AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

December 16, 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 December 2, 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 1531 – action
ii. Credit Card Statement – 2024 November – action
iii. Financial Report November 2024 - receive
iv. Kalamazoo Area Building Authority, 2024 November Report – receive
v. Kindleberger Arts Commission Meeting Minutes of November 11, 2024 - receive

8. Unfinished Business

9. New Business

1. Parchment Mill Presentation – David Stegink, Fishbeck - receive
2. Ordinance to Amend Child Care – First Reading – action
3. Contributed Services Agreement for KATS - action

10. Citizen Comments – Items ON or OFF the Agenda

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

11. Mayor and Commissioner Comments

12. City Manager Comments

13. Adjournment

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY, DECEMBER 2, 2024.

1. Call to order

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

2. Roll Call.

Present: Commissioners Cooper, Conner, Fooy, Jordan, and Mendoza, City Manager Stoddard, City Treasurer/Clerk Stutz.

Absent: Mayor Britigan, Commissioner Madaras.

Moved by Commissioner Mendoza, supported by Commissioner Cooper to excuse the noted absences. **Motion Carried**.

3. Approval of Minutes

Moved by Commissioner Fooy supported by Commissioner Mendoza to approve the minutes of the November 18, 2024 Regular meeting. **Motion Carried**.

4. Additions or changes to the agenda.

Add 9B. Letter of Intent from Linda Seeger - action. Moved by Commissioner Cooper, supported by Commissioner Mendoza to approve the agenda as presented. **Motion Carried**.

5. Citizen Comments – Items ON the Agenda

None.

6. Consent Agenda

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

7. Unfinished Business

None.

8. New Business

A. Letter to Michigan Department of Treasury LAFD, Treasurer Stutz – receive. Treasurer Stutz explained the Audit Deficiency Corrective Action Plan letter that was received, then referenced her response in the packet. She explained she submitted the CAP letter online as requested, and noted it was a timing difference related to budget adjustment items discussed in November. Questions were asked and answered.

B. Letter of Intent from Linda Seeger – action. City Manager Stoddard gave a brief history of the Bellisle property after its demolition. She mentioned that at the time Ms. Seeger was interested in the property, but not at the price point of the time. The idea is to split the property and sell 2/3 of it to her, putting that portion of the property back on the ad valorem tax roll. The city has already received $300 deposit from Ms. Seeger to go toward costs related to this sale. Questions were asked and answered, some light discussion took place. Moved by Commissioner Conner, supported by Commissioner Mendoza to offer a purchase agreement for parcel 02-165-131 and have the buyer pay 100% of costs. Roll call vote was as follows:

Ayes: Conner, Jordan, Mendoza.
Nays: Cooper, Fooy.
Absent: Britigan, Madaras.
Abstain: None.
Motion Carried 3-2.

9. Citizen Comments

None.

10. Mayor and Commissioner Comments

Commissioner Mendoza thanked Treasurer/Clerk Stutz for handling the Dept. of Treasury issue in such a timely fashion.

Commissioner Cooper mentioned she's looking forward to Wassailing, and thanked all of the volunteers who are making the event happen. She wanted to make sure everyone knows they're appreciated.

Commissioner Conner asked if there was any news on the Kalamazoo Curling Club.

Commissioner Fooy reported having gone to the LCHoward truck lighting event. He expressed to them that in the future they could be incorporated into Wassailing. He then said he has prepared opening remarks for Wassailing.

Vice Mayor Jordan echoed thanks for all of the help getting the Wassailing event together.

11. City Manager Comments/Reports

City Manager Stoddard let everyone know that she will be handing out cookies at the library Wassailing event, then added if there were any questions or concerns to not hesitate in contacting her.

12. Adjournment

There being no further business to come before the Commission, it was moved by Commissioner Mendoza and supported by all to adjourn the meeting at 7:35 p.m.

Shannon Stutz, City Clerk

City of Parchment
Check Register Report
Warrant 1531

Check	Check Date	Vendor Name	Description	Amount
38456	12/09/2024	APEX SOFTWARE	ASSESSING SKETCHING SOFTWARE	260.00
38457	12/09/2024	COMPANION LIFE	LIFE & AD&D INS - DECEMBER LIFC3712	50.80
38458	12/09/2024	CONSUMERS ENERGY	CITYWIDE MONTHLY ENERGY USE	1,853.38
38459	12/09/2024	VOID		0.00
38460	12/09/2024	EMERGENCY VEHICLE PRODUCTS	PREVENTATIVE MAINT ON 711 TRUCK	1,327.97
38461	12/09/2024	FRANCOTYP-POSTALIA, INC.	RENTAL - METER, SCALE, RESETS - 11/1/24	78.00
38462	12/09/2024	J & H OIL COMPANY	FUEL CHARGES - 11/1/24 TO 11/15/24	948.34
38463	12/09/2024	KALAMAZOO COUNTY GOVERNMENT	HHW FEES - 3RD 1/4 2024 - CUST #58	163.67
38464	12/09/2024	KALAMAZOO TOWNSHIP	DECEMBER 2024 - POLICE CONTRACT	36,684.50
38465	12/09/2024	MICHIGAN MUNICIPAL RISK	LIABILITY INS - RETENTION FUND	11,354.25
38466	12/09/2024	O'BOYLE COWELL BLALOCK & ASSOC	URBAN WILDLIFE CORRIDOR/TRESTLE PROJECTS	180.00
38467	12/09/2024	REPUBLIC SERVICES #249	DPW - DECEMBER	869.86
38468	12/09/2024	RIVERRUN PRESS	1,000 WINTER TAX BILLS	357.72
38469	12/09/2024	SEVERANCE ELECTRIC CO INC	TRAFFIC SIGNAL MAINT - NOV 2024	120.00
38470	12/09/2024	STATE OF MICHIGAN	BROWNFIELD LOAN PAYMENT #431854	58,146.08

Account Number: XXXX XXXX XXXX 1546
Statement Closing Date: 11/26/24

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Cardholder Account Summary cont.

Name and Account Number	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
NANCY R STODDARD XXXX XXXX XXXX 7241	$5,000	$0.00	$191.70	$0.00	$191.70
SHANNON STUTZ XXXX XXXX XXXX 9125	$5,000	$0.00	$544.96	$0.00	$544.96

Cardholder Account Activity

BILL CAHILL XXXX XXXX XXXX 1801	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
	$5,000	$0.00	$818.32	$0.00	$818.32

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
10/30	10/29	52653844303714419001740	AMERICANFLAGS.COM 8778735247 NY		$238.93
11/04	11/01	55446414306034111004502	MILLASSIST SERVICES IN OTSEGO MI		$503.00
11/06	11/06	55432864311206294094964	ULINE *SHIP SUPPLIES 800-295-5510 WI		$76.39

CAMRON J BOEKHOVEN XXXX XXXX XXXX 9114	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
	$3,000	$9.01	$600.31	$0.00	$591.30

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
10/30	10/29	75217694304240000066163	EDWARDS INDUSTRIAL SAL KALAMAZOO MI		$5.29
10/30	10/29	55436874303273033967665	RATHCO SAFETY SUPPLY I PORTAGE MI		$36.00
10/30	10/29	75500594303900012000018	MARTIN SPRING & DRIVE KALAMAZOO MI		$378.22
11/07	11/06	55309594311062383822077	NAPA AUTO KALAMAZOO EA KALAMAZOO MI		-$9.01
11/07	11/06	55309594311062383822085	NAPA AUTO KALAMAZOO EA KALAMAZOO MI		$15.18
11/11	11/07	02305374313100156077072	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		$25.71
11/21	11/19	02305374325100106299202	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		$117.91
11/26	11/25	75500594330900014000039	MARTIN SPRING & DRIVE KALAMAZOO MI		$22.00

NANCY R STODDARD XXXX XXXX XXXX 7241	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
	$5,000	$0.00	$191.70	$0.00	$191.70

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
11/04	11/02	82305094307000052003764	ZOOM.US 888-799-9666 SAN JOSE CA		$16.95
11/07	11/07	82117554312000003837157	PIXELVINE FREEPORT MI		$89.75
11/13	11/12	82117554318000000671439	PIXELVINE FREEPORT MI		$85.00

SHANNON STUTZ XXXX XXXX XXXX 9125	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
	$5,000	$0.00	$544.96	$0.00	$544.96

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
11/05	11/04	02305374310500275744531	OFFICEMAX/OFFICEDEPT#3 KALAMAZOO MI		$69.06
11/06	11/04	85140514310900013400013	CORNERSTONE OFFICE SYS AVALENCE@CORN MI		$89.10
11/11	11/08	85140514314900013700020	CORNERSTONE OFFICE SYS AVALENCE@CORN MI		$226.83
11/26	11/25	55432864330202777118518	SPECTRUM 855-707-7328 MO		$159.97

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 11/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-404.000	Tax Revenue	831,500.00	831,543.00	0.00	(43.00)	100.01
101-000-405.000	Taxes - Industrial Facilities	2,207.00	2,207.00	0.00	0.00	100.00
101-000-441.000	Local Community Stab Share Tax	144,000.00	43,407.04	0.00	100,592.96	30.14
101-000-445.000	Penalty on Taxes	4,000.00	2,100.92	0.00	1,899.08	52.52
101-000-448.000	1% Collection Fees	35,800.00	26,812.71	0.00	8,987.29	74.90
101-000-451.000	License and Fees	15,000.00	1,964.70	100.00	13,035.30	13.10
101-000-452.000	Cablevision Fees	15,000.00	3,310.54	2,949.87	11,689.46	22.07
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	145,000.00	37,517.29	71.31	107,482.71	25.87
101-000-528.000	Other Federal Funding	0.00	31,890.60	0.00	(31,890.60)	100.00
101-000-540.000	State Grants	479,900.00	147,205.05	2,013.90	332,694.95	30.67
101-000-544.000	State Grant - Water Plant	9,800.00	9,763.13	0.00	36.87	99.62
101-000-575.000	State Sales Tax	254,100.00	43,895.00	0.00	210,205.00	17.27
101-000-632.000	Charges for Services Rendered	0.00	250.00	0.00	(250.00)	100.00
101-000-645.000	Sale of Fixed Assets	0.00	6,500.00	0.00	(6,500.00)	100.00
101-000-662.000	Traffic Fines	8,000.00	1,288.58	377.78	6,711.42	16.11
101-000-664.000	Interest on Investments	5,000.00	5,590.97	332.74	(590.97)	111.82
101-000-676.000	Transfers From Other Funds	31,891.00	0.00	0.00	31,891.00	0.00
101-000-680.000	Reimbursement for Overhead	132,560.00	0.00	0.00	132,560.00	0.00
101-000-694.000	Miscellaneous	20,000.00	1,483.79	(32.00)	18,516.21	7.42
101-000-695.000	Other Financing Sources	5,000.00	1,908.08	0.00	3,091.92	38.16
Total Dept 000		2,141,458.00	1,198,638.40	5,813.60	942,819.60	55.97
TOTAL REVENUES		2,141,458.00	1,198,638.40	5,813.60	942,819.60	55.97
Expenditures						
Dept 100 - Legislative						
101-100-703.000	Payroll - Part Time	9,000.00	5,935.00	2,620.00	3,065.00	65.94
101-100-715.000	Social Security	1,079.00	137.95	40.30	941.05	12.78
101-100-720.000	Worker's Compensation	296.00	0.00	0.00	296.00	0.00
101-100-722.000	Medicare	252.00	32.26	9.43	219.74	12.80
101-100-740.000	Operating Supplies	1,400.00	1,097.50	359.75	302.50	78.39
101-100-800.000	Professional/Contractual Serv.	21,500.00	9,377.43	2,961.43	12,122.57	43.62
101-100-830.000	Memberships & Dues	600.00	240.75	0.00	359.25	40.13
101-100-860.000	Institutes & Training	1,000.00	427.22	0.00	572.78	42.72
101-100-880.000	Community Promotion	800.00	150.00	75.00	650.00	18.75
101-100-880.001	Wassailing Contribution	1,250.00	0.00	0.00	1,250.00	0.00
101-100-900.000	Printing & Publishing	5,000.00	2,175.64	1,103.83	2,824.36	43.51
101-100-955.000	Miscellaneous	0.00	1,000.00	750.00	(1,000.00)	100.00
101-100-970.000	Capital	0.00	799.99	799.99	(799.99)	100.00
101-100-999.000	Transfer to other Fund	34,212.00	24,211.69	0.00	10,000.31	70.77
Total Dept 100 - Legislative		76,389.00	45,585.43	8,719.73	30,803.57	59.68
Dept 200 - Administration						
101-200-702.000	Payroll - Full Time	132,560.00	48,478.16	10,090.58	84,081.84	36.57
101-200-703.000	Payroll - Part Time	46,800.00	18,766.91	4,287.12	28,033.09	40.10
101-200-715.000	Social Security	7,800.00	3,813.17	817.25	3,986.83	48.89
101-200-716.000	Hospital/Life Insurance	76,425.00	30,157.15	6,031.43	46,267.85	39.46
101-200-716.001	Insurance Deductible	4,000.00	1,658.13	1,151.52	2,341.87	41.45
101-200-718.000	Pension	22,000.00	14,651.74	3,587.30	7,348.26	66.60
101-200-719.000	Hospital Insurance - Retirees	0.00	15,652.59	3,962.02	(15,652.59)	100.00

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 11/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-200-720.000	Worker's Compensation	725.00	0.00	0.00	725.00	0.00
101-200-722.000	Medicare	2,500.00	891.78	191.13	1,608.22	35.67
101-200-724.000	ICMA Retirement Benefit	6,000.00	0.00	0.00	6,000.00	0.00
101-200-730.000	Postage	5,000.00	2,855.32	0.00	2,144.68	57.11
101-200-740.000	Operating Supplies	5,000.00	2,882.86	516.98	2,117.14	57.66
101-200-775.000	Repair & Maintenance Supplies	1,000.00	0.00	0.00	1,000.00	0.00
101-200-800.000	Professional/Contractual Serv.	11,000.00	(20,824.28)	207.25	31,824.28	(189.31)
101-200-800.000-RIVER	Professional/Contractual Serv.	470,600.00	203,568.05	57,704.25	267,031.95	43.26
101-200-800.000-WILDL	Professional/Contractual Serv.	9,300.00	8,912.69	0.00	387.31	95.84
101-200-805.000	Computer Services	9,500.00	4,801.50	683.00	4,698.50	50.54
101-200-830.000	Memberships & Dues	1,200.00	366.50	67.50	833.50	30.54
101-200-850.000	Communications	6,000.00	2,492.24	286.92	3,507.76	41.54
101-200-860.000	Institutes & Training	1,200.00	510.29	0.00	689.71	42.52
101-200-900.000	Printing & Publishing	2,000.00	1,576.46	0.00	423.54	78.82
101-200-910.000	Insurance & Bonds	7,800.00	4,497.75	0.00	3,302.25	57.66
101-200-920.000	Utilities	4,500.00	1,579.32	222.57	2,920.68	35.10
101-200-930.000	Repair & Maint.Contractors	3,000.00	0.00	0.00	3,000.00	0.00
101-200-955.000	Miscellaneous	500.00	128.71	0.00	371.29	25.74
Total Dept 200 - Administration		836,410.00	347,417.04	89,806.82	488,992.96	41.54
Dept 210 - Legal Services						
101-210-801.000	Attorney - General	14,000.00	4,756.25	1,187.50	9,243.75	33.97
101-210-802.000	Attorney-Police Matters	5,000.00	787.50	0.00	4,212.50	15.75
Total Dept 210 - Legal Services		19,000.00	5,543.75	1,187.50	13,456.25	29.18
Dept 300 - Police						
101-300-703.000	Payroll - Part Time	8,400.00	3,248.00	1,120.00	5,152.00	38.67
101-300-715.000	Social Security	600.00	201.37	69.44	398.63	33.56
101-300-722.000	Medicare	100.00	47.09	16.24	52.91	47.09
101-300-780.000	Safety Supplies	0.00	379.95	379.95	(379.95)	100.00
101-300-800.000	Professional/Contractual Serv.	479,551.00	183,422.50	36,684.50	296,128.50	38.25
Total Dept 300 - Police		488,651.00	187,298.91	38,270.13	301,352.09	38.33
Dept 336 - Fire						
101-336-746.000	Gasoline & Oil	500.00	118.90	0.00	381.10	23.78
101-336-775.000	Repair & Maintenance Supplies	1,000.00	155.10	0.00	844.90	15.51
101-336-800.000	Professional/Contractual Serv.	125,000.00	32,825.88	7,397.33	92,174.12	26.26
101-336-850.000	Communications	0.00	959.22	0.00	(959.22)	100.00
101-336-910.000	Insurance & Bonds	15,000.00	11,491.50	0.00	3,508.50	76.61
101-336-920.000	Utilities	2,500.00	679.83	114.67	1,820.17	27.19
101-336-930.000	Repair & Maint.Contractors	350.00	420.00	0.00	(70.00)	120.00
101-336-970.000	Capital	30,000.00	18,445.88	0.00	11,554.12	61.49
Total Dept 336 - Fire		174,350.00	65,096.31	7,512.00	109,253.69	37.34
Dept 440 - Public Services						
101-440-702.000	Payroll - Full Time	70,000.00	33,123.65	9,107.21	36,876.35	47.32
101-440-715.000	Social Security	4,350.00	2,778.19	711.00	1,571.81	63.87
101-440-716.000	Hospital/Life Insurance	28,530.00	17,130.52	2,931.82	11,399.48	60.04

PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 11/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-440-716.001	Insurance Deductible	1,400.00	1,071.44	883.59	328.56	76.53
101-440-718.000	Pension	31,500.00	8,606.21	2,306.30	22,893.79	27.32
101-440-720.000	Worker's Compensation	2,500.00	0.00	0.00	2,500.00	0.00
101-440-722.000	Medicare	1,050.00	649.62	166.23	400.38	61.87
101-440-740.000	Operating Supplies	2,500.00	63.71	32.63	2,436.29	2.55
101-440-746.000	Gasoline & Oil	7,000.00	2,001.84	308.93	4,998.16	28.60
101-440-775.000	Repair & Maintenance Supplies	10,000.00	4,364.10	635.58	5,635.90	43.64
101-440-780.000	Safety Supplies	500.00	98.55	0.00	401.45	19.71
101-440-800.000	Professional/Contractual Serv.	0.00	422.36	186.18	(422.36)	100.00
101-440-800.000-TREES	Professional/Contractual Serv.	10,000.00	0.00	0.00	10,000.00	0.00
101-440-810.000	Rubbish Collection Charges	138,000.00	60,732.59	12,048.50	77,267.41	44.01
101-440-815.000	Uniform Rental	3,000.00	1,774.99	538.92	1,225.01	59.17
101-440-830.000	Memberships & Dues	500.00	0.00	0.00	500.00	0.00
101-440-850.000	Communications	1,700.00	479.92	119.98	1,220.08	28.23
101-440-860.000	Institutes & Training	300.00	0.00	0.00	300.00	0.00
101-440-880.000	Community Promotion	500.00	0.00	0.00	500.00	0.00
101-440-910.000	Insurance & Bonds	6,000.00	4,426.50	0.00	1,573.50	73.78
101-440-920.000	Utilities	9,500.00	4,821.70	1,008.48	4,678.30	50.75
101-440-926.000	Street Lighting	24,700.00	8,077.45	1,882.72	16,622.55	32.70
101-440-930.000	Repair & Maint.Contractors	12,500.00	5,601.31	869.86	6,898.69	44.81
Total Dept 440 - Public Services		366,030.00	156,224.65	33,737.93	209,805.35	42.68
Dept 591 - Water Plant Grant Expenses						
101-591-800.000	Professional/Contractual Serv.	9,800.00	11,713.45	0.00	(1,913.45)	119.53
101-591-920.000	Utilities	2,200.00	875.30	177.15	1,324.70	39.79
Total Dept 591 - Water Plant Grant Expenses		12,000.00	12,588.75	177.15	(588.75)	104.91
Dept 751 - Parks, Recreation & Culture						
101-751-702.000	Payroll - Full Time	53,675.00	24,856.04	7,262.46	28,818.96	46.31
101-751-703.000	Payroll - Part Time	0.00	592.50	0.00	(592.50)	100.00
101-751-715.000	Social Security	3,300.00	1,565.05	449.16	1,734.95	47.43
101-751-716.000	Hospital/Life Insurance	17,300.00	3,930.94	337.95	13,369.06	22.72
101-751-716.001	Insurance Deductible	900.00	900.00	900.00	0.00	100.00
101-751-718.000	Pension	25,500.00	6,367.79	1,636.39	19,132.21	24.97
101-751-720.000	Worker's Compensation	1,500.00	0.00	0.00	1,500.00	0.00
101-751-722.000	Medicare	800.00	366.01	105.06	433.99	45.75
101-751-746.000	Gasoline & Oil	2,800.00	1,967.45	377.07	832.55	70.27
101-751-775.000	Repair & Maintenance Supplies	10,000.00	1,927.19	650.69	8,072.81	19.27
101-751-780.000	Safety Supplies	400.00	98.55	0.00	301.45	24.64
101-751-800.000	Professional/Contractual Serv.	39,880.00	39,880.00	0.00	0.00	100.00
101-751-800.000-TREES	Professional/Contractual Serv.	10,000.00	0.00	0.00	10,000.00	0.00
101-751-910.000	Insurance & Bonds	7,100.00	5,565.00	0.00	1,535.00	78.38
101-751-920.000	Utilities	7,500.00	2,748.20	858.77	4,751.80	36.64
101-751-930.000	Repair & Maint.Contractors	15,000.00	4,156.00	202.00	10,844.00	27.71
Total Dept 751 - Parks, Recreation & Culture		195,655.00	94,920.72	12,779.55	100,734.28	48.51
TOTAL EXPENDITURES		2,168,485.00	914,675.56	192,190.81	1,253,809.44	42.18

PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 11/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		2,141,458.00	1,198,638.40	5,813.60	942,819.60	55.97
TOTAL EXPENDITURES		2,168,485.00	914,675.56	192,190.81	1,253,809.44	42.18
NET OF REVENUES & EXPENDITURES		(27,027.00)	283,962.84	(186,377.21)	(310,989.84)	1,050.66

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 11/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 202 - MAJOR STREET FUND						
Revenues						
Dept 000						
202-000-546.000	State Grants - Act 51	190,700.00	49,214.83	15,551.68	141,485.17	25.81
Total Dept 000		190,700.00	49,214.83	15,551.68	141,485.17	25.81
TOTAL REVENUES		190,700.00	49,214.83	15,551.68	141,485.17	25.81
Expenditures						
Dept 451 - Construction						
202-451-930.000	Repair & Maint.Contractors	16,115.00	1,106.30	1,106.30	15,008.70	6.87
Total Dept 451 - Construction		16,115.00	1,106.30	1,106.30	15,008.70	6.87
Dept 463 - Routine Maintenance						
202-463-702.000	Payroll - Full Time	10,730.00	5,657.97	1,539.96	5,072.03	52.73
202-463-715.000	Social Security	665.00	347.74	95.24	317.26	52.29
202-463-716.000	Hospital/Life Insurance	3,200.00	952.32	80.87	2,247.68	29.76
202-463-716.001	Insurance Deductible	170.00	0.00	0.00	170.00	0.00
202-463-718.000	Pension	4,850.00	1,273.41	331.83	3,576.59	26.26
202-463-720.000	Worker's Compensation	480.00	0.00	0.00	480.00	0.00
202-463-722.000	Medicare	150.00	81.33	22.28	68.67	54.22
202-463-746.000	Gasoline & Oil	300.00	0.00	0.00	300.00	0.00
202-463-775.000	Repair & Maintenance Supplies	2,400.00	387.16	58.30	2,012.84	16.13
202-463-930.000	Repair & Maint.Contractors	20,000.00	16,100.09	1,587.19	3,899.91	80.50
Total Dept 463 - Routine Maintenance		42,945.00	24,800.02	3,715.67	18,144.98	57.75
Dept 475 - Traffic Services						
202-475-702.000	Payroll - Full Time	10,125.00	5,180.93	1,483.74	4,944.07	51.17
202-475-715.000	Social Security	630.00	318.25	91.77	311.75	50.52
202-475-716.000	Hospital/Life Insurance	3,000.00	918.96	74.12	2,081.04	30.63
202-475-716.001	Insurance Deductible	160.00	0.00	0.00	160.00	0.00
202-475-718.000	Pension	4,600.00	1,209.36	310.99	3,390.64	26.29
202-475-720.000	Worker's Compensation	640.00	0.00	0.00	640.00	0.00
202-475-722.000	Medicare	150.00	74.41	21.47	75.59	49.61
202-475-746.000	Gasoline & Oil	500.00	0.00	0.00	500.00	0.00
202-475-775.000	Repair & Maintenance Supplies	2,500.00	1,206.93	0.00	1,293.07	48.28
202-475-930.000	Repair & Maint.Contractors	10,000.00	3,978.91	744.56	6,021.09	39.79
Total Dept 475 - Traffic Services		32,305.00	12,887.75	2,726.65	19,417.25	39.89
Dept 478 - Winter Maintenance						
202-478-702.000	Payroll - Full Time	12,930.00	6,863.77	1,920.46	6,066.23	53.08
202-478-715.000	Social Security	800.00	422.18	118.82	377.82	52.77
202-478-716.000	Hospital/Life Insurance	3,200.00	1,045.38	81.54	2,154.62	32.67
202-478-716.001	Insurance Deductible	170.00	0.00	0.00	170.00	0.00
202-478-718.000	Pension	5,850.00	1,553.21	394.77	4,296.79	26.55
202-478-720.000	Worker's Compensation	820.00	0.00	0.00	820.00	0.00
202-478-722.000	Medicare	190.00	98.75	27.77	91.25	51.97
202-478-746.000	Gasoline & Oil	1,000.00	191.70	191.70	808.30	19.17
202-478-753.000	Salt	9,000.00	0.00	0.00	9,000.00	0.00

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 11/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 202 - MAJOR STREET FUND						
Expenditures						
Total Dept 478 - Winter Maintenance		33,960.00	10,174.99	2,735.06	23,785.01	29.96
Dept 482 - Administration						
202-482-702.000	Payroll - Full Time	1,350.00	206.39	128.42	1,143.61	15.29
202-482-715.000	Social Security	85.00	12.83	7.96	72.17	15.09
202-482-716.000	Hospital/Life Insurance	0.00	0.79	0.15	(0.79)	100.00
202-482-718.000	Pension	610.00	154.93	36.62	455.07	25.40
202-482-720.000	Worker's Compensation	15.00	0.00	0.00	15.00	0.00
202-482-722.000	Medicare	20.00	3.03	1.88	16.97	15.15
202-482-960.000	Administrative Overhead	25,000.00	0.00	0.00	25,000.00	0.00
202-482-999.000	Transfer to other Fund	60,555.00	0.00	0.00	60,555.00	0.00
Total Dept 482 - Administration		87,635.00	377.97	175.03	87,257.03	0.43
TOTAL EXPENDITURES		212,960.00	49,347.03	10,458.71	163,612.97	23.17
Fund 202 - MAJOR STREET FUND:						
TOTAL REVENUES		190,700.00	49,214.83	15,551.68	141,485.17	25.81
TOTAL EXPENDITURES		212,960.00	49,347.03	10,458.71	163,612.97	23.17
NET OF REVENUES & EXPENDITURES		(22,260.00)	(132.20)	5,092.97	(22,127.80)	0.59

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 11/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 203 - LOCAL STREET FUND						
Revenues						
Dept 000						
203-000-546.000	State Grants - Act 51	78,000.00	20,069.37	6,341.84	57,930.63	25.73
203-000-676.000	Transfers From Other Funds	60,555.00	0.00	0.00	60,555.00	0.00
Total Dept 000		138,555.00	20,069.37	6,341.84	118,485.63	14.48
TOTAL REVENUES		138,555.00	20,069.37	6,341.84	118,485.63	14.48
Expenditures						
Dept 451 - Construction						
203-451-800.000	Professional/Contractual Serv.	126,750.00	0.00	0.00	126,750.00	0.00
Total Dept 451 - Construction		126,750.00	0.00	0.00	126,750.00	0.00
Dept 463 - Routine Maintenance						
203-463-702.000	Payroll - Full Time	10,730.00	5,419.68	1,539.96	5,310.32	50.51
203-463-715.000	Social Security	665.00	332.94	95.23	332.06	50.07
203-463-716.000	Hospital/Life Insurance	3,200.00	952.26	80.86	2,247.74	29.76
203-463-716.001	Insurance Deductible	170.00	0.00	0.00	170.00	0.00
203-463-718.000	Pension	4,850.00	1,273.45	331.82	3,576.55	26.26
203-463-720.000	Worker's Compensation	680.00	0.00	0.00	680.00	0.00
203-463-722.000	Medicare	155.00	77.94	22.28	77.06	50.28
203-463-775.000	Repair & Maintenance Supplies	3,500.00	262.72	58.31	3,237.28	7.51
203-463-930.000	Repair & Maint.Contractors	15,000.00	24,654.80	149.20	(9,654.80)	164.37
Total Dept 463 - Routine Maintenance		38,950.00	32,973.79	2,277.66	5,976.21	84.66
Dept 475 - Traffic Services						
203-475-702.000	Payroll - Full Time	10,125.00	5,097.74	1,453.86	5,027.26	50.35
203-475-715.000	Social Security	630.00	313.20	89.92	316.80	49.71
203-475-716.000	Hospital/Life Insurance	3,000.00	893.78	74.11	2,106.22	29.79
203-475-716.001	Insurance Deductible	160.00	0.00	0.00	160.00	0.00
203-475-718.000	Pension	4,600.00	1,197.87	309.95	3,402.13	26.04
203-475-720.000	Worker's Compensation	640.00	0.00	0.00	640.00	0.00
203-475-722.000	Medicare	150.00	73.25	21.03	76.75	48.83
203-475-775.000	Repair & Maintenance Supplies	5,000.00	0.00	0.00	5,000.00	0.00
203-475-930.000	Repair & Maint.Contractors	500.00	2,207.54	0.00	(1,707.54)	441.51
Total Dept 475 - Traffic Services		24,805.00	9,783.38	1,948.87	15,021.62	39.44
Dept 478 - Winter Maintenance						
203-478-702.000	Payroll - Full Time	12,950.00	6,723.23	1,902.66	6,226.77	51.92
203-478-715.000	Social Security	800.00	413.85	117.73	386.15	51.73
203-478-716.000	Hospital/Life Insurance	3,200.00	928.76	81.54	2,271.24	29.02
203-478-716.001	Insurance Deductible	170.00	0.00	0.00	170.00	0.00
203-478-718.000	Pension	5,850.00	1,517.25	393.98	4,332.75	25.94
203-478-720.000	Worker's Compensation	820.00	0.00	0.00	820.00	0.00
203-478-722.000	Medicare	190.00	96.79	27.53	93.21	50.94
203-478-746.000	Gasoline & Oil	1,000.00	191.70	191.70	808.30	19.17
203-478-753.000	Salt	6,200.00	0.00	0.00	6,200.00	0.00
203-478-775.000	Repair & Maintenance Supplies	1,000.00	0.00	0.00	1,000.00	0.00

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 11/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 203 - LOCAL STREET FUND						
Expenditures						
Total Dept 478 - Winter Maintenance		32,180.00	9,871.58	2,715.14	22,308.42	30.68
Dept 482 - Administration						
203-482-702.000	Payroll - Full Time	1,350.00	245.05	128.39	1,104.95	18.15
203-482-715.000	Social Security	85.00	12.78	7.95	72.22	15.04
203-482-716.000	Hospital/Life Insurance	0.00	0.79	0.15	(0.79)	100.00
203-482-718.000	Pension	620.00	154.92	36.61	465.08	24.99
203-482-720.000	Worker's Compensation	15.00	0.00	0.00	15.00	0.00
203-482-722.000	Medicare	20.00	3.02	1.87	16.98	15.10
203-482-960.000	Administrative Overhead	25,000.00	0.00	0.00	25,000.00	0.00
Total Dept 482 - Administration		27,090.00	416.56	174.97	26,673.44	1.54
TOTAL EXPENDITURES		249,775.00	53,045.31	7,116.64	196,729.69	21.24
Fund 203 - LOCAL STREET FUND:						
TOTAL REVENUES		138,555.00	20,069.37	6,341.84	118,485.63	14.48
TOTAL EXPENDITURES		249,775.00	53,045.31	7,116.64	196,729.69	21.24
NET OF REVENUES & EXPENDITURES		(111,220.00)	(32,975.94)	(774.80)	(78,244.06)	29.65

PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 11/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 251 - Brownfield Redevelopment						
Revenues						
Dept 000						
251-000-404.000	Tax Revenue	675,410.00	503,259.54	0.00	172,150.46	74.51
251-000-528.000	Other Federal Funding	800,000.00	114,097.79	0.00	685,902.21	14.26
Total Dept 000		1,475,410.00	617,357.33	0.00	858,052.67	41.84
TOTAL REVENUES		1,475,410.00	617,357.33	0.00	858,052.67	41.84
Expenditures						
Dept 000						
251-000-775.000	Repair & Maintenance Supplies	0.00	252.04	252.04	(252.04)	100.00
251-000-800.000	Professional/Contractual Serv.	810,000.00	94,551.10	8,744.15	715,448.90	11.67
251-000-801.000	Attorney - General	10,000.00	0.00	0.00	10,000.00	0.00
251-000-955.000	Miscellaneous	524,330.00	0.00	0.00	524,330.00	0.00
251-000-960.000	Administrative Overhead	41,280.00	0.00	0.00	41,280.00	0.00
251-000-991.000	Debt Retirement-Principal	50,103.00	0.00	0.00	50,103.00	0.00
251-000-995.000	Interest Expense	8,044.00	0.00	0.00	8,044.00	0.00
Total Dept 000		1,443,757.00	94,803.14	8,996.19	1,348,953.86	6.57
TOTAL EXPENDITURES		1,443,757.00	94,803.14	8,996.19	1,348,953.86	6.57
Fund 251 - Brownfield Redevelopment:						
TOTAL REVENUES		1,475,410.00	617,357.33	0.00	858,052.67	41.84
TOTAL EXPENDITURES		1,443,757.00	94,803.14	8,996.19	1,348,953.86	6.57
NET OF REVENUES & EXPENDITURES		31,653.00	522,554.19	(8,996.19)	(490,901.19)	1,650.88

REVENUE AND EXPENDITURE REPORT FOR CITY OF PARCHMENT

PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 11/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 285 - Stimulus Grant Fund						
Expenditures						
Dept 000						
285-000-999.000	Transfer to other Fund	31,891.00	31,890.60	0.00	0.40	100.00
Total Dept 000		31,891.00	31,890.60	0.00	0.40	100.00
TOTAL EXPENDITURES		31,891.00	31,890.60	0.00	0.40	100.00
Fund 285 - Stimulus Grant Fund:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		31,891.00	31,890.60	0.00	0.40	100.00
NET OF REVENUES & EXPENDITURES		(31,891.00)	(31,890.60)	0.00	(0.40)	100.00

PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 11/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 299 - TREE FUND						
Revenues						
Dept 000						
299-000-676.000	Transfers From Other Funds	10,000.00	0.00	0.00	10,000.00	0.00
299-000-694.000	Miscellaneous	0.00	2,025.00	2,000.00	(2,025.00)	100.00
Total Dept 000		10,000.00	2,025.00	2,000.00	7,975.00	20.25
TOTAL REVENUES		10,000.00	2,025.00	2,000.00	7,975.00	20.25
Expenditures						
Dept 000						
299-000-955.000	Miscellaneous	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 000		10,000.00	0.00	0.00	10,000.00	0.00
TOTAL EXPENDITURES		10,000.00	0.00	0.00	10,000.00	0.00
Fund 299 - TREE FUND:						
TOTAL REVENUES		10,000.00	2,025.00	2,000.00	7,975.00	20.25
TOTAL EXPENDITURES		10,000.00	0.00	0.00	10,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	2,025.00	2,000.00	(2,025.00)	100.00

PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 11/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 401 - Veteran's Memorial Fund						
Revenues						
Dept 000						
401-000-674.000	Contributed Capital Revenue	2,500.00	275.00	150.00	2,225.00	11.00
Total Dept 000		2,500.00	275.00	150.00	2,225.00	11.00
TOTAL REVENUES		2,500.00	275.00	150.00	2,225.00	11.00
Expenditures						
Dept 000						
401-000-702.000	Payroll - Full Time	1,500.00	0.00	0.00	1,500.00	0.00
401-000-775.000	Repair & Maintenance Supplies	2,500.00	0.00	0.00	2,500.00	0.00
401-000-800.000	Professional/Contractual Serv.	0.00	1,347.00	141.00	(1,347.00)	100.00
401-000-955.000	Miscellaneous	0.00	20.00	0.00	(20.00)	100.00
Total Dept 000		4,000.00	1,367.00	141.00	2,633.00	34.18
TOTAL EXPENDITURES		4,000.00	1,367.00	141.00	2,633.00	34.18
Fund 401 - Veteran's Memorial Fund:						
TOTAL REVENUES		2,500.00	275.00	150.00	2,225.00	11.00
TOTAL EXPENDITURES		4,000.00	1,367.00	141.00	2,633.00	34.18
NET OF REVENUES & EXPENDITURES		(1,500.00)	(1,092.00)	9.00	(408.00)	72.80

PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 11/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 590 - SEWER FUND						
Revenues						
Dept 000						
590-000-508.000	USDA Grants	3,549,000.00	458,441.77	0.00	3,090,558.23	12.92
590-000-626.000	Sewer Services	290,370.00	64,229.12	0.00	226,140.88	22.12
590-000-664.000	Interest on Investments	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 000		3,841,370.00	522,670.89	0.00	3,318,699.11	13.61
TOTAL REVENUES		3,841,370.00	522,670.89	0.00	3,318,699.11	13.61
Expenditures						
Dept 000						
590-000-702.000	Payroll - Full Time	11,550.00	10,755.57	3,492.49	794.43	93.12
590-000-715.000	Social Security	720.00	659.45	216.51	60.55	91.59
590-000-716.000	Hospital/Life Insurance	10,650.00	2,263.38	0.99	8,386.62	21.25
590-000-716.001	Insurance Deductible	700.00	0.00	0.00	700.00	0.00
590-000-718.000	Pension	5,300.00	2,004.51	321.53	3,295.49	37.82
590-000-720.000	Worker's Compensation	265.00	0.00	0.00	265.00	0.00
590-000-722.000	Medicare	170.00	154.21	50.64	15.79	90.71
590-000-800.000	Professional/Contractual Serv.	3,555,200.00	571,017.48	31,694.93	2,984,182.52	16.06
590-000-801.000	Attorney - General	50,000.00	0.00	0.00	50,000.00	0.00
590-000-900.000	Printing & Publishing	2,500.00	0.00	0.00	2,500.00	0.00
590-000-910.000	Insurance & Bonds	11,600.00	8,082.00	0.00	3,518.00	69.67
590-000-920.000	Utilities	2,600.00	536.75	43.26	2,063.25	20.64
590-000-930.000	Repair & Maint.Contractors	10,000.00	0.00	0.00	10,000.00	0.00
590-000-960.000	Administrative Overhead	41,280.00	0.00	0.00	41,280.00	0.00
590-000-968.000	Depreciation	14,044.00	0.00	0.00	14,044.00	0.00
590-000-991.000	Debt Retirement-Principal	50,000.00	50,000.00	0.00	0.00	100.00
590-000-995.000	Interest Expense	31,825.00	2,207.51	0.00	29,617.49	6.94
Total Dept 000		3,798,404.00	647,680.86	35,820.35	3,150,723.14	17.05
TOTAL EXPENDITURES		3,798,404.00	647,680.86	35,820.35	3,150,723.14	17.05
Fund 590 - SEWER FUND:						
TOTAL REVENUES		3,841,370.00	522,670.89	0.00	3,318,699.11	13.61
TOTAL EXPENDITURES		3,798,404.00	647,680.86	35,820.35	3,150,723.14	17.05
NET OF REVENUES & EXPENDITURES		42,966.00	(125,009.97)	(35,820.35)	167,975.97	290.95
TOTAL REVENUES - ALL FUNDS		7,799,993.00	2,410,250.82	29,857.12	5,389,742.18	30.90
TOTAL EXPENDITURES - ALL FUNDS		7,919,272.00	1,792,809.50	254,723.70	6,126,462.50	22.64
NET OF REVENUES & EXPENDITURES		(119,279.00)	617,441.32	(224,866.58)	(736,720.32)	517.64

REVENUE AND EXPENDITURE REPORT FOR CITY OF PARCHMENT

PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 11/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 250 - KINDLEBERGER SUMMER FESTIVAL						
Revenues						
Dept 000						
250-000-475.001	Arts & Crafts	4,000.00	5,802.34	0.00	(1,802.34)	145.06
250-000-475.002	Race/Walk Fees	3,500.00	3,356.32	0.00	143.68	95.89
250-000-475.003	Membership Fund Drive	2,000.00	4,104.83	0.00	(2,104.83)	205.24
250-000-475.005	Corporate Sponsorships	16,000.00	21,100.00	0.00	(5,100.00)	131.88
250-000-475.008	Miscellaneous Inc.	500.00	280.00	0.00	220.00	56.00
250-000-590.001	GRANTS - G FOUND	30,000.00	30,000.00	0.00	0.00	100.00
250-000-590.002	Grants-Harold & Grace Upjohn	5,000.00	5,000.00	0.00	0.00	100.00
250-000-675.001	Fund Raising	6,500.00	25,960.50	0.00	(19,460.50)	399.39
250-000-675.002	KSF Special Event	4,000.00	0.00	0.00	4,000.00	0.00
250-000-694.000	Miscellaneous	3,000.00	24,211.69	0.00	(21,211.69)	807.06
Total Dept 000		74,500.00	119,815.68	0.00	(45,315.68)	160.83
TOTAL REVENUES		74,500.00	119,815.68	0.00	(45,315.68)	160.83
Expenditures						
Dept 000						
250-000-779.001	Performance Expense	23,800.00	21,535.53	0.00	2,264.47	90.49
250-000-779.003	Festival Day - Race/Walk	6,500.00	5,023.76	0.00	1,476.24	77.29
250-000-779.004	Fest. Day - Arts & Crafts	200.00	0.00	0.00	200.00	0.00
250-000-779.005	Fest. Day-Childrens Area	1,900.00	1,533.00	0.00	367.00	80.68
250-000-779.007	Fest Day Events	2,000.00	0.00	0.00	2,000.00	0.00
250-000-779.008	Fund Raising-Dance	2,200.00	14,730.79	0.00	(12,530.79)	669.58
250-000-779.012	Festival - Administration	18,500.00	24,487.46	0.00	(5,987.46)	132.36
250-000-779.013	Stage Entertainment	14,650.00	18,850.00	0.00	(4,200.00)	128.67
250-000-779.015	Stage Expenses	0.00	(57.54)	0.00	57.54	100.00
250-000-779.016	Car Show Expenses	750.00	757.97	0.00	(7.97)	101.06
250-000-779.020	Publicity	4,000.00	2,867.24	0.00	1,132.76	71.68
Total Dept 000		74,500.00	89,728.21	0.00	(15,228.21)	120.44
TOTAL EXPENDITURES		74,500.00	89,728.21	0.00	(15,228.21)	120.44
Fund 250 - KINDLEBERGER SUMMER FESTIVAL:						
TOTAL REVENUES		74,500.00	119,815.68	0.00	(45,315.68)	160.83
TOTAL EXPENDITURES		74,500.00	89,728.21	0.00	(15,228.21)	120.44
NET OF REVENUES & EXPENDITURES		0.00	30,087.47	0.00	(30,087.47)	100.00

KABA Kalamazoo Area Building Authority

2024 MONTHLY PERMITS BY JURISDICTION

MONTH OF NOVEMBER 2024

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	9	1,915.00
COMSTOCK	ELECTRICAL	13	3,177.00
COMSTOCK	MECHANICAL	22	4,683.00
COMSTOCK	PLUMBING	12	3,072.00
COMSTOCK	SPECIAL - JURISDICTION	4	400.00
COMSTOCK	SPECIAL - HOMEOWNER	1	60.00
TOTAL COMSTOCK		**61**	**$ 13,307.00**
KALAMAZOO	BUILDING	10	2,413.00
KALAMAZOO	ELECTRICAL	10	1,774.00
KALAMAZOO	MECHANICAL	30	4,505.00
KALAMAZOO	PLUMBING	11	1,443.00
KALAMAZOO	SPECIAL - JURISDICTION	3	300.00
KALAMAZOO	SPECIAL - HOMEOWNER	2	120.00
TOTAL KALAMAZOO		**66**	**$ 10,555.00**
PARCHMENT	BUILDING	-	-
PARCHMENT	ELECTRICAL	-	-
PARCHMENT	MECHANICAL	1	140.00
PARCHMENT	PLUMBING	1	115.00
PARCHMENT	SPECIAL - JURISDICTION	-	-
PARCHMENT	SPECIAL - HOMEOWNER	-	-
TOTAL PARCHMENT		**2**	**$ 255.00**
PINE GROVE	BUILDING	1	373.00
PINE GROVE	ELECTRICAL	3	736.00
PINE GROVE	MECHANICAL	7	945.00
PINE GROVE	PLUMBING	-	-
PINE GROVE	SPECIAL - JURISDICTION	-	-
PINE GROVE	SPECIAL - HOMEOWNER	1	60.00
TOTAL PINE GROVE		**12**	**$ 2,114.00**
RICHLAND	BUILDING	15	13,053.00
RICHLAND	ELECTRICAL	13	3,372.00
RICHLAND	MECHANICAL	12	2,311.00
RICHLAND	PLUMBING	20	3,853.00
RICHLAND	SPECIAL - JURISDICTION	-	-
RICHLAND	SPECIAL - HOMEOWNER	1	60.00
TOTAL RICHLAND		**61**	**$ 22,649.00**
RICHLAND VILLAGE	BUILDING	-	-
RICHLAND VILLAGE	ELECTRICAL	1	125.00
RICHLAND VILLAGE	MECHANICAL	1	140.00
RICHLAND VILLAGE	PLUMBING	-	-
RICHLAND VILLAGE	SPECIAL - JURISDICTION	-	-
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	-	-
TOTAL RICHLAND VILLAGE		**2**	**$ 265.00**
TOTAL		**204**	**$ 49,145.00**

REVENUE	REVENUE
NOVEMBER 2023	**% PREV YEAR MONTH**
$ 107,179.50	**45.9%**

PERMITS	PERMITS
NOVEMBER 2023	**% 2023 - YTD**
239	**85%**

KABA
Kalamazoo Area Building Authority

2024 MONTHLY PERMITS BY JURISDICTION

YEAR TO DATE AS OF: NOVEMBER

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	163	79,565.00
COMSTOCK	ELECTRICAL	177	37,987.00
COMSTOCK	MECHANICAL	315	73,918.30
COMSTOCK	PLUMBING	162	30,411.00
COMSTOCK	SPECIAL - JURISDICTION	28	2,800.00
COMSTOCK	SPECIAL - HOMEOWNER	6	340.00
TOTAL COMSTOCK		851	$ 225,021.30
KALAMAZOO	BUILDING	160	38,217.00
KALAMAZOO	ELECTRICAL	163	30,695.00
KALAMAZOO	MECHANICAL	300	50,897.75
KALAMAZOO	PLUMBING	138	19,095.00
KALAMAZOO	SPECIAL - JURISDICTION	42	4,050.00
KALAMAZOO	SPECIAL - HOMEOWNER	41	2,325.00
TOTAL KALAMAZOO		844	$ 145,279.75
PARCHMENT	BUILDING	13	1,513.00
PARCHMENT	ELECTRICAL	14	2,095.00
PARCHMENT	MECHANICAL	22	2,785.00
PARCHMENT	PLUMBING	6	535.00
PARCHMENT	SPECIAL - JURISDICTION	5	500.00
PARCHMENT	SPECIAL - HOMEOWNER	0	-
TOTAL PARCHMENT		60	$ 7,428.00
PINE GROVE	BUILDING	36	15,679.00
PINE GROVE	ELECTRICAL	48	8,194.00
PINE GROVE	MECHANICAL	54	8,934.00
PINE GROVE	PLUMBING	15	3,352.00
PINE GROVE	SPECIAL - JURISDICTION	1	100.00
PINE GROVE	SPECIAL - HOMEOWNER	3	170.00
TOTAL PINE GROVE		157	$ 36,429.00
RICHLAND	BUILDING	137	91,483.00
RICHLAND	ELECTRICAL	136	29,809.00
RICHLAND	MECHANICAL	201	38,560.50
RICHLAND	PLUMBING	96	19,385.00
RICHLAND	SPECIAL - JURISDICTION	2	200.00
RICHLAND	SPECIAL - HOMEOWNER	4	220.00
TOTAL RICHLAND		576	$ 179,657.50
RICHLAND VILLAGE	BUILDING	7	1,196.00
RICHLAND VILLAGE	ELECTRICAL	7	901.00
RICHLAND VILLAGE	MECHANICAL	17	2,469.50
RICHLAND VILLAGE	PLUMBING	7	813.00
RICHLAND VILLAGE	SPECIAL - JURISDICTION	1	100.00
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	0	-
TOTAL RICHLAND VILLAGE		39	$ 5,479.50
TOTAL KABA	**YTD**	**2527**	**$ 599,295.05**

REVENUE	REVENUE
YTD - NOVEMBER 2023	% 2023 - YTD
$ 937,621.10	63.9%

REVENUE
% 2024 YTD BUDGET
86%

PERMITS	PERMITS
YTD - NOVEMBER 2023	% 2023 - YTD
2810	89.9%

2024 MONTHLY CUMULATIVE TOTALS			
# PERMITS	REVENUE		
204	$	38,815.00	JAN
232	$	56,847.50	FEB
258	$	68,773.80	MAR
203	$	47,519.65	APR
306	$	64,501.00	MAY
218	$	50,490.80	JUN
242	$	54,285.00	JUL
229	$	47,401.30	AUG
197	$	37,887.50	SEP
234	$	83,628.50	OCT
204	$	49,145.00	NOV
-	$	-	DEC
2,527	$	599,295.05	

MINUTES OF THE REGULAR MEETING OF THE KINDLEBERGER ARTS COMMISSION HELD ON MONDAY, NOVEMBER 11TH, 2024

1. Call to Order
The meeting was called to order by Robin Madaras at 6:04 PM.

2. Roll Call
Present: Mayor Rob Britigan, Robin Madaras, Julie Heasley, Holly Evans
Absent: Nancy Eaton, Caroline Garber, Izzy Weir, City Manager Stoddard
Mayor Britigan made a motion to excuse Nancy Eaton, Caroline Garber, and City Manager Stoddard. This was supported by Julie Heasley.
Ayes: All
Nays: None
Motion carried.

3. Approval of the Minutes from Monday, September 9th, 2024
A motion was made by Mayor Britigan, supported by Holly Evans, to approve the minutes from the meeting on September 9th, 2024.
Ayes: All
Nays: None
Motion carried.

4. Old Business
a. New Sound Equipment
The estimate for new sound equipment is $3500. A motion was made by Mayor Britigan to table the purchase of a new sound board, awaiting further information. Julie Heasley supported that motion.
Ayes: All
Nays: None
Motion carried.

5. New Business
a. September Financials
Robin indicated that the October financials are the same as September as there were no transactions in October. Robin clarified that the miscellaneous income in the amount of $24,211.69 is the second of the three payments from the City to pay down the KAC's deficit.

Julie Heasley made a motion to approve the September financials. This was supported by Mayor Britigan.
Ayes: All
Nays: None
Motion carried.

b. 2025 Budget Discussion
Robin indicated that she would need to know from the chairpersons if their budget for last year would be a good estimate for this year. Mayor Britigan indicated that the Festival Director should gather this information from the chairpersons. The budget will need to be finalized by year end. Robin will ask Izzy to do this. Robin will also ask Izzy to get a quotation for the sound equipment.

c. Director's Report
None.

6. Public Comments
None.

7. Member Comments

Mayor Britigan: Mayor Britigan indicated that the KAC needs to prepare a contract for the Festival Director. Robin will email Nancy Stoddard to get that contract prepared. The agenda for December will have a new business item to select new KAC members.

Holly Evans: No comment.

Julie Heasley: Julie indicated that she now understands that Alex will be the chairperson of the Arts and Crafts show, and Izzy is the Festival Director. She will ask Jon to forward his fundraising files to Izzy. Julie inquired about who will need the Summer Concert Series information.

Robin Madaras: Robin indicated that her tasks will be: Festival director contract, estimate for the sound board, and Izzy's budget numbers.

8. Next Meeting Date

The next meeting of the KAC will be held on Monday, December 9th at 6:00 PM.

9. Adjournment

There being no further business to come before the KAC, Julie Heasley made a motion to adjourn the meeting. This motion was supported by Mayor Britigan. The meeting was adjourned at 6:28 PM.

CITY OF PARCHMENT

KALAMAZOO COUNTY, MICHIGAN

ORDINANCE __________

AN ORDINANCE TO AMEND APPENDIX A (ZONING ORDINANCE) OF THE CITY OF PARCHMENT CODE OF ORDINANCES TO ADD CERTAIN DEFINITIONS FOR FAMILY CHILD CARE HOMES, GROUP CHILD CARE HOMES AND ADULT AND CHILD DAY CARE CENTERS; TO REGULATE CHILD CARE FACILITIES; TO REPEAL ALL OTHER ORDINANCES OR PARTS THEREIN INCONSISTENT OR CONTRARY TO THIS ORDINANCE; AND TO ESTABLISH AN EFFECTIVE DATE FOR THIS ORDINANCE.

THE CITY OF PARCHMENT ORDAINS:

ARTICLE I

Appendix A (Zoning Ordinance); Article 2, Construction of Language and Definitions, Section 2.2, Definitions, is hereby amended to add the following definitions and shall now read:

Section 2.2 - Definitions

Adult Day Care Center: A facility designed to provide a structured, comprehensive, non-residential program of health, social and related support services for adults who are functionally impaired (age 18 years of age and over) for periods of less than 24 hours a day.

Child Care Facility: A facility for the care of children under 18 years of age, as licensed and/or registered and regulated by the State under Act No. 116 of the Public Acts of 1973 and the associated standards and rules promulgated by the State Department of Social Services. Such organizations shall be further defined as follows:

A. *Child Care Center* or *Day Care Center*: A facility, other than a private residence, receiving one or more minor children for group care for periods of less than 24 hours a day, and where the parents or guardians are not immediately available to the child. It includes a facility which provides care for not less than two consecutive weeks, regardless of the number of hours of care per day.

   The facility is generally described as a child care center, day care center, day nursery, nursery school, parent cooperative preschool, play group, or drop-in center. Child care and supervision provided as an accessory use while parents are engaged or involved in the principal use of the property, such as a nursery operated during church services or public meetings, or by a fitness center or similar operation, shall be considered accessory to such principal use and shall not be considered to be a child care center

B. *Family Child Care Home*: A private home which is the bona fide private residence of the operator of the family day care home and in which one (1) or more, but less than eight (8), minor children are given care and supervision for periods of less than 24 hours a day, unattended by a parent or legal guardian, except children related to an adult member of the family by blood, marriage, or adoption. It includes a home that gives care to an unrelated child for more than four (4) weeks during a calendar year.

C. *Group Child Care Home*: A private home which is the bona fide private residence of the operator of the group day care home and in which more than seven (7) but less than 15 minor children are given care and supervision for periods of less than 24 hours a day, unattended by a parent or legal guardian, except children related to an adult member of the family by blood, marriage, or adoption. It includes a home that gives care to an unrelated child for more than four (4) weeks during a calendar year.

ARTICLE II

Appendix A (Zoning Ordinance); Article 5, R-A One-Family Residential District, Section 5.2, Principal Uses Permitted, is hereby amended to add:

Section 5.2 – Principal uses permitted.

8. Family child care homes licensed or registered under Michigan Public Act 116 of 1973.

ARTICLE III

Appendix A (Zoning Ordinance); Article 5, R-A One-Family Residential District, Section 5.3, Principal Uses Permitted Subject to Special Conditions, is hereby amended to delete Subsection 4 in its entirety, and to add a new Subsection 6 which shall now read:

Section 5.3 – Principal uses permitted subject to special conditions.

6. Group child care homes licensed or registered under Michigan Public Act 116 of 1973 in accordance with Section 12.31.

ARTICLE IV

Appendix A (Zoning Ordinance); Article 6, R-T Residential Transitional District, Section 6.3, Principal Uses Permitted Subject to Special Conditions, is hereby amended to add:

Section 6.3 – Principal uses permitted subject to special conditions.

2.m. Child care centers or day care centers in accordance with Section 12.31.

2.n. Adult day care centers, provided that for each person so cared for, there shall be provided and maintained a minimum of 150 square feet of open space. Such space shall have a total minimum area of not less than 5,000 square feet and shall be fenced and screened from any adjoining lot in any residential district.

ARTICLE V

Appendix A (Zoning Ordinance); Article 8, C-1 Central Business District, Section 8.3, Principal Uses Permitted Subject to Special Conditions, is hereby amended to add:

Section 8.3 – Principal uses permitted subject to special conditions.

2. Child care centers or day care centers in accordance with Section 12.31.

3. Adult day care centers, provided that for each person so cared for, there shall be provided and maintained a minimum of 150 square feet of open space. Such space shall have a total minimum area of not less than 5,000 square feet and shall be fenced and screened from any adjoining lot in any residential district.

ARTICLE VI

Appendix A (Zoning Ordinance); Article 9, C-2 Service Commercial District, Section 9.3, Principal Uses Permitted Subject to Special Conditions, is hereby amended to add:

Section 9.3 – Principal uses permitted subject to special conditions.

6. Child care centers or day care centers in accordance with Section 12.31.

7. Adult day care centers, provided that for each person so cared for, there shall be provided and maintained a minimum of 150 square feet of open space. Such space shall have a total minimum area of not less than 5,000 square feet and shall be fenced and screened from any adjoining lot in any residential district.

ARTICLE VII

Appendix A (Zoning Ordinance); Article 10, C-3 General Business District, Section 10.3, Accessory Uses, is hereby amended to read as follows:

Section 10.3 – Accessory Uses.

3. Child care centers or day care centers in accordance with Section 12.31.

4. Adult day care centers, provided that for each person so cared for, there shall be provided and maintained a minimum of 150 square feet of open space. Such space shall have a total minimum area of not less than 5,000

square feet and shall be fenced and screened from any adjoining lot in any residential district.

ARTICLE VIII

Appendix A (Zoning Ordinance); Article 12, General Provisions, Section 12.31, Child Care Facilities, is hereby added and shall now read:

Section 12.31 – Child care facilities.

1. Each child care facility shall be duly licensed or registered by the State of Michigan Department of Social Services (DSS) continuously and for all times it is operating as a child care facility. Any child care facility whose license or certificate of registration by the State of Michigan is no longer valid and/or which has been revoked or denied or refused by the DSS shall immediately lose its status and authorization to continue to operate.

2. Buildings and lots used for child care facilities shall conform to all state, DSS, and local requirements, rules, and standards.

3. Each child care facility shall provide, equip, and maintain on the premises the minimum square feet of indoor floor space and outdoor play area as required by the DSS. An applicant for a group child care home or child care center or day care center shall submit to the Planning Commission sufficient information and documentation regarding the maximum number of children allowed and the amount of indoor floor space and outdoor play area required by the DSS for the proposed child care facility prior to obtaining a special land use permit or site plan approval to operate within the City.

4. The lot occupied by any child care facility shall have a fence which shall be not less than four (4) feet but not more than six (6) feet in height and which shall completely enclose the outdoor area where the minor children play or congregate. However, the provisions of this subsection shall not apply to family child care homes.

5. A group child care home licensed or registered under Michigan Public Act 116 of 1973 may be issued a special land use permit if the group child care home meets the following standards:

    a. A group child care home shall comply with all the requirements set forth in subsections "1.", "2.", "3." and "4." above.

    b. A group child care home shall be located not closer than 1,500 feet to any of the following:

        (1) Another licensed group child care home, or

(2) Another adult foster care small group home or large group home licensed under the adult foster care facility licensing act, Michigan Public Act 218 of 1979, being Section 400.701 to 400.737 of the Michigan Compiled Laws, or

(3) A facility offering substance abuse treatment and rehabilitation service to 7 or more people licensed under Article 6 of the Public Health Code, Michigan Public Act 698 of 1978, being Sections 333.6101 to 333.6523 of the Michigan Compiled Laws, or

(4) A community correction center, resident home, halfway house, or other similar facility which houses an inmate population under the jurisdiction of the Department of Corrections.

c. The property containing a group child care home shall be maintained in a manner which is consistent with the visible characteristics of the neighborhood.

d. The operation of a group child care home shall not exceed 16 hours of operation during a 24-hour period.

e. A group child care home operator shall provide one (1) off-street parking space for each employee. These parking spaces shall be in addition to the off-street parking facilities serving the residents of the home. These off-street parking spaces shall be located on the lot in such a manner as to provide unblocked automobile access from the street to the required residential off-street parking facilities.

f. The subsequent establishment of any of the facilities listed in subsection 5.b. 1) to 4) of this Section, within 1,500 feet of the licensed or registered group child care home will not affect any subsequent special land use permit renewal, pertaining to the group child care home.

g. The distances specified in subsections b. and f. above shall be measured along a road, street, or place maintained by this state or a political subdivision of this state and generally open to use by the public as a matter of right for the purpose of vehicular traffic, not including an alley.

h. An applicant for a group child care home shall submit to the Planning Commission a to-scale rendering which shows the dimensions of the zoning lot, setbacks of all structures on the lot, the proposed location of the fencing, the proposed parking arrangement, and any other features relevant to the application for special land use approval.

	R-A	R-T	R-M	C-1	C-2	C-3
Family Child Care Home (up to 7)	•	•	•			
Group Child Care Home (8-15)	○	○	○			
Child Care Center		○	○	○	○	○
Adult Day Care Center		○	○	○	○	○
Adult Foster Care Family Home (up to 6)						
Adult Foster Care Small Group Home (7-12)			○			
Adult Foster Care Large Group Home (13-20)			○			

- **Existing Permitted Use**

- ○ **Existing Special Land Use**
- • **Proposed Permitted Use**
- ○ **Proposed Special Land Use**

ARTICLE IX
REPEALER

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

ARTICLE X
SEVERABILITY

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

ARTICLE XI
EFFECTIVE DATE

This Ordinance shall take force and effect on ____, 2024.

* * * * * * * * * * * * * *

CERTIFICATE

I, Shannon Stutz, City Clerk for the City of Parchment, do hereby certify that the foregoing Parchment Ordinance No. ________ was adopted by the City Commission at a regular meeting held on ____, 2024, and that the following is a record of the vote of the members of said City Commission on said Ordinance.

AYES: ____

NAYS: ____

ABSENT: ____

ABSTAIN: ____

____

Shannon Stutz
City Clerk

KAKALAMAZOO AREA TRANSPORTATION STUDY
The Metropolitan Planning Organization for the Greater Kalamazoo Area
5220 Lovers Lane, Suite 110
Portage, MI 49002
269-343-0766
info@KATSmpo.org

December 6, 2024

Ms. Nancy Stoddard, City Manager
City of Parchment
650 S. Riverview Drive
Parchment, MI 49004

RE: Contributed Services Agreement for Kalamazoo Area Transportation Study (KATS) Match

Dear Ms. Stoddard,

Enclosed you will find the approved schedule of contributed services to cover the local match needed for the Kalamazoo Area Transportation Study (KATS) operations. Thank you for agreeing to help KATS meet the local match it needs for Federal planning funds in FY 2026 (beginning October 1, 2025). This local match will come from the value of contributed services that your staff or consultants will be normally doing in FY 2026.

This is not a request for cash. Please **do not** send us a check.

As an Act 51 agency, you are eligible to receive Federal funds directly through KATS. Benefits of participation with KATS also include:

- Federal funding for road, transit, bridge, non-motorized, and other projects in your jurisdiction.
- KATS is a forum where townships, cities, villages, the Road Commissions, public transit agencies, the counties of Kalamazoo and Van Buren, and the Michigan Department of Transportation meet to cooperatively plan and program transportation projects in Kalamazoo County and a portion of eastern Van Buren County.
- Land use and master planning at the local level is tied to transportation planning and KATS staff is available to work with your planning commissions on questions or issues.

Enclosed is an agreement that I ask you to complete and return to us by mail or email to erumick@katsmpo.org by **February 3, 2025**. Again, by agreeing to provide contributed services to KATS, we can use the value of the costs you accrue in completing planning or mapping work that supports the KATS work program. KATS staff will work with you in the coming months to show how you can report this time.

Thank you for your help. Please feel free to call me if you have any questions on this request.

Sincerely,

Steven L. Stepek, AICP
Executive Director

Enclosure

KALAMAZOO AREA TRANSPORTATION STUDY

The Metropolitan Planning Organization for the Greater Kalamazoo Area

5220 Lovers Lane, Suite 110
Portage, MI 49002
269-343-0766
info@KATSmpo.org

Third Party In-Kind Contributions Notification and Assurances
FY 2026 Unified Planning Work Program
Kalamazoo Urbanized Area
For Federal Highway Administration Consolidated Planning Dollar Funds (FHWA PL 112)

1. **Notification** - In executing the subject FY 2026 Unified Planning Work Program (UPWP), the Kalamazoo Area Transportation Study (KATS), the Metropolitan Planning Organization (MPO) for the Kalamazoo urbanized area, proposes to use third party in-kind contributions provided by:

   - Road Commission of Kalamazoo County
   - Van Buren County Road Commission
   - City of Kalamazoo
   - City of Portage
   - Kalamazoo County
   - Western Michigan University
   - Comstock Township
   - Kalamazoo Township
   - Oshtemo Township
   - Texas Township
   - City of Galesburg
   - City of Parchment
   - Village of Augusta
   - Village of Climax
   - Village of Lawton
   - Village of Mattawan
   - Village of Paw Paw
   - Village of Richland
   - Village of Schoolcraft
   - Village of Vicksburg
   - Almena Township
   - Antwerp Township
   - Brady Township
   - Charleston Township
   - Cooper Township
   - Pavilion Township
   - Paw Paw Township
   - Prairie Ronde Township
   - Richland Township
   - Ross Township
   - Schoolcraft Township
   - Wakeshma Township

   to cover all or a portion of the non-federal match on a total UPWP basis.

2. **Identification and Inclusion** - The third party in-kind contributions are identified in the UPWP tasks descriptions and budget tables. The value of these in-kind contributions is included in the total UPWP budget.

3. **Third Party Consent** - The above stated agencies have agreed that the value of the eligible work performed by their staff or consultants may be used as an in-kind contribution.

4. **Not Paid by Other Federal Funds** - The cost of the third-party work will be paid for with funds available to the third party. The cost for such work will not be paid for by Federal funds or used as a match for other federally funded grants or subgrants.

5. **Eligible and Allowable** - The third party in-kind contributions are for:

   - Safety Analysis
   - Short and Long Range Planning
   - Public Participation
   - Transportation System Monitoring
   - Planning Program Development
   - Development of Transportation Model
   - Use of social and economic data
   - Congestion Mitigation and Air Quality
   - Transportation Management Systems
   - Environmental Mitigation and Consultation
   - Updating GIS Maps and Pictometry Aerials
   - Non-Motorized Planning
   - Long Range Transportation Development

The eligible amounts paid to gather traffic data under the Traffic Data Collections contract will be included toward agency contributions.

These activities are essential to fulfill Federal transportation planning requirements, are eligible for funding under Title 23, and are allowable under applicable Office of Management and Budget (OMB) Circulars.

6. **Time Period** - The third-party work will be performed during the FY 2026 UPWP time period (October 1, 2025 - September 30, 2026).

7. **Verifiable** - The derivation of the estimated value placed on the third party in-kind contributions is documented and verifiable from the records of the above stated agencies and the MPO. Actual contributions will be recorded and maintained by the MPO and the third party. Such records shall account for all time and costs, not just the portion used as an in-kind contribution.

8. **Amount** - The total amount of estimated third party in-kind contributions approved by the Policy Committee at its March 29, 2023 meeting for the FY 2026 UPWP is $151,980 based on the following breakdown:

Agency	Match Requested
Road Commission of Kalamazoo County	$25,300.00
Van Buren County Road Commission	$11,500.00
City of Kalamazoo	$25,300.00
City of Portage	$25,300.00
Kalamazoo County	$6,900.00
Western Michigan University	$6,900.00
Comstock Township	$2,300.00
Kalamazoo Township	$2,300.00
Oshtemo Township	$2,300.00
Texas Township	$2,300.00
City of Galesburg	$1,380.00
City of Parchment	$1,380.00
Village of Augusta	$1,380.00
Village of Climax	$1,380.00
Village of Lawton	$1,380.00
Village of Mattawan	$1,380.00
Village of Paw Paw	$1,380.00
Village of Richland	$1,380.00
Village of Schoolcraft	$1,380.00
Village of Vicksburg	$1,380.00
Almena Township	$115.00
Antwerp Township	$115.00
Brady Township	$115.00
Charleston Township	$115.00
Cooper Township	$115.00
Pavilion Township	$115.00
Paw Paw Township	$115.00
Prairie Ronde Township	$115.00
Richland Township	$115.00
Ross Township	$115.00
Schoolcraft Township	$115.00
Wakeshma Township	$115.00
Kalamazoo County Transportation Authority	$11,880.00
Central County Transportation Authority	$11,880.00
Van Buren Public Transit	$2,640.00
Estimated FY 2025 Contributions	**$151,980.00**

Agencies are encouraged to continue to report activities to the Kalamazoo Area Transportation Study once their contribution has been reached. If this total exceeds the amount needed to provide the non-Federal match for available FHWA Consolidated Planning Dollar funds, only that portion needed to cover the match will be used. If the third party in-kind contributions are not sufficient to cover the match requirement, the additional match will be paid from non-Federal cash resources.

The Kalamazoo Area Transportation Study will not invoice any contributing member that fails to meet their target listed here provided that the local match needed for the KATS program has been satisfied by all contributed services. In case the required KATS match is not reached, KATS will invoice those agencies/municipalities that did not reach their target for the match shortfall. If more than one agency/municipality is short and cash is required to satisfy the KATS local match, the amount needed will be divided between those entities in proportion to their contributed service targets. The amount invoiced will not exceed the difference between the contributed service target and the services actually contributed by an agency/municipality.

This assurance is provided in support of the Kalamazoo Area Transportation Study's request for prior approval to use in-kind contributions as match to FHWA Consolidated Planning Dollar funds and to convey recognition of the continuing responsibility for record keeping and billing procedures per 49 CFR Part 18. We agree to the estimated third party in-kind contributions for our agency as identified on Pages 2 and 3.

Printed Name:	Date:
Signature:	Agency/(Third Party):
Title:	Department