



## AGENDA

### REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

February 20, 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 February 6, 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:

- Warrant No. 1483 – action
- Financial Statement for January 2023 – receive
- Credit Card Statement for January 2023 - action
- KATS Technical Meeting Minutes, January 12, 2023 - receive

**8. Unfinished Business**

- Step Up Kids Run Club Presentation, Katie Brandel – action

**9. New Business**

- Kindleberger Arts Commission Presentation, Jon Heasley - action
- Global Remediation & Environmental Services LLC - Access Agreement, Fencing of Former Lagoon Area – action
- Resolution to Waive Penalty for Failure to File a Property Transfer Affidavit - 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 FEBRUARY 6, 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, Evans, and Fooy. City Manager Stoddard, Treasurer/Clerk Stutz, Attorney Soltis.

Absent: Madaras.

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

**3. Minutes**

Moved by Commissioner Evans, supported by Vice Mayor Jordan to approve the amended minutes of the January 16, 2023 Regular meeting. **Motion Carried.**

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

Add 9D. Kalamazoo Township Police Department Quarterly Report - receive. Moved by Commissioner Cooper supported by Commissioner Conner to approve the agenda as amended. **Motion Carried.**

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

None.

**6. Consent Agenda**

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

**7. Unfinished Business**

None.

**8. New Business**

A. Step Up Kids Run Club Presentation, Katie Brandel - action. Ms. Brandel was unable to make it to tonight's meeting. Moved by Commissioner Cooper, supported by Vice Mayor Jordan to table the presentation until such time that Ms. Brandel is able to make it. **Motion Carried.**

B. Cat Nap Lodge Pawtoberfest and Kindleberger Park Reservation, Sunken Garden - action. City Manager Stoddard reported that last fall this group had a successful first-time event, even though it was short notice. Reports from DPW were that the Sunken Garden was cleaned up properly. The group is hoping for a larger turn out this year on October 7, 2023 at 1pm. Moved by Commissioner Fooy, supported by Commissioner Cooper to approve the Cat Nap Lodge Pawtoberfest reservation of the Sunken Garden as presented. Roll call vote was as follows:

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

Nays: None.

Absent: Madaras.

Abstain: None.

**Motion Carried 6-0.**

C. Global Remediation & Environmental Services LLC Access Agreement - action. Mayor Britigan noted this was approved last year, but the group wasn't able to finish the work in the time allotted. Attorney Soltis affirmed that this is the same agreement with the current year as the only change, allowing them to finish the clean-up at the Georgia Pacific site. Commissioner Cooper stated that she thought the progress that they've made is substantial, and feels positive about renewing the agreement. Moved by Vice Mayor Jordan, supported by Commissioner Fooy to approve the access agreement as presented and authorize the City Manager to sign all documents related to the action. Roll call vote was as follows:

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

Nays: None.

Absent: Madaras.

Abstain: None.

**Motion Carried 6-0.**

D. Kalamazoo Township Police Department Quarterly Report, Chief Ergang. Chief Ergang reported the city was doing well; he added statistics on calls for service and their types. He reported that the department finished the first full quarter with a resource officer in Parchment Schools, with good feedback. He reminded everyone to make sure not to leave vehicles running in their driveways as there have been some crimes of opportunity lately.

9. **Citizen Comments**  
None.

10. **Mayor and Commissioner Comments**  
Commissioner Cooper said she was glad there's a resource officer at the schools, giving parents peace of mind.

Vice Mayor Jordan thanked Chief Ergang for his report.

Mayor Britigan reminded everyone that the budget workshop is directly after the meeting. He also said Patterson Street Bridge will be closed Feb 27 through August 31, 2023 for repair.

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 7:24 p.m.

Shannon Stutz, City Clerk



City of Parchment  
Check Register Report  
Warrant 1483

Check	Check Date	Vendor Name	Description	Amount
37431	02/07/2023	COMPANION LIFE	LIFE & AD&D INS - FEBRUARY	66.50
37432	02/07/2023	CONSUMERS ENERGY	CITYWIDE MONTHLY ENERGY USE	3,953.45
37433	02/07/2023	VOID		0.00
37434	02/07/2023	KAL CO HEALTH & COMMUNITY SERV	HHW MONTHLY FEES - DECEMBER	25.02
37435	02/07/2023	KALAMAZOO CO. ROAD COMMISSION	TRAFFIC SIGNAL MAINT & ENERGY USAGE	141.67
37436	02/07/2023	KALAMAZOO OIL CO.	FUEL CHARGES 01/01 TO 01/15/2023	205.43
37437	02/07/2023	O'BOYLE COWELL BLALOCK & ASSOC	URBAN WILDLIFE CORRIDOR PROJECTS - DECEM	262.50
37438	02/07/2023	REPUBLIC SERVICES #249	DPW - FEBRUARY ACCT #3-0249-1048811	556.89
37439	02/07/2023	THRUN LAW FIRM P.C.	USDA LOAN -SEWER EASEMENTS	112.00

*Nancy R. Stoddard*

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	01/31/2023	NORMAL (ABNORMAL)	MONTH 01/31/2023	INCREASE (DECREASE)		
Fund 101 - GENERAL FUND									
Revenues									
Dept 000									
101-000-404.000	Tax Revenue	766,500.00		764,308.30		0.00		2,191.70	99.71
101-000-405.000	Taxes - Industrial Facilities	2,200.00		2,235.84		0.00		(35.84)	101.63
101-000-441.000	Local Community Stab Share Tax	140,000.00		53,130.74		0.00		86,869.26	37.95
101-000-445.000	Penalty on Taxes	3,000.00		2,312.16		344.06		687.84	77.07
101-000-448.000	1% Collection Fees	29,300.00		27,296.75		1,266.88		2,003.25	93.16
101-000-451.000	License and Fees	15,000.00		3,199.04		150.00		11,800.96	21.33
101-000-452.000	Cablevision Fees	15,700.00		7,340.82		522.72		8,359.18	46.76
101-000-453.000	Recreation Fees	2,700.00		0.00		0.00		2,700.00	0.00
101-000-454.000	Solid Waste Collections	136,000.00		91,535.71		1,711.15		44,464.29	67.31
101-000-528.000	Other Federal Funding	23,172.00		0.00		0.00		23,172.00	0.00
101-000-540.000	State Grants	0.00		27,138.00		0.00		(27,138.00)	100.00
101-000-541.000	Federal Grants	6,152.00		0.00		0.00		6,152.00	0.00
101-000-544.000	State Grant - Water Plant	0.00		94,277.72		0.00		(94,277.72)	100.00
101-000-575.000	State Sales Tax	202,000.00		129,957.00		0.00		72,043.00	64.34
101-000-632.000	Charges for Services Rendered	500.00		0.00		0.00		500.00	0.00
101-000-662.000	Traffic Fines	7,500.00		2,258.49		176.55		5,241.51	30.11
101-000-664.000	Interest on Investments	4,600.00		258.90		0.00		4,341.10	5.63
101-000-675.001	Fund Raising	425,000.00		0.00		0.00		425,000.00	0.00
101-000-680.000	Reimbursement for Overhead	210,000.00		0.00		0.00		210,000.00	0.00
101-000-694.000	Miscellaneous	17,400.00		11,588.66		0.00		5,811.34	66.60
101-000-695.000	Other Financing Sources	5,400.00		2,506.48		100.00		2,893.52	46.42
101-000-696.000	Deposits Over & Short	0.00		1.17		0.00		(1.17)	100.00
Total Dept 000		2,012,124.00		1,219,345.78		4,271.36		792,778.22	60.60
TOTAL REVENUES		2,012,124.00		1,219,345.78		4,271.36		792,778.22	60.60
Expenditures									
Dept 100 - Legislative									
101-100-703.000	Payroll - Part Time	8,000.00		6,935.00		800.00		1,065.00	86.69
101-100-715.000	Social Security	850.00		226.30		49.60		623.70	26.62
101-100-720.000	Worker's Compensation	250.00		0.00		0.00		250.00	0.00
101-100-722.000	Medicare	200.00		52.95		11.62		147.05	26.48
101-100-740.000	Operating Supplies	700.00		721.21		0.00		(21.21)	103.03
101-100-800.000	Professional/Contractual Serv.	12,000.00		12,745.50		344.50		(745.50)	106.21
101-100-830.000	Memberships & Dues	1,500.00		461.22		0.00		1,038.78	30.75
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		355.00		0.00		645.00	35.50
101-100-880.001	Wassailing Contribution	2,000.00		1,428.00		0.00		572.00	71.40
101-100-900.000	Printing & Publishing	5,000.00		439.55		0.00		4,560.45	8.79
101-100-955.000	Miscellaneous	300.00		0.00		0.00		300.00	0.00
Total Dept 100 - Legislative		31,800.00		23,439.73		1,205.72		8,360.27	73.71
Dept 200 - Administration									
101-200-702.000	Payroll - Full Time	123,000.00		65,091.01		12,963.06		57,908.99	52.92
101-200-703.000	Payroll - Part Time	48,000.00		23,657.42		4,917.60		24,342.58	49.29
101-200-715.000	Social Security	10,500.00		4,989.35		973.31		5,510.65	47.52
101-200-716.000	Hospital/Life Insurance	68,000.00		33,222.84		4,746.12		34,777.16	48.86
101-200-716.001	Insurance Deductible	4,000.00		5,062.34		0.00		(1,062.34)	126.56
101-200-718.000	Pension	20,000.00		22,706.80		3,168.94		(2,706.80)	113.53
101-200-720.000	Worker's Compensation	700.00		0.00		0.00		700.00	0.00
101-200-722.000	Medicare	2,400.00		1,166.88		227.64		1,233.12	48.62

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE BALANCE (ABNORMAL)	% BDC/ USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	01/31/2023	NORMAL (ABNORMAL)	MONTH 01/31/2023	INCREASE (DECREASE)		
<b>Fund 101 - GENERAL FUND</b>									
<b>Expenditures</b>									
101-200-724.000	ICMA Retirement Benefit	9,800.00	10,480.00	0.00	(680.00)	0.00		106.94	
101-200-730.000	Postage	7,900.00	2,645.74	464.45	5,254.26	464.45		33.49	
101-200-740.000	Operating Supplies	2,000.00	3,418.14	179.80	(1,418.14)	179.80		170.91	
101-200-775.000	Repair & Maintenance Supplies	2,100.00	307.97	0.00	1,792.03	0.00		14.67	
101-200-800.000	Professional/Contractual Serv.	22,872.00	36,349.50	4,687.42	(13,477.50)	4,687.42		158.93	
101-200-805.000	Computer Services	9,500.00	4,287.73	744.67	5,212.27	744.67		45.13	
101-200-830.000	Memberships & Dues	1,200.00	541.50	187.50	658.50	187.50		45.13	
101-200-850.000	Communications	7,300.00	5,589.62	1,159.26	1,710.38	1,159.26		76.57	
101-200-860.000	Institutes & Training	1,300.00	1,341.01	697.83	(41.01)	697.83		103.15	
101-200-900.000	Printing & Publishing	2,000.00	1,125.00	900.00	875.00	900.00		56.25	
101-200-910.000	Insurance & Bonds	7,100.00	7,500.00	0.00	(400.00)	0.00		105.63	
101-200-920.000	Utilities	4,400.00	2,795.24	798.88	1,604.76	798.88		63.53	
101-200-930.000	Repair & Maint.Contractors	2,950.00	5,981.42	0.00	(3,031.42)	0.00		202.76	
101-200-955.000	Miscellaneous	0.00	267.93	0.00	(267.93)	0.00		100.00	
101-200-970.000	Capital	24,800.00	25,050.00	0.00	(250.00)	0.00		101.01	
<b>Total Dept 200 - Administration</b>		<b>381,822.00</b>	<b>263,577.44</b>	<b>36,816.48</b>	<b>118,244.56</b>	<b>36,816.48</b>		<b>69.03</b>	
<b>Dept 210 - Legal Services</b>									
101-210-801.000	Attorney - General	16,000.00	7,222.50	948.75	8,777.50	948.75		45.14	
101-210-802.000	Attorney-Police Matters	9,800.00	1,330.00	43.75	8,470.00	43.75		13.57	
<b>Total Dept 210 - Legal Services</b>		<b>25,800.00</b>	<b>8,552.50</b>	<b>992.50</b>	<b>17,247.50</b>	<b>992.50</b>		<b>33.15</b>	
<b>Dept 300 - Police</b>									
101-300-703.000	Payroll - Part Time	6,800.00	3,520.00	760.00	3,280.00	760.00		51.76	
101-300-715.000	Social Security	600.00	218.24	47.12	381.76	47.12		36.37	
101-300-722.000	Medicare	100.00	51.04	11.02	48.96	11.02		51.04	
101-300-800.000	Professional/Contractual Serv.	440,214.00	256,791.50	36,684.50	183,422.50	36,684.50		58.33	
<b>Total Dept 300 - Police</b>		<b>447,714.00</b>	<b>260,580.78</b>	<b>37,502.64</b>	<b>187,133.22</b>	<b>37,502.64</b>		<b>58.20</b>	
<b>Dept 336 - Fire</b>									
101-336-740.000	Operating Supplies	5,100.00	0.00	0.00	5,100.00	0.00		0.00	
101-336-746.000	Gasoline & Oil	1,000.00	168.68	0.00	831.32	0.00		16.87	
101-336-775.000	Repair & Maintenance Supplies	1,000.00	1,402.45	0.00	(402.45)	0.00		140.25	
101-336-780.000	Safety Supplies	100.00	0.00	0.00	100.00	0.00		0.00	
101-336-800.000	Professional/Contractual Serv.	70,000.00	40,324.42	6,874.42	29,675.58	6,874.42		57.61	
101-336-850.000	Communications	4,200.00	2,158.83	659.61	2,041.17	659.61		51.40	
101-336-910.000	Insurance & Bonds	14,000.00	14,992.00	0.00	(992.00)	0.00		107.09	
101-336-920.000	Utilities	2,700.00	1,270.90	352.09	1,429.10	352.09		47.07	
101-336-930.000	Repair & Maint.Contractors	10,000.00	0.00	0.00	10,000.00	0.00		0.00	
101-336-970.000	Capital	15,000.00	3,680.00	0.00	11,320.00	0.00		24.53	
<b>Total Dept 336 - Fire</b>		<b>123,100.00</b>	<b>63,997.28</b>	<b>7,886.12</b>	<b>59,102.72</b>	<b>7,886.12</b>		<b>51.99</b>	
<b>Dept 440 - Public Services</b>									
101-440-702.000	Payroll - Full Time	102,000.00	57,491.44	10,962.98	44,508.56	10,962.98		56.36	
101-440-715.000	Social Security	6,300.00	4,621.39	824.19	1,678.61	824.19		73.36	
101-440-716.000	Hospital/Life Insurance	44,000.00	25,132.25	3,564.25	18,867.75	3,564.25		57.12	
101-440-716.001	Insurance Deductible	2,400.00	1,500.00	1,473.60	900.00	1,473.60		62.50	
101-440-718.000	Pension	41,500.00	18,646.82	2,711.58	22,853.18	2,711.58		44.93	

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)	01/31/2023	NORMAL (ABNORMAL)	MONTH 01/31/2023	INCREASE (DECREASE)	BALANCE	USED
Fund 101 - GENERAL FUND									
Expenditures									
101-440-720.000	Worker's Compensation	3,600.00	0.00	0.00		0.00		3,600.00	0.00
101-440-722.000	Medicare	1,480.00	1,080.66	1,080.66		192.72		399.34	73.02
101-440-740.000	Operating Supplies	2,500.00	43.93	43.93		0.00		2,456.07	1.76
101-440-746.000	Gasoline & Oil	4,400.00	6,949.14	6,949.14		2,011.38		(2,549.14)	157.94
101-440-775.000	Repair & Maintenance Supplies	8,200.00	7,836.36	7,836.36		3,282.27		363.64	95.57
101-440-780.000	Safety Supplies	500.00	0.00	0.00		0.00		500.00	0.00
101-440-800.000	Professional/Contractual Serv.	1,000.00	1,586.56	1,586.56		900.00		(586.56)	158.66
101-440-810.000	Rubbish Collection Charges	118,400.00	78,541.87	78,541.87		9,714.20		39,858.13	66.34
101-440-815.000	Uniform Rental	3,000.00	2,092.78	2,092.78		0.00		907.22	69.76
101-440-830.000	Memberships & Dues	900.00	499.00	499.00		499.00		401.00	55.44
101-440-850.000	Communications	1,000.00	1,589.86	1,589.86		0.00		(589.86)	158.99
101-440-860.000	Institutes & Training	300.00	0.00	0.00		0.00		300.00	0.00
101-440-880.000	Community Promotion	500.00	0.00	0.00		0.00		500.00	0.00
101-440-910.000	Insurance & Bonds	6,000.00	5,572.00	5,572.00		0.00		428.00	92.87
101-440-920.000	Utilities	8,700.00	6,398.34	6,398.34		2,039.10		2,301.66	73.54
101-440-926.000	Street Lighting	29,000.00	17,098.75	17,098.75		3,042.55		11,901.25	58.96
101-440-930.000	Repair & Maint.Contractors	11,800.00	10,576.98	10,576.98		3,592.19		1,223.02	89.64
101-440-955.000	Miscellaneous	0.00	2,816.69	2,816.69		2,816.69		(2,816.69)	100.00
101-440-970.000	Capital	2,000.00	30,225.00	30,225.00		0.00		(28,225.00)	1,511.25
Total Dept 440 - Public Services		399,480.00	280,299.82	280,299.82		47,626.70		119,180.18	70.17
Dept 591 - Water Plant Grant Expenses									
101-591-740.000	Operating Supplies	0.00	102.94	102.94		0.00		(102.94)	100.00
101-591-800.000	Professional/Contractual Serv.	413,000.00	195,245.03	195,245.03		40,606.84		217,754.97	47.27
101-591-920.000	Utilities	0.00	1,421.93	1,421.93		256.80		(1,421.93)	100.00
101-591-930.000	Repair & Maint.Contractors	0.00	719.33	719.33		0.00		(719.33)	100.00
101-591-970.000	Capital	0.00	46,174.00	46,174.00		0.00		(46,174.00)	100.00
Total Dept 591 - Water Plant Grant Expenses		413,000.00	243,663.23	243,663.23		40,863.64		169,336.77	59.00
Dept 751 - Parks, Recreation & Culture									
101-751-702.000	Payroll - Full Time	59,000.00	48,454.15	48,454.15		9,472.37		10,545.85	82.13
101-751-715.000	Social Security	3,700.00	2,979.91	2,979.91		583.76		720.09	80.54
101-751-716.000	Hospital/Life Insurance	24,500.00	7,649.83	7,649.83		1,108.36		16,850.17	31.22
101-751-716.001	Insurance Deductible	1,400.00	0.00	0.00		0.00		1,400.00	0.00
101-751-718.000	Pension	24,000.00	15,634.99	15,634.99		2,345.01		8,365.01	65.15
101-751-720.000	Worker's Compensation	3,500.00	0.00	0.00		0.00		3,500.00	0.00
101-751-722.000	Medicare	850.00	696.76	696.76		136.54		153.24	81.97
101-751-746.000	Gasoline & Oil	2,800.00	2,437.91	2,437.91		342.77		362.09	87.07
101-751-775.000	Repair & Maintenance Supplies	13,000.00	7,288.02	7,288.02		319.06		5,711.98	56.06
101-751-780.000	Safety Supplies	400.00	0.00	0.00		0.00		400.00	0.00
101-751-800.000	Professional/Contractual Serv.	0.00	24,082.80	24,082.80		0.00		(24,082.80)	100.00
101-751-910.000	Insurance & Bonds	7,100.00	7,100.00	7,100.00		0.00		0.00	100.00
101-751-920.000	Utilities	7,100.00	6,146.44	6,146.44		652.27		953.56	86.57
101-751-930.000	Repair & Maint.Contractors	29,200.00	4,756.98	4,756.98		0.00		24,443.02	16.29
101-751-970.000	Capital	6,000.00	0.00	0.00		0.00		6,000.00	0.00
Total Dept 751 - Parks, Recreation & Culture		182,550.00	127,227.79	127,227.79		14,960.14		55,322.21	69.69
TOTAL EXPENDITURES		2,005,266.00	1,271,338.57	1,271,338.57		187,853.94		733,927.43	63.40



PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	2022-23	01/31/2023	01/31/2023	MONTH 01/31/2023	NORMAL (ABNORMAL)	BALANCE	% B DGT	
				NORMAL	(ABNORMAL)	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	USED
Fund 101 - GENERAL FUND										
Fund 101 - GENERAL FUND:										
TOTAL REVENUES		2,012,124.00		1,219,345.78		4,271.36		792,778.22		60.60
TOTAL EXPENDITURES		2,005,266.00		1,271,338.57		187,853.94		733,927.43		63.40
NET OF REVENUES & EXPENDITURES		6,858.00		(51,992.79)		(183,582.58)		58,850.79		758.13

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 01/31/2023	ACTIVITY FOR MONTH 01/31/2023	AVAILABLE BALANCE	% BDCI USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 202 - MAJOR STREET FUND							
Revenues							
Dept 000							
202-000-546.000	State Grants - Act 51	178,200.00		100,317.96	13,152.69	77,882.04	56.30
Total Dept 000		178,200.00		100,317.96	13,152.69	77,882.04	56.30
<b>TOTAL REVENUES</b>							
		178,200.00		100,317.96	13,152.69	77,882.04	56.30
Expenditures							
Dept 451 - Construction							
202-451-930.000	Repair & Maint.Contractors	120,000.00		104,950.00	0.00	15,050.00	87.46
Total Dept 451 - Construction		120,000.00		104,950.00	0.00	15,050.00	87.46
Dept 463 - Routine Maintenance							
202-463-702.000	Payroll - Full Time	9,000.00		3,613.39	746.97	5,386.61	40.15
202-463-715.000	Social Security	550.00		219.74	45.70	330.26	39.95
202-463-716.000	Hospital/Life Insurance	3,800.00		1,217.90	175.77	2,582.10	32.05
202-463-716.001	Insurance Deductible	210.00		0.00	0.00	210.00	0.00
202-463-718.000	Pension	3,600.00		1,286.72	180.58	2,313.28	35.74
202-463-720.000	Worker's Compensation	570.00		0.00	0.00	570.00	0.00
202-463-722.000	Medicare	130.00		51.45	10.69	78.55	39.58
202-463-746.000	Gasoline & Oil	300.00		0.00	0.00	300.00	0.00
202-463-775.000	Repair & Maintenance Supplies	2,300.00		393.16	247.01	1,906.84	17.09
202-463-930.000	Repair & Maint.Contractors	8,000.00		5,120.00	0.00	2,880.00	64.00
Total Dept 463 - Routine Maintenance		28,460.00		11,902.36	1,406.72	16,557.64	41.82
Dept 475 - Traffic Services							
202-475-702.000	Payroll - Full Time	8,500.00		3,707.90	733.91	4,792.10	43.62
202-475-715.000	Social Security	530.00		225.63	44.89	304.37	42.57
202-475-716.000	Hospital/Life Insurance	3,600.00		1,217.73	175.79	2,382.27	33.83
202-475-716.001	Insurance Deductible	200.00		0.00	0.00	200.00	0.00
202-475-718.000	Pension	3,500.00		1,263.60	177.35	2,236.40	36.10
202-475-720.000	Worker's Compensation	540.00		0.00	0.00	540.00	0.00
202-475-722.000	Medicare	120.00		52.85	10.50	67.15	44.04
202-475-746.000	Gasoline & Oil	500.00		0.00	0.00	500.00	0.00
202-475-775.000	Repair & Maintenance Supplies	2,500.00		(1,083.39)	0.00	3,583.39	(43.34)
202-475-930.000	Repair & Maint.Contractors	13,100.00		7,304.56	593.86	5,795.44	55.76
Total Dept 475 - Traffic Services		33,090.00		12,688.88	1,736.30	20,401.12	38.35
Dept 478 - Winter Maintenance							
202-478-702.000	Payroll - Full Time	10,200.00		5,700.88	1,097.48	4,499.12	55.89
202-478-715.000	Social Security	600.00		347.63	67.20	252.37	57.94
202-478-716.000	Hospital/Life Insurance	4,300.00		1,772.68	255.81	2,527.32	41.23
202-478-716.001	Insurance Deductible	250.00		0.00	0.00	250.00	0.00
202-478-718.000	Pension	4,200.00		1,753.10	253.64	2,446.90	41.74
202-478-720.000	Worker's Compensation	650.00		0.00	0.00	650.00	0.00
202-478-722.000	Medicare	150.00		81.35	15.71	68.65	54.23
202-478-746.000	Gasoline & Oil	1,000.00		760.16	342.77	239.84	76.02
202-478-753.000	Salt	9,000.00		0.00	0.00	9,000.00	0.00

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 01/31/2023	ACTIVITY FOR MONTH 01/31/2023	AVAILABLE		% BDCI USED
		AMENDED BUDGET	NORMAL (ABNORMAL)			NORMAL	(ABNORMAL)	
Fund 202 - MAJOR STREET FUND								
Expenditures								
Total Dept 478 - Winter Maintenance		30,350.00		10,415.80	2,032.61	19,934.20		34.32
Dept 482 - Administration								
202-482-702.000	Payroll - Full Time	1,250.00		783.02	145.56	466.98		62.64
202-482-715.000	Social Security	75.00		47.59	8.90	27.41		63.45
202-482-716.000	Hospital/Life Insurance	520.00		341.08	49.14	178.92		65.59
202-482-716.001	Insurance Deductible	40.00		0.00	0.00	40.00		0.00
202-482-718.000	Pension	500.00		243.54	33.96	256.46		48.71
202-482-720.000	Worker's Compensation	15.00		0.00	0.00	15.00		0.00
202-482-722.000	Medicare	20.00		11.13	2.08	8.87		55.65
202-482-960.000	Administrative Overhead	20,000.00		0.00	0.00	20,000.00		0.00
Total Dept 482 - Administration		22,420.00		1,426.36	239.64	20,993.64		6.36
TOTAL EXPENDITURES		234,320.00		141,383.40	5,415.27	92,936.60		60.34
Fund 202 - MAJOR STREET FUND:								
TOTAL REVENUES		178,200.00		100,317.96	13,152.69	77,882.04		56.30
TOTAL EXPENDITURES		234,320.00		141,383.40	5,415.27	92,936.60		60.34
NET OF REVENUES & EXPENDITURES		(56,120.00)		(41,065.44)	7,737.42	(15,054.56)		73.17

GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR	AVAILABLE	% BDT
		AMENDED BUDGET	YTD BALANCE			
		NORMAL	(ABNORMAL)	INCREASE (DECREASE)	NORMAL	(ABNORMAL)
<b>Fund 203 - LOCAL STREET FUND</b>						
Revenues						
Dept 000						
203-000-546.000	State Grants - Act 51	73,300.00	40,959.23	5,352.78	32,340.77	55.88
<b>Total Dept 000</b>		<b>73,300.00</b>	<b>40,959.23</b>	<b>5,352.78</b>	<b>32,340.77</b>	<b>55.88</b>
<b>TOTAL REVENUES</b>		<b>73,300.00</b>	<b>40,959.23</b>	<b>5,352.78</b>	<b>32,340.77</b>	<b>55.88</b>
Expenditures						
Dept 463 - Routine Maintenance						
203-463-702.000	Payroll - Full Time	10,500.00	3,782.12	746.99	6,717.88	36.02
203-463-715.000	Social Security	650.00	230.20	45.70	419.80	35.42
203-463-716.000	Hospital/Life Insurance	4,400.00	1,217.87	175.76	3,182.13	27.68
203-463-716.001	Insurance Deductible	250.00	0.00	0.00	250.00	0.00
203-463-718.000	Pension	4,200.00	1,286.73	180.58	2,913.27	30.64
203-463-720.000	Worker's Compensation	650.00	0.00	0.00	650.00	0.00
203-463-722.000	Medicare	150.00	53.83	10.67	96.17	35.89
203-463-746.000	Gasoline & Oil	300.00	0.00	0.00	300.00	0.00
203-463-775.000	Repair & Maintenance Supplies	3,400.00	146.17	0.00	3,253.83	4.30
203-463-930.000	Repair & Maint.Contractors	5,400.00	4,844.80	0.00	555.20	89.72
<b>Total Dept 463 - Routine Maintenance</b>		<b>29,900.00</b>	<b>11,561.72</b>	<b>1,159.70</b>	<b>18,338.28</b>	<b>38.67</b>
Dept 475 - Traffic Services						
203-475-702.000	Payroll - Full Time	9,800.00	3,635.73	720.76	6,164.27	37.10
203-475-715.000	Social Security	600.00	221.28	44.09	378.72	36.88
203-475-716.000	Hospital/Life Insurance	4,150.00	1,187.59	171.42	2,962.41	28.62
203-475-716.001	Insurance Deductible	250.00	0.00	0.00	250.00	0.00
203-475-718.000	Pension	4,000.00	1,242.41	174.14	2,757.59	31.06
203-475-720.000	Worker's Compensation	620.00	0.00	0.00	620.00	0.00
203-475-722.000	Medicare	140.00	51.76	10.30	88.24	36.97
203-475-746.000	Gasoline & Oil	500.00	0.00	0.00	500.00	0.00
203-475-775.000	Repair & Maintenance Supplies	5,000.00	1,292.10	0.00	3,707.90	25.84
203-475-930.000	Repair & Maint.Contractors	600.00	0.00	0.00	600.00	0.00
<b>Total Dept 475 - Traffic Services</b>		<b>25,660.00</b>	<b>7,630.87</b>	<b>1,120.71</b>	<b>18,029.13</b>	<b>29.74</b>
Dept 478 - Winter Maintenance						
203-478-702.000	Payroll - Full Time	10,400.00	5,644.97	1,084.37	4,755.03	54.28
203-478-715.000	Social Security	650.00	344.28	66.38	305.72	52.97
203-478-716.000	Hospital/Life Insurance	4,400.00	1,742.54	251.46	2,657.46	39.60
203-478-716.001	Insurance Deductible	250.00	0.00	0.00	250.00	0.00
203-478-718.000	Pension	4,200.00	1,736.42	256.43	2,463.58	41.34
203-478-720.000	Worker's Compensation	650.00	0.00	0.00	650.00	0.00
203-478-722.000	Medicare	150.00	80.58	15.54	69.42	53.72
203-478-746.000	Gasoline & Oil	1,000.00	760.16	342.77	239.84	76.02
203-478-753.000	Salt	6,000.00	0.00	0.00	6,000.00	0.00
203-478-775.000	Repair & Maintenance Supplies	0.00	19.98	0.00	(19.98)	100.00
<b>Total Dept 478 - Winter Maintenance</b>		<b>27,700.00</b>	<b>10,328.93</b>	<b>2,016.95</b>	<b>17,371.07</b>	<b>37.29</b>
Dept 482 - Administration						

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDCI USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	01/31/2023	NORMAL (ABNORMAL)	MONTH 01/31/2023	INCREASE (DECREASE)	BAIANCE	(ABNORMAL)	
Fund 203 - LOCAL STREET FUND										
Expenditures										
203-482-702.000	Payroll - Full Time	1,500.00		782.94		145.55		717.06		52.20
203-482-715.000	Social Security	100.00		47.58		8.89		52.42		47.58
203-482-716.000	Hospital/Life Insurance	650.00		341.07		49.14		308.93		52.47
203-482-716.001	Insurance Deductible	50.00		0.00		0.00		50.00		0.00
203-482-718.000	Pension	625.00		243.50		33.95		381.50		38.96
203-482-720.000	Worker's Compensation	15.00		0.00		0.00		15.00		0.00
203-482-722.000	Medicare	25.00		11.12		2.08		13.88		44.48
203-482-960.000	Administrative Overhead	20,000.00		0.00		0.00		20,000.00		0.00
Total Dept 482 - Administration		22,965.00		1,426.21		239.61		21,538.79		6.21
TOTAL EXPENDITURES										
		106,225.00		30,947.73		4,536.97		75,277.27		29.13
Fund 203 - LOCAL STREET FUND:										
TOTAL REVENUES		73,300.00		40,959.23		5,352.78		32,340.77		55.88
TOTAL EXPENDITURES		106,225.00		30,947.73		4,536.97		75,277.27		29.13
NET OF REVENUES & EXPENDITURES		(32,925.00)		10,011.50		815.81		(42,936.50)		30.41

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 01/31/2023		ACTIVITY FOR MONTH 01/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE		% BDC USED
			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)		NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	
Fund 251 - Brownfield Redevelopment								
Revenues								
Dept 000								
251-000-404.000	Tax Revenue	299,300.00	276,281.70	2,222.00	0.00	23,018.30	92.31	
251-000-694.000	Miscellaneous	0.00			0.00	(2,222.00)	100.00	
Total Dept 000		299,300.00	278,503.70		0.00	20,796.30	93.05	
TOTAL REVENUES								
299,300.00		299,300.00	278,503.70		0.00	20,796.30	93.05	
Expenditures								
Dept 000								
251-000-800.000	Professional/Contractual Serv.	0.00	1,065.00		0.00	(1,065.00)	100.00	
251-000-960.000	Administrative Overhead	130,000.00	0.00		0.00	130,000.00	0.00	
251-000-991.000	Debt Retirement-Principal	48,633.00	48,632.65		0.00	0.35	100.00	
251-000-995.000	Interest Expense	9,513.00	9,513.43		0.00	(0.43)	100.00	
Total Dept 000		188,146.00	59,211.08		0.00	128,934.92	31.47	
TOTAL EXPENDITURES								
188,146.00		188,146.00	59,211.08		0.00	128,934.92	31.47	
Fund 251 - Brownfield Redevelopment:								
TOTAL REVENUES								
299,300.00		299,300.00	278,503.70		0.00	20,796.30	93.05	
TOTAL EXPENDITURES								
188,146.00		188,146.00	59,211.08		0.00	128,934.92	31.47	
NET OF REVENUES & EXPENDITURES								
111,154.00		111,154.00	219,292.62		0.00	(108,138.62)	197.29	

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 01/31/2023		ACTIVITY FOR MONTH 01/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE		% BDC USED
			NORMAL (ABNORMAL)			NORMAL (ABNORMAL)		
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	
Total Dept 000		0.00	2,906.33		0.00	(2,906.33)	100.00	
TOTAL REVENUES								
		0.00	2,906.33		0.00	(2,906.33)	100.00	
Expenditures								
Dept 000								
285-000-800.000	Professional/Contractual Serv.	146,800.00	0.00		0.00	146,800.00	0.00	
285-000-999.000	Transfer to other Fund	49,324.00	20,000.00		0.00	29,324.00	40.55	
Total Dept 000		196,124.00	20,000.00		0.00	176,124.00	10.20	
TOTAL EXPENDITURES								
		196,124.00	20,000.00		0.00	176,124.00	10.20	
Fund 285 - Stimulus Grant Fund:								
TOTAL REVENUES								
		0.00	2,906.33		0.00	(2,906.33)	100.00	
TOTAL EXPENDITURES								
		196,124.00	20,000.00		0.00	176,124.00	10.20	
NET OF REVENUES & EXPENDITURES								
		(196,124.00)	(17,093.67)		0.00	(179,030.33)	8.72	

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	01/31/2023	NORMAL (ABNORMAL)	01/31/2023	MONTH 01/31/2023	INCREASE (DECREASE)	NORMAL	BALANCE (ABNORMAL)	% B DGT USED
Fund 401 - Veteran's Memorial Fund										
Revenues										
Dept 000										
401-000-528.000	Other Federal Funding	20,000.00	0.00	0.00	0.00	0.00	0.00	20,000.00	0.00	0.00
401-000-674.000	Contributed Capital Revenue	5,000.00	1,011.00	1,011.00	200.00	200.00	200.00	3,989.00	20.22	20.22
401-000-694.000	Miscellaneous	0.00	20,204.00	20,204.00	0.00	0.00	0.00	(20,204.00)	100.00	100.00
Total Dept 000		25,000.00	21,215.00	21,215.00	200.00	200.00	200.00	3,785.00	84.86	84.86
TOTAL REVENUES		25,000.00	21,215.00	21,215.00	200.00	200.00	200.00	3,785.00	84.86	84.86
Expenditures										
Dept 000										
401-000-775.000	Repair & Maintenance Supplies	0.00	75.00	75.00	0.00	0.00	0.00	(75.00)	100.00	100.00
401-000-800.000	Professional/Contractual Serv.	20,000.00	2,920.00	2,920.00	0.00	0.00	0.00	17,080.00	14.60	14.60
401-000-955.000	Miscellaneous	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00	0.00
Total Dept 000		25,000.00	2,995.00	2,995.00	0.00	0.00	0.00	22,005.00	11.98	11.98
TOTAL EXPENDITURES		25,000.00	2,995.00	2,995.00	0.00	0.00	0.00	22,005.00	11.98	11.98
Fund 401 - Veteran's Memorial Fund:										
TOTAL REVENUES		25,000.00	21,215.00	21,215.00	200.00	200.00	200.00	3,785.00	84.86	84.86
TOTAL EXPENDITURES		25,000.00	2,995.00	2,995.00	0.00	0.00	0.00	22,005.00	11.98	11.98
NET OF REVENUES & EXPENDITURES		0.00	18,220.00	18,220.00	200.00	200.00	200.00	(18,220.00)	100.00	100.00



PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 01/31/2023	ACTIVITY FOR MONTH 01/31/2023	AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
<b>Fund 590 - SEWER FUND</b>							
Revenues							
Dept 000							
590-000-626.000	Sewer Services	148,000.00		138,577.33	0.00	9,422.67	93.63
590-000-664.000	Interest on Investments	1,900.00		0.00	0.00	1,900.00	0.00
<b>Total Dept 000</b>		<b>149,900.00</b>		<b>138,577.33</b>	<b>0.00</b>	<b>11,322.67</b>	<b>92.45</b>
<b>TOTAL REVENUES</b>							
		<b>149,900.00</b>		<b>138,577.33</b>	<b>0.00</b>	<b>11,322.67</b>	<b>92.45</b>
Expenditures							
Dept 000							
590-000-702.000	Payroll - Full Time	23,000.00		11,213.89	2,088.12	11,786.11	48.76
590-000-715.000	Social Security	1,400.00		678.24	126.99	721.76	48.45
590-000-716.000	Hospital/Life Insurance	9,000.00		4,837.52	698.15	4,162.48	53.75
590-000-716.001	Insurance Deductible	700.00		0.00	0.00	700.00	0.00
590-000-718.000	Pension	9,300.00		3,558.37	499.84	5,741.63	38.26
590-000-720.000	Worker's Compensation	500.00		0.00	0.00	500.00	0.00
590-000-722.000	Medicare	300.00		158.68	29.73	141.32	52.89
590-000-775.000	Repair & Maintenance Supplies	0.00		37.42	37.42	(37.42)	100.00
590-000-800.000	Professional/Contractual Serv.	25,000.00		105,186.85	3,853.10	(80,186.85)	420.75
590-000-815.000	Uniform Rental	500.00		0.00	0.00	500.00	0.00
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		1,506.64	223.94	793.36	65.51
590-000-930.000	Repair & Maint.Contractors	10,000.00		0.00	0.00	10,000.00	0.00
590-000-960.000	Administrative Overhead	40,000.00		0.00	0.00	40,000.00	0.00
590-000-988.000	Depreciation	14,100.00		0.00	0.00	14,100.00	0.00
<b>Total Dept 000</b>		<b>146,700.00</b>		<b>137,629.61</b>	<b>7,557.29</b>	<b>9,070.39</b>	<b>93.82</b>
<b>TOTAL EXPENDITURES</b>							
		<b>146,700.00</b>		<b>137,629.61</b>	<b>7,557.29</b>	<b>9,070.39</b>	<b>93.82</b>
<b>Fund 590 - SEWER FUND:</b>							
TOTAL REVENUES							
TOTAL EXPENDITURES							
NET OF REVENUES & EXPENDITURES							
		<b>149,900.00</b>		<b>138,577.33</b>	<b>0.00</b>	<b>11,322.67</b>	<b>92.45</b>
		<b>146,700.00</b>		<b>137,629.61</b>	<b>7,557.29</b>	<b>9,070.39</b>	<b>93.82</b>
		<b>3,200.00</b>		<b>947.72</b>	<b>(7,557.29)</b>	<b>2,252.28</b>	<b>29.62</b>
<b>TOTAL REVENUES - ALL FUNDS</b>							
<b>TOTAL EXPENDITURES - ALL FUNDS</b>							
<b>NET OF REVENUES &amp; EXPENDITURES</b>							
		<b>2,737,824.00</b>		<b>1,801,825.33</b>	<b>22,976.83</b>	<b>935,998.67</b>	<b>65.81</b>
		<b>2,901,781.00</b>		<b>1,663,505.39</b>	<b>205,363.47</b>	<b>1,238,275.61</b>	<b>57.33</b>
		<b>(163,957.00)</b>		<b>138,319.94</b>	<b>(182,386.64)</b>	<b>(302,276.94)</b>	<b>84.36</b>

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**Cardholder Account Summary cont.**

Name and Account Number	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
NANCY R STODDARD XXXX XXXX XXXX 7241	\$5,000	\$0.00	\$20.00	\$0.00	\$20.00
TY J WOLTHUIS XXXX XXXX XXXX 7874	\$3,000	\$0.00	\$370.28	\$0.00	\$370.28
SHANNON STUTZ XXXX XXXX XXXX 9125	\$5,000	\$23.89	\$4,800.35	\$0.00	\$4,576.46

**Cardholder Account Activity**

JIM DUBY XXXX XXXX XXXX 1892		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
		\$3,000	\$0.00	\$75.27	\$0.00	\$75.27
Post Date	Tran Date	Reference Number	Transaction Description		VCN	Amount
01/23	01/20	55433703021042000007429	ADVANCE AUTO PARTS #17 KALAMAZOO MI			\$12.25
01/25	01/24	15270213024001130758725	EBAY O*14-09619-26368 SAN JOSE CA			\$63.02

CAMRON J BOEKHOVEN XXXX XXXX XXXX 9114		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
		\$3,000	\$0.00	\$820.48	\$0.00	\$820.48
Post Date	Tran Date	Reference Number	Transaction Description		VCN	Amount
12/30	12/29	55432862363204735412482	LOWES #01110* PORTAGE MI			\$23.98
12/30	12/29	75428172363236200009189	TED S APPLIANCE KALAMAZOO MI			\$380.00
01/05	01/04	25247803004000287147984	GORDIE BOUCHER FORD OF 4144274141 WI			\$170.47
01/09	01/05	05140483006710034304127	HARDING'S MARKET #36 PARCHMENT MI			\$5.98
01/11	01/09	02305373010100124337275	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI			\$12.55
01/12	01/11	55309593011838000010021	RIDGE PARTS 0030721 KALAMAZOO MI			\$29.99
01/13	01/12	05436843012200053388177	LAKELAND ASPHALT CORPO 269-964-1720 MI			\$197.51

NANCY R STODDARD XXXX XXXX XXXX 7241		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
		\$5,000	\$0.00	\$20.00	\$0.00	\$20.00
Post Date	Tran Date	Reference Number	Transaction Description		VCN	Amount
01/25	01/24	82305093024000015609677	SQUARESPACE INC. NEW YORK NY			\$20.00

TY J WOLTHUIS XXXX XXXX XXXX 7874		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
		\$3,000	\$0.00	\$370.28	\$0.00	\$370.28
Post Date	Tran Date	Reference Number	Transaction Description		VCN	Amount
01/11	01/10	05436843010200052937497	LAKELAND ASPHALT CORPO 269-964-1720 MI			\$280.16
01/18	01/16	02305373017100127745592	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI			\$90.12

SHANNON STUTZ XXXX XXXX XXXX 9125		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
		\$5,000	\$23.89	\$4,800.35	\$0.00	\$4,576.46
Post Date	Tran Date	Reference Number	Transaction Description		VCN	Amount
12/28	12/28	55432862362204330474804	SPECTRUM 855-707-7328 MO			\$119.98
01/09	01/07	82711163007000008483288	PIXELVINE FREEPORT MI			\$89.75
01/11	01/10	82712913011000000515072	CORPORATE TECHNOLOGIES 7018934056 MN			\$106.27
01/13	01/10	02305373011100386844757	OFFICEMAX/OFFICEDEPT#3 KALAMAZOO MI			-\$23.89
01/16	01/13	827111630130000008516897	PIXELVINE FREEPORT MI			\$75.00
01/16	01/15	82712913018000000227855	CORPORATE TECHNOLOGIES 7018934056 MN			\$439.38
01/17	01/16	55500363016872749575531	MARANA GROUP 8008533121 MI			\$487.06
01/20	01/19	05410193019105186354946	QUILL CORPORATION 800-982-3400 SC			\$70.25

(transactions continued on next page)

Cardholder Account Activity cont.

01/20	01/19	15314683019009788951640	CONCORD THEATRICALS CO NEW YORK NY	\$2,125.00
01/23	01/20	02305373021000620341457	USPS PO 2549 110002 KALAMAZOO MI	\$27.75
01/25	01/23	85140513024900018300027	CORNERSTONE OFFICE SYS AVALENCE@CORN MI	\$930.96
01/26	01/26	55432863028202264027744	SPECTRUM 855-707-7328 MO	\$149.97

KALAMAZOO AREA TRANSPORTATION STUDY

TECHNICAL COMMITTEE MEETING  
MINUTES JANUARY 12, 2023 - 9:30 A.M.

**CALL TO ORDER**

The January 12, 2023 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**

Mickey Bittner	Village of Paw Paw (Wightman & Associates)
Nolan Bergstrom	City of Kalamazoo
Heather Bowden	Michigan Department of Transportation, Statewide Planning
Kerry DenBraber	Michigan Department of Transportation, TSC
Eric Feldt	City of Portage
Josh Grab	Michigan Department of Transportation, Region
Rachael Grover	Kalamazoo County
Todd Hackenberg	Village of Lawton
Jamie Harmon	City of Portage
Robert Henderson	Van Buren Public Transit
Jeff Heppler	Village of Augusta
Jim Hoekstra	Road Commission of Kalamazoo County
Joel Hoort	Van Buren County Road Commission
Anna Horner	Oshemo Township
Anthony Ladd	City of Kalamazoo
John Lovely	Texas Township
Ryan Minkus, Chair	Road Commission of Kalamazoo County
Dennis Randolph	City of Kalamazoo
Ryan Russell	Village of Schoolcraft
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
Bart Franklin	HRC
Martin Janssen	Kalamazoo County Transportation Authority

Megan Mickelson	Kalamazoo Area Transportation Study
Fred Nagler	Kalamazoo Area Transportation Study
Juan Ruelas	Rathco
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**

Hoekstra moved, and it was duly seconded by Heppler, ***“to approve the agenda of the January 12, 2023 Technical Committee Meeting.”*** MOTION CARRIED.

**MINUTES FROM THE DECEMBER 8, 2022 MEETING**

Minkus reported some changes to the attendance portion of the minutes.

Hoekstra moved, and it was duly seconded by Schultz, ***“to approve the minutes with the attendance corrections, from the December 8, 2023 Technical Committee Meeting.”*** MOTION CARRIED.

**POLICY COMMITTEE REPORT**

Steppek reported on behalf of the Policy Committee that the Technical Committee recommended Transportation Improvement Program Amendments were approved. Regional traffic signal coordination was discussed.

**PUBLIC COMMENTS**

Sotherland stated non-motorized progress in the Kalamazoo region is getting statewide notice and thanked the group for their efforts and hard work.

**METRO COMPREHENSIVE OPERATIONAL ANALYSIS PRESENTATION**

Minkus introduced Schultz for the Metro Comprehensive Operational Analysis (COA) presentation. Metro hired consultant Foursquare Integrated Transportation Planning for the COA which started in October 2021. The final report is expected in February 2023. The last COA was completed in 2010. Schultz summarized the 2010 COA changes Metro implemented noting it took six years to apply them. Metro anticipates a similar time frame for the current COA. The initial analysis included collecting ridership data by bus stop, review of route alignments including destinations, and a study of what areas of the community are well-served and those that are missing service. Metro’s goal is to have easy-to-use routes, an easy-to-understand bus system, and a robust mix of destinations including housing, grocery stores, medical facilities, schools, and employers. Schultz displayed maps of transit need and maps of transit potential including minority and low-income populations. Employer location, land use information, and ridership levels by bus stop were reviewed to determine the greatest need for bus services. Outreach is a large and important component of the COA. Initial meetings began with the Central County Transportation Authority/Kalamazoo County Transportation Authority boards in December 2021. Extensive outreach has continued with the board along with the public, drivers, stakeholders, and other agencies. Foursquare presented draft recommendations of service scenarios at the beginning of December 2022. The scenarios include concentrating the fixed route bus routes near high density areas and transit supportive land use, interlining bus routes and the introduction of Microtransit. Lots of questions remain on the details of Microtransit including if

service will be outsourced, whether a marketing firm or additional staff are required, fee structure, type of vehicles, hours of service, and location of service. Schultz distributed and discussed Kalamazoo Metro/CCTA Comprehensive Operational Analysis Draft Microtransit Zone map showing four zones. After the COA final report is received in February 2023, Metro Staff will perform extensive planning to develop a timeline for implementation of recommendations. Minor changes could potentially begin to be implemented in September 2023. In response to Minkus' question, Schultz answered Muskegon, Detroit, Grand Rapids, and Battle Creek all have Microtransit service. In discussion with Stoddard, it was noted that contracting or outsourcing Microtransit could speed up the introduction and application of service. Schultz clarified for Heppler, Microtransit would allow transportation from a Microtransit zone to a fixed route bus stop, or even within a zone. Along with displaying fixed route maps, Schultz detailed the more substantial planned bus route modifications. Schutz's presentations are available on the Metro website at [kmetro.com/coa](http://kmetro.com/coa).

## **2020 URBANIZED AREA POPULATION**

Steppek reported the census data was released earlier this month. This defines Metropolitan Planning Organization (MPO) and small urban areas. The urbanized area population determines how much money the MPO obtains for staffing and funding. The Kalamazoo urban area lost 5,000 people from the last census in 2010. Geographies of the urban areas are expected to be released toward the end of the month. Then, we will be able to determine whether or not Mattawan became its own small urbanized area. Paw Paw/Lawton is only listed as Paw Paw in the new data. Our MPO funding will be functionally flat. Tweaks may need to be made to 2024 projects. Kalamazoo Area Transportation Study will then begin the process of reviewing and approving the functional classification system for the area. Steppek responded to Feldt's question by stating the comparison is to the 2010 census. If there is a change not accounted for any errors in the 2020 data, no appeals can be made. The next census will be conducted in 2030. In response to Sotherland's inquiry, Steppek responded MPO processes and procedures will remain the same with Mattawan even if it becomes its own separate area.

## **CONTRIBUTED SERVICE UPDATE**

The fiscal year-to-date contributed service summary is a meeting enclosure. Steppek asked attendees to turn in timesheets. It is especially important because we are behind where we should be for the fiscal year. Time spent on Master Plan updates is eligible. Contact Steppek if you have questions on eligible activities. Minkus reminded participants to use the new timesheet form.

## **FY 2024 UNIFIED PLANNING WORK PROGRAM**

Steppek reported with receipt of the new urbanized area population, Kalamazoo Area Transportation Study (KATS) sent out new third-party match agreements. Please return the agreements to KATS as soon as possible. Let KATS Staff know of any large projects planned in fiscal year 2024 so they can be incorporated into the budget.

## **NON-MOTORIZED DATA SHARING DISCUSSION**

Minkus stated that Sotherland pointed out Google Maps non-motorized layer for our Kalamazoo region is not accurate. The Non-Motorized Subcommittee discussed sharing the KATS MPO more accurate GIS data with Google. The Subcommittee would like the groups' opinion on how to proceed with the data sharing, or whether agencies are interested in the idea. Sotherland mentioned the Kalamazoo region non-motorized layer is much more developed than it is portrayed on Google Maps. Grover expressed interest in the idea. No members were opposed to sharing non-motorized data with Google. Steppek mentioned KATS non-motorized mapping does not distinguish between non-motorized trails, dedicated lanes, and bicycle friendly roads as Google Maps does. KATS is not going to make an engineering judgement to define a road as bicycle friendly. In response to Horner's inquiry, Mickelson answered to continually send non-motorized data updates. Referring to her Google Data share handout, Mickelson explained Google requires high quality, accurate data. KATS creates

a profile with Google, enters into a partnership agreement, and sends data which is then reviewed before it is potentially posted.

## **SUBCOMMITTEE UPDATES**

**NON-MOTORIZED SUBCOMMITTEE-** The next meeting is scheduled for January 18, 2023 at 11:00 a.m.

**COMPLETE STREETS IMPLEMENTATION PLAN-** The kickoff meeting is scheduled for January 19, 2023 from 10:00 a.m. to 11:00 a.m. Let Kalamazoo Area Transportation Study (KATS) Staff know if you are interested in volunteering.

**TRAFFIC SIGNAL COORDINATION-** The first Traffic Signal Coordination Subcommittee meeting will be held directly after this meeting. Everyone is welcome.

## **FUTURE EDUCATIONAL TOPICS**

Minkus invited members to share information or projects with each other during Technical Committee meetings. Interested members could share a 15-to-20-minute presentation that could be beneficial to others. Presentations could be accommodated quarterly. To plan a presentation, reach out to Stepek or Minkus.

## **BYLAW REVIEW**

Stepek reported no comments were received on the Kalamazoo Area Transportation Study (KATS) Technical Committee Bylaws. Please read the bylaws and submit comments by March 1, 2023.

## **PUBLIC TRANSPORTATION UPDATES**

Henderson updated Van Buren Public Transit is almost fully staffed with drivers. Schultz reported Metro is wrapping up the bus stop sign project. Metro is attempting to disallow passengers requesting a bus stop at a major intersection or crossroads. Let Schultz know if you notice a bus stop sign that should be removed, moved, or added.

## **STATUS REPORTS**

### **ROADS-**

DenBraber provided the Michigan Department of Transportation (MDOT) update that the M-96 Burgess Drive to Augusta mill and fill will start May 1, 2023. U.S. 131 over Amtrak tracks at KI Ave. is planned to be let on May 5, 2023. The U.S. 131 mill and overlay project will begin in March. The M-40 project in Lawton is starting in March. I-94 Portage Road project current configurations will remain the same through winter. Setting beams and pouring decks for the bridge work should be complete by the end of January.

Heppler reported the Village of Augusta is planning the 2023 water project. Heppler expressed concern about a high number of accidents at East G Avenue and M-96.

Ladd reported the City of Kalamazoo Patterson Street bridge deck replacement project will begin the last week of February and continue through August. The project will include full closure with detours posted. The 2023 Howard Street project will be bid in the next couple months. Whites Road and Westnedge Avenue projects are expected to be bid in early summer with construction beginning in 2023 carrying over into 2024.

Harmon reported City of Portage Shaver Road and Portage Road projects will be in the February bid letting. The remainder of the 2023 projects will be bid in the next couple months. Design has begun on 2024 projects.

Hoekstra reported Road Commission of Kalamazoo County (RCKC) tree work at 12<sup>th</sup> Street and 24<sup>th</sup> Street is complete. All projects are out for bid. There are a lot of spring projects. Project Information Meetings are planned in March and April. Two projects will be in the February bid letting.

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

Heppler, Village of Augusta, and Stoddard, City of Parchment, thanked Nagler of Kalamazoo Area Transportation Study for receipt of PASER Rating Data.

Stefforia reported the Comstock Township Master Plan update is underway.

Grover reported Kalamazoo County will be updating its Solid Waste Management Plan to a Materials Management Plan based on recent legislation that passed.

Feldt stated the City of Portage is updating its Comprehensive Plan. He spread the word about the city's online survey.

Lovely reported Texas Township is performing major and minor zoning updates.

#### **NEW BUSINESS**

Minkus announced the PASER Training notification went out. Sign up for training if you need to get certified. The Road Commission of Kalamazoo County Railroad Update Meeting is scheduled for January 19, 2023 at 1:00 p.m.

#### **PUBLIC COMMENTS**

No public comments were made.

#### **ADJOURNMENT**

The meeting adjourned at 10:45 a.m.

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

*Approved 2/9/23 (er)*



## MEMORANDUM

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

From: Jon Heasley, Kindleberger Arts Commission Chairperson

Date: February 17, 2023

Re: Approval of the Reduction of the KAC Historical Balance

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**Background:** Since the Kindleberger Arts Commission was created by the Parchment City Commission, they have been charged with administrating and managing all aspects for the Kindleberger Summer Festival of the Performing Arts. In addition, we are responsible for the Summer Concert Series on Sunday nights. As you know, we do this with Grants and Donor giving. The City does not participate financially in any of our endeavors. The City is very gracious with their in-kind contributions which helps us offset expenses. Until 2015, previous administrations in both the City and KAC have condoned deficit spending by the KAC. The result of this is a substantial negative balance in the KAC account. Beginning in 2016, with new leadership, the KAC has been self-sustaining. With guidance from Mayor Britigan and Manager Stoddard, it has been made very clear that there would be no deficit spending. We need to make what we spend. With that in mind, the last 7 years have shown positive revenue.

**Discussion:** This is currently a liability on the books of the city; addressing the negative cash balance in the KSF fund is the most fiscally responsible, transparent action that can be taken at the moment. It will allow the KSF to move forward, allow the City's audited financial statements to include the festival as a separate fund, and set up the KSF and the City for a clean succession when the time comes. The City Commission will be adding this into their budget process for the 2023-2024 and the 2024-2025 budget planning.

**Recommendation:**

**Motion to reduce the Kindleberger Arts Commission historical balance in two increments of the following amounts: \$36,317.54 on July 1, 2023 and \$36,317.53 on July 1, 2024.**

## Nancy Stoddard

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**From:** City of Parchment <records@parchment.org>  
**Sent:** Monday, January 16, 2023 2:44 PM  
**To:** Nancy Stoddard  
**Subject:** FW: New Contact Form Submission from Katie Brandel

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**From:** Katie Brandel [mailto:no-reply@parchment.org]  
**Sent:** Monday, January 16, 2023 11:37 AM  
**To:** records@parchment.org  
**Subject:** New Contact Form Submission from Katie Brandel

### Name

Katie Brandel

### Phone

(616) 818-5611

### Email

[stepupkidsrunclub@gmail.com](mailto:stepupkidsrunclub@gmail.com)

### Message

My name is Katie Brandel, and I'm the owner and head coach of Step Up Kids Run Club, an empowerment through fitness program for elementary and middle school age children. Our mission is to create spaces where kids of all fitness levels can have fun being active, learning running skills and learning empowerment principles like power words (examples: I am strong, I am powerful, I am focused), positive thinking, resilience and goal setting. It's a unique and powerful curriculum that helps children learn growth mindset in a very kinetic, impactful way.

I would like to partner with Kindleberger Park to host a spring season for Step Up Kids Run Club in Parchment. I am hoping to have an 8-week program from April to May. If this is something you would be interested in bringing to the Parchment community, I would love the chance to talk in more detail about the program and what a partnership would look like. You can reach me via this email address or by phone at 616-818-5611.

You can find more information about our program on our website: [StepUpKidsRunClub.com](http://StepUpKidsRunClub.com).

I look forward to hearing from you!

Have a great day,

Katie Brandel  
Owner/Coach  
Step Up Kids Run Club

## ACCESS AGREEMENT

THIS ACCESS AGREEMENT ("**Agreement**") has been made as of \_\_\_\_\_, 2023 ("**Effective Date**"), by and between THE CITY OF PARCHMENT, a Michigan municipal corporation, of 650 S. Riverview Drive, Parchment, Michigan 49004 ("**Grantor**"), and GLOBAL REMEDIATION AND ENVIRONMENTAL SERVICES LLC, a Delaware limited liability company, of 113 Peachtree Street NE, Atlanta Georgia 30303 ("**Grantee**").

### Recitals

A. Grantor owns the real estate located in the City of Parchment, Kalamazoo County, Michigan, as legally described on **Exhibit A** attached to this Agreement, subject to easements, restrictions, encumbrances, and reservations affecting it ("**Grantor Parcel**").

B. Grantee owns the real estate located in the City of Parchment, Kalamazoo County, Michigan, as legally described on **Exhibit B** attached to this Agreement, subject to easements, restrictions, encumbrances, and reservations affecting it ("**Grantee Parcel**").

C. Grantor Parcel and Grantee Parcel are contiguous. Grantor desires to grant Grantee access for ingress to and egress from Grantee Parcel, over and across Grantor Parcel, for purposes of installing fencing through the Grantor Parcel and to maintain such fencing.

D. Grantor and Grantee and their respective heirs, personal representatives, distributees, executors, administrators, successors and assigns are referred to in this Agreement collectively as "**Owners**" and individually as "**Owner**." Grantor Parcel and Grantee Parcel are referred to in this Agreement collectively as "**Parcels**" and individually as "**Parcel**."

### Agreement

In consideration of the facts described above and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, Grantor and Grantee agree as follows:

1. **Grant of Access.** Grantor grants for the benefit of the Grantee Parcel, access over, ("**Access Area**") across and through the Grantor Parcel for the installation, maintenance and use of fencing, and all replacements thereof to be located on the Grantor Parcel and depicted on **Exhibit C** attached to this Agreement, along with any other fencing to be installed on the Grantor Parcel, and to remove any existing fencing currently located on the Grantor Parcel (collectively, the "**Fencing**"), subject to easements, restrictions, encumbrances, and reservations affecting it. The Access Area is to be used solely for access to Grantor Parcel by Grantee, its tenants, agents, employees, contractors, invitees, licensees, guests, and customers (collectively, "**Affiliates**"). The parties agree that there shall be a 20 foot wide strip of property within the Grantor Parcel and outside of the fenced area on the Grantor Parcel to be used for the proposed development of a non-motorized trail.

2. **Enjoyment of Property.** Grantee must conduct its activities under this Agreement so as not to interfere unreasonably with Grantor's peaceful enjoyment of Grantor Parcel.

3. **Obstructions.** Except for the Fencing to be installed or removed, the Access Area is to remain open and unobstructed by any buildings, fences, trees, barriers, banners, or other structures, so as to permit the Grantee and its Affiliates unimpeded access across the Access Area in accordance with the terms of this Agreement. Furthermore, the location of the Access Area may not be changed, altered or modified in any way without the written approval of the Owners.

4. **Repair and Maintenance.** During the term of this Agreement, Grantee must maintain and repair, at its sole cost, the portion of the Fencing located on the Grantor Parcel in a good condition. After the expiration of the term of this Agreement, Grantor must maintain and repair, at its sole cost, the portion of the Fencing located on the Grantor Parcel in a good condition.

5. **Improvements.** Except as otherwise provided herein, each Owner may upgrade or otherwise make improvements to the Fencing only upon the advance written consent of the other Owner, which consent may not be unreasonably withheld, delayed or conditioned.

6. **Encumbrances.** The Access Area is made subject to all covenants, conditions, restrictions, encumbrances, and easements of record as of the date this Agreement is recorded. The Owners acknowledge that each Owner may grant other easements over and across their respectively owned Parcels so long as such easements do not interfere with the use of the Access Area as provided under this Agreement.

7. **Property Taxes.** The Owner of the Grantor Parcel will pay all real property taxes and special assessments levied against Grantor Parcel, without any reimbursement from the Owner of Grantee Parcel for any portion thereof. The Owner of Grantee Parcel will pay all real property taxes and special assessments against Grantee Parcel, without any reimbursement from the Owner of Grantor Parcel for any portion thereof.

8. **Insurance and Indemnification.** Each Owner will carry insurance to protect it in connection with the ownership, use, and maintenance of the Access Area. Each Owner will furnish to the other party, if requested, evidence of the insurances described in this Paragraph. Each Owner will indemnify and hold the other Owner harmless from all claims, judgments, costs and expenses (including, without limitation, reasonable attorneys' fees) incurred by the second Owner arising in connection with or as a direct or indirect result of the first Owner's exercise of the rights granted or breach of the obligations imposed in this Agreement.

9. **Compliance with Laws.** Each Owner will comply with all applicable laws, codes, ordinances, rules, and regulations (collectively, "**Applicable Laws**") governing the maintenance and use of the Access Area.

10. **Damage.** If either Owner, or an Affiliate of either Owner, causes any damage to the Access Area or the other Owner's Parcel, then the responsible party will immediately cause and pay for the repair of such damage.

11. **Notices.** All notices, requests, claims, demands, and other communications hereunder must be in writing and delivered by electronic mail, personal delivery, a recognized overnight courier service, postage prepaid registered mail, return receipt requested to the parties at their addresses first indicated above, or to such other address or such additional recipient as any Owner may have furnished to the others in writing in accordance herewith. All notices will only be effective upon receipt or refusal.

12. **Duration and Effect.** The Access Area burdens the Grantor Parcel and benefits the Grantee. This Agreement will continue in effect and constitute a covenant running with the land for a period of five (5) years from the Effective Date; but nothing contained in this Agreement will be construed as a conveyance by Grantor of its rights in the fee to Grantor Parcel. Grantor and Grantee will automatically be released from all liability thereafter arising under this Agreement upon conveyance of their respective entire interest in the real property burdened or benefited by this Agreement.

13. **Amendments.** This Agreement may be amended, modified or terminated (in whole or in part) from time to time by written document executed and acknowledged by all of the Owners, and will not otherwise be amended, modified or terminated during the term hereof.

14. **Owners Bound.** The terms and conditions of this Agreement bind and benefit each Owner and their respective heirs, personal representatives, distributees, executors, administrators, successors, and assigns.

15. **Governing Law.** This Agreement is governed by and will be construed in accordance with the laws of the State of Michigan.

16. **Entire Agreement.** This Agreement contains the entire understanding of Grantor and Grantee and the parties acknowledge that there have been no representations or understandings other than those expressly set forth in this Agreement.

17. **Counterparts.** This Agreement may be executed in one or more counterparts, each such counterpart being deemed an original and all such counterparts taken together constituting but one and the same instrument.

The Grantor and Grantee signed this Access Agreement as of the date first set forth above.

CITY OF PARCHMENT

By \_\_\_\_\_  
Nancy R. Stoddard  
Its City Manager

**Grantor**

GLOBAL REMEDIATION AND  
ENVIRONMENTAL SERVICES LLC

By \_\_\_\_\_  
David G. Massengill  
Its President

**Grantee**

27735211

## EXHIBIT A

### Grantor Parcel Legal Description

City of Parchment, Kalamazoo County, Michigan:

BEGINNING AT THE NORTH 1/4 POST OF SECTION 3, TOWN 2 SOUTH, RANGE 11 WEST, CITY OF PARCHMENT, KALAMAZOO COUNTY, MICHIGAN; THENCE NORTH 89 DEGREES 24 MINUTES 58 SECONDS EAST ALONG THE NORTH LINE OF SAID SECTION, 1,014.78 FEET TO A POINT 165.06 FEET (RECORDED AS 165 FEET) WEST OF THE CENTER LINE OF THE PENN CENTRAL RAILROAD (FORMERLY LS & MS RAILROAD); THENCE SOUTH 00 DEGREES 54 MINUTES 50 SECONDS WEST PARALLEL WITH SAID CENTER LINE, 1,436.56 FEET TO THE SOUTH LINE OF THE NORTH FRACTIONAL 1/4 OF SAID SECTION; THENCE SOUTH 89 DEGREES 47 MINUTES 20 SECONDS WEST, 340.00 FEET TO AN INTERMEDIATE TRAVERSE LINE ALONG THE KALAMAZOO RIVER; THENCE ALONG SAID TRAVERSE LINE FOR THE NEXT 6 COURSES: NORTH 35 DEGREES 39 MINUTES 44 SECONDS WEST, 99.75 FEET; THENCE NORTH 23 DEGREES 17 MINUTES 29 SECONDS WEST, 183.37 FEET; THENCE NORTH 23 DEGREES 17 MINUTES 29 SECONDS WEST, 127.57 FEET; THENCE NORTH 33 DEGREES 44 MINUTES 03 SECONDS WEST, 362.26 FEET; THENCE NORTH 28 DEGREES 35 MINUTES 04 SECONDS WEST, 486.54 FEET; THENCE NORTH 29 DEGREES 38 MINUTES 48 SECONDS WEST, 383.86 FEET TO THE NORTH LINE OF SAID SECTION 3; THENCE NORTH 89 DEGREES 27 MINUTES 06 SECONDS EAST THEREON, 153.14 FEET TO THE PLACE OF BEGINNING. TOGETHER WITH ALL LAND LYING BETWEEN THE INTERMEDIATE TRAVERSE LINE AND THE BANK OF THE KALAMAZOO RIVER.

Tax Parcel No. 06-03-201-001

## EXHIBIT B

### Grantee Parcel Legal Description

Township of Cooper, Kalamazoo County, Michigan:

Beginning on the South line of Section 34, Town 1 South, Range 11 West, 165 feet West of the center line of NYC RR; thence Northerly parallel with the said railroad, 1200 feet; thence West parallel with the South section line, 700 feet; thence Southerly parallel with said railroad, 1200 feet to the South section line; thence East thereon 700 feet to the place of beginning.

Tax Parcel No.: 02-34-401-020



# EXHIBIT C

## Site Plan



- Pedestrian Path (proposed/approximate)
- Property Boundary (approximate)
- Fencing (proposed/approximate)

## MEMORANDUM

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

From: Michael Richmond, Parchment City Assessor

Date: February 17, 2023

Re: Resolution Waiving Penalty Fees and Interest for Failure to File a Property Transfer Affidavit (PTA)

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**Background:** In the current phase of the state Audit of Minimum Assessing Requirements (AMAR), the audit requires that a detailed resolution on how any fees and interest collected on Property Transfer Affidavits (PTA) will be distributed back to all authorities that are entitled. The other option is the proposed resolution to waive fines and interest.

**Discussion:** The City currently holds the right to assess fines and interest on PTA'S filed past 45 days of the sale. Based on all records available, the fine for a late PTA has never been collected for any parcel in the City of Parchment.

To collect these monies, a detailed resolution explaining how monies from these fines would be distributed, would have to be written. The City's attorney would have to be involved in the writing of a resolution of this nature. The City would receive a minuscule amount of these monies, as all taxing authorities would have to receive their fair share. For instance, a \$45.00 PTA fine (maximum allowed by state law) would have multiple checks disbursed for very small amounts to multiple taxing authorities such as schools, KRESA, etc. The clerical time spent, along with costs associated with distribution of refunds to these authorities would be a large burden on all involved with little to no return.

**Recommendation:** Therefore, it is my recommendation that the City adopts the Motion to adopt the Resolution Waiving Penalty Fees and Interest for Failure to File a Property Transfer Affidavit.

**Motion:** Move to adopt the Resolution Waiving Penalty Fees and Interest for Failure to File a Property Transfer Affidavit.

City of Parchment  
Kalamazoo County, Michigan

RESOLUTION WAIVING PENALTY FEES AND INTEREST  
FOR FAILURE TO FILE A PROPERTY TRANSFER AFFIDAVIT

WHEREAS, section 211.27a of the General Property Tax Act requires the buyer, grantee or other transferee of property to file a property transfer affidavit as prescribed by the State Tax Commission, with the appropriate Assessing Officer in the local unit of government in which the property is located; and

WHEREAS, section 211.27b of the General Property Tax Act imposes penalties for the failure to file a property Transfer Affidavit after 45 days have elapsed; and

WHEREAS, Section 211.27b of General Property Tax Act provides that the local governing body may waive, by Resolution, the penalties levied for the failure to file a Property transfer Affidavit; and

WHEREAS, the City Of Parchment hereby waives the penalties for the failure to file a Property Transfer Affidavit within 45 days of transfer.

NOW THEREFORE BE IT HEREBY RESOLVED, that the Commission of the City Of Parchment hereby waive penalties under Section 211.27b of the General Property Tax Act.

IT IS FURTHER RESOLVED that the Clerk of the City Of Parchment is hereby directed to send a certified copy of this Resolution to the City Assessor and to the Director of Kalamazoo County Equalization Department.

IT IS FURTHER RESOLVED that all resolutions or parts of resolutions in conflict herewith are hereby repealed.

I, Shannon Stutz, City Clerk for the City of Parchment, do hereby certify that the foregoing City of Parchment Resolution was adopted by the City Commission at a regular meeting held on February 20, 2023, and that the following is a record of the vote of the members of said City Commission on said Resolution. Motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to adopt the foregoing Resolution. Roll call vote was as follows:

Ayes:  
Nays:  
Absent:  
Abstain:

The Mayor declared the motion carried and the resolution duly adopted.

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Shannon Stutz, City Clerk