



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

October 3, 2022

7 P.M.

Parchment City Commission

Mayor Robert D. Britigan III

Vice Mayor Thomas Jordan

Commissioner Holly Evans

Commissioner Tammy Cooper

Commissioner Robin Madaras

Commissioner Doug Fooy

Commissioner Michael Conner

Officers

City Manager Nancy R. Stoddard

City Attorney Robert Soltis

City Treasurer/Clerk Shannon Stutz

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Approval of Minutes

From the City Commission Meeting of September 19, 2022

5. Additions/Changes to the Agenda - Approval

6. Citizen Comments – Items ON the Agenda

If you wish to comment regarding items ON the agenda, please follow the format below:

- *State your name and address for the records*
- *You are allowed up to 5 minutes for your comments*
- *Please let us know if you require special accommodations by notifying the Clerk*

- *Reminder: You will be making a statement, without discussion from the Commission. You are always welcome to make an appointment with the City Manager to further discuss your comments.*

7. Consent Agenda

Items on the consent agenda will be dealt with one vote by the City Commission unless a Commissioner requests an item be dealt with individually.

Motion to RECEIVE OR APPROVE as indicated:

- Warrant No. 1473 – action
- Planning Commission Meeting Minutes 8-24-2022 – receive
- KATS Policy Committee Meeting Minutes 6-29-2022 - receive

8. Unfinished Business

9. New Business

- Kalamazoo Area Building Authority 2023 Budget Approval – action

10. Citizen Comments – Items ON or OFF the Agenda

Persons wishing to comment on items that are on/off the agenda are instructed to please follow the same format as Citizen Comments for items on the agenda.

11. Mayor and Commissioner Comments

12. City Manager Comments

13. Adjournment

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY SEPTEMBER 19, 2022.

1. Call to order

Mayor Britigan called the meeting to order at 7:00 p.m. The Mayor led everyone in the Pledge of Allegiance.

2. Roll Call.

Present: Mayor Britigan, Vice Mayor Jordan, Commissioners Cooper, Evans, Fooy, and Madaras. City Manager Stoddard, Attorney Soltis, Treasurer/Clerk Stutz.

Absent: None.

3. Minutes

Moved by Commissioner Vice Mayor Jordan, supported by Commissioner Cooper to approve the minutes of the September 6, 2022 Regular meeting. **Motion Carried.**

4. Additions or changes to the agenda.

Add item 9 D. ZBA Appointment. Moved by Commissioner Cooper supported by Commissioner Conner to approve the agenda as amended. **Motion Carried.**

5. Citizen Comments – Items ON the Agenda

None.

6. Consent Agenda

A. Questions by Commissioners were answered regarding specific items. Moved by Commissioner Madaras, supported by Vice Mayor Jordan to receive the consent agenda items. **Motion Carried.**

7. Unfinished Business

None.

8. New Business

A. PHS Student Council Request for Fireworks at Homecoming - action. Jodi McManus, PHS Student Council Advisor, requested permission for a 3-5 minute firework show at halftime of homecoming on Friday, September 30. She noted the company is approved by the State of Michigan and have done this show many times over the last 15 years. She reported that KTwp Police and Fire have both been notified and are “on board”. Moved by Commissioner Madaras, supported by Commissioner Fooy to approve the fireworks show as presented. Roll call vote was as follows:

Ayes: Britigan, Conner, Cooper, Evans, Fooy, Jordan, and Madaras.

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0.

B. Public Safety Services Site Plan (fire) Agreement – action. City Manager Stoddard explained that she had checked with various area municipalities to see who they use as “certified inspector”, and the City of Kalamazoo fit the bill. Any charges incurred is a pass-through to the developer, and she noted that the costs reported are not unusual. The contract is for three years after the effective date. Commissioner Conner expressed that he felt getting charged for overhead was a money grab; City Treasurer Stutz explained that basic accounting requires that shared costs be split to different departments. Moved by Commissioner Cooper, supported by Commissioner Evans to approve the Public Safety Services Site Plan as presented effective immediately, authorizing the City Manager to execute all documents related to this action. Roll call vote was as follows:

Ayes: Britigan, Conner, Cooper, Evans, Fooy, Jordan, and Madaras.

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0.

C. ReLeaf Michigan Contract - action. Mayor Britigan explained the opportunity to consider, saying it’s a shared cost arrangement to bring 20 trees to the city. City Manager Stoddard added more details about the tree planting, including a 3 year commitment on our part to care for the trees. She noted it will cost the city upward of \$4000, that hasn’t been budgeted for at this point. MaryAnn Renz, Citizens Climate Lobby, said she thinks it’s an economical investment. Moved by Commissioner Cooper to approve the expenditure. Motion died for lack of support. Moved by Commissioner Fooy moved to

table the action until October 17, when more information could be obtained; supported by Commissioner Cooper. Roll call vote was as follows:

Ayes: Cooper, Evans, Fooy, and Madaras.
Nays: Britigan, Conner, Jordan.
Absent: None.
Abstain: None.

Motion Carried 4-3.

D. ZBA Appointment – action. Mayor Britigan reported that ZBA member Kirk Strehlow submitted his resignation (due to moving out of the city) and recommended John Madaras be appointed in his stead. Moved by Commissioner Fooy, supported by Commissioner Cooper to accept Mr. Strehlow’s resignation and appoint John Madaras to the ZBA. Commissioner Madaras abstained. **Motion Carried.**

9. Citizen Comments

Samuel Hunter, 415 N Riverview, noted that he and others were volunteering their time after school to ensure children’s safety. He asked the commission’s support since they’re “part of the community”.

10. Mayor and Commissioner Comments

Commissioner Cooper said she was glad the commission decided to table the ReLeaf program, but noted this body needs to have a long term plan for the park. She added that they need to take action for the future.

Commissioner Conner talked about issues from Facebook posts regarding homeless people.

Commissioner Madaras hopes to be able to access ReLeaf Michigan funds next year when we could budget for it, adding she would support it then.

At City Manager Stoddard’s request, Officer Darrien Smith addressed the Commission. He started by saying there is a group of unhoused people all over the county, many of whom don’t want the resources offered to them. He said KTPD is taking a humane approach to the issue by keeping tabs on where they are camping, offering resources, and asking them to move along. He emphasized that being unhoused is not a crime, but if someone is on your property without your consent to call dispatch.

11. City Manager Comments/Reports

City Manager Stoddard invited anyone who has questions or concerns to call and discuss them with her.

12. Adjournment

There being no further business to come before the Commission, it was moved by Commissioner Cooper and supported by all to adjourn the meeting at 8:08 p.m.

Shannon Stutz, City Clerk



City of Parchment
 Check Register Report
 Warrant 1473

Check	Check Date	Vendor Name	Description	Amount
37232	09/19/2022	CONSUMERS ENERGY	STREET LIGHTS - 2 MONTHS ACCT #0018 5080	4,839.75
37233	09/19/2022	CONSUMERS ENERGY	ANNUAL LEASE - LEAF PILE PAD - ACCT # 30	50.00
37234	09/19/2022	DEYOUNG LANDSCAPE SERVICE	TURF TREATMENT #4 - STAGE - ACCT # 3084	191.00
37235	09/19/2022	FORD, KRIEKARD, SOLTIS & WISE	GENERAL/POLICE MATTERS - AUGUST Genl \$306.25, Police \$87.50	393.75
37236	09/19/2022	J & J GLASS	WINDOWS and DOORS - WATER PLANT	13,095.00
37237	09/19/2022	KALAMAZOO AREA BUILDING AUTHOR	PROP MAINT - 104 ESPANOLA AVE - REPEAT I	100.00
37238	09/19/2022	KALAMAZOO OIL CO.	FUEL CHARGES - 8/16 TO 8/31/2022	460.78
37239	09/19/2022	MICHIGAN MUNICIPAL RISK	LIABILITY INSURANCE - RETENTION FUND	11,404.00
37240	09/19/2022	PIXELVINE LLC	ANNUAL WEBSITE SSL RENEWAL	95.00
37241	09/19/2022	PREIN & NEWHOF	ENGINEERING SERVICES TO 8/27/22 Trestle \$6297.00, Sanitary \$17,922.40	24,219.40
37242	09/19/2022	SBAM PLAN	EMPLOYEE INSURANCE - OCTOBER 2022	11,817.07
37243	09/19/2022	STEPHANIE FALCON	REFUNDING \$100 DEPOSIT & OVERPAYMENT OF	150.00
37244	09/19/2022	T & L RENTAL AND INFLATABLES	TABLES TENTS ETC FOR FESTIVAL DAY	4,386.75

Planning Commission Meeting Minutes
August 24, 2022

1. **Call to Order at 6:02pm**
2. **Roll Call** – Chairperson DeBoer, Commissioners Lyon-Jenness, Dean, Tecca, Deputy Clerk Smith, and ZA Harvey - All present
 - Motion to excuse Bliesener by Lyon-Jenness, support by Dean – All ayes, motion carried
3. **Approval of Minutes – July 27, 2022**
 - Motion by Lyon-Jenness to accept the minutes as written, support by Tecca - All ayes
4. **Citizen Comments**
 - No comments
5. **Envirologic Presentation on Mill Site EPA Grant Application – David Stegink and Hailey Cantrell**
 - David Stegink noted Envirologic is doing preplanning work funded by the County Brownfield for an EPA assessment grant by holding community engagement meetings. There is more Brownfield money available now than ever before: up to \$800,000 for a multipurpose grant and later up to \$2 million for a clean up portion. A large portion of the grant application is to tell the community's story through public comment. A second event will be held at the library on September 20. The grant process will take at least 2-3 years before any work will begin.
 - DeBoer asked how the master plan would impact Envirologic's work.
 - Stegink stated they have taken cues from the master plan for the planning of potential development so they can determine the level of clean up that should take place in each area.
 - Lyon-Jenness asked if the tentative goal was complete demolition or restoring some buildings.
 - Stegink replied the buildings would be evaluated on a case by case basis and that it is always better to reuse than tear down when appropriate depending on the toxicity of the site.
 - Dean noted the importance of involving young families in the discussion of the future of the mill site and suggested Envirologic reach out to schools to engage families.
 - DeBoer asked how Envirologic plans to communicate with the PC in the future. Stegink said they can come to PC meetings a few times a year for updates and are always available for questions or concerns.

6. Old Business

- A. Priority #1 – WP Item #3: Zoning Ordinance Amendments – Riverfront
- Review Revised Riverfront Property map (parcel layout/land use/zoning)
 - ZA Harvey has been in contact with county GIS and noted the map should be updated within the next 1-2 weeks.
- B. Priority #3 – WP Item #4: Zoning Ordinance Amendments – Supplemental Standards
- Review Section 12.7 (12) – Off Street Parking Space Standards
 - ZA Harvey noted the master plan suggested reviewing parking space standards to see if reductions can be made to reduce excess paving. Historically, municipalities selected parking standards based on peak needs and a desire to have an overabundance of parking available. ZA Harvey reviewed standards set by the American Planning Association and surveyed similar local municipalities to suggest new standards listed in red on the chart.
 - Tecca questioned the need to have parking standards at all noting that if a business doesn't have adequate parking, patrons will simply not visit.
 - ZA Harvey noted if a business doesn't have enough parking, patrons will park on the street, on grass, or in driveways which could create a negative impact on neighbors and potential environmental problems. She did advise that a maximum number of parking spots could be listed in the ordinance.
 - ZA Harvey suggested the PC could add a clause that a business could offer less than the minimum standard of parking by showing demonstrable need for less, possibly by indicating a location for parking to be added later if needed. This would eliminate the need for a business to approach the ZBA for variance. Parking standards are more nuanced than other standards, and it is for community and environmental good that a business have less.
 - Tecca noted in city downtown areas, there is typically not a parking lot for every business. What is the standard in that situation?
 - ZA Harvey stated where there is on street parking or large public parking lots, municipalities often waive traditional parking standards. This is done in walkable, close together areas where it's probable that people will walk. City downtown area, zoned C-1, could have this standard if it doesn't already. She will check.
 - Dean is concerned about typical lack of parking spots in natural areas such as trailheads where patrons tend to randomly on grass or streets. There is no natural area parking designation on the chart.
 - ZA Harvey stated that would be unusual in an ordinance because municipalities tend to be the ones to establish natural areas and choose parking as they see fit.
 - Dean believes the PC should review standards in natural areas including the park because it could be an issue as these items are developed per the parks and rec plan.

- ZA Harvey noted the city could provide public lots which would help with this issue as well as reducing number of spots needed by other businesses.
- Tecca asked about overnight street parking and allowing parking on both sides of the street as a way to reduce amount of parking required by businesses.
- Lyon-Jenness wanted the PC to think about the environmental impact of reducing paved parking places on a site.
- Deputy Clerk Smith read a message sent from Bliesener in her absence:
 - “I think all of the parking reductions look good with the exception of cutting back to 1.5/unit in the multi-family dwelling. Unless Becky knows this is working in other communities and is the current standard, I worry about the fact that we don’t allow on-street parking in the city and if three or four adults live in a unit (often the case with today’s high cost of rent/mortgages) we’ll have a lot of excess vehicles.”
 - DeBoer noted the PC will discuss Bliesener’s comments at the next meeting.
- PC will review the chart of specific parking recommendations and review whether to give businesses some leeway in number of spots required. ZA Harvey will determine if C-1 already has a different parking designation.

7. New Business

- None

8. Next Meeting – The next meeting will be on Wednesday, September 28, 2022 at 6pm.

9. Adjournment – Motion by Tecca, supported by Dean. All ayes. Meeting ended at 7:30pm.

KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE

Minutes of the June 29, 2022 Meeting

CALL TO ORDER

The June 29, 2022 Policy Committee Meeting was called to order at 9:04 a.m. at Robert Morris Park, Kalamazoo, by Chairperson Randy Thompson.

INTRODUCTIONS

Introductions were made by all present.

ROLL CALL

Meeting attendance was recorded on the sign-in sheet.

MEMBERS PARTICIPATING

Curtis Aardema	Central County Transportation Authority
Rob Britigan, Treasurer	City of Parchment
Marsha Drouin	Richland Township
John Gisler	Kalamazoo County
Todd Hackenberg	Village of Lawton
Jeff Heppler	Village of Augusta
Martin Janssen	Kalamazoo County Transportation Authority
Sarah Joshi	City of Galesburg
Greg Kinney	Van Buren County Road Commission
Judy Lemon	City of Galesburg
Sherine Miller	Kalamazoo Township
Chris Praedel	City of Kalamazoo
Brian Sanada	Michigan Department of Transportation, TSC
Jeff Sorensen	Cooper Township
Paul Sotherland	KATS Citizens Advisory Committee
Randy Thompson, Chair	Comstock Township
Don Ulsh	Schoolcraft Township
Terry Urban	City of Portage
Jerry VanderRoest	Charleston Township
Mark Worden	Road Commission of Kalamazoo County

MEMBERS ABSENT

Jeff Franklin	Michigan Department of Transportation, Planning
Tim Frisbie	Village of Vicksburg
Libby Heiny-Cogswell	Oshtemo Township
Robert Henderson	Van Buren Public Transit
Tracy Locey	Brady Township
Nick Loeks	Texas Township

OTHERS PARTICIPATING

Sean McBride	Metro Central/Kalamazoo County Transportation Authority
Megan Mickelson	Kalamazoo Area Transportation Study
Fred Nagler	Kalamazoo Area Transportation Study
Elizabeth Rumick	Kalamazoo Area Transportation Study
Steve Stepek	Kalamazoo Area Transportation Study
Thom Brennan	Road Commission of Kalamazoo County
Ali Townsend	Kalamazoo Area Transportation Study

CHANGES OR ADDITIONS TO THE AGENDA

There were no changes or additions to the agenda.

APPROVAL OF THE AGENDA

Heppler moved, and it was duly seconded by Drouin, **“to approve the agenda of the June 29, 2022 Policy Committee Meeting.”** MOTION CARRIED.

PUBLIC COMMENTS

Gisler representing Kalamazoo County, remarked the State Supreme Court Administrative Office may be adding an additional circuit court judge to Kalamazoo. However, the 90-percent-complete, new Kalamazoo Justice Center only has space to accommodate the current number of justices. This year’s Kalamazoo fair has been reimagined. It will be called The Kalamazoo County Youth Fair and Family Festival. The fair will highlight 4-H programs and youth and agricultural education. Carnival Midway rides will not be offered. It will be open to the public August 10 – 13, 2022.

CONSENT AGENDA

- ACCEPTANCE OF THE TREASURER’S REPORT
- ACCEPTANCE OF THE SOUTHCENTRAL MICHIGAN PLANNING COUNCIL REPORT
- APPROVAL OF THE MINUTES FROM THE MAY 25, 2022 MEETING

Sorensen moved, and it was duly seconded by Heppler, **“to accept and approve the items on the Consent Agenda.”** MOTION CARRIED.

EXECUTIVE DIRECTOR ANNUAL REVIEW DISCUSSION

As a member of the Financial and Personnel Subcommittee, Sorensen reported positive feedback was received on Stepek’s performance from KATS Staff and others. The Subcommittee recommends approval of a 5.8% pay increase broken down as a 3.3% cost of living adjustment and a 2.5% merit increase.

Sorensen moved, and it was duly seconded by Heppler, **“to approve the Finance and Personnel Subcommittee recommendation of the Executive Director’s Rate Increase of 5.8% effective October 1, 2022 .”** MOTION CARRIED.

DRAFT FINANCIAL MANAGEMENT POLICIES

Included in the meeting materials is a draft of updated Financial Management Policies with proposed changes highlighted. Stepek explained proposed revisions include:

- Updates for Purchasing Policies

- Addition of Lease Policy
- Addition of Subscription Based Information Technology Arrangement Policy

The Policies are out for comment and will be presented at the next meeting for adoption.

PROPOSED MEMBER DUES INCREASE

Steppek provided information that due to an increase in the Kalamazoo Area Transportation Study (KATS) approved audit contract fees, a dues increase is needed. Audit fees in the approved 3-year contract are increasing 6.93 percent through Fiscal Year 2025. Since the audit is fully funded through member dues, KATS Staff and the Finance and Personnel Committee propose increasing member dues for the first time since the adoption of the fee structure in 2014. The proposal outlining the 6.93 percent increase is attached. The proposed increase will be presented at the next meeting for adoption.

CONTRIBUTED SERVICES FISCAL YEAR-TO-DATE THROUGH MAY 2022

Steppek explained a summary of the fiscal year to date contributed services is included in the packet for your review. We have met the minimum requirement for the fiscal year, but please continue to turn in timesheets.

PUBLIC TRANSPORTATION UPDATES

Janssen reported the Central County Transportation Authority (CCTA)/Kalamazoo County Transportation Authority (KCTA) board approved an extension of the contract for \$1.2 million dollars to provide Western Michigan University bus service. CCTA/KCTA has experienced significant increases in costs of its janitorial contract. Metro's Comprehensive Operational Analysis (COA) public survey is still available online. The idea of Micro transit is gaining more attention. This would allow riders to use Uber or Lyft to hail a vehicle to transport them to a connection point of the fixed route bus system or their destination. Metro's job fair was well attended. Metro continues to face the challenge of skyrocketing fuel costs. Bus shelters will be rebranded over the summer to match the current red and grey branding on the buses. Aardema added Metro is reviewing and modeling successful Micro transit programs currently being used in Grand Rapids and Muskegon. The service would be concentrated in specific sections of a community that cannot have a fixed route while not competing with private sector transportation offerings. Aardema encouraged attendees to express any thoughts or ideas for Metro now during the COA which is expected to wrap up in August. Detailed discussion ensued on Micro transit. McBride mentioned Metro attempts to continue to meet the public's evolving transportation needs. Any proposed changes resulting from the COA will take two years to fully implement. McBride reiterated the significant impact inflation has had on Metro, not only for fuel cost, but for new vehicles. Some vans have been on order for two years and still have not been received. The final vehicle cost is expected to be 75 percent higher than the contract amount.

EXECUTIVE DIRECTOR'S REPORT

In addition to what is included in the Executive Director's Informational Memo in the meeting materials, Stepek elaborated the Infrastructure Investment and Jobs Act bill creates opportunities for different grants. One is the Safe Streets and Roads for All program for safety projects. Kalamazoo Area Transportation Study met with the region group Southcentral Michigan Planning Council yesterday to discuss interest in this grant opportunity. The City of Kalamazoo and the City of Portage have expressed interest. A Comprehensive Safety Action Plan must be in place for the MPO area

before local agencies can apply for funding. Since the minimum anticipated amount is \$5 million dollars, larger safety projects will be considered. Discussion will continue on funding sources for the required 20 percent match of the federal grant. KATS Staff has started work on gathering data elements and will provide an update of the application process at the next meeting. Grant applications are due by September.

NEW BUSINESS

VanderRoest asked for an update on the high speed rail crossing project in Galesburg. Stepek responded the Michigan Department of Transportation Office of Rail, and the Road Commission of Kalamazoo County (RCKC) consultant are meeting soon with Amtrak. RCKC is proposing a design to eliminate the need or requirement to partner with Amtrak since Amtrak is causing the delay.

PUBLIC COMMENTS

No public comments were made.

MEMBER COMMENTS

Sanada announced the Michigan Department of Transportation Region Planner Amy Lipset's last day is July 6, 2022 as she has accepted a position in the private sector.

Urban reported Pat McGinnis from Grand Haven will start July 12, 2022 as the City Manager of the City of Portage.

As an airport board member, Aardema provided an update on the Kalamazoo/Battle Creek International Airport. Demand for air travel is strong and planes are full. Since airlines are facing pilot shortages, they are unable to add capacity. The 2025 runway extension project, primarily on the south end and a small area of the north end, is in the planning stages.

Britigan reported the City of Parchment is a recipient of a U.S. Department of Agriculture Water and Waste Disposal loan and grant to improve the city's wastewater collection system. The annual Kindleberger Festival will be held July 6, 2022 through July 11, 2022.

Heppler reported the Village of Augusta Washington Street project will begin soon. The Village of Augusta continues work on its 5-year road plan. The Village is partnering with the Road Commission of Kalamazoo County to perform local chip seal projects. Sewer mapping started this week to assist in potential maintenance requirements since some lines are approaching 40 years old. The Village applied for over \$1 million dollar grant for a water project targeting the south-side. Traffic delays are anticipated during the Field of Flight air show and hot-air balloon festival beginning Thursday July 2, 2022.

Drouin announced Richland Township is pleased to have a meeting scheduled with the Michigan Department of Transportation regarding the Gull Road Pathway project.

Praedel reported the City of Kalamazoo City Commissioners passed a 10-year Sustainability Plan. Chip seal is planned on South Burdick this week. Praedel gave a shout-out to Metro for visiting the Oakwood and Parkview Hills neighborhoods in person to listen to their concerns and gather input.

Ulsh from Schoolcraft Township complimented Metro's organized and orderly running of the Transportation Center.

Worden echoed the Road Commission of Kalamazoo County (RCKC) continues to face long delays for vehicle orders, and material cost increases. Annual fuel cost is anticipated to be double or triple over budget.

VanderRoest is pleased with the Charleston Township \$1.2 million dollar upgrade to the secondary road off I-94 at Exit 92. An addition to the Charleston Township Hall was approved. In response to VanderRoest's request for an update on the I-94 widening project, Sanada stated the beams for the Portage Road Bridge are in place. Westbound beam installation is underway. The project should be wrapped up by the end of the year.

Kalamazoo Area Transportation Study staff Mickelson provided an update that she and Townsend are in the process of riding bicycles about 15 miles a day to collect non-motorized facility data using the GIS app.

Thompson reported Comstock Township continues work on plans for the new township office.

In response to Kinney's inquiry, Stepek announced the July Policy Committee meeting is cancelled.

ADJOURNMENT

There being no further business, Chairperson Thompson adjourned the meeting at 10:10 a.m.

*The next meeting of the Kalamazoo Area Transportation Study Policy Committee will be held on
Wednesday, August 31, 2022 at 9:00 a.m.*

Approved 09/28/22 (er)

**KALAMAZOO AREA BUILDING AUTHORITY
2023 BUDGET**

INCOME

4010	BUILDING PERMITS	330,489.00
4015	SPECIAL PERMITS	8,121.00
2020	ELECTRICAL PERMITS	115,882.00
4030	MECHANICAL PERMITS	130,578.00
4040	PLUMBING PERMITS	61,051.00
4600	INVESTMENT INCOME	120.00
Subtotal Income		<u>646,241.00</u>
	RETAINED EARNINGS (Proposed at 12/31/2022)	354,353.58
TOTAL INCOME		<u>1,000,594.58</u>

EXPENSE

6010	ADVERTISING & MARKETING	2,000.00
6200	BANK FEES	890.00
6450	DUES & SUBSCRIPTIONS	720.00
6501, 03, 05	PAYROLL - WAGES	295,194.88
6510	PAYROLL TAXES	23,052.42
6511	LIFE/AD&D/STD/LTD	4,454.04
6512	401(a)	16,281.77
6513	HEALTH INSURANCE	56,354.11
6700	GENERAL INSURANCE	13,254.25
6800	LEGAL FEES	12,000.00
6810	COMPUTER SUPPORT (EXTERNAL)	12,550.00
6820	ACCOUNTING SERVICES	14,984.50
7100	OFFICE EQUIPMENT	5,867.00
7110	OFFICE SUPPLIES	3,000.00
7115	POSTAGE	1,950.00
7120	WATER COOLER	80.00
7125	COMPUTER (HARDWARE/SOFTWARE)	6,806.00
7130	RESOURCE MATERIALS	1,000.00
	MORTGAGE	19,200.00
7420	LAWN CARE/SNOW REMOVAL	3,945.00
7450	MAINTENANCE & REPAIRS - OFFICE	13,120.00
7500	UTILITIES	4,300.00
7550	TRASH REMOVAL	780.00
7600	SECURITY (OFFICE)	540.00
7610	TELEPHONE - OFFICE	3,600.00
7611	TELEPHONE - CELLULAR	2,400.00
7700	BUILDING BOARD OF APPEALS	375.00
7701	AT-LARGE/ALTERNATE BOARD MEMBER	900.00
7710	CONTRACTED BUILDING INSPECTOR	5,000.00
7711	CONTRACTED ELECTRICAL INSPECTOR	53,400.00
7712	CONTRACTED MECHANICAL INSPECTOR	45,600.00
7713	CONTRACTED PLUMBING INSPECTOR	31,200.00
7800	MILEAGE REIMBURSEMENT	13,664.00
7810	TRAINING EXPENSE	1,600.00
7920	CAPITAL OUTLAY	7,000.00
7999	MISC	2,000.00
TOTAL EXPENSE		<u>679,062.97</u>

NET POSITION

321,531.60

**KALAMAZOO AREA BUILDING AUTHORITY
BUDGET COMPARISON**

2023 to 2022

INCOME		2023	2022	Diff
4010	BUILDING PERMITS	330,489.00	319,312.00	11,177.00
4015	SPECIAL PERMITS	8,121.00	8,121.00	-
4020	ELECTRICAL PERMITS	115,882.00	110,867.00	5,015.00
4030	MECHANICAL PERMITS	130,578.00	124,925.00	5,653.00
4040	PLUMBING PERMITS	61,051.00	58,409.00	2,642.00
4600	INVESTMENT INCOME	120.00	120.00	-
Subtotal Income		646,241.00	621,754.00	24,487.00
	NET RETAINED EARNINGS (Proposed at 12/31 of previous year)	354,353.58	198,684.70	155,668.88
TOTAL INCOME		1,000,594.58	820,438.70	180,155.88
EXPENSE				
6010	ADVERTISING & MARKETING	2,000.00	2,000.00	-
6200	BANK FEES	890.00	890.00	-
6450	DUES & SUBSCRIPTIONS	720.00	575.00	145.00
6501, 03, 05	PAYROLL - WAGES	295,194.88	251,292.60	43,902.28
6510	PAYROLL TAXES	23,052.42	19,693.90	3,358.52
6511	LIFE/AD&D/STD/LTD	4,454.04	4,457.52	(3.48)
6512	401(a)	16,281.77	15,392.19	889.58
6513	HEALTH INSURANCE	56,354.11	55,799.34	554.77
6700	GENERAL INSURANCE	13,254.25	13,069.03	185.22
6800	LEGAL FEES	12,000.00	12,000.00	-
6810	COMPUTER SUPPORT (EXTERNAL)	12,550.00	10,659.64	1,890.36
6820	ACCOUNTING SERVICES	14,984.50	13,839.00	1,145.50
7100	OFFICE EQUIPMENT	5,867.00	5,116.76	750.24
7110	OFFICE SUPPLIES	3,000.00	3,800.00	(800.00)
7115	POSTAGE	1,950.00	1,200.00	750.00
7120	WATER COOLER	80.00	0.00	80.00
7125	COMPUTER (HARDWARE/SOFTWARE)	6,806.00	5,987.00	819.00
7130	RESOURCE MATERIALS	1,000.00	1,000.00	-
7400	RENT EXPENSE / MORTGAGE	19,200.00	19,200.00	-
7420	LAWN CARE/SNOW REMOVAL	3,945.00	2,484.00	1,461.00
7450	MAINTENANCE & REPAIRS - OFFICE	13,120.00	10,000.00	3,120.00
7500	UTILITIES	4,300.00	3,580.00	720.00
7550	TRASH REMOVAL	780.00	660.00	120.00
7600	SECURITY (OFFICE)	540.00	479.40	60.60
7610	TELEPHONE - OFFICE	3,600.00	7,320.00	(3,720.00)
7611	TELEPHONE - CELLULAR	2,400.00	1,800.00	600.00
7700	BUILDING BOARD OF APPEALS	375.00	375.00	-
7701	AT-LARGE/ALTERNATE BOARD MEMBER	900.00	1,200.00	(300.00)
7710	CONTRACTED BUILDING INSPECTOR	5,000.00	2,000.00	3,000.00
7711	CONTRACTED ELECTRICAL INSPECTOR	53,400.00	53,400.00	-
7712	CONTRACTED MECHANICAL INSPECTOR	45,600.00	45,600.00	-
7713	CONTRACTED PLUMBING INSPECTOR	31,200.00	31,200.00	-
7800	MILEAGE REIMBURSEMENT	13,664.00	12,740.00	924.00
7810	TRAINING EXPENSE	1,600.00	1,600.00	-
7920	CAPITAL OUTLAY	7,000.00	7,000.00	-
7999	MISC	2,000.00	2,000.00	-
TOTAL EXPENSE		679,062.97	619,410.38	59,652.59
NET POSITION		321,531.60	201,028.32	120,503.28

**KALAMAZOO AREA BUILDING AUTHORITY
2022 BUDGET & YTD ACTUALS**

		Budget	Actuals As of 8/31/22
INCOME			
4010	BUILDING PERMITS	319,312.00	278,104.00
4015	SPECIAL PERMITS	8,121.00	5,860.00
2020	ELECTRICAL PERMITS	110,867.00	105,503.00
4030	MECHANICAL PERMITS	124,925.00	111,748.00
4040	PLUMBING PERMITS	58,409.00	40,388.00
4100	ZONING ADMINISTRATION	0.00	7,230.00
4600	INVESTMENT INCOME	120.00	96.96
4700	OTHER INCOME	0.00	11.55
Subtotal Income		621,754.00	548,941.51
	RETAINED EARNINGS	(As of 12/31/21) 198,684.70	(As of 08/31/22) 325,332.43
TOTAL INCOME		820,438.70	874,273.94
EXPENSE			
6010	ADVERTISING & MARKETING	2,000.00	966.45
6200	BANK FEES	890.00	494.16
6450	DUES & SUBSCRIPTIONS	575.00	636.00
6501, 03, 05	PAYROLL - WAGES	278,748.60	164,359.17
6510	PAYROLL TAXES	21,794.28	13,558.79
6511	LIFE/AD&D/STD/LTD	4,457.52	2,971.68
6512	401(a)	15,392.19	10,601.86
6513	HEALTH INSURANCE	55,799.34	40,114.32
6550	PREHIRING EXPENSE	-	10.00
6700	GENERAL INSURANCE	13,069.03	7,866.71
6800	LEGAL FEES	12,000.00	4,410.00
6810	COMPUTER SUPPORT (EXTERNAL)	10,659.64	9,024.21
6820	ACCOUNTING SERVICES	13,839.00	10,081.25
7100	OFFICE EQUIPMENT	5,116.76	3,782.02
7110	OFFICE SUPPLIES	3,800.00	2,219.00
7115	POSTAGE	1,200.00	944.17
7120	WATER COOLER	-	171.83
7125	COMPUTER (HARDWARE/SOFTWARE)	6,137.00	5,808.07
7130	RESOURCE MATERIALS	1,000.00	101.00
	MORTGAGE	19,200.00	
7420	LAWN CARE/SNOW REMOVAL	2,484.00	2,195.00
7450	MAINTENANCE & REPAIRS - OFFICE	10,000.00	489.93
7500	UTILITIES	3,580.00	2,908.43
7550	TRASH REMOVAL	660.00	435.21
7600	SECURITY (OFFICE)	479.40	319.60
7610	TELEPHONE - OFFICE	7,320.00	2,424.39
7611	TELEPHONE - CELLULAR	1,800.00	1,544.98
7700	BUILDING BOARD OF APPEALS	375.00	-
7701	AT-LARGE/ALTERNATE BOARD MEMBER	1,200.00	300.00
7710	CONTRACTED BUILDING INSPECTOR	2,000.00	-
7711	CONTRACTED ELECTRICAL INSPECTOR	53,400.00	43,950.00
7712	CONTRACTED MECHANICAL INSPECTOR	45,600.00	37,650.00
7713	CONTRACTED PLUMBING INSPECTOR	31,200.00	22,450.00
7715	CONTRACTED ZONING ADMINISTRATOR	-	5,760.00
7721	PLAN REVIEW - ELECTRICAL	-	2,200.00
7722	PLAN REVIEW - MECHANICAL	-	6,545.80
7723	PLAN REVIEW - PLUMBING	-	250.00
7800	MILEAGE REIMBURSEMENT	13,200.00	8,233.79
7830	INTEREST EXPENSE	-	4,766.72
7810	TRAINING EXPENSE	1,600.00	-
7920	CAPITAL OUTLAY	7,000.00	-
7999	MISC	2,000.00	-
TOTAL EXPENSE		649,576.76	420,544.54
NET POSITION		170,861.94	453,729.40