

AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

November 20, 2023

7 P.M.

Parchment City Commission

Mayor Robert D. Britigan III

Vice Mayor Thomas Jordan

Commissioner Holly Evans

Commissioner Tammy Cooper

Commissioner Robin Madaras

Commissioner Doug Fooy

Commissioner Michael Conner

Officers

City Manager Nancy R. Stoddard

City Attorney Robert Soltis

City Treasurer/Clerk Shannon Stutz

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Approval of Minutes

From the City Commission Meeting of November 6, 2023

5. Additions/Changes to the Agenda - Approval

6. Citizen Comments – Items ON the Agenda

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

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

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

7. Consent Agenda

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

Motion to RECEIVE OR APPROVE as indicated:

- i. Warrant No. 1503 – action
- ii. Credit Card Statement, October 2023 – action
- iii. 2023 October Financial Statements - receive
- iv. Kindleberger Arts Commission Meeting Minutes – 10-9-23 – receive
- v. KABA October Report - receive

8. Unfinished Business

- A. ARPA Funds Designation – action

9. New Business

- A. Auditors Report – Siegfried Crandall PC, Josh Gabrielse – receive
- B. Household Hazardous Waste Program Agreement – 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, NOVEMBER 6, 2023.

1. Call to order

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

2. Roll Call.

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

Absent: Fooy.

Moved by Commissioner Cooper, supported by Commissioner Madaras to excuse the absence of Commissioner Fooy.

Motion Carried.

3. Minutes

Moved by Commissioner Cooper supported by Commissioner Evans to approve the amended minutes of the October 16, 2023 Regular meeting. **Motion Carried.**

4. Additions or changes to the agenda.

None. Moved by Commissioner Madaras, supported by Vice Mayor Jordan 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 Conner, supported by Vice Mayor Jordan to receive the consent agenda items. **Motion Carried.**

7. Unfinished Business

A. ARPA Funds Designation – action. Mayor Britigan reminded everyone that the city still has some ARPA money left to allocate, adding that there are critical dates/deadlines. City Manager Stoddard noted that decisions don't have to be made tonight, then took a deeper dive into the suggestions per the memo in the packet. Questions were answered regarding the items. Commissioner Cooper moved that the remaining ARPA funds be put toward repaving the easternmost Little League parking lot. Motion died for lack of support. Vice Mayor Jordan moved to table the discussion until more information/detail can be gathered, supported by Commissioner Evans. Commissioner Conner said he would rather see the money spent on the park's lower parking lot because it's used more. Commissioner Cooper said the LL east lot is an embarrassment and should have been done years ago. Vice Mayor Jordan noted he wanted more information before deciding. Commissioner Madaras liked the idea of getting more value out of our money, as in the bartering. Commissioner Evans suggested putting the money toward the largest cost, saying smaller items can fit in the budget later. Mayor Britigan commented that he looks at items in the "needs vs. wants" way. **Motion Carried.**

8. New Business

None.

9. Citizen Comments

None.

10. Mayor and Commissioner Comments

Commissioner Conner said good luck to everyone this election, and added that he had no more problems with the leaf ordinance.

Commissioner Madaras wanted to express her thanks to the Planning Commission, saying the work they're doing is very thorough and difficult, and that she appreciates all of their efforts.

Commissioner Evans said she thinks leaf pickup is going great.

Vice Mayor Jordan agreed, saying he's had compliments on the leaf pick up as well. Then he wished everyone good luck in the election.

Mayor Britigan had several items of note: 1) the city was awarded \$63k in TEDF funds to repave Link, Island and Haymac, 2) there's a state house bill that increases the revenue sharing the city receives, 3) a water main will be installed on Riverview between Mosel and Commerce to "close a loop" and provide better water quality, 4) MTA local elected officials get together at The Fountains at 6 pm on Thursday, Nov 9, and 5) then he reminded everyone to vote tomorrow.

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 7:36 p.m.

Shannon Stutz, City Clerk



City of Parchment
 Check Register Report
 Warrant 1503

Check	Check Date	Vendor Name	Description	Amount
37847	11/13/2023	ASPHALT RESTORATION, INC	OVERBAND CRACK FILLING-GLENDALE & COMMER	2,848.00
37848	11/13/2023	COMPANION LIFE	LIFE & AD&D INS - NOVEMBER EMPLOYEE	66.50
37849	11/13/2023	CONSUMERS ENERGY	CITYWIDE MONTHLY ENERGY USE	4,525.20
37850	11/13/2023	VOID		0.00 V
37851	11/13/2023	VOID		0.00 V
37852	11/13/2023	DEYOUNG LANDSCAPE SERVICE	TURF TREATMENT #6 - GARDEN	199.00
37853	11/13/2023	EMERGENCY VEHICLE PRODUCTS	WORK ON FIRE TRUCK (711)	1,628.90
37854	11/13/2023	ENGINEERED PROTECTION SYSTEMS	MAINT BLDG 12/1/23 TO 2/29/24	180.78
37855	11/13/2023	FISHBECK	PARCHMENT MILL SITE #2 MULTIPURPOSE GRAN	854.70
37856	11/13/2023	FORD, KRIEKARD, SOLTIS & WISE	GENL + POLICE MATTERS - OCTOBER	481.25
37857	11/13/2023	HARVEY CONSULTING	PLANNING & ZONING, ADVIA - JULY	3,675.00
37858	11/13/2023	JEANNE DRENTH	ELECTION - NOVEMBER 7, 2023	160.00
37859	11/13/2023	KAREN HEASLEY	ELECTION - NOVEMBER 7, 2023	160.00
37860	11/13/2023	MARY KNECHTEL	ELECTION - NOVEMBER 7, 2023	160.00
37861	11/13/2023	MLIVE MEDIA GROUP	PUBLIC NOTICE - LEAF ORDINANCE	1,665.81
37862	11/13/2023	MOLLY ANDREWS	ELECTION - NOVEMBER 7, 2023	160.00
37863	11/13/2023	NANCY STODDARD	ZOOM - ONLINE MEETING PLATFORM	16.95
37864	11/13/2023	PRECISION TREE CARE	TREE REMOVAL - 208 E GLENGUILE & 412 ELM	5,395.00
37865	11/13/2023	PREIN & NEWHOF	ENGINEERING THROUGH 10/28/23 Mill \$318.50, Trestle \$2941.75, Sanitary \$2797.90	6,058.15
37866	11/13/2023	RALPH HERRICK	ELECTION - NOVEMBER 7, 2023	160.00
37867	11/13/2023	REHMANN ROBSON	GASB REPORTING	1,725.00
37868	11/13/2023	REPUBLIC SERVICES #249	CITY WIDE PICKUP - NOVEMBER	10,342.54
37869	11/13/2023	ROSALIND STUTZ	ELECTION - NOVEMBER 7, 2023	160.00
37870	11/13/2023	SBIS	EMPLOYEE INSURANCE - DECEMBER 2023	12,258.49
37871	11/13/2023	SCOT HENDERSON	ELECTION - NOVEMBER 7, 2023	160.00
37872	11/13/2023	SEVERANCE ELECTRIC CO INC	TRAFFIC SIGNAL MAINT - OCTOBER	120.00
37873	11/13/2023	SIEGFRIED CRANDALL P.C.	AUDITING SERVICES FOR YEAR ENDED JUNE 30	1,000.00
37874	11/13/2023	THRUN LAW FIRM P.C.	USDA LOAN - OCTOBER	78.00

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Cardholder Account Summary cont.					
Name and Account Number	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
JIM DUBY XXXX XXXX XXXX 1892	\$3,000	\$0.00	\$557.88	\$0.00	\$557.88
CAMRON J BOEKHOVEN XXXX XXXX XXXX 9114	\$3,000	\$0.00	\$1,958.55	\$0.00	\$1,958.55
TY J WOLTHUIS XXXX XXXX XXXX 7874	\$3,000	\$0.00	\$43.26	\$0.00	\$43.26
SHANNON STUTZ XXXX XXXX XXXX 9125	\$5,000	\$0.00	\$1,447.07	\$0.00	\$1,447.07

Cardholder Account Activity

PHIL WOLTHUIS						
		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 1793		\$5,000	\$0.00	\$2,072.73	\$0.00	\$2,072.73
Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount	
10/05	10/04	55446413277207556900015	MILLASSIST SERVICES IN OTSEGO MI		\$445.00	
10/12	10/11	05227023285000378280196	D & R SPORTS CENTER RE KALAMAZOO MI		\$423.43	
10/12	10/10	75207993284900015600023	WEST MICHIGAN INTERNAT GRAND RAPIDS MI		\$1,204.30	
BILL CAHILL						
XXXX XXXX XXXX 1801		\$5,000	\$0.00	\$244.78	\$0.00	\$244.78
Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount	
09/28	09/27	55548503270063621313476	PATRIOT/CBRANDS,COM HILLSBOROUGH NC		\$79.34	
10/04	10/02	02305373278100163082898	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$104.48	
10/16	10/12	02305373266500344023752	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$60.96	
JIM DUBY						
XXXX XXXX XXXX 1892		\$3,000	\$0.00	\$557.88	\$0.00	\$557.88
Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount	
09/28	09/27	55446413271081182736897	ETNA DISTRIBUTORS, LLC GRAND RAPIDS MI		\$343.00	
10/10	10/09	5560080328220000000084	YOUNG SUPPLY CO - KALA KALAMAZOO MI		\$83.20	
10/11	10/09	02305373283100172903127	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$121.80	
10/18	10/16	02305373290100183683176	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$9.88	
CAMRON J BOEKHOVEN						
XXXX XXXX XXXX 9114		\$3,000	\$0.00	\$1,958.55	\$0.00	\$1,958.55
Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount	
09/27	09/27	55432863270206440044062	AMZN MKTP US*TT15WA4Q00 AMZN.COM/BILL WA		\$68.48	
09/28	09/28	02305373270100189187545	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$21.22	
09/28	09/28	02305373270100189187479	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$133.76	
09/29	09/28	02305373272006598801324	TRACTOR SUPPLY #1272 KALAMAZOO MI		\$9.98	
10/02	09/28	02305373272100179889417	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$22.97	
10/05	10/03	85179243277980005540928	STEENSMA LAWN AND POWE KALAMAZOO MI		\$53.19	
10/16	10/14	55432863267201843154957	AMZN MKTP US*TP3SQ51R2 AMZN.COM/BILL WA		\$719.70	
10/19	10/18	05227023291300298263252	RIETH RILEY KALAMAZOO KALAMAZOO MI		\$103.18	
10/23	10/22	55432863295204244092487	AMZN MKTP US*QZ8WX7E13 AMZN.COM/BILL WA		\$791.90	
10/26	10/25	55309593298838001639897	NAPA AUTO KALAMAZOO EA KALAMAZOO MI		\$34.17	

(transactions continued on next page)

Cardholder Account Activity cont.

TY J WOLTHUIS		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 7674		\$3,000	\$0.00	\$43.26	\$0.00	\$43.26
Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount	
10/23	10/19	02306373293100182911035	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI			\$43.26

SHANNON STUTZ		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 9125		\$5,000	\$0.00	\$1,447.07	\$0.00	\$1,447.07
Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount	
09/29	09/28	55432863271206814695019	SPECTRUM 855-707-7328 MO			\$119.88
10/04	10/03	75500593276900010500055	REGISTER OF DEEDS KALAMAZOO MI			\$80.00
10/04	10/02	85140513276900018500027	CORNERSTONE OFFICE SYS AVALANCE@CORN MI			\$273.00
10/06	10/05	05410193278105385900012	QUILL CORPORATION QUILL.COM SC			\$211.56
10/09	10/07	05410193281105001137150	QUILL CORPORATION QUILL.COM SC			\$68.99
10/11	10/10	82711183283000008567572	PIXELVINE FREEPORT MI			\$69.75
10/18	10/14	05410193258105012569089	QUILL CORPORATION QUILL.COM SC			\$69.99
10/18	10/13	8271118328600010007267	PIXELVINE FREEPORT MI			\$75.00
10/18	10/13	55500363288872602533927	MARANA GROUP KALAMAZOO MI			\$328.84
10/24	10/23	55432863298204520698220	SPECTRUM 855-707-7328 MO			\$149.97

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE	% BDDT
		AMENDED BUDGET	10/31/2023	NORMAL (ABNORMAL)	10/31/2023	INCREASE (DECREASE)	BALANCE		
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	49,062.37				49,062.37	95,137.63	34.02
101-000-445.000	Penalty on Taxes	4,000.00	714.70				0.00	3,285.30	17.87
101-000-448.000	1% Collection Fees	33,400.00	29,684.54				0.00	3,715.46	88.88
101-000-451.000	License and Fees	15,450.00	2,254.85				75.00	13,195.15	14.59
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	31,375.28				1,375.46	108,704.72	22.40
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				0.00	9,040.00	84.41
101-000-575.000	State Sales Tax	250,000.00	84,040.00				45,198.00	165,960.00	33.62
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	751.41				231.59	7,248.59	9.39
101-000-664.000	Interest on Investments	4,800.00	2,141.17				0.00	2,658.83	44.61
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	6,768.93				2,488.93	13,231.07	33.84
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	1,064,413.94				98,431.35	721,215.06	59.61
TOTAL REVENUES									
Dept 100 - Legislative									
101-100-703.000	Payroll - Part Time	9,000.00	1,625.00				600.00	7,375.00	18.06
101-100-715.000	Social Security	1,079.00	100.75				37.20	978.25	9.34
101-100-720.000	Worker's Compensation	296.00	0.00				0.00	296.00	0.00
101-100-722.000	Medicare	292.00	23.55				8.70	228.45	9.35
101-100-740.000	Operating Supplies	721.00	304.42				0.00	416.58	42.22
101-100-800.000	Professional/Contractual Serv.	12,360.00	7,200.00				6,975.00	5,160.00	58.25
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				0.00	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	34,290.36				7,620.90	23,723.64	59.11
Dept 200 - Administration									
101-200-702.000	Payroll - Full Time	136,690.00	37,108.46				9,520.54	99,581.54	27.15
101-200-703.000	Payroll - Part Time	49,440.00	13,944.57				3,270.44	35,495.43	28.21
101-200-715.000	Social Security	10,815.00	2,872.14				719.75	7,942.86	26.56
101-200-716.000	Hospital/Life Insurance	72,680.00	18,984.48				4,746.12	53,695.52	26.12
101-200-716.001	Insurance Deductible	4,000.00	856.62				713.13	3,143.38	21.42
101-200-718.000	Pension	36,000.00	12,309.08				3,118.43	23,690.92	34.19
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	671.71				168.34	1,826.29	26.89
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	1,811.92				500.00	6,325.08	22.27

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE BALANCE	% BDDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	10/31/2023	10/31/2023	MONTH 10/31/2023	INCREASE (DECREASE)		
Fund 101 - GENERAL FUND									
Expenditures									
101-200-740.000	Operating Supplies	2,060.00		2,120.14		432.97		(60.14)	102.92
101-200-775.000	Repair & Maintenance Supplies	2,163.00		111.37		36.39		2,051.63	5.15
101-200-800.000	Professional/Contractual Serv.	23,558.00		5,894.46		389.23		17,663.54	25.02
101-200-805.000	Computer Services	9,785.00		2,414.75		450.00		7,370.25	24.68
101-200-830.000	Memberships & Dues	1,236.00		721.50		276.50		514.50	58.37
101-200-850.000	Communications	7,519.00		2,989.48		286.92		4,529.52	39.76
101-200-860.000	Institutes & Training	1,339.00		624.50		251.45		714.50	46.64
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		1,583.74		524.53		2,948.26	34.95
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		0.00		(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		111,398.04		25,404.74		295,990.96	27.34
Dept 210 - Legal Services									
101-210-801.000	Attorney - General	16,480.00		6,580.00		1,630.00		9,900.00	39.93
101-210-802.000	Attorney-Police Matters	10,094.00		962.50		0.00		9,131.50	9.54
Total Dept 210 - Legal Services		26,574.00		7,542.50		1,630.00		19,031.50	28.38
Dept 300 - Police									
101-300-703.000	Payroll - Part Time	8,400.00		1,848.00		1,120.00		6,552.00	22.00
101-300-715.000	Social Security	618.00		114.58		69.44		503.42	18.54
101-300-722.000	Medicare	103.00		26.80		16.24		76.20	26.02
101-300-800.000	Professional/Contractual Serv.	440,214.00		183,422.50		36,684.50		256,791.50	41.67
Total Dept 300 - Police		449,335.00		185,411.88		37,890.18		263,923.12	41.26
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		262.80		168.11		767.20	25.51
101-336-775.000	Repair & Maintenance Supplies	1,030.00		86.32		0.00		943.68	8.38
101-336-800.000	Safety Supplies	105.00		0.00		0.00		105.00	0.00
101-336-800.000	Professional/Contractual Serv.	73,500.00		28,034.00		5,734.00		45,466.00	38.14
101-336-850.000	Communications	4,325.00		1,319.22		0.00		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		658.45		177.75		2,141.55	23.52
101-336-930.000	Repair & Maint.Contractors	10,300.00		360.00		360.00		9,940.00	3.50
101-336-970.000	Capital	15,450.00		0.00		0.00		15,450.00	0.00
Total Dept 336 - Fire		128,740.00		42,212.29		6,439.86		86,527.71	32.79
Dept 440 - Public Services									
101-440-702.000	Payroll - Full Time	95,100.00		30,558.76		7,565.03		64,541.24	32.13
101-440-715.000	Social Security	5,900.00		2,472.64		613.51		3,427.36	41.91
101-440-716.000	Hospital/Life Insurance	41,800.00		14,212.23		3,564.48		27,587.77	34.00
101-440-716.001	Insurance Deductible	2,400.00		3,998.09		551.30		(1,598.09)	166.59
101-440-718.000	Pension	37,900.00		9,904.36		2,492.06		27,995.64	26.13
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		578.40		143.55		901.60	39.08

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)	10/31/2023	NORMAL (ABNORMAL)	MONTH 10/31/2023	INCREASE (DECREASE)	BALANCE	% BDDT
								NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND									
Expenditures									
101-440-740.000	Operating Supplies	2,575.00		145.53		145.53		2,429.47	5.65
101-440-746.000	Gasoline & Oil	4,532.00		2,057.07		577.65		2,474.93	45.39
101-440-775.000	Repair & Maintenance Supplies	11,000.00		2,179.04		528.77		8,820.96	19.81
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		230.78		0.00		9,769.22	2.31
101-440-810.000	Rubbish Collection Charges	130,000.00		39,153.51		9,695.80		90,846.49	30.12
101-440-815.000	Uniform Rental	3,090.00		1,614.85		169.99		1,475.15	52.26
101-440-830.000	Memberships & Dues	927.00		0.00		0.00		927.00	0.00
101-440-850.000	Communications	1,030.00		479.92		119.98		550.08	46.59
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		0.00		1,573.50	73.78
101-440-920.000	Utilities	8,961.00		2,866.68		765.97		6,094.32	31.99
101-440-926.000	Street Lighting	29,000.00		7,911.80		2,055.83		21,088.20	27.28
101-440-930.000	Repair & Maint.Contractors	12,154.00		4,395.10		708.34		7,758.90	36.16
101-440-955.000	Miscellaneous	0.00		350.75		0.00		(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		127,536.01		29,697.79		326,001.99	28.12
Dept 591 - Water Plant Grant Expenses									
101-591-740.000	Operating Supplies	0.00		59.32		0.00		(59.32)	100.00
101-591-800.000	Professional/Contractual Serv.	58,000.00		49,333.68		186.84		8,666.32	85.06
101-591-920.000	Utilities	0.00		1,209.00		252.93		(1,209.00)	100.00
Total Dept 591 - Water Plant Grant Expenses		58,000.00		50,602.00		439.77		7,398.00	87.24
Dept 751 - Parks, Recreation & Culture									
101-751-702.000	Payroll - Full Time	55,800.00		27,193.37		6,501.42		28,606.63	48.73
101-751-715.000	Social Security	3,500.00		1,672.14		399.59		1,827.86	47.78
101-751-716.000	Hospital/Life Insurance	23,800.00		4,393.15		1,108.48		19,406.85	18.46
101-751-716.001	Insurance Deductible	1,400.00		2,754.50		0.00		(1,354.50)	196.75
101-751-718.000	Pension	22,200.00		8,859.35		2,153.34		13,340.65	39.91
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		390.94		93.41		459.06	45.99
101-751-746.000	Gasoline & Oil	2,884.00		1,647.17		308.07		1,236.83	57.11
101-751-775.000	Repair & Maintenance Supplies	13,390.00		4,156.78		375.13		9,233.22	31.04
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		0.00		1,535.00	78.38
101-751-920.000	Utilities	7,313.00		5,419.56		2,652.73		1,893.44	74.11
101-751-930.000	Repair & Maint.Contractors	25,000.00		2,572.65		1,014.00		22,427.35	10.29
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		64,624.61		14,606.17		121,704.39	34.68
TOTAL EXPENDITURES		1,767,919.00		623,617.69		123,729.41		1,144,301.31	35.27
Fund 101 - GENERAL FUND:									
TOTAL REVENUES		1,785,629.00		1,064,413.94		98,431.35		721,215.06	59.61
TOTAL EXPENDITURES		1,767,919.00		623,617.69		123,729.41		1,144,301.31	35.27

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 10/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDC USED
Fund 101 - GENERAL FUND						
NET OF REVENUES & EXPENDITURES						
		17,710.00	440,796.25	(25,298.06)	(423,086.25)	2,488.97

GL NUMBER	DESCRIPTION	2023-24		ACTIVITY FOR MONTH 10/31/2023	AVAILABLE BALANCE	% BDDT USED
		AMENDED BUDGET	YTD BALANCE 10/31/2023			
		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	49,495.99	0.00	137,004.01	26.54
Total Dept 000		186,500.00	49,495.99	0.00	137,004.01	26.54
TOTAL REVENUES		186,500.00	49,495.99	0.00	137,004.01	26.54
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	1,593.41	512.40	4,906.59	24.51
202-463-715.000	Social Security	525.00	96.36	31.15	428.64	18.35
202-463-716.000	Hospital/Life Insurance	2,200.00	692.47	175.76	1,507.53	31.48
202-463-716.001	Insurance Deductible	210.00	0.00	0.00	210.00	0.00
202-463-718.000	Pension	2,200.00	660.20	166.23	1,539.80	30.01
202-463-720.000	Worker's Compensation	535.00	0.00	0.00	535.00	0.00
202-463-722.000	Medicare	125.00	22.57	7.28	102.43	18.06
202-463-746.000	Gasoline & Oil	309.00	0.00	0.00	309.00	0.00
202-463-775.000	Repair & Maintenance Supplies	2,368.00	237.18	37.52	2,131.82	10.01
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	7,574.84	930.34	17,398.16	30.33
Dept 475 - Traffic Services						
202-475-702.000	Payroll - Full Time	6,200.00	1,896.83	502.90	4,303.17	30.59
202-475-715.000	Social Security	500.00	115.18	30.56	384.82	23.04
202-475-716.000	Hospital/Life Insurance	2,500.00	692.44	175.75	1,807.56	27.70
202-475-716.001	Insurance Deductible	200.00	0.00	0.00	200.00	0.00
202-475-718.000	Pension	2,500.00	648.35	163.22	1,851.65	25.93
202-475-720.000	Worker's Compensation	510.00	0.00	0.00	510.00	0.00
202-475-722.000	Medicare	120.00	26.93	7.14	93.07	22.44
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	4,031.99	611.93	7,468.01	35.06
Total Dept 475 - Traffic Services		27,120.00	7,411.72	1,491.50	19,708.28	27.33
Dept 478 - Winter Maintenance						
202-478-702.000	Payroll - Full Time	8,500.00	3,078.42	667.41	5,421.58	36.22
202-478-715.000	Social Security	610.00	187.18	40.53	422.82	30.69
202-478-716.000	Hospital/Life Insurance	3,000.00	1,094.39	255.63	1,905.61	36.48
202-478-716.001	Insurance Deductible	250.00	0.00	0.00	250.00	0.00
202-478-718.000	Pension	3,000.00	894.27	217.00	2,105.73	29.81
202-478-720.000	Worker's Compensation	620.00	0.00	0.00	620.00	0.00
202-478-722.000	Medicare	140.00	43.85	9.50	96.15	31.32
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

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	10/31/2023	NORMAL	(ABNORMAL)	MONTH 10/31/2023	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	% BDDT USED
Fund 202 - MAJOR STREET FUND										
Expenditures										
Total Dept 478 - Winter Maintenance		26,420.00	5,615.92			1,190.07		20,804.08		21.26
Dept 482 - Administration										
202-482-702.000	Payroll - Full Time	1,280.00	427.76			95.37		852.24		33.42
202-482-715.000	Social Security	79.00	25.97			5.77		53.03		32.87
202-482-716.000	Hospital/Life Insurance	560.00	196.59			49.15		363.41		35.11
202-482-716.001	Insurance Deductible	40.00	0.00			0.00		40.00		0.00
202-482-718.000	Pension	510.00	123.96			31.23		386.04		24.31
202-482-720.000	Worker's Compensation	15.00	0.00			0.00		15.00		0.00
202-482-722.000	Medicare	20.00	6.08			1.35		13.92		30.40
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	780.36			182.87		21,723.64		3.47
TOTAL EXPENDITURES										
		203,017.00	21,382.84			3,794.78		181,634.16		10.53
Fund 202 - MAJOR STREET FUND:										
TOTAL REVENUES										
		186,500.00	49,495.99			0.00		137,004.01		26.54
TOTAL EXPENDITURES										
		203,017.00	21,382.84			3,794.78		181,634.16		10.53
NET OF REVENUES & EXPENDITURES										
		(16,517.00)	28,113.15			(3,794.78)		(44,630.15)		170.21

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR	AVAILABLE	% BDDT
		AMENDED BUDGET	10/31/2023	NORMAL (ABNORMAL)	10/31/2023			
				NORMAL	(ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 203 - LOCAL STREET FUND								
Revenues								
Dept 000								
203-000-546.000	State Grants - Act 51	76,000.00	20,162.17			0.00	55,837.83	26.53
Total Dept 000		76,000.00	20,162.17			0.00	55,837.83	26.53
TOTAL REVENUES		76,000.00	20,162.17			0.00	55,837.83	26.53
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	1,938.12			512.43	4,561.88	29.82
203-463-715.000	Social Security	620.00	117.74			31.15	502.26	18.99
203-463-716.000	Hospital/Life Insurance	2,200.00	692.45			175.75	1,507.55	31.48
203-463-716.001	Insurance Deductible	255.00	0.00			0.00	255.00	0.00
203-463-718.000	Pension	2,200.00	660.20			166.24	1,539.80	30.01
203-463-720.000	Worker's Compensation	625.00	0.00			0.00	625.00	0.00
203-463-722.000	Medicare	145.00	27.53			7.29	117.47	18.99
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	37.52			37.52	3,464.48	1.07
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	3,473.56			930.38	22,882.44	13.18
Dept 475 - Traffic Services								
203-475-702.000	Payroll - Full Time	6,200.00	1,856.50			493.95	4,343.50	29.94
203-475-715.000	Social Security	580.00	112.77			30.03	467.23	19.44
203-475-716.000	Hospital/Life Insurance	2,500.00	675.53			171.41	1,824.47	27.02
203-475-716.001	Insurance Deductible	240.00	0.00			0.00	240.00	0.00
203-475-718.000	Pension	2,500.00	636.66			160.30	1,863.34	25.47
203-475-720.000	Worker's Compensation	590.00	0.00			0.00	590.00	0.00
203-475-722.000	Medicare	135.00	26.31			7.00	108.69	19.49
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			0.00	118.00	80.91
Total Dept 475 - Traffic Services		19,028.00	3,807.77			862.69	15,220.23	20.01
Dept 478 - Winter Maintenance								
203-478-702.000	Payroll - Full Time	8,500.00	3,071.42			658.41	5,428.58	36.13
203-478-715.000	Social Security	615.00	186.73			40.00	428.27	30.36
203-478-716.000	Hospital/Life Insurance	3,000.00	1,104.96			251.30	1,895.04	36.83
203-478-716.001	Insurance Deductible	255.00	0.00			0.00	255.00	0.00
203-478-718.000	Pension	3,000.00	893.41			214.05	2,106.59	29.78
203-478-720.000	Worker's Compensation	625.00	0.00			0.00	625.00	0.00
203-478-722.000	Medicare	145.00	43.68			9.36	101.32	30.12
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 10/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL (ABNORMAL)	10/31/2023	10/31/2023	MONTH 10/31/2023	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	% BDDT USED
Fund 203 - LOCAL STREET FUND										
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	6,199.41			1,173.12		17,150.59	26.55	
Dept 482 - Administration										
203-482-702.000	Payroll - Full Time	1,600.00	427.72			95.36		1,172.28	26.73	
203-482-715.000	Social Security	100.00	25.97			5.77		74.03	25.97	
203-482-716.000	Hospital/Life Insurance	700.00	196.59			49.15		503.41	28.08	
203-482-716.001	Insurance Deductible	50.00	0.00			0.00		50.00	0.00	
203-482-718.000	Pension	640.00	123.96			31.23		516.04	19.37	
203-482-720.000	Worker's Compensation	18.00	0.00			0.00		18.00	0.00	
203-482-722.000	Medicare	25.00	6.08			1.35		18.92	24.32	
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	780.32			182.86		22,352.68	3.37	
TOTAL EXPENDITURES		103,867.00	14,261.06			3,149.05		89,605.94	13.73	
Fund 203 - LOCAL STREET FUND:										
TOTAL REVENUES		76,000.00	20,162.17			0.00		55,837.83	26.53	
TOTAL EXPENDITURES		103,867.00	14,261.06			3,149.05		89,605.94	13.73	
NET OF REVENUES & EXPENDITURES		(27,867.00)	5,901.11			(3,149.05)		(33,768.11)	21.18	

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 10/31/2023	ACTIVITY FOR MONTH 10/31/2023	AVAILABLE		% BDTG 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	0.00	39,241.67		92.73
Total Dept 000		540,000.00		500,758.33	0.00	39,241.67		92.73
TOTAL REVENUES		540,000.00		500,758.33	0.00	39,241.67		92.73
Expenditures								
Dept 000								
251-000-800.000	Professional/Contractual Serv.	10,000.00		17,056.95	10,721.50	(7,056.95)		170.57
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		17,056.95	10,721.50	218,089.05		7.25
TOTAL EXPENDITURES		235,146.00		17,056.95	10,721.50	218,089.05		7.25
Fund 251 - Brownfield Redevelopment:								
TOTAL REVENUES		540,000.00		500,758.33	0.00	39,241.67		92.73
TOTAL EXPENDITURES		235,146.00		17,056.95	10,721.50	218,089.05		7.25
NET OF REVENUES & EXPENDITURES		304,854.00		483,701.38	(10,721.50)	(178,847.38)		158.67

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR	AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)	10/31/2023	10/31/2023		BALANCE	% BDC
						MONTH 10/31/2023	NORMAL (ABNORMAL)	USED
Fund 299 - TREE FUND								
Revenues								
Dept 000								
299-000-676.000	Transfers From Other Funds	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
299-000-694.000	Miscellaneous	0.00	234.00	0.00	0.00	0.00	(234.00)	100.00
Total Dept 000		10,000.00	234.00	0.00	0.00	0.00	9,766.00	2.34
TOTAL REVENUES		10,000.00	234.00	0.00	0.00	0.00	9,766.00	2.34
Expenditures								
Dept 000								
299-000-955.000	Miscellaneous	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
Total Dept 000		10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
TOTAL EXPENDITURES		10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
Fund 299 - TREE FUND:								
TOTAL REVENUES		10,000.00	234.00	0.00	0.00	0.00	9,766.00	2.34
TOTAL EXPENDITURES		10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	234.00	0.00	0.00	0.00	(234.00)	100.00

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 10/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDDT USED
Fund 401 - Veteran's Memorial Fund						
Revenues						
Dept 000						
401-000-674.000	Contributed Capital Revenue	10,000.00	4,773.37	354.05	5,226.63	47.73
401-000-694.000	Miscellaneous	0.00	181.00	0.00	(181.00)	100.00
Total Dept 000		10,000.00	4,954.37	354.05	5,045.63	49.54
TOTAL REVENUES						
401-000-775.000	Repair & Maintenance Supplies	0.00	1,174.12	0.00	(1,174.12)	100.00
401-000-800.000	Professional/Contractual Serv.	10,000.00	37,995.66	856.00	(27,995.66)	379.96
Total Dept 000		10,000.00	39,169.78	856.00	(29,169.78)	391.70
TOTAL EXPENDITURES						
Total Dept 000		10,000.00	39,169.78	856.00	(29,169.78)	391.70
Fund 401 - Veteran's Memorial Fund:						
TOTAL REVENUES						
TOTAL EXPENDITURES						
NET OF REVENUES & EXPENDITURES						
		0.00	(34,215.41)	(501.95)	34,215.41	100.00

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 10/31/2023	ACTIVITY FOR MONTH 10/31/2023	AVAILABLE BALANCE	% BDDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 590 - SEWER FUND							
Revenues							
Dept 000							
590-000-626.000	Sewer Services	335,000.00		80,612.10	0.00	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	0.00	256,287.90	23.93
TOTAL REVENUES		336,900.00		80,612.10	0.00	256,287.90	23.93
Expenditures							
Dept 000							
590-000-702.000	Payroll - Full Time	23,800.00		6,136.98	1,401.82	17,663.02	25.79
590-000-715.000	Social Security	1,745.00		370.85	84.45	1,374.15	21.25
590-000-716.000	Hospital/Life Insurance	9,950.00		2,749.40	698.19	7,200.60	27.63
590-000-716.001	Insurance Deductible	700.00		0.00	0.00	700.00	0.00
590-000-718.000	Pension	9,500.00		1,828.97	459.29	7,671.03	19.25
590-000-720.000	Worker's Compensation	545.00		0.00	0.00	545.00	0.00
590-000-722.000	Medicare	345.00		86.68	19.74	258.32	25.12
590-000-800.000	Professional/Contractual Serv.	150,000.00		14,459.20	1,006.25	135,540.80	9.64
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	0.00	2,237.77	79.50
590-000-920.000	Utilities	2,369.00		817.17	197.21	1,551.83	34.49
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		35,129.48	3,866.95	250,080.52	12.32
TOTAL EXPENDITURES		285,210.00		35,129.48	3,866.95	250,080.52	12.32
Fund 590 - SEWER FUND:							
TOTAL REVENUES		336,900.00		80,612.10	0.00	256,287.90	23.93
TOTAL EXPENDITURES		285,210.00		35,129.48	3,866.95	250,080.52	12.32
NET OF REVENUES & EXPENDITURES		51,690.00		45,482.62	(3,866.95)	6,207.38	87.99
TOTAL REVENUES - ALL FUNDS							
TOTAL EXPENDITURES - ALL FUNDS		2,945,029.00		1,720,630.90	98,785.40	1,224,398.10	58.42
NET OF REVENUES & EXPENDITURES		2,615,159.00		750,617.80	146,117.69	1,864,541.20	28.70
		329,870.00		970,013.10	(47,332.29)	(640,143.10)	294.06

MINUTES OF THE REGULAR MEETING OF THE KINDLEBERGER ARTS COMMISSION HELD ON MONDAY,
OCTOBER 9TH, 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, Julie Heasley, Mayor Rob Britigan, Robin Madaras, Alex Vader

Absent: Nancy Eaton

A motion was made by Julie Heasley, supported by Mayor Britigan, to excuse the absence of Nancy Eaton.

Ayes: All

Nays: None

Motion carried.

3. Approval of the Minutes from Monday, September 12th, 2023

A motion was made by Robin Madaras, supported by Caroline Garber, to approve the minutes from the meeting on September 12th, 2023.

Ayes: All

Nays: None

Motion carried.

4. New Business

A. Financial Report

Robin presented her financial report.

B. Director Search

Caroline brought Alex Vader to the meeting who would like to co-direct the Festival with Izzy Weir. Alex recently moved to Parchment. She was director of events for a non-profit organization for four years. She is a party planner, she currently works account management for an ecommerce firm. Izzy Weir is a fundraiser for a non-profit. Her degree is in the arts. Alex hasn't seen the Festival Director job description yet. Caroline will forward this to her to see if she is still interested in the job.

C. Theatre Chair Search

Nancy Stoddard shared that she has been in contact with a Parchment resident that said that Ken Holda's friend Dan Lafferty might be interested in chairing theatre for the Festival. Therese Banner is another idea.

5. Member Comments

Mayor Britigan: Welcomed Alex to the community.

Robin Madaras: Robin welcomed Alex. Thanked Caroline for her recruitment. Next month she will have a balance sheet and a profit and loss for us to look at.

Caroline Garber: No comment.

Julie Heasley: Thanked Alex for coming. Talked about an idea for one musical that includes seasoned actors and the kids.

Jon Heasley: Jon welcomed Alex to the community. Jon thanked Robin again for her work on the financials.

MINUTES OF THE REGULAR MEETING OF THE KINDLEBERGER ARTS COMMISSION HELD ON MONDAY,
OCTOBER 9TH, 2023

5. Member Comments - continued

Nancy Stoddard: Looking forward to meeting with Izzy and Alex, and welcomed Alex into the community.

6. Adjournment

There being no further business to come before the KAC, Mayor Britigan made a motion to adjourn the meeting. This motion was supported by Jon Heasley. The meeting was adjourned at 6:40 PM.

7. Next Meeting

The next meeting of the Kindleberger Arts Commission will be held on Monday, November 13th, 2023 at 6:00 PM.



2023 MONTHLY PERMITS BY JURISDICTION

MONTH OF OCTOBER 2023

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	27	\$ 21,114
COMSTOCK	ELECTRICAL	30	\$ 6,087
COMSTOCK	MECHANICAL	31	\$ 11,780.60
COMSTOCK	PLUMBING	36	\$ 7,259
COMSTOCK	SPECIAL - JURISDICTION	1	\$ 100
COMSTOCK	SPECIAL - HOMEOWNER	1	\$ 55
TOTAL COMSTOCK		126	46,395.60
KALAMAZOO	BUILDING	11	\$ 20,746
KALAMAZOO	ELECTRICAL	18	\$ 3,822
KALAMAZOO	MECHANICAL	19	\$ 2,621
KALAMAZOO	PLUMBING	9	\$ 1,408
KALAMAZOO	SPECIAL - JURISDICTION	7	\$ 700
KALAMAZOO	SPECIAL - HOMEOWNER	-	\$ -
TOTAL KALAMAZOO		64	29,297.00
PARCHMENT	BUILDING	5	\$ 711
PARCHMENT	ELECTRICAL	7	\$ 1,358
PARCHMENT	MECHANICAL	5	\$ 721
PARCHMENT	PLUMBING	2	\$ 486
PARCHMENT	SPECIAL - JURISDICTION	-	\$ -
PARCHMENT	SPECIAL - HOMEOWNER	-	\$ -
TOTAL PARCHMENT		19	3,276.00
PINE GROVE	BUILDING	7	\$ 4,359
PINE GROVE	ELECTRICAL	7	\$ 1,498
PINE GROVE	MECHANICAL	11	\$ 1,827
PINE GROVE	PLUMBING	7	\$ 1,416
PINE GROVE	SPECIAL - JURISDICTION	-	\$ -
PINE GROVE	SPECIAL - HOMEOWNER	-	\$ -
TOTAL PINE GROVE		32	9,100.00
RICHLAND	BUILDING	10	\$ 8,754
RICHLAND	ELECTRICAL	19	\$ 3,538
RICHLAND	MECHANICAL	20	\$ 3,962
RICHLAND	PLUMBING	8	\$ 1,717
RICHLAND	SPECIAL - JURISDICTION		
RICHLAND	SPECIAL - HOMEOWNER	1	\$ 55
TOTAL RICHLAND		58	18,026.00
RICHLAND VILLAGE	BUILDING	1	\$ 176
RICHLAND VILLAGE	ELECTRICAL	-	\$ -
RICHLAND VILLAGE	MECHANICAL	1	\$ 170
RICHLAND VILLAGE	PLUMBING	1	\$ 216
RICHLAND VILLAGE	SPECIAL - JURISDICTION	-	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	-	\$ -
TOTAL RICHLAND VILLAGE		3	562.00
TOTAL		302	\$ 106,656.60

REVENUE	REVENUE
OCTOBER 2022	% PREV YEAR MONTH
\$ 37,047	287.9%

PERMITS	PERMITS
OCTOBER 2022	% 2022 - YTD
202	150%



2023 MONTHLY PERMITS BY JURISDICTION

YEAR-TO DATE AS OF: OCTOBER 2023

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	300	\$ 298,167
COMSTOCK	ELECTRICAL	339	\$ 79,320
COMSTOCK	MECHANICAL	245	\$ 52,918
COMSTOCK	PLUMBING	193	\$ 38,264
COMSTOCK	SPECIAL - JURISDICTION	15	\$ 1,550
COMSTOCK	SPECIAL - HOMEOWNER	5	\$ 330
TOTAL COMSTOCK		1097	470,548.60
KALAMAZOO	BUILDING	121	\$ 61,561
KALAMAZOO	ELECTRICAL	153	\$ 23,370
KALAMAZOO	MECHANICAL	250	\$ 36,817
KALAMAZOO	PLUMBING	90	\$ 11,684
KALAMAZOO	SPECIAL - JURISDICTION	48	\$ 4,450
KALAMAZOO	SPECIAL - HOMEOWNER	14	\$ 755
TOTAL KALAMAZOO		576	138,637.00
PARCHMENT	BUILDING	14	\$ 2,177
PARCHMENT	ELECTRICAL	17	\$ 2,910
PARCHMENT	MECHANICAL	23	\$ 3,280
PARCHMENT	PLUMBING	8	\$ 1,377
PARCHMENT	SPECIAL - JURISDICTION	3	\$ 400
PARCHMENT	SPECIAL - HOMEOWNER	0	\$ -
TOTAL PARCHMENT		65	10,144.00
PINE GROVE	BUILDING	45	\$ 26,251
PINE GROVE	ELECTRICAL	48	\$ 8,470
PINE GROVE	MECHANICAL	53	\$ 8,561
PINE GROVE	PLUMBING	20	\$ 4,499
PINE GROVE	SPECIAL - JURISDICTION	1	\$ 100
PINE GROVE	SPECIAL - HOMEOWNER	3	\$ 165
TOTAL PINE GROVE		170	48,046.00
RICHLAND	BUILDING	104	\$ 74,173
RICHLAND	ELECTRICAL	143	\$ 28,099
RICHLAND	MECHANICAL	178	\$ 30,902
RICHLAND	PLUMBING	80	\$ 16,979
RICHLAND	SPECIAL - JURISDICTION	3	\$ 350
RICHLAND	SPECIAL - HOMEOWNER	1	\$ 55
TOTAL RICHLAND		509	150,558.00
RICHLAND VILLAGE	BUILDING	17	\$ 5,994
RICHLAND VILLAGE	ELECTRICAL	7	\$ 1,680
RICHLAND VILLAGE	MECHANICAL	16	\$ 2,759
RICHLAND VILLAGE	PLUMBING	11	\$ 1,820
RICHLAND VILLAGE	SPECIAL - JURISDICTION	2	\$ 200
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	1	\$ 55
TOTAL RICHLAND VILLAGE		54	12,508.00
TOTAL KABA	YTD	2971	\$ 850,441.60

REVENUE	REVENUE
YTD - OCTOBER 2022	% 2022 - YTD
625,225.60	132.8%

REVENUE
% 2023 YTD BUDGET
154.20%

PERMITS	PERMITS
YTD - OCTOBER 2022	% 2022 - YTD
2146	119.8%

2023 MONTHLY CUMULATIVE TOTALS			
# PERMITS	REVENUE		
150	\$ 48,411.00		JAN
142	\$ 34,998.00		FEB
276	\$ 144,116.00		MAR
211	\$ 57,279.00		APR
302	\$ 88,902.00		MAY
285	\$ 86,966.00		JUN
360	\$ 139,273.00		JUL
360	\$ 139,273.00		AUG
332	\$ 81,225.00		SEP
302	\$ 106,656.60		OCT
-	\$ -		NOV
-	\$ -		DEC
2,720	\$ 927,099.60		

Building

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB23-18-508	910 PARCHMOUNT	06-02-260-250	WINTERSTEEN, JASON	Revolution Solar	10/03/2023	\$104.00	\$0
Work Description: New 25 panel roof mounted solar array per plans 9.5 kW							
PB23-18-550	528 GLENDALE BLYD	06-02-181-030	TREMBLAY, MELISSA &	Revolution Solar	10/16/2023	\$104.00	\$0
Work Description: New 10 panel roof mounted solar array per plans. 3kW							
PB23-18-588	527 ESPANOLA AVE	06-02-320-310	PRIEST, MARGARET		10/19/2023	\$176.00	\$0
Work Description: Bathroom/laundry alteration, construct new wall to accomodate updated plumbing							

Total Permits For Type: 3

Total Fees For Type: \$384.00

Total Const. Value For Type: \$0

Report Summary

Grand Total Fees: \$384.00

Grand Total Permits: 3

Population: All Records
 Permit.DateIssued Between
 10/1/2023 12:00:00 AM AND
 10/31/2023 11:59:59 PM AND
 Permit.PermitType = Building
 AND
 Permit.BasicUsage = Residential
 AND
 GovernmentUnitList.UnitCode =

Building

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB23-18-328	812 SHOPPERS LN	06-03-490-211	KECKLER JAMES REVO	Summit General Co	10/16/2023	\$223.00	\$0

Work Description: Interior tenant buildout of 11423 s.f. mercantile area for Dollar Tree per plans.

812 SHOPPERS LN

PB23-18-611	812 SHOPPERS LN	06-03-490-211	KECKLER FAMILY TRU	RWL Sign Co LLC	10/26/2023	\$104.00	\$0
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Work Description: New wall sign and face replacement for pole sign per plans.

Total Permits For Type: 2
 Total Fees For Type: \$327.00
 Total Const. Value For Type: \$0

Report Summary

Grand Total Fees: \$327.00
 Grand Total Permits: 2

Population: All Records
 Permit.DatIssued Between
 10/1/2023 12:00:00 AM AND
 10/31/2023 11:59:59 PM AND
 Permit.Type = Building
 AND
 Permit.BasicUsage = Commercial
 AND
 GovernmentUnitList.UnitCode =
 18

Grand Total Const. Value: \$0

MEMORANDUM

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

From: Nancy R Stoddard, Parchment City Manager

Date: November 17, 2023

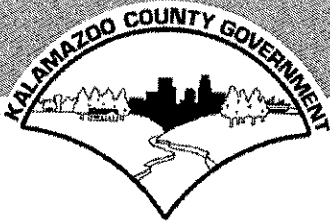
Re: American Rescue Plan Act Funds Discussion

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. There has been a change to the date of obligation for the ARPA funds. We now have until December 31, 2024 to obligate the funds. As stated before we are trying to focus on projects that will not cause more maintenance costs to the City.

The following suggestions have been brought forward:

- Gravel pad 80' x 80', 9 inch deep, for the former water treatment plant which will be used to burn the brush piles (which is allowed in Cooper Twp – thus eliminating the \$5000 cost of a tub grinder to chip the brush). **\$9,000**
There is conversation currently about the delivery of loads of broken concrete to Consumers Concrete. We are asking if we could barter some extra loads of concrete to trade for the crushed concrete that is needed at the Water Treatment Plant for the burn pad. The delivery of the concrete to the crusher and back would cost \$1450 per one ton load. – No updated information for this proposal yet
- Water main replacement on Riverview Drive – This would be an opportunity for us to pave Riverview Drive between Espanola and Mosel Ave (300 feet north of intersection). Approximately one fourth of the cost of paving the road would be paid for by the City of Kalamazoo because of the project. The proposed total cost of the project would be \$341,250.00 (**Parchment's cost would be approximately \$256,000.00**). The Commission did set aside \$90,000.00 for this capital improvement with our current budget (\$166,000 balance).
- Repave the west side of the Public Works building (pavement to salt barn has broken down) **\$24,100**
- Repave the lower parking lot by the playground, pickleball and tennis courts **\$21,260**.
- Offer façade grants to local businesses (**\$10,000 grants** to incentivize updating the outside of the businesses)
- Refurbishing the tennis courts (power cleaning, crack sealing and painting) **\$10,000** (2012 last refurbishment)
- Speed humps (2) in the north driveway entrance to Kindleberger Park. **\$6,000**
- Paving of the Little League parking lot – **\$39,880**.
- Tree fund
- Sidewalks



HEALTH & COMMUNITY SERVICES DEPARTMENT

November 16, 2023

Dear HHW Center Contract Partner:

Please find attached the contract for services for the 2024 calendar year. When making allotments for 2024, please consider:

1. ERG Environmental Services is the contractor for chemical recycling/disposal. They have been a proven contractor for many years. Costs are \$0.81/pound and may include a fuel surcharge. ERG will still supply cubic yard boxes, drums, labels and pallets at no cost. Pesticides are free as they are still covered by a grant.
2. Valley City is the contractor for recycling electronics. Valley City will pay \$0.03 per pound for central processing units, laptops, cell phones and notebooks. There is no charge for printers. Valley City will supply cubic yard boxes and pallets at no cost and there are no driver or fuel fees.
Miscellaneous electronics (answering machines, CD players/CD's, copiers, electric typewriters, fax machines, hard drives, digital items, etc.) will be charged at \$0.05 per pound; non-CRT televisions/monitors and LED/LCD devices will be charged at \$0.07 per pound; CRT containing devices will be charged at \$0.20 per pound; and projection televisions at \$0.25 per pound.
3. Operational costs will be billed out upon approval of all contracts by County Administration. We ask that you **do not** send a check until you receive an invoice.
4. Section C of the contract must be filled out:
 - Operational costs are entered in the red box.
 - Enter your allotment for disposal costs in the green box. An estimate for disposal costs is the number of participants in 2022 (found in Section C) X \$10.
 - The blue box equals the total of the red operating costs PLUS the disposal costs entered in the green box.
5. We highly recommend an increase in your 2024 allotment to prevent running out of funds later in the year. The County does not hold the allotment. If there is unused funding at the end of 2024, that money remains with your municipality. If a Municipality is notified that funding for disposal costs is running out during the year, the County reserves the right to charge residents at the door.

We look forward to another successful year of collections and working with your municipality toward the common goal of groundwater protection and landfill use reduction.

Sincerely,

Jennifer Kosak, REHS
Facility Manager
jkosa@kalamazoo.org

ENVIRONMENTAL HEALTH UNIT – HOUSEHOLD HAZARDOUS WASTE

1301 Lamont Ave. | Kalamazoo, MI 49048 | 269-373-5211 | www.kalamazoo.org/hhw

**AGREEMENT BETWEEN
THE COUNTY OF KALAMAZOO
BY AND THROUGH ITS HEALTH AND COMMUNITY SERVICES DEPARTMENT
AND IT'S ENVIRONMENTAL HEALTH DIVISION/HOUSEHOLD HAZARDOUS
WASTE PROGRAM
201 W. KALAMAZOO AVE., KALAMAZOO, MI 49007**

AND

**PARCHMENT CITY
650 SOUTH RIVERVIEW DRIVE, PARCHMENT, MI 49004**

This Agreement is made between the County of Kalamazoo, a municipal corporation and political subdivision of the State of Michigan, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, by and through its Health and Community Services Department's Environmental Health Division/Household Hazardous Waste Program, (hereinafter the "County"), and Parchment City, 650 South Riverview Drive, Parchment, Michigan 49004, (hereinafter the "Municipality").

WHEREAS, the Municipality is in need of Household Hazardous Waste disposal services and is willing to provide funding for such services; and

WHEREAS, the County, by and through its Health and Community Services Department, operates the Household Hazardous Waste Center;

NOW, THEREFORE, in consideration of the mutual covenants and promises hereinafter made, and under authority of Public Act 451 of 1994, the parties hereto agree as follows:

A. COUNTY RESPONSIBILITIES.

The County shall:

1. Provide household hazardous waste collection services to residents of the Municipality on the condition that the allocated operational costs based on participants are paid, and there are adequate funds on account with the County to pay for disposal costs at the end of each month.
2. Operate the Household Hazardous Waste (HHW) Center at 1301 Lamont Avenue, Kalamazoo. The HHW Center will typically be open for business three (3) days per week, approximately fifty-one (51) weeks per year, including ten (10) Saturdays per year unless a County holiday falls on a Saturday. Intermittent closures of the facility may occur for required training, Expo Center events, inclement weather, and/or power outages.
3. Provide staffing for the HHW Center.

4. Accept the following materials at the HHW Center during collections:

Oil Based Paints	Pesticides	Gasoline
Solvents	Acids/Bases	Paint Thinners
Household Cleaners	Aerosols	Reactives
Garden & Lawn Chemicals	Batteries - all	Automotive Chemicals
Used Motor Oil & Filters	Antifreeze	Ammunition/Flares
Fluorescent Light Bulbs	Electronics	Mercury Containing Devices

The County reserves the right to amend the list of accepted materials, as necessary.

5. May require that a citizen provide a valid Michigan Driver's License or other proof of residency at the time of collection. If such proof of residency is not provided, the citizen may be refused service unless payment is provided at the time of service.
6. Measure the size of each incoming load and assign a 'household equivalent' to each load. One household equivalent is equal to approximately twenty-five (25) gallons or one hundred fifty (150) pounds. Larger loads will be invoiced as a multiple household equivalents.
7. Provide advertisements once per month to promote proper disposal of household hazardous waste. Additional advertisement by the Municipality must have approval of the County as to content. Further, both funding and arranging for additional advertisement will be the responsibility of the Municipality.
8. Provide on-going public education on household hazardous waste and proper disposal methods for such waste. Education efforts may include distribution of flyers and pamphlets and public speaking presentations.
9. Maintain a household hazardous waste hotline, listserv, and website to provide the public with information regarding proper disposal of household hazardous waste and community resources.
10. Contract with a licensed transporter to transport and recycle and/or dispose of materials collected through the program at a facility licensed for such hazardous waste by the State of Michigan. It is understood that the County's agreement with its transporter and disposal contractor designates the contractor as the generator of such materials, and nothing in this Agreement between the County and the Municipality to assist in the financing of the program is intended to place the County or the Municipality in the position of being an owner, transporter, arranger or generator for purposes of federal or state statutes concerning liability for hazardous waste.

B. MUNICIPALITY RESPONSIBILITIES.

The Municipality shall agree to reimburse the County for additional labor costs associated with utilizing contractor personnel as additional staff for collections.

C. FINANCIAL REQUIREMENTS.

1. Under the terms of this Agreement, the Municipality will provide funding for Operational Costs and Disposal Costs. The total of the Municipality allotment will be the combined monetary amounts input in #4 below.
2. Operational Costs are non-refundable regardless of actual participation at the HHW Center and shall be paid in full within thirty (30) days of receipt of the County Finance invoice. Operational costs = 2022 household equivalents 55 x \$15.00:

\$ (**COUNTY FILL IN OPERATIONAL COST SHARE**)

3. Disposal cost is based upon the participation rate of the Municipality and disposal costs from all contractors each month. It is up to the Municipality to budget disposal costs for twelve (12) months. It is highly recommended that this is increased from the previous year. The total the Municipality is budgeting for twelve (12) months is:

\$ (**MUNICIPALITY FILL IN DISPOSAL AMOUNT**)

4. Total allotment amount reserved for 2024:

\$ (**MUNICIPALITY FILL IN SUM OF #2 + #3**).

5. The County will provide an itemized quarterly report to show the rate of participation and the materials disposed.
6. County Finance will invoice operational costs and the first quarter disposal costs. Disposal costs will be invoiced monthly thereafter.
7. If the Municipality would like to utilize the HHW Center to dispose of hazardous waste generated at the Municipality offices, they may do so through the small business program.
8. If a Municipality is notified that funding for disposal costs is running out during the year, the County reserves the right to charge residents at the door.
9. If a Municipality chooses not to participate, residents may use the HHW Center at the current rate plus disposal costs. For 2024 this is \$39.00 per household equivalent.

D. INDEPENDENT CONTRACTOR.

It is understood and agreed by both parties hereto that the County is an independent contractor. The Municipality is not responsible for the County's federal, state or local income tax deductions, or any other responsibilities of state or federal laws concerning employment status.

E. AMENDMENTS.

Modifications, addendums, amendments or waivers of any provision of this Agreement may be made only by the written mutual consent of the authorized representatives of both the County and the Municipality. The County may send a Letter of Understanding (LOU) to the Municipality as an addendum to this Agreement to add additional funding to the current Agreement amount, if additional funding is needed. If a Municipality does not respond to the LOU by the deadline, the County reserves the right to charge residents at the door without further notice.

F. INSURANCE.

Each party shall purchase and maintain, at its sole expense as it is a party to this Agreement, sufficient insurance coverage or self-insurance to cover its performance hereunder.

G. LIABILITY.

1. All liability to third parties, loss or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the Municipality in the performance of this Agreement shall be the responsibility of the Municipality, and not the responsibility of the County, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the Municipality, any subcontractor, anyone directly or indirectly employed by the Municipality, provided that nothing herein shall be construed as a waiver of any governmental immunity that has been provided to the Municipality or its employees by statutes or court decisions.
2. All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as the provision of policy and procedural direction, to be carried out by the County in the performance of this Agreement shall be the responsibility of the County and not the responsibility of the Municipality if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any County employee or agent, provided that nothing herein shall be construed as a waiver of any governmental immunity by the County or its employees as provided by statute or court decisions.
3. In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the County and the Municipality in fulfillment of their responsibilities under this Agreement, such liability, loss, or damage shall be borne by the County and the Municipality in relation to each party's responsibilities under these joint activities provided that nothing herein shall be construed as a waiver of any governmental immunity by the County, the Municipality or their employees, respectively, as provided by statute or court decisions.

H. NONDISCRIMINATION.

Municipality, as required by law, shall not discriminate against a person to be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, gender identity, sexual orientation, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation. Municipality agrees to follow all applicable Federal, State and local laws, ordinances, rules, regulations and policies prohibiting discrimination, including, but not limited to, the following:

1. The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.
2. The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
3. Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 87 Stat 355, and regulations promulgated thereunder.
4. The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 327 (42 USC §12101 et seq), as amended, and regulations promulgated thereunder.

Breach of this section shall be regarded as a material breach. In the event that Municipality is found not to be in compliance with this section, the County may terminate this Agreement effective as of the date of delivery of written notification to the breaching party.

I. SEVERABILITY.

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

J. ENTIRE AGREEMENT.

This Agreement and any addendums or amendments made through the written mutual consent of the authorized representatives of both the County and the Municipality constitute the entire Agreement between the Parties with respect to the subject matter identified in the Agreement, and no modification or revision to the Agreement shall have any force and effect unless it complies with the provisions of Paragraph heading D. The failure of any Party to insist on the strict performance of any condition, promise, agreement, or undertaking set forth herein shall not be construed as a waiver or relinquishment of the right to insist upon strict performance of the same condition, promise, agreement or undertaking at a future time.

K. HEADINGS.

The Headings or Titles of the Sections and Paragraphs of this Agreement are provided for reference purposes only. If any discrepancy or disagreement exists between a

Heading or Title and the text of the section or paragraph, the text shall control.

L. NOTICE.

Any Notice/Communication required, or permitted, under this Agreement from one party to another, shall be deemed effective if the party sending the Notice/Communication hand delivers, e-mails or first class mails the Notice/Communication to the other party or if the party sends the Notice/Communication through first class mail or email to the other party. The parties agree that Notices and Communications should be sent to the parties at the following addresses:

MUNICIPALITY
Parchment City
Ms. Nancy Stoddard
City Manager
650 South Riverview Drive
Parchment, MI 49004

COUNTY
Kalamazoo County
Household Hazardous Waste Center
Attn: Jennifer Kosak
1301 Lamont Avenue
Kalamazoo MI 49001

CC: Corporate Counsel

M. PERIOD OF AGREEMENT.

The term of this Agreement shall be from January 1, 2024 through December 31, 2024, unless terminated earlier as provided.

N. TERMINATION.

This Agreement may be terminated by either party heretofore at will by providing a thirty (30) day written notice to the other party.

O. CHOICE OF LAW AND FORUM.

This Agreement is to be interpreted by the laws of the State of Michigan. In the event any disputes arise under this Agreement, it is understood and agreed that any legal or equitable action resulting from such disputes shall be in Michigan Courts whose jurisdiction and venue shall be established in accordance in the Circuit Court for the County of Kalamazoo.

P. CERTIFICATION OF AUTHORITY TO SIGN AGREEMENT.

The individual or officer signing this Agreement certifies by his or her signature that he or she is authorized to sign this Agreement on behalf of the responsible governing board, official or agency.

[Signature page to follow]

IN WITNESS WHEREOF, the parties hereto, acting through their duly authorized officers, have executed this Agreement as of the date written below.

FOR THE MUNICIPALITY

Printed or Typed Name Title

Signature Date

FOR THE COUNTY OF KALAMAZOO

Printed or Typed Name Title

Signature Date

Approved for use as a template on behalf of **KALAMAZOO COUNTY GOVERNMENT CORPORATION COUNSEL**
By: Angelina M. Barnes
Date: October 18, 2023

Approved as to form by on behalf of **KALAMAZOO COUNTY GOVERNMENT CORPORATION COUNSEL**
By:
Date: