

AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

September 18, 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 September 5, 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. 1498 – action
- ii. Credit Card Statement for August 2023 – action
- iii. Financial Reports for August 2023 - receive
- iv. Kindleberger Park Reservation, Sunken Garden – Frederick Memorial – action
- v. KABA 2023 August Report – receive
- vi. KATS Meeting Minutes, May 31, 2023 – receive
- vii. KAC Meeting Minutes, June 12, 2023 - receive

8. Unfinished Business

- A. Water Tower Painting - action

9. New Business

- A. City of Parchment Sewage Collection System Revenue Bond Ordinance - Ian Koffler, Thrun Law – ~~action~~ *receive (explanation)*
- B. Notice of Intent to Issue Bonds – Ian Koffler, Thrun Law - action
- C. Lease Agreement for Access, Odor Monitor at PW Bldg – action
- D. Lease Agreement for Access, Odor Monitor at City Hall – action
- E. Leaf Ordinance, Second Reading – action
- F. Adoption of Leaf Ordinance - action
- G. Urban Forestry Tree Grant Approval- action

10. Citizen Comments – Items ON or OFF the Agenda

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

11. Mayor and Commissioner Comments

12. City Manager Comments

13. Adjournment

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON TUESDAY SEPTEMBER 5, 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, Jordan, and Madaras. City Manager Stoddard, City Attorney Soltis, City Treasurer/Clerk Stutz.

Absent: Conner.

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

3. Minutes

Moved by Commissioner Madaras, supported by Vice Mayor Jordan to approve the minutes of the August 21, 2023 Regular meeting. **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 Vice Mayor Jordan, supported by Commissioner Cooper to receive the consent agenda items. **Motion Carried.**

7. Unfinished Business

A. None.

8. New Business

A. Wastewater Treatment Agreement for USDA - action. City Manager Stoddard started by noting that this agreement was put before our attorneys for the USDA loan/grants and they noted there are no material changes to the previous agreement. This new agreement is for compliance for the loans/grants, adding required language. The term is the same as prior. Questions were asked and answered. Moved by Commissioner Cooper, supported by Commissioner Madaras, to adopt the resolution and approve the Wastewater Treatment Agreement as presented, and authorize the Mayor to sign all documents related to the action. Roll call vote was as follows:

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

Nays: None.

Absent: Conner.

Abstain: None.

Motion Carried 6-0.

B. Water Tower Painting – action. Mayor Britigan began by reminding everyone that the water tower was sold to the City of Kalamazoo when we sold them the water system in 2019. James Baker, COK Director of Public Services, has indicated it needs to be repainted, and asked that the Parchment City Commission choose a color for both the tower (any color) and the lettering (either white or black). Questions were asked and answered, discussion took place. Moved by Commissioner Fooy, supported by Commissioner Evans to table the decision until the 1st meeting in October in order to explore/research shades. **Motion Carried.**

C. Leaf Ordinance, First Reading – action. Mayor Britigan explained that making the previous leaf ordinance more citizen friendly has been a concern of Commissioner Conner's, adding that this new language accomplishes that. City Manager Stoddard noted that discussions with DPW resulted in more flexibility in the when and how of the task of leaf pickup. Attorney Soltis added that the language does not say when or how many times pickup will happen, but does address where leaves are to be placed for pick up. Discussion with commissioners resulted in three small changes to this

reading. Moved by Vice Mayor Jordan, supported by Commissioner Madaras to approve the Leaf Ordinance for First Reading with the three changes noted. **Motion Carried.**

D. Homecoming Parade – action. Mayor Britigan referenced the memo from Ms. McManus regarding the PHS Student Council request for Friday, October 6th at 5pm. The route begins at the park/library, travels north on Riverview, turns east on G Ave, then south on Orient and into the high school parking lot; no fireworks are planned. City Manager Stoddard added that KTwp Police and Fire departments are available to staff it, with the cost being born by the schools. Moved by Vice Mayor Jordan, supported by Commissioner Fooy to approve the parade as requested. **Motion Carried.**

9. Citizen Comments

None.

10. Mayor and Commissioner Comments

Commissioner Madaras thanked the City Manager for the update on the oxbow, excited to see work beginning.

Commissioner Fooy noted the tube broom is for the street sweeper, then joked he's looking forward to no more raking at his house.

Mayor Britigan reminded everyone that the Scottish Festival is Saturday at 9 am, and the Veterans Memorial dedication is Monday the 11th at 6 pm.

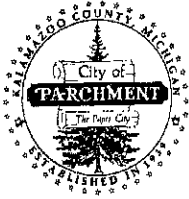
11. City Manager Comments/Reports

City Manager Stoddard said she had nothing to add, then offered anyone with questions or concerns to call or text her.

12. Adjournment

There being no further business to come before the Commission, it was moved by Commissioner Cooper and supported by all to adjourn the meeting at 7:53 p.m.

Shannon Stutz, City Clerk



City of Parchment
Check Register Report
Warrant 1498

Check	Check Date	Vendor Name	Description	Amount
37761	08/31/2023	BRONCO ASPHALT MAINTENANCE	CITY HALL PARKING LOT	1,398.00
37762	08/31/2023	COMPANION LIFE	LIFE & AD&D INS - SEPTEMBER LIFC3712	66.50
37763	08/31/2023	CONSUMERS ENERGY	CITYWIDE MONTHLY ENERGY USE	1,757.63
37764	08/31/2023	VOID		
37765	08/31/2023	CUSTOM SANDBLASTING	23 ENGRAVED VETERAN'S BRICKS	550.00
37766	08/31/2023	DEREK MENCHINGER	2023 CONSULTING-SPEAKER, EQUIPMENT, RESE	715.00
37767	08/31/2023	GOGGIN RENTALS	TRENCHER FOR VET'S MEMORIAL	231.10
37768	08/31/2023	HANDLEY'S TREE SERVICE	PLAYGROUND MULCH: 08/08/23	100.00
37769	08/31/2023	J & H OIL COMPANY	FUEL CHARGES - 08/01 TO 08/15/2023	575.11
37770	08/31/2023	J & H OIL COMPANY	375 GALLONS DIESEL FUEL	1,271.26
37771	08/31/2023	MICHIGAN MUNICIPAL RISK	LIABILITY INS - GENERAL FUND - POLICY #M0	11,808.00
37772	08/31/2023	POINT AND PAY	MONTHLY CC SERVICE FEE	50.00
37773	08/31/2023	PUBLIC MEDIA NETWORK	DIRECT TV (APR-JUNE) FRANCHISE FEES	2,606.80

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Cardholder Account Summary cont.

Name and Account Number	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
JIM DUBY XXXX XXXX XXXX 1892	\$3,000	\$0.00	\$1,305.03	\$0.00	\$1,305.03
CAMRON J BOEKHOVEN XXXX XXXX XXXX 9114	\$3,000	\$0.00	\$845.29	\$0.00	\$845.29
NANCY R STODDARD XXXX XXXX XXXX 7241	\$5,000	\$0.00	\$1,787.99	\$0.00	\$1,787.99
TY J WOLTHUIS XXXX XXXX XXXX 7674	\$3,000	\$0.00	\$214.93	\$0.00	\$214.93
SHANNON STUTZ XXXX XXXX XXXX 9125	\$5,000	\$0.00	\$1,776.95	\$0.00	\$1,776.95

Cardholder Account Activity

Name and Account Number	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
PHIL WOLTHUIS XXXX XXXX XXXX 1793	\$5,000	\$0.00	\$639.74	\$0.00	\$639.74

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
08/03	08/02	02300963214300318342753	KIRBY BUILT PRODUCTS BATAVIA IL		\$639.74

Name and Account Number	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
BILL CAHILL XXXX XXXX XXXX 1801	\$5,000	\$61.24	\$329.60	\$0.00	\$268.36

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
07/27	07/25	85179243207700609004492	ONE WAY PRODUCTS 289-343-3772 MI		\$188.75
08/10	08/08	02305373221100183741820	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$113.56
08/11	08/09	02305373222100186335630	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$15.33
08/14	08/09	02305373222100509120043	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$61.24
08/25	08/23	02305373236100187132649	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$11.96

Name and Account Number	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
JIM DUBY XXXX XXXX XXXX 1892	\$3,000	\$0.00	\$1,305.03	\$0.00	\$1,305.03

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
08/03	08/02	55432863215209793508061	CARTER LUMBER KALAMAZOO MI		\$99.75
08/04	08/02	02305373218100185244124	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$5.96
08/04	08/02	85179243215980005540831	STEENSMA LAWN AND POWE KALAMAZOO MI		\$284.68
08/07	08/03	02305373218100181131746	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$29.95
08/15	08/14	05345883226300300476557	THE KENDALL GROUP INC. PORTAGE MI		\$1.84
08/15	08/14	05345883226300300476482	THE KENDALL GROUP INC. PORTAGE MI		\$182.26
08/15	08/14	05345883226300300476631	THE KENDALL GROUP INC. PORTAGE MI		\$295.62
08/17	08/15	02305373228100174298037	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$115.27
08/21	08/17	02305373230100178466463	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$1.44
08/21	08/17	02305373230100178466380	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$29.99
08/24	08/23	82711163235000010936715	LS MULDER'S LANDSCAPE KALAMAZOO MI		\$80.30
08/24	08/22	02305373235100156728341	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$197.97

Name and Account Number	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
CAMRON J BOEKHOVEN XXXX XXXX XXXX 9114	\$3,000	\$0.00	\$845.29	\$0.00	\$845.29

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
07/27	07/25	55480773208191004057438	FARM & FLEET OF PORTAG PORTAGE MI		\$74.98

(transactions continued on next page)

Cardholder Account Activity cont.

07/27	07/26	55480773208191004057420	FARM & FLEET OF PORTAG PORTAGE MI	\$209.95
07/27	07/26	05436843207300278683868	FSP*OKUN BROTHERS KALAMAZOO MI	\$345.00
07/28	07/27	55453703208042000035689	ADVANCE AUTO PARTS #17 KALAMAZOO MI	\$10.61
08/07	08/03	05140483216710039632023	HARDING'S MARKET #36 PARCHEMENT MI	\$6.49
08/07	08/04	02305373217100198599249	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI	\$44.96
08/10	08/08	52707153221010191538053	THE HOME DEPOT #2728 PORTAGE MI	\$41.95
08/14	08/11	55432863223202424078349	LOWES #00765* KALAMAZOO MI	\$5.48
08/14	08/10	02305373223100176803896	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI	\$37.92
08/25	08/24	55432863236206398346371	LOWES #00765* KALAMAZOO MI	\$67.95

NANCY R STODDARD		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 7241		\$5,000	\$0.00	\$1,787.99	\$0.00	\$1,787.99

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
07/28	07/27	02300963208100144815180	KIRBY BUILT PRODUCTS BATAVIA IL		\$1,362.99
08/03	08/02	85500593214900015458832	MICHIGAN MUNICIPAL LEA 734-662-3246 MI		\$426.00

TY J WOLTHUIS		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 7674		\$3,000	\$0.00	\$214.93	\$0.00	\$214.93

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
07/27	07/26	55480773208191004057448	FARM & FLEET OF PORTAG PORTAGE MI		\$214.93

SHANNON STUTZ		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 9125		\$5,000	\$0.00	\$1,776.95	\$0.00	\$1,776.95

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
07/31	07/28	55432863208208124718637	SPECTRUM 855-707-7328 MO		\$119.98
07/31	07/28	65600363209872680483634	MARANA GROUP KALAMAZOO MI		\$411.71
08/04	08/02	85140813216900016000016	CORNERSTONE OFFICE SYS AVALANCE@CORN MI		\$273.00
08/08	08/07	8271118321900000825232	PIXELVINE FREEPORT MI		\$89.75
08/14	08/12	05410183225105707858579	QUILL CORPORATION 900-9823400 SC		\$14.07
08/14	08/13	82711183225000007472810	PIXELVINE FREEPORT MI		\$75.00
08/16	08/15	827112913228000000251248	CORPORATE TECHNOLOGIES 7018934056 MN		\$463.50
08/24	08/23	55432863235206005173458	SPECTRUM 855-707-7328 MO		\$299.94
08/25	08/24	755005932369900012400048	REGISTER OF DEEDS KALAMAZOO MI		\$30.00

PERIOD ENDING 08/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL (ABNORMAL)	08/31/2023	NORMAL (ABNORMAL)	MONTH 08/31/2023	INCREASE (DECREASE)	BALANCE	% BDC	
									USED	
Fund 101 - GENERAL FUND										
Revenues										
Dept 000										
101-000-404.000	Tax Revenue	800,800.00		800,874.00			0.00	(74.00)	100.01	
101-000-405.000	Taxes - Industrial Facilities	2,200.00		2,207.00			0.00	(7.00)	100.32	
101-000-441.000	Local Community Stab Share Tax	144,000.00		0.00			0.00	144,200.00	0.00	
101-000-445.000	Penalty on Taxes	4,000.00		35.26			35.26	3,964.74	0.88	
101-000-448.000	1% Collection Fees	33,400.00		24,251.10			24,251.10	9,148.90	72.61	
101-000-451.000	License and Fees	15,450.00		520.00			155.00	14,930.00	3.37	
101-000-452.000	Cablevision Fees	16,171.00		3,399.84			3,399.84	12,771.16	21.02	
101-000-453.000	Recreation Fees	2,700.00		0.00			0.00	2,700.00	0.00	
101-000-454.000	Solid Waste Collections	140,080.00		1,195.82			154.41	138,884.18	0.85	
101-000-528.000	Other Federal Funding	32,228.00		0.00			0.00	32,228.00	0.00	
101-000-544.000	State Grant - Water Plant	58,000.00		0.00			0.00	58,000.00	0.00	
101-000-575.000	State Sales Tax	250,000.00		38,842.00			38,842.00	211,158.00	15.54	
101-000-632.000	Charges for Services Rendered	1,000.00		0.00			0.00	1,000.00	0.00	
101-000-662.000	Traffic Fines	8,000.00		163.09			71.02	7,836.91	2.04	
101-000-664.000	Interest on Investments	4,800.00		1,257.34			1,211.44	3,542.66	26.19	
101-000-676.000	Transfers From Other Funds	127,000.00		0.00			0.00	127,000.00	0.00	
101-000-680.000	Reimbursement for Overhead	120,000.00		0.00			0.00	120,000.00	0.00	
101-000-694.000	Miscellaneous	20,000.00		4,267.00			682.00	15,733.00	21.34	
101-000-695.000	Other Financing Sources	5,600.00		2,179.85			2,179.85	3,420.15	38.93	
Total Dept 000		1,785,629.00		879,192.30			70,981.92	906,436.70	49.24	
TOTAL REVENUES										
Total Dept 100 - Legislative		1,785,629.00		879,192.30			70,981.92	906,436.70	49.24	
Expenditures										
Dept 100 - Legislative										
101-100-703.000	Payroll - Part Time	9,000.00		375.00			475.00	8,625.00	4.17	
101-100-715.000	Social Security	1,079.00		23.25			29.45	1,055.75	2.15	
101-100-720.000	Worker's Compensation	296.00		0.00			0.00	296.00	0.00	
101-100-722.000	Medicare	252.00		5.42			6.87	246.58	2.15	
101-100-740.000	Operating Supplies	721.00		12.08			0.00	708.92	1.68	
101-100-800.000	Professional/Contractual Serv.	12,360.00		150.00			75.00	12,210.00	1.21	
101-100-830.000	Memberships & Dues	1,545.00		0.00			0.00	1,545.00	0.00	
101-100-860.000	Institutes & Training	0.00		650.74			650.74	(650.74)	100.00	
101-100-880.000	Community Promotion	1,030.00		0.00			0.00	1,030.00	0.00	
101-100-880.001	Wassailing Contribution	2,060.00		0.00			0.00	2,060.00	0.00	
101-100-900.000	Printing & Publishing	5,150.00		144.21			0.00	5,005.79	2.80	
101-100-955.000	Miscellaneous	309.00		0.00			0.00	309.00	0.00	
101-100-999.000	Transfer to other Fund	24,212.00		24,211.69			0.00	0.31	100.00	
Total Dept 100 - Legislative		58,014.00		25,572.39			1,237.06	32,441.61	44.08	
Dept 200 - Administration										
101-200-702.000	Payroll - Full Time	136,690.00		18,067.38			9,520.54	118,622.62	13.22	
101-200-703.000	Payroll - Part Time	49,440.00		7,430.93			4,302.16	42,009.07	15.03	
101-200-715.000	Social Security	10,815.00		1,434.33			721.72	9,380.67	13.26	
101-200-716.000	Hospital/Life Insurance	72,680.00		9,492.24			4,746.12	63,187.76	13.06	
101-200-716.001	Insurance Deductible	4,000.00		143.49			143.49	3,856.51	3.59	
101-200-718.000	Pension	36,000.00		6,101.66			3,031.19	29,898.34	16.95	
101-200-720.000	Worker's Compensation	725.00		0.00			0.00	725.00	0.00	
101-200-722.000	Medicare	2,498.00		335.44			168.79	2,162.56	13.43	
101-200-724.000	ICWA Retirement Benefit	9,800.00		0.00			0.00	9,800.00	0.00	
101-200-730.000	Postage	8,137.00		1,027.71			1,027.71	7,109.29	12.63	

PERIOD ENDING 08/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 08/31/2023	ACTIVITY FOR MONTH 08/31/2023	AVAILABLE		% BDC
		AMENDED BUDGET	NORMAL (ABNORMAL)			NORMAL (ABNORMAL)	USED	
Fund 101 - GENERAL FUND								
Expenditures								
101-200-740.000	Operating Supplies	2,060.00		1,187.64	323.67	872.36		57.65
101-200-775.000	Repair & Maintenance Supplies	2,163.00		0.00	0.00	2,163.00		0.00
101-200-800.000	Professional/Contractual Serv.	23,558.00		4,701.48	1,915.23	18,856.52		19.96
101-200-805.000	Computer Services	9,785.00		1,051.25	613.50	8,733.50		10.74
101-200-830.000	Memberships & Dues	1,236.00		12.50	5.00	1,223.50		1.01
101-200-850.000	Communications	7,519.00		1,733.97	1,010.35	5,785.03		23.06
101-200-860.000	Institutes & Training	1,339.00		358.05	0.00	980.95		26.74
101-200-900.000	Printing & Publishing	2,060.00		0.00	0.00	2,060.00		0.00
101-200-910.000	Insurance & Bonds	7,313.00		5,859.00	1,953.00	1,454.00		80.12
101-200-920.000	Utilities	4,532.00		1,059.21	619.45	3,472.79		23.37
101-200-930.000	Repair & Maint.Contractors	3,039.00		0.00	0.00	3,039.00		0.00
101-200-955.000	Miscellaneous	0.00		322.15	72.15	(322.15)		100.00
101-200-991.000	Debt Retirement-Principal	12,000.00		0.00	0.00	12,000.00		0.00
Total Dept 200 - Administration		407,389.00		60,318.43	30,174.07	347,070.57		14.81
Dept 210 - Legal Services								
101-210-801.000	Attorney - General	16,480.00		3,450.00	1,062.50	13,030.00		20.93
101-210-802.000	Attorney-Police Matters	10,094.00		262.50	43.75	9,831.50		2.60
Total Dept 210 - Legal Services		26,574.00		3,712.50	1,106.25	22,861.50		13.97
Dept 300 - Police								
101-300-703.000	Payroll - Part Time	8,400.00		0.00	0.00	8,400.00		0.00
101-300-715.000	Social Security	618.00		0.00	0.00	618.00		0.00
101-300-722.000	Medicare	103.00		0.00	0.00	103.00		0.00
101-300-800.000	Professional/Contractual Serv.	440,214.00		73,369.00	36,684.50	366,845.00		16.67
Total Dept 300 - Police		449,335.00		73,369.00	36,684.50	375,966.00		16.33
Dept 336 - Fire								
101-336-740.000	Operating Supplies	5,200.00		0.00	0.00	5,200.00		0.00
101-336-746.000	Gasoline & Oil	1,030.00		28.99	28.99	1,001.01		2.81
101-336-775.000	Repair & Maintenance Supplies	1,030.00		0.00	0.00	1,030.00		0.00
101-336-780.000	Safety Supplies	105.00		0.00	0.00	105.00		0.00
101-336-800.000	Professional/Contractual Serv.	73,500.00		11,150.00	5,575.00	62,350.00		15.17
101-336-850.000	Communications	4,325.00		749.61	180.00	3,575.39		17.33
101-336-910.000	Insurance & Bonds	15,000.00		11,491.50	3,830.50	3,508.50		76.61
101-336-920.000	Utilities	2,800.00		480.70	319.12	2,319.30		17.17
101-336-930.000	Repair & Maint.Contractors	10,300.00		0.00	0.00	10,300.00		0.00
101-336-970.000	Capital	15,450.00		0.00	0.00	15,450.00		0.00
Total Dept 336 - Fire		128,740.00		23,900.80	9,933.61	104,839.20		18.57
Dept 440 - Public Services								
101-440-702.000	Payroll - Full Time	95,100.00		15,487.25	7,501.50	79,612.75		16.29
101-440-715.000	Social Security	5,900.00		1,249.27	609.72	4,650.73		21.17
101-440-716.000	Hospital/Life Insurance	41,800.00		7,083.22	3,521.17	34,716.78		16.95
101-440-716.001	Insurance Deductible	2,400.00		3,446.79	3,446.79	(1,046.79)		143.62
101-440-718.000	Pension	37,900.00		4,945.07	2,417.17	32,954.93		13.05
101-440-720.000	Worker's Compensation	3,350.00		0.00	0.00	3,350.00		0.00
101-440-722.000	Medicare	1,480.00		292.19	142.62	1,187.81		19.74

PERIOD ENDING 08/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)	08/31/2023	08/31/2023	MONTH 08/31/2023	INCREASE (DECREASE)	BALANCE	% BDCY
								NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND									
Expenditures									
101-440-740.000	Operating Supplies	2,575.00		0.00		0.00		2,575.00	0.00
101-440-746.000	Gasoline & Oil	4,532.00		1,142.65		995.41		3,389.35	25.21
101-440-775.000	Repair & Maintenance Supplies	11,000.00		1,637.82		1,269.62		9,362.18	14.89
101-440-780.000	Safety Supplies	515.00		0.00		0.00		515.00	0.00
101-440-800.000	Professional/Contractual Serv.	10,000.00		180.78		180.78		9,819.22	1.81
101-440-810.000	Rubbish Collection Charges	130,000.00		19,373.66		9,733.41		110,626.34	14.90
101-440-815.000	Uniform Rental	3,090.00		674.98		400.27		2,415.02	21.84
101-440-830.000	Memberships & Dues	927.00		0.00		0.00		927.00	0.00
101-440-850.000	Communications	1,030.00		239.96		119.98		790.04	23.30
101-440-860.000	Institutes & Training	309.00		0.00		0.00		309.00	0.00
101-440-880.000	Community Promotion	515.00		0.00		0.00		515.00	0.00
101-440-910.000	Insurance & Bonds	6,000.00		4,426.50		1,475.50		1,573.50	73.78
101-440-920.000	Utilities	8,961.00		1,762.91		986.90		7,198.09	19.67
101-440-926.000	Street Lighting	29,000.00		4,025.33		2,004.16		24,974.67	13.88
101-440-930.000	Repair & Maint. Contractors	12,154.00		3,129.87		1,954.89		9,024.13	25.75
101-440-955.000	Miscellaneous			350.75		70.75		(350.75)	100.00
101-440-970.000	Capital	45,000.00		0.00		0.00		45,000.00	0.00
Total Dept 440 - Public Services		453,538.00		69,449.00		36,830.64		384,089.00	15.31
Dept 591 - Water Plant Grant Expenses									
101-591-740.000	Operating Supplies			59.32		0.00		(59.32)	100.00
101-591-800.000	Professional/Contractual Serv.	58,000.00		49,146.84		0.00		8,853.16	84.74
101-591-920.000	Utilities			956.07		649.37		(956.07)	100.00
Total Dept 591 - Water Plant Grant Expenses		58,000.00		50,162.23		649.37		7,837.77	86.49
Dept 751 - Parks, Recreation & Culture									
101-751-702.000	Payroll - Full Time	55,800.00		14,219.47		6,479.39		41,580.53	25.48
101-751-715.000	Social Security	3,500.00		874.77		398.38		2,625.23	24.99
101-751-716.000	Hospital/Life Insurance	23,800.00		2,176.19		1,065.18		21,623.81	9.14
101-751-716.001	Insurance Deductible	1,400.00		2,754.50		2,754.50		(1,354.50)	196.75
101-751-718.000	Pension	22,200.00		4,570.45		2,364.60		17,629.55	20.59
101-751-720.000	Worker's Compensation	1,500.00		0.00		0.00		1,500.00	0.00
101-751-722.000	Medicare	850.00		204.51		93.15		645.49	24.06
101-751-746.000	Gasoline & Oil	2,884.00		994.65		847.42		1,889.35	34.49
101-751-775.000	Repair & Maintenance Supplies	13,390.00		2,513.22		2,045.78		10,876.78	18.77
101-751-780.000	Safety Supplies	412.00		0.00		0.00		412.00	0.00
101-751-800.000	Professional/Contractual Serv.	15,000.00		0.00		0.00		15,000.00	0.00
101-751-910.000	Insurance & Bonds	7,100.00		5,565.00		1,855.00		1,535.00	78.38
101-751-920.000	Utilities	7,313.00		2,429.03		811.41		4,883.97	33.22
101-751-930.000	Repair & Maint. Contractors	25,000.00		1,359.65		0.00		23,640.35	5.44
101-751-970.000	Capital	6,180.00		0.00		0.00		6,180.00	0.00
Total Dept 751 - Parks, Recreation & Culture		186,329.00		37,661.44		18,714.81		148,667.56	20.21
TOTAL EXPENDITURES		1,767,919.00		344,145.79		135,330.31		1,423,773.21	19.47
Fund 101 - GENERAL FUND:									
TOTAL REVENUES				879,192.30		70,981.92		906,436.70	49.24
TOTAL EXPENDITURES				344,145.79		135,330.31		1,423,773.21	19.47

PERIOD ENDING 08/31/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 08/31/2023	ACTIVITY FOR MONTH 08/31/2023	AVAILABLE BALANCE	% BDC
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED

Fund 101 - GENERAL FUND

NET OF REVENUES & EXPENDITURES

17,710.00	535,046.51	(64,348.39)	(517,336.51)	3,021.15
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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 08/31/2023	ACTIVITY FOR MONTH 08/31/2023	AVAILABLE BALANCE	% BDDT USED
		NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREET FUND						
Revenues						
Dept 000						
202-000-546.000	State Grants - Act 51	186,500.00	31,023.22	15,461.74	155,476.78	16.63
Total Dept 000		186,500.00	31,023.22	15,461.74	155,476.78	16.63
TOTAL REVENUES						
		186,500.00	31,023.22	15,461.74	155,476.78	16.63
Expenditures						
Dept 451 - Construction						
202-451-930.000	Repair & Maint.Contractors	102,000.00	0.00	0.00	102,000.00	0.00
Total Dept 451 - Construction		102,000.00	0.00	0.00	102,000.00	0.00
Dept 463 - Routine Maintenance						
202-463-702.000	Payroll - Full Time	6,500.00	573.51	510.08	5,926.49	8.82
202-463-715.000	Social Security	525.00	34.37	31.06	490.63	6.55
202-463-716.000	Hospital/Life Insurance	2,200.00	340.94	165.19	1,859.06	15.50
202-463-716.001	Insurance Deductible	210.00	0.00	0.00	210.00	0.00
202-463-718.000	Pension	2,200.00	328.47	161.00	1,871.53	14.93
202-463-720.000	Worker's Compensation	535.00	0.00	0.00	535.00	0.00
202-463-722.000	Medicare	125.00	8.08	7.28	116.92	6.46
202-463-746.000	Gasoline & Oil	309.00	0.00	0.00	309.00	0.00
202-463-775.000	Repair & Maintenance Supplies	2,369.00	199.66	111.89	2,169.34	8.43
202-463-930.000	Repair & Maint.Contractors	10,000.00	4,272.65	0.00	5,727.35	42.73
Total Dept 463 - Routine Maintenance		24,973.00	5,757.68	986.50	19,215.32	23.06
Dept 475 - Traffic Services						
202-475-702.000	Payroll - Full Time	6,200.00	895.61	501.04	5,304.39	14.45
202-475-715.000	Social Security	500.00	54.32	30.50	445.68	10.86
202-475-716.000	Hospital/Life Insurance	2,500.00	340.93	165.19	2,159.07	13.64
202-475-716.001	Insurance Deductible	200.00	0.00	0.00	200.00	0.00
202-475-718.000	Pension	2,500.00	322.56	158.11	2,177.44	12.90
202-475-720.000	Worker's Compensation	510.00	0.00	0.00	510.00	0.00
202-475-722.000	Medicare	120.00	12.72	7.13	107.28	10.60
202-475-746.000	Gasoline & Oil	515.00	0.00	0.00	515.00	0.00
202-475-775.000	Repair & Maintenance Supplies	2,575.00	0.00	0.00	2,575.00	0.00
202-475-930.000	Repair & Maint.Contractors	11,500.00	2,008.99	1,406.47	9,491.01	17.47
Total Dept 475 - Traffic Services		27,120.00	3,635.13	2,268.44	23,484.87	13.40
Dept 478 - Winter Maintenance						
202-478-702.000	Payroll - Full Time	8,500.00	1,748.50	765.62	6,751.50	20.57
202-478-715.000	Social Security	610.00	106.43	46.32	503.57	17.45
202-478-716.000	Hospital/Life Insurance	3,000.00	583.13	327.53	2,416.87	19.44
202-478-716.001	Insurance Deductible	250.00	0.00	0.00	250.00	0.00
202-478-718.000	Pension	3,000.00	428.86	210.23	2,571.14	14.30
202-478-720.000	Worker's Compensation	620.00	0.00	0.00	620.00	0.00
202-478-722.000	Medicare	140.00	24.93	10.85	115.07	17.81
202-478-746.000	Gasoline & Oil	1,030.00	317.81	317.81	712.19	30.86
202-478-753.000	Salt	9,270.00	0.00	0.00	9,270.00	0.00

PERIOD ENDING 08/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 08/31/2023	ACTIVITY FOR MONTH 08/31/2023	AVAILABLE		% BDC
		AMENDED BUDGET	NORMAL (ABNORMAL)			NORMAL (ABNORMAL)	BALANCE	
Fund 202 - MAJOR STREET FUND								
Expenditures								
Total Dept 478 - Winter Maintenance		26,420.00		3,209.66	1,678.36	23,210.34		12.15
Dept 482 - Administration								
202-482-702.000	Payroll - Full Time	1,280.00		237.04	95.37	1,042.96		18.52
202-482-715.000	Social Security	79.00		14.42	5.78	64.58		18.25
202-482-716.000	Hospital/Life Insurance	560.00		98.29	49.14	461.71		17.55
202-482-716.001	Insurance Deductible	40.00		0.00	0.00	40.00		0.00
202-482-718.000	Pension	510.00		61.79	30.30	448.21		12.12
202-482-720.000	Worker's Compensation	15.00		0.00	0.00	15.00		0.00
202-482-722.000	Medicare	20.00		3.37	1.35	16.63		16.85
202-482-960.000	Administrative Overhead	20,000.00		0.00	0.00	20,000.00		0.00
Total Dept 482 - Administration		22,504.00		414.91	181.94	22,089.09		1.84
TOTAL EXPENDITURES		203,017.00		13,017.38	5,115.24	189,999.62		6.41
Fund 202 - MAJOR STREET FUND:								
TOTAL REVENUES		186,500.00		31,023.22	15,461.74	155,476.78		16.63
TOTAL EXPENDITURES		203,017.00		13,017.38	5,115.24	189,999.62		6.41
NET OF REVENUES & EXPENDITURES		(16,517.00)		18,005.84	10,346.50	(34,522.84)		109.01

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 08/31/2023	ACTIVITY FOR MONTH 08/31/2023	AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)			BALANCE	(ABNORMAL)
Fund 203 - LOCAL STREET FUND							
Revenues							
Dept 000							
203-000-546.000	State Grants - Act 51	76,000.00		12,634.14	6,300.69	63,365.86	16.62
Total Dept 000		76,000.00		12,634.14	6,300.69	63,365.86	16.62
TOTAL REVENUES							
		76,000.00		12,634.14	6,300.69	63,365.86	16.62
Expenditures							
Dept 451 - Construction							
203-451-800.000	Professional/Contractual Serv.	12,000.00		0.00	0.00	12,000.00	0.00
Total Dept 451 - Construction		12,000.00		0.00	0.00	12,000.00	0.00
Dept 463 - Routine Maintenance							
203-463-702.000	Payroll - Full Time	6,500.00		918.16	510.11	5,581.84	14.13
203-463-715.000	Social Security	620.00		55.74	31.05	564.26	8.99
203-463-716.000	Hospital/Life Insurance	2,200.00		340.95	165.19	1,859.05	15.50
203-463-716.001	Insurance Deductible	255.00		0.00	0.00	255.00	0.00
203-463-718.000	Pension	2,200.00		328.45	160.99	1,871.55	14.93
203-463-720.000	Worker's Compensation	625.00		0.00	0.00	625.00	0.00
203-463-722.000	Medicare	145.00		13.04	7.27	131.96	8.99
203-463-746.000	Gasoline & Oil	309.00		0.00	0.00	309.00	0.00
203-463-775.000	Repair & Maintenance Supplies	3,502.00		0.00	0.00	3,502.00	0.00
203-463-930.000	Repair & Maint.Contractors	10,000.00		0.00	0.00	10,000.00	0.00
Total Dept 463 - Routine Maintenance		26,356.00		1,656.34	874.61	24,699.66	6.28
Dept 475 - Traffic Services							
203-475-702.000	Payroll - Full Time	6,200.00		873.15	491.88	5,326.85	14.08
203-475-715.000	Social Security	580.00		52.99	29.95	527.01	9.14
203-475-716.000	Hospital/Life Insurance	2,500.00		332.72	161.32	2,167.28	13.31
203-475-716.001	Insurance Deductible	240.00		0.00	0.00	240.00	0.00
203-475-718.000	Pension	2,500.00		316.77	155.27	2,183.23	12.67
203-475-720.000	Worker's Compensation	590.00		0.00	0.00	590.00	0.00
203-475-722.000	Medicare	135.00		12.36	6.98	122.64	9.16
203-475-746.000	Gasoline & Oil	515.00		0.00	0.00	515.00	0.00
203-475-775.000	Repair & Maintenance Supplies	5,150.00		0.00	0.00	5,150.00	0.00
203-475-930.000	Repair & Maint.Contractors	618.00		0.00	0.00	618.00	0.00
Total Dept 475 - Traffic Services		19,028.00		1,587.99	845.40	17,440.01	8.35
Dept 478 - Winter Maintenance							
203-478-702.000	Payroll - Full Time	8,500.00		1,759.52	789.97	6,740.48	20.70
203-478-715.000	Social Security	615.00		107.05	47.75	507.95	17.41
203-478-716.000	Hospital/Life Insurance	3,000.00		602.41	351.14	2,397.59	20.08
203-478-716.001	Insurance Deductible	255.00		0.00	0.00	255.00	0.00
203-478-718.000	Pension	3,000.00		423.05	207.38	2,576.95	14.10
203-478-720.000	Worker's Compensation	625.00		0.00	0.00	625.00	0.00
203-478-722.000	Medicare	145.00		25.03	11.15	119.97	17.26
203-478-746.000	Gasoline & Oil	1,030.00		317.81	317.81	712.19	30.86
203-478-753.000	Salt	6,180.00		0.00	0.00	6,180.00	0.00

PERIOD ENDING 08/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL (ABNORMAL)	08/31/2023	08/31/2023	MONTH 08/31/2023	INCREASE (DECREASE)	BALANCE	% BDC	
				NORMAL	(ABNORMAL)			NORMAL	(ABNORMAL)	
Fund 203 - LOCAL STREET FUND										
Expenditures										
203-478-775.000	Repair & Maintenance Supplies	0.00	581.40			581.40		(581.40)		100.00
Total Dept 478 - Winter Maintenance		23,350.00	3,816.27			2,306.60		19,533.73		16.34
Dept 482 - Administration										
203-482-702.000	Payroll - Full Time	1,600.00	237.02			95.37		1,362.98		14.81
203-482-715.000	Social Security	100.00	14.42			5.78		85.58		14.42
203-482-716.000	Hospital/Life Insurance	700.00	98.29			49.14		601.71		14.04
203-482-716.001	Insurance Deductible	50.00	0.00			0.00		50.00		0.00
203-482-718.000	Pension	640.00	61.79			30.30		578.21		9.65
203-482-720.000	Worker's Compensation	18.00	0.00			0.00		18.00		0.00
203-482-722.000	Medicare	25.00	3.37			1.35		21.63		13.48
203-482-960.000	Administrative Overhead	20,000.00	0.00			0.00		20,000.00		0.00
Total Dept 482 - Administration		23,133.00	414.89			181.94		22,718.11		1.79
TOTAL EXPENDITURES		103,867.00	7,475.49			4,208.55		96,391.51		7.20
Fund 203 - LOCAL STREET FUND:										
TOTAL REVENUES										
TOTAL EXPENDITURES										
NET OF REVENUES & EXPENDITURES										
		76,000.00	12,634.14			6,300.69		63,365.86		16.62
		103,867.00	7,475.49			4,208.55		96,391.51		7.20
		(27,867.00)	5,158.65			2,092.14		(33,025.65)		18.51

PERIOD ENDING 08/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL (ABNORMAL)	08/31/2023	08/31/2023	MONTH 08/31/2023	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	% BDT USED
Fund 251 - Brownfield Redevelopment										
Revenues										
Dept 000										
251-000-404.000	Tax Revenue	540,000.00		0.00		0.00			540,000.00	0.00-
Total Dept 000		540,000.00		0.00		0.00			540,000.00	0.00
TOTAL REVENUES		540,000.00		0.00		0.00			540,000.00	0.00
Expenditures										
Dept 000										
251-000-800.000	Professional/Contractual Serv.	10,000.00		3,701.75		3,701.75			6,298.25	37.02
251-000-960.000	Administrative Overhead	40,000.00		0.00		0.00			40,000.00	0.00
251-000-991.000	Debt Retirement-Principal	49,362.00		0.00		0.00			49,362.00	0.00
251-000-995.000	Interest Expense	8,784.00		0.00		0.00			8,784.00	0.00
251-000-999.000	Transfer to other Fund	127,000.00		0.00		0.00			127,000.00	0.00
Total Dept 000		235,146.00		3,701.75		3,701.75			231,444.25	1.57
TOTAL EXPENDITURES		235,146.00		3,701.75		3,701.75			231,444.25	1.57
Fund 251 - Brownfield Redevelopment:										
TOTAL REVENUES		540,000.00		0.00		0.00			540,000.00	0.00
TOTAL EXPENDITURES		235,146.00		3,701.75		3,701.75			231,444.25	1.57
NET OF REVENUES & EXPENDITURES		304,854.00		(3,701.75)		(3,701.75)			308,555.75	1.21

PERIOD ENDING 08/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL (ABNORMAL)	08/31/2023	08/31/2023	MONTH 08/31/2023	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE (ABNORMAL)	% BDTG USED
Fund 299 - TREE FUND										
Revenues										
299-000-694.000	Miscellaneous	0.00		234.00		234.00		(234.00)		100.00
Total Dept 000		0.00		234.00		234.00		(234.00)		100.00
TOTAL REVENUES										
299-000-955.000	Miscellaneous	10,000.00		0.00		0.00		10,000.00		0.00
Total Dept 000		10,000.00		0.00		0.00		10,000.00		0.00
TOTAL EXPENDITURES										
Fund 299 - TREE FUND:										
TOTAL REVENUES										
TOTAL EXPENDITURES										
NET OF REVENUES & EXPENDITURES										
		0.00		234.00		234.00		(234.00)		100.00
		10,000.00		0.00		0.00		10,000.00		0.00
		(10,000.00)		234.00		234.00		(10,234.00)		2.34

PERIOD ENDING 08/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 08/31/2023	ACTIVITY FOR MONTH 08/31/2023	AVAILABLE		% BDT
		AMENDED BUDGET	NORMAL (ABNORMAL)			NORMAL (ABNORMAL)	USED	
Fund 401 - Veteran's Memorial Fund								
Revenues								
Dept 000								
401-000-674.000	Contributed Capital Revenue	10,000.00		2,819.32	1,994.32	7,180.68	28.19	
401-000-694.000	Miscellaneous	0.00		181.00	0.00	(181.00)	100.00	
Total Dept 000		10,000.00		3,000.32	1,994.32	6,999.68	30.00	
TOTAL REVENUES								
401-000-775.000	Repair & Maintenance Supplies	0.00		704.20	704.20	(704.20)	100.00	
401-000-800.000	Professional/Contractual Serv.	10,000.00		32,707.00	32,487.00	(22,707.00)	327.07	
Total Dept 000		10,000.00		33,411.20	33,191.20	(23,411.20)	334.11	
TOTAL EXPENDITURES								
Fund 401 - Veteran's Memorial Fund:								
TOTAL REVENUES								
TOTAL EXPENDITURES								
NET OF REVENUES & EXPENDITURES								
		0.00		(30,410.88)	(31,196.88)	30,410.88	100.00	

PERIOD ENDING 08/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 08/31/2023	ACTIVITY FOR MONTH 08/31/2023	AVAILABLE BALANCE	% BDCI
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 590 - SEWER FUND							
Revenues							
Dept 000							
590-000-626.000	Sewer Services	335,000.00		80,612.10	80,612.10	254,387.90	24.06
590-000-664.000	Interest on Investments	1,900.00		0.00	0.00	1,900.00	0.00
Total Dept 000		336,900.00		80,612.10	80,612.10	256,287.90	23.93
TOTAL REVENUES							
		336,900.00		80,612.10	80,612.10	256,287.90	23.93
Expenditures							
Dept 000							
590-000-702.000	Payroll - Full Time	23,800.00		3,332.96	1,421.05	20,467.04	14.00
590-000-715.000	Social Security	1,745.00		201.92	85.82	1,543.08	11.57
590-000-716.000	Hospital/Life Insurance	9,950.00		1,353.03	654.86	8,596.97	13.60
590-000-716.001	Insurance Deductible	700.00		0.00	0.00	700.00	0.00
590-000-718.000	Pension	9,500.00		908.61	446.08	8,591.39	9.56
590-000-720.000	Worker's Compensation	545.00		0.00	0.00	545.00	0.00
590-000-722.000	Medicare	345.00		47.21	20.08	297.79	13.68
590-000-800.000	Professional/Contractual Serv.	150,000.00		11,458.65	4,488.85	138,541.35	7.64
590-000-815.000	Uniform Rental	515.00		0.00	0.00	515.00	0.00
590-000-910.000	Insurance & Bonds	10,918.00		8,680.23	3,292.23	2,237.77	79.50
590-000-920.000	Utilities	2,369.00		619.96	407.40	1,749.04	26.17
590-000-930.000	Repair & Maint.Contractors	10,300.00		0.00	0.00	10,300.00	0.00
590-000-960.000	Administrative Overhead	40,000.00		0.00	0.00	40,000.00	0.00
590-000-968.000	Depreciation	14,523.00		0.00	0.00	14,523.00	0.00
590-000-995.000	Interest Expense	10,000.00		0.00	0.00	10,000.00	0.00
Total Dept 000		285,210.00		26,602.57	10,816.37	258,607.43	9.33
TOTAL EXPENDITURES							
		285,210.00		26,602.57	10,816.37	258,607.43	9.33
Fund 590 - SEWER FUND:							
TOTAL REVENUES							
TOTAL EXPENDITURES							
NET OF REVENUES & EXPENDITURES							
		336,900.00		80,612.10	80,612.10	256,287.90	23.93
		285,210.00		26,602.57	10,816.37	258,607.43	9.33
		51,690.00		54,009.53	69,795.73	(2,319.53)	104.49
TOTAL REVENUES - ALL FUNDS							
TOTAL EXPENDITURES - ALL FUNDS							
NET OF REVENUES & EXPENDITURES							
		2,935,029.00		1,006,696.08	175,584.77	1,928,332.92	34.30
		2,615,159.00		428,354.18	192,363.42	2,186,804.82	16.38
		319,870.00		578,341.90	(16,778.65)	(258,471.90)	180.81

PERIOD ENDING 08/31/2023

GL NUMBER	DESCRIPTION	AMENDED BUDGET	2023	YTD BALANCE 08/31/2023	ACTIVITY FOR MONTH 08/31/23	AVAILABLE BALANCE	%	BDGT	ORIGINAL
				NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED		BUDGET
Fund 250 - KINDLEBERGER SUMMER FESTIVAL									
Revenues									
Dept 000									
250-000-475.001	Arts & Crafts	4,000.00		6,997.30	0.00	(2,997.30)	174.93		3,100.00
250-000-475.002	Race/Walk Fees	6,500.00		3,530.60	0.00	2,969.40	54.32		5,000.00
250-000-475.003	Membership Fund Drive	2,000.00		6,745.84	132.00	(4,745.84)	337.29		1,900.00
250-000-475.005	Corporate Sponsorships	16,000.00		20,450.00	0.00	(4,450.00)	127.81		16,000.00
250-000-590.000	Grants-Local	0.00		0.00	0.00	0.00	0.00		3,000.00
250-000-590.001	Grants-Irving S Gilmore Found.	30,000.00		35,000.00	0.00	(5,000.00)	116.67		30,000.00
250-000-590.002	Grants-Harold & Grace Upjohn	5,000.00		0.00	0.00	5,000.00	0.00		0.00
250-000-675.001	Fund Raising	6,500.00		13,086.50	0.00	(6,586.50)	201.33		2,000.00
250-000-675.002	KSF Special Event	6,500.00		1,319.39	0.00	5,180.61	20.30		1,160.00
250-000-694.000	Miscellaneous	4,050.00		25,229.29	0.00	(21,179.29)	622.95		3,495.00
Total Dept 000		80,550.00		112,358.92	132.00	(31,808.92)	139.49		65,655.00
TOTAL REVENUES									
		80,550.00		112,358.92	132.00	(31,808.92)	139.49		65,655.00
Expenditures									
Dept 000									
250-000-779.001	Performance Expense	26,300.00		25,630.93	380.00	669.07	97.46		19,000.00
250-000-779.003	Festival Day - Race/Walk	6,500.00		5,475.67	5,355.67	1,024.33	84.24		4,500.00
250-000-779.004	Fest. Day - Arts & Crafts	200.00		93.88	93.88	106.12	46.94		170.00
250-000-779.005	Fest. Day-Childrens Area	1,900.00		1,278.05	253.05	621.95	67.27		1,800.00
250-000-779.007	Fest Day Events	0.00		1,720.00	0.00	(1,720.00)	100.00		1,030.00
250-000-779.008	Fund Raising-Dance	3,700.00		14,740.05	0.00	(11,040.05)	398.38		0.00
250-000-779.012	Festival - Administration	17,000.00		17,524.35	11,765.14	(524.35)	103.08		14,540.00
250-000-779.013	Stage Entertainmnet	18,200.00		13,550.00	5,250.00	4,650.00	74.45		18,750.00
250-000-779.015	Stage Expenses	0.00		57.54	57.54	(57.54)	100.00		0.00
250-000-779.016	Car Show Expenses	750.00		754.94	0.00	(4.94)	100.66		0.00
250-000-779.020	Publicity	6,000.00		0.00	0.00	6,000.00	0.00		5,865.00
Total Dept 000		80,550.00		80,825.41	23,155.28	(275.41)	100.34		65,655.00
TOTAL EXPENDITURES									
		80,550.00		80,825.41	23,155.28	(275.41)	100.34		65,655.00
Fund 250 - KINDLEBERGER SUMMER FESTIVAL:									
TOTAL REVENUES									
		80,550.00		112,358.92	132.00	(31,808.92)	139.49		65,655.00
TOTAL EXPENDITURES									
		80,550.00		80,825.41	23,155.28	(275.41)	100.34		65,655.00
NET OF REVENUES & EXPENDITURES									
		0.00		31,533.51	(23,023.28)	(31,533.51)	100.00		0.00

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: Andrea Frederick Phone: 377-799

Address: 421 N Riverview Dr. 49004

Email: a.frederick03@gmail.com Alternate Phone: _____

Date of Event: 9-30-23 Time: 1-4pm

Type of event: ~~picnic~~ Memorial gathering

Approximate number of attendees: 50

Will there be music as part of your event? No

Name of DJ, musical performer, sound technician: None

Decorations, rental chairs/tents/tables? Describe: tables & chairs, canopy

Name & address for deposit return: see above

on phone
Signature

9-11-23 RECEIVED
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. SEP 11 2023

PAID

FOR INTERNAL OFFICE USE:

Application received by: KS Date: 9-11-23

Payment amount received: \$250 Receipt # _____

Check # _____ Cash _____ Credit X

APPROVAL

Signature _____

Date _____



2023 MONTHLY PERMITS BY JURISDICTION

MONTH OF AUGUST 2023			
JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	61	\$ 75,496
COMSTOCK	ELECTRICAL	28	\$ 6,201
COMSTOCK	MECHANICAL	28	\$ 4,972
COMSTOCK	PLUMBING	31	\$ 6,803
COMSTOCK	SPECIAL - JURISDICTION	4	\$ 400
COMSTOCK	SPECIAL - HOMEOWNER	2	\$ 165
TOTAL COMSTOCK		154	\$ 94,037
KALAMAZOO	BUILDING	23	\$ 4,004
KALAMAZOO	ELECTRICAL	15	\$ 2,212
KALAMAZOO	MECHANICAL	37	\$ 5,624
KALAMAZOO	PLUMBING	20	\$ 2,238
KALAMAZOO	SPECIAL - JURISDICTION	8	\$ 750
KALAMAZOO	SPECIAL - HOMEOWNER	3	\$ 160
TOTAL KALAMAZOO		106	\$ 14,988
PARCHMENT	BUILDING	-	\$ -
PARCHMENT	ELECTRICAL	2	\$ 225
PARCHMENT	MECHANICAL	4	\$ 566
PARCHMENT	PLUMBING	-	\$ -
PARCHMENT	SPECIAL - JURISDICTION	1	\$ 100
PARCHMENT	SPECIAL - HOMEOWNER	-	\$ -
TOTAL PARCHMENT		7	\$ 891
PINE GROVE	BUILDING	6	\$ 3,093
PINE GROVE	ELECTRICAL	7	\$ 1,152
PINE GROVE	MECHANICAL	8	\$ 1,420
PINE GROVE	PLUMBING	2	\$ 453
PINE GROVE	SPECIAL - JURISDICTION	-	\$ -
PINE GROVE	SPECIAL - HOMEOWNER	-	\$ -
TOTAL PINE GROVE		23	\$ 6,118
RICHLAND	BUILDING	19	\$ 12,973
RICHLAND	ELECTRICAL	16	\$ 3,404
RICHLAND	MECHANICAL	27	\$ 5,116
RICHLAND	PLUMBING	4	\$ 993
RICHLAND	SPECIAL - JURISDICTION	-	\$ -
RICHLAND	SPECIAL - HOMEOWNER	-	\$ -
TOTAL RICHLAND		66	\$ 22,486
RICHLAND VILLAGE	BUILDING	2	\$ 352
RICHLAND VILLAGE	ELECTRICAL	-	\$ -
RICHLAND VILLAGE	MECHANICAL	2	\$ 401
RICHLAND VILLAGE	PLUMBING	-	\$ -
RICHLAND VILLAGE	SPECIAL - JURISDICTION	-	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	-	\$ -
TOTAL RICHLAND VILLAGE		4	\$ 753
TOTAL		360	\$ 139,273.00

REVENUE	REVENUE
AUGUST 2022	% PREV YEAR MONTH
\$ 49,359	282.2%

PERMITS	PERMITS
AUGUST 2022	% 2022 - YTD
224	161%



2023 MONTHLY PERMITS BY JURISDICTION

YEAR TO DATE AS OF: AUGUST 2023

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	263	\$ 273,032
COMSTOCK	ELECTRICAL	190	\$ 41,479
COMSTOCK	MECHANICAL	183	\$ 34,740
COMSTOCK	PLUMBING	148	\$ 29,183
COMSTOCK	SPECIAL - JURISDICTION	14	\$ 1,450
COMSTOCK	SPECIAL - HOMEOWNER	4	\$ 275
TOTAL COMSTOCK		802	\$ 380,159
KALAMAZOO	BUILDING	95	\$ 38,018
KALAMAZOO	ELECTRICAL	109	\$ 15,359
KALAMAZOO	MECHANICAL	208	\$ 31,105
KALAMAZOO	PLUMBING	74	\$ 9,476
KALAMAZOO	SPECIAL - JURISDICTION	40	\$ 3,650
KALAMAZOO	SPECIAL - HOMEOWNER	12	\$ 645
TOTAL KALAMAZOO		538	\$ 98,253
PARCHMENT	BUILDING	8	\$ 1,362
PARCHMENT	ELECTRICAL	9	\$ 1,251
PARCHMENT	MECHANICAL	16	\$ 2,194
PARCHMENT	PLUMBING	4	\$ 591
PARCHMENT	SPECIAL - JURISDICTION	3	\$ 400
PARCHMENT	SPECIAL - HOMEOWNER	0	\$ -
TOTAL PARCHMENT		40	\$ 5,798
PINE GROVE	BUILDING	31	\$ 17,883
PINE GROVE	ELECTRICAL	35	\$ 6,164
PINE GROVE	MECHANICAL	34	\$ 5,383
PINE GROVE	PLUMBING	11	\$ 2,614
PINE GROVE	SPECIAL - JURISDICTION	1	\$ 100
PINE GROVE	SPECIAL - HOMEOWNER	1	\$ 55
TOTAL PINE GROVE		113	\$ 32,199
RICHLAND	BUILDING	80	\$ 55,606
RICHLAND	ELECTRICAL	112	\$ 21,734
RICHLAND	MECHANICAL	142	\$ 24,112
RICHLAND	PLUMBING	61	\$ 13,043
RICHLAND	SPECIAL - JURISDICTION	3	\$ 350
RICHLAND	SPECIAL - HOMEOWNER	0	\$ -
TOTAL RICHLAND		398	\$ 114,845
RICHLAND VILLAGE	BUILDING	13	\$ 5,388
RICHLAND VILLAGE	ELECTRICAL	7	\$ 1,680
RICHLAND VILLAGE	MECHANICAL	15	\$ 2,589
RICHLAND VILLAGE	PLUMBING	8	\$ 1,394
RICHLAND VILLAGE	SPECIAL - JURISDICTION	2	\$ 200
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	1	\$ 55
TOTAL RICHLAND VILLAGE		46	\$ 11,906
TOTAL KABA	YTD	1937	642,560.00

REVENUE	REVENUE
YTD - AUGUST 2022	% 2022 - YTD
534,365.50	120.2%

REVENUE
% 2023 YTD BUDGET
1.49%

PERMITS	PERMITS
YTD - AUGUST 2022	% 2022 - YTD
1732	111.8%

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
360	\$ 139,273		JUL
360	\$ 139,273		AUG
-	\$ -		SEP
-	\$ -		OCT
-	\$ -		NOV
-	\$ -		DEC
2,086	\$ 739,218		

Property Maintenance Inspections

08/31/2023

Parchment.

Special Permit

Permit #	Job Address	Parcel Number	Owner	Contractor	Date Entere	Fee Total Due
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PS23-18-049	450 HAYMAC 614	06-02-226-080	HVG MILL PINE ASSOC		08/14/2023	100.00
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Work Description: Property Maintenance request from Parchment

Property Maintenance Inspectio Completed: 08/16/2023

Total Permits: 1

Total Fees Due: \$100.00

Population: All Records

Permit.Type = Special

Permit AND

GovernmentUnitList.UnitCode =

18 AND

Permit.Status = HOLD (FREE)

AND

Permit.Category = Jurisdiction

Request

KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE

Minutes of the May 31, 2023 Meeting

CALL TO ORDER

The May 31, 2023 Policy Committee Meeting was called to order at 9: 05 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

Curt Aardema	Central County Transportation Authority
Rob Britigan	City of Parchment
Marsha Drouin	Richland Township
Jeff Franklin	Michigan Department of Transportation, Planning
Tim Frisbie	Village of Vicksburg
Jeff Heppler	Village of Augusta
Joanna Johnson	Road Commission of Kalamazoo County
Lisa Imus	Village of Lawton
Greg Kinney	Van Buren County Road Commission
Judy Lemon	City of Galesburg
Pat McGinnis	City of Portage
Sherine Miller	Kalamazoo Township
Pete Pfeiffer	Michigan Department of Transportation, TSC
Chris Praedel	City of Kalamazoo
Aditya Rama	Kalamazoo County Transportation Authority
Jeff Sorensen	Cooper Township
Paul Sotherland	KATS Citizens' Advisory Committee
Randy Thompson, Chair	Comstock Township
Jerry VanderRoest	Charleston Township

MEMBERS ABSENT

John Gisler	Kalamazoo County
Robert Henderson	Van Buren Public Transit
Tracey Locey	Brady Township
Don Ulsh	Schoolcraft Township

OTHERS PARTICIPATING

Sean McBride	Metro
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Megan Mickelson
Elizabeth Rumick
Jon Start
Steve Stepek
Trevor TenBrink
Ali Townsend
Bret Witkowski

Kalamazoo Area Transportation Study
Kalamazoo Area Transportation Study
Citizen
Kalamazoo Area Transportation Study
District Director for Congressman Huizenga
Kalamazoo Area Transportation Study
Van Buren County Road Commission

CHANGES OR ADDITIONS TO THE AGENDA

There were no changes or additions to the agenda.

APPROVAL OF THE AGENDA

Johnson moved, and it was duly seconded by Heppler, **“to approve the agenda of the May 31, 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 APRIL 26, 2023 MEETING

Johnson 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

Referring to the Transportation Improvement Program Amendment included in the meeting packet, Stepek explained it is a Kalamazoo County Douglas Avenue project for an increase in local cost of \$370,000.

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

MICHIGAN DEPARTMENT OF TRANSPORTATION MASTER AGREEMENT

Stepek explained the included document is the operating agreement between Kalamazoo Area Transportation Study (KATS) and the Michigan Department of Transportation (MDOT). It is being presented for renewal for another 3-year term of October 1, 2023 to September 30, 2026. Both parties have worked well together and wish to continue the arrangement for KATS to complete the legislative requirement of MDOT funding allocations. It is functionally unchanged from the last contract. KATS is presenting the document for a recommendation of approval and to allow the Policy Committee Chairperson to sign on KATS behalf.

Johnson moved, and it was duly seconded by Drouin, **“to approve Kalamazoo Area Transportation Study’s Michigan Department of Transportation Master Agreement and allow Chairperson Thompson to sign on KATS behalf.”** MOTION CARRIED.

EXECUTIVE DIRECTOR ANNUAL REVIEW

Sorensen reported the Finance and Personnel Subcommittee met with Executive Director Stepek for the annual review. After discussions on performance, and review of the rate of inflation, the Subcommittee recommends a 6 percent rate increase beginning with the Kalamazoo Area Transportation Study (KATS) new fiscal year on October 1, 2023. Sorensen reported that collection and consideration of feedback from all parties that work with Stepek will now be conducted biannually as opposed to annually. Stepek elaborated that not only was the process laborious, but there were also participation issues. The review style has been revised from assigning a number on a scale of 1 to 10, to more of a 360-degree review.

Johnson moved, and it was duly seconded by Heppler, **“to approve KATS Executive Director Stepek’s review and 6 percent rate increase effective October 1, 2023.”** MOTION CARRIED.

LEGISLATIVE DISCUSSION: TREVOR TENBRINK DISTRICT DIRECTOR FOR CONGRESSMAN BILL HUIZENGA

Stepek introduced and welcomed Trevor TenBrink, District Director for Congressman Huizenga. As requested at a previous meeting, an invitation was extended to the new Congressman’s office to attend and speak at a meeting. TenBrink explained Huizenga’s district boundary extends from Northern Ottawa County south to Berrien County, including Allegan and Van Buren Counties, and portions of Kalamazoo and Calhoun Counties. In addition to Huizenga’s district office in Holland, one is planned for Portage. TenBrink assured attendees funding for projects would not be rescinded. TenBrink fielded questions and comments from attendees.

CONTRIBUTED SERVICE UPDATE

Stepek explained a summary of the fiscal year-to-date contributed services for the fiscal year-to-date April 30, 2023 is included in the packet for your review.

PUBLIC TRANSPORTATION UPDATES

Aardema introduced Aditya Rama as the new Kalamazoo County Transportation Authority (KCTA) representative for Kalamazoo Area Transportation Study (KATS) Policy Committee. Rama was welcomed. A legislative breakfast was held in mid-May. It was well attended by Kalamazoo County representatives, and TenBrink came also. Information on Metro was discussed along with a tour of Metro facilities. The Central County Transportation Authority (CCTA) / KCTA board is working to obtain a new security services provider for the Kalamazoo Transit Center. A contract should be finalized at the next board meeting. Plans are underway to roll out new processes to the Metro bus system resulting from the Comprehensive Operational Analysis. McBride elaborated on the importance of having a successful security guard contract for the Transit Center which is used by millions of people a year. Metro’s previous partnerships for security with the City of Kalamazoo and Kalamazoo County were withdrawn due to staffing shortages. Metro would welcome the opportunity to reenter into a contract with law enforcement but in the meantime will be contracting with security firms.

EXECUTIVE DIRECTOR'S REPORT

Stepek stated Kalamazoo Area Transportation Study (KATS) is working with a consultant to update our website. KATS received notification that we will be going through a Certification Review in November. As previously discussed, KATS is still waiting for our final allocations for funding. Both the new census results and Michigan's noncompliance with Federal Highway Administration repeat drunk driving sentencing minimums will impact allocations. Once funding is determined, KATS Transportation Improvement Program Subcommittee will meet to determine where to shift projects to align with the new allocation. In response to Johnson's inquiry, Stepek responded that the National Functional Classification update process cannot begin until KATS receives its official urban area.

NEW BUSINESS

No new business was brought forth.

PUBLIC COMMENTS

No citizens' comments were made.

MEMBER COMMENTS

VanderRoest of Charleston Township reported the M-96 Michigan Department of Transportation project is complete. VanderRoest is very pleased and appreciative with the result.

Pfeiffer provided the Michigan Department of Transportation update. The completed M-96 project includes use of a newer technology on rumble strips called sinusoidal rumble strips. These strips offer the same vibrating safety benefit for drivers but have lesser external noise for residence when vehicles travel across them. The US-131 project from Schoolcraft to Three Rivers is underway. A large I-94 project in Berrien County, and M-89/M-343 projects will be let on Friday. The M-40 project between Lawton and Paw Paw will begin next week.

Heppler reported the Village of Augusta water project will start after July 4, 2023. The Village of Augusta will work with the Road Commission of Kalamazoo County on chip seal projects over the summer. Plans are underway for next year's bridge project. On behalf of Kalamazoo County, Heppler said a downtown Kalamazoo Event Center arena will be built next to the new courthouse.

McGinnis reported Portage Road and Shaver Road projects in the City of Portage are underway. The city is researching additional locations to install electric vehicle charging stations. The city applied for federal funding to improve its electric vehicle infrastructure.

Britigan reported City of Parchment local road projects are complete.

Sorensen invited attendees to the Kalamazoo County Chapter of the Michigan Township Association annual golf outing on June 23, 2023. The Cooper Township Hall remodeling project will begin next week and is expected to last through February of 2024. The main entrance will be moved to the rear and recently acquired adjacent property will be turned into a much-needed parking lot.

Johnson of the Road Commission of Kalamazoo County (RCKC) reported Sprinkle Road remains closed for railroad work. Once this railroad work is completed this week, railroad work on N Avenue will follow. The Lake Street project is underway. Use the Olmstead entrance to access the Kalamazoo County Expo Center. RCKC has 185 projects planned. An experimental scrap tire project for the local

road system will occur this month. Johnson thanked Townships for partnering with them for the project. RCKC participated in and was complementary of the recent Michigan Township Association conference. RCKC is developing a Safety Action Plan. Attendees and everyone in the public is encouraged to participate in the Safety Action Plan survey available on the RCKC website through July 15, 2023. Feedback is appreciated. Comments will be used to develop a Safe Streets for All Plan which will be used to apply for federal funding. Progress continues on the new RCKC facility. Move-in is expected next summer. Tours are available during the construction with anticipated Open Houses in 2024. The Transportation Asset Management Council updated its Unified Planning Work Program. The RCKC annual report is out. RCKC is hiring.

Frisbie invited attendees to the Village of Vicksburg 42nd Annual Old Car Festival June 10, 2023. The Burg Days of Summer Program will be held every Wednesday beginning June 14, 2023 through August 14, 2023 from 5:30 p.m. to 8:00 p.m. The program includes live music and several activities for families.

Lemon reported the City of Galesburg infrastructure project on Washington and Division is underway.

Imus reported the Village of Lawton is gearing up and excited for the M-40 project.

Thompson reported the Comstock Township water project in the area of 33rd Street and M-96 is over half done. The new Comstock Township building should be done by the end of the month with move-in anticipated in August.

ADJOURNMENT

There being no further business, Chairperson Thompson adjourned the meeting at 9:58 a.m.

*The next meeting of the Kalamazoo Area Transportation Study Policy Committee will be held on
Wednesday, June 28 or Aug 30, 2023 at 9:00 a.m.*

Approved 8/30/23 (er)

MINUTES OF THE REGULAR MEETING OF THE KINDLEBERGER ARTS COMMISSION HELD ON MONDAY,
JUNE 12, 2023

1. Call to Order

The meeting was called to order by Jon Heasley at 6:00 PM.

2. Roll Call

Present: City Manager Nancy Stoddard, Caroline Garber, Jon Heasley, Nancy Eaton, Kris Jordan, Julie Heasley, Mayor Rob Britigan

Absent: Robin Madaras

A motion was made by City Manager Nancy Stoddard, supported by Caroline Garber, to excuse the absence of Robin Madaras.

Ayes: All

Nays: None

Motion carried.

3. Approval of the Minutes from

A motion was made by Mayor Britigan, supported by Nancy Eaton to approve the minutes from the meeting on May 1st, 2023.

Ayes: Nancy Eaton, Caroline Garber, Jon Heasley, Julie Heasley, Mayor Britigan

Abstain: City Manager Stoddard

Nays: None

Motion carried.

4. Old Business

A. Fundraising Update

Jon updated the KAC, reporting that Seelye is not a \$1000 sponsor this year. Jon also reported that the KAC fundraising budget number has been exceeded.

5. New Business

A. Director's Report

Kris Jordan presented her Director's report.

Theatre: Kris reported that rehearsals have begun. The script of the youth play has been adjusted to eliminate a love interest story line. Connor has requested a third changing tent for the actors that do not identify as male or female. The department of public works will be constructing the runway that was requested for the Grease show.

Publicity: Kris will be meeting with Joan later this week to discuss the fold-out that is planned for the Festival. Mailers need to be distributed. Julie volunteered to do the Gull Road run. Mayor Britigan volunteered to give out at KATS policy committee. Kris is in the process of creating lists of posts for Betsy Eaton for social media.

Children's Area: The children's area chairpersons are looking for two more volunteers for the dunk tank.

Car Show: The dash plaques are ready. Electrical with an extension cord has been arranged.

Arts and Crafts Show: Nancy Eaton reported that she has 135 attendees. She has closed registration for the Arts and Crafts show. The football coach will be letting Nancy Eaton know soon how many volunteers he will have for the craft show set-up assistance.

Food Vendors: Nancy presented her list of food vendors for the summer. This is Nancy's last year organizing food vendors. For Festival 2024, the KAC will need a new volunteer.

MINUTES OF THE REGULAR MEETING OF THE KINDLEBERGER ARTS COMMISSION HELD ON MONDAY,
JUNE 12, 2023 – Page 2

Cornhole Tournament: DeAnna is looking for more financial support for the tournament. Seelye is no longer sponsoring the tournament.

5K Run/Walk: Caroline reported that registration will stay open until the morning of the Festival. Caroline and Micki will be working on marketing the race.

Parade: Kris reported that there are 21 entries thus far. The Parchment Band is participating.

Concerts: Denise Davis and the Motor City Sensations were well received. Comments on social media indicate that the community would like them to return. Egg Media is very happy with the new speakers. Diego, Derek's son, is interning with Egg Media and will be helping this summer.

Budget: Kris indicated that the library bathrooms will not be available as the library will be closed on Festival day. More porta potties will be needed at an extra expense. Joan VanSickler sent an invoice that is outside of the boundaries of her contract by \$375. The speaker installation was \$1620. The new microphones for the play will be \$400. An additional golf cart is also requested.

Sock Hop: Kris estimates the building fee at \$600. Matt will charge \$300. Decorations will be another cost. 6:30 start time.

6. Member Comments

Mayor Britigan: No comment

Nancy Eaton: No comment.

Caroline Garber: No comment.

Julie Heasley: Julie will check into golf carts for the Festival. Julie suggested that on Tuesday, September 12th the KAC should meet at FOP and Jon and Julie will buy pizza. All chairpersons will be invited for a debrief.

Nancy Stoddard: No comment.

Jon Heasley: Jon will offer one of the curtain speeches to Kristen at the Art's Council.

Jon Heasley: Jon indicated that the KAC has done good work, and he is looking forward to the Festival.

Kris Jordan: Kris indicated that this is her last year as Festival Director. She advocates for the sound fees for Egg Media to be increased in 2024.

7. Adjournment

There being no further business to come before the KAC, Julie Heasley made a motion to adjourn the meeting. This motion was supported by Mayor Britigan. The meeting was adjourned at 6:56 PM.

8. Next Meeting

The next meeting of the Kindleberger Arts Commission will be held on Monday, August 14th at 6:00 PM.

MEMORANDUM

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

From: Nancy R Stoddard, Parchment City Manager

Date: September 5, 2023

Re: Water Tower Painting

Background: As you know, the water tower was sold to the City of Kalamazoo when the Parchment Water System was sold.

Discussion: James Baker, Director of Public Services spoke with the Mayor and the City Manager about the necessity to paint the former Parchment Water Tower in 2024. He stated that the City Commission members could decide what colors that they would like to have on the tower (any color) and its lettering (black or white). Currently, it is green with white lettering but the use of the school colors (maroon and white) or some other colors could be used instead.

Recommendation:

Motion to approve the following colors for the painting of the Water Tower; _____ for the tower and _____ for the lettering on the Water Tower.

ORDINANCE NO. __

AN ORDINANCE TO PROVIDE FOR THE ACQUISITION, CONSTRUCTION AND EQUIPPING OF CERTAIN IMPROVEMENTS AND EXTENSIONS TO THE SEWAGE COLLECTION SYSTEM OF THE CITY OF PARCHMENT; TO PROVIDE FOR THE ISSUANCE AND SALE OF REVENUE BONDS TO PAY A PORTION OF THE COST THEREOF; TO PRESCRIBE THE FORM OF THE BONDS; TO PROVIDE FOR THE COLLECTION OF REVENUES FROM THE SYSTEM SUFFICIENT FOR THE PURPOSE OF PAYING THE COST OF THE OPERATION AND MAINTENANCE OF THE SYSTEM AND PAYING THE PRINCIPAL OF AND INTEREST ON THE BONDS; TO PROVIDE AN ADEQUATE RESERVE ACCOUNT FOR THE BONDS; TO PROVIDE FOR THE SEGREGATION AND DISTRIBUTION OF THE SYSTEM'S REVENUES; TO PROVIDE FOR THE RIGHTS OF THE HOLDERS OF THE BONDS AND ENFORCEMENT THEREOF; AND TO PROVIDE FOR OTHER MATTERS RELATING TO THE BONDS AND THE SYSTEM.

THE CITY COMMISSION OF THE CITY OF PARCHMENT HEREBY ORDAINS:

Section 1. Definitions. The following words and terms used in this Ordinance shall have the meanings assigned in the preamble to this Ordinance and in this Section, unless the context clearly indicates otherwise.

The word "acquired," as used in this Ordinance, shall be construed to include acquisition by purchase, construction or by any other method.

"Act 94" shall mean Act 94, Public Acts of Michigan, 1933, as amended.

"Authorized Officer" shall mean the Issuer's Mayor, Vice Mayor, City Treasurer, City Clerk, City Manager, or a designee thereof.

"Bond" or "Bonds" shall mean the Issuer's 2023 Sewage Collection System Revenue Bonds, in the aggregate principal amount of not to exceed Four Million Dollars (\$4,000,000), authorized to be issued pursuant to this Ordinance, together with any additional bonds of equal standing hereafter issued.

"Department of Treasury" shall mean the Department of Treasury of the State of Michigan.

"Engineer" shall mean Prein & Newhof, Inc.

"Fiscal Year" shall mean the fiscal year of the Issuer and the operating year of the System, commencing July 1 and ending June 30 of the subsequent year, as such fiscal year may be changed by the Issuer from time to time.

“Government” shall mean the government of the United States of America, acting through the United States Department of Agriculture, or any agency thereof.

“Issuer” or “City” shall mean the City of Parchment, Kalamazoo County, Michigan.

“Ordinance” shall mean this Ordinance and any ordinance or resolution of the Issuer amendatory or supplemental to this Ordinance, including ordinances or resolutions authorizing the issuance of additional bonds.

“Project” shall mean the acquisition and construction of improvements and extensions to the City’s sewage collection system, including, but not limited to, acquiring related equipment, improvements and appurtenances, and the acquisition of any necessary easements, rights in land.

“Public Improvements” shall mean the Project and any other public improvements, as defined in Section 3 of Act 94, which are authorized to be acquired and constructed under the provisions of this Ordinance.

“Reserve Amount” shall mean with respect to the Bonds the lesser of: (1) the maximum annual debt service due on the Bonds in the current or any future year; (2) 125% of the average annual debt service on the Bonds; (3) 10% of the principal amount of the Bonds on the date of issuance of the Bonds; or (4) the reserve amounts required to be set aside pursuant to Section 14 of this ordinance.

“Revenues” and “Net Revenues” shall mean the revenues and net revenues of the Issuer derived from the operation of the System and shall be construed as defined in Section 3 of Act 94, including with respect to “Revenues”, the earnings derived from the investment of moneys in the various funds and accounts established by this Ordinance.

“System” shall mean the Issuer’s Sewage Collection System, including such facilities thereof as are now existing, acquired and constructed as the Project, and all enlargements, extensions, repairs and improvements thereto hereafter made.

“Transfer Agent” shall mean the transfer agent and bond registrar for each series of bonds as appointed from time to time by the Issuer as provided in **Section 5** of this Ordinance and who or which shall carry out the duties and responsibilities as set forth in **Section 5** and **Section 6** of this Ordinance.

Section 2. Necessity; Approval of Plans and Specifications. It is hereby determined to be a necessary public purpose of the Issuer to create, establish, and improve the System and to acquire and construct the Project in accordance with the plans and specifications prepared by the Issuer’s Engineer and on file with the Issuer, which plans and specifications are hereby approved, and the System is hereby created and established.

Section 3. Costs; Useful Life. The total cost of the Project is estimated to be approximately Four Million Dollars (\$4,000,000), including the payment of incidental and/or issuance expenses as specified in **Section 4** of this Ordinance, which estimate of cost is hereby approved and confirmed, and the period of usefulness of the Project is estimated to be not less than forty (40) years. Project costs not financed through the issuance of the Bonds shall be paid for using available funds of the Issuer and, as applicable, contributions from the Michigan Department of Transportation.

Section 4. Payment of Costs; Bonds Authorized. To pay a portion of the cost of acquiring and constructing the Project and the legal, engineering, financial and other expenses incidental to said acquisition and construction, and expenses incidental to the issuance and sale of the Bonds, it is hereby determined that the Issuer shall borrow the sum of not to exceed Four Million Dollars (\$4,000,000), and that revenue bonds be issued therefor pursuant to the provisions of Act 94.

Section 5. Bond Details. The Bonds shall be designated **SEWAGE COLLECTION SYSTEM REVENUE BONDS**, including an applicable designation recognizing the year in which the Bonds are issued and/or the series of the Bonds, shall be dated as of the date of delivery of the first installment, shall consist of one (1) fully-registered nonconvertible bond per series in the denomination of not to exceed Four Million Dollars (\$4,000,000); shall be issued in denominations of \$1,000, or integral multiples thereof; shall bear interest at a rate or rates to be hereafter determined not exceeding 1.25% per annum, and shall be payable in not more than forty (40) annual principal installments serially beginning November 1, 2024 (or such other date as approved by an Authorized Officer), and annually on each November 1 thereafter, with the first installment coming due not later one (1) year from the date of delivery/funding of the Bonds.

The Bonds may be issued in one or more series, as approved by an Authorized Officer. If more than one series of Bonds is issued, the title for the bond issue shall be revised to reflect the year that the series of Bonds is issued, and, if necessary, any series designation.

An Authorized Officer, or a designee thereof, is hereby authorized to: approve and/or adjust the maturity schedule, including the dates/years for the first and last maturities for the Bonds; approve and/or adjust the interest payment dates; determine (after consultation with the Issuer's financial advisor and/or bond counsel) the priority of the statutory lien on the Net Revenues of the System associated with the Bonds; and/or reduce the principal amount of the borrowing as deemed necessary and reasonable to the Project.

The Bonds are expected to be delivered to the Government as the initial purchaser thereof in installments (the "Delivery Installments") and each Delivery Installment shall be noted on the registration grid set forth on the applicable Bonds. The Delivery Installments shall be deemed to correspond to the serial principal installments of the applicable Bonds in direct chronological order of said serial principal installments.

The serial principal installments of the Bonds will each bear interest from the date of delivery of the corresponding Delivery Installment to the registered holder thereof as shown on the registration grid set forth on the Bonds at the rate of not to exceed 1.25% per annum, payable on May 1, 2024, and semiannually thereafter on November 1 and May 1 (or such other interest payment dates as shall be approved by an Authorized Officer) of each year until maturity or earlier prepayment of said installment. Acceptance of the interest rate on the Bonds shall be made by execution of the Bonds which so designates the rate specified by the Government and accepted in writing by the Issuer. The Bonds shall be issued in fully-registered form and each series of the Bonds shall not be convertible or exchangeable into more than one fully-registered bond.

Pursuant to the provisions of Section 517 of the Revised Municipal Finance Act, Act 34, Public Acts of Michigan, 2001, as amended (the "Act"), the Issuer has been designated as a "qualified" issuer and the Issuer is authorized to issue and sell the Bonds. Thus, the Issuer's Authorized Officers are hereby authorized and directed to negotiate privately the sale of the Bonds to the Government at an interest rate not to exceed 1.25% per annum. Further, based upon expense considerations associated with publishing a notice of sale, as specified in Section 309(2) of the Act, as well as the advantages and favorable terms (including the interest rate and reduced costs of issuance) reasonably expected to be realized from selling the Bonds to the Government through a negotiated sale versus selling the Bonds on the open market through a competitive sale, the Issuer authorizes the negotiated sale of the Bonds to the Government, without publication of a notice of sale. The Issuer hereby determines that it is in the best interest of the Issuer to accept the offer from the Government to purchase the Bonds at the price of par and at an interest rate not to exceed 1.25% per annum, and the Issuer hereby determines to sell the Bonds to the Government pursuant to the provisions of this Ordinance.

An Authorized Officer is hereby authorized to deliver the Bonds in accordance with the delivery instructions of the Government, after approval of the issuance and sale thereof by the Department of Treasury, if such approval is at that time required.

The Bonds or installments thereof will be subject to prepayment prior to maturity in the manner and at the times as provided in the form of the Bonds set forth in the form of the bond as attached as **Exhibit A**, and as otherwise provided by this Ordinance.

Section 6. Bond Registration and Transfer. The Transfer Agent shall keep or cause to be kept at its principal office sufficient books for the registration and transfer of the Bonds, which shall at all times be open to inspection by the Issuer. The Transfer Agent shall transfer or cause to be transferred on said books Bonds presented for transfer, as hereinafter provided and subject to such reasonable regulations as it may prescribe.

Any Bond may be transferred upon the books required to be kept by the Transfer Agent pursuant to this Section, by the person in whose name it is registered, in person or by his duly authorized attorney, upon surrender of such Bond for transfer, accompanied by delivery of a duly executed written instrument of transfer in a form approved by the Transfer Agent. Whenever any Bond or Bonds shall be surrendered for transfer, the Transfer Agent shall record such transfer on

the registration books and shall register such transfer on the registration grid attached to the Bond. At the time of such transfer the Transfer Agent shall note on the Bond the outstanding principal amount thereof at the time of such transfer. The Transfer Agent shall require the payment by the bondholder requesting the transfer of any tax or other governmental charge required to be paid with respect to the transfer. The Issuer shall not be required to: (A) issue, register the transfer of, or exchange any Bond during a period beginning at the opening of business fifteen days before the day of the mailing of a notice of prepayment of Bonds or installments thereof selected for redemption and ending at the close of business on the day of that mailing; or (B) register the transfer of or exchange any Bond or portion thereof so selected for prepayment. In the event any Bond is called for prepayment in part, the Transfer Agent, upon surrender of the Bond, shall note on the Bond the principal amount prepaid and shall return the Bond to the registered owner thereof together with the prepayment amount on the prepayment date.

An Authorized Officer is hereby appointed to act as Transfer Agent with respect to the Bonds. If and at such time as a series of the Bonds is transferred to or held by any registered owner other than the Government, the Issuer by resolution may appoint a bank or trust company qualified under Michigan law to act as transfer agent and paying agent/bond registrar with respect to such series, and the Issuer may thereafter appoint a successor Transfer Agent upon sixty (60) days notice to the registered owner of the applicable series of the Bonds.

Section 7. Payment of the Bonds. Principal of and interest on the Bonds shall be payable in lawful money of the United States of America by check or draft mailed by the Transfer Agent to the registered owner at the address of the registered owner as shown on the registration books of the Issuer kept by the Transfer Agent. If the Government shall no longer be the registered owner of the Bonds, then the principal of and interest on the Bonds shall be payable to the registered owner of record as of the fifteenth day of the month preceding the payment date by check or draft mailed to the registered owner at the registered address. Such date of determination of the registered owner for purposes of payment of principal or interest may be changed by the Issuer to conform to future market practice. An Authorized Officer is also hereby authorized to execute an agreement with any successor Transfer Agent.

The Transfer Agent shall record on the registration books the payment by the Issuer of each installment of principal or interest or both on the Bonds when made, and the canceled checks or drafts representing such payments shall be returned to and retained by an Authorized Officer, which canceled checks or drafts shall be conclusive evidence of such payments and the obligation of the Issuer with respect to such payments shall be discharged to the extent of such payments.

Upon payment by the Issuer of all outstanding principal of and interest on a series of the Bonds, the registered owners thereof shall deliver the Bond or Bonds to the Issuer for cancellation.

Section 8. Execution and Delivery of the Bonds. The Bonds shall be manually signed by the Mayor and countersigned by the City Clerk and shall have the corporate seal of the Issuer

affixed thereto or impressed thereon. After execution, the Bonds shall be held by an Authorized Officer for delivery to the Government. No Bond or any installment thereof shall be valid until registered by an Authorized Officer or by another person designated in writing by an Authorized Officer to act as Bond Registrar, or upon transfer by the Government and thereafter, by an authorized representative of the Transfer Agent.

Section 9. Bond Form. The form and tenor of the Bonds shall be in substantially the form as attached hereto as **Exhibit A**, subject to appropriate variation upon issuance of any additional bonds.

Section 10. Security for Bonds. The Bonds hereby authorized, together with interest thereon, shall be payable solely from the net income and Net Revenues to be derived from the operation of the System. To pay such principal and interest as and when same shall become due, there is hereby created a statutory lien upon the whole of the Net Revenues of the System, the priority of which lien shall be determined by an Authorized Officer or a designee thereof, to continue until the payment in full of the principal and interest on the Bonds and said revenues shall be set aside for that purpose and identified as the "Bond and Interest Redemption Fund Account".

Section 11. Budget. Immediately upon the effective date of this Ordinance for the remainder of the current Fiscal Year, and thereafter prior to the beginning of each subsequent Fiscal Year, the Issuer shall prepare an annual budget for the System for the ensuing Fiscal Year itemized on the basis of monthly requirements. A copy of such budget shall be mailed to the Government without request from the Government for review prior to adoption (as long as the Government is the registered owner of any of the Bonds), and upon written request to any other registered owners of the Bonds.

Section 12. Rates and Charges. Rates and charges for the services of the System have been, and will continue to be, fixed by ordinance in an amount sufficient to pay the costs of administration, operation and maintenance of the System, to pay the principal of and interest on the Bonds and to meet the requirements for repair, replacement, reconstruction and improvement and all other requirements provided herein, and otherwise comply with the covenants herein provided. The Issuer hereby covenants and agrees to fix and maintain at all times, while any of the Bonds shall be outstanding, such rates for service furnished by the System as shall be sufficient to provide for the foregoing expenses, requirements and covenants, and to create a Bond and Interest Redemption Account (including a Bond Reserve Account) for all such Bonds. The rates and charges for all services and facilities rendered by the System shall be reasonable and just, taking into consideration the cost and value of the System and the cost of maintaining, repairing, and operating the same and the amounts necessary for the retirement of all the Bonds, the Outstanding Bonds and accruing interest on all of the Bonds, and there shall be charged such rates and charges as shall be adequate to meet the requirements of this Section, and as otherwise required by this Ordinance.

Section 13. Rates, Billing and Enforcement. Except as provided in **Section 12** above, the rates charged for the services of the System, and the billing, enforcement, and collection of

charges for such services, as well as the general management of the System, shall be as in effect in the Issuer's jurisdiction as of the date of the issuance of the Bonds, and as adjusted from time to time by the Issuer, provided by the ordinances and resolutions of the Issuer.

Section 14. Custodian of Funds; Funds and Accounts. An Authorized Officer shall be custodian of all funds belonging to or associated with the System. An Authorized Officer is hereby directed to create and maintain the following funds and accounts into which the proceeds of the Bonds and the Revenues from the System shall be deposited in the manner and at the times provided in this Ordinance, which funds and accounts shall be established and maintained, except as otherwise provided, so long as the Bonds remain unpaid.

A. Sewage Collection System Receiving Account. Upon and after the effective date of this Ordinance, the Revenues of the System shall be set aside into a separate account to be designated the SEWAGE COLLECTION SYSTEM RECEIVING ACCOUNT (the "Receiving Account"), and moneys so deposited therein shall be transferred, expended and used only in the manner and order as follows:

(1) Operation and Maintenance Account. There is hereby established a separate account to be designated the OPERATION AND MAINTENANCE ACCOUNT (the "Operation and Maintenance Account"). Revenues shall be transferred each quarter of the Fiscal Year, commencing upon the effective date of this Ordinance, from the Receiving Account to the Operation and Maintenance Account to pay the reasonable and necessary current expenses of administration, operation and maintenance of the System for the ensuing quarter.

(2) Sewage Collection System Revenue Bonds - Bond and Interest Redemption Account. There is hereby established a separate account to be designated as the SEWAGE COLLECTION SYSTEM PROJECT - BOND AND INTEREST REDEMPTION ACCOUNT (the "Bond and Interest Redemption Account"). After the transfer required in (1) above, Revenues shall be transferred each quarter of the Fiscal Year, commencing July 1, 2024, from the Receiving Account, before any other expenditures or transfer therefrom, and deposited in the Bond and Interest Redemption Account for payment of principal of and interest on the Bonds and to fund the Bond Reserve Account.

Upon any delivery of an installment of the Bonds there shall be set aside at the time of delivery and on the first day of each quarter of the Fiscal Year thereafter to the next interest payment date an amount equal to that fraction of the amount of interest due on the next interest payment date on the installment so delivered, the numerator of which is 1 and the denominator of which is the number of full and partial Fiscal Year quarters from the date of the delivery to the next interest payment date. There shall be set aside each quarter of the Fiscal Year on or after July 1, 2024, an amount not less than $\frac{1}{2}$ of the amount of interest due on the next interest payment date on all outstanding installments of the Bond not delivered during the then-current interest payment period.

Upon any delivery of an installment of the Bonds there shall be set aside at the time of such delivery and on the first day of each quarter of the Fiscal Year thereafter to the next

principal payment date an amount equal to that fraction of the amount of principal due on the next principal payment date on the installment so delivered, the numerator of which is 1 and the denominator of which is the number of full and partial Fiscal Year quarters from the date of the delivery to the next principal payment date. There shall also be set aside each quarter of the Fiscal Year on or after July 1, 2024, an amount not less than 1/4 of the amount of principal due on the next principal payment date. Except as hereinafter provided, no further deposits shall be made into the Bond and Interest Redemption Account (excluding the Bond Reserve Account) once the aforesaid sums have been deposited therein. Any amount on deposit in the Bond and Interest Redemption Account (excluding the Bond Reserve Account) in excess of (a) the amount needed for payment of principal installments of the Bonds for the then current principal payment period, plus (b) interest on the Bonds for the then-current interest payment period, shall be used by the Issuer for redemption of principal installments of the Bonds in the manner set forth in this Ordinance, or if such use is impractical, shall be deposited in or credited to the Receiving Account.

If for any reason there is a failure to make the quarterly deposit in the amounts required, then the entire amount of the deficiency shall be set aside and deposited in the Bond and Interest Redemption Account out of the Revenues first received thereafter which are not required by this Ordinance to be deposited in the Operation and Maintenance Account or in the Bond and Interest Redemption Account, which amount shall be in addition to the regular quarterly deposit required during the succeeding quarter or quarters.

There is hereby established in the Bond and Interest Redemption Account a separate account to be designated the SEWAGE COLLECTION SYSTEM PROJECT BOND RESERVE ACCOUNT (the "Bond Reserve Account"). Commencing July 1, 2024, there shall be made a separate withdrawal from the Receiving Account on the first day of each quarter of the Fiscal Year and set aside in and transferred to the Bond Reserve Account, after provision has been made for the Operation and Maintenance Account and the current requirements of the Bond and Interest Redemption Account, the sum of not less than \$2,050 per each quarter of the Fiscal Year (\$8,200 aggregate per Fiscal Year) until there is accumulated in the Bond Reserve Account the aggregate sum of \$82,000, with such amounts to be allocated between/among series of the Bonds in the event the Bonds are issued in more than one series. Except as hereinafter provided, no further deposits shall be made into the Bond and Interest Redemption Account for the purposes of the Bond Reserve Account once the aggregate sum of \$82,000 has been deposited therein. The moneys in the Bond Reserve Account shall be used solely for the payment of the principal installments of and interest on the Bonds as to which there would otherwise be default; provided, however, that in the event the amount on deposit in the Bond Reserve Account exceeds the Reserve Amount, the moneys in excess of the Reserve Amount shall be used to pay principal installment of and interest on the Bonds on the next payment date.

If at any time it shall be necessary to use moneys in the Bond Reserve Account for the payment, then the moneys so used shall be replaced from the Net Revenues first received thereafter which are not required by this Ordinance to be used for operation and maintenance or for current principal and interest requirements for the Bonds.

No further payments need be made into the Bond and Interest Redemption Account after enough of the principal installments of the Bonds have been retired so that the amount then held in the Bond and Interest Redemption Account (including the Bond Reserve Account), is equal to the entire amount of principal and interest which will be payable at the time of maturity of all the principal installments of the Bonds then remaining outstanding.

(3) Repair, Replacement and Improvement Account. There is hereby established a separate account designated REPAIR, REPLACEMENT AND IMPROVEMENT ACCOUNT (the "RRI Account"). Moneys in the RRI Account shall be used and disbursed only for the purpose of paying the cost of: (a) repairing any damage to and emergency maintenance of the System; (b) repairing or replacing obsolete, deteriorating, deteriorated or worn out portions of the System; (c) acquiring and constructing extensions and improvements to the System; and (d) when necessary, for the purpose of making payments of principal and interest on the Bonds. If the amount in the Bond and Interest Redemption Account and the Bond Reserve Account is not sufficient to pay the principal of and interest on the Bonds when due, the moneys in the RRI Account shall be transferred to the Bond and Interest Redemption Account and used for that purpose.

(4) Reverse Flow of Funds; Surplus Money. In the event the moneys in the Receiving Account are insufficient to provide for the current requirements of the Operating and Maintenance Account, the Bond and Interest Redemption Account (including the Bond Reserve Account) or the RRI Account, any moneys and/or securities in the funds of the System described by this Ordinance shall be transferred, first, to the Operation and Maintenance Account, second, the Bond and Interest Redemption Account, and third, to the RRI Account.

All moneys remaining in the Receiving Account at the end of any Fiscal Year after satisfying the above requirements for the deposit of moneys into the Operation and Maintenance Account, the Bond and Interest Redemption Account and the RRI Account may be transferred to the Bond and Interest Redemption Account and used to call Bonds or portions thereof for redemption, or at the option of the Issuer, transferred to the RRI Account and used for the purpose for which the funds were established; provided, however, that if there should be a deficit in the Operation and Maintenance Account, the Bond and Interest Redemption Account, the Bond Reserve Account or the RRI Account, on account of defaults in setting aside therein the amounts hereinbefore required, then transfers shall be made from such moneys remaining in the Receiving Account to such funds in the priority and order named in this Section, to the extent of such deficits.

Section 15. No Free Service. No free service shall be furnished by the System to any individual, firm or corporation, public or private, or to any public agency or instrumentality.

Section 16. Covenants. The Issuer covenants and agrees with the holder(s) of the Bonds that so long as any of the Bonds remain outstanding and unpaid as to either principal or interest that it will keep and maintain each of the following covenants and agreements:

- A. The Issuer covenants to operate the System and to fix rates and charges for the services of the System sufficient to provide Net Revenues equal to at least 100% of the debt service requirements of the Bonds. Rates and charges for the services of the System shall be fixed in an amount sufficient to pay the costs of operating and maintaining the System, and to provide sufficient revenue for the payment of principal and interest on the Bonds, debt service, reserve, replacement and improvement requirements, and all other requirements provided herein.
- B. The Issuer will comply with applicable State laws and regulations and continually operate and maintain the System in good condition.
- C. The Issuer will cause to be maintained and kept proper books of record and account, separate from all other records and accounts, in which shall be made full and correct entries of all transactions relating to the System. The Issuer's City Commission shall cause an annual audit of such books and records and account for the preceding operating year to be made by a recognized independent certified public accountant, and will mail such audit to the supervisor/manager of the account or syndicate purchasing the Bonds. Such audit shall be completed and so made available not later than six (6) months after the close of each operating year.
- D. The Issuer will maintain and carry, for the benefit of the holders of the Bonds, insurance on all physical properties of the System of the kind and in the amounts normally carried by municipalities engaged in the operation of municipal sewage collection systems. All monies received from losses under such insurance policies shall be applied solely to the replacement and restoration of the property damaged or destroyed, and to the extent not so used, shall be used for the purposes of calling Bonds.
- E. Any extensions to or improvements of the System shall be made according to sound engineering principles and plans.
- F. The Issuer will periodically review the System's rates and charges for services to ensure that same are adequate to pay the costs of operating and maintaining the System and to provide sufficient revenue for the payment of principal and interest on the Bonds, debt service, replacement and improvement requirements, and any other necessary and reasonable expenses and charges. If the System's rates and charges are found to be insufficient to pay the aforementioned expenses and costs, the Issuer shall adjust the System's rates and charges as necessary to comply with this provision. Said review of the System's rates and charges shall be conducted at least annually.

Section 17. Additional Bonds. The Issuer may issue additional bonds of equal standing with the Bonds only for the purposes and on the conditions for the following purposes and on the following conditions:

- A. To complete the construction of the Project as described herein, bonds in the amount necessary may be issued.
- B. For the purposes of making reasonable repair, replacement, or extension to the System, additional bonds of equal standing may be issued if, together with projected net revenues, Net Revenues will equal or exceed one hundred percent

(100%) of proposed new debt service on all bonds, including the additional bonds proposed to be issued.

The funds herein established shall be applied to all additional bonds issued pursuant to this Section as if said bonds were part of the original issuance of the Bonds, and all revenues from any such extension or replacement constructed with the proceeds of an additional bond issue shall be paid to the Receiving Account described in this Ordinance.

Section 18. Ordinance Shall Constitute Contract. The provisions of this Ordinance shall constitute a contract between the Issuer and the bondholders, and after the issuance of the Bonds this Ordinance shall not be repealed or amended in any respect which will adversely affect the rights and interests of the holders nor shall the Issuer adopt any law, ordinance or resolution in any way adversely affecting the rights of the holders so long as the Bonds or interest thereon remains unpaid.

Section 19. Refunding of Bonds. If at any time it shall appear to the Government that the Issuer is able to refund upon call for redemption or with consent of the Government the then outstanding Bonds by obtaining a loan for such purposes from responsible cooperative or private credit sources at reasonable rates and terms for loans for similar purposes and periods of time, the Issuer will, upon request of the Government, apply for and accept such loan in sufficient amount to repay the Government and will take all such actions as may be required in connection with such loans.

Section 20. Ordinance Subject to Michigan Law and Governmental Regulations. The provisions of this Ordinance are subject to the laws of the State of Michigan and to the present and future regulations of the Government not inconsistent with the express provisions hereof and Michigan law.

Section 21. Fiscal Year of System. The fiscal year for operating the System shall be the Fiscal Year.

Section 22. Issuer Subject to Loan Resolution. As long as the Government is holder of any of the Bonds, the Issuer shall be subject to the loan resolution (RUS Bulletin 1780-27) and shall comply with all provisions thereof.

Section 23. Covenant Not to Defeas. As long as the Government is the holder of any of the Bonds, the Issuer covenants that it will not defeas any of the Bonds held by the Government.

Section 24. Approval of Bond Details. Each Authorized Officer is hereby authorized to adjust the final bond details set forth herein to the extent necessary or convenient to complete the transaction authorized herein, and in pursuance of the foregoing each is authorized to exercise the authority and make the determinations authorized pursuant to Section 7a(1)(c) of Act 94, including but not limited to determinations regarding interest rates, prices, discounts, maturities, principal amounts, denominations, dates of issuance, interest payment dates, redemption rights,

the place of delivery and payment, and other matters and to so modify the terms of this Ordinance, provided that the principal amount of Bonds issued shall not exceed the principal amount authorized in this Ordinance, the interest rate per annum on the Bonds shall not exceed 1.25%, and the Bonds shall mature in not more than forty (40) annual installments.

Section 25. Application to Department of Treasury and Other Governmental Agencies. The Authorized Officers, City Commission members, staff, counsel and bond counsel for the Issuer, or any of them, are authorized on behalf of the Issuer to apply for such rulings, order and approvals and file or submit such elections or other documents to any governmental agency and execute all necessary documents on behalf of the Issuer in order that the Bonds may be validly issued and the interest thereon be exempt from federal income taxation and are further hereby authorized to execute, date and deliver such other certificates, documents, instruments, and opinions and other papers as may be required or as may be necessary or convenient to effectuate the sale and delivery of the Bonds.

Section 26. Advance Payment of Project Costs. The advance payment for the Project is hereby approved, and the monies are authorized to be advanced from the Issuer's funds on hand, which monies will be repaid with a like amount, plus interest from the date of withdrawal, from the proceeds of the Bonds when received. The Issuer shall reimburse itself not earlier than the date on which the costs and expenses are paid and not later than the later of:

- A. the date that is eighteen (18) months after the costs and expenses are paid; or
- B. the date the Project placed in service or abandoned, but in no event more than three (3) years after the costs and expenses are paid.

Section 27. Bond Counsel. Thrun Law Firm, P.C., is hereby appointed as bond counsel for the Issuer with reference to the issuance of the Bonds. Further, Thrun Law Firm, P.C., has informed the City Commission that it represents no other party in the issuance of the Bonds.

Section 28. Conflict and Severability. All ordinances, resolutions and orders or parts thereof in conflict with the provisions of this Ordinance are to the extent of such conflict hereby repealed, and each Section of this Ordinance and each subdivision of any Section hereof is hereby declared to be independent, and the finding or holding of any Section or subdivision thereof to be invalid or void shall not be deemed or held to affect the validity of any other Section or subdivision of this Ordinance.

Section 29. Headings. The paragraph/section headings in this Ordinance are furnished for convenience of reference only and shall not be considered to be a part of this Ordinance.

Section 30. Publication and Recordation. This Ordinance shall be published once in full in a newspaper of general circulation within the corporate limits of the Issuer, qualified under Michigan law to publish the legal notice, promptly after its adoption, and the same shall be recorded in the ordinance book of the Issuer and such recording authenticated by the signatures of the Mayor and City Clerk.

Section 31. Effective Date. This Ordinance is hereby determined by the City Commission to be immediately necessary for the preservation of the peace, health and safety of the Issuer and shall be in full force and effect from and after its passage and publication as required by law.

APPROVED AND ENACTED by the City Commission of the City of Parchment, County of Kalamazoo, State of Michigan, on September 18, 2023.

Robert D. Britigan III, Mayor
City of Parchment

I, Shannon Stutz, City Clerk of the City of Parchment, hereby certify that the foregoing is a true copy of the original of Ordinance No. __, enacted by the City of Parchment City Commission at a regular meeting on September 18, 2023.

Shannon Stutz, City Clerk
City of Parchment

EXHIBIT A

**UNITED STATES OF AMERICA
STATE OF MICHIGAN
COUNTY OF KALAMAZOO
CITY OF PARCHMENT
2023 SEWAGE COLLECTION SYSTEM REVENUE BOND**

<u>RATE</u>	<u>PRINCIPAL AMOUNT</u>	<u>MATURITY DATE</u>	<u>DATE OF ORIGINAL ISSUE</u>
1.25%	\$4,000,000	November 1 of each year per "Schedule A" attached hereto	_____, 2023

REGISTERED OWNER: UNITED STATES OF AMERICA

CITY OF PARCHMENT, COUNTY OF KALAMAZOO, STATE OF MICHIGAN (the "Issuer"), promises to pay to the Registered Owner specified above, or registered assigns, out of the net revenues of the Issuer's sewage collection system, including all appurtenances, additions, extensions and improvements thereto (the "System"), the Principal Amount specified above, in lawful money of the United States of America on the Maturity Date specified above, with interest thereon from the Date of Original Issue specified above, or subsequent dates of installment deliveries, until paid at the Rate specified above payable on May 1, 2024, and semiannually thereafter on November 1 and May 1 of each year (the "Bond" or "Bonds"); provided that the principal repayments required herein to be paid to the Registered Owner shall not exceed the total of the principal installments set forth on the registration grid attached hereto as "Schedule B" as from time to time hereafter updated by an Authorized Officer of the Issuer (the "Bond Registrar") to acknowledge receipt of the principal installments of this Bond up to a total of \$4,000,000. Principal on this Bond is payable at the office of the Bond Registrar pursuant to "Schedule A", and upon final principal payment, upon presentation and surrender hereof.

Both principal of and interest on this Bond are payable in lawful money of the United States of America to the Registered Owner by check or draft mailed to the Registered Owner at the registered address shown on the registration books of the Bond Registrar. The Issuer may hereafter designate a successor Bond Registrar upon the conditions specified in Ordinance No. __, enacted by the Issuer's City Commission on September 18, 2023 (the "Ordinance"), authorizing the issuance of this Bond. For the prompt payment thereof, the revenues of the System, after provision has been made for reasonable and necessary expenses of operation, administration and maintenance thereof (the "Net Revenues"), are hereby irrevocably pledged and a statutory lien thereon is hereby recognized and created.

This Bond is a single, fully-registered instrument evidencing multiple annual maturities delivered in installments and registered as of the date of each installment as set forth in "Schedule B", aggregating the principal sum of \$4,000,000, issued pursuant to the Ordinance, and under and

in full compliance with the constitution and statutes of the State of Michigan, including specifically Act 34, Public Acts of Michigan, 2001, as amended, and Act 94, Public Acts of Michigan, 1933, as amended, for the purpose of defraying a portion of the cost of improving the System. For a complete statement of the revenues from which, and the conditions under which, this Bond is payable, a statement of the conditions under which additional bonds of equal standing may hereafter be issued, and the general covenants and provisions pursuant to which this Bond is issued, reference is made to the Ordinance.

This Bond is a self-liquidating bond and is payable, both as to principal and interest, solely from the Net Revenues of the System. This Bond is not a general obligation of the Issuer and does not constitute an indebtedness of the Issuer within any constitutional, statutory or charter limitation. The principal of and interest on this Bond are secured by the statutory lien hereinbefore mentioned.

Principal installments of this Bond are subject to prepayment prior to maturity, in any order and at any time, at par and accrued interest to the date fixed for prepayment. Thirty (30) days' notice of the call of any principal installment for prepayment shall be given by mail to the Registered Owner at the registered address shown on the registration books kept by the Bond Registrar. The principal installments so called for prepayment shall not bear interest after the date fixed for prepayment, provided funds are on hand with the Bond Registrar to prepay said installments.

This Bond is registered as to principal and interest and is transferable, as provided in the Ordinance, only upon the books of the Issuer kept for that purpose by the Bond Registrar, by the Registered Owner hereof in person or by an agent of the Registered Owner duly authorized in writing, upon the surrender of this Bond together with a written instrument of transfer satisfactory to the Bond Registrar duly executed by the Registered Owner or agent thereof and thereupon a new Bond or Bonds in the same aggregate principal amount and of the same maturity shall be issued to the transferee in exchange therefor as provided in the Ordinance and upon payment of the charges, if any, therein provided.

The Issuer has covenanted and agreed and does hereby covenant and agree to fix and maintain at all times while any bonds, including any installments of this Bond, payable from the Net Revenues of the System shall be outstanding, such rates for service furnished by the System as shall be sufficient to provide for payment of the interest upon and the principal of this Bond and any additional bonds of equal standing payable from the Net Revenues of the System as and when the same become due and payable, and to create a bond and interest redemption account (including bond reserve account) therefor, to provide for the payment of expenses of administration and operation and such expenses for maintenance of the System as are necessary to preserve the same in good repair and working order, and to provide for such other expenditures and funds for the System as are required by the Ordinance.

It is hereby certified and recited that all acts, conditions and things required by law to be done precedent to and in the issuance of this Bond have been done, have happened and have been performed in regular and due time and form as required by law.

This Bond shall not be deemed a valid and binding obligation of the Issuer in the absence of authentication by manual execution hereof by the authorized signatory of the Bond Registrar.

IN WITNESS WHEREOF, City of Parchment, County of Kalamazoo, State of Michigan, by its City Commission, has caused this Bond to be signed in its name by its Mayor and to be countersigned by its City Clerk, and its corporate seal or a facsimile thereof to be hereunto affixed or impressed, all as of _____, 2023, and to be manually signed by the authorized signatory of the Bond Registrar as of the date set forth below.

CITY OF PARCHMENT
COUNTY OF KALAMAZOO
STATE OF MICHIGAN

(Seal)

By: _____
Mayor

Countersigned:

City Clerk

CERTIFICATE OF AUTHENTICATION

Dated:

This Bond is the Bond described
in the within mentioned Ordinance.

By: _____
Bond Registrar

City of Parchment, Kalamazoo County, Michigan (the "Issuer")

A regular meeting of the Issuer's City Commission was held in the City Hall, on Tuesday, the 18th day of September, 2023, at 7:00 o'clock in the p.m. (the "Meeting").

The Meeting was called to order by Mayor Britigan.

Present: Commission Members _____

Absent: Commission Members _____

The following preamble and resolution were offered by Mayor Britigan and supported by Commission Member _____:

WHEREAS:

1. The Issuer's City Commission has determined that it will be necessary to issue bonds of the Issuer pursuant to the Revenue Bond Act, Act 94, Public Acts of Michigan, 1933, as amended ("Act 94"), for the purpose of financing all or a portion of the cost of the Issuer's sewage collection system project more fully described in the Notice attached to this resolution as Exhibit A, as well as all other necessary and related improvements (the "Project"); and

2. Act 94 requires the publication of a notice of intent to issue the bonds necessary to produce the monies required to finance all or a portion of the cost of the Project; and

3. The cost for the Project is estimated to be not exceed Five Million Dollars (\$5,000,000); and

4. Not to exceed Five Million Dollars (\$5,000,000) of the aggregate Project costs, including the costs of issuance for the bonds, is proposed to be financed by the issuance of the Issuer's Sewage Collection System Revenue Bonds (the "Bonds") in one or more series to pay the Project costs; and

5. The City Commission now desires to authorize and approve the publication of a Notice of Intent to Issue Bonds required by Act 94 in substantially the form of the notice attached to this resolution as Exhibit A; and

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Clerk, or a designee thereof, shall cause a notice, in substantially the form as attached hereto as Exhibit A, to be published in the _____, a newspaper of general circulation within the City of Parchment, as a display ad of at least 1/4 page in size.

2. Pursuant to Act 94 and the Revised Municipal Finance Act, Act 34, Public Acts of Michigan, 2001, as amended ("Act 34"), the foregoing notice and method of publication thereof are hereby determined to be adequate to notify the Issuer's residents and electors of their referendum rights and of the nature of the debt obligations proposed to be issued.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Commission Members _____

Nays: Commission Members _____

Resolution declared adopted.

Shannon Stutz, City Clerk

The undersigned duly qualified and acting City Clerk of the City of Parchment, Kalamazoo County, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the City Commission at the Meeting, the original of which is part of the City Commission's minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

Shannon Stutz, City Clerk

IFK/baf

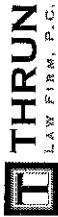


EXHIBIT A

**NOTICE OF INTENT TO ISSUE REVENUE BONDS
AND NOTICE OF RIGHT OF REFERENDUM**

**TO THE ELECTORS AND TAXPAYERS
OF THE CITY OF PARCHMENT
AND CUSTOMERS AND USERS OF THE
CITY'S SEWAGE COLLECTION SYSTEM**

TAKE NOTICE THAT the City Commission of the City of Parchment, Kalamazoo County, Michigan (the "City"), intends to authorize the issuance of not to exceed Five Million Dollars (\$5,000,000) City of Parchment Sewage Collection System Revenue Bonds (the "Bonds") pursuant to the Revenue Bond Act, Act 94, Public Acts of Michigan, 1933, as amended (the "Revenue Bond Act"), for the purpose of defraying all or a portion of the costs of the acquisition and construction of improvements and extensions to the City's sewage collection system, including, but not limited to, acquiring related equipment, improvements and appurtenances, and the acquisition of any necessary easements, rights in land, and paying engineering and financing costs (the "Project"). The Bonds may be issued by the City in one or more series, the aggregate principal amount of which will not exceed \$5,000,000.

The Bonds will be payable primarily from revenues derived from rates and charges received from users and customers of the City's sewage collection system and will be payable in not more than forty (40) annual installments at a rate of interest to be determined upon sale of the Bonds not to exceed five percent (5.0%) per annum, payable on the unpaid principal balance from time to time remaining outstanding on the Bonds. The City expects that the bonds will be issued to United States of America, through its Department of Agriculture, Rural Development, at an interest rate of 1.25%.

The total cost of the Project is estimated to not exceed \$5,000,000, all or a portion of which cost is to be paid from the proceeds of the Bonds.

SOURCE OF FUNDING

The United States of America, through its Department of Agriculture, Rural Development, makes funds available for community facility projects through a program administered by USDA Rural Development. The City anticipates issuing the Bonds through that loan program, and will seek to finance all or a portion of the cost of the sewage collection system project through the issuance of its Bonds. In the alternative, the City would seek to issue the Bonds to an underwriter, local bank, or financial institution. Any portion of the cost of the sewage collection system project that will not be financed through the issuance of the Bonds will be paid for by the City using available funds on hand.

SOURCE OF PAYMENT OF THE BONDS

The principal of and interest on the bonds shall be payable primarily or solely from the net revenues derived from the operation of the City's sewage collection system remaining after

payment of operation and maintenance expenses. Those revenues consist of rates and charges for services, including connection fees, which rates and charges are required to be maintained and increased from time to time in order to provide sufficient revenues to meet expenses for operating and maintaining the sewage collection system, anticipated principal of and interest on the Bonds, and to provide reserves for payment thereof. A schedule of those rates and charges is on file in the office of the City Manager of the City of Parchment, City Hall, 650 S. Riverview Drive, Parchment, MI 49004.

NOTICE OF RIGHT OF REFERENDUM

THIS NOTICE IS GIVEN PURSUANT TO THE REQUIREMENTS OF THE REVENUE BOND ACT. IF WITHIN FORTY-FIVE (45) DAYS FROM THE PUBLICATION OF THIS NOTICE OF INTENT TO ISSUE BONDS A PETITION SIGNED BY NOT LESS THAN TEN PERCENT (10%) OF THE REGISTERED ELECTORS RESIDING WITHIN THE LIMITS OF THE CITY OF PARCHMENT SHALL HAVE BEEN FILED WITH THE CITY CLERK REQUESTING A REFERENDUM ON THE QUESTION OF THE ISSUANCE OF THE BONDS, THEN THE SAME SHALL NOT BE ISSUED UNTIL APPROVED BY THE VOTE OF THE MAJORITY OF THE ELECTORS OF THE CITY QUALIFIED TO VOTE AND VOTING THEREON AT A GENERAL OR SPECIAL ELECTION.

Further information regarding the Project and the Bonds described herein is available at the office of the City Manager of the City of Parchment, City Hall, 650 S. Riverview Drive, Parchment, MI 49004 (phone 269-349-3785).

Dated: _____, 2023

Shannon Stutz, City Clerk
City of Parchment

LEASE AGREEMENT FOR ACCESS

THIS AGREEMENT, is made this ____ day of August, 2023, by and between the **CITY OF PARCHMENT**, a Michigan municipal corporation, whose address is 650 South Riverview Drive, Parchment, MI 49004 ("**Lessors**"); and the **CITY OF KALAMAZOO**, a Michigan municipal corporation, whose address is 241 West South Street, Kalamazoo, Michigan, 49007 ("**Lessee**") as follows:

WHEREAS, Lessors are the owners of certain property at **300 MAPLE STREET** in the City of Parchment, County of Kalamazoo, described as:

N 1/2 N 1/2 SW 1/4 SEC 2, TOWN 2 S, R 11 W, EXC BEG 241.6 FT S & 33 FT E OF W 1/4 POST SEC 2 ; TH S PAR W LN OF SD SEC 2 421.14 FT TO S LI N1/2 N1/2 SW1/4 SD SEC TH E ALG SD S LI 1146.52 FT TH N 50 DEG 17 MIN W 673.15 FT TH W 260.11 FT TH S 9 FT TH W 368 FT TO BEG* (KINDLEBERGER PARK),

WHEREAS, Lessee wishes to use a limited portion of this property for a limited time to access and traverse over private property and to place temporary hydrogen sulfide air monitoring equipment. The limited portion of property shall only include a 25 square foot area on the roof of the Parchment Public Works Department building where located and approved by the Parchment City Manager.

WHEREAS, Lessee wishes to use this property for a limited 5-year time period to provide access to Lessee's employees and equipment to support the placement of temporary hydrogen sulfide air monitoring equipment. Work shall consist of construction, placement, maintenance and removal of two tripod base small diameter metal poles not more than 8 feet in total height above the roof with solar panel(s), air monitoring sensor(s), data transmitting device(s) and power supply mounted and affixed to a tripod base metal pole.

NOW, THEREFORE, it is agreed:

Agreement. Lessors agree to lease to Lessee the premises as described above.

Term of Lease. It is agreed that the term of this Lease shall commence immediately and shall be for a month-to-month tenancy scheduled to terminate on **December 31, 2028**.

Termination. If, at any time for any reason, either the Lessors or the Lessee wishes to terminate the Lease Agreement, then either party may terminate this Lease Agreement without cause after giving 30 days written notice to the other party.

Lease Payment. Lessee agrees to pay Lessor the lump sum total of \$100.00.

Maintenance and Repair. Lessee agrees to keep the monitoring equipment in good condition and good repair, and Lessee shall deliver the premises at the end of the Lease

Agreement in like condition, reasonable wear and tear excluded. Lessee shall remove any and all equipment from the premises at the end of, or termination of, the Lease Agreement and shall restore the property to its original condition, at its own expense, within thirty (30) days following receipt of a written notice of termination of the Lease Agreement.

Quiet Possession. Lessors agree that Lessee, upon payment of the Lease payment and observing the terms of this Lease Agreement, shall have peaceful and quiet enjoyment of the premises.

Use of Premises. During the term of this Lease, Lessee shall have reasonable access to the premises for the purposes of installing, maintaining and removing the monitoring equipment and repairing damage. If the monitoring equipment causes damage to the roof, Lessee will repair same upon notice at its sole cost.

Non-Assignment. Lessee may not assign, sublet, or transfer this Lease Agreement without the prior written consent of Lessors.

Taxes. Lessor shall be solely responsible for all real property taxes and assessments that may be levied or assessed against the premises.

Hold Harmless. Lessee agrees to indemnify, defend, and hold harmless the Lessor, its officers, agents, and employees, from all liability, claims, demands, judgments, and costs of litigation and actual attorney's fees whatsoever to persons or property directly caused by any negligence, gross or ordinary, by Lessee or its employees regarding the placement, maintenance, removal and operation of the monitoring equipment by Lessee, excluding any acts of Lessor.

CITY OF PARCHMENT

By: _____
Nancy Stoddard
Its: City Manager

STATE OF MICHIGAN)
) ss.
COUNTY OF KALAMAZOO)

The foregoing instrument was acknowledged before me on _____, 20__, by Nancy Stoddard for and on behalf of the Grantee, the City of Parchment, its City Manager.

Notary Public
Kalamazoo County, Michigan
My commission expires: _____

CITY OF KALAMAZOO

By: _____
James K. Ritsema
Its: City Manager

STATE OF MICHIGAN)
) ss.
COUNTY OF KALAMAZOO)

The foregoing instrument was acknowledged before me on _____, 20____,
by James K. Ritsema for and on behalf of the Grantee, the City of Kalamazoo, its City
Manager.

Notary Public
Kalamazoo County, Michigan
My commission expires: _____

Prepared By & After Recording Return To:
The Office of City Attorney
City of Kalamazoo
241 W. South St.
Kalamazoo, MI 49007
(269) 337-8185

Its: City Manager

STATE OF MICHIGAN)
) ss.
COUNTY OF KALAMAZOO)

The foregoing instrument was acknowledged before me on _____, 20__
by James K. Ritsema for and on behalf of the Grantee, the City of Kalamazoo, its City
Manager.

Notary Public
Kalamazoo County, Michigan
My commission expires: _____

Prepared By & After Recording Return To:
The Office of City Attorney
City of Kalamazoo
241 W. South St.
Kalamazoo, MI 49007
(269) 337-8185

**CITY OF PARCHMENT
KALAMAZOO COUNTY, MICHIGAN
ORDINANCE _____**

AN ORDINANCE TO AMEND CHAPTER 38, ARTICLE IV, SECTION 38-53, OF THE PARCHMENT CITY CODE OF ORDINANCES TO REGULATE THE PLACEMENT AND PICK UP OF LEAVES; TO DELETE CHAPTER 38, ARTICLE IV, SECTION 38-54 OF THE PARCHMENT CITY CODE OF ORDINANCES; TO AMEND PENALTIES FOR VIOLATION THEREOF; TO REPEAL ALL ORDINANCES AND PARTS THEREOF INCONSISTENT OR CONTRARY TO THIS ORDINANCE; AND TO ESTABLISH AN EFFECTIVE DATE.

THE CITY OF PARCHMENT ORDAINS:

ARTICLE I

Chapter 38, Article IV, Residential Brush, Waste and Tree Removal, Section 38-53, Placing Leaves in Curb Lawn on Public Street, of the Parchment City Code of Ordinances, is hereby amended and shall now read:

Sec. 38-53. Placing Leaves in Curb Lawn on Public Street, Exceptions.

The City shall pick up leaves on an annual basis subject to the following:

- a. Subject to change, a fall leaf pick up shall occur on any date(s) from October 1st to December 1st as set by the City Commission. The City may change the date of leaf pick up and will notify residents of specific pick up days by a sign at the City Hall and on the City Calendar at www.parchment.org.
- b. Leaves shall be placed for pick up as follows:
 1. Properties adjacent to Riverview Drive and G Avenue: Leaves shall be placed in the curb lawn for pick up.
 2. All other streets where there is a curb, other than Riverview Drive and G Avenue: Leaves shall be placed in the street for pick up.
- c. In the spring, there will be a one-time leaf pick up, subject to the subsections set forth above. Tentatively, that leaf pick up will occur in April. However, that schedule is dependent upon snow or rain. The exact date can be seen on the sign at City Hall or on the City Calendar at www.parchment.org.

- d. After fall or spring pick up, leaves which have not been picked up due to improper or untimely placement, or if those leaves fall after leaf pick up, they shall be mulched, composted or placed in a yard waste container by the property owner or occupant.

ARTICLE II

Chapter 38, Article IV, Residential Brush, Waste and Tree Removal, Section 38-54, Brush Pick Up, of the Parchment City Code of Ordinances, is hereby amended and shall now read:

Sec. 38-54. Penalties.

Violation of this Article shall be a municipal civil infraction punishable as follows:

- First offense: \$50.00
- Second offense within one year: \$100.00
- Third offense within two years: \$200.00
- Fourth offense within three years: \$500.00

Each day shall constitute a separate offense. Non-payment of fines shall be added as liens to the property.

ARTICLE III

All other Ordinances or parts thereof in conflict herewith are hereby repealed and shall be of no further force and effect.

ARTICLE IV

Any and all sections, terms, provisions and/or clauses herein shall be deemed independent and severable. Should any court of competent jurisdiction hold any section, term, provision or clause void and/or invalid, all remaining sections, terms, provisions and/or clauses not held void and/or invalid shall continue in force and effect.

ARTICLE V

This Ordinance shall take force and effect on _____, 2023.

CERTIFICATE

I, Shannon Stutz, City Clerk for the City of Parchment, do hereby certify that the foregoing Parchment Ordinance No. _____ was adopted by the City Commission at a regular meeting held on _____, 2023, and that the following is a record of the vote of the members of said City Commission on said Ordinance.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Shannon Stutz, City Clerk

MEMORANDUM

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

From: Parks and Recreation Committee

Date: September 13, 2023

Re: Urban Forestry Grant Application

Background: In accord with the City of Parchment's Parks and Recreation Plan, the Parks and Recreation Committee is seeking ways to enhance the number and health of the City's trees. Initial efforts of the "Parchment Take Root" program include an educational program focused on the value of trees to the community; the establishment of an on-going Tree Fund aimed at improving tree numbers, maintenance, and culture in public areas like Kindleberger Park; and the development of a tree assessment and planting plan for Kindleberger Park. The Parchment Takes Root booth at the Kindleberger Festival kicked off the educational component of this initiative. The Tree Fund was established with \$10,000 budgeted by the City Commission, was enhanced by proceeds from the Festival tree raffle, and will soon be open to donations from the community. Currently, the Parks and Recreation Committee is working on an Urban and Community Forestry grant application that will fund a professional inventory, tree health assessment, tree locator map, and on-going maintenance recommendations for Kindleberger Park. The grant will also include funds for the development of a professional tree planting plan including site and species recommendation for re-vitalizing the Park's tree cover. The cost of these two services totals approximately \$14,000. The Urban and Community Forestry program requires a 1:1 local match for grant funds. The Parks and Recreation Committee is requesting that the Commission approve using \$7,000 from the Tree Fund as the City's match for the grant request.

Discussion: These professional evaluations of the tree cover in Kindleberger Park and recommendations for future planting will present a reasonable and environmentally sound template for tree cover development for years to come.

While focused on Kindleberger Park, the professional evaluations obtained can also be applied to other public spaces within the City such as City Hall Park and the riverfront area along Commerce Lane. The Parks and Recreation Committee understands this as a valuable tool to begin a thoughtful and environmentally sound tree enhancement program in Parchment.

The Urban and Community Forestry grant programs offers several ways that the amount of local matching funds might be offset. Credit for volunteer time, administrative grant preparation time etc. can be translated into a value that lessens the amount of match funds needed.

We hope that resources from the Tree Fund can be used in support of this important planning initiative. It will provide a framework to guide us in the years ahead as we work to enhance Parchment's tree cover.

Motion:

Motion to approve the use of \$7,000.00 from the Tree Fund as matching funds for the Urban Forestry Grant.