



## AGENDA

### REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

January 16, 2023

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 January 3, 2023

**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. Warrant No. 1481 – action
- ii. Financial Statements for December 2022 – receive
- iii. Credit Card Statement for December 2022 – action
- iv. KABA December 2022 Permit Report - receive
- v. KATS Technical Meeting Minutes December 8, 2022- receive
- vi. KATS Policy Meeting Minutes October 26, 2022 - receive

## **8. Unfinished Business**

- A. City of Parchment General Employee Manual
  - i. Parental Leave - action

## **9. New Business**

- A. 2021-2022 Audit Presentation, Auditor Joshua Gabrielse - receive
- B. Budget Amendment, General Fund - 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 TUESDAY JANUARY 3, 2023.**

**1. Call to order**

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

**2. Roll Call.**

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

Absent: Commissioner Evans.

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

**3. Minutes**

Moved by Commissioner Conner, supported by Commissioner Madaras to approve the amended minutes of the December 19, 2022 Regular meeting. **Motion Carried.**

**4. Additions or changes to the agenda.**

None. Moved by Vice Mayor Jordan, supported by Commissioner Fooy to approve the agenda as presented. **Motion Carried.**

**5. Citizen Comments – Items ON the Agenda**

None.

**6. Consent Agenda**

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

**7. Unfinished Business**

A. City of Parchment General Employee Manual.

i. Holiday(s) and Floating Holidays – action. Mayor Britigan began by saying the idea is to offer diversity for employees, while keeping city services and offices open. City Manager Stoddard said the proposal is to add 2 floating holidays and swap Veterans' Day for Good Friday. Moved by Vice Mayor Jordan, supported by Commissioner Cooper to swap Veterans' Day for Good Friday and add 1 floating holiday for employees. Roll call vote was as follows:

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

Nays: Fooy.

Absent: Evans.

Abstain: None.

**Motion Carried 5-1.**

Commissioner Madaras noted she supports this because of the 3 personal days employees already get. Commissioner Cooper said she agreed with the flexibility this gives for observing other holidays such as MLK.

ii. Vacation – correction. Moved by Commissioner Cooper, supported by Commissioner Madaras to rescind the vacation schedule adopted 12/19/22. Roll call vote was as follows:

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

Nays: None.

Absent: Evans.

Abstain: None.

**Motion Carried 6-0.**

Discussion regarding management of time off, knowledge of employees ensued. Commissioner Cooper noted it doesn't currently seem to be a problem that things aren't getting done. City Manager Stoddard agreed, adding the City has been through a water crisis, festivals, the Covid crisis, without issue. Commissioner Madaras noted younger employees tend to "job hop" and we need to have incentives to keep people here. Vice Mayor Jordan echoed that, saying he sees it too, employees are harder to retain. Mayor Britigan said since we are a small municipality, we are kind of like a small business and need to be "nimble". Moved by Commissioner Cooper, supported by Vice Mayor Jordan to adopt the following vacation schedule: 1 yr – 40 hrs, 2 yrs – 80 hrs, 5 yrs – 120 hrs, 10 yrs – 140 hrs, 15 yrs – 160 hrs, 20 yrs – 200 hrs, 25 yrs – 240 hrs. Roll call vote was as follows:

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

Nays: Fooy.

Absent: Evans.

Abstain: None.

**Motion Carried 5-1.**

iii. Parental Leave – action. City Manager Stoddard began by saying the old manual had no parental leave policy at all, so this addresses employees who are both birthing parents and non-birthing parents. The proposed policy gives all employees 2 weeks paid leave (see stipulations in policy) with an additional 4 or 6 weeks for a birthing parent for recovery. She noted the city does not carry short term disability for employees. Discussion ensued. Moved by Commissioner Cooper, supported by Commissioner Madaras to approve the concept as outlined, but with further clarification from Attorney Soltis on wording. Vice Mayor Jordan reported this policy seems familiar in the companies he’s worked for. Commissioner Cooper said this is a long time coming, and respectful to employees. She added that as a woman, the language and policy make a difference to the work environment. Commissioner Fooy noted he supports the policy “as is”, but not the motion. Mayor Britigan said he didn’t have a problem with the 2 week leave, but was struggling with the 6-8 week leave in total. Roll call vote was as follows:

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

Nays: Fooy.

Absent: Evans.

Abstain: None.

**Motion Carried 5-1.**

**8. New Business**

A. Prein & Newhof Engineering Services Letter of Engagement - action. Mayor Britigan noted the letter has new fee amounts as well as realignment of positions. Attorney Soltis explained that the options are to approve this, or look for a new engineering firm. City Manager Stoddard reported that P&N has always been attentive and quick to respond whenever the City has called on them. Mayor Britigan added that this is fee for service, so we don’t have to pay. Moved by Vice Mayor Jordan, supported by Commissioner Madaras to approve the Prein & Newhof Engineering Services Letter of Engagement as presented and authorize the City Manager to execute all documents related to the action. Roll call vote was as follows:

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

Nays: None.

Absent: Evans.

Abstain: None.

**Motion Carried 6-0.**

**9. Citizen Comments**

None.

**10. Mayor and Commissioner Comments**

Commissioner Cooper said her thoughts are with the Tanis family in this difficult time. She added she was grateful for the time she knew Ben – he was an asset to the community, a good human being, and will be greatly missed.

Commissioner Madaras extended her sympathies to the Tanis family as well.

Commissioner Fooy echoed those thoughts, adding Ben Tanis worked 25 years with the festival building sets and always ready to help; he will be missed.

Mayor Britigan expressed his condolences to the Tanis family, saying it was a privilege to work with Ben on both the commission and festival.

**11. City Manager Comments/Reports**

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

**12. Adjournment**

There being no further business to come before the Commission, it was moved by Commissioner Cooper and supported by all to adjourn the meeting at 8:38 p.m.

Shannon Stutz, City Clerk



**City of Parchment  
Check Register Report  
Warrant 1481**

Check	Check Date	Vendor Name	Description	Amount
37392	01/09/2023	CIVICPLUS	MUNICODE HOSTING - 3/1/2023 TO 02/29/24	900.00
37393	01/09/2023	COMPANION LIFE	EMPLOYEE LIFE AND AD&D INS - JANUARY	66.50
37394	01/09/2023	CONSUMERS ENERGY	CITYWIDE MONTHLY ENERGY USE	4,634.04
37395	01/09/2023	VOID		0.00
37396	01/09/2023	FULL COMPASS SYSTEMS, LTD	4 SPEAKERS FOR STAGE	3,233.28
37397	01/09/2023	HARVEY CONSULTING	PLANNING COMMISSION - SEPTEMBER	1,312.50
37398	01/09/2023	KALAMAZOO OIL CO.	FUEL CHARGES 12/1/22 TO 12/15/22	472.42
37399	01/09/2023	KALAMAZOO OIL CO.	387 GALLONS DIESEL FUEL	1,371.08
37400	01/09/2023	LERETA LLC	2022 Win Tax Refund 06-02-135-130	296.79
37401	01/09/2023	NANCY STODDARD	MILEAGE - SEPTEMBER - DECEMBER	86.14
37402	01/09/2023	PURITY CYLINDER GASES, INC.	1/4LY CYLINDER RENTAL	76.67
37403	01/09/2023	SEVERANCE ELECTRIC CO INC	TRAFFIC SIGNAL MAINT - DECEMBER	120.00
37404	01/09/2023	SHANNON STUTZ	MILEAGE - OCTOBER - DECEMBER 2022	121.88
37405	01/09/2023	THRUN LAW FIRM P.C.	REVISE SEWER EASEMENT - THRU 12/15/2022	76.00

Fund 101 - GENERAL FUND	GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 12/31/2022	ACTIVITY FOR MONTH 12/31/22 INCR (DECR)	AVAILABLE BALANCE	% BDDT USED	2022-23 ORIGINAL BUDGET
			AMENDED BUDGET	NORM (ABNORM)					
Revenues									
Dept 000									
101-000-404.000		Tax Revenue	766,500.00		764,308.30	0.00	2,191.70	99.71	766,500.00
101-000-405.000		Taxes - Industrial Facilities	2,200.00		2,235.84	0.00	(35.84)	101.63	2,200.00
101-000-441.000		Local Community Stab Share Tax	140,000.00		53,130.74	0.00	86,869.26	37.95	140,000.00
101-000-445.000		Penalty on Taxes	3,000.00		1,968.10	0.00	1,031.90	65.60	3,000.00
101-000-448.000		1% Collection Fees	29,300.00		26,029.87	0.00	3,270.13	88.84	29,300.00
101-000-451.000		License and Fees	15,000.00		3,049.04	(46.23)	11,950.96	20.33	15,000.00
101-000-452.000		Cablevision Fees	15,700.00		6,818.10	0.00	8,881.90	43.43	15,700.00
101-000-453.000		Recreation Fees	2,700.00		0.00	0.00	2,700.00	0.00	2,700.00
101-000-454.000		Solid Waste Collections	136,000.00		89,824.56	28,937.79	46,175.44	66.05	136,000.00
101-000-528.000		Other Federal Funding	23,172.00		0.00	0.00	23,172.00	0.00	0.00
101-000-540.000		State Grants	0.00		27,138.00	0.00	(27,138.00)	100.00	0.00
101-000-541.000		Federal Grants	6,152.00		0.00	0.00	6,152.00	0.00	0.00
101-000-544.000		State Grant - Water Plant	0.00		94,277.72	0.00	(94,277.72)	100.00	0.00
101-000-575.000		State Sales Tax	202,000.00		129,957.00	42,568.00	72,043.00	64.34	202,000.00
101-000-632.000		Charges for Services Rendered	500.00		0.00	0.00	500.00	0.00	500.00
101-000-662.000		Traffic Fines	7,500.00		2,081.94	626.01	5,418.06	27.76	7,500.00
101-000-664.000		Interest on Investments	4,600.00		280.08	0.00	4,319.92	6.09	4,600.00
101-000-680.000		Reimbursement for Overhead	210,000.00		0.00	0.00	210,000.00	0.00	210,000.00
101-000-694.000		Miscellaneous	17,400.00		11,588.66	0.00	5,811.34	66.60	17,400.00
101-000-695.000		Other Financing Sources	5,400.00		2,406.48	300.00	2,993.52	44.56	5,400.00
101-000-696.000		Deposits Over & Short	0.00		1.17	1.17	(1.17)	100.00	0.00
Total Dept 000			1,587,124.00		1,215,095.60	72,386.74	372,028.40	76.56	1,557,800.00
TOTAL REVENUES									
1,587,124.00			1,587,124.00		1,215,095.60	72,386.74	372,028.40	76.56	1,557,800.00
Expenditures									
Dept 100 - Legislative									
101-100-703.000		Payroll - Part Time	8,000.00		6,135.00	575.00	1,865.00	76.69	8,000.00
101-100-715.000		Social Security	250.00		176.70	35.65	673.30	20.79	250.00
101-100-720.000		Worker's Compensation	850.00		0.00	0.00	250.00	0.00	850.00
101-100-722.000		Medicare	200.00		41.33	8.33	158.67	20.67	200.00
101-100-740.000		Operating Supplies	700.00		721.21	0.00	(21.21)	103.03	700.00
101-100-800.000		Professional/Contractual Serv.	12,000.00		12,401.00	0.00	(401.00)	103.34	12,000.00
101-100-830.000		Memberships & Dues	1,500.00		461.22	95.00	1,038.78	30.75	1,500.00
101-100-860.000		Institutes & Training	0.00		75.00	0.00	(75.00)	100.00	0.00
101-100-880.000		Community Promotion	1,000.00		355.00	75.00	645.00	35.50	1,000.00
101-100-880.001		Wassailing Contribution	2,000.00		1,428.00	1,140.00	572.00	71.40	2,000.00
101-100-900.000		Printing & Publishing	5,000.00		4,439.55	0.00	4,560.45	8.79	5,000.00
101-100-955.000		Miscellaneous	300.00		0.00	0.00	300.00	0.00	300.00
Total Dept 100 - Legislative			31,800.00		22,234.01	3,128.98	9,565.99	69.92	31,800.00
Dept 200 - Administration									
101-200-702.000		Payroll - Full Time	123,000.00		52,127.95	8,642.04	70,872.05	42.38	123,000.00
101-200-703.000		Payroll - Part Time	48,000.00		18,739.82	2,053.92	29,260.18	39.04	48,000.00
101-200-715.000		Social Security	10,500.00		4,016.04	651.85	6,483.96	38.25	10,500.00
101-200-716.000		Hospital/Life Insurance	68,000.00		28,476.72	4,746.12	39,523.28	41.88	68,000.00
101-200-716.001		Insurance Deductible	4,000.00		5,062.34	105.19	(1,062.34)	126.56	4,000.00
101-200-718.000		Pension	20,000.00		19,537.86	3,114.27	462.14	97.69	20,000.00
101-200-720.000		Worker's Compensation	700.00		0.00	0.00	700.00	0.00	700.00
101-200-722.000		Medicare	2,400.00		939.24	152.44	1,460.76	39.14	2,400.00
101-200-724.000		ICMA Retirement Benefit	9,800.00		10,480.00	0.00	(680.00)	106.94	9,800.00

PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 12/31/2022	ACTIVITY FOR MONTH 12/31/22	AVAILABLE BALANCE	% BDT USED	2022-23 ORIGINAL BUDGET
		AMENDED BUDGET	NORM (ABNORM)					
<b>Fund 101 - GENERAL FUND</b>								
<b>Expenditures</b>								
101-200-730.000	Postage	7,900.00	2,181.29	500.00	5,718.71	27.61	7,900.00	
101-200-740.000	Operating Supplies	2,000.00	3,238.34	275.00	(1,238.34)	161.92	2,000.00	
101-200-775.000	Repair & Maintenance Supplies	2,100.00	307.97	80.00	1,792.03	14.67	2,100.00	
101-200-800.000	Professional/Contractual Serv.	10,872.00	31,662.08	3,954.75	(20,790.08)	291.23	5,500.00	
101-200-805.000	Computer Services	9,500.00	3,543.06	436.53	5,956.94	37.30	9,500.00	
101-200-830.000	Memberships & Dues	1,200.00	354.00	256.50	846.00	29.50	1,200.00	
101-200-850.000	Communications	7,300.00	4,430.36	285.86	2,869.64	60.69	7,300.00	
101-200-860.000	Institutes & Training	1,300.00	643.18	0.00	656.82	49.48	1,300.00	
101-200-900.000	Printing & Publishing	2,000.00	225.00	0.00	1,775.00	11.25	2,000.00	
101-200-910.000	Insurance & Bonds	7,100.00	7,500.00	1,875.00	(400.00)	105.63	7,100.00	
101-200-920.000	Utilities	4,400.00	1,996.36	401.29	2,403.64	45.37	4,400.00	
101-200-930.000	Repair & Maint. Contractors	2,950.00	5,981.42	4,279.42	(3,031.42)	202.76	2,950.00	
101-200-955.000	Miscellaneous	0.00	267.93	267.93	(267.93)	100.00	0.00	
101-200-970.000	Capital	24,800.00	25,050.00	7,800.00	(250.00)	101.01	7,000.00	
<b>Total Dept 200 - Administration</b>		<b>369,822.00</b>	<b>226,760.96</b>	<b>39,878.11</b>	<b>143,061.04</b>	<b>61.32</b>	<b>346,650.00</b>	
<b>Dept 210 - Legal Services</b>								
101-210-801.000	Attorney - General	16,000.00	6,273.75	1,250.00	9,726.25	39.21	16,000.00	
101-210-802.000	Attorney-Police Matters	9,800.00	1,286.25	131.25	8,513.75	13.13	9,800.00	
<b>Total Dept 210 - Legal Services</b>		<b>25,800.00</b>	<b>7,560.00</b>	<b>1,381.25</b>	<b>18,240.00</b>	<b>29.30</b>	<b>25,800.00</b>	
<b>Dept 300 - Police</b>								
101-300-703.000	Payroll - Part Time	6,800.00	2,760.00	680.00	4,040.00	40.59	6,800.00	
101-300-715.000	Social Security	600.00	171.12	42.16	428.88	28.52	600.00	
101-300-722.000	Medicare	100.00	40.02	9.86	59.98	40.02	100.00	
101-300-800.000	Professional/Contractual Serv.	440,214.00	220,107.00	36,684.50	220,107.00	50.00	440,214.00	
<b>Total Dept 300 - Police</b>		<b>447,714.00</b>	<b>223,078.14</b>	<b>37,416.52</b>	<b>224,635.86</b>	<b>49.83</b>	<b>447,714.00</b>	
<b>Dept 336 - Fire</b>								
101-336-740.000	Operating Supplies	5,100.00	0.00	0.00	5,100.00	0.00	5,100.00	
101-336-746.000	Gasoline & Oil	1,000.00	168.68	0.00	831.32	16.87	1,000.00	
101-336-775.000	Repair & Maintenance Supplies	1,000.00	1,402.45	0.00	(402.45)	140.25	1,000.00	
101-336-780.000	Safety Supplies	100.00	0.00	0.00	100.00	0.00	100.00	
101-336-800.000	Professional/Contractual Serv.	70,000.00	33,450.00	5,575.00	36,550.00	47.79	70,000.00	
101-336-850.000	Communications	4,200.00	1,499.22	0.00	2,700.78	35.70	4,200.00	
101-336-910.000	Insurance & Bonds	14,000.00	14,992.00	3,748.00	(992.00)	107.09	14,000.00	
101-336-920.000	Utilities	2,700.00	918.81	206.74	1,781.19	34.03	2,700.00	
101-336-930.000	Repair & Maint. Contractors	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	
101-336-970.000	Capital	15,000.00	3,680.00	0.00	11,320.00	24.53	15,000.00	
<b>Total Dept 336 - Fire</b>		<b>123,100.00</b>	<b>56,111.16</b>	<b>9,529.74</b>	<b>66,988.84</b>	<b>45.58</b>	<b>123,100.00</b>	
<b>Dept 440 - Public Services</b>								
101-440-702.000	Payroll - Full Time	102,000.00	46,528.46	7,263.84	55,471.54	45.62	102,000.00	
101-440-715.000	Social Security	6,300.00	3,797.20	640.59	2,502.80	60.27	6,300.00	
101-440-716.000	Hospital/Life Insurance	44,000.00	21,568.00	3,778.77	22,432.00	49.02	44,000.00	
101-440-716.001	Insurance Deductible	2,400.00	26.40	26.40	2,373.60	1.10	2,400.00	
101-440-718.000	Pension	41,500.00	15,935.24	2,682.42	25,564.76	38.40	41,500.00	
101-440-720.000	Worker's Compensation	3,600.00	0.00	0.00	3,600.00	0.00	3,600.00	

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 12/31/2022	ACTIVITY FOR MONTH 12/31/22 INCR (DECR)	AVAILABLE BALANCE	% BDDT USED	2022-23 ORIGINAL BUDGET
		AMENDED BUDGET	NORM (ABNORM)					
<b>Fund 101 - GENERAL FUND</b>								
<b>Expenditures</b>								
101-440-722.000	Medicare	1,480.00	887.94	149.81	592.06	60.00	1,480.00	
101-440-740.000	Operating Supplies	2,500.00	43.93	0.00	2,456.07	1.76	2,500.00	
101-440-746.000	Gasoline & Oil	4,400.00	4,937.76	599.07	(537.76)	112.22	4,400.00	
101-440-775.000	Repair & Maintenance Supplies	8,200.00	4,554.09	896.88	3,645.91	55.54	8,200.00	
101-440-780.000	Safety Supplies	500.00	0.00	0.00	500.00	0.00	500.00	
101-440-800.000	Professional/Contractual Serv.	1,000.00	686.56	0.00	313.44	68.66	1,000.00	
101-440-810.000	Rubbish Collection	118,400.00	68,827.67	9,692.04	49,572.33	58.13	118,400.00	
101-440-815.000	Uniform Rental	3,000.00	2,092.78	76.00	907.22	69.76	3,000.00	
101-440-830.000	Memberships & Dues	900.00	0.00	0.00	900.00	0.00	900.00	
101-440-850.000	Communications	1,000.00	1,589.86	989.96	(589.86)	158.99	1,000.00	
101-440-860.000	Institutes & Training	300.00	0.00	0.00	300.00	0.00	300.00	
101-440-880.000	Community Promotion	500.00	0.00	0.00	500.00	0.00	500.00	
101-440-910.000	Insurance & Bonds	6,000.00	5,572.00	1,393.00	428.00	92.87	6,000.00	
101-440-920.000	Utilities	8,700.00	4,359.24	1,297.48	4,340.76	50.11	8,700.00	
101-440-926.000	Street Lighting	29,000.00	14,056.20	2,847.45	14,943.80	48.47	29,000.00	
101-440-930.000	Repair & Maint.Contractors	11,800.00	6,984.79	583.13	4,815.21	59.19	11,800.00	
101-440-970.000	Capital	2,000.00	30,225.00	17,525.00	(28,225.00)	1,511.25	2,000.00	
<b>Total Dept 440 - Public Services</b>		<b>399,480.00</b>	<b>232,673.12</b>	<b>50,441.84</b>	<b>166,806.88</b>	<b>58.24</b>	<b>399,480.00</b>	
<b>Dept 591 - Water Plant Grant Expenses</b>								
101-591-740.000	Operating Supplies	0.00	102.94	0.00	(102.94)	100.00	0.00	
101-591-800.000	Professional/Contractual Serv.	0.00	154,638.19	0.00	(154,638.19)	100.00	0.00	
101-591-920.000	Utilities	0.00	1,165.13	231.83	(1,165.13)	100.00	0.00	
101-591-930.000	Repair & Maint.Contractors	0.00	719.33	719.33	(719.33)	100.00	0.00	
101-591-970.000	Capital	0.00	46,174.00	0.00	(46,174.00)	100.00	0.00	
<b>Total Dept 591 - Water Plant Grant Expenses</b>		<b>0.00</b>	<b>202,799.59</b>	<b>951.16</b>	<b>(202,799.59)</b>	<b>100.00</b>	<b>0.00</b>	
<b>Dept 751 - Parks, Recreation &amp; Culture</b>								
101-751-702.000	Payroll - Full Time	59,000.00	38,981.78	6,264.18	20,018.22	66.07	59,000.00	
101-751-715.000	Social Security	3,700.00	2,396.15	385.11	1,303.85	64.76	3,700.00	
101-751-716.000	Hospital/Life Insurance	24,500.00	6,541.47	1,033.34	17,958.53	26.70	24,500.00	
101-751-716.001	Insurance Deductible	1,400.00	0.00	0.00	1,400.00	0.00	1,400.00	
101-751-718.000	Pension	24,000.00	13,289.98	2,319.29	10,710.02	55.37	24,000.00	
101-751-720.000	Worker's Compensation	3,500.00	0.00	0.00	3,500.00	0.00	3,500.00	
101-751-722.000	Medicare	850.00	560.22	90.06	289.78	65.91	850.00	
101-751-746.000	Gasoline & Oil	2,800.00	2,095.14	100.96	704.86	74.83	2,800.00	
101-751-775.000	Repair & Maintenance Supplies	13,000.00	6,968.96	401.87	6,031.04	53.61	13,000.00	
101-751-780.000	Safety Supplies	400.00	0.00	0.00	400.00	0.00	400.00	
101-751-800.000	Professional/Contractual Serv.	0.00	24,082.80	0.00	(24,082.80)	100.00	0.00	
101-751-910.000	Insurance & Bonds	7,100.00	7,100.00	1,775.00	0.00	100.00	7,100.00	
101-751-920.000	Utilities	7,100.00	5,494.17	404.45	1,605.83	77.38	7,100.00	
101-751-930.000	Repair & Maint.Contractors	29,200.00	4,756.98	215.63	24,443.02	16.29	29,200.00	
101-751-970.000	Capital	6,000.00	0.00	0.00	6,000.00	0.00	6,000.00	
<b>Total Dept 751 - Parks, Recreation &amp; Culture</b>		<b>182,550.00</b>	<b>112,267.65</b>	<b>12,989.89</b>	<b>70,282.35</b>	<b>61.50</b>	<b>182,550.00</b>	
<b>TOTAL EXPENDITURES</b>		<b>1,580,266.00</b>	<b>1,083,484.63</b>	<b>155,717.49</b>	<b>496,781.37</b>	<b>68.56</b>	<b>1,557,094.00</b>	
<b>Fund 101 - GENERAL FUND:</b>								



REVENUE AND EXPENDITURE REPORT FOR CITY OF PARCHMENT  
 PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDT USED	2022-23 ORIGINAL BUDGET
		AMENDED BUDGET	NORM (ABNORM)	12/31/2022	12/31/2022	MONTH 12/31/22	INCR (DECR)	BALANCE	NORM (ABNORM)		
Fund 101 - GENERAL FUND											
TOTAL REVENUES		1,587,124.00	1,215,095.60	72,386.74	372,028.40	76.56	1,557,800.00				
TOTAL EXPENDITURES		1,580,266.00	1,083,484.63	155,717.49	496,781.37	68.56	1,557,094.00				
NET OF REVENUES & EXPENDITURES		6,858.00	131,610.97	(83,330.75)	(124,752.97)	1,919.09	706.00				

REVENUE AND EXPENDITURE REPORT FOR CITY OF PARCHMENT

PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 12/31/2022	ACTIVITY FOR MONTH 12/31/22	AVAILABLE		% BGD USED	2022-23 ORIGINAL BUDGET
		AMENDED BUDGET	NORM (ABNORM)			BALANCE	NORM (ABNORM)		
Fund 202 - MAJOR STREET FUND									
Revenues									
Dept 000									
202-000-546.000	State Grants - Act 51	178,200.00		87,165.27	13,349.95	91,034.73		48.91	178,200.00
Total Dept 000		178,200.00		87,165.27	13,349.95	91,034.73		48.91	178,200.00
TOTAL REVENUES									
TOTAL 178,200.00 87,165.27 13,349.95 91,034.73 48.91 178,200.00									
Expenditures									
Dept 451 - Construction									
202-451-930.000	Repair & Maint.Contractors	120,000.00		104,950.00	0.00	15,050.00		87.46	120,000.00
Total Dept 451 - Construction		120,000.00		104,950.00	0.00	15,050.00		87.46	120,000.00
Dept 463 - Routine Maintenance									
202-463-702.000	Payroll - Full Time	9,000.00		2,866.42	492.45	6,133.58		31.85	9,000.00
202-463-715.000	Social Security	550.00		174.04	29.96	375.96		31.64	550.00
202-463-716.000	Hospital/Life Insurance	3,800.00		1,042.13	163.33	2,757.87		27.42	3,800.00
202-463-716.001	Insurance Deductible	210.00		0.00	0.00	210.00		0.00	210.00
202-463-718.000	Pension	3,600.00		1,106.14	180.68	2,493.86		30.73	3,600.00
202-463-720.000	Worker's Compensation	570.00		0.00	0.00	570.00		0.00	570.00
202-463-722.000	Medicare	130.00		40.76	7.00	89.24		31.35	130.00
202-463-746.000	Gasoline & Oil	300.00		0.00	0.00	300.00		0.00	300.00
202-463-775.000	Repair & Maintenance Supplies	2,300.00		146.15	0.00	2,153.85		6.35	2,300.00
202-463-930.000	Repair & Maint.Contractors	8,000.00		5,120.00	0.00	2,880.00		64.00	8,000.00
Total Dept 463 - Routine Maintenance		28,460.00		10,495.64	873.42	17,964.36		36.88	28,460.00
Dept 475 - Traffic Services									
202-475-702.000	Payroll - Full Time	8,500.00		2,973.99	483.64	5,526.01		34.99	8,500.00
202-475-715.000	Social Security	530.00		180.74	29.41	349.26		34.10	530.00
202-475-716.000	Hospital/Life Insurance	3,600.00		1,041.94	163.33	2,558.06		28.94	3,600.00
202-475-716.001	Insurance Deductible	200.00		0.00	0.00	200.00		0.00	200.00
202-475-718.000	Pension	3,500.00		1,086.25	177.52	2,413.75		31.04	3,500.00
202-475-720.000	Worker's Compensation	540.00		0.00	0.00	540.00		0.00	540.00
202-475-722.000	Medicare	120.00		42.35	6.88	77.65		35.29	120.00
202-475-746.000	Gasoline & Oil	500.00		0.00	0.00	500.00		0.00	500.00
202-475-775.000	Repair & Maintenance Supplies	2,500.00		(1,083.39)	(1,454.37)	3,583.39		(43.34)	2,500.00
202-475-930.000	Repair & Maint.Contractors	13,100.00		6,710.70	921.74	6,389.30		51.23	13,100.00
Total Dept 475 - Traffic Services		33,090.00		10,952.58	328.15	22,137.42		33.10	33,090.00
Dept 478 - Winter Maintenance									
202-478-702.000	Payroll - Full Time	10,200.00		4,603.40	691.71	5,596.60		45.13	10,200.00
202-478-715.000	Social Security	600.00		280.43	42.11	319.57		46.74	600.00
202-478-716.000	Hospital/Life Insurance	4,300.00		1,516.87	238.42	2,783.13		35.28	4,300.00
202-478-716.001	Insurance Deductible	250.00		0.00	0.00	250.00		0.00	250.00
202-478-718.000	Pension	4,200.00		1,499.46	291.76	2,700.54		35.70	4,200.00
202-478-720.000	Worker's Compensation	650.00		0.00	0.00	650.00		0.00	650.00
202-478-722.000	Medicare	150.00		65.64	9.85	84.36		43.76	150.00
202-478-746.000	Gasoline & Oil	1,000.00		417.39	0.00	582.61		41.74	1,000.00
202-478-753.000	Salt	9,000.00		0.00	0.00	9,000.00		0.00	9,000.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF PARCHMENT

PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 12/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDT USED	2022-23 ORIGINAL BUDGET
Fund 202 - MAJOR STREET FUND							
Expenditures							
Total Dept 478 - Winter Maintenance		30,350.00	8,383.19	1,273.85	21,966.81	27.62	30,350.00
Dept 482 - Administration							
202-482-702.000	Payroll - Full Time	1,250.00	637.46	92.60	612.54	51.00	1,250.00
202-482-715.000	Social Security	75.00	38.69	5.61	36.31	51.59	75.00
202-482-716.000	Hospital/Life Insurance	520.00	291.94	46.16	228.06	56.14	520.00
202-482-716.001	Insurance Deductible	40.00	0.00	0.00	40.00	0.00	40.00
202-482-718.000	Pension	500.00	209.58	35.86	290.42	41.92	500.00
202-482-720.000	Worker's Compensation	15.00	0.00	0.00	15.00	0.00	15.00
202-482-722.000	Medicare	20.00	9.05	1.31	10.95	45.25	20.00
202-482-960.000	Administrative Overhead	20,000.00	0.00	0.00	20,000.00	0.00	20,000.00
Total Dept 482 - Administration		22,420.00	1,186.72	181.54	21,233.28	5.29	22,420.00
TOTAL EXPENDITURES		234,320.00	135,968.13	2,656.96	98,351.87	58.03	234,320.00
Fund 202 - MAJOR STREET FUND:							
TOTAL REVENUES		178,200.00	87,165.27	13,349.95	91,034.73	48.91	178,200.00
TOTAL EXPENDITURES		234,320.00	135,968.13	2,656.96	98,351.87	58.03	234,320.00
NET OF REVENUES & EXPENDITURES		(56,120.00)	(48,802.86)	10,692.99	(7,317.14)	86.96	(56,120.00)

REVENUE AND EXPENDITURE REPORT FOR CITY OF PARCHMENT

PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 12/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDT USED	2022-23 ORIGINAL BUDGET
Fund 203 - LOCAL STREET FUND							
Revenues							
Dept 000							
203-000-546.000	State Grants - Act 51	73,300.00	35,606.45	5,433.08	37,693.55	48.58	73,300.00
Total Dept 000		73,300.00	35,606.45	5,433.08	37,693.55	48.58	73,300.00
TOTAL REVENUES							
73,300.00		73,300.00	35,606.45	5,433.08	37,693.55	48.58	73,300.00
Expenditures							
Dept 463 - Routine Maintenance							
203-463-702.000	Payroll - Full Time	10,500.00	3,035.13	492.45	7,464.87	28.91	10,500.00
203-463-715.000	Social Security	650.00	184.50	29.95	465.50	28.38	650.00
203-463-716.000	Hospital/Life Insurance	4,400.00	1,042.11	163.32	3,357.89	23.68	4,400.00
203-463-716.001	Insurance Deductible	250.00	0.00	0.00	250.00	0.00	250.00
203-463-718.000	Pension	4,200.00	1,106.15	180.68	3,093.85	26.34	4,200.00
203-463-720.000	Worker's Compensation	650.00	0.00	0.00	650.00	0.00	650.00
203-463-722.000	Medicare	150.00	43.16	6.99	106.84	28.77	150.00
203-463-746.000	Gasoline & Oil	300.00	0.00	0.00	300.00	0.00	300.00
203-463-775.000	Repair & Maintenance Supplies	3,400.00	146.17	0.00	3,253.83	4.30	3,400.00
203-463-930.000	Repair & Maint. Contractors	5,400.00	4,844.80	0.00	555.20	89.72	5,400.00
Total Dept 463 - Routine Maintenance		29,900.00	10,402.02	873.39	19,497.98	34.79	29,900.00
Dept 475 - Traffic Services							
203-475-702.000	Payroll - Full Time	9,800.00	2,914.97	474.90	6,885.03	29.74	9,800.00
203-475-715.000	Social Security	600.00	177.19	28.89	422.81	29.53	600.00
203-475-716.000	Hospital/Life Insurance	4,150.00	1,016.17	159.29	3,133.83	24.49	4,150.00
203-475-716.001	Insurance Deductible	250.00	0.00	0.00	250.00	0.00	250.00
203-475-718.000	Pension	4,000.00	1,068.27	174.39	2,931.73	26.71	4,000.00
203-475-720.000	Worker's Compensation	620.00	0.00	0.00	620.00	0.00	620.00
203-475-722.000	Medicare	140.00	41.46	6.75	98.54	29.61	140.00
203-475-746.000	Gasoline & Oil	500.00	0.00	0.00	500.00	0.00	500.00
203-475-775.000	Repair & Maintenance Supplies	5,000.00	1,292.10	84.00	3,707.90	25.84	5,000.00
203-475-930.000	Repair & Maint. Contractors	600.00	0.00	0.00	600.00	0.00	600.00
Total Dept 475 - Traffic Services		25,660.00	6,510.16	928.22	19,149.84	25.37	25,660.00
Dept 478 - Winter Maintenance							
203-478-702.000	Payroll - Full Time	10,400.00	4,560.60	699.31	5,839.40	43.85	10,400.00
203-478-715.000	Social Security	650.00	277.90	42.59	372.10	42.75	650.00
203-478-716.000	Hospital/Life Insurance	4,400.00	1,491.08	234.44	2,908.92	33.89	4,400.00
203-478-716.001	Insurance Deductible	250.00	0.00	0.00	250.00	0.00	250.00
203-478-718.000	Pension	4,200.00	1,479.99	288.63	2,720.01	35.24	4,200.00
203-478-720.000	Worker's Compensation	650.00	0.00	0.00	650.00	0.00	650.00
203-478-722.000	Medicare	150.00	65.04	9.99	84.96	43.36	150.00
203-478-746.000	Gasoline & Oil	1,000.00	417.39	0.00	582.61	41.74	1,000.00
203-478-753.000	Salt	6,000.00	0.00	0.00	6,000.00	0.00	6,000.00
203-478-775.000	Repair & Maintenance Supplies	0.00	19.98	19.98	(19.98)	100.00	0.00
Total Dept 478 - Winter Maintenance		27,700.00	8,311.98	1,294.94	19,388.02	30.01	27,700.00
Dept 482 - Administration							

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDT USED	2022-23 ORIGINAL BUDGET
		AMENDED BUDGET	NORM (ABNORM)	12/31/2022	NORM (ABNORM)	MONTH 12/31/22	INCR (DECR)	BALANCE	NORM (ABNORM)		
Fund 203 - LOCAL STREET FUND											
Expenditures											
203-482-702.000	Payroll - Full Time	1,500.00	637.39	92.59	862.61	42.49	1,500.00				1,500.00
203-482-715.000	Social Security	100.00	38.69	5.61	61.31	38.69	100.00				100.00
203-482-716.000	Hospital/Life Insurance	650.00	291.93	46.16	358.07	44.91	650.00				650.00
203-482-716.001	Insurance Deductible	50.00	0.00	0.00	50.00	0.00	50.00				50.00
203-482-718.000	Pension	625.00	209.55	35.86	415.45	33.53	625.00				625.00
203-482-720.000	Worker's Compensation	15.00	0.00	0.00	15.00	0.00	15.00				15.00
203-482-722.000	Medicare	25.00	9.04	1.31	15.96	36.16	25.00				25.00
203-482-960.000	Administrative Overhead	20,000.00	0.00	0.00	20,000.00	0.00	20,000.00				20,000.00
Total Dept 482 - Administration		22,965.00	1,186.60	181.53	21,778.40	5.17	22,965.00				22,965.00
TOTAL EXPENDITURES		106,225.00	26,410.76	3,278.08	79,814.24	24.86	106,225.00				106,225.00
Fund 203 - LOCAL STREET FUND:											
TOTAL REVENUES		73,300.00	35,606.45	5,433.08	37,693.55	48.58	73,300.00				73,300.00
TOTAL EXPENDITURES		106,225.00	26,410.76	3,278.08	79,814.24	24.86	106,225.00				106,225.00
NET OF REVENUES & EXPENDITURES		(32,925.00)	9,195.69	2,155.00	(42,120.69)	27.93	(32,925.00)				(32,925.00)

REVENUE AND EXPENDITURE REPORT FOR CITY OF PARCHMENT  
 PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	AMENDED BUDGET	YTD BALANCE 12/31/2022	ACTIVITY FOR MONTH 12/31/22 INCR (DECR)	AVAILABLE BALANCE	% BGD USED	2022-23 ORIGINAL BUDGET
Fund 251 - Brownfield Redevelopment							
Revenues							
Dept 000							
251-000-404.000	Tax Revenue	299,300.00	276,281.70	0.00	23,018.30	92.31	299,300.00
251-000-694.000	Miscellaneous	0.00	2,222.00	0.00	(2,222.00)	100.00	0.00
Total Dept 000		299,300.00	278,503.70	0.00	20,796.30	93.05	299,300.00
TOTAL REVENUES							
299,300.00		299,300.00	278,503.70	0.00	20,796.30	93.05	299,300.00
Expenditures							
Dept 000							
251-000-800.000	Professional/Contractual Serv.	0.00	1,065.00	0.00	(1,065.00)	100.00	0.00
251-000-960.000	Administrative Overhead	130,000.00	0.00	0.00	130,000.00	0.00	130,000.00
251-000-991.000	Debt Retirement-Principal	48,633.00	48,632.65	48,632.65	0.35	100.00	48,633.00
251-000-995.000	Interest Expense	9,513.00	9,513.43	9,513.43	(0.43)	100.00	9,513.00
Total Dept 000		188,146.00	59,211.08	58,146.08	128,934.92	31.47	188,146.00
TOTAL EXPENDITURES							
188,146.00		188,146.00	59,211.08	58,146.08	128,934.92	31.47	188,146.00
Fund 251 - Brownfield Redevelopment:							
TOTAL REVENUES							
299,300.00		299,300.00	278,503.70	0.00	20,796.30	93.05	299,300.00
TOTAL EXPENDITURES							
188,146.00		188,146.00	59,211.08	58,146.08	128,934.92	31.47	188,146.00
NET OF REVENUES & EXPENDITURES							
111,154.00		111,154.00	219,292.62	(58,146.08)	(108,138.62)	197.29	111,154.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF PARCHMENT

PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	AMENDED BUDGET	YTD BALANCE 12/31/2022	ACTIVITY FOR MONTH 12/31/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDT USED	2022-23 ORIGINAL BUDGET
Fund 285 - Stimulus Grant Fund							
Revenues							
Dept 000							
285-000-694.000	Miscellaneous	0.00	2,906.33	0.00	(2,906.33)	100.00	0.00
Total Dept 000			0.00	0.00	(2,906.33)	100.00	0.00
TOTAL REVENUES							
0.00			2,906.33	0.00	(2,906.33)	100.00	0.00
Expenditures							
Dept 000							
285-000-800.000	Professional/Contractual Serv.	146,800.00	0.00	0.00	146,800.00	0.00	0.00
285-000-999.000	Transfer to other Fund	49,324.00	20,000.00	0.00	29,324.00	40.55	0.00
Total Dept 000			196,124.00	0.00	176,124.00	10.20	0.00
TOTAL EXPENDITURES							
196,124.00			20,000.00	0.00	176,124.00	10.20	0.00
Fund 285 - Stimulus Grant Fund:							
TOTAL REVENUES							
0.00			2,906.33	0.00	(2,906.33)	100.00	0.00
TOTAL EXPENDITURES							
196,124.00			20,000.00	0.00	176,124.00	10.20	0.00
NET OF REVENUES & EXPENDITURES							
(196,124.00)			(17,093.67)	0.00	(179,030.33)	8.72	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF PARCHMENT

PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 12/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	2022-23 ORIGINAL BUDGET
Fund 401 - Veteran's Memorial Fund							
Revenues							
Dept 000							
401-000-528.000	Other Federal Funding	20,000.00	0.00	0.00	20,000.00	0.00	0.00
401-000-674.000	Contributed Capital Revenue	5,000.00	811.00	150.00	4,189.00	16.22	5,000.00
401-000-694.000	Miscellaneous	0.00	20,204.00	0.00	(20,204.00)	100.00	0.00
Total Dept 000		25,000.00	21,015.00	150.00	3,985.00	84.06	5,000.00
TOTAL REVENUES							
		25,000.00	21,015.00	150.00	3,985.00	84.06	5,000.00
Expenditures							
Dept 000							
401-000-775.000	Repair & Maintenance Supplies	0.00	75.00	0.00	(75.00)	100.00	0.00
401-000-800.000	Professional/Contractual Serv.	20,000.00	2,920.00	0.00	17,080.00	14.60	0.00
401-000-955.000	Miscellaneous	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00
Total Dept 000		25,000.00	2,995.00	0.00	22,005.00	11.98	5,000.00
TOTAL EXPENDITURES							
		25,000.00	2,995.00	0.00	22,005.00	11.98	5,000.00
Fund 401 - Veteran's Memorial Fund:							
TOTAL REVENUES							
		25,000.00	21,015.00	150.00	3,985.00	84.06	5,000.00
TOTAL EXPENDITURES							
		25,000.00	2,995.00	0.00	22,005.00	11.98	5,000.00
NET OF REVENUES & EXPENDITURES							
		0.00	18,020.00	150.00	(18,020.00)	100.00	0.00



GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDTG USED	2022-23 ORIGINAL BUDGET
		AMENDED BUDGET	NORM (ABNORM)	12/31/2022	NORM (ABNORM)	MONTH 12/31/22	INCR (DECR)	BALANCE	NORM (ABNORM)		
Fund 590 - SEWER FUND											
Revenues											
Dept 000											
590-000-626.000	Sewer Services	148,000.00	138,577.33	64,653.23	0.00	9,422.67	93.63	148,000.00			
590-000-664.000	Interest on Investments	1,900.00	0.00	0.00		1,900.00	0.00	1,900.00			
Total Dept 000		149,900.00	138,577.33	64,653.23		11,322.67	92.45	149,900.00			
TOTAL REVENUES											
		149,900.00	138,577.33	64,653.23		11,322.67	92.45	149,900.00			
Expenditures											
Dept 000											
590-000-702.000	Payroll - Full Time	23,000.00	9,125.77	1,363.12		13,874.23	39.68	23,000.00			
590-000-715.000	Social Security	1,400.00	551.25	82.24		848.75	39.38	1,400.00			
590-000-716.000	Hospital/Life Insurance	9,000.00	4,139.37	648.49		4,860.63	45.99	9,000.00			
590-000-716.001	Insurance Deductible	700.00	0.00	0.00		700.00	0.00	700.00			
590-000-718.000	Pension	9,300.00	3,058.53	505.64		6,241.47	32.89	9,300.00			
590-000-720.000	Worker's Compensation	500.00	0.00	0.00		500.00	0.00	500.00			
590-000-722.000	Medicare	300.00	128.95	19.25		171.05	42.98	300.00			
590-000-800.000	Professional/Contractual Serv.	25,000.00	101,333.75	15,335.25		(76,333.75)	405.34	25,000.00			
590-000-815.000	Uniform Rental	500.00	0.00	0.00		500.00	0.00	500.00			
590-000-916.000	Insurance & Bonds	10,600.00	10,452.00	2,613.00		148.00	98.60	10,600.00			
590-000-920.000	Utilities	2,300.00	1,282.70	228.02		1,017.30	55.77	2,300.00			
590-000-930.000	Repair & Maint. Contractors	10,000.00	0.00	0.00		10,000.00	0.00	10,000.00			
590-000-960.000	Administrative Overhead	40,000.00	0.00	0.00		40,000.00	0.00	40,000.00			
590-000-968.000	Depreciation	14,100.00	0.00	0.00		14,100.00	0.00	14,100.00			
Total Dept 000		146,700.00	130,072.32	20,795.01		16,627.68	88.67	146,700.00			
TOTAL EXPENDITURES											
		146,700.00	130,072.32	20,795.01		16,627.68	88.67	146,700.00			
Fund 590 - SEWER FUND:											
TOTAL REVENUES											
		149,900.00	138,577.33	64,653.23		11,322.67	92.45	149,900.00			
TOTAL EXPENDITURES											
		146,700.00	130,072.32	20,795.01		16,627.68	88.67	146,700.00			
NET OF REVENUES & EXPENDITURES											
		3,200.00	8,505.01	43,858.22		(5,305.01)	265.78	3,200.00			
TOTAL REVENUES - ALL FUNDS											
		2,312,824.00	1,778,869.68	155,973.00		533,954.32	76.91	2,263,500.00			
TOTAL EXPENDITURES - ALL FUNDS											
		2,476,781.00	1,458,141.92	240,593.62		1,018,639.08	58.87	2,237,485.00			
NET OF REVENUES & EXPENDITURES											
		(163,957.00)	320,727.76	(84,620.62)		(484,684.76)	195.62	26,015.00			

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**Cardholder Account Summary cont.**

Name and Account Number	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
JIM DUBY XXXX XXXX XXXX 1892	\$3,000	\$0.00	\$2,812.03	\$0.00	\$2,812.03
CAMRON J BOEKHOVEN XXXX XXXX XXXX 9114	\$3,000	\$258.72	\$2,349.06	\$0.00	\$2,090.34
TY J WOLTHUIS XXXX XXXX XXXX 7674	\$3,000	\$0.00	\$676.72	\$0.00	\$676.72
SHANNON STUTZ XXXX XXXX XXXX 9125	\$5,000	\$0.00	\$1,883.64	\$0.00	\$1,883.64

**Cardholder Account Activity**

PHIL WOLTHUIS XXXX XXXX XXXX 1793	Credit Limit \$5,000	Credits \$0.00	Purchases \$77.69	Cash Advances \$0.00	Total Activity \$77.69
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Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
12/08	12/06	02305372341100147240086	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$16.69
12/26	12/23	02305372358000744511626	SPEEDWAY 06610 PARCHME PARCHMENT MI		\$61.00

BILL CAHILL XXXX XXXX XXXX 1801	Credit Limit \$5,000	Credits \$0.00	Purchases \$1,509.11	Cash Advances \$0.00	Total Activity \$1,509.11
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Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
11/30	11/29	05436842334000391071078	DISCOUNT-TIRE-CO MIK-3 KALAMAZOO MI		\$1,401.00
12/09	12/07	55421352342627182614104	MULDERS LANDSCAPE SUPP KALAMAZOO MI		\$35.00
12/26	12/25	02305372360000140381869	SPEEDWAY 06610 PARCHME PARCHMENT MI		\$73.11

JIM DUBY XXXX XXXX XXXX 1892	Credit Limit \$3,000	Credits \$0.00	Purchases \$2,812.03	Cash Advances \$0.00	Total Activity \$2,812.03
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Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
12/05	12/02	02305372337100179378131	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$163.41
12/07	12/05	02305372340100143885822	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$140.45
12/16	12/14	02305372349100163580862	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$268.98
12/19	12/15	02305372350100165984753	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$56.88
12/19	12/16	02305372351100176632119	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$59.99
12/20	12/19	55446412353839182668266	FERGUSON WTRWRKS #3393 KALAMAZOO MI		\$37.42
12/21	12/20	55432862354202294632566	LOWES #J0765* KALAMAZOO MI		\$2,084.90

CAMRON J BOEKHOVEN XXXX XXXX XXXX 9114	Credit Limit \$3,000	Credits \$258.72	Purchases \$2,349.06	Cash Advances \$0.00	Total Activity \$2,090.34
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Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
11/30	11/28	02305372333100142039046	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$8.66
11/30	11/28	02305372333100142039129	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$29.98
11/30	11/28	02305372333100142039202	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$82.03
12/01	11/29	02305372334100145216020	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$11.99
12/05	12/01	02305372336100172474946	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$153.11
12/06	12/05	05436842339200059330882	LAKELAND ASPHALT CORPO 269-964-1720 MI		\$187.72
12/06	12/05	55429502339894513121822	KJ MOTORSPORTS 7165239046 NY		\$720.16
12/07	12/06	55309592340838000010025	RIDGE PARTS 0030721 KALAMAZOO MI		\$234.60
12/07	12/06	55309592340838000010090	RIDGE PARTS 0030721 KALAMAZOO MI		\$433.04
12/12	12/09	55309592343838000010170	RIDGE PARTS 0030721 KALAMAZOO MI		-\$24.25

(transactions continued on next page)

Cardholder Account Activity cont.

12/12	12/09	55309592343838000010204	RIDGE PARTS 0030721 KALAMAZOO MI	\$-27.50
12/12	12/09	55309592343838000010030	RIDGE PARTS 0030721 KALAMAZOO MI	-\$206.97
12/13	12/12	75217692347240000099704	EDWARDS INDUSTRIAL SAL KALAMAZOO MI	\$59.29
12/21	12/20	55432862354202330849125	LOWES #01110* PORTAGE MI	\$239.00
12/23	12/21	02305372356100174468495	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI	\$115.48
12/26	12/23	55453702358042000002995	ADVANCE AUTO PARTS #17 KALAMAZOO MI	\$28.39
12/26	12/22	02305372357100161490899	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI	\$45.63

TY J WOLTHUIS	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 7674	\$3,000	\$0.00	\$676.72	\$0.00	\$676.72

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
12/08	12/06	02305372341100147301466	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$1.49
12/12	12/09	02305372344100184505273	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$26.01
12/12	12/08	02305372343100163420560	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$96.66
12/14	12/12	02305372347100151057446	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$35.12
12/21	12/19	02305372354100152386281	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$21.87
12/21	12/19	02305372354100152386364	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$21.93
12/22	12/20	52707152355010194236499	THE HOME DEPOT #2728 PORTAGE MI		\$389.00
12/26	12/23	02305372358000744539866	SPEEDWAY 06610 PARCHME PARCHMENT MI		\$84.64

SHANNON STUTZ	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 9125	\$5,000	\$0.00	\$1,883.64	\$0.00	\$1,883.64

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
12/07	12/06	55500362340872980646206	MARANA GROUP 8006533121 MI		\$464.45
12/08	12/06	02305372341100147314741	OFFICEMAX/OFFICEDEPT#3 KALAMAZOO MI		\$14.31
12/08	12/06	02305372341100147314667	OFFICEMAX/OFFICEDEPT#3 KALAMAZOO MI		\$84.58
12/08	12/07	82711162341000009584099	PIXELVINE FREEPORT MI		\$89.75
12/12	12/09	05410192343105072077929	QUILL CORPORATION 800-982-3400 SC		\$80.93
12/12	12/09	6271291234400000344457	CORPORATE TECHNOLOGIES 7018934056 MN		\$308.14
12/14	12/13	82711162347000009672732	PIXELVINE FREEPORT MI		\$75.00
12/15	12/14	55436872349643491298490	STATE OF MI MIDEAL 517-2847000 MI		\$180.00
12/16	12/15	6271291235000000307281	CORPORATE TECHNOLOGIES 7018934056 MN		\$436.53
12/26	12/26	55432862360203784709809	SPECTRUM 855-707-7328 MO		\$149.97



**2022 MONTHLY PERMITS BY JURISDICTION**

<b>MONTH OF DECEMBER 2022</b>			
<b>JURISDICTION</b>	<b>PERMIT CATEGORY</b>	<b># PERMITS</b>	<b>PERMIT REVENUE</b>
COMSTOCK	BUILDING	16	\$ 5,885
COMSTOCK	ELECTRICAL	12	\$ 1,747
COMSTOCK	MECHANICAL	16	\$ 2,115
COMSTOCK	PLUMBING	12	\$ 1,745
COMSTOCK	SPECIAL - JURISDICTION	4	\$ 400
COMSTOCK	SPECIAL - HOMEOWNER	-	\$ -
<b>TOTAL COMSTOCK</b>		<b>60</b>	<b>\$ 11,892</b>
KALAMAZOO	BUILDING	8	\$ 1,146
KALAMAZOO	ELECTRICAL	10	\$ 1,549
KALAMAZOO	MECHANICAL	24	\$ 3,106
KALAMAZOO	PLUMBING	5	\$ 670
KALAMAZOO	SPECIAL - JURISDICTION	6	\$ 600
KALAMAZOO	SPECIAL - HOMEOWNER	-	\$ -
<b>TOTAL KALAMAZOO</b>		<b>53</b>	<b>\$ 7,071</b>
PARCHMENT	BUILDING	-	\$ -
PARCHMENT	ELECTRICAL	1	\$ 110
PARCHMENT	MECHANICAL	1	\$ 130
PARCHMENT	PLUMBING	1	\$ 105
PARCHMENT	SPECIAL - JURISDICTION	-	\$ -
PARCHMENT	SPECIAL - HOMEOWNER	1	\$ 55
<b>TOTAL PARCHMENT</b>		<b>4</b>	<b>\$ 400</b>
PINE GROVE	BUILDING	2	\$ 379
PINE GROVE	ELECTRICAL	3	\$ 573
PINE GROVE	MECHANICAL	4	\$ 505
PINE GROVE	PLUMBING	1	\$ 105
PINE GROVE	SPECIAL - JURISDICTION	-	\$ -
PINE GROVE	SPECIAL - HOMEOWNER	-	\$ -
<b>TOTAL PINE GROVE</b>		<b>10</b>	<b>\$ 1,562</b>
RICHLAND	BUILDING	12	\$ 8,777
RICHLAND	ELECTRICAL	16	\$ 4,284
RICHLAND	MECHANICAL	11	\$ 1,702
RICHLAND	PLUMBING	3	\$ 579
RICHLAND	SPECIAL - JURISDICTION	1	\$ 100
RICHLAND	SPECIAL - HOMEOWNER	-	\$ -
<b>TOTAL RICHLAND</b>		<b>43</b>	<b>\$ 15,442</b>
RICHLAND VILLAGE	BUILDING	1	\$ 176
RICHLAND VILLAGE	ELECTRICAL	-	\$ -
RICHLAND VILLAGE	MECHANICAL	3	\$ 390
RICHLAND VILLAGE	PLUMBING	-	\$ -
RICHLAND VILLAGE	SPECIAL - JURISDICTION	-	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	-	\$ -
<b>TOTAL RICHLAND VILLAGE</b>		<b>4</b>	<b>\$ 566</b>
<b>TOTAL</b>		<b>174</b>	<b>\$ 36,933.00</b>

REVENUE	REVENUE
DECEMBER 2021	% PREV YEAR MONTH
<b>\$ 55,372</b>	<b>66.7%</b>

PERMITS	PERMITS
DECEMBER 2021	% 2021 - YTD
<b>188</b>	<b>93%</b>



**2022 MONTHLY PERMITS BY JURISDICTION**

**YEAR TO DATE AS OF: DECEMBER 2022**

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	163	\$ 198,643
COMSTOCK	ELECTRICAL	201	\$ 43,471
COMSTOCK	MECHANICAL	182	\$ 49,614
COMSTOCK	PLUMBING	73	\$ 11,890
COMSTOCK	SPECIAL - JURISDICTION	25	\$ 2,500
COMSTOCK	SPECIAL - HOMEOWNER	9	\$ 495
<b>TOTAL COMSTOCK</b>		<b>653</b>	<b>\$ 306,613</b>
KALAMAZOO	BUILDING	175	\$ 32,865
KALAMAZOO	ELECTRICAL	220	\$ 36,348
KALAMAZOO	MECHANICAL	294	\$ 45,311
KALAMAZOO	PLUMBING	115	\$ 15,780
KALAMAZOO	SPECIAL - JURISDICTION	62	\$ 6,200
KALAMAZOO	SPECIAL - HOMEOWNER	7	\$ 385
<b>TOTAL KALAMAZOO</b>		<b>873</b>	<b>\$ 136,889</b>
PARCHMENT	BUILDING	15	\$ 2,145
PARCHMENT	ELECTRICAL	25	\$ 3,442
PARCHMENT	MECHANICAL	23	\$ 2,944
PARCHMENT	PLUMBING	7	\$ 909
PARCHMENT	SPECIAL - JURISDICTION	9	\$ 900
PARCHMENT	SPECIAL - HOMEOWNER	2	\$ 110
<b>TOTAL PARCHMENT</b>		<b>81</b>	<b>\$ 10,450</b>
PINE GROVE	BUILDING	41	\$ 19,183
PINE GROVE	ELECTRICAL	71	\$ 11,424
PINE GROVE	MECHANICAL	77	\$ 12,353
PINE GROVE	PLUMBING	18	\$ 3,878
PINE GROVE	SPECIAL - JURISDICTION	1	\$ 100
PINE GROVE	SPECIAL - HOMEOWNER	0	\$ -
<b>TOTAL PINE GROVE</b>		<b>208</b>	<b>\$ 46,938</b>
RICHLAND	BUILDING	147	\$ 94,057
RICHLAND	ELECTRICAL	170	\$ 39,556
RICHLAND	MECHANICAL	194	\$ 40,216
RICHLAND	PLUMBING	108	\$ 21,956
RICHLAND	SPECIAL - JURISDICTION	5	\$ 500
RICHLAND	SPECIAL - HOMEOWNER	3	\$ 165
<b>TOTAL RICHLAND</b>		<b>627</b>	<b>\$ 196,450</b>
RICHLAND VILLAGE	BUILDING	14	\$ 2,601
RICHLAND VILLAGE	ELECTRICAL	10	\$ 1,313
RICHLAND VILLAGE	MECHANICAL	23	\$ 3,093
RICHLAND VILLAGE	PLUMBING	5	\$ 620
RICHLAND VILLAGE	SPECIAL - JURISDICTION	0	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	0	\$ -
<b>TOTAL RICHLAND VILLAGE</b>		<b>52</b>	<b>\$ 7,627</b>
<b>TOTAL KABA</b>	<b>YTD</b>	<b>2494</b>	<b>704,967.70</b>

REVENUE	REVENUE
YTD - DECEMBER 2021	% 2021 - YTD
<b>\$ 642,893</b>	<b>109.7%</b>

REVENUE
% 2022 YTD BUDGET
<b>1.13%</b>

PERMITS	PERMITS
YTD - DECEMBER 2021	% 2021 - YTD
<b>2409</b>	<b>103.5%</b>

2022 MONTHLY CUMULATIVE TOTALS			
# PERMITS	REVENUE		
176	\$ 45,738		JAN
190	\$ 49,367		FEB
217	\$ 52,589		MAR
201	\$ 77,431		APR
219	\$ 51,760		MAY
267	\$ 154,211		JUN
224	\$ 49,359		JUL
224	\$ 49,359		AUG
212	\$ 53,813		SEP
202	\$ 37,047		OCT
188	\$ 47,361		NOV
174	\$ 36,933		DEC
2,494	\$ 704,968		2022

# Monthly Special Permit - Owner Request

01/03/2023

## Special Permit

Permit #	Job Address	Parcel Number	Owner	Date Entered	Fee Total
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PS22-18-080	415 GLENDALE BLVD POWER OUT - V1 - MICHIGAN	06-02-180-680	RAPACZ, STANLEY & M.	12/20/2022	\$55.00
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**Work Description:** New owner (as of 12/20/22) - Curtis Doyle (Sycamore Property Group) - see attachments

**Inspections:** 12/21/2022 Meter Socket Inspection Approved

**Total Permits For Type: 1**

**Total Fees For Type: \$55.00**

## Report Summary

**Grand Total Fees: \$55.00**

**Grand Total Permits: 1**

Population: All Records  
Permit.DateIssued Between  
12/1/2022 12:00:00 AM AND  
12/31/2022 11:59:59 PM AND  
GovernmentUnitList.UnitCode =  
18  
AND  
Permit.Category = Meter Socket  
Inspection OR  
Permit.Category = Hood  
Suppression OR  
Permit.Category = Special Permit  
OR  
Permit.Category = Owner Request

KALAMAZOO AREA TRANSPORTATION STUDY

TECHNICAL COMMITTEE MEETING  
MINUTES DECEMBER 8, 2022 - 9:30 A.M.

**CALL TO ORDER**

The December 8, 2022 Technical Committee Meeting was called to order at 9:30 a.m. at Kalamazoo Metro, by Chair 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
Mickey Bittner	Village of Paw Paw (Wightman & Associates)
Heather Bowden	Michigan Department of Transportation, Statewide Planning
Kerry DenBraber	Michigan Department of Transportation, TSC
Zac Culbert	Village of Schoolcraft (Prein & Newhof)
Eric Feldt	City of Portage
Rachael Grover	Kalamazoo County
Kendra Gwin	City of Portage
Jeff Heppler	Village of Augusta
Jim Hoekstra	Road Commission of Kalamazoo County
Joel Hoort	Van Buren County Road Commission
Anna Horner	Oshtemo Township
Lisa Imus	Village of Lawton
John Lovely	Texas Township
Ryan Minkus, Chair	Road Commission of Kalamazoo County
Jesse Okeley	City of Kalamazoo
Tom Palumbo	City of Kalamazoo
Kathy Schultz	Central County Transportation Authority
Pratik Sharma	City of Portage
Paul Sotherland	KATS Citizens Advisory Committee
Jodi Stefforia, Vice-Chair	Comstock Township
Nancy Stoddard	City of Parchment
Greg Vlietstra	Kalamazoo County Transportation Authority
George Waring	City of Kalamazoo

**OTHERS PRESENT**

Phil Doorlag	Wightman & Associates
Martin Janssen	Kalamazoo County Transportation Authority
Iris Lubbert	Oshtemo Township
Fred Nagler	Kalamazoo Area Transportation Study

Elizabeth Rumick	Kalamazoo Area Transportation Study
Hailey Savola	ROWE
Steve Stepek, AICP	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**

Schultz moved, and it was duly seconded by Hoekstra, ***“to approve the agenda of the December 8, 2022 Technical Committee Meeting.”*** MOTION CARRIED.

#### **MINUTES FROM THE NOVEMBER 10, 2022 MEETING**

Gwin moved, and it was duly seconded by Schultz, ***“to approve the minutes from the November 10, 2022 Technical Committee Meeting.”*** MOTION CARRIED.

#### **POLICY COMMITTEE REPORT**

Stepek reported on behalf of the Policy Committee that the November meeting was cancelled. The next meeting will be held on December 21, 2022.

#### **PUBLIC COMMENTS**

Sotherland questioned the recent installation of sharrows on M-343 from Riverview Drive to Sprinkle Road. Some of the sharrows were created by grounding out pavement making a rough ride. Plus, bicycling on M-343 would be very dangerous. Placing sharrows on M-343 give them a worse reputation than they already have. Can they or should they be removed or what can we or should we do? Noting there were no Michigan Department of Transportation (MDOT) staff in attendance, Minkus suggested ensuring MDOT staff are invited to the next quarterly Non-Motorized Subcommittee meeting where this topic could be discussed and addressed.

Janssen pointed out driver confusion about the new bike lane on North Pitcher Road through downtown Kalamazoo. When traveling southbound on Pitcher, turning right, or west on Kalamazoo Avenue, the far-right lane is now marked as a bike lane, but vehicles continue to enter this lane to turn right.

#### **FY 2023-2026 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS**

Stepek reported the new amendment sheet is available at the door. Stepek stated the City of Portage has a change to their earmark project. There are also transit, rural, and other project changes. Minkus added the Road Commission of Kalamazoo County projects were approved at the Rural Task Force meeting.

Hoekstra moved, and it was duly seconded by Feldt, ***“to approve the FY 2023-2026 Transportation Improvement Program Amendments.”*** MOTION CARRIED.

#### **DRAKE ROAD CORRIDOR DISCUSSION**

Stepek stated Horner expressed interest in presenting the idea of getting a group together regarding upcoming Oshtemo Township Drake Road corridor. Horner continued; recent news reports identified the ten most dangerous intersections in Kalamazoo County. Drake Road has three of them. This information along with additional development planned for the area would further strain safety. Oshtemo Township has fielded inquiries from elected representatives and the public on this topic.



Oshtemo is prioritizing, as part of its master plan update in 2023, to have a heavy transportation focus. To ensure the issues are addressed, Horner would like volunteers to form an ad hoc group to discuss and further communicate about the Drake Road corridor. The group would meet in the first quarter of 2023. Reach out to Horner if you are interested. In response to Schultz's inquiry of a status update on the non-motorized path between K L Avenue and Stadium Drive, Horner responded progress is a priority for Oshtemo Township. Discussions are underway with the Michigan Department of Transportation Office of Rail. The township has a Transportation Alternatives Program grant slated for 2024 for the project. Discussion ensued on challenges with pedestrian crossings across Amtrak railroad tracks. Minkus summarized interested parties in the Drake Road corridor group reach out to Horner.

#### **TECHNICAL COMMITTEE BYLAW REVIEW**

Referring to the bylaws included in the meeting packet and available on the katsmpo.org website, Stepek reported the bylaws have not been updated or reviewed in a decade. After your review, let Stepek or Minkus know of any comments or feedback.

#### **CONTRIBUTED SERVICE TIME SHEET**

Stepek updated that Kalamazoo Area Transportation Study (KATS) appreciates receiving agency time sheets pertaining to the new fiscal year 2023 beginning October 1, 2022. However, they are not the updated version discussed at the November meeting. The new time sheet is included in the meeting materials and is also available on the katsmpo.org website at Committees/Time Reporting. This is also a reminder to continue to fill out and turn in timesheets. Let staff know if you cannot find the new form.

#### **PUBLIC TRANSPORTATION UPDATES**

Schultz reiterated Metro's Comprehensive Operations Analysis (COA) is moving toward the recommendation phase. On December 12, 2022 at 11:30 a.m., the consultant will present findings at the public board meeting. Public meetings are scheduled on December 12, 2022 at 3:00 p.m. and 6:00 p.m. An abundance of public comment is anticipated. Schultz reminds bus drivers, the public, and the community that this is a road map. The proposed changes to routes, bus stops, and microtransit will be gradually phased in potentially over several years with continued outreach. Early in 2023, Metro Staff will begin to develop an implementation plan for the recommendations. A stakeholder meeting will take place on December 13, 2022 at 9:00 a.m. This will be a working group of business owners, non-profits, social agencies, and township officials. If you would like to attend but did not receive an invitation, let Schultz know. Reach out to Schultz if you would like her to discuss changes with staff, groups, individuals, or jurisdictions. Schultz plans to make a presentation at the January Technical Committee meeting.

#### **STATUS REPORTS**

##### **ROADS-**

Horner reported Oshtemo Township is moving forward with eight miles of Phase one of the sewer project.

Heppler reported the Village of Augusta is looking forward to next years extensive water main replacement project on the southside of the village. Several roads will be taken out to install the new water mains, with new roads installed on top. Plans are underway for the 2024 bridge project.

Waring reported the City of Kalamazoo Patterson bridge deck rehab replacement project is slated for the end of February. The city is in winter maintenance mode. Signs are being finished up on Whites Road and Westnedge Avenue. Engagement continues on the Kalamazoo Avenue project. Other projects are in design preparing for going out for bid.

Hoekstra reported the Road Commission of Kalamazoo County (RCKC) Sprinkle Road and I-94 project came in at 5% under estimates. A couple projects will be in the January letting. Tree work is being completed at 12<sup>th</sup> Street and 24<sup>th</sup> Street. 2024 projects are under design.

DenBraber provided an update on the Michigan Department of Transportation (MDOT) I-94 Portage Road project. Current configurations are expected to remain the same over winter. The US-131 Schoolcraft mill and overlay project will be in the February letting.

Imus reported the Village of Lawton has been working the with the Michigan Department of Transportation (MDOT) for three years on the M-40 milling project. It was let at the beginning of November and came in 9.99 percent over. Construction on this project will begin in early spring. Street scape and utility work is scheduled for 2024.

#### **LAND USE/PLANNING AND ZONING-**

Stefforia reported Comstock Township continues to face challenges widely reported in local news with Soil Friends Hard Cider Company. A Deputy will be present at tonight's Planning Commission meeting.

Lubbert reported Oshtemo Township is facing potential rezoning of the Prairies Golf Club off West Main Street to be turned into a commercial and multi-family residential area. Pressure is being received from all directions. Master plan updates are being carefully considered. A special Planning Commission meeting is being held tonight. Any changes would not take place until spring of 2023 at the earliest.

Anderson reported the City of Kalamazoo will be releasing its commercial rezoning map by the end of the year as all commercial zoning districts in the city have been updated. The city is seeking to hire an assistant city planner.

Grover reported Kalamazoo County is receiving lots of calls from people on Pictometry. Most people need to perform a hard refresh on their browser to access the updated aerials. Reach out to Grover if you or your agency would like to receive Pictometry training next year.

Bowden from Michigan Department of Transportation (MDOT) reported Brian Stark will start December 12, 2022 as the new Rural Task Force coordinator.

#### **NEW BUSINESS**

Stepek reminded attendees of the invitation to breakfast prior to the 9:00 a.m. Kalamazoo Area Transportation Study Policy Committee meeting on December 21, 2022.

#### **PUBLIC COMMENTS**

Janssen expressed appreciation for the opening of Sprinkle Road.

#### **ADJOURNMENT**

The meeting adjourned at 10:04 a.m.

*The next meeting of the Kalamazoo Area Transportation Study Technical Committee will be held on Thursday, January 12, 2023 at 9:30 a.m.*

Approved 1/12/23 (er)

## KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE

Minutes of the October 26, 2022 Meeting

### CALL TO ORDER

The October 26, 2022 Policy Committee Meeting was called to order at 9:02 a.m. at Metro in Kalamazoo, by Treasurer Rob Britigan in Chairperson Thompson's stead.

### INTRODUCTIONS

Introductions were made by all present.

### ROLL CALL

Meeting attendance was recorded on the sign-in sheet.

### MEMBERS PARTICIPATING

Curtis Aardema	Central County Transportation Authority
Rob Britigan, Treasurer	City of Parchment
Marsha Drouin	Richland Township
John Gisler	Kalamazoo County
Jeff Heppler	Village of Augusta
Lisa Imus	Village of Lawton
Martin Janssen	Kalamazoo County Transportation Authority
Joanna Johnson	Road Commission of Kalamazoo County
Greg Kinney	Van Buren County Road Commission
Judy Lemon	City of Galesburg
Tracy Locey	Brady Township
Pat McGinnis	City of Portage
Sherine Miller	Kalamazoo Township
Chris Praedel	City of Kalamazoo
Pete Pfeiffer	Michigan Department of Transportation, TSC
Jeff Sorensen	Cooper Township
Paul Sotherland	KATS Citizens Advisory Committee
Don Ulsh	Schoolcraft Township
Jerry VanderRoest	Charleston Township

### MEMBERS ABSENT

Jeff Franklin	Michigan Department of Transportation, Planning
Tim Frisbie	Village of Vicksburg
Libby Heiny-Cogswell	Oshtemo Township
Robert Henderson	Van Buren Public Transit
Nick Loeks	Texas Township
Randy Thompson, Chair	Comstock Township

### OTHERS PARTICIPATING

Ryan Minkus	Road Commission of Kalamazoo County
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Fred Nagler	Kalamazoo Area Transportation Study
Dennis Randolph	City of Kalamazoo
Elizabeth Rumick	Kalamazoo Area Transportation Study
Steve Stepek	Kalamazoo Area Transportation Study
Ali Townsend	Kalamazoo Area Transportation Study

#### **CHANGES OR ADDITIONS TO THE AGENDA**

Stepek would like to add to the New Business section of the meeting nomination of a new Kalamazoo Area Transportation Study Citizen Advisory Committee member. Additionally, guest Traffic Engineer Dennis Randolph from the City of Kalamazoo will update attendees and answer questions regarding City of Kalamazoo traffic. Britigan summarized these two items will be number 16 A and number 16 B on the agenda, respectively.

#### **APPROVAL OF THE AGENDA**

Heppler moved, and it was duly seconded by Johnson, **“to approve the agenda of the October 26, 2022 Policy Committee Meeting noting that two additional items will be discussed under New Business.”** MOTION CARRIED.

#### **PUBLIC COMMENTS**

No citizens’ comments were made.

#### **CONSENT AGENDA**

- ACCEPTANCE OF THE TREASURER’S REPORTS
- ACCEPTANCE OF THE TECHNICAL COMMITTEE REPORTS
- ACCEPTANCE OF THE SOUTHCENTRAL MICHIGAN PLANNING COUNCIL REPORTS
- APPROVAL OF THE MINUTES FROM THE SEPTEMBER 28, 2022 MEETING

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

#### **FY 2023 – 2026 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS**

Stepek explained the proposed amendments are included in the meeting packet. Stepek noted the updated list of amendments. KATS Staff and Technical Committee recommends approval of the proposed amendments.

Aardema moved, and it was duly seconded by Janssen, **“to approve the FY 2023-2026 Transportation Improvement Program Amendments.”** MOTION CARRIED.

#### **2023 SAFETY PERFORMANCE MEASURES**

Stepek explained the performance measures are included in the packet. Annually, as part of the required federal performance measures, Kalamazoo Area Transportation Study (KATS) is asked to either develop its own safety targets for the coming calendar year or to support the state targets. In previous years, KATS has chosen to support the state targets. It was noted these are measures not goals. Johnson thanked Stepek for providing matrix data on the KATS Metropolitan Planning Organization region. In response to Johnson’s inquiry, Stepek responded the MPO level data mirrors state trends. Stepek answered in response to Britigan’s question, if we do not meet the measure we would be required to spend at least what the state was spending on the measure in 2008-2009. The

state is already spending at least that amount or more for every measure. Janssen and Heppler commented about how the three E's: Engineering, Education, and Enforcement impact safety. Johnson, Gisler, Praedel, and McGinnis discussed other crash data as well as their respective municipality patrol deputy staffing levels. The Technical Committee recommended supporting the state safety targets at their October 13, 2022 meeting. Staff recommends that the Policy Committee adopt the state targets as documented and authorize the Chair to sign the Resolution of Support for 2022 Safety Targets on behalf of the Policy Committee.

Heppler moved, and it was duly seconded by Sorensen, **"to approve adoption of the 2023 State Safety Performance Measures and to authorize the Chair to sign the Resolution of Support."** MOTION CARRIED.

#### **2023 POLICY COMMITTEE MEETING SCHEDULE**

Referring to the schedule included in the packet, Stepek added that the schedule proposes continuation of the traditional last Wednesday of the month and 9:00 a.m. meeting day and time.

Johnson moved, and it was duly seconded by Janssen, **"to approve the Kalamazoo Area Transportation Study 2023 Policy Committee Meeting Schedule."** MOTION CARRIED.

#### **2023 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENT SCHEDULE**

Stepek stated the TIP Amendment schedule is included in the packet for your information. Although this is the official amendment approval schedule, Kalamazoo Area Transportation Study Staff are able to add additional amendments if needed.

#### **CONTRIBUTED SERVICES FISCAL YEAR 2022**

Stepek pointed out City of Parchment time sheets found in a spam email folder were added. The final contributed service for fiscal year 2022 has been cut off for the Kalamazoo Area Transportation Study's fiscal year ending September 30, 2022. We collected more than double the required match for the year and appreciate all participating agencies that turned in time sheets. This serves as a reminder to please continue strong participation by turning in time sheets for our fiscal year 2023 which began on October 1, 2022.

#### **NOMINATION SUBCOMMITTEE FOR KATS OFFICERS**

Stepek explained Kalamazoo Area Transportation Study (KATS) has a Subcommittee to assist with obtaining KATS Officers. This group solicits volunteers to run for the one-year officer terms. Officers are nominated at the December meeting for terms that begin January 1 every year. Officer positions include Chair, Vice-Chair, and Treasurer. Current officers are welcome to serve another year. Sorensen and Ulsh volunteered to serve on the Nomination Subcommittee for KATS Officers.

McGinnis moved, and it was duly seconded by Johnson, **"to approve nomination of Don Ulsh and Jeff Sorensen for the Subcommittee for Kalamazoo Area Transportation Study Officers."** MOTION CARRIED.

## **PUBLIC TRANSPORTATION UPDATES**

Aardema reported Ron Holcum is a new board member for Kalamazoo County Transportation Authority (KCTA). Metro's Comprehensive Operational Analysis (COA) consultant will be presenting recommendations December 12, 2022. Microtransit may potentially serve areas of Kalamazoo County that have less fixed route buses. The governance update continues. An outside consultant was hired to suggest best practices on the structure of the joint Central County Transportation Authority (CCTA)/KCTA board. Metro's Youth Mobility program is progressing well. The program operates in partnership with the Foundation for Excellence and the Kalamazoo Public Schools. It offers free bus passes to a limited number of Kalamazoo Public High School students for transportation to and from jobs or after school activities. Metro's new security staff member at the Kalamazoo Transportation Center (KTC) is a very successful addition. Monthly safety reports are distributed. Metro's goal is to keep the KTC as safe as possible. Staffing levels are trending toward pre-COVID levels. Similarly, bus routes are functioning at near pre-COVID levels. The trend of rising ridership on buses is expected to continue.

## **EXECUTIVE DIRECTOR'S REPORT**

In addition to what was reported in the memo included in the meeting materials, Stepek highlighted the Metropolitan Planning Organization area will receive about \$1.6 million dollars in the annual redistribution of obligation authority. With the new Bipartisan Infrastructure law adopted during 2022, local agencies were not able to spend all their transportation authority. The Michigan Department of Transportation is therefore giving more obligation authority this year to local agencies. Our region would need about \$4-\$5 million dollars to come closer to the federal required 75/25 project cost split. Therefore, no Transportation Improvement Program (TIP) amendments are expected from the additional funds. The Kalamazoo Area Transportation Study (KATS) TIP Subcommittee including KATS, the Road Commission of Kalamazoo County, the Cities of Kalamazoo, Portage, and Parchment met. It was decided to use the funds for projects that have already been obligated in fiscal year 2023. Some of the funds will be allocated to Metro transit to assist in the cost increase of buses from the contracted \$109,000 to \$179,000. The remainder of the funds will be split equally between the City of Kalamazoo Whites Road project and the City of Portage Portage Road project. Johnson asked for clarification on the projects being in fiscal year 2023. Stepek concurred adding that since we are already in fiscal year 2023, the best way to spend the money is to use it on projects that are ready to go rather than add a project that may not be obligated. In response to Britigan, Stepek added, the funds have to be obligated this year, meaning the feds have promised to pay that amount. The funds do not need to be spent this year. Stepek responded to Aardema's inquiry that the City of Portage Portage Road project is in front of the Pfizer facility.

## **NEW BUSINESS**

Britigan reiterated there are two items of New Business. The first one is a recommendation to appoint James Justice to the Kalamazoo Area Transportation Study Citizen Advisory Committee. Justice's application was distributed for review.

Sorensen moved, and it was duly seconded by Johnson, **"to approve nomination of James Justice to the Kalamazoo Area Transportation Study Citizen Advisory Committee."** MOTION CARRIED.

Britigan stated the second item of New Business is to welcome Dennis Randolph, City of Kalamazoo Traffic Engineer, to discuss the city's traffic and answer any questions. Randolph distributed a U.S.

Department of Transportation Federal Highway Administration Vulnerable Road User Safety Assessment Guidance packet. Randolph elaborated that the three E's: Engineering, Education, and Enforcement are important to safety. Street configuration in the City of Kalamazoo has decreased lane width which has been shown to decrease speed. Sixty-percent of all crashes are speed-related. Kalamazoo has eliminated traffic lanes, added marked bike lanes, and added pedestrian signs in an attempt to decrease vehicle speed. The City of Kalamazoo obtained a \$250,000 grant for traffic signal optimization. The study will begin in 2023 with hopes of improved signal progression. Further discussion ensued.

#### **PUBLIC COMMENTS**

No citizens' comments were made.

#### **MEMBER COMMENTS**

Sotherland, Kalamazoo Area Transportation Study Citizens Advisory Committee, voiced praise he has received for the Kalamazoo region's infrastructure overall, not just related to non-motorized progress, including engineering, planning and implementation. Sotherland pleaded that striping and signs be installed before a road project is deemed complete. This would assist with the Education portion of the three E's to guide people through an area.

Praedel thanked Randolph for the presentation. The City of Kalamazoo Kalamazoo Avenue two-way conversion update will be forthcoming in the next couple of weeks. Parkview is open. The preliminary reduction in speed on Westnedge and Park is a significant 4.8 miles-per-hour. Praedel thanked jurisdictions who assisted and supported the City of Kalamazoo during the funeral of Public Safety Officer Christian Smith.

McGinnis, City of Portage, reiterated the importance of regional traffic signal optimization. Optimization should cross city limits and efforts between jurisdictions should be coordinated.

Aardema commented students from the University of Notre Dame performed a traffic analysis for a class project on a Sunday morning on Michigan Avenue in the City of Kalamazoo. One car was clocked on radar at 82 miles-per-hour. Multiple cars were traveling over 70 miles-per-hour, well in excess of the posted speed limit. As a member of the Kalamazoo/Battle Creek International Airport board, Aardema reported new air service on Avelo Airlines direct to Orlando begins today. Due to clean-up issues from Hurricane Ian, Avelo was told to delay service into Ft. Myers. Avelo will begin direct flights to Ft. Myers later this season or next winter.

VanderRoest reminded attendees of the November 8, 2022 election. The Charleston Township building is undergoing construction for an addition and remodeling. It currently has no heat. Meetings have been taking place in the parking lot. Electricians, plumbers, and other contractors are working to hopefully finish by election day.

Heppler announced the Village of Augusta 2024 bridge project engineering is underway. The Village is working on a water main project but finding delays of up to 50 weeks in obtaining pipe.

Kinney announced the Van Buren County Road Commission (VBCRC) Managing Director is leaving in February 2023. VBCRC is looking to fill the position which requires a candidate live within 60 miles of the Van Buren County Line.

Britigan, City of Parchment, reminded attendees to vote November 8, 2022.

Sorensen thanked the Road Commission of Kalamazoo County, and cooperation of the City of Kalamazoo, and the City of Parchment for assistance in completion of the water main pipe project in Cooper Township. This restoration project began with a phone call in July 2018 regarding residents that had PFAS in their water. Sorensen expressed happiness and thankfulness for completion. Invitations to the Michigan Township Association banquet were sent. Let Sorensen know if you did not receive an invitation and would like to attend.

Ulsh, Schoolcraft Township, asked what will happen with Sprinkle Road traffic now that the Kalamazoo Regional Educational Service Agency (KRESA) broke ground on the new career and technical center. Johnson of the Road Commission of Kalamazoo County stated it will be very busy. Aardema noted it is a City of Kalamazoo road. Randolph added that the City of Kalamazoo has gone through the site plan planning process with the developer. Johnson reiterated the importance of ensuring adjacent jurisdictions work together on projects.

Janssen mentioned traffic has been backing up recently on the Sprinkle Road roundabout south of I-94. Pfeiffer can follow-up on any information from the Michigan Department of Transportation Kilgore office.

Johnson reported the Road Commission of Kalamazoo County (RCKC) has 18 projects to finish up across the county, weather permitting. RCKC permanently closed the TS Avenue bridge between 29<sup>th</sup> and 31<sup>st</sup> streets in Pavilion Township and the 40<sup>th</sup> Street bridge between W Avenue and X Avenue in Wakeshma Township. RCKC thanks townships for partnering to potentially identify a third bridge to bundle for state rehab funding. Attendees are invited to a public hearing on November 8, 2022 that will include RCKC primary road Capital Improvement Plan and budget guidelines. Feedback or attendance is appreciated. A communication survey has been distributed to identify RCKC preferred communication methods. RCKC team members are currently in winter maintenance training. There are quite a few new staff members, but RCKC is at least 11 people short for winter road maintenance. RCKC is hosting Brakes on Fatalities Day on November 8, 2022. Awards will be presented to young artists aged 3 – 14 years old at 5:00 p.m.

#### **ADJOURNMENT**

There being no further business, Treasurer Britigan adjourned the meeting at 10:13 a.m.

*The next meeting of the Kalamazoo Area Transportation Study Policy Committee will be held on  
Wednesday, November 30, 2022 at 9:00 a.m.*

*Approved 12/21/22 (er)*



## MEMORANDUM

To: Mayor Britigan, Vice-Mayor Jordan, and Commissioners

From: Nancy R Stoddard, Parchment City Manager

Date: January 13, 2023

Re: Parental Leave for the City of Parchment General Employee Manual

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**Background:** The Supervisors and City Manager met to discuss ways that would incentivize hiring in the City of Parchment. The City has been fortunate enough to have kept multiple employees in the Public Works Department and City Hall for over 25 years. As we move forward with plans to hire in the future, we need to think about a hiring package that would be appealing to a new hire. We are in full knowledge that some of these changes will affect the existing employees. Parental Leave is the final addition to the Employee Manual.

**Discussion:** We are working to include Parental Leave as an addition to the City of Parchment General Employee Manual, knowing that we are competing not only with private industry, but with other governmental units within our county to hire quality employees with a willingness to serve in their greater community. This has not been a part of the policies in the past and we want to be progressive in our hiring practices by considering all the needs of employees.

**Motion:** To accept the addition of the Parental Leave Policy into the City of Parchment General Employee Manual.



# Memorandum

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**To:** Nancy Stoddard, City Manager and Parchment City Commission  
**From:** Shannon Stutz, Treasurer/Clerk  
**Date:** 1/10/23  
**Re:** Budget Amendment

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In looking over the revenue/expenditure report half way through our fiscal year ending 6/30/2023, I have identified accounts that require budget adjustments. I am proposing budget amendment increases for the General Fund. They are both net effect of zero. Please authorize the following:

General Fund

101-200-800.WILD	Admin	\$ 12,000.00	Expense – Professional/contractual
	101-000-675.001	12,000.00	Revenue
To account for completed Wildlife Corridor Grant			
101-591-800	Water Plant Grant	\$413,000.00	Expense – Professional/contractual
	101-000-675.001	\$ 413,000.00	Revenue – Other sources
To account for YTD and expected YE expenses to be reimbursed by Water Plant Grant			