

AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

March 21, 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 March 7, 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:

- i. Credit Card Statement – action
- ii. February Financial Statement - receive
- iii. Little League Parade, Saturday, April 30 - action
- iv. Kindleberger Park Pavilion Rental, Evans Family Gathering – action
- v. Kindleberger Park Sunken Garden Rental, Whitfield Wedding - action
- vi. KATS Technical Meeting, February 10, 2022 – receive
- vii. KATS Policy Meeting Minutes, December 2021 - receive

8. Unfinished Business

9. New Business

- A. Child Abuse and Prevention Presentation, Erika Hamlet, Executive Director - receive
- B. Presentation for Waste Service, Michael Balkema, Best Way Acct Mgr – receive
- C. TKPD - Quarterly Police Report, Lt. Scott Jackson - receive
- D. 2021 Annual Report of the Parchment Planning Commission, Chair Kent DeBoer – receive
- E. Property Access Agreement, City of Parchment ROW, Georgia Pacific - 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 MARCH 7, 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, Treasurer/Clerk Stutz, Attorney Soltis.

Absent: Commissioner Conner.

Moved by Commissioner Madaras, supported by Vice Mayor Jordan to excuse the absence of Mayor Britigan. **Motion Carried.**

3. Minutes

Moved by Commissioner Cooper, supported by Commissioner Evans to approve the minutes of the February 21, 2022 Regular meeting. Mayor Britigan abstained. **Motion Carried.**

4. Additions or changes to the agenda.

None.

5. Citizen Comments – Items ON the Agenda

None.

6. Consent Agenda

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

7. Unfinished Business

None.

8. New Business

A. Adoption of the Poverty Exemption Application with state Guidelines – approve. City Manager Stoddard gave a brief of Assessor Richmond’s February 21, 2022 presentation, adding that the application provided includes the guidelines set forth in MCL 211.7u. She noted this application is required to be filed annually. Moved by Vice Mayor Jordan, supported by Commissioner Madaras to approve the Poverty Exemption Application as presented. Roll call vote was as follows:

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

Nays: None.

Absent: Conner.

Abstain: None.

Motion Carried 6-0.

9. Citizen Comments

None.

10. Mayor and Commissioner Comments

Commissioner Cooper said she is praying for the people of Ukraine. She added that she thought the Waste Management presentation last meeting was very good, and is looking forward to more discussion on the trash contract.

Commissioner Madaras thanked City Manager Stoddard for the weekly letter, saying it had so much information in it.

Commissioner Evans agreed regarding the letter, and thanked staff for all the research on the trash contract.

Commissioner Fooy reported having gone to the most recent Public Media Network meeting as the city’s representative adding that they have a new director and increasing costs which pose a challenge to PMN.

Vice Mayor Jordan echoed the comments about the City Manager’s letter.

Mayor Britigan said he would be attending the training with the ZBA and PC, and then noted that Best Way will present at the next meeting.

11. City Manager Comments/Reports

City Manager Stoddard stated that Zoning Administrator Harvey has been invaluable over these past few years, and that she thought hosting an informational meeting with the ZBA, Planning Commission and any willing commissioners might be a good idea; it's scheduled for April 27 at 6 pm. She then 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 7:18 p.m.

Shannon Stutz, City Clerk

Cardholder Account Summary cont.

Name and Account Number	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
JIM DUBY XXXX XXXX XXXX 1892	\$3,000	\$3.47	\$0.00	\$0.00	-\$3.47
CAMRON J BOEKHOVEN XXXX XXXX XXXX 9114	\$3,000	\$71.82	\$1,643.15	\$0.00	\$1,571.33
SHANNON STUTZ XXXX XXXX XXXX 9125	\$5,000	\$0.00	\$1,159.66	\$0.00	\$1,159.66

Cardholder Account Activity

PHIL WOLTHUIS XXXX XXXX XXXX 1793	Credit Limit \$5,000	Credits \$0.00	Purchases \$337.73	Cash Advances \$0.00	Total Activity \$337.73
Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
02/24	02/23	55417342055130550578294	SPORTSMANS WAREHOUSE 6 KALAMAZOO MI		\$137.79
02/24	02/23	55480772055191004118095	FARM & FLEET OF PORTAG PORTAGE MI		\$199.94

BILL CAHILL XXXX XXXX XXXX 1801	Credit Limit \$5,000	Credits \$0.00	Purchases \$543.77	Cash Advances \$0.00	Total Activity \$543.77
Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
02/16	02/14	02305372046100160540576	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$77.96
02/18	02/17	55480772049191000696606	FARM & FLEET OF PORTAG PORTAGE MI		\$207.96
02/18	02/17	05436842049600024319186	KOHL'S #0611 KALAMAZOO MI		\$257.85

JIM DUBY XXXX XXXX XXXX 1892	Credit Limit \$3,000	Credits \$3.47	Purchases \$0.00	Cash Advances \$0.00	Total Activity -\$3.47
Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
01/27	01/24	02305372025100470554049	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		-\$3.47

CAMRON J BOEKHOVEN XXXX XXXX XXXX 9114	Credit Limit \$3,000	Credits \$71.82	Purchases \$1,643.15	Cash Advances \$0.00	Total Activity \$1,571.33
Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
01/27	01/26	55453702027042000000495	ADVANCE AUTO PARTS #17 KALAMAZOO MI		\$38.81
01/31	01/28	02305372029100120277500	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$79.42
02/01	01/31	75500592031900016800010	MARTIN SPRING & DRIVE KALAMAZOO MI		\$270.43
02/03	02/01	02305372033100102767894	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$63.92
02/09	02/08	55429502040852786918035	LED LIGHTING 8775335554 MI		\$582.60
02/11	02/09	02305372041100169213055	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$31.92
02/15	02/14	75217692046240000100019	EDWARDS INDUSTRIAL SAL KALAMAZOO MI		\$176.72
02/17	02/15	02305372047100089013563	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$71.82
02/18	02/17	55309592048838000010020	RIDGE PARTS 0030721 KALAMAZOO MI		\$5.29
02/18	02/16	02305372048100092118218	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$21.65
02/21	02/16	02305372048100290225476	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		-\$71.82
02/21	02/20	55480772052191000603143	FARM & FLEET OF PORTAG PORTAGE MI		\$241.93
02/24	02/23	55453702055042000050966	ADVANCE AUTO PARTS #17 KALAMAZOO MI		\$58.64

SHANNON STUTZ XXXX XXXX XXXX 9125	Credit Limit \$5,000	Credits \$0.00	Purchases \$1,159.66	Cash Advances \$0.00	Total Activity \$1,159.66
Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
01/28	01/28	55432862028200629981688	SPECTRUM 855-707-7328 MO		\$119.98

(transactions continued on next page)

Cardholder Account Activity cont.

01/31	01/27	05140482028710033356108	HARDING'S MARKET #36 PARCHMENT MI		\$11.10
02/08	02/07	82711162038000010479964	PIXELVINE FREEPORT MI		\$71.25
02/14	02/13	82711162044000006386076	PIXELVINE FREEPORT MI		\$65.00
02/21	02/17	85140512049900019700012	CORNERSTONE OFFICE SYS RCOLE@CORNERS MI		\$202.38
02/21	02/18	82301822049900016560695	CORPORATE TECHNOLOGIES 952-7153600 MN		\$425.00
02/28	02/28	55432862059200723813680	SPECTRUM 855-707-7328 MO		\$119.98
02/28	02/26	55432862057200135558552	SPECTRUM 855-707-7328 MO		\$144.97

PERIOD ENDING 02/28/2022

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)	02/28/2022	NORMAL (ABNORMAL)	MONTH 02/28/2022	INCREASE (DECREASE)	BALANCE	% BDDT
									USED
Fund 101 - GENERAL FUND									
Revenues									
Dept 000									
101-000-404.000	Tax Revenue	725,000.00		725,058.75		0.00		(58.75)	100.01
101-000-405.000	Taxes - Industrial Facilities	3,000.00		3,018.66		0.00		(18.66)	100.62
101-000-441.000	Local Community Stab Share Tax	130,000.00		54,310.41		0.00		75,689.59	41.78
101-000-445.000	Penalty on Taxes	1,600.00		3,361.16		48.65		(1,761.16)	210.07
101-000-448.000	1% Collection Fees	26,100.00		25,921.10		469.27		178.90	99.31
101-000-451.000	License and Fees	9,500.00		4,332.84		325.69		5,167.16	45.61
101-000-452.000	Cablevision Fees	14,800.00		11,840.41		3,418.38		2,959.59	80.00
101-000-453.000	Recreation Fees	2,700.00		2,600.00		0.00		100.00	96.30
101-000-454.000	Solid Waste Collections	120,400.00		89,177.78		0.00		31,222.22	74.07
101-000-528.000	Other Federal Funding	0.00		0.00		(96,052.18)		0.00	0.00
101-000-544.000	State Grant - Water Plant	0.00		77,695.21		0.00		(77,695.21)	100.00
101-000-574.000	Revenue Sharing supp pmt	0.00		33,887.00		0.00		(33,887.00)	100.00
101-000-575.000	State Sales Tax	200,000.00		119,337.00		37,638.00		80,663.00	59.67
101-000-632.000	Charges for Services Rendered	500.00		400.00		0.00		100.00	80.00
101-000-662.000	Traffic Fines	7,300.00		1,481.21		0.00		5,818.79	20.29
101-000-664.000	Interest on Investments	4,300.00		192.97		0.00		4,107.03	4.49
101-000-676.000	Transfers From Other Funds	172,300.00		0.00		0.00		172,300.00	0.00
101-000-680.000	Reimbursement for Overhead	143,100.00		0.00		0.00		143,100.00	0.00
101-000-694.000	Miscellaneous	16,400.00		8,177.00		0.00		8,223.00	49.86
101-000-695.000	Other Financing Sources	5,100.00		2,065.86		8.08		3,034.14	40.51
101-000-696.000	Deposits Over & Short	0.00		580.02		0.00		(580.02)	100.00
Total Dept 000		1,582,100.00		1,163,437.38		(54,144.11)		418,662.62	73.54
TOTAL REVENUES									
		1,582,100.00		1,163,437.38		(54,144.11)		418,662.62	73.54
Expenditures									
Dept 100 - Legislative									
101-100-703.000	Payroll - Part Time	7,200.00		4,850.00		650.00		2,350.00	67.36
101-100-715.000	Social Security	1,000.00		242.11		40.30		757.89	24.21
101-100-720.000	Worker's Compensation	325.00		2.37		0.33		322.63	0.73
101-100-722.000	Medicare	240.00		56.68		9.42		183.32	23.62
101-100-740.000	Operating Supplies	700.00		1,584.46		0.00		(884.46)	226.35
101-100-800.000	Professional/Contractual Serv.	20,700.00		13,608.90		1,200.00		7,091.10	65.74
101-100-830.000	Memberships & Dues	1,500.00		85.00		0.00		1,415.00	5.67
101-100-860.000	Institutes & Training	0.00		75.00		0.00		(75.00)	100.00
101-100-880.000	Community Promotion	1,000.00		455.00		0.00		545.00	45.50
101-100-880.001	Wassailing Contribution	2,000.00		1,775.30		0.00		224.70	88.77
101-100-900.000	Printing & Publishing	5,000.00		1,769.45		0.00		3,230.55	35.39
101-100-955.000	Miscellaneous	300.00		0.00		0.00		300.00	0.00
101-100-970.000	Capital	3,300.00		0.00		0.00		3,300.00	0.00
101-100-999.000	Transfer to other Fund	25,000.00		25,000.00		25,000.00		0.00	100.00
Total Dept 100 - Legislative		68,265.00		49,504.27		26,900.05		18,760.73	72.52
Dept 200 - Administration									
101-200-702.000	Payroll - Full Time	121,000.00		72,957.77		8,535.96		48,042.23	60.30
101-200-703.000	Payroll - Part Time	48,000.00		27,264.00		3,845.87		20,736.00	56.80
101-200-715.000	Social Security	10,500.00		5,715.80		635.71		4,784.20	54.44
101-200-716.000	Hospital/Life Insurance	61,000.00		21,792.42		4,745.38		39,207.58	35.73
101-200-716.001	Insurance Deductible	4,000.00		2,150.07		0.00		1,849.93	53.75
101-200-718.000	Pension	32,500.00		26,924.98		3,577.40		5,575.02	82.85
101-200-720.000	Worker's Compensation	700.00		317.73		18.87		382.27	45.39

PERIOD ENDING 02/28/2022

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE		ACTIVITY FOR		AVAILABLE BALANCE	% BDDT USED
		AMENDED BUDGET	NORMAL	02/28/2022	02/28/2022	MONTH 02/28/2022	INCREASE (DECREASE)		
Fund 101 - GENERAL FUND									
Expenditures									
101-200-722.000	Medicare	2,400.00		1,336.78		148.67		1,063.22	55.70
101-200-724.000	ICMA Retirement Benefit	9,800.00		0.00		0.00		9,800.00	0.00
101-200-730.000	Postage	3,200.00		3,227.48		78.00		(27.48)	100.86
101-200-740.000	Operating Supplies	4,500.00		2,994.66		0.00		1,505.34	66.55
101-200-775.000	Repair & Maintenance Supplies	2,000.00		0.00		0.00		2,000.00	0.00
101-200-800.000	Professional/Contractual Serv.	26,300.00		7,296.35		1,182.97		19,003.65	27.74
101-200-805.000	Computer Services	9,500.00		10,281.14		0.00		(781.14)	108.22
101-200-830.000	Memberships & Dues	1,200.00		886.22		7.50		313.78	73.85
101-200-850.000	Communications	7,300.00		5,690.51		572.59		1,609.49	77.95
101-200-860.000	Institutes & Training	4,300.00		703.31		0.00		3,596.69	16.36
101-200-900.000	Printing & Publishing	2,700.00		950.16		0.00		1,749.84	35.19
101-200-910.000	Insurance & Bonds	6,700.00		6,190.00		0.00		510.00	92.39
101-200-920.000	Utilities	4,300.00		2,811.88		0.00		1,488.12	65.39
101-200-930.000	Repair & Maint.Contractors	7,600.00		273.00		0.00		7,327.00	3.59
101-200-955.000	Miscellaneous	0.00		48.50		39.00		(48.50)	100.00
101-200-970.000	Capital	20,000.00		30,862.80		2,823.29		(10,862.80)	154.31
Total Dept 200 - Administration		389,500.00		230,675.56		26,211.21		158,824.44	59.22
Dept 210 - Legal Services									
101-210-801.000	Attorney - General	15,500.00		11,758.75		1,018.75		3,741.25	75.86
101-210-802.000	Attorney-Police Matters	9,500.00		1,793.75		218.75		7,706.25	18.88
Total Dept 210 - Legal Services		25,000.00		13,552.50		1,237.50		11,447.50	54.21
Dept 300 - Police									
101-300-703.000	Payroll - Part Time	9,500.00		4,007.00		635.00		5,493.00	42.18
101-300-715.000	Social Security	600.00		248.43		39.37		351.57	41.41
101-300-722.000	Medicare	100.00		58.10		9.21		41.90	58.10
101-300-800.000	Professional/Contractual Serv.	358,800.00		237,544.00		0.00		121,256.00	66.21
Total Dept 300 - Police		369,000.00		241,857.53		683.58		127,142.47	65.54
Dept 336 - Fire									
101-336-740.000	Operating Supplies	5,100.00		492.28		0.00		4,607.72	9.65
101-336-746.000	Gasoline & Oil	1,000.00		119.06		0.00		880.94	11.91
101-336-775.000	Repair & Maintenance Supplies	1,000.00		0.00		0.00		1,000.00	0.00
101-336-780.000	Safety Supplies	100.00		0.00		0.00		100.00	0.00
101-336-800.000	Professional/Contractual Serv.	67,900.00		46,124.57		0.00		21,775.43	67.93
101-336-830.000	Memberships & Dues	0.00		1,400.00		0.00		(1,400.00)	100.00
101-336-850.000	Communications	4,400.00		2,638.44		90.00		1,761.56	59.96
101-336-910.000	Insurance & Bonds	9,400.00		14,992.00		0.00		(5,592.00)	159.49
101-336-920.000	Utilities	2,700.00		1,334.09		0.00		1,365.91	49.41
101-336-930.000	Repair & Maint.Contractors	10,700.00		1,036.24		0.00		9,663.76	9.68
101-336-970.000	Capital	20,300.00		6,063.65		0.00		14,236.35	29.87
Total Dept 336 - Fire		122,600.00		74,200.33		90.00		48,399.67	60.52
Dept 440 - Public Services									
101-440-702.000	Payroll - Full Time	79,700.00		51,784.54		5,509.04		27,915.46	64.97
101-440-715.000	Social Security	5,000.00		4,365.83		486.02		634.17	87.32
101-440-716.000	Hospital/Life Insurance	33,000.00		25,357.34		3,527.29		7,642.66	76.84

PERIOD ENDING 02/28/2022

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)	02/28/2022	NORMAL (ABNORMAL)	MONTH 02/28/2022	INCREASE (DECREASE)	BALANCE	% BDGT
									USED
Fund 101 - GENERAL FUND									
Expenditures									
101-440-716.001	Insurance Deductible	1,000.00		2,844.85			0.00	(1,844.85)	284.49
101-440-718.000	Pension	34,000.00		18,337.25		2,396.09		15,662.75	53.93
101-440-720.000	Worker's Compensation	2,800.00		2,279.88		124.60		520.12	81.42
101-440-722.000	Medicare	1,200.00		1,021.13		113.69		178.87	85.09
101-440-740.000	Operating Supplies	2,500.00		(29.99)		0.00		2,529.99	(1.20)
101-440-746.000	Gasoline & Oil	4,300.00		4,498.18		611.90		(198.18)	104.61
101-440-775.000	Repair & Maintenance Supplies	8,000.00		7,421.85		(201.73)		578.15	92.77
101-440-780.000	Safety Supplies	500.00		0.00		0.00		500.00	0.00
101-440-800.000	Professional/Contractual Serv.	900.00		1,439.42		175.50		(539.42)	159.94
101-440-810.000	Rubbish Collection Charges	111,700.00		68,952.84		0.00		42,747.16	61.73
101-440-815.000	Uniform Rental	3,000.00		1,387.66		0.00		1,612.34	46.26
101-440-850.000	Communications	900.00		719.88		0.00		180.12	79.99
101-440-860.000	Institutes & Training	300.00		96.90		0.00		203.10	32.30
101-440-880.000	Community Promotion	500.00		0.00		0.00		500.00	0.00
101-440-910.000	Insurance & Bonds	22,500.00		5,572.00		0.00		16,928.00	24.76
101-440-920.000	Utilities	8,500.00		6,055.56		0.00		2,444.44	71.24
101-440-926.000	Street Lighting	29,600.00		17,915.66		0.00		11,684.34	60.53
101-440-930.000	Repair & Maint.Contractors	11,100.00		16,856.71		0.00		(5,756.71)	151.86
101-440-970.000	Capital	0.00		1,332.14		0.00		(1,332.14)	100.00
Total Dept 440 - Public Services		361,000.00		238,209.63		12,742.40		122,790.37	65.99
Dept 591 - Water Plant Grant Expenses									
101-591-800.000	Professional/Contractual Serv.	0.00		28,174.41		67.50		(28,174.41)	100.00
101-591-830.000	Memberships & Dues	0.00		1,000.00		1,000.00		(1,000.00)	100.00
101-591-850.000	Communications	0.00		69.00		0.00		(69.00)	100.00
101-591-920.000	Utilities	0.00		33,917.26		0.00		(33,917.26)	100.00
101-591-930.000	Repair & Maint.Contractors	0.00		175.20		0.00		(175.20)	100.00
Total Dept 591 - Water Plant Grant Expenses		0.00		63,335.87		1,067.50		(63,335.87)	100.00
Dept 751 - Parks, Recreation & Culture									
101-751-702.000	Payroll - Full Time	54,800.00		37,497.24		4,514.05		17,302.76	68.43
101-751-703.000	Payroll - Part Time	10,200.00		2,269.68		0.00		7,930.32	22.25
101-751-715.000	Social Security	3,600.00		2,439.03		276.42		1,160.97	67.75
101-751-716.000	Hospital/Life Insurance	5,000.00		5,682.74		1,071.85		(682.74)	113.65
101-751-716.001	Insurance Deductible	1,000.00		0.00		0.00		1,000.00	0.00
101-751-718.000	Pension	23,300.00		13,933.73		1,919.88		9,366.27	59.80
101-751-720.000	Worker's Compensation	1,500.00		1,326.40		78.99		173.60	88.43
101-751-722.000	Medicare	800.00		570.34		64.63		229.66	71.29
101-751-746.000	Gasoline & Oil	2,700.00		2,077.49		192.72		622.51	76.94
101-751-775.000	Repair & Maintenance Supplies	16,100.00		7,293.49		201.73		8,806.51	45.30
101-751-780.000	Safety Supplies	400.00		0.00		0.00		400.00	0.00
101-751-910.000	Insurance & Bonds	6,500.00		7,100.00		0.00		(600.00)	109.23
101-751-920.000	Utilities	6,900.00		4,844.80		0.00		2,055.20	70.21
101-751-930.000	Repair & Maint.Contractors	28,400.00		25,587.98		0.00		2,812.02	90.10
101-751-970.000	Capital	10,200.00		1,411.59		0.00		8,788.41	13.84
Total Dept 751 - Parks, Recreation & Culture		171,400.00		112,034.51		8,320.27		59,365.49	65.36
TOTAL EXPENDITURES		1,506,765.00		1,023,370.20		77,252.51		483,394.80	67.92

PERIOD ENDING 02/28/2022

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	02/28/2022	(ABNORMAL)	MONTH 02/28/2022	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND										
Fund 101 - GENERAL FUND:										
	TOTAL REVENUES	1,582,100.00		1,163,437.38			(54,144.11)	418,662.62		73.54
	TOTAL EXPENDITURES	1,506,765.00		1,023,370.20			77,252.51	483,394.80		67.92
	NET OF REVENUES & EXPENDITURES	75,335.00		140,067.18			(131,396.62)	(64,732.18)		185.93

PERIOD ENDING 02/28/2022

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE		ACTIVITY FOR	AVAILABLE	% BGD	
		AMENDED BUDGET	NORMAL	02/28/2022	02/28/2022				MONTH 02/28/2022
				NORMAL	(ABNORMAL)	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 202 - MAJOR STREET FUND									
Revenues									
Dept 000									
202-000-546.000	State Grants - Act 51	163,900.00		114,220.54		17,277.78	49,679.46		69.69
Total Dept 000		163,900.00		114,220.54		17,277.78	49,679.46		69.69
TOTAL REVENUES									
202-000-546.000		163,900.00		114,220.54		17,277.78	49,679.46		69.69
Expenditures									
Dept 451 - Construction									
202-451-930.000	Repair & Maint.Contractors	0.00		3,507.48		0.00	(3,507.48)		100.00
202-451-970.000	Capital	3,000.00		0.00		0.00	3,000.00		0.00
Total Dept 451 - Construction		3,000.00		3,507.48		0.00	(507.48)		116.92
Dept 463 - Routine Maintenance									
202-463-702.000	Payroll - Full Time	7,100.00		3,513.23		475.37	3,586.77		49.48
202-463-715.000	Social Security	450.00		213.88		28.90	236.12		47.53
202-463-716.000	Hospital/Life Insurance	2,600.00		918.93		175.68	1,681.07		35.34
202-463-716.001	Insurance Deductible	50.00		0.00		0.00	50.00		0.00
202-463-718.000	Pension	3,000.00		1,318.25		175.44	1,681.75		43.94
202-463-720.000	Worker's Compensation	450.00		242.83		15.98	207.17		53.96
202-463-722.000	Medicare	100.00		49.99		6.75	50.01		49.99
202-463-746.000	Gasoline & Oil	300.00		0.00		0.00	300.00		0.00
202-463-775.000	Repair & Maintenance Supplies	2,200.00		885.00		0.00	1,315.00		40.23
202-463-930.000	Repair & Maint.Contractors	7,500.00		1,288.00		0.00	6,212.00		17.17
Total Dept 463 - Routine Maintenance		23,750.00		8,430.11		878.12	15,319.89		35.50
Dept 475 - Traffic Services									
202-475-702.000	Payroll - Full Time	6,800.00		3,458.31		466.88	3,341.69		50.86
202-475-715.000	Social Security	400.00		210.43		28.37	189.57		52.61
202-475-716.000	Hospital/Life Insurance	2,500.00		940.45		175.67	1,559.55		37.62
202-475-716.001	Insurance Deductible	50.00		0.00		0.00	50.00		0.00
202-475-718.000	Pension	2,800.00		1,297.53		177.79	1,502.47		46.34
202-475-720.000	Worker's Compensation	425.00		239.47		15.70	185.53		56.35
202-475-722.000	Medicare	100.00		49.20		6.64	50.80		49.20
202-475-746.000	Gasoline & Oil	500.00		0.00		0.00	500.00		0.00
202-475-775.000	Repair & Maintenance Supplies	2,400.00		81.80		0.00	2,318.20		3.41
202-475-930.000	Repair & Maint.Contractors	12,400.00		4,420.50		120.00	7,979.50		35.65
Total Dept 475 - Traffic Services		28,375.00		10,697.69		991.05	17,677.31		37.70
Dept 478 - Winter Maintenance									
202-478-702.000	Payroll - Full Time	8,200.00		5,536.89		842.79	2,663.11		67.52
202-478-715.000	Social Security	500.00		337.48		51.41	162.52		67.50
202-478-716.000	Hospital/Life Insurance	3,200.00		1,214.32		255.98	1,985.68		37.95
202-478-716.001	Insurance Deductible	100.00		0.00		0.00	100.00		0.00
202-478-718.000	Pension	3,500.00		1,788.33		328.66	1,711.67		51.10
202-478-720.000	Worker's Compensation	500.00		333.40		24.44	166.60		66.68
202-478-722.000	Medicare	100.00		78.94		12.03	21.06		78.94
202-478-746.000	Gasoline & Oil	900.00		274.08		0.00	625.92		30.45

PERIOD ENDING 02/28/2022

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE		ACTIVITY FOR	AVAILABLE		% BDGT	
		AMENDED BUDGET	NORMAL	02/28/2022	(ABNORMAL)		MONTH 02/28/2022	NORMAL		(ABNORMAL)
Fund 202 - MAJOR STREET FUND										
Expenditures										
202-478-753.000	Salt	10,000.00		(1,029.60)		0.00	11,029.60		(10.30)	
Total Dept 478 - Winter Maintenance		27,000.00		8,533.84		1,515.31	18,466.16		31.61	
Dept 482 - Administration										
202-482-702.000	Payroll - Full Time	1,200.00		809.11		89.91	390.89		67.43	
202-482-715.000	Social Security	100.00		48.95		5.42	51.05		48.95	
202-482-716.000	Hospital/Life Insurance	600.00		211.20		49.15	388.80		35.20	
202-482-718.000	Pension	500.00		283.27		37.68	216.73		56.65	
202-482-720.000	Worker's Compensation	0.00		51.51		3.03	(51.51)		100.00	
202-482-722.000	Medicare	0.00		11.40		1.27	(11.40)		100.00	
202-482-955.000	Miscellaneous	0.00		3,411.80		0.00	(3,411.80)		100.00	
202-482-960.000	Administrative Overhead	17,300.00		0.00		0.00	17,300.00		0.00	
Total Dept 482 - Administration		19,700.00		4,827.24		186.46	14,872.76		24.50	
TOTAL EXPENDITURES		101,825.00		35,996.36		3,570.94	65,828.64		35.35	
Fund 202 - MAJOR STREET FUND:										
TOTAL REVENUES		163,900.00		114,220.54		17,277.78	49,679.46		69.69	
TOTAL EXPENDITURES		101,825.00		35,996.36		3,570.94	65,828.64		35.35	
NET OF REVENUES & EXPENDITURES		62,075.00		78,224.18		13,706.84	(16,149.18)		126.02	

PERIOD ENDING 02/28/2022

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE		ACTIVITY FOR		AVAILABLE	% BGD
		AMENDED BUDGET	NORMAL	02/28/2022	(ABNORMAL)	MONTH 02/28/2022	(DECREASE)		
Fund 203 - LOCAL STREET FUND									
Revenues									
Dept 000									
203-000-546.000	State Grants - Act 51	66,900.00		47,305.95		7,116.01		19,594.05	70.71
203-000-676.101	Transfer from General Fund	0.00		25,000.00		25,000.00		(25,000.00)	100.00
Total Dept 000		66,900.00		72,305.95		32,116.01		(5,405.95)	108.08
TOTAL REVENUES									
66,900.00		66,900.00		72,305.95		32,116.01		(5,405.95)	108.08
Expenditures									
Dept 451 - Construction									
203-451-970.000	Capital	54,000.00		52,000.00		0.00		2,000.00	96.30
Total Dept 451 - Construction		54,000.00		52,000.00		0.00		2,000.00	96.30
Dept 463 - Routine Maintenance									
203-463-702.000	Payroll - Full Time	8,400.00		3,534.30		475.37		4,865.70	42.08
203-463-715.000	Social Security	500.00		215.12		28.90		284.88	43.02
203-463-716.000	Hospital/Life Insurance	2,600.00		940.58		175.68		1,659.42	36.18
203-463-716.001	Insurance Deductible	200.00		0.00		0.00		200.00	0.00
203-463-718.000	Pension	3,600.00		1,324.14		181.33		2,275.86	36.78
203-463-720.000	Worker's Compensation	500.00		244.24		15.98		255.76	48.85
203-463-722.000	Medicare	100.00		50.28		6.76		49.72	50.28
203-463-746.000	Gasoline & Oil	300.00		0.00		0.00		300.00	0.00
203-463-775.000	Repair & Maintenance Supplies	3,200.00		723.09		0.00		2,476.91	22.60
203-463-930.000	Repair & Maint.Contractors	5,100.00		3,288.68		0.00		1,811.32	64.48
Total Dept 463 - Routine Maintenance		24,500.00		10,320.43		884.02		14,179.57	42.12
Dept 475 - Traffic Services									
203-475-702.000	Payroll - Full Time	8,000.00		3,445.77		458.48		4,554.23	43.07
203-475-715.000	Social Security	500.00		209.76		27.87		290.24	41.95
203-475-716.000	Hospital/Life Insurance	2,300.00		907.43		171.34		1,392.57	39.45
203-475-716.001	Insurance Deductible	200.00		0.00		0.00		200.00	0.00
203-475-718.000	Pension	3,500.00		1,288.67		191.93		2,211.33	36.82
203-475-720.000	Worker's Compensation	500.00		238.97		15.42		261.03	47.79
203-475-722.000	Medicare	100.00		49.07		6.52		50.93	49.07
203-475-746.000	Gasoline & Oil	500.00		0.00		0.00		500.00	0.00
203-475-775.000	Repair & Maintenance Supplies	4,700.00		220.20		0.00		4,479.80	4.69
203-475-930.000	Repair & Maint.Contractors	600.00		0.00		0.00		600.00	0.00
Total Dept 475 - Traffic Services		20,900.00		6,359.87		871.56		14,540.13	30.43
Dept 478 - Winter Maintenance									
203-478-702.000	Payroll - Full Time	8,400.00		5,501.55		834.37		2,898.45	65.49
203-478-715.000	Social Security	500.00		335.68		50.94		164.32	67.14
203-478-716.000	Hospital/Life Insurance	2,600.00		1,181.28		251.68		1,418.72	45.43
203-478-716.001	Insurance Deductible	200.00		0.00		0.00		200.00	0.00
203-478-718.000	Pension	3,700.00		1,773.45		342.80		1,926.55	47.93
203-478-720.000	Worker's Compensation	500.00		331.35		24.16		168.65	66.27
203-478-722.000	Medicare	100.00		78.37		11.89		21.63	78.37
203-478-746.000	Gasoline & Oil	900.00		274.08		0.00		625.92	30.45

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 02/28/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2022 INCREASE (DECREASE)	NORMAL	AVAILABLE BALANCE (ABNORMAL)	% BGD USED
Fund 203 - LOCAL STREET FUND							
Expenditures							
203-478-753.000	Salt	10,000.00	(1,029.60)	0.00		11,029.60	(10.30)
203-478-775.000	Repair & Maintenance Supplies	0.00	257.95	0.00		(257.95)	100.00
	Total Dept 478 - Winter Maintenance	26,900.00	8,704.11	1,515.84		18,195.89	32.36
Dept 482 - Administration							
203-482-702.000	Payroll - Full Time	1,500.00	809.11	89.91		690.89	53.94
203-482-715.000	Social Security	100.00	48.95	5.42		51.05	48.95
203-482-716.000	Hospital/Life Insurance	800.00	211.20	49.15		588.80	26.40
203-482-718.000	Pension	700.00	283.27	37.68		416.73	40.47
203-482-720.000	Worker's Compensation	0.00	51.51	3.03		(51.51)	100.00
203-482-722.000	Medicare	0.00	11.40	1.27		(11.40)	100.00
203-482-960.000	Administrative Overhead	16,500.00	0.00	0.00		16,500.00	0.00
	Total Dept 482 - Administration	19,600.00	1,415.44	186.46		18,184.56	7.22
	TOTAL EXPENDITURES	145,900.00	78,799.85	3,457.88		67,100.15	54.01
Fund 203 - LOCAL STREET FUND:							
	TOTAL REVENUES	66,900.00	72,305.95	32,116.01		(5,405.95)	108.08
	TOTAL EXPENDITURES	145,900.00	78,799.85	3,457.88		67,100.15	54.01
	NET OF REVENUES & EXPENDITURES	(79,000.00)	(6,493.90)	28,658.13		(72,506.10)	8.22

PERIOD ENDING 02/28/2022

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 02/28/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2022 INCREASE (DECREASE)	NORMAL (ABNORMAL)	AVAILABLE BALANCE (ABNORMAL)	% BDT USED
Fund 251 - Brownfield Redevelopment							
Revenues							
Dept 000							
251-000-404.000	Tax Revenue	158,717.00	159,369.74	11,672.58		(652.74)	100.41
Total Dept 000		158,717.00	159,369.74	11,672.58		(652.74)	100.41
TOTAL REVENUES		158,717.00	159,369.74	11,672.58		(652.74)	100.41
Expenditures							
Dept 000							
251-000-960.000	Administrative Overhead	40,700.00	0.00	0.00		40,700.00	0.00
251-000-991.000	Debt Retirement-Principal	46,400.00	47,913.94	0.00		(1,513.94)	103.26
251-000-995.000	Interest Expense	12,000.00	10,232.14	0.00		1,767.86	85.27
Total Dept 000		99,100.00	58,146.08	0.00		40,953.92	58.67
TOTAL EXPENDITURES		99,100.00	58,146.08	0.00		40,953.92	58.67
Fund 251 - Brownfield Redevelopment:							
TOTAL REVENUES		158,717.00	159,369.74	11,672.58		(652.74)	100.41
TOTAL EXPENDITURES		99,100.00	58,146.08	0.00		40,953.92	58.67
NET OF REVENUES & EXPENDITURES		59,617.00	101,223.66	11,672.58		(41,606.66)	169.79

PERIOD ENDING 02/28/2022

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL (ABNORMAL)	02/28/2022	NORMAL (ABNORMAL)	MONTH 02/28/2022	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	% BGD USED
Fund 285 - Stimulus Grant Fund										
Revenues										
Dept 000										
285-000-528.000	Other Federal Funding	0.00		96,052.18		96,052.18		(96,052.18)	100.00	
Total Dept 000		0.00		96,052.18		96,052.18		(96,052.18)	100.00	
TOTAL REVENUES										
		0.00		96,052.18		96,052.18		(96,052.18)	100.00	
Fund 285 - Stimulus Grant Fund:										
TOTAL REVENUES		0.00		96,052.18		96,052.18		(96,052.18)	100.00	
TOTAL EXPENDITURES		0.00		0.00		0.00		0.00	0.00	
NET OF REVENUES & EXPENDITURES		0.00		96,052.18		96,052.18		(96,052.18)	100.00	

PERIOD ENDING 02/28/2022

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL	02/28/2022	(ABNORMAL)	MONTH 02/28/2022	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	% BDTG USED
Fund 401 - Veteran's Memorial Fund										
Revenues										
Dept 000										
401-000-674.000	Contributed Capital Revenue	0.00		4,001.44		100.00		(4,001.44)		100.00
Total Dept 000		0.00		4,001.44		100.00		(4,001.44)		100.00
TOTAL REVENUES										
Expenditures										
Dept 000										
401-000-955.000	Miscellaneous	0.00		20.00		0.00		(20.00)		100.00
Total Dept 000		0.00		20.00		0.00		(20.00)		100.00
TOTAL EXPENDITURES										
Fund 401 - Veteran's Memorial Fund:										
TOTAL REVENUES										
TOTAL EXPENDITURES										
NET OF REVENUES & EXPENDITURES										
		0.00		4,001.44		100.00		(4,001.44)		100.00
		0.00		20.00		0.00		(20.00)		100.00
		0.00		3,981.44		100.00		(3,981.44)		100.00

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE		ACTIVITY FOR		AVAILABLE	% B DGT
		AMENDED BUDGET	NORMAL	02/28/2022	(ABNORMAL)	MONTH 02/28/2022	INCREASE (DECREASE)		
Fund 590 - SEWER FUND									
Revenues									
Dept 000									
590-000-626.000	Sewer Services	270,000.00		59,675.04		0.00		210,324.96	22.10
590-000-664.000	Interest on Investments	1,800.00		0.00		0.00		1,800.00	0.00
Total Dept 000		271,800.00		59,675.04		0.00		212,124.96	21.96
TOTAL REVENUES		271,800.00		59,675.04		0.00		212,124.96	21.96
Expenditures									
Dept 000									
590-000-702.000	Payroll - Full Time	22,300.00		14,689.62		1,320.22		7,610.38	65.87
590-000-715.000	Social Security	1,400.00		887.35		79.56		512.65	63.38
590-000-716.000	Hospital/Life Insurance	7,400.00		5,681.77		698.06		1,718.23	76.78
590-000-716.001	Insurance Deductible	500.00		0.00		0.00		500.00	0.00
590-000-718.000	Pension	9,400.00		5,711.13		553.32		3,688.87	60.76
590-000-720.000	Worker's Compensation	500.00		339.47		15.25		160.53	67.89
590-000-722.000	Medicare	300.00		207.80		18.61		92.20	69.27
590-000-800.000	Professional/Contractual Serv.	36,200.00		19,289.90		0.00		16,910.10	53.29
590-000-815.000	Uniform Rental	500.00		95.91		0.00		404.09	19.18
590-000-910.000	Insurance & Bonds	10,600.00		10,452.00		0.00		148.00	98.60
590-000-920.000	Utilities	2,300.00		1,544.81		0.00		755.19	67.17
590-000-930.000	Repair & Maint. Contractors	15,200.00		0.00		0.00		15,200.00	0.00
590-000-960.000	Administrative Overhead	69,300.00		0.00		0.00		69,300.00	0.00
590-000-968.000	Depreciation	13,800.00		0.00		0.00		13,800.00	0.00
Total Dept 000		189,700.00		58,899.76		2,685.02		130,800.24	31.05
TOTAL EXPENDITURES		189,700.00		58,899.76		2,685.02		130,800.24	31.05
Fund 590 - SEWER FUND:									
TOTAL REVENUES		271,800.00		59,675.04		0.00		212,124.96	21.96
TOTAL EXPENDITURES		189,700.00		58,899.76		2,685.02		130,800.24	31.05
NET OF REVENUES & EXPENDITURES		82,100.00		775.28		(2,685.02)		81,324.72	0.94
TOTAL REVENUES - ALL FUNDS									
TOTAL EXPENDITURES - ALL FUNDS		2,243,417.00		1,669,062.27		103,074.44		574,354.73	74.40
NET OF REVENUES & EXPENDITURES		2,043,290.00		1,255,232.25		86,966.35		788,057.75	61.43
NET OF REVENUES & EXPENDITURES		200,127.00		413,830.02		16,108.09		(213,703.02)	206.78

Parchment Little League

PO Box 612

Parchment, MI 49004-0612

March 10, 2022

City of Parchment

Attention: Nancy Stoddard City Manager
Parchment Fire Chief
Lt. Scott Jackson fax 2695524468

Ref: Little League Parade

We would like to request permission to conduct our opening day parade on Saturday April 30th . Parade starts at 9am. We line up at the high school starting at 8am. We would like the parade route to begin at the High School and travel West on G Ave to Riverview, South on Riverview to Parchmount, East on Parchmount to Orient, South on Orient to Glendale, West on Glendale to Maple St, South on Maple St to Park, East on Park to the fields.

Thank you

If you have any questions, please let me know.

Thank you,

Dodi Leckie
President
Parchment Little League
269-743-8073
Leckie72@yahoo.com

Kindleberger Park Reservation Form

Sunken Garden/Gazebo (\$250 non-resident/\$150 resident) (3 hour block)
\$100 deposit required

Stage (\$350 non-resident/\$200 resident) (3 hour block) \$100 deposit required

Picnic Pavilion 1 (\$100 non-resident, \$50 resident) (4 hour block)

Picnic Pavilion 2 (\$100 non-resident, \$50 resident) (4 hour block)

Picnic Pavilion 3 (\$100 non-resident, \$50 resident) (4 hour block)

Picnic Pavilion 4 (\$100 non-resident, \$50 resident) (4 hour block)

Picnic Pavilion 5 (\$100 non-resident, \$50 resident) (4 hour block)

Name: Tim Evans Phone: 269-330-6293

Address: 221 Espanola Parchment MI 49004

Email: TIMALL EN/201@yahoo.com Alternate Phone: _____

Date of Event: 6-4-22 Time: 2:00 - 5:00 p.m.

Type of event: family gathering - fire fighter family

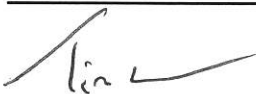
Approximate number of attendees: 30

Will there be music as part of your event? NO

Name of DJ, musical performer, sound technician: _____

Decorations, rental chairs/tents/tables? Describe: NO

Name & address for deposit return: Tim Evans



Signature

3-7-22

Date

*This reservation form is your receipt, confirming your reserved area.
Should you experience any problem during your event, please contact the
Kalamazoo Township Police Department at 269-488-8911.*

FOR INTERNAL OFFICE USE:

Application received by: _____ Date: _____

Payment amount received: _____ Receipt # _____

Check # _____ Cash _____ Credit _____

APPROVAL

Signature

Date

COPY

Kindleberger Park Reservation Form

- Sunken Garden/Gazebo** (\$350 non-resident/\$250 resident) (3 hour block)
Includes \$100 refundable deposit
- Stage** (\$450 non-resident/\$300 resident) (3 hour block) *Includes \$100 deposit*
- Picnic Pavilion 1 Upper** (\$100 non-resident, \$50 resident) (4 hour block)
- Picnic Pavilion 2 Upper** (\$100 non-resident, \$50 resident) (4 hour block)
- Picnic Pavilion 3 Upper** (\$100 non-resident, \$50 resident) (4 hour block)
- Picnic Pavilion 4 Lower** (\$100 non-resident, \$50 resident) (4 hour block)
- Picnic Pavilion 5 Lower** (\$100 non-resident, \$50 resident) (4 hour block)

Name: Christine R Whitfield Phone: 269-615-1058
 Address: 4420 Lilac Lane Apt 123 Kalamazoo, MI 49006
 Email: Mastorresol1412@gmail.com Alternate Phone: 269-993-2387
 Date of Event: August 27th 2022 Time: 3 pm - 6 pm
 Type of event: Wedding Ceremony
 Approximate number of attendees: 25
 Will there be music as part of your event? Just as Bride walks down
 Name of DJ, musical performer, sound technician: Juan Washington

Decorations, rental chairs/tents/tables? Describe: _____
Chairs, Black Runner To walk on
 Name & address for deposit return: 4420 Lilac Lane Apt 123
Kalamazoo, MI 49006. Christine Whitfield

Christine R Whitfield MARCH 14th 2022
 Signature Date

This reservation form is your receipt, confirming your reserved area. Should you experience any problem during your event, please contact the Kalamazoo Township Police Department at 269-488-8911.

FOR INTERNAL OFFICE USE
 Application received by: [Signature] Date: 3-16-22
 Payment amount received: \$450 Receipt # _____
 Check # _____ Cash _____ Credit CC
 APPROVAL

Signature _____ Date _____

KALAMAZOO AREA TRANSPORTATION STUDY

TECHNICAL COMMITTEE MEETING
MINUTES FEBRUARY 10, 2022 - 9:30 A.M.

CALL TO ORDER

The February 10, 2022 Technical Committee Meeting was called to order at 9:30 a.m. at Kalamazoo Metro, by Vice-Chair Jodi Stefforia in substitution for Chair Ryan Minkus.

ROLL CALL

Meeting attendance was recorded on the sign-in sheet. Introductions were made by all present.

MEMBERS PRESENT

Christina Anderson	City of Kalamazoo
Muhammad Arif	City of Portage
Mickey Bittner	Village of Paw Paw
Kendra Gwin	City of Portage
Todd Hackenberg	Village of Lawton
Robert Henderson	Van Buren Public Transit
Jeff Heppler	Village of Augusta
Jim Hoekstra	Road Commission of Kalamazoo County
Anna Horner	Oshtemo Township
Anthony Ladd	City of Kalamazoo
Iris Lubbert	Oshtemo Township
Jodie Lynch	Central County Transportation Authority
Jim Mallery	Village of Vicksburg
Dennis Randolph	City of Kalamazoo
Ryan Russell	Village of Schoolcraft
Brian Sanada	Michigan Department of Transportation, Region
Jodi Stefforia, Vice-Chair	Comstock Township
Nancy Stoddard	City of Parchment
Greg Vlietstra	Kalamazoo County Transportation Authority
Luke Walters	Michigan Department of Transportation, Statewide Planning
George Waring	City of Kalamazoo
Mark Worden	Road Commission of Kalamazoo County

OTHERS PRESENT

Philip Doorlag	Wightman & Associates
Jamie Harmon	City of Portage
Fred Nagler	Kalamazoo Area Transportation Study
Elizabeth Rumick	Kalamazoo Area Transportation Study
Paul Sotherland	KATS Citizens Advisory Committee
Steve Stepek, AICP	Kalamazoo Area Transportation Study
Ali Townsend	Kalamazoo Area Transportation Study

CHANGES OR ADDITIONS TO THE AGENDA

Stefforia and Stepek agreed the Non-Motorized Subcommittee meeting update would be discussed during the New Business section of the meeting.

APPROVAL OF THE AGENDA

MOTION by Heppler, SECOND by Worden, ***“to approve the February 10, 2022 Technical Committee Agenda as amended.”*** MOTION APPROVED.

MINUTES FROM THE DECEMBER 2, 2021 MEETING

Draft minutes from the December 2, 2021 meeting were included in the meeting materials.

MOTION by Worden, SECOND by Heppler, ***“to approve the minutes from the December 2, 2021 Technical Committee Meeting.”*** MOTION APPROVED.

POLICY COMMITTEE REPORT

Stepek reported on behalf of the Kalamazoo Area Transportation Study (KATS) Policy Committee, all items recommended by the Technical Committee were approved, including the December Transportation Improvement Program Amendments.

PUBLIC COMMENTS

No public comments were made.

TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS

Stepek explained the Transportation Improvement Program (TIP) Amendments were an enclosure in the meeting packet. The newest version was updated to include recent changes related to the new federal transportation bill. KATS is in the middle of the TIP development process and preparing for the TIP lockdown in April. Stefforia asked what the limits are of the M-96 Michigan Department of Transportation job. Stepek responded this job barely comes into Kalamazoo County but since the Battle Creek Metropolitan Planning Organization designated it as regionally significant, KATS then is required to add it to the TIP.

MOTION by Sanada, SECOND by Heppler, ***“to approve the Transportation Improvement Program Amendments.”*** MOTION APPROVED.

FISCAL YEAR 2023-2026 PRIORITIZED PROJECT LIST

This draft list was included in the meeting materials. Stepek explained this is the full, master list of all projects which is then reviewed and scored by the TIP Sub-Committee and presented for public comment to determine the final TIP. Projects that are not funded become the Illustrative Project List.

MOTION by Worden, SECOND by Gwin, ***“to approve the Fiscal Year 2023-2026 Prioritized Project List.”*** MOTION APPROVED.

FISCAL YEAR 2023-2026 DRAFT PROJECTS

Stepek explained that since this project list is continually changing, a handout of the current list was made available as opposed to including it in the meeting packet. After scoring and review of the master project list, the TIP Sub-Committee creates this project list which assigns funds to projects. The TIP Sub-Committee will be meeting again directly following this meeting.

PUBLIC TRANSPORTATION UPDATES

Lynch reported Metro's Comprehensive Operations Analysis is in process. A presentation and public engagement are scheduled for February 14, 2022.

STATUS REPORTS

ROADS-

Ladd reported the City of Kalamazoo culvert replacement project on Stadium Drive will begin soon.

Harmon reported the City of Portage Lovers Lane Reconstruction project bids came in at 11 percent under estimate. Romence Road from Angling Road to Oakland Drive is out for bid. The Shaver Road and Portage Road projects scheduled for 2024 are under design. A Request for Proposals is being issued today for engineering for the South Westnedge project.

Hoekstra reported the Road Commission of Kalamazoo County has received several project bids under estimates, two jobs are planned for a March letting. Worden elaborated the Lake Street project has been postponed due to material shortages related to supply chain issues.

Heppler from the Village of Augusta announced Augusta Drive project bids are in. The Village's Washington Street and Washington Street bridge grant projects are moving forward.

Mallery updated that the Village of Vicksburg downtown project is expected to be complete in mid-March.

Sanada reported the Michigan Department of Transportation I-94 project Portage Road bridge deck will be poured soon.

LAND USE/PLANNING AND ZONING-

Anderson reported the City of Kalamazoo is performing zoning updates in-house.

Lubbert stated Oshtemo Township is hiring McKenna to do a 5G ordinance.

NEW BUSINESS

As previously discussed, Stepek reported on the first quarterly Non-Motorized Subcommittee meeting. Lots of feedback and comments were received on the non-motorized map which is also posted on the katsmpo.org website. Staff are working to make the map more usable with improvements to the legend and fields. An update on the next quarterly Non-Motorized Subcommittee meeting will be an agenda item for the Technical Committee meeting.

Stepek announced the new PASER training schedule is out and available and encouraged attendees to sign-up and attend the training.

PUBLIC COMMENTS

No public comments were made.

ADJOURNMENT

The meeting adjourned at 9:56 a.m.

The next meeting of the Kalamazoo Area Transportation Study Technical Committee will be held on Thursday, March 10, 2022 at 9:30 a.m.

Approved 3/10/22 (er)

KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE

Minutes of the December 15, 2021 Meeting

CALL TO ORDER

The December 15, 2021 Policy Committee Meeting was called to order remotely in accordance with Kalamazoo County State of Emergency Declaration, by Chair Randy Thompson at 9:00 a.m.

INTRODUCTIONS

Participants in the meeting stated their name and location from which they are attending the meeting remotely.

ROLL CALL

Remote meeting attendance was recorded on the sign-in sheet.

MEMBERS PARTICIPATING

	<u>Agency</u>	<u>Call-In Location</u>
Rob Britigan	City of Parchment	Comstock Township
Kerry DenBraber	Michigan Department of Transportation, TSC	Martin Township
Marsha Drouin, Treasurer	Richland Township	Richland Township
Jeff Franklin	Michigan Department of Transportation, Planning	Owosso, MI
Jason Gatlin	Wakeshma Township	Wakeshma Township
Libby Heiny-Cogswell, Vice Chair	Oshtemo Township	Oshtemo Township
Jeff Heppler	Village of Augusta	Village of Augusta
Adam Herringa	City of Portage	City of Portage
Martin Janssen	Kalamazoo County Transportation Authority	Cooper Township
Joanna Johnson	Road Commission of Kalamazoo County	City of Kalamazoo
Sarah Joshi	City of Galesburg	City of Galesburg
Greg Kinney	Van Buren County Road Commission	Village of Decatur
Tracy Locey	Brady Township	Brady Township
Nick Loeks	Texas Township	Texas Township
Sherine Miller	Kalamazoo Township	Kalamazoo Township
Dennis Olson	Village of Vicksburg	Village of Vicksburg
Paul Sotherland	KATS Citizens Advisory Committee	Kalamazoo Township
Randy Thompson, Chair	Comstock Township	Comstock Township
Jerry VanderRoest	Charleston Township	Charleston Township

MEMBERS ABSENT

	<u>Agency</u>
Curtis Aardema	Central County Transportation Authority
Carol Daly	Village of Mattawan
John Gisler	Kalamazoo County
Edward Hellwege	Village of Paw Paw
Lisa Imus	Village of Lawton
Chris Praedel	City of Kalamazoo
Jeff Sorensen	Cooper Township
Don Ulsh	Schoolcraft Township

OTHERS PARTICIPATING

	<u>Agency</u>
Paul Ecklund	Disability Network of Southwest Michigan
Jason Gatlin	Wakeshma Township
Robert Henderson	Van Buren Public Transit
Megan Mickelson	Kalamazoo Area Transportation Study
Ryan Minkus	Road Commission of Kalamazoo County
Elizabeth Rumick	Kalamazoo Area Transportation Study
Paul Selden	Bike Friendly Kalamazoo
Steve Stepek	Kalamazoo Area Transportation Study
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

MOTION by Heppler, SECOND by Drouin, ***“to approve the agenda of the December 15, 2021 Policy Committee Meeting.”*** MOTION APPROVED.

PUBLIC COMMENTS

Selden of Bike Friendly Kalamazoo announced the Community-Wide Bicycle Program Steering Committee met December 1, 2021. The national bicycle skills “All Kids Bike Program” will be presented to every Kindergarten Physical Education class in the region. Sawyer Duncan, Vicksburg School District Physical Education Teacher, will lead the curriculum.

CONSENT AGENDA

- ACCEPTANCE OF THE TREASURER’S REPORT
- ACCEPTANCE OF THE TECHNICAL COMMITTEE REPORT (DECEMBER 2, 2021)
- ACCEPTANCE OF THE SOUTHCENTRAL MICHIGAN PLANNING COUNCIL REPORT
- APPROVAL OF THE MINUTES FROM THE NOVEMBER 17, 2021 MEETING

MOTION by Johnson, SECOND by Heppler, ***“to accept and approve the items on the Consent Agenda.”*** MOTION APPROVED.

TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS

Steppek provided information on the five amendments included in the packet. Three are additions related to 2023 safety grants that were awarded and two are budget increases. The Technical Committee recommends approval of the Transportation Improvement Program Amendments as presented.

MOTION by Drouin, SECOND by Britigan, ***“to approve the Fiscal Year 2020 – 2023 Transportation Improvement Program Amendments.”*** MOTION APPROVED.

STATE SAFETY TARGETS

The State Safety Targets, data, and supporting documentation is included in the meeting packet. Stepek elaborated that this is the annual state’s 2022 calendar year target. Per Federal requirements, every Metropolitan Planning Organization is required to either adopt the state safety targets or develop their own. Kalamazoo Area Transportation Study has traditionally supported state targets. Region-wide data shows an overall downward trend for bicyclist and pedestrian serious injuries, serious injuries, and fatalities with some exceptions. The Technical Committee recommends supporting the State Safety Targets as presented.

Olson asked when the US-131 project was set to begin. DenBraber responded it is moved from 2023 to 2024.

Johnson added the Road Commission of Kalamazoo County analyzes data to support the type of safety project improvements they pursue. The region is trending in a positive direction as the Road Commission continues correction and support to reduce accidents and fatalities in funded projects.

MOTION by Heppler, SECOND by Janssen, ***“to approve the State Safety Targets.”*** MOTION APPROVED.

LOMA OZONE CONFORMITY REPORT

The report is included in the meeting packet. Stepek explained this is the first time Kalamazoo Area Transportation Study (KATS) along with Battle Creek Area Transportation Study (BCATS) are considered a Limited Orphan Maintenance Area (LOMA) for ozone conformity. Conformity is based on fiscal constraint. KATS Staff and the Technical Committee recommend approval of the report and submission with the Metropolitan Transportation Plan to the Michigan Department of Transportation.

MOTION by Johnson, SECOND by Janssen, ***“to approve the LOMA Ozone Conformity Report.”*** MOTION APPROVED.

POLICY COMMITTEE OFFICER ELECTIONS

Drouin and Sorensen served on the Officer Nomination Subcommittee. Drouin reported nominations for the two-year terms beginning January 1, 2022 include renewed terms for both Chair and Vice-Chair, Randy Thompson (Comstock Township) and Libby Heiny-Cogswell (Oshtemo Township), respectively. Rob Britigan (City of Parchment), is nominated for Treasurer. Thompson thanked Drouin for serving as Treasurer.

MOTION by Janssen, SECOND by Johnson, ***“to approve the Nomination Subcommittee recommendations for Policy Committee Officers as: Randy Thompson-Chair, Libby Heiny-Cogswell-Vice-Chair and Rob Britigan-Treasurer.”*** MOTION APPROVED.

PROJECT LIST FOR 2024 – 2026 TRANSPORTATION IMPROVEMENT PROGRAM

Stepek explained this full project list is included in the packet and available on the katsmpo.org website with a map. Although Kalamazoo Area Transportation Study (KATS) Staff has prioritized the list, prioritization is not shared so it does not impact public opinion. The prioritization process will be communicated in January 2022, the project draft list will be ready in February 2022 with the document presented in March 2022. Britigan asked if the list included only those projects reviewed or all the projects submitted. Stepek answered it includes all projects that were submitted. If any project is missing, let KATS know.

PUBLIC TRANSPORTATION UPDATES

Janssen reported the Kalamazoo County Transportation Authority (KCTA)/ Central County Transportation Authority (CCTA) board met December 13, 2022 to discuss the tragic shooting incident that occurred throughout the Kalamazoo Transportation Center Area on November 27, 2021. The weight of the incident was expressed during the meeting. Security plans in place were discussed. The meeting brought attention to the severe trauma experienced by victims, witnesses, and staff. Some bus drivers have quit making the bus driver shortage worse. Overall, bus drivers responded appropriately by closing bus doors and having riders duck to the floor. One bus driver transported a victim to the hospital in a bus. Metro's national union brought in grief counselors. Earl Cox, President of the Amalgamated Transit Union contacted a Chaplain who was onsite within 15 minutes to assist with shock and fear. Sympathies go out to the shooter who was a troubled individual as well as his family who is also challenged by the event. The shooter was killed by Kalamazoo Public Safety who arrived at the scene within 2 minutes. In the aftermath of the incident, Metro is forming a task force to develop both short-term and long-term plans moving forward. Drouin asked if Metro Connect services Mattawan and Paw Paw. Henderson responded Van Buren Public Transit services Paw Paw. Call them to schedule pick-up and drop-off. Transit Authorities cross over county borders for legal and medical reasons with service to the Battle Creek Veteran's Administration Hospital on Tuesdays and Thursdays.

EXECUTIVE DIRECTOR'S REPORT

Stepek elaborated in addition to the memo included in the meeting materials, Fiscal Year 2021 Obligated Project Report and Fiscal Year 2021 Transportation Improvement Program Modification Summary reports are available on the katsmpo.org website. Invitations will be forthcoming for KATS 101 Training and Timesheet Training which will be held via Zoom in January 2022. The KATS fiscal year-end 2021 financial audit is complete.

NEW BUSINESS

No new business was brought forth.

PUBLIC COMMENTS

Selden of Bike Friendly Kalamazoo invited attendees to Bike Week May 7, 2022 – May 14, 2022. Kalamazoo Bicycle Club will host its annual presentation of Bike Camp. Results of the bike and pedestrian safety enforcement program conducted by the Office of Highway Safety and Planning and the Michigan State Police were presented at the community-wide Bike Program Steering Committee meeting held on December 1, 2021. Citations and warnings were issued to both motorists and bicyclists for violation of traffic laws. The successful program will be repeated. Selden

thanked KATS Staff, the Policy Committee, and Technical Committee for advances in non-motorized progress over the past year.

MEMBER COMMENTS

Britigan representing the City of Parchment thanked members for the nomination as Policy Committee Treasurer, accepts the nomination, and looks forward to the role.

Herringa reported Portage Road in the City of Portage will be closed the weekend of December 18, 2021 for a temporary pedestrian bridge installation over Portage Road so workers can traverse from the parking area to Pfizer's expansion project.

Heiny-Cogswell thanked members for the Vice-Chair appointment. Oshtemo Township has been significantly impacted by the COVID pandemic this week as two staff members tested positive, a family member of an employee died recently due to complications from the virus, and two other employee family members are severely ill with COVID. Oshtemo Township will again require masks in offices and are expected to close township customer service next week due to insufficient staffing.

Heppler announced that after several years of trying, the Michigan Department of Transportation (MDOT) awarded the Village of Augusta an \$830,000 grant to replace the Washington Street bridge in 2024. Heppler appreciates partnership with MDOT, the Road Commission of Kalamazoo County, and area townships. The village 5-year rolling road replacement plan is being reviewed including plans to replaced Augusta Drive. Related to Selden's comments on bicyclist and motorist traffic violation enforcement, Heppler stated the importance of enforcement, engineering, and education.

Olson stated the Village of Vicksburg Christmas parade was a success. The downtown project is almost done. Roads are open. Street lights are being installed and traffic lights should be back up near the first of the year.

Joshi appreciates assistance from everyone as her first year as the City of Galesburg City Manager is wrapping up.

Johnson reported the Road Commission of Kalamazoo County (RCKC) was busy with cleanup after recent damaging strong winds. Johnson gave a shout-out to all first responders that assisted including firefighters, law enforcement, and 911 central dispatch. RCKC is proud and appreciative to be a recipient of the 2021 Branch Award from the American Public Works Association for the Sprinkle Road project.

Thompson thanked members for another term as Chair and thanked Britigan for accepting the Treasurer nomination.

ADJOURNMENT

Following a motion by Drouin and a second by Johnson, Chair Thompson adjourned the December 15, 2021 Policy Committee Meeting at 9:40 a.m.

Next Meeting: Wednesday, January 26, 2022 - 9:00 a.m.

Approved 2/23/22 (er)



Township of Kalamazoo Police Department

City of Parchment Quarterly Report

October 1, 2021 through December 31, 2021

Calls for service: 404

Citations: (52 traffic / 2 parking)

Arrests: 9

Traffic Crashes: 8 Traffic crashes (5 property damage 3 personal injury)

2021 Annual Report of the Parchment Planning Commission

The Planning Commission (P.C.) meets on the 4th Wednesday of each month at 6pm at Parchment City Hall. During 2021 the P.C. met 11 times, plus two public input/data collection sessions in Kindleberger Park. The P.C. did not meet in December.

Two public hearings were conducted plus three site plan reviews or amendments to previously approved site plans.

The Planning Commission did not establish a 2021 Work Plan, therefore this Report does not report on progress made on identified work items.

In 2021, strong movement was made on key planning documents:

- 1) Preparation/Approval of 2021 Master Plan
- 2) Preparation/Approval of 2022 Parks & Recreation Plan

In 2020/2021, important Zoning Ordinance amendments were completed to better facilitate planned development in the City.

- 1) Review/amendment of Planned Unit Development provision
- 2) Addition of Conditional Rezoning option

The Planning Commission further determined the following:

- 1) A Work Plan will be developed for 2022
- 2) Education/training elements will be incorporated into meeting agendas

Following is a monthly (non-exhaustive) outline of Planning Commission activities:

January

- review C-1 zoning classification
- site plan review for Bigby's
- begin discussion on PUD zoning districts

February

- consider variance for Bigby's
- review PUD zoning district criteria
- consider amending zoning ordinance to include "conditional zoning"

March

- review final draft of PUD zone
- public hearing to consider re-zoning Bigby property
- amend zoning ordinance to allow for "conditional zoning"

April

- consider "conditional zoning" application
- discuss PUD zoning in detail

May

- conduct public hearing for PUD
- begin discussion about Parks & Recreation Plan

June

- site plan review for 631 Commerce Lane
- approve Bigby site plan
- prepare survey for Parks & Recreation Plan
- conduct Park Facilities survey

July

- review input from Parks Plan survey
- conduct Parks Accessibility Survey
- collect citizen input during Kindleberger Arts Festival

August

- review progress on Parks & Recreation Plan

September

- public input presentation in sunken garden
- review status of surveys for Parks plan
- review status of accessibility audit for Parks plan

October

- review outstanding items to be completed for Parks & Recreation Plan
- review action plan for rec plan work
- review final schedule for Recreation Plan submittals

November

- review amendment to previously approved site plan at 400 Island Avenue (L.C. Howard)
- review final draft of Parchment Master Plan

December

- Planning Commission did not meet in December

Respectfully Submitted,

Kent R. DeBoer, Planning Commission Chairperson, 2021

Property Access Agreement

Allied Paper, Inc./Portage Creek/Kalamazoo River Superfund Site Operable Unit 5, Area 1

March 16, 2022

Dear Sir/Madam:

Effective March 9, 2017, the U.S. Environmental Protection Agency (USEPA) issued a Unilateral Administrative Order (UAO) for Remedial Design and Remedial Action (UAO [Docket No. V-W-17-C-002]) for work to be performed on a portion of the Kalamazoo River in Kalamazoo and Allegan Counties, Michigan. The work outlined in the UAO includes remediation of sediment containing polychlorinated biphenyls (PCBs). USEPA, in coordination with State agencies including the Michigan Department of Environment, Great Lakes, and Energy (EGLE), is providing oversight and support for this project.

Access to your property is needed to conduct remedial activities and allow USEPA and EGLE to monitor and assess such activities. These remedial activities are required by USEPA for compliance with the UAO and will be conducted under a USEPA-approved work plan. The work will be conducted by qualified contractors, procured through Wood Environment and Infrastructure Solutions, Inc. (Wood), on behalf of Georgia-Pacific, LLC and International Paper Company (collectively Respondents).

To complete the remedial activities, we are requesting confirmation of your ownership of, and your permission for Wood, USEPA, and Respondents, their representatives, contractors, and subcontractors (the Access Parties), to access, the property identified as former Canadian National Railway property located to the north and west of Commerce Lane and shown on **Figure 1 (Property)**, between March 10, 2022, and December 31, 2022, to complete remedial activities.

Specific construction activities and projected short-term Property modifications are described in **Attachment 1**. Project personnel will conduct themselves in a professional and courteous manner while on your Property and will follow approved procedures designed to protect your safety and the safety of the public, workers, and environment. Upon completion of the work, site conditions will be restored to existing conditions, or better, as described in **Attachment 2**.

Your signature on this Agreement authorizes the activities as outlined in **Attachments 1 and 2** on your Property. Please provide your contact information below by March 10, 2022, so that we may notify you in advance of activities affecting your Property.

Thank you in advance for your cooperation on this important project to restore this segment of the Kalamazoo River. Please contact the following individuals if you have any questions about the activities being conducted or this request to access your Property:

Chase Gerbig
Supervising Contractor
Wood
585- 704-8167
Chase.gerbig@woodplc.com

Jim Saric
Remedial Project
Manager
USEPA Region 5
312-886-0992
saric.james@epa.gov

Dan Peabody
Environmental Quality
Analyst
EGLE
517-284-5072
PeabodyD@michigan.gov

Property Access Agreement

Property Address(es): Vacant Parcel with Gravel Driveway – Former
Canadian National Railway Parcel (See Figure 1)

Property Owner Name: City of Parchment

Owner Telephone No.: _____

Owner e-mail Address: _____

Preferred Communication: Phone? Email?

ACCESS GRANTED:

[Print]

[Sign]

[Date]

Figure 1 – City of Parchment Property for Access to S-IM1
Attachment 1 – Description of Short-Term Property Impacts
Attachment 2 – Description of Property Restoration Measures

Property Access Agreement

Attachment 1 – Description of Short-Term Property Impacts

Property Address:	Vacant Parcel with Gravel Driveway to Commerce Lane – Formerly Canadian National Railway Parcel
Property Parcel No.:	Figure 1

The referenced Property will be accessed for its use as a vehicle/truck route to and from the construction area adjacent to the Kalamazoo River as shown on **Figure 1**. The Contractor may enhance the haul road with additional gravel as needed to improve and restore the surface during construction activities. There are three light poles (decorative lamp posts) and three bollards along the route that may need to be temporarily removed during construction activities to allow passage of the trucks and equipment. If this measure is needed, a qualified contractor will conduct the work.

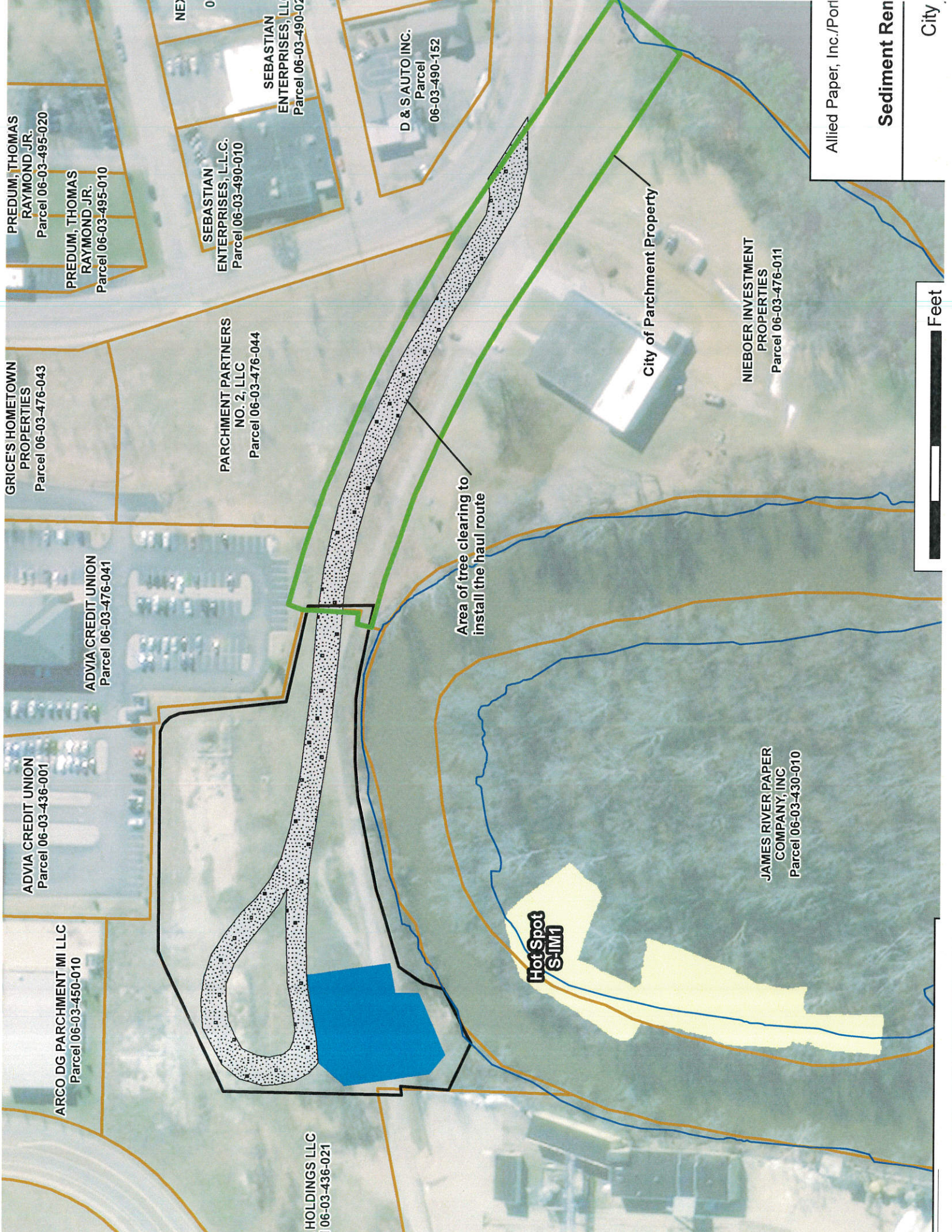
Use of the haul road will continue throughout tree clearing and remedial action construction activities that will occur on property that adjoins City of Parchment Property. Construction related activities adjacent to the river are expected to begin March 10, 2022, with tree clearing activities. The remedial action construction work is expected to begin in June and continue through the end of 2022 (including restoration). Therefore, access to your Property for use of the driveway will generally extend from March 10, 2022 through December 31, 2022 with varying levels of activity. The period of heaviest use is expected to be June through October. We will notify you with additional schedule details as they become available. Pre and post construction photographic conditions surveys will be performed to document the condition of the Property before and after the project.

Property Access Agreement

Attachment 2 – Description of Property Restoration Measures

Property Address:	Vacant Parcel with Gravel Driveway to Commerce
Property Parcel No.:	Figure 1

Upon completion of construction work, the driveway on your parcel used for access to and from the work area will be restored to pre-construction conditions. Gravel applied for the truck route will be removed and disturbed areas will be seeded. If the paved walking path is damaged, repairs will be made consistent with its current design. Lamp posts and bollards will be reinstalled at the same pre-construction locations by qualified contractors.



PREDUM, THOMAS RAYMOND JR.
Parcel 06-03-495-020

PREDUM, THOMAS RAYMOND JR.
Parcel 06-03-495-010

GRICE'S HOMETOWN PROPERTIES
Parcel 06-03-476-043

ADVIA CREDIT UNION
Parcel 06-03-476-041

ADVIA CREDIT UNION
Parcel 06-03-436-001

ARCO DG PARCHMENT MI LLC
Parcel 06-03-450-010

HOLDINGS LLC
Parcel 06-03-436-021

SEBASTIAN ENTERPRISES, L.L.C.
Parcel 06-03-490-010

PARCHMENT PARTNERS NO. 2, LLC
Parcel 06-03-476-044

SEBASTIAN ENTERPRISES, L.L.C.
Parcel 06-03-490-02

D & SAUTO INC.
Parcel 06-03-490-152

City of Parchment Property

NIEBOER INVESTMENT PROPERTIES
Parcel 06-03-476-011

JAMES RIVER PAPER COMPANY, INC
Parcel 06-03-430-010

Area of tree clearing to install the haul route

Hot Spot S-1M1

Allied Paper, Inc./Port

Sediment Ren

City

Feet