



Southwest Michigan Building Authority

April 23, 2020

8:30 a.m.

Conference Call

Call-In Number: 269-585-4158

Conference ID: 276328

Citizen Comments should be submitted in writing via email to info@swmiba.org by April 22nd, and will be read aloud during that portion of the meeting.

The public is welcome to join the conference call, but we ask you remain muted for the duration of the meeting. You will be muted automatically upon joining the call.

Agenda

1. Call to Order
2. Citizen Comments on Non-Agenda Items
 - a. Reading of Public Comments – Kyle Gibson
3. Consent Agenda
 - a. Meeting Minutes – February 27, 2020 Regular Meeting
 - b. FEB 2020 Receipts & Disbursements Report
 - c. FEB 2020 Permits / Inspections Report
 - d. MAR 2020 Receipts & Disbursements Report
 - e. MAR 2020 Permits / Inspections Report
4. Staff Reports
 - a. Office Operations Update – Kyle Gibson
 - b. Inspection Operations Update – Garrett Reitenour
5. Chair Report
6. Other Business
7. Adjournment

Southwest Michigan Building Authority

February 27, 2020

The SMBA regular meeting was held at the Oshtemo Township Hall, Chair Dusty Farmer called the meeting to order at 8:30 a.m.

Present:

Dusty Farmer, Board Chair, Oshtemo Representative

Carol DeHaan, Cooper Representative

Jeff Sorensen, Cooper Representative

Grant Taylor, Oshtemo Representative

Larry Stehouwer, Citizen at Large Representative

Also present were Building Official Garrett Reitenour, SMBA Attorney Jim Porter, and Board Secretary Deb Everett.

Consent Agenda

Meeting Minutes – January 23, 2020 Regular Meeting

Receipts & Disbursements Report

Permits/Inspection Report

Motion by Sorensen, second by Taylor to approve the consent agenda. Carried 5-0.

Discussion – Plan Review Fees

Discussion was held regarding fees for plan reviews; SMBA fee and Code Source fee.

Motion by Sorensen, second by Farmer to reimburse difference between SMBA fees and Code Source fees to Cornerstone Construction for the Jager Werks project and provide a list to the Board of other projects reviewed by Code Source. Carried 5-0.

Fee Schedule

Building Official Reitenour provided an updated fee schedule for commercial plan reviews using the same fee calculation as the ICC and State of Michigan Construction Code. He advised he had not yet received feedback from the fire suppression plan reviewer.

Motion by Taylor, second by Sorensen to adopt the proposed fee schedule and authorize the Building Official to amend, if needed, the fee for fire suppression review. Carried 5-0.

Change of Use/Change of Occupancy

Building Official Reitenour presented a draft application for change of use and/or occupancy in an existing space to ensure new uses are in compliance for the site. He advised he had not yet received feedback from Oshtemo's fire inspector.

Motion by Sorensen, second by Taylor to implement the requirement and authorize Board Chair to amend, if needed, after fire inspector review. Carried 5-0.

Inspector Contracts

A memo from staff requesting changes approved by the Board in January to increase the hourly rate for the contracted inspectors be effective March 1st to provide time for all necessary forms to be updated.

Motion by DeHaan, second by Sorensen that the change in the inspector contracts remain effective January 1st, make change in application forms effective March 1st and pay the inspectors for all inspections done since January 1st at the new rate. Carried 5-0.

Chair Report

Chair Farmer advised a meeting with SMBA staff and staff from Cooper and Oshtemo Townships was recently held and provided a good exchange of information.

Meeting adjourned at 9:25 a.m.

Next Regular Meeting – March 26th – 8:30 a.m.

Vendor Code Ref #	Vendor name Address City/State/Zip	BOTH OPEN AND PAID		Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
		Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %			
MISC 1158	B & A Mechanical LLC 5805 Angling Road Portage MI, 49024	02/26/2020 02/26/2020 02/26/2020 02/26/2020	00029439 0.0000	SWBA N N N	BD Payment Refund	 0.00 0.00 236.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-001-61800	02. Residential Heating - New Only	50.00
542-001-61800	03. Gas/Oil Burning Equip. - Furnace	30.00
542-001-61800	07. Gas Piping each opening	10.00
542-001-61800	11. Water Heater	6.00
542-001-61800	14. Dryer, Bath, Kitchen Exhaust (Ea)	20.00
542-001-61800	27. Air Conditioning	30.00
542-001-61800	38. Inspection - Rough	45.00
542-001-61800	38. Inspection - Final	45.00
		236.00

VENDOR TOTAL: 236.00

BCBS 1159	BLUE CROSS BLUE SHIELD OF MICHIGAN PO BOX 674416 DETROIT MI, 48267	02/26/2020 02/26/2020 / / 02/28/2020	007043238 0.0000	SWBA N N N	HEALTH INSURANCE 03-01-20 TO 03-31-20	 3,535.01 0.00 3,535.01
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-71600	Health Insurance	3,535.01

VENDOR TOTAL: 3,535.01

REITENOURG 1149	GARRETT REITENOUR 35063 23RD ST KALAMAZOO MI, 49009	02/12/2020 02/12/2020 / / 02/28/2020	FEB. 2020 0.0000	SWBA N N N	REIMBURSEMENT FOR PHONE USAGE	 50.00 0.00 50.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-85300	Telephone	50.00

VENDOR TOTAL: 50.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
0004	GARYAIRE, LLC	02/11/2020	012820-020920	SWBA	PLUMBING / MECHANICAL INSPECTIONS	
1150	6323 WINDDRIFT AVE	02/12/2020		N		2,925.00
	KALAMAZOO MI, 49009	/ /	0.0000	N		0.00
		02/28/2020		Y		2,925.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81300	Plumbing Inspector	1,845.00
542-371-81200	Mechanical Inspector	1,080.00
		<u>2,925.00</u>

0004	GARYAIRE, LLC	02/26/2020	20200210 TO 2020	SWBA	PLUMBING / MECHANICAL / ELECTRICAL I	
1161	6323 WINDDRIFT AVE	02/26/2020		N		1,845.00
	KALAMAZOO MI, 49009	/ /	0.0000	N		0.00
		02/26/2020		Y		1,845.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81300	Plumbing Inspector	945.00
542-371-81200	Mechanical Inspector	315.00
542-371-81100	Electrical Inspector	585.00
		<u>1,845.00</u>

VENDOR TOTAL: 4,770.00

INTEGRITY	INTEGRITY BUSINESS SOLUTIONS	02/12/2020	2035042-0	SWBA	OFFICE SUPPLIES	
1155	2650 MILLCORK ST SUITE A	02/12/2020		N		88.78
	KALAMAZOO MI, 49001	/ /	0.0000	N		0.00
		02/12/2020		N		88.78

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-72800	Supplies	88.78

VENDOR TOTAL: 88.78

03/02/2020 08:30 AM
 User: kgibson
 DB: Smba

INVOICE APPROVAL BY INVOICE REPORT FOR SOUTHWEST MICHIGAN BUILDING AUTHORITY
 POST DATES 02/01/2020 - 02/29/2020
 BOTH JOURNALIZED AND UNJOURNALIZED

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
METRO BLDG 1156	METRO BUILDING INSPECTORS ASSOCIATI CITY OF GRAND RAPIDS -ART KINGSLEY 1120 MONROE NW GRAND RAPIDS MI, 49503	02/12/2020 02/12/2020 / / 02/12/2020	2020-02-12 0.0000	SWBA N N N	MEMBERSHIP & CONFERENCE	160.00 0.00 160.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-95800	Education/Dues	130.00
542-371-95800	Education/Dues	30.00
		<u>160.00</u>

VENDOR TOTAL: 160.00

TECH 1157	MIH MICHIGAN LLC DBA SECANT TECH 6395 TECHNOLOGY AVE STE A KALAMAZOO MI, 49009	02/12/2020 02/12/2020 / / 02/28/2020	29913355 0.0000	SWBA N N N	CLOUD HOSTING SERVICES	1,404.71 0.00 1,404.71
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-82700	IT Support/Website Host	1,404.71

VENDOR TOTAL: 1,404.71

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 User: kgibson
 DB: Smba

INVOICE APPROVAL BY INVOICE REPORT FOR SOUTHWEST MICHIGAN BUILDING AUTHORITY
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 BOTH JOURNALIZED AND UNJOURNALIZED

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
0019 1151	MP SERVICES LLC 426 SARAH LN COLDWATER MI, 49036	02/12/2020 02/12/2020 / / 02/12/2020	012820-020920 0.0000	SWBA N N Y	MECHANICAL / PLUMBING INSPECTIONS	 1,440.00 0.00 1,440.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81200	Mechanical Inspector	720.00
542-371-81300	Plumbing Inspector	630.00
542-371-81101	Plan Review	90.00
		1,440.00

0019 1163	MP SERVICES LLC 426 SARAH LN COLDWATER MI, 49036	02/26/2020 02/26/2020 / / 02/26/2020	20200210 TO 2020 0.0000	SWBA N N Y	MECHANICAL / PLUMBING INSPECTIONS	 720.00 0.00 720.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81200	Mechanical Inspector	315.00
542-371-81300	Plumbing Inspector	405.00
		720.00

VENDOR TOTAL: 2,160.00

0011 1160	RICOH PO BOX 802815 CHICAGO IL, 60680-2815	02/26/2020 02/26/2020 / / 02/26/2020	5058853668 0.0000	SWBA N N N	COPIER	 81.60 0.00 81.60
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-72801	Equipment/Maintenance	81.60

VENDOR TOTAL: 81.60

User: kgibson
 DB: Smba

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
SIEGFRIED 1147	SIEGFRIED CRANDALL P.C. 246 E KILGORE KALAMAZOO MI, 49002	02/12/2020 02/12/2020 / / 02/12/2020	101455 0.0000	SWBA N N N	ACCOUNTING SERVICES	489.75 0.00 489.75

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-82500	Accounting/Audit Fees	489.75

VENDOR TOTAL: 489.75

SPRINT 1148	SPRINT PO BOX 4181 CAROL STREAM IL, 60197	02/12/2020 02/12/2020 / / 02/28/2020	144563305-016 0.0000	SWBA N N N	MOBILE BROAD BAND	67.70 0.00 67.70
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-82700	IT Support/Website Host	67.70

VENDOR TOTAL: 67.70

MISC 1145	Starbest Construction 2369 Franklin Rd Bloomfield Hills MI, 48302	02/12/2020 02/12/2020 02/12/2020 02/12/2020	BTCO19-005 0.0000	SWBA N N N	BD Bond Refund	0.00 0.00 5,000.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-000-26200	BTCO19-005	5,000.00

VENDOR TOTAL: 5,000.00

PHONE 1154	TELNET WORLDWIDE 8020 SOLUTIONS CENTER CHICAGO IL, 60677-8000	02/12/2020 02/12/2020 / / 02/28/2020	187367 0.0000	SWBA N N N	PHONE	339.91 0.00 339.91
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-85300	Telephone	339.91

VENDOR TOTAL: 339.91

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 User: kgibson
 DB: Smba

INVOICE APPROVAL BY INVOICE REPORT FOR SOUTHWEST MICHIGAN BUILDING AUTHORITY
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 BOTH JOURNALIZED AND UNJOURNALIZED

Vendor Code Ref #	Vendor name Address City/State/Zip	BOTH OPEN AND PAID		Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
		Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %			
0020 1153	VISA PO 6818 CAROL STREAM IL, 60197-6818	02/12/2020 02/12/2020 / / 02/12/2020	2020-02-12 0.0000	SWBA N N N	VISA BILL 12-30-19-01-27-2020	 248.09 0.00 248.09

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-72800	Supplies	44.08
542-371-75100	Vehicle Gas/Maintenance	204.01
		<u>248.09</u>

VENDOR TOTAL: 248.09

0023 1152	WILLIAM WILCOX 1850 TOSCANA KALAMAZOO MI, 49009	02/12/2020 02/12/2020 / / 02/12/2020	012820-020920 0.0000	SWBA N N Y	ELECTRICAL INSPECTIONS	 2,160.00 0.00 2,160.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81100	Electrical Inspector	2,160.00

0023 1162	WILLIAM WILCOX 1850 TOSCANA KALAMAZOO MI, 49009	02/26/2020 02/26/2020 / / 02/26/2020	20200210 TO 2020 0.0000	SWBA N N Y	ELECTRICAL INSPECTIONS	 855.00 0.00 855.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81100	Electrical Inspector	855.00

VENDOR TOTAL: 3,015.00

TOTAL - ALL VENDORS: 21,646.55

Reporting Month: **February** 2020

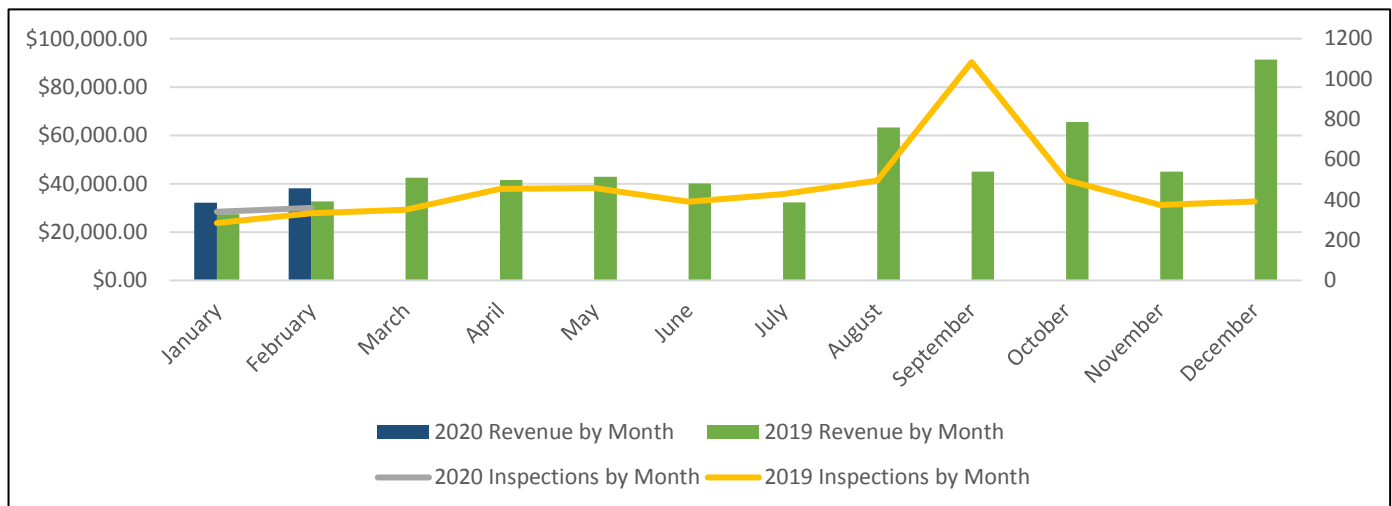
Prepared By: Kyle Gibson

Permit Revenue

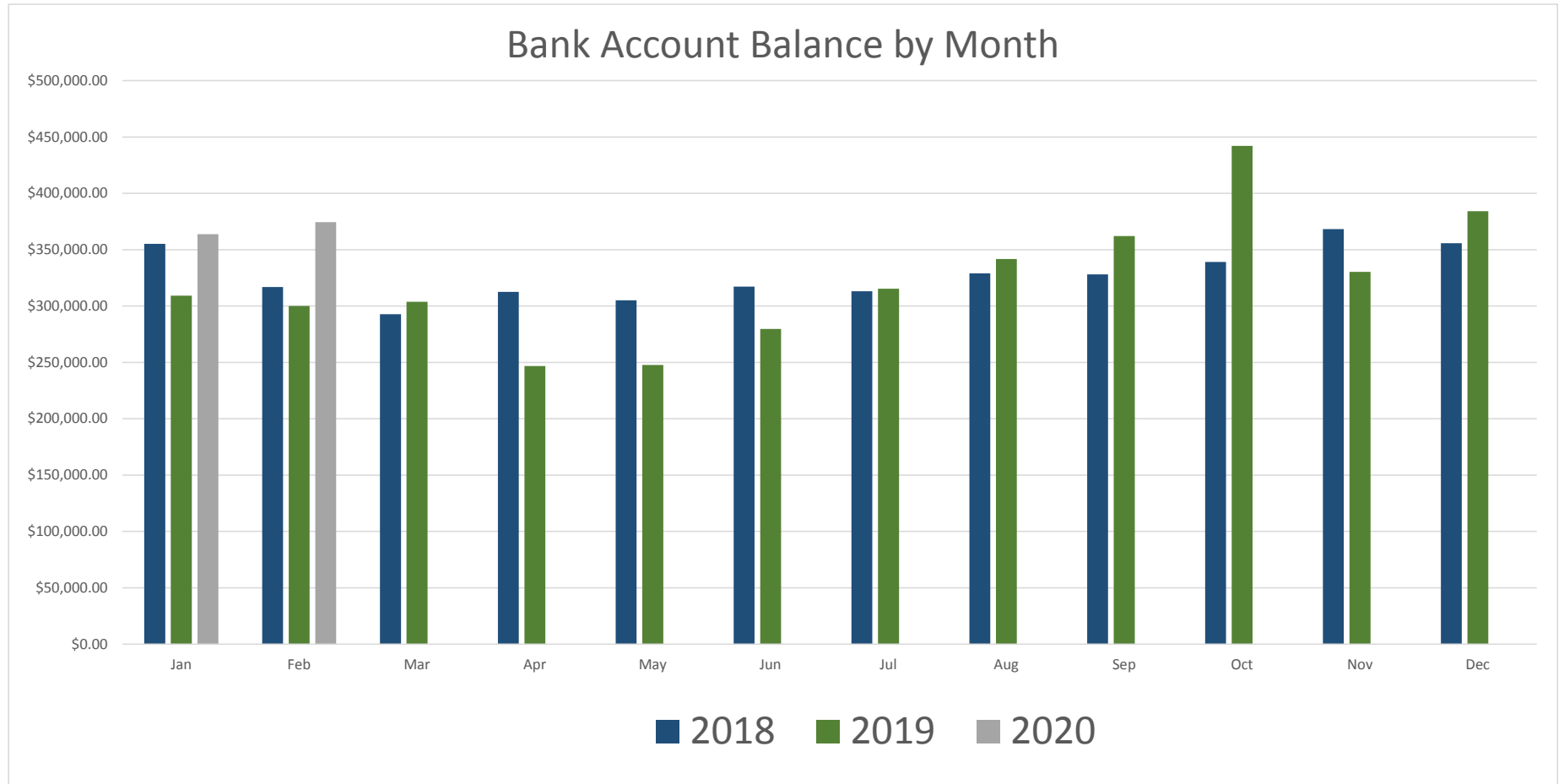
	Building	Electrical	Mechanical	Plumbing	Totals
Oshtemo	9	20	29	28	86
Revenue	\$7,793.75	\$4,887.00	\$6,114.00	\$3,270.00	\$22,064.75
YTD Oshtemo	36	45	55	68	204
YTD Revenue	\$18,449.50	\$9,821.00	\$10,445.00	\$9,015.00	\$47,730.50
Cooper	7	11	15	8	41
Revenue	\$4,383.00	\$5,447.00	\$2,753.00	\$3,414.00	\$15,997.00
YTD Cooper	16	23	21	11	71
YTD Revenue	\$8,067.00	\$6,930.00	\$3,594.00	\$3,840.00	\$22,431.00
Total Permits	16	31	44	36	127
Total Revenue	\$12,176.75	\$10,334.00	\$8,867.00	\$6,684.00	\$38,061.75
YTD Total Permits	52	68	76	79	275
YTD Total Revenue	\$26,516.50	\$16,751.00	\$14,039.00	\$12,855.00	\$70,161.50

Inspections

	Building	Electrical	Mechanical	Plumbing	Totals
Oshtemo Inspections	97	60	39	61	257
Cooper Inspections	38	30	19	16	103
YTD Oshtemo Inspections	203	104	75	130	512
YTD Cooper Inspections	80	49	32	28	189
Total Inspections	135	90	58	77	360
YTD Total Inspections	283	153	107	158	701



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	\$355,097.18	\$316,827.94	\$292,711.45	\$312,627.13	\$305,033.67	\$317,144.90	\$313,084.42	\$328,952.71	\$328,034.45	\$339,176.51	\$368,209.64	\$355,724.53
2019	\$309,114.20	\$300,098.15	\$303,811.00	\$246,716.30	\$247,770.31	\$279,624.65	\$315,434.78	\$341,724.68	\$362,110.12	\$442,134.66	\$330,290.83	\$384,052.26
2020	\$363,688.08	\$374,395.69										



Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
ADAHLGREN 1187	ADAM J DAHLGREN 21670 SHIAWASSEE CASSOPOLIS MI, 49031	03/25/2020 03/25/2020 / / 03/25/2020	2020-03-25.4 0.0000	SWBA N N Y	BUILDING INSPECTIONS	450.00 0.00 450.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81400	Building Inspector	450.00

VENDOR TOTAL: 450.00

HSA 1171	BASIC SALES PO BOX 775339 CHICAGO IL, 60677-5339	03/11/2020 03/11/2020 / / 03/17/2020	10-537184 0.0000	SWBA N N N	HSA PLAN ADMINISTRATION	72.00 0.00 72.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-71700	HSA	72.00

VENDOR TOTAL: 72.00

BCBS 1179	BLUE CROSS BLUE SHIELD OF MICHIGAN PO BOX 674416 DETROIT MI, 48267	03/25/2020 03/25/2020 / / 03/28/2020	007043238 0.0000	SWBA N N N	HEALTH INSURANCE 2020-04-01 TO 2020-	3,535.01 0.00 3,535.01

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-71600	Health Insurance	3,535.01

VENDOR TOTAL: 3,535.01

0007 1176	COCM PO BOX 6433 PLYMOUTH MI, 48170	03/11/2020 03/11/2020 / / 04/26/2020	051120-051320 0.0000	SWBA N N N	COCM 2020 SPRING CONFERENCE	230.00 0.00 230.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-95800	Education/Dues	230.00

VENDOR TOTAL: 230.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
MISC	CORNERSTONE CONSTRUCTION MANAGEMENT	03/11/2020	2020-03-11.4	SWBA	PARTIAL PLAN REVIEW FEE REFUND	
1167	450 W CENTRE AVE	03/11/2020		N		2,229.25
	PORTAGE MI, 49024	/ /	0.0000	N		0.00
		03/11/2020		N		2,229.25

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81101	Plan Review	2,229.25

VENDOR TOTAL: 2,229.25

04/02/2020 09:03 AM
 User: kgibson
 DB: Smba

INVOICE APPROVAL BY INVOICE REPORT FOR SOUTHWEST MICHIGAN BUILDING AUTHORITY
 POST DATES 03/01/2020 - 03/31/2020
 BOTH JOURNALIZED AND UNJOURNALIZED

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
0004 1169	GARYAIRE, LLC 6323 WINDDRIFT AVE KALAMAZOO MI, 49009	03/11/2020 03/11/2020 / / 03/11/2020	022420-030820 0.0000	SWBA N N Y	PLUMBING / MECHANICAL INSPECTIONS	 1,850.00 0.00 1,850.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81300	Plumbing Inspector	900.00
542-371-81200	Mechanical Inspector	950.00
		1,850.00

0004 1165	GARYAIRE, LLC 6323 WINDDRIFT AVE KALAMAZOO MI, 49009	03/11/2020 03/11/2020 / / 03/11/2020	2020-03-11.2 0.0000	SWBA N Y Y	BACK PAY 2020-01-01 TO 2020-03-01	 885.00 0.00 885.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81300	Plumbing Inspector	505.00
542-371-81200	Mechanical Inspector	300.00
542-371-81100	Electrical Inspector	80.00
		885.00

0004 1185	GARYAIRE, LLC 6323 WINDDRIFT AVE KALAMAZOO MI, 49009	03/25/2020 03/25/2020 / / 03/25/2020	2020-03-25.2 0.0000	SWBA N N Y	PLUMBING / MECHANICAL / ELECTRICAL I	 1,750.00 0.00 1,750.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81300	Plumbing Inspector	800.00
542-371-81200	Mechanical Inspector	900.00
542-371-81100	Electrical Inspector	50.00
		1,750.00

VENDOR TOTAL: 4,485.00

User: kgibson

POST DATES 03/01/2020 - 03/31/2020

DB: Smba

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
0008 1182	LARRY STEHOUWER 2615 W F AVE KALAMAZOO MI, 49009	03/25/2020 03/25/2020 / / 03/25/2020	2020-03-24 0.0000	SWBA N N N	BOARD MEETING ATTENDANCE	60.00 0.00 60.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-72600	Board Member At Large Stipend	60.00

VENDOR TOTAL: 60.00

TECH Ref #	MIH MICHIGAN LLC DBA SECANT TECH Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
1173	6395 TECHNOLOGY AVE STE A KALAMAZOO MI, 49009	03/11/2020 03/11/2020 / / 03/30/2020	29914788 0.0000	SWBA N N N	CLOUD HOSTING SERVICES	1,413.59 0.00 1,413.59

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-82700	IT Support/Website Host	1,413.59

VENDOR TOTAL: 1,413.59

04/02/2020 09:03 AM
 User: kgibson
 DB: Smba

INVOICE APPROVAL BY INVOICE REPORT FOR SOUTHWEST MICHIGAN BUILDING AUTHORITY
 POST DATES 03/01/2020 - 03/31/2020
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Vendor Code Ref #	Vendor name Address City/State/Zip	BOTH OPEN AND PAID		Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
		Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %			
0019 1170	MP SERVICES LLC 426 SARAH LN COLDWATER MI, 49036	03/11/2020 03/11/2020 / / 03/11/2020	022420-030820 0.0000	SWBA N N Y	MECHANICAL / PLUMBING INSPECTIONS	1,150.00 0.00 1,150.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81200	Mechanical Inspector	450.00
542-371-81300	Plumbing Inspector	700.00
		<u>1,150.00</u>

0019 1166	MP SERVICES LLC 426 SARAH LN COLDWATER MI, 49036	03/11/2020 03/11/2020 / / 03/11/2020	2020-03-11.3 0.0000	SWBA N Y Y	BACK PAY 2020-01-01 TO 2020-03-01	490.00 0.00 490.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81200	Mechanical Inspector	210.00
542-371-81300	Plumbing Inspector	280.00
		<u>490.00</u>

0019 1184	MP SERVICES LLC 426 SARAH LN COLDWATER MI, 49036	03/25/2020 03/25/2020 / / 03/25/2020	2020-03-25.1 0.0000	SWBA N N Y	MECHANICAL / PLUMBING INSPECTIONS	2,550.00 0.00 2,550.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81200	Mechanical Inspector	1,100.00
542-371-81300	Plumbing Inspector	1,450.00
		<u>2,550.00</u>

VENDOR TOTAL: 4,190.00

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
OFFICE DEP 1172	OFFICE DEPOT PO BOX 633301 CINCINNATI OH, 45263-3301	03/11/2020 03/11/2020 / / 03/15/2020	445408720001 0.0000	SWBA N N N	OFFICE SUPPLIES	92.20 0.00 92.20

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-72800	Supplies	92.20

VENDOR TOTAL: 92.20

REDMOND 1180	REDMOND ENGINEERING & DESIGN PO BOX 19292 KALAMAZOO MI, 49019-1523	03/25/2020 03/25/2020 / / 03/25/2020	1 0.0000	SWBA N N Y	FIRE PROTECTION PLAN REVIEW FOR OLD	250.00 0.00 250.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81101	Plan Review	250.00

VENDOR TOTAL: 250.00

0011 1181	RICOH PO BOX 802815 CHICAGO IL, 60680-2815	03/25/2020 03/25/2020 / / 03/25/2020	5059086950 0.0000	SWBA N N N	COPIER	106.21 0.00 106.21
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-72801	Equipment/Maintenance	106.21

VENDOR TOTAL: 106.21

SIEGFRIED 1174	SIEGFRIED CRANDALL P.C. 246 E KILGORE KALAMAZOO MI, 49002	03/11/2020 03/11/2020 / / 03/11/2020	101874 0.0000	SWBA N N N	ACCOUNTING SERVICES	450.00 0.00 450.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-82500	Accounting/Audit Fees	450.00

VENDOR TOTAL: 450.00

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
SPRINT 1178	SPRINT PO BOX 4181 CAROL STREAM IL, 60197	03/25/2020 03/25/2020 / / 03/28/2020	144563305-017 0.0000	SWBA N N N	HOTSPOT USAGE	 67.70 0.00 67.70

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-82700	IT Support/Website Host	67.70

VENDOR TOTAL: 67.70

0021 1183	SUN LIFE FINANCIAL PO BOX 7247 -0381 PHILADELPHIA PA, 19170	03/25/2020 03/25/2020 / / 04/01/2020	247757 0.0000	SWBA N N N	LIFE INSURANCE FOR APRIL 2020	 114.58 0.00 114.58
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-71602	Disability/Life Insurance	114.58

VENDOR TOTAL: 114.58

PHONE 1175	TELNET WORLDWIDE 8020 SOLUTIONS CENTER CHICAGO IL, 60677-8000	03/11/2020 03/11/2020 / / 03/28/2020	189577 0.0000	SWBA N N N	PHONE	 340.59 0.00 340.59
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-85300	Telephone	340.59

VENDOR TOTAL: 340.59

0020 1177	VISA PO 6818 CAROL STREAM IL, 60197-6818	03/11/2020 03/11/2020 / / 03/22/2020	2020-03-11 0.0000	SWBA N N N	GAS	 195.00 0.00 195.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-75100	Vehicle Gas/Maintenance	195.00

VENDOR TOTAL: 195.00

04/02/2020 09:03 AM
 User: kgibson
 DB: Smba

INVOICE APPROVAL BY INVOICE REPORT FOR SOUTHWEST MICHIGAN BUILDING AUTHORITY
 POST DATES 03/01/2020 - 03/31/2020
 BOTH JOURNALIZED AND UNJOURNALIZED

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
0023 1168	WILLIAM WILCOX 1850 TOSCANA KALAMAZOO MI, 49009	03/11/2020 03/11/2020 / / 03/11/2020	022420-030820 0.0000	SWBA N N Y	ELECTRICAL INSPECTIONS	 1,500.00 0.00 1,500.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81100	Electrical Inspector	1,500.00

0023 1164	WILLIAM WILCOX 1850 TOSCANA KALAMAZOO MI, 49009	03/11/2020 03/11/2020 / / 03/11/2020	2020-03-11.1 0.0000	SWBA N Y Y	BACK PAY 2020-01-01 TO 2020-03-01	 625.00 0.00 625.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81100	Electrical Inspector	625.00

0023 1186	WILLIAM WILCOX 1850 TOSCANA KALAMAZOO MI, 49009	03/25/2020 03/25/2020 / / 03/25/2020	2020-03-25.3 0.0000	SWBA N N Y	ELECTRICAL INSPECTIONS	 1,750.00 0.00 1,750.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81100	Electrical Inspector	1,750.00

VENDOR TOTAL: 3,875.00

TOTAL - ALL VENDORS: 22,156.13

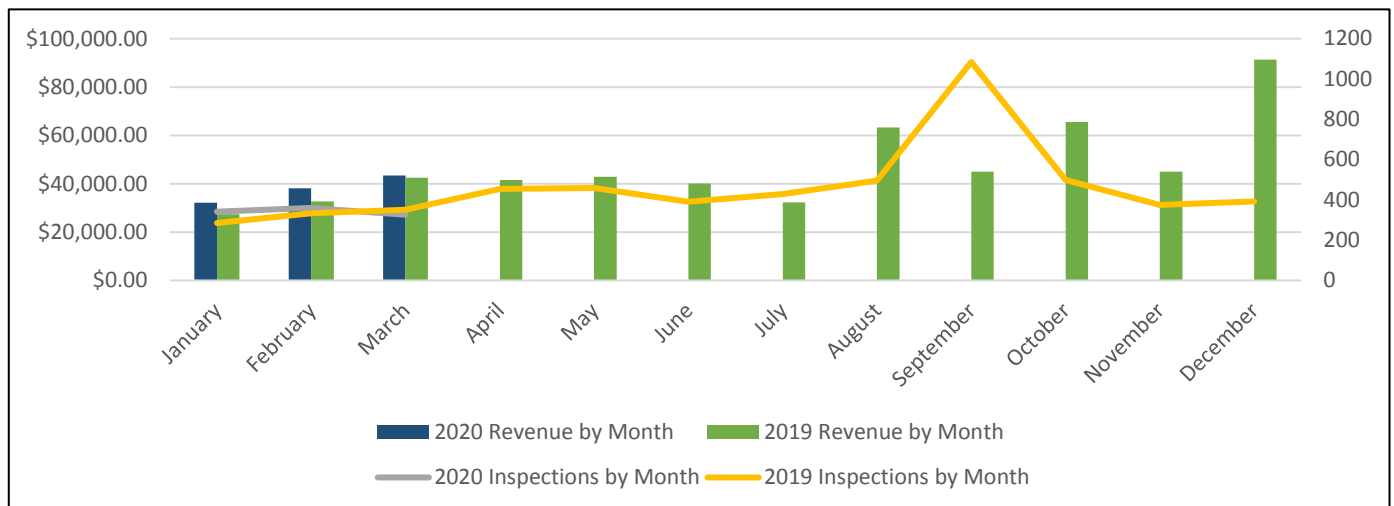
Reporting Month: **March** 2020 Prepared By: Kyle Gibson

Permit Revenue

	Building	Electrical	Mechanical	Plumbing	Totals
Oshtemo	45	13	31	24	113
Revenue	\$20,395.00	\$10,987.00	\$3,930.00	\$3,000.00	\$38,312.00
YTD Oshtemo	81	58	86	92	317
YTD Revenue	\$38,844.50	\$20,808.00	\$14,375.00	\$12,015.00	\$86,042.50
Cooper	8	4	7	2	21
Revenue	\$3,164.00	\$422.00	\$1,095.00	\$150.00	\$4,831.00
YTD Cooper	24	27	28	13	92
YTD Revenue	\$11,231.00	\$7,352.00	\$4,689.00	\$3,990.00	\$27,262.00
Total Permits	53	17	38	26	134
Total Revenue	\$23,559.00	\$11,409.00	\$5,025.00	\$3,150.00	\$43,143.00
YTD Total Permits	105	85	114	105	409
YTD Total Revenue	\$50,075.50	\$28,160.00	\$19,064.00	\$16,005.00	\$113,304.50

Inspections

	Building	Electrical	Mechanical	Plumbing	Totals
Oshtemo Inspections	92	52	58	58	260
Cooper Inspections	31	12	12	11	66
YTD Oshtemo Inspections	320	156	135	188	799
YTD Cooper Inspections	111	61	44	39	255
Total Inspections	123	64	70	69	326
YTD Total Inspections	431	217	179	227	1054



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	\$355,097.18	\$316,827.94	\$292,711.45	\$312,627.13	\$305,033.67	\$317,144.90	\$313,084.42	\$328,952.71	\$328,034.45	\$339,176.51	\$368,209.64	\$355,724.53
2019	\$309,114.20	\$300,098.15	\$303,811.00	\$246,716.30	\$247,770.31	\$279,624.65	\$315,434.78	\$341,724.68	\$362,110.12	\$442,134.66	\$330,290.83	\$384,052.26
2020	\$363,688.08	\$374,395.69	\$367,084.01									

