AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

October 15, 2018
7 P.M.

Parchment City Commission

Mayor Robert D. Britigan III

Vice-Mayor Thomas Jordan
Commissioner Richard Bagley
Commissioner Doug Fooy
Commissioner Chester Emmons
Commissioner Holly Evans
Commissioner Robert B. Heasley

Officers

City Manager Nancy R. Stoddard
City Attorney Robert Soltis
City Treasurer/Clerk Shannon Stutz

1. **Call to Order**

2. **Roll Call**

3. **Approval of Minutes**
   From the City Commission Regular Meeting Minutes of October 1, 2018

4. **Additions/Changes to the Agenda - Approval**

5. **Citizen Comments – Items ON the Agenda**
   If you wish to comment regarding items ON the agenda, please follow the format below:
   - *Stand at the podium*
   - *State your name and address for the record*
   - *You are allowed up to 5 minutes for your comments*
   - *Please let us know if you require special accommodations by notifying the Clerk*

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

6. Consent Agenda

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

Motion to RECEIVE OR APPROVE as indicated:

i. Warrant No. 1371 – receive
ii. Credit Card Statement - approve
iii. Financial Report for September – receive
iv. KABA September Permit Report - receive
v. Employee General Employee Manual – approve
vi. Letter from Public Works Superintendent - receive

7. Unfinished Business

8. New Business

A. Recommendation by Planning Commission to hire Site Plan Consultant – approval
B. Recommendation by Water/Sewer Rate Committee – receive
   1) Set a Public Hearing Date

9. Board and Commission Reports/Minutes

10. Citizen Comments – Items ON or OFF the Agenda

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

11. Mayor and Commissioner Comments

12. City Manager Comments

13. Adjournment

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY OCTOBER 6, 2018.

1. **Call to order**

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

2. **Roll Call.**

Present:	Mayor Britigan, Vice Mayor Jordan, Commissioners Bagley, Emmons, Evans, Fooy, and Heasley. City Manager Stoddard, City Treasurer/Clerk Stutz.
Absent:	None.

3. **Minutes**

Moved by Commissioner Heasley, supported by Commissioner Evans to approve the amended Minutes of the September 17, 2018 Regular Meeting.
Motion Carried.

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

Remove 6.V., change 8 B to A, add 8 B Senate Bill 637. Moved by Commissioner Bagley, supported by Vice Mayor Jordan to accept the agenda changes. **Motion Carried.**

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

Michael Conner, 1150 Parchmount, asked about the Ford, Kriekard bill on the warrant. It was stated that the check reflects the entire month of services for Attorney Soltis.

6. **Consent Agenda**

A. Moved by Commissioner Heasley, supported by Vice Mayor Jordan to receive the consent agenda items. **Motion Carried.**

7. **Unfinished Business**

A. Ordinance to Amend Zoning Map – 2nd Reading. Moved by Commissioner Heasley, supported by Vice Mayor Jordan to accept the Ordinance to Amend the Zoning Map for 2nd Reading. **Motion Carried.**

B. Ordinance to Amend Zoning Map from R-T to R-M at 503-509 N Riverview Drive – Final Adoption. Moved by Commissioner Heasley, supported by Commissioner Evans to accept accept for final adoption amending the zoning map at the property at 503-509 N Riverview. Roll call vote was as follows:

Ayes:	Bagley, Britigan, Emmons, Evans, Fooy, Jordan, Heasley.
Nays:	None.
Absent:	None.
Abstain:	None.

Motion Carried 7-0.

8. **New Business**

A. Renewal of KVIAA Contract - approval. City Manager Stoddard noted this is a two year renewal. Commissioner Heasley commented that he didn't see a down side. Moved by Commissioner Heasley, supported by Commissioner Evans to approve the renewal of the Kalamazoo Valley Intergovernmental Ambulance Agreement. Roll call vote was as follows:

Ayes:	Bagley, Britigan, Emmons, Evans, Fooy, Jordan, Heasley.
Nays:	None.
Absent:	None.
Abstain:	None.

Motion Carried 7-0.

B. Senate Bill 637 – discussion/response. Mayor Britigan explained that the Mayor's association is soliciting opposition to this bill that cedes control of the right of ways from the local governments to AT&T to install small cell 5G wireless technology. The Mayor explained that while faster internet could be good for residents and businesses, other factors – unknown health effects of electronic pulse, aesthetic matters, and removal of local control – are concerning. Discussion ensued. Moved by Commissioner Heasley, supported by Vice Mayor Jordan, to respond to the Mayor's association with opposition to Senate Bill 637. **Motion Carried.**

9. **Standing Board and Committee Reports**

A. KAC – wrap up. Commissioner Fooy praised the Kindleberger Arts Committee for a successful festival, thanking all of the volunteers for their hard work. Then he asked any residents if they have time, the KAC is always looking for people to join. Lastly, he noted the Bingo for Bags date is March 23, 2019.

B. KATS policy committee – Mayor Britigan updated the Commission on the last meeting.

10. Citizen Comments

Karen Conner-Beck, 1124 Parchmount, stated that if the KAC needed a race director for 2020 she is interested. Then she mentioned having attending a school board meeting and discussing the crosswalk at Parchment and Orient.

Tammy Cooper, 510 Glendale, announced her support of Senate Bill 637, saying that keeping up technology in a competitive market was good for businesses and residents, adding that nobody likes new technology at first. She then noted she respected the Commission's decision and hoped for it to work out in the end.

11. Mayor and Commissioner Comments

Commissioner Heasley explained that his opposition had nothing to do with technology, more that since he starting serving on the Commission in 1979 there has been a "steady drumbeat" of local control being taken away. And then he mentioned the unknown health effects of the electronic pulse.

Commissioner Fooy commended the City Manager and staff, looking at expenses he's been tracking Consumer Energy bills and they've reduced.

Vice Mayor Jordan echoed Commissioner Heasley's comments, reiterating that his concerns aren't about technology but the removal of local control.

Mayor Britigan thanked Mrs. Cooper for attending the PFAS hearings in the US Senate.

12. City Manager Comments/Reports

Manager Nancy Stoddard noted that she will be attending a meeting on October 1 regarding requesting reimbursement for emergency costs. She then invited any or all to visit her at City Hall with questions or concerns.

13. Adjournment

There being no further business to come before the Commission, it was moved by Commissioner Emmons and supported by all to adjourn the meeting at 7:42 p.m.

Shannon Stutz
City Clerk

City of Parchment

Check Register Report
Warrant 1371

Check	Check Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
34877	10/08/2018	ASPHALT RESTORATION, INC	409 Orient-Patch Road fr water leak	400.00
34878	10/08/2018	CHARTER COMMUNICATIONS	Water Plant-9/24 to 10/23/18	74.98
34879	10/08/2018	CINTAS CORPORATION LOC. 725	Uniform Rental & Towels	221.06
34880	10/08/2018	CLARK TECHNICAL SERVICES	September Computer Support	783.75
34881	10/08/2018	CLEAN EARTH ENVIRONMENTAL	Hydro Exc x 2; root cut & clean x 2	6,400.87
34882	10/08/2018	COMPANION LIFE	Life & AD&D Ins - October	66.50
34883	10/08/2018	ETNA SUPPLY	Repair Clamp for Stock	256.25
34884	10/08/2018	KALAMAZOO AREA BUILDING AUTHORITY	120 Oak Grove	110.00
34885	10/08/2018	KALAMAZOO CITY TREASURER	Municipal Sewer - August	5,357.18
34886	10/08/2018	KALAMAZOO COUNTY CLERK	Billing for 8/7/18 Election	366.48
34887	10/08/2018	KALAMAZOO COUNTY TREASURER	Refund Admin Fees-BOR	26.20
34888	10/08/2018	KALAMAZOO TOWNSHIP	Police & Fire - Oct	25,827.36
34889	10/08/2018	R.W. LAPINE INC.	Maint Contract-HVAC 1/4ly Pmt	455.28
34890	10/08/2018	MAINTENANCE MASTERS, INC.	Ord Mowing-850 S Riverview	422.50
34891	10/08/2018	MARTIN SPRING & DRIVE, INC.	'04 Dump Truck-Exhaust & Plow	1,783.20
34892	10/08/2018	MCDONALD'S TOWING & RESCUE INC	Water Delivery-Water Crisis	18,685.00
34893	10/08/2018	MICHIGAN ASSOC OF PLANNING	4-Rate Planning Commis Toolkit	150.00
34894	10/08/2018	LYNNE MINCKLER	Stage Dep. Refund-9/29/18	100.00
34895	10/08/2018	PACE ANALYTICAL SERVICES, LLC	Yearly Tests - Water	257.50
34896	10/08/2018	PAVILION TOWNSHIP	Water Crisis-Assist Parchment	180.00
34897	10/08/2018	PIXELVINE CREATIVE	Annual Website SSL Renewal	95.00
34898	10/08/2018	PRECISION TREE CARE	Removal of Damaged Cherry Tree	1,600.00
34899	10/08/2018	PURITY CYLINDER GASES, INC.	1/4ly Cylinder Rental	46.11
34900	10/08/2018	REPUBLIC SERVICES #249	DPW-October	224.75
34901	10/08/2018	ROSE PEST SOLUTIONS	Pest Control - Contract	80.00
34902	10/08/2018	NANCY STODDARD	MML Convention - parking	52.75
34903	10/08/2018	SHANNON STUTZ	Mileage Reimb-July,Aug,Sept.	102.13
34904	10/08/2018	KIM VARNEY	Refund of Stage Dep-9/23/18	100.00

ACCT. NUMBER: XXXX XXXX XXXX 1546			
CREDIT LIMIT	25,000.00	CASH ADVANCE BALANCE	.00
CURRENT BALANCE	2,202.99	MINIMUM PAYMENT DUE	2,202.99
AVAILABLE CREDIT	22,797.01	PAYMENT DUE DATE	10-22-18

CORPORATE ACCOUNT ACTIVITY

CITY OF PARCHMENT
XXXX-XXXX-XXXX-1546

TOTAL CORPORATE ACTIVITY
$4,678.01 CR

Post Date	Trans Date	Reference Number	Transaction Description	Amount
09-21	09-21		AUTO PAYMENT DEDUCTION	4,678.01 CR

INDIVIDUAL CARDHOLDER ACTIVITY

PHIL WOLTHUIS XXXX-XXXX-XXXX-1793	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	$0.00	$434.88	$0.00	$434.88

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
09-12	09-11	55546508254286794200043	EXTREME POWER EQUIPMEN KALAMAZOO MI		189.95
09-12	09-11	55446418255081991848229	ETNA DISTRIBUTORS KALA KALAMAZOO MI		203.93
09-26	09-24	55421358268627187188853	MULDERS LANDSCAPE SUPP KALAMAZOO MI		41.00

BILL CAHILL XXXX-XXXX-XXXX-1801	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	$0.00	$27.98	$0.00	$27.98

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
08-29	08-27	05436848240100062555407	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		27.98

CAMRON J BOEKHOVEN XXXX-XXXX-XXXX-9114	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	$0.00	$26.11	$0.00	$26.11

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
08-28	08-27	55453708240042000030342	ADVANCE AUTO PARTS #17 KALAMAZOO MI		3.99
08-28	08-27	55453708240042000027876	ADVANCE AUTO PARTS #17 KALAMAZOO MI		4.77
09-05	09-04	55309598247200488300074	RIDGE PARTS 0030721 KALAMAZOO MI		3.36
09-10	09-07	05436848251100097915903	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		13.99

NANCY R STODDARD XXXX-XXXX-XXXX-7241	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	$0.00	$362.76	$0.00	$362.76

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
09-11	09-10	05436848254000385597875	USPS PO 2549110002 KALAMAZOO MI		362.76

SHANNON STUTZ XXXX-XXXX-XXXX-0473	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	$0.00	$959.56	$0.00	$959.56

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
08-28	08-27	55480778239083077438490	TDS METROCOM 8665716662 WI		743.29
09-03	09-02	55432868245200806545003	VZWRLSS*APOCC VISB 800-922-0204 FL		80.02
09-10	09-07	55429508251637942939582	PIXELVINE 8007340751 MI		71.25
09-14	09-13	55429508256637188152986	PIXELVINE 8007340751 MI		65.00

ACCT. NUMBER: XXXX XXXX XXXX 1546			
CREDIT LIMIT	25,000.00	CASH ADVANCE BALANCE	.00
CURRENT BALANCE	2,202.99	MINIMUM PAYMENT DUE	2,202.99
AVAILABLE CREDIT	22,797.01	PAYMENT DUE DATE	10-22-18

INDIVIDUAL CARDHOLDER ACTIVITY

JOE BONHOMME XXXX-XXXX-XXXX-8069	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	$0.00	$391.70	$0.00	$391.70

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
09-11	09-10	55432868253200459558963	AMZN MKTP US AMZN.COM/BILL WA		270.00
09-12	09-11	05436848255000395852863	USPS PO 2549110002 KALAMAZOO MI		6.70
09-17	09-14	85500398257900012341538	MI SECTION AWWA GRAND RAPIDS MI		115.00

REVENUE/EXPENDITURE REPORT

Through Sept 30, 2018

City of Parchment

CY MTD: 9/1/2018 to 9/30/2018 CY QTD: 7/1/2018 to 9/30/2018
CY YTD: 7/1/2018 to 9/30/2018 CY ATD: 7/1/2018 to 6/30/2019

	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						
Dept: 000.000						
404.000 Tax Revenue	673,800.00	673,800.00	673,815.00	673,815.00	0.00	100.00
405.000 Taxes - Industrial Facilities	5,400.00	5,400.00	5,458.00	5,458.00	0.00	101.07
441.000 Local Community Stab Share Tax	53,000.00	53,000.00	0.00	0.00	0.00	0.00
445.000 Penalty on Taxes	2,500.00	2,500.00	1,311.94	1,311.94	1,311.94	52.48
448.000 1% Collection Fees	24,000.00	24,000.00	20,549.32	20,549.32	823.11	85.62
451.000 License and Fees	9,000.00	9,000.00	3,981.53	3,981.53	700.00	44.24
452.000 Cablevision Fees	14,000.00	14,000.00	2,890.71	2,890.71	0.00	20.65
453.000 Recreation Fees	2,500.00	2,500.00	0.00	0.00	0.00	0.00
454.000 Solid Waste Collections	114,000.00	114,000.00	24,303.62	24,303.62	141.25	21.32
575.000 State Sales Tax	184,000.00	184,000.00	31,740.00	31,740.00	31,740.00	17.25
632.000 Charges for Services Rendered	0.00	0.00	250.00	250.00	0.00	0.00
662.000 Traffic Fines	7,000.00	7,000.00	891.66	891.66	283.80	12.74
664.000 Interest on Investments	4,000.00	4,000.00	312.70	312.70	0.00	7.82
680.000 Reimbursement for Overhead	230,000.00	230,000.00	0.00	0.00	0.00	0.00
694.000 Miscellaneous	15,600.00	15,600.00	16,436.00	16,436.00	0.00	105.36
Dept: 000.000	1,338,800.00	1,338,800.00	781,940.48	781,940.48	35,000.10	58.41
Revenues	1,338,800.00	1,338,800.00	781,940.48	781,940.48	35,000.10	58.41
Expenditures						
Dept: 100.000 Legislative						
703.000 Payroll - Part Time	7,000.00	7,000.00	1,170.00	1,170.00	460.00	16.71
715.000 Social Security	1,000.00	1,000.00	72.54	72.54	28.52	7.25
720.000 Worker's Compensation	0.00	0.00	1.00	1.00	0.40	0.00
722.000 Medicare	200.00	200.00	16.97	16.97	6.67	8.49
740.000 Operating Supplies	700.00	700.00	73.00	73.00	0.00	10.43
800.000 Professional/Contractual Serv.	10,000.00	10,000.00	687.11	687.11	0.00	6.87
830.000 Memberships & Dues	1,500.00	1,500.00	100.50	100.50	0.00	6.70
860.000 Institutes & Training	0.00	0.00	204.16	204.16	150.00	0.00
880.000 Community Promotion	1,000.00	1,000.00	613.00	613.00	0.00	61.30
880.001 Wassailing Contribution	2,000.00	2,000.00	0.00	0.00	0.00	0.00
900.000 Printing & Publishing	2,000.00	2,000.00	694.35	694.35	0.00	34.72
955.000 Miscellaneous	300.00	300.00	366.48	366.48	366.48	122.16
999.000 Transfer to other Fund	2,300.00	2,300.00	0.00	0.00	0.00	0.00
Legislative	28,000.00	28,000.00	3,999.11	3,999.11	1,012.07	14.28
Dept: 200.000 Administration						
702.000 Payroll - Full Time	115,000.00	115,000.00	22,413.37	22,413.37	7,976.98	19.49
703.000 Payroll - Part Time	28,000.00	28,000.00	9,509.08	9,509.08	2,421.01	33.96

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

CY MTD: 9/1/2018 to 9/30/2018 CY QTD: 7/1/2018 to 9/30/2018
CY YTD: 7/1/2018 to 9/30/2018 CY ATD: 7/1/2018 to 6/30/2019

	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						
Expenditures						
Dept: 200.000 Administration						
715.000 Social Security	9,000.00	9,000.00	1,880.66	1,880.66	638.29	20.90
716.000 Hospital/Life Insurance	59,000.00	59,000.00	5,319.36	5,319.36	1,773.12	9.02
716.001 Insurance Deductible	4,000.00	4,000.00	198.78	198.78	0.00	4.97
718.000 Pension	20,600.00	20,600.00	8,350.85	8,350.85	1,984.49	40.54
720.000 Worker's Compensation	600.00	600.00	27.84	27.84	20.36	4.64
722.000 Medicare	2,200.00	2,200.00	473.12	473.12	149.30	21.51
724.000 ICMA Retirement Benefit	9,000.00	9,000.00	0.00	0.00	0.00	0.00
730.000 Postage	3,000.00	3,000.00	503.58	503.58	0.00	16.79
740.000 Operating Supplies	4,200.00	4,200.00	939.64	939.64	133.07	22.37
775.000 Repair & Maintenance Supplies	2,000.00	2,000.00	0.00	0.00	0.00	0.00
800.000 Professional/Contractual Serv.	6,000.00	6,000.00	1,504.35	1,504.35	72.25	25.07
805.000 Computer Services	9,000.00	9,000.00	8,364.79	8,364.79	783.75	92.94
830.000 Memberships & Dues	1,200.00	1,200.00	14,626.89	14,626.89	234.00	1,218.91
850.000 Communications	7,000.00	7,000.00	2,737.92	2,737.92	267.75	39.11
860.000 Institutes & Training	4,000.00	4,000.00	722.63	722.63	0.00	18.07
900.000 Printing & Publishing	2,500.00	2,500.00	3,274.22	3,274.22	3,021.62	130.97
910.000 Insurance & Bonds	6,400.00	6,400.00	3,971.50	3,971.50	1,607.50	62.05
920.000 Utilities	4,000.00	4,000.00	799.64	799.64	0.00	19.99
930.000 Repair & Maint.Contractors	2,000.00	2,000.00	613.28	613.28	613.28	30.66
955.000 Miscellaneous	0.00	0.00	18,728.20	18,728.20	18,685.00	0.00
970.000 Capital	0.00	0.00	4,985.00	4,985.00	0.00	0.00
Administration	298,700.00	298,700.00	109,944.70	109,944.70	40,381.77	36.81
Dept: 210.000 Legal Services						
801.000 Attorney - General	33,000.00	33,000.00	3,725.00	3,725.00	1,543.75	11.29
802.000 Attorney-Police Matters	9,000.00	9,000.00	1,225.00	1,225.00	525.00	13.61
Legal Services	42,000.00	42,000.00	4,950.00	4,950.00	2,068.75	11.79
Dept: 300.000 Police						
703.000 Payroll - Part Time	9,500.00	9,500.00	450.00	450.00	450.00	4.74
715.000 Social Security	575.00	575.00	122.07	122.07	59.29	21.23
719.000 Hospital Insurance - Retirees	19,500.00	19,500.00	4,866.03	4,866.03	1,622.01	24.95
722.000 Medicare	135.00	135.00	28.55	28.55	13.87	21.15
800.000 Professional/Contractual Serv.	304,000.00	304,000.00	50,695.50	50,695.50	0.00	16.68
Police	333,710.00	333,710.00	56,162.15	56,162.15	2,145.17	16.83
Dept: 336.000 Fire						
703.000 Payroll - Part Time	42,800.00	42,800.00	7,514.61	7,514.61	3,426.80	17.56
715.000 Social Security	2,800.00	2,800.00	463.01	463.01	212.03	16.54
716.000 Hospital/Life Insurance	0.00	0.00	318.28	318.28	133.16	0.00

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

REVENUE/EXPENDITURE REPORT
Through Sept 30, 2018

City of Parchment

CY MTD: 9/1/2018 to 9/30/2018 CY QTD: 7/1/2018 to 9/30/2018
CY YTD: 7/1/2018 to 9/30/2018 CY ATD: 7/1/2018 to 6/30/2019

	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						
Expenditures						
Dept: 336.000 Fire						
717.000 Life Insurance	1,200.00	1,200.00	0.00	0.00	0.00	0.00
720.000 Worker's Compensation	1,200.00	1,200.00	212.55	212.55	92.95	17.71
722.000 Medicare	600.00	600.00	108.30	108.30	49.60	18.05
740.000 Operating Supplies	6,000.00	6,000.00	-1,930.00	-1,930.00	0.00	-32.17
746.000 Gasoline & Oil	1,000.00	1,000.00	107.54	107.54	70.82	10.75
775.000 Repair & Maintenance Supplies	1,000.00	1,000.00	0.00	0.00	0.00	0.00
780.000 Safety Supplies	100.00	100.00	0.00	0.00	0.00	0.00
800.000 Professional/Contractual Serv.	7,200.00	7,200.00	0.00	0.00	0.00	0.00
830.000 Memberships & Dues	1,500.00	1,500.00	0.00	0.00	0.00	0.00
850.000 Communications	3,600.00	3,600.00	101.71	101.71	0.00	2.83
860.000 Institutes & Training	4,200.00	4,200.00	400.00	400.00	0.00	9.52
910.000 Insurance & Bonds	14,000.00	14,000.00	8,049.00	8,049.00	3,370.00	57.49
920.000 Utilities	2,600.00	2,600.00	371.37	371.37	0.00	14.28
930.000 Repair & Maint.Contractors	13,200.00	13,200.00	0.00	0.00	0.00	0.00
944.000 Hydrant Rental	5,840.00	5,840.00	0.00	0.00	0.00	0.00
970.000 Capital	18,000.00	18,000.00	0.00	0.00	0.00	0.00
Fire	126,840.00	126,840.00	15,716.37	15,716.37	7,355.36	12.39
Dept: 440.000 Public Services						
702.000 Payroll - Full Time	76,000.00	76,000.00	16,470.00	16,470.00	5,488.80	21.67
703.000 Payroll - Part Time	5,000.00	5,000.00	0.00	0.00	0.00	0.00
715.000 Social Security	4,700.00	4,700.00	1,239.84	1,239.84	405.92	26.38
716.000 Hospital/Life Insurance	32,500.00	32,500.00	8,936.70	8,936.70	3,019.14	27.50
716.001 Insurance Deductible	2,400.00	2,400.00	0.00	0.00	0.00	0.00
718.000 Pension	29,000.00	29,000.00	5,708.79	5,708.79	1,350.77	19.69
719.000 Hospital Insurance - Retirees	13,600.00	13,600.00	3,347.22	3,347.22	1,115.74	24.61
720.000 Worker's Compensation	2,700.00	2,700.00	684.94	684.94	224.66	25.37
722.000 Medicare	1,100.00	1,100.00	289.95	289.95	94.93	26.36
740.000 Operating Supplies	500.00	500.00	0.00	0.00	0.00	0.00
746.000 Gasoline & Oil	4,000.00	4,000.00	646.53	646.53	44.21	16.16
775.000 Repair & Maintenance Supplies	7,500.00	7,500.00	581.48	581.48	145.92	7.75
780.000 Safety Supplies	500.00	500.00	44.04	44.04	-21.71	8.81
800.000 Professional/Contractual Serv.	900.00	900.00	115.25	115.25	50.00	12.81
810.000 Rubbish Collection Charges	98,000.00	98,000.00	25,098.81	25,098.81	0.00	25.61
815.000 Uniform Rental	2,750.00	2,750.00	1,136.26	1,136.26	191.84	43.32
850.000 Communications	920.00	920.00	114.93	114.93	0.00	12.49
860.000 Institutes & Training	300.00	300.00	0.00	0.00	0.00	0.00
880.000 Community Promotion	500.00	500.00	0.00	0.00	0.00	0.00
910.000 Insurance & Bonds	5,500.00	5,500.00	3,162.50	3,162.50	1,334.50	57.50
920.000 Utilities	8,000.00	8,000.00	684.23	684.23	0.00	8.55

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

REVENUE/EXPENDITURE REPORT
Through Sept 30, 2018

City of Parchment

CY MTD: 9/1/2018 to 9/30/2018 CY QTD: 7/1/2018 to 9/30/2018
CY YTD: 7/1/2018 to 9/30/2018 CY ATD: 7/1/2018 to 6/30/2019

	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						
Expenditures						
Dept: 440.000 Public Services						
926.000 Street Lighting	28,000.00	28,000.00	5,583.25	5,583.25	0.00	19.94
930.000 Repair & Maint.Contractors	10,500.00	10,500.00	2,823.43	2,823.43	224.75	26.89
955.000 Miscellaneous	0.00	0.00	4.24	4.24	0.00	0.00
991.000 Debt Retirement-Principal	17,000.00	17,000.00	4,359.63	4,359.63	1,456.14	25.64
995.000 Interest Expense	1,900.00	1,900.00	381.03	381.03	124.08	20.05
Public Services	353,770.00	353,770.00	81,413.05	81,413.05	15,249.69	23.03
Dept: 751.000 Parks, Recreation & Culture						
702.000 Payroll - Full Time	48,000.00	48,000.00	10,795.81	10,795.81	3,458.80	22.49
703.000 Payroll - Part Time	12,000.00	12,000.00	3,707.85	3,707.85	495.43	30.90
715.000 Social Security	3,600.00	3,600.00	908.42	908.42	241.29	25.23
716.000 Hospital/Life Insurance	20,000.00	20,000.00	3,717.93	3,717.93	1,171.60	18.59
716.001 Insurance Deductible	1,700.00	1,700.00	0.00	0.00	0.00	0.00
718.000 Pension	22,000.00	22,000.00	3,845.05	3,845.05	896.63	17.48
720.000 Worker's Compensation	1,500.00	1,500.00	383.99	383.99	123.82	25.60
722.000 Medicare	850.00	850.00	212.43	212.43	56.42	24.99
746.000 Gasoline & Oil	2,500.00	2,500.00	651.05	651.05	156.50	26.04
775.000 Repair & Maintenance Supplies	8,200.00	8,200.00	2,131.81	2,131.81	0.00	26.00
780.000 Safety Supplies	375.00	375.00	17.76	17.76	-8.76	4.74
800.000 Professional/Contractual Serv.	300.00	300.00	195.75	195.75	0.00	65.25
910.000 Insurance & Bonds	6,200.00	6,200.00	3,565.50	3,565.50	1,504.50	57.51
920.000 Utilities	6,550.00	6,550.00	1,176.64	1,176.64	0.00	17.96
930.000 Repair & Maint.Contractors	15,000.00	15,000.00	5,726.33	5,726.33	0.00	38.18
970.000 Capital	5,000.00	5,000.00	666.00	666.00	0.00	13.32
Parks, Recreation & Culture	153,775.00	153,775.00	37,702.32	37,702.32	8,096.23	24.52
Expenditures	1,336,795.00	1,336,795.00	309,887.70	309,887.70	76,309.04	23.19
Net Effect for GENERAL FUND	2,005.00	2,005.00	472,052.78	472,052.78	-41,308.94	23,541.04
Change in Fund Balance:			472,052.78	472,052.78	-41,308.94	

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

REVENUE/EXPENDITURE REPORT
Through Sept 30, 2018

City of Parchment

CY MTD: 9/1/2018 to 9/30/2018 CY QTD: 7/1/2018 to 9/30/2018
CY YTD: 7/1/2018 to 9/30/2018 CY ATD: 7/1/2018 to 6/30/2019

	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						
546.000 State Grants - Act 51	140,000.00	140,000.00	46,345.08	46,345.08	13,522.70	33.10
676.000 Transfers From Other Funds	75,000.00	75,000.00	0.00	0.00	0.00	0.00
676.101 Transfer from General Fund	50,000.00	50,000.00	0.00	0.00	0.00	0.00
Dept: 000.000	265,000.00	265,000.00	46,345.08	46,345.08	13,522.70	17.49
Revenues	265,000.00	265,000.00	46,345.08	46,345.08	13,522.70	17.49
Expenditures						
Dept: 463.000 Routine Maintenance						
702.000 Payroll - Full Time	5,000.00	5,000.00	555.15	555.15	357.92	11.10
715.000 Social Security	300.00	300.00	33.28	33.28	21.79	11.09
716.000 Hospital/Life Insurance	2,200.00	2,200.00	342.62	342.62	121.28	15.57
716.001 Insurance Deductible	125.00	125.00	0.00	0.00	0.00	0.00
718.000 Pension	1,900.00	1,900.00	329.10	329.10	80.07	17.32
720.000 Worker's Compensation	300.00	300.00	72.30	72.30	24.10	24.10
722.000 Medicare	75.00	75.00	7.79	7.79	5.10	10.39
746.000 Gasoline & Oil	250.00	250.00	0.00	0.00	0.00	0.00
775.000 Repair & Maintenance Supplies	2,200.00	2,200.00	0.00	0.00	0.00	0.00
930.000 Repair & Maint.Contractors	2,000.00	2,000.00	0.00	0.00	0.00	0.00
Routine Maintenance	14,350.00	14,350.00	1,340.24	1,340.24	610.26	9.34
Dept: 475.000 Traffic Services						
702.000 Payroll - Full Time	4,750.00	4,750.00	507.09	507.09	341.90	10.68
715.000 Social Security	300.00	300.00	30.40	30.40	20.83	10.13
716.000 Hospital/Life Insurance	2,100.00	2,100.00	326.65	326.65	115.80	15.55
716.001 Insurance Deductible	100.00	100.00	0.00	0.00	0.00	0.00
718.000 Pension	1,800.00	1,800.00	314.37	314.37	76.49	17.47
720.000 Worker's Compensation	300.00	300.00	69.06	69.06	23.02	23.02
722.000 Medicare	70.00	70.00	7.12	7.12	4.88	10.17
746.000 Gasoline & Oil	500.00	500.00	0.00	0.00	0.00	0.00
775.000 Repair & Maintenance Supplies	2,400.00	2,400.00	56.00	56.00	0.00	2.33
930.000 Repair & Maint.Contractors	11,750.00	11,750.00	1,208.60	1,208.60	120.00	10.29
Traffic Services	24,070.00	24,070.00	2,519.29	2,519.29	702.92	10.47
Dept: 478.000 Winter Maintenance						
702.000 Payroll - Full Time	6,200.00	6,200.00	1,330.08	1,330.08	443.36	21.45
715.000 Social Security	400.00	400.00	81.10	81.10	26.99	20.28
716.000 Hospital/Life Insurance	2,600.00	2,600.00	412.94	412.94	149.08	15.88
716.001 Insurance Deductible	175.00	175.00	0.00	0.00	0.00	0.00
718.000 Pension	2,300.00	2,300.00	407.65	407.65	99.18	17.72

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

CY MTD: 9/1/2018 to 9/30/2018 CY QTD: 7/1/2018 to 9/30/2018
CY YTD: 7/1/2018 to 9/30/2018 CY ATD: 7/1/2018 to 6/30/2019

	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						
Expenditures						
Dept: 478.000 Winter Maintenance						
720.000 Worker's Compensation	400.00	400.00	89.52	89.52	29.84	22.38
722.000 Medicare	100.00	100.00	18.97	18.97	6.31	18.97
746.000 Gasoline & Oil	900.00	900.00	0.00	0.00	0.00	0.00
753.000 Salt	9,500.00	9,500.00	0.00	0.00	0.00	0.00
Winter Maintenance	22,575.00	22,575.00	2,340.26	2,340.26	754.76	10.37
Dept: 482.000 Administration						
702.000 Payroll - Full Time	1,250.00	1,250.00	-2.87	-2.87	85.44	-0.23
715.000 Social Security	100.00	100.00	-0.41	-0.41	5.21	-0.41
716.000 Hospital/Life Insurance	450.00	450.00	70.32	70.32	27.80	15.63
718.000 Pension	500.00	500.00	78.56	78.56	19.11	15.71
720.000 Worker's Compensation	50.00	50.00	17.28	17.28	5.76	34.56
722.000 Medicare	0.00	0.00	-0.10	-0.10	1.22	0.00
960.000 Administrative Overhead	17,000.00	17,000.00	0.00	0.00	0.00	0.00
999.000 Transfer to other Fund	20,000.00	20,000.00	0.00	0.00	0.00	0.00
Administration	39,350.00	39,350.00	162.78	162.78	144.54	0.41
Expenditures	100,345.00	100,345.00	6,362.57	6,362.57	2,212.48	6.34
Net Effect for MAJOR STREET FUND	164,655.00	164,655.00	39,982.51	39,982.51	11,310.22	24.28
Change in Fund Balance:			39,982.51	39,982.51	11,310.22	

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

CY MTD: 9/1/2018 to 9/30/2018 CY QTD: 7/1/2018 to 9/30/2018
CY YTD: 7/1/2018 to 9/30/2018 CY ATD: 7/1/2018 to 6/30/2019

	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						
546.000 State Grants - Act 51	51,000.00	51,000.00	19,274.22	19,274.22	5,623.65	37.79
676.202 Transfer From Major Street	20,000.00	20,000.00	0.00	0.00	0.00	0.00
Dept: 000.000	71,000.00	71,000.00	19,274.22	19,274.22	5,623.65	27.15
Revenues	71,000.00	71,000.00	19,274.22	19,274.22	5,623.65	27.15
Expenditures						
Dept: 463.000 Routine Maintenance						
702.000 Payroll - Full Time	5,000.00	5,000.00	555.15	555.15	357.92	11.10
715.000 Social Security	300.00	300.00	33.28	33.28	21.79	11.09
716.000 Hospital/Life Insurance	2,200.00	2,200.00	342.62	342.62	121.28	15.57
716.001 Insurance Deductible	100.00	100.00	0.00	0.00	0.00	0.00
718.000 Pension	1,900.00	1,900.00	329.10	329.10	80.07	17.32
720.000 Worker's Compensation	300.00	300.00	72.30	72.30	24.10	24.10
722.000 Medicare	100.00	100.00	7.79	7.79	5.10	7.79
746.000 Gasoline & Oil	250.00	250.00	0.00	0.00	0.00	0.00
775.000 Repair & Maintenance Supplies	3,000.00	3,000.00	0.00	0.00	0.00	0.00
930.000 Repair & Maint.Contractors	1,000.00	1,000.00	3,492.00	3,492.00	0.00	349.20
Routine Maintenance	14,150.00	14,150.00	4,832.24	4,832.24	610.26	34.15
Dept: 475.000 Traffic Services						
702.000 Payroll - Full Time	4,750.00	4,750.00	701.59	701.59	341.90	14.77
715.000 Social Security	300.00	300.00	42.46	42.46	20.83	14.15
716.000 Hospital/Life Insurance	2,100.00	2,100.00	326.65	326.65	115.80	15.55
718.000 Pension	1,800.00	1,800.00	314.37	314.37	76.49	17.47
720.000 Worker's Compensation	300.00	300.00	69.06	69.06	23.02	23.02
722.000 Medicare	100.00	100.00	9.94	9.94	4.88	9.94
746.000 Gasoline & Oil	500.00	500.00	0.00	0.00	0.00	0.00
775.000 Repair & Maintenance Supplies	4,400.00	4,400.00	56.00	56.00	0.00	1.27
930.000 Repair & Maint.Contractors	550.00	550.00	0.00	0.00	0.00	0.00
Traffic Services	14,800.00	14,800.00	1,520.07	1,520.07	582.92	10.27
Dept: 478.000 Winter Maintenance						
702.000 Payroll - Full Time	6,200.00	6,200.00	1,329.96	1,329.96	443.32	21.45
715.000 Social Security	400.00	400.00	81.06	81.06	27.00	20.27
716.000 Hospital/Life Insurance	2,600.00	2,600.00	412.79	412.79	148.99	15.88
716.001 Insurance Deductible	200.00	200.00	0.00	0.00	0.00	0.00
718.000 Pension	2,400.00	2,400.00	407.62	407.62	99.17	16.98
720.000 Worker's Compensation	400.00	400.00	89.52	89.52	29.84	22.38
722.000 Medicare	100.00	100.00	18.96	18.96	6.31	18.96

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

REVENUE/EXPENDITURE REPORT
Through Sept 30, 2018

City of Parchment

CY MTD: 9/1/2018 to 9/30/2018 CY QTD: 7/1/2018 to 9/30/2018
CY YTD: 7/1/2018 to 9/30/2018 CY ATD: 7/1/2018 to 6/30/2019

	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						
746.000 Gasoline & Oil	900.00	900.00	0.00	0.00	0.00	0.00
753.000 Salt	9,500.00	9,500.00	0.00	0.00	0.00	0.00
Winter Maintenance	22,700.00	22,700.00	2,339.91	2,339.91	754.63	10.31
Dept: 482.000 Administration						
702.000 Payroll - Full Time	1,250.00	1,250.00	-2.87	-2.87	85.44	-0.23
715.000 Social Security	100.00	100.00	-0.41	-0.41	5.21	-0.41
716.000 Hospital/Life Insurance	400.00	400.00	70.32	70.32	27.80	17.58
718.000 Pension	500.00	500.00	78.56	78.56	19.11	15.71
720.000 Worker's Compensation	50.00	50.00	17.28	17.28	5.76	34.56
722.000 Medicare	20.00	20.00	-0.10	-0.10	1.22	-0.50
960.000 Administrative Overhead	16,000.00	16,000.00	0.00	0.00	0.00	0.00
Administration	18,320.00	18,320.00	162.78	162.78	144.54	0.89
Expenditures	69,970.00	69,970.00	8,855.00	8,855.00	2,092.35	12.66
Net Effect for LOCAL STREET FUND	1,030.00	1,030.00	10,419.22	10,419.22	3,531.30	1,011.57
Change in Fund Balance:			10,419.22	10,419.22	3,531.30	

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

REVENUE/EXPENDITURE REPORT

Through Sept 30, 2018

City of Parchment

CY MTD: 9/1/2018 to 9/30/2018 CY QTD: 1/1/2018 to 3/31/2018
CY YTD: 1/1/2018 to 9/30/2018 CY ATD: 1/1/2018 to 12/31/2018

	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						
475.001 Arts & Crafts fees	1,400.00	1,400.00	2,953.72	140.00	0.00	210.98
475.002 Race/Walk Fees	550.00	550.00	0.00	0.00	0.00	0.00
475.003 Membership Fund Drive	2,915.00	2,915.00	4,088.50	50.00	0.00	140.26
475.005 Corporate Sponsorships	10,500.00	10,500.00	8,900.00	0.00	0.00	84.76
475.010 Car Show Proceeds	1,000.00	1,000.00	243.93	0.00	0.00	24.39
590.001 Grants-Irving S Gilmore Found.	32,000.00	32,000.00	30,000.00	0.00	0.00	93.75
590.002 Grants-Harold & Grace Upjohn	0.00	0.00	2,500.00	0.00	0.00	0.00
675.001 Fund Raising	2,000.00	2,000.00	9,934.00	9,686.00	0.00	496.70
675.002 Fundraiser Dance	1,200.00	1,200.00	0.00	0.00	0.00	0.00
694.000 Miscellaneous	600.00	600.00	0.00	0.00	0.00	0.00
Dept: 000.000	52,165.00	52,165.00	58,620.15	9,876.00	0.00	112.37
Revenues	52,165.00	52,165.00	58,620.15	9,876.00	0.00	112.37
Expenditures						
Dept: 000.000						
779.001 Performance Expense-Adult	18,500.00	18,500.00	15,601.37	1,906.00	-177.12	84.33
779.004 Fest. Day - Arts & Crafts	600.00	600.00	472.19	298.37	0.00	78.70
779.005 Fest. Day-Childrens Area	1,800.00	1,800.00	1,300.31	0.00	157.73	72.24
779.006 Fest. Day-Parade	300.00	300.00	0.00	0.00	0.00	0.00
779.008 Fund Raising-Dance	3,000.00	3,000.00	5,998.90	5,248.90	0.00	199.96
779.010 Fund Raising-Membership	0.00	0.00	100.00	100.00	0.00	0.00
779.012 Festival - Administration	7,815.00	7,815.00	9,353.03	342.80	0.00	119.68
779.013 Stage Entertainment	13,000.00	13,000.00	11,356.00	0.00	0.00	87.35
779.015 Stage Expenses	0.00	0.00	278.00	0.00	0.00	0.00
779.016 Car Show Expenses	850.00	850.00	1,184.88	209.65	0.00	139.40
779.020 Publicity	6,300.00	6,300.00	4,059.90	0.00	0.00	64.44
Dept: 000.000	52,165.00	52,165.00	49,704.58	8,105.72	-19.39	95.28
Expenditures	52,165.00	52,165.00	49,704.58	8,105.72	-19.39	95.28
Net Effect for KINDLEBERGER SUMMER FESTIVAL	0.00	0.00	8,915.57	1,770.28	19.39	0.00
Change in Fund Balance:			8,915.57	1,770.28	19.39	

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

CY MTD: 9/1/2018 to 9/30/2018 CY QTD: 7/1/2018 to 9/30/2018 CY YTD: 7/1/2018 to 9/30/2018 CY ATD: 7/1/2018 to 6/30/2019	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	55,850.00	55,850.00	52,790.98	52,790.98	0.00	94.52
676.101 Transfer from General Fund	2,300.00	2,300.00	0.00	0.00	0.00	0.00
Dept: 000.000	58,150.00	58,150.00	52,790.98	52,790.98	0.00	90.78
Revenues	58,150.00	58,150.00	52,790.98	52,790.98	0.00	90.78
Expenditures						
Dept: 000.000						
801.000 Attorney - General	0.00	0.00	103.50	103.50	0.00	0.00
991.000 Debt Retirement-Principal	45,825.00	45,825.00	0.00	0.00	0.00	0.00
995.000 Interest Expense	12,325.00	12,325.00	0.00	0.00	0.00	0.00
Dept: 000.000	58,150.00	58,150.00	103.50	103.50	0.00	0.18
Expenditures	58,150.00	58,150.00	103.50	103.50	0.00	0.18
Net Effect for Brownfield Redevelopment	0.00	0.00	52,687.48	52,687.48	0.00	0.00
Change in Fund Balance:			52,687.48	52,687.48		

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

CY MTD: 9/1/2018 to 9/30/2018 CY QTD: 7/1/2018 to 9/30/2018 CY YTD: 7/1/2018 to 9/30/2018 CY ATD: 7/1/2018 to 6/30/2019	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Fund: 401 - Veteran's Memorial Fund						
Revenues						
Dept: 000.000						
674.000 Contributed Capital Revenue	0.00	0.00	593.60	593.60	225.00	0.00
Dept: 000.000	0.00	0.00	593.60	593.60	225.00	0.00
Revenues	0.00	0.00	593.60	593.60	225.00	0.00
Net Effect for Veteran's Memorial Fund	0.00	0.00	593.60	593.60	225.00	0.00
Change in Fund Balance:			593.60	593.60	225.00	

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

REVENUE/EXPENDITURE REPORT

Through Sept 30, 2018

City of Parchment

CY MTD: 9/1/2018 to 9/30/2018 CY QTD: 7/1/2018 to 9/30/2018
CY YTD: 7/1/2018 to 9/30/2018 CY ATD: 7/1/2018 to 6/30/2019

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Fund: 590 - SEWER FUND						
Revenues						
Dept: 000.000						
626.000 Sewer Services	362,800.00	362,800.00	98,417.69	98,417.69	276.56	27.13
663.000 Water & Sewer Penalties	5,000.00	5,000.00	1,240.72	1,240.72	0.00	24.81
664.000 Interest on Investments	1,800.00	1,800.00	0.00	0.00	0.00	0.00
Dept: 000.000	369,600.00	369,600.00	99,658.41	99,658.41	276.56	26.96
Revenues	369,600.00	369,600.00	99,658.41	99,658.41	276.56	26.96
Expenditures						
Dept: 000.000						
702.000 Payroll - Full Time	47,000.00	47,000.00	7,075.68	7,075.68	2,069.50	15.05
703.000 Payroll - Part Time	0.00	0.00	2,059.16	2,059.16	573.76	0.00
715.000 Social Security	3,000.00	3,000.00	557.27	557.27	161.44	18.58
716.000 Hospital/Life Insurance	15,500.00	15,500.00	2,751.36	2,751.36	736.10	17.75
716.001 Insurance Deductible	1,500.00	1,500.00	0.00	0.00	0.00	0.00
718.000 Pension	15,000.00	15,000.00	2,508.70	2,508.70	462.96	16.72
720.000 Worker's Compensation	1,500.00	1,500.00	171.69	171.69	46.27	11.45
722.000 Medicare	700.00	700.00	130.31	130.31	37.76	18.62
730.000 Postage	1,200.00	1,200.00	0.00	0.00	0.00	0.00
746.000 Gasoline & Oil	250.00	250.00	0.00	0.00	0.00	0.00
775.000 Repair & Maintenance Supplies	1,500.00	1,500.00	143.93	143.93	0.00	9.60
800.000 Professional/Contractual Serv.	16,000.00	16,000.00	0.00	0.00	0.00	0.00
805.000 Computer Services	1,800.00	1,800.00	1,250.00	1,250.00	0.00	69.44
807.000 Sewer Treatment Charges	85,000.00	85,000.00	9,368.98	9,368.98	0.00	11.02
815.000 Uniform Rental	500.00	500.00	83.81	83.81	27.94	16.76
850.000 Communications	300.00	300.00	0.00	0.00	0.00	0.00
910.000 Insurance & Bonds	10,000.00	10,000.00	5,947.50	5,947.50	2,496.50	59.48
920.000 Utilities	2,300.00	2,300.00	378.30	378.30	0.00	16.45
930.000 Repair & Maint.Contractors	31,000.00	31,000.00	5,706.39	5,706.39	0.00	28.57
960.000 Administrative Overhead	97,000.00	97,000.00	0.00	0.00	0.00	0.00
968.000 Depreciation	13,000.00	13,000.00	0.00	0.00	0.00	0.00
999.000 Transfer to other Fund	25,000.00	25,000.00	0.00	0.00	0.00	0.00
Dept: 000.000	369,050.00	369,050.00	38,133.08	38,133.08	6,612.23	11.19
Expenditures	369,050.00	369,050.00	38,133.08	38,133.08	6,612.23	11.19
Net Effect for SEWER FUND	550.00	550.00	61,525.33	61,525.33	-6,335.67	10,613.70
Change in Fund Balance:			61,525.33	61,525.33	-6,335.67	

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

REVENUE/EXPENDITURE REPORT
Through Sept 30, 2018

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CY YTD: 7/1/2018 to 9/30/2018 CY ATD: 7/1/2018 to 6/30/2019

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Fund: 591 - WATER FUND						
Revenues						
Dept: 000.000						
540.000 State Grants	0.00	0.00	58,425.69	58,425.69	15,169.11	0.00
630.000 Water Service Installation	0.00	0.00	2,450.64	2,450.64	1,267.92	0.00
642.000 Water Sales - Metered	454,400.00	454,400.00	105,389.20	105,389.20	204.74	23.19
663.000 Water & Sewer Penalties	7,500.00	7,500.00	2,208.48	2,208.48	0.00	29.45
664.000 Interest on Investments	700.00	700.00	0.00	0.00	0.00	0.00
667.000 Hydrant Rental	5,840.00	5,840.00	0.00	0.00	0.00	0.00
Dept: 000.000	468,440.00	468,440.00	168,474.01	168,474.01	16,641.77	35.96
Revenues	468,440.00	468,440.00	168,474.01	168,474.01	16,641.77	35.96
Expenditures						
Dept: 000.000						
702.000 Payroll - Full Time	47,000.00	47,000.00	11,576.85	11,576.85	1,964.62	24.63
703.000 Payroll - Part Time	0.00	0.00	2,185.85	2,185.85	573.76	0.00
715.000 Social Security	3,000.00	3,000.00	968.80	968.80	282.32	32.29
716.000 Hospital/Life Insurance	15,500.00	15,500.00	4,502.65	4,502.65	1,622.78	29.05
716.001 Insurance Deductible	1,500.00	1,500.00	353.60	353.60	353.60	23.57
718.000 Pension	15,000.00	15,000.00	3,986.45	3,986.45	909.69	26.58
720.000 Worker's Compensation	1,200.00	1,200.00	436.99	436.99	136.67	36.42
722.000 Medicare	700.00	700.00	226.60	226.60	66.02	32.37
730.000 Postage	1,200.00	1,200.00	0.00	0.00	0.00	0.00
740.000 Operating Supplies	500.00	500.00	0.00	0.00	0.00	0.00
743.000 Chemicals	7,000.00	7,000.00	0.00	0.00	0.00	0.00
746.000 Gasoline & Oil	5,000.00	5,000.00	1,047.51	1,047.51	67.37	20.95
775.000 Repair & Maintenance Supplies	10,000.00	10,000.00	856.01	856.01	256.25	8.56
775.500 Water Meters	10,000.00	10,000.00	0.00	0.00	0.00	0.00
776.000 Vehicle Maintenance	1,250.00	1,250.00	4,303.31	4,303.31	0.00	344.26
780.000 Safety Supplies	500.00	500.00	15.48	15.48	-7.63	3.10
800.000 Professional/Contractual Serv.	29,700.00	29,700.00	65,764.42	65,764.42	16,986.59	221.43
805.000 Computer Services	1,800.00	1,800.00	1,250.00	1,250.00	0.00	69.44
815.000 Uniform Rental	700.00	700.00	97.80	97.80	27.94	13.97
830.000 Memberships & Dues	2,200.00	2,200.00	3,206.00	3,206.00	0.00	145.73
850.000 Communications	1,750.00	1,750.00	181.68	181.68	74.98	10.38
860.000 Institutes & Training	600.00	600.00	0.00	0.00	0.00	0.00
910.000 Insurance & Bonds	8,250.00	8,250.00	4,875.00	4,875.00	2,044.00	59.09
920.000 Utilities	64,000.00	64,000.00	3,871.03	3,871.03	0.00	6.05
930.000 Repair & Maint.Contractors	26,000.00	26,000.00	7,749.08	7,749.08	3,295.63	22.80
955.000 Miscellaneous	0.00	0.00	29.90	29.90	0.00	0.00
960.000 Administrative Overhead	99,000.00	99,000.00	0.00	0.00	0.00	0.00

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

REVENUE/EXPENDITURE REPORT
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Fund: 591 - WATER FUND						
Expenditures						
Dept: 000.000						
968.000 Depreciation	29,300.00	29,300.00	0.00	0.00	0.00	0.00
999.000 Transfer to other Fund	50,000.00	50,000.00	0.00	0.00	0.00	0.00
Dept: 000.000	432,650.00	432,650.00	117,485.01	117,485.01	28,654.59	26.73
Expenditures	432,650.00	432,650.00	117,485.01	117,485.01	28,654.59	26.73
Net Effect for WATER FUND	35,790.00	35,790.00	50,989.00	50,989.00	-12,012.82	147.55
Change in Fund Balance:			50,989.00	50,989.00	-12,012.82	
Grand Total Net Effect:	204,030.00	204,030.00	697,165.49	690,020.20	-44,571.52	341.02

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

2018 MONTHLY KABA PERMITS BY JURISDICTION

MONTH OF SEPTEMBER 2018

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	8	$ 3,356
COMSTOCK	ELECTRICAL	8	$ 1,198
COMSTOCK	MECHANICAL	12	$ 2,332
COMSTOCK	PLUMBING	3	$ 665
COMSTOCK	SPECIAL - JURISDICTION	3	$ 165
COMSTOCK	SPECIAL - HOMEOWNER	0	$ -
TOTAL COMSTOCK		**34**	**$ 7,716**
KALAMAZOO	BUILDING	21	$ 4,935
KALAMAZOO	ELECTRICAL	20	$ 3,183
KALAMAZOO	MECHANICAL	19	$ 3,936
KALAMAZOO	PLUMBING	11	$ 1,473
KALAMAZOO	SPECIAL - JURISDICTION	20	$ 1,100
KALAMAZOO	SPECIAL - HOMEOWNER	1	$ 55
TOTAL KALAMAZOO		**92**	**$ 14,682**
PARCHMENT	BUILDING	1	$ 100
PARCHMENT	ELECTRICAL	1	$ 195
PARCHMENT	MECHANICAL	1	$ 125
PARCHMENT	PLUMBING	0	$ -
PARCHMENT	SPECIAL - JURISDICTION	2	$ 110
PARCHMENT	SPECIAL - HOMEOWNER	0	$ -
TOTAL PARCHMENT		**5**	**$ 530**
PINE GROVE	BUILDING	1	$ 170
PINE GROVE	ELECTRICAL	2	$ 363
PINE GROVE	MECHANICAL	4	$ 405
PINE GROVE	PLUMBING	1	$ 246
PINE GROVE	SPECIAL - JURISDICTION	1	$ 55
PINE GROVE	SPECIAL - HOMEOWNER	0	$ -
TOTAL PINE GROVE		**9**	**$ 1,239**
TOTAL KABA		**140**	**$ 24,166**

REVENUE	REVENUE
SEPTEMBER 2017	% PREV YEAR MONTH
$66,770	36.2%

PERMITS	PERMITS
SEPTEMBER 2017	% 2017 - YTD
115	121.7%

2018 MONTHLY KABA PERMITS BY JURISDICTION

YEAR TO DATE AS OF: SEPTEMBER 2018

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	128	$ 62,850
COMSTOCK	ELECTRICAL	149	$ 26,827
COMSTOCK	MECHANICAL	141	$ 32,135
COMSTOCK	PLUMBING	75	$ 13,926
COMSTOCK	SPECIAL - JURISDICTION	30	$ 1,650
COMSTOCK	SPECIAL - HOMEOWNER	12	$ 715
TOTAL COMSTOCK		535	$ 138,103
KALAMAZOO	BUILDING	129	$ 99,334
KALAMAZOO	ELECTRICAL	143	$ 22,323
KALAMAZOO	MECHANICAL	205	$ 30,922
KALAMAZOO	PLUMBING	91	$ 12,396
KALAMAZOO	SPECIAL - JURISDICTION	94	$ 4,895
KALAMAZOO	SPECIAL - HOMEOWNER	33	$ 1,870
TOTAL KALAMAZOO		695	$ 171,740
PARCHMENT	BUILDING	8	$ 1,102.00
PARCHMENT	ELECTRICAL	9	$ 1,256.00
PARCHMENT	MECHANICAL	21	$ 2,656.00
PARCHMENT	PLUMBING	4	$ 684.00
PARCHMENT	SPECIAL - JURISDICTION	9	$ 495.00
PARCHMENT	SPECIAL - HOMEOWNER	0	$ -
TOTAL PARCHMENT		51	$ 6,193
PINE GROVE	BUILDING	9	$ 7,306.00
PINE GROVE	ELECTRICAL	15	$ 2,127.00
PINE GROVE	MECHANICAL	17	$ 2,211.00
PINE GROVE	PLUMBING	4	$ 988.00
PINE GROVE	SPECIAL - JURISDICTION	2	$ 110.00
PINE GROVE	SPECIAL - HOMEOWNER	0	$ -
TOTAL PINE GROVE		47	$ 12,742
TOTAL KABA	YTD	1328	328,778

REVENUE	REVENUE
YTD - SEPTEMBER 2017	% 2017 - YTD
$ 292,280	112.5%

REVENUE
% 2018 YTD BUDGET
1.17%

PERMITS	PERMITS
YTD - SEPTEMBER 2017	% 2017 - YTD
1144	116.1%

2018 MONTHLY CUMULATIVE TOTALS	2018 MONTHLY CUMULATIVE TOTALS	
# PERMITS	REVENUE	
124	$ 23,820	JAN
147	$ 23,931	FEB
138	$ 25,051	MAR
135	$ 84,731	APRIL
142	$ 25,230	MAY
146	$ 33,130	JUNE
185	$ 53,255	JULY
171	$ 35,465	AUG
140	$ 24,166	SEPT
-	$ -	OCT
-	$ -	NOV
-	$ -	DEC
1,328	328,778	2018

Property Maintenance Inspections

Parchment

10/01/2018

Special Permit

Permit #	Job Address	Parcel Number	Owner	Contractor	Date Entere	Fee Total Due
PS18-18-136	503 N RIVERVIEW	06-02-110-081	KELLEY PROPERTIES L		09/12/2018	55.00
Work Description: Property Maintenance Request from Parchment						
Property Maintenance Inspectio		Completed: 09/17/2018				
PS18-18-139	503 N RIVERVIEW	06-02-110-081	PARCHMENT PROPERT		09/20/2018	~~55.00~~
Work Description: Property Maintenance Request from Parchment						
		None scheduled.				
PS18-18-141	120 OAK GRV	06-02-154-140	120 OAK GROVE LLC		09/25/2018	55.00
Work Description: Property Maintenance Request from Parchment						
Property Maintenance Inspectio		Completed: 09/27/2018				
PS18-18-147	503 N RIVERVIEW	06-02-110-081	PARCHMENT PROPERT		10/01/2018	55.00
Work Description: Property Maintenance Request from Parchment						
Property Maintenance Inspectio		Completed: 10/2/18				
PS18-18-148	503 N RIVERVIEW	06-02-110-081	PARCHMENT PROPERT		10/01/2018	55.00
Work Description: Property Maintenance Request from Parchment						
Property Maintenance Inspectio		Completed: 10/2/18				

Total Permits: 5

Total Fees Due: $275.00

Population: All Records

Permit List

10/02/2018

Building

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB18-18-260	132 OAK GRV	06-02-154-160	NATIONSTAR MORTGA		09/06/2018	$100.00	$5,040

Work Description: 14' x 24' prefabricated wood framed utility building with foundation per plans.

Total Permits For Type:	**1**
Total Fees For Type:	**$100.00**
Total Const. Value For Type:	**$5,040**

Report Summary

Grand Total Fees:	**$100.00**
Grand Total Permits:	**1**

Population: All Records

Permit.DateIssued Between 9/1/2018 12:00:00 AM AND 9/30/2018 11:59:59 PM AND Property.City = Parchment AND Permit.PermitType = Building AND Parcel.ParcelNumber Starts With 6 AND Permit.BasicUsage = Residential

Grand Total Const. Value:	**$5,040**

Permit List

10/01/2018

Permit #	Address	Category	Applicant Name	Date Issued	Construction Value	Amount Billed
PB18-18-236	331 ESPANOLA	Re-roof	Advantage Roofing & E	08/14/2018	0.00	$100.00
PB18-18-260	132 OAK GRV	Res. Utility Building	Richard Hicks	09/06/2018	5,040.00	$100.00
PE18-18-288	648 N RIVERVIEW DR	Electrical	RWL Sign Co LLC	08/31/2018	0.00	$105.00
PE18-18-313		Electrical	City Of Kalamazoo	09/20/2018	0.00	$195.00
PM18-18-249	153 HAYMAC	Mechanical	Brumm, Matthew	07/02/2018	0.00	$200.00
PM18-18-302	450 HAYMAC 328	Mechanical	Richard Gilligan	07/31/2018	0.00	$101.00
PM18-18-303	450 HAYMAC 612	Mechanical	Richard Gilligan	07/31/2018	0.00	$101.00
PM18-18-345	450 HAYMAC 340	Mechanical	Spectrum Boiler & Mec	08/29/2018	0.00	$101.00
PM18-18-365		Mechanical	Nieboer Heating & Coc	09/12/2018	0.00	$125.00
PP18-18-119	153 HAYMAC	Plumbing	Preferred Plumbing	07/02/2018	0.00	$190.00

Number of Permits: 10

Total Billed: $1,318.00

Population: All Records
Permit.DateIssued Between 7/1/2018 12:00:00 AM AND
9/30/2018 11:59:59 PM
AND
Parcel.ParcelNumber Starts With 6 AND
Property.City = Parchment
AND
Permit.PermitType = Building OR
Permit.PermitType = Electrical OR
Permit.PermitType = Mechanical OR
Permit.PermitType = Plumbing

October 9, 2018

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

Dear Nancy,

This letter is to inform you that I am resigning from my position as Director of Public Services for the City of Parchment, effective December 2, 2018.

Thank you very much for the opportunities for professional and personal development afforded me while employed by the City of Parchment. I have enjoyed working for the City of Parchment and appreciate the support provided me during my tenure with the City.

Sincerely,

Joseph S. Bonhomme

MEMORANDUM

To: Mayor Britigan, Vice-Mayor Jordan, and Commissioners

From: Kent DeBoer, Planning Commission Chair

Date: October 10, 2018

Re: Recommendation to Hire Site Plan Review Consultant

Recommended Motion
It is moved that the City Commission approve the hiring of Site Plan Review Consultant Rebecca Harvey on an as needed basis.

Rebecca Harvey has been recommended for hire, on an as needed basis, to perform site plan reviews. Currently Kalamazoo Area Building Authority does not have a site plan review consultant in their employ and the City of Parchment needs to have this service provided. Sandy Bliesener has recommended Harvey's service because of her abilities and her $75 an hour fee rate. The fees are well within the standard fees and she does not require a retainer.

Harvey has worked in the neighboring communities of Richland and Paw Paw. Samples of her work product were provided to the Planning Commission; they were impressed with her work and the reporting that she provides for Planning Commissions. She is able to work on a project by project basis and will field question from residents.

PROFESSIONAL SERVICES AGREEMENT

This **Agreement for Professional Services** is by and between the *City of Parchment*, State of Michigan, hereinafter referred to as "Client" and Harvey Consulting, LLC, a Michigan limited liability company, hereinafter referred to as "Consultant".

Whereas, the Client desires to engage the Consultant to render professional services for the Client; and Whereas, the Consultant desires to provide said services and agrees to do so for compensation based upon services rendered and expenses incurred pursuant to the terms and conditions hereinafter set forth;

Section I. Scope of Services

The Consultant shall provide professional services to the *City of Parchment* on matters of planning and zoning. The services to be provided will include research, document/language preparation, project and/or application review, and assistance regarding the administration of the community planning and zoning program. Services will be provided at the request and under the direction of the *City of Parchment.* The Consultant shall carry out all activities specified in the Scope of Services in a satisfactory and proper manner. Both Client and Consultant agree that Consultant will act as an independent contractor in the performance of duties under this Agreement.

Section II. Changes to Scope of Services

The Client may from time to time during the course of this Agreement, request modifications of this Agreement or changes in the Scope of Services to be performed hereunder. Such changes which are mutually agreed upon by the Client and the Consultant shall be incorporated in written amendments to this Agreement.

Section III. Compensation and Method of Payment

A. The Client shall compensate the Consultant for professional planning services provided (including travel time) at a rate of $75.00 per hour. In addition, the Consultant shall be reimbursed for documented out-of-pocket expenses such as copying, document or map reproduction, and postage.

B. The Client may authorize the Consultant to provide additional services beyond the Scope of Services. For additional professional services the Consultant shall be compensated on an hourly basis at a rate of $75.00 per hour.

C. Invoices will be submitted monthly for work performed during the billing period and shall be paid within 30 days of receipt of such invoice by Client.

Section IV. Release and Indemnification

Client hereby releases and agrees to hold harmless, defend and indemnify Consultant and its members and employees, from any and all claims, actions, proceedings, suits, liabilities, damages (actual, consequential, or incidental), settlements, penalties, fines, costs or expenses (including without limitation, reasonable attorney's fees and other litigation expenses) of every kind, whether known or unknown, arising out of this Agreement.

Section V. Termination

This Agreement may be terminated by either the Client or the Consultant upon 30 days written notice, together with appropriate documentation of the reasons therefore. In such case the Consultant shall be compensated by the Client for all services provided prior to termination upon delivery of products completed to the Client. The provisions contained in Section IV shall survive the termination of this Agreement.

Section VI. Compliance With All Laws

In the performance of this Agreement, Consultant agrees to comply with all applicable State, Federal, and local statutes, ordinances, and regulations, and obtain any and all permits applicable to the performance of this Agreement.

IN WITNESS THEREOF, the Client and Consultant have executed this Agreement as of the date below and in accordance with the laws of the State of Michigan.

CITY OF PARCHMENT, MICHIGAN

By: ______________________

Its: ______________________

Date: ____________________

HARVEY CONSULTING, LLC

By: ______________________

Rebecca J. Harvey, AICP, PCP

Its: Member

Date: ______________________

MEMORANDUM

To: Mayor Britigan, Vice-Mayor Jordan, and Commissioners

From: Water/Sewer Rate Committee

Date: October 12, 2018

Re: Recommendation to Become a Retail Customer of Kalamazoo

Recommendation

The Water/Sewer Rate Committee after studying the rates for Wholesale and Retail Water, recommends that the Parchment City Commission contract to become a retail customer with the City of Kalamazoo.

There is a significant savings to the City of Parchment as a retail customer. As a retail customer the City of Kalamazoo (COK) would buy the infrastructure and the water plant would be closed in Parchment. All water calls for quality or maintenance would become the concern of COK.

The sanitary sewers maintenance would also be turned over to the City of Kalamazoo. Common sewer maintenance involves 24/7 response and vactor high pressure cleaning of the pipes when and where needed to prevent or resolve an overflow.