

AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

February 19, 2024

7 P.M.

Parchment City Commission

Mayor Robert D. Britigan III

Vice Mayor Thomas Jordan

Commissioner Doug Fooy

Commissioner Robin Madaras

Commissioner Michael Conner

Commissioner Tammy Cooper

Commissioner Justin Mendoza

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 February 5, 2024

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. 1509 – action
- ii. Credit Card Statement, January 2024 – action
- iii. 2024 January Financial Statement - receive
- iv. Kindleberger Park Reservation, Sunken Garden, Hager Renewal of Wedding Vows – action
- v. Kindleberger Arts Commission Meeting Minutes January 8, 2024 - receive

8. Unfinished Business

- A. Parchment Vegetable Products Purchase Agreement – action

9. New Business

- A. Presentation of the Kayak Launch and Fishing Pier, Ryan Russell of Prein & Newhof – receive
- B. Planning Commission 2023 Annual Report, Chairperson Kent DeBoer – receive
- C. Planning Commission 2024 Work Plan, Chairperson Kent DeBoer - receive

10. Citizen Comments – Items ON or OFF the Agenda

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

11. Mayor and Commissioner Comments

12. City Manager Comments

13. Adjournment

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY, FEBRUARY 5, 2024.

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: Mendoza.

Moved by Vice Mayor Jordan, supported by Commissioner Madaras to excuse the absence of Commissioner Mendoza.

Motion Carried.

3. Approval of Minutes

Moved by Commissioner Cooper supported by Vice Mayor Jordan to approve the minutes of the January 15, 2024 Regular meeting. Commissioner Fooy abstained. **Motion Carried.**

4. Additions or changes to the agenda.

8A. Parchment Vegetable Products move to meeting on February 19, 2024. Moved by Commissioner Madaras, supported by Commissioner Fooy 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 Vice Mayor Jordan, supported by Commissioner Fooy to receive the consent agenda items. **Motion Carried.**

7. Unfinished Business

None.

8. New Business

A. Amendment to Owner-Engineer Agreement, Prein & Newhof – action. Mayor Britigan introduced Mike Schwartz from Prein & Newhof to explain the agreement. Mr. Schwartz began by recounting that the 2021 agreement states that the hourly rate charged is to be brought to the commission. He noted that all of the rates have changed as of January 1, and that it doesn't change anything for USDA loan. Moved by Commissioner Madaras, supported by Commissioner Cooper to approve the amendment to the owner-engineer agreement as presented and authorize the mayor to sign all related documents. Roll call vote was as follows:

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

Nays: None.

Absent: Mendoza.

Abstain: None.

Motion Carried 6-0.

B. Approval of Low Bidder for 3 USDA Contracts- action. Mr. Schwartz stayed at the podium to report that bids were opened on January 18 – the results were 1 bid for contract 1, 1 bid for contract 2, and 6 bids for contract 3. One bid for contract 3 came in late and was thus not included in the "bid tab" procedure. He noted that bidders for contracts 1 and 2 are local and known to P&N and that they "do great work". The low bidder for contract 3 is from out of state; P&N looked into their reputation and they are thought of highly. The USDA has concurred with all the P&N recommendations here. Mr. Schwartz reported that work for contracts 1 and 2 should be complete by May 31, then contract 3 will begin June 1.

Moved by Commissioner Cooper, supported by Vice Mayor Jordan, to approve contract 1 (Wastewater System Improvements) to L.C. Docsa Associates in the amount of \$889,000.00 contingent on the concurrence of USDA's review and approval of the bid award and subject to the availability of funds and completion of necessary financial arrangements with USDA rural development. Roll call vote was as follows:

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

Nays: None.

Absent: Mendoza.

Abstain: None.

Motion Carried 6-0.

Moved by Commissioner Madaras, supported by Commissioner Fooy, to approve contract 2 (Street and Utility System Improvements) to Peterson Construction Co. in the amount of \$894,944.90 contingent on the concurrence of USDA's review and approval of the bid award and subject to the availability of funds and completion of necessary financial arrangements with USDA rural development. Roll call vote was as follows:

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

Nays: None.

Absent: Mendoza.

Abstain: None.

Motion Carried 6-0.

Moved by Commissioner Conner, supported by Commissioner Cooper, to approve contract 3 (Citywide Pipe & Manhole Rehabilitation) to Performance Pipelining Inc. in the amount of \$1,184,444.00 contingent on the concurrence of USDA's review and approval of the bid award and subject to the availability of funds and completion of necessary financial arrangements with USDA rural development. Roll call vote was as follows:

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

Nays: None.

Absent: Mendoza.

Abstain: None.

Motion Carried 6-0.

C. Approval of City of Parchment Sewage Collection System Revenue Bond Ordinance, #224 – action. Mr. Schwartz explained that this ordinance allows the city to incur debt, provides for the collection of revenues and the paying of costs of operation as well as other matters relating to the sewer system. He said that Ian Koffler, Thrun Law, sent revisions that changed dates allowing the ability to close on the loan prior to April 1, 2024. Questions from commissioners were answered. Moved by Commissioner Madaras, supported by Vice Mayor Jordan, to approve Ordinance 224 with the revisions presented and authorize the mayor and clerk to execute all documents related to the action. Roll call vote was as follows:

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

Nays: None.

Absent: Mendoza.

Abstain: None.

Motion Carried 6-0.

D. Loan Resolution, USDA – action. Per Mike Schwartz, Prein & Newhof, this is a standard USDA document, on the city's checklist for loan closing, that details the amount of loan and grant monies to be accepted. Moved by Commissioner Cooper, supported by Commissioner Conner, to approve Loan Resolution #24-2 as presented, and authorize the mayor and clerk to sign and provide certification at loan closing. Roll call vote was as follows:

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

Nays: None.

Absent: Mendoza.

Abstain: None.

Motion Carried 6-0.

E. Property Tax Poverty Exemption Guidelines – action. City Manager Stoddard explained that the income levels on the Poverty Tax Exemption guidelines are set by the state each year, and that is the only thing that has changed on the form. Treasurer Stutz noted that the city has one partial exemption. Moved by Commissioner Madaras, supported by Vice Mayor Jordan, to approve the poverty exemption guidelines for 2024 assessments as presented. Roll call vote was as follows:

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

Nays: None.

Absent: Mendoza.

Abstain: None.

Motion Carried 6-0.

9. Citizen Comments

None.

10. Mayor and Commissioner Comments

Commissioner Cooper asked Mr. Spencer to pass on to Representative Hall her request for his support/focus on school safety. She went on to say that if legislation comes before him to ban semiautomatic weapons, she hopes he supports it, as well as other school resources such as free lunch/meals program.

Commissioner Conner reported that the personnel committee has begun the work necessary to find City Manager Stoddard's replacement next year; he asked for commissioner input.

Commissioner Madaras thanked Mike Schwartz for all the work Prein & Newhof has done to date, and is very pleased to see the sewer project moving forward.

Commissioner Fooy lightheartedly mentioned that it was his first time "spending \$3 million".

Vice Mayor Jordan also thanked Mike Schwartz, adding that his explanations were helpful. He then thanked Mr. Spencer for coming to the meeting.

Mayor Britigan reminded everyone of the budget work session after tonight's meeting.

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 7:57 p.m.

Shannon Stutz, City Clerk



City of Parchment
 Check Register Report
 Warrant 1509

Check	Check Date	Vendor Name	Description	Amount
37951	02/06/2024	BS & A SOFTWARE	ANNUAL SUPPORT GL, AP, CR, PAY - 2/1/24	2,632.00
37952	02/06/2024	CERMAK, DAN	UB refund for account: 0800-000516-0000-	258.99
37953	02/06/2024	CERTASITE, LLC	ANNUAL INSP FIRE EXT - at City Hall/DPW	231.92
37954	02/06/2024	CONSUMERS ENERGY	CITYWIDE MONTHLY ENERGY USE	3,668.73
37955	02/06/2024	VOID		0.00
37956	02/06/2024	FRANCOTYP-POSTALIA, INC.	INKJET CARTRIDGE - POSTAGE METER	143.06
37957	02/06/2024	HONIGMAN	BROWNFIELD REDEV - ISLAND AND G AVE THRU	4,497.50
37958	02/06/2024	J & H OIL COMPANY	FUEL CHARGES - 1/1/24 TO 1/15/24	839.54
37959	02/06/2024	KALAMAZOO CO. ROAD COMMISSION	TRAFFIC SIGNAL MAINT & ENERGY USAGE - SE	896.84
37960	02/06/2024	KALAMAZOO COUNTY GOVERNMENT	HHW - DECEMBER 2023 - CUSTOMER #58	74.61
37961	02/06/2024	KALAMAZOO TOWNSHIP	POLICE/FIRE SERVICES CONTRACT - FEBRUARY Police \$36,384.50, fire \$5575.00	42,259.50
37962	02/06/2024	POINT AND PAY	MONTHLY SERVICE FEE - DECEMBER	50.00
37963	02/06/2024	PRECISION TREE CARE	409 E THOMAS - 2 MAPLE TREES - 1 TAKE DOW	2,500.00
37964	02/06/2024	REPUBLIC SERVICES #249	DPW + CITY PICKUP- FEBRUARY	702.29

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Cardholder Account Summary cont.					
Name and Account Number	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
CAMRON J BOEKHOVEN XXXX XXXX XXXX 9114	\$3,000	\$318.62	\$2,593.25	\$0.00	\$2,274.63
NANCY R STODDARD XXXX XXXX XXXX 7241	\$5,000	\$0.00	\$350.00	\$0.00	\$350.00
TY J WOLTHUIS XXXX XXXX XXXX 7674	\$3,000	\$0.00	\$57.81	\$0.00	\$57.81
SHANNON STUTZ XXXX XXXX XXXX 9125	\$5,000	\$0.00	\$1,003.22	\$0.00	\$1,003.22

Cardholder Account Activity

BILL CAHILL						
		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 1801		\$5,000	\$0.00	\$2,456.44	\$0.00	\$2,456.44
Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount	
01/05	01/04	05436844005000346126559	AIS CONS EQ GRAND RAPI GRAND RAPIDS MI			
01/10	01/08	85179244009700809004417	ONE WAY PRODUCTS 269-343-3772 MI		\$1,233.09	
01/24	01/23	55500804023726844307642	SUPERIOR FENCE AND RAI GRAND RAPIDS MI		\$149.04	
01/26	01/25	55436874025270250310584	RATHCO SAFETY SUPPLY I PORTAGE MI		\$661.79	
						\$412.52
JIM DUBY						
XXXX XXXX XXXX 1892		\$3,000	\$0.00	\$49.42	\$0.00	\$49.42
Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount	
01/08	01/04	02305374005100183161268	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$31.38	
01/10	01/08	02305374009100132852415	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$18.06	
CAMRON J BOEKHOVEN						
XXXX XXXX XXXX 9114		\$3,000	\$318.62	\$2,593.25	\$0.00	\$2,274.63
Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount	
12/29	12/27	02305373362100182639884	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$167.01	
01/05	01/03	75140514004900018300111	B & G DISCOUNT SCHOOLCRAFT MI		\$129.25	
01/05	01/03	85179244004700440762681	BURNIPS EQUIPMENT THREE RIVERS MI		\$136.00	
01/08	01/05	55263524006400015672075	HARBOR FREIGHT TOOLS 2 KALAMAZOO MI		\$15.89	
01/08	01/05	652309740060000000338918	GOODYEAR COMMERCIAL TI KALAMAZOO MI		\$863.42	
01/12	01/10	8517924401198000085369	CARLETON EQUIP CO-KALA KALAMAZOO MI		\$286.09	
01/17	01/16	75207994016900018600063	WEST MICHIGAN INTERNAT GRAND RAPIDS MI		\$31.38	
01/17	01/16	53309594018838008425439	NAPA AUTO KALAMAZOO EA KALAMAZOO MI		\$71.96	
01/17	01/15	75207994016900019800055	WEST MICHIGAN INTERNAT GRAND RAPIDS MI		\$595.73	
01/24	01/23	85179244023836001460872	NAPA AUTO KALAMAZOO EA KALAMAZOO MI		\$4.46	
01/24	01/22	85179244023980005540998	STEENSMA LAWN AND POWE KALAMAZOO MI		\$72.89	
01/26	01/25	05436844025200052409712	LAKELAND ASPHALT CORPO SPRINGFIELD MI		\$250.55	
NANCY R STODDARD						
XXXX XXXX XXXX 7241		\$5,000	\$0.00	\$350.00	\$0.00	\$350.00
Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount	
01/22	01/19	85500594019900017138098	MICHIGAN MUNICIPAL LEA 734-662-3246 MI		\$350.00	

(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	\$57.81	\$0.00	\$57.81
Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount	
01/17	01/15	02305374018100122869842	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$43.34	
01/24	01/22	05140484023710033648376	HARDING'S MARKET #36 PARCHMENT MI		\$14.47	

SHANNON STUTZ		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 9125		\$5,000	\$0.00	\$1,003.22	\$0.00	\$1,003.22
Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount	
12/27	12/26	55432863360201904006039	SPECTRUM 855-707-7328 MO		\$149.97	
12/29	12/28	55432863362202575244246	SPECTRUM 855-707-7328 MO		\$119.98	
01/08	01/07	82711164007000008425867	PIXELVINE FREEPORT MI		\$89.75	
01/08	01/07	05410194007105590346831	QUILL CORPORATION QUILL.COM SC		\$145.55	
01/08	01/05	85140514098900011300016	CORNERSTONE OFFICE SYS AVALANCE@CORN MI		\$273.00	
01/15	01/13	8271116401300009733210	PIXELVINE FREEPORT MI		\$75.00	
01/24	01/23	55432864023200170424931	SPECTRUM 855-707-7328 MO		\$149.97	

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDTG USED
		AMENDED BUDGET	2023-24	01/31/2024	01/31/2024	MONTH	01/31/2024	NORMAL	ABNORMAL	
				NORMAL	(ABNORMAL)	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
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				0.00		95,137.63	34.02
101-000-445.000	Penalty on Taxes	4,000.00	2,170.76				429.89		1,829.24	54.27
101-000-448.000	1% Collection Fees	33,400.00	31,747.24				1,732.68		1,652.76	95.05
101-000-451.000	License and Fees	15,450.00	2,624.85				290.00		12,825.15	16.99
101-000-452.000	Cablevision Fees	16,171.00	7,102.79				389.46		9,068.21	43.92
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	60,149.47				28,625.78		79,930.53	42.94
101-000-528.000	Other Federal Funding	32,228.00	0.00				0.00		32,228.00	0.00
101-000-540.000	State Grants	58,000.00	10,007.35				0.00		(10,007.35)	100.00
101-000-544.000	State Grant - Water Plant	250,000.00	48,960.00				0.00		9,040.00	84.41
101-000-575.000	State Sales Tax	1,000.00	128,287.00				0.00		121,713.00	51.31
101-000-632.000	Charges for Services Rendered	8,000.00	0.00				0.00		1,000.00	0.00
101-000-662.000	Traffic Fines	4,800.00	1,045.77				0.00		6,954.23	13.07
101-000-664.000	Interest on Investments	4,800.00	4,245.95				481.16		554.05	88.46
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	8,367.93				0.00		11,632.07	41.84
101-000-695.000	Other Financing Sources	5,600.00	3,207.22				1,027.37		2,392.78	57.27
Total Dept 000		1,785,629.00	1,160,059.70				32,976.34		625,569.30	64.97
TOTAL REVENUES										
1,785,629.00		1,160,059.70					32,976.34		625,569.30	64.97
Expenditures										
Dept 100 - Legislative										
101-100-703.000	Payroll - Part Time	9,000.00	4,495.00				650.00		4,505.00	49.94
101-100-715.000	Social Security	1,079.00	209.25				40.30		869.75	19.39
101-100-720.000	Worker's Compensation	296.00	0.00				0.00		296.00	0.00
101-100-722.000	Medicare	252.00	48.92				9.43		203.08	19.41
101-100-740.000	Operating Supplies	721.00	316.50				0.00		404.50	43.90
101-100-800.000	Professional/Contractual Serv.	12,360.00	10,085.00				85.00		2,275.00	81.59
101-100-830.000	Memberships & Dues	1,545.00	110.00				110.00		1,435.00	7.12
101-100-860.000	Institutes & Training	0.00	775.74				0.00		(775.74)	100.00
101-100-880.000	Community Promotion	1,030.00	150.00				75.00		880.00	14.56
101-100-880.001	Wassailing Contribution	2,060.00	1,072.82				1,072.82		987.18	52.08
101-100-900.000	Printing & Publishing	5,150.00	570.84				0.00		4,579.16	11.08
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	42,045.76				2,042.55		15,968.24	72.48
Dept 200 - Administration										
101-200-702.000	Payroll - Full Time	136,690.00	71,055.35				14,505.81		65,634.65	51.98
101-200-703.000	Payroll - Part Time	49,440.00	25,360.17				5,605.86		24,079.83	51.29
101-200-715.000	Social Security	10,815.00	5,464.72				1,111.63		5,350.28	50.53
101-200-716.000	Hospital/Life Insurance	72,680.00	33,222.84				4,746.12		39,457.16	45.71
101-200-716.001	Insurance Deductible	4,000.00	856.62				0.00		3,143.38	21.42
101-200-718.000	Pension	36,000.00	21,999.33				3,505.46		14,000.67	61.11
101-200-719.000	Hospital Insurance - Retirees	0.00	1,386.65				1,386.65		(1,386.65)	100.00
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	1,278.04				259.98		1,219.96	51.16

PERIOD ENDING 01/31/2024

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDDT USED
		AMENDED BUDGET	2023-24	01/31/2024	01/31/2024	MONTH 01/31/2024	BALANCE	NORMAL	ABNORMAL	
Fund 101 - GENERAL FUND										
Expenditures										
101-200-724.000	ICMA Retirement Benefit	9,800.00	0.00	0.00	0.00	0.00	0.00	9,800.00	0.00	0.00
101-200-730.000	Postage	8,137.00	3,499.36	3,499.36	970.60	970.60	4,637.64	4,637.64	43.01	43.01
101-200-740.000	Operating Supplies	2,060.00	3,719.04	3,719.04	552.21	552.21	(1,659.04)	(1,659.04)	180.54	180.54
101-200-775.000	Repair & Maintenance Supplies	2,163.00	605.47	605.47	0.00	0.00	1,557.53	1,557.53	27.99	27.99
101-200-800.000	Professional/Contractual Serv.	23,558.00	15,907.10	15,907.10	2,033.59	2,033.59	7,650.90	7,650.90	67.52	67.52
101-200-805.000	Computer Services	9,785.00	6,396.75	6,396.75	3,082.00	3,082.00	3,388.25	3,388.25	65.37	65.37
101-200-830.000	Memberships & Dues	1,236.00	1,084.00	1,084.00	287.50	287.50	152.00	152.00	87.70	87.70
101-200-850.000	Communications	7,519.00	5,447.07	5,447.07	1,010.35	1,010.35	2,071.93	2,071.93	72.44	72.44
101-200-860.000	Institutes & Training	1,339.00	814.19	814.19	189.69	189.69	524.81	524.81	60.81	60.81
101-200-900.000	Printing & Publishing	2,060.00	0.00	0.00	0.00	0.00	2,060.00	2,060.00	0.00	0.00
101-200-910.000	Insurance & Bonds	7,313.00	7,812.00	7,812.00	0.00	0.00	(499.00)	(499.00)	106.82	106.82
101-200-920.000	Utilities	4,532.00	3,438.97	3,438.97	1,192.07	1,192.07	1,093.03	1,093.03	75.88	75.88
101-200-930.000	Repair & Maint.Contractors	3,039.00	0.00	0.00	0.00	0.00	3,039.00	3,039.00	0.00	0.00
101-200-955.000	Miscellaneous	0.00	534.12	534.12	14.00	14.00	(534.12)	(534.12)	100.00	100.00
101-200-991.000	Debt Retirement-Principal	12,000.00	0.00	0.00	0.00	0.00	12,000.00	12,000.00	0.00	0.00
Total Dept 200 - Administration		407,389.00	209,881.79	209,881.79	40,453.52	40,453.52	197,507.21	197,507.21	51.52	51.52
Dept 210 - Legal Services										
101-210-801.000	Attorney - General	16,480.00	8,892.50	8,892.50	1,337.50	1,337.50	7,587.50	7,587.50	53.96	53.96
101-210-802.000	Attorney-Police Matters	10,094.00	1,356.25	1,356.25	0.00	0.00	8,737.75	8,737.75	13.44	13.44
Total Dept 210 - Legal Services		26,574.00	10,248.75	10,248.75	1,337.50	1,337.50	16,325.25	16,325.25	38.57	38.57
Dept 300 - Police										
101-300-703.000	Payroll - Part Time	8,400.00	5,600.00	5,600.00	1,624.00	1,624.00	2,800.00	2,800.00	66.67	66.67
101-300-715.000	Social Security	618.00	347.20	347.20	100.69	100.69	270.80	270.80	56.18	56.18
101-300-722.000	Medicare	103.00	81.20	81.20	23.55	23.55	21.80	21.80	78.83	78.83
101-300-800.000	Professional/Contractual Serv.	440,214.00	293,476.00	293,476.00	73,369.00	73,369.00	146,738.00	146,738.00	66.67	66.67
Total Dept 300 - Police		449,335.00	299,504.40	299,504.40	75,117.24	75,117.24	149,830.60	149,830.60	66.66	66.66
Dept 336 - Fire										
101-336-740.000	Operating Supplies	5,200.00	0.00	0.00	0.00	0.00	5,200.00	5,200.00	0.00	0.00
101-336-746.000	Gasoline & Oil	1,030.00	339.94	339.94	77.14	77.14	690.06	690.06	33.00	33.00
101-336-775.000	Repair & Maintenance Supplies	1,030.00	86.32	86.32	0.00	0.00	943.68	943.68	8.38	8.38
101-336-780.000	Safety Supplies	105.00	0.00	0.00	0.00	0.00	105.00	105.00	0.00	0.00
101-336-800.000	Professional/Contractual Serv.	73,500.00	46,849.53	46,849.53	11,611.63	11,611.63	26,650.47	26,650.47	63.74	63.74
101-336-850.000	Communications	4,325.00	2,158.83	2,158.83	659.61	659.61	2,166.17	2,166.17	49.92	49.92
101-336-910.000	Insurance & Bonds	15,000.00	15,322.00	15,322.00	0.00	0.00	(322.00)	(322.00)	102.15	102.15
101-336-920.000	Utilities	2,800.00	1,549.29	1,549.29	549.21	549.21	1,250.71	1,250.71	55.33	55.33
101-336-930.000	Repair & Maint.Contractors	10,300.00	360.00	360.00	0.00	0.00	9,940.00	9,940.00	3.50	3.50
101-336-970.000	Capital	15,450.00	0.00	0.00	0.00	0.00	15,450.00	15,450.00	0.00	0.00
Total Dept 336 - Fire		128,740.00	66,665.91	66,665.91	12,897.59	12,897.59	62,074.09	62,074.09	51.78	51.78
Dept 440 - Public Services										
101-440-702.000	Payroll - Full Time	95,100.00	57,099.94	57,099.94	9,855.47	9,855.47	38,000.06	38,000.06	60.04	60.04
101-440-715.000	Social Security	5,900.00	4,597.39	4,597.39	755.54	755.54	1,302.61	1,302.61	77.92	77.92
101-440-716.000	Hospital/Life Insurance	41,800.00	25,110.72	25,110.72	3,563.43	3,563.43	16,689.28	16,689.28	60.07	60.07
101-440-716.001	Insurance Deductible	2,400.00	7,618.33	7,618.33	1,825.16	1,825.16	(5,218.33)	(5,218.33)	317.43	317.43
101-440-718.000	Pension	37,900.00	16,519.22	16,519.22	1,590.57	1,590.57	21,380.78	21,380.78	43.59	43.59

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PERIOD ENDING 01/31/2024

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GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL (ABNORMAL)	01/31/2024	NORMAL (ABNORMAL)	MONTH 01/31/2024	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND										
Expenditures										
101-440-720.000	Worker's Compensation	3,350.00	0.00	0.00	0.00	0.00	0.00	3,350.00	0.00	0.00
101-440-722.000	Medicare	1,480.00	1,075.37	1,075.37	176.71	176.71	0.00	404.63	72.66	72.66
101-440-740.000	Operating Supplies	2,575.00	353.09	353.09	0.00	0.00	0.00	2,221.91	13.71	13.71
101-440-746.000	Gasoline & Oil	4,532.00	4,424.98	4,424.98	1,288.84	1,288.84	0.00	107.02	97.64	97.64
101-440-775.000	Repair & Maintenance Supplies	11,000.00	5,162.16	5,162.16	944.29	944.29	0.00	5,837.84	46.93	46.93
101-440-780.000	Safety Supplies	515.00	0.00	0.00	0.00	0.00	0.00	515.00	0.00	0.00
101-440-800.000	Professional/Contractual Serv.	10,000.00	411.56	411.56	0.00	0.00	0.00	9,588.44	4.12	4.12
101-440-810.000	Rubbish Collection Charges	130,000.00	68,363.36	68,363.36	9,849.19	9,849.19	0.00	61,636.64	52.59	52.59
101-440-815.000	Uniform Rental	3,090.00	2,695.14	2,695.14	354.99	354.99	0.00	394.86	87.22	87.22
101-440-830.000	Memberships & Dues	927.00	0.00	0.00	0.00	0.00	0.00	927.00	0.00	0.00
101-440-850.000	Communications	1,030.00	1,589.86	1,589.86	119.98	119.98	0.00	(559.86)	154.36	154.36
101-440-860.000	Institutes & Training	309.00	0.00	0.00	0.00	0.00	0.00	309.00	0.00	0.00
101-440-880.000	Community Promotion	515.00	0.00	0.00	0.00	0.00	0.00	515.00	0.00	0.00
101-440-910.000	Insurance & Bonds	6,000.00	5,902.00	5,902.00	0.00	0.00	0.00	98.00	98.37	98.37
101-440-920.000	Utilities	8,961.00	7,554.49	7,554.49	2,838.26	2,838.26	0.00	1,406.51	84.30	84.30
101-440-926.000	Street Lighting	29,000.00	15,348.67	15,348.67	3,326.63	3,326.63	0.00	13,651.33	52.93	52.93
101-440-930.000	Repair & Maint. Contractors	12,154.00	12,599.26	12,599.26	1,404.58	1,404.58	0.00	(445.26)	103.66	103.66
101-440-955.000	Miscellaneous	0.00	350.75	350.75	0.00	0.00	0.00	(350.75)	100.00	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	0.00
Total Dept 440 - Public Services		453,538.00	236,776.29	236,776.29	37,893.64	37,893.64	0.00	216,761.71	52.21	52.21
Dept 591 - Water Plant Grant Expenses										
101-591-740.000	Operating Supplies	0.00	59.32	59.32	0.00	0.00	0.00	(59.32)	100.00	100.00
101-591-800.000	Professional/Contractual Serv.	58,000.00	49,526.10	49,526.10	192.42	192.42	0.00	8,473.90	85.39	85.39
101-591-920.000	Utilities	0.00	1,961.55	1,961.55	407.52	407.52	0.00	(1,961.55)	100.00	100.00
Total Dept 591 - Water Plant Grant Expenses		58,000.00	51,546.97	51,546.97	599.94	599.94	0.00	6,453.03	88.87	88.87
Dept 751 - Parks, Recreation & Culture										
101-751-702.000	Payroll - Full Time	55,800.00	50,562.97	50,562.97	9,216.20	9,216.20	0.00	5,237.03	90.61	90.61
101-751-715.000	Social Security	3,500.00	3,110.70	3,110.70	567.88	567.88	0.00	389.30	88.88	88.88
101-751-716.000	Hospital/Life Insurance	23,800.00	7,644.40	7,644.40	1,108.51	1,108.51	0.00	16,155.60	32.12	32.12
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	196.75
101-751-718.000	Pension	22,200.00	15,637.45	15,637.45	2,436.58	2,436.58	0.00	6,562.55	70.44	70.44
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	0.00
101-751-722.000	Medicare	850.00	727.30	727.30	132.77	132.77	0.00	122.70	85.56	85.56
101-751-746.000	Gasoline & Oil	2,884.00	2,038.79	2,038.79	159.25	159.25	0.00	845.21	70.69	70.69
101-751-775.000	Repair & Maintenance Supplies	13,390.00	5,030.22	5,030.22	114.82	114.82	0.00	8,359.78	37.57	37.57
101-751-780.000	Safety Supplies	412.00	0.00	0.00	0.00	0.00	0.00	412.00	0.00	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	0.00
101-751-910.000	Insurance & Bonds	7,100.00	7,420.00	7,420.00	0.00	0.00	0.00	(320.00)	104.51	104.51
101-751-920.000	Utilities	7,313.00	8,170.22	8,170.22	842.16	842.16	0.00	(857.22)	111.72	111.72
101-751-930.000	Repair & Maint. Contractors	25,000.00	3,264.35	3,264.35	0.00	0.00	0.00	21,735.65	13.06	13.06
101-751-970.000	Capital	6,180.00	0.00	0.00	0.00	0.00	0.00	6,180.00	0.00	0.00
Total Dept 751 - Parks, Recreation & Culture		186,329.00	106,360.90	106,360.90	14,578.17	14,578.17	0.00	79,968.10	57.08	57.08
TOTAL EXPENDITURES		1,767,919.00	1,023,030.77	1,023,030.77	184,920.15	184,920.15	0.00	744,888.23	57.87	57.87
Fund 101 - GENERAL FUND:										

PERIOD ENDING 01/31/2024

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 01/31/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2024 INCREASE (DECREASE)	AVAILABLE BALANCE		% BDC USED
		AMENDED BUDGET	NORMAL (ABNORMAL)			NORMAL (ABNORMAL)	(ABNORMAL)	
Fund 101 - GENERAL FUND								
TOTAL REVENUES		1,785,629.00		1,160,059.70	32,976.34	625,569.30	64.97	
TOTAL EXPENDITURES		1,767,919.00		1,023,030.77	184,920.15	744,888.23	57.87	
NET OF REVENUES & EXPENDITURES		17,710.00		137,028.93	(151,943.81)	(119,318.93)	773.74	

PERIOD ENDING 01/31/2024

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	01/31/2024	NORMAL (ABNORMAL)	01/31/2024	MONTH 01/31/2024	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	% BDDT USED
Fund 202 - MAJOR STREET FUND										
Revenues										
Dept 000										
202-000-546.000	State Grants - Act 51	186,500.00	93,126.22		93,126.22	14,407.01	14,407.01	93,373.78	49.93	
Total Dept 000		186,500.00	93,126.22		93,126.22	14,407.01	14,407.01	93,373.78	49.93	
TOTAL REVENUES										
		186,500.00	93,126.22		93,126.22	14,407.01	14,407.01	93,373.78	49.93	
Expenditures										
Dept 451 - Construction										
202-451-930.000	Repair & Maint.Contractors	102,000.00	0.00		0.00	0.00	0.00	102,000.00	0.00	
Total Dept 451 - Construction		102,000.00	0.00		0.00	0.00	0.00	102,000.00	0.00	
Dept 463 - Routine Maintenance										
202-463-702.000	Payroll - Full Time	6,500.00	3,417.58		3,417.58	637.06	637.06	3,082.42	52.58	
202-463-715.000	Social Security	525.00	207.66		207.66	38.87	38.87	317.34	39.55	
202-463-716.000	Hospital/Life Insurance	2,200.00	1,207.67		1,207.67	175.69	175.69	992.33	54.89	
202-463-716.001	Insurance Deductible	210.00	0.00		0.00	0.00	0.00	210.00	0.00	
202-463-718.000	Pension	2,200.00	1,178.25		1,178.25	187.11	187.11	1,021.75	53.56	
202-463-720.000	Worker's Compensation	535.00	0.00		0.00	0.00	0.00	535.00	0.00	
202-463-722.000	Medicare	125.00	48.58		48.58	9.08	9.08	76.42	38.86	
202-463-746.000	Gasoline & Oil	309.00	0.00		0.00	0.00	0.00	309.00	0.00	
202-463-775.000	Repair & Maintenance Supplies	2,369.00	1,336.11		1,336.11	1,047.34	1,047.34	1,032.89	56.40	
202-463-930.000	Repair & Maint.Contractors	10,000.00	6,404.93		6,404.93	0.00	0.00	3,595.07	64.05	
Total Dept 463 - Routine Maintenance		24,973.00	13,800.78		13,800.78	2,095.15	2,095.15	11,172.22	55.26	
Dept 475 - Traffic Services										
202-475-702.000	Payroll - Full Time	6,200.00	3,694.66		3,694.66	632.57	632.57	2,505.34	59.59	
202-475-715.000	Social Security	500.00	224.88		224.88	38.60	38.60	275.12	44.98	
202-475-716.000	Hospital/Life Insurance	2,500.00	1,207.58		1,207.58	175.69	175.69	1,292.42	48.30	
202-475-716.001	Insurance Deductible	200.00	0.00		0.00	0.00	0.00	200.00	0.00	
202-475-718.000	Pension	2,500.00	1,157.00		1,157.00	183.75	183.75	1,343.00	46.28	
202-475-720.000	Worker's Compensation	510.00	0.00		0.00	0.00	0.00	510.00	0.00	
202-475-722.000	Medicare	120.00	52.55		52.55	9.01	9.01	67.45	43.79	
202-475-746.000	Gasoline & Oil	515.00	0.00		0.00	0.00	0.00	515.00	0.00	
202-475-775.000	Repair & Maintenance Supplies	2,575.00	0.00		0.00	0.00	0.00	2,575.00	0.00	
202-475-930.000	Repair & Maint.Contractors	11,500.00	5,908.38		5,908.38	647.57	647.57	5,591.62	51.38	
Total Dept 475 - Traffic Services		27,120.00	12,245.05		12,245.05	1,687.19	1,687.19	14,874.95	45.15	
Dept 478 - Winter Maintenance										
202-478-702.000	Payroll - Full Time	8,500.00	6,008.58		6,008.58	1,198.90	1,198.90	2,491.42	70.69	
202-478-715.000	Social Security	610.00	366.39		366.39	73.51	73.51	243.61	60.06	
202-478-716.000	Hospital/Life Insurance	3,000.00	1,847.88		1,847.88	255.92	255.92	1,152.12	61.60	
202-478-716.001	Insurance Deductible	250.00	0.00		0.00	0.00	0.00	250.00	0.00	
202-478-718.000	Pension	3,000.00	1,639.43		1,639.43	311.87	311.87	1,360.57	54.65	
202-478-720.000	Worker's Compensation	620.00	0.00		0.00	0.00	0.00	620.00	0.00	
202-478-722.000	Medicare	140.00	85.75		85.75	17.18	17.18	54.25	61.25	
202-478-746.000	Gasoline & Oil	1,030.00	317.81		317.81	0.00	0.00	712.19	30.86	
202-478-753.000	Salt	9,270.00	0.00		0.00	0.00	0.00	9,270.00	0.00	

PERIOD-ENDING 01/31/2024

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 01/31/2024	ACTIVITY FOR MONTH 01/31/2024	AVAILABLE		% BDC
		AMENDED BUDGET	NORMAL (ABNORMAL)			NORMAL (ABNORMAL)	BALANCE	
Fund 202 - MAJOR STREET FUND								
Expenditures								
Total Dept 478 - Winter Maintenance		26,420.00		10,265.84	1,857.38	16,154.16		38.86
Dept 482 - Administration		1,280.00		802.69	153.22	477.31		62.71
202-482-702.000	Payroll - Full Time	79.00		48.82	9.37	30.18		61.80
202-482-715.000	Social Security	560.00		341.23	49.25	218.77		60.93
202-482-716.000	Hospital/Life Insurance	40.00		0.00	0.00	40.00		0.00
202-482-716.001	Insurance Deductible	510.00		221.02	35.12	288.98		43.34
202-482-718.000	Pension	15.00		0.00	0.00	15.00		0.00
202-482-720.000	Worker's Compensation	20.00		11.43	2.20	8.57		57.15
202-482-722.000	Medicare	20,000.00		0.00	0.00	20,000.00		0.00
202-482-960.000	Administrative Overhead							
Total Dept 482 - Administration		22,504.00		1,425.19	249.16	21,078.81		6.33
TOTAL EXPENDITURES		203,017.00		37,736.86	5,888.88	165,280.14		18.59
Fund 202 - MAJOR STREET FUND:								
TOTAL REVENUES								
TOTAL EXPENDITURES								
NET OF REVENUES & EXPENDITURES								
		186,500.00		93,126.22	14,407.01	93,373.78		49.93
		203,017.00		37,736.86	5,888.88	165,280.14		18.59
		(16,517.00)		55,389.36	8,518.13	(71,906.36)		335.35

PERIOD ENDING 01/31/2024

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 01/31/2024	ACTIVITY FOR MONTH 01/31/2024	AVAILABLE BALANCE	% BDCI USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 203 - LOCAL STREET FUND							
Revenues							
Dept 000							
203-000-546.000	State Grants - Act 51	76,000.00		37,942.38	5,871.15	38,057.62	49.92
Total Dept 000		76,000.00		37,942.38	5,871.15	38,057.62	49.92
TOTAL REVENUES							
		76,000.00		37,942.38	5,871.15	38,057.62	49.92
Expenditures							
Dept 451 - Construction							
203-451-800.000	Professional/Contractual Serv.	12,000.00	0.00	0.00	0.00	12,000.00	0.00
Total Dept 451 - Construction		12,000.00	0.00	0.00	0.00	12,000.00	0.00
Dept 463 - Routine Maintenance							
203-463-702.000	Payroll - Full Time	6,500.00		3,762.32	637.06	2,737.68	57.88
203-463-715.000	Social Security	620.00		229.00	38.87	391.00	36.94
203-463-716.000	Hospital/Life Insurance	2,200.00		1,207.66	175.70	992.34	54.89
203-463-716.001	Insurance Deductible	255.00		0.00	0.00	255.00	0.00
203-463-718.000	Pension	2,200.00		1,178.27	187.13	1,021.73	53.56
203-463-720.000	Worker's Compensation	625.00		0.00	0.00	625.00	0.00
203-463-722.000	Medicare	145.00		53.56	9.09	91.44	36.94
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		1,192.73	1,047.34	2,309.27	34.06
203-463-930.000	Repair & Maint.Contractors	10,000.00		4,984.28	2,500.00	5,015.72	49.84
Total Dept 463 - Routine Maintenance		26,356.00		12,607.82	4,595.19	13,748.18	47.84
Dept 475 - Traffic Services							
203-475-702.000	Payroll - Full Time	6,200.00		3,619.48	618.38	2,580.52	58.38
203-475-715.000	Social Security	580.00		220.34	37.72	359.66	37.99
203-475-716.000	Hospital/Life Insurance	2,500.00		1,177.95	171.34	1,322.05	47.12
203-475-716.001	Insurance Deductible	240.00		0.00	0.00	240.00	0.00
203-475-718.000	Pension	2,500.00		1,136.20	180.47	1,363.80	45.45
203-475-720.000	Worker's Compensation	590.00		0.00	0.00	590.00	0.00
203-475-722.000	Medicare	135.00		51.49	8.84	83.51	38.14
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		6,705.46	1,016.75	12,322.54	35.24
Dept 478 - Winter Maintenance							
203-478-702.000	Payroll - Full Time	8,500.00		5,782.85	1,184.71	2,717.15	68.03
203-478-715.000	Social Security	615.00		352.42	72.62	262.58	57.30
203-478-716.000	Hospital/Life Insurance	3,000.00		1,842.64	251.54	1,157.36	61.42
203-478-716.001	Insurance Deductible	255.00		0.00	0.00	255.00	0.00
203-478-718.000	Pension	3,000.00		1,560.06	240.88	1,439.94	52.00
203-478-720.000	Worker's Compensation	625.00		0.00	0.00	625.00	0.00
203-478-722.000	Medicare	145.00		82.45	17.01	62.55	56.86
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 01/31/2024

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)	01/31/2024	01/31/2024	MONTH 01/31/2024	INCREASE (DECREASE)		BALANCE
				NORMAL (ABNORMAL)		NORMAL		(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		10,519.63			1,766.76	12,830.37	45.05
Dept 482 - Administration									
203-482-702.000	Payroll - Full Time	1,600.00		802.59			153.18	797.41	50.16
203-482-715.000	Social Security	100.00		48.80			9.36	51.20	48.80
203-482-716.000	Hospital/Life Insurance	700.00		341.22			49.24	358.78	48.75
203-482-716.001	Insurance Deductible	50.00		0.00			0.00	50.00	0.00
203-482-718.000	Pension	640.00		220.45			34.55	419.55	34.45
203-482-720.000	Worker's Compensation	18.00		0.00			0.00	18.00	0.00
203-482-722.000	Medicare	25.00		11.43			2.20	13.57	45.72
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		1,424.49			248.53	21,708.51	6.16
TOTAL EXPENDITURES		103,867.00		31,257.40			7,627.23	72,609.60	30.09
Fund 203 - LOCAL STREET FUND:									
TOTAL REVENUES		76,000.00		37,942.38			5,871.15	38,057.62	49.92
TOTAL EXPENDITURES		103,867.00		31,257.40			7,627.23	72,609.60	30.09
NET OF REVENUES & EXPENDITURES		(27,867.00)		6,684.98			(1,756.08)	(34,551.98)	23.99

PERIOD ENDING 01/31/2024

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 01/31/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
		AMENDED BUDGET	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		33,935.87	11,466.32	(23,935.87)	339.36
251-000-801.000	Attorney - General	0.00		476.00	0.00	(476.00)	100.00
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		49,362.14	0.00	(0.14)	100.00
251-000-995.000	Interest Expense	8,784.00		8,783.94	0.00	0.06	100.00
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		92,557.95	11,466.32	142,588.05	39.36
TOTAL EXPENDITURES							
		235,146.00		92,557.95	11,466.32	142,588.05	39.36
Fund 251 - Brownfield Redevelopment:							
TOTAL REVENUES							
		540,000.00		500,758.33	0.00	39,241.67	92.73
TOTAL EXPENDITURES							
		235,146.00		92,557.95	11,466.32	142,588.05	39.36
NET OF REVENUES & EXPENDITURES							
		304,854.00		408,200.38	(11,466.32)	(103,346.38)	133.90

User: SSS

DB: Parchment

PERIOD ENDING 01/31/2024

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	01/31/2024	NORMAL (ABNORMAL)	01/31/2024	MONTH 01/31/2024	INCREASE (DECREASE)	NORMAL (ABNORMAL)	% BDTG 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	0.00	10,000.00	0.00
299-000-694.000	Miscellaneous	0.00	234.00	234.00	0.00	0.00	0.00	(234.00)	100.00
Total Dept 000		10,000.00	234.00	234.00	0.00	0.00	0.00	9,766.00	2.34
TOTAL REVENUES									
		10,000.00	234.00	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	0.00	10,000.00	0.00
Total Dept 000		10,000.00	0.00	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	0.00	10,000.00	0.00
Fund 299 - TREE FUND:									
TOTAL REVENUES									
		10,000.00	234.00	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	0.00	10,000.00	0.00
NET OF REVENUES & EXPENDITURES									
		0.00	234.00	234.00	0.00	0.00	0.00	(234.00)	100.00

PERIOD ENDING 01/31/2024

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)	01/31/2024	01/31/2024	MONTH 01/31/2024	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE % BDCI USED
Fund 401 - Veteran's Memorial Fund									
Revenues									
Dept 000									
401-000-674.000	Contributed Capital Revenue	10,000.00		5,298.67		0.00		4,701.33	52.99
401-000-694.000	Miscellaneous	0.00		181.00		0.00		(181.00)	100.00
Total Dept 000		10,000.00		5,479.67		0.00		4,520.33	54.80
TOTAL REVENUES		10,000.00		5,479.67		0.00		4,520.33	54.80
Expenditures									
Dept 000									
401-000-775.000	Repair & Maintenance Supplies	0.00		1,253.46		0.00		(1,253.46)	100.00
401-000-800.000	Professional/Contractual Serv.	10,000.00		37,995.66		0.00		(27,995.66)	379.96
Total Dept 000		10,000.00		39,249.12		0.00		(29,249.12)	392.49
TOTAL EXPENDITURES		10,000.00		39,249.12		0.00		(29,249.12)	392.49
Fund 401 - Veteran's Memorial Fund:									
TOTAL REVENUES		10,000.00		5,479.67		0.00		4,520.33	54.80
TOTAL EXPENDITURES		10,000.00		39,249.12		0.00		(29,249.12)	392.49
NET OF REVENUES & EXPENDITURES		0.00		(33,769.45)		0.00		33,769.45	100.00

PERIOD ENDING 01/31/2024

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 01/31/2024	ACTIVITY FOR MONTH 01/31/2024	AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 590 - SEWER FUND							
Revenues							
Dept 000							
590-000-626.000	Sewer Services	335,000.00		249,934.38	81,235.80	85,065.62	74.61
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		249,934.38	81,235.80	86,965.62	74.19
TOTAL REVENUES							
		336,900.00		249,934.38	81,235.80	86,965.62	74.19
Expenditures							
Dept 000							
590-000-702.000	Payroll - Full Time	23,800.00		11,617.46	2,233.85	12,182.54	48.81
590-000-715.000	Social Security	1,745.00		703.41	136.03	1,041.59	40.31
590-000-716.000	Hospital/Life Insurance	9,950.00		4,796.40	698.74	5,153.60	48.21
590-000-716.001	Insurance Deductible	700.00		0.00	0.00	700.00	0.00
590-000-718.000	Pension	9,500.00		3,256.43	516.94	6,243.57	34.28
590-000-720.000	Worker's Compensation	545.00		0.00	0.00	545.00	0.00
590-000-722.000	Medicare	345.00		164.48	31.83	180.52	47.68
590-000-800.000	Professional/Contractual Serv.	150,000.00		24,422.25	6,385.90	125,577.75	16.28
590-000-815.000	Uniform Rental	515.00		0.00	0.00	515.00	0.00
590-000-900.000	Printing & Publishing	0.00		1,389.18	60.00	(1,389.18)	100.00
590-000-910.000	Insurance & Bonds	10,918.00		11,374.23	0.00	(456.23)	104.18
590-000-920.000	Utilities	2,369.00		1,621.59	405.03	747.41	68.45
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		59,345.43	10,468.32	225,864.57	20.81
TOTAL EXPENDITURES							
		285,210.00		59,345.43	10,468.32	225,864.57	20.81
Fund 590 - SEWER FUND:							
TOTAL REVENUES							
TOTAL EXPENDITURES							
NET OF REVENUES & EXPENDITURES							
		336,900.00		249,934.38	81,235.80	86,965.62	74.19
		285,210.00		59,345.43	10,468.32	225,864.57	20.81
		51,690.00		190,588.95	70,767.48	(138,898.95)	368.72
TOTAL REVENUES - ALL FUNDS							
TOTAL EXPENDITURES - ALL FUNDS							
NET OF REVENUES & EXPENDITURES							
		2,945,029.00		2,047,534.68	134,490.30	897,494.32	69.53
		2,615,159.00		1,283,177.53	220,370.90	1,331,981.47	49.07
		329,870.00		764,357.15	(85,880.60)	(434,487.15)	231.71

GL NUMBER	DESCRIPTION	2024		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)	01/31/2024	NORMAL (ABNORMAL)	MONTH 01/31/2024	INCREASE (DECREASE)	BALANCE	% BDT
									USED
Fund 250 - KINDLEBERGER SUMMER FESTIVAL									
Expenditures									
Dept 000									
250-000-779.012	Festival - Administration	0.00		1,264.00		1,264.00		(1,264.00)	100.00
Total Dept 000		0.00		1,264.00		1,264.00		(1,264.00)	100.00
TOTAL EXPENDITURES		0.00		1,264.00		1,264.00		(1,264.00)	100.00
Fund 250 - KINDLEBERGER SUMMER FESTIVAL:									
TOTAL REVENUES		0.00		0.00		0.00		0.00	0.00
TOTAL EXPENDITURES		0.00		1,264.00		1,264.00		(1,264.00)	100.00
NET OF REVENUES & EXPENDITURES		0.00		(1,264.00)		(1,264.00)		1,264.00	100.00

Kindleberger Park Reservation Form

Sunken Garden/Gazebo (\$350 non-resident/\$250 resident) (3 hour block)
Includes \$100 refundable deposit

Stage (\$450 non-resident/\$300 resident) (3 hour block) *Includes \$100 deposit*

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

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

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

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

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

Name: Ben Hoger Phone: 517-262-8393

Address: 126 Ridgewood St (200) 49001

Email: benjamin.hoger@yahoo.com Alternate Phone: _____

Date of Event: June 7, 2024 Time: 4pm-7pm

Type of event: Wedding-vow renewal

Approximate number of attendees: 50

Will there be music as part of your event? wedding dj - couple songs

Name of DJ, musical performer, sound technician: still deciding

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

Name & address for deposit return: address above

Signature: on phone Date: 2-8-24

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

FOR INTERNAL OFFICE USE
Application received by: FS Date: 2-8-24

Payment amount received: \$350 Receipt # _____
Check # _____ Cash _____ Credit X

APPROVAL

Signature _____ Date _____

MINUTES OF THE REGULAR MEETING OF THE KINDLEBERGER ARTS COMMISSION HELD ON MONDAY,
JANUARY 8TH, 2024

1. Call to Order

The meeting was called to order by Mayor Britigan at 6:00 PM.

2. Roll Call

Present: Alex Vader, Izzy Weir, Caroline Garber, Nancy Eaton, City Manager Nancy Stoddard, Mayor Rob Britigan, Robin Madaras, Holly Evans, Julie Heasley, Joan VanSickler

Absent: None

3. Election of Officers

A. Chairperson

Nancy Stoddard nominated Robin Madaras as Chairperson. This nomination was supported by Mayor Britigan.

Ayes: Caroline Garber, Nancy Eaton, Nancy Stoddard, Mayor Britigan, Robin Madaras, Holly Evans

Nays: Julie Heasley

Robin Madaras was elected Chairperson of the Kindleberger Arts Commission.

B. Vice Chairperson

Mayor Britigan nominated Caroline Garber as Vice Chairperson. This nomination was supported by Nancy Eaton.

Ayes: All

Nays: None

Caroline Garber was elected Vice Chairperson of the Kindleberger Arts Commission.

C. Secretary

Nancy Stoddard nominated Julie Heasley as Secretary. This nomination was supported by Robin Madaras.

Ayes: All

Nays: None

Julie Heasley was elected Secretary of the Kindleberger Arts Commission.

D. Treasurer

Nancy Stoddard nominated Robin Madaras as Treasurer. This nomination was supported by Julie Heasley.

Ayes: All

Nays: None

Robin Madaras is Treasurer of the Kindleberger Arts Commission.

4. Approval of the Minutes from Monday, December 11th, 2023

A motion was made by Mayor Britigan, supported by Nancy Stoddard, to approve the minutes from the meeting on December 11th, 2023.

Ayes: All

Nays: None

Motion carried.

5. Old Business

A. Joan VanSickler – Graphic/Website Contract

Joan houses the website hosting and domain for Kindlebergerarts.org. Mayor Britigan suggested that the City of Parchment should host the KAC's website and domain so that in the future the permissions for the website and domain can be passed along to future Festival Directors and KAC members. Joan indicated that the domain change can only take place 30 days prior to expiration, and she believes that expiration has passed. Joan will work on the infrastructure to have the KAC self-host and self-domain. Alex Vader would like to see this transfer done by the end of 2024.

A motion was made by Mayor Britigan to move the Kindlebergerarts.org hosting to the City of Parchment equity, and in that, transfer all necessary paperwork and instruct the parties (Alex/Izzy/City Manager/Joan) to have access to the domain. This motion was supported by Julie Heasley

Ayes: All

Nays: None

Motion carried.

Nancy Stoddard made a motion to approve \$1864 per Joan's proposal. This was supported by Julie Heasley.

Ayes: All

Nays: None

Motion carried.

6. New Business

A. Financial Report

Robin reported that the finances remain the same from the December meeting. Julie asked Robin to double check that our deposit for the Fountains for Bingo was made last spring. Robin reported that there will be a proposed budget for Festival 2024 at the next KAC meeting.

B. Festival Director's Report

Izzy reported that they are still searching for a theatre chairperson. The feedback they are getting is that the position is not paid, and that is hindering their search. Alex reported that they are considering having one larger show for both adults and children, therefore opening the budget a bit to offer pay to the theatre chairperson. Caroline is checking with her theatre person at the school where she works to see if there is any interest in the theatre chairperson position.

Julie asked if Alex and Izzy have Facebook and Website access. They currently do not, but plan to later in the week.

C. Fund Raising Report

Julie reported that Bingo tickets will go on sale on Monday 1/15. Nancy Eaton indicated that she would make cupcakes for Bingo again this year. She will need one table for her cupcakes. Izzy indicated that she would like to come up with more fundraising ideas.

7. Public Comments

Joan VanSickler: Joan indicated that the KAC is doing a good job, and that the theatre production will need to be chosen very soon.

8. Member Comments

Holly Evans: Holly indicated that she would need a partner to help her chair the kid's area. She will also need about twenty volunteers on Festival day.

Julie Heasley: Julie thanked Holly for joining the KAC. Julie thanked Joan for her volunteer hours.

Nancy Stoddard: No comment.

Nancy Eaton: No comment.

Mayor Britigan: No comment.

Robin Madaras: No comment.

Caroline Garber: No comment.

9. Next Meeting

The next meeting of the Kindleberger Arts Commission will be held on Monday, February 12th at 6:00 PM.

10. Adjournment

There being no further business to come before the KAC, Mayor Britigan made a motion to adjourn the meeting. Julie Heasley supported this motion. The meeting was adjourned at 6:45 PM.

PURCHASE AND SALE AGREEMENT

THIS PURCHASE AND SALE AGREEMENT (this "**Agreement**") is entered into and made effective as of this ____ day of _____, 2023 (the "**Effective Date**"), by and between the CITY OF PARCHEMENT, a Michigan municipal corporation ("**Seller**"), and PARCHEMENT VEGETABLE PRODUCTS, INC., a _____ corporation ("**Purchaser**").

Background

Purchaser desires to acquire from Seller, and Seller desires to convey to Purchaser, an approximately three (3) acre parcel located in the City of Parchment, County of Kalamazoo, State of Michigan and legally described in attached Exhibit "A" (the "**Property**"). The parties desire to consummate such transactions in accordance with the terms and conditions set forth herein.

Agreement

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS AND CONDITIONS SET FORTH HEREIN THE PARTIES AGREE AS FOLLOWS:

1. Property. Purchaser shall purchase and Seller shall convey the Property in accordance with the terms and conditions set forth herein. The Property shall include all improvements and fixtures located upon the land, all easements that affect the land, and all rights to divisions under the Michigan Land Division Act (if any).

2. Purchase Price. The purchase price for the Property shall be Fifteen Thousand and No/100 Dollars (\$15,000.00) (the "**Purchase Price**"). Purchaser and Seller acknowledge and agree that the amount of the Purchase Price is partial consideration for Purchaser's agreement to be bound by the Declaration and the Restrictions therein (each as defined below) following the Closing. The Purchase Price, less the Deposit defined below, and adjusted by other charges and credits as set forth herein, shall be delivered at Closing in immediately available funds subject to the terms and conditions of this Agreement.

3. Deposit. Purchaser shall deliver to Chicago Title Insurance Company, 941 W. Milham Ave., Portage, MI 49024 ("**Title Company**") the sum of Five Thousand and No/100 Dollars (\$5,000.00) by wire transfer or certified, cashier's or corporate check (the "**Deposit**") within three (3) business days of the execution of this Agreement by both parties. The Deposit shall be credited against the Purchase Price at Closing.

4. Investigation Period. The "**Investigation Period**" shall commence on the Effective Date and shall expire sixty (60) days after the Effective Date at 5:00 p.m. eastern time. During the Investigation Period, Purchaser and/or its agents and representatives shall have the right to enter the Property and have the Property and improvements located thereon inspected, evaluated, analyzed, tested, appraised and/or assessed for any matter whatsoever, including but not limited to, condition of improvements including structure, plumbing and mechanical systems and the presence of wood destroying insects; survey and boundaries of the Property including any easements serving the Property; the service agreements related to the Property; market value; soil conditions; location of flood plains; presence of wetlands and necessary mitigation, if any; storm water drainage systems; presence of environmental contamination; health and safety conditions; access to utilities; access to public roads; signage; zoning; compliance with laws, codes and ordinances and any other matter desired by Purchaser.

Notwithstanding the foregoing, to the extent Purchaser desires to undertake environmental, wetland or soils investigations of the Property during the Investigation Period (collectively, the

“**Environmental Assessments**”), the parties agree that the Environmental Assessments shall be undertaken and performed by an environmental consultant that is approved by Seller in writing. The parties further agree that the Environmental Assessments shall not include any soil borings, groundwater testing, monitoring wells or invasive sampling or testing techniques without the prior written consent of Seller. Purchaser will not initiate contact with local, state or federal environmental agencies, except through Seller. If, for any reason, this Agreement terminates or if the Property is not transferred to Purchaser for any reason, the results, conclusions, reports and information regarding the environmental condition of the Property shall be held strictly confidential by Purchaser and Purchaser’s consultants and may only be disclosed to any third party after obtaining the prior written consent of Seller. Purchaser shall indemnify and hold Seller harmless from any and all claims, actions, losses, liabilities that arise from the unauthorized disclosure of any such information. The parties agree this obligation and indemnity shall survive termination of the Agreement.

Purchaser agrees to pay all costs and expenses associated with the Purchaser’s inspections conducted pursuant to this Section 4, and Purchaser further agrees to repair and restore any damage to the Property and/or to any portions thereof resulting from or arising out of the Purchaser’s investigations if the transaction contemplated by this Agreement does not close. Purchaser and Seller agree to work together in good faith to determine the timing of Purchaser’s inspections to minimize interference with the operation of Seller’s business at the Property.

In the event that, after conducting its investigations, Purchaser desires not to proceed with the Purchase of the Property, Purchaser shall have the right to terminate this Agreement by delivery of written notice of termination to Seller and the Title Company prior to the expiration of the Investigation Period (“**Termination Notice**”). In the event Purchaser terminates this Agreement pursuant to its rights under this Section, and the Termination Notice is delivered before the expiration of the Investigation Period, then, upon Purchaser’s return or destruction of the Property Information (as defined below) as directed by Seller, the full amount of the Deposit shall be promptly refunded to Purchaser. Upon such termination, all rights and obligations of the parties hereunder shall immediately and forever terminate with the exception of those rights and obligations that are expressly intended to survive termination of this Agreement.

5. Title and Survey Matters.

A. Within three (3) business days after the Effective Date, Purchaser may order a commitment (the “**Title Commitment**”) for the Property from the Title Company to issue to Purchaser, at the Closing, an ALTA owner’s title insurance policy in the amount of the Purchase Price (the “**Title Insurance Policy**”), and with such endorsements as Purchaser may require, to the extent reasonably available (any such endorsements shall be at Purchaser’s sole cost and expense), free and clear of any liens and encumbrances except for (i) taxes and/or assessments, not yet due and payable, (ii) rights of the public to any portion of the Property lying within the bounds of any street, road, alley or highway, (iii) matters that would be revealed or disclosed by an accurate ALTA/NSPS survey of the Property, (iv) all building and zoning laws and ordinances and municipal codes and regulations, and any state, county or federal regulations affecting the Property, and (v) matters set forth in the Title Commitment not objected to by Purchaser, as permitted hereunder, or objected to by Purchaser but waived by Purchaser or the Title Company or insured over by the Title Company (collectively, the “**Permitted Exceptions**”).

B. Within three (3) business days after the Effective Date, Purchaser may order a survey of the Property in such form as Purchaser may desire (the “**Survey**”) at Purchaser’s sole cost and expense which Purchaser shall cause to also be certified to Seller and to the Title Company.

C. If written objection to title and/or Survey matters is made by Purchaser, no later than fourteen (14) days prior to the expiration date of the Investigation Period, that the title and/or Survey is

not acceptable to Purchaser, Seller shall have ten (10) days from the date that it received written notice of each of the particular defects (with reasonable specificity), in order, in Seller's sole and absolute discretion, to notify Purchaser of its proposed cure for each defect or to provide Purchaser with a revised Title Commitment evidencing that such defects have been remedied and/or that at Closing the Title Company shall insure over the same, it being expressly understood that Seller shall have no obligation to remedy any such defect or have the Title Company insure over any such defect. If Seller is unable or unwilling to obtain such revised Title Commitment or does not elect to cure such defects within such ten (10) day period, Purchaser shall have the option (i) to proceed with the purchase of the Property without any reduction in the Purchase Price, in which event such defects or objections will be deemed Permitted Exceptions or (ii) to terminate this Agreement by delivery of written notice of termination to Seller and the Title Company prior to the expiration of the Investigation Period and, upon Purchaser's return or destruction of the Property Information as directed by Seller, Purchaser shall promptly receive a refund of the Deposit and thereafter Purchaser and Seller shall be relieved of any and all obligations and liability under this Agreement (except for any surviving obligations under this Agreement). Failure of Purchaser to timely deliver such written notice of termination to Seller shall be deemed an election by Purchaser to choose the foregoing option (i).

6. Property Information. Within five (5) business days after the Effective Date, Seller agrees to deliver to Purchaser the documents and materials listed on Exhibit "B" attached hereto (collectively, the "**Property Information**"). Notwithstanding the foregoing, Purchaser acknowledges and agrees that it is relying exclusively on its own investigations and due diligence of the Property in relation to determining whether it will exercise its right to terminate this Agreement prior to the expiration of the Investigation Period. The parties further acknowledge and agree that Seller makes no representations or warranties regarding the accuracy or completeness of the Property Information and that Purchaser agrees it is not, and shall not, rely on the Property Information and that Purchaser is relying exclusively on its own investigations, due diligence and information.

7. Closing. The sale shall be closed at the offices of the Title Company, or in escrow by mail, on a mutually agreeable date on or before the date which is fifteen (15) days after the expiration of the Investigation Period, subject to a day-for-day extension to accommodate any permitted cure, response or similar period as expressly provided herein (the "**Closing Deadline**"). At Closing, Seller shall make the Seller Deliveries described herein and Purchaser shall make the Purchaser Deliveries described herein.

8. Seller's Closing Deliveries. At the Closing, Seller shall deliver to Title Company for delivery to Purchaser, the following items:

A. A Covenant Deed conveying to Purchaser title to the Property, subject to the Permitted Exceptions, executed and acknowledged by Seller in recordable form, along with a Real Estate Transfer Tax Valuation Affidavit.

B. An affidavit of ownership as is acceptable to Seller in its commercially reasonable discretion and as the Title Company may reasonably require to remove its standard printed exceptions from the Title Insurance Policy relating to, among other things, construction liens and rights of parties in possession, but not with respect to matters of survey.

C. A certificate in such form as may be required by the Internal Revenue Service pursuant to Section 1445 of the Internal Revenue Code of 1986, as amended, or the regulations issued pursuant thereto, certifying as to the non-foreign status of a transferor.

D. Such other documents, including a signed closing statement, as are necessary and appropriate for the consummation of this transaction by Seller.

9. Purchaser's Closing Deliveries. At the Closing, Purchaser shall deliver to the Title Company for delivery to Seller, the following items:

A. The Purchase Price adjusted by the Deposit and other credits and debits as set forth on the closing statement to be prepared by Title Company.

B. A certificate certifying that all of Purchaser's representations and warranties contained in this Agreement are true and correct.

C. Such other documents, including a signed closing statement, as are necessary and appropriate for the consummation of this transaction by Purchaser.

10. Closing Costs and Prorations. Seller shall pay (i) all transfer and/or conveyance taxes assessed in connection with the Closing, (ii) the base premium for the Title Insurance Policy (excluding removal of standard exceptions and the cost of any endorsements), (iii) one-half of the Title Company's closing fee in connection with this transaction and (iv) all costs related to Seller's professionals and consultants. Purchaser shall pay (A) all recording costs for recordation of the Covenant Deed, (B) all costs and expenses associated with Purchaser's inspections conducted pursuant to this Agreement and Purchaser's professionals and consultants, (C) the cost of the Title Company's search and examination fees, the Title Commitment, and any endorsements issued with the Title Insurance Policy, (D) the costs related to Purchaser's lender, if any, including any lender's policy of title insurance, (E) the cost of the Survey, if any, and (F) one-half of the Title Company's closing fee connection with this transaction.

Seller shall be responsible for and will pay at or prior to Closing all ad valorem property taxes and installments of special assessments that first came due and payable in calendar years prior to Closing. Ad valorem property taxes and installments of special assessments that first come due and payable in the year of Closing shall be prorated as of the Closing Date on a calendar year basis.

Other regular and customary costs and expenses related to the Property shall also be prorated based on the date of Closing. To the extent appropriate for the adjustment of the foregoing amounts to achieve the requirements of this Section, the terms of this Section shall survive Closing.

11. Representations and Warranties of Seller. Seller hereby represents and warrants to Purchaser, that as of the date hereof, and on the date of Closing:

A. Seller has the right, power and authority to enter into this Agreement and to sell the Property in accordance with the terms hereof. Seller has the right, power and authority to enter into all of the agreements, assignments and other documents contemplated by this Agreement. The individuals signing this Agreement and all other documents executed or to be executed pursuant hereto on behalf of Seller are and shall be duly authorized to sign the same on Seller's behalf and to bind Seller thereto.

B. There are no leases, occupancy agreements, rights of first refusal, rights of first offer, or options in effect with respect to the Property to which Seller is a party.

C. The execution and delivery of, and the performance of all obligations under this Agreement by Seller do not and will not require any consent or approval of any person or entity, and do not and will not result in a breach of any agreement or instrument to which Seller is a party.

12. Representations and Warranties of Purchaser. Purchaser hereby represents and warrants to Seller, that as of the date hereof, and on the date of Closing:

A. Purchaser has the full power and authority to execute, deliver and perform this Agreement and all of Purchaser's obligations under this Agreement; and

B. The individuals signing this Agreement and all other documents executed or to be executed pursuant hereto on behalf of Purchaser are and shall be duly authorized to sign the same on Purchaser's behalf and to bind Purchaser thereto.

13. Indemnification.

A. Seller agrees to indemnify and hold Purchaser harmless from and against any and all liabilities, claims, demands, and expenses, of any kind or nature, including but not limited to, all expenses related thereto, including, without limitation, court costs and attorney's fees for matters arising from or related to the inaccuracy or breach of any of Seller's representations and warranties up to an amount not to exceed \$20,000.

B. Purchaser agrees to indemnify and hold Seller harmless from and against any and all liabilities, claims, demands, and expenses, of any kind or nature, including but not limited to, all expenses related thereto, including, without limitation, court costs and attorney's fees for matters arising from or related to the inaccuracy or breach of any of Purchaser's representations and warranties up to an amount not to exceed \$20,000.

C. In the event either party hereto receives notice of a claim or demand for which the other party may be entitled to indemnification pursuant to this Section, such party shall promptly give notice thereof to the other party. The indemnifying party shall immediately take such measures as may be reasonably required to properly and effectively defend such claim, and may defend same with counsel of its own choosing and approved by the other party (which approval shall not be unreasonably withheld or delayed). In the event the indemnifying party refuses to defend such claim or fails to properly and effectively defend such claim, then the other party may defend such claim with counsel of its own choosing at the expense of the indemnifying party. In such event, the indemnified party may settle such claim without the consent of the indemnifying party. It is expressly stipulated, covenanted, and agreed that the provisions of this Section shall survive the Closing for a period of 90 days.

14. Condemnation; Casualty. Purchaser shall have the right to terminate this Agreement if any part of the Property is destroyed without fault of Purchaser or any part of the Property is taken or is threatened to be taken by eminent domain. Purchaser shall give written notice of Purchaser's election to terminate this Agreement within ten (10) business days after Purchaser receives written notice from Seller of any such damage or threatened condemnation. In the event of such a termination by Purchaser, upon Purchaser's return or destruction of the Property Information as directed by Seller, the Title Company shall promptly refund to Purchaser the Deposit and the rights and obligations of the parties hereunder shall terminate, with the exception of those rights and obligations that are expressly intended to survive termination of this Agreement.

15. Default and Remedies.

A. Purchaser's Default; Seller's Remedy. If Purchaser breaches this Agreement, then Seller may terminate this Agreement by written notice thereof to Purchaser and the Deposit shall promptly be paid to Seller as liquidated damages, as Seller's sole and exclusive remedy, and upon payment to Seller of the Deposit, this Agreement and all rights and obligations of the parties shall terminate, with the exception of those rights and obligations that are expressly intended to survive termination of this Agreement. The parties agree that it would be impracticable and extremely difficult to ascertain the actual damages suffered by Seller as a result of Purchaser's failure to complete the purchase of the Property and that under the circumstances existing as of the date of this Agreement, the liquidated

damages provided for in this Section represents a reasonable estimate of the damages which Seller will incur as a result of such failure. The parties acknowledge that the payment of such liquidated damages is not intended as a forfeiture or penalty but is intended to constitute liquidated damages to Seller.

B. Seller's Default; Purchaser's Remedies. If Seller materially breaches this Agreement, then Purchaser shall, as its sole remedy, have the right to either (i) terminate this Agreement by written notice thereof to Seller, in which event Purchaser shall, upon Purchaser's return or destruction of the Property Information as directed by Seller, receive a refund of the Deposit, and neither party shall have any further liability under this Agreement except for liability which expressly survives termination as provided herein, or (ii) seek specific performance of Seller's obligations hereunder. Purchaser hereby unconditionally and irrevocably waives, to the greatest extent permitted by law, any claim for monetary damages against Seller arising out of a default by Seller hereunder, which waiver will survive the termination of this Agreement. Notwithstanding anything to the contrary contained herein, in the event Purchaser has not commenced an action for specific performance pursuant to the foregoing subclause (ii) within thirty (30) days after the date of Seller's default, Purchaser shall be deemed to have waived its right to pursue and obtain specific performance pursuant to such foregoing subclause (ii).

C. Attorneys' Fees. The prevailing party in any legal proceeding brought under or with relation to this Agreement or transaction shall be entitled to recover court costs, reasonable attorneys' fees and all other litigation expenses from the non-prevailing party.

16. Sale and Assignment of Agreement. Purchaser shall not assign this Agreement or its rights hereunder without the prior written consent of Seller, which consent may be withheld in its sole discretion. Notwithstanding the foregoing, Purchaser shall have the right to assign its rights in this Agreement, without Seller's consent, to an affiliate of Purchaser that is owned, in whole or in majority part, and controlled by Purchaser or Purchaser's principal owners. Notwithstanding any assignment, Purchaser shall not be released from any, and Purchaser shall cause all, of its obligations hereunder to be performed, including, without limitation, Purchaser's agreement to be bound by the Declaration and the Restrictions therein following the Closing. Purchaser shall provide Seller not less than three (3) business days' notice of any such assignment, such notice to include the name and signature block of the assignee and reasonable evidence of the relationship of Purchaser to such assignee.

17. AS-IS. Notwithstanding anything contained in this Agreement to the contrary, Purchaser hereby expressly acknowledges and agrees that Purchaser has or will have, prior to the end of the Investigation Period, thoroughly inspected and examined the Property to the extent deemed necessary by Purchaser in its sole discretion in order to enable Purchaser to evaluate the purchase of the Property. Purchaser hereby further acknowledges and agrees that Purchaser is relying solely upon its examination and evaluation of the Property and that Purchaser is purchasing the Property on an "AS IS", "WHERE IS" and "WITH ALL FAULTS" basis, without representations or warranties (other than the limited representations and warranties set forth in Section 11 above), express or implied, of any kind or nature including, but not limited to, the zoning of the Property, the tax consequences to Purchaser, the physical condition of the Property, environmental compliance, governmental approvals and compliance of the Property with applicable rules, regulations, ordinances and statutes. Purchaser hereby waives and relinquishes all rights and privileges arising out of, or with respect to or in relation to, any representations or warranties (other than the limited representations and warranties set forth in Section 11 above), whether express or implied, which may have been made or given, or which may be deemed to have been made or given, by Seller. Without limiting the generality of the foregoing, Purchaser hereby further acknowledges and agrees that warranties of merchantability and fitness for a particular purpose are excluded from the transactions contemplated hereby, as are any warranties arising from a course of dealing or usage or trade, and that, except as expressly provided in Section 11 above, Seller has not represented or warranted, and Seller does not hereby represent or warrant, that the Property now or in the future will meet or comply with the requirements of any health, environmental or safety code or

regulation of the United States of America, the State of Michigan or any other authority or jurisdiction. Without limiting the generality of the foregoing and subject to the limited representations and warranties set forth in Section 11 above, in the event Purchaser actually takes title to the Property or any portion thereof, Purchaser hereby assumes all risk and agrees that Seller shall not be liable to Purchaser (or Purchaser's successors and assigns) for, and Purchaser hereby expressly waives any claims it may have now or in the future against Seller on account of, any special, direct, indirect, consequential or any other damages resulting or arising from or relating to the ownership, use, condition, location, maintenance, repair or operation of the Property.

18. Miscellaneous.

A. TIME IS OF THE ESSENCE OF THIS AGREEMENT.

B. This Agreement shall be governed by and construed under the laws of the state in which the Property is located.

C. This Agreement may be executed in any number of counterparts, each of which, when taken together, shall be deemed to be one and the same instrument. Executed copies of this Agreement may be delivered between the parties via electronic mail.

D. Should any provision of this Agreement require judicial interpretation, it is agreed that the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent prepared the same, it being agreed that the agents of all parties have participated in the preparation hereof.

E. This Agreement supersedes all prior discussions and agreements between Seller and Purchaser with respect to the conveyance of the Property and all other matters contained herein and constitutes the sole and entire agreement between Seller and Purchaser with respect thereto. This Agreement may not be modified or amended unless such amendment is set forth in writing and signed by both Seller and Purchaser.

F. For purposes of this Agreement, all notices shall be in writing and shall be addressed to the party or parties being notified at the address set forth below or at such other address as a party may from time to time designate in writing to the other party.

To Seller:

City of Parchment
Attn: Parchment City Manager
650 S Riverview Drive
Parchment, MI 49004
Email: manager@parchment.org

To Purchaser:

Parchment Vegetable Products, Inc.
Attn: Dan Bussema
839 Commerce Lane , Office #453
Parchment, MI 49004
Email: _____

All notices to any party required or permitted hereunder may be given by reputable overnight delivery, all charges prepaid, certified mail, return receipt requested, postage prepaid, or by email, at the address set forth above, and will be deemed effective three (3) days after mailing, one (1) business day after the date sent by reputable overnight delivery, provided, that it is sent for and guarantees next business day

delivery, and/or on the day sent by email, provided, that the sending party does not receive an error or other message indicating the email was undeliverable. Notices may be sent by counsel to Purchaser or Seller on behalf of Purchaser or Seller, as applicable.

G. This Agreement shall inure to the benefit of and bind the parties hereto and their respective heirs, legal representatives, successors and permitted assigns.

H. If any date of performance hereunder falls on a Saturday, Sunday or legal holiday, such date of performance shall be deferred to the next day which is not a Saturday, Sunday or legal holiday.

I. In case one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect by a court of competent jurisdiction, such invalidity, illegality or unenforceability shall not affect any other provisions hereof and this Agreement shall be construed as if such invalid, illegal or unenforceable provision is severed and deleted from this Agreement.

J. Purchaser and Seller represent and warrant to the other that there has been no direct or indirect dealings with any real estate brokers, salesmen or agents in connection with this Property, or the transactions contemplated herein. Each party to this Agreement shall indemnify, defend, and hold harmless the other party from and against any and all real estate brokerage commissions, finder's fees, or other like charges due or claimed to be due to any broker who dealt with the party from whom indemnification is sought with respect to the transaction contemplated hereunder. This subsection shall survive the Closing.

K. If either party wishes to include the transaction contemplated by this Agreement in a Section 1031 like kind exchange transaction, that party shall give the other party written notice of that intention. The other party shall cooperate with the party that wishes to undertake a Section 1031 transaction, at no cost to the other party. The other party will not be required to take title to any other property that is included in the Section 1031 transaction or to delay the closing of the transaction contemplated by this Agreement in order to accommodate the Section 1031 transaction.

36. Restrictive Covenant. Purchaser acknowledges and agrees that Seller will, prior to Closing, prepare, file and record a Declaration of Covenants and Restrictions and Option to Repurchase substantially in the form attached as Exhibit "C" hereto and made a part hereof (the "**Declaration**"). The Declaration will impose certain restrictive covenants upon the Property requiring, among other things, Purchaser, its transferees, successors, assigns, licensees and/or lessees and any future owners and/or users of the Property to restrict the use, operation, transfer, lease or license of the Property to the following uses and any other uses that may be expressly permitted by the Declaration:

Indoor and urban farming for the production of vegetable products

(collectively, the "**Restrictions**"). Purchaser acknowledges and agrees that the Restrictions shall run with the land and may be enforceable by Seller, its successors or assigns in accordance with the terms of the Declaration.

Signatures on following page

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective as of the Effective Date.

SELLER:

CITY OF PARCHMENT,
a Michigan municipal corporation

By: _____

Name: _____

Its: _____

PURCHASER:

PARCHMENT VEGETABLE PRODUCTS, INC.,
a _____ corporation

By: _____

Name: _____

Its: _____

EXHIBIT "A"

THE PROPERTY

Parcel 3906-03-226-040

Commencing at the Northwest corner of Section 2, T. 2 S., R. 11 W., City of Parchment, Kalamazoo County, Michigan; thence South $89^{\circ}-13'-49''$ East along the North line of said Section, 238.78 feet; thence South $00^{\circ}-46'-11''$ West, 33.00 feet; thence South $52^{\circ}-33'-29''$ East, 188.13 feet; thence South $37^{\circ}-22'-15''$ West, 690.55 feet; thence Southwesterly 109.56 feet along a curve to the left with a radius of 1922.41 feet and a chord bearing South $35^{\circ}-44'-17''$ West, 109.55 feet; thence Southwesterly 508.63 feet along a curve to the left with a radius of 1922.41 feet and a chord bearing South $26^{\circ}-31'-32''$ West, 507.15 feet for the place of beginning of the land hereinafter described; thence continuing Southwesterly 212.27 feet along a curve to the left with a radius of 1922.41 feet and a chord bearing South $15^{\circ}-46'-58''$ West, 212.16 feet to the Easterly extension of the Northerly line of Amended Plat of Blocks 1, 6, 13 and 16, Lots 1, 2, 8, 9, 10 of Block 2, Lot 7 of Block 3, Lots 1, 2, 4, 5, 6 of Block 4, Lots 1-19 of Block 5, Lots 112 of Block 8, Vacated Parts of Everett Lane, Maiden Lane, Gallup Avenue, Sanford Street and Robert Lane of the Revised Plat of Glendale, as recorded in Liber 42 of Plats on Page 49, Kalamazoo County Records; thence North $89^{\circ}-24'-57''$ West thereon, 604.74 feet, thence North $12^{\circ}-45'-56''$ West, 150.89 feet; thence North $00^{\circ}-48'-00''$ East, 57.93 feet; thence South $89^{\circ}-24'-57''$ East, 694.98 feet to the place of beginning. Containing 3.0 Acres, more or less.

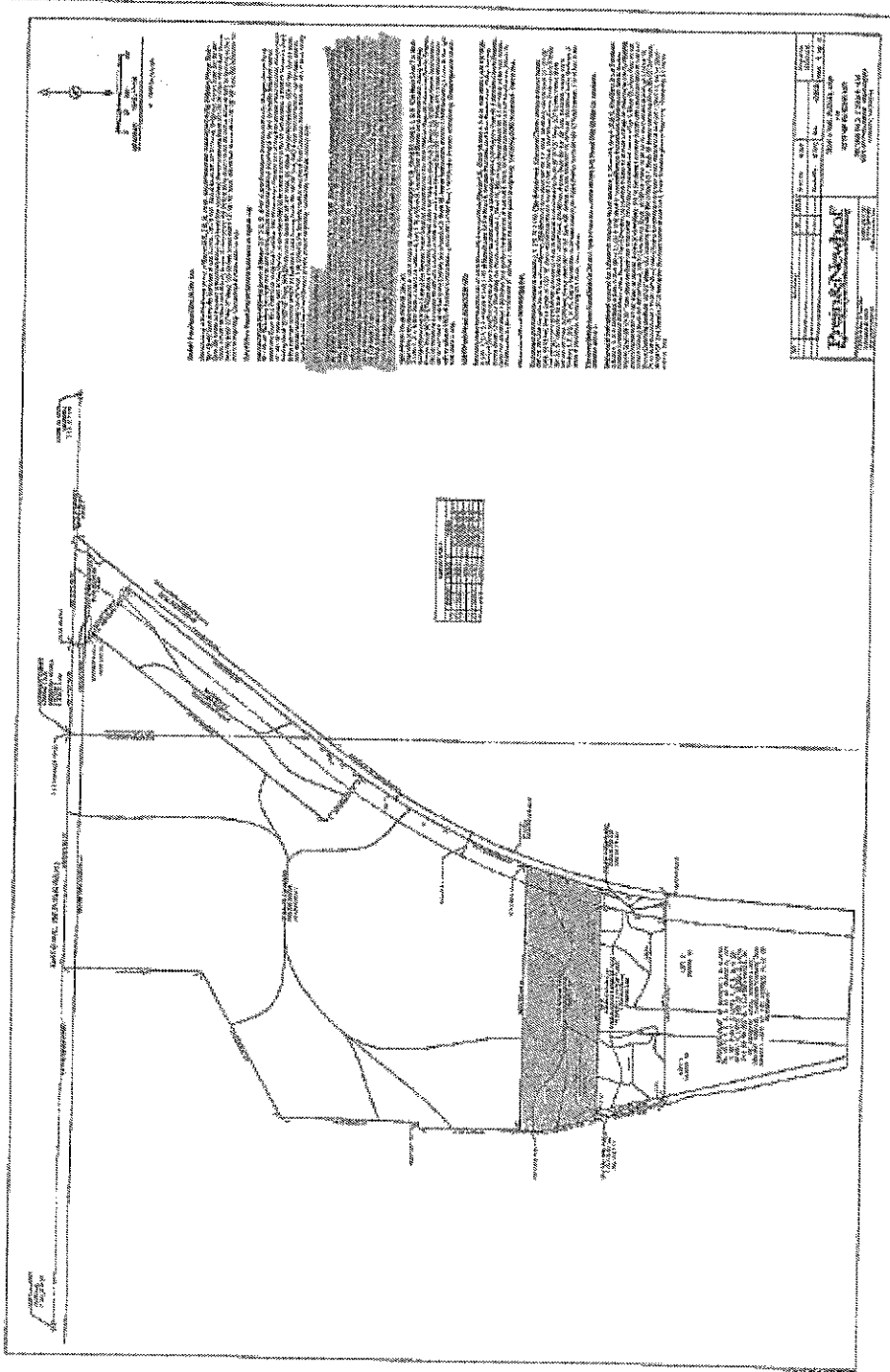


EXHIBIT "B"

PROPERTY INFORMATION

- That certain Baseline Environmental Assessment, prepared by Envirologic Environmental Consulting (since acquired by Fishbeck), dated December 16, 2019.

EXHIBIT "C"
DECLARATION

DRAFT – SUBJECT TO REVIEW AND DISCUSSION

**DECLARATION OF COVENANTS AND RESTRICTIONS
AND OPTION TO REPURCHASE**

THIS DECLARATION (this "**Restriction**") is made as of _____, 2024, by CITY OF PARCHEMENT, a Michigan municipal corporation, whose address is 650 Riverview Drive, Parchment, Michigan 49004 ("**Declarant**").

Background

A. Declarant is the owner in fee simple of the lands commonly known as _____, Parchment, Michigan and more particularly described on the attached Exhibit "A" (defined below as the "**Property**").

B. Declarant has agreed to sell the Property to Parchment Vegetable Products, Inc., a _____ corporation ("**Purchaser**") pursuant to that certain Purchase and Sale Agreement dated as of _____ (the "**Agreement**") between Declarant and Purchaser, which Agreement also provides that the amount of the Purchase Price (as defined in the Agreement) is partial consideration for Purchaser's agreement to be bound by this Restriction.

C. From and after the date of this Restriction, the Property is to be renovated and used as a facility for indoor and urban farming for the production of vegetable products (the "**Use**") in the manner, and subject to the covenants, terms and conditions set forth herein.

Restriction

NOW, THEREFORE, Declarant hereby publishes, declares and makes known to all intending purchasers and future owners of the Property, that the same shall be subject to the following conditions, restrictions, covenants and agreements, which shall be incorporated by reference in all deeds of conveyance and contracts and shall run with the land and bind all grantees in the Property, including their respective heirs, personal representatives, successors and assigns:

1. Renovation of Property. The Property shall be renovated to accommodate the Use and approximately in accordance with the site plan and other plans and specifications attached hereto as Exhibit "B" (the "**Renovation**"). As such, the Property (and facility to be renovated

thereon) may only be used for the Use and storage, distribution and office purposes that are related to the Use. The Renovation shall be completed (as evidenced by a permanent certificate of occupancy), and the Property shall reopen to the public for business, no later than twelve (12) months from the date of this Restriction. Notwithstanding the foregoing, if, despite using commercially reasonable efforts, the property owner is unable to complete the Renovation and reopen to the public for business within such twelve (12) month period as a direct result of any delays not caused by the actions or omissions of the property owner or that were not within the reasonable control of the property owner (for example, any delays in obtaining third party approvals that were timely sought by the property owner), then such twelve (12) month period will be extended on a day for day basis until the property owner completes the Renovation and reopens to the public for business, not to exceed eighteen (18) months from the date of this Restriction. No new building, facility, structure or other improvement, or change of use, shall be commenced or established prior to obtaining the prior written approval of Declarant and in accordance with the terms of this Restriction.

2. Change of Use to Facility. The property owner may submit a written request to the Declarant to change the Use to another permitted use ("**Change Request**"). Any Change Request shall contain a detailed description of the desired permitted use together with any additional documentation or information that Declarant deems necessary or appropriate. Declarant will use reasonable efforts to issue an approval (subject to any terms and/or conditions that are acceptable to Declarant in its sole discretion), denial or comments within twenty-one (21) days after its receipt of any Change Request. In the event Declarant approves any Change Request, Declarant and the property owner shall promptly execute and record (at the property owner's expense) an amendment to this Restriction which reflects the permitted change of use (subject to any terms and/or conditions that are acceptable to Declarant in its sole discretion) and which is otherwise mutually acceptable to Declarant and the property owner. Any permitted change of use of the Property shall at all times comply with the terms and conditions of this Restriction (as it may be amended), other restrictive covenants or conditions (if any), and applicable laws, statutes, codes, ordinances and planned unit development plans, including without limitation the terms and conditions of any permits or approvals related to the Renovation.

3. Option to Repurchase. The parties acknowledge and agree that Declarant is transferring the Property for the purpose of the Renovation and establishment of the Use. As such, to the extent that the Renovation is not complete and the Property has not reopened to the public for business within the twelve (12) month period (as it may be extended) provided in Section 1 above, then Declarant shall have an option to re-purchase the Property from the Purchaser or any subsequent property owner for the Purchase Price that Declarant received when it transferred the Property to Purchaser. The terms of such purchase shall be otherwise based on the terms of the Agreement with the exception that Declarant shall be "Purchaser" and Purchaser or any subsequent property owner shall be "Seller" for purposes of such option and Purchaser or any subsequent property owner shall be responsible for removal and release of any liens, mortgages, judgments or financial encumbrances against the Property. Declarant shall exercise the option by providing written notice to Purchaser or any subsequent property owner at any time after the expiration of the twelve (12) month period (as it may be extended) set forth above.

4. Additional Restrictions. In addition to the Use and other covenants and restrictions set forth in Sections 1 and 2 of this Restriction, the Property shall also be subject to the following restrictions on use:

- (i) The Property shall be restricted solely to uses that are not exempt, including any so-called "partial exemption" and whether such uses are exempt (or partially exempt) under applicable laws, regulations, rules, and/or programs currently existing or hereafter enacted, from the payment of ad valorem taxes, assessments and other governmental costs and charges (the "**Property Taxes**") generally applicable to real property where the Property is located. For example, since the following types of uses are generally exempt from Property Taxes, the Property shall not be used for, and shall be restricted against use as (but not limited to): hospitals, clinics or medical centers; churches, religious organizations or places of worship; governmental buildings, government agencies, governmental authorities and/or government related uses; schools, colleges, and/or educational related uses; philanthropic organizations, charities and/or non-profit corporations; unless such uses or users enter into (A) an agreement to pay subject to Property Taxes or (B), if applicable to such uses or users, a Payment in Lieu of Taxes (PILOT) agreement, in either case that is approved by Declarant.
- (ii) The Property is restricted against use any and all marijuana and/or cannabis uses or related uses, including without limitation, dispensaries, grow facilities and/or provisioning centers.

5. Remedies.¹ Declarant shall have the right to specifically enforce, by any proceeding at law or equity, all restrictions, conditions, covenants, reservations, now or hereafter imposed by the provisions of this Restriction. Declarant shall also have the right recover all of its damages that arise from any breach of this Restriction (including any and all terms and conditions contained herein), including, without limitation, all fees (including actual attorneys' fees and any other professional fees), costs (including court costs) and expenses of enforcement.

6. Term. The term of this Restriction shall run with the land. Notwithstanding the foregoing, the term of the option to repurchase set forth in Section 3 shall expire, and all rights and obligations thereunder shall be deemed forever released and discharged, upon the completion of the Renovation in accordance with the terms of this Restriction (including without limitation in compliance with the plans and specifications that are approved by Declarant as contemplated herein) and the establishment of the Use within the twelve (12) month period (as it may be extended) provided in Section 1 above.

Signature line on following page

¹ NOTE TO DRAFT: Full scope of available remedies to be discussed with the City of Parchment.

EXHIBIT "A" TO RESTRICTIONS

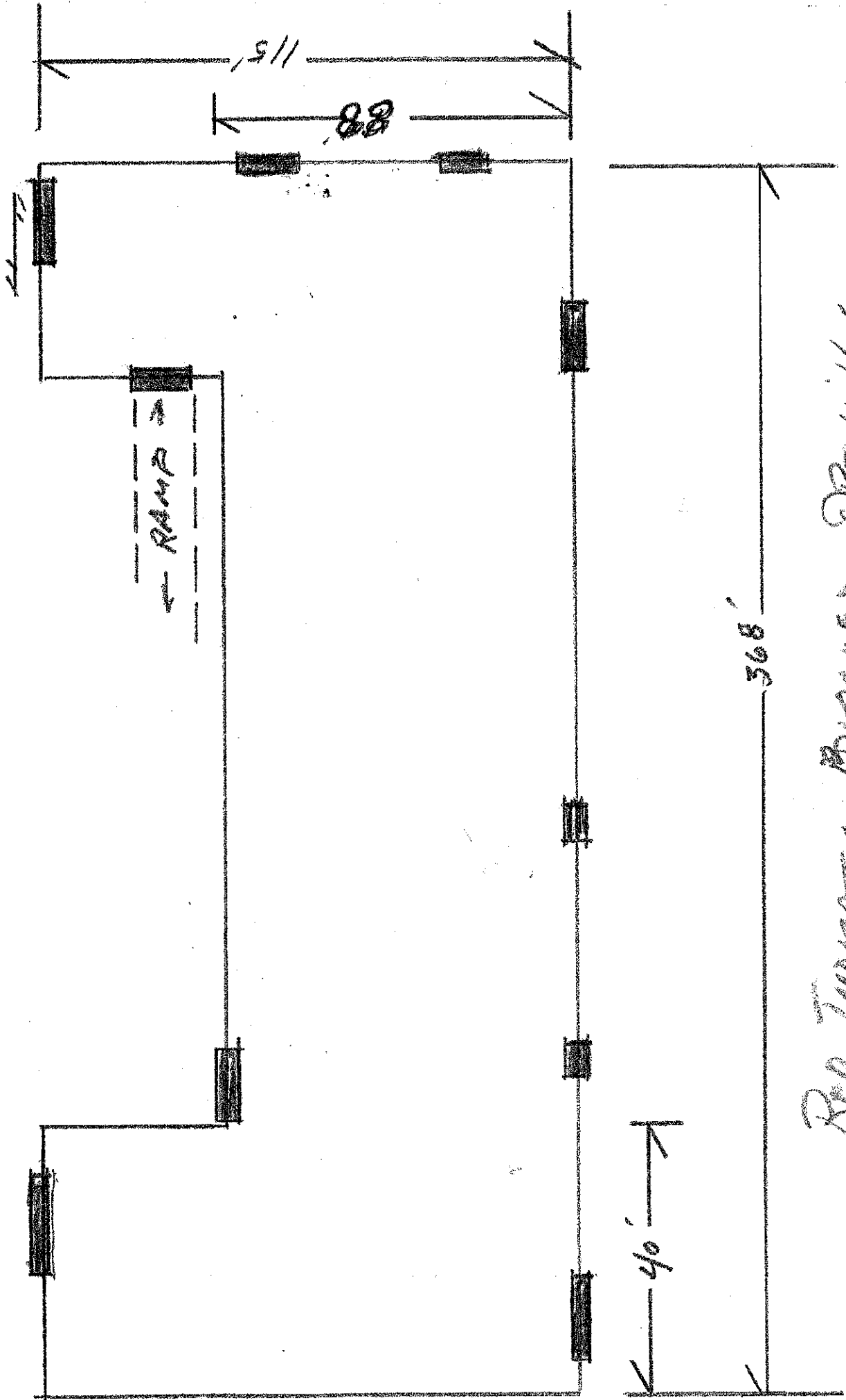
PROPERTY

Parcel 3906-03-226-040

Commencing at the Northwest corner of Section 2, T. 2 S., R. 11 W., City of Parchment, Kalamazoo County, Michigan; thence South $89^{\circ}-13'-49''$ East along the North line of said Section, 238.78 feet; thence South $00^{\circ}-46'-11''$ West, 33.00 feet; thence South $52^{\circ}-33'-29''$ East, 188.13 feet; thence South $37^{\circ}-22'-15''$ West, 690.55 feet; thence Southwesterly 109.56 feet along a curve to the left with a radius of 1922.41 feet and a chord bearing South $35^{\circ}-44'-17''$ West, 109.55 feet; thence Southwesterly 508.63 feet along a curve to the left with a radius of 1922.41 feet and a chord bearing South $26^{\circ}-31'-32''$ West, 507.15 feet for the place of beginning of the land hereinafter described; thence continuing Southwesterly 212.27 feet along a curve to the left with a radius of 1922.41 feet and a chord bearing South $15^{\circ}-46'-58''$ West, 212.16 feet to the Easterly extension of the Northerly line of Amended Plat of Blocks 1, 6, 13 and 16, Lots 1, 2, 8, 9, 10 of Block 2, Lot 7 of Block 3, Lots 1, 2, 4, 5, 6 of Block 4, Lots 1-19 of Block 5, Lots 112 of Block 8, Vacated Parts of Everett Lane, Maiden Lane, Gallup Avenue, Sanford Street and Robert Lane of the Revised Plat of Glendale, as recorded in Liber 42 of Plats on Page 49, Kalamazoo County Records; thence North $89^{\circ}-24'-57''$ West thereon, 604.74 feet, thence North $12^{\circ}-45'-56''$ West, 150.89 feet; thence North $00^{\circ}-48'-00''$ East, 57.93 feet; thence South $89^{\circ}-24'-57''$ East, 694.98 feet to the place of beginning. Containing 3.0 Acres, more or less.

EXHIBIT "B" TO RESTRICTIONS

SITE PLAN AND OTHER PLANS AND SPECIFICATIONS



Red Indicates Doors & Openings

Sent via email: manager@parchment.org

January 31, 2024
2220481

Ms. Nancy Stoddard
City of Parchment
650 S. Riverview Dr.
Parchment, MI 49004-1298

RE: Kayak Launch & Fishing Pier Improvements

Dear Ms. Stoddard:

Please find enclosed the bid tabulation for the subject project. We have reviewed the bids submitted and recommend award to Riverworks Construction of Holland, Michigan in the amount of \$775,390.00.

Following Council action regarding contract award, we will request that the contractor furnish the necessary bonds and insurance and prepare the contracts for execution. Once the contract is executed a change order will be made to adjust quantity for items 3-10. The new grand total is \$534,500 after the contract modification. If you have any questions, please contact our office.

Sincerely,

Prein&Newhof



Ryan M. Russell, P.E.

RMR:dlj

Enclosure

Prein&Newhof

Engineers • Surveyors • Environmental • Laboratory

1707 South Park Street, Suite 200 Kalamazoo, MI 49001
t. (269) 372-1158 f. (616) 364-6955

Bid Tabulation

Owner:		1st		2nd			
City of Parchment		Riverworks Construction 5776 143rd Ave. Holland, MI 49423		Balkema Construction, Inc. 5021 Forest River Way Kalamazoo, MI 49009			
Project Title:		Project #:					
Kayak Launch & Fishing Pier Improvements		2220481					
Bid Date & Time:							
November 30, 2023 at 2:00 pm							
Item No.	Description	Quantity	Unit	Unit Price ³	Total Amount ⁴	Unit Price	Total Amount ⁴
1	Mobilization	1	LSUM	\$77,000.00	\$77,000.00	\$78,000.00	\$78,000.00
2	Trestle Remove	1	LSUM	\$300,000.00	\$300,000.00	\$550,000.00	\$550,000.00
3	Tree, Rem, 37 inch and Greater	4	EA	\$2,500.00	\$10,000.00	\$3,243.00	\$12,972.00
4	Tree, Rem, 19 inch to 36 inch	26	EA	\$2,000.00	\$52,000.00	\$1,170.00	\$30,420.00 *
5	Tree, Rem, 6 inch to 18 inch	32	EA	\$500.00	\$16,000.00	\$440.00	\$14,080.00 *
6	Stump, Rem, 6 inch to 18 inch	15	EA	\$400.00	\$6,000.00	\$420.00	\$6,300.00
7	Sidewalk, Rem	315	SYD	\$6.00	\$1,890.00	\$24.00	\$7,560.00
8	River Debris, Rem	1	LSUM	\$65,000.00	\$65,000.00	\$22,000.00	\$22,000.00
9	Storm Outfall, Repair	4	EA	\$10,000.00	\$40,000.00	\$2,300.00	\$9,200.00
10	Sidewalk, Conc, 4 inch	5,000	SFT	\$10.00	\$50,000.00	\$12.50	\$62,500.00
11	Kayak Launch	1	EA	\$25,000.00	\$25,000.00	\$42,000.00	\$42,000.00
12	Trestle Lookout Improvements	1	EA	\$80,000.00	\$80,000.00	\$65,000.00	\$65,000.00
13	Turf Restoration	3,500	SYD	\$9.00	\$31,500.00	\$9.00	\$31,500.00
14	Landscaping Improvements	1	LSUM	\$10,000.00	\$10,000.00	\$6,000.00	\$6,000.00
15	Traffic Control	1	LSUM	\$5,000.00	\$5,000.00	\$3,500.00	\$3,500.00
16	Soil Erosion Control	1	LSUM	\$6,000.00	\$6,000.00	\$4,500.00	\$4,500.00
Total Bid					\$775,390.00		\$945,532.00 *

* Denotes correction made by Engineer

Prein & Newhof

Engineers • Surveyors • Environmental • Laboratory

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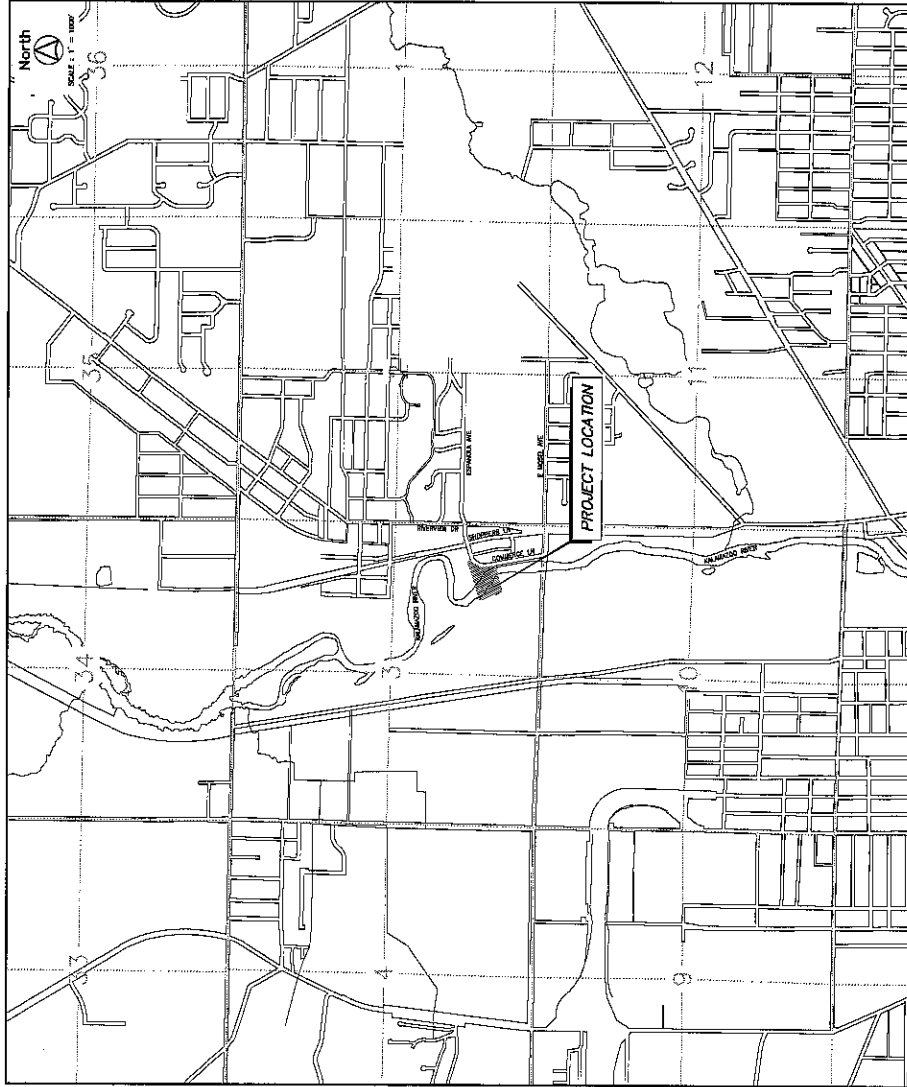
Bid Tabulation

Owner:		1st			
City of Parchment		Riverworks Construction			
Project Title:		5776 143rd Ave.			
Kayak Launch & Fishing Pier Improvements		Holland, MI 49423			
Bid Date & Time:		Project #:			
November 30, 2023 at 2:00 pm		2220481			
Item No.	Description	Quantity	Unit	Unit Price	Total Amount
1	Mobilization	1	LSUM	\$77,000.00	\$77,000.00
2	Trestle Remove	1	LSUM	\$300,000.00	\$300,000.00
3	Tree, Rem, 37 inch and Greater	0	EA	\$2,500.00	\$0.00
4	Tree, Rem, 19 inch to 36 inch	0	EA	\$2,000.00	\$0.00
5	Tree, Rem, 6 inch to 18 inch	0	EA	\$500.00	\$0.00
6	Stump, Rem, 6 inch to 18 inch	0	EA	\$400.00	\$0.00
7	Sidewalk, Rem	0	SYD	\$6.00	\$0.00
8	River Debris, Rem	0	LSUM	\$65,000.00	\$0.00
9	Storm Outfall, Repair	0	EA	\$10,000.00	\$0.00
10	Sidewalk, Conc, 4 inch	1,000	SFT	\$10.00	\$10,000.00
11	Kayak Launch	1	EA	\$25,000.00	\$25,000.00
12	Trestle Lookout Improvements	1	EA	\$80,000.00	\$80,000.00
13	Turf Restoration	3,500	SYD	\$9.00	\$31,500.00
14	Landscaping Improvements	0	LSUM	\$10,000.00	\$0.00
15	Traffic Control	1	LSUM	\$5,000.00	\$5,000.00
16	Soil Erosion Control	1	LSUM	\$6,000.00	\$6,000.00
Total Bid					\$534,500.00

* Denotes correction made by Engineer

CITY OF PARCHMENT
KALAMAZOO COUNTY, MICHIGAN

KAYAK LAUNCH AND FISHING PIER IMPROVEMENTS



STANDARD PLANS	
SIGNALS, PAINT & REFLECTIVE MARKING DETAILS	P-28-4*
BRUSHY BARRIERS & APPROPRIATES AND CORNER SIGNALLERS	P-28-1
TRAIL SIGNAGE & SIGNIFICATION GENERAL MARKERS	P-94-E
SEEDING & TREE PLANTING SPECIAL DETAIL (INCLUDED IN PROPOSAL)	P-101-H
TRAFFIC & SAFETY STANDARD PLANS	
TEMPORARY TRAFFIC CONTROL SIGNS	WD-118-E
SPECIAL DETAIL (INCLUDED IN PROPOSAL)	

GENERAL NOTES

- THE INFORMATION CONTAINED HEREIN IS FOR INFORMATION ONLY AND DOES NOT CONSTITUTE A CONTRACT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES AND AUTHORITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES AND AUTHORITIES.
- WORKING DATA DETAIL, STANDARD, TRAFFIC CONTROL, SIGNAGE, AND OTHER SPECIAL DETAIL (INCLUDED IN PROPOSAL) SHALL BE USED AS SHOWN AND THESE SHALL BE USED IN CONJUNCTION WITH THE STANDARD PLANS AND THESE SPECIAL DETAIL (INCLUDED IN PROPOSAL).
- WITH THE CITY ENGINEER, THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES AND AUTHORITIES.

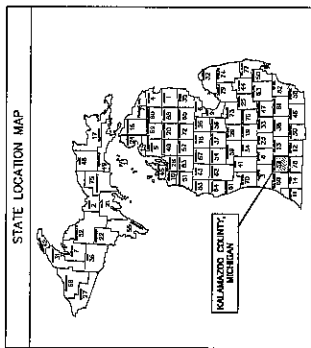
PROJECT DATUM INFORMATION

CONVEYANCE SYSTEM - EAST BAY AREA
 CONVEYANCE SYSTEM - WEST BAY AREA
 CONVEYANCE SYSTEM - SOUTH BAY AREA
 CONVEYANCE SYSTEM - NORTH BAY AREA
 CONVEYANCE SYSTEM - WEST BAY AREA
 CONVEYANCE SYSTEM - SOUTH BAY AREA
 CONVEYANCE SYSTEM - NORTH BAY AREA
 CONVEYANCE SYSTEM - WEST BAY AREA
 CONVEYANCE SYSTEM - SOUTH BAY AREA
 CONVEYANCE SYSTEM - NORTH BAY AREA

UTILITIES	
ELECTRIC	CONSUMERS ENERGY KALAMAZOO, MI 49001 ATTN: SERVICE CENTER
WATER SERVICE	CITY OF KALAMAZOO KALAMAZOO, MI 49001 ATTN: SERVICE CENTER
TELEPHONE	AT&T SERVICE CENTER KALAMAZOO, MI 49001 ATTN: SERVICE CENTER
GAS	CONSUMERS ENERGY KALAMAZOO, MI 49001 ATTN: SERVICE CENTER
CABLE TELEVISION	CHARTER COMMUNICATIONS KALAMAZOO, MI 49001 ATTN: SERVICE CENTER
SEWERAGE & STORM SEWER	CITY OF KALAMAZOO KALAMAZOO, MI 49001 ATTN: SERVICE CENTER

MATERIALS AND METHODS

ALL MATERIALS AND METHODS SHALL BE AS SHOWN AND APPROVED BY THE ENGINEER. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES AND AUTHORITIES.



SHEET INDEX	
SHEET NO.	DESCRIPTION
1	COVER SHEET
2	SITE AND CHANGE PLAN
3	TRAIL AND FISHING PIER
4	DETAILS

ENGINEER: PREIN & NEWHOF
 LICENSE NO. 2220481
 SHEET NO. 1 OF 4

2023 Annual Report of the Parchment Planning Commission

Planning Commissions are created by authority given to local units of government (City Commission) by the Michigan Planning Enabling Act.

This Annual Report is required by Parchment Ordinance 34, Article IV, Section 34-51 thru 34-62.

The Planning Commission (PC) meets on the 4th Wednesday of each month at 6pm at Parchment City Hall. During 2023 the PC met 10 times. The February meeting was canceled due to weather. The PC did not meet in December.

One public hearing was held over the course of two consecutive meetings.

The Planning Commission established a 2023 Work Plan.

2023 Work Plan Items

Zoning Ordinance Updates

1) Child Care Facilities.

Status: 2024 Work Plan Item

2) Sign Ordinance.

Status:

Assessment 6.13.23

Technical Review 7.26.23

Draft #1 (Part 1) 9.27.23

Draft#1 (Parts 1&2) 10.25.23

Section 15.6- 11.29.23

Public Hearing 1.24.24

Zoning Ordinance Amendments for Consistency with Master Plan

3) Master Plan, Zoning Ordinance Review-Select/Prioritize Work Items for 2023.

Status: Completed

3.22.23/4.26.23

4) Supplemental Standards- Sidewalks, Bike Racks.

Status: Completed

Draft#1- 7.27.22

Public Hearing 3.22.23

5) Supplemental Standards-Parking Requirements.

Status: Completed

Assessment 8.24.22

Draft#1-9.28.22

Draft#2-10.26.22

Public Hearing 3.22.23

6) Supplemental Standards-Solar Energy Facilities.

Status: Completed

Draft#1-10.26.22

Draft#2-11.30.22

Public Hearing 3.22.23/4.26.23

June

- Continue discussion related to STR's.
- Review letter of intent from Fidel Coronado. Presentation by Mr. Coronado.
- Began discussion of Sign Ordinance.

July

- PC directed Zoning Administrator to not do any more work on STR's. PC tabled discussion.
- Reviewed memo from ZA Harvey related to signs, Article 15, and suggestions for "cleaning-up" this Article. Article 15 has been causing ZA headaches in trying to apply the Ordinance.
- Joint meeting with CC to review redevelopment schemes prepared by Mike Schwartz.

August

- Joint meeting with CC to review more detailed and refined schemes for mill site redevelopment.

September

- Review letter of intent from Dan Bussema on behalf of Parchment Vegetable Products Inc.
- Continue discussion with ZA Harvey related to Article 15 Sign Ordinance.
- Discussion among PC about reasons for tabling discussion related to STR's in the City.

October

- Reviewed draft of Article 15 "Signs".
- Up-date from City Manager related to "claw-out" clause included in mill property sales agreements.
- Up-date from City Manager related to status of Fishbeck work on mill site property.

November

- Review of Article 15, especially 15.6
- Discussion of items to be included in 2024 Work Plan.
- Discuss when public hearing for Article 15 should be held.

Respectfully Submitted,

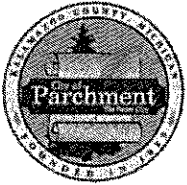
Kent R. DeBoer, Planning Commission Chair, 2023



City of Parchment
 Planning Commission

2024 Work Plan

Work Plan Item	Priority	Status	Schedule
Required 5-Year Review of Master Plan			
MP Adopted 2021 ✓ RRC			Required Review – 2026
Amend MP to include an Action Plan (Implementation) RRC	1		April-July, 2024
Zoning Ordinance Updates			
Child Care Facilities	1		Draft #1 – 3.27.24
Sign Ordinance	1	In Progress	Assessment – 6.13.23 Tech Review – 7.26.23 Draft #1 – 9.27.23/10.25.23 Section 15.6 – 11.29.23 Atty Review – 1.24.24 P.H. – 3.27.24
Zoning Amendments for Consistency w/ Master Plan			
MP/ZO Review – Select/Prioritize Work Items for 2024	1	In Progress	1.24.24 3.27.24
Short Term Rentals (STRs)	2 (2023)	On Hold	Assessment – 5.24.23 Discussion – 6.13.23 Draft #1 – 7.26.23
Review/Amend R-T, R-M, and Mill PUD Districts to clearly provide for alternative, innovative	1		April-July, 2024



City of Parchment
 Planning Commission

housing types' by right. RRC			
Commercial/Industrial Design Standard Overlay District	2		Assessment – 5.24.23 August-November, 2024
Planning Commission Education/Training			
PC Training Session	1		
Joint CC/PC/ZBA Meeting	1		2.28.24