



## AGENDA

### REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

October 16, 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 October 2, 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. 1500 – action
- ii. Credit Card Statement, September 2023 – action
- iii. Financial Reports for September 2023 – receive
- iv. KABA Budget for 2024 - receive
- v. KABA 2023 September Report - receive

**8. Unfinished Business**

**9. New Business**

- A. Remaining ARPA Funds – Discussion
- B. Honigman LLP Contract – action

**10. Citizen Comments – Items ON or OFF the Agenda**

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

**11. Mayor and Commissioner Comments**

**12. City Manager Comments**

**13. Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY, OCTOBER 2, 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, Conner, Fooy, Jordan, and Madaras. City Manager Stoddard, City Attorney Soltis, City Treasurer/Clerk Stutz.

Absent: Evans.

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

**3. Minutes**

Moved by Commissioner Cooper, supported by Commissioner Madaras to approve the minutes of the September 18, 2023 Regular meeting. **Motion Carried.**

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

Add 9B Kalamazoo Township Fire Department Contract - action. Add 9C KTPD Report, Lt. Jackson – receive. Moved by Vice Mayor Jordan, supported by Commissioner Cooper to approve the agenda as amended. **Motion Carried.**

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

None.

**6. Consent Agenda**

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

**7. Unfinished Business**

None.

**8. New Business**

A. Memo – Proposal 2022-2 Early Voting, Clerk Stutz - action. Clerk Stutz gave some background on the early voting proposition that was voted on in November 2022. She explained that the clerks in Kalamazoo County have decided to work together to offer the 9 days of early voting for state and federal elections required by the legislation. She reported that the group has put together information for a grant request from the state, and that the agreement calls for municipalities to split the costs of the election and some administrative duties. Clerk Stutz said that while these costs will raise our current spending for elections, it is much cheaper for us to enter into the agreement and share the costs than to go it on our own. The agreement in the packet is only a draft; timing of the final draft was such that it wasn't possible to get it before tonight's meeting. Moved by Commissioner Cooper, supported by Commissioner Madaras to authorize the City Clerk to enter into an intergovernmental agreement for early voting election services between the City of Parchment and other participating jurisdictions within Kalamazoo County. Roll call vote was as follows:

Ayes: Conner, Cooper, Madaras.

Nays: Britigan, Fooy, Jordan.

Absent: Evans.

Abstain: None.

**Motion Failed 3-3.**

Moved by Vice Mayor Jordan, supported by Commissioner Cooper, to authorize the City Clerk to enter into an intergovernmental agreement for early voting election services between the City of Parchment and other participating jurisdictions within Kalamazoo County after Attorney Soltis has reviewed the agreement. Roll call vote was as follows:

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

Nays: None.

Absent: Evans.

Abstain: None.

**Motion Carried 6-0.**

B. Extension of Kalamazoo Township Fire Department contract – action. Mayor Britigan began by noting the current fire contract expires on 12/31/23 and that this extension has already been approved by Kalamazoo Township's board. City

Manager Stoddard met with the Fire Chief and Don Martin to discuss the renewal. She had asked them for the extension so that we could align the dates with our current year end for budgeting purposes. The language here was approved by KTwp, and Attorney Soltis has reviewed it. Attorney Soltis noted it being straight forward. Questions were asked and answered. Moved by Commissioner Madaras, supported by Vice Mayor Jordan to approve the extension of the current KTFD contract at the cost of \$6100 per month through June 30, 2024, and authorize the City Manager and Clerk to authorize all documents related to the action. Commissioner Cooper noted the wonderful service we received over these past years. Mayor Britigan noted his recent concerns with the fire department, wondering how it might impact our city. City Manager Stoddard noted it has been business as usual. Roll call was as follows:

Ayes: Britigan, Cooper, Jordan, and Madaras.  
Nays: Conner, Fooy.  
Absent: Evans.  
Abstain: None.

**Motion Carried 4-2.**

C. Kalamazoo Township Police Department report, Lieutenant Scott Jackson – receive. Lt. Jackson expressed his appreciation for the city’s cooperation and collaboration, adding that things happen in government as well as businesses, and that they try to focus their officers on police concerns. He then gave details on the quarterly report – 442 total calls, 120 requiring reports. 93 traffic violations, 39 citations, 10 arrests (8 property damage, 2 injury accidents). He talked about safety at the Parchment Schools, the Middle School in particular. He answered questions from the Commission.

**9. Citizen Comments**

None.

**10. Mayor and Commissioner Comments**

Commissioner Cooper said she’s looking forward to the extension of the fire contract, that she’s been happy with their level of service. She then thanked Lt. Jackson for his report, noting appreciation for KTPD’s rapid response.

Commissioner Conner said he didn’t understand why the fire department’s numbers were so high, adding he thought their service was top notch.

Commissioner Madaras reminded everyone that there are open spots on the Kindleberger Arts Commission – chair and festival director – which are big shoes to fill.

Vice Mayor Jordan thanked Lt. Jackson for his report, adding that the Middle School situation is difficult. He then added that his first vote in 8A was in no way to reflect poorly on Clerk Stutz, he felt it was a matter of doing his due diligence.

Mayor Britigan noted that the PHS homecoming parade is this Friday. He then read a letter from former Mayor Heasley thanking the Commission for their support of the Veteran’s Memorial, saying he was very proud and extremely grateful for the large donation.

**11. City Manager Comments/Reports**

City Manager Stoddard 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 8:11 p.m.

Shannon Stutz, City Clerk



City of Parchment  
Check Register Report  
Warrant 1500

Check	Check Date	Vendor Name	Description	Amount
37801	10/03/2023	1-800-GOT-JUNK?	JUNK REMOVAL - 1710 EAST G AVENUE	409.00
37802	10/03/2023	ELECTION SOURCE	ELECTION SUPPLIES	292.34
37803	10/03/2023	J & H OIL COMPANY	FUEL CHARGES 09/01 TO 09/15/2023	241.09
37804	10/03/2023	KAL CO HEALTH & COMMUNITY SERV	HHW FEES - JULY 2023	34.80
37805	10/03/2023	KALAMAZOO TOWNSHIP	SERVICES CONTRACT - SEPTEMBER + OCTOBER Police \$73,369; Fire \$11,150; 911 Notif \$479.61	84,998.61
37806	10/03/2023	MULDER'S NURSERY	5 FLOWERING DOGWOOD TREES - VET'S MEMORI	1,824.95
37807	10/03/2023	POINT AND PAY	MONTHLYCC SERVICE FEE - AUGUST	50.00
37808	10/03/2023	SHANNON STUTZ	MILEAGE - JULY, AUG, SEPT.	204.75

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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	\$16.56	\$122.95	\$0.00	\$108.39
CAMRON J BOEKHOVEN XXXX XXXX XXXX 9114	\$3,000	\$66.00	\$955.39	\$0.00	\$889.39
SHANNON STUTZ XXXX XXXX XXXX 9125	\$5,000	\$0.00	\$903.66	\$0.00	\$903.66

**Cardholder Account Activity**

PHIL WOLTHUIS XXXX XXXX XXXX 1793	Credit Limit \$5,000	Credits \$0.00	Purchases \$151.45	Cash Advances \$0.00	Total Activity \$151.45
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Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
09/21	09/20	72301383263900019400058	SHARP SHOP KALAMAZOO MI		\$151.45

BILL CAHILL XXXX XXXX XXXX 1801	Credit Limit \$5,000	Credits \$0.00	Purchases \$123.38	Cash Advances \$0.00	Total Activity \$123.38
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Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
09/20	09/18	851792432627006090005368	ONE WAY PRODUCTS 269-343-3772 MI		\$123.38

JIM DUBY XXXX XXXX XXXX 1892	Credit Limit \$3,000	Credits \$16.56	Purchases \$122.95	Cash Advances \$0.00	Total Activity \$108.39
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Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
09/07	09/06	55446413249839198038401	FERGUSON WTRWRKS #3393 KALAMAZOO MI		\$70.41
09/13	09/12	75176793255407800180316	PARCHMENT SERVICE CENT KALAMAZOO MI		\$20.00
09/16	09/14	55453703258042000048492	ADVANCE AUTO PARTS #17 KALAMAZOO MI		\$18.56
09/15	09/14	55453703258042000048476	ADVANCE AUTO PARTS #17 KALAMAZOO MI		\$18.56
09/18	09/15	02305373258100278435974	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$15.98

CAMRON J BOEKHOVEN XXXX XXXX XXXX 9114	Credit Limit \$3,000	Credits \$66.00	Purchases \$955.39	Cash Advances \$0.00	Total Activity \$889.39
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Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
08/31	08/30	05227023242300306207820	RIETH RILEY KALAMAZOO KALAMAZOO MI		\$75.04
09/04	08/31	02305373244100205939427	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$36.39
09/11	09/07	02305373251100189827030	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$26.25
09/14	09/13	02305373256300327452849	POHIPS TIRE 217 KALAMAZOO MI		\$225.50
09/15	09/14	55309593257838001427856	NAPA AUTO KALAMAZOO EA KALAMAZOO MI		\$66.00
09/15	09/14	55309593257838001389799	NAPA AUTO KALAMAZOO EA KALAMAZOO MI		\$422.22
09/18	09/15	55480773259191000459784	FARM & FLEET OF PORTAG PORTAGE MI		\$169.99

SHANNON STUTZ XXXX XXXX XXXX 9125	Credit Limit \$5,000	Credits \$0.00	Purchases \$903.66	Cash Advances \$0.00	Total Activity \$903.66
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Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
08/29	08/28	55432863240207556211716	SPECTRUM 855-707-7328 MO		\$119.98
09/04	09/01	85140513245900017200023	CORNERSTONE OFFICE SYS AVALANCE@CORN MI		\$273.00
09/08	09/07	05410193250105139532182	QUILL CORPORATION 800-9823400 SC		\$55.98
09/14	09/13	82711163256000009191250	PIXELVINE FREEPORT MI		\$89.75
09/22	09/21	05410193264105096175249	QUILL CORPORATION QUILL.COM SC		\$76.00
09/26	09/25	55432863268205914499327	SPECTRUM 855-707-7328 MO		\$139.98

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)	09/30/2023	NORMAL (ABNORMAL)	MONTH 09/30/2023	INCREASE (DECREASE)	BALANCE	% BUDGT 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	144,200.00		0.00		0.00		144,200.00	0.00
101-000-445.000	Penalty on Taxes	4,000.00		714.70		679.44		3,285.30	17.87
101-000-448.000	1% Collection Fees	33,400.00		29,684.54		5,433.44		3,715.46	88.88
101-000-451.000	License and Fees	15,450.00		2,179.85		1,659.85		13,270.15	14.11
101-000-452.000	Cablevision Fees	16,171.00		3,399.84		0.00		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		29,999.82		28,804.00		110,080.18	21.42
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		48,960.00		48,960.00		9,040.00	84.41
101-000-575.000	State Sales Tax	250,000.00		38,842.00		0.00		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		519.82		356.73		7,480.18	6.50
101-000-664.000	Interest on Investments	4,800.00		1,257.34		0.00		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		0.00		15,733.00	21.34
101-000-695.000	Other Financing Sources	5,600.00		2,179.85		0.00		3,420.15	38.93
Total Dept 000		1,785,629.00		965,085.76		85,893.46		820,543.24	54.05
TOTAL REVENUES									
1,785,629.00		1,785,629.00		965,085.76		85,893.46		820,543.24	54.05
Expenditures									
Dept 100 - Legislative									
101-100-703.000	Payroll - Part Time	9,000.00		1,025.00		650.00		7,975.00	11.39
101-100-715.000	Social Security	1,079.00		63.55		40.30		1,015.45	5.89
101-100-720.000	Worker's Compensation	296.00		0.00		0.00		296.00	0.00
101-100-722.000	Medicare	252.00		14.85		9.43		237.15	5.89
101-100-740.000	Operating Supplies	721.00		304.42		292.34		416.58	42.22
101-100-800.000	Professional/Contractual Serv.	12,360.00		225.00		75.00		12,135.00	1.82
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		0.00		(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		174.21		30.00		4,975.79	3.38
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		26,669.46		1,097.07		31,344.54	45.97
Dept 200 - Administration									
101-200-702.000	Payroll - Full Time	136,650.00		27,587.92		9,520.54		109,102.08	20.18
101-200-703.000	Payroll - Part Time	49,440.00		10,674.13		3,243.20		38,765.87	21.59
101-200-715.000	Social Security	10,815.00		2,152.39		718.06		8,662.61	19.90
101-200-716.000	Hospital/Life Insurance	72,680.00		14,238.36		4,746.12		58,441.64	19.59
101-200-716.001	Insurance Deductible	4,000.00		143.49		0.00		3,856.51	3.59
101-200-718.000	Pension	36,000.00		9,190.65		3,088.99		26,809.35	25.53
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		503.37		167.93		1,994.63	20.15
101-200-724.000	ICMA Retirement Benefit	9,800.00		0.00		0.00		9,800.00	0.00
101-200-730.000	Postage	8,137.00		1,311.92		284.21		6,825.08	16.12

PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE BALANCE	% EDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	09/30/2023	NORMAL (ABNORMAL)	MONTH 09/30/2023	INCREASE (DECREASE)		
Fund 101 - GENERAL FUND									
Expenditures									
101-200-740.000	Operating Supplies	2,060.00		1,687.17		499.53		372.83	81.90
101-200-775.000	Repair & Maintenance Supplies	2,163.00		74.98		74.98		2,088.02	3.47
101-200-800.000	Professional/Contractual Serv.	23,558.00		5,505.23		803.75		18,052.77	23.37
101-200-805.000	Computer Services	9,785.00		1,964.75		913.50		7,820.25	20.08
101-200-830.000	Memberships & Dues	1,236.00		445.00		432.50		791.00	36.00
101-200-850.000	Communications	7,519.00		2,702.56		968.59		4,816.44	35.94
101-200-860.000	Institutes & Training	1,339.00		373.05		15.00		965.95	27.86
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		0.00		1,454.00	80.12
101-200-920.000	Utilities	4,532.00		1,059.21		0.00		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		520.12		197.97		(520.12)	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		85,993.30		25,674.87		321,395.70	21.11
Dept 210 - Legal Services									
101-210-801.000	Attorney - General	16,480.00		4,950.00		1,500.00		11,530.00	30.04
101-210-802.000	Attorney-Police Matters	10,094.00		962.50		700.00		9,131.50	9.54
Total Dept 210 - Legal Services		26,574.00		5,912.50		2,200.00		20,661.50	22.25
Dept 300 - Police									
101-300-703.000	Payroll - Part Time	8,400.00		728.00		728.00		7,672.00	8.67
101-300-715.000	Social Security	618.00		45.14		45.14		572.86	7.30
101-300-722.000	Medicare	103.00		10.56		10.56		92.44	10.25
101-300-800.000	Professional/Contractual Serv.	440,214.00		146,738.00		73,369.00		293,476.00	33.33
Total Dept 300 - Police		449,335.00		147,521.70		74,152.70		301,813.30	32.83
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		94.69		65.70		935.31	9.19
101-336-775.000	Repair & Maintenance Supplies	1,030.00		86.32		86.32		943.68	8.38
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		22,300.00		11,150.00		51,200.00	30.34
101-336-850.000	Communications	4,325.00		1,319.22		569.61		3,005.78	30.50
101-336-910.000	Insurance & Bonds	15,000.00		11,491.50		0.00		3,508.50	76.61
101-336-920.000	Utilities	2,800.00		480.70		0.00		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		35,772.43		11,871.63		92,967.57	27.79
Dept 440 - Public Services									
101-440-702.000	Payroll - Full Time	95,100.00		22,993.73		7,506.48		72,106.27	24.18
101-440-715.000	Social Security	5,900.00		1,859.13		609.86		4,040.87	31.51
101-440-716.000	Hospital/Life Insurance	41,800.00		10,647.75		3,564.53		31,152.25	25.47
101-440-716.001	Insurance Deductible	2,400.00		3,446.79		0.00		(1,046.79)	143.62
101-440-718.000	Pension	37,900.00		7,412.30		2,467.23		30,487.70	19.56
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		434.85		142.66		1,045.15	29.38



GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE BALANCE	% BDDT USED
		AMENDED BUDGET	NORMAL	09/30/2023	(ABNORMAL)	MONTH 09/30/2023	(DECREASE)		
<b>Fund 101 - GENERAL FUND</b>									
<b>Expenditures</b>									
101-440-740.000	Operating Supplies	2,575.00	0.00	0.00	0.00	0.00	0.00	2,575.00	0.00
101-440-746.000	Gasoline & Oil	4,532.00	1,479.42	1,479.42	336.77	336.77	336.77	3,052.58	32.64
101-440-775.000	Repair & Maintenance Supplies	11,000.00	1,650.27	1,650.27	12.45	12.45	12.45	9,349.73	15.00
101-440-780.000	Safety Supplies	515.00	0.00	0.00	0.00	0.00	0.00	515.00	0.00
101-440-800.000	Professional/Contractual Serv.	10,000.00	230.78	230.78	50.00	50.00	50.00	9,769.22	2.31
101-440-810.000	Rubbish Collection Charges	130,000.00	29,457.71	29,457.71	10,084.05	10,084.05	10,084.05	100,542.29	22.166
101-440-815.000	Uniform Rental	3,090.00	1,444.86	1,444.86	769.88	769.88	769.88	1,645.14	46.76
101-440-830.000	Memberships & Dues	927.00	0.00	0.00	0.00	0.00	0.00	927.00	0.00
101-440-850.000	Communications	1,030.00	359.94	359.94	119.98	119.98	119.98	670.06	34.95
101-440-860.000	Institutes & Training	309.00	0.00	0.00	0.00	0.00	0.00	309.00	0.00
101-440-880.000	Community Promotion	515.00	0.00	0.00	0.00	0.00	0.00	515.00	0.00
101-440-910.000	Insurance & Bonds	6,000.00	4,426.50	4,426.50	0.00	0.00	0.00	1,573.50	73.78
101-440-920.000	Utilities	8,961.00	2,100.71	2,100.71	337.80	337.80	337.80	6,860.29	23.44
101-440-926.000	Street Lighting	29,000.00	5,855.97	5,855.97	1,830.64	1,830.64	1,830.64	23,144.03	20.19
101-440-930.000	Repair & Maint.Contractors	12,154.00	3,686.76	3,686.76	556.89	556.89	556.89	8,467.24	30.33
101-440-955.000	Miscellaneous	0.00	350.75	350.75	0.00	0.00	0.00	(350.75)	100.00
101-440-970.000	Capital	45,000.00	0.00	0.00	0.00	0.00	0.00	45,000.00	0.00
<b>Total Dept 440 - Public Services</b>		<b>453,538.00</b>	<b>97,838.22</b>	<b>97,838.22</b>	<b>28,389.22</b>	<b>28,389.22</b>	<b>28,389.22</b>	<b>355,699.78</b>	<b>21.57</b>
<b>Dept 591 - Water Plant Grant Expenses</b>									
101-591-740.000	Operating Supplies	0.00	59.32	59.32	0.00	0.00	0.00	(59.32)	100.00
101-591-800.000	Professional/Contractual Serv.	58,000.00	49,146.84	49,146.84	0.00	0.00	0.00	8,853.16	84.74
101-591-920.000	Utilities	0.00	956.07	956.07	0.00	0.00	0.00	(956.07)	100.00
<b>Total Dept 591 - Water Plant Grant Expenses</b>		<b>58,000.00</b>	<b>50,162.23</b>	<b>50,162.23</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,837.77</b>	<b>86.49</b>
<b>Dept 751 - Parks, Recreation &amp; Culture</b>									
101-751-702.000	Payroll - Full Time	55,800.00	20,691.95	20,691.95	6,472.48	6,472.48	6,472.48	35,108.05	37.08
101-751-715.000	Social Security	3,500.00	1,272.55	1,272.55	397.78	397.78	397.78	2,227.45	36.36
101-751-716.000	Hospital/Life Insurance	23,800.00	3,284.67	3,284.67	1,108.48	1,108.48	1,108.48	20,515.33	13.80
101-751-716.001	Insurance Deductible	1,400.00	2,754.50	2,754.50	0.00	0.00	0.00	(1,354.50)	196.75
101-751-718.000	Pension	22,200.00	6,706.01	6,706.01	2,135.56	2,135.56	2,135.56	15,493.99	30.21
101-751-720.000	Worker's Compensation	1,500.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00
101-751-722.000	Medicare	850.00	297.53	297.53	93.02	93.02	93.02	552.47	35.00
101-751-746.000	Gasoline & Oil	2,884.00	1,339.10	1,339.10	344.45	344.45	344.45	1,544.90	46.43
101-751-775.000	Repair & Maintenance Supplies	13,390.00	3,781.65	3,781.65	1,268.43	1,268.43	1,268.43	9,608.35	28.24
101-751-780.000	Safety Supplies	412.00	0.00	0.00	0.00	0.00	0.00	412.00	0.00
101-751-800.000	Professional/Contractual Serv.	15,000.00	0.00	0.00	0.00	0.00	0.00	15,000.00	0.00
101-751-910.000	Insurance & Bonds	7,100.00	5,565.00	5,565.00	0.00	0.00	0.00	1,535.00	78.38
101-751-920.000	Utilities	7,313.00	2,766.83	2,766.83	337.80	337.80	337.80	4,546.17	37.83
101-751-930.000	Repair & Maint.Contractors	25,000.00	1,558.65	1,558.65	199.00	199.00	199.00	23,441.35	6.23
101-751-970.000	Capital	6,180.00	0.00	0.00	0.00	0.00	0.00	6,180.00	0.00
<b>Total Dept 751 - Parks, Recreation &amp; Culture</b>		<b>186,329.00</b>	<b>50,018.44</b>	<b>50,018.44</b>	<b>12,357.00</b>	<b>12,357.00</b>	<b>12,357.00</b>	<b>136,310.56</b>	<b>26.84</b>
<b>TOTAL EXPENDITURES</b>		<b>1,767,919.00</b>	<b>499,888.28</b>	<b>499,888.28</b>	<b>155,742.49</b>	<b>155,742.49</b>	<b>155,742.49</b>	<b>1,268,030.72</b>	<b>28.28</b>
<b>Fund 101 - GENERAL FUND:</b>									
<b>TOTAL REVENUES</b>		<b>1,785,629.00</b>	<b>965,085.76</b>	<b>965,085.76</b>	<b>85,893.46</b>	<b>85,893.46</b>	<b>85,893.46</b>	<b>820,543.24</b>	<b>54.05</b>
<b>TOTAL EXPENDITURES</b>		<b>1,767,919.00</b>	<b>499,888.28</b>	<b>499,888.28</b>	<b>155,742.49</b>	<b>155,742.49</b>	<b>155,742.49</b>	<b>1,268,030.72</b>	<b>28.28</b>

PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 09/30/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDDT USED
Fund 101 - GENERAL FUND						
NET OF REVENUES & EXPENDITURES		17,710.00	465,197.48	(69,849.03)	(447,487.48)	2,626.75

PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	09/30/2023	NORMAL (ABNORMAL)	MONTH 09/30/2023	INCREASE (DECREASE)	BALANCE	(ABNORMAL)	
Fund 202 - MAJOR STREET FUND										
Revenues										
202-000-546.000	State Grants - Act 51	186,500.00		49,495.99		18,472.77		137,004.01		26.54
<b>Total Dept 000</b>		<b>186,500.00</b>		<b>49,495.99</b>		<b>18,472.77</b>		<b>137,004.01</b>		<b>26.54</b>
TOTAL REVENUES										
202-451-930.000	Repair & Maint.Contractors	102,000.00		0.00		0.00		102,000.00		0.00
<b>Total Dept 451 - Construction</b>		<b>102,000.00</b>		<b>0.00</b>		<b>0.00</b>		<b>102,000.00</b>		<b>0.00</b>
Dept 463 - Routine Maintenance										
202-463-702.000	Payroll - Full Time	6,500.00		1,081.01		507.50		5,418.99		16.63
202-463-715.000	Social Security	525.00		65.21		30.84		459.79		12.42
202-463-716.000	Hospital/Life Insurance	2,200.00		516.71		175.77		1,683.29		23.49
202-463-716.001	Insurance Deductible	210.00		0.00		0.00		210.00		0.00
202-463-718.000	Pension	2,200.00		493.97		165.50		1,706.03		22.45
202-463-720.000	Worker's Compensation	535.00		0.00		0.00		535.00		0.00
202-463-722.000	Medicare	125.00		15.29		7.21		109.71		12.23
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		0.00		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
<b>Total Dept 463 - Routine Maintenance</b>		<b>24,973.00</b>		<b>6,644.50</b>		<b>886.82</b>		<b>18,328.50</b>		<b>26.61</b>
Dept 475 - Traffic Services										
202-475-702.000	Payroll - Full Time	6,200.00		1,393.93		498.32		4,806.07		22.48
202-475-715.000	Social Security	500.00		84.62		30.30		415.38		16.92
202-475-716.000	Hospital/Life Insurance	2,500.00		516.69		175.76		1,983.31		20.67
202-475-716.001	Insurance Deductible	200.00		0.00		0.00		200.00		0.00
202-475-718.000	Pension	2,500.00		485.13		162.57		2,014.87		19.41
202-475-720.000	Worker's Compensation	510.00		0.00		0.00		510.00		0.00
202-475-722.000	Medicare	120.00		19.79		7.07		100.21		16.49
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		3,420.06		1,411.07		8,079.94		29.74
<b>Total Dept 475 - Traffic Services</b>		<b>27,120.00</b>		<b>5,920.22</b>		<b>2,285.09</b>		<b>21,199.78</b>		<b>21.83</b>
Dept 478 - Winter Maintenance										
202-478-702.000	Payroll - Full Time	8,500.00		2,411.01		662.51		6,088.99		28.36
202-478-715.000	Social Security	610.00		146.65		40.22		463.35		24.04
202-478-716.000	Hospital/Life Insurance	3,000.00		838.76		255.63		2,161.24		27.96
202-478-716.001	Insurance Deductible	250.00		0.00		0.00		250.00		0.00
202-478-718.000	Pension	3,000.00		677.27		248.41		2,322.73		22.58
202-478-720.000	Worker's Compensation	620.00		0.00		0.00		620.00		0.00
202-478-722.000	Medicare	140.00		34.35		9.42		105.65		24.54
202-478-746.000	Gasoline & Oil	1,030.00		317.81		0.00		712.19		30.86
202-478-753.000	Salt	9,270.00		0.00		0.00		9,270.00		0.00

PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 09/30/2023	ACTIVITY FOR MONTH 09/30/2023	AVAILABLE BALANCE	% BDC
		AMENDED BUDGET	NORMAL (ABNORMAL)				
<b>Fund 202 - MAJOR STREET FUND</b>							
<b>Expenditures</b>							
Total Dept 478 - Winter Maintenance		26,420.00		4,425.85	1,216.19	21,994.15	16.75
Dept 482 - Administration							
202-482-702.000	Payroll - Full Time	1,280.00		332.39	95.35	947.61	25.97
202-482-715.000	Social Security	79.00		20.20	5.78	58.80	25.57
202-482-716.000	Hospital/Life Insurance	560.00		147.44	49.15	412.56	26.33
202-482-716.001	Insurance Deductible	40.00		0.00	0.00	40.00	0.00
202-482-718.000	Pension	510.00		92.73	30.94	417.27	18.18
202-482-720.000	Worker's Compensation	15.00		0.00	0.00	15.00	0.00
202-482-722.000	Medicare	20.00		4.73	1.36	15.27	23.65
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		597.49	182.58	21,906.51	2.66
<b>TOTAL EXPENDITURES</b>							
		203,017.00		17,588.06	4,570.68	185,428.94	8.66
<b>Fund 202 - MAJOR STREET FUND:</b>							
TOTAL REVENUES		186,500.00		49,495.99	18,472.77	137,004.01	26.54
TOTAL EXPENDITURES		203,017.00		17,588.06	4,570.68	185,428.94	8.66
NET OF REVENUES & EXPENDITURES		(16,517.00)		31,907.93	13,902.09	(48,424.93)	193.18

PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 09/30/2023	ACTIVITY FOR MONTH 09/30/2023	AVAILABLE BALANCE	% BGD USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
<b>Fund 203 - LOCAL STREET FUND</b>							
Revenues							
Dept 000	State Grants - Act 51	76,000.00		20,162.17	7,528.03	55,837.83	26.53
203-000-546.000							
Total Dept 000		76,000.00		20,162.17	7,528.03	55,837.83	26.53
<b>TOTAL REVENUES</b>							
		76,000.00		20,162.17	7,528.03	55,837.83	26.53
Expenditures							
Dept 451 - Construction	Professional/Contractual Serv.	12,000.00		0.00	0.00	12,000.00	0.00
203-451-800.000							
Total Dept 451 - Construction		12,000.00		0.00	0.00	12,000.00	0.00
<b>Dept 463 - Routine Maintenance</b>							
203-463-702.000	Payroll - Full Time	6,500.00		1,425.69	507.53	5,074.31	21.93
203-463-715.000	Social Security	620.00		86.59	30.85	533.41	13.97
203-463-716.000	Hospital/Life Insurance	2,200.00		516.70	175.75	1,683.30	23.49
203-463-716.001	Insurance Deductible	2,250.00		0.00	0.00	255.00	0.00
203-463-718.000	Pension	2,200.00		493.96	165.51	1,706.04	22.45
203-463-720.000	Worker's Compensation	625.00		0.00	0.00	625.00	0.00
203-463-722.000	Medicare	145.00		20.24	7.20	124.76	13.96
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		2,543.18	886.84	23,812.82	9.65
<b>Dept 475 - Traffic Services</b>							
203-475-702.000	Payroll - Full Time	6,200.00		1,362.55	489.40	4,837.45	21.98
203-475-715.000	Social Security	580.00		82.74	29.75	497.26	14.27
203-475-716.000	Hospital/Life Insurance	2,500.00		504.12	171.40	1,995.88	20.16
203-475-716.001	Insurance Deductible	240.00		0.00	0.00	240.00	0.00
203-475-718.000	Pension	2,500.00		476.36	159.59	2,023.64	19.05
203-475-720.000	Worker's Compensation	590.00		0.00	0.00	590.00	0.00
203-475-722.000	Medicare	135.00		19.31	6.95	115.69	14.30
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		500.00	500.00	118.00	80.91
Total Dept 475 - Traffic Services		19,028.00		2,945.08	1,357.09	16,082.92	15.48
<b>Dept 478 - Winter Maintenance</b>							
203-478-702.000	Payroll - Full Time	8,500.00		2,413.01	653.49	6,086.99	28.39
203-478-715.000	Social Security	615.00		146.73	39.68	468.27	23.86
203-478-716.000	Hospital/Life Insurance	3,000.00		853.66	251.25	2,146.34	28.46
203-478-716.001	Insurance Deductible	255.00		0.00	0.00	255.00	0.00
203-478-718.000	Pension	3,000.00		679.36	256.31	2,320.64	22.65
203-478-720.000	Worker's Compensation	625.00		0.00	0.00	625.00	0.00
203-478-722.000	Medicare	145.00		34.32	9.29	110.68	23.67
203-478-746.000	Gasoline & Oil	1,030.00		317.81	0.00	712.19	30.86
203-478-753.000	Salt	6,180.00		0.00	0.00	6,180.00	0.00

PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 09/30/2023	ACTIVITY FOR MONTH 09/30/2023	AVAILABLE		% BDC
		AMENDED BUDGET	NORMAL (ABNORMAL)			NORMAL (ABNORMAL)	BALANCE (ABNORMAL)	
Fund 203 - LOCAL STREET FUND								
Expenditures								
203-478-775.000	Repair & Maintenance Supplies	0.00		581.40	0.00	(581.40)		100.00
Total Dept 478 - Winter Maintenance		23,350.00		5,026.29	1,210.02	18,323.71		21.53
Dept 482 - Administration								
203-482-702.000	Payroll - Full Time	1,600.00		332.36	95.34	1,267.64		20.77
203-482-715.000	Social Security	100.00		20.20	5.78	79.80		20.20
203-482-716.000	Hospital/Life Insurance	700.00		147.44	49.15	552.56		21.06
203-482-716.001	Insurance Deductible	50.00		0.00	0.00	50.00		0.00
203-482-718.000	Pension	640.00		92.73	30.94	547.27		14.49
203-482-720.000	Worker's Compensation	18.00		0.00	0.00	18.00		0.00
203-482-722.000	Medicare	25.00		4.73	1.36	20.27		18.92
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		597.46	182.57	22,535.54		2.58
TOTAL EXPENDITURES		103,867.00		11,112.01	3,636.52	92,754.99		10.70
Fund 203 - LOCAL STREET FUND:								
TOTAL REVENUES		76,000.00		20,162.17	7,528.03	55,837.83		26.53
TOTAL EXPENDITURES		103,867.00		11,112.01	3,636.52	92,754.99		10.70
NET OF REVENUES & EXPENDITURES		(27,867.00)		9,050.16	3,891.51	(36,917.16)		32.48

PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 09/30/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2023 INCREASE (DECREASE)	AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)			NORMAL	ABNORMAL	
Fund 251 - Brownfield Redevelopment								
Revenues								
Dept 000								
251-000-404.000	Tax Revenue	540,000.00		500,758.33	500,758.33	39,241.67		92.73
	Total Dept 000	540,000.00		500,758.33	500,758.33	39,241.67		92.73
TOTAL REVENUES								
		540,000.00		500,758.33	500,758.33	39,241.67		92.73
Expenditures								
Dept 000								
251-000-800.000	Professional/Contractual Serv.	10,000.00		6,335.45	2,633.70	3,664.55		63.35
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		6,335.45	2,633.70	228,810.55		2.69
TOTAL EXPENDITURES								
		235,146.00		6,335.45	2,633.70	228,810.55		2.69
Fund 251 - Brownfield Redevelopment:								
TOTAL REVENUES		540,000.00		500,758.33	500,758.33	39,241.67		92.73
TOTAL EXPENDITURES		235,146.00		6,335.45	2,633.70	228,810.55		2.69
NET OF REVENUES & EXPENDITURES		304,854.00		494,422.88	498,124.63	(189,568.88)		162.18

PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 09/30/2023	ACTIVITY FOR MONTH 09/30/2023	AVAILABLE		% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)			NORMAL (ABNORMAL)	BALANCE	
Fund 299 - TREE FUND								
Revenues								
Dept 000								
299-000-694.000	Miscellaneous	0.00		234.00	0.00		(234.00)	100.00
Total Dept 000		0.00		234.00	0.00		(234.00)	100.00
TOTAL REVENUES								
Expenditures								
Dept 000								
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		0.00		234.00	0.00		(234.00)	100.00
TOTAL EXPENDITURES		10,000.00		0.00	0.00		10,000.00	0.00
NET OF REVENUES & EXPENDITURES		(10,000.00)		234.00	0.00		(10,234.00)	2.34



PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 09/30/2023	ACTIVITY FOR		AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL		MONTH 09/30/2023 INCREASE (DECREASE)	NORMAL (ABNORMAL)		
Fund 401 - Veteran's Memorial Fund								
Revenues								
Dept 000								
401-000-674.000	Contributed Capital Revenue	10,000.00		4,419.32	1,600.00		5,580.68	44.19
401-000-694.000	Miscellaneous	0.00		181.00	0.00		(181.00)	100.00
Total Dept 000		10,000.00		4,600.32	1,600.00		5,399.68	46.00
TOTAL REVENUES								
		10,000.00		4,600.32	1,600.00		5,399.68	46.00
Expenditures								
Dept 000								
401-000-775.000	Repair & Maintenance Supplies	0.00		1,174.12	469.92		(1,174.12)	100.00
401-000-800.000	Professional/Contractual Serv.	10,000.00		37,139.66	4,432.66		(27,139.66)	371.40
Total Dept 000		10,000.00		38,313.78	4,902.58		(28,313.78)	383.14
TOTAL EXPENDITURES								
		10,000.00		38,313.78	4,902.58		(28,313.78)	383.14
Fund 401 - Veteran's Memorial Fund:								
TOTAL REVENUES		10,000.00		4,600.32	1,600.00		5,399.68	46.00
TOTAL EXPENDITURES		10,000.00		38,313.78	4,902.58		(28,313.78)	383.14
NET OF REVENUES & EXPENDITURES		0.00		(33,713.46)	(3,302.58)		33,713.46	100.00

PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)	09/30/2023	09/30/2023	MONTH 09/30/2023	INCREASE (DECREASE)	NORMAL (ABNORMAL)	% BDDT USED
Fund 590 - SEWER FUND									
Revenues									
Dept 000									
590-000-626.000	Sewer Services	335,000.00		80,612.10		0.00	0.00	254,387.90	24.06
590-000-664.000	Interest on Investments	1,900.00		0.00		0.00	0.00	1,900.00	0.00
<b>Total Dept 000</b>		<b>336,900.00</b>		<b>80,612.10</b>		<b>0.00</b>	<b>0.00</b>	<b>256,287.90</b>	<b>23.93</b>
<b>TOTAL REVENUES</b>									
		<b>336,900.00</b>		<b>80,612.10</b>		<b>0.00</b>	<b>0.00</b>	<b>256,287.90</b>	<b>23.93</b>
Expenditures									
Dept 000									
590-000-702.000	Payroll - Full Time	23,800.00		4,735.16		1,402.20		19,064.84	19.90
590-000-715.000	Social Security	1,745.00		286.40		84.48		1,458.60	16.41
590-000-716.000	Hospital/Life Insurance	9,950.00		2,051.21		698.18		7,898.79	20.62
590-000-716.001	Insurance Deductible	700.00		0.00		0.00		700.00	0.00
590-000-718.000	Pension	9,500.00		1,369.68		461.07		8,130.32	14.42
590-000-720.000	Worker's Compensation	545.00		0.00		0.00		545.00	0.00
590-000-722.000	Medicare	345.00		66.94		19.73		278.06	19.40
590-000-800.000	Professional/Contractual Serv.	150,000.00		13,452.95		1,994.30		136,547.05	8.97
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		0.00		2,237.77	79.50
590-000-920.000	Utilities	2,369.00		619.96		0.00		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
<b>Total Dept 000</b>		<b>285,210.00</b>		<b>31,262.53</b>		<b>4,659.96</b>		<b>253,947.47</b>	<b>10.96</b>
<b>TOTAL EXPENDITURES</b>									
		<b>285,210.00</b>		<b>31,262.53</b>		<b>4,659.96</b>		<b>253,947.47</b>	<b>10.96</b>
Fund 590 - SEWER FUND:									
TOTAL REVENUES									
TOTAL EXPENDITURES									
NET OF REVENUES & EXPENDITURES									
		336,900.00		80,612.10		0.00		256,287.90	23.93
		285,210.00		31,262.53		4,659.96		253,947.47	10.96
		51,690.00		49,349.57		(4,659.96)		2,340.43	95.47
TOTAL REVENUES - ALL FUNDS									
TOTAL EXPENDITURES - ALL FUNDS									
NET OF REVENUES & EXPENDITURES									
		2,935,029.00		1,620,948.67		614,252.59		1,314,080.33	55.23
		2,615,159.00		604,500.11		176,145.93		2,010,658.89	23.12
		319,870.00		1,016,448.56		438,106.66		(696,578.56)	317.77

PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	2023		YTD BALANCE		ACTIVITY FOR		AVAILABLE		ORIGINAL BUDGET	
		AMENDED BUDGET	BUDGET	09/30/2023	NORM (ABNORM)	MONTH 09/30/23	INCR (DECR)	NORM (ABNORM)	BALANCE		% BGD
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		0.00		(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		0.00		(31,808.92)		139.49	65,655.00
TOTAL REVENUES											
80,550.00		80,550.00		112,358.92		0.00		(31,808.92)		139.49	65,655.00
Expenditures											
Dept 000											
250-000-779.001	Performance Expense	26,300.00		25,630.93		0.00		669.07		97.46	19,000.00
250-000-779.003	Festival Day - Race/Walk	6,500.00		5,475.67		0.00		1,024.33		84.24	4,500.00
250-000-779.004	Fest. Day - Arts & Crafts	200.00		93.88		0.00		106.12		46.94	170.00
250-000-779.005	Fest. Day-Childrens Area	1,900.00		1,278.05		0.00		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		21,700.10		4,175.75		(4,700.10)		127.65	14,540.00
250-000-779.013	Stage Entertainment	18,200.00		15,650.00		2,100.00		2,550.00		85.99	18,750.00
250-000-779.015	Stage Expenses	0.00		57.54		0.00		(57.54)		100.00	0.00
250-000-779.016	Car Show Expenses	750.00		754.94		(140.00)		(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		87,101.16		6,135.75		(6,551.16)		108.13	65,655.00
TOTAL EXPENDITURES											
80,550.00		80,550.00		87,101.16		6,135.75		(6,551.16)		108.13	65,655.00
Fund 250 - KINDLEBERGER SUMMER FESTIVAL:											
TOTAL REVENUES											
80,550.00		80,550.00		112,358.92		0.00		(31,808.92)		139.49	65,655.00
TOTAL EXPENDITURES											
80,550.00		80,550.00		87,101.16		6,135.75		(6,551.16)		108.13	65,655.00
NET OF REVENUES & EXPENDITURES											
0.00		0.00		25,257.76		(6,135.75)		(25,257.76)		100.00	0.00

## KALAMAZOO AREA BUILDING AUTHORITY 2024 BUDGET

(Board Approved: 09.19.23)

<b>INCOME</b>		
4010	BUILDING PERMITS	404,607.00
4015	SPECIAL PERMITS	8,169.00
2020	ELECTRICAL PERMITS	141,192.00
4030	MECHANICAL PERMITS	153,060.00
4040	PLUMBING PERMITS	53,868.00
4600	INVESTMENT INCOME	120.00
<b>Subtotal Income</b>		<u>761,016.00</u>
	RETAINED EARNINGS (Proposed at 12/31/2023)	430,887.69
<b>TOTAL INCOME</b>		<u>1,191,903.69</u>
 <b>EXPENSE</b>		
6010	ADVERTISING & MARKETING	2,000.00
6200	BANK FEES	890.00
6450	DUES & SUBSCRIPTIONS	720.00
6501, 03, 05	PAYROLL - WAGES	320,883.67
6510	PAYROLL TAXES	25,017.61
6511	LIFE/AD&D/STD/LTD	4,536.00
6512	401(a)	17,670.95
6513	HEALTH INSURANCE	58,515.98
6700	GENERAL INSURANCE	14,102.59
6800	LEGAL FEES	12,000.00
6810	COMPUTER SUPPORT (EXTERNAL)	17,995.00
6820	ACCOUNTING SERVICES	15,984.50
7100	OFFICE EQUIPMENT	5,867.00
7110	OFFICE SUPPLIES	3,000.00
7115	POSTAGE	2,400.00
7120	WATER COOLER	80.00
7125	COMPUTER (HARDWARE/SOFTWARE)	8,965.29
7130	RESOURCE MATERIALS	1,000.00
	MORTGAGE	19,200.00
7420	LAWN CARE/SNOW REMOVAL	7,100.00
7450	MAINTENANCE & REPAIRS - OFFICE	13,120.00
7500	UTILITIES	4,700.00
7550	TRASH REMOVAL	780.00
7600	SECURITY (OFFICE)	540.00
7610	TELEPHONE - OFFICE	3,600.00
7611	TELEPHONE - CELLULAR	2,400.00
7700	BUILDING BOARD OF APPEALS	375.00
7701	AT-LARGE/ALTERNATE BOARD MEMBER	900.00
7710	CONTRACTED BUILDING INSPECTOR	5,000.00
7711	CONTRACTED ELECTRICAL INSPECTOR	53,400.00
7712	CONTRACTED MECHANICAL INSPECTOR	45,600.00
7713	CONTRACTED PLUMBING INSPECTOR	31,200.00
7800	MILEAGE REIMBURSEMENT	15,600.00
7810	TRAINING EXPENSE	1,600.00
7920	CAPITAL OUTLAY	7,000.00
7999	MISC	2,000.00
<b>TOTAL EXPENSE</b>		<u>725,743.59</u>
 <b>NET POSITION</b>		 <b>466,160.10</b>

**KALAMAZOO AREA BUILDING AUTHORITY  
BUDGET COMPARISON**

2024 to 2023

INCOME		2024	2023	Diff
4010	BUILDING PERMITS	404,607.00	330,489.00	74,118.00
4015	SPECIAL PERMITS	8,169.00	8,121.00	48.00
4020	ELECTRICAL PERMITS	141,192.00	115,882.00	25,310.00
4030	MECHANICAL PERMITS	153,060.00	130,578.00	22,482.00
4040	PLUMBING PERMITS	53,868.00	61,051.00	(7,183.00)
4600	INVESTMENT INCOME	120.00	120.00	-
<b>Subtotal Income</b>		<b>761,016.00</b>	<b>646,241.00</b>	<b>114,775.00</b>
NET RETAINED EARNINGS (Proposed at 12/31 of previous year)		430,887.69	201,028.32	229,859.37
<b>TOTAL INCOME</b>		<b>1,191,903.69</b>	<b>847,269.32</b>	<b>344,634.37</b>
<b>EXPENSE</b>				
6010	ADVERTISING & MARKETING	2,000.00	2,000.00	-
6200	BANK FEES	890.00	890.00	-
6450	DUES & SUBSCRIPTIONS	720.00	720.00	-
6501, 03, 05	PAYROLL - WAGES	320,883.67	295,194.88	25,688.79
6510	PAYROLL TAXES	25,017.61	23,052.42	1,965.19
6511	LIFE/AD&D/STD/LTD	4,536.00	4,454.04	81.96
6512	401(a)	17,670.95	16,281.77	1,389.18
6513	HEALTH INSURANCE	58,515.98	56,354.11	2,161.87
6700	GENERAL INSURANCE	14,102.59	13,254.25	848.34
6800	LEGAL FEES	12,000.00	12,000.00	-
6810	COMPUTER SUPPORT (EXTERNAL)	17,995.00	61,400.00	(43,405.00)
6820	ACCOUNTING SERVICES	15,984.50	14,984.50	1,000.00
7100	OFFICE EQUIPMENT	5,867.00	5,867.00	0.00
7110	OFFICE SUPPLIES	3,000.00	3,000.00	-
7115	POSTAGE	2,400.00	1,950.00	450.00
7120	WATER COOLER	80.00	80.00	-
7125	COMPUTER (HARDWARE/SOFTWARE)	8,965.29	6,806.00	2,159.29
7130	RESOURCE MATERIALS	1,000.00	1,000.00	-
7400	RENT EXPENSE / MORTGAGE	19,200.00	19,200.00	-
7420	LAWN CARE/SNOW REMOVAL	7,100.00	3,945.00	3,155.00
7450	MAINTENANCE & REPAIRS - OFFICE	13,120.00	83,120.00	(70,000.00)
7500	UTILITIES	4,700.00	4,300.00	400.00
7550	TRASH REMOVAL	780.00	780.00	-
7600	SECURITY (OFFICE)	540.00	540.00	-
7610	TELEPHONE - OFFICE	3,600.00	3,600.00	-
7611	TELEPHONE - CELLULAR	2,400.00	2,400.00	-
7700	BUILDING BOARD OF APPEALS	375.00	375.00	-
7701	AT-LARGE/ALTERNATE BOARD MEMBER	900.00	900.00	-
7710	CONTRACTED BUILDING INSPECTOR	5,000.00	5,000.00	-
7711	CONTRACTED ELECTRICAL INSPECTOR	53,400.00	53,400.00	-
7712	CONTRACTED MECHANICAL INSPECTOR	45,600.00	45,600.00	-
7713	CONTRACTED PLUMBING INSPECTOR	31,200.00	31,200.00	-
7800	MILEAGE REIMBURSEMENT	15,600.00	13,664.00	1,936.00
7810	TRAINING EXPENSE	1,600.00	1,600.00	-
7920	CAPITAL OUTLAY	7,000.00	7,000.00	-
7999	MISC	2,000.00	2,000.00	-
<b>TOTAL EXPENSE</b>		<b>725,743.59</b>	<b>797,912.97</b>	<b>(72,169.38)</b>
<b>NET POSITION</b>		<b>466,160.10</b>	<b>49,356.35</b>	<b>416,803.75</b>

**KALAMAZOO AREA BUILDING AUTHORITY  
2023 BUDGET & YTD ACTUALS**

	Budget	Actuals As of 8/31/23
<b>INCOME</b>		
4010 BUILDING PERMITS	330,489.00	407,542.00
4015 SPECIAL PERMITS	8,121.00	6,975.00
2020 ELECTRICAL PERMITS	115,882.00	88,712.00
4030 MECHANICAL PERMITS	130,578.00	100,598.00
4040 PLUMBING PERMITS	61,051.00	56,060.00
4100 ZONING ADMINISTRATION	0.00	6,968.75
4600 INVESTMENT INCOME	120.00	1,309.15
4700 OTHER INCOME	0.00	68.60
<b>Subtotal Income</b>	<u>646,241.00</u>	<u>668,233.50</u>
RETAINED EARNINGS	(Actual - As of 12/31/22) 306,067.61	(Actual - As of 08/31/23) 452,916.93
<b>TOTAL INCOME</b>	<u><b>952,308.61</b></u>	<u><b>1,121,150.43</b></u>
<b>EXPENSE</b>		
6010 ADVERTISING & MARKETING	2,000.00	-
6200 BANK FEES	890.00	477.00
6450 DUES & SUBSCRIPTIONS	720.00	-
6501, 03, 05 PAYROLL - WAGES	295,194.88	182,101.83
6510 PAYROLL TAXES	23,052.42	14,986.32
6511 LIFE/AD&D/STD/LTD	4,454.04	2,971.68
6512 401(a)	16,281.77	11,231.11
6513 HEALTH INSURANCE	56,354.11	39,583.74
6550 PREHIRING EXPENSE	-	-
6700 GENERAL INSURANCE	13,254.25	8,182.07
6800 LEGAL FEES	12,000.00	1,050.00
6810 COMPUTER SUPPORT (EXTERNAL)	61,400.00	22,481.73
6820 ACCOUNTING SERVICES	14,984.50	12,064.00
7100 OFFICE EQUIPMENT	5,867.00	3,433.14
7110 OFFICE SUPPLIES	3,000.00	2,390.71
7115 POSTAGE	1,950.00	1,226.35
7120 WATER COOLER	80.00	16.69
7125 COMPUTER (HARDWARE/SOFTWARE)	6,806.00	30,411.74
7130 RESOURCE MATERIALS	1,000.00	(252.00)
MORTGAGE	19,200.00	-
7420 LAWN CARE/SNOW REMOVAL	3,945.00	2,857.50
7450 MAINTENANCE & REPAIRS - OFFICE	83,120.00	33,920.50
7500 UTILITIES	4,300.00	3,251.12
7550 TRASH REMOVAL	780.00	445.27
7600 SECURITY (OFFICE)	540.00	360.00
7610 TELEPHONE - OFFICE	3,600.00	2,261.97
7611 TELEPHONE - CELLULAR	2,400.00	1,482.72
7700 BUILDING BOARD OF APPEALS	375.00	-
7701 AT-LARGE/ALTERNATE BOARD MEMBER	900.00	150.00
7710 CONTRACTED BUILDING INSPECTOR	5,000.00	-
7711 CONTRACTED ELECTRICAL INSPECTOR	53,400.00	41,700.00
7712 CONTRACTED MECHANICAL INSPECTOR	45,600.00	38,200.00
7713 CONTRACTED PLUMBING INSPECTOR	31,200.00	24,350.00
7715 CONTRACTED ZONING ADMINISTRATOR	-	6,360.00
7721 PLAN REVIEW - ELECTRICAL	-	2,500.00
7722 PLAN REVIEW - MECHANICAL	-	3,325.00
7723 PLAN REVIEW - PLUMBING	-	675.00
7800 MILEAGE REIMBURSEMENT	13,664.00	8,775.08
7830 INTEREST EXPENSE	-	4,150.39
7810 TRAINING EXPENSE	1,600.00	-
7920 CAPITAL OUTLAY	7,000.00	-
7999 MISC	2,000.00	-
<b>TOTAL EXPENSE</b>	<u><b>797,912.97</b></u>	<u><b>507,120.66</b></u>
<b>NET POSITION</b>	<b>154,395.64</b>	<b>614,029.77</b>



**2023 MONTHLY PERMITS BY JURISDICTION**

<b>MONTH OF SEPTEMBER 2023</b>			
<b>JURISDICTION</b>	<b>PERMIT CATEGORY</b>	<b># PERMITS</b>	<b>PERMIT REVENUE</b>
COMSTOCK	BUILDING	10	\$ 4,021
COMSTOCK	ELECTRICAL	119	\$ 31,754
COMSTOCK	MECHANICAL	31	\$ 6,397
COMSTOCK	PLUMBING	9	\$ 1,822
COMSTOCK	SPECIAL - JURISDICTION	-	\$ -
COMSTOCK	SPECIAL - HOMEOWNER	-	\$ -
<b>TOTAL COMSTOCK</b>		<b>169</b>	<b>\$ 43,994</b>
KALAMAZOO	BUILDING	15	\$ 2,797
KALAMAZOO	ELECTRICAL	26	\$ 4,189
KALAMAZOO	MECHANICAL	23	\$ 3,091
KALAMAZOO	PLUMBING	7	\$ 800
KALAMAZOO	SPECIAL - JURISDICTION	1	\$ 100
KALAMAZOO	SPECIAL - HOMEOWNER	2	\$ 110
<b>TOTAL KALAMAZOO</b>		<b>74</b>	<b>\$ 11,087</b>
PARCHMENT	BUILDING	1	\$ 104
PARCHMENT	ELECTRICAL	1	\$ 301
PARCHMENT	MECHANICAL	2	\$ 365
PARCHMENT	PLUMBING	2	\$ 300
PARCHMENT	SPECIAL - JURISDICTION	-	\$ -
PARCHMENT	SPECIAL - HOMEOWNER	-	\$ -
<b>TOTAL PARCHMENT</b>		<b>6</b>	<b>\$ 1,070</b>
PINE GROVE	BUILDING	7	\$ 4,009
PINE GROVE	ELECTRICAL	6	\$ 808
PINE GROVE	MECHANICAL	8	\$ 1,351
PINE GROVE	PLUMBING	2	\$ 469
PINE GROVE	SPECIAL - JURISDICTION	-	\$ -
PINE GROVE	SPECIAL - HOMEOWNER	2	\$ 110
<b>TOTAL PINE GROVE</b>		<b>25</b>	<b>\$ 6,747</b>
RICHLAND	BUILDING	14	\$ 9,813
RICHLAND	ELECTRICAL	12	\$ 2,827
RICHLAND	MECHANICAL	16	\$ 2,828
RICHLAND	PLUMBING	11	\$ 2,219
RICHLAND	SPECIAL - JURISDICTION	-	\$ -
RICHLAND	SPECIAL - HOMEOWNER	-	\$ -
<b>TOTAL RICHLAND</b>		<b>53</b>	<b>\$ 17,687</b>
RICHLAND VILLAGE	BUILDING	3	\$ 430
RICHLAND VILLAGE	ELECTRICAL	-	\$ -
RICHLAND VILLAGE	MECHANICAL	-	\$ -
RICHLAND VILLAGE	PLUMBING	2	\$ 210
RICHLAND VILLAGE	SPECIAL - JURISDICTION	-	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	-	\$ -
<b>TOTAL RICHLAND VILLAGE</b>		<b>5</b>	<b>\$ 640</b>
<b>TOTAL</b>		<b>332</b>	<b>\$ 81,225</b>

<b>REVENUE</b>	<b>REVENUE</b>
<b>SEPTEMBER 2022</b>	<b>% PREV YEAR MONTH</b>
<b>\$ 53,813</b>	<b>150.9%</b>

<b>PERMITS</b>	<b>PERMITS</b>
<b>SEPTEMBER 2022</b>	<b>% 2022 - YTD</b>
<b>212</b>	<b>157%</b>



**2023 MONTHLY PERMITS BY JURISDICTION**

**YEAR TO DATE AS OF SEPTEMBER 2023**

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	273	\$ 277,053
COMSTOCK	ELECTRICAL	309	\$ 73,233
COMSTOCK	MECHANICAL	214	\$ 41,137
COMSTOCK	PLUMBING	157	\$ 31,005
COMSTOCK	SPECIAL - JURISDICTION	14	\$ 1,450
COMSTOCK	SPECIAL - HOMEOWNER	4	\$ 275
<b>TOTAL COMSTOCK</b>		<b>971</b>	<b>\$ 424,153</b>
KALAMAZOO	BUILDING	110	\$ 40,815
KALAMAZOO	ELECTRICAL	135	\$ 19,548
KALAMAZOO	MECHANICAL	231	\$ 34,196
KALAMAZOO	PLUMBING	81	\$ 10,276
KALAMAZOO	SPECIAL - JURISDICTION	41	\$ 3,750
KALAMAZOO	SPECIAL - HOMEOWNER	14	\$ 755
<b>TOTAL KALAMAZOO</b>		<b>612</b>	<b>\$ 109,340</b>
PARCHMENT	BUILDING	9	\$ 1,466
PARCHMENT	ELECTRICAL	10	\$ 1,552
PARCHMENT	MECHANICAL	18	\$ 2,559
PARCHMENT	PLUMBING	6	\$ 891
PARCHMENT	SPECIAL - JURISDICTION	3	\$ 400
PARCHMENT	SPECIAL - HOMEOWNER	0	\$ -
<b>TOTAL PARCHMENT</b>		<b>46</b>	<b>\$ 6,868</b>
PINE GROVE	BUILDING	38	\$ 21,892
PINE GROVE	ELECTRICAL	41	\$ 6,972
PINE GROVE	MECHANICAL	42	\$ 6,734
PINE GROVE	PLUMBING	13	\$ 3,083
PINE GROVE	SPECIAL - JURISDICTION	1	\$ 100
PINE GROVE	SPECIAL - HOMEOWNER	3	\$ 165
<b>TOTAL PINE GROVE</b>		<b>138</b>	<b>\$ 38,946</b>
RICHLAND	BUILDING	94	\$ 65,419
RICHLAND	ELECTRICAL	124	\$ 24,561
RICHLAND	MECHANICAL	158	\$ 26,940
RICHLAND	PLUMBING	72	\$ 15,262
RICHLAND	SPECIAL - JURISDICTION	3	\$ 350
RICHLAND	SPECIAL - HOMEOWNER	0	\$ -
<b>TOTAL RICHLAND</b>		<b>451</b>	<b>\$ 132,532</b>
RICHLAND VILLAGE	BUILDING	16	\$ 5,818
RICHLAND VILLAGE	ELECTRICAL	7	\$ 1,680
RICHLAND VILLAGE	MECHANICAL	15	\$ 2,589
RICHLAND VILLAGE	PLUMBING	10	\$ 1,604
RICHLAND VILLAGE	SPECIAL - JURISDICTION	2	\$ 200
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	1	\$ 55
<b>TOTAL RICHLAND VILLAGE</b>		<b>51</b>	<b>\$ 11,946</b>
<b>TOTAL KABA</b>	<b>YTD</b>	<b>2269</b>	<b>723,785.00</b>

REVENUE	REVENUE
YTD - SEPTEMBER 2022	% 2022 - YTD
<b>588,178.60</b>	<b>123.1%</b>

REVENUE
% 2023 YTD BUDGET
<b>149.30%</b>

PERMITS	PERMITS
YTD - SEPTEMBER 2022	% 2022 - YTD
<b>1944</b>	<b>116.7%</b>

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
332	\$	81,225	SEP
-	\$	-	OCT
-	\$	-	NOV
-	\$	-	DEC
<b>2,418</b>	<b>\$</b>	<b>820,443</b>	



Permit List

10/02/2023

Building

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB23-18-528	423 KEYES DR	06-02-110-440	BLACK, CHARLES & JAM		09/18/2023	\$104.00	\$0

Work Description: Remove existing concrete steps and pour new steps and landing at rear door of home

Total Permits For Type: 1  
 Total Fees For Type: \$104.00  
 Total Const. Value For Type: \$0

# Report Summary

Population: All Records  
 Permit.DateIssued Between 9/1/2023 12:00:00 AM AND 9/30/2023 11:59:59 PM AND  
 Permit.BasicUsage = Residential  
 AND  
 GovernmentUnitList.UnitCode = 18 AND  
 Permit.PermitType = Building

Grand Total Fees: \$104.00  
 Grand Total Permits: 1  
 Grand Total Const. Value: \$0

## MEMORANDUM

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

From: Nancy R Stoddard, Parchment City Manager

Date: October 13, 2023

Re: American Rescue Plan Act Funds Discussion

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**Background:** The City of Parchment received \$194,625.00 from the American Rescue Plan Act (ARPA). After thoughtful deliberation the City Commission approved the following projects: Repaving of Wilson Avenue, W. Glenguile, and Roberts Lane, the addition of an ADA approved entry door system at City Hall, an electronic sign at City Hall, and the Veterans Memorial.

**Discussion:** The remaining balance of the ARPA funds is \$31,890.60. The City Commission is required to make a decision on how these remaining monies will be used by the 2<sup>nd</sup> meeting in December.

Reminder: We have until December 31, 2024 to use or lose the funds. We are trying to focus on projects that will not cause more maintenance costs to the City.

The following suggestions have been brought forward:

- Repave the west side of the Public Works building (pavement to salt barn has broken down)
- Repave the lower parking lot by the playground, pickleball and tennis courts
- Offer façade grants to local businesses (\$10,000 grants to incentivize updating the outside of the businesses)
- Refurbishing the tennis courts
- Speed humps in the north driveway entrance to Kindleberger Park
- Tree fund
- Sidewalks

Other suggestions may be offered.

## MEMORANDUM

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

From: Nancy R Stoddard, Parchment City Manager

Date: October 13, 2023

Re: Approval of Real Estate Attorney Services

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**Background:** The Planning Commission with City Commission approval has rezoned the mill property to a mixed use zoning, which will help with the development of the site. The EPA grant work will begin soon for the northeast side of the property. As the City moves forward with the development of the mill site we have been working to prepare the site with parcel numbers, legal descriptions, and addresses. These last items are needed for purchase agreements. Attorney Soltis is a great asset to us as our municipal attorney and we will be leaning on him heavily with all the amendments to the zoning ordinances that the Planning Commission continues to align with our zoning map.

**Discussion:** As with the Brownfield Redevelopment Authority, we found that a specialized attorney worked best for that type of work. Due to the complexity of real estate transactions, we spoke with neighboring communities that recommended real estate attorneys. We have vetted the list and have spoken with J. Patrick Lennon, a real estate attorney, about our unique real estate needs. Attorney J. Patrick Lennon of Honigman would be willing to work with us much the same as our Brownfield Attorney. He would be specifically handling real estate transactions for the City of Parchment.

**Recommendation:**

**Motion to approve Honigman LLP to provide real estate attorney services for the City of Parchment and to allow the City Manager to execute all documents needed.**

*E-Mail*

October 10, 2023

City of Parchment  
Attn: Nancy R. Stoddard  
Parchment City Manager  
650 S. Riverview Drive  
Parchment, Michigan 49004  
[manager@parchment.org](mailto:manager@parchment.org)

Dear Ms. Stoddard,

Thank you very much for engaging us to provide legal services to the City of Parchment in connection with the sale and redevelopment of a former paper mill site located in Parchment, Michigan. We appreciate the trust and confidence you have placed in us and will strive to provide you with outstanding legal services.

When beginning a new engagement, it is the firm's practice to set forth the agreement between the firm and the client regarding payment of fees and costs, our billing procedures and the other terms of our relationship.

Our charges will be based upon the time devoted to the matter by members of our professional staff, multiplied by their standard billing rates. Those rates are subject to adjustment from time to time, ordinarily in January of each year. We bill time in increments of one-quarter hour. We also charge for costs and expenses incurred in connection with the performance of our services, as described in the attached Standard Terms of Engagement. We bill on a monthly basis, and each statement is payable in full upon receipt.

Our law firm has a large and varied real estate, corporate, general business and litigation practice and represents a wide range of clients across the United States and internationally. Our firm policies require that we retain the right to represent other clients in matters which may be adverse to you or your affiliates so long as such matters are not substantially related to the services we will be performing for you pursuant to the engagement contemplated by this letter. Please see the "Conflicts" section of the attached Standard Terms of Engagement.

Identifying you as a representative client, and being able to list our engagements for you, is very helpful in developing our practice and aids us in recruiting. Unless you direct otherwise, this engagement letter will constitute your consent to our disclosing the following information: you as a representative client, your matters as representative matters, and descriptions of and information regarding your matters that do not disclose confidential nonpublic information. This includes posting information on our website, disclosure to publishers of deal league tables and similar listings, and disseminating the information in other customary ways. In addition, your consent to this engagement letter is deemed to satisfy the requirements of, or serves as an

# HONIGMAN.

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exception to, any existing or future outside counsel guidelines or similar directives that we receive from you on this subject, absent specific direction to the contrary that expressly references this letter.


The Standard Terms of Engagement also sets forth additional provisions that apply to our representation. Please call if you have any questions about either this letter or the Standard Terms of Engagement. Also, please note that we are representing ourselves, not you, in connection with your retention of us as your attorneys and you, of course, should feel free to review the terms of our engagement with independent counsel.

To confirm that you have engaged us on the terms described in this letter, please sign the enclosed copy of this letter where indicated below and return it to me. We will have no obligation to provide legal services until you sign and return the copy of this letter. Nevertheless, if, at your request, we commence legal services before receiving a signed copy of this letter from you, you shall be bound by the terms of this letter, regardless of whether you sign and return the letter.

Again, we thank you for this opportunity to be of service and look forward to working with you.

Very truly yours,

HONIGMAN LLP

By:   
\_\_\_\_\_

J. Patrick Lennon

Attachment: Standard Terms of Engagement

Please execute and date the enclosed copy of this letter to indicate your agreement to the foregoing, including the Standard Terms of Engagement which are attached:

CLIENT

By: \_\_\_\_\_  
Nancy R Stoddard

Date: \_\_\_\_\_

(Rev. 052920)

## STANDARD TERMS OF ENGAGEMENT

### Parties To This Agreement

This engagement is solely on behalf of the parties to this letter. Our representation of a corporation, partnership, limited liability company, joint venture, trust, estate, trade association, or other entity does not include a representation of the interests of the individuals or entities that are shareholders, directors, or officers of a corporation, its parent, subsidiary or affiliate; partners of a partnership or joint venture; beneficial owners of a limited liability company; grantor or beneficiaries under a trust; anyone other than the personal representative of an estate in his or her representative capacity; or members of a trade association or other entity.

### Estimates Do Not Limit Fees, Costs and Expenses

From time to time we are asked to give oral or written estimates of likely fees. Unless set forth in a writing expressly stating that the estimate is a binding cap or limitation on fees, our fees (and costs and expenses) are not limited by an estimate. Estimates are based upon information known to us at the time, and actual fees may vary from the estimate for any number of reasons, including but not limited to, changing facts and assumptions, third party actions beyond our control, and changed circumstances. We disclaim any obligation to update or revise an estimate unless otherwise expressly agreed in writing.

### Attorney Conferences/Meetings

From time to time, internal conferences will take place among our personnel, and two or more may attend meetings or proceedings on your behalf. Although this approach might seem to result in some duplication of effort, it is our belief that this practice facilitates communication, improves the quality of the work by allowing us to utilize specialists and a proper mix of personnel, and thus ultimately provides you with the best value. If, at any time, you are concerned about the efficiency or cost-effectiveness of our efforts, you should express your concerns to me so that we can address the issue in a timely fashion.

### Costs and Reimbursable Expenses

We often find it necessary to incur certain expenses (and related costs and overhead charges) on our clients' behalf, such as travel (transportation, food and lodging), filing, recording and certification fees, business meals, title searches, court reporters and the like. These expenses are charged at our actual, out-of-pocket cost. (In the case of travel expenses, we utilize an off-site travel coordinator who charges a separate fee for its services. The firm receives some minor direct benefits from the travel agency for participating in this program.) In addition, we frequently incur other expenses such as long distance telephone charges outside the contiguous 48 states, photocopying and document production, computerized legal research, telecopies, messenger and overnight courier services, and, in situations where the imposition of deadlines and other time constraints may require it, non-lawyer staff overtime. These expenses are charged at either market rates or at actual cost plus a factor to compensate for handling, maintenance or other ongoing expenses to the firm connected with providing these services. In some cases, when it is difficult or burdensome to determine actual costs with precision, we utilize proration, reasonable estimates or averages.

Generally, you will be directly invoiced for significant third party expenses, such as the invoices of other professionals whose assistance may be required (e.g., accountants, consultants, economists, planners, experts, etc.), court reporters, transcripts, investigations, photographs and other graphic exhibits and materials, and the like. In the event that we pay these expenses on your behalf, the cost will be included with other reimbursable charges in our statement to you.

### Credit Information

This agreement evidences your consent to allow us to obtain credit reports and similar information about your creditworthiness. In the event that we extend credit to you by allowing you to defer payment of some or all of your bills beyond thirty (30) days, you shall provide to us promptly, upon reasonable request, accurate and complete information about your financial condition and, upon request, you shall confirm in writing the amount of your obligation and your commitment to pay it on terms satisfactory to us.

### Conflicts and Consultations with Internal and Outside Counsel to the Firm

In part because of the number of clients that we represent and the complexity of the matters we become involved in, from time to time issues arise that raise questions as to our duties under the professional conduct rules that apply to lawyers, including conflict of interest issues, and issues raised because of a dispute between us and a client over the handling of a matter. Under normal circumstances when such issues arise we would seek the advice of our firm's internal counsel, such as its General Counsel and its Ethics Committee who are expert in such matters. Historically, we have considered such consultations to be attorney-client privileged conversations between firm personnel and the counsel for the firm. In recent years, however, there have been judicial decisions indicating that under some circumstances such conversations involve a conflict of interest between the client and us and that such consultations may not be privileged, unless we either withdraw from the representation of the client or obtain the client's consent to that consultation.

We believe that it is in our clients' interest, as well as our own, that in the event legal ethics or related issues arise during a representation, we receive expert analysis of our obligations. Accordingly, as part of our agreement concerning our representation, you agree that if we determine in our own discretion during the course of the representation that it is either necessary or appropriate to consult with our firm's internal counsel (or, if we choose, outside counsel to the firm), we have your consent to do so and that our representation of you shall not, thereby, waive any attorney-client privilege that our firm may have to protect the confidentiality of our communications with counsel.

# HONIGMAN

This engagement is solely for the purpose of representing you in connection with the matter described in this letter and other specific matters to which we agree our representation should extend. Accordingly, so long as our adverse representation is not substantially related to the specific matters with respect to which we perform services for you, you consent to our firm's representation of other clients in matters that are directly adverse to, or otherwise involve you or your affiliates, even if those matters involve arbitration, litigation or other dispute resolution proceedings. We are confident that the vigor of our representation of you with respect to the matter described above and other matters will not be affected by our representation of other clients, as described above.

## Payments

If your payment is accompanied by the remittance copy of your invoice, we will apply the payment to that invoice. If your payment is accompanied by clear, reasonable, written directions as to how the payment is to be applied, we will also honor those directions. Otherwise, payment of fees will be applied in our discretion to any invoices that are outstanding at the time payment is received.

## Escrow Accounts

We ordinarily deposit retainers and other escrow funds in FDIC insured banking institutions with whom we maintain accounts for this purpose, but will deposit the funds in an FDIC institution of your choice if you so advise us in writing (subject to our consent which we will not unreasonably withhold). We assume no responsibility for determining whether you have other accounts with those institutions that could result in an aggregation of accounts in excess of FDIC or other insurance limits. Furthermore, in the event of a bank failure, or other loss or diminution of funds in the account resulting from events beyond our control, we shall have no responsibility to reimburse you for any amount held in escrow, whether because the amount exceeds the applicable FDIC insurance limitation or otherwise.

## Sarbanes-Oxley Section 307

Our firm has a policy regarding compliance with Section 307 of the Sarbanes-Oxley Act of 2002, SEC Release No. 33-8185, 17 CFR, Chapter II, Part 205. A copy of this policy is available for your review upon request.

## Your Responsibilities as a Client

Unless we otherwise expressly agree in writing, the fees and charges billed to you are your responsibility whether or not a court awards attorneys' fees against an opposing party, or another party (such as an insurance company) has agreed to pay our fees. Courts may award attorneys' fees which they consider appropriate under the applicable statutes, or insurance companies may pay amounts in accordance with their policies with you, but which are less than the amounts billed to you. In such cases, you continue to be obligated to pay us for our actual fees and charges even though the court awards less or the insurance company pays less.

Similarly, the parties to a dispute may agree, or a court may order, that another party is to pay some or all of our fees or charges. This will not affect your obligation to pay our fees and charges, and we will not be obligated to enforce any such agreement or order. Any amounts actually received by us from another party will, of course, be credited against the fees and charges for which you are otherwise obligated to us.

To enable us effectively to render professional services, you agree to cooperate fully with us in all matters related to the preparation and presentation of your claims, to fully and accurately disclose to us all facts that may be relevant to the matter or that we may otherwise request and to keep us apprised of developments relating to the matter.

If we travel on your behalf, we charge portal-to-portal for our travel time. Whenever possible, we will endeavor to work on your matter while traveling. If we do work on behalf of another client while traveling on your behalf (e.g., cellular phone calls or work on board an airplane), that time will be deducted from our charges to you. You should raise any issues or concerns about a billing statement within a reasonable time after receipt of the statement (which we would ordinarily expect to be no more than 60 days).

If you are not satisfied with the outcome of discussions about such matters with the attorney with whom you are dealing, please call the firm's general number (313-465-7000) and ask for the Chief Executive Officer of the firm, who will see to it that the appropriate person in our firm addresses your concerns.

## Client Files

We maintain a file of the items reasonably necessary to your representation ("Client File"), such as correspondence, pleadings, deposition transcripts, exhibits, physical evidence and expert reports. The Client File is your property. We may also generate, and sometimes temporarily place in the Client File, documents containing our attorney work product, mental impressions, precedents, research, notes and other material that we find helpful or useful but that is not essential to the representation ("Work Product"). You agree that the Work Product is our property. In addition, electronic documents such as e-mail and documents prepared on our word processing system, but which have not been printed in hard copy, are our property and shall not be considered part of your Client File unless they are both reasonably necessary to your representation, and not otherwise placed in your Client File (in hard copy or another format). You agree that we may enact and implement reasonable retention policies for all documents, including electronic documents, and our firm has discretion to delete and destroy such documents.

We ordinarily retain Client Files for seven years after the conclusion of a matter. We will be happy to provide your Client File to you (excluding our Work Product) at the conclusion of the matter upon your request. If you do not request the Client File, after the seven year period has expired, unless you advise us in writing, we shall be free to dispose of it.

If you request us to retain the Client File beyond the period required either by the applicable ethical rules or by law, we shall be entitled to charge a reasonable fee for storage, but it is expressly agreed that our provision of storage service does not continue an attorney-client relationship that has otherwise ended, as provided elsewhere in this agreement.

In the event that you request that we turn your Client File over to you or another firm and you have not fully satisfied all of your obligations to us under this agreement, including the payment of all fees and costs, we shall be entitled to hold the Client File as security for performance of those obligations to the full extent permitted by the rules of professional conduct.

### Electronic Communications

Our communications with clients often involve the use of electronic mail, electronic devices (such as cell phones and mobile devices) and web based applications, for voice and data transmission. Although this use of technology runs the risk of "hacking" or other unintended third party access to confidential information, unless you advise us otherwise, your engagement of us in accordance with these Standard Terms evidences your agreement that the benefits of using such technology for communications without unique safeguards outweighs the risks of accidental or unintended third party disclosure. Accordingly, for example, documents sent to you by e-mail or electronically (whether or not containing confidential information) will not be encrypted unless you request us, in writing, to encrypt outgoing e-mail and we agree and are able to implement mutually acceptable encryption standards and protocols.

Computers, electronic devices, networks or services that are owned or controlled by a third party may not sufficiently preserve the confidentiality of communications between us to ensure that they are protected by the attorney-client privilege. Therefore, when communicating with us on confidential matters, you should not use a third party's e-mail system, computer or network, or shared public computers such as at a library or internet cafe. Instead, all confidential electronic communications with us should be through your own, password protected equipment, systems and accounts.

We make reasonable attempts to exclude from our e-mails and electronic documents any virus or other defect that might affect any computer or IT system. However, we do not accept liability for any loss or damage that may arise from the receipt or use of electronic communications from us that contain a virus or defect that was not created by us, or that result from the use of commercial software.

### Client Billing Policies and Procedures

We sometimes receive statements from clients of billing policies, procedures, guidelines or the like, that we are instructed to follow. In the event that you give such instructions, to the extent that they merely supplement the understandings in this Agreement, unless we notify you to the contrary, we will take reasonable steps to honor them. However, in the event that the terms of the instructions conflict with this Agreement, this Agreement will govern unless we otherwise expressly agree in writing.

### Attorney's Lien

If a monetary judgment or award is made in your favor, we shall have a lien on the proceeds to the extent of any unpaid fees, disbursements, or other charges. All payments by way of recovery, award, settlement or the like to you from third parties shall be made jointly payable to you and to us.

In divorce matters, you hereby award us a valid and perfected lien on the property (including proceeds) awarded pursuant to a Judgment of Divorce, and we may, but are not required to, file any documents we deem appropriate to give notice of this lien (including recording a copy of this engagement letter, Judgment of Divorce, and UCC financing statements), in the real property records where any property subject to the Judgment of Divorce is located as well as with the appropriate Secretary of State's office.

### Term of our Relationship

Our attorney-client relationship will be deemed to end upon completion of the specific professional legal services that you have retained us to perform, or if ongoing or open-ended professional legal services are provided, not later than six months from the last time you requested and we furnished any billable professional legal services of that kind to you (and sooner if the facts or circumstances demonstrate it). The date you are billed or pay for our services is irrelevant for this purpose. If you subsequently retain us to perform further or additional professional legal services, our attorney-client relationship will be revived, subject to these and any subsequent written terms in our engagement agreement with you. The fact that we may inform you from time to time of developments in the law which may be of interest to you, by newsletter or otherwise, should not be understood as, and is not, a revival of an attorney-client relationship, nor would our agreement to provide non-professional services such as file storage, or the use of facilities, or copies of old Client Files, revive the attorney-client relationship.

### Future Representation

We have no duty to accept new engagements from you unless mutually agreed, even if we are representing you in other matters on an ongoing basis. If our relationship has ended, we have no obligation to represent you in connection with related matters unless we have agreed to do so in writing. For example, in the event our engagement involves preparation of an agreement which provides for ongoing rights and obligations on your part, a dispute concerning the interpretation or enforceability of that agreement may subsequently arise after our engagement has been terminated. In the absence of our express written agreement, you may not assume that we will continue to be free to represent you in such a future dispute. Moreover, we have no obligation to inform you of deadlines, option rights, expiration dates or developments in the law, or to file UCC continuation statements or other documents that are required to continue or preserve your rights, unless we have agreed in writing to do those specific things.



## Termination of Services

You have the right to terminate our representation for any reason at any time. We reserve the same right upon giving reasonable notice.

Among the reasons which might lead us to conclude that we should terminate our representation are (1) non-payment of our fees, (2) your failure to be forthright, cooperative or supportive of our efforts, (3) your misrepresentation of, or failure or refusal to disclose, material facts to us, (4) your failure or refusal to accept our advice, (5) the discovery of a conflict of interest with another client, or (6) any other reason permitted or required under the rules of professional conduct governing the legal profession.

If you terminate our representation or we elect to withdraw, you will take all steps necessary to free us of any obligation to perform further service on your behalf, including the execution of any documents (including forms for substitution of counsel) necessary to complete our withdrawal. We will not be obligated to advise you of subsequent legal developments that occur after the termination of our services or the completion of the matters for which we were engaged that might have a bearing on those matters.

In the event of our discharge or withdrawal, we will be entitled to retain any fees based on recoveries before the date of our withdrawal or discharge and to additional compensation consisting of the reasonable value of our services actually rendered. We will also be entitled to payment or reimbursement of any disbursements or charges paid or incurred on your behalf up to the date of withdrawal or discharge. Upon termination of our representation, we will submit a statement for services rendered to the date of termination, payable in full upon receipt.

## Dispute

If any controversy, dispute, or claim arises between us concerning our fees, charges, performance of legal services, or other aspects of our representation (a "Dispute"), the prevailing party (whether you or us) is entitled to recover all costs and expenses in bringing and prosecuting or defending any litigation or arbitration in connection with the Dispute, including reasonable attorneys' fees, but subject to a limit of \$50,000 in the aggregate for costs and expenses.

## General Provisions

You may not assign, transfer or otherwise convey your rights or obligations under this agreement without our consent.

This agreement shall be governed by, construed and enforced in accordance with the substantive laws of the State of Michigan, even if conflicts of law principles would otherwise cause the substantive laws of another State to be applied.

**This document involves important legal agreements between us and you should consult independent counsel in deciding whether or not to agree to it.**

HONIGMAN LLP

(Rev. 010119)