



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

April 17, 2023

7 P.M.

Parchment City Commission

Mayor Robert D. Britigan III

Vice Mayor Thomas Jordan

Commissioner Tammy Cooper

Commissioner Doug Fooy

Commissioner Holly Evans

Commissioner Robin Madaras

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 April 3, 2023

5. Additions/Changes to the Agenda - Approval

6. Citizen Comments – Items ON the Agenda

If you wish to comment regarding items ON the agenda, please follow the format below:

- *State your name and address for the records*
- *You are allowed up to 5 minutes for your comments*
- *Please let us know if you require special accommodations by notifying the Clerk*

- *Reminder: You will be making a statement, without discussion from the Commission. You are always welcome to make an appointment with the City Manager to further discuss your comments.*

7. Consent Agenda

Items on the consent agenda will be dealt with one vote by the City Commission unless a Commissioner requests an item be dealt with individually.

Motion to RECEIVE OR APPROVE as indicated:

- i. Warrant No. 1488 – action
- ii. 2023 March Credit Card Report – action
- iii. 2023 March Financial Statement - receive
- iv. KABA March 2023 Monthly Report – receive
- v. KATS March 9, 2023 Technical Committee Minutes - receive

8. Unfinished Business

9. New Business

- A. Scottish Festival Contract – action
- B. TKPD Report, Lt. Scott Jackson – receive

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 APRIL 3, 2023.

1. Call to order

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

2. Roll Call.

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

Absent: None.

3. Minutes

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

4. Additions or changes to the agenda.

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

5. Citizen Comments – Items ON the Agenda

None.

6. Consent Agenda

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

7. Unfinished Business

None.

8. New Business

A. Parks and Recreation Committee, “Put your town on the map”/Paper Trail project – action. Cheryl Lyon-Jenness, 294 Glendale and member of the Parks and Rec Committee, explained the origin of this grant opportunity, and how the city could benefit from it. After outlining the main idea, and noting that the application doesn’t ask for final project details, she essentially asked the commission for their input and whether they support this project. Some discussion took place. Moved by Commissioner Madaras, supported by Commissioner Fooy, to support the Parks and Rec Committee’s Paper Trail project.

Roll call was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0.

B. Chicken Permit Request - action. Mayor Britigan said these permits are normally approved administratively at City Hall, but this is before the commission as a point of emphasis to the process. City Manager Stoddard agreed, adding that this permit request is in alignment with the city’s chicken ordinance, and it’s a good reminder to all residents how to comply. Violations are civil infractions to be enforced by KTPD. Moved by Commissioner Cooper, supported by Commissioner Conner to approve the West family chicken permit. **Motion Carried.**

C. Budget Presentation, City Manager Stoddard - receive. Mayor Britigan began by saying this is the second step in our budget process. City Manager Stoddard noted that this is just a first look at the budget, and it includes many of the concerns commissioners brought to the work session in February. She then went over highlights in each fund, and asked commissioners to bring their questions to the next meeting.

9. Citizen Comments

None.

10. Mayor and Commissioner Comments

Commissioner Cooper said she’s grateful for the work the Parks and Rec committee has been doing, looking into grants, etc. adding it’s “a thankless job”. She said it’s a great start for future generations, and is excited about the possibility of an art installation.

Commissioner Conner asked about a house on Parchmount that seems to be running a car repair out of their home.

Commissioner Fooy noted a concern with the lack of activity regarding the house at the corner of Wilson and Thomas, saying he's discouraged. He then said he will be missing a couple meetings due to surgery he is having.

11. City Manager Comments/Reports

City Manager Stoddard reported that the house Commissioner Fooy asked about is due in court this week, adding that it can take a long time for these things to move forward. She mentioned having a lone garage on the property doesn't align with our ordinances, so it will need to be removed. She then invited anyone who has questions or concerns to call and discuss them with her.

12. Adjournment

There being no further business to come before the Commission, it was moved by Commissioner Cooper and supported by all to adjourn the meeting at 7:47 p.m.

Shannon Stutz, City Clerk



City of Parchment
 Check Register Report
 Warrant 1488

Check	Check Date	Vendor Name	Description	Amount
37512	04/14/2023	CLAUDIA BRITIGAN	PLAYSCRIPTS / YOUTH SHOW 2023	517.14
37513	04/14/2023	COMPANION LIFE	LIFE & AD&D INS - APRIL LIFC3712	66.50
37514	04/14/2023	CONSUMERS ENERGY	ACCT #: 1704 5509 CITY HALL	6,260.95
37515	04/14/2023	VOID		0.00
37516	04/14/2023	VOID		0.00
37517	04/14/2023	CORPORATE TECHNOLOGIES LLC	MALWARE KITS	83.04
37518	04/14/2023	ENGINEERED PROTECTION SYSTEMS	WATER TREATMENT PLANT - 05/01 TO 07/31/2	186.84
37519	04/14/2023	FORD, KRIEKARD, SOLTIS & WISE	GENERAL MATTERS - MARCH	918.75
37520	04/14/2023	KALAMAZOO AREA BUILDING AUTHOR	PROPERTY MAINT - 103 DEVON APT C4	100.00
37521	04/14/2023	KALAMAZOO CITY TREASURER	CITY WATER/SEWER - 01/04 TO 03/31/23	327.10
37522	04/14/2023	KALAMAZOO CO. ROAD COMMISSION	TRAFFIC SIGNAL MAINT & ENERGY USE - JAN	245.74
37523	04/14/2023	KALAMAZOO COUNTY CLERK	NOVEMBER 8, 2022 - GENERAL ELECTION	129.93
37524	04/14/2023	KALAMAZOO OIL CO.	FUEL CHARGES 03/16 TO 03/31/23	121.33
37525	04/14/2023	KNIGHT OF COLUMBUS COUNCIL 1616	BINGO - LICENSE FEE	25.00
37526	04/14/2023	MLIVE MEDIA GROUP	NOTICE OF BUDGET HEARING	45.57
37527	04/14/2023	NANCY STODDARD	ZOOM - ONLINE MEEING PLATFORM	43.01
37528	04/14/2023	PREIN & NEWHOF	COMMERCE LANE TRESTLE REMOVAL & RIVERBAN USDA \$2073.00, Trestle \$1920.00, Stormwater \$255.00	4,248.00
37529	04/14/2023	PURITY CYLINDER GASES, INC.	QUARTERLY CYLINDER RENTAL	84.70
37530	04/14/2023	REPUBLIC SERVICES #249	CITY WIDE PICKUP - APRIL	10,197.14
37531	04/14/2023	SBIS	EMPLOYEE INS - MAY 2023	12,258.49
37532	04/14/2023	SEVERANCE ELECTRIC CO INC	TRAFFIC SIGNAL MAINT - MARCH 2023	120.00
37533	04/14/2023	SHANNON STUTZ	MILEAGE - JAN, FEB, MARCH	98.77
37534	04/14/2023	SHANNON STUTZ	INS DED REIMB - DECEMBER	242.00
37535	04/14/2023	SIGNCRAFTERS	2 PARCHMENT PUBLIC WORKS SIGNS	600.00
37536	04/14/2023	THE FOUNTAINS	BINGO DEPOSIT 2024	800.00
37537	04/14/2023	THRUN LAW FIRM P.C.	USDA LOAN - MARCH	36.00

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Cardholder Account Summary cont.

Name and Account Number	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
JIM DUBY XXXX XXXX XXXX 1892	\$3,000	\$0.00	\$1,189.00	\$0.00	\$1,189.00
CAMRON J BOEKHOVEN XXXX XXXX XXXX 9114	\$3,000	\$0.00	\$504.62	\$0.00	\$504.62
NANCY R STODDARD XXXX XXXX XXXX 7241	\$5,000	\$0.00	\$495.21	\$0.00	\$495.21
SHANNON STUTZ XXXX XXXX XXXX 9125	\$5,000	\$0.00	\$1,572.05	\$0.00	\$1,572.05

Cardholder Account Activity

PHIL WOLTHUIS XXXX XXXX XXXX 1793	Credit Limit \$5,000	Credits \$0.00	Purchases \$1,744.71	Cash Advances \$0.00	Total Activity \$1,744.71
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Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
03/07	03/08	02305373086000598018299	TRACTOR SUPPLY #1272 KALAMAZOO MI		\$95.96
03/15	03/14	75500593073900011500034	MARTIN SPRING & DRIVE KALAMAZOO MI		\$315.25
03/22	03/21	85454913080800018619926	CLEAN EARTH ENVIRONMEN KALAMAZOO MI		\$1,333.50

BILL CAHILL XXXX XXXX XXXX 1801	Credit Limit \$5,000	Credits \$0.00	Purchases \$417.90	Cash Advances \$0.00	Total Activity \$417.90
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Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
02/28	02/27	55480773059191000570541	FARM & FLEET OF PORTAG PORTAGE MI		\$197.93
03/07	03/06	02305373086000598018372	TRACTOR SUPPLY #1272 KALAMAZOO MI		\$179.99
03/22	03/21	02305373081000583703708	TRACTOR SUPPLY #1272 KALAMAZOO MI		\$39.98

JIM DUBY XXXX XXXX XXXX 1892	Credit Limit \$3,000	Credits \$0.00	Purchases \$1,189.00	Cash Advances \$0.00	Total Activity \$1,189.00
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Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
02/28	02/27	55446413058207556100017	MILLASSIST SERVICES IN 2898923211 MI		\$1,189.00

CAMRON J BOEKHOVEN XXXX XXXX XXXX 9114	Credit Limit \$3,000	Credits \$0.00	Purchases \$504.62	Cash Advances \$0.00	Total Activity \$504.62
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Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
03/01	02/27	75207593059900014800043	WEST MICHIGAN INTERNAT GRAND RAPIDS MI		\$101.83
03/02	03/01	55480773081191000573873	FARM & FLEET OF PORTAG PORTAGE MI		\$37.49
03/14	03/13	02305373073000608478112	TRACTOR SUPPLY #1272 KALAMAZOO MI		\$10.90
03/17	03/16	05436843075200059044364	LAKELAND ASPHALT CORPO 269-964-1720 MI		\$120.51
03/23	03/22	75217693082240000085940	EDWARDS INDUSTRIAL SAL KALAMAZOO MI		\$160.71
03/27	03/24	02305373084100187260332	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$73.18

NANCY R STODDARD XXXX XXXX XXXX 7241	Credit Limit \$5,000	Credits \$0.00	Purchases \$495.21	Cash Advances \$0.00	Total Activity \$495.21
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Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
03/01	02/28	55500363059872642556574	MARANA GROUP 8006533121 MI		\$154.92
03/09	03/08	55500363067872912575514	MARANA GROUP 8006533121 MI		\$340.29

(transactions continued on next page)

Cardholder Account Activity cont.

SHANNON STUTZ XXXX XXXX XXXX 9125		Credit Limit \$5,000	Credits \$0.00	Purchases \$1,572.05	Cash Advances \$0.00	Total Activity \$1,572.05
Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount	
02/28	02/28	55432863059206244742852	SPECTRUM 855-707-7328 MO		\$119.98	
03/08	03/03	85140513063900010600038	CORNERSTONE OFFICE SYS AVALENCE@CORN MI		\$232.74	
03/08	03/07	02305373067000608529698	USPS PO 2549110002 KALAMAZOO MI		\$28.75	
03/08	03/07	82711163066000008781648	PIXELVINE FREEPORT MI		\$89.75	
03/13	03/11	05410193071105092589529	QUILL CORPORATION 800-982-3400 SC		\$221.32	
03/14	03/13	82711163072000007744387	PIXELVINE FREEPORT MI		\$75.00	
03/16	03/15	82712913076000000571417	CORPORATE TECHNOLOGIES 7018934056 MN		\$438.17	
03/24	03/23	65187423083000001348681	CITY OF KALAMAZOO 8888916064 MI		\$25.92	
03/24	03/23	65187423083000001348673	CITY OF KALAMAZOO 8888916064 MI		\$40.55	
03/24	03/23	65187423083000001348699	CITY OF KALAMAZOO 8888916064 MI		\$68.99	
03/24	03/23	65187423083000001348707	CITY OF KALAMAZOO 8888916064 MI		\$81.11	
03/27	03/26	55432863085203855450848	SPECTRUM 855-707-7328 MO		\$149.97	

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE			
		AMENDED BUDGET	NORMAL (ABNORMAL)	03/31/2023	(ABNORMAL)	MONTH 03/2023	INCREASE (DECREASE)	BALANCE	(ABNORMAL)	% BDDT	USED
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		3,072.56			298.15	(72.56)		102.42	
101-000-448.000	1% Collection Fees	29,300.00		29,052.80			146.37	247.20		99.16	
101-000-451.000	License and Fees	15,000.00		3,364.04			165.00	11,635.96		22.43	
101-000-452.000	Cablevision Fees	15,700.00		10,578.64			0.00	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		136,773.11			45,143.26	(773.11)		100.57	
101-000-528.000	Other Federal Funding	23,172.00		23,172.00			23,172.00	0.00		100.00	
101-000-540.000	State Grants	0.00		44,047.14			16,909.14	(44,047.14)		100.00	
101-000-541.000	Federal Grants	6,152.00		6,152.00			6,152.00	0.00		100.00	
101-000-544.000	State Grant - Water Plant	425,000.00		222,110.80			0.00	202,889.20		52.26	
101-000-575.000	State Sales Tax	202,000.00		171,414.00			0.00	30,586.00		84.86	
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		2,863.32			276.23	4,636.68		38.18	
101-000-664.000	Interest on Investments	4,600.00		534.80			246.30	4,065.20		11.63	
101-000-680.000	Reimbursement for Overhead	210,000.00		210,000.00			210,000.00	0.00		100.00	
101-000-694.000	Miscellaneous	17,400.00		11,603.66			0.00	5,796.34		66.69	
101-000-695.000	Other Financing Sources	5,400.00		2,613.01			0.00	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		1,697,027.93			302,508.45	315,096.07		84.34	
TOTAL REVENUES											
		2,012,124.00		1,697,027.93			302,508.45	315,096.07		84.34	
Expenditures											
Dept 100 - Legislative											
101-100-703.000	Payroll - Part Time	8,000.00		8,135.00			600.00	(135.00)		101.69	
101-100-715.000	Social Security	850.00		300.70			37.20	549.30		35.38	
101-100-720.000	Worker's Compensation	250.00		0.00			0.00	250.00		0.00	
101-100-722.000	Medicare	200.00		70.36			8.71	129.64		35.18	
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		13,277.00			361.50	(1,277.00)		110.64	
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		505.00			75.00	495.00		50.50	
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		1,371.85			684.60	3,628.15		27.44	
101-100-955.000	Miscellaneous	300.00		0.00			0.00	300.00		0.00	
Total Dept 100 - Legislative		31,800.00		26,345.34			1,767.01	5,454.66		82.85	
Dept 200 - Administration											
101-200-702.000	Payroll - Full Time	123,000.00		82,600.09			8,642.04	40,399.91		67.15	
101-200-703.000	Payroll - Part Time	48,000.00		30,080.60			4,100.00	17,919.40		62.67	
101-200-715.000	Social Security	10,500.00		6,326.57			654.72	4,173.43		60.25	
101-200-716.000	Hospital/Life Insurance	68,000.00		42,715.08			4,746.12	25,284.92		62.82	
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		28,601.87			5,895.07	(8,601.87)		143.01	
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		1,479.60			153.11	920.40		61.65	
101-200-724.000	ICMA Retirement Benefit	9,800.00		10,480.00			0.00	(680.00)		106.94	

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)	03/31/2023	NORMAL (ABNORMAL)	MONTH 03/31/2023	INCREASE (DECREASE)	BALANCE	% B DGT
								NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND									
Expenditures									
101-200-730.000	Postage	7,900.00		3,559.97		500.00		4,340.03	45.06
101-200-740.000	Operating Supplies	2,000.00		4,921.43		525.97		(2,921.43)	246.07
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		57,544.92		20,276.49		(34,672.92)	251.60
101-200-805.000	Computer Services	9,500.00		7,669.38		332.02		1,830.62	80.73
101-200-830.000	Memberships & Dues	1,200.00		976.50		427.50		223.50	81.38
101-200-850.000	Communications	7,300.00		7,035.80		1,160.32		264.20	96.38
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		3,946.90		591.20		453.10	89.70
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		280.91		12.98		(280.91)	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		334,587.36		48,017.54		47,234.64	87.63
Dept 210 - Legal Services									
101-210-801.000	Attorney - General	16,000.00		9,041.25		887.50		6,958.75	56.51
101-210-802.000	Attorney-Police Matters	9,800.00		1,855.00		175.00		7,945.00	18.93
	Total Dept 210 - Legal Services	25,800.00		10,896.25		1,062.50		14,903.75	42.23
Dept 300 - Police									
101-300-703.000	Payroll - Part Time	6,800.00		5,080.00		800.00		1,720.00	74.71
101-300-715.000	Social Security	600.00		314.96		49.60		285.04	52.49
101-300-722.000	Medicare	100.00		73.66		11.60		26.34	73.66
101-300-800.000	Professional/Contractual Serv.	440,214.00		366,845.00		110,053.50		73,369.00	83.33
	Total Dept 300 - Police	447,714.00		372,313.62		110,914.70		75,400.38	83.16
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		57,049.42		16,725.00		12,950.58	81.50
101-336-850.000	Communications	4,200.00		2,818.44		659.61		1,381.56	67.11
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		1,864.19		304.56		835.81	69.04
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		81,975.18		17,689.17		41,124.82	66.59
Dept 440 - Public Services									
101-440-702.000	Payroll - Full Time	102,000.00		72,797.55		7,241.47		29,202.45	71.37
101-440-715.000	Social Security	6,300.00		5,859.44		593.59		440.56	93.01
101-440-716.000	Hospital/Life Insurance	44,000.00		32,205.09		3,504.43		11,794.91	73.19
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		23,755.29		5,085.22		17,744.71	57.24
101-440-720.000	Worker's Compensation	3,600.00		0.00		0.00		3,600.00	0.00

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BGD	USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	03/31/2023	NORMAL (ABNORMAL)	MONTH 03/31/2023	INCREASE (DECREASE)	BALANCE	(ABNORMAL)		
Fund 101 - GENERAL FUND											
Expenditures											
101-440-722.000	Medicare	1,480.00		1,370.21		138.83		109.79		92.58	
101-440-740.000	Operating Supplies	2,500.00		43.93		0.00		2,456.07		1.76	
101-440-746.000	Gasoline & Oil	4,400.00		8,785.49		1,095.60		(4,385.49)		199.67	
101-440-775.000	Repair & Maintenance Supplies	8,200.00		9,357.13		1,118.39		(1,157.13)		114.11	
101-440-780.000	Safety Supplies	500.00		0.00		0.00		500.00		0.00	
101-440-800.000	Professional/Contractual Serv.	1,000.00		3,267.34		1,500.00		(2,267.34)		326.73	
101-440-810.000	Rubbish Collection Charges	118,400.00		97,822.37		9,640.25		20,577.63		82.62	
101-440-815.000	Uniform Rental	3,000.00		2,140.77		47.99		859.23		71.36	
101-440-830.000	Memberships & Dues	900.00		499.00		0.00		401.00		55.44	
101-440-850.000	Communications	1,000.00		1,829.82		119.98		(829.82)		182.98	
101-440-860.000	Institutes & Training	500.00		0.00		0.00		500.00		0.00	
101-440-880.000	Community Promotion	6,000.00		5,572.00		0.00		428.00		92.87	
101-440-910.000	Insurance & Bonds	8,700.00		9,624.06		0.00		(924.06)		110.62	
101-440-920.000	Utilities	29,000.00		23,780.78		3,425.34		5,219.22		82.00	
101-440-926.000	Street Lighting	11,800.00		11,737.59		603.72		62.41		99.47	
101-440-930.000	Repair & Maint.Contractors	0.00		3,196.69		0.00		(3,196.69)		100.00	
101-440-955.000	Miscellaneous	0.00		30,225.00		0.00		(28,225.00)		1,511.25	
101-440-970.000	Capital	2,000.00				0.00					
Total Dept 440 - Public Services		399,480.00		345,369.55		35,889.05		54,110.45		86.45	
Dept 591 - Water Plant Grant Expenses											
101-591-740.000	Operating Supplies	0.00		751.34		648.40		(751.34)		100.00	
101-591-800.000	Professional/Contractual Serv.	413,000.00		212,181.03		0.00		200,818.97		51.38	
101-591-830.000	Memberships & Dues	0.00		1,000.00		0.00		(1,000.00)		100.00	
101-591-920.000	Utilities	0.00		1,896.04		254.57		(1,896.04)		100.00	
101-591-930.000	Repair & Maint.Contractors	0.00		719.33		0.00		(719.33)		100.00	
101-591-970.000	Capital	0.00		46,174.00		0.00		(46,174.00)		100.00	
Total Dept 591 - Water Plant Grant Expenses		413,000.00		262,721.74		902.97		150,278.26		63.61	
Dept 751 - Parks, Recreation & Culture											
101-751-702.000	Payroll - Full Time	59,000.00		61,400.33		6,251.29		(2,400.33)		104.07	
101-751-715.000	Social Security	3,700.00		3,775.74		384.27		(75.74)		102.05	
101-751-716.000	Hospital/Life Insurance	24,500.00		9,806.26		1,051.74		14,693.74		40.03	
101-751-716.001	Insurance Deductible	1,400.00		0.00		0.00		1,400.00		0.00	
101-751-718.000	Pension	24,000.00		19,955.73		4,301.69		4,044.27		83.15	
101-751-720.000	Worker's Compensation	3,500.00		0.00		0.00		3,500.00		0.00	
101-751-722.000	Medicare	850.00		882.82		89.86		(32.82)		103.86	
101-751-746.000	Gasoline & Oil	2,800.00		2,550.08		112.17		249.92		91.07	
101-751-775.000	Repair & Maintenance Supplies	13,000.00		7,294.00		0.00		5,706.00		56.11	
101-751-780.000	Safety Supplies	400.00		0.00		0.00		400.00		0.00	
101-751-800.000	Professional/Contractual Serv.	0.00		24,082.80		0.00		(24,082.80)		100.00	
101-751-910.000	Insurance & Bonds	7,100.00		7,100.00		0.00		0.00		100.00	
101-751-920.000	Utilities	7,100.00		7,389.90		605.34		(289.90)		104.08	
101-751-930.000	Repair & Maint.Contractors	29,200.00		4,756.98		0.00		24,443.02		16.29	
101-751-970.000	Capital	6,000.00		0.00		0.00		6,000.00		0.00	
Total Dept 751 - Parks, Recreation & Culture		182,550.00		148,994.64		12,796.36		33,555.36		81.62	
TOTAL EXPENDITURES		2,005,266.00		1,583,203.68		229,039.30		422,062.32		78.95	

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDC	USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	03/31/2023	NORMAL (ABNORMAL)	MONTH 03/31/2023	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE		
Fund 101 - GENERAL FUND											
Fund 101 - GENERAL FUND:											
	TOTAL REVENUES	2,012,124.00	1,697,027.93		302,508.45		315,096.07		84.34		
	TOTAL EXPENDITURES	2,005,266.00	1,583,203.68		229,039.30		422,062.32		78.95		
	NET OF REVENUES & EXPENDITURES	6,858.00	113,824.25		73,469.15		(106,966.25)		1,659.73		

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 03/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDC USED
Fund 202 - MAJOR STREET FUND						
Revenues						
Dept 000						
202-000-546.000	State Grants - Act 51	178,200.00	134,027.01	14,769.32	44,172.99	75.21
Total Dept 000		178,200.00	134,027.01	14,769.32	44,172.99	75.21
TOTAL REVENUES						
		178,200.00	134,027.01	14,769.32	44,172.99	75.21
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	4,624.40	490.01	4,375.60	51.38
202-463-715.000	Social Security	550.00	281.24	29.80	268.76	51.13
202-463-716.000	Hospital/Life Insurance	3,800.00	1,560.09	166.45	2,239.91	41.06
202-463-716.001	Insurance Deductible	210.00	0.00	0.00	210.00	0.00
202-463-718.000	Pension	3,600.00	1,624.07	337.35	1,975.93	45.11
202-463-720.000	Worker's Compensation	570.00	0.00	0.00	570.00	0.00
202-463-722.000	Medicare	130.00	65.86	6.98	64.14	50.66
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	631.99	0.00	1,668.01	27.48
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	13,907.65	1,030.59	14,552.35	48.87
Dept 475 - Traffic Services						
202-475-702.000	Payroll - Full Time	8,500.00	4,700.74	481.27	3,799.26	55.30
202-475-715.000	Social Security	530.00	285.99	29.26	244.01	53.96
202-475-716.000	Hospital/Life Insurance	3,600.00	1,559.87	166.42	2,040.13	43.33
202-475-716.001	Insurance Deductible	200.00	0.00	0.00	200.00	0.00
202-475-718.000	Pension	3,500.00	1,594.96	331.36	1,905.04	45.57
202-475-720.000	Worker's Compensation	540.00	0.00	0.00	540.00	0.00
202-475-722.000	Medicare	120.00	67.00	6.86	53.00	55.83
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	(561.13)	522.26	3,061.13	(22.45)
202-475-930.000	Repair & Maint.Contractors	13,100.00	8,826.42	822.91	4,273.58	67.38
Total Dept 475 - Traffic Services		33,090.00	16,473.85	2,360.34	16,616.15	49.78
Dept 478 - Winter Maintenance						
202-478-702.000	Payroll - Full Time	10,200.00	7,166.57	786.95	3,033.43	70.26
202-478-715.000	Social Security	600.00	436.70	47.82	163.30	72.78
202-478-716.000	Hospital/Life Insurance	4,300.00	2,316.70	288.39	1,983.30	53.88
202-478-716.001	Insurance Deductible	250.00	0.00	0.00	250.00	0.00
202-478-718.000	Pension	4,200.00	2,221.47	468.37	1,978.53	52.89
202-478-720.000	Worker's Compensation	650.00	0.00	0.00	650.00	0.00
202-478-722.000	Medicare	150.00	102.21	11.19	47.79	68.14
202-478-746.000	Gasoline & Oil	1,000.00	760.16	0.00	239.84	76.02
202-478-753.000	Salt	9,000.00	0.00	0.00	9,000.00	0.00

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 03/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDDT USED
Fund 202 - MAJOR STREET FUND						
Expenditures						
Total Dept 478 - Winter Maintenance		30,350.00	13,003.81	1,602.72	17,346.19	42.85
Dept 482 - Administration						
202-482-702.000	Payroll - Full Time	1,250.00	972.70	92.57	277.30	77.82
202-482-715.000	Social Security	75.00	59.07	5.60	15.93	78.76
202-482-716.000	Hospital/Life Insurance	520.00	436.76	46.54	83.24	83.99
202-482-716.001	Insurance Deductible	40.00	0.00	0.00	40.00	0.00
202-482-718.000	Pension	500.00	308.21	64.67	191.79	61.64
202-482-720.000	Worker's Compensation	15.00	0.00	0.00	15.00	0.00
202-482-722.000	Medicare	20.00	13.82	1.31	6.18	69.10
202-482-955.000	Miscellaneous	0.00	1,810.60	0.00	(1,810.60)	100.00
202-482-960.000	Administrative Overhead	20,000.00	20,000.00	20,000.00	0.00	100.00
Total Dept 482 - Administration		22,420.00	23,601.16	20,210.69	(1,181.16)	105.27
TOTAL EXPENDITURES		234,320.00	171,936.47	25,204.34	62,383.53	73.38
Fund 202 - MAJOR STREET FUND:						
TOTAL REVENUES		178,200.00	134,027.01	14,769.32	44,172.99	75.21
TOTAL EXPENDITURES		234,320.00	171,936.47	25,204.34	62,383.53	73.38
NET OF REVENUES & EXPENDITURES		(56,120.00)	(37,909.46)	(10,435.02)	(18,210.54)	67.55

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR MONTH 03/31/2023	AVAILABLE BALANCE	% BDDT USED
		AMENDED BUDGET	YTD BALANCE 03/31/2023			
		NORMAL	(ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 203 - LOCAL STREET FUND						
Revenues						
Dept 000						
203-000-546.000	State Grants - Act 51	73,300.00		6,010.71	18,622.11	74.59
203-000-676.101	Transfer from General Fund	119,225.00		119,225.00	0.00	100.00
Total Dept 000		192,525.00	173,902.89	125,235.71	18,622.11	90.33
TOTAL REVENUES						
		192,525.00	173,902.89	125,235.71	18,622.11	90.33
Expenditures						
Dept 451 - Construction						
203-451-800.000	Professional/Contractual Serv.	119,225.00	0.00	0.00	119,225.00	0.00
Total Dept 451 - Construction		119,225.00	0.00	0.00	119,225.00	0.00
Dept 463 - Routine Maintenance						
203-463-702.000	Payroll - Full Time	10,500.00	4,793.09	489.99	5,706.91	45.65
203-463-715.000	Social Security	650.00	291.70	29.79	358.30	44.88
203-463-716.000	Hospital/Life Insurance	4,400.00	1,560.07	166.45	2,839.93	35.46
203-463-716.001	Insurance Deductible	250.00	0.00	0.00	250.00	0.00
203-463-718.000	Pension	4,200.00	1,624.07	337.34	2,575.93	38.67
203-463-720.000	Worker's Compensation	650.00	0.00	0.00	650.00	0.00
203-463-722.000	Medicare	150.00	68.23	6.98	81.77	45.49
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	385.01	0.00	3,014.99	11.32
203-463-930.000	Repair & Maint.Contractors	5,400.00	4,844.80	0.00	555.20	89.72
Total Dept 463 - Routine Maintenance		29,900.00	13,566.97	1,030.55	16,333.03	45.37
Dept 475 - Traffic Services						
203-475-702.000	Payroll - Full Time	9,800.00	4,610.57	472.59	5,189.43	47.05
203-475-715.000	Social Security	600.00	280.58	28.76	319.42	46.76
203-475-716.000	Hospital/Life Insurance	4,150.00	1,521.28	162.31	2,628.72	36.66
203-475-716.001	Insurance Deductible	250.00	0.00	0.00	250.00	0.00
203-475-718.000	Pension	4,000.00	1,567.80	325.39	2,432.20	39.20
203-475-720.000	Worker's Compensation	620.00	0.00	0.00	620.00	0.00
203-475-722.000	Medicare	140.00	65.62	6.72	74.38	46.87
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	9,337.95	995.77	16,322.05	36.39
Dept 478 - Winter Maintenance						
203-478-702.000	Payroll - Full Time	10,400.00	7,125.16	810.73	3,274.84	68.51
203-478-715.000	Social Security	650.00	433.90	48.94	216.10	66.75
203-478-716.000	Hospital/Life Insurance	4,400.00	2,408.52	414.70	1,991.48	54.74
203-478-716.001	Insurance Deductible	250.00	0.00	0.00	250.00	0.00
203-478-718.000	Pension	4,200.00	2,198.70	462.28	2,001.30	52.35
203-478-720.000	Worker's Compensation	650.00	0.00	0.00	650.00	0.00
203-478-722.000	Medicare	150.00	101.53	11.42	48.47	67.69
203-478-746.000	Gasoline & Oil	1,000.00	760.16	0.00	239.84	76.02

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	03/31/2023	03/31/2023	MONTH 03/31/2023	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 203 - LOCAL STREET FUND										
Expenditures										
203-478-753.000	Salt	6,000.00	0.00	0.00	0.00	0.00	0.00	6,000.00	0.00	0.00
203-478-775.000	Repair & Maintenance Supplies	0.00	19.98	19.98	0.00	0.00	0.00	(19.98)	100.00	100.00
Total Dept 478 - Winter Maintenance		27,700.00	13,047.95	13,047.95	1,748.07	1,748.07		14,652.05	47.10	
Dept 482 - Administration										
Payroll - Full Time										
203-482-702.000	Social Security	1,500.00	972.62	972.62	92.57	92.57		527.38	64.84	64.84
203-482-715.000	Hospital/Life Insurance	100.00	59.06	59.06	5.60	5.60		40.94	59.06	59.06
203-482-716.000	Insurance Deductible	650.00	436.75	436.75	46.54	46.54		213.25	67.19	67.19
203-482-716.001	Pension	50.00	0.00	0.00	0.00	0.00		50.00	0.00	0.00
203-482-718.000	Worker's Compensation	625.00	308.17	308.17	64.67	64.67		316.83	49.31	49.31
203-482-720.000	Medicare	15.00	0.00	0.00	0.00	0.00		15.00	0.00	0.00
203-482-722.000	Administrative Overhead	25.00	13.81	13.81	1.31	1.31		11.19	55.24	55.24
203-482-960.000		20,000.00	20,000.00	20,000.00	20,000.00	20,000.00		0.00	100.00	100.00
Total Dept 482 - Administration		22,965.00	21,790.41	21,790.41	20,210.69	20,210.69		1,174.59	94.89	94.89
TOTAL EXPENDITURES		225,450.00	57,743.28	57,743.28	23,985.08	23,985.08		167,706.72	25.61	25.61
Fund 203 - LOCAL STREET FUND:										
TOTAL REVENUES		192,525.00	173,902.89	173,902.89	125,235.71	125,235.71		18,622.11	90.33	90.33
TOTAL EXPENDITURES		225,450.00	57,743.28	57,743.28	23,985.08	23,985.08		167,706.72	25.61	25.61
NET OF REVENUES & EXPENDITURES		(32,925.00)	116,159.61	116,159.61	101,250.63	101,250.63		(149,084.61)	352.80	352.80

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 03/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2023 INCREASE (DECREASE)	NORMAL (ABNORMAL)	AVAILABLE BALANCE	% BDDT USED
Fund 251 - Brownfield Redevelopment							
Revenues							
Dept 000							
251-000-404.000	Tax Revenue	299,300.00	297,669.70	(674.47)		1,630.30	99.46
251-000-694.000	Miscellaneous	0.00	2,222.00	0.00		(2,222.00)	100.00
Total Dept 000		299,300.00	299,891.70	(674.47)		(591.70)	100.20
TOTAL REVENUES		299,300.00	299,891.70	(674.47)		(591.70)	100.20
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	130,000.00	130,000.00		0.00	100.00
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	189,211.08	130,000.00		(1,065.08)	100.57
TOTAL EXPENDITURES		188,146.00	189,211.08	130,000.00		(1,065.08)	100.57
Fund 251 - Brownfield Redevelopment:							
TOTAL REVENUES		299,300.00	299,891.70	(674.47)		(591.70)	100.20
TOTAL EXPENDITURES		188,146.00	189,211.08	130,000.00		(1,065.08)	100.57
NET OF REVENUES & EXPENDITURES		111,154.00	110,680.62	(130,674.47)		473.38	99.57

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL	03/31/2023	(ABNORMAL)	MONTH 03/31/2023	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	% BGD 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		20,000.00		0.00
401-000-674.000	Contributed Capital Revenue	5,000.00		12,401.52		143.00		(7,401.52)		248.03
401-000-694.000	Miscellaneous	0.00		20,204.00		0.00		(20,204.00)		100.00
Total Dept 000		25,000.00		32,605.52		143.00		(7,605.52)		130.42
TOTAL REVENUES										
		25,000.00		32,605.52		143.00		(7,605.52)		130.42
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		5,145.00		2,225.00		14,855.00		25.73
401-000-955.000	Miscellaneous	5,000.00		0.00		0.00		5,000.00		0.00
Total Dept 000		25,000.00		5,220.00		2,225.00		19,780.00		20.88
TOTAL EXPENDITURES										
		25,000.00		5,220.00		2,225.00		19,780.00		20.88
Fund 401 - Veteran's Memorial Fund:										
TOTAL REVENUES										
		25,000.00		32,605.52		143.00		(7,605.52)		130.42
TOTAL EXPENDITURES										
		25,000.00		5,220.00		2,225.00		19,780.00		20.88
NET OF REVENUES & EXPENDITURES										
		0.00		27,385.52		(2,082.00)		(27,385.52)		100.00

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)	03/31/2023	03/31/2023	MONTH	INCREASE (DECREASE)	BALANCE	% BDDT
								NORMAL (ABNORMAL)	USED
Fund 590 - SEWER FUND									
Revenues									
Dept 000									
590-000-626.000	Sewer Services	148,000.00		229,200.39		0.00		(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		0.00		(79,300.39)	152.90
TOTAL REVENUES									
		149,900.00		229,200.39		0.00		(79,300.39)	152.90
Expenditures									
Dept 000									
590-000-702.000	Payroll - Full Time	23,000.00		14,012.05		1,359.71		8,987.95	60.92
590-000-715.000	Social Security	1,400.00		846.92		81.97		553.08	60.49
590-000-716.000	Hospital/Life Insurance	9,000.00		6,196.77		661.08		2,803.23	68.85
590-000-716.001	Insurance Deductible	700.00		0.00		0.00		700.00	0.00
590-000-718.000	Pension	9,300.00		4,496.96		938.59		4,803.04	48.35
590-000-720.000	Worker's Compensation	500.00		0.00		0.00		500.00	0.00
590-000-722.000	Medicare	300.00		198.10		19.17		101.90	66.03
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		117,998.75		3,926.80		(92,998.75)	472.00
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		1,971.89		238.03		328.11	85.73
590-000-930.000	Repair & Maint.Contractors	10,000.00		0.00		0.00		10,000.00	0.00
590-000-955.000	Miscellaneous	0.00		645.00		645.00		(645.00)	100.00
590-000-960.000	Administrative Overhead	40,000.00		40,000.00		40,000.00		0.00	100.00
590-000-968.000	Depreciation	14,100.00		19,166.00		19,166.00		(5,066.00)	135.93
Total Dept 000		146,700.00		216,021.86		67,036.35		(69,321.86)	147.25
TOTAL EXPENDITURES									
		146,700.00		216,021.86		67,036.35		(69,321.86)	147.25
Fund 590 - SEWER FUND:									
TOTAL REVENUES									
TOTAL EXPENDITURES									
NET OF REVENUES & EXPENDITURES									
		149,900.00		229,200.39		0.00		(79,300.39)	152.90
		146,700.00		216,021.86		67,036.35		(69,321.86)	147.25
		3,200.00		13,178.53		(67,036.35)		(9,978.53)	411.83
TOTAL REVENUES - ALL FUNDS									
TOTAL EXPENDITURES - ALL FUNDS									
NET OF REVENUES & EXPENDITURES									
		2,857,049.00		2,566,655.44		441,982.01		290,393.56	89.84
		2,824,882.00		2,223,336.37		477,490.07		601,545.63	78.71
		32,167.00		343,319.07		(35,508.06)		(311,152.07)	1,067.30

PERIOD ENDING ~~05/31/2023~~
3/31/23

2023
AMENDED BUDGET
YTD BALANCE
~~2/28/31/2023~~
2/28/23

ACTIVITY FOR
MONTH 05/31/2023
INCREASE (DECREASE)

AVAILABLE
BALANCE
NORMAL (ABNORMAL)
% BDTG
USED

Fund 250 - KINDLEBERGER SUMMER FESTIVAL

GL NUMBER	DESCRIPTION	AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDTG
		2023	05/31/2023	MONTH 05/31/2023	BALANCE	USED
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Revenues						
Dept 000						
250-000-475.001	Arts & Crafts	4,000.00	2,162.91	0.00	1,837.09	54.07
250-000-475.002	Race/Walk Fees	6,500.00	0.00	0.00	6,500.00	0.00
250-000-475.003	Membership Fund Drive	2,000.00	213.16	0.00	1,786.84	10.66
250-000-475.005	Corporate Sponsorships	16,000.00	2,450.00	0.00	13,550.00	15.31
250-000-590.001	Grants-Irving S Gilmore Found.	30,000.00	0.00	0.00	30,000.00	0.00
250-000-590.002	Grants-Harold & Grace Upjohn	5,000.00	0.00	0.00	5,000.00	0.00
250-000-675.001	Fund Raising	6,500.00	13,086.50	0.00	(6,586.50)	201.33
250-000-675.002	KSF Special Event	6,500.00	0.00	0.00	6,500.00	0.00
250-000-694.000	Miscellaneous	4,050.00	0.00	0.00	4,050.00	0.00
Total Dept 000		80,550.00	17,912.57	0.00	62,637.43	22.24

TOTAL REVENUES

80,550.00	17,912.57	0.00	62,637.43	22.24
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Expenditures

GL NUMBER	DESCRIPTION	AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDTG
		2023	05/31/2023	MONTH 05/31/2023	BALANCE	USED
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Dept 000						
250-000-779.001	Performance Expense	26,300.00	9,777.35	0.00	16,522.65	37.18
250-000-779.003	Festival Day - Race/Walk	6,500.00	0.00	0.00	6,500.00	0.00
250-000-779.004	Fest. Day - Arts & Crafts	200.00	0.00	0.00	200.00	0.00
250-000-779.005	Fest. Day-Childrens Area	1,900.00	0.00	0.00	1,900.00	0.00
250-000-779.008	Fund Raising-Dance	3,700.00	13,675.05	0.00	(9,975.05)	369.60
250-000-779.012	Festival - Administration	17,000.00	389.00	0.00	16,611.00	2.29
250-000-779.013	Stage Entertainment	18,200.00	0.00	0.00	18,200.00	0.00
250-000-779.016	Car Show Expenses	750.00	166.94	0.00	583.06	22.26
250-000-779.020	Publicity	6,000.00	0.00	0.00	6,000.00	0.00
Total Dept 000		80,550.00	24,008.34	0.00	56,541.66	29.81

TOTAL EXPENDITURES

80,550.00	24,008.34	0.00	56,541.66	29.81
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Fund 250 - KINDLEBERGER SUMMER FESTIVAL:

TOTAL REVENUES	80,550.00	17,912.57	0.00	62,637.43	22.24
TOTAL EXPENDITURES	80,550.00	24,008.34	0.00	56,541.66	29.81
NET OF REVENUES & EXPENDITURES	0.00	(6,095.77)	0.00	6,095.77	100.00



2023 MONTHLY PERMITS BY JURISDICTION

MONTH OF MARCH 2023			
JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	47	\$ 96,274
COMSTOCK	ELECTRICAL	28	\$ 6,148
COMSTOCK	MECHANICAL	23	\$ 4,070
COMSTOCK	PLUMBING	19	\$ 3,708
COMSTOCK	SPECIAL - JURISDICTION	2	\$ 200
COMSTOCK	SPECIAL - HOMEOWNER	-	\$ -
TOTAL COMSTOCK		119	\$ 110,400
KALAMAZOO	BUILDING	13	\$ 3,941
KALAMAZOO	ELECTRICAL	22	\$ 3,340
KALAMAZOO	MECHANICAL	24	\$ 3,559
KALAMAZOO	PLUMBING	11	\$ 1,880
KALAMAZOO	SPECIAL - JURISDICTION	5	\$ 500
KALAMAZOO	SPECIAL - HOMEOWNER	1	\$ 55
TOTAL KALAMAZOO		76	\$ 13,275
PARCHMENT	BUILDING	1	\$ 155.00
PARCHMENT	ELECTRICAL	1	\$ 120.00
PARCHMENT	MECHANICAL	2	\$ 241.00
PARCHMENT	PLUMBING	2	\$ 306.00
PARCHMENT	SPECIAL - JURISDICTION	1	\$ 100.00
PARCHMENT	SPECIAL - HOMEOWNER	-	\$ -
TOTAL PARCHMENT		7	\$ 922
PINE GROVE	BUILDING	2	\$ 259
PINE GROVE	ELECTRICAL	4	\$ 728
PINE GROVE	MECHANICAL	1	\$ 140
PINE GROVE	PLUMBING	2	\$ 410
PINE GROVE	SPECIAL - JURISDICTION	-	\$ -
PINE GROVE	SPECIAL - HOMEOWNER	-	\$ -
TOTAL PINE GROVE		9	\$ 1,537
RICHLAND	BUILDING	11	\$ 5,683
RICHLAND	ELECTRICAL	13	\$ 3,226
RICHLAND	MECHANICAL	16	\$ 2,901
RICHLAND	PLUMBING	13	\$ 2,392
RICHLAND	SPECIAL - JURISDICTION	-	\$ -
RICHLAND	SPECIAL - HOMEOWNER	-	\$ -
TOTAL RICHLAND		53	\$ 14,202
RICHLAND VILLAGE	BUILDING	4	\$ 2,732
RICHLAND VILLAGE	ELECTRICAL	1	\$ 106
RICHLAND VILLAGE	MECHANICAL	3	\$ 342
RICHLAND VILLAGE	PLUMBING	4	\$ 600
RICHLAND VILLAGE	SPECIAL - JURISDICTION	-	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	-	\$ -
TOTAL RICHLAND VILLAGE		12	\$ 3,780
TOTAL		276	\$ 144,116.00

REVENUE	REVENUE
MARCH 2022	% PREV YEAR MONTH
\$ 52,589	274.0%

PERMITS	PERMITS
MARCH 2022	% 2021 - YTD
217	127.2%

Permit List

04/03/2023

Building

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB23-18-102	221 W THOMAS	06-02-110-510	HORROCKS, SHERRY		03/06/2023	\$155.00	\$0

Work Description: Demolition of home

Total Permits For Type: 1

Total Fees For Type: \$155.00

Total Const. Value For Type: \$0

Report Summary

Population: All Records

Permit.DateIssued Between
 3/1/2023 12:00:00 AM AND
 3/31/2023 11:59:59 PM AND
 Permit.PermitType = Building
 AND
 Permit.BasicUsage = Residential
 AND
 GovernmentUnitList.UnitCode =

Grand Total Fees: \$155.00

Grand Total Permits: 1

Grand Total Const. Value: \$0

Property Maintenance Inspections

Parchment

04/03/2023

Special Permit

Permit #	Job Address	Parcel Number	Owner	Contractor	Date Entere	Fee Total Due
PS21-18-064	103 DEVON Apt C4	06-02-320-750	JBS TREASURE TROVE		06/14/2021	100.00

Work Description: Property Maintenance Request from City of Parchment

Property Maint. Re-inspection Completed: 03/21/2023
Property Maint. Re-inspection Completed: 07/26/2022
Property Maintenance Inspectio Completed: 06/17/2021

Total Permits: 1

Total Fees Due: \$100.00

Population: All Records

Permit.PermitType = Special

Permit.AND

GovernmentUnitList.UnitCode =

18 AND

Permit.Status = HOLD (FEE)

AND

Permit.Category = Jurisdiction

Request



2023 MONTHLY PERMITS BY JURISDICTION

YEAR TO DATE AS OF MARCH 2023

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	77	\$ 117,561
COMSTOCK	ELECTRICAL	58	\$ 10,945
COMSTOCK	MECHANICAL	54	\$ 9,337
COMSTOCK	PLUMBING	37	\$ 6,025
COMSTOCK	SPECIAL - JURISDICTION	2	\$ 200
COMSTOCK	SPECIAL - HOMEOWNER	0	\$ -
TOTAL COMSTOCK		228	\$ 144,068
KALAMAZOO	BUILDING	26	\$ 24,736
KALAMAZOO	ELECTRICAL	45	\$ 6,147
KALAMAZOO	MECHANICAL	64	\$ 9,041
KALAMAZOO	PLUMBING	22	\$ 3,609
KALAMAZOO	SPECIAL - JURISDICTION	8	\$ 800
KALAMAZOO	SPECIAL - HOMEOWNER	3	\$ 165
TOTAL KALAMAZOO		168	\$ 44,498
PARCHMENT	BUILDING	4	\$ 683
PARCHMENT	ELECTRICAL	4	\$ 616
PARCHMENT	MECHANICAL	2	\$ 241
PARCHMENT	PLUMBING	2	\$ 306
PARCHMENT	SPECIAL - JURISDICTION	1	\$ 100
PARCHMENT	SPECIAL - HOMEOWNER	0	\$ -
TOTAL PARCHMENT		13	\$ 1,946
PINE GROVE	BUILDING	6	\$ 1,241
PINE GROVE	ELECTRICAL	8	\$ 1,230
PINE GROVE	MECHANICAL	5	\$ 675
PINE GROVE	PLUMBING	3	\$ 686
PINE GROVE	SPECIAL - JURISDICTION	0	\$ -
PINE GROVE	SPECIAL - HOMEOWNER	0	\$ -
TOTAL PINE GROVE		22	\$ 3,832
RICHLAND	BUILDING	21	\$ 9,645
RICHLAND	ELECTRICAL	28	\$ 5,683
RICHLAND	MECHANICAL	43	\$ 7,817
RICHLAND	PLUMBING	22	\$ 4,753
RICHLAND	SPECIAL - JURISDICTION	1	\$ 100
RICHLAND	SPECIAL - HOMEOWNER	0	\$ -
TOTAL RICHLAND		115	\$ 27,998
RICHLAND VILLAGE	BUILDING	7	\$ 3,188
RICHLAND VILLAGE	ELECTRICAL	3	\$ 453
RICHLAND VILLAGE	MECHANICAL	5	\$ 632
RICHLAND VILLAGE	PLUMBING	6	\$ 810
RICHLAND VILLAGE	SPECIAL - JURISDICTION	1	\$ 100
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	0	\$ -
TOTAL RICHLAND VILLAGE		22	\$ 5,183
TOTAL KABA	YTD	568	227,525.00

REVENUE	REVENUE
YTD - MARCH 2022	% 2022 - YTD
\$ 147,694	154.1%

REVENUE
% 2023 YTD BUDGET
1.41%

PERMITS	PERMITS
YTD - MARCH 2022	% 2022 - YTD
583	97.4%

2023 MONTHLY CUMULATIVE TOTALS			
# PERMITS	REVENUE		
150	\$ 48,411		JAN
142	\$ 34,998		FEB
276	\$ 144,116		MAR
-	\$ -		APR
-	\$ -		MAY
-	\$ -		JUN
-	\$ -		JUL
-	\$ -		AUG
-	\$ -		SEP
-	\$ -		OCT
-	\$ -		NOV
-	\$ -		DEC
568	\$ 227,525		2022

KALAMAZOO AREA TRANSPORTATION STUDY

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

CALL TO ORDER

The March 9, 2023 Technical Committee Meeting was called to order at 9:30 a.m. at Kalamazoo Metro, by Chair Minkus. Minkus began the meeting with a moment of silence for Rene Rangel, a Van Buren County Road Commission employee who died in the line of duty on March 3, 2023.

ROLL CALL

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

MEMBERS PRESENT

Christina Anderson	City of Kalamazoo
Muhammad Arif	City of Portage
Mickey Bittner	Village of Paw Paw (Wightman & Associates)
Heather Bowden	Michigan Department of Transportation, Statewide Planning
Dave Clift	Van Buren County Road Commission
Kerry DenBraber	Michigan Department of Transportation, TSC
Eric Feldt	City of Portage
Kendra Gwin	City of Portage
Jeff Heppler	Village of Augusta
Jim Hoekstra	Road Commission of Kalamazoo County
Joel Hoort	Van Buren County Road Commission
Anna Horner	Oshtemo Township
John Lovely	Texas Township
Iris Lubbert	Oshtemo Township
Ryan Minkus	Road Commission of Kalamazoo County
Dennis Randolph	City of Kalamazoo
Ryan Russell	Village of Schoolcraft
Randy Schippers	Village of Vicksburg
Kathy Schultz	Central County Transportation Authority
Paul Sotherland	KATS Citizens Advisory Committee
Jodi Stefforia, Vice-Chair	Comstock Township
Greg Vlietstra	Kalamazoo County Transportation Authority
George Waring	City of Kalamazoo

OTHERS PRESENT

Jamie Harmon	City of Portage
Megan Mickelson	Kalamazoo Area Transportation Study
Elizabeth Rumick	Kalamazoo Area Transportation Study
Hailey Savola	ROWE
Steve Stepek, AICP	Kalamazoo Area Transportation Study

CHANGES OR ADDITIONS TO THE AGENDA

There were no changes or additions to the agenda.

APPROVAL OF THE AGENDA

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

MINUTES FROM THE FEBRUARY 9, 2023 MEETING

Hoekstra moved, and it was duly seconded by Heppler, ***“to approve the minutes from the February 9, 2023 Technical Committee Meeting.”*** MOTION CARRIED.

POLICY COMMITTEE REPORT

Steppek reported the Policy Committee met February 22, 2023. KATS Auditor from Maner Costerisan presented a summary of the audit and audited financial statements as of and for the year ended September 30, 2022. A clean opinion was issued with no audit findings or proposed adjustments. TIP Amendments and a resolution of support for state targets for bridge, pavement, and reliability recommended by the Technical Committee were approved. The FY 2023 Unified Planning Work Program Amendment which is essentially an administrative modification, was adopted.

PUBLIC COMMENTS

No citizens' comments were made.

DRAFT FY 2024 UNIFIED PLANNING WORK PROGRAM

Due to the length of the document, a link to it is included in the packet. The Unified Planning Work Program (UPWP) draft is also available on the katsmpo.org website. Steppek stated this is next year's work program. The overall consolidated planning grant program budget increased 7.9 percent. Included in the budget is Metro's \$100,000 fare study and the renewed Remix software agreement. The pedestrian count program and the Complete Streets plan are also included. Kalamazoo Area Transportation Study's (KATS) continued request to use third party in-kind contributions as match has been approved by Michigan Department of Transportation, Federal Transit Administration and Federal Highway Administration. The Finance Personnel Subcommittee is reviewing the option of a cash match in the future. Beginning with Fiscal Year 2025, the agreements will not cover the required program match. Therefore, KATS will present to the Policy Committee later this month, a proposed 15 percent increase of the contributed service agreements. Please submit comments on the UPWP to KATS staff through the end of the month. The FY 2024 UPWP will be presented for approval at next month's meeting.

EDUCATIONAL TOPIC

Chair Minkus, PE, PTOE, of the Road Commission of Kalamazoo County (RCKC), made a presentation titled RCKC Innovations Showcase. Global Positioning Systems (GPS) and section control were incorporated into existing equipment to help with chip seal operations. Detailed pictures of the chip spreader "cockpit" were displayed. Due to the location of the operator seat and the size of the equipment, the operator has poor visibility. This limited visibility results in overlap which is ineffective, leads to excess stone on the roadway, wastes material, requires manual clean-up, creates a safety hazard, and further supports negative public perception of chip seal. To improve the situation, RCKC learned that agricultural equipment controls could be installed on existing equipment. RCKC decided to try the John Deere Radio RTK 450. Some adaptation of the radio was required. Minkus played a video showing the equipment in action. Application of stone is automatically shut off

when equipment reaches an area already covered. Operators have found the equipment effective. The equipment greatly reduces negative impacts of chip seal and improves the overall process. Due to the successful implementation of the equipment, RCKC is reviewing other uses for it, such as pavement marking. Members discussed related patents, cost savings, GIS integration, and employee training.

CONGRESSIONALLY DIRECTED SPENDING REQUEST DISCUSSION

Steppek reminded attendees that the deadline for applying for earmarks is next week. Let Stepek know if you are applying for earmarks through Senator Gary Peters' office so Kalamazoo Area Transportation Study (KATS) can prepare a letter of support. So far KATS is writing support letters for the City of Kalamazoo, City of Portage, and Metro.

SUBCOMMITTEE UPDATES

NON-MOTORIZED SUBCOMMITTEE- Mickelson reported the next Non-Motorized Subcommittee meeting will be in April. Shared-use pathways will be discussed. Hepler opined this may be a good time to push for work on the Kal-Haven Trail. Stepek and Minkus agreed, adding there is continued effort to support this.

COMPLETE STREETS IMPLEMENTATION PLAN- Mickelson reported the next Complete Streets Implementation Plan meeting will be in April.

TRAFFIC SIGNAL COORDINATION- Stepek reported the next Traffic Signal Coordination Subcommittee meeting will be after the April Technical Committee.

PUBLIC TRANSPORTATION UPDATES

Schultz reported the Kalamazoo Metro/Central County Transportation Authority Comprehensive Operational Analysis (COA) is complete. The final report is posted on the kmetro.com website. Based on the COA, Metro Staff are planning some bus route changes to occur in May, but most will occur in the fall. Microtransit plans are being analyzed. A Request for Proposals will be issued this summer with anticipated implementation the first quarter of 2024. Please let Schultz know of any detours for road construction that will impact bus routes.

STATUS REPORTS

ROADS-

Hoekstra provided the update for the Road Commission of Kalamazoo County. Public meetings have already taken place on the 12th Street and 24th Street projects. Both projects are expected to begin April 17, 2023 with anticipated completion at the end of June. The Parkview Avenue and 11th Street/12th Street project public information meeting will be held March 9, 2023 at 6:00 p.m. at the 12th Street Baptist Church. Phase one of the project is expected to be completed in mid-June with full project completion scheduled for mid-August. The Almena Drive and North 2nd Street project will begin March 27, 2023 with completion anticipated for the end of June. A public informational meeting will be held March 28, 2023 at West Oshtemo Baptist Church. The Sprinkle Road into I-94 project will begin in April. Full closure of Sprinkle will occur in May. Project completion is anticipated for the end of June. A public informational meeting will be held March 29, 2023. Minor bridge work will occur in May at Sprinkle and Springbrook. The Lake Street project will start March 20, 2023 with completion anticipated for the end of the year. A public informational meeting will be held April 4, 2023.

DenBraber of Michigan Department of Transportation, responded to the inquiry that Portage Road ramps will be open while Sprinkle Road is closed. The on-ramps to I-94 that are currently closed are expected to be open on April 13, 2023. The I-94 Portage Road deck pours are complete. Work continues on sidewall installation.

Heppler reported the Village of Augusta is preparing for the summer water project which will also impact village roads. Two water mains crossing M-96 and effected roads will be replaced.

Harmon stated the City of Portage contract did get awarded for the Shaver Road Project. The city is waiting for a bid letting date for the South Westnedge south of Centre project. A preconstruction meeting for the local streets program was held. Work will begin in mid-June. Traffic signal work is planned on Osterhout Avenue.

Randolph reported the City of Kalamazoo received \$12 million dollars for a rebuilding the city grant. A safety grant was previously received. An additional \$6 million dollars was received for a planning grant for design of the downtown streets project. The \$6 million dollar grant is being handled through the State of Michigan Local Agency Program process. The City of Kalamazoo will be working directly with the Federal Highway Administration (FHWA) for the Safety grant and the \$12 million dollar grant. Work continues on the contracts for submission to FHWA. Once the contracts are approved, the City of Kalamazoo will begin letting for project design. Design and bidding of the project is expected toward the end of the year with construction starting in 2024. The City of Kalamazoo met with the Michigan Office of Highway Safety Planning and the Michigan State Police regarding safety benefits resulting from the project. Based on the cost benefit analysis, the biggest benefit of the two-way street conversion is crash reduction savings of \$21 million dollars over 20 years which will offset construction costs. Members Arif and Schultz made inquiries. Waring provided information that the Patterson bridge is currently closed and will be through the summer. There are no delays on the project. A resurfacing project on West Michigan Avenue from Lovell to Main will begin April 3, 2023. The last portion of the Stadium Drive project including landscaping will be completed. \$1.5 million dollars of sidewalk work will be completed. Lots of utility work is anticipated. The Whites Road and Westnedge project is scheduled for late in the season. Work will begin in May on the Ransom Street project. Maintenance and street resurfacing is also planned. Minkus enjoyed attending the city's project informational meetings and found it interesting that traffic calming measures were funded by the Foundation for Excellence. Waring elaborated the city also received a \$1 million dollar grant toward traffic calming.

LAND USE/PLANNING AND ZONING-

Bowden announced the Michigan Department of Transportation released a new electronic signature tool called OneSpan which replaces DocuSign. Registration is open for training on the new tool.

Lubbert reported Oshtemo Township Downtown Development Authority recently closed on property at 6627 Stadium Drive. This will allow the township to explore options to realign Atlantic Avenue. Construction is anticipated for 2026. Oshtemo Township is moving forward with its mixed-use district. Oshtemo Township set aside American Rescue Plan Act funds for a Comprehensive Master Plan.

Anderson updated the City of Kalamazoo continues the public engagement process for the two-way conversion with plans to attend the Stuart Neighborhood meeting next week and give them an update of proposed changes. Kalamazoo Avenue plans will be released the week of May 22, 2023 for feedback and comments.

NEW BUSINESS

Steppek reminded attendees of a meeting with KATS Traffic Count Consultant Brian Burlingham of Traffic Tech LLC immediately following the Technical Committee meeting. Minkus added the Michigan Department of Transportation Local Bridge Program Call and Safety Program Call for Projects are due April 3, 2023, and May 1, 2023, respectively.

PUBLIC COMMENTS

Last month, Sotherland asked members to imagine Kalamazoo becoming known as a bicycling destination. Sotherland shared that he introduced the same vision to the Kalamazoo Bicycle Club and encouraged attendees to continue the vision.

ADJOURNMENT

The meeting was adjourned at 10:27 a.m.

The next meeting of the Kalamazoo Area Transportation Study Technical Committee will be held on Thursday, April 13, 2023 at 9:30 a.m.

Approved 4/13/23 (er)

**LICENSE AGREEMENT FOR USE OF A DESIGNATED PORTION OF
KINDLEBERGER PARK FOR THE KALAMAZOO SCOTTISH FESTIVAL 2023**

THIS AGREEMENT made as of the ____ day of _____, 2023, by and between the City of Parchment ("City"), a Home Rule City, whose address is 650 South Riverview Drive, Parchment, MI 49004; and the Kalamazoo Scottish Festival Association ("Scottish Festival"), a 501(C)(3) Corporation, whose address is P.O. Box 511, Oshtemo, MI 49077.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants of this Agreement and the Agreement itself, IT IS HEREBY AGREED, for good and valuable consideration, the receipt of which is acknowledged:

1. License. The City grants The Kalamazoo Scottish Festival Association, its employees and representatives ("Scottish Festival"), a 501(C)(3) Corporation, a license to use designated portions of Kindleberger Park ("the Park") for the Scottish Festival scheduled in between Friday evening, September 08, 2023, and Sunday, September 10, 2023, in accordance with the terms and conditions set forth herein. This License does not create a tenancy or other interest in the premises.

2. Use of Designated Portions of Kindleberger Park. The Scottish Festival may use that portion of Kindleberger Park as outlined in the map attached hereto as Exhibit A. The lower baseball field infield may not be used for heavy athletics or any other use. The lower baseball field outfield may be used for heavy athletics or any other use.

3. Overnight Camping Prohibited. There shall be no overnight camping in the Park. However, clan tents may be set up on Friday evening and remain until Sunday morning. The Scottish Festival may use two shifts of two security people overnight on Friday and Saturday to secure the clan tents. Campers shall be cited for violating City Ordinances, and tents and persons shall be removed from the Park.

4. Portable Restrooms. The Scottish Festival may, at its own cost, rent portable restrooms for patrons' use to be located in the areas as approved by the City's DPW Supervisor set forth on the attached map (Exhibit A).

5. Alcohol Prohibited. There shall be no alcohol in the park. Any alcohol sold or used shall be off the premises.

6. Parking on Grass or Pathways Prohibited. There shall be no parking by Scottish Festival personnel or patrons on the grass or on pathways within the Park.

7. Hours of Operation. The Scottish Festival may open at 9:00 a.m., each day and shall close by 6:00 p.m., each day.

8. Marketing Material. All marketing materials of the Scottish Festival shall say "Scottish Festival", where applicable, and not just "Festival", which may cause confusion between it and the "Kindleberger Park Summer Festival."

9. Food Trucks. The Scottish Festival may have up to six (6) food trucks to serve its patrons with three (3) to be located in the lower park, and three (3) more to be located in the upper park. All food trucks must have their own source of electricity (generator, etc.). UNLESS APPROVED BY Public Works staff.

10. Fireworks Prohibited. No person may fire, discharge or have in their possession any firework or any substance of an explosive nature. A small low charge blank will be fired from a cannon as was amended to the previous contract.

11. Clean Up. The Scottish Festival shall be responsible for cleanup of trash during and at the conclusion of the event with the expectation that the Park is left in as good condition as when arrived, which shall be completed by 4:00 p.m., on Sunday, September 10, 2023. At the conclusion of the event, City staff will empty City trash cans. Any other trash receptacles shall be removed by the Scottish Festival, its volunteers or contracted services. The Scottish Festival agrees to accept liability for any damage to Kindleberger Park caused by the Scottish Festival and its use of the Park and understands that any fees associated with repairs as a result of the event may be charged back to the Scottish Festival.

12. Police Officers. If the Scottish Festival feels that Kalamazoo Township Police Department Officers are necessary during the Scottish Festival, the Scottish Festival may contract directly with Kalamazoo Township. Any additional police services shall be the sole cost of the Scottish Festival. The City will not provide police officers except in the course of their normal duties on behalf of the City.

13. Sunday Concert. In consideration of the use of the Park and the City's electricity, the Scottish Festival shall provide, without fee to the City, a Sunday Concert in conjunction with the City's Concerts in the Park on Sunday evening, August 27, 2023, weather permitting. If the Scottish Festival does not have its own sound system, it may hire the Sound Engineer used by the Parchment Concerts in the Park Program at a cost of \$600.00.

14. Insurance. The Scottish Festival shall provide to the City liability insurance at all times naming the City of Parchment as an additional named insured and with commercial general liability coverage limits of no less than \$1,000,000.00 per each occurrence, \$100,000.00 for damage to the property, \$1,000,000.00 for personal injury and \$2,000,000.00 general aggregate.

15. Hold Harmless/Indemnity. To the fullest extent permitted by law, the Scottish Festival, its volunteers and agents agree to defend, pay on behalf of it, indemnify and hold harmless the City, its elected and appointed officials, employees, agents and volunteers and others working on behalf of the City from any and all claims, lawsuits,

demands and actions, including costs of litigation and actual attorney's fees, of any kind or nature, for any damages or claim(s) which may be asserted or recovered from the City by reason of personal injury, including bodily injury and/or death and/or property damage, including the loss of use thereof, which arises from or is any way connected to the Scottish Festival's use of the Park, except for those arising out of or caused by the sole negligence, reckless or intentional acts of the City.

16. Non-Employees of City. Employees and representatives of the Scottish Festival are not employees of the City nor independent contractors of the City and shall not represent themselves as employees, agents or representatives of the City.

17. Revocation. In the event of any breach of this License Agreement or any Federal, State, County or local law or regulation, the City may terminate this Agreement upon 30 days' notice except in the case of an emergency, as determined in the sole discretion of the City, immediately upon notice to the Scottish Festival. In the event that state, federal laws, ordinances, rules, regulations or directives prevent the Scottish Festival from taking place, this license shall be deemed revoked.

18. Renewal. This License Agreement may be renewed on such terms and conditions as are agreed upon by the parties. The Scottish Festival shall give the City notice 30 days of its intent to renew.

19. No Assignment. The parties understand that this License Agreement may not be assigned, transferred or otherwise conveyed to any party without the prior written consent of the Parchment City Commission.

20. Notices. All notices, requests, demands or other communications required or permitted to be given hereunder shall be in writing and shall be deemed to have been given if delivered personally, or if sent by facsimile transmission or by first-class mail, postage prepaid, to the address of the parties as set forth below, by e-mail, or such other address as shall be furnished by the respective parties after the execution of this contract:

CITY: City Clerk
City of Parchment
650 South Riverview Drive
Parchment, MI 49004
E-mail: manager@parchment.org

SCOTTISH FESTIVAL: Kalamazoo Scottish Festival Association
P.O. Box 511
Oshtemo, MI 49077
E-mail: kateboeve@gmail.com
info@kalamazooscottishfest.org

21. Non-Modification. This Agreement may not be modified except in writing signed by all parties. Any purported oral modification by practice shall be deemed null, void and of no force and effect.

22. Severability. Should any term, provision, clause, or part of this contract be held void, illegal or unenforceable by a court of competent jurisdiction, such holding shall only affect that term, provision, clause or part held void, illegal or unenforceable and shall not affect in any way the validity or enforceability of any term, provision, clause or part of this contract.

23. Integration Clause. This contract contains the entire agreement and understanding of the parties in respect to the subject matter of this contract shall be deemed fully integrated.

24. Execution in Counterparts. This License Agreement may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument.

25. Effective Date. This contract shall take force and effect on _____, 2023.

IN WITNESS WHEREOF, the parties hereto have executed this License Agreement on the day and year first written above.

WITNESSED BY:

CITY OF PARCHMENT

By: Robert D. Britigan, III
Its: Mayor

WITNESSED BY:

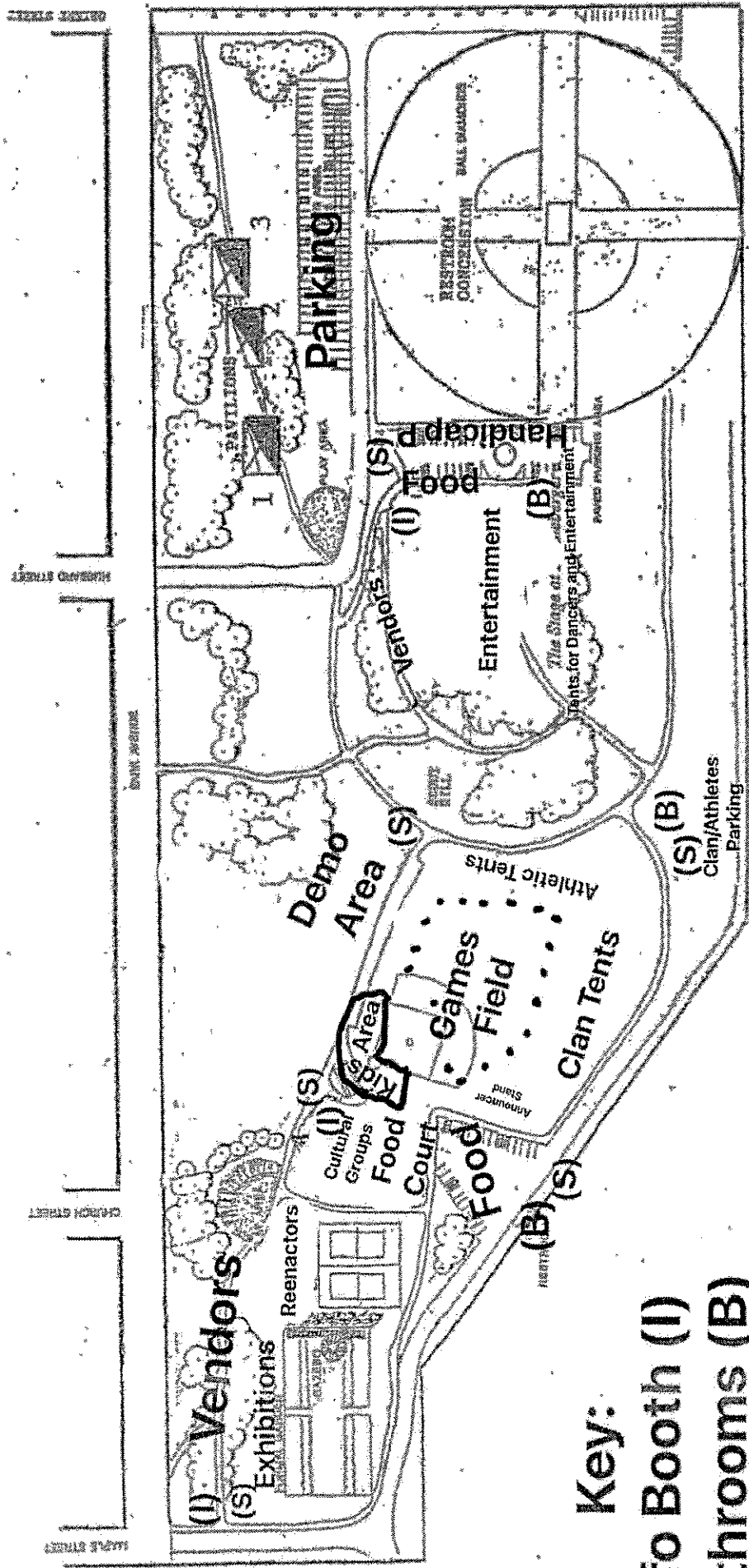
CITY OF PARCHMENT

By: Shannon Stutz
Its: Clerk

WITNESSED BY:

**KALAMAZOO SCOTTISH FESTIVAL
ASSOCIATION**

By: Katherine Boeve
Its: Board Secretary



Key:
Info Booth (I)
Bathrooms (B)
Shuttle Stops (S)

KINDLEBERGER PARK
 CITY OF PARCHEMENT, KALAMAZOO COUNTY, MICHIGAN