



## AGENDA

### REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

February 17, 2025

7 P.M.

#### Parchment City Commission

Mayor Robert D. Britigan III

Vice Mayor Thomas Jordan

Commissioner Michael Conner

Commissioner Doug Fooy

Commissioner Tammy Cooper

Commissioner Robin Madaras

Commissioner Justin Mendoza

#### Officers

City Manager Nancy R. Stoddard

City Attorney Robert Soltis

City Treasurer/Clerk Shannon Stutz

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Roll Call**

**4. Approval of Minutes**

From the City Commission Meeting of February 3, 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 follow the format below:*

- *State your name and address for the records*
- *You are allowed up to 3 minutes for your comments*
- *Please let us know if you require special accommodations by notifying the Clerk*

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

**7. Consent Agenda**

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

Motion to RECEIVE OR APPROVE as indicated:

- i. Warrant 1536 – action
- ii. Financial Reports for January 2025 – receive
- iii. Credit Card Statement January 2025 - action
- iv. Kindleberger Park Reservation, Sunken Garden – Machinski Wedding - action
- v. Kalamazoo Area Transit Study, Policy Meeting Minutes December 18, 2024 – receive
- vi. Kindleberger Arts Commission Meeting Minutes January 13, 2025 - receive

**8. Unfinished Business**

**9. New Business**

- A. New Parchment City Manager Contract – action
- B. Resolution 2025-1 HRA Benefit Plan for Employees - action

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

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

**11. Mayor and Commissioner Comments**

**12. City Manager Comments**

**13. Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY, FEBRUARY 3, 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 Commissioner Conner to approve the minutes of the January 20, 2025 Regular meeting. **Motion Carried.**

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

Add item 8 B. KAC Appointment. Moved by Commissioner Mendoza, supported by Commissioner Cooper to approve the agenda as amended. **Motion Carried.**

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

None.

**6. Consent Agenda**

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

**7. Unfinished Business**

None.

**8. New Business**

A. Audit Report, Josh Gabrielse, Siegfried & Crandall, PC – receive. Mayor Britigan welcomed Mr. Gabrielse, who said that they've enjoyed working with the City's staff over these past 4-5 years. He noted that they gave the city an "unmodified opinion" which is the best they can give, then he followed with highlights of the financial statements. He answered a few questions from commissioners. Moved by Commissioner Cooper, supported by Commissioner Madaras to accept the Audited Financial Statements for 6/30/24 as presented. **Motion Carried.**

B. KAC Appointment - action. Mayor Britigan began by reminding everyone that there are two open positions on the KAC, both are "at large" voting positions. He said this is for a three year term, ending December 31, 2028. Commissioner Mendoza remarked that Alex is a great neighbor, was co-director of the festival last year and is a great asset to the community. Moved by Commissioner Mendoza, supported by Vice Mayor Jordan to appoint Alex Vader to an At-Large position of the Kindleberger Summer Festival of the Performing Arts Commission (KAC). 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**

None.

**10. Mayor and Commissioner Comments**

Commissioner Mendoza said he was excited to jump into the budget process.

Commissioner Conner said the personnel committee is "making ground" on the City Manager contract/offer.

Commissioner Madaras reported seeing that a resident has been nominated to be Ms. Wheelchair Michigan – Rynita McGuire – and that she's available for appearances including parades. She then reminded all that volunteers are needed for the Kindleberger Arts Commission.

Mayor Britigan said that Michigan House Bills 4027+4028, called Our Home, Our Voice, are important to restore local control. He then told the commission that he's convening the compensation committee (made up of five residents) to look into the city's compensation for elected officials.

**11. City Manager Comments/Reports**

City Manager Stoddard said her door is always open and invited anyone with questions or concerns to contact her.

**12. Adjournment**

There being no further business to come before the Commission, it was moved by Commissioner Mendoza and supported by all to adjourn the meeting at 7:28 p.m.

Shannon Stutz, City Clerk



City of Parchment  
 Check Register Report  
 Warrant 1536

Check	Check Date	Vendor Name	Description	Amount
38549	02/13/2025	COMPANION LIFE	LIFE & AD&D INS - FEB LIFC3712	53.68
38550	02/13/2025	CONSUMERS ENERGY	CITYWIDE MONTHLY ENERGY USE	3,476.18
38551	02/13/2025	ENGINEERED PROTECTION SYSTEMS	MAINT BLDG 3/01/25 TO 05/31/25	186.18
38552	02/13/2025	FORD, KRIEKARD, SOLTIS & WISE	GENERAL MATTERS - JANUARY GENL 931.25; POLICE 981.25	1,912.50
38553	02/13/2025	J & H OIL COMPANY	FUEL CHARGES - 01/16/25 TO 01/31/25	770.23
38554	02/13/2025	KALAMAZOO CO. ROAD COMMISSION	SIGNAL MAINT - OCT, DEC ENERGY USAGE - S	170.86
38555	02/13/2025	KALAMAZOO TOWNSHIP	POLICE + FIRE SVCS CONTRACT - FEBRUARY POL 36,684.50; FIRE CONT 2916.67; FIRE RUNS 6000.00	45,601.17
38556	02/13/2025	MLIVE MEDIA GROUP	DAY CARE/GROUP HOME ORD #230	368.16
38557	02/13/2025	POINT AND PAY	MONTHLY SERVICE FEES - DECEMBER	50.00
38558	02/13/2025	PREIN & NEWHOF	SANITARY INFRASTRUCTURE IMP - USDA JANUAF	1,217.00
38559	02/13/2025	REPUBLIC SERVICES #249	CITYWIDE MONTHLY TRASH PICKUP	12,918.36
38560	02/13/2025	SBIS	EMPLOYEE & RETIREE INSURANCE - MARCH 202	14,831.25
38561	02/13/2025	SEVERANCE ELECTRIC CO INC	TRAFFIC SIGNAL MAINT - JANUARY 2025	120.00
38562	02/13/2025	STATE OF MICHIGAN	ANNUAL STORM WATER PERMIT FEES - 2025 MI	1,000.00

User: SSS  
 DB: Parchment  
 PERIOD ENDING 01/31/2025

YTD BALANCE 01/31/2025  
 MONTH 01/31/2025  
 ACTIVITY FOR INCREASE (DECREASE)  
 AVAILABLE BALANCE % BDCST  
 NORMAL (ABNORMAL) INCREASE (DECREASE) NORMAL (ABNORMAL) USED

2024-25  
 AMENDED BUDGET

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	01/31/2025 NORMAL (ABNORMAL)	01/31/2025 INCREASE (DECREASE)	01/31/2025 NORMAL (ABNORMAL)	% BDCST USED
<b>Fund 101 - GENERAL FUND</b>						
<b>Revenues</b>						
Dept 000						
101-000-404.000	Tax Revenue	831,500.00	831,543.00	0.00	(43.00)	100.01
101-000-405.000	Taxes - Industrial Facilities	2,207.00	2,207.00	0.00	0.00	100.00
101-000-441.000	Local Community Stab Share Tax	144,000.00	43,407.04	0.00	100,592.96	30.14
101-000-445.000	Penalty on Taxes	4,000.00	2,647.87	154.26	1,352.13	66.20
101-000-451.000	1% Collection Fees	35,800.00	30,343.90	2,947.10	5,456.10	84.76
101-000-452.000	License and Fees	15,000.00	1,814.70	(150.00)	13,185.30	12.10
101-000-453.000	Cablevision Fees	15,000.00	3,668.21	357.67	11,331.79	24.45
101-000-454.000	Recreation Fees	2,700.00	0.00	0.00	2,700.00	0.00
101-000-454.000	Solid Waste Collections	145,000.00	72,174.94	34,576.27	72,825.06	49.78
101-000-528.000	Other Federal Funding	0.00	31,890.60	0.00	(31,890.60)	100.00
101-000-540.000	State Grants	479,900.00	213,063.49	8,154.19	266,836.51	44.40
101-000-544.000	State Grant - Water Plant	9,800.00	9,763.13	0.00	36.87	99.62
101-000-575.000	State Sales Tax	254,100.00	83,814.00	0.00	170,286.00	32.98
101-000-632.000	Charges for Services Rendered	0.00	250.00	0.00	(250.00)	100.00
101-000-645.000	Sale of Fixed Assets	0.00	6,500.00	0.00	(6,500.00)	100.00
101-000-662.000	Traffic Fines	8,000.00	1,518.59	84.15	6,481.41	18.98
101-000-664.000	Interest on Investments	5,000.00	5,838.38	0.00	(838.38)	116.77
101-000-676.000	Transfers From Other Funds	31,891.00	0.00	0.00	31,891.00	0.00
101-000-680.000	Reimbursement for Overhead	132,560.00	0.00	0.00	132,560.00	0.00
101-000-694.000	Miscellaneous	20,000.00	1,483.79	0.00	18,516.21	7.42
101-000-695.000	Other Financing Sources	5,000.00	2,108.08	0.00	2,891.92	42.16
Total Dept 000		2,141,458.00	1,344,036.72	46,123.64	797,421.28	62.76

TOTAL REVENUES 2,141,458.00 1,344,036.72 46,123.64 797,421.28 62.76

<b>Expenditures</b>						
<b>Dept 100 - Legislative</b>						
101-100-703.000	Payroll - Part Time	9,000.00	7,160.00	575.00	1,840.00	79.56
101-100-715.000	Social Security	1,079.00	213.90	35.65	865.10	19.82
101-100-720.000	Worker's Compensation	296.00	0.00	0.00	296.00	0.00
101-100-722.000	Medicare	252.00	50.02	8.34	201.98	19.85
101-100-740.000	Operating Supplies	1,400.00	1,196.14	98.64	203.86	85.44
101-100-800.000	Professional/Contractual Serv.	21,500.00	19,612.43	10,235.00	1,887.57	91.22
101-100-830.000	Memberships & Dues	600.00	350.75	0.00	249.25	58.46
101-100-860.000	Institutes & Training	1,000.00	777.22	350.00	222.78	77.72
101-100-880.000	Community Promotion	800.00	235.00	0.00	565.00	29.38
101-100-880.001	Massailing Contribution	1,250.00	60.00	60.00	1,190.00	4.80
101-100-900.000	Printing & Publishing	5,000.00	2,175.64	0.00	2,824.36	43.51
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	24,211.69	0.00	10,000.31	70.77
Total Dept 100 - Legislative		76,389.00	57,911.84	11,362.63	18,477.16	75.81

<b>Dept 200 - Administration</b>						
101-200-702.000	Payroll - Full Time	132,560.00	73,320.10	9,897.15	59,239.90	55.31
101-200-703.000	Payroll - Part Time	46,800.00	27,043.53	3,538.90	19,756.47	57.79
101-200-715.000	Social Security	7,800.00	5,718.37	759.06	2,081.63	73.31
101-200-716.000	Hospital/Life Insurance	76,425.00	42,220.01	6,031.43	34,204.99	55.24
101-200-716.001	Insurance Deductible	4,000.00	1,843.74	185.61	2,156.26	46.09
101-200-718.000	Pension	22,000.00	21,894.14	3,705.37	105.86	99.52
101-200-719.000	Hospital Insurance - Retirees	0.00	24,049.64	4,478.10	(24,049.64)	100.00

User: SSS  
 DB: Parchment  
 PERIOD ENDING 01/31/2025

GL NUMBER DESCRIPTION AMENDED BUDGET 2024-25 YTD BALANCE 01/31/2025 ACTIVITY FOR MONTH 01/31/2025 AVAILABLE BALANCE % BUDGET USED

Fund 101 - GENERAL FUND	DESCRIPTION	AMENDED BUDGET	2024-25	YTD BALANCE 01/31/2025	ACTIVITY FOR MONTH 01/31/2025	AVAILABLE BALANCE	% BUDGET USED
Expenditures							
101-200-720.000	Worker's Compensation	725.00	0.00	0.00	0.00	725.00	0.00
101-200-722.000	Medicare	2,500.00	1,337.36	1,337.36	1,177.53	1,162.64	53.49
101-200-724.000	ICMA Retirement Benefit	6,000.00	0.00	0.00	0.00	6,000.00	0.00
101-200-730.000	Postage	5,000.00	4,557.32	274.00	274.00	4,442.68	91.15
101-200-740.000	Operating Supplies	5,000.00	3,877.86	318.64	318.64	1,122.14	77.56
101-200-775.000	Repair & Maintenance Supplies	1,000.00	0.00	0.00	0.00	1,000.00	0.00
101-200-800.000	Professional/Contractual Serv.	11,000.00	(19,177.53)	1,179.50	1,179.50	30,177.53	(174.34)
101-200-800.000-RIVER	Professional/Contractual Serv.	470,600.00	231,303.05	231,303.05	26,904.00	239,296.95	49.15
101-200-800.000-WILDL	Professional/Contractual Serv.	9,300.00	8,912.69	0.00	0.00	387.31	95.84
101-200-805.000	Computer Services	9,500.00	9,915.50	9,915.50	4,431.00	(415.50)	104.37
101-200-830.000	Memberships & Dues	1,200.00	318.50	7.50	296.92	818.50	31.79
101-200-850.000	Communications	6,000.00	3,086.08	7.50	296.92	2,913.92	51.43
101-200-860.000	Institutes & Training	1,200.00	657.95	0.00	0.00	542.05	54.83
101-200-900.000	Printing & Publishing	2,000.00	2,521.46	945.00	945.00	(521.46)	126.07
101-200-910.000	Insurance & Bonds	7,800.00	5,997.00	0.00	0.00	1,803.00	76.88
101-200-920.000	Utilities	4,500.00	3,365.80	930.85	930.85	1,134.20	74.80
101-200-930.000	Repair & Maint.Contractors	3,000.00	0.00	0.00	0.00	3,000.00	0.00
101-200-955.000	Miscellaneous	500.00	128.71	0.00	0.00	371.29	25.74
101-200-970.000	Capital	0.00	1,150.35	0.00	0.00	(1,150.35)	100.00
<b>Total Dept 200 - Administration</b>		<b>836,410.00</b>	<b>454,104.63</b>	<b>64,060.56</b>	<b>382,305.37</b>	<b>54.29</b>	

Dept 210 - Legal Services							
101-210-801.000	Attorney - General	14,000.00	5,643.75	406.25	8,356.25	40.31	
101-210-802.000	Attorney-Police Matters	5,000.00	1,312.50	525.00	3,687.50	26.25	
<b>Total Dept 210 - Legal Services</b>		<b>19,000.00</b>	<b>6,956.25</b>	<b>931.25</b>	<b>12,043.75</b>	<b>36.61</b>	

Dept 300 - Police							
101-300-703.000	Payroll - Part Time	8,400.00	6,048.00	1,120.00	2,352.00	72.00	
101-300-715.000	Social Security	600.00	374.97	69.44	225.03	62.50	
101-300-722.000	Medicare	100.00	87.69	16.24	12.31	87.69	
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	256,791.50	36,684.50	222,759.50	53.55	
<b>Total Dept 300 - Police</b>		<b>488,651.00</b>	<b>263,682.11</b>	<b>37,890.18</b>	<b>224,968.89</b>	<b>53.96</b>	

Dept 336 - Fire							
101-336-746.000	Gasoline & Oil	500.00	168.23	49.33	331.77	33.65	
101-336-775.000	Repair & Maintenance Supplies	1,000.00	155.10	0.00	844.90	15.51	
101-336-800.000	Professional/Contractual Serv.	125,000.00	49,587.19	8,616.67	75,412.81	39.67	
101-336-850.000	Communications	0.00	1,438.83	479.61	(1,438.83)	100.00	
101-336-910.000	Insurance & Bonds	15,000.00	15,322.00	0.00	(322.00)	102.15	
101-336-920.000	Utilities	2,500.00	1,541.47	420.84	958.53	61.66	
101-336-930.000	Repair & Maint.Contractors	350.00	420.00	0.00	(70.00)	120.00	
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	
<b>Total Dept 336 - Fire</b>		<b>174,350.00</b>	<b>87,228.70</b>	<b>9,716.45</b>	<b>87,121.30</b>	<b>50.03</b>	

Dept 440 - Public Services							
101-440-702.000	Payroll - Full Time	70,000.00	48,182.80	6,216.23	21,817.20	68.83	

User: SSS  
 DB: Parchment  
 PERIOD ENDING 01/31/2025

GL NUMBER DESCRIPTION AMENDED BUDGET 2024-25 YTD BALANCE 01/31/2025 ACTIVITY FOR MONTH 01/31/2025 AVAILABLE BALANCE % BDGT USED

Fund 101 - GENERAL FUND

GL NUMBER	DESCRIPTION	AMENDED BUDGET	2024-25	YTD BALANCE	01/31/2025	ACTIVITY FOR	MONTH 01/31/2025	AVAILABLE	BALANCE	%	BDGT	USED
						INCREASE	(DECREASE)	(ABNORMAL)	(ABNORMAL)			
Expenditures												
101-440-715.000	Social Security	4,350.00	4,042.16	531.89	307.84	92.92						
101-440-716.000	Hospital/Life Insurance	28,530.00	22,901.47	2,899.27	5,628.53	80.27						
101-440-716.001	Insurance Deductible	1,400.00	1,071.44	0.00	328.56	76.53						
101-440-718.000	Pension	31,500.00	13,203.34	2,253.32	18,296.66	41.92						
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	945.30	124.42	104.70	90.03						
101-440-740.000	Operating Supplies	2,500.00	63.71	0.00	2,436.29	2.55						
101-440-746.000	Gasoline & Oil	7,000.00	2,698.75	0.00	4,301.25	38.55						
101-440-775.000	Repair & Maintenance Supplies	10,000.00	5,093.04	501.18	4,906.96	50.93						
101-440-800.000	Safety Supplies	500.00	98.55	0.00	401.45	19.71						
101-440-800.000	Professional/Contractual Serv.	0.00	422.36	0.00	(422.36)	100.00						
101-440-800.000	TREES	10,000.00	0.00	0.00	10,000.00	0.00						
101-440-810.000	Rubbish Collection Charges	138,000.00	84,993.26	12,048.50	53,006.74	61.59						
101-440-815.000	Uniform Rental	3,000.00	1,786.98	11.99	1,213.02	59.57						
101-440-830.000	Memberships & Dues	500.00	0.00	0.00	500.00	0.00						
101-440-850.000	Communications	1,700.00	1,459.86	379.94	240.14	85.87						
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	5,902.00	0.00	98.00	98.37						
101-440-920.000	Utilities	9,500.00	10,426.96	2,923.64	(926.96)	109.76						
101-440-926.000	Street Lighting	24,700.00	13,221.13	2,549.22	11,478.87	53.53						
101-440-930.000	Repair & Maint.Contractors	12,500.00	7,978.13	637.10	4,521.87	63.83						
Total Dept 440 - Public Services		366,030.00	224,491.24	31,076.70	141,538.76	61.33						

Dept 591 - Water Plant Grant Expenses		9,800.00	11,905.87	192.42	(2,105.87)	121.49						
101-591-800.000	Professional/Contractual Serv.			253.40	671.01	69.50						
101-591-920.000	Utilities	2,200.00	1,528.99									

Total Dept 591 - Water Plant Grant Expenses 12,000.00 13,434.86 445.82 (1,434.86) 111.96

Dept 751 - Parks, Recreation & Culture		53,675.00	35,239.25	4,291.24	18,435.75	65.65						
101-751-702.000	Payroll - Full Time	0.00	592.50	0.00	(592.50)	100.00						
101-751-703.000	Payroll - Part Time	3,300.00	2,206.81	265.04	1,093.19	66.87						
101-751-715.000	Social Security	17,300.00	4,547.91	317.58	12,752.09	26.29						
101-751-716.000	Hospital/Life Insurance	900.00	900.00	0.00	0.00	100.00						
101-751-716.001	Insurance Deductible	25,500.00	9,572.66	1,548.47	15,927.34	37.54						
101-751-718.000	Pension	1,500.00	0.00	0.00	1,500.00	0.00						
101-751-720.000	Worker's Compensation	800.00	516.15	0.00	283.85	64.52						
101-751-722.000	Medicare	2,800.00	2,063.51	0.00	736.49	73.70						
101-751-746.000	Gasoline & Oil	10,000.00	2,951.53	759.70	7,048.47	29.52						
101-751-775.000	Repair & Maintenance Supplies	400.00	98.55	0.00	301.45	24.64						
101-751-780.000	Safety Supplies	39,880.00	0.00	0.00	0.00	100.00						
101-751-800.000	Professional/Contractual Serv.	10,000.00	0.00	0.00	10,000.00	0.00						
101-751-800.000	TREES	7,100.00	7,420.00	0.00	(320.00)	104.51						
101-751-910.000	Insurance & Bonds	7,500.00	5,124.25	1,080.92	2,375.75	68.32						
101-751-920.000	Utilities	15,000.00	4,156.00	0.00	10,844.00	27.71						
101-751-930.000	Repair & Maint.Contractors											

Total Dept 751 - Parks, Recreation & Culture 195,655.00 115,269.12 8,324.95 80,385.88 58.91

TOTAL EXPENDITURES		2,168,485.00	1,223,078.75	163,808.54	945,406.25	56.40						
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REVENUE AND EXPENDITURE REPORT FOR CITY OF PARCHMENT

PERIOD ENDING 01/31/2025

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 01/31/2025	ACTIVITY FOR MONTH 01/31/2025 INCREASE (DECREASE)	AVAILABLE BALANCE	% BDC USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 101 - GENERAL FUND							
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		2,141,458.00	1,344,036.72	46,123.64	797,421.28	62.76	
TOTAL EXPENDITURES		2,168,485.00	1,223,078.75	163,808.54	945,406.25	56.40	
NET OF REVENUES & EXPENDITURES		(27,027.00)	120,957.97	(117,684.90)	(147,984.97)	447.54	

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PERIOD ENDING 01/31/2025

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDC USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	01/31/2025	01/31/2025	MONTH 01/31/2025	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	

Fund 202 - MAJOR STREET FUND

Revenues

Dept 000 State Grants - Act 51

202-000-546.000	State Grants - Act 51	190,700.00		79,220.73		15,019.38		111,479.27		41.54
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Total Dept 000		190,700.00		79,220.73		15,019.38		111,479.27		41.54
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TOTAL REVENUES		190,700.00		79,220.73		15,019.38		111,479.27		41.54
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Expenditures

Dept 451 - Construction

202-451-930.000 Repair & Maint.Contractors

202-451-930.000	Repair & Maint.Contractors	16,115.00		1,106.30		0.00		15,008.70		6.87
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Total Dept 451 - Construction		16,115.00		1,106.30		0.00		15,008.70		6.87
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Total Dept 463 - Routine Maintenance		42,945.00		28,251.47		1,309.56		14,693.53		65.79
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Dept 463 - Routine Maintenance										
202-463-702.000	Payroll - Full Time	10,730.00		7,730.70		857.91		2,999.30		72.05
202-463-715.000	Social Security	665.00		475.82		52.97		189.18		71.55
202-463-716.000	Hospital/Life Insurance	3,200.00		1,099.89		75.97		2,100.11		34.37
202-463-716.001	Insurance Deductible	170.00		0.00		0.00		170.00		0.00
202-463-718.000	Pension	4,850.00		1,905.92		310.33		2,944.08		39.30
202-463-720.000	Worker's Compensation	480.00		0.00		0.00		480.00		0.00
202-463-722.000	Medicare	150.00		111.28		12.38		38.72		74.19
202-463-746.000	Gasoline & Oil	300.00		0.00		0.00		300.00		0.00
202-463-775.000	Repair & Maintenance Supplies	2,400.00		827.77		0.00		1,572.23		34.49
202-463-930.000	Repair & Maint.Contractors	20,000.00		16,100.09		0.00		3,899.91		80.50

Dept 475 - Traffic Services										
202-475-702.000	Payroll - Full Time	10,125.00		7,114.68		800.24		3,010.32		70.27
202-475-715.000	Social Security	630.00		437.69		49.37		192.31		69.47
202-475-716.000	Hospital/Life Insurance	3,000.00		1,054.28		69.66		1,945.72		35.14
202-475-716.001	Insurance Deductible	160.00		0.00		0.00		160.00		0.00
202-475-718.000	Pension	4,600.00		1,800.13		289.39		2,799.87		39.13
202-475-720.000	Worker's Compensation	640.00		0.00		0.00		640.00		0.00
202-475-722.000	Medicare	150.00		102.32		11.55		47.68		68.21
202-475-746.000	Gasoline & Oil	500.00		0.00		0.00		500.00		0.00
202-475-775.000	Repair & Maintenance Supplies	2,500.00		1,206.93		0.00		1,293.07		48.28
202-475-930.000	Repair & Maint.Contractors	10,000.00		5,218.12		618.74		4,781.88		52.18

Total Dept 475 - Traffic Services		32,305.00		16,934.15		1,838.95		15,370.85		52.42
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Dept 478 - Winter Maintenance										
202-478-702.000	Payroll - Full Time	12,930.00		10,180.87		1,311.36		2,749.13		78.74
202-478-715.000	Social Security	800.00		627.02		80.95		172.98		78.38
202-478-716.000	Hospital/Life Insurance	3,200.00		1,311.39		117.36		1,888.61		40.98
202-478-716.001	Insurance Deductible	170.00		0.00		0.00		170.00		0.00
202-478-718.000	Pension	5,850.00		2,527.80		510.31		3,322.20		43.21
202-478-720.000	Worker's Compensation	820.00		0.00		0.00		820.00		0.00
202-478-722.000	Medicare	190.00		146.68		18.95		43.32		77.20
202-478-746.000	Gasoline & Oil	1,000.00		1,061.28		467.66		(61.28)		106.13
202-478-753.000	Salt	9,000.00		3,711.74		3,711.74		5,288.26		41.24

PERIOD ENDING 01/31/2025

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BUDGET USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	01/31/2025	NORMAL (ABNORMAL)	MONTH 01/31/2025	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 202 - MAJOR STREET FUND										
Expenditures										
202-478-775.000	Repair & Maintenance Supplies	0.00	201.43	201.43		201.43		(201.43)		100.00
Total Dept 478 - Winter Maintenance				33,960.00	19,768.21	6,419.76		14,191.79		58.21
Dept 482 - Administration										
202-482-702.000	Payroll - Full Time	1,350.00	456.74	102.73		893.26		33.83		
202-482-715.000	Social Security	85.00	28.36	6.37		56.64		33.36		
202-482-716.000	Hospital/Life Insurance	0.00	1.09	0.15		(1.09)		100.00		
202-482-718.000	Pension	610.00	236.55	36.60		373.45		38.78		
202-482-720.000	Worker's Compensation	15.00	0.00	0.00		15.00		0.00		
202-482-722.000	Medicare	20.00	6.66	1.49		13.34		33.30		
202-482-960.000	Administrative Overhead	25,000.00	0.00	0.00		25,000.00		0.00		
202-482-999.000	Transfer to other fund	60,555.00	0.00	0.00		60,555.00		0.00		
Total Dept 482 - Administration			87,635.00	729.40	147.34	86,905.60		0.83		
TOTAL EXPENDITURES			212,960.00	66,789.53	9,715.61	146,170.47		31.36		
Fund 202 - MAJOR STREET FUND:										
TOTAL REVENUES			190,700.00	79,220.73	15,019.38	111,479.27		41.54		
TOTAL EXPENDITURES			212,960.00	66,789.53	9,715.61	146,170.47		31.36		
NET OF REVENUES & EXPENDITURES			(22,260.00)	12,431.20	5,303.77	(34,691.20)		55.85		

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 PERIOD ENDING 01/31/2025

YTD BALANCE 01/31/2025  
 MONTH 01/31/2025  
 ACTIVITY FOR INCREASE (DECREASE)  
 AVAILABLE BALANCE  
 % BGDY USED

Fund 203 - LOCAL STREET FUND  
 Description

Revenues  
 Dept 000  
 203-000-546.000 State Grants - Act 51  
 203-000-676.000 Transfers From Other Funds

Total Dept 000  
 138,555.00  
 32,305.49  
 6,124.76  
 106,249.51  
 23.32

TOTAL REVENUES  
 138,555.00  
 32,305.49  
 6,124.76  
 106,249.51  
 23.32

Expenditures  
 Dept 451 - Construction  
 203-451-800.000 Professional/Contractual Serv.

Total Dept 451 - Construction  
 126,750.00  
 0.00  
 0.00  
 126,750.00  
 0.00

Dept 463 - Routine Maintenance  
 203-463-702.000 Payroll - Full Time  
 203-463-715.000 Social Security  
 203-463-716.000 Hospital/Life Insurance  
 203-463-716.001 Insurance Deductible  
 203-463-718.000 Pension  
 203-463-720.000 Worker's Compensation  
 203-463-722.000 Medicare  
 203-463-775.000 Repair & Maintenance Supplies  
 203-463-930.000 Repair & Maint.Contractors

Total Dept 463 - Routine Maintenance  
 38,950.00  
 36,425.09  
 1,309.41  
 2,524.91  
 93.52

Dept 475 - Traffic Services  
 203-475-702.000 Payroll - Full Time  
 203-475-715.000 Social Security  
 203-475-716.000 Hospital/Life Insurance  
 203-475-716.001 Insurance Deductible  
 203-475-718.000 Pension  
 203-475-720.000 Worker's Compensation  
 203-475-722.000 Medicare  
 203-475-775.000 Repair & Maintenance Supplies  
 203-475-930.000 Repair & Maint.Contractors

Total Dept 475 - Traffic Services  
 24,805.00  
 12,626.59  
 1,220.24  
 12,178.41  
 50.90

Dept 478 - Winter Maintenance  
 203-478-702.000 Payroll - Full Time  
 203-478-715.000 Social Security  
 203-478-716.000 Hospital/Life Insurance  
 203-478-716.001 Insurance Deductible  
 203-478-718.000 Pension  
 203-478-720.000 Worker's Compensation  
 203-478-722.000 Medicare  
 203-478-746.000 Gasoline & Oil  
 203-478-753.000 Salt  
 203-478-775.000 Repair & Maintenance Supplies

Total Dept 478 - Winter Maintenance  
 12,950.00  
 9,931.27  
 1,288.30  
 3,018.73  
 76.69

PERIOD ENDING 01/31/2025

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR		AVAILABLE		% BDCI USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	YTD BALANCE 01/31/2025	MONTH 01/31/2025 INCREASE (DECREASE)	BALANCE	(ABNORMAL)	
<b>Fund 203 - LOCAL STREET FUND</b>								
<b>Expenditures</b>								
Total Dept 478 - Winter Maintenance		32,180.00		19,385.68	6,430.84	12,794.32		60.24
<b>Dept 482 - Administration</b>								
203-482-702.000	Payroll - Full Time	1,350.00		495.38	102.72	854.62		36.69
203-482-715.000	Social Security	85.00		28.30	6.37	56.70		33.29
203-482-716.000	Hospital/Life Insurance	0.00		1.08	0.15	(1.08)		100.00
203-482-718.000	Pension	620.00		236.52	36.60	383.48		38.15
203-482-720.000	Worker's Compensation	15.00		0.00	0.00	15.00		0.00
203-482-722.000	Medicare	20.00		6.64	1.48	13.36		33.20
203-482-960.000	Administrative Overhead	25,000.00		0.00	0.00	25,000.00		0.00
Total Dept 482 - Administration		27,090.00		767.92	147.32	26,322.08		2.83
<b>TOTAL EXPENDITURES</b>		249,775.00		69,205.28	9,107.81	180,569.72		27.71
<b>Fund 203 - LOCAL STREET FUND:</b>								
<b>TOTAL REVENUES</b>		138,555.00		32,305.49	6,124.76	106,249.51		23.32
<b>TOTAL EXPENDITURES</b>		249,775.00		69,205.28	9,107.81	180,569.72		27.71
<b>NET OF REVENUES &amp; EXPENDITURES</b>		(111,220.00)		(36,899.79)	(2,983.05)	(74,320.21)		33.18

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 PERIOD ENDING 01/31/2025

GL NUMBER	DESCRIPTION	AMENDED BUDGET	YTD BALANCE 01/31/2025	ACTIVITY FOR MONTH 01/31/2025	AVAILABLE BALANCE	% BDT USED
		2024-25	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 251 - Brownfield Redevelopment						
Revenues						
Dept 000						
251-000-404.000	Tax Revenue	675,410.00	503,259.54	0.00	172,150.46	74.51
251-000-528.000	Other Federal Funding	800,000.00	172,239.91	0.00	627,760.09	21.53
Total Dept 000		1,475,410.00	675,499.45	0.00	799,910.55	45.78
TOTAL REVENUES		1,475,410.00	675,499.45	0.00	799,910.55	45.78
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	127,242.62	12,395.02	682,757.38	15.71
251-000-801.000	Attorney - General	10,000.00	0.00	0.00	10,000.00	0.00
251-000-955.000	Miscellaneous	524,330.00	0.00	0.00	524,330.00	0.00
251-000-960.000	Administrative Overhead	41,280.00	0.00	0.00	41,280.00	0.00
251-000-991.000	Debt Retirement-Principal	50,103.00	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		1,443,757.00	185,640.74	12,395.02	1,258,116.26	12.86
TOTAL EXPENDITURES		1,443,757.00	185,640.74	12,395.02	1,258,116.26	12.86
Fund 251 - Brownfield Redevelopment:						
TOTAL REVENUES		1,475,410.00	675,499.45	0.00	799,910.55	45.78
TOTAL EXPENDITURES		1,443,757.00	185,640.74	12,395.02	1,258,116.26	12.86
NET OF REVENUES & EXPENDITURES		31,653.00	489,858.71	(12,395.02)	(458,205.71)	1,547.59

REVENUE AND EXPENDITURE REPORT FOR CITY OF PARCHMENT

PERIOD ENDING 01/31/2025

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR	AVAILABLE	% BDC
		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

REVENUE AND EXPENDITURE REPORT FOR CITY OF PARCHMENT

PERIOD ENDING 01/31/2025

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 01/31/2025	ACTIVITY FOR MONTH 01/31/2025	AVAILABLE BALANCE	% BDCY USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 299 - TREE FUND							
Revenues							
Dept 000							
299-000-676.000	Transfers From Other Funds	10,000.00	0.00	0.00	0.00	10,000.00	0.00
299-000-694.000	Miscellaneous	0.00	2,025.00	2,025.00	0.00	(2,025.00)	100.00
Total Dept 000		10,000.00	2,025.00	2,025.00	0.00	7,975.00	20.25
TOTAL REVENUES							
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							
Fund 299 - TREE FUND:							
TOTAL REVENUES							
TOTAL EXPENDITURES							
NET OF REVENUES & EXPENDITURES							
		10,000.00	2,025.00	2,025.00	0.00	7,975.00	20.25
		10,000.00	0.00	0.00	0.00	10,000.00	0.00
		0.00	2,025.00	2,025.00	0.00	(2,025.00)	100.00



REVENUE AND EXPENDITURE REPORT FOR CITY OF PARCHMENT

PERIOD ENDING 01/31/2025

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR		AVAILABLE		% BDCGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	YTD BALANCE 01/31/2025	MONTH 01/31/2025 INCREASE (DECREASE)	BALANCE	(ABNORMAL)	
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								
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								
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

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 PERIOD ENDING 01/31/2025

YTD BALANCE 01/31/2025  
 ACTIVITY FOR MONTH 01/31/2025  
 AVAILABLE BALANCE  
 % BDCST USED

2024-25  
 AMENDED BUDGET  
 NORMAL (ABNORMAL)  
 INCREASE (DECREASE)

Fund 590 - SEWER FUND  
 Revenues  
 Dept 000

590-000-508.000	USDA Grants	3,549,000.00	732,180.71	20,342.49	2,816,819.29	20.63
590-000-626.000	Sewer Services	290,370.00	64,229.12	0.00	226,140.88	22.12
590-000-664.000	Interest on Investments	2,000.00	0.00	0.00	2,000.00	0.00

Total Dept 000		3,841,370.00	796,409.83	20,342.49	3,044,960.17	20.73
TOTAL REVENUES		3,841,370.00	796,409.83	20,342.49	3,044,960.17	20.73

Expenditures  
 Dept 000

590-000-702.000	Payroll - Full Time	11,550.00	12,320.06	642.05	(770.06)	106.67
590-000-715.000	Social Security	720.00	756.44	39.81	(36.44)	105.06
590-000-716.000	Hospital/Life Insurance	10,650.00	2,265.30	0.97	8,384.70	21.27
590-000-716.001	Insurance Deductible	700.00	0.00	0.00	700.00	0.00
590-000-718.000	Pension	5,300.00	2,514.51	228.71	2,785.49	47.44
590-000-720.000	Worker's Compensation	265.00	0.00	0.00	265.00	0.00
590-000-722.000	Medicare	170.00	176.87	9.30	(6.87)	104.04
590-000-800.000	Professional/Contractual Serv.	3,555,200.00	813,061.49	3,321.45	2,742,138.51	22.87
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	10,776.00	0.00	824.00	92.90
590-000-920.000	Utilities	2,600.00	707.18	61.81	1,892.82	27.20
590-000-930.000	Repair & Maint. Contractors	10,000.00	0.00	0.00	10,000.00	0.00
590-000-960.000	Administrative Overhead	41,280.00	0.00	0.00	41,280.00	0.00
590-000-968.000	Depreciation	14,044.00	0.00	0.00	14,044.00	0.00
590-000-991.000	Debt Retirement-Principal	50,000.00	0.00	0.00	50,000.00	0.00
590-000-995.000	Interest Expense	31,825.00	2,207.51	0.00	29,617.49	6.94

Total Dept 000		3,798,404.00	844,785.36	4,304.10	2,953,618.64	22.24
TOTAL EXPENDITURES		3,798,404.00	844,785.36	4,304.10	2,953,618.64	22.24

Fund 590 - SEWER FUND:  
 TOTAL REVENUES  
 TOTAL EXPENDITURES  
 NET OF REVENUES & EXPENDITURES

		3,841,370.00	796,409.83	20,342.49	3,044,960.17	20.73
		3,798,404.00	844,785.36	4,304.10	2,953,618.64	22.24
		42,966.00	(48,375.53)	16,038.39	91,341.53	112.59

TOTAL REVENUES - ALL FUNDS  
 TOTAL EXPENDITURES - ALL FUNDS  
 NET OF REVENUES & EXPENDITURES

		7,799,993.00	2,929,847.22	87,610.27	4,870,145.78	37.56
		7,919,272.00	2,422,757.26	199,331.08	5,496,514.74	30.59
		(119,279.00)	507,089.96	(111,720.81)	(626,368.96)	425.13

**Cardholder Account Summary cont.**

Name and Account Number	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
NANCY R STODDARD XXXX XXXX XXXX 7241	\$5,000	\$0.00	\$456.70	\$0.00	\$456.70
TY J WOLTHUIS XXXX XXXX XXXX 7674	\$3,000	\$11.99	\$763.52	\$0.00	\$751.53
ALEX G HALEY XXXX XXXX XXXX 8938	\$3,000	\$2.15	\$343.34	\$0.00	\$341.19
SHANNON STUTZ XXXX XXXX XXXX 9125	\$5,000	\$22.22	\$2,278.85	\$0.00	\$2,256.63

**Cardholder Account Activity**

BILL CAHILL XXXX XXXX XXXX 1801	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
	\$5,000	\$0.00	\$3,959.44	\$0.00	\$3,959.44

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
01/08	01/07	05436845007200067359612	LAKELAND ASPHALT CORPO SPRINGFIELD MI		\$328.09
01/15	01/13	85179245014700609006271	ONE WAY PRODUCTS 269-343-3772 MI		\$149.63
01/17	01/16	75500595016900013500011	TRUCK & TRAILER SPECIA DUTTON MI		\$3,481.72

CAMRON J BOEKHOVEN XXXX XXXX XXXX 9114	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
	\$3,000	\$0.00	\$1,091.51	\$0.00	\$1,091.51

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
12/31	12/30	02305374365300276363611	POMPS TIRE 217 KALAMAZOO MI		\$49.11
01/09	01/07	02305375008100098533742	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$8.48
01/15	01/13	02305375014100100646310	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$1.28
01/15	01/14	75500595014900017000036	MARTIN SPRING & DRIVE KALAMAZOO MI		\$162.10
01/16	01/14	85179245015980005540904	STEENSMA LAWN AND POWE KALAMAZOO MI		\$674.80
01/20	01/17	02305375018100148848288	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$66.55
01/23	01/22	55309595022096132728489	NAPA AUTO KALAMAZOO EA KALAMAZOO MI		\$129.19

NANCY R STODDARD XXXX XXXX XXXX 7241	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
	\$5,000	\$0.00	\$456.70	\$0.00	\$456.70

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
12/30	12/27	55506294363195131022379	MICHIGAN MUNICIPAL LEA ANN ARBOR MI		\$350.00
01/03	01/02	82305095002000047555931	ZOOM.COM 888-799-9666 SAN JOSE CA		\$16.95
01/07	01/07	82117555007000003256819	PIXELVINE FREEPORT MI		\$89.75

TY J WOLTHUIS XXXX XXXX XXXX 7674	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
	\$3,000	\$11.99	\$763.52	\$0.00	\$751.53

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
01/10	01/08	02305375009100095696160	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$280.69
01/13	01/09	02305375010100326848462	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		-\$11.99
01/13	01/09	02305375010100105315634	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$20.72
01/15	01/14	55446415014052318578359	PIRTEK KALAMAZOO PULLMAN MI		\$202.11
01/17	01/16	82711165016000010098532	LS J & J LOCKSMITHS KALAMAZOO MI		\$260.00

(transactions continued on next page)

Cardholder Account Activity cont.

ALEX G HALEY		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 8938		\$3,000	\$2.15	\$343.34	\$0.00	\$341.19
Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount	
01/08	01/07	02305375008000583491762	TRACTOR SUPPLY #1272 KALAMAZOO MI		\$236.19	
01/13	01/09	02305375010100326848611	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		-\$2.15	
01/13	01/09	02305375010100105325955	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		-\$2.15	
01/16	01/15	82711165016000002494384	SP THE SPIRIT SHOPPE KALAMAZOO MI		\$105.00	
SHANNON STUTZ		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 9125		\$5,000	\$22.22	\$2,278.85	\$0.00	\$2,256.63
Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount	
12/30	12/29	05410194364105441215333	STAPLS7648517606000001 877-8267755 MI		\$286.95	
01/08	01/06	85140515007900015500021	CORNERSTONE OFFICE SYS AVALENCE@CORN MI		\$89.09	
01/08	01/06	85140515007900015500013	CORNERSTONE OFFICE SYS AVALENCE@CORN MI		\$226.83	
01/10	01/09	82117555009000007585252	PIXELVINE FREEPORT MI		\$85.00	
01/10	01/08	85140515009900015700017	CORNERSTONE OFFICE SYS AVALENCE@CORN MI		\$226.84	
01/10	01/09	82117555009000006159737	PIXELVINE FREEPORT MI		\$735.00	
01/13	01/12	82117555013000000859955	PIXELVINE FREEPORT MI		\$85.00	
01/20	01/17	05410195017105441745303	STAPLS7649841157000001 877-8267755 MI		\$21.98	
01/20	01/18	05410195019105441587026	STAPLS7649945302000001 877-8267755 MI		\$30.21	
01/22	01/21	75500595021900012900058	J & J LOCKSMITHS KALAMAZOO MI		\$170.00	
01/24	01/23	05410195023105441614477	STAPLS7650193595000001 877-8267755 MI		\$32.00	
01/24	01/23	55432865023209640242945	SPECTRUM 855-707-7328 MO		\$129.98	
01/24	01/23	55432865023209640234850	SPECTRUM 855-707-7328 MO		\$159.97	
01/27	01/24	05410195024105441964145	STAPLS7649945302001001 877-8267755 MI		-\$22.22	

# 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: JOHN MACHINSKI Phone: 269-207-1796

Address: 222 WEST GLENGUIE

Email: JOHN.MACHINSKI@GMAIL.COM Alternate Phone: \_\_\_\_\_

Date of Event: 6-14-25 Time: 1-4

Type of event: WEDDING

Approximate number of attendees: 25-50

Will there be music as part of your event? \_\_\_\_\_

Name of DJ, musical performer, sound technician: \_\_\_\_\_

Decorations, rental chairs/tents/tables? Describe: \_\_\_\_\_

Name & address for deposit return: JOHN MACHINSKI

222 WEST GLENGUIE

Signature:  Date: 2-10-25

*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:**

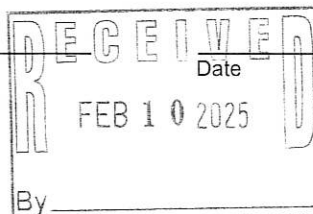
Application received by: CS Date: 2-10-25

Payment amount received: \$250 Receipt # \_\_\_\_\_

Check # \_\_\_\_\_ Cash \_\_\_\_\_ Credit X

APPROVAL

Signature \_\_\_\_\_



## KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE

Minutes of the December 18, 2024 Meeting

### CALL TO ORDER

The December 18, 2024 Policy Committee Meeting was called to order at approximately 9:00 a.m. at Metro, in Kalamazoo, by the incoming Chairperson Aardema. Aardema Thanked outgoing Chairperson Thompson for his years of service on this committee and extended congratulations on his new appointment as a Road Commission of Kalamazoo County Commissioner.

### 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
Travis Bartholomew	Road Commission of Kalamazoo County
Cheri Bell	Oshtemo Township
Heather Bowden	Michigan Department of Transportation
Rob Britigan	City of Parchment
Kerry DenBraber	Michigan Department of Transportation, TSC
Marsha Drouin	Richland Township
Jeff Heppler	Village of Augusta
Judy Lemon	City of Galesburg
Riley Lukomski	Southwest Michigan First
Pat McGinnis	City of Portage
Sherine Miller	Kalamazoo Township
Aditya Rama	Kalamazoo County Transportation Authority
Randy Smith	Brady Township
Jeff Sorensen	Cooper Township
Paul Sotherland	KATS Citizens' Advisory Committee
Randy Thompson	Comstock Township
Jerry VanderRoest	Charleston Township
Craig Williams	KATS Citizens' Advisory Committee
Bret Witkowski	Van Buren County Road Commission

### MEMBERS ABSENT

David Anderson	City of Kalamazoo
Tim Frisbie	Village of Vicksburg
John Gisler	Kalamazoo County
Todd Hackenberg	Village of Lawton
Robert Henderson	Van Buren Public Transit

Terry McIver  
Don Ulsh

Comstock Township  
Schoolcraft Township

#### **OTHERS PARTICIPATING**

Sean McBride  
Megan Mickelson  
Elizabeth Rumick  
Steve Stepek  
Randy Thompson  
Ali Townsend  
Mark Worden

Central County Transportation Authority  
Kalamazoo Area Transportation Study  
Kalamazoo Area Transportation Study  
Kalamazoo Area Transportation Study  
Former Chair  
Kalamazoo Area Transportation Study  
Road Commission of Kalamazoo County

#### **CHANGES OR ADDITIONS TO THE AGENDA**

There were no changes or additions to the agenda.

#### **APPROVAL OF THE AGENDA**

McGinnis moved, and it was duly seconded by Heppler, **“to approve the agenda of the December 18, 2024 Policy Committee Meeting.”** MOTION CARRIED.

#### **PUBLIC COMMENTS**

Heppler thanked Kalamazoo Area Transportation Study for the holiday breakfast. A round of applause followed.

#### **CONSENT AGENDA**

- ACCEPTANCE OF THE TREASURER REPORT
- ACCEPTANCE OF THE SOUTHCENTRAL MICHIGAN PLANNING COUNCIL REPORT
- APPROVAL OF THE MINUTES FROM THE OCTOBER 30, 2024 MEETING

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

#### **KATS POLICY COMMITTEE OFFICER DISCUSSION**

Steppek explained that due to the election held November 20, 2024, a new Chairperson must be elected effective January 1, 2025. Current Vice-Chair Curt Aardema is willing to take over the Chairperson role, with Jeff Sorensen volunteering to be Vice-Chair. Rob Britigan is willing to continue as Treasurer. Kalamazoo Area Transportation Study (KATS) Staff recommend approval of these officer appointments.

Heppler moved, and it was duly seconded by Smith, **“to support KATS recommendation to elect Curt Aardema as Chairperson, and Jeff Sorensen as Vice-Chair, with Rob Britigan continuing as Treasurer.”** MOTION CARRIED.

#### **FISCAL YEAR 2023-2026 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS**

Referring to the amendments included in the packet, Stepek stated the majority of the projects are additions for new funding. There are two safety awards for the City of Kalamazoo. The City of Portage construction of a non-motorized trail called the Austin Lake Trail is a large project. The largest project totaling nearly \$60-million-dollars is the City of Kalamazoo PROTECT Grant award project for Arcadia Creek storm water management. A map detailing the project phases is included in the meeting materials. The last two projects are for Metro Microtransit for information only. Metro was awarded additional state dollars through the competitive grant process. Kalamazoo Area Transportation Study Staff recommends approval of the proposed amendments.

Sorensen moved, and it was duly seconded by Drouin, **“to approve the Fiscal Year 2023-2026 Transportation Improvement Program Amendments.”** MOTION CARRIED.

### **KATS DOCUMENT RETENTION POLICY**

The draft Documentation Retention Policy is included in the meeting packet. Kalamazoo Area Transportation Study (KATS) current Document Retention Policy, adopted in 2009, no longer aligns with current needs and practices. This proposed updated policy provides clear guidelines for document management while ensuring compliance with newer laws and regulations. In response to Heppler’s inquiry, Stepek responded that paper documents are stored in filing cabinets. KATS is required to keep all financial supporting documents until the Michigan Department of Transportation closes the project, which currently takes an average of four years. In response to Britigan’s inquiry, Stepek said our auditors were consulted for updates to the policy. KATS Staff recommend approval of the plan as presented.

Sorensen moved, and it was duly seconded by Smith, **“to approve the Document Retention Policy as presented.”** MOTION CARRIED.

### **2025 POLICY COMMITTEE MEETING SCHEDULE**

Referring to the schedule included in the packet, Stepek explained it continues with the same meeting time, on the same last Wednesday of the month, with the exception of November and December due to the holidays. The 2025 Michigan Township Association Conference does not conflict with the Policy Committee Meeting schedule.

McGinnis moved, and it was duly seconded by Smith, **“to approve the 2025 Policy Committee Meeting Schedule.”** MOTION CARRIED.

### **CALENDER YEAR 2025 SAFETY TARGETS**

Referring to the Safety Target information in the packet, Stepek explained that every year Kalamazoo Area Transportation Study (KATS) is required to either recommend adoption of the proposed statewide safety targets or develop a regional target. KATS has always chosen to support the proposed statewide targets. Even if KATS does develop a regional target, it still must support the state targets. Note that all but one of the state targets shows a decline. Stepek reminded attendees that this target is not a goal, but rather a prediction of what is expected. KATS regional five year history is included for your information. KATS Staff and the Technical Committee recommend approval of the 2025 Safety Targets and to have the Chair sign the resolution on behalf of the Committee. Sotherland asked if there was any insight into the graphs showing regional increases in all categories from 2019 to 2023. Stepek responded we need data from more years to determine if



2023 was an anomaly or a trend. Other than speed and distracted driving, traffic engineers are unable to determine a specific cause of the peaks in 2023. In response to Bell, KATS Staff will share the link for location detail of regional crash data, and offered further assistance. Crash data is considered when selecting projects.

Heppler moved, and it was duly seconded by Sorensen, **“to approve the 2025 Safety Targets and for the Chairperson to sign the Resolution on behalf of the Policy Committee.”** MOTION CARRIED.

## **PUBLIC TRANSPORTATION UPDATES**

Rama reported that Metro has updated its Safety Plan for 2025 to comply with new Federal Transit Administration mandates. Aardema reported the appointment of a new director to the Kalamazoo County Transportation Authority (KCTA) board. The Central County Transportation Authority (CCTA) / KCTA board is working with the City of Kalamazoo to ensure transit is accommodated in its Michigan Avenue project plans. Referring to the Microtransit grant award in today's Transportation Improvement Program Amendments, this will allow the service to be funded for another couple of years. Aardema expressed appreciation for the Michigan Department of Transportation's support. A CCTA millage request for the urban area where the fixed line service operates is planned for the November 2025 ballot.

## **EXECUTIVE DIRECTOR'S REPORT**

In addition to the memo in the meeting packet, Stepek mentioned that the annual Contributed Service Agreements have been mailed to all agencies. Please sign and return them. Copies are also available at today's meeting. Kalamazoo Area Transportation Study (KATS) Member Dues have been collected for the year. The Prioritization Subcommittee met and has a proposed project list for the FY 2026 – 2029 Transportation Improvement Program. KATS will begin public engagement on the entire project list in January. The Annual Obligated Project report and the Annual Systems Performance Reports are available on the KATS website for your review. In response to Sotherland's inquiry, Stepek responded that the recent change to Complete Streets Scoring had a fair amount of impact on the prioritization decisions. Aardema clarified that Complete Streets Scoring went from 5 points to 10 points on a 100-point scale.

## **NEW BUSINESS**

No new business was brought forth.

## **PUBLIC COMMENTS**

No public comments were made.

## **MEMBER'S COMMENTS**

Sotherland mentioned he requested a list of 2024 non-motorized accomplishments from agencies. The only response received was from McGinnis for the City of Portage. The main reason for the request is to celebrate and thank agencies for the accomplishments. Sotherland pointed out the significant non-motorized projects on today's Transportation Improvement Program Amendments. Sotherland again requested agencies send him non-motorized projects completed. The list will be shared with Kalamazoo Area Transportation Study and the Kalamazoo Bike Club. Sotherland expressed appreciation for the efforts. Lemon added appreciation for the continued clearing of snow

on the trail. Bell added Oshtemo Township is considering snow clearing on non-motorized paths and sidewalks in 2025.

McGinnis thanked Stepek for setting up and hosting yesterday's meeting on the Sprinkle Road corridor. Sprinkle Road is the highest volume road of any Road Commission of Kalamazoo County road. Growth continues along the corridor. This corridor stretches across multiple jurisdictions presenting a challenge to improve pedestrian and vehicle movement. McGinnis expressed thanks and praise to Kalamazoo Area Transportation Study Staff for efforts on the Document Retention Policy.

Witkowski reported Van Buren County Road Commission (VBCRC) has secured about \$13 to \$14 million dollars of Rural Task Force grants for roads over the next three years. VBCRC hired a grant writer with hopes of obtaining more grant awards.

Sun introduced himself as the new Western Michigan University (WMU) representative for the Kalamazoo Area Transportation Study Policy Committee, replacing Jeff Breneman. WMU is striving to make Streets Safer for All along with the City of Kalamazoo. Efforts will be announced in January.

VanderRoest congratulated Aardema on his new position as Chair. VanderRoest thanked Kalamazoo Area Transportation Study for breakfast. Charleston Township has addressed numerous safety projects over the past two and a half years. Improvements still need to be made at the intersection of G Avenue and M-96. This intersection experiences a lot of accidents. This is a multi-jurisdictional area.

Heppler agreed with VanderRoest's remarks on the high number of crashes at G Avenue and M-96. Heppler has received pressure from the Village of Augusta to address safety concerns at this intersection. A study should be conducted and something should be done. Lemon suggested elimination of the hill and an extension of G Avenue. The intersection of D Avenue and M-343 also experiences frequent accidents. Heppler reiterated "The 3-E's of Traffic Safety" including engineering, education, and enforcement. Heppler was recently recognized for his 20 years of service as a Kalamazoo County Commissioner. Cement was poured yesterday on the Village of Augusta Washington Street Bridge. The bridge will be usable in the next couple of weeks with project completion expected next year.

Lukowski introduced himself as the alternate representative for Southwest Michigan First.

Britigan reported the City of Parchment is searching for a new City Manager as the current one is retiring in about six months.

Sorensen reported Georgia Pacific is offering Cooper Township residents a free hook up to city water if they have not yet done so. Plans continue to extend a bike trail from Kalamazoo to Grand Rapids. Eventually the trail would extend from Grand Rapids to Battle Creek. Other members mentioned even further trail extensions. Sorensen congratulated Thompson for his new position as a Road Commission of Kalamazoo County Commissioner.

Bartholomew introduced himself as the new Managing Director of the Road Commission of Kalamazoo County (RCKC) and expressed enthusiasm for working together. RCKC is hiring an Assistant Human Resources Director.

DenBraber reported the Michigan Department of Transportation (MDOT) applied for a grant for the M-40 project in Paw Paw. If MDOT is awarded the grant, the project will start as soon as possible. Otherwise, it will be delayed until 2030. Both the US-131 Business Spur and M-43 from Drake to US-131 projects were let and came in under engineering estimates. Clearing will begin for the US-131 Business Spur project in February or March. MDOT is working with Southwest Michigan First for a ribbon cutting ceremony to showcase this project. Construction will start in March on the M-43 project. Traffic will be substantially impacted. MDOT has hosted public meetings related to a sound study and sound impact of the US-131 at I-94 ramp widening project. MDOT is planning an I-94 concrete repair project this summer from Paw Paw to Mattawan. Daytime lane closures are expected to result in significant traffic delays. Work on the US-131 and KL Avenue project has stopped for winter and will start again in spring.

Bowden reported the Michigan Department of Transportation has two software updates. The Air Quality Analysis Software has been updated. Beginning with the April letting, AASHTOWare Project software will need to be used.

Williams reported the Kalamazoo/Battle Creek International Airport recently completed four years of CARES Act funded projects totaling just over \$19 million dollars. The airport entrance road was improved. A new fire fighting vehicle was purchased. Station improvements were made. A new snow equipment building was built. An apron was added on the south side of the airport. The remaining funds of between \$12 and \$14 million dollars were used to balance the shortfall of the operating fund. Deployments are down by 60,000 this year, which results in a decrease in revenue of about 40 percent. The airport is not supported by tax dollars. It is currently a challenging environment for small regional airports nationwide that are not located in destination areas.

Pittelko introduced himself as the incoming Director of the Southcentral Michigan Planning Council effective January 1, 2025. He is replacing outgoing Lee Adams.

Worden congratulated both Aardema and Thompson on their new positions.

Attendees wished each other Merry Christmas, Happy Holidays, and Happy New Year.

## **ADJOURNMENT**

There being no further business, Chairperson Aardema adjourned the meeting at 9:54 a.m.

*The next meeting of the Kalamazoo Area Transportation Study Policy Committee will be held on  
Wednesday, January 29, 2025 at 9:00 a.m.*

MINUTES OF THE REGULAR MEETING OF THE KINDLEBERGER ARTS COMMISSION HELD ON MONDAY,  
January 13, 2025

1. Call to Order

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

2. Roll Call

Present: Caroline Garber, Mayor Rob Britigan, Robin Madaras, City Manager Nancy Stoddard, Holly Evans, Festival Director Izzy Weir

3. Approval of the Minutes from Monday, December 9, 2024.

A motion was made by Mayor Britigan, supported by Holly Evans, to approve the minutes from the meeting on December 9, 2024 with the addition of the Pre-Kindleberger Festival Meeting on January 27 at 6pm to the Next Meeting Date of the agenda. Motion by Mayor Britigan, supported by Holly Evans.

Ayes: All

Nays: None

Motion carried.

4. Old Business

a. 2025 Budget Discussion – No changes were made at this meeting.

b. Sound Equipment Invoice - Izzy received two quotes from Derek Menchinger. One for \$3813 and the other was a higher quote. The concert performers were impressed with new equipment being purchased. Derek will arrange for the purchase.

5. New Business

a. Election of Officers – Robin Madaras will reach out to Hannah Doorlag to see if she would be interested in being a KAC Board Member. Alex Vader is considering a KAC Board membership also. Motion made by Mayor Britigan and supported by Stoddard.

Ayes: All

Nays: None

Motion Carried

b. Appointment of Officers – This was tabled until the February 2025 meeting. Chair positions that are filled so far are: Race - Caroline Garber, Kid's Area – Holly Evans, Arts & Crafts, Community Partners, Food Trucks, and Non-profits – Alex Vader, Parade – Marjorie DeRuyter, Car Show – Mike Conner, Concerts - ?, Theater Chair - ?, Fund Raising - Izzy

c. Establish Meeting Schedule – The schedule consists of meetings from August 2025 thru June 2026, on the 2<sup>nd</sup> Monday of each month beginning at 6pm. Motion by Stoddard, support by Holly Evans.

Ayes: All

Nays: None

Motion Carried

d. Festival Director Report

- \$6-\$8k is being set aside for the youth show and \$20k for the adult show. Treasurer Madaras will bring a spread sheet to the next meeting. Izzy will have the budget ready by February 14, 2025. Mayor Britigan stated that the 1<sup>st</sup> budget is not necessarily the final budget.
- The festival director stated that more fund raising efforts will be made. \$1500 Guys and Dolls, \$1000 Annie Kids.
- Ballet Arts was discussed. The lower park may be an option or using a date at the stage. Garber stated that it was a fun addition to festival week. Mayor Britigan said that they did a great job.

Because of the children's theater offering this year, they may need to be moved to a different time slot. The Festival Director stated that the lower park could be fitted with a stage, but there may be sound issues. Julie Heasley mentioned a pre-concert ballet performance on one of the Sundays at the stage. They may be added to the advertising if it is decided that they will perform.

- The Festival Director inquired about the Kalamazoo Symphony Orchestra which historically performed at the stage. Julie Heasley stated that the cost for them had increased.
- Mayor Britigan mentioned the Kalamazoo Concert Band which was good. Julie Heasley stated that they were relatively inexpensive.
- Website update will be by January 21. There will be save the dates for the social media posts.
- Festival Director Weir stated that she would have updates from chairpersons at the March meeting.
- She is also looking for more concerts. The Scottish Festival concert will be on June 29, 2025.

#### 6. Public Comments

- Julie Heasley stated that Bingo for Bags would be on March 15, 2025. The tickets will go on sale on Wednesday, January 15, 2025. Pictures will be posted on social media sites. The license for the Bingo machine was secured. There will not be cupcakes this year; they are looking into cookies. The volunteers at the event will be in Hawaiian shirts this year. Costs: \$500 for a table of 8, \$65 per ticket (individually). Donations for the event are welcome and some have been received.

7. Member Comments – Expressions of thanks were given to everyone for their help with the Kindleberger Festival and all its needs from various board members.

#### 8. Next Meeting Date

The next meeting of the KAC will be held on Monday, February 10th at 6:00 PM.

Pre Kindleberger Fest Meeting on January 27, 2025 at 6pm.

#### 9. Adjournment

There being no further business to come before the KAC, Nancy Stoddard made a motion with support of the Mayor to adjourn the meeting. The meeting was adjourned at 7:05 PM.

## **PARCHMENT CITY MANAGER EMPLOYMENT AGREEMENT**

THIS AGREEMENT, made and entered this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by and between the CITY OF PARCHMENT ("CITY"), Employer, a Home Rule City located in Kalamazoo County, Michigan, and SARAH JOSHI ("CITY MANAGER"), both of whom agree and contract as follows:

### **W I T N E S S E T H:**

WHEREAS, CITY desires to employ SARAH JOSHI as its CITY MANAGER; and,

WHEREAS, SARAH JOSHI accepts the position of CITY MANAGER; and,

WHEREAS, the parties wish to set forth SARAH JOSHI's terms and conditions of employment herein.

NOW, THEREFORE, in consideration of the covenants contained herein and the making of this Agreement, the parties do hereby agree as follows:

### **Section 1. Employment.**

CITY does hereby appoint and employ SARAH JOSHI as CITY MANAGER for the City of Parchment to perform all functions and duties set forth by the Parchment City Charter and to perform all other permissible and proper duties and activities as set forth from time-to-time by the City Commission. SARAH JOSHI does hereby accept employment and agrees to perform the functions and duties thereof to the best of her ability.

### **Section 2. Duties of City Manager.**

CITY MANAGER shall perform all duties as defined by City Ordinance and as reasonably requested by the City Commission to the best of her ability. The CITY MANAGER shall devote no less than an average of 40 hours per week to her job duties. The CITY MANAGER shall attempt to be present as often as reasonably possible when the City Hall is open to the public, but shall not be required to keep standard hours due to the nature of her position.

### **Section 3. Term.**

This contract shall commence June 18, 2025, and shall continue for a period of two (2) years, ending June 17, 2027.

**Section 4. Compensation.**

Beginning June 18, 2025, the CITY MANAGER shall receive the following compensation, which may be modified from time-to-time by agreement of the parties:

- a. A salary of \$82,000.00 per annum.
- b. Beginning June 18, 2025, and each year thereafter during the term of this Agreement, three weeks paid vacation plus five personal days and accrual of one sick day per month. Any vacation or personal time not taken during the calendar year shall not be carried over into the following calendar year.
- c. The CITY will match the CITY MANAGER's contribution to a deferred compensation plan of the CITY MANAGER's choosing up to 4% per year. All sums contributed shall be the sole property of the CITY MANAGER.
- d. All other fringe benefits, other than those specifically provided above, including, but not limited to, sick days and paid holidays, dental and vision insurance coverage, term life insurance (presently \$25,000.00) provided to CITY employees in the same amount or manner as the CITY provides for its other employees. Healthcare coverage for the CITY MANAGER shall begin on June 18, 2025.
- e. CITY-paid annual membership in the International City Manager's Association ("ICMA"). Reasonable expenses incurred by the CITY MANAGER for attending an ICMA Conference will only be reimbursed if the Conference attendance and anticipated expenses are approved beforehand by the City Commission.
- f. Upon providing proof of her monthly cell phone bill, the CITY MANAGER shall be reimbursed for use of her personal cell phone in an amount not to exceed \$120.00 per month.
- g. Reimbursement for mileage for the CITY MANAGER's use of her personal car for CITY business at the IRS rate then in effect.

**Section 5. Extension.**

This Agreement may be extended by agreement of the parties. Upon extension, the CITY MANAGER's salary shall be:

- Year 3: \$84,000.00
- Year 4: \$86,000.00
- Year 5: \$88,000.00

PTO and paid vacation may be changed upon agreement of the parties.

**Section 6. Waiver of Relocation.**

The CITY MANAGER shall not be required to relocate to the CITY as a condition of employment.

**Section 7. Bonding.**

The CITY shall provide, at no expense to the CITY MANAGER, a bond in the same manner and amount as the Clerk and Treasurer.

**Section 8. Applicability of Personnel Policy.**

Except as otherwise modified herein, the CITY MANAGER shall be subject to the Personnel Policy of the CITY with all rights and obligations thereunder.

**Section 9. Severance.**

In the event that the City Commission chooses to terminate the CITY MANAGER's employment before the expiration of the term of this Agreement or any Agreement which succeeds this Agreement without good cause, the CITY shall pay bi-weekly to the CITY MANAGER the lesser of 90 days minus normal withholding or the remaining salary minus normal withholding for those weeks remaining before this Agreement or any Agreement which succeeds this Agreement expires by its own terms. In the event that the City Commission terminates the CITY MANAGER's employment for good cause, no severance shall be due. In the event that the CITY MANAGER resigns, no severance shall be due. As a condition of receiving severance payments as set forth herein, the CITY MANAGER shall release, discharge, indemnify and hold harmless the City from any and all claims which the CITY MANAGER, her successors, assigns, estate or personal representatives, may have against the CITY, its representatives, successors and assigns from any and all claims, demands and liability arising from or related to the CITY MANAGER's employment with the exception of claims made under the Michigan Employment Security Act or the Workers Disability Compensation Act of 1969, or any successors thereto.

Good cause herein is defined as misconduct connected with the CITY MANAGER's work; refusal to perform the duties of CITY MANAGER; excessive absenteeism; intoxication while at work; conviction of a felony or a misdemeanor related to truth or honesty; conviction of operating a motor vehicle while intoxicated or impaired; reckless driving or driving while license suspended; ingesting, injecting, inhaling, using or possessing an illegal controlled substance while at work; conviction of or the entry of a diversion program for a drug crime; any conduct in violation of CITY policies and procedures; refusal to follow, institute or complete a lawful directive given to the CITY MANAGER by the CITY Commission; failure or refusal to notify the CITY Commission of any known or anticipated claims or lawsuits by any party against the CITY of which the CITY MANAGER knows or reasonably should know; causing or permitting any CITY employee to not perform his or her duties and/or to not follow applicable laws, ordinances and procedures if the CITY MANAGER knows or should reasonably know of that conduct; any activity harmful or detrimental to the proper and lawful functioning of the CITY; and any activity which impairs the CITY MANAGER's ability to perform her duties.



**Section 10. Indemnity.**

The CITY shall indemnify, save and hold harmless the CITY MANAGER from and against any and all liability, claims, demands, causes of action, damages, costs, attorney's fees or expenses arising, or which may arise, from the CITY MANAGER's performance or non-performance of her duties as CITY MANAGER except for CITY MANAGER's intentional acts which constitute a criminal offense, irrespective of whether the CITY MANAGER is charged or convicted of that offense.

**Section 11. Employment at Will.**

It is understood and agreed that the CITY MANAGER serves at the will and pleasure of the City Commission. Nothing herein shall prevent, limit or qualify the right of the City Commission to terminate the employment of the CITY MANAGER at any time with or without cause or reason. Conversely, nothing herein shall prevent, limit or qualify the right of the CITY MANAGER to resign from the position of CITY MANAGER. The CITY requests that the CITY MANAGER give the CITY 30 days' notice of her intent to resign.

**Section 12. Integration.**

This Agreement shall be considered completely and fully integrated, constituting the complete and entire agreement between the parties. It may not be modified or amended except in writing signed by the parties and approved by the City Commission.

**Section 13. Severability.**

If any term, clause, sentence or provision of this Agreement is deemed invalid void or unenforceable, it shall be deemed severable and shall not affect those remaining terms, clauses, sentences or provisions not deemed void, invalid or unenforceable which shall remain in full force and effect.

**Section 14. Survival of Certain Provisions.**

Those terms and provisions set forth in Sections 9, 10 and 11 shall survive the termination or expiration of this Agreement or any Agreement which succeeds this Agreement.

**Section 15. Modification or Extension.**

The parties may, by agreement placed in writing and approved by the City Commission, modify or extend the terms of this Agreement upon such terms and conditions as may be agreeable to the parties.

IN WITNESS WHEREOF, the parties hereby have hereunto set their hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Dated: \_\_\_\_\_

\_\_\_\_\_  
SARAH JOSHI

CITY OF PARCHMENT

Dated: \_\_\_\_\_

\_\_\_\_\_  
By: ROBERT D. BRITIGAN, III  
Its: Mayor

Dated: \_\_\_\_\_

\_\_\_\_\_  
By: SHANNON STUTZ  
Its: Clerk



## Resolution 2025-1

**RESOLVED**, that the form of amended and restated Welfare Benefit Plan, effective February 1, 2025, presented to this meeting (and a copy of which is attached hereto) is hereby approved and adopted, and that the proper agents of the Employer are hereby authorized and directed to execute and deliver to the Administrator of said Plan one or more counterparts of the Plan.

**RESOLVED**, that the Administrator shall be instructed to take such actions that the Administrator deems necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures for the provision of benefits under the Plan.

**RESOLVED**, that the proper agents of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the Plan and to deliver to each employee a copy of the Summary Plan Description of the Plan, which Summary Plan Description is attached hereto and is hereby approved.

Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve and adopt this resolution.

AYES:

NAYS:

ABSENT:

ABSTAINED:

I, the undersigned, the fully qualified Clerk of the City of Parchment, Kalamazoo County, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City of Parchment Commissioners of Kalamazoo County at a regular meeting held on the 17<sup>th</sup> day of February, 2025, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto set my official signature this 17<sup>th</sup> day of February, 2025.

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Shannon Stutz, City Clerk