



AGENDA

Regular Meeting of the Kalamazoo Area Building Authority Board of Directors
February 15, 2022
2:00 PM

1. Call to Order
2. Approval of the Agenda [MOTION]
3. Consent Agenda [MOTION]
 - a. Approval of Minutes from the January 18, 2022 Board Meeting
 - b. Receipt of Bank Reconciliation Report – January 2022
 - c. Receipt of Financial Reports – January 2022
 - d. Receipt of Building Report – January 2022
 - e. Receipt of Permit Lists – January 2022
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. Engagement Letter from KABA Legal Counsel (Annual) [MOTION]
6. Board Member Comments
7. Staff Member Comments
8. Adjournment

Consent Agenda

**MINUTES OF THE REGULAR MEETING OF THE
KALAMAZOO AREA BUILDING AUTHORITY
KALAMAZOO, MI
January 18, 2022**

Chairperson, Randy Thompson called the regular meeting of the Kalamazoo Area Building Authority (KABA) Board to order at approximately 2:05 P.M., at the KABA Offices, 2322 Nazareth Road.

Present: Randy Thompson, Chairperson / Representative from Comstock Township
Steve Leuty, Treasurer / Representative from Kalamazoo Township
Robin Madaras / Representative from City of Parchment
Don Smith / Representative from Pine Grove Township
Lysanne Harma, Secretary / Representative from Richland Township
Vik Bawa, At-Large Board Member

Absent: Kim Lewis / Representative from Village of Richland

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

Approval of Agenda – Mr. Thompson noted the date for the agenda is January 18, 2022, instead of 2021. Mr. Alwine requested to have Engagement Letter from Siegfried Crandall added as 5. b. under Business. A motion was made by Mr. Smith to approve the agenda as amended, seconded by Ms. Harma, and motion carried.

Approval of Consent Agenda – A motion was made by Mr. Leuty to approve the Consent Agenda, seconded by Mr. Smith, and motion carried.

Citizen Comments – There were no citizen comments.

BUSINESS:

5. a. Conflict of Interest Policy - The Conflict-of-Interest Policy is an annual function of the KABA Board. All KABA Board Members and their alternates are required to sign the acknowledgment of receipt for the policy.

5. b. Engagement Letter from Siegfried Crandall (annual) – The Engagement Letter was presented as a handout. Mr. Leuty motioned to accept and authorize Mr. Alwine to sign engagement letter from Siegfried Crandall, seconded by Ms. Madaras and carried with a vote 6-0.

KABA Board Member Comments – The board members offered gratefulness for returning to in-person board meetings. Mr. Leuty commented on how amazing the December Financials reflect. Mr. Thompson informed he would not be in attendance of the February Board Meeting.

Robb Krueger arrived at approximately 2:17pm.

KABA Staff Comments – Mr. Alwine reflected on the financial numbers of 2021.

There was no further business. Ms. Madaras motioned to adjourn the board meeting, seconded by Ms. Harma and Mr. Thompson adjourned the meeting. The meeting was adjourned at approximately 2:35 P.M.

Drafted: January 18, 2022

Approved:

9:59 AM

02/07/22

Kalamazoo Area Building Authority
Reconciliation Summary
1050 · Checking / SMBT, Period Ending 01/30/2022

	<u>Jan 30, 22</u>
Beginning Balance	210,301.58
Cleared Transactions	
Checks and Payments - 50 items	-57,409.40
Deposits and Credits - 73 items	39,263.00
Total Cleared Transactions	<u>-18,146.40</u>
Cleared Balance	<u>192,155.18</u>
Uncleared Transactions	
Checks and Payments - 15 items	-5,976.24
Deposits and Credits - 12 items	2,312.00
Total Uncleared Transactions	<u>-3,664.24</u>
Register Balance as of 01/30/2022	<u>188,490.94</u>
New Transactions	
Checks and Payments - 13 items	-16,797.74
Deposits and Credits - 15 items	15,169.00
Total New Transactions	<u>-1,628.74</u>
Ending Balance	<u>186,862.20</u>

Kalamazoo Area Building Authority
Reconciliation Detail
1050 - Checking / SMBT, Period Ending 01/30/2022

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							210,301.58
Cleared Transactions							
Checks and Payments - 50 items							
Check	11/04/2021	5921	Climax Solar	Refund - PE21-07-124 (permit canceled)	√	-56.00	
Bill Pmt -Check	11/10/2021	5927	Scott Paddock	11/01-11/06/21 (5 Inspections)	√	-250.00	
Check	11/24/2021	5945	Hi-Tech Electric	Refund - PE21-07-521 (overpayment)	√	-45.00	
Check	12/02/2021	5958	Bel-Aire Heating & Air Conditioning	Refund - PM21-07-289 (job canceled)	√	-75.00	
Bill Pmt -Check	12/09/2021	5963	Bear Priest	(Z20) 11/01-11/30/21 (16.75 hrs + (1) ZCP)	√	-1,050.00	
Bill Pmt -Check	12/22/2021	5983	Scott Paddock	12/12-12/18/21 (9 Inspections)	√	-450.00	
Bill Pmt -Check	12/29/2021	5988	Redmond Engineering & Design	Plan Review - 8938 Krum Ave (Bell's Brewery) & 2612 Kresten Court (Poly-Tek)	√	-750.00	
Bill Pmt -Check	12/29/2021	5989	Scott Paddock	12/19-12/25/21 (12 Inspections)	√	-600.00	
Bill Pmt -Check	12/29/2021	5986	Consumers Energy	11/22-12/21/21	√	-388.52	
Check	12/29/2021	5994	Post Office	(500) .58 Stamps	√	-290.00	
Check	12/29/2021	5992	Hi-Tech Electric	Refund - PE21-06-582 (job canceled)	√	-105.00	
Bill Pmt -Check	12/29/2021	5991	Zemlick	post-it-notes, green card stock	√	-45.26	
Liability Check	12/31/2021	5993	State of Michigan/Withhold	Dec 2021	√	-747.64	
Bill Pmt -Check	01/03/2022	Online	SMBT	Jan 2022	√	-1,565.29	
Check	01/03/2022	5997	Roy, Stephen A	Reimbursement - Mileage (608.72) & Phone (221.11)	√	-829.83	
Check	01/03/2022	5998	Alwine, Michael R	Reimbursement - Mileage (273.28) & Phone (88.41)	√	-361.69	
Check	01/03/2022	5996	Cassidy, Penny M	Reimbursement - Mileage (139.44)	√	-139.44	
Bill Pmt -Check	01/04/2022	5999	VC3 (Formally I.T. Right)	Annual service contract	√	-7,285.00	
Liability Check	01/04/2022	ACH	QuickBooks Payroll Service	Payroll (W/E 01/02/22)	√	-6,993.19	
Liability Check	01/05/2022	5995	LMCU	2022 HSA seeding	√	-5,468.64	
Liability Check	01/05/2022	EFTPS	Dept of Treasury (IRS) - Form 941	Payroll (W/E 01/02/22)	√	-2,492.10	
Bill Pmt -Check	01/05/2022	6001	Doug Scott	12/26-12/31/21 (21 Inspections)	√	-1,050.00	
Liability Check	01/05/2022	ACH	Great-West	Payroll (W/E 01/02/22)	√	-549.07	
Bill Pmt -Check	01/05/2022	6004	Scott Paddock	12/26-12/31/21 (9 Inspections)	√	-450.00	
Bill Pmt -Check	01/05/2022	6002	JM Lawn Maintenance	plow & salt: 12/07, 12/27, 12/28 & 12/29	√	-210.00	
Bill Pmt -Check	01/05/2022	6005	Charter Comm	12/20-01/19/22	√	-189.97	
Bill Pmt -Check	01/05/2022	6003	Republic Services	01/01-01/31/2022	√	-50.70	
Check	01/10/2022		Southern Michigan Bank & Trust - Fees	Stop Payment - Check # 5927	√	-35.00	
Check	01/10/2022		Southern Michigan Bank & Trust - Fees	Stop Payment - Check # 5921	√	-35.00	
Bill Pmt -Check	01/13/2022	6011	Doug Scott	01/02-01/08/22 (25 Inspections)	√	-1,250.00	
Bill Pmt -Check	01/13/2022	6009	Butch Hayes/State Approved Insp Svcs	01/02-01/08/22 (9 Mech / 8 Plumb Inspections) 12/26-12/31/21 (3 Mech / 5 Plumb Inspections) & 01/02-01/08/22 (1 Mech / 2 Plumb Inspections)	√	-850.00	
Bill Pmt -Check	01/13/2022	6016	Terry Thatcher/MP Services		√	-550.00	
Bill Pmt -Check	01/13/2022	6013	Scott Paddock	01/02-01/08/22 (9 Inspections)	√	-450.00	
Bill Pmt -Check	01/13/2022	6012	Kreis, Enderle, Hudgins & Borsos	General through 12/31/21	√	-420.00	
Bill Pmt -Check	01/13/2022	6015	TelNet	01/08-02/07/22 - final bill	√	-253.74	
Check	01/13/2022	6008	Scott Paddock	11/01-11/06/21 (5 Inspections) - replacement check	√	-250.00	

Kalamazoo Area Building Authority Reconciliation Detail 1050 - Checking / SMBT, Period Ending 01/30/2022

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Bill Pmt -Check	01/13/2022	6014	Spectrum VoIP	01/12-02/28/22	√	-132.04	
Bill Pmt -Check	01/13/2022	6010	CCU - Mastercard	5590 7020 0000 7886	√	-91.13	
Check	01/13/2022	6006	Haveman Electric	Refund - PE21-20-257 (job canceled)	√	-60.00	
Check	01/13/2022	6007	Climax Solar	Refund - PE21-07-124 (replacement check)	√	-56.00	
Liability Check	01/18/2022	ACH	QuickBooks Payroll Service	Payroll (W/E 01/16/22)	√	-7,470.05	
Liability Check	01/19/2022	EFTPS	Dept of Treasury (IRS) - Form 941	Payroll (W/E 01/16/22)	√	-2,746.28	
Liability Check	01/19/2022	ACH	Great-West	Payroll (W/E 01/16/22)	√	-591.47	
Bill Pmt -Check	01/20/2022	6017	Doug Scott	01/09-01/15/22 (24 Inspections + (2) Plan Reviews)	√	-1,350.00	
Bill Pmt -Check	01/20/2022	6020	Terry Thatcher/MP Services	01/09-01/14/22 (10 Mech / 14 Plumb Inspections)	√	-1,200.00	
Bill Pmt -Check	01/20/2022	6018	EMC Insurance	Feb 2022	√	-964.62	
Bill Pmt -Check	01/24/2022	Online	Blue Cross Blue Shield	02/01-02/28/22	√	-3,756.44	
Bill Pmt -Check	01/26/2022	online	SMBT	Feb 2022	√	-1,565.29	
Bill Pmt -Check	01/27/2022	6030	Terry Thatcher/MP Services	01/16-01/022/22 (7 Mech / 9 Plumb Inspections)	√	-800.00	
Check	01/31/2022	ACH	Southern Michigan Bank & Trust - Fees	Cash Management Fees for month	√	-45.00	
Total Checks and Payments							-57,409.40

Deposits and Credits - 73 items

Deposit	12/29/2021		Deposit ID # 105991890		√	100.00	
Deposit	12/29/2021		Deposit ID # 105954877		√	111.00	
Deposit	12/29/2021		Deposit ID # 105961392		√	150.00	
Deposit	12/29/2021		Deposit ID # 105956150		√	385.00	
Deposit	12/29/2021		Deposit ID # 105955270		√	462.00	
Deposit	12/30/2021		Deposit ID # 106017351		√	101.00	
Deposit	12/30/2021		Deposit ID # 106033781		√	490.00	
Deposit	01/03/2022		Deposit ID # 106211329		√	114.00	
Deposit	01/03/2022		Deposit ID # 106243731		√	150.00	
Deposit	01/04/2022		Deposit ID # 106309970		√	45.00	
Deposit	01/04/2022		Deposit ID # 106297835		√	203.00	
Deposit	01/04/2022		Deposit - Mailed		√	766.00	
Deposit	01/04/2022		Deposit ID # 106323690		√	4,431.00	
Deposit	01/05/2022		Deposit ID # 106374163		√	55.00	
Deposit	01/05/2022		Deposit ID # 106380121		√	125.00	
Deposit	01/05/2022		Deposit ID # 106376324		√	222.00	
Deposit	01/06/2022		Deposit ID # 106458044		√	215.00	
Deposit	01/07/2022		Deposit ID # 106522139		√	155.00	
General Journal	01/10/2022	371	Stop Payment - Ck # 5921		√	56.00	
Deposit	01/10/2022		Deposit ID # 106682906		√	155.00	
General Journal	01/10/2022	371	Stop Payment - Ck # 5927		√	250.00	
Deposit	01/10/2022		Deposit ID # 106714410		√	290.00	
Deposit	01/10/2022		Deposit		√	1,195.00	

Kalamazoo Area Building Authority
Reconciliation Detail
1050 - Checking / SMBT, Period Ending 01/30/2022

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Deposit	01/10/2022			Deposit	√	5,052.00	
Deposit	01/11/2022			Deposit ID # 106772962	√	45.00	
Deposit	01/11/2022			Deposit ID # 106753778	√	75.00	
Deposit	01/11/2022			Deposit ID # 106775810	√	100.00	
Deposit	01/11/2022			Deposit ID # 106765866	√	155.00	
Deposit	01/11/2022			Deposit ID # 106784651	√	155.00	
Deposit	01/11/2022			Deposit ID # 106774863	√	160.00	
Deposit	01/11/2022			Deposit ID # 106760144	√	4,975.00	
Deposit	01/12/2022			Deposit ID # 106835347	√	149.00	
Deposit	01/13/2022			Deposit ID # 106889451	√	100.00	
Deposit	01/13/2022			Deposit ID # 106909871	√	151.00	
Deposit	01/13/2022			Deposit ID # 106921629	√	190.00	
Deposit	01/13/2022			Deposit ID # 106887633	√	201.00	
Deposit	01/13/2022			Deposit ID # 106893383	√	211.00	
Deposit	01/13/2022			Deposit ID # 106894682	√	215.00	
Deposit	01/14/2022			Deposit	√	375.00	
Deposit	01/18/2022			Deposit ID # 107222120	√	101.00	
Deposit	01/18/2022			Deposit ID # 107222708	√	106.00	
Deposit	01/18/2022			Deposit ID # 107206206	√	256.00	
Deposit	01/18/2022			Deposit ID # 107208784	√	428.00	
Deposit	01/18/2022			Deposit ID # 107189814	√	510.00	
Deposit	01/18/2022			Deposit	√	627.00	
Deposit	01/18/2022			Deposit	√	3,622.00	
Paycheck	01/19/2022	DD30585	Cassidy, Penny M	Direct Deposit	√	0.00	
Paycheck	01/19/2022	DD30584	Alwine, Michael R	Direct Deposit	√	0.00	
Paycheck	01/19/2022	DD30586	Feist, Erin L	Direct Deposit	√	0.00	
Paycheck	01/19/2022	DD30587	Roy, Stephen A	Direct Deposit	√	0.00	
Deposit	01/19/2022			Deposit ID # 107295784	√	55.00	
Deposit	01/19/2022			Deposit ID # 107277947	√	105.00	
Deposit	01/20/2022			Deposit ID # 107377593	√	39.00	
Deposit	01/20/2022			Deposit ID # 107342462	√	170.00	
Deposit	01/20/2022			Deposit ID # 107352553	√	180.00	
Deposit	01/20/2022			Deposit ID # 107347964	√	275.00	
Deposit	01/21/2022			Deposit ID # 107441237	√	100.00	
Deposit	01/24/2022			Deposit ID # 107581906	√	90.00	
Deposit	01/24/2022			Deposit ID # 107585392	√	100.00	
Deposit	01/24/2022			Deposit ID # 107575379	√	100.00	
Deposit	01/24/2022			Deposit ID # 107583528	√	130.00	
Deposit	01/24/2022			Deposit	√	200.00	

Kalamazoo Area Building Authority
Reconciliation Detail
1050 - Checking / SMBT, Period Ending 01/30/2022

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Deposit	01/24/2022			Deposit ID # 107566711	√	215.00	
Deposit	01/24/2022			Deposit ID # 107559580	√	257.90	
Deposit	01/24/2022			Deposit	√	8,742.00	
Deposit	01/25/2022			Deposit ID # 107645734	√	100.00	
Deposit	01/25/2022			Deposit ID # 107638204	√	211.00	
Deposit	01/30/2022			Interest	√	8.10	
Paycheck	02/02/2022	DD30591	Roy, Stephen A	Direct Deposit	√	0.00	
Paycheck	02/02/2022	DD30590	Feist, Erin L	Direct Deposit	√	0.00	
Paycheck	02/02/2022	DD30589	Cassidy, Penny M	Direct Deposit	√	0.00	
Paycheck	02/02/2022	DD30588	Alwine, Michael R	Direct Deposit	√	0.00	
Check	02/03/2022	6037	JP Heating & Air Conditioning	VOID: Issued in error	√	0.00	
Total Deposits and Credits							39,263.00
Total Cleared Transactions							-18,146.40
Cleared Balance							192,155.18
Uncleared Transactions							
Checks and Payments - 15 items							
Check	12/16/2021	5978	Homeowner	Refund - PE21-07-217 (canceled)		-55.00	
Bill Pmt -Check	01/05/2022	6000	Bear Priest	(Z20) 12/01-12/31/21 (5 hrs + (3) ZCP)		-435.00	
Bill Pmt -Check	01/20/2022	6021	Scott Paddock	01/09-01/15/22 (13 Inspections)		-650.00	
Bill Pmt -Check	01/20/2022	6019	Sun Life Assurance	02/01-02/28/22		-371.46	
Bill Pmt -Check	01/27/2022	6028	Redmond Engineering & Design	Plan Reviews - 5200 E Cork (Midlink) & 8778 E Michigan (Kalamazoo Flower Group)		-1,150.00	
Bill Pmt -Check	01/27/2022	6024	Doug Scott	01/16-01/22/22 (15 Inspections)		-750.00	
Bill Pmt -Check	01/27/2022	6032	Redmond Engineering & Design	Plan Reviews - 4301 West Main St (Hanger Bar & Grill) & 2429 N Burdick		-750.00	
Bill Pmt -Check	01/27/2022	6023	Consumers Energy	12/22-01/20/22		-428.45	
Bill Pmt -Check	01/27/2022	6029	Scott Paddock	01/16-01/22/22 (7 Inspections)		-350.00	
Bill Pmt -Check	01/27/2022	6025	Graybar Financial Services	phone rental		-280.13	
Bill Pmt -Check	01/27/2022	6027	Great America Financial	Toshiba copier		-275.07	
Bill Pmt -Check	01/27/2022	6022	Charter Comm	01/20-02/19/22		-189.97	
Bill Pmt -Check	01/27/2022	6026	Great-West	Plan Maintenance Fee - 10/01-12/31/21		-125.00	
Bill Pmt -Check	01/27/2022	6031	Zemlick	ink		-71.16	
Check	01/28/2022	6033	Certasite	Refund - PE22-06-023 (job canceled)		-95.00	
Total Checks and Payments							-5,976.24
Deposits and Credits - 12 items							
Deposit	01/26/2022			Deposit ID # 107714543		125.00	
Deposit	01/26/2022			Deposit ID # 107715252		170.00	
Deposit	01/26/2022			Deposit ID # 107722481		170.00	
Deposit	01/26/2022			Deposit ID # 107738157		410.00	
Deposit	01/27/2022			Deposit ID # 107789159		95.00	
Deposit	01/27/2022			Deposit ID # 107816562		105.00	

Kalamazoo Area Building Authority
Reconciliation Detail
1050 - Checking / SMBT, Period Ending 01/30/2022

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Deposit	01/27/2022			Deposit ID # 107803299		156.00	
Deposit	01/27/2022			Deposit ID # 107800134		215.00	
Deposit	01/27/2022			Deposit ID # 107812016		310.00	
Deposit	01/28/2022			Deposit ID # 107900287		111.00	
Deposit	01/28/2022			Deposit ID # 107873043		125.00	
Deposit	01/28/2022			Deposit ID # 107907664		320.00	
Total Deposits and Credits							2,312.00
Total Uncleared Transactions							-3,664.24
Register Balance as of 01/30/2022							188,490.94
New Transactions							
Checks and Payments - 13 items							
Liability Check	01/31/2022	6034	State of Michigan/Withhold	Jan 2022		-775.52	
Liability Check	02/01/2022	ACH	QuickBooks Payroll Service	Payroll (W/E 01/30/22)		-7,477.00	
Liability Check	02/02/2022	EFTPS	Dept of Treasury (IRS) - Form 941	Payroll (W/E 01/30/22)		-2,748.58	
Liability Check	02/02/2022	ACH	Great-West	Payroll (W/E 01/30/22)		-592.01	
Bill Pmt -Check	02/03/2022	6039	Doug Scott	01/23-01/29/22 (19 Inspections + (2) Plan Reviews)		-1,150.00	
Bill Pmt -Check	02/03/2022	6042	Scott Paddock	01/23-01/29/22 (18 Inspections)		-900.00	
Bill Pmt -Check	02/03/2022	6043	Terry Thatcher/MP Services	01/23-01/29/22 (6 Mech / 11 Plumb Inspections)		-850.00	
Bill Pmt -Check	02/03/2022	6040	JM Lawn Maintenance	Plowing; 1/03, 1/04, 1/06, (3) 1/07, 1/20, 1/23, 1/24, 1/25, 1/26		-585.00	
Bill Pmt -Check	02/03/2022	6038	Bear Priest	(Z20) 01/01-01/31/22 (7.75 hrs + (2) ZCP)		-555.00	
Check	02/03/2022	6035	Roy, Stephen A	Reimbursement - Phone (110.38) & Mileage (355.68)		-466.06	
Check	02/03/2022	6044	Alwine, Michael R	Reimbursement - Phone (85.44) & Mileage (367.38)		-452.82	
Check	02/03/2022	6036	ACR Heating & Cooling	Refund - PM21-03-667 (will not complete job scope)		-195.00	
Bill Pmt -Check	02/03/2022	6041	Republic Services	02/01-02/28/22		-50.75	
Total Checks and Payments							-16,797.74
Deposits and Credits - 15 items							
Deposit	01/31/2022			Deposit ID # 108052862		75.00	
Deposit	01/31/2022			Deposit ID # 108061474		100.00	
Deposit	01/31/2022			Deposit		100.00	
Deposit	01/31/2022			Deposit ID # 108077036		100.00	
Deposit	01/31/2022			Deposit ID # 108037231		161.00	
Deposit	01/31/2022			Deposit - Cash		230.00	
Deposit	01/31/2022			Deposit ID # 108050836		250.00	
Deposit	01/31/2022			Deposit ID # 108071358		282.00	
Deposit	01/31/2022			Deposit ID # 108080742		295.00	
Deposit	01/31/2022			Deposit		400.00	
Deposit	01/31/2022			Deposit		2,266.00	
Deposit	01/31/2022			Deposit		3,866.00	
Deposit	02/04/2022			Deposit ID # 108404845		45.00	

Kalamazoo Area Building Authority
Reconciliation Detail
1050 - Checking / SMBT, Period Ending 01/30/2022

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Deposit	02/04/2022			Deposit ID # 108373331		269.00	
Deposit	02/07/2022			Deposit		6,730.00	
Total Deposits and Credits							15,169.00
Total New Transactions							-1,628.74
Ending Balance							186,862.20

Kalamazoo Area Building Authority
Profit & Loss Prev Year Comparison
January 2022

02/08/22

Accrual Basis

	Jan 22	Jan 21	% Change
Income			
4010 · Building Permits	11,827.00	58,008.00	-79.6%
4015 · Special Permits	500.00	385.00	29.9%
4020 · Electrical Permits	14,640.00	11,233.00	30.3%
4030 · Mechanical Permits	17,124.90	16,834.00	1.7%
4040 · Plumbing Permits	2,144.00	5,640.00	-62.0%
4100 · Zoning Administration	636.25	930.00	-31.6%
4600 · Investment Income	8.10	5.57	45.4%
Total Income	46,880.25	93,035.57	-49.6%
Expense			
6200 · Bank Fees	115.00	74.93	53.5%
6500 · Payroll Expenses			
6501 · Salary - Building Official	3,437.50	3,437.68	0.0%
6503 · Salary - Building Inspector	2,750.00	2,750.00	0.0%
6505 · Wages - Administrative	3,468.62	3,691.68	-6.0%
6510 · Payroll Taxes	1,454.19	1,384.32	5.1%
6511 · LTD / STD / AD&D / Life	371.46	371.46	0.0%
6512 · 401A (KABA)	1,140.54	1,097.73	3.9%
6513 · Health Insurance	9,426.77	5,480.45	72.0%
Total 6500 · Payroll Expenses	22,049.08	18,213.32	21.1%
6700 · Insurance - General	964.58	947.40	1.8%
6800 · Legal Fees	0.00	1,140.00	-100.0%
6810 · Computer Support (External)	7,490.86	6,365.86	17.7%
6820 · Accounting Services	14.00	1,048.58	-98.7%
7100 · Office Equipment	527.73	619.94	-14.9%
7110 · Office Supplies	71.16	30.93	130.1%
7115 · Postage	26.57	185.00	-85.6%
7125 · Computer (Hardware/Software)	2,688.07	3,153.17	-14.8%
7420 · Lawn Care/Snow Removal	585.00	837.00	-30.1%
7450 · Maintenance & Repairs - Office	74.85	329.90	-77.3%
7500 · Utilities	428.45	360.13	19.0%
7550 · Trash Removal	50.70	48.85	3.8%
7600 · Security (Office)	79.90	79.90	0.0%
7610 · Telephone - Office	665.91	606.08	9.9%
7611 · Telephone - Cellular	195.82	124.74	57.0%
7711 · Contracted Electrical Inspector	4,450.00	3,160.00	40.8%
7712 · Contracted Mechanical Inspector	4,050.00	4,950.00	-18.2%
7713 · Contracted Plumbing Inspector	2,300.00	2,450.00	-6.1%
7715 · Contracted Zoning Administrator	555.00	795.00	-30.2%
7721 · Plan Review - Electrical	350.00	0.00	100.0%
7722 · Plan Review - Mechanical	1,900.00	0.00	100.0%
7800 · Mileage Reimbursement	723.06	783.44	-7.7%
7810 · Training Expense	0.00	1,231.20	-100.0%
7830 · Interest Expense	796.80	588.04	35.5%
Total Expense	51,152.54	48,123.41	6.3%
Net Income	-4,272.29	44,912.16	-109.5%

Kalamazoo Area Building Authority
Profit & Loss Prev Year Comparison
January 2022

	Jan 22	Jan 21	\$ Change	% Change
Income				
4010 · Building Permits	11,827.00	58,008.00	-46,181.00	-79.6%
4015 · Special Permits	500.00	385.00	115.00	29.9%
4020 · Electrical Permits	14,640.00	11,233.00	3,407.00	30.3%
4030 · Mechanical Permits	17,124.90	16,834.00	290.90	1.7%
4040 · Plumbing Permits	2,144.00	5,640.00	-3,496.00	-62.0%
4100 · Zoning Administration	636.25	930.00	-293.75	-31.6%
4600 · Investment Income	8.10	5.57	2.53	45.4%
Total Income	46,880.25	93,035.57	-46,155.32	-49.6%
Expense				
6200 · Bank Fees	115.00	74.93	40.07	53.5%
6500 · Payroll Expenses				
6501 · Salary - Building Official	3,437.50	3,437.68	-0.18	0.0%
6503 · Salary - Building Inspector	2,750.00	2,750.00	0.00	0.0%
6505 · Wages - Administrative	3,468.62	3,691.68	-223.06	-6.0%
6510 · Payroll Taxes	1,464.19	1,384.32	69.87	5.1%
6511 · LTD / STD / AD&D / Life	371.46	371.46	0.00	0.0%
6512 · 401A (KABA)	1,140.54	1,097.73	42.81	3.9%
6513 · Health Insurance	9,426.77	5,480.45	3,946.32	72.0%
Total 6500 · Payroll Expenses	22,049.08	18,213.32	3,835.76	21.1%
6700 · Insurance - General	964.58	947.40	17.18	1.8%
6800 · Legal Fees	0.00	1,140.00	-1,140.00	-100.0%
6810 · Computer Support (External)	7,490.86	6,365.86	1,125.00	17.7%
6820 · Accounting Services	14.00	1,048.58	-1,034.58	-98.7%
7100 · Office Equipment	527.73	619.94	-92.21	-14.9%
7110 · Office Supplies	71.16	30.93	40.23	130.1%
7115 · Postage	26.57	185.00	-158.43	-85.6%
7125 · Computer (Hardware/Software)	2,688.07	3,153.17	-465.10	-14.8%
7420 · Lawn Care/Snow Removal	585.00	837.00	-252.00	-30.1%
7450 · Maintenance & Repairs - Office	74.85	329.90	-255.05	-77.3%
7500 · Utilities	428.45	360.13	68.32	19.0%
7550 · Trash Removal	50.70	48.85	1.85	3.8%
7600 · Security (Office)	79.90	79.90	0.00	0.0%
7610 · Telephone - Office	665.91	606.08	59.83	9.9%
7611 · Telephone - Cellular	195.82	124.74	71.08	57.0%
7711 · Contracted Electrical Inspector	4,450.00	3,160.00	1,290.00	40.8%
7712 · Contracted Mechanical Inspector	4,050.00	4,950.00	-900.00	-18.2%
7713 · Contracted Plumbing Inspector	2,300.00	2,450.00	-150.00	-6.1%
7715 · Contracted Zoning Administrator	555.00	795.00	-240.00	-30.2%
7721 · Plan Review - Electrical	350.00	0.00	350.00	100.0%
7722 · Plan Review - Mechanical	1,900.00	0.00	1,900.00	100.0%
7800 · Mileage Reimbursement	723.06	783.44	-60.38	-7.7%
7810 · Training Expense	0.00	1,231.20	-1,231.20	-100.0%
7830 · Interest Expense	796.80	588.04	208.76	35.5%
Total Expense	51,152.54	48,123.41	3,029.13	6.3%
Net Income	-4,272.29	44,912.16	-49,184.45	-109.5%

Kalamazoo Area Building Authority Profit & Loss Budget Performance January 2022

	Jan 22	Budget	% of Budget	Jan 22	YTD Budget	% of Budget	Annual Budget
Income							
4010 · Building Permits	11,827.00	18,864.00	62.7%	11,827.00	18,864.00	62.7%	319,312.00
4015 · Special Permits	500.00	330.00	151.5%	500.00	330.00	151.5%	8,121.00
4020 · Electrical Permits	14,640.00	9,172.00	159.6%	14,640.00	9,172.00	159.6%	110,867.00
4030 · Mechanical Permits	17,124.90	10,949.00	156.4%	17,124.90	10,949.00	156.4%	124,925.00
4040 · Plumbing Permits	2,144.00	4,445.00	48.2%	2,144.00	4,445.00	48.2%	58,409.00
4100 · Zoning Administration	636.25			636.25			
4600 · Investment Income	8.10	10.00	81.0%	8.10	10.00	81.0%	120.00
Total Income	46,880.25	43,770.00	107.1%	46,880.25	43,770.00	107.1%	621,754.00
Expense							
6010 · Advertising and Marketing	0.00	0.00	0.0%	0.00	0.00	0.0%	2,000.00
6200 · Bank Fees	115.00	115.00	100.0%	115.00	115.00	100.0%	890.00
6450 · Dues & Subscriptions	0.00	0.00	0.0%	0.00	0.00	0.0%	575.00
6500 · Payroll Expenses							
6501 · Salary - Building Official	3,437.50	6,875.00	50.0%	3,437.50	6,875.00	50.0%	89,375.00
6503 · Salary - Building Inspector	2,750.00	5,500.00	50.0%	2,750.00	5,500.00	50.0%	71,500.00
6505 · Wages - Administrative	3,468.62	6,955.20	49.9%	3,468.62	6,955.20	49.9%	90,417.60
6510 · Payroll Taxes	1,454.19	1,509.62	96.3%	1,454.19	1,509.62	96.3%	19,693.90
6511 · LTD / STD / AD&D / Life	371.46	371.46	100.0%	371.46	371.46	100.0%	4,457.52
6512 · 401A (KABA)	1,140.54	1,184.01	96.3%	1,140.54	1,184.01	96.3%	15,392.19
6513 · Health Insurance	9,426.77	9,637.94	97.8%	9,426.77	9,637.94	97.8%	55,799.34
Total 6500 · Payroll Expenses	22,049.08	32,033.23	68.8%	22,049.08	32,033.23	68.8%	346,635.55
6700 · Insurance - General	964.58	982.67	98.2%	964.58	982.67	98.2%	13,069.03
6800 · Legal Fees	0.00	720.00	0.0%	0.00	720.00	0.0%	12,000.00
6810 · Computer Support (External)	7,490.86	7,400.00	101.2%	7,490.86	7,400.00	101.2%	10,659.64
6820 · Accounting Services	14.00	14.00	100.0%	14.00	14.00	100.0%	13,839.00
7100 · Office Equipment	527.73	528.00	99.9%	527.73	528.00	99.9%	5,116.76
7110 · Office Supplies	71.16	300.00	23.7%	71.16	300.00	23.7%	3,800.00
7115 · Postage	26.57	0.00	100.0%	26.57	0.00	100.0%	1,200.00
7125 · Computer (Hardware/Software)	2,688.07	2,500.00	107.5%	2,688.07	2,500.00	107.5%	5,987.00
7130 · Resource Materials	0.00	0.00	0.0%	0.00	0.00	0.0%	1,000.00
7400 · Rent/Lease Expense	0.00	1,600.00	0.0%	0.00	1,600.00	0.0%	19,200.00
7420 · Lawn Care/Snow Removal	585.00	585.00	100.0%	585.00	585.00	100.0%	2,484.00
7450 · Maintenance & Repairs - Office	74.85	75.00	99.8%	74.85	75.00	99.8%	10,000.00
7500 · Utilities	428.45	265.00	161.7%	428.45	265.00	161.7%	3,580.00
7550 · Trash Removal	50.70	55.00	92.2%	50.70	55.00	92.2%	660.00
7600 · Security (Office)	79.90	79.90	100.0%	79.90	79.90	100.0%	479.40
7610 · Telephone - Office	665.91	610.00	109.2%	665.91	610.00	109.2%	7,320.00
7611 · Telephone - Cellular	195.82	150.00	130.5%	195.82	150.00	130.5%	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%	0.00	0.00	0.0%	1,200.00
7710 · Contracted Building Inspector	0.00	0.00	0.0%	0.00	0.00	0.0%	2,000.00
7711 · Contracted Electrical Inspector	4,450.00	3,830.00	116.2%	4,450.00	3,830.00	116.2%	53,400.00
7712 · Contracted Mechanical Inspector	4,050.00	3,627.00	111.7%	4,050.00	3,627.00	111.7%	45,600.00
7713 · Contracted Plumbing Inspector	2,300.00	1,976.00	116.4%	2,300.00	1,976.00	116.4%	31,200.00
7715 · Contracted Zoning Administrator	555.00			555.00			
7721 · Plan Review - Electrical	350.00			350.00			
7722 · Plan Review - Mechanical	1,900.00			1,900.00			
7800 · Mileage Reimbursement	723.06	1,045.00	69.2%	723.06	1,045.00	69.2%	12,740.00
7810 · Training Expense	0.00	0.00	0.0%	0.00	0.00	0.0%	1,600.00
7830 · Interest Expense	796.80			796.80			
7920 · Capital Outlay	0.00	0.00	0.0%	0.00	0.00	0.0%	7,000.00
7999 · Misc Expense	0.00	0.00	0.0%	0.00	0.00	0.0%	2,000.00
Total Expense	51,152.54	58,490.80	87.5%	51,152.54	58,490.80	87.5%	619,410.38
Net Income	-4,272.29	-14,720.80	29.0%	-4,272.29	-14,720.80	29.0%	2,343.62

Kalamazoo Area Building Authority
Balance Sheet
 As of January 31, 2022

	Jan 31, 22
ASSETS	
Current Assets	
Checking/Savings	
1001 · Cash on Hand (Cash Bags)	300.00
1022 · Savings / Consumers CU	25.00
1050 · Checking / SMBT	195,840.42
Total Checking/Savings	196,165.42
Accounts Receivable	
1200 · Accounts Receivable	581.25
Total Accounts Receivable	581.25
Other Current Assets	
1400 · Prepaid Items	4,173.64
Total Other Current Assets	4,173.64
Total Current Assets	200,920.31
Other Assets	
1600 · Accumulated Depreciation	-46,437.48
1900 · Capital Assets	231,006.20
Total Other Assets	184,568.72
TOTAL ASSETS	385,489.03
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	2,924.71
Total Accounts Payable	2,924.71
Credit Cards	
2010 · CCU - Mastercard	307.98
Total Credit Cards	307.98
Other Current Liabilities	
2070 · Notes Payable - SMBT	117,774.65
2100 · Accrued Items	489.04
2300 · Accounts Payables / ADJ	1,565.29
Total Other Current Liabilities	119,828.98
Total Current Liabilities	123,061.67
Total Liabilities	123,061.67
Equity	
3010 · Net Position	266,699.65
Net Income	-4,272.29
Total Equity	262,427.36
TOTAL LIABILITIES & EQUITY	385,489.03

2021 MONTHLY PERMITS BY JURISDICTION

MONTH OF JANUARY 2022

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	12	\$ 2,217
COMSTOCK	ELECTRICAL	17	\$ 7,639
COMSTOCK	MECHANICAL	22	\$ 9,911
COMSTOCK	PLUMBING	3	\$ 475
COMSTOCK	SPECIAL - JURISDICTION	2	\$ 200
COMSTOCK	SPECIAL - HOMEOWNER	0	\$ -
TOTAL COMSTOCK		56	\$ 20,442
KALAMAZOO	BUILDING	17	\$ 3,601
KALAMAZOO	ELECTRICAL	14	\$ 2,010
KALAMAZOO	MECHANICAL	13	\$ 2,057
KALAMAZOO	PLUMBING	6	\$ 600
KALAMAZOO	SPECIAL - JURISDICTION	4	\$ 400
KALAMAZOO	SPECIAL - HOMEOWNER	0	\$ -
TOTAL KALAMAZOO		54	\$ 8,668
PARCHMENT	BUILDING	0	\$ -
PARCHMENT	ELECTRICAL	3	\$ 347
PARCHMENT	MECHANICAL	2	\$ 265
PARCHMENT	PLUMBING	1	\$ 100
PARCHMENT	SPECIAL - JURISDICTION	1	\$ 100
PARCHMENT	SPECIAL - HOMEOWNER	0	\$ -
TOTAL PARCHMENT		7	\$ 812
PINE GROVE	BUILDING	1	\$ 370
PINE GROVE	ELECTRICAL	2	\$ 360
PINE GROVE	MECHANICAL	7	\$ 990
PINE GROVE	PLUMBING	0	\$ -
PINE GROVE	SPECIAL - JURISDICTION	0	\$ -
PINE GROVE	SPECIAL - HOMEOWNER	0	\$ -
TOTAL PINE GROVE		10	\$ 1,720
RICHLAND	BUILDING	7	\$ 5,254
RICHLAND	ELECTRICAL	14	\$ 3,936
RICHLAND	MECHANICAL	17	\$ 3,165
RICHLAND	PLUMBING	4	\$ 659
RICHLAND	SPECIAL - JURISDICTION	0	\$ -
RICHLAND	SPECIAL - HOMEOWNER	0	\$ -
TOTAL RICHLAND		42	\$ 13,014
RICHLAND VILLAGE	BUILDING	2	\$ 385
RICHLAND VILLAGE	ELECTRICAL	1	\$ 162
RICHLAND VILLAGE	MECHANICAL	2	\$ 335
RICHLAND VILLAGE	PLUMBING	2	\$ 200
RICHLAND VILLAGE	SPECIAL - JURISDICTION	0	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	0	\$ -
TOTAL RICHLAND VILLAGE		7	\$ 1,082
TOTAL		176	\$ 45,738

REVENUE	REVENUE
JANUARY 2021	% PREV YEAR MONTH
\$ 91,435	50.0%

PERMITS	PERMITS
JANUARY 2021	% 2021 - YTD
185	95.1%

2022 MONTHLY PERMITS BY JURISDICTION

YEAR TO DATE AS OF: JANUARY 2022

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	12	\$ 2,217
COMSTOCK	ELECTRICAL	17	\$ 7,639
COMSTOCK	MECHANICAL	22	\$ 9,911
COMSTOCK	PLUMBING	3	\$ 475
COMSTOCK	SPECIAL - JURISDICTION	2	\$ 200
COMSTOCK	SPECIAL - HOMEOWNER	0	\$ -
TOTAL COMSTOCK		56	\$ 20,442
KALAMAZOO	BUILDING	17	\$ 3,601
KALAMAZOO	ELECTRICAL	14	\$ 2,010
KALAMAZOO	MECHANICAL	13	\$ 2,057
KALAMAZOO	PLUMBING	6	\$ 600
KALAMAZOO	SPECIAL - JURISDICTION	4	\$ 400
KALAMAZOO	SPECIAL - HOMEOWNER	0	\$ -
TOTAL KALAMAZOO		54	\$ 8,668
PARCHMENT	BUILDING	0	\$ -
PARCHMENT	ELECTRICAL	3	\$ 347
PARCHMENT	MECHANICAL	2	\$ 265
PARCHMENT	PLUMBING	1	\$ 100
PARCHMENT	SPECIAL - JURISDICTION	1	\$ 100
PARCHMENT	SPECIAL - HOMEOWNER	0	\$ -
TOTAL PARCHMENT		7	\$ 812
PINE GROVE	BUILDING	1	\$ 370
PINE GROVE	ELECTRICAL	2	\$ 360
PINE GROVE	MECHANICAL	7	\$ 990
PINE GROVE	PLUMBING	0	\$ -
PINE GROVE	SPECIAL - JURISDICTION	0	\$ -
PINE GROVE	SPECIAL - HOMEOWNER	0	\$ -
TOTAL PINE GROVE		10	\$ 1,720
RICHLAND	BUILDING	7	\$ 5,254
RICHLAND	ELECTRICAL	14	\$ 3,936
RICHLAND	MECHANICAL	17	\$ 3,165
RICHLAND	PLUMBING	4	\$ 659
RICHLAND	SPECIAL - JURISDICTION	0	\$ -
RICHLAND	SPECIAL - HOMEOWNER	0	\$ -
TOTAL RICHLAND		42	\$ 13,014
RICHLAND VILLAGE	BUILDING	2	\$ 385
RICHLAND VILLAGE	ELECTRICAL	1	\$ 162
RICHLAND VILLAGE	MECHANICAL	2	\$ 335
RICHLAND VILLAGE	PLUMBING	2	\$ 200
RICHLAND VILLAGE	SPECIAL - JURISDICTION	0	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	0	\$ -
TOTAL RICHLAND VILLAGE		7	\$ 1,082
TOTAL KABA	YTD	176	45,738

REVENUE	REVENUE
YTD - JANUARY 2021	% 2021 - YTD
\$ 91,435	50.0%

REVENUE
% 2022 YTD BUDGET
88.00%

PERMITS	PERMITS
YTD - JANUARY 2021	% 2021 - YTD
185	95.1%

2022 MONTHLY CUMULATIVE TOTALS			
# PERMITS	REVENUE		
176	\$	45,738	JAN
-	\$	-	FEB
-	\$	-	MAR
-	\$	-	APRIL
-	\$	-	MAY
-	\$	-	JUNE
-	\$	-	JULY
-	\$	-	AUG
-	\$	-	SEPT
-	\$	-	OCT
-	\$	-	NOV
-	\$	-	DEC
176	\$	45,738	2022

BUILDING REPORT

JANUARY 2022

Residential / Commercial Building Permits and Construction Values

- A. Total Number of Commercial & Agricultural Permits Issued – 11
- B. Total Construction Value for Commercial & Agricultural Permits - \$0
- C. Total Number of New Residential Construction Permits Issued – 4
- D. Total Construction Value for New Residential Permits – \$1,109,957
- E. Total Number of All Other Residential Permits Issued – 24
- F. Total Construction Value for All Other Residential Permits – \$145,016

Revenue / Permit Summary YTD

- A. Total KABA Revenue in January 2022 - \$45,738 vs. Total KABA Revenue in January 2021 - \$91,435. **This is a decrease of 49.9%.**
- B. Total Number of Permits Issued in January 2022 – 176 vs. Total Number of Permits issued in January 2021 – 185. **This is a decrease of 4.9%.**
- C. Total KABA YTD Revenue in January 2022 - \$45,738 vs. Total KABA YTD Revenue in January 2021 - \$91,435. **This is a decrease pf 49.9%.**
- D. Total Number of Permits Issued YTD 2022 – 176 vs. Total Number of Permits Issued this time in 2021 – 185. **This is a decrease of 4.9%.**
- E. The January 2022 Revenue of \$45,738 is **88.3%** of the forecast for January YTD 2022 Revenue (\$51,813).
- F. The YTD 2022 Revenue of \$45,738 is **7.4%** of the forecast for the entire 2022 Projected Budget of \$621,754.

Monthly Building Permits Issued

02/01/2022

Permit #	Address	Work Description	Applicant Name	Date Issued	Value	Amount Billed
PB21-03-545	GOLF CRSE	Antenna upgrade and supporting ground	Haley Law Firm	01/06/2022	0.00	\$100.00
PB21-03-582	8880 N 32ND ST	Interior renovation to existing 2479 s.f.	Whitman Construction	01/05/2022	0.00	\$215.00
PB21-03-584	9726 STERLING AVE	New 1 story 1954 s.f. single family	DeVries & Orderlinde Bldrs	01/18/2022	266,657.00	\$1,519.00
PB21-03-586	6898 BRIDLE TRL	Remodel existing upstairs bathroom by	Michigan Construction & Remodelin	01/10/2022	4,780.00	\$170.00
PB21-03-590	N 28TH ST	New 2195 s.f. 1 story 3 bed, 2.5 bath	AVB Inc.	01/18/2022	286,471.00	\$1,632.00
PB21-06-483	3731 PRISTINE AVE	Install 4.08 kw 12 panel roof mounted	Climax Solar	01/05/2022	0.00	\$100.00
PB21-06-493	803 W MOSEL AVE	Install 1 monument and 3 wall mounted	RWL Sign Co LLC	01/31/2022	0.00	\$170.00
PB21-06-540	718 AVONDALE DR	4'6" x 20'4" addition to detached garage	Terry W Blodgett Builders Inc	01/10/2022	3,186.00	\$170.00
PB21-06-557	2819 ASBURY AVE	NEW 2215 S.F. ONE STORY 7 BED, 2	OPIYO, WYCLIFFE	01/14/2022	290,562.00	\$1,656.00
PB21-06-576	4738 PEPPER BUSH LANE	Install 20 panel rooftop solar array per	Palmetto Solar	01/13/2022	0.00	\$100.00
PB21-06-587	3235 LAKE ST	Site improvements to include new parking	BUIST ELECTRIC, INC.	01/24/2022	0.00	\$100.00
PB21-07-537	315 SULLIVAN DR	New 12' x36' detached deck serving egress	MAGSON CHRISTOPHER & BOY	01/05/2022	8,640.00	\$170.00
PB21-07-588	4875 WILD MEADOW ST	Install 29 panel roof mounted solar array	Palmetto Solar	01/13/2022	0.00	\$100.00
PB22-03-010	E CD AVE	8680 Geiser GroveNew 2075 s/f two story	Allen Edwin Homes	01/21/2022	266,267.00	\$1,518.00
PB22-03-011	5755 N 32ND ST	Antenna upgrade to tower and new ground	DISH Wireless	01/11/2022	0.00	\$100.00
PB22-06-002	2628 ASBURY AVE	Install 2 basement egress windows	Southwest Michigan Egress Window	01/04/2022	0.00	\$100.00
PB22-06-005	1420 TRIMBLE AVE	Install new egress window system per	Southwest Michigan Egress Window	01/04/2022	3,600.00	\$100.00
PB22-06-012	1150 NAZARETH RD	Cell tower antenna upgrade and ground	Haley Law Firm	01/24/2022	0.00	\$100.00
PB22-06-013	1116 SURPRISE AVE	Demolition of detached garage	ROME ESTATES, LLC	01/11/2022	0.00	\$75.00
PB22-06-015	316 W MOSEL AVE	Repairs to existing exterior wall and	SCHWEITZER INC.	01/27/2022	0.00	\$170.00
PB22-06-017	904 WASHBURN AVE	Interior renovation, bath and kitchen	KALAMAZOO PROBATION ENI	01/20/2022	0.00	\$170.00
PB22-06-018	3303 CRANBROOK AVE	Gut interior of home and renovate,	Adam Garland	01/24/2022	0.00	\$215.00
PB22-06-020	2424 Texel	Remove materials as necessary in all	JRD Construction LLC	01/25/2022	0.00	\$100.00
PB22-06-022	910 JENKS BLVD	Install basement egress window on SE	Southwest Michigan Egress Window	01/21/2022	0.00	\$100.00
PB22-06-024	2334 NAZARETH RD	Replace existing monument sign with new	Sign Impressions	01/24/2022	0.00	\$100.00
PB22-06-025	3215 GRAND PRAIRIE RD	Demolition of detached garage	G. MORIA PROPERTIES, LLC	01/31/2022	0.00	\$75.00
PB22-07-001	6910 HUNTERS CRK	Kitchen and laundry room alteration per	Michael Carpenter	01/03/2022	0.00	\$170.00
PB22-07-003	4839 S 26TH ST	Demolish home and other standing	Melching Demolition	01/03/2022	0.00	\$150.00

PB22-07-004	3917 BROKEN RIDGE CIR	Partial basement finish to include 2	Whitehouse Construction Gregory W	01/04/2022	0.00	\$215.00
PB22-07-006	6262 TWILIGHT AVE	Interior remodel due to structure fire.	Ace Property Services	01/18/2022	0.00	\$350.00
PB22-07-007	1155 N 26TH ST	Construct one bedroom and storage room	Bruce Kraiss	01/20/2022	0.00	\$215.00
PB22-07-008	331 NICHOLE ST	Partial basement finish to include 1 267	Matrix Basement Systems	01/06/2022	0.00	\$215.00
PB22-07-014	5031 GULL RD	New siding, doors, windows, interior	TUSTIN MIKE & ROXANNE	01/13/2022	0.00	\$215.00
PB22-07-016	10571 MILLER DR	Install 49 panel roof mounted solar array	National Solar Service	01/13/2022	0.00	\$100.00
PB22-07-029	122 GRANDVIEW ST	Basement remodel to include family room,	HOUTMAN ADAM & BETHANIE	01/28/2022	38,150.00	\$217.00
PB22-07-030	551 WOODLARK ST	Build a temporary wheelchair ramp per	Mark Premer	01/31/2022	0.00	\$100.00
PB22-19-019	8643 GULL RD	Construct 8' x15' office in existing foyer	RICHLAND BIBLE CHURCH	01/26/2022	0.00	\$170.00
PB22-19-027	8804 TAMARISK CIR	Finish 1093 s.f. of existing basement to	Silver Forest Contracting	01/27/2022	21,860.00	\$215.00
PB22-20-009	9011 23 1/2 ST	New 54' x 80' x 14' pole barn with 256 s/f	Hertzler Construction	01/18/2022	64,800.00	\$370.00

Number of Permits: 39

Total Billed: \$11,827.00

Total Construction Value

\$1,254,973.00

Population: All Records

Permit.DateIssued in <Previous month> [01/01/22 - 01/31/22]

AND

Permit.PermitType = Building

Monthly Trade Permits Issued

02/01/2022

Permit #	Address	Work Description	Applicant Name	Date Issued	Amount Billed
<u>Electrical</u>					
PE22-03-003	5892 HIDDEN OAK AVE	New home	Hammond Electric Co	01/03/2022	\$371.00
PE22-03-004	10356 DOUBLEDAY DR	Room over garage	Bowker Electric LLC	01/04/2022	\$203.00
PE22-03-007	6452 MEDINAH LN	New home	Country Lane Electric	01/04/2022	\$324.00
PE22-03-008	9135 COTTAGE CROSSING	New home	Country Lane Electric	01/04/2022	\$299.00
PE22-03-009	6734 E E	New home	Lamplighter Electric	01/04/2022	\$351.00
PE22-03-010	6760 E E	New home	Lamplighter Electric	01/04/2022	\$351.00
PE22-03-014	E CD AVE	New homeAddress: 8480 E Sturtevant	Consolidated Electrical Contractors	01/05/2022	\$326.00
PE22-03-015	E CD AVE	New homeAddress: 8688 Geiser Grove	Consolidated Electrical Contractors	01/05/2022	\$326.00
PE22-03-035	9955 E C AVE	Moving electrical line off adjacent property	Martell Electric	01/27/2022	\$105.00
PE22-03-037	E DE AVE	New homeAddress: 10508 East DE	Battle Electric	01/20/2022	\$288.00
PE22-03-038	5814 SUNDANCE CT	Generator install	Steensma Lawn & Power	01/21/2022	\$110.00
PE22-03-039	9726 STERLING AVE	New homeER# 1060781091	Engbers Electrical	01/21/2022	\$417.00
PE22-03-040	6409 MEDINAH LN	New home	Kusmack Electric	01/27/2022	\$304.00
PE22-03-048	5292 AUTUMN HILL DR	Replacing wires damaged due to fire from lightning strike	Alpha Electric Pro	01/31/2022	\$161.00
PE22-06-002	3627 GRAND PRAIRIE RD	100 AMP panel change & hot tub feed	Hi-Tech Electric	01/03/2022	\$114.00
PE22-06-011	4738 PEPPER BUSH LANE	Solar array	Palmetto Solar	01/13/2022	\$101.00
PE22-06-012	3731 PRISTINE AVE	Solar array	Climax Solar	01/05/2022	\$122.00
PE22-06-023	4301 W MAIN ST	Repair fire alarm system after fire	CertaSite (Approved Fire Protection)	01/10/2022	\$195.00
PE22-06-024	1405 HUNTINGTON AVE	Electrical work after fire	Laws Electric	01/12/2022	\$149.00
PE22-06-028	3923 STONEGATE RD	Four season porch	Esper Electric	01/13/2022	\$151.00
PE22-06-031	825 COOPER AVE	AC circuit	Service Professor	01/18/2022	\$101.00
PE22-06-032	817 DAYTON AVE	100 AMP service upgrade	Lakeshore Electrical	01/19/2022	\$105.00
PE22-06-033	517 CAMPBELL AVE	Grounding and bonding of service and hot, cold, and gas	Laws Electric	01/18/2022	\$101.00
PE22-06-041	4301 W MAIN ST	Swapping devices and adding monitor devices	Summit Fire	01/26/2022	\$170.00
PE22-06-043	1310 PINEHURST BLVD	Three season porch	Yes Electric LLC	01/27/2022	\$156.00
PE22-06-047	3303 CRANBROOK AVE	New panel and rewire of entire home	Alpha Electric Pro	01/28/2022	\$320.00
PE22-06-050	1963 OLMSTEAD RD	Wire propane station	Gateway Electric	01/31/2022	\$100.00
PE22-06-053	803 W MOSEL AVE	2 wall signs and 1 monument sign	RWL Sign Co LLC	01/31/2022	\$125.00
PE22-07-005	5800 GULL RD	Meijer store remodel	Buist Electric	01/04/2022	\$3,985.00
PE22-07-006	5800 GULL RD	Meijer gas station remodel	Buist Electric	01/04/2022	\$446.00
PE22-07-013	4875 WILD MEADOW ST	Solar array	Palmetto Solar	01/13/2022	\$111.00
PE22-07-016	146 GRANDVIEW ST	New homeER# 1060773476	Cavalier Electric Inc	01/05/2022	\$289.00

PE22-07-017	148 GRANDVIEW ST	New home	Cavalier Electric Inc	01/05/2022	\$289.00
PE22-07-019	2975 INTERSTATE PKWY	Storage building & office build out	Egly Electric	01/06/2022	\$367.00
PE22-07-022	6910 HUNTERS CRK	Kitchen & laundry room remodel	Cavalier Electric Inc	01/10/2022	\$201.00
PE22-07-026	5200 E CORK	Install illuminated channel letter set on wall for	Burkett Signs Inc.	01/18/2022	\$105.00
PE22-07-027	10571 MILLER DR	Solar array	National Solar Service	01/13/2022	\$115.00
PE22-07-029	5800 GULL RD	Electrical for refrigeration in store	J & B Electrical	01/21/2022	\$685.00
PE22-07-030	6262 TWILIGHT AVE	Fire repairs	RW Electrical, LLC	01/18/2022	\$156.00
PE22-07-034	3178 CASPER ST	Add switch for exhaust fan and relocation of light	Consolidated Electrical Contractors	01/18/2022	\$106.00
PE22-07-036	7700 E MICHIGAN AVE	Generator install	Steensma Lawn & Power	01/24/2022	\$120.00
PE22-07-044	3704 NEW FARM ST	New home	Quantum Electric	01/31/2022	\$282.00
PE22-07-046	8938 KRUM AVE	New circuits for water filtration roomNew light	Esper Electric	01/28/2022	\$111.00
PE22-07-049	122 GRANDVIEW ST	Basement remodel	Cavalier Electric Inc	01/31/2022	\$161.00
PE22-07-051	5679 SUSAN AVE	Generator install	Steensma Lawn & Power	01/31/2022	\$110.00
PE22-18-020	310 E THOMAS	Generator install	Steensma Lawn & Power	01/10/2022	\$110.00
PE22-18-021	716 SHOPPERS LN	Outlets, lights, and heat	Gateway Electric	01/11/2022	\$142.00
PE22-18-042	344 ESPANOLA	De-energizing circuits	JG Services Company LLC	01/27/2022	\$95.00
PE22-19-018	9142 RICHLAND WOODS D	Basement finish	JKS Electric	01/05/2022	\$162.00
PE22-20-045	33169 BASELINE RD	Install 800 AMP, 6 position meter stack for new cell tower	Stray Voltage, LLC	01/31/2022	\$250.00
PE22-20-052	28285 NORTHERN BLUFF I	Generator install	Steensma Lawn & Power	01/31/2022	\$110.00

Number of Permits: 51

Total Billed: \$14,454.00

Mechanical

PM21-07-749	6300 FAWN BROOK DR	Furnace, AC, and humidifier replacement	Nieboer Heating & Cooling	01/03/2022	\$165.00
PM21-07-754	2612 KERSTEN CT	Relocate sprinkler heads for new wall and ceiling layout in	Total Fire Protection	01/03/2022	\$485.00
PM22-03-003	7837 E D AVE	Furnace replacement	Vredevoogd Heating & Cooling	01/03/2022	\$125.00
PM22-03-008	8106 GULL RD	Furnace replacement, add AC01/19 - Corrigated gas line to	Richards Mechanical	01/05/2022	\$180.00
PM22-03-009	6491 STURBRIDGE DR	Furnace replacement	Vredevoogd Heating & Cooling	01/06/2022	\$125.00
PM22-03-011	9998 E CD AVE	Furnace & A/C Replacement	Service Professor	01/11/2022	\$155.00
PM22-03-013	9109 W GULL LAKE DR	Heat pump	Rogers Refrigeration	01/10/2022	\$125.00
PM22-03-018	5884 E C AVE	Furnace & AC replacement	Bel Aire Heating & Air	01/10/2022	\$155.00
PM22-03-022	E DE AVE	LP tank setAddress: 10508 East DE	Crystal Flash	01/13/2022	\$115.00
PM22-03-029	10356 DOUBLEDAY DR	HVAC in new addition over garage	Woodhouse Plumbing & Heating Inc	01/18/2022	\$260.00
PM22-03-031	7115 N 28TH ST	New home w/ fireplace	JP Heating & Air Conditioning Inc	01/20/2022	\$275.00
PM22-03-033	6734 E E	New home	Nieboer Heating & Cooling	01/20/2022	\$250.00
PM22-03-034	6760 E E	New home	Nieboer Heating & Cooling	01/20/2022	\$265.00
PM22-03-039	5814 SUNDANCE CT	Generator install	Steensma Lawn & Power	01/21/2022	\$130.00
PM22-03-041	5370 E C AVE	Furnace & AC replacement	Rogers Refrigeration	01/24/2022	\$155.00

PM22-03-051	6456 E AB AVE	Furnace replacement	Service Professor	01/26/2022	\$125.00
PM22-03-060	6452 MEDINAH LN	New home	JP Heating & Air Conditioning Inc	01/31/2022	\$285.00
PM22-03-061	9137 COTTAGE PL	New home	JP Heating & Air Conditioning Inc	01/31/2022	\$285.00
PM22-03-062	9168 N 24TH ST	Furnace & AC replacement	Vredevoogd Heating & Cooling	01/31/2022	\$155.00
PM22-06-005	1013 NICHOLS RD	Replace boiler and install tankless water heaterBoiler: hot	Adams Heating & Cooling	01/05/2022	\$131.00
PM22-06-006	511 JENNISON AVE	Boiler replacement	Boss Services	01/05/2022	\$125.00
PM22-06-014	906 CHRYSLER ST	Furnace replacement	Rogers Refrigeration	01/10/2022	\$125.00
PM22-06-015	3085 VALLEY GLEN CIR	Furnace & AC replacement. Install humidifier & chimney	Vredevoogd Heating & Cooling	01/10/2022	\$170.00
PM22-06-024	1586 GRAND PRE AVE	Hot water boiler (less than 20 psig) and hydronic piping	Bartholomew Heating & Cooling	01/18/2022	\$195.00
PM22-06-028	825 COOPER AVE	Furnace & AC replacement	Service Professor	01/18/2022	\$155.00
PM22-06-037	3410 DEARBORN AVE	Bath fan	DeHaan Heating & Cooling	01/21/2022	\$100.00
PM22-06-043	2703 TEXEL DR	Water heater replacement	Dan Wood Co	01/24/2022	\$101.00
PM22-06-047	1507 NASSAU ST	Furnace/liner replacement	Bel Aire Heating & Air	01/24/2022	\$130.00
PM22-06-053	4301 W MAIN ST	New fire sypression in kitchen hood after fire	Summit Fire	01/26/2022	\$410.00
PM22-06-056	2221 W G AVE	Furnace replacement	Rogers Refrigeration	01/27/2022	\$125.00
PM22-06-058	1414 WAYSIDE RD	Furnace replacement	Benjamin Farrer	01/27/2022	\$155.00
PM22-06-065	1726 UPLAND DR	Oil tank replacement	Adams Heating & Cooling	01/31/2022	\$135.00
PM22-07-010	331 NICHOLE ST	Basement finish	McArthur Mechancial	01/13/2022	\$190.00
PM22-07-012	2681 N 35TH ST	Install (2) heat pump mini systems. 1 on west side of house	Superior National Service	01/07/2022	\$155.00
PM22-07-016	7888 E MAIN ST	Furnace replacement	Dan Wood Co	01/10/2022	\$125.00
PM22-07-019	5800 GULL RD	Install 141 new refrigeration display cases and 12 new	Hussmann Service Corporation	01/11/2022	\$4,975.00
PM22-07-020	8778 E MICHIGAN AVE	New maintenance building	Nieboer Heating & Cooling	01/13/2022	\$245.00
PM22-07-021	2911 N 30TH ST	Furnace replacement	Vredevoogd Heating & Cooling	01/13/2022	\$125.00
PM22-07-023	5790 GULL RD	Replace tube heater in bay 2	Pleune Service Co	01/14/2022	\$110.00
PM22-07-026	148 GRANDVIEW ST	New home	Bel Aire Heating & Air	01/18/2022	\$255.00
PM22-07-027	156 GRANDVIEW ST	New home	Bel Aire Heating & Air	01/18/2022	\$255.00
PM22-07-030	6910 HUNTERS CRK	Replacing two old fireplaces and installing new direct vent	Friedt Enterprises	01/19/2022	\$200.00
PM22-07-032	7700 E MICHIGAN AVE	Generator install	Steensma Lawn & Power	01/20/2022	\$130.00
PM22-07-038	5628 E MAIN ST	Water heater and condensate pump replacement	DeHaan Heating & Cooling	01/21/2022	\$131.00
PM22-07-040	5800 GULL RD	Rework duct work & diffusers, install 2 tube heaters -	Armock Mechanical	01/24/2022	\$257.90
PM22-07-046	9400 SUMAC AVE	Furnace & AC replacement	Vredevoogd Heating & Cooling	01/24/2022	\$155.00
PM22-07-049	5200 E CORK	Demo existing pipe for system 10 and upgrade to new	Brigade Fire Protection	01/27/2022	\$1,137.00
PM22-07-052	6262 TWILIGHT AVE	Furnace, AC, and ductwork install after fire	McArthur Mechancial	01/26/2022	\$225.00
PM22-07-055	2541 CASPER ST	New duck work for lower level, zone dampers and	Hulst Heating & Cooling Inc	01/31/2022	\$180.00
PM22-07-057	5471 E MAIN ST	Furnace replacement	Benjamin Farrer	01/27/2022	\$155.00
PM22-07-059	122 GRANDVIEW ST	Basement finish4 o/h supplys & vent 1 bath fan	Bel Aire Heating & Air	01/28/2022	\$125.00
PM22-07-063	5679 SUSAN AVE	Generator install	Steensma Lawn & Power	01/31/2022	\$130.00
PM22-18-017	310 E THOMAS	Generator install	Steensma Lawn & Power	01/10/2022	\$130.00

PM22-18-045	609 GLENDALE BLVD	Furnace & humidifier replacement	Vredevoogd Heating & Cooling	01/24/2022	\$135.00
PM22-19-001	9142 RICHLAND WOODS D	Basement remodel	Corakis Heating & Cooling	01/03/2022	\$180.00
PM22-19-036	8628 E D AVE	Furnace & AC replacement	Vredevoogd Heating & Cooling	01/21/2022	\$155.00
PM22-20-002	25782 18TH AVE	Generator install	Crystal Flash	01/12/2022	\$130.00
PM22-20-004	14395 26TH ST	Install heat pump	Dan Wood Co	01/05/2022	\$125.00
PM22-20-007	1464 40 HWY # M	Furnace & AC install, ductwork in addition	Metzger's Heating & Cooling	01/05/2022	\$240.00
PM22-20-035	25782 18TH AVE	Furnace install	The Furnace Guy Inc	01/24/2022	\$125.00
PM22-20-042	31127 10TH AVE	Above ground LP Tank	Hopkins LP Gas, LLC	01/24/2022	\$115.00
PM22-20-044	28253 NORTHERN BLUFF I	Furnace replacement	Dan Wood Co	01/24/2022	\$125.00
PM22-20-064	28285 NORTHERN BLUFF I	Generator install	Steensma Lawn & Power	01/31/2022	\$130.00

Number of Permits: 63

Total Billed: \$16,722.90

Plumbing

PP22-03-001	8106 GULL RD	Repair/remodel after fire	Apex Plumbing LLC	01/25/2022	\$211.00
PP22-03-006	E CD AVE	Sewer connection8680 Geiser Grove	Allen Edwin Homes	01/21/2022	\$100.00
PP22-03-010	10356 DOUBLEDAY DR	Bathroom in new addition over garage	Woodhouse Plumbing & Heating Inc	01/18/2022	\$168.00
PP22-03-011	8880 N 32ND ST	Bathrooms for Physical Therapy remodel	Petro Plumbing & Mechanical	01/20/2022	\$180.00
PP22-06-002	1301 WAVERLY DR	Install acrylic tub liner and wall surround over existing tub	Ohio Bath Solutions	01/12/2022	\$100.00
PP22-06-003	1322 NICHOLS RD	Water heater replacement	Helmus Plumbing Services, Inc	01/11/2022	\$100.00
PP22-06-007	2103 SCHIPPERS LN	sewer connectionAddress: 2107 Schippers Lane	NIEBOER INVESTMENT PROPE	01/13/2022	\$100.00
PP22-06-009	538 PINEHURST BLVD	Install acrylic tub liner and wall surround over existing tub	Ohio Bath Solutions	01/31/2022	\$100.00
PP22-06-014	128 N LAUDERDALE DR	Replace tub with acrylic tub and wall surround, replace	Ohio Bath Solutions	01/28/2022	\$100.00
PP22-06-015	2925 HICKORY NUT LN	Water heater replacement	Service Professor	01/31/2022	\$100.00
PP22-07-004	9656 DAYLILY LN	Bathroom remodel	Rhino's Plumbing	01/11/2022	\$155.00
PP22-07-005	2541 CASPER ST	Basement bathall exposed for rough & u/g inspection	Briggs & Son Plumbing	01/11/2022	\$160.00
PP22-07-013	6262 TWILIGHT AVE	Full bath & kitchen fire rehab	Krusinga Plumbing	01/28/2022	\$160.00
PP22-18-016	806 SHOPPERS LN	Water heater replacement - Save a Lot	Dale W Hubbard Inc	01/31/2022	\$100.00
PP22-19-008	8820 TAMARISK CIR	water heater replacement	Clyde Hanger Plumbing & Heating	01/14/2022	\$100.00
PP22-19-012	8800 TAMARISK CIR	water heater replacement	Briggs & Son Plumbing	01/24/2022	\$100.00

Number of Permits: 16

Total Billed: \$2,034.00

Number of Permits: 130

Total Billed: \$33,210.90

Permit.PermitType = Electrical OR
Permit.PermitType = Mechanical OR
Permit.PermitType = Plumbing

AND

Permit.DateIssued in <Previous month> [01/01/22 - 01/31/22]

Monthly Property Maintenance Requests

02/01/2022

Special Permit

Permit #	Job Address	Parcel Number	Owner	Date Entered	Fee Total
PS21-06-069	1426 SHAKESPEARE ST	06-23-435-850	BERRY, LYLE E. & SANE	06/21/2021	\$155.00
Work Description:	Property Maintenance request from Kalamazoo				
Inspections:	01/27/2022	Property Maint. Re-inspection	Disapproved		
Inspections:	06/21/2021	Property Maintenance Inspectio	Disapproved		
PS21-07-120	6399 E JK AVE	07-17-180-060	JOHN BOSCO PROPERT.	12/30/2021	\$100.00
Work Description:	Property maintenance request from Comstock				
Inspections:	01/07/2022	Property Maintenance Inspectio	Disapproved		
PS22-06-002	1726 UPLAND DR	06-12-338-110	RC HOUSES, LLC	01/10/2022	\$100.00
Work Description:	Property Maintenance request from KTFD				
Inspections:	01/11/2022	Property Maintenance Inspectio	Disapproved		
PS22-06-003	3427 MILLER RD	06-25-270-131	HAMSTRA, DOUGLAS E.	01/11/2022	\$100.00
Work Description:	Property Maintenance request from Kalamazoo				
Inspections:	01/12/2022	Property Maintenance Inspectio	Disapproved		
PS22-06-005	1406 SHAKESPEARE ST	06-23-435-800	PRIETO, JUAN CARLOS	01/28/2022	\$100.00
Work Description:	Property Maintenance request from Kalamazoo				
Inspections:	01/28/2022	Property Maintenance Inspectio	Disapproved		
PS22-07-004	250 WORDEN AVE	07-17-368-045	SHROUT WILLIAM DOU	01/14/2022	\$100.00
Work Description:	Property Maintenance request from Comstock				
Inspections:	01/18/2022	Property Maintenance Inspectio	Disapproved		
PS22-18-001	133 N RIVERVIEW DR	06-03-276-021	BRICKSTONE RIVER VII	01/03/2022	\$100.00
Work Description:	Property maintenance from Parchment				
Inspections:	01/04/2022	Property Maintenance Inspectio	Disapproved		

Total Permits For Type: 7

Total Fees For Type: \$755.00

Report Summary

Population: All Records
Permit.Status = HOLD (FEE)
AND
Permit.PermitType = Special
Permit AND
Permit.Category = Jurisdiction
Request AND
Inspection.DateTimeScheduled in
<Previous month> [01/01/22 -
01/31/22]

Grand Total Fees: \$755.00

Grand Total Permits: 7

Letter of Engagement for KABA Legal Counsel

KREIS ENDERLE

KREIS, ENDERLE, HUDGINS & BORSOS, P.C.

Robb S. Krueger

Direct Dial 269-321-2360
rkrueger@KreisEnderle.com

P.O. Box 4010
Kalamazoo, MI 49003-4010
269-324-3000
Fax 269-324-3010

www.KreisEnderle.com

ENGAGEMENT AGREEMENT

February 7, 2022

Kalamazoo Area Building Authority
2322 Nazareth Road
Kalamazoo, MI 49048

Re: Representation

To Whom It May Concern:

We are required to obtain an engagement agreement before we begin work for a client. The following constitutes the terms of our agreement. You have requested that this firm provide Kalamazoo Area Building Authority general counsel, employment work, and potentially civil litigation work. I emphasize that the firm will represent you because, even though your initial contact has been with me, I intend to use the services of other lawyers and staff personnel of the firm, as necessary, to do the best possible job of representing your interests.

I. FEE DETERMINATION

The Model Rules of Professional Conduct adopted by the Michigan Supreme Court lists the following factors to be considered in establishing a reasonable fee for legal services.

1. The time and labor required, the novelty and difficulty of the questions involved, and the skill requisite to perform the legal service properly.
2. The likelihood, if apparent to the client, that the acceptance of the particular employment will preclude other employment by the lawyer.
3. The fee customarily charged in the locality for similar legal services.
4. The amount involved and the results obtained.
5. The time limitations imposed by the client or by the circumstances.
6. The nature and length of the professional relationship with the client.

7. The experience, reputation, and ability of the lawyer or lawyers performing the services.

This firm normally sends bills to clients once each month. We begin by reviewing the time devoted to the matter during the month. Time is recorded daily in one-tenth (1/10) hour minimum time blocks. The time is multiplied by the hourly rate for the person performing the services. Fees for Kalamazoo Area Building Authority are set as follows and shall apply for a term of two years from the date of engagement:

- A. General Counsel, Employment or Administrative work - \$210.00 per hour.
- B. Civil Litigation or Appeals, including alternative dispute resolution - \$260.00 per hour.
- C. Paralegal work to be billed at \$120.00 per hour.

We are unable to provide an estimate of the final bill for most projects. There are many factors which may serve to complicate a legal matter. If you have a question, at any time, as to where you stand in regard to your bill, we will attempt to provide an accurate estimate of the bill's current status.

II. EXPENSES

In addition to the legal fees, all expenses incurred by us will be charged to you. Specifically, you will be charged for long distance telephone calls, photocopying (15¢ per copy), mileage for travel out of town (IRS Standard Mileage Rate), postage (other than for routine letters), couriers (FedEx and the like), and any other expenses reasonably necessary to accomplish the task for which we have been engaged. There may be other expenses incurred which are not among those enumerated above, which are the common expenses. In some cases, you will be asked to pay expenses in advance.

III. PAYMENT OF FEES AND EXPENSES

We have the option and the discretion to continue work on your behalf in the event your retainer has been exhausted. In that event, you will be billed on a monthly basis. All billings will be payable upon receipt. Any agreement for other payment terms must be in writing. If billings are not paid promptly, we shall have the option to not perform further services.

We reserve the right to discontinue our representation of you and withdraw as your counsel if (1) you persist in a course of action we reasonably believe is criminal or fraudulent; (2) we reasonably believe you have used our services to perpetrate a crime or fraud; (3) you persist upon pursuing an objective that we consider repugnant or imprudent; (4) you fail substantially to fulfill an obligation to us regarding our services to you, and we have given you reasonable warning that we will withdraw unless the obligation is fulfilled; (5) our representation to you will result in an

unreasonable financial burden on us or has been rendered unreasonably difficult by you; or (6) other good cause exists for withdrawal.

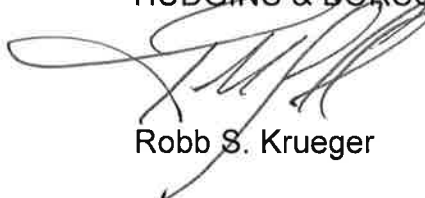
IV. COMPLETION OF SERVICES

Upon completion of the firm's work, we reserve the right to destroy or otherwise dispose of your file after we notify you at your last known address of our intent to destroy or dispose of your file. It is, therefore, important that you notify the firm whenever you change your address. If you choose to leave all or part of the file in our possession, we will have the authority to destroy your file after three (3) years from the date your matter is finally concluded.

We appreciate the opportunity to represent you in this matter. If you agree with the above terms, please sign the Acknowledgement below and return a signed copy of this letter to our office. If you have any questions concerning this matter, please call me.

Very truly yours,

KREIS, ENDERLE,
HUDGINS & BORSOS, P.C.



Robb S. Krueger

RSK/lc

ACKNOWLEDGEMENT

I have read, understand, and agree to the above terms of your engagement. No other terms have been discussed.

KALAMAZOO AREA BUILDING AUTHORITY

Dated: _____, 2022

By: _____
Its: _____