



AGENDA
REGULAR MEETING OF THE PARCHMENT CITY COMMISSION
July 21, 2025
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 Sarah O. Joshi

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 June 16, 2025

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 state your name and address for the record. Address your comments to the mayor. You are allowed up to 3 minutes for your comments. Please let us know if you require special accommodations by notifying the Clerk. 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:

- A. Approve: Warrant 1545
- B. Approve: Warrant 1546
- C. Approve: Kindleberger Park pavilions 4 & 5 reservation for August 16 for Burnham baby shower
- D. Approve: Kindleberger Park sunken garden reservation for June 6, 2026 for Elizabeth Lee wedding
- E. Receive: June financial statements
- F. Receive: June credit card statement
- G. Receive: KATS Policy Committee minutes of May 28 meeting
- H. Receive: KABA monthly permits report

8. Unfinished Business

9. New Business

- A. Action: Consider extending occupancy permit deadline or exercising repurchase option for mill property 03-03-2-80-022
- B. Action: Consider Thomas Street block party street closure request
- C. Action: Consider execution of Riverfront Park grant-funded work
- D. Action: Consider 2025 hazardous materials response agreement

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, JUNE 16, 2025.

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: Commissioners Britigan, Cooper, Conner, Fooy, Jordan, Madaras, and Mendoza, City Manager Stoddard, City Treasurer/Clerk Stutz, Attorney Soltis.

Absent: None.

3. Approval of Minutes

Moved by Commissioner Madaras supported by Vice Mayor Jordan to approve the minutes of the June 2, 2025 Regular meeting. **Motion Carried.**

4. Additions or changes to the agenda.

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

7. Unfinished Business

A. Mayor Britigan began by recounting the Kalamazoo’s Curling Club path to today, the purchase agreement, the back and forth, then the meeting that took place in May where items were negotiated together with attorneys present, etc. He noted that the changes before the commission today involve two exhibits – a restrictive covenant and a municipal services agreement. He went over the details of each, followed by a discussion with questions and answers. Moved by Commissioner Mendoza, supported by Vice Mayor Jordan to approve the agreement between the City of Parchment and the Kalamazoo Curling Club with change to the original declaration of covenants to reflect “Municipal Services Agreement” instead of PILOT program and to authorize the mayor to sign all documents related to this action. Mayor Britigan said he feels this is a great opportunity for the city bringing a unique draw to it. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0

8. New Business

A. Year-End Budget Amendments, Treasurer Stutz – action. Treasurer Stutz explained that as she was reviewing the current financial statements, she has identified budget amendments necessary to avoid a negative budget variance at year end. She then explained what expenses led to each one, and answered commissioner questions. Moved by Commissioner Madaras, supported by Commissioner Fooy to approve the year-end budget amendments as presented. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0

9. Citizen Comments

Cheryl Lyon-Jenness, 294 Glendale, wanted to express a “simple thank you” to all who supported City Manager Stoddard in her “very productive time at the city”. She recounted a memory of one of her earliest interactions with CM Stoddard, the point of which was her willingness to try new things, put her trust in volunteers and staff and do whatever needed to be done. Cheryl then said that Nancy will be leaving a lasting, positive effect on our community.

Bryan Ergang, KTwp Chief of Police, also wanted to congratulate and thank City Manager Stoddard, saying he quickly found a mentor and friend in her, adding that the Parchment community has been very fortunate to have such a humble, brave and compassionate leader. He then made a proclamation by the Kalamazoo Township Police Department that read:

A PROCLAMATION by KALAMAZOO TOWNSHIP POLICE DEPARTMENT

Ron Moore, 409 Orient, reported that there's heavy traffic in his area during school pickup and dropoff times and that he's concerned there isn't a sidewalk on one side of Vale. He feels it's a safety issue.

Karen Conner-Beck, 1124 Parchmount, agreed with Mr. Moore, and expanded her concerns to include the Parchmount/Orient intersection and the need for signage and paint.

10. Mayor and Commissioner Comments

Commissioner Mendoza thanked City Manager Stoddard as the newest member of the commission for being so helpful, adding it has been "really easy to contribute to the community". He then thanked Treasurer Stutz for identifying the budget amendments. He mentioned hearing good things about the neighborhood watch, that there's great engagement happening.

Commissioner Cooper hopes that everyone knows by now that releasing balloons into the air isn't good for the environment, and that perhaps we should prohibit the act when renting out the pavilions. She echoed the resident's complaint about the sidewalks near the school. Then she thanked CM Stoddard and wished her the best in her retirement.

Commissioner Conner thanks the City Manager for everything she's done for the city, she's done a good job, and then said "enjoy your retirement to the fullest".

Commissioner Madaras reported that everyone should have gotten their KSF mailer, and that our dates are listed in the Summertime Live brochure as well. She thanked City Manager Stoddard for her incredible grant writing skills, and then noted she's leaving Parchment a better place than when she came.

Commissioner Fooy noted that CM Stoddard worked diligently to "put our city in a better place", and wished her well in her retirement.

Vice Mayor Jordan thanked everyone for coming to the meeting. He thanked City Manager Stoddard for the past 8 years, "it's been an absolute pleasure" working with you. He noted her great leadership in the community, then told a story about getting coaxed into a dunk tank. He then wished her an enjoyable retirement.

Mayor Britigan reminded everyone that the next commission meeting is July 21. He offered refreshments in the back to all, then addressed City Manager Stoddard. He said "we've been through some things together – professionally and personally – PFAS, taking the mill back, COVID – things to navigate, family deaths, etc. and shared some good conversations in their weekly updates. He said he's always appreciated that Nancy knows what she knows, and knows what she doesn't know. He said he knows we will be in good hands going forward, but that "we will miss you".

11. City Manager Comments/Reports

City Manager Stoddard thanked the commission for taking a chance on her as a new city manager. She enjoyed working shoulder to shoulder with residents, an excellent public works department and city hall staff, and thanked them for their support over the last 8 years. She gave special thanks to Attorney Soltis, our police and fire departments, the city's neighbors Cooper, Comstock and Kalamazoo Townships. She added that she's thrilled for Sarah, who is ready to "grab the baton". She ended with "it has been a joy".

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 8:09 p.m.

Shannon Stutz, City Clerk



City of Parchment
 Check Register Report
 Warrant 1545

Check	Check Date	Vendor Name	Description	Amount
38716	06/19/2025	CONSUMERS ENERGY	STREET + TRAFFIC LIGHTING	3,127.57
38717	06/19/2025	DEYOUNG LANDSCAPE SERVICE	TURF TREATMENT #2 - STAGE - ACCT #3084	204.00
38718	06/19/2025	ESPER ELECTRIC, LTD.	TROUBLESHOOT MICROPHONES IN COMM ROOM	345.00
38719	06/19/2025	FORD, KRIEKARD, SOLTIS & WISE	ATTORNEY SERVICES MAY GENL \$175, POLICE \$575	700.00
38720	06/19/2025	HARVEY CONSULTING	PLANNING COMMISSION - MAY	562.50
38721	06/19/2025	J & H OIL COMPANY	FUEL CHARGES - 5/16 TO 5/31/25	298.37
38722	06/19/2025	JOHN MACHINSKI	GAZEBO DEPOSIT REFUND 6.14.25	100.00
38723	06/19/2025	MLIVE MEDIA GROUP	BUDGET HEARING	145.74
38724	06/19/2025	PERFORMANCE PIPELINING, INC.	PAYMENT REQ 5 - CONTRACT 3 - USDA - PIPE	20,185.79
38725	06/19/2025	PRECISION TREE CARE	TREE REMOVAL	9,550.00
38726	06/19/2025	PREIN & NEWHOF	SANITARY INFRAS IMP USDA THRU 05/31/2025	7,574.30
38727	06/19/2025	REPUBLIC SERVICES #249	CITY WIDE PICKUP - JUNE	12,014.00
38728	06/19/2025	SIGNCRAFTERS	CRUISE IN CAR SHOW BANNER	100.00
38729	06/19/2025	WASTE NOT RECYCLING LLC	CLEAN UP OF MILL DEBRIS	140.05



City of Parchment
 Check Register Report
 Warrant 1546

Check	Check Date	Vendor Name	Description	Amount
38746	07/10/2025	ASPHALT RESTORATION, INC	THERMAL BOND RIVERVIEW DRIVE	4,550.00
38747	07/10/2025	COMPANION LIFE	LIFE & AD&D INS - JUNE - POLICY #LIFC371	53.68
38748	07/10/2025	CONSUMERS ENERGY	CITYWIDE MONTHLY ENERGY USE	4,718.21
38749	07/10/2025	VOID		0.00
38750	07/10/2025	VOID		0.00
38751	07/10/2025	DEYOUNG LANDSCAPE SERVICE	GREEN TURF TREATMENT #3	204.00
38752	07/10/2025	ENGINEERED PROTECTION SYSTEMS	08/1-10/31 ALARM SYSTEM MONITORING SERVI	192.42
38753	07/10/2025	FORD, KRIEKARD, SOLTIS & WISE	ATTORNEY SERVICES - JUNE	756.25
			Police 350.00 Genl 406.25	
38754	07/10/2025	HANDLEY'S TREE SERVICE	PLAYGROUND MULCH 6/5/25	100.00
38755	07/10/2025	HONIGMAN	BROWNFIELD RE-DEVELOPMENT SITE, ISLAND &	4,226.25
38756	07/10/2025	KALAMAZOO AREA BUILDING AUTHOR	PROPERTY MAINT INSPECTIONS	100.00
38757	07/10/2025	KALAMAZOO CITY TREASURER	WATER BILLS - CITY HALL + DPW	404.05
38758	07/10/2025	KALAMAZOO TOWNSHIP	POLICE JULY + FIRE CONTRACTS MAY + JUNE	55,897.45
			POL 37,164.11; FIRE 18,733.34	
38759	07/10/2025	PRECISION TREE CARE	REMOVE OAK TREE IN PARK ASAP	6,800.00
38760	07/10/2025	PREIN & NEWHOF	USDA REIMBURSEMENTS- ENGINEERING SERVICE	2,660.90
38761	07/10/2025	PURITY CYLINDER GASES, INC.	QUARTERLY CYLINDER RENTAL	88.51
38762	07/10/2025	REPUBLIC SERVICES #249	CITY WIDE PICKUP- JULY ACCT#3-0249-92490	25,999.72
38763	07/10/2025	RIVERRUN PRESS	2025 FESTIVAL POSTCARD & MAILING	1,642.06
38764	07/10/2025	SEVERANCE ELECTRIC CO INC	JUNE TRAFFIC SIGNAL MAINT	120.00
38765	07/10/2025	SHANNON STUTZ	MILEAGE APRIL 1- JUNE 30 2025	115.08

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: Mary Burnham Phone: 269 492-5786

Address: 404 Glendale Blvd

Email: Mary.burnham124@gmail.com Alternate Phone: _____

Date of Event: 8/16 Time: 12:00

Type of event: Baby shower

Approximate number of attendees: 45

Will there be music as part of your event? no

Name of DJ, musical performer, sound technician: _____

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

Name & address for deposit return: _____

Mary Burnham
Signature

6/30/2025
Date

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

FOR INTERNAL OFFICE USE: Application received by: KS Date: 6-30-25

Payment amount received: \$100 Receipt # _____
Check # _____ Cash Credit _____

APPROVAL

Signature

Date

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: Elizabeth Lee Phone: 517-247-9894

Address: ebigelow1090@gmail.com Kalamazoo, MI 49004

Email: 764 West G Avenue Alternate Phone: 517-581-2483

Date of Event: June 6th 2026 Time: ~~11:30am~~ 9:30am - 12:30pm

Type of event: wedding

Approximate number of attendees: 50

Will there be music as part of your event? YES

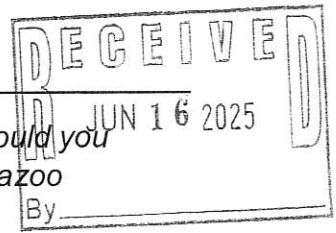
Name of DJ, musical performer, sound technician: Jubl Speaker with microphones

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

Name & address for deposit return: Elizabeth Lee
764 West G Avenue Kalamazoo, MI 49004

Elizabeth G Lee
Signature

6-10-25
Date



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

FOR INTERNAL OFFICE USE:
Application received by: KS Date: 6-10-2025

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

APPROVAL

Signature

Date

UNAUDITED

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE		ACTIVITY FOR		AVAILABLE	% BGD
		AMENDED BUDGET	NORMAL	06/30/2025	06/30/2025	MONTH	INCREASE (DECREASE)		
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		95,722.18		0.00		48,277.82	66.47
101-000-445.000	Penalty on Taxes	4,000.00		4,487.75		0.00		(487.75)	112.19
101-000-448.000	1% Collection Fees	35,800.00		37,727.93		0.00		(1,927.93)	105.39
101-000-451.000	License and Fees	15,000.00		4,359.70		550.00		10,640.30	29.06
101-000-452.000	Cablevision Fees	15,000.00		9,010.35		2,387.50		5,989.65	60.07
101-000-453.000	Recreation Fees	2,700.00		2,700.00		0.00		0.00	100.00
101-000-454.000	Solid Waste Collections	145,000.00		166,486.11		35,004.06		(21,486.11)	114.82
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	502,900.00		259,388.98		799.99		243,511.02	51.58
101-000-544.000	State Grant - Water Plant	12,800.00		9,763.13		0.00		3,036.87	76.27
101-000-575.000	State Sales Tax	254,100.00		208,237.00		41,309.00		45,863.00	81.95
101-000-632.000	Charges for Services Rendered	0.00		9,500.00		3,000.00		(6,500.00)	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		3,467.24		528.66		4,532.76	43.34
101-000-664.000	Interest on Investments	5,000.00		9,074.97		0.00		(4,074.97)	181.50
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		132,560.00		0.00		0.00	100.00
101-000-694.000	Miscellaneous	20,000.00		12,329.79		10,291.00		7,670.21	61.65
101-000-695.000	Other Financing Sources	5,000.00		2,408.08		0.00		2,591.92	48.16
Total Dept 000		2,167,458.00		1,839,363.81		93,870.21		328,094.19	84.86
TOTAL REVENUES		2,167,458.00		1,839,363.81		93,870.21		328,094.19	84.86
Expenditures									
Dept 100 - Legislative									
101-100-703.000	Payroll - Part Time	12,200.00		12,165.00		650.00		35.00	99.71
101-100-715.000	Social Security	1,079.00		443.30		40.30		635.70	41.08
101-100-720.000	Worker's Compensation	296.00		0.00		0.00		296.00	0.00
101-100-722.000	Medicare	252.00		103.68		9.42		148.32	41.14
101-100-740.000	Operating Supplies	1,400.00		2,410.12		0.00		(1,010.12)	172.15
101-100-800.000	Professional/Contractual Serv.	30,750.00		29,032.43		0.00		1,717.57	94.41
101-100-830.000	Memberships & Dues	600.00		3,240.75		1,890.00		(2,640.75)	540.13
101-100-860.000	Institutes & Training	1,000.00		1,252.82		0.00		(252.82)	125.28
101-100-880.000	Community Promotion	800.00		490.00		85.00		310.00	61.25
101-100-880.001	Wassailing Contribution	1,250.00		60.00		0.00		1,190.00	4.80
101-100-900.000	Printing & Publishing	9,700.00		7,918.78		145.74		1,781.22	81.64
101-100-955.000	Miscellaneous	0.00		1,069.06		0.00		(1,069.06)	100.00
101-100-970.000	Capital	0.00		799.99		0.00		(799.99)	100.00
101-100-999.000	Transfer to other Fund	34,212.00		34,211.69		0.00		0.31	100.00
Total Dept 100 - Legislative		93,539.00		93,197.62		2,820.46		341.38	99.64
Dept 200 - Administration									
101-200-702.000	Payroll - Full Time	132,560.00		137,293.69		24,999.94		(4,733.69)	103.57
101-200-703.000	Payroll - Part Time	46,800.00		53,660.67		13,257.18		(6,860.67)	114.66
101-200-715.000	Social Security	7,800.00		10,972.58		2,297.97		(3,172.58)	140.67
101-200-716.000	Hospital/Life Insurance	76,425.00		72,377.16		6,031.43		4,047.84	94.70
101-200-716.001	Insurance Deductible	4,000.00		2,933.61		0.00		1,066.39	73.34

UNAUDITED

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR MONTH 06/30/2025	AVAILABLE BALANCE	% BDCGT USED
		AMENDED BUDGET	YTD BALANCE 06/30/2025			
Fund 101 - GENERAL FUND						
Expenditures						
101-200-718.000	Pension	22,000.00	42,265.00	4,163.52	(20,265.00)	192.11
101-200-719.000	Hospital Insurance - Retirees	42,000.00	41,962.04	0.00	37.96	99.91
101-200-720.000	Worker's Compensation	725.00	292.00	0.00	433.00	40.28
101-200-722.000	Medicare	2,500.00	2,566.16	537.42	(66.16)	102.65
101-200-724.000	ICMA Retirement Benefit	6,000.00	6,000.00	0.00	0.00	100.00
101-200-730.000	Postage	5,000.00	6,842.35	31.40	(1,842.35)	136.85
101-200-740.000	Operating Supplies	5,000.00	6,974.95	1,273.90	(1,974.95)	139.50
101-200-775.000	Repair & Maintenance Supplies	1,000.00	66.55	0.00	933.45	6.66
101-200-800.000	Professional/Contractual Serv.	11,000.00	(12,587.86)	702.25	23,587.86	(114.44)
101-200-800.000-RIVER	Professional/Contractual Serv.	470,600.00	231,543.05	0.00	239,056.95	49.20
101-200-800.000-WILD	Professional/Contractual Serv.	32,300.00	31,800.18	0.00	499.82	98.45
101-200-805.000	Computer Services	9,500.00	15,881.50	0.00	(6,381.50)	167.17
101-200-830.000	Memberships & Dues	1,200.00	1,019.00	7.50	181.00	84.92
101-200-850.000	Communications	6,000.00	6,051.77	523.78	(51.77)	100.86
101-200-860.000	Institutes & Training	1,200.00	963.38	0.00	236.62	80.28
101-200-900.000	Printing & Publishing	2,000.00	2,521.46	0.00	(521.46)	126.07
101-200-910.000	Insurance & Bonds	7,800.00	9,486.00	3,489.00	(1,686.00)	121.62
101-200-920.000	Utilities	4,500.00	5,647.51	375.79	(1,147.51)	125.50
101-200-930.000	Repair & Maint.Contractors	3,000.00	520.00	520.00	2,480.00	17.33
101-200-955.000	Miscellaneous	500.00	548.71	0.00	(48.71)	109.74
101-200-970.000	Capital	0.00	1,150.35	0.00	(1,150.35)	100.00
Total Dept 200 - Administration		901,410.00	678,751.81	58,211.08	222,658.19	75.30
Dept 210 - Legal Services						
101-210-801.000	Attorney - General	14,000.00	12,206.25	175.00	1,793.75	87.19
101-210-802.000	Attorney-Police Matters	5,000.00	5,050.00	525.00	(50.00)	101.00
Total Dept 210 - Legal Services		19,000.00	17,256.25	700.00	1,743.75	90.82
Dept 300 - Police						
101-300-703.000	Payroll - Part Time	8,400.00	11,368.00	840.00	(2,968.00)	135.33
101-300-715.000	Social Security	600.00	704.81	52.08	(104.81)	117.47
101-300-722.000	Medicare	100.00	164.83	12.18	(64.83)	164.83
101-300-780.000	Safety Supplies	0.00	379.95	0.00	(379.95)	100.00
101-300-800.000	Professional/Contractual Serv.	479,551.00	440,214.00	36,684.50	39,337.00	91.80
Total Dept 300 - Police		488,651.00	452,831.59	37,588.76	35,819.41	92.67
Dept 336 - Fire						
101-336-746.000	Gasoline & Oil	500.00	168.23	0.00	331.77	33.65
101-336-775.000	Repair & Maintenance Supplies	1,000.00	190.10	0.00	809.90	19.01
101-336-800.000	Professional/Contractual Serv.	125,000.00	83,753.87	0.00	41,246.13	67.00
101-336-850.000	Communications	0.00	1,918.44	0.00	(1,918.44)	100.00
101-336-910.000	Insurance & Bonds	15,000.00	22,983.00	7,661.00	(7,983.00)	153.22
101-336-920.000	Utilities	2,500.00	2,653.71	193.60	(153.71)	106.15
101-336-930.000	Repair & Maint.Contractors	350.00	1,771.57	0.00	(1,421.57)	506.16
101-336-955.000	Miscellaneous	0.00	150.00	0.00	(150.00)	100.00
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	132,034.80	7,854.60	42,315.20	75.73

UNAUDITED

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR	AVAILABLE	% BDDT
		AMENDED BUDGET	YTD BALANCE			
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
Dept 440 - Public Services						
101-440-702.000	Payroll - Full Time	70,000.00	80,235.19	8,688.01	(10,235.19)	114.62
101-440-715.000	Social Security	4,350.00	6,790.48	719.53	(2,440.48)	156.10
101-440-716.000	Hospital/Life Insurance	35,530.00	35,110.45	3,770.90	419.55	98.82
101-440-716.001	Insurance Deductible	1,400.00	1,450.29	111.86	(50.29)	103.59
101-440-718.000	Pension	31,500.00	25,776.06	2,522.25	5,723.94	81.83
101-440-719.000	Hospital Insurance - Retirees	0.00	478.10	478.10	(478.10)	100.00
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	1,587.99	168.25	(537.99)	151.24
101-440-740.000	Operating Supplies	2,500.00	93.32	0.00	2,406.68	3.73
101-440-746.000	Gasoline & Oil	7,000.00	4,025.54	499.08	2,974.46	57.51
101-440-775.000	Repair & Maintenance Supplies	10,000.00	7,890.10	668.15	2,109.90	78.90
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	794.72	0.00	(794.72)	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	146,618.18	12,014.00	(8,618.18)	106.25
101-440-815.000	Uniform Rental	3,000.00	3,092.60	0.00	(92.60)	103.09
101-440-830.000	Memberships & Dues	500.00	1,400.00	0.00	(900.00)	280.00
101-440-850.000	Communications	1,700.00	2,709.82	730.00	(1,009.82)	159.40
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	8,853.00	2,951.00	(2,853.00)	147.55
101-440-920.000	Utilities	19,500.00	18,375.41	974.19	1,124.59	94.23
101-440-926.000	Street Lighting	24,700.00	21,720.64	351.21	2,979.36	87.94
101-440-930.000	Repair & Maint.Contractors	12,500.00	13,059.01	869.86	(559.01)	104.47
101-440-970.000	Capital	0.00	2,000.00	0.00	(2,000.00)	100.00
101-440-991.000	Debt Retirement-Principal	0.00	652.35	652.35	(652.35)	100.00
Total Dept 440 - Public Services		383,030.00	382,811.80	36,168.74	218.20	99.94
Dept 591 - Water Plant Grant Expenses						
101-591-800.000	Professional/Contractual Serv.	12,800.00	12,098.29	0.00	701.71	94.52
101-591-920.000	Utilities	2,200.00	2,258.26	26.21	(58.26)	102.65
Total Dept 591 - Water Plant Grant Expenses		15,000.00	14,356.55	26.21	643.45	95.71
Dept 751 - Parks, Recreation & Culture						
101-751-702.000	Payroll - Full Time	53,675.00	57,589.81	6,075.71	(3,914.81)	107.29
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	3,581.89	373.88	(281.89)	108.54
101-751-716.000	Hospital/Life Insurance	17,300.00	16,836.48	4,861.49	463.52	97.32
101-751-716.001	Insurance Deductible	900.00	900.00	0.00	0.00	100.00
101-751-718.000	Pension	25,500.00	18,290.47	1,754.30	7,209.53	71.73
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	837.72	87.44	(37.72)	104.72
101-751-746.000	Gasoline & Oil	2,800.00	3,171.69	282.08	(371.69)	113.27
101-751-775.000	Repair & Maintenance Supplies	10,000.00	7,794.85	549.00	2,205.15	77.95
101-751-780.000	Safety Supplies	400.00	116.49	0.00	283.51	29.12
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	9,550.00	9,550.00	450.00	100.00
101-751-910.000	Insurance & Bonds	7,100.00	11,130.00	3,710.00	(4,030.00)	156.76
101-751-920.000	Utilities	7,500.00	9,778.30	872.17	(2,278.30)	130.38
101-751-930.000	Repair & Maint.Contractors	15,000.00	5,242.00	204.00	9,758.00	34.95

UNAUDITED

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE		ACTIVITY FOR		AVAILABLE	% BDTG		
		AMENDED BUDGET	NORMAL	06/30/2025	(ABNORMAL)	MONTH 06/30/2025	INCREASE (DECREASE)			NORMAL	(ABNORMAL)
Fund 101 - GENERAL FUND											
	Expenditures										
101-751-970.000	Capital	0.00		2,000.00		0.00		(2,000.00)		100.00	
101-751-991.000	Debt Retirement-Principal	0.00		652.35		652.35		(652.35)		100.00	
	Total Dept 751 - Parks, Recreation & Culture	195,655.00		187,944.55		28,972.42		7,710.45		96.06	
	TOTAL EXPENDITURES	2,270,635.00		1,959,184.97		172,342.27		311,450.03		86.28	
Fund 101 - GENERAL FUND:											
	TOTAL REVENUES	2,167,458.00		1,839,363.81		93,870.21		328,094.19		84.86	
	TOTAL EXPENDITURES	2,270,635.00		1,959,184.97		172,342.27		311,450.03		86.28	
	NET OF REVENUES & EXPENDITURES	(103,177.00)		(119,821.16)		(78,472.06)		16,644.16		116.13	

UNAUDITED

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR	AVAILABLE	% BGD
		AMENDED BUDGET	YTD BALANCE			
			06/30/2025	06/30/2025	(ABNORMAL)	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREET FUND						
Revenues						
Dept 000						
202-000-546.000	State Grants - Act 51	190,700.00	166,672.88	15,611.54	24,027.12	87.40
Total Dept 000		190,700.00	166,672.88	15,611.54	24,027.12	87.40
TOTAL REVENUES						
		190,700.00	166,672.88	15,611.54	24,027.12	87.40
Expenditures						
Dept 451 - Construction						
202-451-930.000	Repair & Maint.Contractors	16,115.00	1,106.30	0.00	15,008.70	6.87
202-451-970.000	Capital	80,000.00	80,000.00	80,000.00	0.00	100.00
Total Dept 451 - Construction		96,115.00	81,106.30	80,000.00	15,008.70	84.38
Dept 463 - Routine Maintenance						
202-463-702.000	Payroll - Full Time	10,730.00	12,176.79	1,210.92	(1,446.79)	113.48
202-463-715.000	Social Security	665.00	748.97	74.42	(83.97)	112.63
202-463-716.000	Hospital/Life Insurance	3,200.00	1,879.14	206.52	1,320.86	58.72
202-463-716.001	Insurance Deductible	170.00	0.00	0.00	170.00	0.00
202-463-718.000	Pension	4,850.00	3,647.89	347.95	1,202.11	75.21
202-463-720.000	Worker's Compensation	480.00	0.00	0.00	480.00	0.00
202-463-722.000	Medicare	150.00	175.14	17.41	(25.14)	116.76
202-463-746.000	Gasoline & Oil	300.00	53.87	0.00	246.13	17.96
202-463-775.000	Repair & Maintenance Supplies	2,400.00	2,131.09	137.10	268.91	88.80
202-463-930.000	Repair & Maint.Contractors	20,000.00	21,554.70	0.00	(1,554.70)	107.77
Total Dept 463 - Routine Maintenance		42,945.00	42,367.59	1,994.32	577.41	98.66
Dept 475 - Traffic Services						
202-475-702.000	Payroll - Full Time	10,125.00	11,263.55	1,130.08	(1,138.55)	111.24
202-475-715.000	Social Security	630.00	692.57	69.43	(62.57)	109.93
202-475-716.000	Hospital/Life Insurance	3,000.00	1,768.67	189.32	1,231.33	58.96
202-475-716.001	Insurance Deductible	160.00	0.00	0.00	160.00	0.00
202-475-718.000	Pension	4,600.00	3,424.76	324.46	1,175.24	74.45
202-475-720.000	Worker's Compensation	640.00	0.00	0.00	640.00	0.00
202-475-722.000	Medicare	150.00	161.98	16.25	(11.98)	107.99
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	2,237.47	529.50	262.53	89.50
202-475-926.000	Street Lighting	0.00	633.95	633.95	(633.95)	100.00
202-475-930.000	Repair & Maint.Contractors	10,000.00	11,585.81	3,686.70	(1,585.81)	115.86
Total Dept 475 - Traffic Services		32,305.00	31,768.76	6,579.69	536.24	98.34
Dept 478 - Winter Maintenance						
202-478-702.000	Payroll - Full Time	12,930.00	15,650.87	1,450.83	(2,720.87)	121.04
202-478-715.000	Social Security	800.00	963.61	89.28	(163.61)	120.45
202-478-716.000	Hospital/Life Insurance	3,200.00	2,092.20	206.78	1,107.80	65.38
202-478-716.001	Insurance Deductible	170.00	0.00	0.00	170.00	0.00
202-478-718.000	Pension	5,850.00	4,784.73	414.18	1,065.27	81.79
202-478-720.000	Worker's Compensation	820.00	0.00	0.00	820.00	0.00

UNAUDITED

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE		ACTIVITY FOR		AVAILABLE	% BGDG
		AMENDED BUDGET	NORMAL	06/30/2025	(ABNORMAL)	MONTH 06/30/2025	(DECREASE)		
Fund 202 - MAJOR STREET FUND									
Expenditures									
202-478-722.000	Medicare	190.00		225.39		20.89		(35.39)	118.63
202-478-746.000	Gasoline & Oil	1,000.00		1,955.82		0.00		(955.82)	195.58
202-478-753.000	Salt	9,000.00		7,738.11		0.00		1,261.89	85.98
202-478-775.000	Repair & Maintenance Supplies	0.00		16.66		(3,000.00)		(16.66)	100.00
202-478-930.000	Repair & Maint.Contractors	0.00		364.21		0.00		(364.21)	100.00
Total Dept 478 - Winter Maintenance		33,960.00		33,791.60		(818.04)		168.40	99.50
Dept 482 - Administration									
202-482-702.000	Payroll - Full Time	1,350.00		998.00		147.62		352.00	73.93
202-482-715.000	Social Security	85.00		61.96		9.17		23.04	72.89
202-482-716.000	Hospital/Life Insurance	0.00		1.86		0.16		(1.86)	100.00
202-482-718.000	Pension	610.00		442.75		40.76		167.25	72.58
202-482-720.000	Worker's Compensation	15.00		0.00		0.00		15.00	0.00
202-482-722.000	Medicare	20.00		14.52		2.13		5.48	72.60
202-482-960.000	Administrative Overhead	25,000.00		25,000.00		0.00		0.00	100.00
202-482-991.000	Debt Retirement-Principal	0.00		652.35		652.35		(652.35)	100.00
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		27,171.44		852.19		60,463.56	31.01
TOTAL EXPENDITURES		292,960.00		216,205.69		88,608.16		76,754.31	73.80
Fund 202 - MAJOR STREET FUND:									
TOTAL REVENUES		190,700.00		166,672.88		15,611.54		24,027.12	87.40
TOTAL EXPENDITURES		292,960.00		216,205.69		88,608.16		76,754.31	73.80
NET OF REVENUES & EXPENDITURES		(102,260.00)		(49,532.81)		(72,996.62)		(52,727.19)	48.44

UNAUDITED

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 06/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDC USED
		AMENDED BUDGET					
Fund 203 - LOCAL STREET FUND							
Revenues							
Dept 000							
203-000-546.000	State Grants - Act 51	78,000.00		67,344.85	6,366.14	10,655.15	86.34
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		67,344.85	6,366.14	71,210.15	48.61
TOTAL REVENUES							
		138,555.00		67,344.85	6,366.14	71,210.15	48.61
Expenditures							
Dept 451 - Construction							
203-451-800.000	Professional/Contractual Serv.	126,750.00		15,100.00	15,100.00	111,650.00	11.91
Total Dept 451 - Construction		126,750.00		15,100.00	15,100.00	111,650.00	11.91
Dept 463 - Routine Maintenance							
203-463-702.000	Payroll - Full Time	10,730.00		11,938.21	1,210.87	(1,208.21)	111.26
203-463-715.000	Social Security	665.00		734.09	74.40	(69.09)	110.39
203-463-716.000	Hospital/Life Insurance	3,200.00		1,879.08	206.52	1,320.92	58.72
203-463-716.001	Insurance Deductible	170.00		0.00	0.00	170.00	0.00
203-463-718.000	Pension	4,850.00		3,493.43	347.95	1,356.57	72.03
203-463-720.000	Worker's Compensation	680.00		0.00	0.00	680.00	0.00
203-463-722.000	Medicare	155.00		171.77	17.42	(16.77)	110.82
203-463-746.000	Gasoline & Oil	0.00		53.88	0.00	(53.88)	100.00
203-463-775.000	Repair & Maintenance Supplies	3,500.00		2,006.66	137.09	1,493.34	57.33
203-463-930.000	Repair & Maint.Contractors	15,000.00		13,861.16	(15,100.00)	1,138.84	92.41
Total Dept 463 - Routine Maintenance		38,950.00		34,138.28	(13,105.75)	4,811.72	87.65
Dept 475 - Traffic Services							
203-475-702.000	Payroll - Full Time	10,125.00		11,180.46	1,130.11	(1,055.46)	110.42
203-475-715.000	Social Security	630.00		687.58	69.47	(57.58)	109.14
203-475-716.000	Hospital/Life Insurance	3,000.00		1,743.48	189.32	1,256.52	58.12
203-475-716.001	Insurance Deductible	160.00		0.00	0.00	160.00	0.00
203-475-718.000	Pension	4,600.00		3,413.31	324.48	1,186.69	74.20
203-475-720.000	Worker's Compensation	640.00		0.00	0.00	640.00	0.00
203-475-722.000	Medicare	150.00		160.87	16.26	(10.87)	107.25
203-475-775.000	Repair & Maintenance Supplies	5,000.00		2,952.24	0.00	2,047.76	59.04
203-475-926.000	Street Lighting	0.00		633.95	633.95	(633.95)	100.00
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		22,979.43	2,363.59	1,825.57	92.64
Dept 478 - Winter Maintenance							
203-478-702.000	Payroll - Full Time	12,950.00		15,401.32	1,450.82	(2,451.32)	118.93
203-478-715.000	Social Security	800.00		948.52	89.29	(148.52)	118.57
203-478-716.000	Hospital/Life Insurance	3,200.00		1,975.58	206.77	1,224.42	61.74
203-478-716.001	Insurance Deductible	170.00		0.00	0.00	170.00	0.00
203-478-718.000	Pension	5,850.00		4,720.44	414.19	1,129.56	80.69
203-478-720.000	Worker's Compensation	820.00		0.00	0.00	820.00	0.00
203-478-722.000	Medicare	190.00		221.74	20.88	(31.74)	116.71

UNAUDITED

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDDT USED
Fund 203 - LOCAL STREET FUND						
Expenditures						
203-478-746.000	Gasoline & Oil	1,000.00	2,014.71	0.00	(1,014.71)	201.47
203-478-753.000	Salt	6,200.00	7,738.13	0.00	(1,538.13)	124.81
203-478-775.000	Repair & Maintenance Supplies	1,000.00	667.15	0.00	332.85	66.72
Total Dept 478 - Winter Maintenance		32,180.00	33,687.59	2,181.95	(1,507.59)	104.68
Dept 482 - Administration						
203-482-702.000	Payroll - Full Time	1,350.00	1,036.58	147.60	313.42	76.78
203-482-715.000	Social Security	85.00	61.86	9.15	23.14	72.78
203-482-716.000	Hospital/Life Insurance	0.00	1.85	0.16	(1.85)	100.00
203-482-718.000	Pension	620.00	442.70	40.76	177.30	71.40
203-482-720.000	Worker's Compensation	15.00	0.00	0.00	15.00	0.00
203-482-722.000	Medicare	20.00	14.49	2.13	5.51	72.45
203-482-960.000	Administrative Overhead	25,000.00	25,000.00	0.00	0.00	100.00
203-482-991.000	Debt Retirement-Principal	0.00	652.35	652.35	(652.35)	100.00
Total Dept 482 - Administration		27,090.00	27,209.83	852.15	(119.83)	100.44
TOTAL EXPENDITURES		249,775.00	133,115.13	7,391.94	116,659.87	53.29
Fund 203 - LOCAL STREET FUND:						
TOTAL REVENUES		138,555.00	67,344.85	6,366.14	71,210.15	48.61
TOTAL EXPENDITURES		249,775.00	133,115.13	7,391.94	116,659.87	53.29
NET OF REVENUES & EXPENDITURES		(111,220.00)	(65,770.28)	(1,025.80)	(45,449.72)	59.14

UNAUDITED

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BGDG USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	06/30/2025	NORMAL (ABNORMAL)	MONTH 06/30/2025	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 251 - Brownfield Redevelopment										
Revenues										
Dept 000										
251-000-404.000	Tax Revenue	675,410.00		650,971.52		0.00		24,438.48		96.38
251-000-528.000	Other Federal Funding	800,000.00		197,800.47		0.00		602,199.53		24.73
Total Dept 000		1,475,410.00		848,771.99		0.00		626,638.01		57.53
TOTAL REVENUES										
		1,475,410.00		848,771.99		0.00		626,638.01		57.53
Expenditures										
Dept 000										
251-000-775.000	Repair & Maintenance Supplies	0.00		252.04		0.00		(252.04)		100.00
251-000-800.000	Professional/Contractual Serv.	810,000.00		158,527.00		140.05		651,473.00		19.57
251-000-801.000	Attorney - General	10,000.00		0.00		0.00		10,000.00		0.00
251-000-955.000	Miscellaneous	616,430.00		0.00		0.00		616,430.00		0.00
251-000-960.000	Administrative Overhead	41,280.00		41,280.00		0.00		0.00		100.00
251-000-967.000	Property Development	0.00		616,389.92		0.00		(616,389.92)		100.00
251-000-991.000	Debt Retirement-Principal	50,103.00		50,102.57		0.00		0.43		100.00
251-000-995.000	Interest Expense	8,044.00		8,043.51		0.00		0.49		99.99
Total Dept 000		1,535,857.00		874,595.04		140.05		661,261.96		56.95
TOTAL EXPENDITURES										
		1,535,857.00		874,595.04		140.05		661,261.96		56.95
Fund 251 - Brownfield Redevelopment:										
TOTAL REVENUES										
		1,475,410.00		848,771.99		0.00		626,638.01		57.53
TOTAL EXPENDITURES										
		1,535,857.00		874,595.04		140.05		661,261.96		56.95
NET OF REVENUES & EXPENDITURES										
		(60,447.00)		(25,823.05)		(140.05)		(34,623.95)		42.72

UNAUDITED

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 06/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
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

UNAUDITED

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDTG USED	
		AMENDED BUDGET	NORMAL	06/30/2025	(ABNORMAL)	MONTH 06/30/2025	INCREASE (DECREASE)	NORMAL	(ABNORMAL)		BALANCE
Fund 299 - TREE FUND											
Revenues											
Dept 000											
299-000-676.000	Transfers From Other Funds	10,000.00		10,000.00		0.00	0.00		0.00	100.00	
299-000-694.000	Miscellaneous	0.00		2,025.00		0.00	0.00		(2,025.00)	100.00	
Total Dept 000		10,000.00		12,025.00		0.00	0.00		(2,025.00)	120.25	
TOTAL REVENUES		10,000.00		12,025.00		0.00	0.00		(2,025.00)	120.25	
Expenditures											
Dept 000											
299-000-955.000	Miscellaneous	10,000.00		0.00		0.00	0.00		10,000.00	0.00	
Total Dept 000		10,000.00		0.00		0.00	0.00		10,000.00	0.00	
TOTAL EXPENDITURES		10,000.00		0.00		0.00	0.00		10,000.00	0.00	
Fund 299 - TREE FUND:											
TOTAL REVENUES		10,000.00		12,025.00		0.00	0.00		(2,025.00)	120.25	
TOTAL EXPENDITURES		10,000.00		0.00		0.00	0.00		10,000.00	0.00	
NET OF REVENUES & EXPENDITURES		0.00		12,025.00		0.00	0.00		(12,025.00)	100.00	

UNAUDITED

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2025 INCREASE (DECREASE)	NORMAL	AVAILABLE BALANCE (ABNORMAL)	% BDGT USED
Fund 401 - Veteran's Memorial Fund							
Revenues							
Dept 000							
401-000-674.000	Contributed Capital Revenue	2,500.00	350.00	0.00		2,150.00	14.00
Total Dept 000		2,500.00	350.00	0.00		2,150.00	14.00
TOTAL REVENUES		2,500.00	350.00	0.00		2,150.00	14.00
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	0.00		(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	0.00		2,633.00	34.18
TOTAL EXPENDITURES		4,000.00	1,367.00	0.00		2,633.00	34.18
Fund 401 - Veteran's Memorial Fund:							
TOTAL REVENUES		2,500.00	350.00	0.00		2,150.00	14.00
TOTAL EXPENDITURES		4,000.00	1,367.00	0.00		2,633.00	34.18
NET OF REVENUES & EXPENDITURES		(1,500.00)	(1,017.00)	0.00		(483.00)	67.80

UNAUDITED

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDDT USED	
		AMENDED BUDGET	NORMAL	06/30/2025	(ABNORMAL)	MONTH 06/30/2025	INCREASE (DECREASE)	NORMAL	(ABNORMAL)		BALANCE
Fund 590 - SEWER FUND											
Revenues											
Dept 000											
590-000-508.000	USDA Grants	3,549,000.00		857,493.10		27,760.09		2,691,506.90		24.16	
590-000-626.000	Sewer Services	290,370.00		208,645.19		0.00		81,724.81		71.85	
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		1,066,138.29		27,760.09		2,775,231.71		27.75	
TOTAL REVENUES		3,841,370.00		1,066,138.29		27,760.09		2,775,231.71		27.75	
Expenditures											
Dept 000											
590-000-702.000	Payroll - Full Time	11,550.00		15,702.48		922.43		(4,152.48)		135.95	
590-000-715.000	Social Security	720.00		966.14		57.18		(246.14)		134.19	
590-000-716.000	Hospital/Life Insurance	10,650.00		2,270.25		0.98		8,379.75		21.32	
590-000-716.001	Insurance Deductible	700.00		0.00		0.00		700.00		0.00	
590-000-718.000	Pension	5,300.00		3,803.15		254.74		1,496.85		71.76	
590-000-720.000	Worker's Compensation	265.00		0.00		0.00		265.00		0.00	
590-000-722.000	Medicare	170.00		225.90		13.36		(55.90)		132.88	
590-000-800.000	Professional/Contractual Serv.	3,555,200.00		938,373.88		27,760.09		2,616,826.12		26.39	
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		16,164.00		5,388.00		(4,564.00)		139.34	
590-000-920.000	Utilities	2,600.00		1,147.12		270.85		1,452.88		44.12	
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		41,280.00		0.00		0.00		100.00	
590-000-968.000	Depreciation	14,044.00		14,044.00		0.00		0.00		100.00	
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		10,100.96		0.00		21,724.04		31.74	
Total Dept 000		3,798,404.00		1,094,077.88		34,667.63		2,704,326.12		28.80	
TOTAL EXPENDITURES		3,798,404.00		1,094,077.88		34,667.63		2,704,326.12		28.80	
Fund 590 - SEWER FUND:											
TOTAL REVENUES		3,841,370.00		1,066,138.29		27,760.09		2,775,231.71		27.75	
TOTAL EXPENDITURES		3,798,404.00		1,094,077.88		34,667.63		2,704,326.12		28.80	
NET OF REVENUES & EXPENDITURES		42,966.00		(27,939.59)		(6,907.54)		70,905.59		65.03	
TOTAL REVENUES - ALL FUNDS		7,825,993.00		4,000,666.82		143,607.98		3,825,326.18		51.12	
TOTAL EXPENDITURES - ALL FUNDS		8,193,522.00		4,310,436.31		303,150.05		3,883,085.69		52.61	
NET OF REVENUES & EXPENDITURES		(367,529.00)		(309,769.49)		(159,542.07)		(57,759.51)		84.28	

PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	2025		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		ORIGINAL BUDGET	06/30/2025	06/30/2025	06/30/2025	NORMAL	ABNORMAL	BALANCE	% BGD
				NORMAL	(ABNORMAL)	INCREASE	(DECREASE)	(ABNORMAL)	USED
Fund 250 - KINDLEBERGER SUMMER FESTIVAL									
Revenues									
Dept 000									
250-000-475.001	Arts & Crafts	4,500.00	2,980.88			350.00		1,519.12	66.24
250-000-475.002	Race/Walk Fees	3,500.00	0.00			0.00		3,500.00	0.00
250-000-475.003	Membership Fund Drive	341.00	341.00			50.00		3,159.00	9.74
250-000-475.005	Corporate Sponsorships	16,000.00	40,285.20			31,785.20		(24,285.20)	251.78
250-000-590.001	GRANTS - G FOUND	30,000.00	0.00			0.00		30,000.00	0.00
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	11,000.00	28,557.00			0.00		(17,557.00)	259.61
250-000-675.002	KSF Special Event	1,800.00	0.00			0.00		1,800.00	0.00
250-000-694.000	Miscellaneous	4,200.00	0.00			0.00		4,200.00	0.00
Total Dept 000		79,500.00	77,164.08			32,185.20		2,335.92	97.06
TOTAL REVENUES									
		79,500.00	77,164.08			32,185.20		2,335.92	97.06
Expenditures									
Dept 000									
250-000-779.001	Performance Expense	28,000.00	2,735.00			0.00		25,265.00	9.77
250-000-779.003	Festival Day - Race/Walk	6,000.00	0.00			0.00		6,000.00	0.00
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	0.00			0.00		1,900.00	0.00
250-000-779.007	Fest Day Events	150.00	0.00			0.00		150.00	0.00
250-000-779.008	Fund Raising-Dance	0.00	15,996.62			0.00		(15,996.62)	100.00
250-000-779.012	Festival - Administration	20,000.00	2,660.00			85.00		17,340.00	13.30
250-000-779.013	Stage Entertainment	19,000.00	4,373.00			555.00		14,627.00	23.02
250-000-779.016	Car Show Expenses	750.00	273.97			100.00		476.03	36.53
250-000-779.020	Publicity	3,500.00	0.00			0.00		3,500.00	0.00
Total Dept 000		79,500.00	26,038.59			740.00		53,461.41	32.75
TOTAL EXPENDITURES									
		79,500.00	26,038.59			740.00		53,461.41	32.75
Fund 250 - KINDLEBERGER SUMMER FESTIVAL:									
TOTAL REVENUES		79,500.00	77,164.08			32,185.20		2,335.92	97.06
TOTAL EXPENDITURES		79,500.00	26,038.59			740.00		53,461.41	32.75
NET OF REVENUES & EXPENDITURES		0.00	51,125.49			31,445.20		(51,125.49)	100.00

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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	\$0	\$0.00	\$266.95	\$0.00	\$266.95
TY J WOLTHUIS XXXX XXXX XXXX 7674	\$3,000	\$0.00	\$379.25	\$0.00	\$379.25
ALEX G HALEY XXXX XXXX XXXX 8938	\$3,000	\$0.00	\$146.42	\$0.00	\$146.42
SHANNON STUTZ XXXX XXXX XXXX 9125	\$5,000	\$0.00	\$1,870.12	\$0.00	\$1,870.12

Cardholder Account Activity

NAME AND ACCOUNT NUMBER	CREDIT LIMIT	CREDITS	PURCHASES	CASH ADVANCES	TOTAL ACTIVITY
BILL CAHILL XXXX XXXX XXXX 1801	\$5,000	\$0.00	\$1,085.64	\$0.00	\$1,085.64

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
06/04	06/02	85179245154700609006818	ONE WAY PRODUCTS KALAMAZOO MI		\$228.11
06/05	06/04	55446415155088470014048	MILLASSIST SERVICES IN OTSEGO MI		\$588.00
06/06	06/04	85179245156700609003334	ONE WAY PRODUCTS KALAMAZOO MI		\$57.79
06/25	06/24	05436845176600054203068	KOHL'S #0611 KALAMAZOO MI		\$211.74

NAME AND ACCOUNT NUMBER	CREDIT LIMIT	CREDITS	PURCHASES	CASH ADVANCES	TOTAL ACTIVITY
CAMRON J BOEKHOVEN XXXX XXXX XXXX 9114	\$3,000	\$0.00	\$1,278.32	\$0.00	\$1,278.32

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
05/29	05/28	55432865148208337174346	SQ *JOHN GERNAAT GREEN KALAMAZOO MI		\$765.00
05/30	05/29	55432865149208623777348	AMAZON MKTPL*N64NN63W2 AMZN.COM/BILL WA		\$74.99
06/02	05/29	02305375150100121273296	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$69.76
06/05	06/03	02305375155100128126807	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$15.98
06/10	06/10	82305095161500026451843	AMAZON MARK* NA09V9NF2 SEATTLE WA		\$89.98
06/10	06/09	55432865160202520339785	AMAZON MKTPL*NH0TS61W0 AMZN.COM/BILL WA		\$199.98
06/18	06/16	85179245168980005540917	STEENSMA LAWN AND POWE KALAMAZOO MI		\$62.63

NAME AND ACCOUNT NUMBER	CREDIT LIMIT	CREDITS	PURCHASES	CASH ADVANCES	TOTAL ACTIVITY
NANCY R STODDARD XXXX XXXX XXXX 7241	\$0	\$0.00	\$266.95	\$0.00	\$266.95

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
05/30	05/29	55506295150355301028358	MICHIGAN MUNICIPAL LEA ANN ARBOR MI		\$250.00
06/03	06/02	8230509515350005242138	ZOOM.COM 888-799-9666 SAN JOSE CA		\$16.95

NAME AND ACCOUNT NUMBER	CREDIT LIMIT	CREDITS	PURCHASES	CASH ADVANCES	TOTAL ACTIVITY
TY J WOLTHUIS XXXX XXXX XXXX 7674	\$3,000	\$0.00	\$379.25	\$0.00	\$379.25

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
06/12	06/10	02305375162100131950855	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$109.34
06/23	06/19	52707155171010195270344	THE HOME DEPOT #2728 PORTAGE MI		\$129.00
06/25	06/24	82711165176500000076659	SP BULBAMERICA BROOKLYN NY		\$140.91

NAME AND ACCOUNT NUMBER	CREDIT LIMIT	CREDITS	PURCHASES	CASH ADVANCES	TOTAL ACTIVITY
ALEX G HALEY XXXX XXXX XXXX 8938	\$3,000	\$0.00	\$146.42	\$0.00	\$146.42

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
06/26	06/25	02305375177000660576886	TRACTOR SUPPLY #1272 KALAMAZOO MI		\$22.47

(transactions continued on next page)

Cardholder Account Activity cont.

06/26	06/25	02305375177000660576969	TRACTOR SUPPLY #1272 KALAMAZOO MI	\$123.95		
SHANNON STUTZ		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 9125		\$5,000	\$0.00	\$1,870.12	\$0.00	\$1,870.12
Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount	
06/05	06/04	55463155155059378022607	CROWN TROPHY #104 PORTAGE MI		\$18.99	
06/05	06/03	85140515155900011100016	CORNERSTONE OFFICE SYS AVALANCE@CORN MI		\$102.46	
06/05	06/04	05410195155105441605152	STAPLS7658717879000001 877-8267755 MI		\$129.09	
06/09	06/07	82117555158500008365751	PIXELVINE FREEPORT MI		\$69.75	
06/09	06/06	85140515158900011200029	CORNERSTONE OFFICE SYS AVALANCE@CORN MI		\$226.84	
06/10	06/09	82117555160500014825299	PIXELVINE FREEPORT MI		\$85.00	
06/13	06/12	82117555164500001774357	PIXELVINE FREEPORT MI		\$85.00	
06/20	06/19	85500595170900016934325	THE SIGN CENTER KALAMAZOO MI		\$115.00	
06/24	06/23	55432865174207158294404	SPECTRUM 855-707-7328 MO		\$130.00	
06/24	06/23	55432865174207158291160	SPECTRUM 855-707-7328 MO		\$159.99	
06/26	06/24	85180895176717621090169	GOLF CARS PLUS PLAINWELL MI		\$728.00	

KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE

Minutes of the May 28, 2025 Meeting

CALL TO ORDER

The May 28, 2025 Policy Committee Meeting was called to order at approximately 9:00 a.m. at Metro, in Kalamazoo, by Chairperson Aardema.

INTRODUCTIONS

Introductions were made by all present.

ROLL CALL

Meeting attendance was recorded on the sign-in sheet.

MEMBERS PARTICIPATING

Curt Aardema, Chair	Central County Transportation Authority
David Anderson	City of Kalamazoo
Nicole Beauchamp	Comstock Township
Cheri Bell	Oshtemo Township
Rob Britigan	City of Parchment
Heather Bowden	Michigan Department of Transportation, Planning
Kerry DenBraber	Michigan Department of Transportation, TSC
Marsha Drouin	Richland Township
Robert Henderson	Van Buren Public Transit
Jeff Heppler	Village of Augusta
Pat McGinnis	City of Portage
Rich McGrew	Village of Mattawan
Lisa McNees	City of Galesburg
Sherine Miller	Kalamazoo Township
Aditya Rama	Kalamazoo County Transportation Authority
Randy Smith	Brady Township
Jeff Sorensen	Cooper Township
Paul Sotherland	KATS Citizens' Advisory Committee
Don Ulsh	Schoolcraft Township
Jerry VanderRoest	Charleston Township
Bret Witkowski	Van Buren County Road Commission
Mark Worden	Road Commission of Kalamazoo County

MEMBERS ABSENT

Jill Bland	Southwest Michigan First
Tim Frisbie	Village of Vicksburg
John Gisler	Kalamazoo County

OTHERS PARTICIPATING

Jarret Geering	OHM Advisors
Megan Mickelson	Kalamazoo Area Transportation Study
Elizabeth Rumick	Kalamazoo Area Transportation Study
Steve Stepek	Kalamazoo Area Transportation Study
Ali Townsend	Kalamazoo Area Transportation Study

CHANGES OR ADDITIONS TO THE AGENDA

There were no changes or additions to the agenda.

APPROVAL OF THE AGENDA

Sorensen moved, and it was duly seconded by Ulsh, **“to approve the agenda of the May 28, 2025 Policy Committee Meeting.”** MOTION CARRIED.

PUBLIC COMMENTS

No public comments were made.

CONSENT AGENDA

- ACCEPTANCE OF THE TREASURER REPORT
- ACCEPTANCE OF THE TECHNICAL COMMITTEE REPORT
- ACCEPTANCE OF THE SOUTHCENTRAL MICHIGAN PLANNING COUNCIL REPORT
- APPROVAL OF THE MINUTES FROM THE APRIL 30, 2025 MEETING

Drouin moved, and it was duly seconded by Miller, **“to accept and approve the items on the Consent Agenda.”** MOTION CARRIED.

FISCAL YEAR 2025 UNIFIED PLANNING WORK PROGRAM AMENDMENT DRAFT

Referring to the link to the document, Stepek explained that this is the annual adjustment to the current fiscal year’s budget. Kalamazoo Area Transportation Study (KATS) received \$5,450 additional funding for Asset Management from the State of Michigan. The other changes to the Unified Planning Work Program Amendment are adjusting already programed funding between budget items. KATS Staff recommends the approval of the document.

Sorensen moved, and it was duly seconded by Britigan, **“to approve the Fiscal Year 2025 Unified Planning Work Program Amendment Draft.”** MOTION CARRIED.

FISCAL YEAR 2026 UNIFIED PLANNING WORK PROGRAM DRAFT

A link to the Fiscal Year 2026 Unified Planning Work Program (UPWP) Draft was included on the meeting agenda. The UPWP is also available on the Kalamazoo Area Transportation Study (KATS) website KATSMPO.org. Stepek provided the information that the document represents the proposed budget and work activities for KATS for fiscal year 2026, starting October 1, 2025. Carryover funding in the amount of \$25,000 will be used for the Travel Demand Model. Also included in the budget is the Finance and Personnel Subcommittee approved 3.1 percent Cost of Living Adjustment for staff. KATS Staff and Technical Committee recommend approval of the

document. Stepek addressed Bowden's inquiry that exactly 2.5 percent of KATS PL Funding is designated for Complete Streets so the entire amount is eligible for reimbursement.

Sorensen moved, and it was duly seconded by Heppler, ***"to approve the Fiscal Year 2026 Unified Planning Work Program Draft."*** MOTION CARRIED.

PUBLIC TRANSPORTATION UPDATES

Rama reported that the Central County Transportation Authority (CCTA)/Kalamazoo County Transportation Authority (KCTA) Board approved the recommended 1.1 millage request planned for the November election. The Board heard an informative presentation by Hub Spot, the CCTA/KCTA social media outreach platform management company. Fixed route bus ridership is down 1.1 percent year-to-date. The Metro Link program continues to do well and has provided 42,591 rides through April 2025. Metro was awarded a \$200 thousand dollar Michigan Department of Transportation grant to be used for improvements to the transit hub on Western Michigan University campus. Aardema added the consultant Left Turn Right Turn presented the On-Demand Services Study Final Report to the CCTA/KCTA Board. The report includes an analysis of Metro Connect and Metro Link as well as improvement recommendation plans. McBride elaborated that the approved 1.1 millage is an increase from the current .9 millage. The increased millage will help fund the Metro Link pilot program, support the inflationary impact of goods, services, and staff, and offset potential limited Act 51 state public transit funds.

EXECUTIVE DIRECTOR'S REPORT

The memo was included in the meeting packet. Stepek provided copies of the Metro On-Demand Study which was funded primarily by Kalamazoo Area Transportation Study (KATS), covering approximately eighty percent of the cost. Stepek reminded attendees to send non-motorized count location requests to Ali Townsend.

NEW BUSINESS

No new business was brought forth.

PUBLIC COMMENTS

No public comments were made.

MEMBER'S COMMENTS

Bell reported Oshtemo Township broke ground on Phase 1 of its Sewer Extension project. Residents have provided positive feedback at recent public meetings. The first reading of the Mixed-Use Zoning District map passed. The Zoning District addresses new development coming into Oshtemo Township.

DenBraber reported the watermain on the north side of M-43 is complete with water leads continuing to be installed on the Michigan Department of Transportation (MDOT) M-43 project. Starting the week of approximately June 16, 2025, Maple Hill Drive northbound traffic will be detoured with southbound traffic maintained. The US-131 southbound exit ramp to westbound M-43 is closed starting this week. An abutment wall and footing were poured for the US-131 BR Interchange project. The shoulder on northbound US-131 and on the southbound BR were removed

for the new ramp tie-in. A weir was built at detention Basin B. US-131 bridge beams have been set for the US-131 over KL Avenue/Amtrak project. The northbound bridge deck will be poured this week. Traffic will be switched, and southbound bridge work will start at the end of June. Concrete pavement repairs are completed on I-94 eastbound from Paw Paw to Mattawan.

On behalf of the Michigan Department of Transportation, Bowden thanked Kalamazoo Area Transportation Study Staff for completion of the fiscal year 2026 Unified Planning Work Program (UPWP) and fiscal year 2025 UPWP Amendment, and the fiscal year 2026-2029 Transportation Improvement Program. Bowden reminded attendees to obligate all jobs as we head into the August redistribution time period.

Worden reported that the Road Commission of Kalamazoo County (RCKC) continues the large-scale tree cleanup process from recent storms. Worden emphasized the importance of notifying RCKC if residents observe fallen trees in their yards along local or county roads that have not yet been marked with pink flags. Chip seal starts on Monday. Although not a favorite of drivers, chip seal currently offers the best and most cost-effective tool to maintain and lengthen the life of roads. RCKC has a new project map on its website. Users are able to click on projects to obtain detailed information on them. RCKC is hopeful that it's Safe Streets For All (SS4A) federal grant project will continue moving forward. Worden is the new Transportation Asset Management Council representative from RCKC.

Sorensen reported a new fire station is being planned in Cooper Township. The new Township building remodel is complete following an 18-month delay. Sorensen provided flyers and reminded attendees of the invitation to the Michigan Township Association annual golf outing scheduled for June 27, 2025.

Britigan reported the City of Parchment hired Sarah Joshi as the new City Manager beginning June 18, 2025 to replace Nancy Stoddard who is retiring. The City of Parchment received a grant from Consumers Energy for enhancements at the riverfront park. The City of Parchment will be hosting the annual Kindleberger Summer Festival of the Performing Arts. It will be held from July 9, 2025 to July 14, 2025. Due to safety concerns the parade is canceled. There are hopes to bring it back next year. This year's youth musical will be Annie.

After mentioning the acoustic difficulties in the meeting room, Anderson reported the City of Kalamazoo received a \$3 million-dollar federal railroad planning grant. The grant will be used to redirect the alignment of downtown railroad tracks, addressing frequent train stops and slowdowns that cause traffic congestion and pedestrian delays. Anderson highlighted that the grant and other federal grants come with new compliance requirements that must be strictly followed. The unfortunate fatal shooting in the area of Riverview Drive and East Paterson Street around 1:30 a.m. this morning, involving one unhoused individual taking the life of another, underscores the need to address the growing challenges of the unsheltered population. This incident raises the general concern on how agencies can collaboratively manage this issue, develop effective solutions, and ensure safety when interacting with the homeless community.

VanderRoest reported that Charleston Township recently purchased a new fire truck after an 18-month wait.

McNees reported storm cleanup continues in the City of Galesburg due to the extensive damage caused by the recent tornado.

Witkowski reported that Van Buren County Road Commission (VBCRC) continues to clean up the 150 downed trees from the recent storm. Two crews will begin seal coating June 9, 2025.

Heppler reported the Village of Augusta hosted a successful ribbon cutting ceremony for the newly completed Washington Street Bridge. Heppler expressed appreciation for local, state, and federal partners whose efforts brought the project to completion. Plans are underway for the Village's recently awarded Transportation Economic Development Fund (TEDF) Category B grant. Heppler echoed Anderson's concerns with the homeless population. Heppler opined a unified, collaborative approach across numerous municipalities could streamline and more effectively support the financial cost of emergency management storm damage cleanup.

McGrew reported that the Village of Mattawan water main project on Main Street is underway and ahead of schedule. Main Street from I-94 south to Front Street is complete. Paving will start next week. Main Street north of I-94 will follow.

ADJOURNMENT

There being no further business, Chairperson Aardema adjourned the meeting at 9:40 a.m.

*The next meeting of the Kalamazoo Area Transportation Study Policy Committee will be held on
Wednesday, June 25, 2025 at 9:00 a.m.*

Approved 6/25/25 (er)



2025 MONTHLY PERMITS BY JURISDICTION

MONTH OF JUNE 2025

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	17	4,532.00
COMSTOCK	ELECTRICAL	47	11,865.00
COMSTOCK	MECHANICAL	12	1,935.00
COMSTOCK	PLUMBING	47	11,252.00
COMSTOCK	SPECIAL - JURISDICTION	2	200.00
COMSTOCK	SPECIAL - HOMEOWNER	1	60.00
TOTAL COMSTOCK		126	\$ 29,844.00
KALAMAZOO	BUILDING	30	4,787.00
KALAMAZOO	ELECTRICAL	32	5,734.00
KALAMAZOO	MECHANICAL	35	4,773.00
KALAMAZOO	PLUMBING	17	2,108.00
KALAMAZOO	SPECIAL - JURISDICTION	3	350.00
KALAMAZOO	SPECIAL - HOMEOWNER	3	180.00
TOTAL KALAMAZOO		120	\$ 17,932.00
PARCHMENT	BUILDING	2	189.00
PARCHMENT	ELECTRICAL	1	125.00
PARCHMENT	MECHANICAL	5	657.00
PARCHMENT	PLUMBING	1	115.00
PARCHMENT	SPECIAL - JURISDICTION	1	100.00
PARCHMENT	SPECIAL - HOMEOWNER	1	60.00
TOTAL PARCHMENT		11	\$ 1,246.00
PINE GROVE	BUILDING	3	2,794.00
PINE GROVE	ELECTRICAL	7	898.00
PINE GROVE	MECHANICAL	1	135.00
PINE GROVE	PLUMBING	1	115.00
PINE GROVE	SPECIAL - JURISDICTION	-	-
PINE GROVE	SPECIAL - HOMEOWNER	-	-
TOTAL PINE GROVE		12	\$ 3,942.00
RICHLAND	BUILDING	9	5,565.00
RICHLAND	ELECTRICAL	21	4,672.00
RICHLAND	MECHANICAL	27	4,369.00
RICHLAND	PLUMBING	8	1,742.00
RICHLAND	SPECIAL - JURISDICTION	-	-
RICHLAND	SPECIAL - HOMEOWNER	-	-
TOTAL RICHLAND		65	\$ 16,348.00
RICHLAND VILLAGE	BUILDING	-	-
RICHLAND VILLAGE	ELECTRICAL	2	469.00
RICHLAND VILLAGE	MECHANICAL	3	715.00
RICHLAND VILLAGE	PLUMBING	-	-
RICHLAND VILLAGE	SPECIAL - JURISDICTION	-	-
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	-	-
TOTAL RICHLAND VILLAGE		5	1,184.00
TOTAL		339	\$ 70,496.00

REVENUE	REVENUE
JUNE 2024	% PREV YEAR MONTH
\$ 50,490.80	140%

PERMITS	PERMITS
JUNE 2024	% PREV YEAR MONTH
218	156%



2025 MONTHLY PERMITS BY JURISDICTION

YEAR TO DATE AS OF: JUNE 2025

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	140	86,495.00
COMSTOCK	ELECTRICAL	107	24,644.00
COMSTOCK	MECHANICAL	93	17,723.30
COMSTOCK	PLUMBING	83	17,167.00
COMSTOCK	SPECIAL - JURISDICTION	13	1,250.00
COMSTOCK	SPECIAL - HOMEOWNER	3	180.00
TOTAL COMSTOCK		439	\$ 147,459.30
KALAMAZOO	BUILDING	127	22,079.00
KALAMAZOO	ELECTRICAL	137	21,553.00
KALAMAZOO	MECHANICAL	179	25,839.00
KALAMAZOO	PLUMBING	81	10,411.00
KALAMAZOO	SPECIAL - JURISDICTION	30	3,000.00
KALAMAZOO	SPECIAL - HOMEOWNER	14	840.00
TOTAL KALAMAZOO		568	\$ 83,722.00
PARCHMENT	BUILDING	6	621.00
PARCHMENT	ELECTRICAL	1	125.00
PARCHMENT	MECHANICAL	14	1,930.00
PARCHMENT	PLUMBING	5	575.00
PARCHMENT	SPECIAL - JURISDICTION	6	600.00
PARCHMENT	SPECIAL - HOMEOWNER	2	120.00
TOTAL PARCHMENT		34	\$ 3,971.00
PINE GROVE	BUILDING	19	14,339.00
PINE GROVE	ELECTRICAL	22	3,347.00
PINE GROVE	MECHANICAL	13	2,050.00
PINE GROVE	PLUMBING	5	1,131.00
PINE GROVE	SPECIAL - JURISDICTION	0	-
PINE GROVE	SPECIAL - HOMEOWNER	0	-
TOTAL PINE GROVE		59	\$ 20,867.00
RICHLAND	BUILDING	72	59,040.00
RICHLAND	ELECTRICAL	92	21,648.00
RICHLAND	MECHANICAL	127	24,530.00
RICHLAND	PLUMBING	65	15,400.00
RICHLAND	SPECIAL - JURISDICTION	0	-
RICHLAND	SPECIAL - HOMEOWNER	2	120.00
TOTAL RICHLAND		358	\$ 120,738.00
RICHLAND VILLAGE	BUILDING	10	4,956.00
RICHLAND VILLAGE	ELECTRICAL	7	1,700.00
RICHLAND VILLAGE	MECHANICAL	9	1,596.00
RICHLAND VILLAGE	PLUMBING	5	1,337.00
RICHLAND VILLAGE	SPECIAL - JURISDICTION	0	-
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	0	-
TOTAL RICHLAND VILLAGE		31	\$ 9,589.00
TOTAL KABA	YTD	1489	\$ 386,346.30

REVENUE	REVENUE
YTD - JUNE 2024	% 2024 - YTD
\$ 326,947.75	118.2%

REVENUE
% 2025 YTD BUDGET
95%

PERMITS	PERMITS
YTD - JUNE 2024	% 2024 - YTD
1421	104.8%

2025 MONTHLY CUMULATIVE TOTALS			
# PERMITS	REVENUE		
212	\$ 56,291.30		JAN
213	\$ 42,192.00		FEB
195	\$ 40,236.00		MAR
304	\$ 118,511.00		APR
226	\$ 58,620.00		MAY
339	\$ 70,496.00		JUN
-	\$ -		JUL
-	\$ -		AUG
-	\$ -		SEP
-	\$ -		OCT
-	\$ -		NOV
-	\$ -		DEC
1,489	\$ 386,346.30		TOTAL



CITY OF PARCHMENT

To: City Commission
From: Sarah Joshi, City Manager
Date: July 14, 2025
Subject: Purchase Agreement of Mill Property 06-03-2-80-022

Background

Commission voted on January 2, 2024 to sell mill parcel 06-03-2-80-022 to Fidel Coronado of Sentry Associates for the purpose of light manufacturing.

As a condition of the sale, it was agreed that renovations would be complete (as evidenced by a certificate of occupancy) and the business would be open to the public no later than May 13, 2025, twelve months following the closing date. The agreement indicates that if renovations are not completed by that date and delays are not within the owner's reasonable control, the completion date may be extended on a day-to-day basis not to exceed 18 months from the date of closing, or November 13, 2025.

If it is found that the purchaser is in default of the declaration of covenants and restrictions, the City may exercise its option to repurchase the property.

Discussion

Mr. Coronado met with City staff last month and provided a progress update. Plans call for gas and electric services to be installed in July, and work on the exterior to begin following installation of a fence to protect the building from vandalism. Water service has not yet been installed, and damage done by a recent fire has not yet been repaired. Mr. Coronado anticipates occupancy by January 1, 2026.

Options

Commission may wish to make one of the following motions:

- 1. I move extending the project completion date for parcel 06-03-2-80-022 with the following condition: That Mr. Coronado provide to Commission a satisfactory written progress report by September 15 and/or in-person progress report at its regularly scheduled business meeting on September 22.*
- 2. I move that Commission exercise its repurchase option on parcel 06-03-2-80-022 as defined in the purchase and sale agreement's declaration of covenants and restrictions.*

650 S. Riverview Drive
Parchment, MI 49004
(269) 349-3785



CITY OF PARCHMENT

To: City Commission
From: Sarah Joshi, City Manager
Date: July 14, 2025
Subject: Thomas Street Block Party

Background

Thomas Street residents sought and received Commission permission to close Thomas Street between Elmhurst and Groveland in order to host a neighborhood block party event in 2023. Minutes reflect approval, conditional upon notification of police and fire services and consultation with the City's insurance carrier.

Discussion

Thomas Street residents have requested closure of that street from Elmhurst to Groveland on August 16 between 6:00 – 10:00 pm to accommodate a similar event. Their purpose is to foster a sense of community among neighbors.

They provide assurance that the street will be made available for emergency vehicles.

The neighbors also request that the City provide barricades to ensure that the street remains free of traffic during those hours.

Recommendation

Subject to any additional information brought before City Commission, staff recommends the following motion:

I move that Commission approves the closure of Thomas Street between Elmhurst and Groveland on August 16 between 6:00 – 10:00 pm for the purpose of holding a block party, with the following conditions:

- 1. That organizers communicate details about the event to the Kalamazoo Township Police and Fire Departments; and*
- 2. That organizers distribute flyers no later than August 9 to each household in the affected area notifying residents of the street closure between those hours.*

FROM THE RESIDENTS OF THOMAS ST.

July 11th 2025

City commissioners
City of Parchment
650 S. Riverview Dr.
Parchment, Mi 49004

Dear Commissioner's

We the residents of Thomas St are requesting a road closure on the evening Saturday August 16th from 6-10pm for a neighborhood block party. We are making this request in attempt to protect the residents and small children on our block, and ensure we are able to cross the street freely and participate in activities. We the residents have made numerous calls and complaints in regards to the excessive speeders we experience daily on our block, as we are a direct route to the schools and St. Ambrose church. We are requesting a closure, from the cross streets of Elmhurst to Groveland be closed off. This will still allow for traffic to be rerouted down Elmhurst, Groveland or Orient. For traffic from RIVERVIEW or G. ave. We would like the city to possibly provide us with the proper road barricades, but we are willing to provide our own with the city's permission to do so. We the residents would also make Kalamazoo township fire and police aware of our plans to do so. Of course with a letter of permission from the commission. If one could be provided upon approval.

We are looking to have some front yard water features/stations (sprinklers etc). Music, a cook out, along with a variety of yard games. It is not our intent to have a LARGE event, we are just looking to provide a safe and fun neighborly gathering. To ensure the safety of the children we would appreciate your approval of this proposed road closure for the above stated date.

Sincerely yours,

Kristen & Michael Capelli @ 318 E. Thomas

Jen & Aj Good @409 E. Thomas

Elizabeth & Jerry Seeger @310 E. Thomas

Frank & Nina Mihalek @ 319 E. Thomas

Grant & Hannah Meredith @ 314 E. Thomas

Derrick & Mackenzie Rosenberg-Scholte @ 322 E. Thomas

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY JULY 17, 2023.

1. Call to order

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

2. Roll Call.

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

Absent: None.

3. Minutes

Moved by Commissioner Madaras, supported by Commissioner Conner to approve the amended minutes of the June 19, 2023 Regular meeting. **Motion Carried.**

4. Additions or changes to the agenda.

Map added for item 9E. Moved by Vice Mayor Jordan supported by Commissioner Fooy 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 Conner, supported by Commissioner Cooper to receive the consent agenda items. **Motion Carried.**

7. Unfinished Business

A. None.

8. New Business

A. Block party request for Thomas Street – action. Mayor Britigan explained that this request was received on 7/6/23 for Saturday, 7/29/23. City Manager Stoddard said that she was unaware of the city ever approving one before. This would be on E Thomas, between Elmhurst and Groveland; adding that closing the street could be a cost concern due to overtime for employees. Kristen Capelli, resident of 318 E Thomas, explained that the idea was to be able to have a thru-way for emergency vehicles, but close the road between 6 and 10 pm. She added that she thought it would foster a sense of community, and allow for people with mobility problems and families with small children to take part near home. Discussion about insurance and liability took place, questions asked and answered. Moved by Commissioner Cooper, supported by Commissioner Conner to approve the block party conditional to the notification of police and fire services, and consultation with our insurance company. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0.

B. Fishbeck (MI Deal) Professional Services Contract – action. Mayor Britigan introduced David Stegink of Fishbeck to go over the contract provided. Mr. Stegink said that his company is a MI Deal provider, so there's already a pricing discount. He added this is related to the EPA Grant that was awarded, and explained how the grant would be distributed, and that the money would be used on subcontractors for excavation, laboratory work, etc. He noted that this was "the biggest challenge" of his career and "is excited to get started". Questions were asked and answered. Moved by Commissioner Cooper, supported by Commissioner Fooy, to approve the contract as presented, and authorize the City Manager to sign all relevant documents related to the action. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0.



CITY OF PARCHMENT

To: City Commission
From: Sarah Joshi, City Manager
Date: July 16, 2025
Subject: Parks & Recreation Committee Grant-Funded Work

Background

The Parks & Recreation Committee's charge is to advance action items articulated in the 2022-2026 Parks and Recreation Plan, a plan which reflects community input, concerns, and vision. Those action items include "develop Parchment's riverfront area as a natural and recreational asset for the City" and "reduce routine mowing by developing environmentally sound, pollinator-friendly plantings in selected city-owned properties."

Toward that end, the committee created the "Riverfront Park: Restore the Bank; Cool the Corridor" plan and worked with the City Manager on a Consumer's Energy Foundation grant in the amount of \$150,000 to fund its implementation. The award was announced at the April 21 City Commission meeting.

The goal of the project is to create a model riverbank restoration that provides stability, safety, and enhanced wildlife habitat in the area extending from the trestle overlook approximately 200' to the south. Plantings are to be herbaceous species native to riverbank habitats that provide seasonal fruit and habitat for birds. An accessible picnic area is to be installed near the newly-built trestle overlook, and educational signage will explain the purpose of the environmental improvements, emphasizing connection with the existing Kalamazoo Valley River Trail and the proposed Paper Trail that will extend north from this area along the river to G Avenue. Additionally, the riverbank restoration will help mitigate erosion and cover unsightly riverbank fill.

Discussion

Grant funds have been received by the City Treasurer, so it is time to begin the work. Formal approval is sought to execute the plan and spend the allotted funds.

Recommendation

Subject to any additional information brought before City Commission, staff recommends the following motion:

I move that Commission authorize the City Manager to administer the "Riverfront Park: Restore the Bank; Cool the Corridor" project, coordinating with the Parks & Recreation Committee and conforming to all confines and specifications of the Consumers Energy Foundation grant.

650 S. Riverview Drive
Parchment, MI 49004
(269) 349-3785



PARCHMENT RIVERFRONT PARK IMPROVEMENTS

4/15/24



Not to Scale

Commerce Lane Tree Planting Locations





CITY OF PARCHMENT

To: City Commission
From: Sarah Joshi, City Manager
Date: July 14, 2025
Subject: Kalamazoo County Hazardous Materials Response Agreement

Background

Each year, the City has the opportunity to participate in the County's hazardous materials response agreement. Such participation allows for emergency response eligibility in the event of a hazardous materials incident.

Discussion

The 2024 agreement has expired as changes to the 2025 agreement were considered. Changes include the following:

- The cost of membership dues will remain \$1,400 for FY 2025 and increase to \$1,600 in FY 2026. FY 2027 and 2028 dues are set at \$1,800 per year.
- Language was added to keep the intent of the agreement in place upon expiration until a new agreement is signed.
- A copy of any local hazmat recovery ordinance is not requested.

Recommendation

Subject to any additional information brought before City Commission, staff recommends the following motion:

I move approving the 2025 Kalamazoo County Hazardous Response Agreement as presented.

INTERGOVERNMENTAL FIRE PROTECTION HAZARDOUS MATERIALS INCIDENT RESPONSE AGREEMENT

This Intergovernmental Fire Protection Hazardous Materials Incident Response Agreement, dated the __9th__ day of __July, 2025, between the undersigned municipalities, is as follows:

WHEREAS, the specialized services of a hazardous materials response team are above and beyond the normal response services provided on a reciprocal basis under the provisions of the Mutual Aid Fire Agreement entered into by the parties; and

WHEREAS, there is a need to facilitate and coordinate the recovery of the cost of response activity to hazardous materials incidents as permitted by Section 20126a (M.C.L. 324.20126a) of the Michigan Natural Resources and Environmental Protection Act, (NREPA) Public Act 451 of 1994; and,

WHEREAS, each party desires to enhance and improve responses to hazardous materials incidents occurring within Kalamazoo County, and,

WHEREAS, 1951 P.A. 35, as amended, being MCL 124.1 *et seq.*, provides that municipalities may enter into cooperative agreements to provide services to and for each other; and,

WHEREAS, this Hazardous Materials Incident Response Agreement is intended to assist the undersigned municipalities in providing timely and efficient responses to hazardous materials incidents within Kalamazoo County.

NOW, THEREFORE, in consideration of the mutual undertakings of the parties hereto, IT IS AGREED:

1. Definitions

- A. **Financial Custodian** means the custodian of response activity costs and annual dues as provided in paragraph 4 of this agreement.
- B. **Fire Chief** includes the fire chief, the fire chief's designated representative or such member of the fire department as is in charge of the fire department emergency and technical response personnel, or the chief of a public safety department or that official's designated representative.
- C. **Incident Management System:** The National Incident Management System (NIMS) required for managing a hazardous materials incident by state and federal regulation.
- D. **Member in Good Standing** means a municipality that has entered into this agreement and is current in the payment of dues and compliant with the obligations specified in this agreement.
- E. **KCHMT member** means an employee of a participating municipality who becomes a member of the Kalamazoo County Hazardous Materials Response Team, (KCHMT) as established pursuant to this agreement.
- F. **Participating Municipality** means a municipality that has entered into this agreement and is a member in good standing.

- G. **Recovery Costs** mean the costs associated with recovery of response activity costs as defined by this Agreement, including, but not limited to attorney fees, court filing fees, witness fees and other costs of litigation and collection.
- H. **Requesting Department:** The fire department serving a participating municipality in which the hazardous materials incident exists and that requests aid under this Agreement.
- I. **Responding Department:** Any and all fire departments serving a participating municipality that provide personnel (including personnel who respond as a member of the Kalamazoo County Hazardous Materials Response Team) or equipment under this Agreement. The Kalamazoo County Office of Emergency Management and responding EMS providers are included in this definition.
- J. **Response Activity** means evaluation, interim response activity, remedial action, demolition, or the taking of other actions necessary to protect the public health, safety, or welfare, or the environment or the natural resources consistent with the rules relating to the selection and implementation of response activity promulgated under the Michigan Natural Resources and Environmental Protection Act.
- K. **Response Activity Costs** or **Costs of Response Activity** means all costs incurred by the requesting department and all responding departments, including the KCHMT, in taking or conducting a response activity, including all costs, that a municipality may recover pursuant to Section 20126a of the Michigan Natural Resources and Environmental Protection Act, MCL 324.20126a. These costs may include, but not be limited to, administrative fees assessed by the financial custodian to services provided relative to the collection of response activity costs, wages and/or salaries except for those employees who are already on duty and being paid; costs of vehicles responding at either the MEMAC reimbursement rate or another verified manner of calculating operating costs; costs of replacing equipment and supplies that are expended and not reusable; costs of decontaminating or cleaning equipment or other costs necessary to put that equipment back in service; costs of personnel support including, but not necessarily limited to, food, lodging, portable rest room facilities, or transportation; costs to rent, purchase or otherwise obtain equipment, supplies, or other material necessary to mitigate the incident; costs to contract with specialized response personnel or organizations.
- L. **MEMAC Reimbursement Rate** means the reimbursement rates for apparatus and other equipment used to mitigate incidents contained in the Michigan Emergency Management Assistance Compact.
- M. **Municipal Fire Department** means a fire department that has a Fire Department Identifier (FDID).

2. Kalamazoo County Hazardous Materials Response Team

- A. Participating municipalities agree to form and jointly operate the Kalamazoo County Hazardous Materials Response Team, (KCHMT) the purpose of which is to assist local fire departments by providing a trained, equipped team of on-scene support to the incident commander of the requesting department for the provision of response activity to a hazardous materials incident.
 - 1. See Appendix A
- B. The KCHMT shall be managed by an executive board as provided for in the by-laws.
- C. The executive board shall set all operating standards, policies and procedures and shall establish criteria for individual membership on the team.
- D. The executive board shall elect one member to serve as chair of the board and other such officers as may be required. Elected officers will serve a two-year term of office, corresponding to the calendar year, and may serve consecutive terms.
- E. The KCHMT shall maintain By-laws, an Operations Manual and a listing of equipment owned by the team. An updated copy of each, along with a report of annual KCHMT activity shall be provided to any requesting municipality annually, by March 1.
- F. Response Procedures
 - 1. A Requesting Department may request the services of the KCHMT following dispatch and response procedures as outlined in the KCHMT Operations Manual.
 - 2. The KCHMT, when responding to an incident, shall operate within the Incident Management System put in place by the Requesting Department. Command of the incident shall remain with the Requesting Department.
 - 3. If a Responding Department's personnel arrive prior to the Requesting Department's units or personnel, the assisting personnel will establish "Incident Command" as prescribed in NIMS and proceed with emergency operations. Upon arrival of a command officer from the Requesting Department, "Incident Command" will be passed to the Requesting Department.
 - 4. Assisting personnel and units will be released and returned to their jurisdiction as soon as practical.

3. Membership Dues

- A. Each municipal fire department (FDID) serving a participating municipality or municipalities will be required to pay annual dues in the amount of \$1,400.00 for fiscal year 2025. The annual dues amount will increase to \$1,600 for fiscal year 2026. The annual dues amount will increase to \$1,800 per fiscal year for 2027 and 2028.

1. Each municipal fire department serving a population over 25,000 and the Kalamazoo County Office of Emergency Management will be invoiced \$1,400.00 for fiscal year 2025. The annual dues amount will increase to \$3,200.00 for fiscal year 2026. The annual dues amount will increase to \$3,600 per fiscal year for 2027 and 2028.
 - i. This is due to the extra potential for hazards the increased sized community brings.
 - B. The municipal fire departments will be invoiced not later than March 1 for dues for the calendar year. The department will be in arrears if dues are not received by March 1.
 1. See Appendix B

4. Custodian of Dues and Recovered Costs

- A. The City of Kalamazoo will be the custodian of all dues and costs recovered pursuant to paragraph 9 of this agreement. The dues and recovered costs shall be placed in separate accounts and maintained in accordance with standard municipal accounting procedures.

5. Geographical Area of Coverage

The KCHMT shall provide assistance to any Requesting Department within Kalamazoo County. The KCHMT may also provide assistance to counties adjoining Kalamazoo County in which there is a written mutual aid agreement. All requests for KCHMT assistance outside of Kalamazoo County must be made by a requesting department that is on scene of the incident, the Berrien or Battle Creek Hazmat Team.

6. Personnel and Equipment Standards

KCHMT members and equipment shall meet the following minimal levels of training or recognized industry standards:

- A. All KCHMT members shall be certified to the Hazardous Materials Technician level by a representative of the municipality employing the member. However, the executive board of the KCHMT may approve team membership for individuals certified to the Hazardous Materials Operations level if such membership has been determined to provide a benefit to the team.
- B. Equipment used shall comply with all applicable rules and regulations including, but not limited to, CFR 1910.120, MIOSHA Part 432, and standards adopted by the executive board.

7. Training and Medical Examinations

- A. KCHMT members shall meet all statutory and training requirements applicable to the team position being filled.
 1. The KCHMT will conduct regular training as approved by the Executive Board to allow KCHMT members to remain competent in necessary skills. KCHMT members are expected to comply with training requirements.

2. KCHMT members who fail to maintain training requirements or required certifications, as established by the executive board of the KCHMT, may be removed from KCHMT membership by action of the executive board. Such action is not subject to appeal by the participating municipalities.
 3. Employees of the participating municipalities who are KCHMT members shall attend monthly training sessions of the team as part of their employment by the participating municipality that employs them.
- B. It is the responsibility of the participating member that is an employer of a KCHMT member to provide periodic physical examinations that meet the requirements of 29 CFR 1910.120. The frequency of these examinations may range from twelve to twenty-four months based on the recommendation of the physician. Prior to joining the KCHMT, KCHMT member applicants shall undergo a physical examination to identify any pre-existing medical conditions and to record baseline measurements that may change over time.
8. Liability and Mutual Release
- A. Each participating municipality providing KCHMT members to KCHMT shall be solely responsible for all costs and expenses associated with its employees who are KCHMT members and equipment utilized by its employees who are KCHMT members in responding to emergencies or participating in training under this Agreement, including without limitations, wages and fringe benefits, workers' compensation, disability or pension contributions, and the purchase, repair or maintenance of equipment and fire apparatus.
 - B. Each participating municipality shall only be responsible for claims, demands, costs (including attorney fees) and damages, for death, bodily injury, or property damage arising directly from the acts or omissions of its individual personnel.
 - C. To the extent allowed by Michigan Law, each participating municipality shall defend, indemnify and hold all other participating municipalities including the elected officials, agents and employees (hereinafter collectively as "Indemnitee") of the other participating municipalities harmless from all claims, demands, costs (including attorney's fees) and damages for death, bodily injury, or property damage arising directly from the acts or omissions of its individual personnel, employees or agents. Provided, however, that if such death, injury or damage is caused by personnel, employees or agents of multiple participating municipalities, each participating municipality shall then be responsible for its percentage of responsibility, and shall indemnify the other participating municipalities so that each pays in proportion to its responsibility.
 - D. In providing the indemnification set forth above, the Indemnitor is not waiving any defense as is otherwise available to it by law, provided such defenses are also available and asserted by the Indemnitor for the benefit of the Indemnitee. The Indemnitor shall not be responsible for the indemnification obligation set forth above with respect to the Indemnitee to the extent that the Indemnitee has waived a defense that was otherwise available to it by law. The Indemnitor shall have the option to settle any claim, demand or liability on such terms as it shall determine.
 - E. No fire fighter or emergency medical personnel from any Department shall be considered a drafted person of another Department when performing services in furtherance of this Agreement under MCL 123.401 through MCL 123.403.

9. Recovery or Reimbursement of Response Activity Costs
- A. As soon as practicable after providing response activity to a particular hazardous materials incident:
1. The KCHMT executive board will submit an itemized statement of all response activity costs (excluding labor costs) incurred by the KCHMT in response to the particular incident to the Requesting Department, and provide a copy of such statement to each Responding Department and the City of Kalamazoo.
 2. Each Responding Department will submit an itemized statement of all response activity costs (including labor costs) incurred by the Responding Department in response to the particular incident to the Requesting Department, and provide a copy to all other Responding Departments, the KCHMT, and the City of Kalamazoo.
 3. The Requesting Department will submit an itemized statement of all recovery costs incurred by the Requesting Department pursuant to paragraph 9(C) below to all Responding Departments and the KCHMT prior to distribution of recovered costs pursuant to paragraph 9 (D) below.
- B. The Requesting Department will pay the response activity costs of the KCHMT with respect to materials owned and used by the KCHMT in connection with providing response activity to a particular hazardous materials incident within 30 days of receipt of the itemized statement from KCHMT or on a payment schedule agreed to by the Executive Board. The Requesting Department will be responsible for the payment of these costs irrespective of any recovery of response activity costs as provided in paragraph 9(C) below. The KCHMT will provide an accounting of all response activity costs paid to it by the Requesting Department pursuant to this paragraph to all Responding Departments and the City of Kalamazoo prior to distribution of recovered costs pursuant to paragraph 9 (D) below.
- C. Recovery of all response activity costs incurred by the Requesting Department, the KCHMT, and any Responding Department as provided by the Michigan Natural Resources and Environmental Protection Act (NREPA) will be the responsibility of the Requesting Department. The Requesting Department will be responsible for all recovery costs associated with recovery of the response activity costs. The obligation of the Requesting Department to recover response activity costs may be waived by a vote of at least two thirds of the executive board of the KCHMT upon a determination that the expense of cost recovery would not be cost effective. In that event, each participating municipality may elect to recover its own costs.
- D. All costs recovered by the Requesting Department as provided in paragraph C, will be deposited with the City of Kalamazoo as the custodian of such funds. Response activity costs will then be paid first to the KCHMT in accordance with its itemized statement, to the extent response activity costs of KCHMT

have not been fully reimbursed by the Requesting Department as shown on the accounting for payment of same pursuant to paragraph 9 (B), above. The response activity costs of the Requesting Department and each Responding Departmental will then be paid from the remaining funds recovered. If the remaining funds recovered will not fully reimburse the Requesting Department and each Responding Department, then the remaining funds will be distributed to the Requesting Department and each Responding Department proportionate to the itemized statement prepared by each Department and each Department will be solely responsible for its un-reimbursed costs.

10. Multiple Demands For Service

If any participating municipality is confronted with a simultaneous demand to assist a fire department of another governmental unit or respond to a fire/rescue call within that municipality's jurisdictional boundaries, the command officer in charge of that municipality's responding fire/rescue equipment and personnel shall have the discretion to deploy that equipment and personnel for their best utilization in the interest of public health, safety and welfare and with the recognition of that municipality's primary obligation to respond within its own jurisdiction.

11. Effect Upon Other Agreements

The participating municipalities have also entered into a Mutual Fire Protection Contract, dated March 6, 1987. That contract shall remain in effect and shall not be changed by this agreement.

12. Effective Date, Term, Dissolution, and Termination of Membership

This Agreement is effective as of ___ July 9, 2025, and shall continue in force until January 1, 2029, or dissolved by a majority vote of the governing bodies of the participating members. A participating member may terminate its membership with or without cause, upon thirty (30) days written notice to the other participating members. Such termination of membership shall not effectuate the dissolution of this agreement or the KCHMT.

- A. Should the agreement expire, all parties agree that the intent of the agreement will remain in effect until a new agreement can be signed.

APPENDIX A

IN WITNESS THEREOF, those municipal parties hereto have executed this Agreement on the date indicated above.

VILLAGE OF AUGUSTA

109 W. Clinton St
Augusta, MI 49012

By _____

Its _____

VILLAGE OF CLIMAX

107 N. Main St
Climax, MI 49034

By _____

Its _____

CITY OF GALESBURG

200 East Michigan Ave
Galesburg, MI 49053

By _____

Its _____

CITY OF KALAMAZOO

241 W South St
Kalamazoo, MI 49007

By _____

Its _____

COUNTY OF KALAMAZOO

201 W. Kalamazoo Ave.
Kalamazoo, MI 49007

By _____

Its _____

CITY OF PARCHMENT

650 S. Riverview Dr
Parchment, MI 49004

By _____

Its _____

CITY OF PORTAGE

7900 South Westnedge Ave
Portage, MI 49002

By _____

Its _____

VILLAGE OF RICHLAND

PO Box 1
8935 Gull Road
Richland, MI 49083

By _____

Its _____

VILLAGE OF SCHOOLCRAFT

442 N. Grand St
Schoolcraft, MI 49087

By _____

Its _____

VILLAGE OF VICKSBURG

126 N. Kalamazoo Ave.
Vicksburg, MI 49097

By _____

Its _____

TOWNSHIP OF ALAMO

7901 North 6th St.
Kalamazoo, MI 49009

By _____

Its _____

TOWNSHIP OF BRADY

13123 S. 24th St.
Vicksburg, MI 49097

By _____

Its _____

TOWNSHIP OF CHARLESTON

1499 South 39th Street
PO Box 336
Galesburg, MI 49053

By _____

Its _____

TOWNSHIP OF CLIMAX

110 N. Main St.
Climax, MI 49034

By _____

Its _____

TOWNSHIP OF COMSTOCK

5858 King Highway
Kalamazoo, MI 49048

By _____

Its _____

TOWNSHIP OF COOPER

1590 West D Ave.
Kalamazoo, MI 49009

By _____

Its _____

TOWNSHIP OF KALAMAZOO

1720 Riverview Dr
Kalamazoo, MI 49004

By _____

Its _____

TOWNSHIP OF OSHTEMO

7275 W Main St.
Kalamazoo, MI 49009

By _____

Its _____

TOWNSHIP OF PAVILION

7510 East Q Ave.
Scotts, MI 49088

By _____

Its _____

TOWNSHIP OF PRAIRIE RONDE

14050 S. 6th St.
PO Box 794
Schoolcraft, MI 49087

By _____

Its _____

TOWNSHIP OF RICHLAND

7401 N. 32nd St
Richland, MI 49083

By _____

Its _____

TOWNSHIP OF ROSS

12086 M-89
Richland, MI 49083

By _____

Its _____

TOWNSHIP OF SCHOOLCRAFT

50 East VW Ave.
Vicksburg, MI 49097

By _____

Its _____

TOWNSHIP OF TEXAS

7227 West Q Ave.
Kalamazoo, MI 49009

By _____

Its _____

TOWNSHIP OF WAKESHMA

13988 South 42nd St.
Fulton, MI 49052

By _____

Its _____

APPENDIX B

Those municipal fire departments, and Kalamazoo County Office of Emergency Management, that will receive yearly invoices for membership dues:

Alamo Township Fire Department

Climax Township Fire Department

Comstock Township Fire Department

Cooper Township Fire Department

Galesburg/Charleston Fire Department

Kalamazoo Public Safety

Kalamazoo Township Fire Department

Kalamazoo County Office of Emergency Management

Oshtemo Township Fire Department

Parchment City Hall

Pavilion Township Fire Department

City of Portage Public Safety – Fire

Richland Township Fire Department

Ross/Augusta Fire Department

South Kalamazoo County Fire Authority

Texas Township Fire Department