



## AGENDA

### REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

MONDAY, MAY 16, 2016

7 P.M.

#### PARCHMENT CITY COMMISSION

MAYOR ROBERT B. HEASLEY  
COMMISSIONER THOMAS BALMER  
COMMISSIONER TERRY HAGEMAN  
COMMISSIONER DAVID KINSEY

VICE MAYOR ROBERT D. BRITIGAN III  
COMMISSIONER DOUGLAS FOY  
COMMISSIONER JON HEASLEY

#### OFFICERS

CITY MANAGER DENNIS DURHAM  
CITY TREASURER/CLERK SHANNON STUTZ

CITY ATTORNEY ROBERT SOLTIS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
  - A. City Commission Regular and Special Meeting Minutes of May 2, 2016 –  
ACCEPT

4. ADDITIONS OR CHANGES TO THE AGENDA

5. CITIZEN COMMENTS

*Persons wishing to address the City Commission on items not already an agenda item, **will be allowed five minutes**. Please state your name and address for the record. If you require special accommodation, please notify the Clerk.*

6. CONSENT AGENDA

*Items included on the consent agenda will be dealt with upon one vote by the City Commission unless a Commissioner requests an item be dealt with individually (removed from the consent agenda).*

- A. Motion to APPROVE/ACCEPT as indicated:

- i. Warrant No. 1309 – ACCEPT

- ii. Third Quarter Financial Report – ACCEPT
- iii. Enforcement Update for 221 W. Thomas – ACCEPT

7. UNFINISHED BUSINESS

8. NEW BUSINESS

- A. Public Hearing on Proposed FY2016/17 Budget

9. BOARD AND COMMISSION REPORTS/MINUTES

- A. Draft Minutes of ZBA Meeting on May 9, 2016 – ACCEPT

10. MAYOR AND COMMISSIONER COMMENTS

11. CITY MANAGER COMMENTS/REPORTS

12. ADJOURNMENT

**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY  
COMMISSION HELD ON MONDAY MAY 2, 2016.**

**1. Call to order**

Mayor Heasley called the meeting to order at 7:00 p.m. He led those present in the "Pledge of Allegiance".

**2. Roll Call.**

Present: Mayor Heasley, Vice Mayor Britigan, Commissioners Balmer, Fooy, Hageman, J Heasley, and Kinsey. Treasurer/Clerk Stutz, City Manager Durham and City Attorney Soltis.

Absent None.

**3. Minutes**

Moved by Vice Mayor Britigan, supported by Commissioner Hesley to approve the Minutes of the April 18, 2016 regular meeting.

**Motion Carried.**

**4. Additions or Changes to the Agenda**

None.

**5. Citizen Comments**

Karen Conner-Beck, 1124 Parchmount, mentioned the crosswalk lights on Riverview at Glendale, Parchmount and Oak Grove were not working..

Mike Conner, 1150 Parchmount, asked when the streets would be repaved, noting the longer they are left, the worse they'll get.

Sandy Elsman, 135 Oak Grove, noticed that the areas near the old credit union and Twisters have been mowed, and thought it was an improvement.

**6. Consent Agenda**

A. Moved by Commissioner Hageman, supported by Commissioner Balmer to receive the consent agenda items.

**Motion Carried.**

**7. Unfinished Business**

None.

**8. New Business**

None.

**9. Standing Board and Committee Reports**

None.

**10. Mayor and Commissioner Comments**

Commissioner Heasley thanked the citizens in attendance.

Vice Mayor Britigan reminded all to vote tomorrow and that there is a charity golf outing Saturday, May 6 to raise money for a veterans memorial.

Mayor Heasley echoed the thanks.

**11. City Manager Comments/Reports**

None.

**12. Adjournment**

There being no further business to come before the Commission, it was moved by Commissioner Fooy and supported by all to adjourn the meeting at 7:15 p.m.

Shannon S. Stutz  
City Clerk

**MINUTES OF THE SPECIAL MEETING OF THE PARCHMENT CITY COMMISSION  
HELD ON MONDAY MAY 2, 2016.**

**1. Call to order**

Mayor Heasley called the meeting to order at 7:25 p.m.

**2. Roll Call.**

Present: Mayor Heasley, Vice Mayor Britigan, Commissioners Balmer, Fooy, Hageman, J Heasley, and Kinsey. Treasurer/Clerk Stutz, City Manager Durham and City Attorney Soltis.

Absent None.

**3. Review of Proposed FY 2016/17 Budget**

City Manager Durham presented the proposed budget, highlighting items from each fund. He discussed changes from the previous (current) year as well as projects proposed. City Manager Durham reminded Commissioners of the timeline with the public hearing set for May 16 and the final adoption on June 6.

**4. Mayor and Commissioner Comments**

Commissioner Heasley requested to get back to seeing quarterly budget to actual expense reports per the Charter.

Vice Mayor Britigan noted that in all his years, this budget format is the most user friendly.

Commissioner Fooy mentioned the increase in healthcare costs and asked that research into other plans be completed.

Mayor Heasley thanked the City Manager, saying it is an improvement over last year.

**5. Adjournment**

There being no further business to come before the Commission, it was moved by Commissioner Fooy and supported by all to adjourn the meeting at 8:12 p.m.

Shannon S. Stutz  
City Clerk



Warrant # 1309  
May 16, 2016

City of Parchment

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Attachment 1 - Check Register Report 1309

**City of Parchment**  
**Check Register Report**  
**Warrant 1309**

Check #	Check Date	Vendor Name	Check Description	Amount
33026	05/09/2016	BS & A SOFTWARE	Support to 5/1/17-Asses,Int,Tax	1,387.00
33027	05/09/2016	CINTAS CORP	Re-stock 1st Aid Cabinet	31.35
33028	05/09/2016	CINTAS CORPORATION LOC. 725	Uniform Rental & Towels	215.22
33029	05/09/2016	CLARK TECHNICAL SERVICES	April Computer Support	330.00
33031	05/09/2016	CONSUMERS ENERGY	Citywide energy	6,333.29
33032	05/09/2016	DEYOUNG LANDSCAPE SERVICE	Treatment #1 - Stage	97.00
33033	05/09/2016	ESTHER DRENTH	Election Worker May 3, 2016	135.00
33034	05/09/2016	JEANNE DRENTH	Election Worker May 3, 2016	135.00
33035	05/09/2016	ETNA SUPPLY	Meter Pit Supplies	1,032.12
33036	05/09/2016	ROSEALIE FOOTE	Refund - Wedding Cancellation	275.00
33037	05/09/2016	FORD, KRIEKARD, SOLTIS & WISE	Police Matters - April	1,281.25
33038	05/09/2016	DAVID HANDLEY'S TREE SERVICE	Remove damaged tree near Hubbard	725.00
33039	05/09/2016	KAREN HEASLEY	Election Worker May 3, 2016	135.00
33040	05/09/2016	BILLIE HERRICK	Election Worker May 3, 2016	135.00
33041	05/09/2016	KEN HOLDA	Director first installment	600.00
33042	05/09/2016	J & J LOCKSMITHS	Fix Door Locks @ Lower RR's	74.00
33043	05/09/2016	KALAMAZOO OIL CO.	Fuel Charges 4/16 to 4/30/16	229.17
33044	05/09/2016	TREASURER CITY OF KALAMAZOO	Municipal Sewer - March	7,580.21
33045	05/09/2016	MARY KNECHTEL	Election Worker May 3, 2016	135.00
33046	05/09/2016	MICHIGAN OFFICE ENVIRONMENTS	New Office Chair - Shannon	415.51
33047	05/09/2016	PARCHMENT SERVICE CENTER	98 Chevy-Starter & Battery(reissue)	468.00
33048	05/09/2016	REPUBLIC SERVICES #249	Public Works - May	239.95
33049	05/09/2016	JUDY RESLER	Election worker & training	160.00
33050	05/09/2016	RIVERRUN PRESS	650-Kindleberger Art Show	150.80
33051	05/09/2016	HEATHER STEWART	Election worker & Training	160.00
33052	05/09/2016	ZAC THOMPSON	Director first installment	600.00

**EXPENDITURE REPORT**  
3 Quarters Ending 3/31/16

City of Parchment

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 101 - GENERAL FUND</b>							
<b>Expenditures</b>							
Dept: 100.000 Legislative							
703.000 Payroll - Part Time	14,000.00	14,000.00	11,949.52	1,680.00	0.00	2,050.48	85.4
715.000 Social Security	790.00	790.00	740.88	104.16	0.00	49.12	93.8
720.000 Worker's Compensation	200.00	200.00	4.00	0.40	0.00	196.00	2.0
722.000 Medicare	185.00	185.00	173.29	24.36	0.00	11.71	93.7
740.000 Operating Supplies	200.00	200.00	332.50	0.00	0.00	-132.50	166.3
800.000 Professional/Contractual Serv.	30,000.00	30,000.00	22,276.36	3,569.00	0.00	7,723.64	74.3
830.000 Memberships & Dues	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
880.000 Community Promotion	1,000.00	1,000.00	2,806.30	0.00	0.00	-1,806.30	280.6
880.001 Wassailing Contribution	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
900.000 Printing & Publishing	3,000.00	3,000.00	12.96	0.00	0.00	2,987.04	0.4
955.000 Miscellaneous	100.00	100.00	1,720.29	0.00	0.00	-1,620.29	1720.3
999.000 Transfer to other Fund	119,243.00	148,582.00	0.00	0.00	0.00	148,582.00	0.0
<b>Legislative</b>	<b>172,218.00</b>	<b>201,557.00</b>	<b>40,016.10</b>	<b>5,377.92</b>	<b>0.00</b>	<b>161,540.90</b>	<b>19.9</b>
Dept: 200.000 Administration							
702.000 Payroll - Full Time	140,275.00	140,275.00	116,138.68	11,947.33	0.00	24,136.32	82.8
703.000 Payroll - Part Time	23,180.00	23,180.00	16,368.53	2,798.73	0.00	6,811.47	70.6
704.000 CM Car Allowance	6,500.00	6,500.00	1,051.00	0.00	0.00	5,449.00	16.2
715.000 Social Security	10,830.00	10,830.00	9,461.91	994.64	0.00	1,368.09	87.4
716.000 Hospital/Life Insurance	29,750.00	29,750.00	24,196.91	2,484.64	0.00	5,553.09	81.3
716.001 Insurance Deductible	2,200.00	2,200.00	0.00	0.00	0.00	2,200.00	0.0
718.000 Pension	1,590.00	1,590.00	14,758.60	1,530.22	0.00	-13,168.60	928.2
719.000 Hospital Insurance - Retirees	10,200.00	10,200.00	8,530.00	853.00	0.00	1,670.00	83.6
720.000 Worker's Compensation	687.00	687.00	360.99	40.00	0.00	326.01	52.5
722.000 Medicare	2,386.00	2,386.00	2,227.32	232.64	0.00	158.68	93.3
724.000 ICMA Retirement Benefit	10,560.00	10,560.00	6,402.00	530.00	0.00	4,158.00	60.6
730.000 Postage	2,500.00	2,500.00	1,314.34	86.07	0.00	1,185.66	52.6
740.000 Operating Supplies	3,200.00	3,200.00	3,304.52	87.50	0.00	-104.52	103.3
775.000 Repair & Maintenance Supplies	300.00	300.00	193.93	0.00	0.00	106.07	64.6
800.000 Professional/Contractual Serv.	5,000.00	5,000.00	13,796.60	152.33	0.00	-8,796.60	275.9
805.000 Computer Services	11,500.00	11,500.00	5,893.39	0.00	0.00	5,606.61	51.2
830.000 Memberships & Dues	1,500.00	1,500.00	1,318.00	100.00	0.00	182.00	87.9
850.000 Communications	5,700.00	5,700.00	4,741.54	0.00	0.00	958.46	83.2
860.000 Institutes & Training	4,000.00	4,000.00	1,538.15	0.00	0.00	2,461.85	38.5
900.000 Printing & Publishing	2,000.00	2,000.00	2,433.52	900.00	0.00	-433.52	121.7
910.000 Insurance & Bonds	6,000.00	6,000.00	2,983.50	0.00	0.00	3,016.50	49.7
920.000 Utilities	5,200.00	5,200.00	3,035.10	420.94	0.00	2,164.90	58.4
930.000 Repair & Maint. Contractors	3,500.00	3,500.00	642.22	0.00	0.00	2,857.78	18.3
940.000 Rentals	0.00	0.00	234.50	0.00	0.00	-234.50	0.0
955.000 Miscellaneous	0.00	0.00	79.42	0.00	0.00	-79.42	0.0
970.000 Capital	10,000.00	10,000.00	9,373.60	0.00	0.00	626.40	93.7
<b>Administration</b>	<b>298,558.00</b>	<b>298,558.00</b>	<b>250,378.27</b>	<b>23,158.04</b>	<b>0.00</b>	<b>48,179.73</b>	<b>83.9</b>
Dept: 210.000 Legal Services							
801.000 Attorney - General	15,000.00	15,000.00	8,620.20	1,630.00	0.00	6,379.80	57.5
802.000 Attorney-Police Matters	8,000.00	8,000.00	2,177.80	175.00	0.00	5,822.20	27.2
<b>Legal Services</b>	<b>23,000.00</b>	<b>23,000.00</b>	<b>10,798.00</b>	<b>1,805.00</b>	<b>0.00</b>	<b>12,202.00</b>	<b>46.9</b>
Dept: 300.000 Police							
715.000 Social Security	377.00	377.00	313.90	31.39	0.00	63.10	83.3
719.000 Hospital Insurance - Retirees	28,000.00	28,000.00	22,626.47	2,526.22	0.00	5,373.53	80.8
722.000 Medicare	88.00	88.00	73.40	7.34	0.00	14.60	83.4
780.000 Safety Supplies	0.00	0.00	2,179.45	0.00	0.00	-2,179.45	0.0
800.000 Professional/Contractual Serv.	304,500.00	304,500.00	170,888.69	0.00	0.00	133,611.31	56.1
<b>Police</b>	<b>332,965.00</b>	<b>332,965.00</b>	<b>196,081.91</b>	<b>2,564.95</b>	<b>0.00</b>	<b>136,883.09</b>	<b>58.9</b>
Dept: 336.000 Fire							
703.000 Payroll - Part Time	35,000.00	35,000.00	26,579.07	2,418.09	0.00	8,420.93	75.9
715.000 Social Security	2,604.00	2,604.00	1,648.01	149.91	0.00	955.99	63.3
717.000 Life Insurance	1,200.00	1,200.00	842.33	0.00	0.00	357.67	70.2

**EXPENDITURE REPORT**  
3 Quarters Ending 3/31/16

City of Parchment

For the Period: 7/1/2015 to 3/31/2016

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 101 - GENERAL FUND</b>							
<b>Expenditures</b>							
Dept: 336.000 Fire							
720.000	1,200.00	1,200.00	522.18	48.39	0.00	677.82	43.5
722.000	609.00	609.00	385.33	35.05	0.00	223.67	63.3
740.000	5,000.00	5,000.00	4,613.95	0.00	0.00	386.05	92.3
746.000	800.00	800.00	488.04	73.97	0.00	311.96	61.0
775.000	1,000.00	1,000.00	809.29	0.00	0.00	190.71	80.9
780.000	100.00	100.00	0.00	0.00	0.00	100.00	0.0
800.000	4,200.00	4,200.00	1,731.00	1,331.00	0.00	2,469.00	41.2
830.000	1,250.00	1,250.00	620.00	0.00	0.00	630.00	49.6
850.000	3,525.00	3,525.00	2,225.56	0.00	0.00	1,299.44	63.1
860.000	4,200.00	4,200.00	510.00	0.00	0.00	3,690.00	12.1
910.000	13,500.00	13,500.00	6,540.00	0.00	0.00	6,960.00	48.4
920.000	2,600.00	2,600.00	1,473.99	216.85	0.00	1,126.01	56.7
930.000	8,500.00	8,500.00	6,880.91	-1,331.00	0.00	1,619.09	81.0
944.000	5,840.00	5,840.00	0.00	0.00	0.00	5,840.00	0.0
970.000	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
<b>Fire</b>	<b>92,128.00</b>	<b>92,128.00</b>	<b>55,869.66</b>	<b>2,942.26</b>	<b>0.00</b>	<b>36,258.34</b>	<b>60.6</b>
Dept: 440.000 Public Services							
702.000	54,000.00	54,000.00	73,953.28	4,152.80	0.00	-19,953.28	137.0
703.000	0.00	0.00	1,389.27	463.09	0.00	-1,389.27	0.0
715.000	4,118.00	4,118.00	5,439.14	448.45	0.00	-1,321.14	132.1
716.000	18,000.00	18,000.00	31,355.63	4,256.28	0.00	-13,355.63	174.2
716.001	1,500.00	1,500.00	481.53	0.00	0.00	1,018.47	32.1
718.000	9,000.00	9,000.00	9,217.48	765.64	0.00	-217.48	102.4
719.000	7,200.00	7,200.00	3,867.90	981.67	0.00	3,332.10	53.7
720.000	2,340.00	2,340.00	871.07	88.76	0.00	1,468.93	37.2
722.000	960.00	960.00	1,272.02	104.89	0.00	-312.02	132.5
740.000	500.00	500.00	38.98	0.00	0.00	461.02	7.8
746.000	4,800.00	4,800.00	916.95	0.00	0.00	3,883.05	19.1
775.000	7,500.00	7,500.00	5,338.21	50.22	0.00	2,161.79	71.2
780.000	400.00	400.00	221.34	0.00	0.00	178.66	55.3
800.000	875.00	875.00	240.02	0.00	0.00	634.98	27.4
810.000	87,500.00	87,500.00	61,843.92	0.00	0.00	25,656.08	70.7
815.000	2,750.00	2,750.00	1,841.09	113.19	55.00	853.91	68.9
850.000	1,345.00	1,345.00	1,051.66	0.00	0.00	293.34	78.2
860.000	300.00	300.00	0.00	0.00	0.00	300.00	0.0
880.000	500.00	500.00	243.86	0.00	0.00	256.14	48.8
910.000	5,200.00	5,200.00	2,669.00	0.00	0.00	2,531.00	51.3
920.000	8,000.00	8,000.00	3,402.71	0.00	0.00	4,597.29	42.5
926.000	26,150.00	26,150.00	20,037.99	0.00	0.00	6,112.01	76.6
930.000	15,000.00	15,000.00	14,607.75	2,050.00	0.00	392.25	97.4
955.000	0.00	0.00	-65.50	0.00	0.00	65.50	0.0
970.000	8,800.00	8,800.00	13,030.00	0.00	0.00	-4,230.00	148.1
991.000	15,837.00	15,837.00	11,823.22	1,329.66	0.00	4,013.78	74.7
995.000	3,126.00	3,126.00	2,398.76	250.56	0.00	727.24	76.7
<b>Public Services</b>	<b>285,701.00</b>	<b>285,701.00</b>	<b>267,487.28</b>	<b>15,055.01</b>	<b>55.00</b>	<b>18,158.72</b>	<b>93.6</b>
Dept: 751.000 Parks, Recreation & Culture							
702.000	35,510.00	35,510.00	20,693.39	1,575.74	0.00	14,816.61	58.3
703.000	3,200.00	3,200.00	0.00	0.00	0.00	3,200.00	0.0
715.000	2,200.00	2,200.00	1,264.70	96.70	0.00	935.30	57.5
716.000	14,265.00	14,265.00	5,675.31	301.48	0.00	8,589.69	39.8
716.001	800.00	800.00	238.35	0.00	0.00	561.65	29.8
718.000	6,825.00	6,825.00	2,930.17	211.58	0.00	3,894.83	42.9
720.000	960.00	960.00	583.67	44.45	0.00	376.33	60.8
722.000	515.00	515.00	295.91	22.62	0.00	219.09	57.5
746.000	3,200.00	3,200.00	830.61	0.00	0.00	2,369.39	26.0
775.000	5,000.00	5,000.00	3,687.18	0.00	0.00	1,312.82	73.7
780.000	250.00	250.00	203.56	0.00	0.00	46.44	81.4
800.000	4,000.00	4,000.00	190.05	0.00	0.00	3,809.95	4.8
910.000	5,900.00	5,900.00	3,009.00	0.00	0.00	2,891.00	51.0

**EXPENDITURE REPORT**  
3 Quarters Ending 3/31/16

City of Parchment

For the Period: 7/1/2015 to 3/31/2016

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 101 - GENERAL FUND</b>							
Expenditures							
Dept: 751.000 Parks, Recreation & Culture							
920.000 Utilities	5,600.00	5,600.00	2,761.11	0.00	0.00	2,838.89	49.3
930.000 Repair & Maint.Contractors	10,400.00	10,400.00	8,378.26	-6,076.00	0.00	2,021.74	80.6
Parks, Recreation & Culture	98,625.00	98,625.00	50,741.27	-3,823.43	0.00	47,883.73	51.4
Expenditures	1,303,195.00	1,332,534.00	871,372.49	47,079.75	55.00	461,106.51	65.4

**EXPENDITURE REPORT**  
3 Quarters Ending 3/31/16

City of Parchment

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 202 - MAJOR STREET FUND</b>							
<b>Expenditures</b>							
Dept: 463.000 Routine Maintenance							
702.000 Payroll - Full Time	6,000.00	6,000.00	3,560.53	280.31	0.00	2,439.47	59.3
715.000 Social Security	460.00	460.00	217.40	17.20	0.00	242.60	47.3
716.000 Hospital/Life Insurance	2,000.00	2,000.00	1,078.30	54.34	0.00	921.70	53.9
716.001 Insurance Deductible	165.00	165.00	89.38	0.00	0.00	75.62	54.2
718.000 Pension	1,420.00	1,420.00	562.98	37.64	0.00	857.02	39.6
720.000 Worker's Compensation	470.00	470.00	259.15	18.87	0.00	210.85	55.1
722.000 Medicare	105.00	105.00	50.71	4.01	0.00	54.29	48.3
746.000 Gasoline & Oil	250.00	250.00	122.25	0.00	0.00	127.75	48.9
775.000 Repair & Maintenance Supplies	2,200.00	2,200.00	187.20	0.00	0.00	2,012.80	8.5
930.000 Repair & Maint.Contractors	23,640.00	52,979.00	29,339.00	0.00	0.00	23,640.00	55.4
<b>Routine Maintenance</b>	<b>36,710.00</b>	<b>66,049.00</b>	<b>35,466.90</b>	<b>412.37</b>	<b>0.00</b>	<b>30,582.10</b>	<b>53.7</b>
Dept: 475.000 Traffic Services							
702.000 Payroll - Full Time	5,805.00	5,805.00	3,188.45	268.70	0.00	2,616.55	54.9
715.000 Social Security	360.00	360.00	194.64	16.49	0.00	165.36	54.1
716.000 Hospital/Life Insurance	2,313.00	2,313.00	939.54	52.35	0.00	1,373.46	40.6
716.001 Insurance Deductible	130.00	130.00	29.79	0.00	0.00	100.21	22.9
718.000 Pension	1,115.00	1,115.00	492.88	36.08	0.00	622.12	44.2
720.000 Worker's Compensation	370.00	370.00	234.13	18.09	0.00	135.87	63.3
722.000 Medicare	85.00	85.00	45.62	3.86	0.00	39.38	53.7
746.000 Gasoline & Oil	500.00	500.00	85.54	0.00	0.00	414.46	17.1
775.000 Repair & Maintenance Supplies	2,400.00	2,400.00	1,250.88	0.00	0.00	1,149.12	52.1
930.000 Repair & Maint.Contractors	10,840.00	10,840.00	7,114.94	120.00	0.00	3,725.06	65.6
<b>Traffic Services</b>	<b>23,918.00</b>	<b>23,918.00</b>	<b>13,576.41</b>	<b>515.57</b>	<b>0.00</b>	<b>10,341.59</b>	<b>56.8</b>
Dept: 478.000 Winter Maintenance							
702.000 Payroll - Full Time	12,000.00	12,000.00	5,457.52	363.25	0.00	6,542.48	45.5
715.000 Social Security	810.00	810.00	333.37	22.28	0.00	476.63	41.2
716.000 Hospital/Life Insurance	4,000.00	4,000.00	1,648.87	74.98	0.00	2,351.13	41.2
716.001 Insurance Deductible	285.00	285.00	178.77	0.00	0.00	106.23	62.7
718.000 Pension	2,515.00	2,515.00	847.33	48.78	0.00	1,667.67	33.7
720.000 Worker's Compensation	825.00	825.00	367.31	24.45	0.00	457.69	44.5
722.000 Medicare	190.00	190.00	77.84	5.20	0.00	112.16	41.0
746.000 Gasoline & Oil	900.00	900.00	658.83	123.27	0.00	241.17	73.2
753.000 Salt	9,500.00	9,500.00	9,445.71	0.00	0.00	54.29	99.4
<b>Winter Maintenance</b>	<b>31,025.00</b>	<b>31,025.00</b>	<b>19,015.55</b>	<b>662.21</b>	<b>0.00</b>	<b>12,009.45</b>	<b>61.3</b>
Dept: 482.000 Administration							
702.000 Payroll - Full Time	1,085.00	1,085.00	726.90	82.94	0.00	358.10	67.0
715.000 Social Security	67.00	67.00	55.41	5.07	0.00	11.59	82.7
716.000 Hospital/Life Insurance	342.00	342.00	233.74	20.63	0.00	108.26	68.3
716.001 Insurance Deductible	20.00	20.00	0.00	0.00	0.00	20.00	0.0
718.000 Pension	208.00	208.00	101.69	11.14	0.00	106.31	48.9
720.000 Worker's Compensation	11.00	11.00	55.80	5.58	0.00	-44.80	507.3
722.000 Medicare	16.00	16.00	10.31	1.18	0.00	5.69	64.4
960.000 Administrative Overhead	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.0
<b>Administration</b>	<b>7,749.00</b>	<b>7,749.00</b>	<b>1,183.85</b>	<b>126.54</b>	<b>0.00</b>	<b>6,565.15</b>	<b>15.3</b>
<b>Expenditures</b>	<b>99,402.00</b>	<b>128,741.00</b>	<b>69,242.71</b>	<b>1,716.69</b>	<b>0.00</b>	<b>59,498.29</b>	<b>53.8</b>

EXPENDITURE REPORT  
3 Quarters Ending 3/31/16

City of Parchment

For the Period: 7/1/2015 to 3/31/2016

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 203 - LOCAL STREET FUND</b>							
<b>Expenditures</b>							
Dept: 483.000 Routine Maintenance							
702.000 Payroll - Full Time	6,000.00	6,000.00	3,570.18	280.31	0.00	2,429.82	59.5
715.000 Social Security	460.00	460.00	218.00	17.20	0.00	242.00	47.4
716.000 Hospital/Life Insurance	2,000.00	2,000.00	1,078.31	54.34	0.00	921.69	53.9
716.001 Insurance Deductible	165.00	165.00	89.38	0.00	0.00	75.62	54.2
718.000 Pension	1,420.00	1,420.00	564.48	37.64	0.00	855.52	39.8
720.000 Worker's Compensation	470.00	470.00	259.80	18.87	0.00	210.20	55.3
722.000 Medicare	110.00	110.00	50.85	4.01	0.00	59.15	46.2
746.000 Gasoline & Oil	250.00	250.00	122.24	0.00	0.00	127.76	48.9
775.000 Repair & Maintenance Supplies	3,000.00	3,000.00	319.26	0.00	0.00	2,680.74	10.6
930.000 Repair & Maint.Contractors	13,000.00	13,000.00	2,250.00	0.00	0.00	10,750.00	17.3
<b>Routine Maintenance</b>	<b>26,875.00</b>	<b>26,875.00</b>	<b>8,522.50</b>	<b>412.37</b>	<b>0.00</b>	<b>18,352.50</b>	<b>31.7</b>
Dept: 475.000 Traffic Services							
702.000 Payroll - Full Time	5,805.00	5,805.00	3,265.49	268.70	0.00	2,539.51	56.3
715.000 Social Security	360.00	360.00	199.42	16.49	0.00	160.58	55.4
716.000 Hospital/Life Insurance	2,313.00	2,313.00	939.54	52.35	0.00	1,373.46	40.6
716.001 Insurance Deductible	130.00	130.00	29.80	0.00	0.00	100.20	22.9
718.000 Pension	1,115.00	1,115.00	492.88	36.08	0.00	622.12	44.2
720.000 Worker's Compensation	370.00	370.00	234.13	18.09	0.00	135.87	63.3
722.000 Medicare	85.00	85.00	46.73	3.86	0.00	38.27	55.0
746.000 Gasoline & Oil	500.00	500.00	85.54	0.00	0.00	414.46	17.1
775.000 Repair & Maintenance Supplies	3,700.00	3,700.00	1,251.15	0.00	0.00	2,448.85	33.8
930.000 Repair & Maint.Contractors	550.00	550.00	0.00	0.00	0.00	550.00	0.0
<b>Traffic Services</b>	<b>14,928.00</b>	<b>14,928.00</b>	<b>6,544.68</b>	<b>395.57</b>	<b>0.00</b>	<b>8,383.32</b>	<b>43.8</b>
Dept: 478.000 Winter Maintenance							
702.000 Payroll - Full Time	10,000.00	10,000.00	5,628.33	363.25	0.00	4,371.67	56.3
715.000 Social Security	810.00	810.00	343.62	22.26	0.00	466.38	42.4
716.000 Hospital/Life Insurance	4,000.00	4,000.00	1,675.84	75.00	0.00	2,324.16	41.9
716.001 Insurance Deductible	285.00	285.00	178.77	0.00	0.00	106.23	62.7
718.000 Pension	2,515.00	2,515.00	865.72	48.78	0.00	1,649.28	34.4
720.000 Worker's Compensation	825.00	825.00	378.81	24.45	0.00	446.19	45.9
722.000 Medicare	190.00	190.00	80.18	5.19	0.00	109.82	42.2
746.000 Gasoline & Oil	900.00	900.00	658.88	123.28	0.00	241.12	73.2
753.000 Salt	9,500.00	9,500.00	9,445.71	0.00	0.00	54.29	99.4
<b>Winter Maintenance</b>	<b>29,025.00</b>	<b>29,025.00</b>	<b>19,255.86</b>	<b>662.21</b>	<b>0.00</b>	<b>9,769.14</b>	<b>66.3</b>
Dept: 482.000 Administration							
702.000 Payroll - Full Time	1,085.00	1,085.00	726.90	82.94	0.00	358.10	67.0
715.000 Social Security	67.00	67.00	44.28	5.07	0.00	22.72	66.1
716.000 Hospital/Life Insurance	342.00	342.00	233.74	20.63	0.00	108.26	68.3
716.001 Insurance Deductible	20.00	20.00	0.00	0.00	0.00	20.00	0.0
718.000 Pension	208.00	208.00	112.82	11.14	0.00	95.18	54.2
720.000 Worker's Compensation	11.00	11.00	55.80	5.58	0.00	-44.80	507.3
722.000 Medicare	16.00	16.00	10.31	1.18	0.00	5.69	64.4
960.000 Administrative Overhead	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
<b>Administration</b>	<b>3,749.00</b>	<b>3,749.00</b>	<b>1,183.85</b>	<b>126.54</b>	<b>0.00</b>	<b>2,565.15</b>	<b>31.6</b>
<b>Expenditures</b>	<b>74,577.00</b>	<b>74,577.00</b>	<b>35,506.89</b>	<b>1,596.69</b>	<b>0.00</b>	<b>39,070.11</b>	<b>47.6</b>

EXPENDITURE REPORT  
3 Quarters Ending 3/31/16

City of Parchment

For the Period: 1/1/2015 to 3/31/2015

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 250 - KINDLEBERGER SUMMER FESTIVAL</b>							
Expenditures							
Dept: 000.000							
779.001 Performance Expense-Adult	16,150.00	16,150.00	2,487.36	0.00	0.00	13,662.64	15.4
779.003 Festival Day - Race/Walk	5,650.00	5,650.00	0.00	0.00	0.00	5,650.00	0.0
779.004 Fest. Day - Arts & Crafts	300.00	300.00	0.00	0.00	0.00	300.00	0.0
779.005 Fest. Day-Childrens Area	800.00	800.00	0.00	0.00	0.00	800.00	0.0
779.006 Fest. Day-Parade	200.00	200.00	0.00	0.00	0.00	200.00	0.0
779.007 Fest Day-Street Dance	1,100.00	1,100.00	0.00	0.00	0.00	1,100.00	0.0
779.008 Fund Raising-Dance	3,540.00	3,540.00	340.00	0.00	0.00	3,200.00	9.6
779.011 Youth Events	2,300.00	2,300.00	0.00	0.00	0.00	2,300.00	0.0
779.012 Festival - Administration	5,800.00	5,800.00	120.00	40.00	0.00	5,680.00	2.1
779.013 Stage Entertainment	10,800.00	10,800.00	0.00	0.00	0.00	10,800.00	0.0
779.014 Stage Manager	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.0
779.015 Stage Expenses	0.00	0.00	281.50	281.50	0.00	-281.50	0.0
779.016 Car Show Expenses	1,150.00	1,150.00	238.28	0.00	0.00	911.72	20.7
779.020 Publicity	24,000.00	24,000.00	0.00	0.00	0.00	24,000.00	0.0
Dept: 000.000	74,290.00	74,290.00	3,467.14	321.50	0.00	70,822.86	4.7
Expenditures	74,290.00	74,290.00	3,467.14	321.50	0.00	70,822.86	4.7

EXPENDITURE REPORT  
3 Quarters Ending 3/31/16

City of Parchment

For the Period: 7/1/2015 to 3/31/2016

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 251 - Brownfield Redevelopment</b>							
Expenditures							
Dept: 000.000							
991.000 Debt Retirement-Principal	97,000.00	97,000.00	86,991.06	0.00	0.00	10,008.94	89.7
995.000 Interest Expense	0.00	0.00	29,301.10	0.00	0.00	-29,301.10	0.0
Dept: 000.000	97,000.00	97,000.00	116,292.16	0.00	0.00	-19,292.16	119.9
Expenditures	97,000.00	97,000.00	116,292.16	0.00	0.00	-19,292.16	119.9

EXPENDITURE REPORT  
3 Quarters Ending 3/31/16

City of Parchment

For the Period: 7/1/2015 to 3/31/2016

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 590 - SEWER FUND</b>							
Expenditures							
Dept: 000.000							
702.000 Payroll - Full Time	51,970.00	51,970.00	36,079.18	3,146.58	0.00	15,890.82	69.4
715.000 Social Security	3,220.00	3,220.00	2,196.02	191.45	0.00	1,023.98	68.2
716.000 Hospital/Life Insurance	17,190.00	17,190.00	13,914.63	1,253.54	0.00	3,275.37	80.9
716.001 Insurance Deductible	1,650.00	1,650.00	476.87	0.00	0.00	1,173.13	28.9
718.000 Pension	9,990.00	9,990.00	4,871.87	422.51	0.00	5,118.13	48.8
720.000 Worker's Compensation	1,590.00	1,590.00	650.66	62.26	0.00	939.34	40.9
722.000 Medicare	755.00	755.00	513.66	44.78	0.00	241.34	68.0
730.000 Postage	1,200.00	1,200.00	450.00	200.00	0.00	750.00	37.5
746.000 Gasoline & Oil	250.00	250.00	50.00	0.00	0.00	200.00	20.0
775.000 Repair & Maintenance Supplies	1,500.00	1,500.00	66.82	0.00	0.00	1,433.18	4.5
800.000 Professional/Contractual Serv.	1,425.00	1,425.00	0.00	0.00	0.00	1,425.00	0.0
805.000 Computer Services	1,400.00	1,400.00	1,961.51	0.00	0.00	-561.51	140.1
807.000 Sewer Treatment Charges	70,000.00	70,000.00	46,721.06	0.00	0.00	23,278.94	66.7
815.000 Uniform Rental	500.00	500.00	310.07	24.59	0.00	189.93	62.0
850.000 Communications	600.00	600.00	416.95	0.00	0.00	183.05	69.5
910.000 Insurance & Bonds	9,600.00	9,600.00	4,893.00	0.00	0.00	4,707.00	51.0
920.000 Utilities	2,300.00	2,300.00	1,356.29	0.00	0.00	943.71	59.0
930.000 Repair & Maint. Contractors	25,000.00	25,000.00	10,245.31	0.00	3,150.00	11,604.69	53.6
960.000 Administrative Overhead	72,000.00	72,000.00	0.00	0.00	0.00	72,000.00	0.0
968.000 Depreciation	29,600.00	29,600.00	0.00	0.00	0.00	29,600.00	0.0
<b>Dept: 000.000</b>	<b>301,740.00</b>	<b>301,740.00</b>	<b>125,173.90</b>	<b>5,345.71</b>	<b>3,150.00</b>	<b>173,416.10</b>	<b>42.5</b>
<b>Expenditures</b>	<b>301,740.00</b>	<b>301,740.00</b>	<b>125,173.90</b>	<b>5,345.71</b>	<b>3,150.00</b>	<b>173,416.10</b>	<b>42.5</b>

EXPENDITURE REPORT  
3 Quarters Ending 3/31/16

City of Parchment

For the Period: 7/1/2015 to 3/31/2016		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 591 - WATER FUND</b>								
<b>Expenditures</b>								
Dept: 000.000								
702.000	Payroll - Full Time	51,970.00	51,970.00	37,015.01	3,540.18	0.00	14,954.99	71.2
715.000	Social Security	3,220.00	3,220.00	2,253.44	215.51	0.00	966.56	70.0
716.000	Hospital/Life Insurance	17,190.00	17,190.00	14,095.96	1,371.05	0.00	3,094.04	82.0
716.001	Insurance Deductible	1,650.00	1,650.00	2,729.64	174.65	0.00	-1,079.64	165.4
718.000	Pension	9,990.00	9,990.00	5,069.10	475.36	0.00	4,920.90	50.7
720.000	Worker's Compensation	1,340.00	1,340.00	966.71	96.79	0.00	373.29	72.1
722.000	Medicare	755.00	755.00	527.31	50.43	0.00	227.69	69.8
730.000	Postage	1,200.00	1,200.00	1,185.00	200.00	0.00	15.00	98.8
740.000	Operating Supplies	0.00	0.00	495.27	0.00	0.00	-495.27	0.0
743.000	Chemicals	7,000.00	7,000.00	3,937.00	0.00	0.00	3,063.00	56.2
746.000	Gasoline & Oil	9,700.00	9,700.00	1,903.12	86.20	0.00	7,796.88	19.6
775.000	Repair & Maintenance Supplies	10,000.00	10,000.00	1,876.61	0.00	0.00	8,123.39	18.8
775.500	Water Meters	5,000.00	5,000.00	2,280.00	0.00	0.00	2,720.00	45.6
776.000	Vehicle Maintenance	1,000.00	1,000.00	34.97	0.00	0.00	965.03	3.5
780.000	Safety Supplies	0.00	0.00	111.04	0.00	0.00	-111.04	0.0
800.000	Professional/Contractual Serv.	4,825.00	4,825.00	5,719.89	2,649.04	0.00	-894.89	118.5
805.000	Computer Services	1,400.00	1,400.00	1,961.54	0.00	0.00	-561.54	140.1
815.000	Uniform Rental	705.00	705.00	287.55	24.58	0.00	417.45	40.8
830.000	Memberships & Dues	0.00	0.00	368.00	95.00	0.00	-368.00	0.0
850.000	Communications	1,550.00	1,550.00	726.29	0.00	0.00	823.71	46.9
860.000	Institutes & Training	600.00	600.00	295.00	0.00	0.00	305.00	49.2
910.000	Insurance & Bonds	8,000.00	8,000.00	3,988.00	0.00	0.00	4,012.00	49.9
920.000	Utilities	62,000.00	62,000.00	37,305.05	0.00	0.00	24,694.95	60.2
930.000	Repair & Maint. Contractors	25,950.00	25,950.00	17,224.35	96.00	-1,820.00	10,545.65	59.4
960.000	Administrative Overhead	72,000.00	72,000.00	0.00	0.00	0.00	72,000.00	0.0
968.000	Depreciation	60,400.00	60,400.00	0.00	0.00	0.00	60,400.00	0.0
Dept: 000.000		357,445.00	357,445.00	142,355.85	9,074.79	-1,820.00	216,909.15	39.3
<b>Expenditures</b>		<b>357,445.00</b>	<b>357,445.00</b>	<b>142,355.85</b>	<b>9,074.79</b>	<b>-1,820.00</b>	<b>216,909.15</b>	<b>39.3</b>
<b>Grand Total Net Effect:</b>		<b>-2,307,649.00</b>	<b>-2,366,327.00</b>	<b>-1,363,411.14</b>	<b>-65,135.13</b>	<b>1,385.00</b>	<b>-1,001,530.86</b>	

**MINUTES OF THE SPECIAL MEETING OF THE PARCHMENT CITY COMMISSION  
HELD ON MONDAY MAY 2, 2016.**

**1. Call to order**

Mayor Heasley called the meeting to order at 7:25 p.m.

**2. Roll Call.**

Present: Mayor Heasley, Vice Mayor Britigan, Commissioners Balmer, Fooy, Hageman, J Heasley, and Kinsey. Treasurer/Clerk Stutz, City Manager Durham and City Attorney Soltis.

Absent None.

**3. Review of Proposed FY 2016/17 Budget**

City Manager Durham presented the proposed budget, highlighting items from each fund. He discussed changes from the previous (current) year as well as projects proposed. City Manager Durham reminded Commissioners of the timeline with the public hearing set for May 16 and the final adoption on June 6.

**4. Mayor and Commissioner Comments**

Commissioner Heasley requested to get back to seeing quarterly budget to actual expense reports per the Charter.

Vice Mayor Britigan noted that in all his years, this budget format is the most user friendly.

Commissioner Fooy mentioned the increase in healthcare costs and asked that research into other plans be completed.

Mayor Heasley thanked the City Manager, saying it is an improvement over last year.

**5. Adjournment**

There being no further business to come before the Commission, it was moved by Commissioner Fooy and supported by all to adjourn the meeting at 8:12 p.m.

Shannon S. Stutz  
City Clerk

City of Parchment 221 W. Thomas  
Horrocks

- 10-13-15** Authorization to Enforce.
- 10-15-15** Inspection with Pictures and Conversation with Owner, (Horrocks).
- 10-20-15** 1<sup>st</sup> Letter Sent.
- 10-21-15** Certified Receipt Received.
- 10-22-15** Signed Green Card Received.
- 02-02-16** 2<sup>nd</sup> Letter Sent.
- 02-03-16** Certified Receipt Received.
- 02-10-16** Signed Green Card Received.
- 03-01-16** Status Inspection with Photo.
- 04-07-16** Email to Dennis Durham, Parchment City Manager.
- 04-28-16** Status Inspection with Photos.
- 04-28-16** Final Letter Issued.
- 05-02-16** Certified Receipt Received
- 05-05-16** Dangerous Structure Placard Placed.
- 05-09-16** No permits, phone calls, or letters in this file as of this date.

# DANGER

This Structure Is Declared Unsafe  
For Human Occupancy or Use.  
It Is Unlawful For Any Person To  
Use Or Occupy This Building

After 5/5/16.

Any Unauthorized Person Removing This Sign

**WILL BE PROSECUTED**

221 W. Thomas

*Barbara*

Address of Building

Building Official

Code

Art.

Sec.

Date 5/5/16

Refer To Ordinance No. \_\_\_\_\_

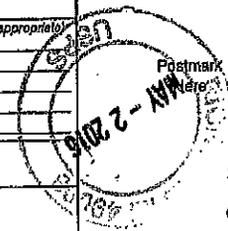
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**OFFICIAL USE**

2008 1958 5000 0490 5102

Certified Mail Fee	\$
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy)	\$
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$
Total Postage and Fees	\$



Sent To	SHERYL HARROCKS
Street and Apt. No., or PO Box No.	221 W. THOMAS
City, State, ZIP+4®	DARCHEMENT, NC 49004



File

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

April 28<sup>th</sup>, 2016

Sherry Horrocks  
221 W Thomas  
Parchment, MI 49004

Re: Property located at 221 Thomas, / City of Parchment, / Parcel # 06-02-110-510

Dear Ms. Horrocks,

On February 2<sup>nd</sup> 2016, a letter was sent regarding the roof damaged by previous snow loads, the roof's structural members are damaged and have 4x4 post to temporarily support the roof loads, and a section of the roof is covered by a tarp that is deteriorating. On October 15<sup>th</sup>, 2015 an investigation and a conversation on site between Mr. Hess-Building Inspector and Ms. Horrocks-owner, took place. As of the date of this letter, we have not received any applications for permits for the above referenced property to make the necessary repairs. Please note the following code sections in whole or in part.

**1993 BOCA National Property Maintenance Code**

**PM-108.1 General:**

When a structure or equipment is found by the code official to be unsafe, or when a structure is found unfit for human occupancy, or is found unlawful, such structure shall be condemned pursuant of this code.

**PM-108.1.1 Unsafe structure:**

An unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or the occupants of the structure by not providing minimum safeguards to protect or warn occupants in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe, or of such faulty construction or unstable foundation, that partial or complete collapse is likely.

**PM-304.3 Structural Members**

All structural members shall be maintained free from deterioration, and shall be capable of safely supporting the imposed dead and live loads.

MAILED 1ST CLASS  
5/2/16  
DHT

**PM-304.6 Roofs and Drainage**

The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof water shall not be discharged in a manner that creates a public nuisance.

**Sec. 14-61. - Dangerous buildings defined.**

As used in this article, the term "dangerous building" means any building or structure, residential or otherwise, which has any of the following defects or is in any of the following conditions:

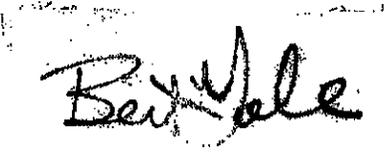
- B. Whenever any portion has been damaged by fire, wind, flood, or by any other cause in such a manner that the structural strength or stability is appreciably less than it was before such catastrophe and is less than the minimum requirements of the building code then in effect for a new building or similar structure, purpose or location.
- C. Whenever any portion of member or appurtenance is likely to fall or to become detached or dislodged, or to collapse and thereby injure persons or damage property.
- F. Whenever for any reason whatsoever the building or structure or any portion is manifestly unsafe for the purpose for which it is used.
- G. When the building or structure has been so damaged by fire, wind or flood, or has become so dilapidated or deteriorated as to become an attractive nuisance to children who might play therein to their danger, or as to afford a harbor for vagrants, criminals or immoral persons, or as to enable persons to resort thereto for the purpose of committing a nuisance or unlawful or immoral acts.
- H. Whenever a building or structure, because of dilapidation, decay, damage, or faulty construction or arrangement or otherwise, is unsanitary or unfit for human habitation or is in a condition that is likely to cause sickness or disease when so determined by the state or county health officer or is likely to cause injury to the health, safety or general welfare of those living or working within.
- I. Whenever any building becomes vacant, dilapidated and open at door or window, leaving the interior of the building exposed to the elements or accessible to entrance by trespassers.

**Sec. 14-62. - Prohibition.**

It shall be unlawful for any owner or agent thereof to keep or maintain any building or part thereof which is a dangerous building as defined in this article.

This letter is, therefore, FINAL written notification that the above mentioned structure has been deemed a Dangerous Structure. A Demolition Permit for the house shall be obtained within 10 days of this notice and house be removed within 60 days of obtaining the proper permit(s). Furthermore, the house will be placard as a Dangerous Structure.

Sincerely,

A handwritten signature in black ink that reads "Bert Gale". The signature is written in a cursive style with a large initial "B" and "G".

Bert Gale  
Ordinance Enforcement

c: D. Durham - City Manager  
B. Soltis - City Attorney  
D. Hess -- Building Inspector



04/28/2016

# CORRECTION NOTICE

CITY OF PARCHEMENT

PERMIT DATE

OWNER: HORROCKS  
217-1632/382-4755

6 ORD VIO \* STATUS

INSPECTION DATE: 4/28/2016

221 W THOMAS

INSPECTOR: *D. Hess*

NOTES:

ROOF HAS BEEN TARPED FOR 2 YEARS \*PLEASE TAKE PICTURES OF ROOF/TARP\*\*

RES-ORD VIO  
ROOF HAS BEEN TARPED FOR 2 YRS

SHERRY HORROCKS  
221 W THOMAS  
PARCHEMENT MI

CONTRACTOR PH#: 217-1632/382-4756

CALL FOR RE-INSPECTION AT (269) 629-0600 extnslon 201 - CALL BY 3:30 PM FOR AN INSPECTION

- |  |                                      |                                   |                                |   |   |  |
|--|--------------------------------------|-----------------------------------|--------------------------------|---|---|--|
| <input checked="" type="checkbox"/> BUILDING | <input type="checkbox"/> foundation  | <input type="checkbox"/> rough in | <input type="checkbox"/> final | <input checked="" type="checkbox"/> other <i>STATUS</i> | <input type="checkbox"/> APPROVED _____ | <input type="checkbox"/> PENDING _____ |
| <input type="checkbox"/> ELECTRICAL          | <input type="checkbox"/> service     | <input type="checkbox"/> rough in | <input type="checkbox"/> final | <input type="checkbox"/> other _____                    | <input type="checkbox"/> APPROVED _____ | <input type="checkbox"/> PENDING _____ |
| <input type="checkbox"/> MECHANICAL          | <input type="checkbox"/> underground | <input type="checkbox"/> rough in | <input type="checkbox"/> final | <input type="checkbox"/> other _____                    | <input type="checkbox"/> APPROVED _____ | <input type="checkbox"/> PENDING _____ |
| <input type="checkbox"/> PLUMBING            | <input type="checkbox"/> underground | <input type="checkbox"/> rough in | <input type="checkbox"/> final | <input type="checkbox"/> other _____                    | <input type="checkbox"/> APPROVED _____ | <input type="checkbox"/> PENDING _____ |

The corrections listed shall be made in accordance with the applicable codes. Please notify this office one day before reinspection is to be scheduled.

**RE-INSPECTION FEE REQUIRED? YES ___ NO ___ CONTACT OFFICE FOR FEE AMOUNT \$ _____	Code Section
<p>PRIOR INSPECTIONS ON THIS PROJECT:</p> <p>10/15/15 INSP-DH      10/20/15 LTR-SNT      10/22/15 CRT-RCPT-RCVD      10/26/15 GREEN CARD RCVD</p> <p>2/2/16 LTR-SNT      2/4/16 CRT-RCPT-RCV2/10/16 GREEN CARD RECVD      3/1/16 STATUS BG</p>	
<p style="font-size: 1.2em; font-family: cursive;">Blue tarp no longer in place Replaced with rolled Roofing Type material. Picture taken this date!</p>	
<p>Power company to be contacted: _____</p> <p>(for office use only) Power company contacted on: _____</p>	

## AGS Building Dept

---

**From:** OrdVio ags <agsov@att.net>  
**Sent:** Thursday, April 07, 2016 11:55 AM  
**To:** AGS Building Dept  
**Subject:** Fw: 221 W. Thompson/128-134 Park Dr  
**Attachments:** IMG\_20160301\_104835361.jpg; 128-134 park dr. bert's pic.jpg; 221 W Thomas Ltr-FINAL 15 DAY.rtf

Steve Horton  
Building Department

On Tuesday, March 1, 2016 3:25 PM, OrdVio ags <agsov@att.net> wrote:

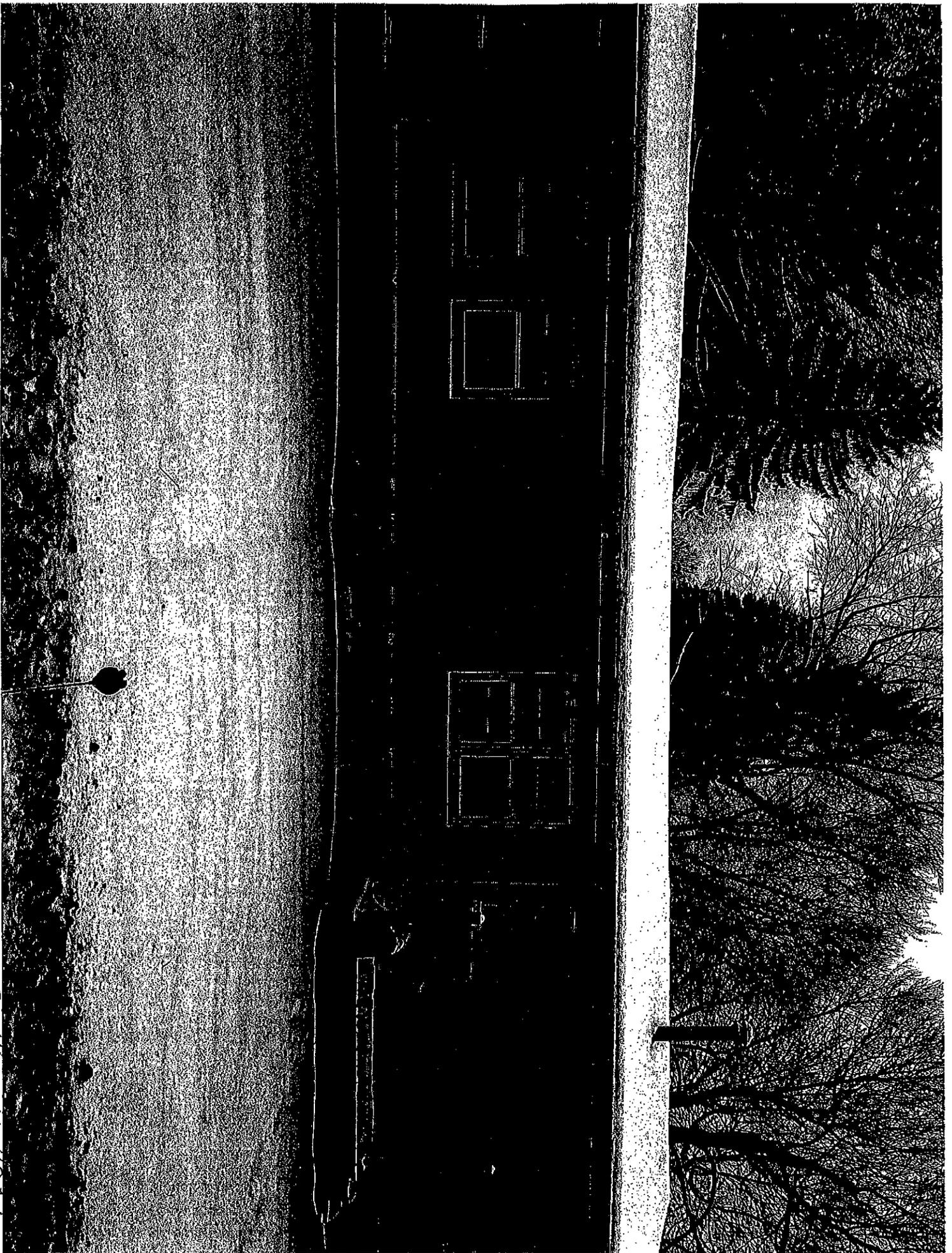
Hello Dennis,

Attached you will find the letter we sent out and a photo taken today by Bert at 221 W. Thompson as well as a photo taken today at 128-134 Park Drive. Bert and I went over both files today and with both locations they are not in compliance. We have not received any correspondence, phone calls, or permit applications from either party and we would recommend issuing Municipal Civil Infractions. Please respond with your thoughts.

Thank you for your time in advance in this matter.

Steve Horton  
Building Department

3/11/16 10:45 AM



# CORRECTION NOTICE

CITY OF PARCHMENT

PERMIT DATE

OWNER: HORROCKS  
217-1632/382-4755

6 ORD VIO

\* STATUS

INSPECTION DATE: 3/1/2016

221 W THOMAS

INSPECTOR: *[Signature]*

NOTES:

ROOF HAS BEEN TARPED FOR 2 YEARS

RES-ORD VIO  
ROOF HAS BEEN TARPED FOR 2 YRS

SHERRY HORROCKS  
221 W THOMAS  
PARCHMENT MI

CONTRACTOR PH#:217-1632/382-4755

CALL FOR RE-INSPECTION AT (269) 629-0600 extension 201 - CALL BY 3:30 PM FOR AN INSPECTION

- |                                     |                                      |                                   |                                |                                      |   |                                  |
|-------------------------------------|--------------------------------------|-----------------------------------|--------------------------------|--------------------------------------|---|----------------------------------|
| <input type="checkbox"/> BUILDING   | <input type="checkbox"/> foundation  | <input type="checkbox"/> rough in | <input type="checkbox"/> final | <input type="checkbox"/> other _____ | <input type="checkbox"/> APPROVED _____ | <input type="checkbox"/> PENDING |
| <input type="checkbox"/> ELECTRICAL | <input type="checkbox"/> service     | <input type="checkbox"/> rough in | <input type="checkbox"/> final | <input type="checkbox"/> other _____ | <input type="checkbox"/> APPROVED _____ | <input type="checkbox"/> PENDING |
| <input type="checkbox"/> MECHANICAL | <input type="checkbox"/> underground | <input type="checkbox"/> rough in | <input type="checkbox"/> final | <input type="checkbox"/> other _____ | <input type="checkbox"/> APPROVED _____ | <input type="checkbox"/> PENDING |
| <input type="checkbox"/> PLUMBING   | <input type="checkbox"/> underground | <input type="checkbox"/> rough in | <input type="checkbox"/> final | <input type="checkbox"/> other _____ | <input type="checkbox"/> APPROVED _____ | <input type="checkbox"/> PENDING |

The corrections listed shall be made in accordance with the applicable codes. Please notify this office one day before reinspection is to be scheduled.

		Code Section
**RE-INSPECTION FEE REQUIRED? YES _____ NO _____ CONTACT OFFICE FOR FEE AMOUNT \$ _____		
PRIOR-INSPECTIONS-ON-THIS-PROJECT:		
10/15/15 INSP DH	10/20/15 LTR SNT	10/22/15 CRT RCPT RC(10/26/15 GREEN CARD RCVD
2/2/16 LTR SNT	2/4/16 CRT RCPT RCVD	2/10/16 GREEN CARD
<p><i>NO visible sign of any work being done does not appear to be occupied</i></p> <p><i>looked like tracks in the Fresh Snow Leads to mail box on front entrance deck Probably from a mail carrier</i></p> <p><i>See photo</i></p>		
Power company to be contacted: _____		
(for office use only) Power company contacted on: _____		

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**OFFICIAL USE**

7015 0640 0005 8561 7412

Certified Mail Fee \$3.45  
 Extra Services & Fees (check box, add fee as appropriate) \$2.80  
 Return Receipt (hardcopy) \$0.00  
 Return Receipt (electronic) \$0.00  
 Certified Mail Restricted Delivery \$0.00  
 Adult Signature Required \$0.00  
 Adult Signature Restricted Delivery \$0.00

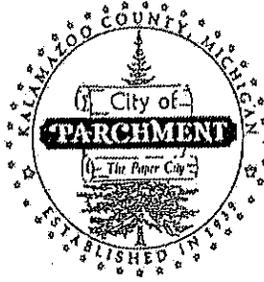
RICHMOND MI 48106  
 FEB 3 2016  
 Here  
 USPS  
 02/03/2016

Postage \$0.49  
 Total Postage and Fees \$6.74

Sent To **SHERRY HORROCKS**  
 Street and Apt. No., or PO Box No. **221 W THOMAS**  
 City, State, ZIP+4® **PARCHEMENT, MICHIGAN 49004**

PS Form 3800, April 2016 PSN 7530-02-000-9047 See Reverse for Instructions

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> <li>Complete items 1, 2, and 3.</li> <li>Print your name and address on the reverse so that we can return the card to you.</li> <li>Attach this card to the back of the mailpiece, or on the front if space permits.</li> </ul>	<p>A. Signature: <i>Sherry Horrocks</i> <input checked="" type="checkbox"/> Agent <input type="checkbox"/> Addressee</p>
<p>1. Article Addressed to:  <b>SHERRY HORROCKS</b>  <b>221 W THOMAS</b>  <b>PARCHEMENT, MI 49004</b></p>	<p>B. Received by (Printed Name): <i>Sherry Horrocks</i> Date of Delivery: <i>2/10/2016</i></p>
<p>9590 9403 0203 5120 0591 21</p>	<p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                  If YES, enter delivery address below:</p>
<p>2. Article Number (Transfer from service label)  <b>7015 0640 0005 8561 7412</b></p>	<p>3. Service Type <input checked="" type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Registered Mail™  <input type="checkbox"/> Adult Signature <input type="checkbox"/> Registered Mail Restricted Delivery  <input checked="" type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Return Receipt for Merchandise  <input checked="" type="checkbox"/> Certified Mail® <input type="checkbox"/> Signature Confirmation™  <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Signature Confirmation Restricted Delivery  <input type="checkbox"/> Collect on Delivery <input type="checkbox"/>  <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/></p>
<p>PS Form 3811, April 2015 PSN 7530-02-000-9083</p>	<p>Domestic Return Receipt</p>



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

February 2, 2016

Sherry Horrocks  
221 W Thomas  
Parchment, MI 49004

Re: Property located at 221 Thomas, City of Parchment, Parcel # 06-02-110-510

Dear Ms. Horrocks,

On October 20, 2015, a letter was sent regarding the investigation and a conversation on site between Mr. Hess-Building Inspector and Ms. Horrocks-owner, it was noted that the roof was damaged by previous snow loads, the roof's structural members are damaged and have 4x4 post to temporarily support the roofs loads, and a section of the roof is covered by a tarp that is deteriorating. As of the date of this letter, we have not received any applications for permits for the above mention which has turned this into a Dangerous Building situation. Please note the following code sections in whole or in part.

**1993 BOCA National Property Maintenance Code**

- **PM-108.1 General:** When a structure or equipment is found by the code official to be unsafe, or when a structure is found unfit for human occupancy, or is found unlawful, such structure shall be condemned pursuant of this code.
- **PM-108.1.1 Unsafe structure:** An unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or the occupants of the structure by not providing minimum safeguards to protect or warn occupants in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe, or of such faulty construction or unstable foundation, that partial or complete collapse is likely.
- **PM-304.3 Structural Members**  
All structural members shall be maintained free from deterioration, and shall be capable of safely supporting the imposed dead and live loads.

*Copy  
Copied*

*Mailed 1st class  
CERTIFIED  
2/2/16  
SHT*

- **PM-304.6 Roofs and Drainage**

The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof water shall not be discharged in a manner that creates a public nuisance.

**This letter is, therefore, written notification that the above mentioned deficiencies shall be corrected within 15 days of receipt of this notice. A building permit is required to make the necessary repairs or a permit to demolish the building.** Failure to comply will the City of Parchment will leave no choice except to refer this matter to their attorney for further legal action. If you have any questions you may contact the building department at (269) 629-0600, but this will in no way exempt you from compliance.

Sincerely,



Bert Gale  
Ordinance Enforcement

Cc: D. Durham - City Manager  
B. Soltis - City Attorney  
D. Hess - Building Inspector

7015 0640 0005 8561 3735  
ST01

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**OFFICIAL USE**

RECEIVED OCT 21 2015

**RICHLAND MI 48163**  
 Postmark  
 OCT 20 2015  
 USPS

Extra Services & Fees (check box, add fee as applicable)

Return Receipt (hardcopy) \$ \_\_\_\_\_

Return Receipt (electronic) \$ \_\_\_\_\_

Certified Mail Restricted Delivery \$ \_\_\_\_\_

Adult Signature Required \$ \_\_\_\_\_

Adult Signature Restricted Delivery \$ \_\_\_\_\_

Postage \$ \_\_\_\_\_

Total Postage and Fees \$ 68.74

Sent To Sherry Horrocks

Street and Apt. No., or P.O. Box No. 221 W. Thomas

City, State, ZIP+4® Parchment, MI 49004

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> <li>Complete items 1, 2, and 3.</li> <li>Print your name and address on the reverse so that we can return the card to you.</li> <li>Attach this card to the back of the mailpiece, or on the front if space permits.</li> </ul>	<p>A. Signature  <input checked="" type="checkbox"/> Sender  <input type="checkbox"/> Addressee  <u>X Sherry Horrocks</u></p> <p>B. Received by (Printed Name)  <u>S Horrocks</u></p> <p>C. Date of Delivery  <u>10/20/15</u></p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No        If YES, enter delivery address below:</p>
<p>1. Article Addressed to:  <u>Sherry Horrocks</u>  <u>221 W. Thomas</u>  <u>Parchment, MI 49004</u></p> <p>9590 9403 0601 5183 8104 84</p>	<p>3. Service Type</p> <p><input type="checkbox"/> Adult Signature</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery</p> <p><input checked="" type="checkbox"/> Certified Mail®</p> <p><input type="checkbox"/> Certified Mail Restricted Delivery</p> <p><input type="checkbox"/> Collect on Delivery</p> <p><input type="checkbox"/> Collect on Delivery Restricted Delivery</p> <p><input type="checkbox"/> Insured Mail, Registered Mail, Restricted Delivery (over \$500)</p> <p><input type="checkbox"/> Priority Mail Express®</p> <p><input type="checkbox"/> Registered Mail™</p> <p><input type="checkbox"/> Registered Mail Restricted Delivery</p> <p><input type="checkbox"/> Return Receipt for Merchandise</p> <p><input type="checkbox"/> Signature Confirmation™</p> <p><input type="checkbox"/> Signature Confirmation Restricted Delivery</p>
<p>2. Article Number (Transfer from service label)  <u>9590 9403 0601 5183 8104 84</u></p>	
<p>PS Form 3811, April 2015 PSN 7530-02-000-9033</p>	<p>Domestic Return Receipt</p>



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

October 20, 2015

Sherry Horrocks  
221 W Thomas  
Parchment, MI 49004

Re: Property located at 221 Thomas, City of Parchment, Parcel # 06-02-110-510

Dear Ms. Horrocks,

Recently the City received complaint(s) about the condition of the structure located at the above referenced address. Upon investigation and a conversation on site between Mr. Hess-Building Inspector and Ms. Horrocks-owner, it was noted that the roof was damaged by previous snow loads, the roof's structural members are damaged and have 4x4 post to temporarily support the roofs loads, and a section of the roof is covered by a tarp that is deteriorating. Please note the following code sections in whole or in part.

**1993 BOCA National Property Maintenance Code**

- **PM-304.3 Structural Members**

*"All structural members shall be maintained free from deterioration, and shall be capable of safely supporting the imposed dead and live loads."*

- **PM-304.6 Roofs and Drainage**

*"The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof water shall not be discharged in a manner that creates a public nuisance."*

**This letter is, therefore, written notification that the above mentioned deficiencies shall be corrected within 30 days of receipt of this notice. A building permit is required to repair/replace the above mentioned structural members. Failure to**

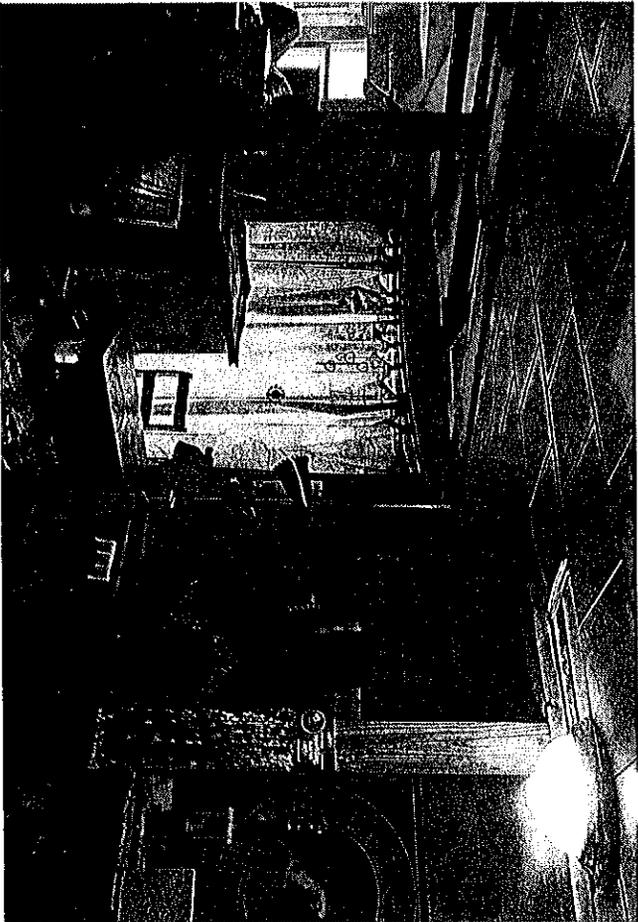
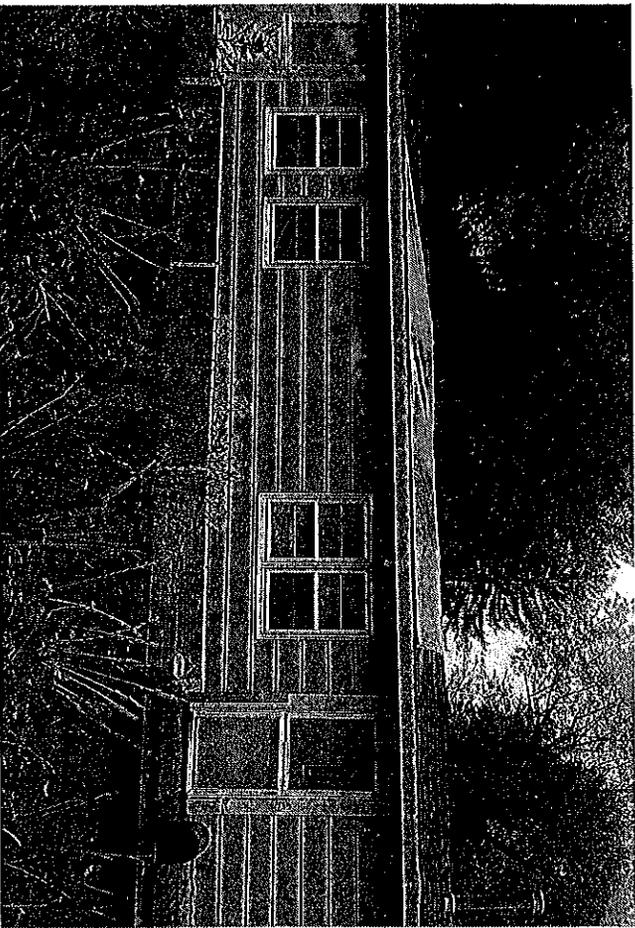
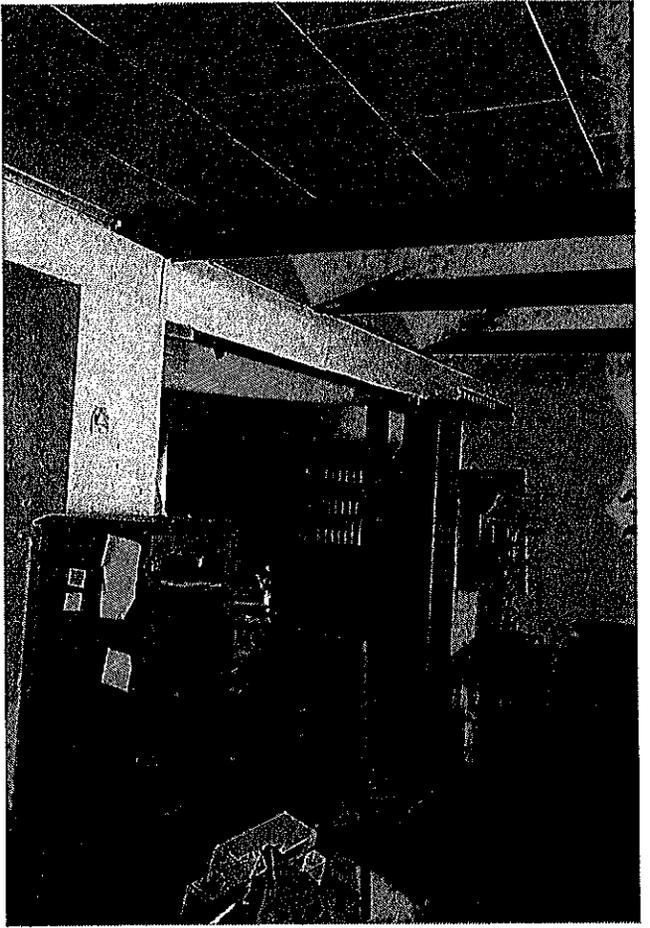
comply will result in turning this matter over to the City's Attorney for legal action. If you have any questions you may contact the building department at (269) 629-0600, but this will in no way exempt you from compliance.

Sincerely,

A handwritten signature in black ink that reads "Bert Gale". The signature is written in a cursive style with a large, prominent "B" and "G".

Bert Gale  
Ordinance Enforcement

Cc: D. Durham - City Manager  
B. Soltis - City Attorney  
D. Hess - Building Inspector



10/15/2015

# CORRECTION NOTICE

CITY OF PARCHMENT

PERMIT DATE

OWNER: HORROCKS

217-1632/382-4756

6 ORD VIO

STATUS

INSPECTION DATE:

10/15/2015

221 W THOMAS

INSPECTOR:

*D. Hess*

NOTES:

ROOF HAS BEEN TARPED FOR 2 YEARS

RES-ORD VIO

ROOF HAS BEEN TARPED FOR 2 YRS

SHERRY HORROCKS  
221 W THOMAS  
PARCHMENT MI

CONTRACTOR PH#: 217-1632/382-4755

CALL FOR RE-INSPECTION AT (269) 629-0600 extension 201 - CALL BY 3:30 PM FOR AN INSPECTION

- |  |                                      |                                   |                                |   |   |  |
|--|--------------------------------------|-----------------------------------|--------------------------------|---|---|--|
| <input checked="" type="checkbox"/> BUILDING | <input type="checkbox"/> foundation  | <input type="checkbox"/> rough in | <input type="checkbox"/> final | <input type="checkbox"/> other <u>STATUS.</u> | <input type="checkbox"/> APPROVED _____ | <input type="checkbox"/> PENDING _____ |
| <input type="checkbox"/> ELECTRICAL          | <input type="checkbox"/> service     | <input type="checkbox"/> rough in | <input type="checkbox"/> final | <input type="checkbox"/> other _____          | <input type="checkbox"/> APPROVED _____ | <input type="checkbox"/> PENDING _____ |
| <input type="checkbox"/> MECHANICAL          | <input type="checkbox"/> underground | <input type="checkbox"/> rough in | <input type="checkbox"/> final | <input type="checkbox"/> other _____          | <input type="checkbox"/> APPROVED _____ | <input type="checkbox"/> PENDING _____ |
| <input type="checkbox"/> PLUMBING            | <input type="checkbox"/> underground | <input type="checkbox"/> rough in | <input type="checkbox"/> final | <input type="checkbox"/> other _____          | <input type="checkbox"/> APPROVED _____ | <input type="checkbox"/> PENDING _____ |

The corrections listed shall be made in accordance with the applicable codes. Please notify this office one day before reinspection is to be scheduled. **\*\*RE-INSPECTION FEE REQUIRED? YES \_\_\_\_\_ NO \_\_\_\_\_ CONTACT OFFICE FOR FEE AMOUNT \$ \_\_\_\_\_**

**PRIOR INSPECTIONS ON THIS PROJECT:**

Code Section

*1 STORY ranch gabled ranch.  
House has been vacated.  
Sherry Horrocks, owner on site.  
Blue tarp on roof - owner states  
snow load damage had occurred  
Jan. 2014 - Van Dam & Givens - did temp. support  
for broken roof structure - I.E. 4x4 support  
posts interior under center support beam.  
Owner states interior water damaged &  
Mold occurring - Tarp is deteriorating.  
Pictures taken this  
date. D. Hess.*

Power company to be contacted: \_\_\_\_\_

(for office use only) Power company contacted on: \_\_\_\_\_

*Inspected 10/15/15*

10/15/2015

Based on conversation with  
owner the Roof's ~~Damage~~ was  
damaged by Previous Snow loads.  
The <sup>Roof's</sup> structural members are  
damaged and have 4x4 Post  
to temporarily support the  
Roof's loads.

**ASSOCIATED**  
 Government Services, Inc.  
 8721 Gull Road, Suite B  
 Richland, MI 49083  
 269-629-0600



**AUTHORIZATION TO ENFORCE**

Jurisdiction: City of Parchment

Address of Violation: 221 W THOMAS

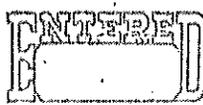
Directions to address: West on Thomas off of Riverview

Owner's name: Sherry Horrocks Telephone: 217-1632 / 382-4755

Type of Violation: Roof has been tarped for 2 years.

Signed by: John Lutz, August 6, 2012 Authorized Agent

Date of Authorization: 10-13-15



**MINUTES OF THE MEETING OF THE PARCHMENT CITY ZONING BOARD  
AUTHORITY HELD ON MONDAY MAY 9, 2016.**

**1. Call to order**

Sandy Bliesener called the meeting to order at 7:00 p.m.

**2. Roll Call.**

Present: Sandy Bliesener, Tom Andrews, City Treasurer/Clerk Shannon Stutz.

Absent Dennis Collison.

**3. Use Permit request by Big Moe's/Allen Pritchett**

Mr. Pritchett presented his request to sell food at Harding's, in same fashion as previous years, 10 am to 6 pm Saturdays and Sundays. Moved by Sandy Bliesener, supported by Tom Andrews, to approve the permit request. **Motion carried.**

**4. Comments.**

None.

**5. Adjournment**

There being no further business to come before the ZBA, it was moved by Tom Andrews and supported by all to adjourn the meeting at 7:03 p.m.

Shannon S. Stutz  
City Clerk