

AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

July 17, 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 June 19, 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. 1493 – action
- ii. Warrant No. 1494 – action
- iii. Credit Card Statement, June 2023 – action
- iv. Financial Reports, June 2023 - receive
- v. KABA June 2023 Report - receive
- vi. Kindleberger Park Pavilion #5 Rental – Alexis Black, Birthday Party- action
- vii. Kindleberger Park Pavilions #5 – Jhaneyah Lefore, Birthday Party – action
- viii. KATS April 26, 2023 Meeting Minutes – receive
- ix. Planning Commission Meeting Minutes May 24, 2023 - receive

8. Unfinished Business

9. New Business

- A. Block Party Request for Thomas Street - action
- B. Fishbeck (MI DEAL) Professional Services Contract - action
- C. Sanitary Sewer Easement Agreement, Parchment Partners – action
- D. Budget Amendments to the 2023 Year End – action
- E. Access Agreement to Existing Monitor Wells – Arcadis of MI, Georgia Pacific – action

10. Citizen Comments – Items ON or OFF the Agenda

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

11. Mayor and Commissioner Comments

12. City Manager Comments

13. Adjournment

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY JUNE 19, 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, Commissioners Cooper, Evans, Fooy, and Madaras. City Manager Stoddard, Attorney Soltis, City Treasurer/Clerk Stutz.

Absent: Conner, Jordan.

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

3. Minutes

Moved by Commissioner Madaras, supported by Vice Mayor Jordan to approve the minutes of the June 5, 2023 Regular meeting. Vice Mayor Jordan abstained. **Motion Carried.**

4. Additions or changes to the agenda.

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

5. Citizen Comments – Items ON the Agenda

None.

6. Consent Agenda

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

7. Unfinished Business

A. None.

8. New Business

A. Mill Development Process – discussion. Mayor Britigan recounted the process in place for interested parties – a letter of intent, Planning Commission deciding whether it complies with the Master Plan, then referral to the City Commission. City Manager Stoddard noted that because of the Land Division Act, there is a need to be careful about breaking the property up into parcels. She noted the need for legal descriptions, access roads, and berms. Some discussion took place, then decided to schedule a joint meeting between the Planning Commission and the City Commission on Monday, July 24, to talk through the process.

B. Prosecution of Misdemeanors – discussion. City Manager Stoddard explained that the county prosecutor is usually responsible for prosecuting, but of late they've been understaffed which has resulted in a backlog. As such, only serious crimes have been prioritized. She noted that KTPD has approved an arrangement to have misdemeanors locally prosecuted. Discussion took place.

C. Year End Budget Amendments, Treasurer Stutz - action. Treasurer Stutz went over the memo in the packet, then explained the reasoning behind each amendment. Questions were answered. Moved by Commissioner Madaras, supported by Commissioner Fooy to approve the budget amendments as presented. Roll call vote was as follows:

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

Nays: None.

Absent: Conner, Jordan.

Abstain: None.

Motion Carried 5-0.

D. Renewal of Title VI of Civil Rights Act of 1964 - action. City Manager Stoddard reported that this is just a renewal of the city's pledge to do business in compliance with this act. It is a necessity as we apply for and receive federal funds (ie. EPA and USDA). Moved by Commissioner Cooper, supported by Commissioner Evans to approve the Assurances of Compliance with Title VI and the city's policy statement and authorize the Mayor to sign all documents related to this action. Roll call vote was as follows:

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

Nays: None.

Absent: Conner, Jordan.

Abstain: None.

Motion Carried 5-0.

9. Citizen Comments

Nancy Cramer, 434 Wilson, thanked everyone for their work getting the grants. She said she also appreciates having her road repaved. She expressed an interest in being more informed.

10. Mayor and Commissioner Comments

Commissioner Cooper said she's encouraged by the EPA grant, adding she thinks it's a great start for us.

Commissioner Madaras thanked Treasurer Stutz for her work on the budget/financial report.

Commissioner Fooy thanked Ms. Cramer for attending.

Mayor Britigan reminded everyone the next scheduled meeting is July 17.

11. City Manager Comments/Reports

City Manager Stoddard asked if any commissioner would be able to attend a booth with an arborist during the festival. She reminded everyone she would be on vacation adding that questions or concerns through July 9 will be channeled through City Treasurer Stutz.

12. Adjournment

There being no further business to come before the Commission, it was moved by Commissioner Cooper and supported by all to adjourn the meeting at 8:21 p.m.

Shannon Stutz, City Clerk



City of Parchment
Check Register Report
Warrant 1493

Check	Check Date	Vendor Name	Description	Amount
37612	06/26/2023	CUSTOM SANDBLASTING	21 ENGRAVE VET BRICKS	525.00
37613	06/26/2023	HANDLEY'S TREE SERVICE	PLAYGROUND MULCH	100.00
37614	06/26/2023	J & H OIL COMPANY	FUEL CHARGES - 06/01/23 TO 06/15/23	362.61
37615	06/26/2023	JOAN VANSICKLER	DESIGN SERVICES - LOGO FOR 5K RACE & 202	375.00
37616	06/25/2023	KAL CO HEALTH & COMMUNITY SERV	HHW MONTHLY FEES - MAY 2023	31.84
37617	06/26/2023	KALAMAZOO AREA BUILDING AUTHOR	2 COURT APPEARANCES - 221 W THOMAS STREE	200.00
37618	06/26/2023	MATT ERVIN	KSF - STAGE MANAGER - 1ST PAYMENT DUE	1,050.00
37619	06/26/2023	NANCY STODDARD	INSTITUTES & TRAINING - REIMB	700.00
37620	06/26/2023	PODS ENTERPRISES,LLC	FESTIVAL STORAGE	349.50
37621	06/26/2023	PREIN & NEWHOF	BILLING PERIOD 4/30/23 - 5/27/23 Trestle \$1024.00, Sanitary Sewer \$5159.30	6,183.30
37622	06/26/2023	RIVERRUN PRESS	10,000 - 2023 FESTIVAL POSTCARDS	1,652.38
37623	06/26/2023	SIGNCRAFTERS	2023 CORNHOLE TOURNEY YARD SIGNS	240.00
37624	06/26/2023	STEW 2 STUDIOS	105 DASH PLAQUES - CAR SHOW	140.00



City of Parchment
 Check Register Report
 Warrant 1494

Check	Check Date	Vendor Name	Description	Amount
37652	07/10/2023	COMPANION LIFE	LIFE & AD&D INS - JULY - LIFC3712	66.50
37653	07/10/2023	CONSUMERS ENERGY	ACCT #: 1704 5509 CITY HALL	1,683.38
37654	07/10/2023	VOID		0.00
37655	07/10/2023	DALE W. HUBBARD, INC.	CLEAN OUT SEPTIC - LL - CLEAN EARTH	671.00
37656	07/10/2023	DALE W. HUBBARD, INC.	CLEAN OUT DRAIN - LL - ROTO-ROOTER	313.95
37657	07/10/2023	DEYOUNG LANDSCAPE SERVICE	TURF TREATMENT #3 - GARDEN - ACCT #5223	199.00
37658	07/10/2023	ESPER ELECTRIC, LTD.	VET MEMORIAL ELECTRICAL	220.00
37659	07/10/2023	J & H OIL COMPANY	FUEL CHARGES 06/16 TO 06/30/2023	294.47
37660	07/10/2023	KALAMAZOO CONCERT BAND	SUMMER CONCERT - JULY 17, 2023	2,000.00
37661	07/10/2023	KALAMAZOO TOWNSHIP	POLICE/FIRE SERVICES CONTRACT - JULY Police \$36,684.50; fire \$5575.00; 911 \$479.61	42,739.11
37662	07/10/2023	MARIA VINSON	DEPOSIT REFUND - 06/23/23	100.00
37663	07/10/2023	MLIVE MEDIA GROUP	NOTICE OF PUBLIC HEARING	144.21
37664	07/10/2023	NANCY STODDARD	ZOOM - ONLINE MEETING PLATFORM	16.95
37665	07/10/2023	O'BOYLE COWELL BLALOCK & ASSOC	URBAN WILDLIFE CORRIDOR PROJECTS - MAY	262.50
37666	07/10/2023	POINT AND PAY	MONTHLY SERVICE FEE - APRIL - PARTNER CO	100.00
37667	07/10/2023	PURITY CYLINDER GASES, INC.	QUARTERLY CYLINDER RENTAL - ACCOUNT #360	85.44
37668	07/10/2023	REPUBLIC SERVICES #249	DPW - JULY - ACCT #3-0249-1048811	556.89
37669	07/10/2023	RIVERRUN PRESS	1500 ENVELOPES - TAX BILL ENCLOSED	195.03
37670	07/10/2023	SBIS	EMPLOYEE INS - AUGUST 2023 SBAM ID: 6699	12,258.49
37671	07/10/2023	SEVERANCE ELECTRIC CO INC	TRAFFIC SIGNAL MAINTENANCE - JUNE 2023	120.00
37672	07/10/2023	SHANNON STUTZ	MILEAGE - APRIL, MAY, JUNE	162.57
37673	07/10/2023	SIGNCRAFTERS	5K SIGNS -KSF	120.00

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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	\$157.41	\$0.00	\$157.41
CAMRON J BOEKHOVEN XXXX XXXX XXXX 9114	\$3,000	\$0.00	\$372.72	\$0.00	\$372.72
TY J WOLTHUIS XXXX XXXX XXXX 7674	\$3,000	\$0.00	\$120.98	\$0.00	\$120.98
SHANNON STUTZ XXXX XXXX XXXX 9125	\$5,000	\$6.59	\$1,939.06	\$0.00	\$1,932.47

Cardholder Account Activity

PHIL WOLTHUIS XXXX XXXX XXXX 1793	Credit Limit \$5,000	Credits \$0.00	Purchases \$666.46	Cash Advances \$0.00	Total Activity \$666.46
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Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
05/31	05/30	76458673150900011900010	WOLVERINE LAWN MAINT KALAMAZOO MI		\$38.37
06/07	06/06	05314613157300290975544	FARMERS CO-OP ELEVATOR ZEELAND MI		\$130.09
06/21	06/20	55432663171209342931758	SQ *SKEETER BUSTERS PARCHMENT MI		\$488.00

BILL CAHILL XXXX XXXX XXXX 1801	Credit Limit \$5,000	Credits \$0.00	Purchases \$482.54	Cash Advances \$0.00	Total Activity \$482.54
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Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
06/01	05/30	02305373151100170021392	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$69.93
06/01	05/30	8517924315170060006865	ONE WAY PRODUCTS 269-343-3772 MI		\$138.92
06/08	06/07	75900593158900014200093	J & J LOCKSMITHS KALAMAZOO MI		\$24.00
06/21	06/20	05436843171300278655074	FSP*OKUN BROTHERS KALAMAZOO MI		\$153.75
06/22	06/20	02305373172100163090631	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$95.94

JIM DUBY XXXX XXXX XXXX 1892	Credit Limit \$3,000	Credits \$0.00	Purchases \$157.41	Cash Advances \$0.00	Total Activity \$157.41
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Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
05/29	05/26	02305373147000698317909	TRACTOR SUPPLY #1272 KALAMAZOO MI		\$23.03
06/01	05/30	02305373151100170021475	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$1.61
06/01	05/30	02305373151100170021541	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$3.57
06/05	06/02	02305373154100204106265	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$35.32
06/13	06/12	55446413163839192895931	FERGUSON WTRWRKS #3393 KALAMAZOO MI		\$93.88

CAMRON J BOEKHOVEN XXXX XXXX XXXX 9114	Credit Limit \$3,000	Credits \$0.00	Purchases \$372.72	Cash Advances \$0.00	Total Activity \$372.72
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Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
06/02	05/31	52707153152010194681291	THE HOME DEPOT #2728 PORTAGE MI		\$34.79
06/09	06/08	05227023159300301494101	RIETH RILEY KALAMAZOO KALAMAZOO MI		\$87.77
06/14	06/13	55309593164838001387027	NAPA AUTO KALAMAZOO EA KALAMAZOO MI		\$83.73
06/15	06/14	55309593165838001542711	NAPA AUTO KALAMAZOO EA KALAMAZOO MI		\$85.18
06/19	06/15	85179243167980005540921	STEENSMA LAWN AND POWE KALAMAZOO MI		\$46.69
06/23	06/22	02305373174000629787705	TRACTOR SUPPLY #1272 KALAMAZOO MI		\$24.99
06/26	06/22	85179243174980005540948	STEENSMA LAWN AND POWE KALAMAZOO MI		\$2.81
06/26	06/23	02305373175100174772166	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$26.96

(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	\$120.96	\$0.00	\$120.96
Post Date	Tran Date	Reference Number	Transaction Description	VCN		Amount
06/22	06/21	55480773173191000573272	FARM & FLEET OF PORTAG PORTAGE MI			\$120.96
SHANNON STUTZ		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 9125		\$5,000	\$6.59	\$1,939.06	\$0.00	\$1,932.47
Post Date	Tran Date	Reference Number	Transaction Description	VCN		Amount
05/29	05/28	55432863148202364297356	SPECTRUM 855-707-7328 MO			\$119.98
06/01	05/30	75306373151168601555093	MMTA MIKADO MI			\$99.00
06/02	06/01	05410193152105622506201	QUILL CORPORATION 800-9823400 SC			\$14.70
06/05	06/02	05410193153105622504239	QUILL CORPORATION 800-9823400 SC			\$150.44
06/05	06/02	85140513154900014100027	CORNERSTONE OFFICE SYS AVALANCE@CORN MI			\$237.39
06/05	06/02	85140513154900014100019	CORNERSTONE OFFICE SYS AVALANCE@CORN MI			\$273.00
06/08	06/05	5543286315520484588927	SO *JOHN GERNAAT GREEN KALAMAZOO MI			\$280.00
06/08	06/07	8271118315800009301395	PIXELVINE FREEPORT MI			\$69.75
06/14	06/13	05410193164105529673886	QUILL CORPORAT01774991 COLUMBIA SC			-\$6.59
06/14	06/13	82711183164000008634777	PIXELVINE FREEPORT MI			\$75.00
06/16	06/15	62712913167000000302838	CORPORATE TECHNOLOGIES 7018934056 MN			\$437.75
06/20	06/19	55483153170400380000015	CROWN TROPHY #104 PORTAGE MI			\$12.08
06/26	06/23	55432863174200205088262	SPECTRUM 855-707-7328 MO			\$149.97

PERIOD ENDING 06/30/2023

PRELIMINARY YEAR END

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)	06/30/2023	NORMAL (ABNORMAL)	MONTH 06/30/2023	INCREASE (DECREASE)	BALANCE	% BDDT USED
Fund 101 - GENERAL FUND									
Revenues									
Dept 000									
101-000-404.000	Tax Revenue	766,500.00		766,463.68		0.00		36.32	100.00
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		114,363.27		0.00		25,636.73	81.69
101-000-445.000	Penalty on Taxes	3,000.00		3,845.39		0.00		(845.39)	128.18
101-000-448.000	1% Collection Fees	29,300.00		29,458.16		0.00		(158.16)	100.54
101-000-451.000	License and Fees	15,000.00		4,899.04		715.00		10,100.96	32.66
101-000-452.000	Cablevision Fees	15,700.00		13,651.60		0.00		2,048.40	86.95
101-000-453.000	Recreation Fees	2,700.00		2,700.00		0.00		0.00	100.00
101-000-454.000	Solid Waste Collections	136,000.00		131,355.99		(9,143.90)		4,644.01	96.59
101-000-528.000	Other Federal Funding	23,172.00		40,972.00		0.00		(17,800.00)	176.82
101-000-540.000	State Grants	59,100.00		72,360.14		8,603.00		(13,260.14)	122.44
101-000-541.000	Federal Grants	6,152.00		12,304.00		0.00		(6,152.00)	200.00
101-000-544.000	State Grant - Water Plant	425,000.00		286,021.59		0.00		138,978.41	67.30
101-000-575.000	State Sales Tax	202,000.00		248,126.00		39,757.00		(46,126.00)	122.83
101-000-632.000	Charges for Services Rendered	500.00		550.00		0.00		(50.00)	110.00
101-000-632.000	Traffic Fines	7,500.00		3,760.28		434.63		3,739.72	50.14
101-000-662.000	Interest on Investments	4,600.00		681.55		0.00		3,918.45	14.82
101-000-664.000	Reimbursement for Overhead	210,000.00		210,000.00		0.00		0.00	100.00
101-000-694.000	Miscellaneous	17,400.00		39,153.75		5,830.00		(21,753.75)	225.02
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		2,071,224.00		1,985,516.46		46,195.73		85,707.54	95.86
TOTAL REVENUES									
		2,071,224.00		1,985,516.46		46,195.73		85,707.54	95.86
Expenditures									
Dept 100 - Legislative									
101-100-703.000	Payroll - Part Time	11,000.00		11,285.00		550.00		(285.00)	102.59
101-100-715.000	Social Security	850.00		446.40		34.10		403.60	52.52
101-100-720.000	Worker's Compensation	250.00		0.00		0.00		250.00	0.00
101-100-722.000	Medicare	200.00		104.43		7.97		95.57	52.22
101-100-740.000	Operating Supplies	700.00		1,386.27		395.00		(686.27)	198.04
101-100-800.000	Professional/Contractual Serv.	12,000.00		13,607.00		75.00		(1,607.00)	113.39
101-100-830.000	Memberships & Dues	1,500.00		2,447.97		240.75		(947.97)	163.20
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		655.00		0.00		345.00	65.50
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		1,412.91		243.19		3,587.09	28.26
101-100-955.000	Miscellaneous	300.00		0.00		0.00		300.00	0.00
Total Dept 100 - Legislative		34,800.00		32,847.98		1,546.01		1,952.02	94.39
Dept 200 - Administration									
101-200-702.000	Payroll - Full Time	123,000.00		108,910.83		9,026.66		14,089.17	88.55
101-200-703.000	Payroll - Part Time	48,000.00		39,312.98		2,991.16		8,687.02	81.90
101-200-715.000	Social Security	10,500.00		8,310.35		671.80		2,189.65	79.15
101-200-716.000	Hospital/Life Insurance	68,000.00		56,953.44		4,746.12		11,046.56	83.76
101-200-716.001	Insurance Deductible	4,000.00		5,907.55		451.85		(1,907.55)	147.69
101-200-718.000	Pension	20,000.00		42,676.62		8,144.01		(22,676.62)	213.38
101-200-720.000	Worker's Compensation	700.00		0.00		0.00		700.00	0.00

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE	% BDDT	
		AMENDED BUDGET	NORMAL	06/30/2023	(ABNORMAL)	MONTH	06/30/2023			INCREASE (DECREASE)
Fund 101 - GENERAL FUND										
Expenditures										
101-200-722.000	Medicare	2,400.00		1,943.56		157.12		456.44		80.98
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		4,448.29		0.00		3,451.71		56.31
101-200-740.000	Operating Supplies	2,000.00		5,977.66		345.32		(3,977.66)		298.88
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.	57,872.00		64,839.00		1,366.25		(6,967.00)		112.04
101-200-805.000	Computer Services	9,500.00		12,333.09		887.75		(2,833.09)		129.82
101-200-830.000	Memberships & Dues	1,200.00		999.00		7.50		201.00		83.25
101-200-850.000	Communications	7,300.00		8,769.96		873.59		(1,469.96)		120.14
101-200-860.000	Institutes & Training	1,300.00		1,547.34		0.00		(247.34)		119.03
101-200-900.000	Printing & Publishing	2,000.00		1,350.00		225.00		650.00		67.50
101-200-910.000	Insurance & Bonds	7,100.00		7,500.00		(3,906.00)		(400.00)		105.63
101-200-920.000	Utilities	4,400.00		5,153.23		287.44		(753.23)		117.12
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		0.00		(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		416,822.00		419,033.20		26,275.57		(2,211.20)		100.53
Dept 210 - Legal Services										
101-210-801.000	Attorney - General	16,000.00		12,391.25		1,237.50		3,608.75		77.45
101-210-802.000	Attorney-Police Matters	9,800.00		3,036.25		1,006.25		6,763.75		30.98
Total Dept 210 - Legal Services		25,800.00		15,427.50		2,243.75		10,372.50		59.80
Dept 300 - Police										
101-300-703.000	Payroll - Part Time	6,800.00		7,280.00		600.00		(480.00)		107.06
101-300-715.000	Social Security	600.00		451.36		37.20		148.64		75.23
101-300-722.000	Medicare	100.00		105.56		8.70		(5.56)		105.56
101-300-800.000	Professional/Contractual Serv.	440,214.00		440,214.00		36,684.50		0.00		100.00
Total Dept 300 - Police		447,714.00		448,050.92		37,330.40		(336.92)		100.08
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		69,694.91		5,575.00		305.09		99.56
101-336-830.000	Memberships & Dues	0.00		1,400.00		0.00		(1,400.00)		100.00
101-336-850.000	Communications	4,200.00		2,998.44		90.00		1,201.56		71.39
101-336-910.000	Insurance & Bonds	14,000.00		14,992.00		(7,661.00)		(992.00)		107.09
101-336-920.000	Utilities	2,700.00		2,431.70		148.09		268.30		90.06
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		96,768.18		(1,847.91)		26,331.82		78.61
Dept 440 - Public Services										
101-440-702.000	Payroll - Full Time	102,000.00		94,709.93		7,285.27		7,290.07		92.85

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)	06/30/2023	NORMAL (ABNORMAL)	MONTH 06/30/2023	INCREASE (DECREASE)	BALANCE	% BGDY USED
Fund 101 - GENERAL FUND									
Expenditures									
101-440-715.000	Social Security	6,300.00		7,697.06		641.88		(1,397.06)	122.18
101-440-716.000	Hospital/Life Insurance	44,000.00		43,112.58		3,778.84		887.42	97.98
101-440-716.001	Insurance Deductible	2,400.00		2,661.04		0.00		(261.04)	110.88
101-440-718.000	Pension	41,500.00		31,391.33		2,641.54		10,108.67	75.64
101-440-720.000	Worker's Compensation	3,600.00		0.00		0.00		3,600.00	0.00
101-440-722.000	Medicare	1,480.00		1,800.06		150.14		(320.06)	121.63
101-440-740.000	Operating Supplies	2,500.00		53.93		0.00		2,446.07	2.16
101-440-746.000	Gasoline & Oil	4,400.00		9,859.74		596.83		(5,459.74)	224.09
101-440-775.000	Repair & Maintenance Supplies	8,200.00		10,395.87		80.95		(2,195.87)	126.78
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		3,448.12		0.00		(2,448.12)	344.81
101-440-810.000	Rubbish Collection Charges	138,400.00		138,093.25		19,669.99		306.75	99.78
101-440-815.000	Uniform Rental	3,000.00		3,104.15		396.02		(104.15)	103.47
101-440-830.000	Memberships & Dues	900.00		499.00		0.00		401.00	55.44
101-440-850.000	Communications	1,000.00		2,939.76		869.98		(1,939.76)	293.98
101-440-860.000	Institutes & Training	300.00		700.00		700.00		(400.00)	233.33
101-440-880.000	Community Promotion	500.00		0.00		0.00		500.00	0.00
101-440-910.000	Insurance & Bonds	6,000.00		5,572.00		(2,951.00)		428.00	92.87
101-440-920.000	Utilities	8,700.00		12,771.24		656.85		(4,071.24)	146.80
101-440-926.000	Street Lighting	29,000.00		31,067.36		2,281.03		(2,067.36)	107.13
101-440-930.000	Repair & Maint.Contractors	11,800.00		14,847.26		806.89		(3,047.26)	125.82
101-440-955.000	Miscellaneous	0.00		3,796.69		0.00		(3,796.69)	100.00
101-440-970.000	Capital	32,000.00		30,225.00		0.00		1,775.00	94.45
Total Dept 440 - Public Services		449,480.00		448,745.37		37,605.21		734.63	99.84
Dept 591 - Water Plant Grant Expenses									
101-591-740.000	Operating Supplies	0.00		751.34		0.00		(751.34)	100.00
101-591-800.000	Professional/Contractual Serv.	413,000.00		212,367.87		0.00		200,632.13	51.42
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		2,493.20		179.13		(2,493.20)	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		263,505.74		179.13		149,494.26	63.80
Dept 751 - Parks, Recreation & Culture									
101-751-702.000	Payroll - Full Time	74,000.00		80,293.08		6,281.57		(6,293.08)	108.50
101-751-715.000	Social Security	3,700.00		4,936.75		386.16		(1,236.75)	133.43
101-751-716.000	Hospital/Life Insurance	24,500.00		13,056.18		1,033.41		11,443.82	53.29
101-751-716.001	Insurance Deductible	1,400.00		612.40		0.00		787.60	43.74
101-751-718.000	Pension	24,000.00		26,562.77		2,294.85		(2,562.77)	110.68
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		1,154.32		90.34		(304.32)	135.80
101-751-746.000	Gasoline & Oil	2,800.00		3,456.94		676.84		(656.94)	123.46
101-751-775.000	Repair & Maintenance Supplies	13,000.00		9,850.01		851.00		3,149.99	75.77
101-751-775.700	Repair & Maint. Supplies-Stage	0.00		173.74		173.74		(173.74)	100.00
101-751-780.000	Safety Supplies	400.00		0.00		0.00		400.00	0.00
101-751-800.000	Professional/Contractual Serv.	24,100.00		24,082.80		0.00		17.20	99.93
101-751-910.000	Insurance & Bonds	7,100.00		7,100.00		(3,710.00)		0.00	100.00
101-751-920.000	Utilities	7,100.00		9,390.49		581.91		(2,290.49)	132.26
101-751-930.000	Repair & Maint.Contractors	29,200.00		11,238.65		1,774.17		17,961.35	38.49
101-751-970.000	Capital	6,000.00		0.00		0.00		6,000.00	0.00

PERIOD ENDING 06/30/2023

PRELIMINARY YEAR END

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 06/30/2023	ACTIVITY FOR MONTH 06/30/2023	AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 101 - GENERAL FUND							
Expenditures							
	Total Dept 751 - Parks, Recreation & Culture	221,650.00	191,908.13	11,046.39	29,741.87	86.58	
	TOTAL EXPENDITURES	2,132,366.00	1,916,287.02	114,378.55	216,078.98	89.87	
	Fund 101 - GENERAL FUND:						
	TOTAL REVENUES	2,071,224.00	1,985,516.46	46,195.73	85,707.54	95.86	
	TOTAL EXPENDITURES	2,132,366.00	1,916,287.02	114,378.55	216,078.98	89.87	
	NET OF REVENUES & EXPENDITURES	(61,142.00)	69,229.44	(68,182.82)	(130,371.44)	113.23	

PERIOD ENDING 06/30/2023

PRELIMINARY YEAR END

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL	06/30/2023	(ABNORMAL)	MONTH 06/30/2023	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	% BDDT USED
Fund 202 - MAJOR STREET FUND										
Revenues										
Dept 000										
202-000-546.000	State Grants - Act 51	178,200.00		179,146.65		14,185.96		(946.65)		100.53
Total Dept 000		178,200.00		179,146.65		14,185.96		(946.65)		100.53
TOTAL REVENUES										
		178,200.00		179,146.65		14,185.96		(946.65)		100.53
Expenditures										
Dept 451 - Construction										
202-451-930.000	Repair & Maint.Contractors	120,000.00		120,000.00		(5,064.32)		0.00		100.00
Total Dept 451 - Construction		120,000.00		120,000.00		(5,064.32)		0.00		100.00
Dept 463 - Routine Maintenance										
202-463-702.000	Payroll - Full Time	9,000.00		6,102.80		492.33		2,897.20		67.81
202-463-715.000	Social Security	550.00		371.17		29.99		178.83		67.49
202-463-716.000	Hospital/Life Insurance	3,800.00		2,074.99		163.33		1,725.01		54.61
202-463-716.001	Insurance Deductible	210.00		0.00		0.00		210.00		0.00
202-463-718.000	Pension	3,600.00		2,129.34		168.52		1,470.66		59.15
202-463-720.000	Worker's Compensation	570.00		0.00		0.00		570.00		0.00
202-463-722.000	Medicare	130.00		86.87		7.01		43.13		66.82
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		1,187.69		217.08		1,112.31		51.64
202-463-930.000	Repair & Maint.Contractors	8,000.00		11,699.32		5,814.32		(3,699.32)		146.24
Total Dept 463 - Routine Maintenance		28,460.00		23,652.18		6,892.58		4,807.82		83.11
Dept 475 - Traffic Services										
202-475-702.000	Payroll - Full Time	8,500.00		6,152.44		483.45		2,347.56		72.38
202-475-715.000	Social Security	530.00		374.21		29.42		155.79		70.61
202-475-716.000	Hospital/Life Insurance	3,600.00		2,074.73		163.33		1,525.27		57.63
202-475-716.001	Insurance Deductible	200.00		0.00		0.00		200.00		0.00
202-475-718.000	Pension	3,500.00		2,091.14		165.45		1,408.86		59.75
202-475-720.000	Worker's Compensation	540.00		0.00		0.00		540.00		0.00
202-475-722.000	Medicare	120.00		87.63		6.86		32.37		73.03
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		(397.53)		163.60		2,897.53		(15.90)
202-475-930.000	Repair & Maint.Contractors	13,100.00		14,569.66		2,409.90		(1,469.66)		111.22
Total Dept 475 - Traffic Services		33,090.00		24,952.28		3,422.01		8,137.72		75.41
Dept 478 - Winter Maintenance										
202-478-702.000	Payroll - Full Time	10,200.00		9,247.75		642.73		952.25		90.66
202-478-715.000	Social Security	600.00		563.27		39.06		36.73		93.88
202-478-716.000	Hospital/Life Insurance	4,300.00		3,066.68		238.33		1,233.32		71.32
202-478-716.001	Insurance Deductible	250.00		0.00		0.00		250.00		0.00
202-478-718.000	Pension	4,200.00		2,982.94		271.39		1,217.06		71.02
202-478-720.000	Worker's Compensation	650.00		0.00		0.00		650.00		0.00
202-478-722.000	Medicare	150.00		131.80		9.15		18.20		87.87
202-478-746.000	Gasoline & Oil	1,000.00		760.16		0.00		239.84		76.02

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PERIOD ENDING 06/30/2023

PRELIMINARY YEAR END

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 06/30/2023	ACTIVITY FOR MONTH 06/30/2023	AVAILABLE BALANCE	% BDC
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 202 - MAJOR STREET FUND							
Expenditures							
202-478-753.000	Salt	9,000.00		5,010.93	0.00	3,989.07	55.68
	Total Dept 478 - Winter Maintenance	30,350.00		21,763.53	1,200.66	8,586.47	71.71
Dept 482 - Administration							
202-482-702.000	Payroll - Full Time	1,250.00		1,250.46	92.57	(0.46)	100.04
202-482-715.000	Social Security	75.00		75.88	5.60	(0.88)	101.17
202-482-716.000	Hospital/Life Insurance	520.00		581.22	46.17	(61.22)	111.77
202-482-716.001	Insurance Deductible	40.00		0.00	0.00	40.00	0.00
202-482-718.000	Pension	500.00		403.30	31.55	96.70	80.66
202-482-720.000	Worker's Compensation	15.00		0.00	0.00	15.00	0.00
202-482-722.000	Medicare	20.00		17.76	1.30	2.24	88.80
202-482-955.000	Miscellaneous	0.00		0.00	(1,810.60)	0.00	0.00
202-482-960.000	Administrative Overhead	20,000.00		20,000.00	0.00	0.00	100.00
	Total Dept 482 - Administration	22,420.00		22,328.62	(1,633.41)	91.38	99.59
TOTAL EXPENDITURES							
		234,320.00		212,696.61	4,817.52	21,623.39	90.77
Fund 202 - MAJOR STREET FUND:							
TOTAL REVENUES							
		178,200.00		179,146.65	14,185.96	(946.65)	100.53
TOTAL EXPENDITURES							
		234,320.00		212,696.61	4,817.52	21,623.39	90.77
NET OF REVENUES & EXPENDITURES							
		(56,120.00)		(33,549.96)	9,368.44	(22,570.04)	59.78

PERIOD ENDING 06/30/2023

PRELIMINARY YEAR END

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 06/30/2023	ACTIVITY FOR MONTH 06/30/2023	AVAILABLE BALANCE	% BDDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 203 - LOCAL STREET FUND							
Revenues							
Dept 000							
203-000-546.000	State Grants - Act 51	73,300.00		73,040.33	5,773.29	259.67	99.65
203-000-676.101	Transfer from General Fund	119,225.00		119,225.00	0.00	0.00	100.00
Total Dept 000		192,525.00		192,265.33	5,773.29	259.67	99.87
TOTAL REVENUES							
		192,525.00		192,265.33	5,773.29	259.67	99.87
Expenditures							
Dept 451 - Construction							
203-451-800.000	Professional/Contractual Serv.	119,225.00		119,225.00	0.00	0.00	100.00
203-451-930.000	Repair & Maint.Contractors	0.00		0.00	(1,100.00)	0.00	0.00
Total Dept 451 - Construction		119,225.00		119,225.00	(1,100.00)	0.00	100.00
Dept 463 - Routine Maintenance							
203-463-702.000	Payroll - Full Time	10,500.00		6,271.48	492.31	4,228.52	59.73
203-463-715.000	Social Security	650.00		381.62	29.98	268.38	58.71
203-463-716.000	Hospital/Life Insurance	4,400.00		2,074.94	163.33	2,325.06	47.16
203-463-716.001	Insurance Deductible	250.00		0.00	0.00	250.00	0.00
203-463-718.000	Pension	4,200.00		2,129.34	168.53	2,070.66	50.70
203-463-720.000	Worker's Compensation	650.00		0.00	0.00	650.00	0.00
203-463-722.000	Medicare	150.00		89.22	7.01	60.78	59.48
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		658.34	36.60	2,741.66	19.36
203-463-930.000	Repair & Maint.Contractors	5,400.00		5,944.80	1,100.00	(544.80)	110.09
Total Dept 463 - Routine Maintenance		29,900.00		17,549.74	1,997.76	12,350.26	58.69
Dept 475 - Traffic Services							
203-475-702.000	Payroll - Full Time	9,800.00		6,036.27	474.78	3,763.73	61.59
203-475-715.000	Social Security	600.00		367.23	28.89	232.77	61.21
203-475-716.000	Hospital/Life Insurance	4,150.00		2,023.41	159.30	2,126.59	48.76
203-475-716.001	Insurance Deductible	250.00		0.00	0.00	250.00	0.00
203-475-718.000	Pension	4,000.00		2,055.07	162.49	1,944.93	51.38
203-475-720.000	Worker's Compensation	620.00		0.00	0.00	620.00	0.00
203-475-722.000	Medicare	140.00		85.86	6.74	54.14	61.33
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		8,572.83	0.00	(7,972.83)	1,428.81
Total Dept 475 - Traffic Services		25,660.00		20,432.77	832.20	5,227.23	79.63
Dept 478 - Winter Maintenance							
203-478-702.000	Payroll - Full Time	10,400.00		9,165.14	634.02	1,234.86	88.13
203-478-715.000	Social Security	650.00		557.95	38.54	92.05	85.84
203-478-716.000	Hospital/Life Insurance	4,400.00		3,145.78	234.33	1,254.22	71.50
203-478-716.001	Insurance Deductible	250.00		0.00	0.00	250.00	0.00
203-478-718.000	Pension	4,200.00		2,957.21	263.27	1,242.79	70.41
203-478-720.000	Worker's Compensation	650.00		0.00	0.00	650.00	0.00

PERIOD ENDING 06/30/2023

PRELIMINARY YEAR END

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 06/30/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDDT USED
		AMENDED BUDGET	NORMAL				
Fund 203 - LOCAL STREET FUND							
Expenditures							
203-478-722.000	Medicare	150.00		130.53	9.01	19.47	87.02
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		5,010.93	0.00	989.07	83.52
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		21,747.68	1,179.17	5,952.32	78.51
Dept 482 - Administration							
203-482-702.000	Payroll - Full Time	1,500.00		1,250.38	92.57	249.62	83.36
203-482-715.000	Social Security	100.00		75.87	5.60	24.13	75.87
203-482-716.000	Hospital/Life Insurance	650.00		581.21	46.17	68.79	89.42
203-482-716.001	Insurance Deductible	50.00		0.00	0.00	50.00	0.00
203-482-718.000	Pension	625.00		403.32	31.55	221.68	64.53
203-482-720.000	Worker's Compensation	15.00		0.00	0.00	15.00	0.00
203-482-722.000	Medicare	25.00		17.75	1.30	7.25	71.00
203-482-960.000	Administrative Overhead	20,000.00		20,000.00	0.00	0.00	100.00
Total Dept 482 - Administration		22,965.00		22,328.53	177.19	636.47	97.23
TOTAL EXPENDITURES		225,450.00		201,283.72	3,086.32	24,166.28	89.28
Fund 203 - LOCAL STREET FUND:							
TOTAL REVENUES		192,525.00		192,265.33	5,773.29	259.67	99.87
TOTAL EXPENDITURES		225,450.00		201,283.72	3,086.32	24,166.28	89.28
NET OF REVENUES & EXPENDITURES		(32,925.00)		(9,018.39)	2,686.97	(23,906.61)	27.39

PERIOD ENDING 06/30/2023

PRELIMINARY YEAR END

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL (ABNORMAL)	06/30/2023	06/30/2023	MONTH 06/30/2023	INCREASE (DECREASE)	NORMAL	ABNORMAL	% BDDT USED
Fund 251 - Brownfield Redevelopment										
Revenues										
Dept 000										
251-000-404.000	Tax Revenue	299,300.00		297,669.70		0.00		1,630.30		99.46
251-000-694.000	Miscellaneous	0.00		2,597.68		375.68		(2,597.68)		100.00
Total Dept 000		299,300.00		300,267.38		375.68		(967.38)		100.32
<hr/>										
TOTAL REVENUES		299,300.00		300,267.38		375.68		(967.38)		100.32
Expenditures										
Dept 000										
251-000-800.000	Professional/Contractual Serv.	1,100.00		1,065.00		0.00		35.00		96.82
251-000-960.000	Administrative Overhead	130,000.00		130,000.00		0.00		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		189,246.00		189,211.08		0.00		34.92		99.98
<hr/>										
TOTAL EXPENDITURES		189,246.00		189,211.08		0.00		34.92		99.98
<hr/>										
Fund 251 - Brownfield Redevelopment:										
TOTAL REVENUES										
TOTAL EXPENDITURES										
NET OF REVENUES & EXPENDITURES										
		299,300.00		300,267.38		375.68		(967.38)		100.32
		189,246.00		189,211.08		0.00		34.92		99.98
		110,054.00		111,056.30		375.68		(1,002.30)		100.91

User: SSS

DB: Parchment

PERIOD ENDING 06/30/2023

PRELIMINARY YEAR END

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE			
		AMENDED BUDGET	NORMAL (ABNORMAL)	06/30/2023	06/30/2023	MONTH	INCREASE (DECREASE)	NORMAL	ABNORMAL	% BDC	USED
Fund 401 - Veteran's Memorial Fund											
Revenues											
Dept 000											
401-000-528.000	Other Federal Funding	20,000.00	0.00	0.00	0.00	0.00	0.00	20,000.00	0.00	0.00	0.00
401-000-674.000	Contributed Capital Revenue	5,000.00	20,074.32	20,074.32	500.00	500.00	500.00	(15,074.32)	401.49	401.49	100.00
401-000-694.000	Miscellaneous	0.00	20,204.00	20,204.00	0.00	0.00	0.00	(20,204.00)	100.00	100.00	100.00
Total Dept 000		25,000.00	40,278.32	40,278.32	500.00	500.00	500.00	(15,278.32)	161.11	161.11	
TOTAL REVENUES											
		25,000.00	40,278.32	40,278.32	500.00	500.00	500.00	(15,278.32)	161.11	161.11	
Expenditures											
Dept 000											
401-000-775.000	Repair & Maintenance Supplies	0.00	75.00	75.00	0.00	0.00	0.00	(75.00)	100.00	100.00	100.00
401-000-800.000	Professional/Contractual Serv.	20,000.00	5,670.00	5,670.00	525.00	525.00	525.00	14,330.00	28.35	28.35	28.35
401-000-955.000	Miscellaneous	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00	0.00	0.00
Total Dept 000		25,000.00	5,745.00	5,745.00	525.00	525.00	525.00	19,255.00	22.98	22.98	22.98
TOTAL EXPENDITURES											
		25,000.00	5,745.00	5,745.00	525.00	525.00	525.00	19,255.00	22.98	22.98	22.98
Fund 401 - Veteran's Memorial Fund:											
TOTAL REVENUES											
TOTAL EXPENDITURES											
NET OF REVENUES & EXPENDITURES											
		0.00	34,533.32	34,533.32	(25.00)	(25.00)	(25.00)	(34,533.32)	100.00	100.00	100.00

PERIOD ENDING 06/30/2023

PRELIMINARY YEAR END

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE BALANCE	% BDDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	06/30/2023	NORMAL (ABNORMAL)	MONTH 06/30/2023	INCREASE (DECREASE)		
Fund 590 - SEWER FUND									
Revenues									
Dept 000									
590-000-626.000	Sewer Services	148,000.00		319,288.42		0.00		(171,288.42)	215.74
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		319,288.42		0.00		(169,388.42)	213.00
TOTAL REVENUES									
		149,900.00		319,288.42		0.00		(169,388.42)	213.00
Expenditures									
Dept 000									
590-000-702.000	Payroll - Full Time	23,000.00		18,091.27		1,359.76		4,908.73	78.66
590-000-715.000	Social Security	1,400.00		1,092.63		82.02		307.37	78.05
590-000-716.000	Hospital/Life Insurance	9,000.00		8,241.59		648.51		758.41	91.57
590-000-716.001	Insurance Deductible	700.00		0.00		0.00		700.00	0.00
590-000-718.000	Pension	9,300.00		5,893.30		463.23		3,406.70	63.37
590-000-720.000	Worker's Compensation	500.00		0.00		0.00		500.00	0.00
590-000-722.000	Medicare	300.00		255.60		19.19		44.40	85.20
590-000-775.000	Repair & Maintenance Supplies	0.00		37.42		0.00		(37.42)	100.00
590-000-800.000	Professional/Contractual Serv.	152,000.00		131,026.12		5,225.30		20,973.88	86.20
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		(5,388.00)		148.00	98.60
590-000-920.000	Utilities	2,300.00		2,589.13		211.51		(289.13)	112.57
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		0.00		(645.00)	100.00
590-000-960.000	Administrative Overhead	40,000.00		40,000.00		0.00		0.00	100.00
590-000-968.000	Depreciation	14,100.00		19,166.00		0.00		(5,066.00)	135.93
Total Dept 000		273,700.00		237,490.06		2,621.52		36,209.94	86.77
TOTAL EXPENDITURES									
		273,700.00		237,490.06		2,621.52		36,209.94	86.77
Fund 590 - SEWER FUND:									
TOTAL REVENUES									
TOTAL EXPENDITURES									
NET OF REVENUES & EXPENDITURES									
		149,900.00		319,288.42		0.00		(169,388.42)	213.00
		273,700.00		237,490.06		2,621.52		36,209.94	86.77
NET OF REVENUES & EXPENDITURES									
		(123,800.00)		81,798.36		(2,621.52)		(205,598.36)	66.07
TOTAL REVENUES - ALL FUNDS									
TOTAL EXPENDITURES - ALL FUNDS									
NET OF REVENUES & EXPENDITURES									
		2,916,149.00		3,016,762.56		67,030.66		(100,613.56)	103.45
		3,080,082.00		2,762,713.49		125,428.91		317,368.51	89.70
NET OF REVENUES & EXPENDITURES									
		(163,933.00)		254,049.07		(58,398.25)		(417,982.07)	154.97



2023 MONTHLY PERMITS BY JURISDICTION

MONTH OF JUNE 2023

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	42	\$ 27,316
COMSTOCK	ELECTRICAL	32	\$ 7,587
COMSTOCK	MECHANICAL	34	\$ 6,708
COMSTOCK	PLUMBING	37	\$ 7,714
COMSTOCK	SPECIAL - JURISDICTION	4	\$ 350
COMSTOCK	SPECIAL - HOMEOWNER	-	\$ -
TOTAL COMSTOCK		149	\$ 49,675
KALAMAZOO	BUILDING	8	\$ 1,383
KALAMAZOO	ELECTRICAL	12	\$ 1,877
KALAMAZOO	MECHANICAL	25	\$ 4,952
KALAMAZOO	PLUMBING	7	\$ 768
KALAMAZOO	SPECIAL - JURISDICTION	7	\$ 650
KALAMAZOO	SPECIAL - HOMEOWNER	-	\$ -
TOTAL KALAMAZOO		59	\$ 9,630
PARCHMENT	BUILDING	1	\$ 223
PARCHMENT	ELECTRICAL	1	\$ 115
PARCHMENT	MECHANICAL	3	\$ 460
PARCHMENT	PLUMBING	1	\$ 180
PARCHMENT	SPECIAL - JURISDICTION	-	\$ -
PARCHMENT	SPECIAL - HOMEOWNER	-	\$ -
TOTAL PARCHMENT		6	\$ 978
PINE GROVE	BUILDING	7	\$ 2,601
PINE GROVE	ELECTRICAL	4	\$ 1,089
PINE GROVE	MECHANICAL	4	\$ 635
PINE GROVE	PLUMBING	4	\$ 968
PINE GROVE	SPECIAL - JURISDICTION	-	\$ -
PINE GROVE	SPECIAL - HOMEOWNER	1	\$ 55
TOTAL PINE GROVE		20	\$ 5,348
RICHLAND	BUILDING	14	\$ 13,728
RICHLAND	ELECTRICAL	13	\$ 3,151
RICHLAND	MECHANICAL	10	\$ 1,696
RICHLAND	PLUMBING	7	\$ 1,152
RICHLAND	SPECIAL - JURISDICTION	1	\$ 100
RICHLAND	SPECIAL - HOMEOWNER	-	\$ -
TOTAL RICHLAND		45	\$ 19,827
RICHLAND VILLAGE	BUILDING	-	\$ -
RICHLAND VILLAGE	ELECTRICAL	2	\$ 619
RICHLAND VILLAGE	MECHANICAL	3	\$ 591
RICHLAND VILLAGE	PLUMBING	1	\$ 298
RICHLAND VILLAGE	SPECIAL - JURISDICTION	-	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	-	\$ -
TOTAL RICHLAND VILLAGE		6	\$ 1,508
TOTAL		285	\$ 86,966.00

REVENUE	REVENUE
JUNE 2022	% PREV YEAR MONTH
\$ 154,211	56%

PERMITS	PERMITS
JUNE 2022	% 2022 - YTD
267	107%



2023 MONTHLY PERMITS BY JURISDICTION

YEAR TO DATE AS OF: JUNE 2023

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	193	\$ 195,511
COMSTOCK	ELECTRICAL	148	\$ 31,826
COMSTOCK	MECHANICAL	123	\$ 22,917
COMSTOCK	PLUMBING	109	\$ 20,800
COMSTOCK	SPECIAL - JURISDICTION	8	\$ 750
COMSTOCK	SPECIAL - HOMEOWNER	2	\$ 110
TOTAL COMSTOCK		583	\$ 271,914
KALAMAZOO	BUILDING	62	\$ 32,426
KALAMAZOO	ELECTRICAL	80	\$ 11,339
KALAMAZOO	MECHANICAL	153	\$ 23,009
KALAMAZOO	PLUMBING	44	\$ 6,098
KALAMAZOO	SPECIAL - JURISDICTION	25	\$ 2,400
KALAMAZOO	SPECIAL - HOMEOWNER	6	\$ 275
TOTAL KALAMAZOO		370	\$ 75,547
PARCHMENT	BUILDING	8	\$ 1,362
PARCHMENT	ELECTRICAL	6	\$ 916
PARCHMENT	MECHANICAL	8	\$ 1,097
PARCHMENT	PLUMBING	4	\$ 591
PARCHMENT	SPECIAL - JURISDICTION	2	\$ 300
PARCHMENT	SPECIAL - HOMEOWNER	0	\$ -
TOTAL PARCHMENT		28	\$ 4,266
PINE GROVE	BUILDING	23	\$ 13,268
PINE GROVE	ELECTRICAL	24	\$ 4,442
PINE GROVE	MECHANICAL	24	\$ 3,703
PINE GROVE	PLUMBING	8	\$ 1,897
PINE GROVE	SPECIAL - JURISDICTION	1	\$ 100
PINE GROVE	SPECIAL - HOMEOWNER	1	\$ 55
TOTAL PINE GROVE		81	\$ 23,465
RICHLAND	BUILDING	51	\$ 37,587
RICHLAND	ELECTRICAL	74	\$ 13,540
RICHLAND	MECHANICAL	101	\$ 16,595
RICHLAND	PLUMBING	37	\$ 7,354
RICHLAND	SPECIAL - JURISDICTION	3	\$ 350
RICHLAND	SPECIAL - HOMEOWNER	0	\$ -
TOTAL RICHLAND		266	\$ 75,426
RICHLAND VILLAGE	BUILDING	10	\$ 4,932
RICHLAND VILLAGE	ELECTRICAL	7	\$ 1,680
RICHLAND VILLAGE	MECHANICAL	11	\$ 1,848
RICHLAND VILLAGE	PLUMBING	8	\$ 1,394
RICHLAND VILLAGE	SPECIAL - JURISDICTION	2	\$ 200
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	0	\$ -
TOTAL RICHLAND VILLAGE		38	\$ 10,054
TOTAL KABA	YTD	1366	460,672.00

REVENUE	REVENUE
YTD - JUNE 2022	% 2022 - YTD
\$ 431,096	106.9%

REVENUE
% 2023 YTD BUDGET
1.43%

PERMITS	PERMITS
YTD - JUNE 2022	% 2022 - YTD
1270	107.6%

2023 MONTHLY CUMULATIVE TOTALS			
# PERMITS	REVENUE		
150	\$ 48,411		JAN
142	\$ 34,998		FEB
276	\$ 144,116		MAR
211	\$ 57,279		APR
302	\$ 88,902		MAY
285	\$ 86,966		JUN
-	\$ -		JUL
-	\$ -		AUG
-	\$ -		SEP
-	\$ -		OCT
-	\$ -		NOV
-	\$ -		DEC
1,366	\$ 460,672		

Building

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB23-18-323	433 N RIVERVIEW DR	06-02-110-070	PARCHMENT RENTAL F	VanDam & Krusinga	06/12/2023	\$223.00	\$0

Work Description: Repair tree damage to apartment building to include replace entire roof assembly, reframe second floor and strip first floor to bare structural framing due to weather exposure damage per plans.

STRUCTURAL EVALUATION REPORT TO BE SUBMITTED TO KABA OFFICE

TRUSS DRAWINGS TO BE ON SITE FOR FRAMING INSPECTION

Total Permits For Type: 1

Total Fees For Type: \$223.00

Total Const. Value For Type: \$0

Report Summary

Grand Total Fees: \$223.00

Grand Total Permits: 1

Population: All Records

Permit.DateIssued Between
 6/1/2023 12:00:00 AM AND
 6/30/2023 11:59:59 PM AND
 Permit.PermitType = Building
 AND
 Permit.BasicUsage = Commercial
 AND
 GovernmentUnitList.UnitCode =
 18

Grand Total Const. Value: \$0

Kindleberger Park Reservation Form

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

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

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

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

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

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

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

Name: Alexis Black Phone: 248-460-6040

Address: 1420 Trimble Ave Kalamazoo, MI 49048

Email: alexisindablack@gmail.com Alternate Phone: 313-743-1274

Date of Event: 8/28/23 8-27-23 Time: 11am-3pm 1-5

Type of event: Birthday party

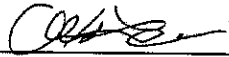
Approximate number of attendees: 15 people

Will there be music as part of your event? No

Name of DJ, musical performer, sound technician: n/a

Decorations, rental chairs/tents/tables? Describe: table cloths, centerpieces, banner

Name & address for deposit return: Alexis Black 1420 Trimble Ave Kalamazoo, MI 49048

 Signature 6/28/23 Date

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

FOR INTERNAL OFFICE USE:

Application received by: KS Date: 6-30-23

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

APPROVAL

Signature Date

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: Whaneyah Ceslone Phone: 492-5903

Address: 3003 Heather's Down Ln

Email: whaneyahc@gmail.com Alternate Phone: _____

Date of Event: 8-5-2023 Time: 2pm-6pm

Type of event: Birthday party - 1 year old

Approximate number of attendees: 20

Will there be music as part of your event? home speaker

Name of DJ, musical performer, sound technician: _____

Decorations, rental chairs/tents/tables? Describe: decorations

Name & address for deposit return: _____

Signature: on phone Date: 6-29-23

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: CS Date: 6-29-23

Payment amount received: \$100 Receipt # _____

Check # _____ Cash _____ Credit X

APPROVAL

Signature _____ Date _____

KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE

Minutes of the April 26, 2023 Meeting

CALL TO ORDER

The April 26, 2023 Policy Committee Meeting was called to order at 9: 02 a.m. at Metro in Kalamazoo, by Chairperson Thompson.

INTRODUCTIONS

Introductions were made by all present.

ROLL CALL

Meeting attendance was recorded on the sign-in sheet.

MEMBERS PARTICIPATING

Rob Britigan	City of Parchment
Jeff Franklin	Michigan Department of Transportation, Planning
Libby Heiny-Cogswell	Oshtemo Township
Jeff Hepler	Village of Augusta
Carl Keller	Village of Vicksburg
Greg Kinney	Van Buren County Road Commission
Judy Lemon	City of Galesburg
Tracey Locey	Brady Township
Pat McGinnis	City of Portage
Sherine Miller	Kalamazoo Township
Pete Pfeiffer	Michigan Department of Transportation, TSC
Jeff Sorensen	Cooper Township
Paul Sotherland	KATS Citizens' Advisory Committee
Randy Thompson, Chair	Comstock Township
Jerry VanderRoest	Charleston Township
Don Ulsh	Schoolcraft Township

MEMBERS ABSENT

Curtis Aardema	Central County Transportation Authority
Marsha Drouin	Richland Township
John Gisler	Kalamazoo County
Robert Henderson	Van Buren Public Transit
Lisa Imus	Village of Lawton
Joanna Johnson	Road Commission of Kalamazoo County
Chris Praedel	City of Kalamazoo
Aditya Rama	Kalamazoo County Transportation Authority

OTHERS PARTICIPATING

Megan Mickelson
Ryan Minkus
Elizabeth Rumick
Steve Stepek
Ali Townsend

Kalamazoo Area Transportation Study
Road Commission of Kalamazoo County
Kalamazoo Area Transportation Study
Kalamazoo Area Transportation Study
Kalamazoo Area Transportation Study

CHANGES OR ADDITIONS TO THE AGENDA

There were no changes or additional to the agenda.

APPROVAL OF THE AGENDA

Sorensen moved, and it was duly seconded by Locey, **“to approve the agenda of the April 26, 2023 Policy Committee Meeting.”** MOTION CARRIED.

PUBLIC COMMENTS

No public comments were made.

CONSENT AGENDA

- ACCEPTANCE OF THE TREASURER REPORT
- ACCEPTANCE OF THE TECHNICAL COMMITTEE REPORT
- ACCEPTANCE OF THE SOUTHCENTRAL MICHIGAN PLANNING COUNCIL REPORT
- APPROVAL OF THE MINUTES FROM THE MARCH 29, 2023 MEETING

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

FY 2023 – 2026 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS

Stepek explained the amendments are included in the meeting packet. The majority of the amendments represent new projects, primarily Michigan Department of Transportation’s upcoming safety and preservation programs. Another large project is the programming of the RAISE grant the City of Kalamazoo received for planning and design of the downtown street network. In response to Miller’s inquiry of the location of the addition of pedestrian crosswalk improvements on West Main and M-343, Stepek responded they will be installed on West Main between Sage and Solon and between Texel and Colgrove on Gull Road.

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

DRAFT FISCAL YEAR 2024 UNIFIED PLANNING WORK PROGRAM

The FY 2024 Unified Planning Work Program has been out for comment for over a month. Some spelling corrections were made. Michigan Department of Transportation Office of Economic Development Transportation Alternatives Program (TAP) verbiage was added. Kalamazoo Area Transportation Study (KATS) Staff and the Technical Committee recommend adoption of the FY 2024 Unified Planning Work Program. Britigan asked for clarification on the Central County Transportation Authority (CCTA) Software and Fare Study. Stepek responded, Metro CCTA purchases the Software annually. Metro approached KATS for their Bus Fare Study. The cost of both of these is split 80/20 with 20 percent as local match of the KATS program from Metro.

Heppler moved, and it was duly seconded by Miller, **“to approve the Fiscal Year 2024 Unified Planning Work Program.”** MOTION CARRIED.

SOUTHCENTRAL MICHIGAN PLANNING COUNCIL AGREEMENT

This agreement continues the contracted work arrangement between Kalamazoo Area Transportation Study (KATS) and the Southcentral Michigan Planning Council (SMPC) in place for over a decade. This agreement is for an additional three years, FY24-26. It aligns with each organization’s master agreement with Michigan Department of Transportation. The only change in the agreement is to allow SMPC to opt out of the contract if they have significant leadership structure changes. Both organizations appreciate the agreement and work well together.

Heppler moved, and it was duly seconded by Britigan, **“to approve the Southcentral Michigan Planning Council Agreement.”** MOTION CARRIED.

VICE CHAIRPERSON NOMINATION

With the forthcoming retirement of Libby Heiny-Cogswell, KATS needs a new Policy Committee Vice Chairperson. KATS has appreciated Libby’s participation and leadership over the last fifteen years. Curtis Aardema volunteered to serve as Vice Chairperson.

McGinnis moved, and it was duly seconded by Sorensen, **“to approve the nomination of Curt Aardema to serve as Vice-Chair.”** MOTION CARRIED.

CONTRIBUTED SERVICE UPDATE

Steppek explained with the fiscal year half over, a summary of the fiscal year-to-date contributed services for the fiscal year-to-date March 31, 2023 is included in the packet for your review.

PUBLIC TRANSPORTATION UPDATES

Steppek shared the Central County Transportation Authority (CCTA) / Kalamazoo County Transportation Authority (KCTA) updates provided by Aardema who could not attend the meeting. Aditya Rama is replacing Martin Janssen as the KCTA representative for Kalamazoo Area Transportation Study (KATS) Policy Committee. Implementation of the new board governance structure for the CCTA and KCTA continues. The first full board meeting under this new structure was conducted last month, and it went smoothly. The Comprehensive Operational Analysis is being reviewed by both staff and board members. As a result of the analysis, changes to the bus system will be implemented this year. The board has approved the purchase of a new in-ground bus lift for Metro's maintenance facility to replace one that has reached the end of its functional life. The board voted to levy the 2023 KCTA millage at a rate of 0.3110 mills, the same rate as 2022. The board voted to levy the 2023 CCTA millage at a rate of 0.8978 mills, the same rate as 2022. Bus route service post-COVID will continue growing with another group of services being restored in early May.

EXECUTIVE DIRECTOR’S REPORT

Steppek stated KATS staff will be out collecting sidewalk inventory and testing new pedestrian counters. Steppek thanked the City of Portage for assistance in pedestrian counter training. Kalamazoo

Area Transportation Study (KATS) is still waiting for our final allocation. Michigan is non-compliant with Federal Highway Administration repeat drunk driving sentencing minimums. Therefore, the Michigan Department of Transportation (MDOT) must use 2.5 percent of the state's Service Transportation Program (STP) and National Highway funds to allocate to safety. This will change the Metropolitan Planning Organization allocations. KATS anticipates an approximate \$200 thousand dollar cut in funding for next fiscal year. Once funding is determined, KATS Transportation Improvement Program Subcommittee will meet to determine where to trim projects and to program through 2026. Miller asked what is involved with sidewalk inventory. Stepek responded, it is creating a Global Positioning System (GPS) location mapping of sidewalks. Stepek elaborated in response to Sotherland's inquiry, it does not include rating the quality of them.

NEW BUSINESS

No new business was brought forth.

PUBLIC COMMENTS

No citizens' comments were made.

MEMBER COMMENTS

Sotherland reminded attendees of the upcoming Kalamazoo Bike Week from May 13, 2023 to May 20, 2023.

VanderRoest of Charleston Township reported M-96 needs attention and has many potholes, one being 10 inches deep. Pfeiffer later explained M-96 construction from Burgess Drive to the Village of Augusta will begin next month. Bigger signage is needed at the intersection of M-343 and Sprinkle Road.

Pfeiffer provided the Michigan Department of Transportation update. Road and bridge construction projects have started. The two biggest projects are on US-131 south of Schoolcraft and on M-40 in Lawton. Let Pfeiffer know if you would like to be added to the email listserv for project progress and construction updates.

Franklin of Michigan Department of Transportation, mentioned Kalamazoo Area Transportation Study Staff put together a quality Work Program and is happy to see it approved today.

Heppler reported the Village of Augusta submitted permit requests through the Michigan Department of Transportation (MDOT) System for the water project starting this summer. The \$2 million dollar project will occur on the south side of the village in partnership with MDOT. The Village of Augusta will work with the county on chip seal projects over the summer. On behalf of Kalamazoo County, Heppler said a downtown Kalamazoo Event Center arena will be built next to the new courthouse.

McGinnis is pleased to hear the committee's emphasis on the importance of transportation safety. Especially with the news of last night's tragic accident at Milham and Sprinkle Road in the City of Portage with two fatalities, and a third person in critical condition. The City of Portage is putting together a grant application for funding for a complete, intense safety study.

Britigan reported there are three local road projects underway in the City of Parchment. Britigan wished Heiny-Cogswell the best and expressed pleasure in working together.

Sorensen announced Cooper Charter Township's May 2, 2023 ballot will include voting on a special assessment to support the fire department capital improvement and operations. Bids opened today on the remodel of the Cooper Township Hall project. The main entrance will be moved to the rear and recently acquired adjacent property will be turned into a much needed parking lot.

Heiny-Cogswell reported Oshtemo Township is using some American Rescue Plan Act (ARPA) funds to manage non-motorized facility assets. Last night the board approved the \$12 million dollar Phase 1 of the Sewer Expansion project. Heiny-Cogswell thanked the group for their work. Stepek thanked Heiny-Cogswell for her 15 years of serving on the board and volunteering. Attendees echoed thanks and appreciation and wished Heiny-Cogswell well in retirement.

Miller reported Kalamazoo Township is doing drain work off Arlington Street. Kalamazoo Township is installing a lift station and connecting to city sewer on Winding Way. Stepek will follow up with the City of Kalamazoo to determine when the Patterson Street bridge will be complete.

Lemon reported the City of Galesburg is completing a sewer project on Washington Street.

Thompson reported a water project is ongoing on 33rd Street from G Avenue to M-96 in Comstock Township. A lift station is being installed at 35th Street. A sewer project is planned for South 26th Street for the new Road Commission of Kalamazoo County building. The new Comstock Township building should be ready to move into by late September. Midlink has expansion projects in Comstock Township.

ADJOURNMENT

There being no further business, Chairperson Thompson adjourned the meeting at 9:37 a.m.

*The next meeting of the Kalamazoo Area Transportation Study Policy Committee will be held on
Wednesday, May 31, 2023 at 9:00 a.m.*

Approved 5/31/23 (er)

Planning Commission Meeting Minutes
May 24, 2023

1. Call to Order at 6:00pm

2. Roll Call – Chairperson DeBoer, Commissioners Lyon-Jenness, Tecca, and Bliesener, City Manager Stoddard, and Zoning Administrator (ZA) Harvey.

- Motion to excuse Commissioner Dean by Chairperson DeBoer and supported by Commissioner Bliesener. All ayes.

3. Approval of Minutes – April 26, 2023

- Bliesener amended a spelling error and correction on wording.
- Lyon-Jenness asked about the use of the words Public Hearing Continuation. ZA Harvey confirmed that it was the correct terminology.
- Motion to accept the minutes with amendments by Bliesener and supported by Lyon-Jenness. All ayes.

4. Citizen Comments

- No comments

5. Old Business

A. Status of Fishbeck (formerly Envirollogic) grant application

- City Manager (CM) Stoddard stated that the EPA Multipurpose grant will be awarded in late spring, so we should know something soon.

B. Outline of Planning Commission Work Plan Item #2

- ZA Harvey spoke to the memo last month that was reviewed and conversed about by the PC in the past month. The take away was that the PC would focus on #2 Housing. Sample ordinances were sent. Any questions from the PC? If not, she will prepare an outline of overlay to the district, with a sample order that the PC can approve or not.
- DeBoer believes that would be the next logical step and that ZA Harvey should go forward.

6. New Business

A. Letter of Intent – Flybuzz Custom Woodworking, Dan Bussema

- Chairperson DeBoer opened by saying that the PC would not be voting to determine if the City should allow a developer to purchase the property. They would be voting to either move the Letter of Intent forward, seek further information from the developer or deny if the proposal does not align with the Planned Unit Development (PUD) and Master Plan (MP). Comments from the PC members will be forwarded with the Letter of Intent to the City Commission. DeBoer asked that the developer explain to the PC their proposal and to field

questions from the members. The PC will then vote on one of the three decisions. He reiterated that this is the only time that the City of Parchment would be able to pick their new neighbors and that the decision would not be made in haste.

- DeBoer went on to explain that this is the first step in the process. The purpose is to determine if the proposal is eligible. The issues of significance that need to be included are: sketch or drawing of the plan, an accurate legal description (if available), name(s), address, total acreage, number of acres to be developed, green space, vehicle and parking area, natural features, and the relationship to PUD.
- DeBoer stated that Chapter 6 of the Master Plan speaks specifically to use. The PC will be looking to see if the proposal aligns with the Master Plan.
- Dan Bussema, Flybuzz Custom Woodworking was invited to speak about his proposal by DeBoer.
- ZA Harvey reminded the PC and meeting attendants that this is not the plan review time. The City Commission has been clear as to what is needed for this review. Applying with a pre-application packet by the developer is the 1st step in the process. Developers are encouraged to attend a pre-application meeting to work out kinks before the site plan review. It reinforces what needs to be added or to deal with issues of concern.
- Dan Bussema stated that he has a Petoskey woodworking business and a sawmill in the Upper Peninsula. He explained that the site in the mill property is good as they make outdoor furniture. People will be trained and hired; they do not need to come with the skill. Site could be ready within 2 weeks of purchase approval. He spoke to the roof repair, securing windows, the use of solar and a generator. A portable bathroom will be on site. The company is 400 chairs behind on their orders. He has brought the mill site information forward to other developers who are interested in sites on the mill property. He sees this as a way to increase revenue to the city. He mentioned that his Dad was a former mayor for the city who felt honored to have helped Jake Kindleberger with his efforts in the City of Parchment. Dan believes that the City of Parchment can be made whole again and he feels that the leaders are putting the mill development into the forefront as something good for the community.
- Lyon-Jenness said that the PC does see a larger thought plan
- Bussema agreed and mentioned the northern-most buildings (Noah's Ark) and the vacant property that has been set aside for residential purposes.
- Lyon-Jenness asked if Bussema was aware of the buried tanks on the east side.
- Bussema said that he was aware and that he knew that assistance for their removal/remediation could be worked through with the Kalamazoo County Brownfield Authority.
- Lyon-Jenness asked if Bussema would need entrance through the Oak Grove access. Bussema confirmed.
- Bliesener confirmed that access would be needed to get to workplace.

- Bussema stated that he had two other developers that will eventually come before the PC.
- Tecca asked how Bussema was going to be moving forward with the repairs on the building.
- Bussema stated that they first would secure the windows and secure the west side of the roof. He has put together a materials list with special consideration being built into it for all the repairs.
- Tecca asked if it was safe to be in the building.
- Bussema said that it would be necessary to show off the buildings to developers to draw interest. They will be escorted through the buildings.
- Lyon-Jenness asked if he was prepared to give a timeline and to speak to the exterior of the building. She stated that it is heartening to see the Terrill building.
- Bussema estimated that it would take about two weeks to secure the building.
- DeBoer went through the info for the pre-application list and stated that he would be reacting to that. He stated that the Bussema Letter of Intent was very detailed, included pictures, and was consistent with the Master Plan based on the list. He recommends that the applicant talk to Kalamazoo Area Building Authority (KABA). He strongly suggests that Bussema explains what he wants to do there to see what they have for feedback.
- Bussema asked if he needed anything in writing from KABA.
- DeBoer stated that it would be helpful if Bussema had something in writing from KABA. Bussema could prepare for the next level of approval by going through the PUD bullet points, include a sketch of the layout, prepare a vehicle and pedestrian with access points to building (no detailed engineering needed).
- DeBoer stated that the City should consider a commercial appraisal to be performed on the mill buildings.
- Bliesener asked if the PC was tabling this pre-application
- DeBoer stated no – this was the first iteration in the process and that the PC should vote as to whether the Flybuzz packet should move forward to the City Commission.
- Bliesener believes that the plan fits the MP and PUD and that it may be time to recommend it to the City Commission.
- Tecca asked if they should wait for a sketch.
- Deboer said that the City Commission may want to see more.
- Lyon-Jenness asked if it was necessary to have a drawing to move it forward to the City Commission.
- Bleisener said that it was an existing building. If the City Commission wants to have an appraisal and a drawing then they could request it from Bussema. She would recommend that it goes on to the City Commission.
- DeBoer was concerned that the packet did not meet all of the bullet points of the PUD.

- Bliesener said this is step one, checking for alignment with what the City wants on the site.
- ZA Harvey stated that the PC can say: We understand the proposed use clearly and we know what building is involved. If this is satisfactory, the PC can say it aligns with the MP and PUD without going through the finer details of occupancy. The PC is reviewing to determine if that building is appropriate for that use in the PUD. If the building was coming down or another building was going up, then the PC would need to see more; it is not needed for this review. The PC is looking at appropriateness of the building and the use.
- Tecca asked what is next after the PC moves a plan to the City Commission (CC).
- ZA Harvey stated that clarity will be developed through the awareness of the process. The City would then decide if they want to allow the sale. Specifics of the purchase agreement will lie with the City Commission. After that, the site plan would have to be reviewed by the PC.
- Bliesener said that once the purchase agreement is approved, then the aesthetics of the building could be worked out.
- Lyon-Jenness asked that if the PC indicates an ok to the CC, does the info go directly to the CC.
- ZA Harvey said that the PC is giving an opinion that the building and use are consistent with the MP and the PUD use. Once it goes to the CC, then the developer comes back to the PC for site plan approval.
- Bliesener reiterated that this is just a preliminary vetting with no site plan; if so, we just say that the requirements have been met.
- ZA Harvey said that there may be a use that was not envisioned or that's our vision; the PC can say this is a good use of the building.
- Lyon-Jenness said that we are extending our opinion to the CC that this is approved to have the CC consider for purchase.
- ZA Harvey said if the CC agrees to the sale then the site design comes back to the PC.
- Motion made by Bliesener, support by Lyon-Jenness to approve sending it on to the City Commission. Roll call vote: Lyon-Jenness yes, Tecca yes, Bliesener yes, DeBoer no

B. Letter of Intent – Mavcon Inc. – James Dally

- James Dally, Mavcon Inc, said that he was excited to be here. He said he needs a project. Projects like the Double Day building, dilapidated, not occupied, used the Brownfield Process to preserve and put back on the tax roll. The Jimmy Johns building downtown was turned into apartments and another tenant. The Metro Center wanted to work with the community to build teams to finance the (14 layers) original block of the City of Kalamazoo (COK). He stated that he likes historical stuff. He knows he needs environmental studies, site plans, and that he is accomplished in construction. He would like to tour the mill site. He wants to help with the flywheel, get things turning, and work as a team. He is

interested in more property; it will take due diligence. He said the City of Parchment needs someone to show the plan, show the history of restoration, get the developers that know how to finance and Mavcon knows how to do the heavy lifting. They have had familiar projects; they are in no hurry. Mavcon owns various businesses. He went on to say that he had applied for his first patent to do assembly and he needed to look for space with his new challenge. He continued on to say that he designs, no window boarding and crappy facades that cost \$10-\$30k. They will need time for due diligence; do not want to waste the City of Parchment's time. They are experienced with KABA.

- Lyon-Jenness asked which buildings on the map were of interest to Mavcon.
- City Manager handed out maps and explained which buildings they wanted.
- Dally went on to explain that the patent, for which he applied, was for assembling a touchless glove device (sanitary gloves). This is a sterile glove that can be applied without spreading germs. He is working on the final prototype. It's a machine that a person puts their hands into, it releases a pair of gloves from the bands. The patent has not been approved yet.
- Lyon-Jenness asked if the use would be for redevelopment, research design, automotive repair and storage at the location.
- Dally said that he offices will be developed into the buildings. He went on to say that the City needs something to happen to those buildings so that bigger investors will take interest. He said that he wanted the Administration Building for apartments. You need something to happen here and Mavcon does not lack experience. All businesses in the building would belong to his company. They need to move out of Biddergy building.
- Bliesener asked about the downtown Kalamazoo buildings, PNC Building.
- Dally stated that challenging properties are ok with him. He does not want something that will back fire on the City of Parchment. A developer must know environmental work; it is not good to have little experience.
- Lyon-Jenness asked Dally how he sees the PUD list compared to this application and would the due diligence preclude the PUD list.
- Dally replied that they will do their own design – including sewer, water and power. Not sure where it is at this time. He said that they will walk with KABA and have a structural analysis performed. He will check on all codes, variances, and green roofs. Dally will do all this research – the heavy lifting of the developer to know what is needed. If COP wants something he will accommodate.
- Lyon-Jenness asked if the original architecture would be restored.
- Dally said that he has worked with McKay for the limestone restoration on buildings, restoring them to their original façade. He feels that the City is probably not interested in a warehouses original façade.
- DeBoer stated that he would be reacting to the PUD list. He went through the list:
 - 1) Site sketch needed
 - 2) Letter of Intent was unable to determine if Mavcon's plan was in

alignment with the MP as the proposed use was too vast. It does not state what will be done there; it needs definition.

- 3) Not able to determine if consistent with the mill site PUD.
- 4) Not clear what buildings are to be used, razed, or re-used.
- 5) Not comfortable with the assignment of the property as we cannot pick our neighbors. He does not want that to happen.
- 6) Dollar amount - DeBoer feels that the City needs to use an appraiser to determine the value of the property. Due diligence is needed by the City of Parchment.
- 7) He would like Dally to speak with KABA's building inspector.

- DeBoer stated that this concluded his commentary on the Letter of Intent and asked the other PC members if they had any other questions.
- Lyon-Jenness asked Dally to explain his comment that this plan was for a basic business, a single purpose property.
- Dally said that he wants to find LLC's for the project; each property is an LLC. He can add clarifying language re: assignment.
- Bliesener motion to move this forward to the City Commission with clarified assignment and use language. Tecca supported. Roll Call vote: Tecca yes
Bliesener yes
Lyon-Jenness yes
DeBoer no
- Lyon-Jenness asked if the assignment language could be articulated before it is moved forward to the City Commission. She stated that they do not want to see a bad outcome.
- Dally wants to partner with the City of Parchment with open communication, sketches, and any other requirements will be met. Mavcon must do a preliminary analysis before there is a sketch. We want to do our homework and then prepare drawings to help with approval.
- The clarification must state the intended uses in the buildings.
- Dally stated that he understood the PC's caution.
- Dally went on to say that he feels like DeBoer has an issue. Dally said of himself: I can be difficult. We need to get along. He said he appreciated all the questions and that he wants to know the mind of the PC members and help with the process. He wants to answer DeBoer's questions to help get them both on the same page. He stated that if he is investing in a community, he wants to be a partner.

C. Short Term Rentals (STRS)

- Draft Amendments to Zoning Ordinance
- Sample general ordinance text
- DeBoer asked about the current code.
- ZA Harvey stated that the City of Parchment does not provide for STRs or description. Homes that rent out 1 room or rent out entire property equate to STRs. The ordinance

does not speak to it; it's silent. She observed that the COP zoning ordinance cannot leave out STRs language. There is a reasonable demand for them in the community and the PC needs to do something. The City's ordinance speaks to boarding houses and Bed & Breakfasts (B&Bs) which are both STRs – Both require meals. The City ordinances are not silent because they do speak to boarding houses and B&Bs, but only allow in this capacity. So the PC must ask – Do we want to speak to the other forms of STRs?

1) Try to get an understanding to see if it is happening in this community. If not speaking, must we must enforce an ordinance that does not address all forms of STRs.

2) Do residents want it? What are the concerns? What would they like to happen?

- ZA Harvey said that it would be most helpful to read the background of STRs. Look at the articles that have come out on STRs and how they hit communities. Various groups tried to take a PC through the process (comprehensive approach).
- ZA Harvey continued: Finding the answers to questions so that a conversation can be held is important. The Three Oaks study was great reading. The COP does not have a hotel; this is not a consequence to the City. Three Oaks amended their ordinance, lots of Chicago transplants and long-time residents came together. Not sure if they have too many STRs. There is an impact to businesses and schools; they limit them. Several years of study had to be done to determine a cap and regulation modification. If the PC wants to address STRs, drafts and samples have been included in the packet.
- Lyon-Jenness asked how people figure the level of renters in a community.
- ZA Harvey – They could go on sites to see what's offered and hearsay. Get a sense of community interest, feedback or complaints to see if there is a negative reaction to STRs. Some communities want too many regulations. The ordinance could be amended to say: This is an STR; we consider it a residential accessory use.
- Lyon-Jenness asked if this generates money for the City of Parchment.
- ZA Harvey noted that some communities without lakes don't care about STRs, those that do have lakes care about them. Towns and villages only have so much housing stock. There are concerns about the impacts to neighborhoods. Some communities use a registration system – we don't want a cost to the City to have STRs.
- Bliesener acknowledged that STRs exist. The PC should check with the City of Kalamazoo, Elk Rapids, and Three Oaks about caps. If it does become popular than the PC can talk about a cap.
- Lyon-Jenness said they needed someone to regulate the more STRs that there are in the community.
- Bliesener said that a little talk today would lead them to discuss it further at the next meeting or whenever the PC felt it was necessary.
- Tecca said that he liked the simplistic regulations in some towns/townships. He acknowledged that STRs happen. He stated that he has trouble imagining that these will happen here, unless there is huge changes in the City of Parchment. We are not a destination. My expanding family may need to be housed outside of my home. I have used STRs a lot, they are preferred over a hotel because they are more comfortable with

their living rooms and bedrooms. Making some provisions for STRs are a good thing. We don't want them to take over the community, but doubt it will happen.

- DeBoer asked: Do we pursue STR ordinance amendments or not?
- ZA Harvey said that the PC could make a decision at the next PC meeting.
- DeBoer confirmed that they would decide at the next meeting.

7. Comments from Planning Commissioners – none

8. Next Meeting – The next meeting will be determined.

9. Adjournment – Motion by Tecca, supported by Bliesener. All ayes. Meeting ended at 7:42 pm.

FROM THE RESIDENTS OF THOMAS ST.

July 6, 2023

City commissioners
City of Parchment
650 S. Riverview Dr.
Parchment, Mi 49004

Dear Commissioner's

We the residents of Thomas St are requesting a road closure on the evening Saturday July 29th from 6-10pm for a neighborhood block party. We are making this request in attempt to protect the residents and small children on our block, and ensure we are able to cross the street freely and participate in activities. We the residents have made numerous calls and complaints in regards to the excessive speeders we experience daily on our block, as we are a direct route to the schools and St. Ambrose church. We are requesting a closure, from the cross streets of Elmhurst to Groveland be closed off. This will still allow for traffic to be rerouted down Elmhurst, Groveland or Orient. For traffic from RIVERVIEW or G. ave. We would like the city to possibly provide us with the proper road barricades, but we are willing to provide our own with the city's permission to do so. We the residents would also make Kalamazoo township fire and police aware of our plans to do so. Of course with a letter of permission from the commission. If one could be provided upon approval.

We are looking to have some front yard water features/stations (sprinklers etc). Music, a cook out, along with a variety of yard games, and a family movie night to end the night. It is not our intent to have a LARGE event, we are just looking to provide a safe and fun neighborly gathering. To ensure the safety of the children we would appreciate your approval of this proposed road closure for the above stated date.

Sincerely yours,

Kristen & Michael Capelli @ 318 E. Thomas

Jen & Aj Good @409 E. Thomas

Elizabeth & Jerry Seeger @310 E. Thomas

Frank & Nina Mihalek @ 319 E. Thomas

Nick Love & Rachel Fischer 311 E. Thomas

DRAFT - CONTRACT FOR PROFESSIONAL SERVICES BETWEEN THE
CITY OF PARCHMENT AND FISHBECK

THIS CONTRACT is made and entered into this _____ day of _____, 2023, between The City of Parchment (herein referred to as "the City"), 650 S. Riverview, Parchment, MI 49004, and Fishbeck (Consultant), 2960 Interstate Pkwy, Kalamazoo, MI 49048.

WHEREAS, the City has received a grant from the U.S. Environmental Protection Agency (EPA) in the amount of \$800,000 of contractual work according to the grant award; and

WHEREAS, the City is a member of the State of Michigan MiDEAL Extended Purchasing Program and is satisfying the federal competitive procurement requirements by relying on the State of Michigan's competitively bid State Contracts offered through this program; and

WHEREAS, through the MiDEAL Program, the State has evaluated the experience, qualifications, services and delivery, ensuring a fair price and high-quality contract for potential qualified environmental/brownfield consulting firms that can provide the contracted environmental services required in the grant award; and

WHEREAS, the City desires to have Fishbeck, who currently holds an Environmental Indefinite Scope Indefinite Delivery Contract with the State of Michigan and participates in the MiDEAL program, as the best qualified to meet the needs of the City, to serve as project manager/consultant to implement the EPA grant; and

NOW, THEREFORE, in consideration of the covenants and promises contained in this Contract, the parties agree as follows:

SECTION I. THE CONSULTANT'S DUTIES

The Consultant agrees to perform the following duties:

- a) Perform the duties outlined for the environmental consultant in Attachment A – The EPA Work Plan, and Attachment B – Fishbeck State of Michigan Department of Technology, Management and Budget Contract for Professional Services: Indefinite Scope-Indefinite Delivery dated January 12, 2023 (for relevant rates and fees), and in accordance with the EPA Cooperative Agreement (forthcoming).
- b) Meet required federal and specifically EPA qualifying, performance and reporting standards and OMB standards.
- c) Require that subcontractors meet general federal, EPA and OMB qualifying, performance and reporting standards.
- d) Complete site assessment, cleanup planning, and cleanup activities at the site as described in the attached Work Plan (Attachment A).
- e) Prepare for submittal, by the City, the grant status and financial reports required by the EPA, including quarterly financial reports with the City and file the required program data with the EPA for federal reporting purposes.
- f) Provide support and staffing for the EPA grant work as outlined in Attachment A.

- g) Actively participate in, and regularly attend the project meetings.
- h) Maintain a regular communications link with the City staff.
- i) Facilitate meetings and workshops with project partners, community leadership, and citizens.
- j) Present information sessions or community outreach presentations to City leadership as requested.
- k) Prepare and maintain project budgets, schedules and timelines.
- l) Prepare a Quality Assurance Project Plan (QAPP) meeting EPA guidelines and requirements.
- m) Prepare project documentation as appropriate, submit copies to EPA as a grant deliverable, updated ACRES.

SECTION II: THE CITY'S DUTIES

The City agrees to perform the following duties:

- a) Provide support as is required to complete the requirements of the EPA grant award.
- b) Work with Consultant to file program reports.
- c) File required financial reports with the EPA reporting system.
- d) Manage and utilize the ASAP System for timely payments of contractors and grant-related costs.
- e) Designate a Project Leadership Team.
- f) Provide space for regular project meetings.

SECTION III: COMPENSATION

The City shall compensate Consultant for its services under this Contract in the following manner:

- a) Payment will be provided as invoiced by Consultant on a reimbursement basis as the activities are performed based on pre-approved budgets and tasks authorized by the Project Leadership Team for a sum total of not to exceed \$800,000 for the services detailed above and as detailed in Attachment A – the EPA Work Plan.
- b) Payment provisions as stated in the terms of Fishbeck's MiDEAL and ISID Contracts Attachment B

SECTION IV: GENERAL TERMS AND CONDITIONS APPLICABLE TO BOTH PARTIES

The following duties and responsibilities apply equally to the Consultant and the City unless the language of the provision clearly indicates that it applies only to the Consultant or the City.

1. **INSURANCE.** The Consultant shall provide the City with a certificate of insurance providing for a commercial liability insurance policy on an occurrence basis with policy limits of at least one million dollars (\$1,000,000) to include, but not be limited to, personal injury, bodily injury, property damage and contractual liability. The Consultant shall have the City listed as an additional insured on the certificate of insurance (to the extent of the liability which the

Consultant assumes under this contract). The insurance certificate shall state that the insurance policy cannot be amended or canceled unless the City is given thirty (30) days written notice. The insurance company issuing the certificate shall strike from the certificate the usual words in the cancellation clause of the certificate which state "endeavor to" or "failure to mail such notice shall impose no obligation or liability of any kind upon the company." The Consultant shall also furnish to the City a certificate of insurance covering the Consultant's Workers Compensation responsibilities for the Consultant's employees. Failure of the Consultant to provide the certificates of insurance or receipt by the City of a Notice of Cancellation of the insurance policies by the Consultant's insurance company(s) shall constitute a material breach of this contract and the City may then, at its sole option, terminate this Contract immediately.

2. INDEMNITY. The Consultant agrees to indemnify and hold harmless (to the extent of the liability which the Consultant assumes under Section IV, Paragraph 1 of this contract) the City, its agents, employees, officers and representatives from fines, costs, lawsuits, claims, demands and actions, including reasonable attorney fees, which occur by reason of any wrongful act, negligence or wrongful omission on the part of the Consultant, its agents, employees, officers, or representatives, in performing this contract. The City agrees to indemnify and hold harmless the Consultant, its agents, employees, officers and representatives from fines, costs, lawsuits, claims, demands and actions, including reasonable attorney fees, which occur by reason of any wrongful act, negligence or wrongful omission on the part of the City, its agents, employees, officers, or representatives, in performing this contract; provided that nothing herein contained in this Contract constitutes, nor shall be construed, as a waiver of any governmental immunity that has been provided to the City and its agents, employees, officers or representatives by common law, statute or court decision.

3. ASSURANCES AGAINST DISCRIMINATION. Consultant assures that it shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment because of race, creed, color, religion, national origin or ancestry, gender, age, marital status, height, weight or disability/handicap unrelated to the person's ability to perform the duties of a particular job or position. Breach of this provision shall constitute a material breach of this Contract and authorizes the City to, in its sole discretion, immediately terminate this Contract.

4. DISPUTE RESOLUTION. In the event a dispute arises between the City and the Consultant concerning the performance of this Contract, the parties agree to meet, and negotiate in good faith, in order to attempt to resolve the dispute. Said meeting shall take place within thirty (30) days after one party sends the other party written notice identifying the cause or reason for the dispute and requesting a meeting. The City and the Consultant agree that neither party will file any lawsuit for the purpose of resolving a dispute, or exercise its right to terminate the Contract, until sixty (60) days after the date on which the parties held their final meeting to resolve the dispute. THIS PARAGRAPH DOES NOT APPLY TO DISPUTES INVOLVING ACTS, CONDUCT, ERRORS, NEGLIGENCE OR OMISSIONS BY THE COMPANY THAT ARE IDENTIFIED IN THIS CONTRACT AS CONSTITUTING A MATERIAL BREACH OF THIS CONTRACT.

5. ASSIGNMENT. This is a Contract for Professional Services, and the Consultant may not assign its interest in this Contract without the express written consent of the City.

6. RELATIONSHIP BETWEEN THE PARTIES. This Contract shall not be construed to establish any employer/employee, master/servant, or principal/agent, relationship between the City and the Consultant.

7. AMENDMENTS. Changes to this Contract will only be valid if they are in writing and signed by the Consultant and the City.

8. NOTICES. Any Notice/Communication required, or permitted, under this Contract from one party to another, including the Consultant's request for assistance from City personnel in carrying out Consultant's duties under this Contract, shall be deemed effective if the party sending the Notice/Communication hand delivers the Notice or communication to the other Party or if the Party sends the Notice/Communication through first class mail to the other Party. The Parties agree that Notices and Communications should be sent to the Parties at the following addresses:

CONSULTANT:
David Stegink, Vice President
Fishbeck
2960 Interstate Pkwy
Kalamazoo, MI 49048
(269) 544-6977

CITY:
Nancy Stoddard, City Manager
City of Parchment
650 S. Riverview Drive
Parchment, MI 49004
(269) 349-3785

9. SEVERABILITY. If a court of competent jurisdiction declares any part, portion or provision of this Contract invalid, unconstitutional or unenforceable, the remaining parts, portions and provisions of this Contract shall remain in full force and effect.

10. ENTIRE CONTRACT. This Contract constitutes the entire Agreement between the Parties with respect to the subject matter identified in the Contract, and no modification or revision to the Contract shall have any force and effect unless it complies with the provisions of Paragraph 7, SECTION IV of this CONTRACT. The failure of any Party to insist on the strict performance of any condition, promise, agreement, or undertaking set forth herein shall not be construed as a waiver or relinquishment of the right to insist upon strict performance of the same condition, promise, agreement or undertaking at a future time.

11. HEADINGS. The Titles of the Sections and Paragraphs of this Contract are provided for reference purposes only. If any discrepancy or disagreement exists between a Title and the text of the section or paragraph, the text shall control.

12. SIGNATURES. The individual or officer who signs this Contract certifies through his/her signature that he/she is authorized to sign this Contract on behalf of the entity that he/she represents.

13. **GOVERNING LAW.** This Contract shall be governed, and interpreted in accordance with, the laws of the State of Michigan. The parties agree that any action to enforce this Contract may be brought in any state or federal court that possesses subject matter jurisdiction and is located in, or whose district includes Kalamazoo County, Michigan.

14. **TERM.** This contract shall be in effect through the terms outlined in the Cooperative Agreement between the EPA and the City of Parchment for the Brownfield Multipurpose Grant, or unless terminated earlier as provided in paragraph 15 of this section.

15. **TERMINATION.** Either party may terminate this contract, for its own convenience, by providing thirty (30) days written notice of the termination to the other party.

SIGNATURE SECTION

For: **CONSULTANT**

By: _____

*David A. Stegink

Its: Vice President, Brownfield Program Manager

Date: _____

For: **CITY OF PARCHMENT**

By: _____

Nancy Stoddard

Its: City Manager

Date: _____



THE CITY OF PARCHMENT, MICHIGAN

U.S. EPA Brownfield Multipurpose Grant

Workplan for CERCLA Section 104(k) Multipurpose Cooperative Agreement

Period of Performance 10/1/2023 – 9/30/2028

1. This project supports EPA Goal 6: Safeguard and Revitalize Communities,
Objective 6.1: Clean Up and Restore Land for Productive Uses and Healthy Communities.

CERCLA Authority: CERCLA 104(k)(4)

DCN: QEX

Budget: FY 2023

Appropriation: E4SD

Budget Org: 0500AG7

Object Class: 41.14

Program Results Code (PRC): 000D79X89

OBJECTIVE: The Small Business Liability Relief and Brownfields Revitalization Act (SBLRBRA) was signed into law on January 11, 2002. The Act amends the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), as amended, by adding Section 104(k). Section 104(k) authorizes the U.S. Environmental Protection Agency (EPA) to provide funding to eligible entities to inventory, characterize, assess, conduct planning related to, remediate, or capitalize revolving loan funds for, eligible brownfield sites. The Brownfields Utilization, Investment, and Local Development (BUILD) Act of March 2018 reauthorized and amended the Brownfields provisions of CERCLA. Pursuant to these provisions, EPA conducts annual Brownfield grant competitions. Recipients are selected from proposals prepared in accordance with the "Proposal Guidelines for Brownfields Multipurpose, Assessment, Revolving Loan Fund, and Cleanup Grants," and submitted in a national competition. The City of Parchment as an eligible entity was selected for Multipurpose funding in the FY 2023 competition.

The City of Parchment was awarded an \$800,000 U.S. EPA Community-wide Brownfield Multipurpose Grant

RFP: EPA-OLEM-OBLR-22-10

Grant Recipient: Ms. Nancy Stoddard, City Manager
City of Parchment
Phone: (269) 349-3785
E-mail: manager@parchment.org

Address: 650 S. Riverview Drive
Parchment, MI 49004

1.0 BACKGROUND:

The City of Parchment lies in southwestern lower Michigan in the northcentral part of Kalamazoo County, along the shores of the Kalamazoo River. Parchment is a small city, occupying just 601.6 acres with a population of 1,969 citizens. In 1909, the Kalamazoo Vegetable Parchment Paper Company was established along the river, and the city was formed primarily around this single industry—hence the city’s name “Parchment.” At one time, the paper mill occupied approximately 40% of the city’s land mass. When the mill shut down in 2000, it was catastrophic for a community that depended heavily on this single industry for jobs, tax revenues, and philanthropic support. Further, the now unoccupied mill property has left a legacy of environmental contamination that has continued to disproportionately affect nearby underserved residents and the entire Parchment community.

The target area and focus of this grant will be a portion of the historical mill property identified as the Parchment Mill #2 Site, which contains three contiguous parcels occupying 31.37 acres. The Mill #2 Site has been left vacant since 2000. The property is occupied by a collection of abandoned multi-story industrial buildings that are over 805,000 square feet in size. In its current state, the site is not marketable for redevelopment. The site is not safe—despite best efforts at security, the buildings have been heavily vandalized and are very dangerous structures due to potential exposure to physical hazards, hazardous materials, and uncontained friable asbestos. Environmental assessments of the property have been completed but are not thorough enough to help developers evaluate environmental risks and costs. For example, historic maps show several underground storage tanks, but it has not been determined if those tanks have been removed or not. Additionally, the site is potentially linked to known per- and polyfluoroalkyl substances (PFAS) contamination in the area that has impacted local municipal water supply wells which served over 3,100 people in the City of Parchment and Cooper Township. To date, only a limited assessment for PFAS contamination has been completed at the site.

This grant is intended to address these challenges by conducting assessment and cleanup planning, which will provide a more complete understanding of site conditions. This will allow developers and state and local government entities to know what future activities and costs are needed and how they might be financed. This is a large, complex site, and preliminary estimates for assessment, cleanup, and demolition exceed \$15M. This grant will also allow for the cleanup of a small but high-profile area of the property, which will create a more attractive exterior of the site. It is hoped that preparing a relatively small but important area of the site will spur further private and public investment to address the remaining portions of the property. As the current owner of the Mill #2 Site, the city will lead in the redevelopment of this property.

Cooperative agreement funding will be used to cover the costs of activities at or in direct support of brownfield sites as defined under CERCLA 101(39).

2.0 MANAGEMENT AND COORDINATION:

The City of Parchment and its Brownfield Redevelopment Authority (Authority) will manage the grant and be accountable to the U.S. EPA for the proper expenditure of funds. This Authority Board includes representation from the city council, citizens, local businesses, and the school system. It is envisioned that the Board would make project-specific decisions on funding, hold open meetings to gather public input, operate as an advisory board for project incentives, and assist city staff in other aspects of project implementation. The City and the Mill Site #2 project team intends on meeting monthly to evaluate grant progress and present the status of site activities, allowing for the timely and successful expenditure of funds.

The Grant Project Manager will be Ms. Nancy Stoddard, City Manager of Parchment. Ms. Stoddard has been in municipal government for 30 years. She began in Wayland Township as a Deputy Treasurer and then was elected Treasurer, serving for 10 years. She earned her bachelor's degree in Business Administration and her master's degree in Public Administration. Ms. Shannon Stutz, Treasurer/ Clerk, will provide assistance with financial reporting. Ms. Stutz received a bachelor's degree in Economics. She previously worked at Ernst & Young and Bronson Healthcare Group. In 2015, she began work at the City of Parchment as the City Treasurer and Clerk, where she earned a Michigan Certified Professional Treasurer designation.

The city is supported by the Kalamazoo County Brownfield Redevelopment Authority (KCBRA) staff and can be supplemented as needed by Ms. Rachael Grover (Director of Planning and Development, KCBRA). Ms. Grover has successfully managed the FY16 EPA Assessment Grant, meeting all reporting, Work Plan, and Cooperative Agreement requirements, and is managing the current FY21 EPA Assessment Grant. Ms. Grover has extensive experience and over 14 years with grant implementation, funding, reporting, and compliance.

3.0 BUDGET

Grant Budget (\$800,000)					
Budget Categories	Task 1: Programmatic and Grant Administration	Task 2: Site Assessments	Task 3: Cleanup Planning	Task 4: Cleanup	Total
Contractual	\$10,000	\$125,000	\$110,000	\$0	\$245,000
Construction	\$0	\$0	\$0	\$555,000	\$555,000
Total Direct Costs	\$10,000	\$125,000	\$110,000	\$555,000	\$800,000
Indirect Costs	\$0	\$0	\$0	\$0	\$0
Total Budget	\$10,000	\$125,000	\$110,000	\$555,000	\$800,000

4.0 WORKPLAN TASKS AND SCHEDULE

Task 1: Programmatic and Grant Administration

EPA-funded activities will include cooperative agreement oversight, procurement of a Qualified Environmental Professional (QEP), coordination with state environmental and local health departments, additional community engagement, and grant performance reporting. The city proposes to not charge the EPA Grant for its salary costs related to cooperative agreement oversight, procurements, communications with EPA and agencies, and participation in community engagement efforts. The city participates in an intergovernmental program with the State of Michigan (MiDEAL) to competitively procure professional services, and this program meets EPA's requirements for fair and open competition. *(Estimated 1% of the grant funds).*

Activities	Milestones/Outputs	Schedule
Procurement of Qualified Environmental Professional	Signed contract, Procurement documentation	The contract will be awarded in Q1 of FY24
<ul style="list-style-type: none"> ▪ Quarterly Reporting ▪ Annual Financial Reporting ▪ MBE/WBE Reporting ▪ ACRES Updates 	Completed Reports Received by EPA	<ul style="list-style-type: none"> ▪ 30 days after the end of the federal fiscal quarter ▪ 30 days after the end of the federal fiscal year ▪ 30 days after the end of the federal fiscal year ▪ within 30 days of investigation activity
Meetings with Project Partners	Notes from communications, fact sheets to assist in communications, log of feedback, reference in Quarterly Report	Monthly project team meetings
Public/community meeting participation	Meeting agendas and minutes, reference in Quarterly Report	Monthly meetings, Ongoing
Outreach events	Invitations, presentation materials, fact sheets, log of participants and attendees, reference in Quarterly Report	Ongoing

Task 2: Site Assessment

EPA-funded activities will include the development of a Quality Assurance Project Plan (QAPP), Sampling and Analysis Plans (SAPs), and Health and Safety Plans (HASPs); reviews by State agencies; and Phase II Environmental Site Assessments (ESAs). These tasks will primarily involve assessment of the future residential area, pre-demolition assessments of certain buildings to determine if demolition debris will contain PFAS, asbestos surveys, ground penetrating radar surveys to investigate UST(s), evaluation of contents of ASTs and UST(s), and other technical evaluations. Phase I ESAs may be developed to support the sale of portions of Mill Site #2. The

outcomes from this task will be clear plans for cleanup activities required for the residential development area, and clear plans for the disposal of demolition debris. *(Estimated 16% of the grant funds).*

Activities	Milestones/Outputs	Schedule
Quality Assurance Project Plan (QAPP)	QAPP will be completed by the QEP and submitted for approval	Developed in Q1FY24
Eligibility Determinations and Requests	Eligibility Determinations and Requests	Completed in FY24
Conduct Phase I ESAs	Phase I ESA reports, AAI checklists, ACRES updates	Ongoing with the sale of portions of the site or individual buildings.
Conduct Phase II ESAs	Sampling and Analysis Plans, Health and Safety Plans, Phase II ESA reports including an updated hazardous and asbestos-containing building materials survey, ground penetrating radar, and other technical evaluations. ACRES updates	Completed in FY24
Update ACRES	ACRES updates	Ongoing

Task 3: Cleanup Planning Activities

EPA-funded activities will include an Infrastructure Capacity Study to evaluate utilities, roads, sidewalks, and other infrastructure capabilities and improvement needs. A Market Study will be completed to help assess market demands inclusive of housing types and lot sizes and view real estate data to properly and fairly price future available lands. A Post-Acquisition Site Disposition Plan will be completed to determine the methods preferred for the transference of property that helps drive and ensure project success. A Revitalization Plan will be prepared that will be used to attract funding, developers, and end-users for the property utilizing all the other planning activities, data, outputs, etc. This task will also address relevant State pre-cleanup requirements such as Analysis of Brownfield Cleanup Alternatives (ABCA), National Historic Preservation ACT (NHPA), and Endangered Species ACT (ESA). The outcomes from this work include a better understanding of overall redevelopment needs and strategies for engaging with developers on key issues such as development timelines, costs, public participation, project expectations, etc. *(Estimated 14% of the grant funds).*

Activities	Milestones/Outputs	Schedule
Procurement for professional services (real estate professional, legal, infrastructure engineering).	Signed contract	Contracts will be awarded in FY24
Infrastructure Capacity Study	Infrastructure Needs Report, maps, budgets, and plans	Initial Study will be completed in FY24 and may be revisited, modified, or updated during the

		term of the grant as appropriate
Market Study	Market Study(ies) including local and regional real estate data	Initial Study will be completed in FY24 and may be revisited, modified, or updated during the term of the grant as appropriate
Post-Acquisition Site Disposition Plan	Draft documents for property conveyance methods	Initial Plan will be completed in FY24 and may be revisited, modified, or updated during the term of the grant as appropriate
Brownfield Revitalization Plan	Road Map to Redevelopment with potential funding sources identified	Initial Plan will be completed in FY24 with ongoing updates
Update ACRES	Update ACRES	Ongoing

Task 4: Cleanup

EPA-funded activities will include specifications based on assessment data, Analysis of Brownfield Cleanup Alternatives, work plan approvals from state environmental and local health agencies, contracting, on-site remediation, oversight, documentation, and reporting. Conceptual cleanup activities include a mass soil removal project to create a clean setting for development on a 1.75-acre portion of the property. The outcome of this work is a clean, shovel-ready development area for a portion of the site. Additionally, it is possible that six underground storage tanks remain on site in an area where an industrial user wishes to redevelop. If soil contamination is present in this area that exceeds relevant cleanup criteria, the removal of tanks and contaminated soil may also be completed. Two large heating oil aboveground tanks remain on-site and their removal and the assessment/cleanup of soil beneath the tanks would also be a desired outcome. *(Estimated 69% of the grant funds).*

Activities	Milestones/Outputs	Schedule
Cleanup specifications /bidding/procurement	Bid document(s) finalized, Signed contract(s)	FY25
Cleanup Activities	Work Plan, EGLE approval of Remedial Action Plan (RAP), specifications and bids, cleanup activities initiated, Photo log of the site before, during, and after, Weekly progress reports	FY26-FY27

5.0 QUALITY ASSURANCE

Prior to undertaking Phase II assessments, the city will prepare and submit a Quality Assurance Project Plan (QAPP) which meets the acceptance of the U.S. EPA Region 5 Brownfields Program. The QAPP will describe the project, the sampling and analytical strategies, and the methods and procedures that will be used in all Phase II assessments. QAPP approval will be obtained prior to performing any field activities.

6.0 PRE-AWARD COSTS

There is no request for pre-award costs.

7.0 BUDGET DETAIL

Task 1 – Programmatic and Grant Administration: Total \$10,000 for the Grant. The budget includes the cost to procure a Qualified Environmental Professional (\$0) and professional hours to prepare Quarterly Reports, ACRES updates, MBE/WBE reports, financial reports, and deliverables to the Grant Project Manager. The Grantee’s personnel cost is provided at no cost, and Grantee will provide meeting space and supplies at no cost. Annual reporting/community engagement is estimated to cost \$2,000 per year, for five years, a total of \$10,000.

<u>Contractual Services</u>	<u>Hourly Rate</u>	<u>Estimated hours</u>	<u>Cost</u>
Environmental Consultant TBD	\$100/hr	20 hours per year	\$10,000
Task 1 Total			\$10,000

Task 2 – Site Assessments: Total of \$125,000 for the Grant. Conduct Phase I Environmental Site Assessments (ESAs) following ASTM E1527-21, E2247-16, and All Appropriate Inquiry standards using a qualified environmental consultant. Conduct Phase II Environmental Site Assessments following ASTM and All Appropriate Inquiry standards using a qualified environmental consultant. This task will also include the preparation of a Quality Assurance Project Plan (QAPP), Sampling and Analysis Plans, and the development of Health and Safety Plans. The budget estimates buried underground storage tank (UST) investigation at \$23,500, oil storage tank assessment at \$21,500, soil testing for residential development at \$55,000, and building materials assessment at \$25,000.

<u>Contractual Service</u>	<u>Service Provided</u>	<u>Cost</u>
Environmental Consultant TBD	Buried UST(s) Investigation	\$23,500
<i>Cost Estimate Breakdown:</i>		
	GPR	\$5,000
	Geoprobe	\$2,500
	PM/SAP	\$1,500
	Field	\$3,500
	Lab	\$7,500
	Data Report	\$2,500
	Equipment	\$1,000
Environmental Consultant TBD	Oil Storage Tank Assessment	\$21,500
<i>Cost Estimate Breakdown:</i>		
	Geoprobe	\$2,500
	PM/SAP	\$1,500
	Field	\$10,000
	Lab	\$5,000
	Data Report	\$2,500

Environmental Consultant TBD	Soil Assessment	\$55,000
<i>Cost Estimate Breakdown:</i>		
	<i>Geoprobe</i>	<i>\$7,500</i>
	<i>PM/SAP</i>	<i>\$5,000</i>
	<i>Field</i>	<i>\$10,000</i>
	<i>Lab</i>	<i>\$20,000</i>
	<i>Data Report</i>	<i>\$10,000</i>
	<i>Misc</i>	<i>\$2,500</i>
Environmental Consultant TBD	Building Materials Assessment	\$25,000
<i>Cost Estimate Breakdown:</i>		
	<i>PM/SAP</i>	<i>\$2,500</i>
	<i>Materials</i>	<i>\$2,500</i>
	<i>Field</i>	<i>\$5,000</i>
	<i>Lab</i>	<i>\$10,000</i>
	<i>Report</i>	<i>\$5,000</i>
Task 2 Total		\$125,000

Task 3 – Cleanup Planning: Total of \$110,000 for the Grant. Activities include an Infrastructure capacity study, brownfield revitalization plan, post-acquisition site disposition plan, and market study.

Contractual Service	Service Provided	Cost
Consultant TBD	Infrastructure Capacity Study	\$30,000
Consultant TBD	Brownfield Revitalization Plan	\$25,000
Consultant TBD	Post-Acquisition Site Disposition Plan	\$25,000
Consultant TBD	Market Study	\$30,000
Task 3 Total		\$110,000

Task 4 – Cleanup: Total of \$555,000 for the Grant. Conceptual cleanup activities include asbestos and hazardous materials removals at \$100,000; remove, transport, dispose of, backfill, and grade an estimated 8,000 cubic yards of contaminated soil at \$53.125/CY plus \$30,000 oversight.

Construction	Rate	Service Provided	Cost
Consultant TBD	TBD	Asbestos and Hazardous Materials Removal	\$100,000
Consultant TBD	\$53.125/CY	Contaminated Soil Removals	\$425,000
Consultant TBD	\$125/hr	Oversight for approximately 30 days	\$30,000
Task 4 Total			\$555,000

8.0 OUTPUTS AND OUTCOMES

This grant proposal includes site assessment activities, cleanup planning activities, and cleanup activities. These activities are focused on preparing the northeast corner of the property for residential development, along with assisting in the reuse and sale of reusable portions of the Mill Site.

The outcomes over the short term include spurring the redevelopment of the property by improving the assessing and cleaning up of an estimated 1.75-acre area for future residential development and improving the curb-side view of the property. Other outcomes include conducting assessment and cleanup planning to provide a more complete understanding of site conditions.

Over the long-term, the outcomes include 1) a mix of future developments, which is estimated to include at least one low-impact industrial or commercial development of significant scale, up to 27 residential homes, and a senior living development. 2) private and/or public investment of as much as \$15-25M on the abandoned and underutilized site. 3) The cleanup and redevelopment of Mill Site #2 will result in the elimination of unsafe structures and blight that has a negative impact on the marketability of the adjacent neighborhood and makes the area unattractive to developers. 4) The assessment and re-use of the property will remove any existing environmental risks that have negative effects on the environment and/or public health. 5) Re-use of the properties will result in an estimated 50 new jobs. 6) Redevelopment of properties will yield an increase in taxable value and revenues to the local units of government, as much as \$350,000, annually post-redevelopment. This grant also supports the continued and sustainable operation of an effective and successful brownfield program.

The City of Parchment will track and report project progress using the Assessment, Cleanup, and Redevelopment Exchange System (ACRES) database and quarterly report format. From developers, we will track outcomes for completed projects such as jobs created, acres cleaned up, investment leveraged, square footage of new construction, etc. The Grant Project Manager will track the number of projects and funds drawn against the grant proposal schedule and budget to track and evaluate progress on a quarterly basis. If progress is slower than expected, the Grant Project Manager will evaluate appropriate responses (e.g., increase communications and community outreach, etc.).

Outputs will include copies of procurement documentation, Quarterly Reports and other grant compliance documentation, communications prepared by grant-funded activities, all technical reports, cleanup planning documents including infrastructure needs reports, maps, budgets, and plans; market study(ies) including local and regional real estate data; draft documents for property conveyance methods, property prospectus/road map to redevelopment with potential funding sources identified; minutes of meetings, renderings, reports, etc. that document the progress of a collaborative effort, analysis of brownfield cleanup alternatives, specifications, contractor bidding documents, site plans, schedules, reports, photographs, correspondence with regulatory agencies, HASP, daily logs and reports, and final reports. These will be provided digitally to U.S. EPA on an ongoing basis.

9.0 GEOSPATIAL DATA STANDARDS

All geospatial data created will be consistent with Federal Geographic Data Committee (FGDC) endorsed standards.

SANITARY SEWER EASEMENT

This Sanitary Sewer Easement is granted this ___ day of _____, 2023, by **PARCHMENT PARTNERS NO. 2, LLC**, a Michigan limited liability company, whose address is 4200 West Centre Avenue, Portage, Michigan 49024 (the "Grantor") to the **CITY OF PARCHMENT**, a Michigan municipal corporation, whose address is 650 S. Riverview Drive, Parchment, Michigan 49004 (the "Grantee"), under the terms and conditions below.

1. Grantor owns real property located on S. Riverview Drive within the City of Parchment, Kalamazoo County, which is shown in the Sketch attached hereto as Exhibit "A" (Parcel No. 3906-03-476-044).

2. For and in consideration of One and 00/100 Dollar (\$1.00) paid to Grantor by Grantee, receipt of which is hereby acknowledged, Grantor hereby conveys to Grantee a permanent sanitary sewer easement on, over, across, in, through, or under Grantor's property (the "Easement") as also shown in the Sketch attached hereto as Exhibit "A".

3. The Easement is upon a 20-foot wide portion of Grantor's property located in the City of Parchment, Kalamazoo County, Michigan, and which portion is identified as "Sanitary Sewer Easement" in Exhibit "A" and legally described therein (the "Easement Area").

4. Grantee, its employees, representatives, invitees, agents, contractors, subcontractors, successors, and assigns may construct, install, repair, replace, improve, modify and maintain sanitary sewer facilities and all necessary appurtenances thereto on, over, across, in, through, or under the Easement Area. Grantee shall also have the right of ingress and egress for all permitted purposes incident to the Easement. Any purposes granted herein shall be performed so as not to unreasonably interfere with the Grantor's use of their property.

5. In addition, Grantee shall have the right to cut, trim, remove or otherwise control any trees, branches, bushes, brush, undergrowth, crops or other growth or vegetation located or growing upon or in the Easement Area as may be reasonably necessary in the installation, maintenance, operation, repair, inspection, replacement or renewal of the sanitary sewer and the equipment and facilities connected therewith.

IN WITNESS WHEREOF, the Grantor has granted this Sanitary Sewer Easement effective as of the date first written above.

GRANTOR:

**PARCHMENT PARTNERS NO. 2, LLC,
a Michigan limited liability company**

Dated: _____

By: _____

Owner

The foregoing was acknowledged before me in _____ County, Michigan, this
____ day of _____, 2023, by _____,
Owner, Parchment Partners No. 2, LLC.

(Signature)

(Printed)

County, Michigan

My Commission Expires: _____

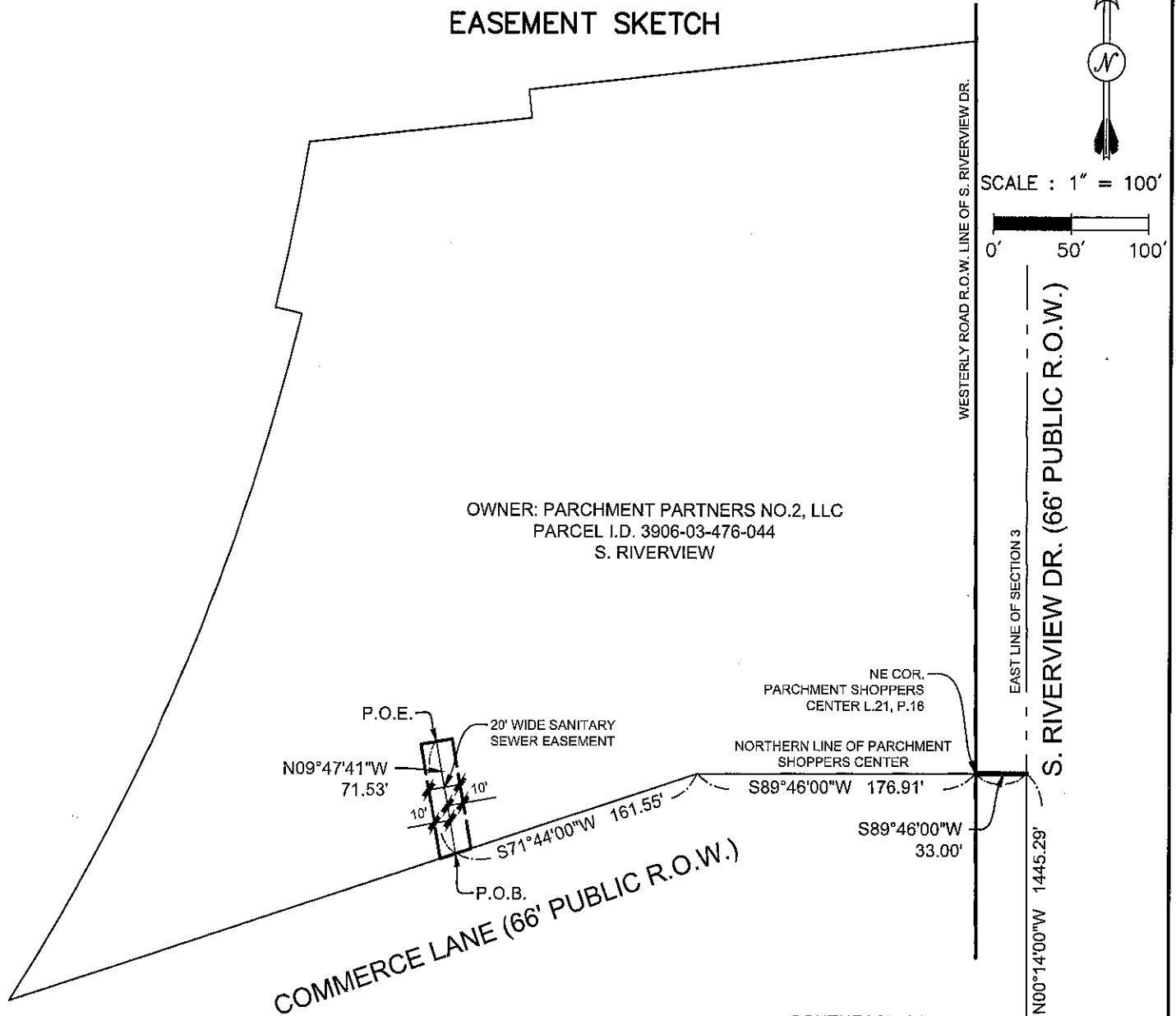
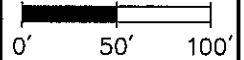
Acting in _____ County, Michigan

When Recorded Return To:	Prepared By (Without Opinion):
City of Parchment 650 S. Riverview Dr. Parchment, MI 49004	Philip G. Clark, Esq. Thrun Law Firm, P.C. P.O. Box 2575 East Lansing, MI 48826-2575

EXHIBIT "A" EASEMENT SKETCH



SCALE : 1" = 100'



OWNER: PARCHMENT PARTNERS NO.2, LLC
PARCEL I.D. 3906-03-476-044
S. RIVERVIEW

P.O.E. 20' WIDE SANITARY SEWER EASEMENT

N09°47'41"W
71.53'

10'

S71°44'00"W 161.55'

P.O.B.

COMMERCE LANE (66' PUBLIC R.O.W.)

NE COR.
PARCHMENT SHOPPERS
CENTER L.21, P.16

NORTHERN LINE OF PARCHMENT
SHOPPERS CENTER

S89°46'00"W 176.91'

S89°46'00"W
33.00'

EAST LINE OF SECTION 3

S. RIVERVIEW DR. (66' PUBLIC R.O.W.)

N00°14'00"W 1445.29'

SOUTHEAST CORNER
SECTION 3,
T. 2 S., R. 11 W.

Sanitary Sewer Easement over Parcel 3906-03-476-044:

A 20.00 foot wide easement for sanitary sewer lying 10.00 feet either side of the following described center line: Commencing at the Southeast corner of Section 3, T. 2 S., R. 11 W.; thence North 00°-14'-00" West along the East line of said Section, 1445.29 feet; thence South 89°-46'-00" West, 33.00 feet to the Northeast corner of Parchment Shoppers Center, as recorded in Liber 21 of Plats on Page 16, Kalamazoo County Records; thence South 89°-46'-00" West along the North line of said Plat, 176.91 feet (recorded as West, 178.45 feet); thence continuing along said North line South 71°-44'-00" West, 161.55 feet for the place of beginning of the center line hereinafter described; thence North 09°-47'-41" West, 71.53 feet to the point of ending. Side lines are to extend or shorten to terminate at the subject parcel lines so as to leave no gaps or overlaps.

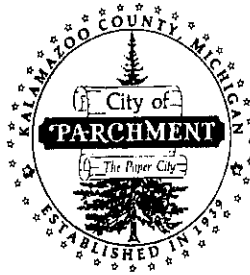
Prein & Newhof
Engineers - Surveyors - Environmental - Laboratory

1707 South Park St. Suite 200 t. (269) 372-1158
Kalamazoo, MI 49001 f. (616) 364-6955
www.preinnewhof.com info@preinnewhof.com

LOCATED IN : SECTION 3
TOWN 2 SOUTH, RANGE 11 WEST
CITY OF PARCHMENT,
KALAMAZOO COUNTY, MICHIGAN

Date : 01/03/2022
Project No. 2210250

PAGE
1 OF 1



MEMORANDUM

To: Nancy Stoddard, City Manager

From: Shannon Stutz, City Treasurer

Date: July 13, 2023

Subject: 2023 Year End Budget Amendments

In reviewing financials for the fiscal year end, I have identified the following budget amendments necessary to avoid negative budget variances.

1. 101-200-805 increase budget \$2800.00 (expense), to account for actual computer services expenses.
2. 101-300-703 (expense) increase budget \$480 to account for actual payroll expense for the crossing guard.

As seen in the preliminary year-end revenue and expenditure report, each of the funds have ended the year in a better position that we budgeted. Thank you for your consideration.



CITY OF PARCHMENT
650 S Riverview Dr.
Parchment, MI 49004

Arcadis of Michigan, LLC
28550 Cabot Drive
Suite 500
Novi
Michigan 48377
Phone: 248 994 2240
www.arcadis.com

Date: July 10, 2023
Our Ref: 30184430
Subject: Access Agreement

Dear CITY OF PARCHMENT,

In February 2023, Georgia-Pacific submitted a groundwater monitoring plan to the Michigan Department of Environment Great Lakes and Energy (EGLE) for the area in the vicinity of the former Crown Vantage Mill Site in Parchment and Cooper Township, Michigan.

Previously, a groundwater monitoring well was installed on your property to help understand the nature and extent of Per and polyfluoroalkylated substances (PFAS). The prior laboratory results for wells on your property can be made available by request .

By this letter we are requesting access to your property to complete additional groundwater monitoring approved by EGLE. Access is requested for Georgia-Pacific, Arcadis of Michigan, LLC, and EGLE or its representative(s). No new wells will be installed on your property. We will only access wells previously installed to sample groundwater.

Specific activities are described in the **Consent to Enter Form**. Project personnel will conduct themselves in a professional and courteous manner while on your property and will follow approved procedures designed to protect your safety and the safety of the public, workers, and environment. Your signature on this agreement authorizes the activities as outlined in **Consent to Enter Form** on your property.

Please provide your contact information below so that we may notify you in advance of activities affecting your property. If applicable, please notify us of any (other) tenants occupying the property, including contact information.

Thank you in advance for your cooperation on this important project. If you have questions regarding site access or restoration issues, please contact the project manager listed below:

Christine Snyder
Project Manager
Arcadis of Michigan, LLC
+1 810 225 1957
Christine.Snyder@arcadis.com

CITY OF PARCHMENT

July 10, 2023

Questions regarding facility history, status, or larger programmatic questions may be directed to the Michigan Dept. of EGLE District Office:

Ms. Erica Bays
Environmental Quality Analyst
Michigan Department of Environment Great Lakes & Energy
Kalamazoo District Office
(269) 350-0080
bayse@michigan.gov

Sincerely,
Arcadis of Michigan, LLC



Christine Snyder
Certified Project Manager

Email: Christine.Snyder@arcadis.com

Direct Line: +1 810 225 1957

Mobile: +1 810 623 1967

Enclosures:

Consent To Enter Form

**Parchment Groundwater Monitoring
 Consent to Enter Form**

Grantor Name:	CITY OF PARCHEMNT
Property Address(es):	W G Ave, Parchment, MI 49004 618 N Riverview Dr, Parchment, MI 49004
Property Parcel No(s):	02-34-226-010 06-03-490-330 02-34-401-020 06-03-201-001 02-35-176-010
Phone Number:	
E-mail:	
Tenant Name(s) if applicable:	
Tenant Phone Number(s) if applicable:	
Tenant E-mail(s) if applicable:	

We expect multiple sampling events will be conducted over time wherein the depth-to-water in the well is measured and water is extracted from the well for testing. These events are expected to take one to two hours each. It is expected that up to twelve sampling events will be conducted over a three-year time period to determine seasonal fluctuations and long-term trends in water depth and water quality. The time frame and number of events could change depending on results. It may also be necessary to sample the well until such time that EGLE determines sampling is no longer warranted, which could be longer than 3 years.

After completion of all required sampling events by EGLE, the monitoring well will be properly closed in accordance with Michigan guidelines. The concrete well pad and well cap will be removed, and the ground will be restored to the condition that existed prior to the installation of the well. This ground restoration activity will take less than one day to complete.

All work will be conducted between the daylight hours of 9 am and 6 pm.

It is anticipated that the initial groundwater sampling event will occur July 24, 2023. Subsequent sampling events may be conducted in future months to understand the variability in groundwater conditions. Arcadis of Michigan will contact you at least two (2) days prior to collecting a sample on your property.

CITY OF PARCHMENT
July 10, 2023

This consent to enter agreement shall be effective on the date signed below.

ACCESS GRANTED:

[Print Name]

[Signature]

[Date]