-4.9%	5,496.87	5,496.87	5.6%
7820 - Capital Outlay	0.00	3,420.00	-100.0%	0.00	3,420.00	-100.0%
7999 - Misc Expense	0.00	0.00	0.0%	0.00	75.00	-100.0%
Total Expense	56,245.29	58,251.78	-3.4%	458,026.61	424,793.05	3.1%
Net Income	-9,965.57	-1,044.29	18.8%	73,985.64	8,595.13	760.8%

Kalamazoo Area Building Authority

Profit & Loss Budget Performance

September 2021

9:29 AM
10/14/21
Accrual Basis

	Sep 21	Budget	% of Budget	Jan - Sep 21	YTD Budget	% of Budget	Annual Budget
Income							
4010 · Building Permits	23,925.00	34,715.00	68.9%	258,357.00	240,017.00	107.6%	310,725.00
4015 · Special Permits	220.00	726.00	30.3%	5,390.00	5,389.00	100.0%	7,926.00
4020 · Electrical Permits	7,489.00	8,869.00	84.4%	83,983.00	77,521.00	108.3%	110,867.00
4030 · Mechanical Permits	10,783.00	10,753.00	100.3%	107,839.80	84,323.00	127.9%	116,004.00
4040 · Plumbing Permits	2,706.00	6,075.00	44.5%	42,413.00	45,990.00	92.2%	63,190.00
4100 · Zoning Administration	1,963.50	10.00	78.3%	13,684.75	90.00	73.5%	120.00
4600 · Investment Income	7.83			66.11			
4700 · Other Income	186.39			259.19			
4710 · FOIA Income	0.00			19.40			
Total Income	47,279.72	61,148.00	77.3%	512,012.25	453,330.00	112.9%	608,832.00
Expense							
6010 · Advertising and Marketing	0.00	0.00	0.0%	259.80	1,200.00	21.7%	2,000.00
6200 · Bank Fees	45.00	45.00	100.0%	643.55	405.00	158.9%	540.00
6450 · Dues & Subscriptions	0.00	0.00	0.0%	0.00	0.00	0.0%	575.00
6500 · Payroll Expenses							
6501 · Salary - Building Official	9,375.00	9,375.00	100.0%	59,687.68	62,500.00	95.5%	81,250.00
6503 · Salary - Building Inspector	7,500.00	7,500.00	100.0%	47,750.00	50,000.00	95.5%	65,000.00
6505 · Wages - Administrative	10,145.73	10,130.40	100.2%	64,501.93	67,536.00	95.5%	87,796.80
6510 · Payroll Taxes	2,113.37	2,129.41	99.2%	14,074.95	14,132.95	99.6%	18,374.59
6511 · LTD / STD / AD&D / Life	371.46	371.46	100.0%	3,343.14	3,343.14	100.0%	4,457.52
6512 · 401A (KABA)	1,657.53	1,656.62	100.1%	11,039.18	11,044.18	100.0%	14,357.44
6513 · Health Insurance	4,306.93	4,728.84	91.1%	41,625.58	41,147.73	101.2%	54,945.41
Total 6500 · Payroll Expenses	35,470.04	35,891.73	98.8%	242,022.46	249,704.00	96.9%	326,181.76
6700 · Insurance - General	934.85	940.25	99.4%	8,651.44	8,612.25	100.5%	12,433.00
6800 · Legal Fees	0.00	720.00	0.0%	3,513.00	6,480.00	54.2%	20,000.00
6810 · Computer Support (External)	205.86	200.00	102.9%	8,740.36	9,062.38	96.4%	10,588.56
6820 · Accounting Services	664.00	847.75	78.3%	11,280.83	11,415.00	98.8%	12,582.00
7100 · Office Equipment	822.02	694.94	118.3%	4,208.52	4,155.11	101.3%	4,980.32
7110 · Office Supplies	202.02	300.00	67.3%	1,291.18	2,700.00	47.8%	3,800.00
7115 · Postage	0.00	0.00	0.0%	1,098.35	835.00	120.8%	1,000.00
7125 · Computer (Hardware/Software)	0.00	0.00	0.0%	4,573.17	4,620.00	99.0%	5,987.00
7130 · Resource Materials	64.70	0.00	100.0%	424.10	400.00	106.0%	1,000.00
7400 · Rent/Lease Expense	0.00	1,600.00	0.0%	0.00	14,400.00	0.0%	19,200.00
7420 · Lawn Care/Snow Removal	60.00	105.00	57.1%	1,531.00	1,587.00	95.8%	2,484.00
7450 · Maintenance & Repairs - Office	655.13	660.00	99.3%	2,252.10	2,280.00	98.8%	5,000.00
7500 · Utilities	249.79	265.00	94.3%	2,764.66	2,588.00	107.7%	3,424.00
7550 · Trash Removal	49.31	50.00	98.6%	398.62	450.00	88.6%	600.00
7600 · Security (Office)	119.85	135.00	88.8%	439.45	495.00	88.8%	540.00
7610 · Telephone - Office	629.44	610.00	103.2%	5,508.04	5,490.00	100.3%	7,320.00
7611 · Telephone - Cellular	112.00	150.00	74.7%	1,080.84	1,350.00	80.1%	1,800.00
7700 · Building Board of Appeals	0.00	0.00	0.0%	0.00	0.00	0.0%	375.00
7701 · At-Large/Alternate Board Member	0.00	0.00	0.0%	300.00	525.00	57.1%	1,200.00
7710 · Contracted Building Inspector	0.00	0.00	0.0%	0.00	0.00	0.0%	10,000.00
7711 · Contracted Electrical Inspector	5,250.00	3,856.00	136.2%	41,840.00	41,106.00	101.6%	53,400.00
7712 · Contracted Mechanical Inspector	5,050.00	2,497.00	202.2%	44,790.20	34,571.00	129.6%	45,600.00
7713 · Contracted Plumbing Inspector	2,650.00	2,536.00	104.5%	23,425.00	23,950.00	97.8%	31,200.00
7715 · Contracted Zoning Administrator	1,500.00	1,500.00	100.0%	10,790.00	10,790.00	100.0%	12,740.00
7800 · Mileage Reimbursement	915.04	1,045.00	87.6%	8,881.04	9,505.00	93.4%	12,740.00
7810 · Training Expense	0.00	0.00	0.0%	1,606.20	1,600.00	100.4%	1,600.00
7830 · Interest Expense	596.24	0.00	0.0%	5,802.70	0.00	0.0%	7,000.00
7920 · Capital Outlay	0.00	0.00	0.0%	0.00	0.00	0.0%	2,000.00
7999 · Misc Expense	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total Expense	56,245.29	53,148.67	105.8%	438,026.61	439,475.74	99.7%	607,150.64
Net Income	-8,965.57	7,999.33	-112.1%	73,985.64	13,854.26	534.0%	1,681.36

Kalamazoo Area Building Authority

Balance Sheet

As of September 30, 2021

10/14/21

Accrual Basis

	<u>Sep 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
1001 · Cash on Hand (Cash Bags)	300.00
1022 · Savings / Consumers CU	25.00
1050 · Checking / SMBT	<u>186,892.28</u>
Total Checking/Savings	187,217.28
Accounts Receivable	
1200 · Accounts Receivable	<u>1,798.50</u>
Total Accounts Receivable	1,798.50
Other Current Assets	
1400 · Prepaid Items	<u>5,037.90</u>
Total Other Current Assets	5,037.90
Total Current Assets	194,053.68
Other Assets	
1600 · Accumulated Depreciation	-46,437.48
1900 · Capital Assets	<u>231,006.20</u>
Total Other Assets	184,568.72
TOTAL ASSETS	<u><u>378,622.40</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	<u>1,244.71</u>
Total Accounts Payable	1,244.71
Credit Cards	
2010 · CCU - Mastercard	<u>867.91</u>
Total Credit Cards	867.91
Other Current Liabilities	
2070 · Notes Payable - SMBT	121,414.33
2100 · Accrued Items	489.04
2300 · Accounts Payables / ADJ	<u>2,308.33</u>
Total Other Current Liabilities	124,211.70
Total Current Liabilities	<u>126,324.32</u>
Total Liabilities	126,324.32
Equity	
3010 · Net Position	178,312.44
Net Income	<u>73,985.64</u>
Total Equity	252,298.08
TOTAL LIABILITIES & EQUITY	<u><u>378,622.40</u></u>

2021 MONTHLY PERMITS BY JURISDICTION

MONTH OF SEPTEMBER 2021

<u>JURISDICTION</u>	<u>PERMIT CATEGORY</u>	<u># PERMITS</u>	<u>PERMIT REVENUE</u>
COMSTOCK	BUILDING	14	\$ 5,410
COMSTOCK	ELECTRICAL	14	\$ 2,275
COMSTOCK	MECHANICAL	18	\$ 3,296
COMSTOCK	PLUMBING	7	\$ 1,092
COMSTOCK	SPECIAL - JURISDICTION	1	\$ 55
COMSTOCK	SPECIAL - HOMEOWNER	-	\$ -
TOTAL COMSTOCK		54	\$ 12,128
KALAMAZOO	BUILDING	28	\$ 5,848
KALAMAZOO	ELECTRICAL	21	\$ 2,646
KALAMAZOO	MECHANICAL	24	\$ 3,301
KALAMAZOO	PLUMBING	7	\$ 705
KALAMAZOO	SPECIAL - JURISDICTION	1	\$ 55
KALAMAZOO	SPECIAL - HOMEOWNER	1	\$ 55
TOTAL KALAMAZOO		82	\$ 12,610
PARCHMENT	BUILDING	-	\$ -
PARCHMENT	ELECTRICAL	1	\$ 125
PARCHMENT	MECHANICAL	1	\$ 125
PARCHMENT	PLUMBING	-	\$ -
PARCHMENT	SPECIAL - JURISDICTION	1	\$ 100
PARCHMENT	SPECIAL - HOMEOWNER	-	\$ -
TOTAL PARCHMENT		3	\$ 350
PINE GROVE	BUILDING	3	\$ 2,827
PINE GROVE	ELECTRICAL	4	\$ 1,013
PINE GROVE	MECHANICAL	6	\$ 1,065
PINE GROVE	PLUMBING	-	\$ -
PINE GROVE	SPECIAL - JURISDICTION	-	\$ -
PINE GROVE	SPECIAL - HOMEOWNER	1	\$ 55
TOTAL PINE GROVE		14	\$ 4,960
RICHLAND	BUILDING	19	\$ 9,405
RICHLAND	ELECTRICAL	10	\$ 1,349
RICHLAND	MECHANICAL	17	\$ 2,571
RICHLAND	PLUMBING	4	\$ 636
RICHLAND	SPECIAL - JURISDICTION	-	\$ -
RICHLAND	SPECIAL - HOMEOWNER	-	\$ -
TOTAL RICHLAND		50	\$ 13,961
RICHLAND VILLAGE	BUILDING	1	\$ 170
RICHLAND VILLAGE	ELECTRICAL	-	\$ -
RICHLAND VILLAGE	MECHANICAL	3	\$ 426
RICHLAND VILLAGE	PLUMBING	2	\$ 273
RICHLAND VILLAGE	SPECIAL - JURISDICTION	-	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	-	\$ -
TOTAL RICHLAND VILLAGE		6	\$ 869
TOTAL		209	\$ 44,877

REVENUE	REVENUE
SEPTEMBER 2020	% PREV YEAR MONTH
\$ 45,266	99.1%

PERMITS	PERMITS
SEPTEMBER 2020	% 2020- YTD
185	113%

2021 MONTHLY PERMITS BY JURISDICTION

YEAR TO DATE AS OF: SEPTEMBER 2021

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	133	\$ 90,462
COMSTOCK	ELECTRICAL	142	\$ 26,586
COMSTOCK	MECHANICAL	133	\$ 22,935
COMSTOCK	PLUMBING	72	\$ 12,841
COMSTOCK	SPECIAL - JURISDICTION	17	\$ 935
COMSTOCK	SPECIAL - HOMEOWNER	7	\$ 385
TOTAL COMSTOCK		504	\$ 154,144
KALAMAZOO	BUILDING	145	\$ 24,346
KALAMAZOO	ELECTRICAL	130	\$ 19,752
KALAMAZOO	MECHANICAL	211	\$ 35,475
KALAMAZOO	PLUMBING	76	\$ 9,349
KALAMAZOO	SPECIAL - JURISDICTION	45	\$ 2,530
KALAMAZOO	SPECIAL - HOMEOWNER	12	\$ 660
TOTAL KALAMAZOO		619	\$ 92,112
PARCHMENT	BUILDING	12	\$ 4,748
PARCHMENT	ELECTRICAL	19	\$ 3,221
PARCHMENT	MECHANICAL	18	\$ 8,174
PARCHMENT	PLUMBING	7	\$ 1,357
PARCHMENT	SPECIAL - JURISDICTION	7	\$ 430
PARCHMENT	SPECIAL - HOMEOWNER	0	\$ -
TOTAL PARCHMENT		63	\$ 17,930
PINE GROVE	BUILDING	42	\$ 26,121
PINE GROVE	ELECTRICAL	39	\$ 6,801
PINE GROVE	MECHANICAL	46	\$ 7,641
PINE GROVE	PLUMBING	21	\$ 4,204
PINE GROVE	SPECIAL - JURISDICTION	3	\$ 165
PINE GROVE	SPECIAL - HOMEOWNER	2	\$ 110
TOTAL PINE GROVE		153	\$ 45,042
RICHLAND	BUILDING	103	\$ 109,131
RICHLAND	ELECTRICAL	111	\$ 24,726
RICHLAND	MECHANICAL	145	\$ 28,554
RICHLAND	PLUMBING	62	\$ 12,853
RICHLAND	SPECIAL - JURISDICTION	2	\$ 110
RICHLAND	SPECIAL - HOMEOWNER	3	\$ 165
TOTAL RICHLAND		426	\$ 175,539
RICHLAND VILLAGE	BUILDING	8	\$ 2,612
RICHLAND VILLAGE	ELECTRICAL	10	\$ 1,674
RICHLAND VILLAGE	MECHANICAL	24	\$ 3,623
RICHLAND VILLAGE	PLUMBING	9	\$ 1,318
RICHLAND VILLAGE	SPECIAL - JURISDICTION	0	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	0	\$ -
TOTAL RICHLAND VILLAGE		51	\$ 9,227
TOTAL KABA	YTD	1816	493,994

REVENUE	REVENUE
YTD - SEPTEMBER 2020	% 2020 - YTD
\$ 410,785	120.3%

REVENUE
% 2021 YTD BUDGET
108.2%

PERMITS	PERMITS
YTD - SEPTEMBER 2020	% 2020 - YTD
1422	127.7%

2021 MONTHLY CUMULATIVE TOTALS			
# PERMITS	REVENUE		
185	\$ 91,435		JAN
157	\$ 41,412		FEB
201	\$ 73,173		MAR
227	\$ 51,524		APRIL
188	\$ 52,360		MAY
179	\$ 37,231		JUNE
256	\$ 57,046		JULY
214	\$ 44,937		AUG
209	\$ 44,877		SEPT
-	\$ -		OCT
-	\$ -		NOV
-	\$ -		DEC
1,816	\$ 493,994		2021

BUILDING REPORT

SEPTEMBER 2021

Residential / Commercial Building Permits and Construction Values

- A. Total Number of Commercial & Agricultural Permits Issued – 6
- B. Total Construction Value for Commercial & Agricultural Permits - \$16,529
- C. Total Number of New Residential Construction Permits Issued – 11
- D. Total Construction Value for New Residential Permits – \$2,608,922
- E. Total Number of All Other Residential Permits Issued – 48
- F. Total Construction Value for All Other Residential Permits – \$484,825

Revenue / Permit Summary YTD

- A. Total KABA Revenue in September 2021 - \$44,877 vs. Total KABA Revenue in September 2020 - \$45,266. **This is a decrease of .9%.**
- B. Total Number of Permits Issued in September 2021 - 209 vs. Total Number of Permits issued in September 2020 – 185. **This is an increase of 13%.**
- C. Total KABA YTD Revenue in September 2021 - \$493,994 vs. Total KABA YTD Revenue in September 2020 - \$410,785. **This is an increase of 20.3%.**
- D. Total Number of Permits Issued YTD 2021 – 1816 vs. Total Number of Permits Issued this time in 2020 – 1422. **This is an increase of 27.7%.**
- E. The September 2021 Revenue of \$44,877 is **9.8%** of the forecast for September YTD 2021 Revenue (\$456,624).
- F. The YTD 2021 Revenue of \$493,994 is **81.1%** of the forecast for the entire 2021 Projected Budget of \$608,832.

Monthly Building Permits Issued

10/01/2021

Permit #	Address	Work Description	Applicant Name	Date Issued	Value	Amount Billed
PB21-03-283	6399 WINDING LN	Install 10.65 KW roof mounted solar array	Climax Solar	09/17/2021	0.00	\$100.00
PB21-03-362	5886 E DE AVE	24' x36' post frame detached accessory str	RICHMOND, JEFFREY L (LE)	09/09/2021	12,960.00	\$170.00
PB21-03-371	7207 N 28TH ST	New 28' x42' x 19' post frame detached ac	Mallory Pole Building Inc	09/09/2021	0.00	\$170.00
PB21-03-373	9148 COTTAGE TRL	New 1 story 1756 s.f. single family home,	Watts Homes & Construction	09/15/2021	173,739.00	\$990.00
PB21-03-374	9164 COTTAGE TRL	New 1 story 2345 s.f. 2 bed 3 bath home, p	Watts Homes & Construction	09/15/2021	209,093.00	\$1,191.00
PB21-03-375	9176 COTTAGE TRL	New 1 story 1756 s.f. single family home,	Watts Homes & Construction	09/15/2021	173,739.00	\$990.00
PB21-03-381	10901 M-43 HWY	New 26' x40' detached accessory structure	Morton Buildings Inc	09/02/2021	15,600.00	\$170.00
PB21-03-388	E DE AVE	New 1 story 2337 s.f. single family dwelli	Miles Builders Inc.	09/13/2021	326,386.00	\$1,860.00
PB21-03-395	8801 N 32ND ST	Construct 6' x 14' covered entry for new e	SMITH & WOODHOUSE ENTE	09/22/2021	0.00	\$215.00
PB21-03-405	8199 W STURTEVANT ST	Install a new 12' x 18' elevated deck per pl	Kevin Radebach	09/24/2021	9,400.00	\$170.00
PB21-03-410	9242 LINDA LN	Build a new 1272 s.f. post frame building	JR Jarvis Builders LLC	09/07/2021	14,000.00	\$170.00
PB21-03-413	6415 E D AVE	Install a 6.29 KW roof mounted and grid ti	Power Home Solar	09/10/2021	60,941.00	\$100.00
PB21-03-419	5682 E F AVE	Installing a 11.84 kw roof mounted solar a	Climax Solar	09/14/2021	25,000.00	\$100.00
PB21-03-422	6452 MEDINAH LN	New 2704 s/f home with 4 bedrooms, 4.5	Watts Homes & Construction	09/21/2021	379,680.00	\$2,164.00
PB21-03-423	8895 E EF AVE	Adding a sub floor watguard drain and s	Ayers Basement Systems	09/17/2021	5,783.00	\$170.00
PB21-03-424	6740 BRIDLE TRL	Repairing damage to the home due to a fir	CR Heckman Custom Builder	09/27/2021	0.00	\$215.00
PB21-03-426	6997 N 35TH ST	Re-roof: replacing damaged decking and s	Whitman Construction	09/20/2021	0.00	\$100.00
PB21-03-445	5700 N 28TH ST	Construction of 415 s.f. addition to existin	CSM Group	09/30/2021	16,529.00	\$260.00
PB21-03-449	6469 E BAY LN	Installation of 3 egress window systems pe	Ayers Basement Systems	09/29/2021	18,198.00	\$100.00
PB21-06-305	1717 HARVEY AVE	New 2 story 1812 s.f. 4 bed 2.5 bath single	Allen Edwin Homes	09/14/2021	220,957.00	\$1,259.00
PB21-06-357	4785 YELLOW PINE LN	Install a 12' x 18' pre-fab sun room on a ne	Blackberry Systems	09/13/2021	8,603.00	\$215.00
PB21-06-358	1722 SHAFFER ST	Construct 22' x24' x18" drive thru canopy f	DeLoof Construction Inc.	09/13/2021	0.00	\$260.00
PB21-06-359	1717 SHAFFER/Ste 229	Construct 19' x39' x 17' drive thru canopy	DeLoof Construction Inc.	09/13/2021	0.00	\$260.00
PB21-06-368	1411 ELKERTON AVE	Install 15' Diameter above ground pool wi	Powell Construction	09/03/2021	0.00	\$75.00
PB21-06-370	2904 HASKELL ST	Install 9 PV module roof mounted solar arr	Brenton Rugg	09/02/2021	0.00	\$100.00
PB21-06-377	2334 E MAIN ST	New prebuilt 14' x24' detached accessory s	Jakes Concrete Inc.	09/03/2021	5,040.00	\$170.00
PB21-06-379	3227 MAPLE AVE	New 24' x 24' X 15' post frame detached a	Jeff Smith	09/03/2021	8,640.00	\$170.00
PB21-06-398	3309 GREENFIELD AVE	Construct temporary wheelchair ramp per	Mark Premer	09/30/2021	0.00	\$100.00

PB21-06-406	3414 ENTERPRISE DR	Build a new 10' x 10' deck on the front of t	Silver Forest Contracting	09/09/2021	1,500.00	\$170.00
PB21-06-407	1902 COLGROVE AVE	Repair fire, water and smoke damage due t	VanDam & Krusinga	09/07/2021	0.00	\$395.00
PB21-06-408	3004 N WESTNEDGE AV	Re-roof: decking 51 sheets	Advantage Roofing & Exteriors Inc	09/07/2021	0.00	\$100.00
PB21-06-409	1925 SUNNYSIDE DR	Install a 3.70 KW roof mounted solar array	Brenton Rugg	09/07/2021	15,000.00	\$100.00
PB21-06-411	3412 MIAMI AVE	Building a new 24' x 24' pole building per	CAB Inc.	09/10/2021	8,640.00	\$170.00
PB21-06-412	1107 CLEARVIEW ST	Install 130 ft drainage system and a sump	Foundation Systems of Michigan -	09/10/2021	11,305.00	\$170.00
PB21-06-418	617 COOLIDGE AVE	Install five additional foundation wall brac	Foundation Systems of Michigan -	09/14/2021	4,100.00	\$100.00
PB21-06-420	4657 SWEET CHERRY LA	Install 9 helical piers to support the founda	Ayers Basement Systems	09/27/2021	19,172.00	\$170.00
PB21-06-428	4301 W MAIN ST	Repair fire and water damage due to struct	VanDam & Krusinga	09/20/2021	0.00	\$215.00
PB21-06-431	1586 GRAND PRE AVE	New 532 s/f two story addition per plans.	KAMINSKI, DONNA M. & BEN	09/28/2021	84,973.00	\$484.00
PB21-06-432	2652 HAZELNUT LN	Installing a 6.66 Kw solar array per plans.	Climax Solar	09/30/2021	10,000.00	\$100.00
PB21-06-433	3407 STOLK DR	Install 60 ft of sub floor drainage per plans	Ayers Basement Systems	09/21/2021	7,493.00	\$170.00
PB21-06-436	553 GAYLE AVE	Demolition of home	MORALES, FERNANDO A. JUA	09/22/2021	0.00	\$150.00
PB21-06-438	1710 OLMSTEAD RD	Removed of home and detached garage	Robert Bailey Contractors Inc	09/22/2021	0.00	\$150.00
PB21-06-439	2811 HILLTOP ST	Install 32 panel roof mounted solar array 1	Peter Denicola	09/30/2021	0.00	\$100.00
PB21-06-442	945 MCCORMICK ST	Demolition of burnt garage	GUESS, DANIEL E.	09/24/2021	0.00	\$75.00
PB21-06-443	3115 MAPLE AVE	demo house	BRINDLEY, JOANNE & GREE	09/27/2021	0.00	\$150.00
PB21-06-447	4841 PEPPER BUSH LAN	Install a 4.81 KW solar panel array with 1	Climax Solar	09/29/2021	0.00	\$100.00
PB21-06-455	3300 N WESTNEDGE AV	Replace fire damaged wall studs and dryw	Construction Services	09/30/2021	0.00	\$170.00
PB21-07-385	3704 NEW FARM ST	New 1560 s.f. post frame single story singl	C & C Painting and Home Improve	09/20/2021	180,250.00	\$1,027.00
PB21-07-401	175 ROSEMONT DR	Install 30' diameter pool per plans.NOTE:	Powell Construction	09/03/2021	9,000.00	\$75.00
PB21-07-404	161 GRANDVIEW ST	Install an 8.88 KW roof mounted solar pan	Brenton Rugg	09/02/2021	30,000.00	\$100.00
PB21-07-414	7035 E MAIN ST	Build a new 12' x 60' pole barn per plans.	Arie Gritter Builder, Inc.	09/16/2021	10,800.00	\$170.00
PB21-07-415	2538 CASPER ST	Adding 2 new bedrooms and bathroom co	Matrix Basement Systems	09/28/2021	16,800.00	\$215.00
PB21-07-416	7035 E MAIN ST	New 30' x 40' pole barn per plans.Note: Fo	Arie Gritter Builder, Inc.	09/16/2021	15,000.00	\$170.00
PB21-07-421	4188 SARATOGA AVE	Removing an old deck and roof supports t	JAMES SCHIPPERS BUILDER	09/16/2021	7,000.00	\$170.00
PB21-07-425	5241 E MAIN ST	In ground pool removal	Ace Excavating & Gravel	09/20/2021	0.00	\$75.00
PB21-07-427	5817 COMSTOCK AVE	Remove existing restrooms in existing stor	VanDam & Krusinga	09/20/2021	0.00	\$170.00
PB21-07-434	3852 N 33RD ST	Renovation of approximately 324 s/f to inc	Premier Building & Remodeling	09/28/2021	34,321.00	\$215.00
PB21-07-437	725 AZUBA AVE	Demo house - requested by Comstock Tow	J.L. Schippers Association	09/22/2021	0.00	\$150.00
PB21-07-440	9884 DAYLILY LN	New single story 1939 s.f. 3 bed 2.5 bath h	AHRENS GREGORY A	09/30/2021	263,260.00	\$1,500.00
PB21-07-444	3703 SARATOGA AVE	Re-roof home. 65 sheets decking	Advantage Roofing & Exteriors Inc	09/28/2021	0.00	\$100.00

PB21-07-448	156 GRANDVIEW ST	New 1800 s/f home with 4 bedrooms, 2.5	Cornerstone Construction & Builde	09/29/2021	223,451.00	\$1,273.00
PB21-19-435	7538 YORKTOWN ST	Install 158 ft of waterguard, sump pump a	Ayers Basement Systems	09/22/2021	13,036.00	\$170.00
PB21-20-389	32511 PINEDALE LN	New 1 story 1603 s.f. 3 bed 2 bath single f	Allen Edwin Homes	09/02/2021	212,968.00	\$1,213.00
PB21-20-430	32461 PINEDALE LN	New 2023 s/f two story home with 4 bedro	Allen Edwin Homes	09/23/2021	245,399.00	\$1,399.00
PB21-20-441	25571 CHATY LN	New 12' x 14' attached unconditioned sun r	Champion Windows	09/24/2021	2,520.00	\$215.00

Number of Permits: 65

Total Billed: \$23,660.00

Total Construction Value

\$3,110,276.00

Population: All Records
 Permit.DateIssued in <Previous month> [09/01/21 - 09/30/21]
 AND
 Permit.PermitType = Building

Monthly Trade Permits Issued

10/01/2021

Permit #	Address	Work Description	Applicant Name	Date Issued	Amount Billed
Electrical					
PE21--413	2743 BARNEY CT	Power to existing barn	JUNKROSKI, MICHELLE TRU	09/09/2021	\$0.00
PE21-03-411	10606 COUNTRY CLUB DR	Generator install	Steensma Lawn & Power	09/07/2021	\$110.00
PE21-03-419	6415 E D AVE	Solar array	Power Home Solar	09/10/2021	\$147.00
PE21-03-420	6472 N SHORE CV	Pool	FM Electric Inc	09/10/2021	\$145.00
PE21-03-423	9850 E EF AVE	Generator install	Steensma Lawn & Power	09/10/2021	\$110.00
PE21-03-427	9530 STERLING AVE	Install new 8' grounding electrode and run 6 AWG ground generator install	WILLIAMS, BENJAMIN N & MI	09/13/2021	\$140.00
PE21-03-430	10727 E CD AVE	Solar array	Steensma Lawn & Power	09/13/2021	\$110.00
PE21-03-431	5682 E F AVE	Pool	Climax Solar	09/14/2021	\$171.00
PE21-03-435	8611 N 28TH ST	Solar array	BOYCE, ALEX E & COURTNEY	09/15/2021	\$180.00
PE21-03-439	6399 WINDING LN	Generator install	Climax Solar	09/17/2021	\$126.00
PE21-03-447	7169 HAZELWOOD AVE	Above ground pool	Steensma Lawn & Power	09/24/2021	\$110.00
PE21-06-404	1411 ELKERTON AVE	Solar array	NTN Electric	09/03/2021	\$120.00
PE21-06-405	2904 HASKELL ST	Electric feed to mobile office trailer - (2) 100amp panels	Climax Solar	09/02/2021	\$122.00
PE21-06-406	3713 W MAIN ST	200 AMP panel upgrade	Kalsec	09/08/2021	\$274.00
PE21-06-407	3219 HURON AVE	Service upgrade, furnace circuit	Foundation Systems of Michigan -	09/03/2021	\$105.00
PE21-06-408	1005 LUM AVE	Solar array	SER Electric	09/13/2021	\$115.00
PE21-06-410	1925 SUNNYSIDE DR	Panel replacement	Climax Solar	09/07/2021	\$122.00
PE21-06-414	1419 VALE VIEW RD	Repairs from storm damage	Esper Electric	09/09/2021	\$105.00
PE21-06-415	3522 STONEGATE RD	100amp pole-mounted service in right-a-way for fiber optic	Southwest Electric LLC	09/09/2021	\$105.00
PE21-06-416	1720 RIVERVIEW DR	1 outlet in basement	Elite Electrical Contracting	09/13/2021	\$124.00
PE21-06-418	1107 CLEARVIEW ST	Repairs from storm damage	Foundation Systems of Michigan -	09/10/2021	\$100.00
PE21-06-421	1409 STAMFORD AVE	Power to existing barn	C5 Electric	09/10/2021	\$105.00
PE21-06-425	2743 BARNEY CT	Service upgrade	JUNKROSKI, MICHELLE TRU	09/10/2021	\$139.00
PE21-06-426	813 FENIMORE AVE	Led illuminated channel letter wall sign	Vander Meeden Electric	09/10/2021	\$105.00
PE21-06-432	4315 W MAIN ST SUITE B	200 Amp service upgrade and hot tub circuit	MRJ Sign Company	09/14/2021	\$105.00
PE21-06-433	3728 WINDING WAY	100 AMP overhead dislocated service change	CT Electrical Service	09/15/2021	\$159.00
PE21-06-440	626 PINEHURST BLVD	Pole barn	Hi-Tech Electric	09/20/2021	\$114.00
PE21-06-448	3412 MIAMI AVE	Solar array	AA Electric	09/27/2021	\$146.00
PE21-06-449	4841 PEPPER BUSH LANE	Solar array	Climax Solar	09/29/2021	\$122.00
PE21-06-450	2811 HILLTOP ST	Solar array	Power Home Solar	09/30/2021	\$152.00
PE21-06-451	2652 HAZELNUT LN	Solar array	Climax Solar	09/30/2021	\$207.00
PE21-07-303	5717 E H AVE	Lighting in bedrooms and living room. Misc repairs on elec	McFanin Electric	09/16/2021	\$117.00

PE21-07-402	6294 E H AVE	New home	Bright Ideas Electric	09/01/2021	\$289.00
PE21-07-403	161 GRANDVIEW ST	Solar array	Climax Solar	09/02/2021	\$126.00
PE21-07-409	6400 GULL RD	Remodel	Mejeur Electric	09/07/2021	\$181.00
PE21-07-417	5653 GULL RD	Refurbish/reface signs	Valley City Sign	09/14/2021	\$115.00
PE21-07-424	2538 CASPER ST	Basement finish	BITTERLING MATTHEW C	09/28/2021	\$283.00
PE21-07-428	5200 E CORK	Fire Pump Project: demo existing space and add 480v pan	Joseph Boos	09/13/2021	\$191.00
PE21-07-429	2753 HUNTERS PT	New home	Consolidated Electrical Contractors	09/13/2021	\$326.00
PE21-07-434	2595 S SPRINKLE RD	Install 2 internally illuminated wall signs	Sign Art, Inc.	09/15/2021	\$115.00
PE21-07-437	5335 PERCY AVE	Reattach service on side of home after tree branch pulled it	Webster Electric Co	09/21/2021	\$105.00
PE21-07-438	10796 E HJ AVE	Upgrading from 100 to 200 AMP panel. Replacing panel,	KRAUS KYLE	09/16/2021	\$105.00
PE21-07-441	3132 CASPER ST	Panel change, new ac branch circuit, new furnace hook up	Manne Electric	09/20/2021	\$116.00
PE21-07-442	5790 GULL RD	Bell Tire remodel - Low voltage	Emaxx Services	09/21/2021	\$101.00
PE21-07-443	5623 GULL RD	Connection to existing circuit (T Mobile sign)	Allen Industries	09/22/2021	\$105.00
PE21-18-446	116 S RIVERVIEW DR	Install 3 wall signs	RWL Sign Co LLC	09/24/2021	\$125.00
PE21-20-412	3886 22ND ST	New home	Country Lane Electric	09/08/2021	\$293.00
PE21-20-422	23081 27 1/2 ST	Generator install	Steensma Lawn & Power	09/10/2021	\$110.00
PE21-20-436	32838 PINEDALE LN	New home	Consolidated Electrical Contractors	09/15/2021	\$326.00
PE21-20-445	CR 388 ST	New home - underground service	McFanin Electric	09/23/2021	\$284.00

Number of Permits: 50

Mechanical

PM21-03-519	6000 E DE AVE	Install mini split heat pump and fan coil	Bel Aire Heating & Air	09/01/2021	\$155.00
PM21-03-525	10606 COUNTRY CLUB DR	Generator install	Steensma Lawn & Power	09/07/2021	\$130.00
PM21-03-529	8875 E B AVE	Gas fireplace - 30 ft of gas pipe	Woodhouse Plumbing & Heating In	09/08/2021	\$195.00
PM21-03-533	6359 N SHORE CV	Fireplace	Williams Distributing	09/09/2021	\$175.00
PM21-03-536	9955 E C AVE	Fireplace	Sackett's Fireplace LLC	09/10/2021	\$125.00
PM21-03-540	10727 E CD AVE	Generator install	Steensma Lawn & Power	09/13/2021	\$130.00
PM21-03-543	6359 N SHORE CV	New home	Nieboer Heating & Cooling	09/15/2021	\$250.00
PM21-03-544	5534 E B AVE	Water heater replacement	Dan Wood Co	09/15/2021	\$101.00
PM21-03-548	6255 STURBRIDGE DR	Furnace replacement	Bel Aire Heating & Air	09/16/2021	\$125.00
PM21-03-551	7734 E D AVE	AC install	Dan Wood Co	09/17/2021	\$125.00
PM21-03-557	9850 E EF AVE	Above ground LP	Hopkins LP Gas, LLC	09/20/2021	\$115.00
PM21-03-563	9955 E C AVE	Relocate supply runs, gas pipe to stove, dryer vent, and bat	Metzger's Heating & Cooling	09/21/2021	\$185.00
PM21-03-564	6740 BRIDLE TRL	Replace furnace & duct work	Metzger's Heating & Cooling	09/21/2021	\$210.00
PM21-03-566	10765 E CD AVE	Install propane tank & line	Ferrell Gas - Portage	09/23/2021	\$145.00
PM21-03-571	7169 HAZELWOOD AVE	Generator install	Steensma Lawn & Power	09/24/2021	\$130.00
PM21-03-572	10718 E DE AVE	Run gas line from house to pool & pole barn, install furnace	AVINK, HENRY J & SARA K W	09/27/2021	\$150.00

Total Billed: \$7,408.00

PM21-03-578	6688 E BAY CT	AC replacement	Bel Aire Heating & Air	09/29/2021	\$125.00
PM21-06-476	2609 N BURDICK ST	CO2 piping	Domenic Mazzenga	09/17/2021	\$120.00
PM21-06-514	2508 RUSRIDGE AVE	Hot water boiler replacement. 30 pounds	Nieboer Heating & Cooling	09/09/2021	\$125.00
PM21-06-515	1501 W G AVE	AC replacement	Nieboer Heating & Cooling	09/09/2021	\$125.00
PM21-06-518	3929 RAVINE RD	Replace furnace, AC, vent range hood, gas pipe to furnace	Bel Aire Heating & Air	09/01/2021	\$219.50
PM21-06-520	4029 W MAIN ST	Furnace replacement	Bel Aire Heating & Air	09/01/2021	\$125.00
PM21-06-522	2324 CLARK AVE	Water heater replacement	Dan Wood Co	09/02/2021	\$101.00
PM21-06-523	249 BALLANTRAE CT APT	AC replacement	Service Professor	09/03/2021	\$125.00
PM21-06-524	2408 SONORA DR	Furnace & AC replacement	Vredevoogd Heating & Cooling	09/03/2021	\$155.00
PM21-06-527	3419 OLNEY ST	Furnace, AC, and humidifier replacement	Nieboer Heating & Cooling	09/13/2021	\$165.00
PM21-06-532	702 CAMPBELL AVE	Furnace & AC replacement	Vredevoogd Heating & Cooling	09/09/2021	\$155.00
PM21-06-537	2227 CHARLES AVE	Replace furnace & whole house exhaust fan	DeHaan Heating & Cooling	09/13/2021	\$140.00
PM21-06-545	625 GRAND PRE AVE	AC install	Dan Wood Co	09/15/2021	\$125.00
PM21-06-547	1902 COLGROVE AVE	Furnace and AC replacement for 1912 Apt 215	W Soule & Company	09/16/2021	\$155.00
PM21-06-552	121 NELSON AVE	Furnace replacement	Dale W Hubbard Inc	09/17/2021	\$125.00
PM21-06-553	3629 GRACE RD	AC replacement	Vredevoogd Heating & Cooling	09/20/2021	\$125.00
PM21-06-558	523 DAYTON AVE	Gas line to generator	Wood Brothers	09/20/2021	\$100.00
PM21-06-560	4757 THISTLE MILL CT	Furnace, AC, and humidifier replacement	Nieboer Heating & Cooling	09/24/2021	\$165.00
PM21-06-561	1616 TURWILL LN	Furnace replacement	Nieboer Heating & Cooling	09/24/2021	\$125.00
PM21-06-562	2339 E MAIN ST	Furnace, AC, and water heater replacement	Home Energy Solutions	09/20/2021	\$161.00
PM21-06-567	518 LUM AVE	Replace furnace and 2 AC's	Boss Services	09/23/2021	\$185.00
PM21-06-568	111 S CLARENDON ST	Water heater replacement	Dan Wood Co	09/24/2021	\$101.00
PM21-06-570	4418 CYPRESS CREEK LN	Water heater replacement	DRF Installations	09/24/2021	\$101.00
PM21-06-577	117 INVERNESS CT	Furnace, AC, and water heater replacement	Home Energy Solutions	09/28/2021	\$161.00
PM21-06-580	226 NELSON AVE	Power vent water heater	DeHaan Heating & Cooling	09/30/2021	\$116.00
PM21-07-505	1823 SANDY COVE DR	Fresh air vent	Woodhouse Plumbing & Heating Inc	09/01/2021	\$125.00
PM21-07-511	2659 S SPRINKLE RD	Install fireplace	Great Lakes Plumbing	09/01/2021	\$217.50
PM21-07-526	3407 WYNGATE MDW	Addition: add heat run. Relocate A/C, gas pipe, fresh air i	Temperature Pro	09/07/2021	\$120.00
PM21-07-528	8870 E MAIN ST	Basement finish (ductwork)	Comfortal LLC	09/07/2021	\$235.00
PM21-07-530	10138 CASTLE CREEK CIR	Remodel: ductwork, bath fan, furnace, and AC	Benjamin Farrer	09/09/2021	\$200.00
PM21-07-531	6466 E MN AVE	Mini split install in basement	Crystal Flash	09/09/2021	\$115.00
PM21-07-538	3132 CASPER ST	New LP line	Vredevoogd Heating & Cooling	09/13/2021	\$155.00
PM21-07-539	5901 GULL RD	Furnace & A/C Replacement	Mall City Mechanical	09/13/2021	\$220.00
PM21-07-541	4495 GULL RUN	Remove & Replace (1) RTU Wild Bill's Tobacco	Dan Wood Co	09/13/2021	\$125.00
PM21-07-546	5790 GULL RD	Install A/C coil4036 Ternwood Drive - Apt 1-B	Jackson Associates	09/16/2021	\$410.00
PM21-07-549	2229 S SPRINKLE RD	Sprinkler system renovation: Add 3 new and relocate 4 exis	Fire Protection Pros	09/16/2021	\$410.00
PM21-07-550	4125 N 28TH ST	Connecting fire suppression system to the hood. Installing	Vredevoogd Heating & Cooling	09/17/2021	\$101.00
PM21-07-559	6905 HUNTERS CRK	Water heater replacement	JP Heating & Air Conditioning Inc	09/20/2021	\$165.00
		Furnace & AC replacement			

PM21-07-569	2455 S 26TH ST	Furnace, AC, and water heater replacement	Dan Wood Co	09/24/2021	\$161.00
PM21-07-574	2900 HUNTERS HL	Water heater replacement	Dan Wood Co	09/27/2021	\$101.00
PM21-07-575	2960 INTERSTATE PKWY	RTU replacement	Kalamazoo Mechanical	09/27/2021	\$125.00
PM21-07-581	2570 HUNTERS WOODS	Furnace & AC replacement	Eric Dale Heating & AC	09/30/2021	\$155.00
PM21-07-582	264 CYNTHIA ST	Furnace & AC replacement	Rogers Refrigeration	09/30/2021	\$155.00
PM21-18-565	504 GLENDALE BLVD	AC replacement	Bel Aire Heating & Air	09/23/2021	\$125.00
PM21-19-521	9153 E D AVE	Move 3 heat ducts, vent bath fan	Metzger's Heating & Cooling	09/02/2021	\$170.00
PM21-19-554	8655 E DE AVE	Furnace & AC replacement	Rogers Refrigeration	09/20/2021	\$155.00
PM21-19-555	7653 RICHLAND WOODS	Water heater replacement	Dan Wood Co	09/20/2021	\$101.00
PM21-20-534	32838 PINEDALE LN	New home	B & A Mechanical	09/10/2021	\$250.00
PM21-20-535	23081 27 1/2 ST	Generator install	Steensma Lawn & Power	09/10/2021	\$130.00
PM21-20-542	28642 22ND AVE	New home: Radiant heat w/ boiler and LP tank	BARE CYNTHIA & LEE	09/14/2021	\$195.00
PM21-20-556	29125 22ND AVE	Above ground LP	Hopkins LP Gas, LLC	09/20/2021	\$115.00
PM21-20-573	28419 12TH AVE	New LP tank	Crystal Flash	09/27/2021	\$115.00
PM21-20-576	CR 388 ST	New homeAddressL 24716 18th Avenue	Metzger's Heating & Cooling	09/29/2021	\$260.00

Number of Permits: 69

Total Billed: \$10,783.00

Plumbing

PP21-03-241	8895 E EF AVE	Install sump pump	East End Plumbing	09/17/2021	\$100.00
PP21-03-243	8634 N 32ND ST	New backflow device	Petro Plumbing	09/21/2021	\$100.00
PP21-03-247	5460 E AB AVE	New home	ER Plumbing	09/27/2021	\$260.00
PP21-03-248	6740 BRIDLE TRL	Fire repair: repiping drain lines in basement due to smoke	Orlando Plumbing	09/27/2021	\$176.00
PP21-06-230	1717 HARVEY AVE	Sewer connection	Allen Edwin Homes	09/14/2021	\$100.00
PP21-06-232	3219 HURON AVE	Sump pump	Foundation Systems of Michigan -	09/03/2021	\$100.00
PP21-06-234	2903 Old Farm Rd	Water heater replacement	Daniel Fron	09/08/2021	\$100.00
PP21-06-235	1107 CLEARVIEW ST	130 ft interior waterproofing and 1 sump	Foundation Systems of Michigan -	09/10/2021	\$105.00
PP21-06-237	3075 MEADOWCROFT LN	Water heater replacement	Service Professor	09/10/2021	\$100.00
PP21-06-242	3407 STOLK DR	Ground water pump	East End Plumbing	09/21/2021	\$100.00
PP21-06-246	227 W WESTWOOD DR	Water heater replacement	Woodhouse Plumbing & Heating In	09/27/2021	\$100.00
PP21-07-229	5790 GULL RD	Remodel	Earth Co Construction	09/02/2021	\$160.00
PP21-07-231	2753 HUNTERS PT	New home	Superior Plumbing Services	09/07/2021	\$273.00
PP21-07-233	3823 WOODMERE LN	Water heater replacement	Dale W Hubbard Inc	09/07/2021	\$100.00
PP21-07-238	8870 E MAIN ST	Renovation - Plumbing	JODIE POPE	09/13/2021	\$186.00
PP21-07-239	3407 WYNGATE MDW	plumbing - basement bathroom	D. Wood Plumbing LLC	09/13/2021	\$173.00
PP21-07-240	6640 HUNTERS DOWN	Install acrylic shower liner and wall surround over existing,	Ohio Bath Solutions	09/20/2021	\$100.00
PP21-07-249	3310 SENNE ST	Sewer connection	SWT Excavating Inc	09/28/2021	\$100.00
PP21-19-236	9153 E D AVE	Remove 1 bath and add half bath	Portage Plumbing	09/10/2021	\$173.00

Number of Permits: 20

Total Billed: \$2,706.00

Number of Permits: 139

Total Billed: \$20,897.00

Population: All Records

Permit.Type = Electrical OR

Permit.Type = Mechanical OR

Permit.Type = Plumbing

AND

Permit.DateIssued in <Previous month> [09/01/21 - 09/30/21]

Monthly Property Maintenance Requests

10/01/2021

Special Permit

Permit #	Job Address	Parcel Number	Owner	Date Entered	Fee Total
PS21-06-086	562 DAYTON AVE	06-13-130-770	HAYES, MARGARET	08/17/2021	\$55.00
Work Description: Property Maintenance request from Kalamazoo					
Inspections: 09/17/2021 Property Maintenance Inspectio					
PS21-07-091	6390 TWILIGHT AVE	07-05-195-180	VENNEMAN LISA	09/27/2021	\$55.00
Work Description: Requested by Comstock Township Ordinance Officer. People occupying pool house					
Inspections: 09/27/2021 Property Maintenance Inspectio Disapproved					
PS21-18-093	312 N RIVERVIEW DR	06-02-140-230	NICHOLS LISA LOUISE	09/29/2021	\$100.00
Work Description: Property Maintenance request from Parchment					
Inspections: 09/29/2021 Property Maintenance Inspectio Disapproved					

Total Permits For Type: 3

Total Fees For Type: \$210.00

Report Summary

Population: All Records

Grand Total Fees: \$210.00

Grand Total Permits: 3

PermitType = Special
AND
PermitCategory = Jurisdiction
AND
InspectionDateScheduled in
<Previous month> [09/01/21 -
09/30/21]

Monthly Special Permit - Owner Request

10/01/2021

Special Permit

Permit #	Job Address	Parcel Number	Owner	Date Entered	Fee Total
PS21-06-092	3809 MILLER RD	06-25-290-760	RITZ, MELISSA M. &	09/28/2021	\$55.00

Work Description: Meter socket inspection

Inspections: 09/29/2021 Meter Socket Inspection Approved

PS21-20-090 27199 CR 388 80-15-027-021-10 POPADUYK VOLODYM 09/01/2021 \$55.00

Work Description: power been out over 2 years

Inspections: 09/08/2021 Meter Socket Inspection Approved

Total Permits For Type: 2

Total Fees For Type: \$110.00

Report Summary

Grand Total Fees: \$110.00

Grand Total Permits: 2

Population: All Records

Permit.DateIssued Between

9/1/2021 12:00:00 AM AND

9/30/2021 11:59:59 PM

AND

Permit.Category = Meter Socket

Inspection OR

Permit.Category = Hood

Suppression OR

Permit.Category = Special Permit

OR

Permit.Category = Owner Request

KABA By-Laws

Proposed additions on Page 3

**BYLAWS
OF
KALAMAZOO AREA BUILDING AUTHORITY**

Amended September 12, 2019

**ARTICLE I
OFFICES**

1.01 *Principal Office.* The principal office of the Kalamazoo Area Building Authority (“KABA” or “Authority”) shall be at such place within the State of Michigan as the Authority board may determine from time to time.

1.02 *Other Offices.* The board of the Authority may establish other offices in the State of Michigan.

**ARTICLE II
PARTICIPATING LOCAL UNITS**

2.01 *Members.* Members or participating Local Units shall consist of those municipal units of government which have become a member of KABA by executing the Restated Interlocal State Construction Code Enforcement and Administration Agreement dated 5 December 2016 or an amended version thereof (participating Local Units or Members).

**ARTICLE III
BOARD**

3.01 *General Powers.* The business, property, and affairs of the Authority shall be managed by the KABA board.

3.02 *Number.* The KABA board shall consist of an uneven number of no less than five (5) members in accordance with the 5 December 2016 Restated Interlocal State Construction Code Enforcement and Administration Agreement. The KABA board shall be composed of Elected Official Members, an At Large Board Member and, when necessary to reach the minimum composition, Resident Board Members. If from time to time, as a result of resignations, sickness or other causes the KABA board number falls below five (5) members, the Participating Local Units and the remaining members of the KABA board shall work diligently to return the KABA board to the minimum composition. A description of the Board Members and their duties is set forth below. A chart demonstrating the composition of the KABA board showing voting members, based upon the number of participating Local Units, is attached to these Bylaws as **Appendix A**.

3.03 *Elected Official Board Members.* One elected official selected by the governing body of each Participating Local Unit shall serve as its Elected Official Board Member. The governing body of each Participating Local Unit shall also select an alternate to serve on the KABA board when the regular Elected Official Board Member is unable to attend a meeting (“Alternate”). The Alternate shall serve in the same role and capacity as the Elected Official Board Member for whom he or she serves as an Alternate, including assuming that member’s role as an officer of the KABA board or voting on any actions taken on behalf of the Authority. The Elected Official Board Member, or their Alternate, shall be entitled to vote in all matters of business before the Board unless it is determined that a conflict of interest exists which requires the Elected Official Board Member (or their Alternate) to recuse themselves from the vote.

3.04 *Resident Board Members.* If at any time, KABA consists of three (3) or less Participating Local Units, each Participating Local Unit shall, in addition to its appointed Elected Official Board Member, as provided for herein, select one (1) resident of its jurisdiction who shall serve as a “Resident Board Member”. The Resident Board Members shall continue to serve until such time as a fourth Local Unit shall join KABA, or until the end of the Resident Board Member’s respective Elected Official Board Member’s term, whichever shall first occur. The Resident Board Member shall be entitled to vote in all

matters of business before the board unless it is determined that a conflict of interest exists which requires the Resident Board Member to recuse themselves from the vote. The Resident Board Members shall not be an employee of any of the participating Local Units. The Elected Official Board Members and the At Large Board Member shall be authorized to approve compensation and/or reimbursement of costs for a Resident Board Member.

3.05 *At Large Board Member.* In order to broaden its representation, the KABA board shall select one additional board member who shall be a resident of Kalamazoo County **or Van Buren County** to serve as an At Large Board Member. If the total number of appointed members of the KABA board not counting the At Large Board Member results in an even number, the At Large Board Member shall serve as a voting member of the KABA Board. If the At Large Board Member is not necessary to create an odd-numbered board, then the At Large Board Member shall serve as an *ex officio* member with authority to participate in discussions, but whose vote shall not be counted in any actions of the KABA board. The At Large Board Member shall not be an employee of any of the participating Local Units. The Elected Official Board Members and any Resident Board Members shall be authorized to approve compensation and/or reimbursement of costs for the At Large Board Member.

3.06 *Tenure.* Each Elected Official Board Member shall hold office for the entire time they hold elected office unless first terminated by the member's death, resignation, or removal and may be reappointed at any time at the discretion of their respective Participating Local Unit for as many terms as it deems appropriate. The Resident Board Members shall hold office unless first terminated by the member's death, resignation or removal, until such time as a fourth participating Local Unit shall join KABA or until the end of the term of the Elected Official Board Member from the participating Local Unit that appointed said Resident Board Member, whichever shall first occur. The At Large Board Member shall hold office for a two-year term unless first terminated by the member's death, resignation, or removal and may be reappointed at the discretion of the KABA board for as many terms as it deems appropriate.

3.07 *Resignation.* An Elected Official Board Member or a Resident Board Member may resign at any time by providing written notice to a KABA board officer, along with a copy to the participating Local Unit from which he or she was selected. The resignation shall be effective upon receipt and acceptance by the participating Local Unit. The At Large Board Member may resign at any time by providing written notice to the KABA board. The resignation shall be effective upon receipt and acceptance by the KABA board.

3.08 *Board Vacancies.* A vacancy on the KABA board of an Elected Official Board Member or a Resident Board Member from a participating Local Unit shall be filled by appointment by that respective participating Local Unit. A vacancy of the At Large Board Member position shall be filled by a person from Kalamazoo County selected by the remaining members of the KABA board.

3.09 *Removal.* Elected Official Board Members and Resident Board Members serve at the discretion of their respective participating units and cannot be removed by the KABA board for any reason. The At Large Board Member can be removed for cause by a majority vote of the remaining KABA board. Cause for removal shall include, but not be limited to, absence from two consecutive regular meetings of the KABA board.

3.10 *Selection Process and Criteria.* The KABA board is authorized to approve a selection process and criteria for the At Large Board Member which may include, but is not limited to, an application and interview process, background checks and such other selection criteria as the KABA board deems appropriate. The selection process for Elected Official Board Members and Resident Board Members shall be determined by the participating Local Unit responsible for their selection.

Article IV
MEETINGS

4.01 *Regular Meetings.* The KABA board shall meet at least quarterly on a date and time to be determined by resolution of the board.

4.02 *Special Meetings.* A special meeting of the KABA board shall be called by the Secretary on the written request of the Chairman or by any two Elected Official Board Members of the KABA board and on at least 18 hours' written notice to each other member of the KABA board. The notice shall designate the time, place and purpose(s) of the meeting and shall be served personally or left at the member's usual place of residence by the Secretary or someone designated by the Secretary. Business shall not be transacted at a special meeting of the KABA board unless the business was stated in the notice of the meeting. However, if all voting members of the KABA board are present at a special meeting, then business that might lawfully come before a regular meeting of the KABA board may be transacted at the special meeting. Notice of special meetings of the KABA board shall be given to the public in accordance with the Michigan Open Meetings Act.

4.03 *Attendance.* KABA board members shall make their best effort to attend all meetings of the Authority. Members unable to attend a meeting of the KABA board shall notify the President or Secretary not later than the day immediately preceding a scheduled meeting.

4.04 *Participation by Telephone or Similar Technology.* So long as a quorum of voting members is otherwise present in person at a public meeting of the KABA board and, with the permission of the KABA board Chairman, a KABA board member may participate in meetings of the KABA board via telephone, teleconferencing or similar methods as allowed by Michigan Law.

4.05 *Meeting Minutes.* Minutes of all KABA board meetings shall be kept in accordance with the Michigan Open Meetings Act.

4.06 *Quorum.* A majority of the voting board members then in office constitutes a quorum for the transaction of any business at any meeting of the board. Actions voted on by a majority of the members of the board present at a meeting where a quorum is present shall constitute authorized actions of the board.

4.07 *Conflict of Interest.* Whenever a board member has a financial or personal interest in any matter coming before the KABA board, the affected person shall a) fully disclose to every other voting member of the KABA board the nature of the interest; and b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested KABA board members determine that it is in the best interest of the Authority to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

ARTICLE V

OFFICERS

5.01 *Number.* The officers of KABA shall be appointed by the KABA board. The officers shall be a chairman, a secretary, and a treasurer. There may also be such other officers as the KABA board deems appropriate. The Chairman and the Treasurer shall both be Elected Official Board Members. Two or more offices may be held by the same person, but such person shall not execute, acknowledge, or verify an instrument in more than one capacity if the instrument is required by law or by the Chairman or by the board to be executed, acknowledged, or verified by two or more officers. The Secretary shall be either an Elected Official Board Member or a Resident Board Member. The At Large Board Member shall not serve as an officer of the Authority

5.02 *Term of Office.* Each officer shall hold office for a two-year term and until his or her successor is appointed and qualified, or until the end of his or her term, as a KABA board member, whichever first occurs. An officer may resign his or her office at any time by

providing written notice to the KABA board. Notice of resignation is effective on receipt and acceptance by at least one other voting member of the KABA board. Resignation of his or her office shall not otherwise prevent or limit said member's participation on the KABA board.

5.03 *Removal.* Any officer of the KABA board may be removed for cause by an affirmative majority vote of the remaining board members then serving. Cause for removal shall include, but not be limited to, absence from two consecutive regular meetings of the KABA board. Removal of a KABA board member from serving as an officer shall not otherwise prevent or limit said member's participation on the KABA board.

5.04 *Vacancies.* A vacancy in any office for any reason may be filled by the KABA board.

5.05 *Chairman.* The Chairman shall preside at all KABA board meetings. The Chairman shall have the power to perform duties as may be assigned by the board. If the Chairman or his or her Alternate is absent or unable to perform his or her duties, the Treasurer shall perform the Chairman's duties until the KABA board directs otherwise. The Chairman shall perform all duties incident to the office.

5.06 *Secretary.* The Secretary shall (a) provide oversight to ensure proper keeping of the minutes of KABA board meetings; (b) be responsible for providing oversight for noticing each board member as required by law or these Bylaws; (c) be the custodian of Authority records; (d) keep a register of the names and addresses of each officer and board member; and (e) perform all duties incident to the office and other duties assigned by the Chairman or the board. All records related to the business of KABA, including the Secretary's notes or draft minutes, shall be maintained at the KABA offices unless otherwise approved by the KABA board.

5.07 *Treasurer.* The Treasurer shall (a) provide oversight of Authority funds handled by the KABA staff and ensure compliance with the Authority's financial policies; (b) review

the books and records of Authority, receipts and disbursements; (c) review deposits of moneys and securities received by the Authority at such depositories in the Authority's name that may be designated by the board; (d) ensure all required Authority filings; and (e) other duties assigned by the Chairman or the board. All records related to the finances of KABA shall be maintained at the KABA offices, unless otherwise approved by the KABA board.

5.08 *Alternate Elected Official Board Member.* An Alternate Elected Official Board Member shall serve in the same capacity as the Elected Official Board Member he or she replaces, including serving in the role as an officer.

ARTICLE VI

AUTHORITY DOCUMENT PROCEDURE

6.01 *Approval of Documents.* No Authority agreements, insurance and annuity contracts, qualified and nonqualified deferred compensation plans, notes, loans, and other debt obligations shall be signed by any officer, designated agent, or attorney-in-fact unless authorized by the KABA board.

6.02 *Financial Control Policy.* The KABA board shall establish a financial control policy to govern the handling of the Authority's funds, including, but not limited to, the issuance and execution of checks, EFTs or other forms of payment. The Financial Control Policy shall otherwise provide written guidance and oversight of the KABA officers and employees' access to and use of said funds.

ARTICLE VII
INDEMNIFICATION

7.01 *Indemnification.* The Authority will, to the fullest extent now or hereafter permitted by law and by regulations and rulings issued by the Internal Revenue Service, indemnify any board member or officer of the Authority (and, to the extent provided in a resolution of the board members or by contract, may indemnify any volunteer, employee or agent of the Authority) who was or is a party to or threatened to be made a party to any threatened, pending, or completed action, suit or proceeding by reason of the fact that the person is or was a board member, officer, volunteer, employee or agent of the Authority, or is or was serving at the request of the Authority as a board member, officer, partner, volunteer, employee or agent of another Authority, partnership, joint venture, trust or other enterprise, whether for profit or not for profit, against expenses (other than taxes, penalties or expenses of correction) including attorneys' fees (which expenses may be paid by the Authority in advance of a final disposition of the action, suit or proceeding as provided by law), judgments, penalties, fines and amounts paid in settlement actually and reasonably incurred by the person in connection with the action, suit or proceeding if the person acted (or refrained from acting) in good faith and in a manner the person reasonably believed to be in or not opposed to the best interests of the Authority, and such person is either successful in his or her defense or the proceeding is terminated by settlement and such person has not acted willfully and without reasonable cause with respect to the Authority duties concerned, and with respect to any criminal action or proceedings, if the person had no reasonable cause to believe his or her conduct was unlawful.

7.02 *Rights to Continue.* This indemnification will continue as to a person who has ceased to be a board member or officer of the Authority. Indemnification may continue as to a person who has ceased to be a volunteer, employee or agent of the Authority to the extent provided in a resolution of the board members or in any contract between the Authority and the person. Any indemnification of a person who was entitled to indemnification after such person ceased to be a board member, officer, volunteer, employee or agent of the Authority will inure to the benefit of the heirs and personal representatives of that person.

7.03 *Insurance.* The Authority may purchase and maintain insurance on behalf of any person who was or is a board member, officer, employee, or agent of the Authority. The insurance may protect against any liability asserted against the person and incurred by him or her in any such capacity or arising out of his or her status as such, whether or not the Authority would have power to indemnify against liability under this Article or the laws of the State of Michigan.

7.04 *Changes in Michigan Law.* If there are any changes in the Michigan statutory provisions applicable to the Authority and relating to the subject matter of this Article, the indemnification to which any person shall be entitled shall be determined by the changed provisions, but only to the extent that the change permits the Authority to provide broader indemnification rights than the provisions permitted the Authority to provide before the change.

ARTICLE VIII
COMPENSATION

8.01 When authorized by the KABA board, a person shall be reasonably compensated or reimbursed for services rendered to the Authority as an officer, board member, employee, agent, or independent contractor, except as prohibited by these Bylaws or Michigan Law.

ARTICLE IX
FISCAL YEAR

9.01 The fiscal year of the Authority shall begin on January 1st and end on the last day of December.

ARTICLE X
AMENDMENTS

10.01 The board members at any regular or special meeting may amend or repeal these Bylaws, or adopt new bylaws by vote of a majority of a quorum, if notice setting forth the terms of the proposal has been given to each board member 48 hours prior to the meeting of the board.

Approved by the Kalamazoo Area Building Authority Board of Directors at the regular meeting
on _____ . Chairperson: _____

APPENDIX A

2 Local Units 5 Board Members	<u>Comstock Township:</u> Elected Member Resident Member	<u>Kalamazoo Township:</u> Elected Member Resident Member	At-Large Voting Member
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3 Local Units 7 Board Members	<u>Comstock Township:</u> Elected Member Resident Member	<u>Kalamazoo Township:</u> Elected Member Resident Member	<u>City of Parchment:</u> Elected Member Resident Member	At-Large Voting member
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4 Local Units 5 Board Members	<u>Comstock Township:</u> Elected Member	<u>Kalamazoo Township:</u> Elected Member	<u>City of Parchment:</u> Elected Member	<u>Pine Grove Township:</u> Elected member	At-Large Voting Member
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5 Local Units 5 Board Members	<u>Comstock Township:</u> Elected Member	<u>Kalamazoo Township:</u> Elected Member	<u>City of Parchment:</u> Elected Member	<u>Pine Grove Township:</u> Elected member	<u>Richland Township:</u> Elected Member	At-Large Ex-Officio Member
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6 Local Units 7 Board Members	<u>Comstock Township:</u> Elected Member	<u>Kalamazoo Township:</u> Elected Member	<u>City of Parchment:</u> Elected Member	<u>Pine Grove Township:</u> Elected member	<u>Richland Township:</u> Elected Member	Village of Richland: Elected Member	At-Large Voting Member
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Financial Control Policy



Financial Control Policy

Approved: November 17, 2016
Amended: September 13, 2018

Purpose

Revenue obtained by Kalamazoo Area Building Authority (“KABA”) is designated for the express purpose of maintaining its continuing operations. To ensure proper accountability and maintain the public trust this policy is enacted to ensure certain safeguards in the handling of public funds managed by KABA.

Checking Account

KABA may maintain a checking account(s) for the purposes of supporting its ongoing financial operations. The account must be held at an FDIC or NCUA insured institution as approved by the KABA Board of Directors. Accounts may only be established with financial institutions that maintain a physical presence in Kalamazoo County. In the event a fund balance exceeds the amount covered by the applicable U.S. government-established insurance program, KABA’s Building Official and Board Treasurer shall, in agreement, establish a new account with a separate financial institution and transfer the excessive fund balance to that account. No account shall be opened or closed in the name of KABA without written authorization and approval by a majority vote of the KABA Board at one of its regular meetings. The following policies shall be followed regarding the use of the KABA checking account:

- i. Checkbooks shall be maintained by the Building Official in a secure (locked) location during business and non-business hours. To the extent electronic check generation software is used, all access to same shall be limited by password to prevent access by non-authorized personnel.
- ii. Up to 4 individuals can be appointed as authorized signatories to the account. At least two of the individuals designated as signatories shall be members of the KABA Board and the Board Treasurer shall be one of the parties who serve as a signatory to the account.
- iii. The names of the parties authorized to sign on behalf of KABA shall be set forth in a written documents approved by the KABA Board and provided to the institution in which funds are held. Those signatories shall fill out signature cards and provide proof of identity in accordance with the policies of the financial institution in which the funds are held. If a person named as a signatory resigns, is terminated, or is otherwise no longer serving in their capacity as an employee or Board member, KABA shall provide written notification to the financial institution notifying it that the named person is no longer authorized to sign or otherwise access the account.
- iv. Checks more than \$2,000.00 which are not part of the regular budgeted expenses of KABA shall be processed only when accompanied by a written request form signed by the person making the request and approved by the KABA Board.



- v. Two signatures shall be required on all checks more than \$1,000.00. The names of the parties authorized to sign on behalf of KABA shall be set forth in a written documents approved by the KABA Board and provided to the institution in which funds are held. Those signatories shall fill out signature cards and provide proof of identity in accordance with the policies of the financial institution in which the funds are held.
- vi. Any check more than \$2,000.00 shall require the signature of one KABA employee and at least one Board member.
- vii. No check other than ordinary payroll checks or budgeted reimbursement expenses shall be written to a KABA employee or KABA Board member or a relative of same unless a written request is provided and the issuance of the check is authorized at a meeting of the KABA Board. A continuing stipend for participation of any At Large Board members can be approved by a vote of the remaining Board members, without the necessity of approving each check.
- viii. The KABA Board will review all monthly bank statement reconciliations that will be included in the agenda packet at each subsequent meeting. (Listed under Financial Statements and Reports)

EFT/ACH

All disbursement of funds utilizing electronic or telephone transfers shall be conducted by individuals designated in writing by the KABA Board of Directors. Only persons who are designated as signatories to the KABA checking account shall have access to the account and use an EFT method which transfers or utilizes funds from the account. All EFT disbursements or charges shall require written documentation for the basis of the expenditure. The following additional policies related to EFT shall apply:

- i. Written records shall be maintained in the KABA accounting files demonstrating any EFT/ACH sent or received and such records shall be maintained for a period of no less than 7 years.
- ii. No outgoing EFT/ACH more than \$1,000.00, excepting recurring budgeted expenses, shall be undertaken unless authorized in writing by two persons who are authorized signatories to the account.
- iii. No outgoing EFT/ACH more than \$2,000.00, excepting recurring budgeted expenses, shall be undertaken unless authorized in writing by at least two persons, one of whom is a Board member.
- iv. No debit card, credit card, gas card, or other method of conducting outside EFTs ("EFT Cards") shall be issued to an employee unless the expenses incurred from the use of the card appear on a monthly invoice or account statement(s) which are subject to a monthly review by a separate KABA employee who is not listed on the account.



- v. The names of the parties authorized to initiate an EFT/ACH on behalf of KABA including any card holders shall be set forth in a written document approved by the KABA Board and provided to the institution in which funds are held or for which credit is granted. Persons authorized to carry EFT cards shall be provided with a copy of any card holder agreements or other documents setting forth the policies for use and security of the card and account information. If a person authorized to carry a card resigns, is terminated, or is otherwise no longer serving in their capacity as an employee or Board member, KABA shall provide written notification to the financial institution notifying it that the named person is no longer authorized to sign or otherwise access the account.
- vi. In no event shall a debit card be utilized to obtain cash through an ATM or other third party source for any reason whatsoever.
- vii. No EFT/ACH shall be made to a KABA employee, a KABA Board member, or relatives for any reason whatsoever.

Cash Disbursement Policy

The KABA Board shall pre-approve all budgeted expenditures for the year when it approves its annual budget. Each month, an itemized list of pre-approved disbursements, for the prior month, shall be presented to the Board at its regularly scheduled meeting.

Any non-budgeted expenditure must be approved by the Board prior to disbursement. However, the Building Official shall have limited authority to approve an emergency disbursement that his estimation is required to continue the operations of KABA so long as those disbursements are presented to the KABA Board at its regularly scheduled meeting.

Miscellaneous Policies

The following additional policies shall be undertaken by KABA employees to ensure proper control of funds:

- i. Computers which have access to information regarding KABA funds check software, or access to EFT/ACH accounts shall not use online password memory applications or programs.
- ii. KABA shall meet annually with its accountant to incorporate such other policies as the accountant deems prudent to ensure continuing controls over KABA funds.
- iii. Cash received from customers shall be identified in a written receipt, a copy of which must be provided to the customer and a copy of which must be attached to the payment itself.
- iv. At no time shall cash or checks be maintained in an accessible location during business hours. Employees shall be responsible to maintain cash in a secured location and deposit same in the locked safe at the end of each business day.