



## AGENDA

### REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

APRIL 3, 2017

7 P.M.

#### PARCHMENT CITY COMMISSION

MAYOR ROBERT B. HEASLEY  
COMMISSIONER TERRY HAGEMAN  
COMMISSIONER JON HEASLEY  
COMMISSIONER ERIC CRONIN

VICE MAYOR ROBERT D. BRITIGAN III  
COMMISSIONER DOUGLAS FOODY  
COMMISSIONER HOLLY EVANS

#### OFFICERS

INTERIM CITY MANAGER CURT FLOWERS  
CITY ATTORNEY ROBERT SOLTIS  
CITY TREASURER/CLERK SHANNON STUTZ

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
  - A. City Commission Regular Meeting Minutes of March 20, 2017 - 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.*

  - A. Motion to RECEIVE OR APPROVE as indicated:
    - i. Warrant No. 1332 – receive

- ii. Credit Card Statement - receive
- iii. 1<sup>ST</sup> QTR Investment Report - receive
- iv. Quarterly Financial Report – receive
- v. Citizen's Letter – receive
- vi. Little League Parade - approve

7. UNFINISHED BUSINESS

8. NEW BUSINESS

- A. Plante Moran Billing – approve
- B. 2017-2018 Revenue Projections - receive

9. BOARD AND COMMISSION REPORTS/MINUTES

- A. KAC Minutes from March 20, 2017 - receive

10. 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.*

11. CLOSED SESSION

- A. Requested by Shannon Stutz as allowed by Section 8 item a of the Open Meetings Act.

12. Mayor & Commissioner Comments

13. City Manager Comments

14. Adjournment

**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY  
COMMISSION HELD ON MONDAY MARCH 20, 2017.**

**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 Cronin, Evans, Fooy, Hageman and Heasley. Interim City Manager Flowers, City Treasurer/Clerk Stutz, and City Attorney Soltis.

Absent: None.

**3. Minutes**

Moved by Vice Mayor Britigan, supported by Commissioner Cronin to approve the Minutes of the March 6, 2017 regular meeting.

**Motion Carried.**

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

9 B. Personnel Committee report.

**5. Citizen Comments**

Mike Conner, 1150 Parchmount, stated that it was his feeling that responsibility "can't be delegated". He said he thought citizens should be involved in the new City Manager hire.

Karen Conner-Beck, 1124 Parchmount, said she was concerned about the status of Parchmount, noting huge holes near Riverview. She asked if paving was in the foreseeable future? The Vice Mayor answered that the local street was identified as a priority for the coming year's budget.

**6. Consent Agenda**

A. Moved by Commissioner Heasley, supported by Commissioner Hageman to receive the consent agenda items. **Motion Carried.** Commissioner Hageman asked that employee names be shown on the credit card statement.

**7. Unfinished Business**

A. Kindleberger Park lower restrooms. Interim City Manager Flowers noted that he had spoken with the City's insurance company who suggested a paid claim would be unlikely. Moved by Commissioner Hageman, supported by Commissioner Cronin to approve the hiring of VanDam & Krusinga to repair and fix the roof of the lower park restrooms. Roll call vote was as follows:

Ayes: Britigan, Cronin, Evans, Fooy, Hageman, J Heasley, R Heasley.

Nays: None.

Absent: None.

Abstain: None.

**Motion Carried 7-0**

**8. New Business**

A. Interim Employment Agreements – approve. Moved by Commissioner Heasley, supported by Commissioner Fooy to approve the employment agreements between the City of Parchment and Cnrt Flowers and John Frakes. **Motion Carried.**

**9. Standing Board and Committee Reports**

- A. KAC Meeting Minutes of March 6, 2017 – Information only. Mayor Heasley thanked Interim City Manager Flowers for submitting the Gilmore Foundation Grant request, as it is the main funding source for the Kindleberger Festival. He also presented the new volunteer fundraiser - Commissioner Heasley - who thanked Drug & Lab for being the Festival's first new sponsor for the year. Commissioner Heasley noted he looks forward to getting the Garden Club back into the festival.
- B. Personnel Committee Report. Vice Mayor Britigan cited 16 resumes/letters of interest for the City Manager position, stating that the interviews will be open to the public. He also stated questions will be accepted from citizens prior to the interviews taking place.

**10. Citizen Comments**

Mike Conner, 1150 Parchmount, asked the Commission to look at using a sound system for these meetings. He praised Kalamazoo Township for their sound system as well as the availability of video of their meetings. He said he thought the City should do this, and not necessarily as a response to an ADA complaint.

Judy Resler, 218 Maple, thanked Commissioner Heasley for his comments about the Garden Club, as she is a member. She also expressed her appreciation to Vice Mayor Britigan for including citizens in the manager hire process. She asked when the forensic audit would be available, to which the Mayor replied "this week".

Bob Greene, 133 N. Riverview, suggested putting information about fundraising for the festival online.

**11. Mayor and Commissioner Comments**

Commissioner Fooy thanked residents for their support. He also noted that he was unable to go to the KABA meeting as it was held at 2 pm on Thursday. When he asked for a different time, he was told they would not change. Commissioner Fooy noted that his impression of KABA is quickly diminishing.

Commissioner Heasley expressed his disappointment in KABA, saying the new City Manager might need to take a look at the contract. Commissioner Heasley also stated that with regard to the previous CM, the Commission trusted, but should have verified.

Commissioner Hageman thanked Commissioner Heasley for taking on the fundraising for Kindleberger. She also thanked Interim City Manager Curt Flowers for "hitting the ground running". She then mentioned making sure that portapotties may need to be used while repairs to the lower restrooms are made.

Commissioner Cronin echoed Commissioner Heasley's comments, adding that the City was moving into a new season, of more transparency.

Commissioner Evans thanked ICM Flowers as well.

Vice Mayor Britigan thanked Judy for her kind words, and stated that he hoped to salvage/rectify our relationship with KABA. He then said "GO BLUE".

Mayor Heasley thanked the personnel committee for their hard work in the search for an experienced manager. He then said he was "only looking forward, and done looking back" and invited everyone to join him in that endeavor.

**12. City Manager Comments/Reports**

Interim City Manager Flowers thanked everyone for their trust and gave credit to John Frakes for working on next year's budget. ICM Flowers noted that his plan was to have everything ready to go for the next City Manager.

**13. Adjournment**

There being no further business to come before the Commission, it was moved by Commissioner Cronin and supported by all to adjourn the meeting at 7:46 p.m.

Shannon S. Stutz  
City Clerk



City of Parchment  
Check Register Report  
Warrant 1332

Check #	Check Date	Vendor Name	Check Description	Amount
<b>MERCANTILE Checks</b>				
33747	03/27/2017	CINTAS CORPORATION LOC. 725	Uniform Rental & Towels	192.88
33748	03/27/2017	J & J LOCKSMITHS	Re-key former Bellisle Bldg.	124.00
33749	03/27/2017	KAL CO HEALTH & COMMUNITY SERV	HHW Annual Yearly Oper Cost	658.00
33750	03/27/2017	KALAMAZOO COUNTY TREASURER	Partial Payment Delinq Tax	346.52
33751	03/27/2017	KALAMAZOO OIL CO.	288 Gallons Diesel Fuel	1,560.20
33752	03/27/2017	KALAMAZOO OIL CO.	Fuel Charges 3/1 to 3/15/17	215.79
33753	03/27/2017	KELLY WHITE DESIGN, INC.	Web Updates & Maint-Assessor	18.75
33754	03/27/2017	MICHIGAN MUNICIPAL LEAGUE	Classified Ad - Manager	30.60
33755	03/27/2017	STATE OF MICHIGAN	Final IFT Revenues - 2016	804.00
33756	03/27/2017	MUNICIPAL CODE CORPORATION	Annual Web Hosting to 2/28/18	900.00
33757	03/27/2017	PEERLESS-MIDWEST, INC.	JAA-Overhaul Pump & Motor	15,367.00
33758	03/27/2017	PRINTING SYSTEMS INC.	5000 Utility Bills - Water	555.79
33759	03/27/2017	ROSE PEST SOLUTIONS	Pest Control - Contract	76.00

**City of Parchment**  
**Investment Report**  
**March 31, 2017**

Maturity Date	Interest Rate	Institution	Type of Investment	Amount
11/29/2017	1.15%	MB - JP Morgan Chase Bank	Certificate of Deposit	\$ 114,000.00
9/22/2018	0.50%	Old National	Certificate of Deposit	\$ 50,000.00
2/26/2019	1.20%	MB - Wells Fargo	Certificate of Deposit	\$ 100,000.00
12/23/2020	1.25%	DA - FNMA	Note	\$ 100,000.00
9/28/2021	1.70%	DA - Wells Fargo	FDIC Step Coupon Bond	\$ 100,000.00
8/22/2022	1.25%	DA - Wells Fargo	FDIC Step Coupon Bond	\$ 92,000.00
		Huntington National/Invesco	Money Market Fund	\$ 1,798.04
		Multi Bank	Money Market Fund	\$ 5,175.60
			<b>Investment Total</b>	<b>\$ 562,973.64</b>

REVENUE/EXPENDITURE REPORT

City of Parchment

CY MTD: 3/1/2017 to 3/31/2017 CY QTD: 7/1/2016 to 9/30/2016  
CY YTD: 7/1/2016 to 3/31/2017 CY ATD: 7/1/2015 to 6/30/2017

CY Original Annual Budget  
CY Amended Annual Budget

CY YTD Actual

CY QTD Actual

CY MTD Actual

Current Year % of Budget

Fund: 101 - GENERAL FUND

Revenues

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Dept: 000.000						
404.000 Tax Revenue	701,080.00	701,080.00	701,080.00	701,080.00	0.00	100.00
405.000 Taxes - Industrial Facilities	13,352.00	13,352.00	13,352.00	13,352.00	0.00	100.00
445.000 Penalty on Taxes	0.00	0.00	1,587.53	653.42	102.91	0.00
448.000 1% Collection Fees	23,111.00	23,111.00	23,059.21	21,280.33	23.27	99.78
451.000 License and Fees	0.00	0.00	8,827.72	3,886.95	565.00	0.00
452.000 Cablevision Fees	0.00	0.00	10,494.86	3,460.36	0.00	0.00
453.000 Recreation Fees	0.00	0.00	2,510.00	10.00	0.00	0.00
454.000 Solid Waste Collections	113,300.00	113,300.00	66,929.57	22,542.68	59.26	59.07
540.000 State Grants	0.00	0.00	44,927.67	0.00	0.00	0.00
575.000 State Sales Tax	175,000.00	175,000.00	134,110.00	53,570.00	28,163.00	76.63
628.000 Police/Fire Reports	0.00	0.00	5.00	0.00	0.00	0.00
661.000 Parking Violations	1,100.00	1,100.00	380.00	365.00	0.00	34.55
662.000 Traffic Fines	3,700.00	3,700.00	4,755.70	2,443.83	0.00	128.53
664.000 Interest on Investments	2,000.00	2,000.00	-19.11	42.99	-117.96	-0.96
680.000 Reimbursement for Overhead	206,081.00	206,081.00	197,081.00	0.00	0.00	95.63
694.000 Miscellaneous	1,000.00	1,000.00	22,943.89	18,197.00	0.00	2,294.39
Dept: 000.000	1,239,724.00	1,239,724.00	1,232,025.04	840,884.46	28,795.48	99.38

Revenues

Expenditures

Dept: 100.000 Legislative	14,000.00	14,000.00	9,829.06	1,360.00	1,480.00	70.21
703.000 Payroll - Part Time	800.00	800.00	609.40	84.32	91.76	76.18
715.000 Social Security	100.00	100.00	3.29	0.89	0.40	3.29
720.000 Workers Compensation	200.00	200.00	142.54	19.73	21.46	71.27
722.000 Medicare	0.00	0.00	643.90	0.00	0.00	0.00
740.000 Operating Supplies	8,000.00	8,000.00	36,087.30	13,973.90	3,184.25	451.09
800.000 Professional/Contractual Serv.	1,500.00	1,500.00	1,477.00	1,477.00	0.00	98.47
830.000 Memberships & Dues	0.00	0.00	2,942.51	582.00	18.75	0.00
880.000 Community Promotion	2,000.00	2,000.00	0.00	0.00	0.00	0.00
880.001 Wassailing Contribution	0.00	0.00	2,882.52	0.00	30.60	0.00
900.000 Printing & Publishing	0.00	0.00	1,232.02	130.02	0.00	0.00
955.000 Miscellaneous	0.00	0.00	-958.10	210.00	0.00	0.00
967.000 Property Development	26,600.00	26,600.00	54,891.44	17,837.86	4,827.22	206.36
Legislative	147,420.00	147,420.00	117,196.59	38,285.65	17,203.53	79.60
Dept: 200.000 Administration	23,580.00	23,580.00	17,272.40	5,075.29	4,759.39	73.25
702.000 Payroll - Full Time						
703.000 Payroll - Part Time						

\* Using Averaged MTD, QTD and YTD Ammended & Original Budgets

REVENUE/EXPENDITURE REPORT

City of Parchment

CY MTD: 3/1/2017 to 3/31/2017 CY QTD: 7/1/2016 to 9/30/2016  
 CY YTD: 7/1/2016 to 3/31/2017 CY ATD: 7/1/2016 to 6/30/2017  
 Annual Budget Annual Budget Annual Budget Annual Budget Current Year % of Budget

Fund: 101 - GENERAL FUND

Expenditures

Dept: 200.000 Administration

704.000 CM Car Allowance	6,500.00	6,500.00	551.00	0.00	0.00	8.46
715.000 Social Security	11,100.00	11,100.00	9,337.15	3,013.05	1,463.25	84.12
716.000 Hospital/ Life Insurance	30,100.00	30,100.00	21,820.23	7,055.12	3,115.00	72.49
716.001 Insurance Deductible	2,100.00	2,100.00	0.00	0.00	0.00	0.00
718.000 Pension	10,600.00	10,600.00	17,508.79	5,610.94	2,817.59	165.18
719.000 Hospital Insurance - Retirees	10,250.00	10,250.00	7,677.00	2,559.00	853.00	74.90
720.000 Worker's Compensation	700.00	700.00	383.62	126.68	64.33	54.80
721.000 Unemployment Compensation	0.00	0.00	60.00	60.00	0.00	0.00
722.000 Medicare	2,400.00	2,400.00	2,183.84	704.73	342.22	90.99
724.000 ICMA Retirement Benefit	10,560.00	10,560.00	5,321.00	2,141.00	265.00	50.39
730.000 Postage	2,500.00	2,500.00	3,619.88	1,505.57	-13.81	144.80
740.000 Operating Supplies	3,000.00	3,000.00	3,864.05	990.94	656.41	128.80
775.000 Repair & Maintenance Supplies	0.00	0.00	167.18	15.30	0.00	0.00
800.000 Professional/Contractual Serv.	5,000.00	5,000.00	18,042.45	3,175.08	247.79	360.85
805.000 Computer Services	500.00	500.00	1,807.50	302.50	220.00	361.50
830.000 Memberships & Dues	1,800.00	1,800.00	554.00	269.00	0.00	30.78
850.000 Communications	4,000.00	4,000.00	4,754.74	1,457.76	0.00	118.87
860.000 Institutes & Training	4,000.00	4,000.00	1,418.89	333.56	0.00	35.47
900.000 Printing & Publishing	2,500.00	2,500.00	2,883.87	1,049.38	900.00	115.35
910.000 Insurance & Bonds	6,000.00	6,000.00	6,024.00	0.00	0.00	100.40
920.000 Utilities	5,200.00	5,200.00	3,160.48	981.35	0.00	60.78
930.000 Repair & Maint Contractors	1,000.00	1,000.00	2,083.80	3,166.00	124.00	208.38
955.000 Miscellaneous	0.00	0.00	643.51	288.64	0.00	0.00
970.000 Capital	5,500.00	5,500.00	7,126.65	0.00	0.00	129.58
<b>Administration</b>	<b>296,310.00</b>	<b>296,310.00</b>	<b>255,402.62</b>	<b>78,166.54</b>	<b>33,017.70</b>	<b>86.21</b>
Dept: 210.000 Legal Services	16,000.00	16,000.00	16,527.50	4,210.80	1,950.00	103.30
801.000 Attorney - General	9,000.00	9,000.00	5,449.70	1,726.75	831.25	60.55
802.000 Attorney-Police Matters	7,000.00	7,000.00	11,077.80	2,484.05	1,118.75	102.75
<b>Legal Services</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>21,977.20</b>	<b>5,937.55</b>	<b>2,781.25</b>	<b>87.91</b>
Dept: 300.000 Police	400.00	400.00	282.51	94.17	31.39	70.63
715.000 Social Security	31,800.00	31,800.00	23,030.10	7,578.66	2,624.26	72.42
719.000 Hospital Insurance - Retirees	100.00	100.00	66.06	22.02	7.34	66.06
722.000 Medicare	307,245.00	307,245.00	195,301.36	48,825.34	0.00	63.57
800.000 Professional/Contractual Serv.	0.00	0.00	479.62	239.81	0.00	0.00
850.000 Communications	339,545.00	339,545.00	219,159.65	56,760.00	2,662.99	64.55
Police						
Dept: 336.000 Fire						

\* Using Averaged MTD, QTD and YTD Ammended & Original Budgets

REVENUE/EXPENDITURE REPORT

CY MTD: 3/1/2017 to 3/31/2017 CY QTD: 7/1/2016 to 9/30/2016  
 CY YTD: 7/1/2016 to 3/31/2017 CY AID: 7/1/2016 to 6/30/2017

Fund: 101 - GENERAL FUND

Expenditures

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Dept: 336.000 Fire						
703.000 Payroll - Part Time	42,800.00	42,800.00	19,287.29	6,556.90	1,875.91	45.06
715.000 Social Security	2,750.00	2,750.00	1,195.87	425.16	116.32	43.49
717.000 Life Insurance	1,000.00	1,000.00	899.71	0.00	0.00	89.97
720.000 Workers Compensation	450.00	450.00	389.43	134.99	38.40	86.54
722.000 Medicare	625.00	625.00	279.63	99.41	27.19	44.74
740.000 Operating Supplies	3,000.00	3,000.00	1,221.85	951.76	0.00	40.73
746.000 Gasoline & Oil	2,000.00	2,000.00	325.24	71.19	41.48	16.26
775.000 Repair & Maintenance Supplies	500.00	500.00	828.75	303.37	0.00	165.75
800.000 Professional/Contractual Serv.	3,000.00	3,000.00	2,703.26	0.00	0.00	90.11
830.000 Memberships & Dues	1,500.00	1,500.00	1,420.00	0.00	0.00	94.67
850.000 Communications	3,500.00	3,500.00	1,271.02	536.32	0.00	36.31
860.000 Institutes & Training	3,000.00	3,000.00	390.00	150.00	0.00	13.00
910.000 Insurance & Bonds	14,000.00	14,000.00	13,080.00	0.00	0.00	93.43
920.000 Utilities	2,800.00	2,800.00	1,479.66	505.66	0.00	52.85
930.000 Repair & Maint Contractors	9,000.00	9,000.00	5,910.48	1,474.60	0.00	65.67
944.000 Hydrant Rental	5,840.00	5,840.00	0.00	0.00	0.00	0.00

Fire

Dept: 440.000 Public Services	95,765.00	95,765.00	50,682.19	11,509.26	2,099.30	52.92
702.000 Payroll - Full Time	53,900.00	53,900.00	58,607.83	15,546.52	5,975.90	108.73
703.000 Payroll - Part Time	0.00	0.00	4,167.81	1,389.27	463.09	0.00
715.000 Social Security	4,150.00	4,150.00	4,497.93	1,252.50	466.84	108.38
716.000 Hospital/Life Insurance	29,600.00	29,600.00	21,825.26	11,609.96	2,399.06	73.73
716.001 Insurance Deductible	2,600.00	2,600.00	84.05	0.00	0.00	3.23
718.000 Pension	9,800.00	9,800.00	9,076.38	2,671.66	1,011.11	92.62
719.000 Hospital Insurance - Retirees	11,800.00	11,800.00	8,989.47	2,945.01	1,033.15	76.18
720.000 Worker's Compensation	2,400.00	2,400.00	1,085.29	465.03	91.74	45.22
722.000 Medicare	990.00	990.00	1,051.88	292.92	109.18	106.25
740.000 Operating Supplies	500.00	500.00	0.00	0.00	0.00	0.00
746.000 Gasoline & Oil	5,000.00	5,000.00	1,008.69	130.72	204.23	20.17
775.000 Repair & Maintenance Supplies	7,500.00	7,500.00	4,984.25	1,202.45	55.26	66.46
780.000 Safety Supplies	400.00	400.00	328.06	115.75	0.00	82.02
800.000 Professional/Contractual Serv.	900.00	900.00	401.03	113.34	0.00	44.56
810.000 Rubbish Collection Charges	90,000.00	90,000.00	64,224.11	23,955.24	658.00	71.36
815.000 Uniform Rental	3,100.00	3,100.00	1,523.27	450.10	125.73	50.91
850.000 Communications	1,670.00	1,670.00	1,030.95	372.25	0.00	61.73
860.000 Institutes & Training	500.00	500.00	0.00	0.00	0.00	0.00
880.000 Community Promotion	0.00	0.00	150.42	0.00	0.00	0.00
910.000 Insurance & Bonds	5,700.00	5,700.00	5,338.00	0.00	0.00	93.65
920.000 Utilities	8,000.00	8,000.00	3,578.89	651.20	0.00	44.74

\* Using Averged MTD, QTD and YTD Ammended & Original Budgets

REVENUE/EXPENDITURE REPORT

City of Parchment

CY MTD: 3/1/2017 to 3/31/2017 CY QTD: 7/1/2016 to 9/30/2016  
CY YTD: 7/1/2016 to 3/31/2017 CY ATD: 7/1/2016 to 6/30/2017

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
<b>Fund: 101 - GENERAL FUND</b>						
<b>Expenditures</b>						
Dept: 440.000 Public Services	21,000.00	21,000.00	19,430.25	7,052.47	0.00	92.53
926.000 Street Lighting	10,000.00	10,000.00	7,992.15	719.85	0.00	79.92
930.000 Repair & Maint./Contractors	0.00	0.00	86.85	86.85	0.00	0.00
955.000 Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00
970.000 Capital	13,000.00	13,000.00	0.00	0.00	0.00	0.00
991.000 Debt Retirement-Principal	15,925.00	15,925.00	12,260.85	4,049.87	1,378.88	76.99
995.000 Interest Expense	3,125.00	3,125.00	1,961.13	690.79	201.34	62.76
<b>Public Services</b>	<b>301,560.00</b>	<b>301,560.00</b>	<b>233,684.80</b>	<b>75,763.75</b>	<b>14,173.51</b>	<b>77.51</b>
Dept: 751.000 Parks, Recreation & Culture	53,620.00	53,620.00	23,944.85	5,585.40	3,282.74	44.66
702.000 Payroll - Full Time	3,350.00	3,350.00	1,468.95	341.32	201.86	43.85
715.000 Social Security	18,600.00	18,600.00	4,519.66	1,506.43	504.57	24.30
716.000 Hospital/ Life Insurance	1,200.00	1,200.00	0.00	0.00	0.00	0.00
716.001 Insurance Deductible	6,975.00	6,975.00	3,950.80	993.02	555.43	56.64
718.000 Pension	990.00	990.00	569.04	157.55	68.96	57.48
720.000 Worker's Compensation	535.00	535.00	343.59	79.85	47.21	64.22
722.000 Medicare	3,500.00	3,500.00	846.58	300.41	128.70	24.19
746.000 Gasoline & Oil	6,700.00	6,700.00	3,772.05	1,358.20	0.00	56.30
775.000 Repair & Maintenance Supplies	300.00	300.00	208.37	90.41	0.00	69.46
780.000 Safety Supplies	5,500.00	5,500.00	685.04	393.35	0.00	12.46
800.000 Professional/Contractual Serv.	6,000.00	6,000.00	6,018.00	0.00	0.00	100.30
910.000 Insurance & Bonds	5,750.00	5,750.00	2,654.84	365.97	0.00	46.17
920.000 Utilities	11,200.00	11,200.00	6,874.55	4,649.55	0.00	61.38
930.000 Repair & Maint./Contractors	20,000.00	20,000.00	0.00	0.00	0.00	0.00
970.000 Capital	144,220.00	144,220.00	55,856.32	15,821.46	4,789.47	38.73
<b>Parks, Recreation &amp; Culture</b>	<b>1,229,000.00</b>	<b>1,229,000.00</b>	<b>891,714.22</b>	<b>261,796.42</b>	<b>64,351.44</b>	<b>72.56</b>
<b>Expenditures</b>	<b>10,724.00</b>	<b>10,724.00</b>	<b>340,310.82</b>	<b>579,088.04</b>	<b>-35,555.96</b>	<b>3,172.84</b>
<b>Net Effect for GENERAL FUND</b>	<b>10,724.00</b>	<b>10,724.00</b>	<b>340,310.82</b>	<b>579,088.04</b>	<b>-35,555.96</b>	<b>3,172.84</b>
<b>Change in Fund Balance:</b>						

\* Using Averaged MTD, QTD and YTD Ammended & Original Budgets

REVENUE/EXPENDITURE REPORT

City of Parchment

CY MTD: 3/1/2017 to 3/31/2017 CY QTD: 7/1/2016 to 9/30/2016  
CY YTD: 7/1/2016 to 3/31/2017 CY ATD: 7/1/2016 to 6/30/2017

CY Original Annual Budget    CY Amended Annual Budget    CY YTD Actual    CY QTD Actual    CY MTD Actual    Current Year % of Budget

Fund: 202 - MAJOR STREET FUND

Revenues						
Dept: 000,000	90,000.00	90,000.00	25,338.44	0.00	9,659.06	28.15
546,000 State Grants - Act 51	250,787.00	250,787.00	250,787.00	0.00	0.00	100.00
676,101 Transfer from General Fund						
Dept: 000,000	340,787.00	340,787.00	276,125.44	0.00	9,659.06	81.03

Revenues	340,787.00	340,787.00	276,125.44	0.00	9,659.06	81.03
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Expenditures

Dept: 463,000 Routine Maintenance						
702,000 Payroll - Full Time	5,000.00	5,000.00	3,297.81	1,039.32	347.46	65.96
715,000 Social Security	400.00	400.00	201.73	63.58	21.25	50.43
716,000 Hospital/Life Insurance	1,000.00	1,000.00	798.99	265.25	88.95	79.90
716,001 Insurance Deductible	200.00	200.00	0.00	0.00	0.00	0.00
718,000 Pension	1,100.00	1,100.00	538.70	182.20	58.79	48.97
720,000 Worker's Compensation	470.00	470.00	221.93	69.96	23.38	47.22
722,000 Medicare	100.00	100.00	47.09	14.83	4.96	47.09
746,000 Gasoline & Oil	0.00	0.00	137.69	34.20	53.78	0.00
775,000 Repair & Maintenance Supplies	2,000.00	2,000.00	855.98	218.00	0.00	42.80
930,000 Repair & Maint Contractors	2,000.00	2,000.00	2,302.05	1,577.05	0.00	115.10
Routine Maintenance	12,270.00	12,270.00	8,401.97	3,464.39	588.57	68.48

Dept: 475,000 Traffic Services						
702,000 Payroll - Full Time	5,000.00	5,000.00	3,150.17	992.82	331.90	63.00
715,000 Social Security	350.00	350.00	192.63	60.70	20.29	55.04
716,000 Hospital/Life Insurance	1,000.00	1,000.00	763.16	253.22	84.98	76.32
716,001 Insurance Deductible	130.00	130.00	0.00	0.00	0.00	0.00
718,000 Pension	1,000.00	1,000.00	514.58	174.04	56.16	51.46
720,000 Worker's Compensation	350.00	350.00	212.05	66.84	22.34	60.59
722,000 Medicare	80.00	80.00	45.04	14.23	4.74	56.30
746,000 Gasoline & Oil	500.00	500.00	188.18	58.45	65.82	37.64
775,000 Repair & Maintenance Supplies	0.00	0.00	544.73	430.98	0.00	0.00
930,000 Repair & Maint Contractors	30,000.00	30,000.00	9,297.15	6,511.84	120.00	30.99
Traffic Services	38,410.00	38,410.00	14,907.69	8,563.12	706.23	38.81

Dept: 478,000 Winter Maintenance						
702,000 Payroll - Full Time	12,000.00	12,000.00	4,085.74	1,288.14	430.40	34.05
715,000 Social Security	850.00	850.00	249.94	78.82	26.32	29.40
716,000 Hospital/Life Insurance	4,600.00	4,600.00	987.75	325.61	110.16	21.47
716,001 Insurance Deductible	300.00	300.00	0.00	0.00	0.00	0.00
718,000 Pension	2,400.00	2,400.00	667.40	225.82	72.82	27.81
720,000 Worker's Compensation	850.00	850.00	274.94	86.70	28.96	32.35

\* Using Averaged MTD, QTD and YTD Ammended & Original Budgets

REVENUE/EXPENDITURE REPORT

City of Parchment

CY MTD: 3/1/2017 to 3/31/2017 CY QTD: 7/1/2016 to 9/30/2016  
CY YTD: 7/1/2016 to 3/31/2017 CY AID: 7/1/2016 to 6/30/2017

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
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Fund: 202 - MAJOR STREET FUND

Expenditures						
Dept: 478,000 Winter Maintenance						
722,000 Medicare	200.00	200.00	58.42	18.41	6.16	29.21
746,000 Gasoline & Oil	900.00	900.00	937.12	0.00	60.34	104.12
753,000 Salt	9,000.00	9,000.00	4,983.06	0.00	0.00	55.37

Winter Maintenance	31,100.00	31,100.00	12,244.37	2,023.50	735.16	39.37
Dept: 482,000 Administration						
702,000 Payroll - Full Time	0.00	0.00	787.93	248.82	82.94	0.00
715,000 Social Security	0.00	0.00	48.18	15.22	5.07	0.00
716,000 Hospital/Life Insurance	0.00	0.00	188.88	60.40	21.24	0.00
718,000 Pension	0.00	0.00	128.71	43.62	14.03	0.00
720,000 Worker's Compensation	0.00	0.00	53.01	16.74	5.58	0.00
722,000 Medicare	0.00	0.00	11.22	3.55	1.18	0.00
960,000 Administrative Overhead	22,500.00	22,500.00	22,500.00	0.00	0.00	100.00
999,000 Transfer to other Fund	25,000.00	25,000.00	25,000.00	0.00	0.00	100.00

Administration	47,500.00	47,500.00	48,717.93	388.35	130.04	102.55
Expenditures	129,280.00	129,280.00	84,271.96	14,439.36	2,170.00	65.19

Net Effect for MAJOR STREET FUND	211,507.00	211,507.00	191,853.48	-14,439.36	7,489.06	90.71
Change in Fund Balance:			191,853.48	-14,439.36	7,489.06	

\* Using Averaged MTD, QTD and YTD Ammended & Original Budgets

**REVENUE/EXPENDITURE REPORT**

City of Parchment

CY MTD: 3/1/2017 to 3/31/2017 CY QTD: 7/1/2016 to 9/30/2016  
CY YTD: 7/1/2016 to 3/31/2017 CY ATD: 7/1/2016 to 6/30/2017

CY Original Annual Budget    CY Amended Annual Budget

CY YTD Actual

CY QTD Actual

CY MTD Actual

Current Year % of Budget

**Fund: 203 - LOCAL STREET FUND**

Revenues	Dept: 000.000	36,000.00	36,000.00	16,572.85	5,022.12	5,028.73	46.04
546.000 State Grants - Act 51							
676.101 Transfer from General Fund		25,000.00	25,000.00	25,000.00	0.00	0.00	100.00
<b>Dept: 000.000</b>	<b>61,000.00</b>	<b>61,000.00</b>	<b>61,000.00</b>	<b>41,572.85</b>	<b>5,022.12</b>	<b>5,028.73</b>	<b>68.15</b>

Revenues	61,000.00	61,000.00	41,572.85	5,022.12	5,028.73	68.15

**Expenditures**

Dept: 463.000 Routine Maintenance	3,000.00	3,000.00	3,297.81	1,039.32	347.46	109.93
702.000 Payroll - Full Time	400.00	400.00	201.73	63.58	21.25	50.43
715.000 Social Security	1,000.00	1,000.00	798.99	265.25	88.95	79.90
716.000 Hospital/Life Insurance	100.00	100.00	0.00	0.00	0.00	0.00
716.001 Insurance Deductible	900.00	900.00	538.70	182.20	58.79	59.86
718.000 Pension	425.00	425.00	221.93	69.96	23.38	52.22
720.000 Worker's Compensation	75.00	75.00	47.09	14.83	4.96	62.79
722.000 Medicare	250.00	250.00	137.69	34.20	53.78	55.08
746.000 Gasoline & Oil	1,500.00	1,500.00	780.98	143.00	0.00	52.07
775.000 Repair & Maintenance Supplies	3,000.00	3,000.00	4,866.00	4,516.00	0.00	162.20
930.000 Repair & Maint/Contractors						
<b>Routine Maintenance</b>	<b>10,650.00</b>	<b>10,650.00</b>	<b>10,890.92</b>	<b>6,328.34</b>	<b>598.57</b>	<b>102.26</b>

Dept: 475.000 Traffic Services	0.00	0.00	3,150.17	992.82	331.90	0.00
702.000 Payroll - Full Time	0.00	0.00	192.63	60.70	20.29	0.00
715.000 Social Security	0.00	0.00	763.16	253.22	84.98	0.00
716.000 Hospital/Life Insurance	0.00	0.00	514.58	174.04	56.16	0.00
718.000 Pension	0.00	0.00	212.05	66.84	22.34	0.00
720.000 Worker's Compensation	0.00	0.00	45.04	14.23	4.74	0.00
722.000 Medicare	500.00	500.00	180.24	50.51	65.82	36.05
746.000 Gasoline & Oil	3,000.00	3,000.00	544.80	431.05	0.00	18.16
775.000 Repair & Maintenance Supplies						
<b>Traffic Services</b>	<b>3,500.00</b>	<b>3,500.00</b>	<b>5,602.67</b>	<b>2,043.41</b>	<b>586.23</b>	<b>160.08</b>

Dept: 478.000 Winter Maintenance	10,000.00	10,000.00	4,085.74	1,288.14	430.40	40.86
702.000 Payroll - Full Time	850.00	850.00	248.80	78.77	26.32	29.39
715.000 Social Security	4,600.00	4,600.00	987.71	325.49	110.28	21.47
716.000 Hospital/Life Insurance	300.00	300.00	0.00	0.00	0.00	0.00
716.001 Insurance Deductible	2,600.00	2,600.00	667.40	225.82	72.82	25.67
718.000 Pension	850.00	850.00	274.94	86.70	28.96	32.35
720.000 Worker's Compensation	200.00	200.00	58.42	18.40	6.17	29.21
722.000 Medicare	900.00	900.00	937.16	0.00	60.34	104.13
746.000 Gasoline & Oil						

\* Using Averaged MTD, QTD and YTD Ammended & Original Budgets

REVENUE/EXPENDITURE REPORT

City of Parchment

CY MTD: 3/1/2017 to 3/31/2017 CY QTD: 7/1/2016 to 9/30/2016  
CY YTD: 7/1/2016 to 3/31/2017 CY ATD: 7/1/2016 to 6/30/2017

CY Original Annual Budget  
CY Amended Annual Budget

CY YTD Actual

CY QTD Actual

CY MTD Actual

Current Year % of Budget

Fund: 203 - LOCAL STREET FUND

Expenditures

Dept: 478.000 Winter Maintenance	9,000.00	9,000.00	4,983.05	0.00	0.00	0.00	55.37
753.000 Salt							

Winter Maintenance

Dept: 482.000 Administration

702.000 Payroll - Full Time	0.00	0.00	787.93	248.82	82.94	0.00	41.79
715.000 Social Security	0.00	0.00	48.18	15.22	5.07	0.00	0.00
716.000 Hospital/Life Insurance	0.00	0.00	188.88	60.40	21.24	0.00	0.00
718.000 Pension	0.00	0.00	128.71	43.62	14.03	0.00	0.00
720.000 Worker's Compensation	0.00	0.00	53.01	16.74	5.58	0.00	0.00
722.000 Medicare	0.00	0.00	11.22	3.55	1.18	0.00	0.00
960.000 Administrative Overhead	5,800.00	5,800.00	5,800.00	0.00	0.00	0.00	100.00

Administration

Administration	5,800.00	5,800.00	7,017.93	388.35	130.04	121.00	72.60
Expenditures	49,250.00	49,250.00	35,755.74	10,783.42	2,050.13		

Net Effect for LOCAL STREET FUND

Change in Fund Balance:	11,750.00	11,750.00	5,817.11	-5,761.30	2,978.60	49.51
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\* Using Averged MTD, QTD and YTD Ammended & Original Budgets

REVENUE/EXPENDITURE REPORT

City of Parchment

CY MTD: 3/1/2017 to 3/31/2017 CY QTD: 1/1/2017 to 3/31/2017  
CY YTD: 1/1/2017 to 3/31/2017 CY ATD: 1/1/2017 to 12/31/2017

CY Original Annual Budget  
CY Amended Annual Budget

CY YTD Actual

CY QTD Actual

CY MTD Actual

Current Year % of Budget

Fund: 250 - KINDLEBERGER SUMMER FESTIVAL

Revenues

Dept: 000.000	0.00	0.00	2,000.00	2,000.00	500.00	0.00
475.005 Corporate Sponsorships	0.00	0.00	679.00	679.00	0.00	0.00
475.010 Car Show Proceeds						

Dept: 000.000	0.00	0.00	2,679.00	2,679.00	500.00	0.00
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Revenues	0.00	0.00	2,679.00	2,679.00	500.00	0.00
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Expenditures

Dept: 000.000	0.00	0.00	569.33	569.33	0.00	0.00
779.001 Performance Expense Adult	0.00	0.00	197.50	197.50	0.00	0.00
779.012 Festival - Administration						

Dept: 000.000	0.00	0.00	766.83	766.83	0.00	0.00
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Expenditures	0.00	0.00	766.83	766.83	0.00	0.00
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Net Effect for KINDLEBERGER SUMMER FESTIVAL	0.00	0.00	1,912.17	1,912.17	500.00	0.00
Change in Fund Balance:			1,912.17	1,912.17	500.00	

\* Using Averaged MTD, QTD and YTD Ammended & Original Budgets

REVENUE/EXPENDITURE REPORT

City of Patchment

CY MTD: 3/1/2017 to 3/31/2017 CY QTD: 7/1/2016 to 9/30/2016  
CY YTD: 7/1/2016 to 3/31/2017 CY AFD: 7/1/2016 to 6/30/2017

CY Original Annual Budget  
CY Amended Annual Budget

CY YTD Actual

CY QTD Actual

CY MTD Actual

Current Year % of Budget

Fund: 251 - Brownfield Redevelopment

Revenues								
Dept: 000.000								
404.000 Tax Revenue	53,045.00	53,045.00	53,177.19	12,967.00	0.00	0.00	100.25	
676.101 Transfer from General Fund	100,000.00	100,000.00	0.00	0.00	0.00	0.00	0.00	
Dept: 000.000	153,045.00	153,045.00	53,177.19	12,967.00	0.00	0.00	34.75	

Revenues								
	153,045.00	153,045.00	53,177.19	12,967.00	0.00	0.00	34.75	

Expenditures

Dept: 000.000								
960.000 Administrative Overhead	13,261.00	13,261.00	13,261.00	0.00	0.00	0.00	100.00	
991.000 Debt Retirement-Principal	54,000.00	54,000.00	44,476.61	0.00	0.00	0.00	82.36	
995.000 Interest Expense	0.00	0.00	13,669.47	0.00	0.00	0.00	0.00	
999.000 Transfer to other Fund	58,000.00	58,000.00	0.00	0.00	0.00	0.00	0.00	
Dept: 000.000	125,261.00	125,261.00	71,407.08	0.00	0.00	0.00	57.01	

Expenditures								
	125,261.00	125,261.00	71,407.08	0.00	0.00	0.00	57.01	

Net Effect for Brownfield Redevelopment	27,784.00	27,784.00	-18,229.89	12,967.00	0.00	0.00	-65.61	
Change in Fund Balance:			-18,229.89	12,967.00				

\* Using Averaged MTD, QTD and YTD Amended & Original Budgets

REVENUE/EXPENDITURE REPORT

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
<b>Fund: 590 - SEWER FUND</b>						
<b>Revenues</b>						
Dept: 000.000						
626.000 Sewer Services	300,490.00	300,490.00	230,804.84	79,370.98	85.62	76.81
663.000 Water & Sewer Penalties	5,000.00	5,000.00	3,714.06	1,469.67	4.64	74.28
664.000 Interest on Investments	1,800.00	1,800.00	0.00	0.00	0.00	0.00
Dept: 000.000	307,290.00	307,290.00	234,518.90	80,840.65	90.26	76.32
Revenues	307,290.00	307,290.00	234,518.90	80,840.65	90.26	76.32
<b>Expenditures</b>						
Dept: 000.000						
702.000 Payroll - Full Time	51,000.00	51,000.00	34,401.11	10,685.79	3,389.18	67.45
715.000 Social Security	3,340.00	3,340.00	2,095.99	650.98	206.65	62.75
716.000 Hospital/Life Insurance	19,800.00	19,800.00	11,948.61	3,932.01	1,175.89	60.35
716.001 Insurance Deductible	1,700.00	1,700.00	58.56	58.56	0.00	3.44
718.000 Pension	10,200.00	10,200.00	5,631.19	1,891.94	573.44	55.21
720.000 Worker's Compensation	1,710.00	1,710.00	605.00	192.14	57.45	35.38
722.000 Medicare	790.00	790.00	490.25	152.27	48.33	62.06
730.000 Postage	1,000.00	1,000.00	800.00	200.00	0.00	80.00
740.000 Operating Supplies	0.00	0.00	12.49	12.49	0.00	0.00
746.000 Gasoline & Oil	0.00	0.00	111.67	0.00	54.86	0.00
775.000 Repair & Maintenance Supplies	1,500.00	1,500.00	1,777.78	126.83	0.00	11.85
800.000 Professional/Contractual Serv.	1,000.00	1,000.00	194.47	194.47	0.00	19.45
805.000 Computer Services	1,200.00	1,200.00	1,122.19	832.99	0.00	93.52
807.000 Sewer Treatment Charges	75,000.00	75,000.00	47,659.82	20,754.44	0.00	63.55
815.000 Uniform Rental	600.00	600.00	230.00	79.36	18.32	38.33
850.000 Communications	670.00	670.00	279.14	158.86	0.00	41.66
910.000 Insurance & Bonds	9,950.00	9,950.00	9,786.00	0.00	0.00	98.35
920.000 Utilities	2,450.00	2,450.00	1,470.45	478.85	0.00	60.02
930.000 Repair & Maint. Contractors	28,000.00	28,000.00	21,387.46	11,567.60	-1,389.11	87.63
960.000 Administrative Overhead	77,760.00	77,760.00	77,760.00	0.00	0.00	100.00
968.000 Depreciation	28,000.00	28,000.00	0.00	0.00	0.00	0.00
999.000 Transfer to other Fund	51,889.00	51,889.00	51,889.00	0.00	0.00	100.00
Dept: 000.000	367,559.00	367,559.00	268,111.18	51,969.58	4,136.01	73.80
Expenditures	367,559.00	367,559.00	268,111.18	51,969.58	4,136.01	73.80
Net Effect for SEWER FUND	-60,269.00	-60,269.00	-33,592.28	28,871.07	-4,044.75	60.96
Change in Fund Balance:			-33,592.28	28,871.07	-4,044.75	

\* Using Averaged MTD, QTD and YTD Ammended & Original Budgets

REVENUE/EXPENDITURE REPORT

City of Parchment

CY MTD: 3/1/2017 to 3/31/2017 CY OTD: 7/1/2016 to 9/30/2016  
CY YTD: 7/1/2016 to 3/31/2017 CY ATD: 7/1/2016 to 6/30/2017

CY Original Annual Budget    CY Amended Annual Budget    CY YTD Actual    CY OTD Actual    CY MTD Actual    Current Year % of Budget

Fund: 591 - WATER FUND

Revenues							
Dept: 000.000							
630.000	Water Service Installation	0.00	0.00	997.00	0.00	0.00	0.00
632.000	Charges for Services Rendered	0.00	0.00	20.00	0.00	0.00	0.00
642.000	Water Sales - Metered	372,440.00	372,440.00	294,033.18	86,369.50	128.28	76.26
663.000	Water & Sewer Penalties	9,880.00	9,880.00	6,829.71	2,531.03	35.63	69.13
664.000	Interest on Investments	1,100.00	1,100.00	0.00	0.00	0.00	0.00
667.000	Hydrant Rental	5,800.00	5,800.00	0.00	0.00	0.00	0.00
Dept: 000.000		389,220.00	389,220.00	291,879.89	88,900.53	163.91	74.99

Revenues		389,220.00	389,220.00	291,879.89	88,900.53	163.91	74.99
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Expenditures

Dept: 000.000							
702.000	Payroll - Full Time	51,000.00	51,000.00	37,606.82	11,626.31	4,128.28	73.74
715.000	Social Security	3,340.00	3,340.00	2,291.32	708.27	251.29	68.60
716.000	Hospital/ Life Insurance	19,800.00	19,800.00	13,139.43	4,302.47	1,608.67	86.36
716.001	Insurance Deductible	1,700.00	1,700.00	199.31	58.56	0.00	11.72
718.000	Pension	10,200.00	10,200.00	6,073.28	2,057.74	696.50	59.54
720.000	Worker's Compensation	1,710.00	1,710.00	974.18	297.96	108.82	56.97
722.000	Medicare	790.00	790.00	536.07	165.66	56.78	67.86
730.000	Postage	1,000.00	1,000.00	800.00	200.00	0.00	80.00
740.000	Operating Supplies	0.00	0.00	532.59	532.59	0.00	0.00
743.000	Chemicals	10,000.00	10,000.00	4,126.35	2,431.56	0.00	41.26
746.000	Gasoline & Oil	11,500.00	11,500.00	3,124.25	848.80	986.84	27.17
775.000	Repair & Maintenance Supplies	10,000.00	10,000.00	4,732.17	1,234.17	0.00	47.32
775.500	Water Meters	5,000.00	5,000.00	-545.00	-545.00	0.00	-10.90
776.000	Vehicle Maintenance	1,000.00	1,000.00	803.65	63.00	-630.40	80.37
780.000	Safety Supplies	0.00	0.00	235.97	94.38	0.00	0.00
800.000	Professional/Contractual Serv.	5,000.00	5,000.00	7,607.57	3,624.31	1,388.84	152.15
805.000	Computer Services	1,600.00	1,600.00	1,122.19	832.99	0.00	70.14
815.000	Uniform Rental	700.00	700.00	286.02	79.37	18.31	40.86
830.000	Memberships & Dues	0.00	0.00	922.00	922.00	0.00	0.00
850.000	Communications	1,600.00	1,600.00	730.79	266.57	0.00	45.67
860.000	Institutes & Training	600.00	600.00	110.00	110.00	0.00	18.33
910.000	Insurance & Bonds	8,000.00	8,000.00	7,976.00	0.00	0.00	99.70
920.000	Utilities	64,000.00	64,000.00	40,908.63	13,105.05	0.00	63.92
930.000	Repair & Maint. Contractors	27,000.00	27,000.00	24,473.91	3,589.75	1,465.11	83.90
960.000	Administrative Overhead	77,760.00	77,760.00	77,760.00	0.00	0.00	100.00
968.000	Depreciation	59,000.00	59,000.00	0.00	0.00	0.00	0.00
999.000	Transfer to other Fund	198,898.00	198,898.00	198,898.00	0.00	0.00	100.00

\* Using Averaged MTD, OTD and YTD Ammended & Original Budgets

REVENUE/EXPENDITURE REPORT

City of Parchment

CY MTD: 3/1/2017 to 3/31/2017 CY QTD: 7/1/2016 to 9/30/2016  
CY YTD: 7/1/2016 to 3/31/2017 CY ATD: 7/1/2016 to 6/30/2017

CY Original Annual Budget  
CY Amended Annual Budget

CY YTD Actual

CY QTD Actual

CY MTD Actual

Current Year % of Budget

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
<b>Fund: 591 - WATER FUND</b>						
<b>Expenditures</b>						
Dept: 000.000	571,198.00	571,198.00	435,425.50	46,606.51	10,083.04	75.91
Expenditures	571,198.00	571,198.00	435,425.50	46,606.51	10,083.04	75.91
Net Effect for WATER FUND	-181,978.00	-181,978.00	-143,545.61	42,294.02	-9,919.13	77.66
Change in Fund Balance:			-143,545.61	42,294.02	-9,919.13	
Grand Total Net Effect:	19,518.00	19,518.00	344,525.80	644,931.64	-38,552.18	1,758.07

\* Using Averaged MTD, QTD and YTD Amended & Original Budgets

March 29, 2017

Mayor Robert Heasley  
Parchment City Hall  
650 N. Riverview Dr.  
Parchment, MI 49004

Re: Forensic Audit

Dear Mayor Heasley and City Commissioners:

We thank you for posting the results of the Forensic Audit performed relative to misuse of city credit cards. After reviewing same carefully, we have serious misgivings about retaining the current Treasurer, Shannon Stutz.

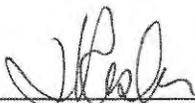
We insist on this for a couple of reasons. One, there are too many charges she has made with absolutely no general ledger entries which give rise to suspicions. An ethical treasurer would not govern in this way. Also, there are numerous charges which we can obviously conclude were made for personal use. This is against the law, whether actively pursued by the Prosecutor's Office, or not.

The treasurer's position in a city municipal setting should be one of trust. Shannon Stutz has knowingly and willingly betrayed that trust for her own personal reasons, and has done so for quite some time. Because of the virtual volume of occurrences this is a behavior that is unacceptable. Shannon Stutz saying she was 'threatened' by Dennis Durham begs legitimacy. Because of her long term complicity it is hard to believe. Also, coming forward and saying she doesn't understand what she did wrong is a severe character flaw, in our opinion.

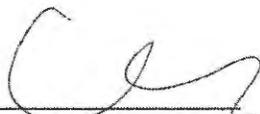
We understand you are currently considering this situation, and as residents of this city, we find it necessary to let you know our position in this matter. As it is now, we do not believe keeping Shannon Stutz as Treasurer will be accepted by the residents of this city. It would be in everybody's best interest to discontinue her employment immediately.

We would appreciate your comments regarding our letter to you, and also, any decision you have made regarding this matter, within the next 10 days.

Sincerely,

  
\_\_\_\_\_  
Judith Resler

  
\_\_\_\_\_  
Michael Conner

  
\_\_\_\_\_  
Karen Conner-Beck

Parchment Little League  
PO Box 612  
Parchment, MI 49004-0612

March 20, 2017

City of Parchment  
fax 269-345-5441

Attention: Acting City Manager  
Fire Chief Joe Bonhomme

Ref: Little League Parade

29th

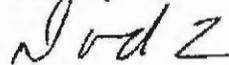
We would like to request permission to conduct our opening day parade on Saturday April 30th<sup>th</sup> Parade starts at 9am. We line up at the high school starting at 8am. We would like the parade route to begin at the High School and travel West on G Ave to Riverview, South on Riverview to Parchmount, East on Parchmount to Orient, South on Orient to Glendale, West on Glendale to Maple St, South on Maple St to Park, East on Park to the fields.

We also would like to ask if we could have the Parchment firetruck(s) in the parade.

Thank you

If you have any questions please let me know.

Thank you,



Dodi Leckie  
President  
Parchment Little League  
269-743-8073  
Leckie72@yahoo.com



Plante & Moran, PLLC  
 634 Front Avenue NW  
 Suite 400  
 Grand Rapids, MI 49504  
 Tel: 616 774 8221  
 Fax: 616 774 0702

**INVOICE**

Robert A. Soltis, Esq.  
 Ford, Kriekard, Soltis and Wise, PC  
 8051 Moorsbridge Road  
 Portage, MI 49024

Date: February 24, 2017  
 Client No: 110319  
 Invoice No: 1404430  
 Page: 1

For Professional Services Rendered

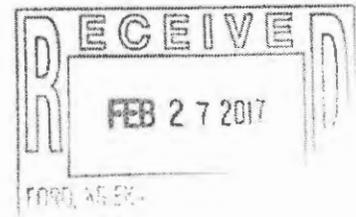
City of Parchment - Credit Card Spend Analysis

8,600.00

45.75 hours @ \$190/hour

Rounded \$8,600

Balance Due \$ 8,600.00 USD



Remittance information:

Check:

Plante & Moran, PLLC  
 16060 Collections Center Drive  
 Chicago, IL 60693

Wire Transfer:

Bank: Bank of America  
 Routing/ABA#: 026009593  
 Bank Address: 100 West 33rd Street  
 New York, NY 10001  
 Account Number: 9890996003  
 Account Name: Plante & Moran, PLLC

ACH:

Bank of America  
 071000039  
 100 West 33rd Street  
 New York, NY 10001  
 9890996003  
 Plante & Moran, PLLC

Praxity



## MEMORANDUM

**To:** Mayor Heasley, Vice-Mayor Britigan and City Commissioners  
**From:** John L. Frakes, Interim City Manager  
**Date:** March 31, 2017  
**Subject:** 2017/18 Budget

Attached is a proposed Revenue Estimate for FY 2017/18. This estimate does not include inter-fund transfers as we do not have the expense budget prepared at this time.

I anticipate having the expense budget for the next City Commission meeting.

# Budgeted Fund Revenue

## City of Parchment

2017-18 Budget for Commission

	Prior Year Actual	Current Year Budget	Proposed FY 2017-18
<b>General Fund 101</b>			
Taxes/Fees	\$822,700.00	\$737,543.00	\$772,336.00
State Sales Tax	\$159,594.00	\$175,000.00	\$173,480.00
Solid Waste Collections	103,591.00	113,300.00	114,000.00
Reimbursement for Overhead	152,000.00	206,081.00	200,000.00 *
State Grants		-	6,000.00
Miscellaneous	41,842.00	7,800.00	19,400.00
<b>Total</b>	<b>\$1,279,727.00</b>	<b>\$1,239,724.00</b>	<b>\$1,285,216.00</b>
<b>Major Street Fund 202</b>			
State Grants	\$19,147.00	\$90,000.00	\$122,480.00 *
Transfer from General Fund	29,339.00	250,787.00	
<b>Total</b>	<b>\$48,486.00</b>	<b>\$340,787.00</b>	<b>\$122,480.00</b>
<b>Local Street Fund 203</b>			
State Grants/Interest	\$20,813.00	\$36,000.00	\$51,000.00 *
Transfer from General Fund	49,353.00	25,000.00	
<b>Total</b>	<b>\$70,166.00</b>	<b>\$61,000.00</b>	<b>\$51,000.00</b>
<b>Brownfield Redevelopment 251</b>			
Taxes	\$128,505.00	\$53,045.00	\$53,130.00 *
Transfer from General Fund	148,250.00	100,000.00	
<b>Total</b>	<b>\$276,755.00</b>	<b>\$153,045.00</b>	<b>\$53,130.00</b>
<b>Sewer Fund 590</b>			
Charges and Penalties	\$312,738.00	\$302,290.00	\$315,000.00
Interest/Special Assessments	1,584.00	1,800.00	
<b>Total</b>	<b>\$314,322.00</b>	<b>\$304,090.00</b>	<b>\$315,000.00</b>
<b>Water Fund 591</b>			
Charges and Penalties	\$345,073.00	\$382,320.00	\$399,400.00
Interest/Hydrant Rental	6,896.00	6,900.00	5,840.00
<b>Total</b>	<b>\$351,969.00</b>	<b>\$389,220.00</b>	<b>\$405,240.00</b>
<b>GRAND TOTAL REVENUE</b>	<b>\$2,341,425.00</b>	<b>\$2,487,866.00</b>	<b>\$2,232,066.00</b>

**MINUTES OF THE REGULAR MEETING OF THE KINDLEBERGER ARTS  
COMMISSION HELD ON MONDAY MARCH 20, 2017.**

**1. Call to Order**

Chairman Heasley called the meeting to order at 6:00 p.m.

**2. Roll Call**

Present: Chairman Heasley, Commissioners Fooy, Evans and Heasley, Leah Ankney, Chris Falk, Wendy Gaul, Barb Steffler, Curt Flowers, and Jan Watson.

Absent Molly Andrews

**3. Minutes**

Moved by Commissioner Fooy, supported by Leah Ankney to approve the Minutes of the March 6, 2017 regular meeting.

**Motion Carried.**

**4. Unfinished Business**

- A. Chairman Heasley stated the Deans were all set to proceed with the Car Show; and they promise to move the car show location next year.
- B. Chairman Heasley stated we were waiting to hear back from the Irving S. Gilmore Foundation to see if the Festival would receive the grant.
- C. The Sunday Concert Schedule was finalized and all set to proceed.

5. **New Business.** The Chairman announced that Commissioner Heasley volunteered to be the new Fundraising Chairperson. Commissioner Heasley had a few questions about past procedures and it was agreed that if we were fortunate enough to receive the Irving S. Gilmore Grant, than they must be listed in the Program; that we would no longer discuss the idea of a donor plaque; that running t-shirts mostly listed sponsors of the race and it was handled as a separate entity. There was much discussion about different levels of donations.

**6. Director's Update**

- A. Jan Watson announced she is all set for Play Auditions scheduled for May 14-15, 2017 and callbacks scheduled for May 17<sup>th</sup>. She was, however, looking for a band director from three candidates and a sound tech was needed.
- B. Upon discussion of Food Vendors which was being handled by Dennis Durham, Chris Falk stated that Chester Owens stepped up to continue in that capacity and that charity vendors would be given high priority.
- C. Publicity Plans were discussed such as the Kalamazoo Gazette and MLive; Chris Falk sent out teasers on the Web page before making the announcement of this year's shows with lots of comments and interest on Facebook. Falk believes Facebook is an investment in the future of our event. Falk also mentioned BookEnds' event with the Saturday Market where we could place an ad; Leah Ankney stated vendor applications were mailed on 3/20/2017. Per Jan, the Theatre Kalamazoo Consortium would be able to place an ad of our events at no additional cost to spread the good word.
- D. In regards to the Street Dance, it was discussed to keep music running all day and to end the evening with the show, Once Upon a Mattress. Leah Ankney motioned to omit the Street Dance and go with the recommendation of the Committee, the Motion was seconded by Commissioner Fooy

Ayes: R. Heasley, D. Fooy, H..Evans, L. Ankney, B. Steffler

Nays: None.

Absent: Molly Andrews

Abstain: None.

**Motion Carried 5-0.**

7. **The next meeting is scheduled for April 3, 2017 at 6:00 pm.**

8. **Adjournment**

There being no further business to come before the Commission, it was moved by Leah Ankney and supported by Commissioner Evans to adjourn the meeting at 6:38 p.m.

Wendy L. Gaul  
Secretary