



AGENDA

Regular Meeting of the Kalamazoo Area Building Authority Board of Directors
June 18, 2024
2:00 PM

1. Call to Order
2. Approval of the Agenda [MOTION]
3. Consent Agenda [MOTION]
 - a. Approval of Minutes from the May 21, 2024 Board Meeting
 - b. Receipt of Bank Reconciliation Reports – May 2024
 - c. Receipt of Financial Reports – May 2024
 - d. Receipt of Building Report – May 2024
 - e. Receipt of Permit Lists – May 2024
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. Financial Control Policy [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
May 21, 2024**

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
Justin Mendoza / Representative from City of Parchment
Donna Hephner / Representative from Pine Grove Township
Lysanne Harma, Secretary / Representative from Richland Township
Kim Lewis / Representative from Village of Richland

Absent: Vik Bawa / At-Large Board Member

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

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

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

Citizen Comments – There were no citizens in attendance.

Presentation – Jordan Smith, CPA with Maner Costerisan – Mr. Smith presented the highlights of the 2023 Financial Statements to the board members.

Business –

5. a. Approval of 2023 Audited Financial Statements – Mendoza motioned to approve the 2023 audited financial statements, seconded by Lewis, and carried with a vote 6-0.

5. b. Flood Plain Interlocal Agreement – An example of the Flood Plain resolution and intergovernmental agreement was handed out. Leuty motioned to approve the received agreements from Comstock Township, Kalamazoo Township, City of Parchment, and Richland Township and authorize Thompson to sign each as Chairperson; with the change of the officer's name from Mike Alwine to Randy Thompson under the Community/Entity B on the City of Parchment's agreement, seconded by Harma, and carried with a vote 6-0.

Board Member Comments – Leuty announced Kalamazoo Township has appointed Tracie Moored as Township Superintendent, with a public open house on Saturday, June 1, 2024, from 11am to 1pm to welcome her.

Staff Member Comments – Alwine provided an update on the permit intake, which has slowed.

There was no further business. The meeting was adjourned at approximately 2:25 P.M.

Drafted: March 19, 2024

Approved:

10:54 AM

06/04/24

Kalamazoo Area Building Authority
Reconciliation Summary
1065 - Savings / CCU, Period Ending 05/31/2024

	<u>May 31, 24</u>
Beginning Balance	25.00
Cleared Balance	25.00
Register Balance as of 05/31/2024	25.00
Ending Balance	25.00

10:55 AM

06/04/24

Kalamazoo Area Building Authority

Reconciliation Detail

1060 - Checking (Reserves) / CCU, Period Ending 05/31/2024

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							200,431.64
Cleared Transactions							
Deposits and Credits - 1 item							
Deposit	05/31/2024			Interest	X	25.46	25.46
Total Deposits and Credits						25.46	25.46
Total Cleared Transactions						25.46	25.46
Cleared Balance						25.46	200,457.10
Register Balance as of 05/31/2024						25.46	200,457.10
Ending Balance						25.46	200,457.10

10:55 AM

06/04/24

Kalamazoo Area Building Authority

Reconciliation Summary

1050 · Checking (Primary) / SMBT, Period Ending 05/31/2024

	<u>May 31, 24</u>
Beginning Balance	282,121.30
Cleared Transactions	
Checks and Payments - 54 items	-60,150.30
Deposits and Credits - 159 items	66,818.58
Total Cleared Transactions	<u>6,668.28</u>
Cleared Balance	<u><u>288,789.58</u></u>
Uncleared Transactions	
Checks and Payments - 22 items	-13,615.59
Deposits and Credits - 16 items	2,747.00
Total Uncleared Transactions	<u>-10,868.59</u>
Register Balance as of 05/31/2024	<u><u>277,920.99</u></u>
New Transactions	
Checks and Payments - 4 items	-12,396.02
Total New Transactions	<u>-12,396.02</u>
Ending Balance	<u><u>265,524.97</u></u>

Kalamazoo Area Building Authority Reconciliation Detail

1050 - Checking (Primary) / SMBT, Period Ending 05/31/2024

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							282,121.30
Cleared Transactions							
Checks and Payments - 54 items							
Bill Pmt -Check	04/18/2024	7209	Sun Life Assurance	05/01-05/31/24	√	-377.98	
Liability Check	04/25/2024	7218	State of Michigan/Withhold	April 2024	√	-926.02	
Bill Pmt -Check	04/25/2024	7216	Scott Paddock	04/14-04/20/24 (9 Inspections)	√	-450.00	
Check	04/25/2024	7219	Post Office	500 - .68 Stamps, 200 - .24 Stamps & 60 - .03 Stamps	√	-389.80	
Bill Pmt -Check	04/25/2024	7214	Great America Financial	toshiba copier	√	-275.07	
Bill Pmt -Check	05/02/2024	7222	Doug Scott	04/21-04/27/24 (41 Inspections)	√	-2,100.00	
Bill Pmt -Check	05/02/2024	7229	Terry Thatcher/MP Services	04/21-04/27/24 (10 mech / 19 Plumb Inspections)	√	-1,450.00	
Check	05/02/2024	7233	Roy, Stephen A	Reimbursement - Mileage (741.69) & Phone (115.95)	√	-857.64	
Check	05/02/2024	7232	Alwine, Michael R	Reimbursement - Mileage (434.83) & Phone (73.51)	√	-508.34	
Bill Pmt -Check	05/02/2024	7228	Scott Paddock	04/21-04/27/24 (8 Inspections)	√	-400.00	
Bill Pmt -Check	05/02/2024	7221	Consumers Energy	03/21-04/21/24	√	-384.72	
Bill Pmt -Check	05/02/2024	7220	Charter Communications	04/20-05/19/24	√	-214.97	
Bill Pmt -Check	05/02/2024	7223	Graybar Financial Services	phone rental	√	-198.83	
Bill Pmt -Check	05/02/2024	7225	Kal-Blue	(2) 36" rolls	√	-163.68	
Bill Pmt -Check	05/02/2024	7224	Great-West	401(a) Plan Maintenance Fee - 01/01-03/31/24	√	-125.00	
Bill Pmt -Check	05/02/2024	7226	Molly Maid	office cleaning: 04/26	√	-120.00	
Bill Pmt -Check	05/02/2024	7235	Spectrum VoIP	05/01-05/31/24	√	-81.10	
Bill Pmt -Check	05/02/2024	7227	Republic Services	05/01-05/31/24	√	-65.27	
Check	05/02/2024	7231	Hi-Tech Electric	Refund - PE24-07-198 (job canceled)	√	-60.00	
Liability Check	05/07/2024	ACH	QuickBooks Payroll Service	Payroll (W/E 05/05/24)	√	-8,334.17	
Liability Check	05/08/2024	EFTPS	Dept of Treasury (IRS) - Form 941	Payroll (W/E 05/05/24)	√	-3,132.62	
Liability Check	05/08/2024	ACH	Great-West	Payroll (W/E 05/05/24)	√	-675.93	
Liability Check	05/08/2024	ACH	Great-West	Payroll (W/E 05/05/24)	√	-200.00	
Bill Pmt -Check	05/09/2024	7239	Dell	(2) laptops (field inspectors)	√	-1,985.26	
Bill Pmt -Check	05/09/2024	7240	Doug Scott	04/28-04/30/24 (24 Inspections) & 05/01-05/04/24 (7 Inspections + (4) Plan Reviews)	√	-1,750.00	
Bill Pmt -Check	05/09/2024	7243	Terry Thatcher/MP Services	04/28-04/30/24 (7 Mech / 9 Plumbing Inspections) & 05/01-05/04/24 (6 Mech / 5 Plumb Inspections)	√	-1,350.00	
Bill Pmt -Check	05/09/2024	7237	Butch Hayes/State Approved Insp Srvs	05/01-05/04/24 (5 Mech / 10 Plumb Inspections)	√	-750.00	

Kalamazoo Area Building Authority Reconciliation Detail

1050 - Checking (Primary) / SMBT, Period Ending 05/31/2024

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Bill Pmt -Check	05/09/2024	7236	Barret Priest	(Z20) 04/01-04/30/24 (6.5 hrs + (4) ZCP) & (Z19) 04/01-04/30/24 (1 hr)	√	-630.00	
Bill Pmt -Check	05/09/2024	7242	Siegfried Crandall PC	Audit prep 2023	√	-375.00	
Bill Pmt -Check	05/09/2024	7241	Scott Paddock	04/28-04/30/24 (4 Inspections) & 05/01-05/04/24 (3 Inspections)	√	-350.00	
Bill Pmt -Check	05/09/2024	7245	Zemlick	paper, post-it-notes, binder & paper clips, envelopes	√	-347.40	
Bill Pmt -Check	05/09/2024	7244	West Michigan Lawn Services	salt drive - 03/22, lawn care - 04/08, 04/23, & 04/30	√	-232.25	
Bill Pmt -Check	05/09/2024	7238	CCU - Mastercard	Intuit: Payroll Mthly Per Employee Fee Usage - Mar 2024	√	-31.80	
Bill Pmt -Check	05/16/2024	7247	Redmond Engineering and Design	(5) Plan Reviews	√	-1,750.00	
Bill Pmt -Check	05/16/2024	7249	Terry Thatcher/MP Services	05/04-05/14/24 (32 Inspections)	√	-1,600.00	
Bill Pmt -Check	05/16/2024	7246	Doug Scott	05/04-05/11/24 (24 Inspections + (1) Plan Review)	√	-1,350.00	
Check	05/16/2024	7252	Direct Electric	Refund - PE23-07-773 (job canceled)	√	-267.00	
Check	05/16/2024	7254	Direct Electric	Refund - PE23-07-768 (job canceled)	√	-267.00	
Bill Pmt -Check	05/16/2024	7248	Scott Paddock	05/05-05/11/24 (4 Inspections)	√	-200.00	
Liability Check	05/21/2024	ACH	QuickBooks Payroll Service	Payroll (W/E 05/19/24)	√	-8,350.41	
Liability Check	05/22/2024	EFTPS	Dept of Treasury (IRS) - Form 941	Payroll (W/E 05/19/24)	√	-3,137.76	
Liability Check	05/22/2024	ACH	Great-West	Payroll (W/E 05/19/24)	√	-677.17	
Liability Check	05/22/2024	ACH	Great-West	Payroll (W/E 05/19/24)	√	-200.00	
Bill Pmt -Check	05/23/2024	7263	Terry Thatcher/MP Services	05/12-05/20/24 (17 Mech / 27 Plumb Inspections)	√	-2,200.00	
Bill Pmt -Check	05/23/2024	7256	Doug Scott	05/12-05/18/24 (26 Inspections)	√	-1,300.00	
Bill Pmt -Check	05/23/2024	7257	EMC Insurance	June 2024	√	-1,071.58	
Bill Pmt -Check	05/23/2024	7255	Butch Hayes/State Approved Insp Svcs	05/12-05/18/24 (9 Mech / 6 Plumb Inspections)	√	-750.00	
Bill Pmt -Check	05/23/2024	7258	Great America Financial	toshiba copier	√	-275.07	
Bill Pmt -Check	05/23/2024	7259	Kreis Enderle Hudgins and Borsos	general through 04/30/24	√	-230.00	
Bill Pmt -Check	05/23/2024	7261	Spectrum VoIP	06/01-06/30/24	√	-81.10	
Bill Pmt -Check	05/24/2024	online	Blue Cross Blue Shield	06/01-06/30/24	√	-3,440.07	
Bill Pmt -Check	05/30/2024	7276	Terry Thatcher/MP Services	05/19-05/25/24 (16 Mech / 26 Plumb Inspections)	√	-2,100.00	
Bill Pmt -Check	05/30/2024	online	SMBT	June 2024	√	-1,565.29	
Check	05/31/2024	ACH	Southern Michigan Bank & Trust - Fees	Cash Management Fees for month	√	-45.00	
Total Checks and Payments							-60,150.30
Deposits and Credits - 159 items							
Deposit	04/26/2024			Deposit ID # 155171378	√	106.00	

Kalamazoo Area Building Authority Reconciliation Detail

1050 - Checking (Primary) / SMBT, Period Ending 05/31/2024

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Deposit	04/26/2024			Deposit ID # 155171869	√	176.00	
Deposit	04/26/2024			Deposit ID # 155172754	√	214.00	
Deposit	04/29/2024			Deposit ID # 155323553	√	106.00	
Deposit	04/29/2024			Deposit ID # 155310338	√	115.00	
Deposit	04/29/2024			Deposit ID # 155310635	√	122.00	
Deposit	04/29/2024			Deposit ID # 155328081	√	136.00	
Deposit	04/29/2024			Deposit ID # 155312009	√	150.00	
Deposit	04/29/2024			Deposit ID # 155311297	√	223.00	
Deposit	04/29/2024			Deposit ID # 155333817	√	351.00	
Deposit	04/30/2024			Deposit ID # 155443070	√	24.00	
Deposit	04/30/2024			Deposit ID # 155434962	√	104.00	
Deposit	04/30/2024			Deposit ID # 155419357	√	125.00	
Deposit	04/30/2024			Deposit ID # 155402083	√	125.00	
Deposit	04/30/2024			Deposit ID # 155409083	√	216.00	
Deposit	05/01/2024			Deposit ID # 155537767	√	110.00	
Deposit	05/01/2024			Deposit ID # 155527110	√	125.00	
Deposit	05/01/2024			Deposit ID # 155547409	√	342.00	
Deposit	05/01/2024			Deposit ID # 155547310	√	424.00	
Bill Pmt -Check	05/02/2024	7234	Spectrum VoIP	VOID: printer malfunction	√	0.00	
Deposit	05/02/2024			Deposit ID # 155585408	√	110.00	
Deposit	05/02/2024			Deposit ID # 155576864	√	176.00	
Deposit	05/03/2024			Deposit ID # 155666606	√	78.00	
Deposit	05/03/2024			Deposit ID # 155631305	√	115.00	
Deposit	05/03/2024			Deposit ID # 155659507	√	130.00	
Deposit	05/03/2024			Deposit ID # 155661393	√	231.00	
Deposit	05/03/2024			Deposit ID # 155657212	√	265.00	
Deposit	05/03/2024			Deposit ID # 155641024	√	283.00	
Deposit	05/03/2024			Deposit ID # 155656646	√	305.00	
Deposit	05/03/2024			Deposit ID # 155646863	√	426.00	
Deposit	05/06/2024			Deposit ID # 155744403	√	105.00	
Deposit	05/06/2024			Deposit ID # 155759523	√	105.00	
Deposit	05/06/2024			Deposit ID # 155748617	√	106.00	

Kalamazoo Area Building Authority Reconciliation Detail

1050 - Checking (Primary) / SMBT, Period Ending 05/31/2024

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Deposit	05/06/2024			Deposit ID # 155753284	√	165.00	
Deposit	05/06/2024			Deposit	√	1,019.00	
Deposit	05/06/2024			Deposit	√	3,533.00	
Deposit	05/07/2024			Deposit ID # 155835342	√	110.00	
Deposit	05/07/2024			Deposit ID # 155807523	√	130.00	
Deposit	05/07/2024			Deposit ID # 155807039	√	148.00	
Deposit	05/07/2024			Deposit ID # 155818523	√	160.00	
Deposit	05/07/2024			Deposit ID # 155818002	√	160.00	
Deposit	05/07/2024			Deposit ID # 155817634	√	271.00	
Paycheck	05/08/2024	DD30869	Alwine, Michael R	Direct Deposit	√	0.00	
Paycheck	05/08/2024	DD30870	Cassidy, Penny M	Direct Deposit	√	0.00	
Paycheck	05/08/2024	DD30871	Feist, Erin L	Direct Deposit	√	0.00	
Paycheck	05/08/2024	DD30872	Roy, Stephen A	Direct Deposit	√	0.00	
Deposit	05/08/2024			Deposit ID # 155883482	√	110.00	
Deposit	05/08/2024			Deposit ID # 155864033	√	110.00	
Deposit	05/08/2024			Deposit ID # 155862899	√	135.00	
Deposit	05/08/2024			Deposit ID # 155884585	√	162.00	
Deposit	05/08/2024			Deposit ID # 155864465	√	176.00	
Deposit	05/08/2024			Deposit ID # 155880021	√	176.00	
Deposit	05/08/2024			Deposit ID # 155881996	√	209.00	
Deposit	05/08/2024			Deposit ID # 155879165	√	234.00	
Deposit	05/08/2024			Deposit ID # 155886489	√	520.00	
Deposit	05/09/2024			Deposit ID # 155917235	√	106.00	
Deposit	05/09/2024			Deposit ID # 155935798	√	110.00	
Deposit	05/09/2024			Deposit ID # 155916177	√	160.00	
Deposit	05/09/2024			Deposit ID # 155937178	√	170.00	
Deposit	05/09/2024			Deposit ID # 155919433	√	176.00	
Deposit	05/09/2024			Deposit ID # 155922406	√	176.00	
Deposit	05/09/2024			Deposit ID # 155915775	√	220.00	
Deposit	05/09/2024			Deposit ID # 155916360	√	300.00	
Deposit	05/10/2024			Deposit ID # 155986950	√	160.00	
Deposit	05/10/2024			Deposit ID # 155972835	√	294.00	

Kalamazoo Area Building Authority Reconciliation Detail

1050 - Checking (Primary) / SMBT, Period Ending 05/31/2024

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Deposit	05/13/2024			Deposit ID # 156077147	√	75.00	
Deposit	05/13/2024			Deposit	√	75.00	
Deposit	05/13/2024			Deposit ID # 156083795	√	176.00	
Deposit	05/13/2024			Deposit ID # 156069612	√	182.00	
Deposit	05/13/2024			Deposit ID # 156072746	√	378.00	
Deposit	05/13/2024			Deposit ID # 156072926	√	412.00	
Deposit	05/13/2024			Deposit ID # 156075221	√	415.00	
Deposit	05/13/2024			Deposit ID # 156075325	√	415.00	
Deposit	05/13/2024			Deposit	√	517.00	
Deposit	05/13/2024			Deposit	√	3,047.00	
Deposit	05/14/2024			Deposit ID # 156135529	√	105.00	
Deposit	05/14/2024			Deposit ID # 156142666	√	106.00	
Deposit	05/14/2024			Deposit ID # 156129728	√	115.00	
Deposit	05/14/2024			Deposit ID # 156137699	√	119.00	
Deposit	05/14/2024			Deposit ID # 156145190	√	130.00	
Deposit	05/14/2024			Deposit ID # 156143888	√	176.00	
Deposit	05/14/2024			Deposit ID # 156136664	√	278.00	
Deposit	05/15/2024			Deposit ID # 156201848	√	105.00	
Deposit	05/15/2024			Deposit ID # 156210078	√	110.00	
Deposit	05/15/2024			Deposit ID # 156209600	√	110.00	
Deposit	05/15/2024			Deposit ID # 156189478	√	177.00	
Deposit	05/15/2024			Deposit ID # 156193611	√	182.00	
Deposit	05/15/2024			Deposit ID # 156209149	√	220.00	
Deposit	05/15/2024			Deposit ID # 156207561	√	220.00	
Deposit	05/16/2024			Deposit ID # 156275580	√	105.00	
Deposit	05/16/2024			Deposit ID # 156264533	√	223.00	
Deposit	05/16/2024			Deposit	√	487.50	
Deposit	05/17/2024			Deposit ID # 156307003	√	35.00	
Deposit	05/17/2024			Deposit ID # 156328639	√	104.00	
Deposit	05/17/2024			Deposit ID # 156303458	√	105.00	
Deposit	05/17/2024			Deposit ID # 156311079	√	110.00	
Deposit	05/17/2024			Deposit ID # 156306409	√	135.00	

Kalamazoo Area Building Authority Reconciliation Detail

1050 - Checking (Primary) / SMBT, Period Ending 05/31/2024

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Deposit	05/17/2024			Deposit ID # 156308349	√	198.00	
Deposit	05/17/2024			Deposit ID # 156307797	√	220.00	
Deposit	05/17/2024			Deposit ID # 156309005	√	223.00	
Deposit	05/17/2024			Deposit ID # 156323717	√	296.00	
Deposit	05/20/2024			Deposit ID # 156421231	√	128.00	
Deposit	05/20/2024			Deposit ID # 156446092	√	155.00	
Deposit	05/20/2024			Deposit ID # 156410034	√	176.00	
Deposit	05/20/2024			Deposit ID # 156418460	√	190.00	
Deposit	05/20/2024			Deposit ID # 156427265	√	236.00	
Deposit	05/20/2024			Deposit ID # 156418202	√	510.00	
Deposit	05/20/2024			Deposit	√	2,924.00	
Deposit	05/20/2024			Deposit	√	13,089.00	
Deposit	05/21/2024			Deposit ID # 156484107	√	105.00	
Deposit	05/21/2024			Deposit ID # 156501149	√	110.00	
Deposit	05/21/2024			Deposit ID # 156504545	√	160.00	
Deposit	05/21/2024			Deposit ID # 156482927	√	166.00	
Deposit	05/21/2024			Deposit ID # 156486186	√	266.00	
Deposit	05/21/2024			Deposit ID # 156483078	√	320.00	
Paycheck	05/22/2024	DD30873	Alwine, Michael R	Direct Deposit	√	0.00	
Paycheck	05/22/2024	DD30874	Cassidy, Penny M	Direct Deposit	√	0.00	
Paycheck	05/22/2024	DD30876	Roy, Stephen A	Direct Deposit	√	0.00	
Paycheck	05/22/2024	DD30875	Feist, Erin L	Direct Deposit	√	0.00	
Deposit	05/22/2024			Deposit ID # 156548532	√	105.00	
Deposit	05/22/2024			Deposit ID # 156540378	√	106.00	
Deposit	05/22/2024			Deposit ID # 156554011	√	161.00	
Deposit	05/22/2024			Deposit ID # 156543628	√	272.00	
Deposit	05/23/2024			Deposit ID # 156601570	√	50.00	
Deposit	05/23/2024			Deposit ID # 156584268	√	106.00	
Deposit	05/23/2024			Deposit ID # 156607888	√	106.00	
Deposit	05/23/2024			Deposit ID # 156604257	√	115.00	
Deposit	05/23/2024			Deposit ID # 156607012	√	125.00	
Deposit	05/23/2024			Deposit ID # 156583952	√	125.00	

Kalamazoo Area Building Authority Reconciliation Detail

1050 - Checking (Primary) / SMBT, Period Ending 05/31/2024

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Deposit	05/23/2024			Deposit ID # 156602191	√	131.00	
Deposit	05/23/2024			Deposit ID # 156604368	√	135.00	
Deposit	05/23/2024			Deposit ID # 156603360	√	166.00	
Deposit	05/23/2024			Deposit ID # 156598872	√	197.00	
Deposit	05/24/2024			Deposit ID # 156647685	√	5.00	
Deposit	05/24/2024			Deposit ID # 156647131	√	55.00	
Deposit	05/24/2024			Deposit ID # 156634147	√	100.00	
Deposit	05/24/2024			Deposit ID # 156633460	√	104.00	
Deposit	05/28/2024			Deposit ID # 156748804	√	175.00	
Deposit	05/28/2024			Deposit ID # 156774883	√	281.00	
Deposit	05/29/2024			Deposit	√	968.00	
Deposit	05/29/2024			Deposit	√	8,029.00	
Bill Pmt -Check	05/30/2024	7278	Zemlick	VOID: printer malfunction	√	0.00	
Bill Pmt -Check	05/30/2024	7277	Tustin's Asphalt Sealing	VOID: printer malfunction	√	0.00	
Deposit	05/30/2024			Deposit	√	1,413.00	
Deposit	05/30/2024			Deposit	√	7,676.00	
Deposit	05/31/2024			Deposit - Cash	√	23.40	
Deposit	05/31/2024			Deposit - Cash	√	50.00	
Deposit	05/31/2024			Deposit - Cash	√	55.00	
Deposit	05/31/2024			Deposit - Cash	√	176.00	
Deposit	05/31/2024			Deposit - Cash	√	214.00	
Deposit	05/31/2024			Interest	√	271.68	
Deposit	05/31/2024			Deposit - Cash	√	316.00	
Deposit	05/31/2024			Deposit - Cash	√	349.00	
Deposit	05/31/2024			Deposit - Cash	√	352.00	
Deposit	05/31/2024			Deposit	√	555.00	
Paycheck	06/05/2024	DD30877	Alwine, Michael R	Direct Deposit	√	0.00	
Paycheck	06/05/2024	DD30878	Cassidy, Penny M	Direct Deposit	√	0.00	
Paycheck	06/05/2024	DD30879	Feist, Erin L	Direct Deposit	√	0.00	
Paycheck	06/05/2024	DD30880	Roy, Stephen A	Direct Deposit	√	0.00	
Total Deposits and Credits							66,818.58
Total Cleared Transactions							6,668.28

Kalamazoo Area Building Authority Reconciliation Detail

1050 - Checking (Primary) / SMBT, Period Ending 05/31/2024

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Cleared Balance							288,789.58
Uncleared Transactions							
Checks and Payments - 22 items							
Check	05/02/2024	7230	Cooper Electric	Refund - PE23-06-788 (not performing work)		-730.00	
Check	05/16/2024	7251	WJH Ilc	Refund - PB23-07-535 (job canceled)		-1,308.00	
Check	05/16/2024	7253	WJH Ilc	Refund - PB23-07-534 (job canceled)		-1,094.00	
Check	05/16/2024	7250	Portage Plumbing	Refund - PP24-03-161 (overpayment)		-298.00	
Bill Pmt -Check	05/23/2024	7260	Scott Paddock	05/12-05/18/24 (15 Inspections)		-750.00	
Bill Pmt -Check	05/23/2024	7262	Sun Life Assurance	06/01-06/30/24		-377.98	
Bill Pmt -Check	05/30/2024	7279	Tustin's Asphalt Sealing	parking lot: crack & patch repair, seal & stripe		-2,840.00	
Bill Pmt -Check	05/30/2024	7269	Doug Scott	05/19-05/25/24 (37 Inspections)		-1,850.00	
Liability Check	05/30/2024	7282	State of Michigan/Withhold	May 2024		-921.84	
Bill Pmt -Check	05/30/2024	7268	DBIX IT	set up inspector laptops		-552.50	
Bill Pmt -Check	05/30/2024	7273	Redmond Engineering and Design	Plan Review		-500.00	
Bill Pmt -Check	05/30/2024	7271	ICC - International Code Council	(2) 2021 MI Mechanical & (2) 2021 MI Plumbing code books		-442.00	
Bill Pmt -Check	05/30/2024	7275	Scott Paddock	05/19-05/25/24 (8 Inspections)		-400.00	
Bill Pmt -Check	05/30/2024	7267	Consumers Energy	04/22-05/20/24		-270.74	
Bill Pmt -Check	05/30/2024	7264	Allied Mechanical Services Inc	Preventative maintenance		-265.00	
Bill Pmt -Check	05/30/2024	7265	Charter Communications	05/20-06/19/24		-214.97	
Bill Pmt -Check	05/30/2024	7266	City of Kalamazoo (Water&Sewer)	02/10-04/26/24 (Auto Read)		-205.84	
Check	05/30/2024	7281	Petro Plumbing & Mechanical	Refund - PP24-07-184 (over payment)		-200.00	
Bill Pmt -Check	05/30/2024	7270	Graybar Financial Services	phone rental		-198.83	
Bill Pmt -Check	05/30/2024	7272	Molly Maid	office cleaning: 05/24/24		-120.00	
Bill Pmt -Check	05/30/2024	7274	Republic Services	06/01-06/30/24		-65.00	
Bill Pmt -Check	05/30/2024	7280	Zemlick	tabs		-10.89	
Total Checks and Payments							-13,615.59
Deposits and Credits - 16 items							
Deposit	05/29/2024			Deposit ID # 156821659		104.00	
Deposit	05/29/2024			Deposit ID # 156804914		106.00	
Deposit	05/29/2024			Deposit ID # 156825740		180.00	
Deposit	05/30/2024			Deposit ID # 156866679		50.00	

Kalamazoo Area Building Authority Reconciliation Detail

1050 - Checking (Primary) / SMBT, Period Ending 05/31/2024

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Deposit	05/30/2024			Deposit ID # 156882707		130.00	
Deposit	05/30/2024			Deposit ID # 156878321		130.00	
Deposit	05/30/2024			Deposit ID # 156864090		150.00	
Deposit	05/30/2024			Deposit ID # 156858812		160.00	
Deposit	05/30/2024			Deposit ID # 156862892		161.00	
Deposit	05/30/2024			Deposit ID # 156858693		176.00	
Deposit	05/31/2024			Deposit ID # 156923110		55.00	
Deposit	05/31/2024			Deposit ID # 156936050		55.00	
Deposit	05/31/2024			Deposit ID # 156946186		156.00	
Deposit	05/31/2024			Deposit ID # 156920070		160.00	
Deposit	05/31/2024			Deposit ID # 156914781		176.00	
Deposit	05/31/2024			Deposit ID # 156916206		798.00	
Total Deposits and Credits						2,747.00	
Total Uncleared Transactions						-10,868.59	
Register Balance as of 05/31/2024						277,920.99	
New Transactions							
Checks and Payments - 4 items							
Liability Check	06/04/2024	ACH	QuickBooks Payroll Service	Payroll (W/E 06/02/24)		-8,371.09	
Liability Check	06/05/2024	EFTPS	Dept of Treasury (IRS) - Form 941	Payroll (W/E 06/02/24)		-3,146.08	
Liability Check	06/05/2024	ACH	Great-West	Payroll (W/E 06/02/24)		-678.85	
Liability Check	06/05/2024	ACH	Great-West	Payroll (W/E 06/02/24)		-200.00	
Total Checks and Payments						-12,396.02	
Total New Transactions						-12,396.02	
Ending Balance						265,524.97	

Kalamazoo Area Building Authority
Profit & Loss Prev Year Comparison
May 2024

	May 24	May 23	% Change
Income			
4010 · Building Permits	14,527.00	52,481.00	-72.3%
4015 · Special Permits	1,670.00	655.00	155.0%
4020 · Electrical Permits	12,701.00	11,747.00	8.1%
4030 · Mechanical Permits	23,854.00	15,402.00	54.9%
4040 · Plumbing Permits	9,274.00	8,034.00	15.4%
4100 · Zoning Administration	727.50	1,167.50	-37.7%
4600 · Investment Income	297.14	189.69	56.7%
4700 · Other Income	0.00	0.00	0.0%
Total Income	63,050.64	89,676.19	-29.7%
Gross Profit	63,050.64	89,676.19	-29.7%
Expense			
6200 · Bank Fees	45.00	45.00	0.0%
6500 · Payroll Expenses			
6501 · Salary - Building Official	7,914.04	7,280.62	8.7%
6503 · Salary - Building Inspector	6,331.24	5,824.50	8.7%
6505 · Wages - Administrative	7,902.95	8,496.99	-7.0%
6510 · Payroll Taxes	1,725.19	1,683.42	2.5%
6511 · LTD / STD / AD&D / Life	377.98	371.46	1.8%
6512 · 401A (KABA)	1,353.10	1,251.84	8.1%
6513 · Health Insurance	3,843.45	4,140.84	-7.2%
Total 6500 · Payroll Expenses	29,447.95	29,049.67	1.4%
6700 · Insurance - General	1,071.58	1,004.01	6.7%
6810 · Computer Support (External)	767.47	209.97	265.5%
6820 · Accounting Services	0.00	1,017.50	-100.0%
7100 · Office Equipment	275.07	275.07	0.0%
7110 · Office Supplies	10.89	251.66	-95.7%
7125 · Computer (Hardware/Software)	3,435.25	0.00	100.0%
7130 · Resource Materials	442.00	0.00	100.0%
7420 · Lawn Care/Snow Removal	383.50	344.75	11.2%
7450 · Maintenance & Repairs - Office	3,225.00	240.00	1,243.8%
7500 · Utilities	476.58	366.50	30.0%
7550 · Trash Removal	65.27	55.05	18.6%
7610 · Telephone - Office	279.93	284.91	-1.8%
7611 · Telephone - Cellular	162.79	185.30	-12.2%
7711 · Contracted Electrical Inspector	5,450.00	6,450.00	-15.5%
7712 · Contracted Mechanical Inspector	6,050.00	5,700.00	6.1%
7713 · Contracted Plumbing Inspector	5,400.00	3,300.00	63.6%
7715 · Contracted Zoning Administrator	840.00	675.00	24.4%
7721 · Plan Review - Electrical	250.00	200.00	25.0%
7722 · Plan Review - Mechanical	2,750.00	500.00	450.0%
7723 · Plan Review - Plumbing	0.00	50.00	-100.0%
7800 · Mileage Reimbursement	1,294.44	1,068.97	21.1%
7830 · Interest Expense	484.38	483.78	0.1%
Total Expense	62,607.10	51,757.14	21.0%
Net Income	443.54	37,919.05	-98.8%

Kalamazoo Area Building Authority Profit & Loss Prev Year Comparison

January through May 2024

	Jan 24	Jan 23	% Change	Feb 24	Feb 23	% Change	Mar 24	Mar 23	% Change
Income									
4010 · Building Permits	7,813.00	30,547.00	-74.4%	19,387.00	17,355.00	11.7%	21,666.00	128,437.00	-83.1%
4015 · Special Permits	665.00	455.00	46.2%	1,015.00	955.00	6.3%	705.00	355.00	98.6%
4020 · Electrical Permits	10,376.00	5,791.00	79.2%	8,924.00	5,926.00	50.6%	12,719.00	13,538.00	-6.1%
4030 · Mechanical Permits	16,106.00	8,233.00	95.6%	22,795.50	8,423.00	170.6%	18,206.80	11,264.00	61.6%
4040 · Plumbing Permits	3,821.00	3,398.00	12.5%	7,094.00	3,595.00	97.3%	12,529.00	9,401.00	33.3%
4100 · Zoning Administration	150.00	411.25	-63.5%	336.25	1,232.50	-72.7%	275.00	746.25	-63.2%
4600 · Investment Income	327.65	71.78	356.5%	288.69	132.18	118.4%	311.51	175.01	78.0%
4700 · Other Income	0.00	0.00	0.0%	23.40	-121.00	119.3%	0.00	0.00	0.0%
Total Income	39,258.65	48,907.03	-19.7%	59,863.84	37,497.68	59.7%	66,412.31	163,916.26	-59.5%
Gross Profit	39,258.65	48,907.03	-19.7%	59,863.84	37,497.68	59.7%	66,412.31	163,916.26	-59.5%
Expense									
6010 · Advertising and Marketing	0.00	0.00	0.0%	0.00	0.00	0.0%	57.22	0.00	100.0%
6200 · Bank Fees	45.00	45.00	0.0%	45.00	57.00	-21.1%	45.00	45.00	0.0%
6500 · Payroll Expenses									
6501 · Salary - Building Official	7,914.04	3,640.31	117.4%	7,914.04	7,280.62	8.7%	7,914.04	10,920.93	-27.5%
6503 · Salary - Building Inspector	6,331.24	2,912.25	117.4%	6,331.24	5,824.50	8.7%	6,331.24	8,736.75	-27.5%
6505 · Wages - Administrative	8,006.40	4,241.60	88.8%	8,006.40	8,529.80	-6.1%	7,975.37	12,855.67	-38.0%
6510 · Payroll Taxes	2,531.51	1,622.91	56.0%	1,733.12	1,685.94	2.8%	1,742.23	2,539.29	-31.4%
6511 · LTD / STD / AD&D / Life	377.98	371.46	1.8%	377.98	371.46	1.8%	377.98	371.46	1.8%
6512 · 401A (KABA)	1,985.50	1,218.21	63.0%	1,359.30	1,252.40	8.5%	1,357.44	1,876.33	-27.7%
6513 · Health Insurance	15,390.81	10,194.48	51.0%	3,843.45	4,140.84	-7.2%	3,843.45	4,342.53	-11.5%
6500 · Payroll Expenses - Other	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Total 6500 · Payroll Expenses	42,537.48	24,201.22	75.8%	29,565.53	29,085.56	1.7%	29,541.75	41,642.96	-29.1%
6700 · Insurance - General	1,071.61	1,004.03	6.7%	1,071.60	1,004.03	6.7%	1,071.59	1,004.02	6.7%
6800 · Legal Fees	0.00	0.00	0.0%	0.00	0.00	0.0%	1,679.00	0.00	100.0%
6810 · Computer Support (External)	1,119.97	7,494.97	-85.1%	214.97	209.97	2.4%	214.97	209.97	2.4%
6820 · Accounting Services	495.08	1,166.25	-57.6%	5,324.00	4,517.50	17.9%	156.80	564.25	-72.2%
7100 · Office Equipment	563.01	769.71	-26.9%	275.07	275.07	0.0%	796.04	766.43	3.9%
7110 · Office Supplies	194.63	137.12	41.9%	154.13	596.83	-74.2%	372.24	108.02	244.6%
7115 · Postage	411.00	374.40	9.8%	0.00	0.00	0.0%	0.00	0.00	0.0%
7120 · Water Cooler	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
7125 · Computer (Hardware/Software)	2,721.77	2,540.97	7.1%	0.00	0.00	0.0%	849.00	130.00	553.1%
7130 · Resource Materials	0.00	0.00	0.0%	508.00	-126.00	503.2%	0.00	13.00	-100.0%
7420 · Lawn Care/Snow Removal	1,619.50	606.00	167.2%	168.25	0.00	100.0%	279.50	464.00	-39.8%
7450 · Maintenance & Repairs - Office	310.54	240.00	29.4%	240.00	240.00	0.0%	360.00	360.00	0.0%
7500 · Utilities	530.12	531.45	-0.3%	545.44	597.57	-8.7%	381.55	397.06	-3.9%
7550 · Trash Removal	66.47	59.34	12.0%	65.30	56.38	15.8%	65.89	56.44	16.7%
7600 · Security (Office)	90.00	90.00	0.0%	0.00	0.00	0.0%	135.00	135.00	0.0%
7610 · Telephone - Office	280.04	284.53	-1.6%	280.05	284.53	-1.6%	280.05	284.53	-1.6%
7611 · Telephone - Cellular	185.48	185.40	0.0%	185.48	185.40	0.0%	192.44	185.40	3.8%
7701 · At-Large/Alternate Board Member	0.00	0.00	0.0%	0.00	0.00	0.0%	150.00	75.00	100.0%
7711 · Contracted Electrical Inspector	7,350.00	5,300.00	38.7%	4,450.00	3,200.00	39.1%	6,300.00	5,750.00	9.6%
7712 · Contracted Mechanical Inspector	5,700.00	4,750.00	20.0%	6,600.00	3,200.00	106.3%	5,550.00	5,250.00	5.7%
7713 · Contracted Plumbing Inspector	5,850.00	2,650.00	120.8%	5,750.00	1,950.00	194.9%	6,400.00	3,100.00	106.5%
7715 · Contracted Zoning Administrator	120.00	375.00	-68.0%	270.00	1,035.00	-73.9%	870.00	555.00	56.8%
7721 · Plan Review - Electrical	250.00	600.00	-58.3%	50.00	250.00	-80.0%	350.00	400.00	-12.5%
7722 · Plan Review - Mechanical	800.00	150.00	433.3%	3,164.80	450.00	603.3%	50.00	450.00	-88.9%
7723 · Plan Review - Plumbing	50.00	100.00	-50.0%	50.00	150.00	-66.7%	50.00	150.00	-66.7%
7800 · Mileage Reimbursement	1,008.35	922.90	9.3%	944.03	736.88	28.1%	1,180.54	1,329.66	-11.2%
7810 · Training Expense	0.00	0.00	0.0%	0.00	0.00	0.0%	826.20	0.00	100.0%
7830 · Interest Expense	539.51	610.87	-11.7%	439.52	480.81	-8.6%	465.28	511.19	-9.0%
Total Expense	73,909.56	55,189.16	33.9%	60,361.17	48,436.53	24.6%	58,670.06	63,936.93	-8.2%
Net Income	-34,650.91	-6,282.13	-451.6%	-497.33	-10,938.85	95.5%	7,742.25	99,979.33	-92.3%

Kalamazoo Area Building Authority Profit & Loss Prev Year Comparison

January through May 2024

							TOTAL		
	Apr 24	Apr 23	% Change	May 24	May 23	% Change	Jan - May 24	Jan - May 23	% Change
Income									
4010 · Building Permits	21,841.00	29,155.00	-25.1%	14,527.00	52,481.00	-72.3%	85,234.00	257,975.00	-67.0%
4015 · Special Permits	350.00	465.00	-24.7%	1,670.00	655.00	155.0%	4,405.00	2,885.00	52.7%
4020 · Electrical Permits	11,412.00	12,945.00	-11.8%	12,701.00	11,747.00	8.1%	56,132.00	49,947.00	12.4%
4030 · Mechanical Permits	9,248.65	11,393.00	-18.8%	23,854.00	15,402.00	54.9%	90,210.95	54,715.00	64.9%
4040 · Plumbing Permits	5,334.00	2,901.00	83.9%	9,274.00	8,034.00	15.4%	38,052.00	27,329.00	39.2%
4100 · Zoning Administration	970.00	726.25	33.6%	727.50	1,167.50	-37.7%	2,458.75	4,283.75	-42.6%
4600 · Investment Income	295.28	180.91	63.2%	297.14	189.69	56.7%	1,520.27	749.57	102.8%
4700 · Other Income	0.00	0.00	0.0%	0.00	0.00	0.0%	23.40	-121.00	119.3%
Total Income	49,450.93	57,766.16	-14.4%	63,050.64	89,676.19	-29.7%	278,036.37	397,763.32	-30.1%
Gross Profit	49,450.93	57,766.16	-14.4%	63,050.64	89,676.19	-29.7%	278,036.37	397,763.32	-30.1%
Expense									
6010 · Advertising and Marketing	0.00	0.00	0.0%	0.00	0.00	0.0%	57.22	0.00	100.0%
6200 · Bank Fees	45.00	45.00	0.0%	45.00	45.00	0.0%	225.00	237.00	-5.1%
6500 · Payroll Expenses									
6501 · Salary - Building Official	7,914.04	7,280.62	8.7%	7,914.04	7,280.62	8.7%	39,570.20	36,403.10	8.7%
6503 · Salary - Building Inspector	6,331.24	5,824.50	8.7%	6,331.24	5,824.50	8.7%	31,656.20	29,122.50	8.7%
6505 · Wages - Administrative	8,001.23	9,145.70	-12.5%	7,902.95	8,496.99	-7.0%	39,892.35	43,269.76	-7.8%
6510 · Payroll Taxes	1,732.70	1,733.06	0.0%	1,725.19	1,683.42	2.5%	9,464.75	9,264.62	2.2%
6511 · LTD / STD / AD&D / Life	377.98	371.46	1.8%	377.98	371.46	1.8%	1,889.90	1,857.30	1.8%
6512 · 401A (KABA)	1,358.99	1,251.26	8.6%	1,353.10	1,251.84	8.1%	7,414.33	6,850.04	8.2%
6513 · Health Insurance	3,843.45	4,140.84	-7.2%	3,843.45	4,140.84	-7.2%	30,764.61	26,959.53	14.1%
6500 · Payroll Expenses - Other	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Total 6500 · Payroll Expenses	29,559.63	29,747.44	-0.6%	29,447.95	29,049.67	1.4%	160,652.34	153,726.85	4.5%
6700 · Insurance - General	1,071.59	1,004.01	6.7%	1,071.58	1,004.01	6.7%	5,357.97	5,020.10	6.7%
6800 · Legal Fees	230.00	525.00	-56.2%	0.00	0.00	0.0%	1,909.00	525.00	263.6%
6810 · Computer Support (External)	214.97	209.97	2.4%	767.47	209.97	265.5%	2,532.35	8,334.85	-69.6%
6820 · Accounting Services	6,899.00	4,617.50	49.4%	0.00	1,017.50	-100.0%	12,874.88	11,883.00	8.4%
7100 · Office Equipment	275.07	275.07	0.0%	275.07	275.07	0.0%	2,184.26	2,361.35	-7.5%
7110 · Office Supplies	511.08	0.00	100.0%	10.89	251.66	-95.7%	1,242.97	1,093.63	13.7%
7115 · Postage	389.80	378.00	3.1%	0.00	0.00	0.0%	800.80	752.40	6.4%
7120 · Water Cooler	47.33	16.69	183.6%	0.00	0.00	0.0%	47.33	16.69	183.6%
7125 · Computer (Hardware/Software)	0.00	3,318.29	-100.0%	3,435.25	0.00	100.0%	7,006.02	5,989.26	17.0%
7130 · Resource Materials	0.00	-139.00	100.0%	442.00	0.00	100.0%	950.00	-252.00	477.0%
7420 · Lawn Care/Snow Removal	232.25	153.50	51.3%	383.50	344.75	11.2%	2,683.00	1,568.25	71.1%
7450 · Maintenance & Repairs - Office	240.00	240.00	0.0%	3,225.00	240.00	1,243.8%	4,375.54	1,320.00	231.5%
7500 · Utilities	384.72	312.73	23.0%	476.58	366.50	30.0%	2,318.41	2,205.31	5.1%
7550 · Trash Removal	65.89	55.61	18.5%	65.27	55.05	18.6%	328.82	282.82	16.3%
7600 · Security (Office)	0.00	0.00	0.0%	0.00	0.00	0.0%	225.00	225.00	0.0%
7610 · Telephone - Office	280.05	284.53	-1.6%	279.93	284.91	-1.8%	1,400.12	1,423.03	-1.6%
7611 · Telephone - Cellular	189.46	185.30	2.3%	162.79	185.30	-12.2%	915.65	926.80	-1.2%
7701 · At-Large/Alternate Board Member	0.00	0.00	0.0%	0.00	0.00	0.0%	150.00	75.00	100.0%
7711 · Contracted Electrical Inspector	7,250.00	4,350.00	66.7%	5,450.00	6,450.00	-15.5%	30,800.00	25,050.00	23.0%
7712 · Contracted Mechanical Inspector	4,900.00	3,200.00	53.1%	6,050.00	5,700.00	6.1%	28,800.00	22,100.00	30.3%
7713 · Contracted Plumbing Inspector	4,950.00	2,600.00	90.4%	5,400.00	3,300.00	63.6%	28,350.00	13,600.00	108.5%
7715 · Contracted Zoning Administrator	630.00	765.00	-17.7%	840.00	675.00	24.4%	2,730.00	3,405.00	-19.8%
7721 · Plan Review - Electrical	450.00	300.00	50.0%	250.00	200.00	25.0%	1,350.00	1,750.00	-22.9%
7722 · Plan Review - Mechanical	0.00	75.00	-100.0%	2,750.00	500.00	450.0%	6,764.80	1,625.00	316.3%
7723 · Plan Review - Plumbing	0.00	75.00	-100.0%	0.00	50.00	-100.0%	150.00	525.00	-71.4%
7800 · Mileage Reimbursement	1,176.52	869.84	35.3%	1,294.44	1,068.97	21.1%	5,603.88	4,928.25	13.7%
7810 · Training Expense	0.00	0.00	0.0%	0.00	0.00	0.0%	826.20	0.00	100.0%
7830 · Interest Expense	429.13	523.54	-18.0%	484.38	483.78	0.1%	2,357.82	2,610.19	-9.7%
Total Expense	60,421.49	53,988.02	11.9%	62,607.10	51,757.14	21.0%	315,969.38	273,307.78	15.6%
Net Income	-10,970.56	3,778.14	-390.4%	443.54	37,919.05	-98.8%	-37,933.01	124,455.54	-130.5%

Kalamazoo Area Building Authority Profit & Loss Budget Performance May 2024

	May 24	Budget	% of Budget	Jan - May 24	YTD Budget	% of Budget	Annual Budget
Income							
4010 · Building Permits	14,527.00	34,256.00	42.4%	85,234.00	151,356.00	56.3%	404,607.00
4015 · Special Permits	1,670.00	609.00	274.2%	4,405.00	2,933.00	150.2%	8,169.00
4020 · Electrical Permits	12,701.00	12,360.00	102.8%	56,132.00	52,175.00	107.6%	141,192.00
4030 · Mechanical Permits	23,854.00	11,083.00	215.2%	90,210.95	57,482.00	156.9%	153,060.00
4040 · Plumbing Permits	9,274.00	5,311.00	174.6%	38,052.00	19,529.00	194.8%	53,868.00
4100 · Zoning Administration	727.50			2,458.75			
4600 · Investment Income	297.14	10.00	2,971.4%	1,520.27	50.00	3,040.5%	120.00
4700 · Other Income	0.00			23.40			
Total Income	63,050.64	63,629.00	99.1%	278,036.37	283,525.00	98.1%	761,016.00
Gross Profit	63,050.64	63,629.00	99.1%	278,036.37	283,525.00	98.1%	761,016.00
Expense							
6010 · Advertising and Marketing	0.00	0.00	0.0%	57.22	60.00	95.4%	2,000.00
6200 · Bank Fees	45.00	45.00	100.0%	225.00	225.00	100.0%	890.00
6450 · Dues & Subscriptions	0.00	0.00	0.0%	0.00	0.00	0.0%	720.00
6500 · Payroll Expenses							
6501 · Salary - Building Official	7,914.04	7,914.04	100.0%	39,570.20	43,527.22	90.9%	102,882.52
6503 · Salary - Building Inspector	6,331.24	6,331.24	100.0%	31,656.20	34,821.81	90.9%	82,306.10
6505 · Wages - Administrative	7,902.95	10,438.08	75.7%	39,892.35	57,409.44	69.5%	135,695.04
6510 · Payroll Taxes	1,725.19	1,919.14	89.9%	9,464.75	10,572.47	89.5%	25,017.64
6511 · LTD / STD / AD&D / Life	377.98	378.00	100.0%	1,889.90	1,890.00	100.0%	4,536.00
6512 · 401A (KABA)	1,353.10	1,359.30	99.5%	7,414.33	7,476.16	99.2%	17,670.93
6513 · Health Insurance	3,843.45	3,843.45	100.0%	30,764.61	30,764.61	100.0%	58,515.98
6500 · Payroll Expenses - Other	0.00			0.00			
Total 6500 · Payroll Expenses	29,447.95	32,183.25	91.5%	160,652.34	186,461.71	86.2%	426,624.21
6700 · Insurance - General	1,071.58	1,072.51	99.9%	5,357.97	5,362.55	99.9%	14,102.59
6800 · Legal Fees	0.00	525.00	0.0%	1,909.00	2,204.00	86.6%	12,000.00
6810 · Computer Support (External)	767.47	768.00	99.9%	2,532.35	2,557.00	99.0%	17,995.00
6820 · Accounting Services	0.00	30.00	0.0%	12,874.88	12,910.00	99.7%	15,984.50
7100 · Office Equipment	275.07	275.07	100.0%	2,184.26	2,216.89	98.5%	5,867.00
7110 · Office Supplies	10.89	15.00	72.6%	1,242.97	1,245.00	99.8%	3,000.00
7115 · Postage	0.00	0.00	0.0%	800.80	800.00	100.1%	2,400.00
7120 · Water Cooler	0.00	0.00	0.0%	47.33	50.00	94.7%	80.00
7125 · Computer (Hardware/Software)	3,435.25	3,436.00	100.0%	7,006.02	7,010.00	99.9%	8,965.29
7130 · Resource Materials	442.00	442.00	100.0%	950.00	442.00	214.9%	1,000.00
7400 · Rent/Lease Expense	0.00	1,600.00	0.0%	0.00	8,000.00	0.0%	19,200.00
7420 · Lawn Care/Snow Removal	383.50	350.00	109.6%	2,683.00	3,390.00	79.1%	7,100.00
7450 · Maintenance & Repairs - Office	3,225.00	3,225.00	100.0%	4,375.54	4,390.00	99.7%	13,120.00
7500 · Utilities	476.58	475.00	100.3%	2,318.41	2,000.00	115.9%	4,700.00
7550 · Trash Removal	65.27	65.00	100.4%	328.82	325.00	101.2%	780.00
7600 · Security (Office)	0.00	0.00	0.0%	225.00	225.00	100.0%	540.00
7610 · Telephone - Office	279.93	300.00	93.3%	1,400.12	1,500.00	93.3%	3,600.00
7611 · Telephone - Cellular	162.79	200.00	81.4%	915.65	1,000.00	91.6%	2,400.00
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%	150.00	225.00	66.7%	900.00
7710 · Contracted Building Inspector	0.00	0.00	0.0%	0.00	0.00	0.0%	5,000.00
7711 · Contracted Electrical Inspector	5,450.00	4,457.00	122.3%	30,800.00	21,418.00	143.8%	53,400.00
7712 · Contracted Mechanical Inspector	6,050.00	3,282.00	184.3%	28,800.00	19,564.00	147.2%	45,600.00
7713 · Contracted Plumbing Inspector	5,400.00	2,784.00	194.0%	28,350.00	11,571.00	245.0%	31,200.00
7715 · Contracted Zoning Administrator	840.00			2,730.00			
7721 · Plan Review - Electrical	250.00			1,350.00			
7722 · Plan Review - Mechanical	2,750.00			6,764.80			
7723 · Plan Review - Plumbing	0.00			150.00			
7800 · Mileage Reimbursement	1,294.44	1,300.00	99.6%	5,603.88	6,500.00	86.2%	15,600.00
7810 · Training Expense	0.00	0.00	0.0%	826.20	826.80	99.9%	1,600.00
7830 · Interest Expense	484.38			2,357.82			
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	62,607.10	56,829.83	110.2%	315,969.38	302,478.95	104.5%	725,743.59
Net Income	443.54	6,799.17	6.5%	-37,933.01	-18,953.95	200.1%	35,272.41

Kalamazoo Area Building Authority

Balance Sheet

As of May 31, 2024

06/11/24

Accrual Basis

	<u>May 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
1001 · Cash on Hand (Cash Bags)	300.00
1050 · Checking (Primary) / SMBT	277,920.99
1060 · Checking (Reserves) / CCU	200,457.10
1065 · Savings / CCU	25.00
Total Checking/Savings	<u>478,703.09</u>
Other Current Assets	
1400 · Prepaid Items	4,889.63
Total Other Current Assets	<u>4,889.63</u>
Total Current Assets	<u>483,592.72</u>
Other Assets	
1600 · Accumulated Depreciation	-67,311.49
1900 · Capital Assets	329,819.25
Total Other Assets	<u>262,507.76</u>
TOTAL ASSETS	<u>746,100.48</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	2,662.11
Total Accounts Payable	<u>2,662.11</u>
Credit Cards	
2010 · CCU - Mastercard	1,473.99
Total Credit Cards	<u>1,473.99</u>
Other Current Liabilities	
2070 · Notes Payable - SMBT	89,739.62
2100 · Accrued Items	718.65
2300 · Accounts Payables / ADJ	1,996.74
Total Other Current Liabilities	<u>92,455.01</u>
Total Current Liabilities	<u>96,591.11</u>
Total Liabilities	96,591.11
Equity	
3010 · Net Position	687,442.38
Net Income	-37,933.01
Total Equity	<u>649,509.37</u>
TOTAL LIABILITIES & EQUITY	<u>746,100.48</u>



2024 MONTHLY PERMITS BY JURISDICTION

MONTH OF MAY 2024

<u>JURISDICTION</u>	<u>PERMIT CATEGORY</u>	<u># PERMITS</u>	<u>PERMIT REVENUE</u>
COMSTOCK	BUILDING	23	7957.00
COMSTOCK	ELECTRICAL	26	6822.00
COMSTOCK	MECHANICAL	56	12724.00
COMSTOCK	PLUMBING	21	4151.00
COMSTOCK	SPECIAL - JURISDICTION	1	100.00
COMSTOCK	SPECIAL - HOMEOWNER	2	110.00
TOTAL COMSTOCK		129	\$ 31,864.00
KALAMAZOO	BUILDING	12	1748.00
KALAMAZOO	ELECTRICAL	21	2844.00
KALAMAZOO	MECHANICAL	28	5187.00
KALAMAZOO	PLUMBING	13	1566.00
KALAMAZOO	SPECIAL - JURISDICTION	3	300.00
KALAMAZOO	SPECIAL - HOMEOWNER	11	605.00
TOTAL KALAMAZOO		88	\$ 12,250.00
PARCHMENT	BUILDING	1	104.00
PARCHMENT	ELECTRICAL	2	236.00
PARCHMENT	MECHANICAL	3	366.00
PARCHMENT	PLUMBING	2	105.00
PARCHMENT	SPECIAL - JURISDICTION	-	0.00
PARCHMENT	SPECIAL - HOMEOWNER	-	0.00
TOTAL PARCHMENT		8	\$ 811.00
PINE GROVE	BUILDING	4	751.00
PINE GROVE	ELECTRICAL	6	1361.00
PINE GROVE	MECHANICAL	4	665.00
PINE GROVE	PLUMBING	-	0.00
PINE GROVE	SPECIAL - JURISDICTION	-	0.00
PINE GROVE	SPECIAL - HOMEOWNER	1	55.00
TOTAL PINE GROVE		15	\$ 2,832.00
RICHLAND	BUILDING	14	6172.00
RICHLAND	ELECTRICAL	10	2313.00
RICHLAND	MECHANICAL	22	4497.00
RICHLAND	PLUMBING	15	3217.00
RICHLAND	SPECIAL - JURISDICTION	1	100.00
RICHLAND	SPECIAL - HOMEOWNER	-	0.00
TOTAL RICHLAND		62	\$ 16,299.00
RICHLAND VILLAGE	BUILDING	-	0.00
RICHLAND VILLAGE	ELECTRICAL	-	0.00
RICHLAND VILLAGE	MECHANICAL	3	340.00
RICHLAND VILLAGE	PLUMBING	1	105.00
RICHLAND VILLAGE	SPECIAL - JURISDICTION	-	0.00
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	-	0.00
TOTAL RICHLAND VILLAGE		4	\$ 445.00
TOTAL		306	\$ 64,501.00

REVENUE	REVENUE
MAY 2023	% PREV YEAR MONTH
\$ 88,902.00	72.6%

PERMITS	PERMITS
MAY 2023	% 2023 - YTD
302	101%



2024 MONTHLY PERMITS BY JURISDICTION

YEAR TO DATE AS OF: MAY

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	78	25188.00
COMSTOCK	ELECTRICAL	91	19221.00
COMSTOCK	MECHANICAL	195	45222.50
COMSTOCK	PLUMBING	91	17979.00
COMSTOCK	SPECIAL - JURISDICTION	5	500.00
COMSTOCK	SPECIAL - HOMEOWNER	3	165.00
TOTAL COMSTOCK		463	\$108,275.50
KALAMAZOO	BUILDING	59	16235.00
KALAMAZOO	ELECTRICAL	77	15734.00
KALAMAZOO	MECHANICAL	135	25577.45
KALAMAZOO	PLUMBING	52	7659.00
KALAMAZOO	SPECIAL - JURISDICTION	19	1950.00
KALAMAZOO	SPECIAL - HOMEOWNER	25	1430.00
TOTAL KALAMAZOO		367	\$68,585.45
PARCHMENT	BUILDING	7	771.00
PARCHMENT	ELECTRICAL	8	932.00
PARCHMENT	MECHANICAL	9	1085.00
PARCHMENT	PLUMBING	4	315.00
PARCHMENT	SPECIAL - JURISDICTION	1	100.00
PARCHMENT	SPECIAL - HOMEOWNER	0	0.00
TOTAL PARCHMENT		29	\$3,203.00
PINE GROVE	BUILDING	15	6366.00
PINE GROVE	ELECTRICAL	23	4312.00
PINE GROVE	MECHANICAL	19	3297.00
PINE GROVE	PLUMBING	7	1608.00
PINE GROVE	SPECIAL - JURISDICTION	0	0.00
PINE GROVE	SPECIAL - HOMEOWNER	2	110.00
TOTAL PINE GROVE		66	\$15,693.00
RICHLAND	BUILDING	74	39000.00
RICHLAND	ELECTRICAL	69	15297.00
RICHLAND	MECHANICAL	76	15317.00
RICHLAND	PLUMBING	49	10061.00
RICHLAND	SPECIAL - JURISDICTION	1	100.00
RICHLAND	SPECIAL - HOMEOWNER	1	50.00
TOTAL RICHLAND		270	\$79,825.00
RICHLAND VILLAGE	BUILDING	1	104.00
RICHLAND VILLAGE	ELECTRICAL	1	116.00
RICHLAND VILLAGE	MECHANICAL	3	340.00
RICHLAND VILLAGE	PLUMBING	3	315.00
RICHLAND VILLAGE	SPECIAL - JURISDICTION	0	0.00
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	0	0.00
TOTAL RICHLAND VILLAGE		8	\$875.00
TOTAL KABA	YTD	1203	\$276,456.95

REVENUE	REVENUE
YTD - MAY 2023	% 2023 - YTD
373,706.00	74.0%

REVENUE
% 2024 YTD BUDGET
87.0%

PERMITS	PERMITS
YTD - MAY 2023	% 2023 - YTD
1081	111.3%

2024 MONTHLY CUMULATIVE TOTALS			
# PERMITS	REVENUE		
204	\$	38,815.00	JAN
232	\$	56,847.50	FEB
258	\$	68,773.80	MAR
203	\$	47,519.65	APR
306	\$	64,501.00	MAY
-	\$	-	JUN
-	\$	-	JUL
-	\$	-	AUG
-	\$	-	SEP
-	\$	-	OCT
-	\$	-	NOV
-	\$	-	DEC
1,203	\$	276,456.95	

BUILDING REPORT

MAY 2024

Residential / Commercial Building Permits and Construction Values

- A. Total Number of Commercial & Agricultural Permits Issued – 9
- B. Total Construction Value for Commercial & Agricultural Permits - \$0
- C. Total Number of New Residential Construction Permits Issued – 7
- D. Total Construction Value for New Residential Permits – \$1,615,033
- E. Total Number of All Other Residential Permits Issued – 38
- F. Total Construction Value for All Other Residential Permits – \$220,543

Revenue / Permit Summary YTD

- A. Total KABA Revenue in May 2024 - \$64,501 vs. Total KABA Revenue in May 2023 - \$88,902. **This is a decrease of 27.4%.**
- B. Total Number of Permits Issued in May 2024 – 306 vs. Total Number of Permits issued in May 2023 – 302. **This is an increase of 1.3%.**
- C. Total KABA YTD Revenue in May 2024 - \$276,456.95 vs. Total KABA YTD Revenue in May 2023 - \$373,706.00. **This is a decrease of 26%.**
- D. Total Number of Permits Issued YTD 2024 – 1203 vs. Total Number of Permits Issued this time in 2023 – 1081. **This is an increase of 11.3%.**
- E. The May 2024 Revenue of \$64,501 is **20.3%** of the forecast for May YTD 2024 Revenue (\$317,040).
- F. The YTD 2024 Revenue of \$276,456.95 is **36.3%** of the forecast for the entire 2024 Projected Budget of \$760,896.

Monthly Building Permits Issued

06/04/2024

Permit #	Address	Work Description	Applicant Name	Date Issued	Value	Amount Billed
PB23-07-485	5242 E CORK	Install 2 internally illuminated wall signs	Burkett Signs Inc.	05/06/2024	0.00	\$104.00
PB24-03-163	8112 N 26TH ST	New 16 panel roof mounted solar array per	NOVA Consultants Inc	05/17/2024	0.00	\$104.00
PB24-03-186	8330 W STURTEVANT AV.	New 2066 s.f. 1 story 4 bed 2 bath single	Allen Edwin Homes	05/01/2024	170,582.00	\$1,006.00
PB24-03-187	7153 N SPRINKLE RD	24' x 16' addition to existing 24' x 40' post	FBi Buildings	05/30/2024	18,000.00	\$176.00
PB24-03-193	9207 COTTAGE GLN	12' x 16' screened porch addition to	Watts Homes & Construction	05/13/2024	2,880.00	\$223.00
PB24-03-214	6158 TAYLORS GRV	Remove existing deck and construct 348	Green Shield Deck Builders	05/08/2024	5,220.00	\$176.00
PB24-03-219	8548 E STURTEVANT AVE	New 12' x 14' attached deck per plans.	Green Shield Deck Builders	05/09/2024	2,385.00	\$176.00
PB24-03-223	9171 E EF AVE	New 1937 s.f. 1 story 3 bed, 2.5 bath	Watts Homes & Construction	05/13/2024	295,977.00	\$1,746.00
PB24-03-226	8042 W Sturtevant Ave	Finish approx 696 s.f. of basement for	Matrix Basement Systems	05/20/2024	13,920.00	\$176.00
PB24-03-228	9011 W GULL LAKE DR	Construct 6'x8' roof over primary entry	Hawks Hollow Builders	05/20/2024	960.00	\$176.00
PB24-03-231	5790 E C AVE	New 50' x 20' post frame detached	SINCLAIR, LORRIE LYNN & RIC	05/16/2024	15,000.00	\$176.00
PB24-03-233	10401 GULL HILLS DR	Replace roofing on detached accessory	KREMER, RYAN & BRANDEL (L	05/17/2024	0.00	\$104.00
PB24-03-235	8089 ENGELWOOD AVE	18' diameter above ground pool. POOL	RANDALL, TIMOTHY & DEBOR	05/23/2024	0.00	\$78.00
PB24-03-237	8346 W STURTEVANT AV.	New 2889 s.f. 2 story 4 bed, 3.5 bath	Allen Edwin Homes	05/28/2024	284,676.00	\$1,679.00
PB24-03-241	9568 STERLING AVE	Install subfloor drainage system and sump	Ayers Basement Systems	05/28/2024	0.00	\$176.00
PB24-06-138	1225 WOODROW DR	Demolition of existing detached accessory	COLEMAN, BEVERLY J.	05/03/2024	0.00	\$78.00
PB24-06-192	3414 GRACE RD	Construct 14' x 20' shed style roof over	Cornerstone Home Improvement	05/06/2024	4,200.00	\$223.00
PB24-06-205	4870 CYPRESS CREEK LA	10 panel roof mounted solar array per	Michael T Cargill	05/17/2024	0.00	\$104.00
PB24-06-209	121 PINECOVE CIR	Construct 16' x 10' screened in porch over	Loll Builders LLC/Nick Loll	05/13/2024	2,400.00	\$223.00
PB24-06-212	523 DAYTON AVE	Install 16' x 14' pre fabricated detached	BERRY, ERIC W. & DENISE L.	05/08/2024	3,360.00	\$104.00
PB24-06-216	2767 HICKORY NUT LAN.	Remove existing deck and construct new	Green Shield Deck Builders	05/13/2024	2,956.00	\$176.00
PB24-06-220	2626 BROOK DR	Remove and replace existing 5'x8'	Property Revolution	05/30/2024	2,040.00	\$176.00
PB24-06-227	2316 CUMBERLAND ST	Install 13 panel roof mounted solar array	Tru Home Pros LLC	05/17/2024	0.00	\$104.00
PB24-06-240	2131 ALAMO AVE	Construct ADA restroom in existing coat	COMMUNITY PRESBYTERIAN C	05/29/2024	0.00	\$176.00
PB24-06-242	2447 HILLSDALE AVE	Re-roof, shingles only - house & garage	OOSTERHOUSE, KENLEY	05/28/2024	0.00	\$104.00
PB24-06-243	2408 HILLSDALE AVE	Reroof existing garage and construct 4' x	ALM Carpentry and Building LLC	05/31/2024	7,000.00	\$176.00
PB24-06-244	812 WASHBURN AVE	Install basement foundation straps and	Acculevel Inc.	05/29/2024	0.00	\$104.00
PB24-07-117	5631 PARK CIRCLE CT	New illuminated channel letter wall sign	Burkett Signs Inc.	05/06/2024	0.00	\$104.00

PB24-07-155	5300 GULL RD	20'x40' temporary tent for fireworks sales	Richard Tapper	05/01/2024	0.00	\$104.00
PB24-07-178	1855 PRESCOTT TRL	New 2066 s.f. 1 story 4 bed 2 bath single	Allen Edwin Homes	05/28/2024	170,582.00	\$1,006.00
PB24-07-181	10040 E HJ AVE	New 3901 s.f. 5 bed 4 bath 1 story single	Visser Construction LLC	05/24/2024	333,497.00	\$1,967.00
PB24-07-194	4306 JUNE BERRY ST	Remove existing 14' x 19' deck and	Green Shield Deck Builders	05/08/2024	3,990.00	\$176.00
PB24-07-202	5950 COMSTOCK AVE	5' x 5' deck with stairs to grade for above	Infinity Home Improvement	05/02/2024	0.00	\$176.00
PB24-07-204	5555 GULL	Interior remodel of existing office space to	Hazelhoff Builders	05/10/2024	0.00	\$176.00
PB24-07-206	8073 E H AVE	450 s.f. addition to existing post frame	Morton Buildings Inc	05/16/2024	6,300.00	\$223.00
PB24-07-210	1835 PRESCOTT TRL	New 1647 s.f. 1 story 3 bed 2 bath single	Allen Edwin Homes	05/28/2024	141,713.00	\$836.00
PB24-07-213	180 LEVEL ST	Install new egress window per plans. Must	Andrew Vlietstra	05/09/2024	2,350.00	\$104.00
PB24-07-215	6488 E MAIN ST	Install foundation drainage system and	Ayers Basement Systems	05/08/2024	0.00	\$104.00
PB24-07-218	2724 HUNTERS PT	Finish portion of existing basement to	Jeff Guarisco	05/14/2024	18,840.00	\$176.00
PB24-07-221	145 STATION HILL ST	Remove dining room window, enlarge	All Weather Seal	05/09/2024	0.00	\$176.00
PB24-07-224	6627 SILVERTON AVE	Finish approx 594 s.f. of basement for	Capstone Home Improvement	05/14/2024	11,880.00	\$176.00
PB24-07-225	8415 E H AVE	Install playground equipment per plans.	COMSTOCK CHARTER TOWNSHIP	05/21/2024	0.00	\$176.00
PB24-07-229	10320 CRAVEN WAY	New 1800 s.f. 4 bed, 2.5 bath 2 story	Allen Edwin Homes	05/28/2024	218,006.00	\$1,286.00
PB24-07-230	1300 N 33RD ST	New 30' x 60' x 16' post frame detached	Mallory Pole Building Inc	05/20/2024	27,000.00	\$176.00
PB24-07-232	4515 N 35TH ST	New 30' x 40' utility building. SETBACK	Morton Buildings Inc	05/17/2024	18,000.00	\$223.00
PB24-07-234	5480 GULL RD	20' x 40' temporary tent for fireworks sale	Rudy Rodriguez	05/24/2024	0.00	\$104.00
PB24-07-236	5900 GULL RD	Install sign package for Arby's remodel	Signworks of Michigan, Inc.	05/24/2024	0.00	\$104.00
PB24-07-245	2905 CLARICE ST	Install basement egress window on west	Southwest Michigan Egress Window	05/30/2024	0.00	\$104.00
PB24-07-247	1374 MERRY BROOK ST	14' x 12' deck to serve above ground	JRD Construction LLC	05/30/2024	2,520.00	\$176.00
PB24-18-198	550 S RIVERVIEW	Install 1 illuminated monument sign, 2	Sign Art, Inc.	05/08/2024	0.00	\$104.00
PB24-20-195	32435 23RD AVE	New 26' x 40' post frame detached	CL Kruithoff Building Company	05/03/2024	15,600.00	\$176.00
PB24-20-201	24764 CR 388	New 24' x 24' detached accessory structure	RUSSELL ELY JR & KELLY	05/06/2024	22,942.00	\$176.00
PB24-20-203	31540 CR 390	Gut main floor to structural framing	VanDam & Krusinga	05/03/2024	0.00	\$223.00
PB24-20-217	23950 27 1/2 ST	New 24' x 30' post frame attached garage	VANHEUKELUM CONSTRUCTION	05/24/2024	10,800.00	\$176.00

Number of Permits: 54

Total Billed: \$16,732.00

Total Construction Value

\$1,835,576.00

Population: All Records

Permit.DateIssued in <Previous month> [05/01/24 - 05/31/24]

AND

Permit.PermitType = Building

Monthly Trade Permits Issued

06/04/2024

Permit #	Address	Work Description	Applicant Name	Date Issued	Amount Billed
Electrical					
PE23-06-647	112 GILKISON AVE	Kitchen & bath: update receipts, any area insepector	BOHL, NOE SALVADOR	05/03/2024	\$156.00
PE23-07-765	5242 E CORK	Internally illuminated wall sign	Burkett Signs Inc.	05/06/2024	\$110.00
PE24-03-183	8112 N 26TH ST	Roof mounted solar array	NOVA Consultants Inc	05/17/2024	\$116.00
PE24-03-211	8193 Lausen Ln	New home	Consolidated Electrical Contractors	05/01/2024	\$341.00
PE24-03-215	9125 N 34TH ST	New home	JKS Electric	05/22/2024	\$478.00
PE24-03-217	6877 E F AVE	Generator install	Steensma Lawn & Power	05/02/2024	\$115.00
PE24-03-221	8330 W STURTEVANT AVE	New home	Consolidated Electrical Contractors	05/03/2024	\$341.00
PE24-03-228	E EF AVE	Install 100 AMP service for horse pasture across from	Lamplighter Electric	05/07/2024	\$110.00
PE24-03-235	7401 N 32ND ST	Richland Township Hall addition	Mejeur Electric	05/10/2024	\$294.00
PE24-03-252	7401 N 32ND ST	Install ATS and generator for lift station at 7960 N 30th St	CT Electrical Service	05/20/2024	\$196.00
PE24-03-264	8042 W Sturtevant Ave	Basement finish	AAB Electrical	05/23/2024	\$166.00
PE24-03-276	7401 N 32ND ST	Adding data drops in additionBuilding permit issued	J & L Electric	05/31/2024	\$156.00
PE24-06-212	1928 COLGROVE AVE Bldg	Adding 5 circuits in mechanical room for camera	CT Electrical Service	05/01/2024	\$125.00
PE24-06-214	1242 NASSAU ST	Restore service after fire	Wolff Electric	05/01/2024	\$110.00
PE24-06-216	1609 UPLAND DR	Repair riser	Young Electric	05/02/2024	\$110.00
PE24-06-232	3800 GULL RD	Fire alarm for Popeye's BUILDING PERMIT ISSUED	Summit Fire	05/09/2024	\$300.00
PE24-06-234	2204 RAVINE RD	Install 25-30 new data runs	Esper Electric	05/08/2024	\$162.00
PE24-06-236	3818 PRISTINE AVE	New A/C branch circuit	Manne Electric	05/14/2024	\$106.00
PE24-06-237	716 GRAND PRE AVE	Trench & pipe to new glass blowing shed; set 100amp	Lamplighter Electric	05/13/2024	\$182.00
PE24-06-240	1220 BAKER DR	200amp service upgradeER # 1070536582New Owners:	Thompson Electrical	05/13/2024	\$110.00
PE24-06-242	3241 Butternut Ln/Lot 76	100 AMP service upgrade. Street light to be connected to	HighPower Electric LLC	05/14/2024	\$115.00
PE24-06-243	3414 GRACE RD	Adding receptacle from existing exterior outlet	JG Services Company LLC	05/14/2024	\$105.00
PE24-06-249	1123 CLEARVIEW ST	Replace service riser, install outside disconnect and refeed	Motor Shop Electric	05/17/2024	\$110.00
PE24-06-250	2316 CUMBERLAND ST	Roof mounted solar array	Tru Home Pros LLC	05/17/2024	\$116.00
PE24-06-251	303 N Kendall	Remodel/repairs: Adding lights	Diamond Electric	05/20/2024	\$106.00
PE24-06-253	4870 CYPRESS CREEK LAN	Roof mounted solar array	Speer Electric LLC	05/20/2024	\$128.00
PE24-06-260	121 PINECOVE CIR	Screened in porch addition	Bowker Electric LLC	05/22/2024	\$161.00
PE24-06-262	1230 FLETCHER AVE	AC circuit	Manne Electric	05/23/2024	\$106.00
PE24-06-265	3805 YEW AVE	Generator install	Grand Bay Electric	05/23/2024	\$115.00
PE24-06-272	2131 ALAMO AVE	New bathroom	Laws Electric	05/30/2024	\$161.00
PE24-06-273	2325 N BURDICK ST	Replacing existing fire alarm communicator	CertaSite (Approved Fire Protection)	05/30/2024	\$150.00
PE24-06-275	1311 OLMSTEAD RD	Panel replacementNEW OWNER: Joseph & Rebecca	TURNER, ARCHIE L. JR.	05/30/2024	\$110.00

PE24-07-141	5631 PARK CIRCLE CT	Internally illuminated channel letter set	Burkett Signs Inc.	05/06/2024	\$110.00
PE24-07-164	6065 GULL RD	Fire alarm system upgrade: all existing devices and wire to	Summit Fire	05/23/2024	\$1,620.00
PE24-07-219	5585 GULL RD 118	Build out for MochinutBUILDING PERMIT ISSUED	McFanin Electric	05/03/2024	\$265.00
PE24-07-220	2441 HUNTERS RUN	Generator install	Manne Electric	05/03/2024	\$115.00
PE24-07-222		City Gate rebuild: new service, panel, site lighting, Reg	Hall Engineering Company	05/03/2024	\$426.00
PE24-07-223	8931 E K AVE	Fire alarm system	Johnson Controls Security Solution	05/03/2024	\$305.00
PE24-07-226	7363 SAGINAW DR	Fire repairs: new panel and wiring, running electric to	MOUNTCASTLE AMANDA BRO	05/07/2024	\$386.00
PE24-07-229	1281 N 28TH ST	AC circuit	Service Professor	05/07/2024	\$106.00
PE24-07-231	8382 E G AVE	Service replacement	GREEN JEFFREY L & LISA M	05/07/2024	\$110.00
PE24-07-233	6488 E MAIN ST	2 20AMP circuits for sump pump	Grand Bay Electric	05/08/2024	\$110.00
PE24-07-239	8106 E G AVE	New home	ROC Electric LLC	05/13/2024	\$378.00
PE24-07-241	9436 TREETOP DR	Replace 150 AMP panel, add circuit for range	Service Professor	05/14/2024	\$119.00
PE24-07-244	10083 BLAKE BLVD	3 season room	Martin Electric DM LLC	05/14/2024	\$161.00
PE24-07-245	2724 HUNTERS PT	Basement finish	Southwest Electric LLC	05/15/2024	\$177.00
PE24-07-246	2435 N 26TH ST	Addition for storageBUILDING PERMIT ISSUED	Engbers Electrical	05/15/2024	\$182.00
PE24-07-247	690 KINCAID ST	Panel replacement	Wolff Electric	05/15/2024	\$110.00
PE24-07-255	5555 GULL	Replacing lights and devices, adding new outlets in suite	Esper Electric	05/21/2024	\$166.00
PE24-07-257	5900 GULL RD	Installing 4 illuminated signs	Signworks of Michigan, Inc.	05/24/2024	\$140.00
PE24-07-259	7683 GLENEAGLE N DR	AC circuit	Service Professor	05/22/2024	\$106.00
PE24-07-261	4711 N 36TH ST	200 AMP service replacement and install generator	Sims Electric Service Inc	05/23/2024	\$125.00
PE24-07-263	7151 SAGINAW DR	Replacing panel and wiring pole barn	ROC Electric LLC	05/23/2024	\$131.00
PE24-07-268	1770 ORISTA DR	New home	Consolidated Electrical Contractors	05/28/2024	\$341.00
PE24-07-269	10320 CRAVEN WAY	New home	Consolidated Electrical Contractors	05/28/2024	\$341.00
PE24-07-270	1835 PRESCOTT TRL	New home	Consolidated Electrical Contractors	05/28/2024	\$341.00
PE24-07-271	1855 PRESCOTT TRL	New home	Consolidated Electrical Contractors	05/28/2024	\$341.00
PE24-18-230	550 S RIVERVIEW	1 internally illuminated monument sign and 2 internally	Sign Art, Inc.	05/08/2024	\$130.00
PE24-18-254	312 N RIVERVIEW DR	AC circuit	Service Professor	05/20/2024	\$106.00
PE24-20-218	31540 CR 390	Service and rewire portion of house from fire	A & E Electrical	05/03/2024	\$283.00
PE24-20-225	22122 2ND AVE	New home (Manufactured)	Gregg'O Electric	05/06/2024	\$230.00
PE24-20-238	23511 PAULSONS RD	Remodel: All new wiring	Fuller Electric LLC	05/13/2024	\$412.00
PE24-20-248	30024 1ST AVE	200amp Service, feeder, basement lights, A/C, well, sump	Gregg'O Electric	05/16/2024	\$225.00
PE24-20-256	33042 23RD AVE	AC circuit	Service Professor	05/21/2024	\$106.00
PE24-20-267	30024 1ST AVE	Well head connection	Foune Well Drilling	05/28/2024	\$105.00

Number of Permits: 65

Total Billed: \$13,576.00

Mechanical

PM24-03-315	6618 CHAFFEY CREEK TRI	New home	Nieboer Heating & Cooling	05/01/2024	\$290.00
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PM24-03-319	5600 E G AVE	Water heater replacement	LOCATION: 5578 Blue Meadow	Royal Comfort Mechanical	05/01/2024	\$106.00
PM24-03-320	5600 E G AVE	Water heater replacement	LOCATION: 5130	Royal Comfort Mechanical	05/01/2024	\$106.00
PM24-03-321	5600 E G AVE	Water heater replacement	LOCATION: 5717	Royal Comfort Mechanical	05/01/2024	\$106.00
PM24-03-322	5600 E G AVE	Water heater replacement	LOCATION: 5599 Meadowstone	Royal Comfort Mechanical	05/01/2024	\$106.00
PM24-03-326	6877 E F AVE	Generator install		Steensma Lawn & Power	05/02/2024	\$135.00
PM24-03-341	10844 S INTERLAKEN DR	Addition: 2 furnaces, heat pump, kitchen & bath exhaust		Bartholomew Heating & Cooling	05/15/2024	\$425.00
PM24-03-346	6405 E BAY LN	Replacing 2 AC's		Vredevoogd Heating & Cooling	05/07/2024	\$160.00
PM24-03-349	8428 W STURTEVANT AVE	New home		A-1 Mechanical	05/08/2024	\$255.00
PM24-03-352	8564 E STURTEVANT AVE	New home		B & A Mechanical	05/08/2024	\$255.00
PM24-03-355	9311 SHORE OAKS LN	Water heater replacement		Dan Wood Co	05/09/2024	\$106.00
PM24-03-369	7401 N 32ND ST	Installing new sprinklers in existing and new attic areas		Mainline Fire Sprinkler	05/17/2024	\$772.00
PM24-03-372	10636 COUNTRY CLUB DR	Install underground gas line from meter to pool heater and		Metzger's Heating & Cooling	05/21/2024	\$165.00
PM24-03-406	8740 AVELING WAY	AC replacement		Nieboer Heating & Cooling	05/23/2024	\$130.00
PM24-03-409	6935 WILD PLUM RDG	AC replacement		Nieboer Heating & Cooling	05/23/2024	\$130.00
PM24-03-412	8885 N 32ND ST	Connect process piping and venting to coffee roaster. 2		RW LaPine Inc	05/20/2024	\$155.00
PM24-03-413	8042 W Sturtevant Ave	Basement finish		Saxon HVAC	05/28/2024	\$175.00
PM24-03-415	8448 E STURTEVANT AVE	New home		A-1 Mechanical	05/21/2024	\$250.00
PM24-03-433	8600 E STURTEVANT AVE	New home		A-1 Mechanical	05/28/2024	\$250.00
PM24-03-438	6664 E BAY CT	AC replacement		Bel Aire Heating & Air	05/30/2024	\$130.00
PM24-03-445	8376 YALE AVE	Furnace & AC replacement		Rogers Refrigeration	05/31/2024	\$160.00
PM24-06-323	3316 W Main # 202	Furnace replacement		Royal Comfort Mechanical	05/01/2024	\$130.00
PM24-06-324	3230 W Main # 102	Water heater replacement		Royal Comfort Mechanical	05/01/2024	\$106.00
PM24-06-325	3312 W Main # 101	Water heater replacement		Royal Comfort Mechanical	05/01/2024	\$106.00
PM24-06-327	3036 VALLEY GLENN CIR	Furnace & AC replacement		Nieboer Heating & Cooling	05/06/2024	\$160.00
PM24-06-328	2983 MEADOWCROFT LAN	Furnace, AC, & humidifier replacement		Vredevoogd Heating & Cooling	05/03/2024	\$170.00
PM24-06-333	3019 RED CLOVER RD	Water heater replacement		Dan Wood Co	05/06/2024	\$106.00
PM24-06-334	3800 GULL RD	New construction: Gas piping to 3 RTU's, 3 water heater,		Wagner Built	05/14/2024	\$278.00
PM24-06-336	909 AVONDALE DR	Furnace, AC, & chimney liner replacement		Service Professor	05/06/2024	\$165.00
PM24-06-337	436 CAMPBELL AVE	Hot water boiler (30 PSI) and water heater replacement		Zimmerman Heating and Plumbing	05/06/2024	\$136.00
PM24-06-340	1822 ACADEMY ST	Furnace, AC, ductwork & dryer vent	Unit 2	Anthony Brust	05/06/2024	\$245.00
PM24-06-345	1030 IRA AVE	Furnace & AC replacement		Bel Aire Heating & Air	05/07/2024	\$160.00
PM24-06-347	2731 GERTRUDE ST	AC replacement		Vredevoogd Heating & Cooling	05/07/2024	\$130.00
PM24-06-353	1642 GULL RD	2 furnace & 2 condenser replacements		W Soule & Company	05/09/2024	\$220.00
PM24-06-357	3220 QUARRY RIDGE CT.	Furnace & heat pump replacement		Bel Aire Heating & Air	05/10/2024	\$160.00
PM24-06-358	3800 GULL RD	Tie in the captiveaire system in kitchen hood		Summit Fire	05/13/2024	\$415.00
PM24-06-363	3818 PRISTINE AVE	AC replacement		Vredevoogd Heating & Cooling	05/13/2024	\$130.00
PM24-06-364	3917 RAVINE RD	Mini split pump replacement		Nieboer Heating & Cooling	05/16/2024	\$130.00
PM24-06-365	3718 CROYDEN AVE	AC replacement		Nieboer Heating & Cooling	05/16/2024	\$130.00

PM24-06-370	528 FLETCHER AVE	Water heater replacement	Nieboer Heating & Cooling	05/17/2024	\$106.00
PM24-06-410	811 GORHAM LN	Replacing 3 roof top AC units	Tacoma Heating & Cooling LLC	05/20/2024	\$190.00
PM24-06-416	1623 BAKER DR	Furnace & AC replacement	Service Professor	05/21/2024	\$160.00
PM24-06-418	2017 ELKERTON AVE Bldg	Installing PAC unit in Apt 307	Tummons Heating & Cooling	05/21/2024	\$110.00
PM24-06-425	3809 E MICHIGAN AVE	Gas piping for new Consumers Concrete building	Gale Plumbing & Hydronics Inc	05/23/2024	\$215.00
PM24-06-426	3805 YEW AVE	Generator install	East End Plumbing	05/23/2024	\$135.00
PM24-06-427	3073 VALLEY GLENN CIR	Water heater replacement	Dan Wood Co	05/23/2024	\$106.00
PM24-06-432	1230 FLETCHER AVE	Furnace & AC replacement	Vredevoogd Heating & Cooling	05/28/2024	\$160.00
PM24-06-439	220 S KENDALL # 17	AC replacement	DeHaan Heating & Cooling	05/30/2024	\$130.00
PM24-06-441	3800 GULL RD	Wet fire sprinkler system	Canon Fire Protection	05/31/2024	\$798.00
PM24-07-329	4790 WILD MEADOW ST	Furnace & AC replacement	Vredevoogd Heating & Cooling	05/03/2024	\$160.00
PM24-07-335	8931 E K AVE	Outdoor walk in cooler and freezer. One outdoor	Keyes Refrigeration	05/06/2024	\$185.00
PM24-07-338	2441 HUNTERS RUN	Generator install	Vredevoogd Heating & Cooling	05/06/2024	\$135.00
PM24-07-342	1422 SPRUCE BROOK RD	Furnace replacement	SGI Heating & Cooling	05/07/2024	\$130.00
PM24-07-343	1281 N 28TH ST	Furnace, AC, & chimney liner replacement	Service Professor	05/07/2024	\$165.00
PM24-07-348	4500 COTTAGEWOOD DR	Generator install	Elite Heating & Cooling Service LLC	05/08/2024	\$135.00
PM24-07-354	154 GRANDVIEW ST	Furnace & AC replacement	Service Professor	05/09/2024	\$160.00
PM24-07-356	3673 WYNGATE MDW	Furnace, AC, & humidifier replacement	Bel Aire Heating & Air	05/09/2024	\$170.00
PM24-07-359	5585 GULL RD 118	Tie in the captiveaire system in kitchen hood	Summit Fire	05/13/2024	\$415.00
PM24-07-367	2724 HUNTERS PT	Basement finish	JP Heating & Air Conditioning Inc	05/14/2024	\$130.00
PM24-07-368	2435 N 26TH ST	Adding sprinklers to new 30X40 addition	Mainline Fire Sprinkler	05/22/2024	\$666.00
PM24-07-371	6950 HUNTERS STRM	Furnace, AC & Humidifier replacement	Rogers Refrigeration	05/17/2024	\$170.00
PM24-07-373	6515 TANOAK AVE	New condo	Petro Plumbing & Mechanical	05/16/2024	\$250.00
PM24-07-374	6521 TANOAK AVE	New condo	Petro Plumbing & Mechanical	05/16/2024	\$250.00
PM24-07-375	6525 TANOAK AVE	New condo	Petro Plumbing & Mechanical	05/16/2024	\$250.00
PM24-07-376	6531 TANOAK AVE	New condo	Petro Plumbing & Mechanical	05/16/2024	\$250.00
PM24-07-377	6535 TANOAK AVE	New condo	Petro Plumbing & Mechanical	05/16/2024	\$250.00
PM24-07-378	4622 LACEFLOWER ST	New condo	Petro Plumbing & Mechanical	05/16/2024	\$250.00
PM24-07-379	4632 LACEFLOWER ST	New condo	Petro Plumbing & Mechanical	05/16/2024	\$250.00
PM24-07-380	4642 LACEFLOWER ST	New condo	Petro Plumbing & Mechanical	05/16/2024	\$250.00
PM24-07-381	4652 LACEFLOWER ST	New condo	Petro Plumbing & Mechanical	05/16/2024	\$250.00
PM24-07-382	4672 LACEFLOWER ST	New condo	Petro Plumbing & Mechanical	05/16/2024	\$250.00
PM24-07-383	4682 LACEFLOWER ST	New condo	Petro Plumbing & Mechanical	05/16/2024	\$250.00
PM24-07-384	4692 LACEFLOWER ST	New condo	Petro Plumbing & Mechanical	05/16/2024	\$250.00
PM24-07-385	4702 LACEFLOWER ST	New condo	Petro Plumbing & Mechanical	05/16/2024	\$250.00
PM24-07-386	4671 LACEFLOWER ST	New condo	Petro Plumbing & Mechanical	05/16/2024	\$250.00
PM24-07-387	4681 LACEFLOWER ST	New condo	Petro Plumbing & Mechanical	05/16/2024	\$250.00
PM24-07-388	4691 LACEFLOWER ST	New condo	Petro Plumbing & Mechanical	05/16/2024	\$250.00

PM24-07-389	4701 LACEFLOWER ST	New condo	Petro Plumbing & Mechanical	05/16/2024	\$250.00
PM24-07-390	6450 COFFEEBERRY AVE	New condo	Petro Plumbing & Mechanical	05/16/2024	\$250.00
PM24-07-391	6454 COFFEEBERRY AVE	New condo	Petro Plumbing & Mechanical	05/16/2024	\$250.00
PM24-07-392	6460 COFFEEBERRY AVE	New condo	Petro Plumbing & Mechanical	05/16/2024	\$250.00
PM24-07-393	6464 COFFEEBERRY AVE	New condo	Petro Plumbing & Mechanical	05/16/2024	\$250.00
PM24-07-394	6470 COFFEEBERRY AVE	New condo	Petro Plumbing & Mechanical	05/16/2024	\$250.00
PM24-07-395	6485 COFFEEBERRY AVE	New condo	Petro Plumbing & Mechanical	05/16/2024	\$250.00
PM24-07-396	6491 COFFEEBERRY AVE	New condo	Petro Plumbing & Mechanical	05/16/2024	\$250.00
PM24-07-397	6495 COFFEEBERRY AVE	New condo	Petro Plumbing & Mechanical	05/16/2024	\$250.00
PM24-07-398	6501 COFFEEBERRY AVE	New condo	Petro Plumbing & Mechanical	05/16/2024	\$250.00
PM24-07-399	6505 COFFEEBERRY AVE	New condo	Petro Plumbing & Mechanical	05/16/2024	\$250.00
PM24-07-400	6500 COFFEEBERRY AVE	New condo	Petro Plumbing & Mechanical	05/16/2024	\$250.00
PM24-07-401	6504 COFFEEBERRY AVE	New condo	Petro Plumbing & Mechanical	05/16/2024	\$250.00
PM24-07-402	6508 COFFEEBERRY AVE	New condo	Petro Plumbing & Mechanical	05/16/2024	\$250.00
PM24-07-403	6512 COFFEEBERRY AVE	New condo	Petro Plumbing & Mechanical	05/16/2024	\$250.00
PM24-07-404	6518 COFFEEBERRY AVE	New condo	Petro Plumbing & Mechanical	05/16/2024	\$250.00
PM24-07-405	9954 DAYLILY LN	Generator install	Twin City Heating & AC	05/17/2024	\$135.00
PM24-07-407	1850 ORISTA DR	New home	B & A Mechanical	05/20/2024	\$310.00
PM24-07-408	1860 PRESCOTT TRL	New home	B & A Mechanical	05/20/2024	\$255.00
PM24-07-420	5776 HIGGINS AVE	Water heater replacement	Dan Wood Co	05/22/2024	\$106.00
PM24-07-422	7683 GLENEAGLE N DR	Replacing furnace, AC, & water heater	Service Professor	05/22/2024	\$166.00
PM24-07-431	6477 E H AVE	AC install	Nieboer Heating & Cooling	05/30/2024	\$130.00
PM24-07-434	7682 KILOWATT DR	Water heater replacement	Bel Aire Heating & Air	05/29/2024	\$106.00
PM24-07-435	6065 GULL RD	Duct work alteration to supply & returns - approx 50'	R & R Mechanical	05/29/2024	\$180.00
PM24-07-437	5841 E H AVE	Furnace & AC replacement	JP Heating & Air Conditioning Inc	05/30/2024	\$160.00
PM24-07-442	3933 JENNINGS DR	Furnace & AC replacement	Claud Heffron Heating & Cooling LI	05/31/2024	\$160.00
PM24-07-443	1815 ORISTA DR	New Home	A-1 Mechanical	05/31/2024	\$265.00
PM24-07-444	8300 E G AVE	AC replacement	Rogers Refrigeration	05/31/2024	\$130.00
PM24-18-362	345 OAK GRV	AC install	Eric Dale Heating & AC	05/13/2024	\$130.00
PM24-18-411	312 N RIVERVIEW DR	AC install	Service Professor	05/20/2024	\$130.00
PM24-18-430	509 S RIVERVIEW DR	Water heater replacement	Adams Heating & Cooling	05/24/2024	\$106.00
PM24-19-344	9233 KELLIE LN	Furnace & AC replacement	Bel Aire Heating & Air	05/07/2024	\$160.00
PM24-19-361	7822 N 32ND ST	AC install	Vredevoogd Heating & Cooling	05/13/2024	\$130.00
PM24-19-423	9492 LIGHTWOOD CT	Furnace & AC replacement	Nieboer Heating & Cooling	05/28/2024	\$50.00
PM24-20-330	15121 26TH ST	Running propane line from new location	Midwest Propane LLC	05/03/2024	\$120.00
PM24-20-351	32394 PINEDALE LN	New home	B & A Mechanical	05/08/2024	\$265.00
PM24-20-414	33042 23RD AVE	Furnace & AC replacement	Service Professor	05/21/2024	\$160.00
PM24-20-429	29350 10TH AVE	Tank set	Excel Propane	05/24/2024	\$120.00

Number of Permits: 116**Total Billed:** \$23,779.00**Plumbing**

PP23-06-357	112 GILKISON AVE	Bathroom, kitchen & laundry room: Replacing old water	BOHL, NOE SALVADOR	05/03/2024	\$160.00
PP24-03-146	5210 MARSH ARBOR TRL	Manufactured homeADDRESS: 5299 Beardsley Ct	Town & Country Plumbing	05/01/2024	\$110.00
PP24-03-150	8330 W STURTEVANT AVE	Sewer connection	Allen Edwin Homes	05/01/2024	\$105.00
PP24-03-154	8193 Lausen Ln	New home	Superior Plumbing Services	05/01/2024	\$284.00
PP24-03-158	8330 W STURTEVANT AVE	New home	Superior Plumbing Services	05/03/2024	\$279.00
PP24-03-160	10901 M-43 HWY	Addition	Portage Plumbing	05/02/2024	\$193.00
PP24-03-161	9177 COTTAGE CROSSING	New home	Portage Plumbing	05/02/2024	\$278.00
PP24-03-164	10470 GREER DR	Replacing 3/4 inch water distribution pipe	Vredevoogd Heating & Cooling	05/07/2024	\$105.00
PP24-03-167	10938 N INTERLAKEN DR	Addition: 2 baths & beverage center	Orlando Plumbing	05/13/2024	\$356.00
PP24-03-173	5812 E F AVE	Replacing water heater, kitchen sink, and bath vanity	Briggs & Son Plumbing	05/15/2024	\$115.00
PP24-03-176	9171 E EF AVE	New home	Portage Plumbing	05/24/2024	\$298.00
PP24-03-189	5040 N 32ND ST	New home	Helmus Plumbing Services, Inc	05/17/2024	\$296.00
PP24-03-190	10844 S INTERLAKEN DR	Remodel/addition	Pride Plumbing & Mechanical	05/21/2024	\$320.00
PP24-03-192	9100 N 35TH ST	New home	Elite Plumbing	05/21/2024	\$268.00
PP24-03-193	8346 W STURTEVANT AVE	Sewer connection	Allen Edwin Homes	05/28/2024	\$105.00
PP24-03-206	9568 STERLING AVE	Install sump	East End Plumbing	05/28/2024	\$105.00
PP24-06-165	731 BETH AVE	Water heater replacement	Service Professor	05/06/2024	\$105.00
PP24-06-168	2126 W MAIN ST	Water heater and water softener replacement	Service Professor	05/08/2024	\$110.00
PP24-06-171	118 WOODWIND CIR	Water heater replacement	Bergsma Plumbing	05/17/2024	\$105.00
PP24-06-172	4300 LEISURE LN J703	Water heater replacement	Dale W Hubbard Inc	05/13/2024	\$105.00
PP24-06-188	609 CHICAGO AVE	Fire repairs: whole house plumbing	D. Wood Plumbing LLC	05/17/2024	\$198.00
PP24-06-191	250 DUNBARTON CT APT I	Water heater replacement	Rhino's Plumbing	05/21/2024	\$105.00
PP24-06-194	2910 BARNEY RD	Replacing sewer line	Great Lakes Plumbing	05/23/2024	\$105.00
PP24-06-195	3600 NORTHVIEW DR	Water heater replacement	Service Professor	05/22/2024	\$105.00
PP24-06-196	1220 BAKER DR	Adding laundry standbox, kitchenette sink, new water line	Thomas Lane Plumbing LLC	05/23/2024	\$125.00
PP24-06-202	1019 AVONDALE CIR	Water heater replacement	Woodhouse Plumbing & Heating Inc	05/24/2024	\$105.00
PP24-06-203	2204 CUMBERLAND ST	Water heater replacement	Woodhouse Plumbing & Heating Inc	05/24/2024	\$105.00
PP24-06-204	1807 HARVEY AVE	Replace water distribution pipe and drains. W/C, lav,	Vredevoogd Heating & Cooling	05/24/2024	\$133.00
PP24-07-166	5472 E H AVE	Replace cast iron drain lines with PVC, replace water lines	Wilbur's Plumbing	05/07/2024	\$148.00
PP24-07-169	6488 E MAIN ST	Sump pump	East End Plumbing	05/08/2024	\$105.00
PP24-07-170	2229 S SPRINKLE RD	Replacing water heater w/ 2 tankless heaters	All-Flo Plumbing	05/09/2024	\$110.00
PP24-07-174	5344 PERCY AVE	Water heater replacement	Service Professor	05/16/2024	\$105.00
PP24-07-175	1425 N 26TH ST	Sewer connection	Modern Septic Tank Engineers Inc	05/15/2024	\$105.00

PP24-07-177	2724 HUNTERS PT	Basement bath	Portage Plumbing	05/16/2024	\$170.00
PP24-07-178	1855 PRESCOTT TRL	Sewer connection	Allen Edwin Homes	05/28/2024	\$105.00
PP24-07-179	1835 PRESCOTT TRL	Sewer connection	Allen Edwin Homes	05/28/2024	\$105.00
PP24-07-180	6500 COFFEEBERRY AVE	New condoSewer & underground for Building FF	Petro Plumbing & Mechanical	05/16/2024	\$315.00
PP24-07-181	6504 COFFEEBERRY AVE	New condo	Petro Plumbing & Mechanical	05/16/2024	\$210.00
PP24-07-182	6508 COFFEEBERRY AVE	New condo	Petro Plumbing & Mechanical	05/16/2024	\$210.00
PP24-07-183	6512 COFFEEBERRY AVE	New condo	Petro Plumbing & Mechanical	05/16/2024	\$210.00
PP24-07-184	6518 COFFEEBERRY AVE	New condo	Petro Plumbing & Mechanical	05/16/2024	\$210.00
PP24-07-185	2284 S 35TH ST	Install tankless water heater	Dan Wood Co	05/17/2024	\$105.00
PP24-07-186	10320 CRAVEN WAY	Sewer connection	Allen Edwin Homes	05/28/2024	\$105.00
PP24-07-187	6065 GULL RD	Walmart remodel: fixture replacements, resetting restroom	Klasko Plumbing LLC	05/17/2024	\$286.00
PP24-07-197	5031 GULL RD	Repairing drain, water, & sewer lines. Installing water	Dave's Plumbing Service LLC	05/23/2024	\$384.00
PP24-07-198	1770 ORISTA DR	New home	Superior Plumbing Services	05/29/2024	\$310.00
PP24-07-199	1835 PRESCOTT TRL	New home	Superior Plumbing Services	05/29/2024	\$279.00
PP24-07-200	1855 PRESCOTT TRL	New home	Superior Plumbing Services	05/29/2024	\$279.00
PP24-07-201	10320 CRAVEN WAY	New home	Superior Plumbing Services	05/29/2024	\$295.00
PP24-18-163	118 HAYMAC	Water heater replacement	Bergsma Plumbing	05/06/2024	\$105.00
PP24-19-159	8200 PATTIWOOD LN	Replace shower with acrylic base & wall surround, replace	Ohio Bath Solutions	05/13/2024	\$105.00
PPP24-18-162	118 HAYMAC	Water heater replacement	Bergsma Plumbing	05/06/2024	\$0.00

Number of Permits: 52

Total Billed: \$9,144.00

Number of Permits: 233

Total Billed: \$46,499.00

Population: All Records

Permit.PermitType = Electrical OR

Permit.PermitType = Mechanical OR

Permit.PermitType = Plumbing

AND

Permit.DateIssued in <Previous month> [05/01/24 - 05/31/24]

Monthly Property Maintenance Requests

06/04/2024

Special Permit

Permit #	Job Address	Parcel Number	Owner	Date Entered	Fee Total
PS22-07-041	5354 RIPLEY ST	07-19-190-020	BARTON RANDI K	07/25/2022	\$200.00
Work Description:	Property Maintenance request from Comstock				
Inspections:	05/16/2024	Court Appearance	Disapproved		
Inspections:	07/25/2022	Property Maintenance Inspectio	Disapproved		
PS24-03-044	5818 E DE AVE	03-19-426-036	SNOW, GARY & CHELES	05/30/2024	\$100.00
Work Description:	Property Maintenance request from Richland Township				
Inspections:	05/30/2024	Property Maintenance Inspectio	Disapproved		
PS24-06-022	1008 COOPER AVE	06-14-431-650	MUNCY, DUANE J.	04/02/2024	\$200.00
Work Description:	Property Maintenance request from Kalamazoo				
Inspections:	05/13/2024	Court Appearance	Disapproved		
Inspections:	04/05/2024	Property Maintenance Inspectio	Disapproved		
PS24-06-029	1601 NICHOLS RD	06-07-435-170	MICHIGAN CONFERENC	05/03/2024	\$100.00
Work Description:	Property Maintenance request from Kalamazoo				
Inspections:	05/03/2024	Property Maintenance Inspectio	Partially Approved		
PS24-06-030	410 WALLACE AVE	06-14-434-200	HOLDERMAN, ALBERT	05/06/2024	\$100.00
Work Description:	Property Maintenance request from Kalamazoo				
Inspections:	05/09/2024	Property Maintenance Inspectio	Disapproved		
PS24-07-041	241 PARCOM ST	07-20-105-270	BLAISDELL DONALD K	05/15/2024	\$0.00
Work Description:	Property Maintenance request from Comstock 265 Parcom St. Apt 1				
Inspections:	05/15/2024	Property Maintenance Inspectio			

Total Permits For Type:

6

Total Fees For Type: \$700.00

Report Summary

Population: All Records
Permit.PermitType = Special
Permit AND
Permit.Category = Jurisdiction
Request AND
Inspection.DateTimeScheduled
Between 05/01/2024 AND
05/31/2024

Grand Total Fees: \$700.00

Grand Total Permits: 6

Monthly Special Permit - Owner Request

06/04/2024

Special Permit

Permit #	Job Address	Parcel Number	Owner	Date Entered	Fee Total
PS24-06-031	1013 Gina Ln/Lot 10	06-04-215-011	MI 4004 DOUGLAS AVE.	05/14/2024	\$55.00
Work Description:	Pedestal inspection				
Inspections:					
PS24-06-032	1016 Milla Ln/Lot 16	06-04-215-011	MI 4004 DOUGLAS AVE.	05/14/2024	\$55.00
Work Description:	Pedestal inspection				
Inspections:					
PS24-06-033	1021 Milla Ln/Lot 19	06-04-215-011	MI 4004 DOUGLAS AVE.	05/14/2024	\$55.00
Work Description:	Pedestal inspection				
Inspections:					
PS24-06-034	1021 Milla Ln/Lot 19	06-04-215-011	MI 4004 DOUGLAS AVE.	05/14/2024	\$55.00
Work Description:	Gas meter inspection				
Inspections:					
PS24-06-035	3904 Hilt Ln/Lot 27	06-04-215-011	MI 4004 DOUGLAS AVE.	05/14/2024	\$55.00
Work Description:	Pedestal inspection				
Inspections:					
PS24-06-036	3904 Hilt Ln/Lot 27	06-04-215-011	MI 4004 DOUGLAS AVE.	05/14/2024	\$55.00
Work Description:	Gas meter inspection				
Inspections:					
PS24-06-037	3908 Hilt Ln/Lot 28	06-04-215-011	MI 4004 DOUGLAS AVE.	05/14/2024	\$55.00
Work Description:	Pedestal inspection				
Inspections:					
PS24-06-038	3908 Hilt Ln/Lot 28	06-04-215-011	MI 4004 DOUGLAS AVE.	05/14/2024	\$55.00

Work Description:	Gas meter inspection				
Inspections:					
PS24-06-039	1010 Gina Ln/Lot 47	06-04-215-011	MI 4004 DOUGLAS AVE.	05/14/2024	\$55.00
Work Description:	Pedestal inspection				
Inspections:					
PS24-06-040	1010 Gina Ln/Lot 47	06-04-215-011	MI 4004 DOUGLAS AVE.	05/14/2024	\$55.00
Work Description:	Gas meter inspection				
Inspections:					
PS24-06-042	1311 OLMSTEAD RD	06-24-405-230	TURNER, ARCHIE L. JR.	05/21/2024	\$55.00
Work Description:	Meter socket inspection				
Inspections:	NEW OWNERS: Joseph & Rebecca Carlin (See property attachments) 05/22/2024 Meter Socket Inspection Disapproved				
PS24-07-045	5585 GULL RD 114-117	07-06-255-035	GULL POINT LLC	05/31/2024	\$55.00
Work Description:	Hood inspection Barry's Pancake House (formerly North Eleven)				
Inspections:	06/04/2024 Hood Inspection				
PS24-07-046	5764 HIGGINS AVE	07-19-278-140	KPM PROPERTY HOLDI	05/31/2024	\$55.00
Work Description:	Meter socket inspection on church				
Inspections:	New Owners: Elizabeth Knebel & Ibrahim Abdel 06/05/2024 Meter Socket Inspection				
PS24-20-043	13293 31ST ST	80-15-020-006-01	CARRINGTON MORTGA	05/24/2024	\$55.00
Work Description:	Meter socket inspection				
Inspections:	05/29/2024 Meter Socket Inspection Approved				

Total Permits For Type: 14

Total Fees For Type: \$770.00

Report Summary

Grand Total Fees: \$770.00

Grand Total Permits: 14

Population: All Records

Permit.DateIssued Between
5/1/2024 12:00:00 AM AND
5/31/2024 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

Financial Control Policy



Financial Control Policy

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 account(s) for the purposes of supporting its ongoing financial operations. The account(s) 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 account(s):

- 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(s).
- 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(s).
- 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 \$1,500.00.** 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 account(s) shall have access to the account(s) and use an EFT method which transfers or utilizes funds from the account(s). 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.

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.

Approved by the Kalamazoo Area Building Authority Board of Directors at the regular meeting on June 18, 2024. Chairperson: _____