



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

March 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 March 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:

- i. Warrant No. 1485 – action
- ii. Warrant No. 1486 - action
- iii. Credit Card Statement February 2023 – action
- iv. February 2023 Financial Statement - receive
- v. KATS Technical Committee Meeting Minutes 2-9-2023 – receive
- vi. Kindleberger Park Pavilion 5 Reservation, Morey Baby Shower - action

8. Unfinished Business

9. New Business

- A. Parks and Recreation Tree Enhancement Recommendation Presentation, Cheryl Lyon-Jenness - receive
- B. Parchment Little League Parade - action

10. Citizen Comments – Items ON or OFF the Agenda

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

11. Mayor and Commissioner Comments

12. City Manager Comments

13. Adjournment

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY MARCH 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 Cooper, Evans, Fooy, and Madaras. City Manager Stoddard, Treasurer/Clerk Stutz, Attorney Soltis.

Absent: Conner.

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

3. Minutes

Moved by Commissioner Madaras, supported by Vice Mayor Jordan to approve the amended minutes of the February 20, 2023 Regular meeting. **Motion Carried.**

4. Additions or changes to the agenda.

None. Moved by Commissioner Evans 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 Madaras, supported by Commissioner Cooper to receive the consent agenda items. **Motion Carried.**

7. Unfinished Business

None.

8. New Business

A. Appointments to Kindleberger Arts Commission – action. Mayor Britigan explained that Robin Madaras as a commissioner, would have a 1 year term (ending 12/31/23), and Caroline Garber as an at-large member would have a 3 year term (ending 12/31/24 as she completes the term of Liz Emmons). Moved by Commissioner Cooper, supported by Vice Mayor Jordan to appoint Robin Madaras and Caroline Garber as recommended in the memo dated 3/3/23. **Motion Carried.**

B. Repaving Wilson, W Glenguile and Roberts Lane - action. Mayor Britigan reminded everyone that this body approved the repaving of these streets in an action in August of 2022; now that the work is closer to being done, the bid has been updated and increased by \$3225. City Manager Stoddard added that it includes residential, school and business districts. She then answered questions. Moved by Commissioner Evans, supported by Commissioner Madaras to approve using \$3225.00 additional ARPA monies for the paving of Wilson, W Glenguile and Roberts Lane as presented, with a corresponding budget amendment and authorizing City Manager Stoddard to sign all documents related to the action. Roll call vote was as follows:

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

Nays: None.

Absent: Conner.

Abstain: None.

Motion Carried 6-0.

9. Citizen Comments

None.

10. Mayor and Commissioner Comments

Commissioner Madaras said she is glad to see more roads being paved.

Commissioner Evans asked about Bike Week; the Mayor answered that action can be taken on an individual basis.

Mayor Britigan reminded everyone of the Capital Conference (CapCon) through the Michigan Municipal League on April 18-19.

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 7:17 p.m.

Shannon Stutz, City Clerk



City of Parchment
Check Register Report
Warrant 1485

Check	Check Date	Vendor Name	Description	Amount
37477	03/06/2023	COMPANION LIFE	LIFE & AD&D INS - MARCH - LIFC3712	66.50
37478	03/06/2023	CONCORD THEATRICALS CORP.	GREASE - FEES - PERFORMANCE (2ND PAYMENT	6,815.00
37479	03/06/2023	CUSTOM SANDBLASTING	76 VETERAN'S MEMORIAL BRICKS ENGRAVED (\$	1,900.00
37480	03/06/2023	KALAMAZOO OIL CO.	FUEL CHARGES - 2/1 TO 2/15/2023 CUSTOMER	199.35
37481	03/06/2023	KALAMAZOO TOWNSHIP	POLICE FIRE CONTRACT - FEBRUARY Police \$36,684.50, Fire \$5,575.00	42,259.50
37482	03/06/2023	PITSCH COMPANIES	STARTING DEMOLITION @ 221 W. THOMAS	650.00
37483	03/06/2023	POINT AND PAY	MONTHLY SERVICE FEE - JANUARY PARTNER CO	50.00
37484	03/06/2023	PRECISION TREE CARE	TREE REMOVAL - 315 N ORIENT	1,500.00
37485	03/06/2023	RIVERRUN PRESS	300 - 2023 CAR SHOW FLYERS	166.94
37486	03/06/2023	THE FOUNTAINS	BINGO FOR BAGS 2023	10,509.40



**City of Parchment
Check Register Report
Warrant 1486**

Check	Check Date	Vendor Name	Description	Amount
37491	03/15/2023	CUSTOM SANDBLASTING	13 VETERAN'S MEMORIAL BRICKS ENGRAVED	325.00
37492	03/15/2023	DEREK MENCHINGER	BINGO FOR BAGS SOUND	350.00
37493	03/15/2023	FORD, KRIEKARD, SOLTIS & WISE	GENERAL + POLICE MATTERS - FEBRUARY Genl \$887.50 Pol \$175.00	1,062.50
37494	03/15/2023	HARVEY CONSULTING	JANUARY + FEB 2023 CONSULTING	675.00
37495	03/15/2023	JULIE HEASLEY	BAGS FOR BINGO RECEIPTS	2,534.48
37496	03/15/2023	KALAMAZOO OIL CO.	FUEL CHARGES - 2/16 TO 2/28/23	308.36
37497	03/15/2023	KALAMAZOO TOWNSHIP	POLICE + FIRE SERVICES CONTRACT - MARCH Pol \$36,684.50 Fire \$5575.00	42,259.50
37498	03/15/2023	MLIVE MEDIA GROUP	PUBLIC NOTICES - BOR	542.30
37499	03/15/2023	NANCY STODDARD	ZOOM - ONLINE MEETING PLATFORM	16.95
37500	03/15/2023	PREIN & NEWHOF	COMMERCE LANE TRESTLE RMOVAL TO 02/25/23	7,288.40
37501	03/15/2023	SBIS	EMPLOYEE INS - APRIL 2023 & COBRA ANNUA	12,678.49
37502	03/15/2023	SEVERANCE ELECTRIC CO INC	TRAFFIC SIGNAL MAINT - FEBRUARY 2023	120.00
37503	03/15/2023	SIGNCRAFTERS	SIGN - BINGO FOR BAGS (DISCOUNT OF \$40 F	80.00

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Cardholder Account Summary cont.

Name and Account Number	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
CAMRON J BOEKHOVEN XXXX XXXX XXXX 9114	\$3,000	\$0.00	\$806.18	\$0.00	\$806.18
NANCY R STODDARD XXXX XXXX XXXX 7241	\$5,000	\$0.00	\$953.60	\$0.00	\$953.60
TY J WOLTHUIS XXXX XXXX XXXX 7674	\$3,000	\$0.00	\$525.54	\$0.00	\$525.54
SHANNON STUTZ XXXX XXXX XXXX 9125	\$5,000	\$106.27	\$1,512.71	\$0.00	\$1,406.44

Cardholder Account Activity

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
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Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
01/31	01/30	55436873030260306651870	RATHCO SAFETY SUPPLY I PORTAGE MI		\$522.26
02/09	02/08	55436873039280393276978	RATHCO SAFETY SUPPLY I 289-3230153 MI		\$118.25
02/23	02/21	02305373053100137295609	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$12.98

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
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Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
01/31	01/30	55417343031730313357188	APPLIANCE PARTS 314-9939196 MO		\$46.89
01/31	01/30	55417343031730313357055	APPLIANCE PARTS 314-9939196 MO		\$158.30
02/06	02/02	8514051003490016800111	ELECTROTORQUE INC CORUNNA MI		\$125.84
02/13	02/10	02305373042100173100295	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$2.37
02/13	02/10	0230537304200068827048	TRACTOR SUPPLY #1272 KALAMAZOO MI		\$47.99
02/23	02/21	8517924305398000956329	CARLETON EQUIP CO-KALA KALAMAZOO MI		\$148.56

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
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Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
01/30	01/27	55432863027202607621806	AMZN MKTP US*4U1V06163 AMZN.COM/BILL WA		\$17.82
02/01	01/30	02305373031100130407786	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$35.61
02/01	01/31	75500593031900010800014	MARTIN SPRING & DRIVE KALAMAZOO MI		\$48.00
02/02	01/31	02305373032100142849640	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$9.64
02/03	02/01	85179243033980005840980	STEENSMA LAWN AND POWE KALAMAZOO MI		\$46.71
02/06	02/04	55432863035108954790427	AMZN MKTP US*5J2RH7ID3 AMZN.COM/BILL WA		\$371.94
02/15	02/13	02305373045100149387072	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$236.92
02/16	02/14	02305373046100143604802	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$39.54

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
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Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
01/27	01/28	75500593026900010300038	OFFICE OF DRAIN COMMIS KALAMAZOO MI		\$345.00
02/10	02/09	15314683040005939038043	CONCORD THEATRICALS CO NEW YORK NY		\$308.60
02/22	02/21	75500593052900010500022	REGISTER OF DEEDS KALAMAZOO MI		\$300.00

(transactions continued on next page)

Cardholder Account Activity cont.

TY J WOLTHUIS		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 7674		\$3,000	\$0.00	\$525.54	\$0.00	\$525.54
Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount	
02/15	02/14	05436643046000442939429	AIS CONS EQ GRAND RAPI GRAND RAPIDS MI			\$525.54
SHANNON STUTZ		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 9125		\$5,000	\$106.27	\$1,612.71	\$0.00	\$1,406.44
Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount	
01/27	01/26	82711163028000008794897	PIXELVINE FREEPORT MI			\$85.00
01/30	01/28	55432863028202819508485	SPECTRUM 855-707-7328 MO			\$119.98
02/08	02/04	05410193036105028481647	QUILL CORPORATION 800-982-3400 SC			\$162.76
02/08	02/02	85140513034900018700026	CORNERSTONE OFFICE SYS AVALANCE@CORN MI			\$363.21
02/08	02/07	82711163038000008723595	PIXELVINE FREEPORT MI			\$89.75
02/14	02/13	42712913045000000246035	CORPORATE TECHNOLOGIES 7018934056 MN			-\$106.27
02/14	02/13	82711163044000007233515	PIXELVINE FREEPORT MI			\$75.00
02/16	02/15	62712913047000000281780	CORPORATE TECHNOLOGIES 7018934056 MN			\$436.29
02/17	02/16	023053730480000571199192	USPS PO 2549110002 KALAMAZOO MI			\$26.75
02/27	02/26	55432863057205869750236	SPECTRUM 855-707-7328 MO			\$149.87

User: SSS PERIOD ENDING 02/28/2023 DB: Parchment

GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR MONTH 02/28/2023	AVAILABLE BALANCE		% BDDT USED
		AMENDED BUDGET	YTD BALANCE 02/28/2023		NORMAL	(ABNORMAL)	
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	2,774.41	462.25	225.59	92.48	
101-000-448.000	1% Collection Fees	29,300.00	28,906.43	1,609.68	393.57	98.66	
101-000-451.000	License and Fees	15,000.00	3,199.04	0.00	11,800.96	21.33	
101-000-452.000	Cablevision Fees	15,700.00	10,578.64	3,237.82	5,121.36	67.38	
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	91,629.85	94.14	44,370.15	67.37	
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	222,110.80	0.00	(222,110.80)	100.00	
101-000-575.000	State Sales Tax	202,000.00	129,957.00	127,833.08	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	2,587.09	328.60	4,912.91	34.49	
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	11,603.66	15.00	5,796.34	66.69	
101-000-695.000	Other Financing Sources	5,400.00	2,613.01	106.53	2,786.99	48.39	
101-000-696.000	Deposits Over & Short	0.00	1.17	0.00	(1.17)	100.00	
Total Dept 000		2,012,124.00	1,353,032.88	133,687.10	659,091.12	67.24	
TOTAL REVENUES		2,012,124.00	1,353,032.88	133,687.10	659,091.12	67.24	
Expenditures							
Dept 100 - Legislative							
101-100-703.000	Payroll - Part Time	8,000.00	7,535.00	600.00	465.00	94.19	
101-100-715.000	Social Security	850.00	263.50	37.20	586.50	31.00	
101-100-720.000	Worker's Compensation	250.00	0.00	0.00	250.00	0.00	
101-100-722.000	Medicare	200.00	61.65	8.70	138.35	30.83	
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	12,915.50	170.00	(915.50)	107.63	
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	430.00	75.00	570.00	43.00	
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	687.25	247.70	4,312.75	13.75	
101-100-955.000	Miscellaneous	300.00	0.00	0.00	300.00	0.00	
Total Dept 100 - Legislative		31,800.00	24,578.33	1,138.60	7,221.67	77.29	
Dept 200 - Administration							
101-200-702.000	Payroll - Full Time	123,000.00	73,958.05	8,867.04	49,041.95	60.13	
101-200-703.000	Payroll - Part Time	48,000.00	25,980.60	2,323.18	22,019.40	54.13	
101-200-715.000	Social Security	10,500.00	5,671.85	682.50	4,828.15	54.02	
101-200-716.000	Hospital/Life Insurance	68,000.00	37,968.96	4,746.12	30,031.04	55.84	
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	0.00	(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	1,326.49	159.61	1,073.51	55.27	

User: SSS

DB: Parchment

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	02/28/2023	NORMAL (ABNORMAL)	MONTH 02/28/2023	INCREASE (DECREASE)	BALANCE	NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND										
Expenditures										
101-200-724.000	ICMA Retirement Benefit	9,800.00		10,480.00		0.00		(680.00)		106.94
101-200-730.000	Postage	7,900.00		3,059.97		414.23		4,840.03		38.73
101-200-740.000	Operating Supplies	2,000.00		4,395.46		977.32		(2,395.46)		219.77
101-200-775.000	Repair & Maintenance Supplies	2,100.00		307.97		0.00		1,792.03		14.67
101-200-800.000	Professional/Contractual Serv.	22,872.00		37,268.43		918.93		(14,396.43)		162.94
101-200-805.000	Computer Services	9,500.00		7,337.36		3,049.63		2,162.64		77.24
101-200-830.000	Memberships & Dues	1,200.00		549.00		7.50		651.00		45.75
101-200-850.000	Communications	7,300.00		5,875.48		285.86		1,424.52		80.49
101-200-860.000	Institutes & Training	1,300.00		1,341.01		0.00		(41.01)		103.15
101-200-900.000	Printing & Publishing	2,000.00		1,125.00		0.00		875.00		56.25
101-200-910.000	Insurance & Bonds	7,100.00		7,500.00		0.00		(400.00)		105.63
101-200-920.000	Utilities	4,400.00		3,355.70		560.46		1,044.30		76.27
101-200-930.000	Repair & Maint.Contractors	2,950.00		5,981.42		0.00		(3,031.42)		202.76
101-200-955.000	Miscellaneous	0.00		267.93		0.00		(267.93)		100.00
101-200-970.000	Capital	24,800.00		25,050.00		0.00		(250.00)		101.01
Total Dept 200 - Administration		381,822.00		286,569.82		22,992.38		95,252.18		75.05
Dept 210 - Legal Services										
101-210-801.000	Attorney - General	16,000.00		8,153.75		931.25		7,846.25		50.96
101-210-802.000	Attorney-Police Matters	9,800.00		1,680.00		350.00		8,120.00		17.14
Total Dept 210 - Legal Services		25,800.00		9,833.75		1,281.25		15,966.25		38.12
Dept 300 - Police										
101-300-703.000	Payroll - Part Time	6,800.00		4,280.00		760.00		2,520.00		62.94
101-300-715.000	Social Security	600.00		265.36		47.12		334.64		44.23
101-300-722.000	Medicare	100.00		62.06		11.02		37.94		62.06
101-300-800.000	Professional/Contractual Serv.	440,214.00		256,791.50		0.00		183,422.50		58.33
Total Dept 300 - Police		447,714.00		261,398.92		818.14		186,315.08		58.39
Dept 336 - Fire										
101-336-740.000	Operating Supplies	5,100.00		0.00		0.00		5,100.00		0.00
101-336-746.000	Gasoline & Oil	1,000.00		168.68		0.00		831.32		16.87
101-336-775.000	Repair & Maintenance Supplies	1,000.00		1,402.45		0.00		(402.45)		140.25
101-336-780.000	Safety Supplies	100.00		0.00		0.00		100.00		0.00
101-336-800.000	Professional/Contractual Serv.	70,000.00		40,324.42		0.00		29,675.58		57.61
101-336-850.000	Communications	4,200.00		2,158.83		0.00		2,041.17		51.40
101-336-910.000	Insurance & Bonds	14,000.00		14,992.00		0.00		(992.00)		107.09
101-336-920.000	Utilities	2,700.00		1,559.63		288.73		1,140.37		57.76
101-336-930.000	Repair & Maint.Contractors	10,000.00		0.00		0.00		10,000.00		0.00
101-336-970.000	Capital	15,000.00		3,680.00		0.00		11,320.00		24.53
Total Dept 336 - Fire		123,100.00		64,286.01		288.73		58,813.99		52.22
Dept 440 - Public Services										
101-440-702.000	Payroll - Full Time	102,000.00		65,556.08		8,064.64		36,443.92		64.27
101-440-715.000	Social Security	6,300.00		5,265.85		644.46		1,034.15		83.58
101-440-716.000	Hospital/Life Insurance	44,000.00		28,700.66		3,568.41		15,299.34		65.23
101-440-716.001	Insurance Deductible	2,400.00		1,500.00		0.00		900.00		62.50
101-440-718.000	Pension	41,500.00		18,670.07		23.25		22,829.93		44.99

User: SSS

DB: Parchment

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)	02/28/2023	NORMAL (ABNORMAL)	MONTH 02/28/2023	INCREASE (DECREASE)	BALANCE	% BDTG USED
Fund 101 - GENERAL FUND									
Expenditures									
101-440-720.000	Worker's Compensation	3,600.00	0.00	0.00	0.00	0.00	0.00	3,600.00	0.00
101-440-722.000	Medicare	1,480.00	1,231.38	1,231.38	150.72	150.72	83.20	248.62	83.20
101-440-740.000	Operating Supplies	2,500.00	43.93	43.93	0.00	0.00	1.76	2,456.07	1.76
101-440-746.000	Gasoline & Oil	4,400.00	7,689.89	7,689.89	740.75	740.75	174.77	(3,289.89)	174.77
101-440-775.000	Repair & Maintenance Supplies	8,200.00	8,238.74	8,238.74	402.38	402.38	100.47	(38.74)	100.47
101-440-780.000	Safety Supplies	500.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
101-440-800.000	Professional/Contractual Serv.	1,000.00	1,767.34	1,767.34	180.78	180.78	176.73	(767.34)	176.73
101-440-810.000	Rubbish Collection Charges	118,400.00	88,182.12	88,182.12	9,640.25	9,640.25	74.48	30,217.88	74.48
101-440-815.000	Uniform Rental	3,000.00	2,092.78	2,092.78	0.00	0.00	69.76	907.22	69.76
101-440-830.000	Memberships & Dues	900.00	499.00	499.00	0.00	0.00	55.44	401.00	55.44
101-440-850.000	Communications	1,000.00	1,709.84	1,709.84	119.98	119.98	170.98	(709.84)	170.98
101-440-860.000	Institutes & Training	300.00	0.00	0.00	0.00	0.00	0.00	300.00	0.00
101-440-880.000	Community Promotion	500.00	0.00	0.00	0.00	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	0.00	92.87	428.00	92.87
101-440-920.000	Utilities	8,700.00	7,849.82	7,849.82	1,451.48	1,451.48	90.23	850.18	90.23
101-440-926.000	Street Lighting	29,000.00	20,355.44	20,355.44	3,256.69	3,256.69	70.19	8,644.56	70.19
101-440-930.000	Repair & Maint.Contractors	11,800.00	11,133.87	11,133.87	556.89	556.89	94.35	666.13	94.35
101-440-955.000	Miscellaneous	0.00	3,196.69	3,196.69	380.00	380.00	100.00	(3,196.69)	100.00
101-440-970.000	Capital	2,000.00	30,225.00	30,225.00	0.00	0.00	1,511.25	(28,225.00)	1,511.25
Total Dept 440 - Public Services		399,480.00	309,480.50	309,480.50	29,180.68	29,180.68	77.47	89,999.50	77.47
Dept 591 - Water Plant Grant Expenses		0.00	102.94	102.94	0.00	0.00	100.00	(102.94)	100.00
101-591-740.000	Operating Supplies	413,000.00	212,181.03	212,181.03	16,936.00	16,936.00	51.38	200,818.97	51.38
101-591-800.000	Professional/Contractual Serv.	0.00	0.00	0.00	1,000.00	1,000.00	100.00	(1,000.00)	100.00
101-591-830.000	Memberships & Dues	0.00	1,641.47	1,641.47	219.54	219.54	100.00	(1,641.47)	100.00
101-591-920.000	Utilities	0.00	719.33	719.33	0.00	0.00	100.00	(719.33)	100.00
101-591-930.000	Repair & Maint.Contractors	0.00	46,174.00	46,174.00	0.00	0.00	100.00	(46,174.00)	100.00
101-591-970.000	Capital	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 591 - Water Plant Grant Expenses		413,000.00	261,818.77	261,818.77	18,155.54	18,155.54	63.39	151,181.23	63.39
Dept 751 - Parks, Recreation & Culture		59,000.00	55,149.04	55,149.04	6,694.89	6,694.89	93.47	3,850.96	93.47
101-751-702.000	Payroll - Full Time	3,700.00	3,391.47	3,391.47	411.56	411.56	91.66	308.53	91.66
101-751-715.000	Social Security	24,500.00	8,754.52	8,754.52	1,104.69	1,104.69	35.73	15,745.48	35.73
101-751-716.000	Hospital/Life Insurance	1,400.00	0.00	0.00	0.00	0.00	0.00	1,400.00	0.00
101-751-716.001	Insurance Deductible	24,000.00	15,654.04	15,654.04	19.05	19.05	65.23	8,345.96	65.23
101-751-718.000	Pension	3,500.00	0.00	0.00	0.00	0.00	0.00	3,500.00	0.00
101-751-720.000	Worker's Compensation	850.00	792.96	792.96	96.20	96.20	93.29	57.04	93.29
101-751-722.000	Medicare	2,800.00	2,437.91	2,437.91	0.00	0.00	87.07	362.09	87.07
101-751-746.000	Gasoline & Oil	13,000.00	7,294.00	7,294.00	5.98	5.98	56.11	5,706.00	56.11
101-751-775.000	Repair & Maintenance Supplies	400.00	0.00	0.00	0.00	0.00	0.00	400.00	0.00
101-751-780.000	Safety Supplies	0.00	24,082.80	24,082.80	0.00	0.00	100.00	(24,082.80)	100.00
101-751-800.000	Professional/Contractual Serv.	7,100.00	7,100.00	7,100.00	0.00	0.00	100.00	0.00	100.00
101-751-910.000	Insurance & Bonds	7,100.00	6,784.56	6,784.56	638.12	638.12	95.56	315.44	95.56
101-751-920.000	Utilities	29,200.00	4,756.98	4,756.98	0.00	0.00	16.29	24,443.02	16.29
101-751-930.000	Repair & Maint.Contractors	6,000.00	0.00	0.00	0.00	0.00	0.00	6,000.00	0.00
101-751-970.000	Capital	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 751 - Parks, Recreation & Culture		182,550.00	136,198.28	136,198.28	8,970.49	8,970.49	74.61	46,351.72	74.61
TOTAL EXPENDITURES		2,005,266.00	1,354,164.38	1,354,164.38	82,825.81	82,825.81	67.53	651,101.62	67.53

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE			
		AMENDED BUDGET	NORMAL (ABNORMAL)	02/28/2023	NORMAL (ABNORMAL)	MONTH 02/28/2023	INCREASE (DECREASE)	BALANCE	NORMAL (ABNORMAL)	% BDCY	USED
Fund 101 - GENERAL FUND											
Fund 101 - GENERAL FUND:											
TOTAL REVENUES		2,012,124.00		1,353,032.88		133,687.10		659,091.12		67.24	
TOTAL EXPENDITURES		2,005,266.00		1,354,164.38		82,825.81		651,101.62		67.53	
NET OF REVENUES & EXPENDITURES		6,858.00		(1,131.50)		50,861.29		7,989.50		16.50	

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 02/28/2023	ACTIVITY FOR MONTH 02/28/2023	AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 202 - MAJOR STREET FUND							
Revenues							
202-000-546.000	State Grants - Act 51	178,200.00		119,257.69	18,939.73	58,942.31	66.92
Total Dept 000		178,200.00		119,257.69	18,939.73	58,942.31	66.92
TOTAL REVENUES							
		178,200.00		119,257.69	18,939.73	58,942.31	66.92
Expenditures							
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
202-463-702.000	Dept 463 - Routine Maintenance	9,000.00		4,134.39	521.00	4,865.61	45.94
202-463-715.000	Payroll - Full Time	550.00		251.44	31.70	298.56	45.72
202-463-716.000	Social Security	3,800.00		1,393.64	175.74	2,406.36	36.67
202-463-716.001	Hospital/Life Insurance	210.00		0.00	0.00	210.00	0.00
202-463-718.000	Insurance Deductible	3,600.00		1,286.72	0.00	2,313.28	35.74
202-463-720.000	Pension	570.00		0.00	0.00	570.00	0.00
202-463-722.000	Worker's Compensation	130.00		58.88	7.43	71.12	45.29
202-463-746.000	Medicare	300.00		0.00	0.00	300.00	0.00
202-463-775.000	Gasoline & Oil	2,300.00		631.99	238.83	1,668.01	27.48
202-463-930.000	Repair & Maintenance Supplies	8,000.00		5,120.00	0.00	2,880.00	64.00
Total Dept 463 - Routine Maintenance		28,460.00		12,877.06	974.70	15,582.94	45.25
202-475-702.000	Dept 475 - Traffic Services	8,500.00		4,219.47	511.57	4,280.53	49.64
202-475-715.000	Payroll - Full Time	530.00		256.73	31.10	273.27	48.44
202-475-716.000	Social Security	3,600.00		1,393.45	175.72	2,206.55	38.71
202-475-716.001	Hospital/Life Insurance	200.00		0.00	0.00	200.00	0.00
202-475-718.000	Insurance Deductible	3,500.00		1,263.60	0.00	2,236.40	36.10
202-475-720.000	Pension	540.00		0.00	0.00	540.00	0.00
202-475-722.000	Worker's Compensation	120.00		60.14	7.29	59.86	50.12
202-475-746.000	Medicare	500.00		0.00	0.00	500.00	0.00
202-475-775.000	Gasoline & Oil	2,500.00		(1,083.39)	0.00	3,583.39	(43.34)
202-475-930.000	Repair & Maintenance Supplies	13,100.00		8,003.51	698.95	5,096.49	61.10
Total Dept 475 - Traffic Services		33,090.00		14,113.51	1,424.63	18,976.49	42.65
202-478-702.000	Dept 478 - Winter Maintenance	10,200.00		6,379.62	678.74	3,820.38	62.55
202-478-715.000	Payroll - Full Time	600.00		388.88	41.25	211.12	64.81
202-478-716.000	Social Security	4,300.00		2,028.31	255.63	2,271.69	47.17
202-478-716.001	Hospital/Life Insurance	250.00		0.00	0.00	250.00	0.00
202-478-718.000	Insurance Deductible	4,200.00		1,753.10	0.00	2,446.90	41.74
202-478-720.000	Pension	650.00		0.00	0.00	650.00	0.00
202-478-722.000	Worker's Compensation	150.00		91.02	9.67	58.98	60.68
202-478-746.000	Medicare	1,000.00		760.16	0.00	239.84	76.02
202-478-753.000	Gasoline & Oil	9,000.00		0.00	0.00	9,000.00	0.00
Total Dept 478 - Winter Maintenance		33,090.00		14,113.51	1,424.63	18,976.49	42.65

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PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 02/28/2023	ACTIVITY FOR MONTH 02/28/2023	AVAILABLE		% BDC
		AMENDED BUDGET	NORMAL (ABNORMAL)			NORMAL (ABNORMAL)	USED	
Fund 202 - MAJOR STREET FUND								
Expenditures								
Total Dept 478 - Winter Maintenance		30,350.00		11,401.09	985.29	18,948.91		37.57
Dept 482 - Administration								
202-482-702.000	Payroll - Full Time	1,250.00		880.13	97.11	369.87		70.41
202-482-715.000	Social Security	75.00		53.47	5.88	21.53		71.29
202-482-716.000	Hospital/Life Insurance	520.00		390.22	49.14	129.78		75.04
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	0.00	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		12.51	1.38	7.49		62.55
202-482-955.000	Miscellaneous	0.00		1,810.60	1,810.60	(1,810.60)		100.00
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		3,390.47	1,964.11	19,029.53		15.12
TOTAL EXPENDITURES		234,320.00		146,732.13	5,348.73	87,587.87		62.62
Fund 202 - MAJOR STREET FUND:								
TOTAL REVENUES		178,200.00		119,257.69	18,939.73	58,942.31		66.92
TOTAL EXPENDITURES		234,320.00		146,732.13	5,348.73	87,587.87		62.62
NET OF REVENUES & EXPENDITURES		(56,120.00)		(27,474.44)	13,591.00	(28,645.56)		48.96

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)	02/28/2023	NORMAL (ABNORMAL)	MONTH 02/28/2023	INCREASE (DECREASE)	BALANCE	% BCGT USED
Fund 203 - LOCAL STREET FUND									
Revenues									
203-000-546.000	State Grants - Act 51	73,300.00		48,667.18		7,707.95		24,632.82	66.39
Total Dept 000		73,300.00		48,667.18		7,707.95		24,632.82	66.39
TOTAL REVENUES									
		73,300.00		48,667.18		7,707.95		24,632.82	66.39
Expenditures									
Dept 463 - Routine Maintenance		10,500.00		4,303.10		520.98		6,196.90	40.98
203-463-702.000	Payroll - Full Time	650.00		261.91		31.71		388.09	40.29
203-463-715.000	Social Security	4,400.00		1,393.62		175.75		3,006.38	31.67
203-463-716.000	Hospital/Life Insurance	250.00		0.00		0.00		250.00	0.00
203-463-716.001	Insurance Deductible	4,200.00		1,286.73		0.00		2,913.27	30.64
203-463-718.000	Pension	650.00		0.00		0.00		650.00	0.00
203-463-720.000	Worker's Compensation	150.00		61.25		7.42		88.75	40.83
203-463-722.000	Medicare	300.00		0.00		0.00		300.00	0.00
203-463-746.000	Gasoline & Oil	3,400.00		385.01		238.84		3,014.99	11.32
203-463-775.000	Repair & Maintenance Supplies	5,400.00		4,844.80		0.00		555.20	89.72
203-463-930.000	Repair & Maint.Contractors								
Total Dept 463 - Routine Maintenance		29,900.00		12,536.42		974.70		17,363.58	41.93
Dept 475 - Traffic Services									
203-475-702.000	Payroll - Full Time	9,800.00		4,137.98		502.25		5,662.02	42.22
203-475-715.000	Social Security	600.00		251.82		30.54		348.18	41.97
203-475-716.000	Hospital/Life Insurance	4,150.00		1,358.97		171.38		2,791.03	32.75
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		0.00		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		58.90		7.14		81.10	42.07
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
Total Dept 475 - Traffic Services		25,660.00		8,342.18		711.31		17,317.82	32.51
Dept 478 - Winter Maintenance									
203-478-702.000	Payroll - Full Time	10,400.00		6,314.43		669.46		4,085.57	60.72
203-478-715.000	Social Security	650.00		384.96		40.68		265.04	59.22
203-478-716.000	Hospital/Life Insurance	4,400.00		1,993.82		251.28		2,406.18	45.31
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		0.00		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		90.11		9.53		59.89	60.07
203-478-746.000	Gasoline & Oil	1,000.00		760.16		0.00		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
Total Dept 478 - Winter Maintenance		27,700.00		11,299.88		970.95		16,400.12	40.79
Dept 482 - Administration									

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE BALANCE	% BDDT USED
		AMENDED BUDGET	NORMAL	02/28/2023	(ABNORMAL)	MONTH 02/28/2023	(DECREASE)		
Fund 203 - LOCAL STREET FUND									
Expenditures									
203-482-702.000	Payroll - Full Time	1,500.00		880.05		97.11		619.95	58.67
203-482-715.000	Social Security	100.00		53.46		5.88		46.54	53.46
203-482-716.000	Hospital/Life Insurance	650.00		390.21		49.14		259.79	60.03
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		0.00		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		12.50		1.38		12.50	50.00
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		1,579.72		153.51		21,385.28	6.88
TOTAL EXPENDITURES		106,225.00		33,758.20		2,810.47		72,466.80	31.78
Fund 203 - LOCAL STREET FUND:									
TOTAL REVENUES		73,300.00		48,667.18		7,707.95		24,632.82	66.39
TOTAL EXPENDITURES		106,225.00		33,758.20		2,810.47		72,466.80	31.78
NET OF REVENUES & EXPENDITURES		(32,925.00)		14,908.98		4,897.48		(47,833.98)	45.28

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL (ABNORMAL)	02/28/2023	NORMAL (ABNORMAL)	MONTH 02/28/2023	INCREASE (DECREASE)	MONTH 02/28/2023	INCREASE (DECREASE)	% BDC
Fund 251 - Brownfield Redevelopment										
Revenues										
Dept 000										
251-000-404.000	Tax Revenue	299,300.00		298,344.17		22,062.47		955.83		99.68
251-000-694.000	Miscellaneous	0.00		2,222.00		0.00		(2,222.00)		100.00
Total Dept 000		299,300.00		300,566.17		22,062.47		(1,266.17)		100.42
TOTAL REVENUES		299,300.00		300,566.17		22,062.47		(1,266.17)		100.42
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		59,211.08		0.00		128,934.92		31.47
Fund 251 - Brownfield Redevelopment:										
TOTAL REVENUES		299,300.00		300,566.17		22,062.47		(1,266.17)		100.42
TOTAL EXPENDITURES		188,146.00		59,211.08		0.00		128,934.92		31.47
NET OF REVENUES & EXPENDITURES		111,154.00		241,355.09		22,062.47		(130,201.09)		217.14

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 02/28/2023	ACTIVITY FOR MONTH 02/28/2023	AVAILABLE		% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)			NORMAL (ABNORMAL)	BALANCE	
Fund 285 - Stimulus Grant Fund								
Revenues								
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								
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

User: SSS
DB: Parchment

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL (ABNORMAL)	02/28/2023	(ABNORMAL)	MONTH 02/28/2023	(DECREASE)	BALANCE	% BDC	
						INCREASE		NORMAL	USED	
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	
401-000-674.000	Contributed Capital Revenue	5,000.00		12,108.52		11,097.52		(7,108.52)	242.17	
401-000-694.000	Miscellaneous	0.00		20,204.00		0.00		(20,204.00)	100.00	
Total Dept 000		25,000.00		32,312.52		11,097.52		(7,312.52)	129.25	
TOTAL REVENUES		25,000.00		32,312.52		11,097.52		(7,312.52)	129.25	
Expenditures										
Dept 000										
401-000-775.000	Repair & Maintenance Supplies	0.00		75.00		0.00		(75.00)	100.00	
401-000-800.000	Professional/Contractual Serv.	20,000.00		2,920.00		0.00		17,080.00	14.60	
401-000-955.000	Miscellaneous	5,000.00		0.00		0.00		5,000.00	0.00	
Total Dept 000		25,000.00		2,995.00		0.00		22,005.00	11.98	
TOTAL EXPENDITURES		25,000.00		2,995.00		0.00		22,005.00	11.98	
Fund 401 - Veteran's Memorial Fund:										
TOTAL REVENUES		25,000.00		32,312.52		11,097.52		(7,312.52)	129.25	
TOTAL EXPENDITURES		25,000.00		2,995.00		0.00		22,005.00	11.98	
NET OF REVENUES & EXPENDITURES		0.00		29,317.52		11,097.52		(29,317.52)	100.00	

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)	02/28/2023	NORMAL (ABNORMAL)	MONTH 02/28/2023	INCREASE (DECREASE)	BALANCE	% BDCI
								NORMAL (ABNORMAL)	USED
Fund 590 - SEWER FUND									
Revenues									
Dept 000									
590-000-626.000	Sewer Services	148,000.00		229,200.39		90,623.06		(81,200.39)	154.87
590-000-664.000	Interest on Investments	1,900.00		0.00		0.00		1,900.00	0.00
Total Dept 000		149,900.00		229,200.39		90,623.06		(79,300.39)	152.90
TOTAL REVENUES		149,900.00		229,200.39		90,623.06		(79,300.39)	152.90
Expenditures									
Dept 000									
590-000-702.000	Payroll - Full Time	23,000.00		12,652.34		1,438.45		10,347.66	55.01
590-000-715.000	Social Security	1,400.00		764.95		86.71		635.05	54.64
590-000-716.000	Hospital/Life Insurance	9,000.00		5,535.69		698.17		3,464.31	61.51
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		0.00		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		178.93		20.25		121.07	59.64
590-000-775.000	Repair & Maintenance Supplies	0.00		37.42		0.00		(37.42)	100.00
590-000-800.000	Professional/Contractual Serv.	25,000.00		114,071.95		8,885.10		(89,071.95)	456.29
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		1,733.86		227.22		566.14	75.39
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
590-000-968.000	Depreciation	14,100.00		0.00		0.00		14,100.00	0.00
Total Dept 000		146,700.00		148,985.51		11,355.90		(2,285.51)	101.56
TOTAL EXPENDITURES		146,700.00		148,985.51		11,355.90		(2,285.51)	101.56
Fund 590 - SEWER FUND:									
TOTAL REVENUES									
TOTAL EXPENDITURES									
NET OF REVENUES & EXPENDITURES									
		149,900.00		229,200.39		90,623.06		(79,300.39)	152.90
		146,700.00		148,985.51		11,355.90		(2,285.51)	101.56
		3,200.00		80,214.88		79,267.16		(77,014.88)	2,506.72
TOTAL REVENUES - ALL FUNDS									
TOTAL EXPENDITURES - ALL FUNDS									
NET OF REVENUES & EXPENDITURES									
		2,737,824.00		2,085,943.16		284,117.83		651,880.84	76.19
		2,901,781.00		1,765,846.30		102,340.91		1,135,934.70	60.85
		(163,957.00)		320,096.86		181,776.92		(484,053.86)	195.23

KALAMAZOO AREA TRANSPORTATION STUDY

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

CALL TO ORDER

The February 9, 2023 Technical Committee Meeting was called to order at 9:30 a.m. at Kalamazoo Metro, by Vice-Chair Stefforia.

ROLL CALL

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

MEMBERS PRESENT

Christina Anderson	City of Kalamazoo
Muhammad Arif	City of Portage
Joe Belka	Michigan Department of Transportation, TSC
Chris Bessert	Kalamazoo County
Mickey Bittner	Village of Paw Paw (Wightman & Associates)
Heather Bowden	Michigan Department of Transportation, Statewide Planning
Eric Feldt	City of Portage
Josh Grab	Michigan Department of Transportation, Region
Kendra Gwin	City of Portage
Robert Henderson	Van Buren Public Transit
Jeff Heppler	Village of Augusta
Joel Hoort	Van Buren County Road Commission
Iris Lubbert	Oshtemo Township
Tom Palumbo	City of Kalamazoo
Dennis Randolph	City of Kalamazoo
Kathy Schultz	Central County Transportation Authority
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
Jamie Harmon	City of Portage
Martin Janssen	Kalamazoo County Transportation Authority
Elizabeth Rumick	Kalamazoo Area Transportation Study
Jon Start	Citizen
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

Gwin moved, and it was duly seconded by Schultz, ***“to approve the agenda of the February 9, 2023 Technical Committee Meeting.”*** MOTION CARRIED.

MINUTES FROM THE JANUARY 12, 2023 MEETING

Schultz moved, and it was duly seconded by Feldt, ***“to approve the minutes from the January 12, 2023 Technical Committee Meeting.”*** MOTION CARRIED.

POLICY COMMITTEE REPORT

Stepek reported the January Policy Committee meeting was cancelled. The next meeting is scheduled for February 22, 2023.

PUBLIC COMMENTS

No citizens' comments were made.

FY 2023-2026 TRANSPORTATION IMPROVEMEMNT PROGRAM AMENDMENTS

Noting the amendments are included in the packet, Stepek stated there are three safety project additions, a bridge project increase, and a Metro Transit project budget increase. Staff recommends approval of the Transportation Improvement Program Amendments and presentation to the Policy Committee for approval.

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

RESOLUTION OF SUPPORT FOR STATE TARGETS FOR BRIDGE, PAVEMENT, AND RELIABILITY

Stepek reported Michigan Department of Transportation notices and corresponding bridge, pavement, and reliability newsletters are included in the meeting packet for your reference. Metropolitan Planning Organizations (MPO) are required to support state targets even if we adopt our own. For this reason, Kalamazoo Area Transportation Study has traditionally adopted the state resolutions. Page 30 in the packet highlights performance by MPO and page 31 is a summary of the overall data with desired trends noted. The reliability performance measure percentage could be 100% reliably bad or 100% reliably good. KATS Staff recommends the Vice-Chair sign approval of the resolution of support on behalf of the committee, and to approve the presentation of the resolution to the Policy Committee.

Feldt moved, and it was duly seconded by Schultz, ***“to approve the Resolution of Support for State Targets for Bridge, Pavement, and Reliability.”*** MOTION CARRIED.

URBANIZED AREA DISCUSSION

Stepek provided information that the geographies of the urban areas have now been released. Kalamazoo Area Transportation Study (KATS) Staff prepared the maps enclosed in the meeting packet which show the old Kalamazoo Urbanized Area boundary and the new 2020 Census Data Urbanized Area that will be in place until the next census in 2030. Once Michigan Department of Transportation (MDOT) reviews and updates the boundaries, KATS will align ours. Then KATS will begin the national functional classification process. The Kalamazoo urban area shrunk and lost 5,000

people from the last census in 2010 but this is a direct result of Mattawan being changed to its own small urbanized area. Richland, Schoolcraft, and Lawton will be added to the Rural Task Force for funding. The Kalamazoo region may experience a small increase of \$20 to \$25 thousand dollars in the Transportation Improvement Program. In response to Lubbert's inquiry, Stepek elaborated the U.S. Census Bureau changed their definition of an urbanized area from population density to housing density. This is the main cause of how all urban areas shrunk. A second reason urban areas shrunk is the fact that skips and jumps were eliminated. In the previous census, if an urbanized boundary ended at a lake, it could jump and cross the lake. Or if a boundary ended a quarter of a mile from area to area, it could jump and continue. Stepek clarified there is no change in the planning boundary from KATS. After KATS receives data from MDOT, we plan to get volunteers for a subcommittee to work on the new boundaries and maximize funding. This official new boundary likely won't be adopted until calendar year 2025.

RAISE GRANT NOTICE OF FUNDING OPPORTUNITY-PROJECT DISCUSSION

Stepek reported the City of Kalamazoo applied for a RAISE grant. Let Stepek know if any agency would like a resolution of support from Kalamazoo Area Transportation Study for any planned grant applications.

SUBCOMMITTEE UPDATES

NON-MOTORIZED SUBCOMMITTEE- The Subcommittee met January 18, 2023. As previously discussed, the Subcommittee is working on adding an accurate non-motorized layer to Google Maps for the Kalamazoo region. Townsend reported the Subcommittee discussed adding information to pop-up boxes. Google data sharing maps has four designations for non-motorized trails: trails, dedicated lanes, bicycle friendly, and dirt/unpaved trails. One type of facility will be uploaded at a time, starting with shared use pathways. Subcommittee and public feedback on pathway inaccuracies is being solicited until the next quarterly meeting anticipated in April. Corrections have been made to the map but are not yet reflected on the interactive map.

COMPLETE STREETS IMPLEMENTATION PLAN- Last month's kickoff meeting went well. Mickelson is compiling information. Another meeting will be held in the future.

TRAFFIC SIGNAL COORDINATION- Stepek reported the first Traffic Signal Coordination Subcommittee meeting provided discussion on which agencies are coordinating already, and what others are doing. The Subcommittee will continue to meet quarterly.

PUBLIC TRANSPORTATION UPDATES

Schultz reported the Kalamazoo Metro/Central County Transportation Authority Comprehensive Operational Analysis (COA) is essentially wrapped up. The final report will be posted to the Metro website and be presented to the Central County Transportation Authority/Kalamazoo County Transportation Authority board at their meeting on Monday, February 13, 2023 at 11:30 a.m. The consultant will return in April for a final sign off. In the fall, changes may begin to be implemented on the fixed route system. Plans are underway to incorporate Microtransit. Metro has met with potential vendors to gather data on outsourcing the service versus keeping it in-house. Microtransit roll-out is anticipated to begin the first half of 2024. As always, please let Schultz know of any construction projects that may impact bus routes.

STATUS REPORTS

ROADS-

Belka provided the Michigan Department of Transportation (MDOT) update that the US-131, from Shaver to M-216 (8.4 miles) was let on February 3, 2023 and came in just under estimate. Construction could begin as early as May 1, 2023 and is scheduled for final completion by June 13,

2025. Milling and multicourse overlay will be done on M-216 to north of Michigan Avenue and south of YZ Avenue to N of XY Avenue. Reconstruction in the Village of Schoolcraft will include median crossover removal at county road intersections, and replacement with indirect left turn lanes. GTR Railroad will be reconstructed. Signal reconstruction will occur at Eliza and Shaver and upgrade at Lyons. I-94 at Portage Road deck pours were delayed. However, work is now ongoing with the first of two deck pours for the Portage Road bridge this week and early next week. Work is also continuing on the railroad bridges and soundwall. The WB I-94 on ramp from Portage Road will have a 45-day closure in the future but it is unknown at this time when that will begin. Tree removal and clearing will begin on March 1, 2023 for the M-40 project in Lawton. The project includes mill and overlay, sidewalk and crosswalk improvements, and a culvert replacement. The project has an anticipated completion date of August 23, 2024.

Randolph reported the City of Kalamazoo is planning lots of street projects and sidewalk work. The biggest project will be on Michigan Avenue where two lanes will be removed, crack filling will be done, and bike lanes will be added. Plans are being finalized for the Ransom Road project slated for summer. The city is working on creating a GIS map that would be available to the public. The city is gearing up for an anticipated six-year long downtown street conversion project beginning with Kalamazoo Avenue. The city received \$750 thousand dollars of safety money which will be used for traffic calming activities expected to begin in summer. Waring added the Patterson Street bridge project will begin February 27, 2023 which entails closing the road. Michigan Avenue from Lowell to Main project will begin April 3, 2023.

Harmon reported the City of Portage opened bid last week for two projects. The Shaver Road project and the Portage Road project came in 6 percent under and 2 percent over, respectively. Construction will begin on both projects this year. The majority of the Shaver Road project will be completed next year. The South Westnedge project will be in the April bid letting. Other projects are under design.

Heppler reported the Village of Augusta is planning an extensive water project in 2023. Two water mains crossing M-96 and effected roads will be replaced.

LAND USE/PLANNING AND ZONING-

Bessert reported Kalamazoo County just completed the ArcGIS jumpstart which will allow more collaboration between agencies. Users will be able to edit the data live in the database. The County is working to switch online public mapping from ESRI servers to in-house servers. The Road Commission Region Map Book is being put in GIS.

Anderson updated the City of Kalamazoo is updating the Stuart Neighborhood and Westwood Neighborhood plans. The City plans to update the downtown parking system using data from a study done in 2018. Design includes curbside use considerations, parklets, and sidewalk cafes. The City may revise the current contract or create an RFP for a new provider. Commercial zoning codes are being updated with anticipated completion in July. Residential district zoning updates will follow.

Feldt reiterated the City of Portage Comprehensive Plan update continues. Feldt reminded attendees to complete the City's Mater Plan on-line survey which ends next week.

NEW BUSINESS

Steppek reminded attendees to submit traffic count requests. After next month's Technical Committee meeting, Traffic Count consultant Brian Burlingham will be available.

Steppek announced recent news of funding opportunities from the Michigan Infrastructure Office. A total of \$25 million dollars has been made available to regions for technical assistance to apply for Infrastructure Investments and Job (IIJA) Grants. The Kalamazoo region allocation is \$240 thousand dollars and \$750 thousand dollars to match grants. Upcoming meetings and discussions will determine how to proceed.

PUBLIC COMMENTS

Citizen Start asked if Kalamazoo County is adding utilities to the public GIS maps. Stepek responded that both utilities and the Road Commission of Kalamazoo County opted out of doing so. Start pointed out that walking on downtown sidewalks is problematic and challenging for the visually impaired due to restaurant seating on sidewalks.

Sotherland asked members to imagine Kalamazoo becoming known as a bicycling destination, pointing out the significant improvements already made plus the potential for further transformation.

ADJOURNMENT

The meeting adjourned at 10:33 a.m.

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

Approved 3/9/23 (er)

Kindleberger Park Reservation Form

Sunken Garden/Gazebo (\$350 non-resident/\$250 resident) (3 hour block)
Includes \$100 refundable deposit

Stage (\$450 non-resident/\$300 resident) (3 hour block) *Includes \$100 deposit*

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

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

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

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

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

Name: Karen Morey Phone: 548-6101

Address: 5779 Hawthorn St 49009

Email: Karen ashley23@gmail.com Alternate Phone: _____

Date of Event: 5-20-23 Time: 2pm-6pm

Type of event: Baby Shower

Approximate number of attendees: 20

Will there be music as part of your event? No

Name of DJ, musical performer, sound technician: _____

Decorations, rental chairs/tents/tables? Describe: balloons & decor that will be removed, chairs from home

Name & address for deposit return: _____

Signature: on phone Date: 3-9-23

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

FOR INTERNAL OFFICE USE:
Application received by: BS Date: 3-9-2023

Payment amount received: \$100 Receipt # _____
Check # _____ Cash _____ Credit X

APPROVAL
Signature _____ Date _____

RECEIVED

MAR 9 2023

PAID

To: Parchment City Commission
From: Parchment Parks and Recreation Committee
Re: Recommendations for Parchment Tree Enhancement Program
Date: March 20, 2023

As charged by the Parchment City Commission, the Parks and Recreation Committee makes the following recommendations regarding a tree enhancement program in the City of Parchment. These recommendations are in response to the first objective under Goal 1 of the City of Parchment Community Parks and Recreation Plan. That objective states: "Develop an integrated tree enhancement and replacement program that involves the entire City including Kindleberger Park." (p.28).

With that objective in mind, the Committee recommends the following two-part tree enhancement program:

Part 1. Tree enhancement in public spaces including but not limited to Kindleberger Park, Devon Park, Commerce Lane Riverfront Park, and City Hall Park.

- Contract with experienced arborist to evaluate tree health on all City properties.
- Contract with an experienced arborist to recommend appropriate trees for planting. Criteria for tree selection might include:
 - ✓ Native species, disease resistance, wildlife/bird habitat and food enhancement, adaptability to a changing climate, etc.
- Hire a professional to develop a plan/design for appropriate planting sites in all locations.
- Develop, with the help of a professional arborist, a systematic plan for newly planted tree care, particularly watering.
- Suggested funding source to hire professionals might include DNR Community Forestry Grant Program (examples of 2023 awards included with this recommendation).
- Funding sources for the systematic purchase and planting of trees might include:
 - ✓ Parchment Tree Enhancement Fund. Establish an on-going fund to receive community donations in support of tree purchase and planting in public areas.
 - ✓ Offer individuals and families opportunity to "purchase and adopt" a tree in public areas of the city. Create a program that clearly acknowledges donor support.
 - ✓ Pursue grant funding directed to tree purchase. This might include the Community Forestry program as well as other local funding sources.
 - ✓ Make sure that tree planting is consistent with the established plan for tree enhancement.

Part 2. Tree enhancement through an educational program for City residents

- Develop an educational program series on best tree selection and planting practices for individual homeowners.
- Partner with the Parchment Community Library for the development and promotion of the program series.
- Engage experienced professionals to present programs.

- Program topics might include best trees for small spaces, proper planting techniques, native trees, identifying disease problems in trees, climate change and trees, demonstration of proper planting and pruning techniques.
- Obtain trees donated by local nurseries to be used as prizes in a drawing available to local residents
- Seasonal programs might be held in Kindleberger Park and include hands-on demonstrations of tree planting techniques, tree disease recognition and treatment, pruning techniques, etc.
- Depending on amount of stipends necessary for speakers and other program costs, funding sources might include a small grant from the Harold and Grace Upjohn Foundation or other local foundations.

To Whom it May Concern,

Parchment Little League is looking to have an opening day parade on Saturday, April 29th. Parade to begin at 9am. Parade route would be leaving Parchment High School, left onto G Ave, left on Riverview, left on Parchmount, right on Orient, right on Glendale, left on Maple, left on Park, ending at Kindleberger Park entrance. Parade will hopefully be done by 9:45 if not sooner.

Thanks so much and please let me know if you have any further questions!

Jennifer Ellard
Parchment Little League Board Secretary
269.910.8257