



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

August 5, 2019

7 P.M.

Parchment City Commission

Mayor Robert D. Britigan III

Vice-Mayor Thomas Jordan

Commissioner Chester Emmons

Commissioner Richard Bagley

Commissioner Holly Evans

Commissioner Doug Fooy

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 July 15, 2019

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. 1391 – receive
- ii. Preliminary Year End Report - receive
- iii. Letter from Kent DeBoer - receive

7. Unfinished Business

- A. Proposed Ordinance to Opt Out of Certain/All Marijuana License Types – first reading

8. New Business

- A. Designation of voter at MML Annual Meeting – approve
- B. Sean McBride, Central County Transit Authority (CCTA) – presentation
- C. Demolition of 122 N Riverview - approve

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. Closed Session – Real Estate Transaction

12. Reconvene Regular City Commission Meeting

13. Mayor and Commissioner Comments

14. City Manager Comments

15. Adjournment

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY JULY 15, 2019.

1. Call to order

Mayor Britigan called the meeting to order at 7:00 p.m.

2. Roll Call.

Present: Mayor Britigan, Vice Mayor Jordan, Commissioners Bagley, Emmons, and Heasley. City Manager Stoddard, Attorney Soltis, Deputy Clerk Smith

Absent: Commissioner Evans, Commissioner Fooy, City Treasurer/Clerk Stutz.

Moved by Commissioner Bagley, supported by Commissioner Emmons to excuse Commissioners Evans and Fooy.

Motion Carried.

3. Minutes

Regular Meeting: Moved by Commissioner Heasley, supported by Vice Mayor Jordan to approve the minutes of the regular meeting of Monday, June 17th, 2019.

Motion Carried.

4. Additions or changes to the agenda

City Manager Stoddard requested the removal of Item #11 from the agenda.

Moved by Commissioner Heasley to accept the agenda change, supported by Commissioner Bagley.

Motion Carried.

5. Citizen Comments – Items ON the Agenda

None.

6. Consent Agenda

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

Motion Carried.

7. Unfinished Business

A. Marijuana Facilities in Parchment – discussion: Attorney Soltis advised Michigan Department of Licensing and Regulatory Affairs has passed regulations stating a business needs to prove they are compliant with area ordinances to apply for a marijuana business license. Therefore Commission will need to decide if they want to opt out of marijuana businesses entirely, or the Commission will need to adopt an amendment to the zoning ordinance and another ordinance regulating the process of applying for City approval. The Commission would also need to decide which types of marijuana businesses would be allowed within city limits. Attorney Soltis stressed that the decision on whether or not to opt out of retail marijuana needs to happen soon. Commissioner Heasley and Vice Mayor Jordan would like to wait until there is a full commission to make any decisions. Moved by Commissioner Heasley, supported by Commissioner Emmons to table discussion until the August 19, 2019 meeting where they will invite public comment.

Motion Carried.

8. New Business

A. Tetra Tech Agreement: Original contract has been amended to remove storage of water and soil samples by Tetra Tech. Moved by Commissioner Bagley, supported by Commissioner Emmons to approve the Tetra Tech Agreement.

Roll call vote was as follows:

Ayes: Vice Mayor Jordan, Commissioner Bagley, Commissioner Emmons, Commissioner Heasley, Mayor Britigan

Nays: None.

Absent: Commissioner Evans, Commissioner Fooy

Abstain: None

Motion Carried.

B. 2019 MML Convention, City Manager – Detroit: City Manager Stoddard requested attendance at the convention as she did last year. The convention provides a forum for small city discussion as well as sessions on budgeting, food truck regulations, social media, and more. The cost of the convention will be approximately \$1045. Moved by Vice Mayor Jordan, supported by Commissioner Heasley to approve attendance at the 2019 MML Convention.

Motion Carried.

C. Resolution to Adopt a Local Pavement Warranty Program: The program was adopted by the State in 2018 requiring municipalities to purchase a warranty on any State funded road project of \$2 million. The State requires adoption of the resolution by September 18, 2019. Roll call vote was as follows:

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

Motion Carried.

D. Resolution to Implement a Local Pavement Warranty Program: City Manager Stoddard reiterated this applies only to road projects in excess of \$2 million, and the resolution includes how the City would implement the program. Roll call vote was as follows:

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

Motion Carried.

9. Board and Committee Reports

Mayor Britigan reports the CCTA will be presenting at the August 5, 2019 meeting. He also reported there will be no KATS meeting in July.

10. Citizen Comments

Jason Wintersteen, 910 Parchmount: Asked for a review of the ordinance requiring recreational vehicles be placed behind the back line of a house. Stated in some homes in the city, the driveway is behind the front of the home, and recreational vehicles parked there are more visible from the street than the boat he has parked behind his home. Requested there be an amendment allowing vehicles to be parked in the driveway front during the summer months.

11. Mayor and Commissioner Comments

Commissioner Heasley congratulated Kris Jordan and the Kindleberger Arts Commission for a spectacular festival weekend, stating it was the best festival in 38 years. He said the park looks much nicer due to the new mowers and thanked City Manager Stoddard for organizing their purchase.

Commissioner Emmons thanked the donors to the Kindleberger Summer Festival saying the festival gets better every year.

Commissioner Bagley stated the festival was great, but he would like a bigger vehicle for the parade next year.

Vice Mayor Jordan will relay congratulations to Kris Jordan. He thanked the Department of Public Works for their hard work and all the overtime that made the festival run smoothly.

Mayor Britigan thanked the chairpersons of the Kindleberger Arts Commission for an excellent festival. He will be attending the Mayor's Conference August 1-2, 2019. Mayor Britigan updated the commission about lead service line replacement. The City of Kalamazoo will begin work mid-August starting on Glendale, and they hope to have all lines replaced by the end of the year. City of Kalamazoo will return in the spring to repair lawns. He reported Kalamazoo will be shutting off water to any residence that doesn't provide inside access to replace the line.

12. City Manager Comments/Reports

Manager Nancy Stoddard thanked Kris Jordan and all the volunteers that worked so hard on the Kindleberger Summer Festival. She thanked the Kindleberger Arts Commission for being open to new ideas and being accommodating. She added that if anyone has any questions or concerns to please contact her.

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 7:51 p.m.

Kara Smith
Deputy City Clerk



City of Parchment
Check Register Report
Warrant 1391

Check #	Check Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
35403	07/19/2019	CLAUDIA BRITIGAN	Expenses - KSF	277.94
35404	07/19/2019	JEREMY CAREY	Expenses - KSF	10.58
35405	07/19/2019	CINTAS	Uniform Rental & Towels	354.51
35407	07/19/2019	CONSUMERS ENERGY	Citywide Monthly energy use	4,765.27
35408	07/19/2019	CORNERSTONE TECHNOLOGIES	Monthly Contract 7/4 to 8/3/19	153.03
35409	07/19/2019	DEYOUNG LANDSCAPE SERVICE	Treatment #3 - Stage	165.00
35410	07/19/2019	NANCY EATON	Arts & Crafts Expenses	72.10
35411	07/19/2019	ENGINEERED PROTECTION SYSTEMS	Water Treatment-8/1 to 10/31/19	181.41
35412	07/19/2019	FORD, KRIEKARD, SOLTIS & WISE	General & Police Matters - June	1,818.75
35413	07/19/2019	KATHLEEN FRANZ	Expenses -KSF Costumes	184.63
35414	07/19/2019	KEN HOLDA	eExpenses - KSF	94.00
35415	07/19/2019	J & J LOCKSMITHS	Service Call-Park-Women's RR	60.00
35416	07/19/2019	JACK PEARL'S TEAM SPORTS	KSF - T Shirts	623.00
35417	07/19/2019	KALAMAZOO OIL CO.	Fuel Charges 6/16 to 6/30/19	619.29
35418	07/19/2019	KB PRODUCITONS, INC.	Matt Giraud Concert 07/28/19	3,000.00
35419	07/19/2019	LAKELAND ASPHALT CORP.	N Orient & Parchmount 2" Mill/Fill Patching	47,345.00
35420	07/19/2019	LINDE GAS NORTH AMERICA LLC	Monthly Comp Air & Compl. Chg.	28.72
35421	07/19/2019	MICHAEL MINESTRA	Last Mango's Concert-7/21/19	1,500.00
35422	07/19/2019	BRANDON PACHECO	Orchestra - Additional Rehears	35.00
35423	07/19/2019	PREIN & NEWHOF	Traffic Signal Warrant; Commerce Ln	9,623.60
35424	07/19/2019	PROMOTION CONCEPTS	Car Show-T Shirts	654.89
35425	07/19/2019	REPUBLIC SERVICES #249	City Wide Pick-up-July	8,285.31
35426	07/19/2019	SBAM PLAN	Employee & Retiree Ins-August	13,008.29
35427	07/19/2019	SEVERANCE ELECTRIC CO INC	Traffic Signal Main-June	240.00
35428	07/19/2019	SIGNCRAFTERS	Banners for Plays	850.00
35429	07/19/2019	T & L RENTAL AND INFLATABLES	KSF -Tables, tents, chairs, inflatables	3,065.00
35430	07/19/2019	VARNUM LLP	Frontier Renewal Legal Service	207.00
35431	07/19/2019	W.E. UPJOHN INSTITUE FOR EMPLO	Master Planning Act to 6/30/19	3,875.00

REVENUE/EXPENDITURE REPORT
Preliminary 6/30/19

City of Parchment

For the Period: 7/1/2018 to 6/30/2019

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - GENERAL FUND							
Revenues							
Dept: 000.000							
404.000 Tax Revenue	673,800.00	673,800.00	673,815.00	0.00	0.00	-15.00	100.0
405.000 Taxes - Industrial Facilities	5,400.00	5,400.00	5,458.00	0.00	0.00	-58.00	101.1
441.000 Local Community Stab Share Tax	53,000.00	119,000.00	122,511.58	0.00	0.00	-3,511.58	103.0
445.000 Penalty on Taxes	2,500.00	2,500.00	4,691.96	0.00	0.00	-2,191.96	187.7
448.000 1% Collection Fees	24,000.00	24,000.00	24,863.63	0.00	0.00	-863.63	103.6
451.000 License and Fees	9,000.00	9,000.00	13,047.03	452.00	0.00	-4,047.03	145.0
452.000 Cablevision Fees	14,000.00	14,000.00	12,829.84	0.00	0.00	1,170.16	91.6
453.000 Recreation Fees	2,500.00	2,500.00	2,500.00	0.00	0.00	0.00	100.0
454.000 Solid Waste Collections	114,000.00	114,000.00	111,701.33	32.50	0.00	2,298.67	98.0
475.011 Historical Marker	0.00	0.00	5,324.09	150.00	0.00	-5,324.09	0.0
540.000 State Grants	0.00	0.00	6,583.81	6,583.81	0.00	-6,583.81	0.0
556.000 State Grant PA 207	0.00	0.00	11,565.41	-11,565.41	0.00	-11,565.41	0.0
575.000 State Sales Tax	184,000.00	184,000.00	186,874.00	29,845.00	0.00	-2,874.00	101.6
590.000 Grants-Local	0.00	0.00	4,800.00	0.00	0.00	-4,800.00	0.0
632.000 Charges for Services Rendered	0.00	0.00	575.00	0.00	0.00	-575.00	0.0
645.000 Sale of Fixed Assets	0.00	38,600.00	38,462.67	0.00	0.00	137.33	99.6
662.000 Traffic Fines	7,000.00	7,000.00	4,262.35	501.60	0.00	2,737.65	60.9
664.000 Interest on Investments	4,000.00	4,000.00	4,050.52	710.01	0.00	-50.52	101.3
680.000 Reimbursement for Overhead	230,000.00	230,000.00	230,000.00	0.00	0.00	0.00	100.0
694.000 Miscellaneous	15,600.00	15,600.00	37,399.96	11,999.90	0.00	-21,799.96	239.7
Dept: 000.000	1,338,800.00	1,443,400.00	1,501,316.18	38,709.41	0.00	-57,916.18	104.0
Revenues	1,338,800.00	1,443,400.00	1,501,316.18	38,709.41	0.00	-57,916.18	104.0
Expenditures							
Dept: 100.000 Legislative							
703.000 Payroll - Part Time	7,000.00	7,000.00	5,540.00	460.00	0.00	1,460.00	79.1
715.000 Social Security	1,000.00	1,000.00	343.48	28.52	0.00	656.52	34.3
720.000 Worker's Compensation	0.00	0.00	4.31	0.40	0.00	-4.31	0.0
722.000 Medicare	200.00	200.00	80.34	6.67	0.00	119.66	40.2
740.000 Operating Supplies	700.00	700.00	117.46	0.00	0.00	582.54	16.8
800.000 Professional/Contractual Serv.	10,000.00	10,000.00	22,661.27	3,150.31	0.00	-12,661.27	226.6
830.000 Memberships & Dues	1,500.00	1,500.00	1,743.50	0.00	0.00	-243.50	116.2
860.000 Institutes & Training	0.00	0.00	1,037.06	150.00	0.00	-1,037.06	0.0
880.000 Community Promotion	1,000.00	1,000.00	2,084.94	65.00	0.00	-1,084.94	208.5
880.001 Wassailing Contribution	2,000.00	2,000.00	1,290.00	0.00	0.00	710.00	64.5
900.000 Printing & Publishing	2,000.00	2,000.00	3,241.20	0.00	0.00	-1,241.20	162.1
955.000 Miscellaneous	300.00	300.00	366.48	0.00	0.00	-66.48	122.2
999.000 Transfer to other Fund	2,300.00	52,300.00	37,300.00	-15,000.00	0.00	15,000.00	71.3
Legislative	28,000.00	78,000.00	75,810.04	-11,139.10	0.00	2,189.96	97.2
Dept: 200.000 Administration							
702.000 Payroll - Full Time	115,000.00	115,000.00	98,459.53	2,908.16	0.00	16,540.47	85.6
703.000 Payroll - Part Time	28,000.00	28,000.00	38,956.52	2,999.53	0.00	-10,956.52	139.1
715.000 Social Security	9,000.00	9,000.00	8,596.72	679.72	0.00	403.28	95.5
716.000 Hospital/Life Insurance	59,000.00	59,000.00	54,709.63	4,744.64	0.00	4,290.37	92.7
716.001 Insurance Deductible	4,000.00	4,000.00	1,110.53	0.00	0.00	2,889.47	27.8
718.000 Pension	20,600.00	20,600.00	23,926.71	0.00	0.00	-3,326.71	116.1
720.000 Worker's Compensation	600.00	600.00	304.72	35.32	0.00	295.28	50.8
721.000 Unemployment Compensation	0.00	0.00	3,620.00	0.00	0.00	-3,620.00	0.0
722.000 Medicare	2,200.00	2,200.00	2,043.98	158.97	0.00	156.02	92.9
724.000 ICMA Retirement Benefit	9,000.00	9,000.00	0.00	0.00	0.00	9,000.00	0.0
730.000 Postage	3,000.00	3,000.00	5,311.56	450.00	0.00	-2,311.56	177.1
740.000 Operating Supplies	4,200.00	4,200.00	4,964.26	769.63	0.00	-764.26	118.2
775.000 Repair & Maintenance Supplies	2,000.00	2,000.00	27.98	0.00	0.00	1,972.02	1.4
800.000 Professional/Contractual Serv.	6,000.00	6,000.00	16,040.93	411.67	0.00	-10,040.93	267.3
805.000 Computer Services	9,000.00	15,000.00	15,107.79	583.75	0.00	-107.79	100.7
830.000 Memberships & Dues	1,200.00	1,200.00	1,050.00	5.00	0.00	150.00	87.5
850.000 Communications	7,000.00	11,000.00	11,241.06	656.67	0.00	-241.06	102.2
860.000 Institutes & Training	4,000.00	4,000.00	3,948.94	455.00	0.00	51.06	98.7

REVENUE/EXPENDITURE REPORT
Preliminary 6/30/19

City of Parchment

For the Period: 7/1/2018 to 6/30/2019

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - GENERAL FUND							
Expenditures							
Dept: 200.000 Administration							
900.000 Printing & Publishing	2,500.00	5,500.00	5,613.36	225.00	0.00	-113.36	102.1
910.000 Insurance & Bonds	6,400.00	6,400.00	8,694.00	3,115.00	0.00	-2,294.00	135.8
920.000 Utilities	4,000.00	5,600.00	4,727.82	287.76	0.00	872.18	84.4
930.000 Repair & Maint.Contractors	2,000.00	2,000.00	1,819.13	0.00	0.00	180.87	91.0
955.000 Miscellaneous	0.00	0.00	3,436.44	0.00	0.00	-3,436.44	0.0
970.000 Capital	0.00	40,000.00	39,551.00	34,566.00	0.00	449.00	98.9
Administration	298,700.00	353,300.00	353,262.61	53,051.82	0.00	37.39	100.0
Dept: 210.000 Legal Services							
801.000 Attorney - General	33,000.00	33,000.00	18,742.50	1,836.25	0.00	14,257.50	56.8
802.000 Attorney-Police Matters	9,000.00	9,000.00	3,587.50	175.00	0.00	5,412.50	39.9
Legal Services	42,000.00	42,000.00	22,330.00	2,011.25	0.00	19,670.00	53.2
Dept: 300.000 Police							
703.000 Payroll - Part Time	9,500.00	9,500.00	9,166.56	650.00	0.00	333.44	96.5
715.000 Social Security	575.00	575.00	945.00	71.69	0.00	-370.00	164.3
719.000 Hospital Insurance - Retirees	19,500.00	19,500.00	19,644.48	1,652.07	0.00	-144.48	100.7
722.000 Medicare	135.00	135.00	221.03	16.77	0.00	-86.03	163.7
800.000 Professional/Contractual Serv.	304,000.00	304,000.00	278,825.25	0.00	0.00	25,174.75	91.7
Police	333,710.00	333,710.00	308,802.32	2,390.53	0.00	24,907.68	92.5
Dept: 336.000 Fire							
703.000 Payroll - Part Time	42,800.00	42,800.00	40,231.08	-896.42	0.00	2,568.92	94.0
715.000 Social Security	2,800.00	2,800.00	1,298.36	57.02	0.00	1,501.64	46.4
716.000 Hospital/Life Insurance	0.00	0.00	1,421.78	0.00	0.00	-1,421.78	0.0
717.000 Life Insurance	1,200.00	1,200.00	857.68	0.00	0.00	342.32	71.5
720.000 Worker's Compensation	1,200.00	1,200.00	675.98	24.68	0.00	524.02	56.3
722.000 Medicare	600.00	600.00	303.69	13.34	0.00	296.31	50.6
740.000 Operating Supplies	6,000.00	6,000.00	-1,104.01	0.00	0.00	7,104.01	-18.4
746.000 Gasoline & Oil	1,000.00	1,000.00	621.98	87.65	0.00	378.02	62.2
775.000 Repair & Maintenance Supplies	1,000.00	1,000.00	90.02	0.00	0.00	909.98	9.0
780.000 Safety Supplies	100.00	100.00	0.00	0.00	0.00	100.00	0.0
800.000 Professional/Contractual Serv.	7,200.00	7,200.00	3,655.68	0.00	0.00	3,544.32	50.8
830.000 Memberships & Dues	1,500.00	1,500.00	1,400.00	0.00	0.00	100.00	93.3
850.000 Communications	3,600.00	3,600.00	3,900.17	90.00	0.00	-300.17	108.3
860.000 Institutes & Training	4,200.00	4,200.00	550.00	0.00	0.00	3,650.00	13.1
910.000 Insurance & Bonds	14,000.00	14,000.00	17,959.00	6,540.00	0.00	-3,959.00	128.3
920.000 Utilities	2,600.00	2,600.00	2,276.88	148.25	0.00	323.12	87.6
930.000 Repair & Maint.Contractors	13,200.00	13,200.00	10,919.70	3,232.17	0.00	2,280.30	82.7
944.000 Hydrant Rental	5,840.00	5,840.00	4,137.00	0.00	0.00	1,703.00	70.8
955.000 Miscellaneous	0.00	0.00	62.16	0.00	0.00	-62.16	0.0
970.000 Capital	18,000.00	18,000.00	17,188.76	7,488.76	0.00	811.24	95.5
Fire	126,840.00	126,840.00	106,445.91	16,785.45	0.00	20,394.09	83.9
Dept: 440.000 Public Services							
702.000 Payroll - Full Time	76,000.00	76,000.00	89,253.67	1,036.68	0.00	-13,253.67	117.4
703.000 Payroll - Part Time	5,000.00	5,000.00	1,269.00	0.00	0.00	3,731.00	25.4
715.000 Social Security	4,700.00	4,700.00	6,593.31	380.00	0.00	-1,893.31	140.3
716.000 Hospital/Life Insurance	32,500.00	32,500.00	26,238.05	2,995.52	0.00	6,261.95	80.7
716.001 Insurance Deductible	2,400.00	2,400.00	0.00	0.00	0.00	2,400.00	0.0
718.000 Pension	29,000.00	29,000.00	18,792.29	0.00	0.00	10,207.71	64.8
719.000 Hospital Insurance - Retirees	13,600.00	13,600.00	13,569.24	1,145.80	0.00	30.76	99.8
720.000 Worker's Compensation	2,700.00	2,700.00	3,275.46	236.16	0.00	-575.46	121.3
722.000 Medicare	1,100.00	1,100.00	1,541.94	88.86	0.00	-441.94	140.2
740.000 Operating Supplies	500.00	500.00	221.56	0.00	0.00	278.44	44.3
746.000 Gasoline & Oil	4,000.00	4,000.00	3,677.14	202.23	0.00	322.86	91.9
775.000 Repair & Maintenance Supplies	7,500.00	7,500.00	4,440.91	152.12	0.00	3,059.09	59.2
780.000 Safety Supplies	500.00	500.00	386.73	0.00	0.00	113.27	77.3
800.000 Professional/Contractual Serv.	900.00	900.00	673.25	0.00	0.00	226.75	74.8
810.000 Rubbish Collection Charges	98,000.00	98,000.00	109,181.25	8,964.31	0.00	-11,181.25	111.4

REVENUE/EXPENDITURE REPORT
Preliminary 6/30/19

City of Parchment

For the Period: 7/1/2018 to 6/30/2019

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - GENERAL FUND							
Expenditures							
Dept: 440.000 Public Services							
815.000 Uniform Rental	2,750.00	2,750.00	3,040.12	127.32	55.00	-345.12	112.5
850.000 Communications	920.00	920.00	944.86	74.98	0.00	-24.86	102.7
860.000 Institutes & Training	300.00	300.00	450.00	0.00	0.00	-150.00	150.0
880.000 Community Promotion	500.00	500.00	130.28	0.00	0.00	369.72	26.1
910.000 Insurance & Bonds	5,500.00	5,500.00	7,066.00	2,569.00	0.00	-1,566.00	128.5
920.000 Utilities	8,000.00	8,000.00	6,557.90	258.10	0.00	1,442.10	82.0
926.000 Street Lighting	28,000.00	28,000.00	34,017.87	2,883.09	0.00	-6,017.87	121.5
930.000 Repair & Maint.Contractors	10,500.00	10,500.00	14,274.50	1,392.59	0.00	-3,774.50	135.9
955.000 Miscellaneous	0.00	0.00	105.75	0.00	0.00	-105.75	0.0
991.000 Debt Retirement-Principal	17,000.00	17,000.00	17,660.81	1,496.38	0.00	-660.81	103.9
995.000 Interest Expense	1,900.00	1,900.00	1,301.83	83.84	0.00	598.17	68.5
Public Services	353,770.00	353,770.00	364,663.72	24,086.98	55.00	-10,948.72	103.1
Dept: 751.000 Parks, Recreation & Culture							
702.000 Payroll - Full Time	48,000.00	48,000.00	41,790.63	2,819.20	0.00	6,209.37	87.1
703.000 Payroll - Part Time	12,000.00	12,000.00	10,651.69	2,142.40	0.00	1,348.31	88.8
715.000 Social Security	3,600.00	3,600.00	3,152.51	305.12	0.00	447.49	87.6
716.000 Hospital/Life Insurance	20,000.00	20,000.00	9,651.76	770.33	0.00	10,348.24	48.3
716.001 Insurance Deductible	1,700.00	1,700.00	0.00	0.00	0.00	1,700.00	0.0
718.000 Pension	22,000.00	22,000.00	9,887.19	0.00	0.00	12,112.81	44.9
720.000 Worker's Compensation	1,500.00	1,500.00	1,543.26	108.76	0.00	-43.26	102.9
722.000 Medicare	850.00	850.00	737.25	71.36	0.00	112.75	86.7
746.000 Gasoline & Oil	2,500.00	2,500.00	2,027.28	366.04	0.00	472.72	81.1
775.000 Repair & Maintenance Supplies	8,200.00	8,200.00	5,870.80	219.74	0.00	2,329.20	71.6
780.000 Safety Supplies	375.00	375.00	206.16	16.94	0.00	168.84	55.0
800.000 Professional/Contractual Serv.	300.00	300.00	3,112.92	0.00	0.00	-2,812.92	1037.6
910.000 Insurance & Bonds	6,200.00	6,200.00	7,937.00	2,867.00	0.00	-1,737.00	128.0
920.000 Utilities	6,550.00	6,550.00	6,337.67	140.77	0.00	212.33	96.8
930.000 Repair & Maint.Contractors	15,000.00	15,000.00	17,006.83	4,825.00	0.00	-2,006.83	113.4
970.000 Capital	5,000.00	5,000.00	31,099.07	0.00	0.00	-26,099.07	622.0
Parks, Recreation & Culture	153,775.00	153,775.00	151,012.02	14,652.66	0.00	2,762.98	98.2
Expenditures	1,336,795.00	1,441,395.00	1,382,326.62	101,839.59	55.00	59,013.38	95.9

REVENUE/EXPENDITURE REPORT
Preliminary 6/30/19

City of Parchment

For the Period: 7/1/2018 to 6/30/2019

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 202 - MAJOR STREET FUND							
Revenues							
Dept: 000.000							
546.000 State Grants - Act 51	140,000.00	140,000.00	160,139.38	23,458.22	0.00	-20,139.38	114.4
664.000 Interest on Investments	0.00	0.00	145.52	43.03	0.00	-145.52	0.0
676.000 Transfers From Other Funds	75,000.00	75,000.00	75,000.00	0.00	0.00	0.00	100.0
676.101 Transfer from General Fund	50,000.00	50,000.00	35,000.00	-15,000.00	0.00	15,000.00	70.0
694.000 Miscellaneous	0.00	0.00	11,565.41	11,565.41	0.00	-11,565.41	0.0
Dept: 000.000	265,000.00	265,000.00	281,850.31	20,066.66	0.00	-16,850.31	106.4
Revenues	265,000.00	265,000.00	281,850.31	20,066.66	0.00	-16,850.31	106.4
Expenditures							
Dept: 463.000 Routine Maintenance							
702.000 Payroll - Full Time	5,000.00	5,000.00	3,353.15	221.72	0.00	1,646.85	67.1
715.000 Social Security	300.00	300.00	204.39	13.59	0.00	95.61	68.1
716.000 Hospital/Life Insurance	2,200.00	2,200.00	577.33	46.20	0.00	1,622.67	26.2
716.001 Insurance Deductible	125.00	125.00	0.00	0.00	0.00	125.00	0.0
718.000 Pension	1,900.00	1,900.00	884.38	0.00	0.00	1,015.62	46.5
720.000 Worker's Compensation	300.00	300.00	260.75	14.94	0.00	39.25	86.9
722.000 Medicare	75.00	75.00	47.82	3.18	0.00	27.18	63.8
746.000 Gasoline & Oil	250.00	250.00	99.82	0.00	0.00	150.18	39.9
775.000 Repair & Maintenance Supplies	2,200.00	2,200.00	1,902.20	0.00	0.00	297.80	86.5
930.000 Repair & Maint.Contractors	2,000.00	2,000.00	1,500.00	0.00	0.00	500.00	75.0
Routine Maintenance	14,350.00	14,350.00	8,829.84	299.63	0.00	5,520.16	61.5
Dept: 475.000 Traffic Services							
702.000 Payroll - Full Time	4,750.00	4,750.00	3,178.19	213.70	0.00	1,571.81	66.9
715.000 Social Security	300.00	300.00	193.86	13.11	0.00	106.14	64.6
716.000 Hospital/Life Insurance	2,100.00	2,100.00	577.26	46.19	0.00	1,522.74	27.5
716.001 Insurance Deductible	100.00	100.00	0.00	0.00	0.00	100.00	0.0
718.000 Pension	1,800.00	1,800.00	844.25	0.00	0.00	955.75	46.9
720.000 Worker's Compensation	300.00	300.00	248.96	14.40	0.00	51.04	83.0
722.000 Medicare	70.00	70.00	45.34	3.06	0.00	24.66	64.8
746.000 Gasoline & Oil	500.00	500.00	73.34	0.00	0.00	426.66	14.7
775.000 Repair & Maintenance Supplies	2,400.00	2,400.00	56.00	0.00	0.00	2,344.00	2.3
930.000 Repair & Maint.Contractors	11,750.00	11,750.00	6,585.31	552.91	0.00	5,164.69	56.0
Traffic Services	24,070.00	24,070.00	11,802.51	843.37	0.00	12,267.49	49.0
Dept: 478.000 Winter Maintenance							
702.000 Payroll - Full Time	6,200.00	6,200.00	5,329.29	307.16	0.00	870.71	86.0
715.000 Social Security	400.00	400.00	325.53	18.74	0.00	74.47	81.4
716.000 Hospital/Life Insurance	2,600.00	2,600.00	1,212.38	92.12	0.00	1,387.62	46.6
716.001 Insurance Deductible	175.00	175.00	0.00	0.00	0.00	175.00	0.0
718.000 Pension	2,300.00	2,300.00	1,207.55	0.00	0.00	1,092.45	52.5
720.000 Worker's Compensation	400.00	400.00	346.32	20.68	0.00	53.68	86.6
722.000 Medicare	100.00	100.00	76.18	4.39	0.00	23.82	76.2
746.000 Gasoline & Oil	900.00	900.00	791.34	0.00	0.00	108.66	87.9
753.000 Salt	9,500.00	9,500.00	9,788.08	0.00	0.00	-288.08	103.0
Winter Maintenance	22,575.00	22,575.00	19,076.67	443.09	0.00	3,498.33	84.5
Dept: 482.000 Administration							
702.000 Payroll - Full Time	1,250.00	1,250.00	637.93	85.44	0.00	612.07	51.0
715.000 Social Security	100.00	100.00	38.51	5.15	0.00	61.49	38.5
716.000 Hospital/Life Insurance	450.00	450.00	576.02	45.92	0.00	-126.02	128.0
718.000 Pension	500.00	500.00	202.15	0.00	0.00	297.85	40.4
720.000 Worker's Compensation	50.00	50.00	60.48	5.76	0.00	-10.48	121.0
722.000 Medicare	0.00	0.00	8.97	1.20	0.00	-8.97	0.0
960.000 Administrative Overhead	17,000.00	17,000.00	17,000.00	0.00	0.00	0.00	100.0
999.000 Transfer to other Fund	20,000.00	20,000.00	20,000.00	0.00	0.00	0.00	100.0
Administration	39,350.00	39,350.00	38,524.06	143.47	0.00	825.94	97.9

REVENUE/EXPENDITURE REPORT
Preliminary 6/30/19

City of Parchment

For the Period: 7/1/2018 to 6/30/2019

Original Bud. Amended Bud. YTD Actual CURR MTH Encumb. YTD UnencBal % Bud

Fund: 202 - MAJOR STREET FUND

Expenditures	100,345.00	100,345.00	78,233.08	1,729.56	0.00	22,111.92	78.0
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REVENUE/EXPENDITURE REPORT
Preliminary 6/30/19

City of Parchment

For the Period: 7/1/2018 to 6/30/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 203 - LOCAL STREET FUND							
Revenues							
Dept: 000.000							
546.000 State Grants - Act 51	51,000.00	51,000.00	66,579.24	9,748.64	0.00	-15,579.24	130.5
664.000 Interest on Investments	0.00	0.00	72.77	21.52	0.00	-72.77	0.0
676.202 Transfer From Major Street	20,000.00	20,000.00	20,000.00	0.00	0.00	0.00	100.0
Dept: 000.000	71,000.00	71,000.00	86,652.01	9,770.16	0.00	-15,652.01	122.0
Revenues	71,000.00	71,000.00	86,652.01	9,770.16	0.00	-15,652.01	122.0
Expenditures							
Dept: 451.000 Construction							
800.000 Professional/Contractual Serv.	0.00	0.00	7,050.00	7,050.00	0.00	-7,050.00	0.0
Construction	0.00	0.00	7,050.00	7,050.00	0.00	-7,050.00	0.0
Dept: 463.000 Routine Maintenance							
702.000 Payroll - Full Time	5,000.00	5,000.00	3,353.15	221.72	0.00	1,646.85	67.1
715.000 Social Security	300.00	300.00	204.39	13.59	0.00	95.61	68.1
716.000 Hospital/Life Insurance	2,200.00	2,200.00	577.33	46.20	0.00	1,622.67	26.2
716.001 Insurance Deductible	100.00	100.00	0.00	0.00	0.00	100.00	0.0
718.000 Pension	1,900.00	1,900.00	884.38	0.00	0.00	1,015.62	46.5
720.000 Worker's Compensation	300.00	300.00	260.75	14.94	0.00	39.25	86.9
722.000 Medicare	100.00	100.00	47.82	3.18	0.00	52.18	47.8
746.000 Gasoline & Oil	250.00	250.00	99.82	0.00	0.00	150.18	39.9
775.000 Repair & Maintenance Supplies	3,000.00	3,000.00	2,111.70	0.00	0.00	888.30	70.4
930.000 Repair & Maint.Contractors	1,000.00	1,000.00	3,492.00	0.00	0.00	-2,492.00	349.2
Routine Maintenance	14,150.00	14,150.00	11,031.34	299.63	0.00	3,118.66	78.0
Dept: 475.000 Traffic Services							
702.000 Payroll - Full Time	4,750.00	4,750.00	3,372.69	213.70	0.00	1,377.31	71.0
715.000 Social Security	300.00	300.00	205.92	13.11	0.00	94.08	68.6
716.000 Hospital/Life Insurance	2,100.00	2,100.00	577.26	46.19	0.00	1,522.74	27.5
718.000 Pension	1,800.00	1,800.00	844.25	0.00	0.00	955.75	46.9
720.000 Worker's Compensation	300.00	300.00	248.96	14.40	0.00	51.04	83.0
722.000 Medicare	100.00	100.00	48.16	3.06	0.00	51.84	48.2
746.000 Gasoline & Oil	500.00	500.00	73.34	0.00	0.00	426.66	14.7
775.000 Repair & Maintenance Supplies	4,400.00	4,400.00	56.00	0.00	0.00	4,344.00	1.3
930.000 Repair & Maint.Contractors	550.00	550.00	0.00	0.00	0.00	550.00	0.0
Traffic Services	14,800.00	14,800.00	5,426.58	290.46	0.00	9,373.42	36.7
Dept: 478.000 Winter Maintenance							
702.000 Payroll - Full Time	6,200.00	6,200.00	5,299.01	307.16	0.00	900.99	85.5
715.000 Social Security	400.00	400.00	323.85	18.76	0.00	76.15	81.0
716.000 Hospital/Life Insurance	2,600.00	2,600.00	1,212.39	92.13	0.00	1,387.61	46.6
716.001 Insurance Deductible	200.00	200.00	0.00	0.00	0.00	200.00	0.0
718.000 Pension	2,400.00	2,400.00	1,202.62	0.00	0.00	1,197.38	50.1
720.000 Worker's Compensation	400.00	400.00	344.97	20.68	0.00	55.03	86.2
722.000 Medicare	100.00	100.00	75.69	4.38	0.00	24.31	75.7
746.000 Gasoline & Oil	900.00	900.00	791.35	0.00	0.00	108.65	87.9
753.000 Salt	9,500.00	9,500.00	9,788.07	0.00	0.00	-288.07	103.0
775.000 Repair & Maintenance Supplies	0.00	0.00	275.26	0.00	0.00	-275.26	0.0
930.000 Repair & Maint.Contractors	0.00	0.00	1,400.00	0.00	0.00	-1,400.00	0.0
Winter Maintenance	22,700.00	22,700.00	20,713.21	443.11	0.00	1,986.79	91.2
Dept: 482.000 Administration							
702.000 Payroll - Full Time	1,250.00	1,250.00	637.93	85.44	0.00	612.07	51.0
715.000 Social Security	100.00	100.00	38.51	5.15	0.00	61.49	38.5
716.000 Hospital/Life Insurance	400.00	400.00	576.02	45.92	0.00	-176.02	144.0
718.000 Pension	500.00	500.00	202.15	0.00	0.00	297.85	40.4
720.000 Worker's Compensation	50.00	50.00	60.48	5.76	0.00	-10.48	121.0
722.000 Medicare	20.00	20.00	8.97	1.20	0.00	11.03	44.9
960.000 Administrative Overhead	16,000.00	16,000.00	16,000.00	0.00	0.00	0.00	100.0

REVENUE/EXPENDITURE REPORT
Preliminary 6/30/19

City of Parchment

For the Period: 7/1/2018 to 6/30/2019

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 203 - LOCAL STREET FUND							
Expenditures							
Administration	18,320.00	18,320.00	17,524.06	143.47	0.00	795.94	95.7
Expenditures	69,970.00	69,970.00	61,745.19	8,226.67	0.00	8,224.81	88.2

REVENUE/EXPENDITURE REPORT
Preliminary 6/30/19

City of Parchment

For the Period: 1/1/2018 to 6/30/2018

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 250 - KINDLEBERGER SUMMER FESTIVAL							
Revenues							
Dept: 000.000							
475.001 Arts & Crafts	1,400.00	1,400.00	2,320.00	380.00	0.00	-920.00	165.7
475.002 Race/Walk Fees	550.00	550.00	0.00	0.00	0.00	550.00	0.0
475.003 Membership Fund Drive	2,915.00	2,915.00	3,273.25	100.00	0.00	-358.25	112.3
475.005 Corporate Sponsorships	10,500.00	10,500.00	8,900.00	5,150.00	0.00	1,600.00	84.8
475.010 Car Show Proceeds	1,000.00	1,000.00	35.00	20.00	0.00	965.00	3.5
590.001 Grants-Irving S Gilmore Found.	32,000.00	32,000.00	30,000.00	30,000.00	0.00	2,000.00	93.8
590.002 Grants-Harold & Grace Upjohn	0.00	0.00	2,500.00	0.00	0.00	-2,500.00	0.0
675.001 Fund Raising	2,000.00	2,000.00	9,686.00	0.00	0.00	-7,686.00	484.3
675.002 Fundraiser Dance	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	0.0
694.000 Miscellaneous	600.00	600.00	0.00	0.00	0.00	600.00	0.0
Dept: 000.000	52,165.00	52,165.00	56,714.25	35,650.00	0.00	-4,549.25	108.7
Revenues	52,165.00	52,165.00	56,714.25	35,650.00	0.00	-4,549.25	108.7
Expenditures							
Dept: 000.000							
779.001 Performance Expense	18,500.00	18,500.00	4,944.93	2,148.93	0.00	13,555.07	26.7
779.004 Fest. Day - Arts & Crafts	600.00	600.00	298.37	0.00	0.00	301.63	49.7
779.005 Fest. Day-Childrens Area	1,800.00	1,800.00	150.00	0.00	0.00	1,650.00	8.3
779.006 Fest. Day-Parade	300.00	300.00	0.00	0.00	0.00	300.00	0.0
779.008 Fund Raising-Dance	3,000.00	3,000.00	5,998.90	0.00	0.00	-2,998.90	200.0
779.010 Fund Raising-Membership	0.00	0.00	100.00	0.00	0.00	-100.00	0.0
779.012 Festival - Administration	7,815.00	7,815.00	1,286.63	230.00	0.00	6,528.37	16.5
779.013 Stage Entertainment	13,000.00	13,000.00	2,500.00	2,500.00	0.00	10,500.00	19.2
779.016 Car Show Expenses	850.00	850.00	692.15	482.50	0.00	157.85	81.4
779.020 Publicity	6,300.00	6,300.00	4,059.90	4,059.90	0.00	2,240.10	64.4
Dept: 000.000	52,165.00	52,165.00	20,030.88	9,421.33	0.00	32,134.12	38.4
Expenditures	52,165.00	52,165.00	20,030.88	9,421.33	0.00	32,134.12	38.4

REVENUE/EXPENDITURE REPORT
Preliminary 6/30/19

City of Parchment

For the Period: 7/1/2018 to 6/30/2019

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 251 - Brownfield Redevelopment							
Revenues							
Dept: 000.000							
404.000 Tax Revenue	55,850.00	55,850.00	56,332.49	0.00	0.00	-482.49	100.9
664.000 Interest on Investments	0.00	0.00	509.33	150.61	0.00	-509.33	0.0
676.101 Transfer from General Fund	2,300.00	2,300.00	2,300.00	0.00	0.00	0.00	100.0
Dept: 000.000	58,150.00	58,150.00	59,141.82	150.61	0.00	-991.82	101.7
Revenues	58,150.00	58,150.00	59,141.82	150.61	0.00	-991.82	101.7
Expenditures							
Dept: 000.000							
801.000 Attorney - General	0.00	16,000.00	17,428.25	3,586.25	0.00	-1,428.25	108.9
991.000 Debt Retirement-Principal	45,825.00	45,825.00	45,820.92	0.00	0.00	4.08	100.0
995.000 Interest Expense	12,325.00	12,325.00	12,325.16	0.00	0.00	-0.16	100.0
Dept: 000.000	58,150.00	74,150.00	75,574.33	3,586.25	0.00	-1,424.33	101.9
Expenditures	58,150.00	74,150.00	75,574.33	3,586.25	0.00	-1,424.33	101.9

REVENUE/EXPENDITURE REPORT
Preliminary 6/30/19

City of Parchment

For the Period: 7/1/2018 to 6/30/2019

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 401 - Veteran's Memorial Fund							
Revenues							
Dept: 000.000							
674.000 Contributed Capital Revenue	0.00	0.00	4,874.60	983.26	0.00	-4,874.60	0.0
Dept: 000.000	0.00	0.00	4,874.60	983.26	0.00	-4,874.60	0.0
Revenues	0.00	0.00	4,874.60	983.26	0.00	-4,874.60	0.0
Expenditures							
Dept: 000.000							
800.000 Professional/Contractual Serv.	0.00	0.00	15.34	0.00	0.00	-15.34	0.0
Dept: 000.000	0.00	0.00	15.34	0.00	0.00	-15.34	0.0
Expenditures	0.00	0.00	15.34	0.00	0.00	-15.34	0.0

REVENUE/EXPENDITURE REPORT
Preliminary 6/30/19

City of Parchment

For the Period: 7/1/2018 to 6/30/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 590 - SEWER FUND							
Revenues							
Dept: 000.000							
626.000 Sewer Services	362,800.00	362,800.00	267,190.74	0.00	0.00	95,609.26	73.6
663.000 Water & Sewer Penalties	5,000.00	5,000.00	1,240.72	0.00	0.00	3,759.28	24.8
664.000 Interest on Investments	1,800.00	1,800.00	2,619.43	774.56	0.00	-819.43	145.5
Dept: 000.000	369,600.00	369,600.00	271,050.89	774.56	0.00	98,549.11	73.3
Revenues	369,600.00	369,600.00	271,050.89	774.56	0.00	98,549.11	73.3
Expenditures							
Dept: 000.000							
702.000 Payroll - Full Time	47,000.00	47,000.00	30,909.42	2,670.40	0.00	16,090.58	65.8
703.000 Payroll - Part Time	0.00	0.00	6,183.48	0.00	0.00	-6,183.48	0.0
715.000 Social Security	3,000.00	3,000.00	2,255.95	161.11	0.00	744.05	75.2
716.000 Hospital/Life Insurance	15,500.00	15,500.00	17,236.08	1,368.27	0.00	-1,736.08	111.2
716.001 Insurance Deductible	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
718.000 Pension	15,000.00	15,000.00	7,118.51	0.00	0.00	7,881.49	47.5
720.000 Worker's Compensation	1,500.00	1,500.00	721.72	61.70	0.00	778.28	48.1
722.000 Medicare	700.00	700.00	527.66	37.71	0.00	172.34	75.4
730.000 Postage	1,200.00	1,200.00	1,390.73	0.00	0.00	-190.73	115.9
740.000 Operating Supplies	0.00	0.00	528.88	0.00	0.00	-528.88	0.0
746.000 Gasoline & Oil	250.00	250.00	61.13	0.00	0.00	188.87	24.5
775.000 Repair & Maintenance Supplies	1,500.00	1,500.00	432.82	0.00	0.00	1,067.18	28.9
800.000 Professional/Contractual Serv.	16,000.00	16,000.00	0.00	0.00	0.00	16,000.00	0.0
805.000 Computer Services	1,800.00	1,800.00	1,250.00	0.00	0.00	550.00	69.4
807.000 Sewer Treatment Charges	85,000.00	85,000.00	35,029.17	0.00	0.00	49,970.83	41.2
815.000 Uniform Rental	500.00	500.00	414.51	22.11	0.00	85.49	82.9
850.000 Communications	300.00	300.00	0.00	0.00	0.00	300.00	0.0
910.000 Insurance & Bonds	10,000.00	10,000.00	13,137.00	4,693.00	0.00	-3,137.00	131.4
920.000 Utilities	2,300.00	2,300.00	2,338.30	198.03	0.00	-38.30	101.7
930.000 Repair & Maint.Contractors	31,000.00	31,000.00	10,715.73	0.00	3,150.00	17,134.27	44.7
960.000 Administrative Overhead	97,000.00	97,000.00	98,000.00	0.00	0.00	-1,000.00	101.0
968.000 Depreciation	13,000.00	13,000.00	0.00	0.00	0.00	13,000.00	0.0
999.000 Transfer to other Fund	25,000.00	25,000.00	65,000.00	0.00	0.00	-40,000.00	260.0
Dept: 000.000	369,050.00	369,050.00	293,251.09	9,212.33	3,150.00	72,648.91	80.3
Expenditures	369,050.00	369,050.00	293,251.09	9,212.33	3,150.00	72,648.91	80.3

REVENUE/EXPENDITURE REPORT

Preliminary 6/30/19

Page: 12

7/31/2019

11:06 am

City of Parchment

For the Period: 7/1/2018 to 6/30/2019

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 591 - WATER FUND							
Revenues							
Dept: 000.000							
540.000 State Grants	0.00	0.00	239,945.39	7,992.37	0.00	-239,945.39	0.0
630.000 Water Service Installation	0.00	0.00	3,192.04	0.00	0.00	-3,192.04	0.0
632.000 Charges for Services Rendered	0.00	0.00	20.00	0.00	0.00	-20.00	0.0
642.000 Water Sales - Metered	454,400.00	454,400.00	308,163.27	0.00	0.00	146,236.73	67.8
663.000 Water & Sewer Penalties	7,500.00	7,500.00	2,233.48	0.00	0.00	5,266.52	29.8
664.000 Interest on Investments	700.00	700.00	1,528.00	451.83	0.00	-828.00	218.3
667.000 Hydrant Rental	5,840.00	5,840.00	4,137.00	0.00	0.00	1,703.00	70.8
Dept: 000.000	468,440.00	468,440.00	559,219.18	8,444.20	0.00	-90,779.18	119.4
Revenues	468,440.00	468,440.00	559,219.18	8,444.20	0.00	-90,779.18	119.4
Expenditures							
Dept: 000.000							
702.000 Payroll - Full Time	47,000.00	47,000.00	34,711.67	2,286.41	0.00	12,288.33	73.9
703.000 Payroll - Part Time	0.00	0.00	6,310.17	0.00	0.00	-6,310.17	0.0
715.000 Social Security	3,000.00	3,000.00	2,754.58	138.67	0.00	245.42	91.8
716.000 Hospital/Life Insurance	15,500.00	15,500.00	17,032.27	943.71	0.00	-1,532.27	109.9
716.001 Insurance Deductible	1,500.00	1,500.00	1,170.34	0.00	0.00	329.66	78.0
718.000 Pension	15,000.00	15,000.00	8,815.34	0.00	0.00	6,184.66	58.8
720.000 Worker's Compensation	1,200.00	1,200.00	1,312.97	79.81	0.00	-112.97	109.4
722.000 Medicare	700.00	700.00	644.23	32.42	0.00	55.77	92.0
730.000 Postage	1,200.00	1,200.00	1,390.73	0.00	0.00	-190.73	115.9
740.000 Operating Supplies	500.00	500.00	31,770.14	0.00	0.00	-31,270.14	6354.0
743.000 Chemicals	7,000.00	7,000.00	-2,191.25	0.00	0.00	9,191.25	-31.3
746.000 Gasoline & Oil	5,000.00	5,000.00	3,793.81	276.45	0.00	1,206.19	75.9
775.000 Repair & Maintenance Supplies	10,000.00	10,000.00	4,029.45	0.00	0.00	5,970.55	40.3
775.500 Water Meters	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.0
776.000 Vehicle Maintenance	1,250.00	1,250.00	4,681.03	0.00	0.00	-3,431.03	374.5
780.000 Safety Supplies	500.00	500.00	120.60	0.00	0.00	379.40	24.1
800.000 Professional/Contractual Serv.	29,700.00	29,700.00	263,154.13	110.20	0.00	-233,454.13	886.0
805.000 Computer Services	1,800.00	1,800.00	1,250.00	0.00	0.00	550.00	69.4
815.000 Uniform Rental	700.00	700.00	608.39	22.14	0.00	91.61	86.9
830.000 Memberships & Dues	2,200.00	2,200.00	1,211.00	0.00	0.00	989.00	55.0
850.000 Communications	1,750.00	1,750.00	780.88	0.00	0.00	969.12	44.6
860.000 Institutes & Training	600.00	600.00	485.70	0.00	0.00	114.30	81.0
910.000 Insurance & Bonds	8,250.00	8,250.00	10,607.00	3,688.00	0.00	-2,357.00	128.6
920.000 Utilities	64,000.00	64,000.00	26,126.26	416.36	0.00	37,873.74	40.8
930.000 Repair & Maint.Contractors	26,000.00	26,000.00	18,156.52	-798.20	-1,820.00	9,663.48	62.8
955.000 Miscellaneous	0.00	0.00	29.90	0.00	0.00	-29.90	0.0
960.000 Administrative Overhead	99,000.00	99,000.00	99,000.00	0.00	0.00	0.00	100.0
968.000 Depreciation	29,300.00	29,300.00	0.00	0.00	0.00	29,300.00	0.0
999.000 Transfer to other Fund	50,000.00	50,000.00	10,000.00	0.00	0.00	40,000.00	20.0
Dept: 000.000	432,650.00	432,650.00	547,755.86	7,195.97	-1,820.00	-113,285.86	126.2
Expenditures	432,650.00	432,650.00	547,755.86	7,195.97	-1,820.00	-113,285.86	126.2
Grand Total Net Effect:	204,030.00	188,030.00	361,886.85	-26,662.84	1,385.00	-172,471.85	

July 24, 2019

Dear Parchment City Commissioners;

This note is in regard to the upcoming decision the Commission will be making as to the marijuana facilities which may or may not be allowed in the City of Parchment.

As a Parchment Planning Commissioner, I have been working with the other members of the Commission to develop a master plan for the City. I must mention at the outset, I'm writing here only as an individual resident of the City, and not on behalf of the Commission.

As an initial step in preparing a master plan, the City retained the W.E. Upjohn Institute to conduct a survey of Parchment residents in which they could weigh in on their likes, dis-likes and thoughts about the future of the community. The results were presented to the Planning Commission in a report dated 4/25/19. The report is being used by the Planning Commission as it prepares the master plan. Among many topics considered in the survey, the specific question, "Should the City allow the following marijuana facilities" followed by seven responses from which to select was included. The highest number of respondents selected "none".

A tentative vision statement for the City has been developed by the Planning Commission, followed by a list of goals and then of objectives of how the goals might be achieved. The vision statement reads as follows, "The City of Parchment seeks to become a model community while maintaining its natural and built advantages. Parchment will retain its small town appeal of residents who are close to recreation, near to public services, and take ownership of the community. The City will have multiple transportation options for all people. The City will retain its diverse housing stock. The City will also increase the tax base by attracting sustainable businesses and industries while increasing the housing stock and retaining the Park as the City's front yard". It is important to note that nowhere in the vision statement is developing Parchment as a marijuana mecca mentioned. If the City Commission were to vote in favor of allowing marijuana facilities in the City, that would be flying in the face of the vision statement.

For the Commission to go all-in to encourage the marijuana industry in the City would no doubt cause the City to incur additional legal fees and policing and administration costs, given the ill-defined Michigan rules, regulations and laws. In a presentation by Kalamazoo County Prosecutor Jeff Getting and former Parchment police Chief Bourgeois they estimated any additional revenues (if any) accruing to the City from the marijuana industry would very likely not cover the additional policing and administrative costs necessary.

Adjoining municipalities of Kalamazoo City and Kalamazoo Township have already decided to participate in the marijuana industry which likewise provides little motivation for Parchment to do so.

Given the above stated reasons I am strongly opposed to the City of Parchment supporting or becoming involved in processing facilities, distribution/warehousing, retail/dispensaries, commercial growing or testing facilities operated in conjunction with the marijuana industry, and urge the City Commission to opt-out of participating in the marijuana industry.

Sincerely,

A handwritten signature in black ink that reads "Kent DeBoer". The signature is written in a cursive, slightly slanted style.

Kent R. DeBoer
285 Glendale Blvd.
Parchment, MI 49004

CITY OF PARCHMENT
KALAMAZOO COUNTY, MICHIGAN

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE CITY OF PARCHMENT CODE OF ORDINANCES TO PROHIBIT (OPT OUT) CERTAIN RECREATIONAL MARIHUANA LICENSES AND ESTABLISHMENTS WITHIN CITY BOUNDARIES; TO REPEAL ANY OTHER ORDINANCES IN CONFLICT HERewith AND TO PROVIDE FOR AN EFFECTIVE DATE.

THE CITY OF PARCHMENT ORDAINS:

ARTICLE I

Chapter 18, Section 18-76 through 18-80 are hereby reserved.

ARTICLE II

Chapter 18, Sections 18-81 to 18-83 are hereby added and shall now read:

Sec. 18-81. Recreational Marihuana Establishments Prohibited.

Pursuant to the Michigan Regulation and Taxation of Marihuana Act ("MRTMA"), Section 6.1, the City of Parchment elects to prohibit the following recreational marihuana establishments within its boundaries (License types/establishment not checked are NOT prohibited):

1. Grower (check boxes that constitute marihuana establishment license types prohibited).
 - Class A - 100 plant limit
 - Class B - 500 plant limit
 - Class C - 2,000 plant limit

2. Processor

3. Secure transporter

- Provides for license, but nowhere in the language is there a requirement that marihuana must only be transported by a secure transporter.
4. Retailer
 - MMFLA license is a provisioning center, not retailer.
 5. Safety compliance facility
 6. Microbusiness
 - Person licensed to cultivate not more than 150 plants; process and package; and sell or otherwise transfer marihuana to individuals who are 21 years of age or older or to a safety compliance facility, but not to other marihuana establishments.

Sec. 18-82. Necessity.

The Ordinance requires that it be immediately effective as is necessary for the preservation of the public peace, health or safety.

Sec. 18-83. Enforcement.

This Ordinance may be enforced by any means permitted by law including, but not limited to, Temporary Restraining Order and Temporary and Permanent Injunctions.

ARTICLE III

Any and all sections, terms, provisions and/or clauses herein shall be deemed independent and severable. Should any court or competent jurisdiction hold any section, term, provision or clause void and/or invalid, all remaining sections, terms, provisions and/or clauses not held void and/or invalid shall continue in force and effect.

ARTICLE IV

All Ordinances or parts thereof in conflict herewith are hereby repealed and shall be of no further force and effect.

ARTICLE V

This Ordinance shall take force and effect on publication.

CERTIFICATE

I, Shannon Stutz, City of Parchment Clerk, do hereby certify that the foregoing City of Parchment Ordinance No. _____ was adopted by the City Commission at a regular meeting held on _____, 2019, and that the following is a record of the vote of the members of said City Commission on said Ordinance:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Shannon Stutz
City Clerk

Medical Marihuana Facilities Licensing Act (MMFLA) compared with Proposal 1—the Michigan Regulation and Taxation of Marihuana Act (MRTMA)

Votes required for future amendments:

- MMFLA (PA 281 of 2016) requires a simple majority of vote of the Legislature (56 House votes and 20 Senate votes).
- Proposed MRTMA will require a 3/4 vote of the Legislature (83 House votes and 29 Senate votes).

Local Control:

- MMFLA requires municipality to OPT IN.
- Proposed MRTMA requires a municipality to OPT OUT. Municipal decision to limit the number of marihuana establishments or opt out is subject to override by the voters of that municipality through initiative petition.
- MMFLA, a state operating license may not be issued to an applicant unless the municipality in which the proposed facility will be located in has adopted an ordinance authorizing that type of license.
 - If municipality does nothing, no marihuana facilities can be licensed/operate in that municipality.
 - If municipality adopts ordinance (opts in), then it may:
 - Authorize any specific or all license types
 - Limit the number of each license type
- Proposed MRTMA, a state operating license shall be issued to operate in every municipality unless a municipality enacts an ordinance to opt out.
 - Municipality can completely prohibit all license types or limit the types of establishments allowed and the total number of each license type.
 - If the municipal limit on licenses prevents the State from issuing a license to all qualifying applicants, the municipality, not the State, is required to select from the competing applicants using a competitive process intended to identify those who are best suited to operate in compliance with the Act.
- Nothing under the MMFLA nor the proposed MRTMA has direct effect on the Michigan Medical Marihuana Act (MMMA, Initiated Law 1 of 2008; patient caregiver model).
- Proposed MRTMA broadens the prohibition on the separation of plant resin by butane extraction on residential premises under the MMMA to include methods using a substance with a flash point below 100 degrees Fahrenheit within the curtilage of a residence.
- Proposed MRTMA substantially increases the amount of marihuana that may be lawfully possessed from 2.5 ounces and 12 plants by a qualifying patient to 2.5 ounces on one's person, 10 ounces secured in one's residence, and no more than 12 plants at a time.
- While a municipality may regulate the time, place and manner of operation of marihuana establishments, the State must approve and issue a license to a proposed marihuana establishment that is not within an area exclusively zoned for residential use and is not within 1000 feet of a pre-existing K-12 public or private school. A municipality may reduce this distance by ordinance.

License Types:

- MMFLA has five license types:
 1. Grower
 - Class A – 500 plant limit
 - Class B – 1,000 plant limit
 - Class C – 1,500 plant limit

2. Processor
3. Secure transporter
4. Provisioning center
5. Safety compliance facility

• Proposed MRTMA has six “marihuana establishment” license types:

1. Grower (plant limits are different than MMFLA)
 - Class A – 100 plant limit
 - Class B – 500 plant limit
 - Class C – 2,000 plant limit
 2. Processor
 3. Secure transporter
 - Provides for license, but nowhere in the language is there a requirement that marihuana must only be transported by a secure transporter.
 4. Retailer
 - MMFLA license is a provisioning center, not retailer.
 5. Safety compliance facility
 6. Microbusiness
 - Person licensed to cultivate not more than 150 plants; process and package; and sell or otherwise transfer marihuana to individuals who are 21 years of age or older or to a safety compliance facility, but not to other marihuana establishments.
- MRMTA also defines an “establishment” as, “any other type of marihuana-related business licensed” by the State, which would include licensed “marihuana facilities” under the MMFLA.
 - MMFLA prohibits a caregiver from grower, processor, or secure transporter license types.
 - Proposed MRTMA does not prohibit a caregiver from holding any of the six license types.
 - A person may be licensed under both the MMFLA as well as the proposed MRTMA.

Unreasonably Impracticable:

- MMFLA does not reference this term, found in proposed MRTMA.
- Proposed MRTMA prohibits any administrative rule or municipal ordinance that subjects the licensee to unreasonable risk or requires such a high investment of money, time, or any other resource or asset that a reasonably prudent businessperson would not operate the marihuana establishment.
 - Any rule or ordinance could be legally challenged if a person considers it to require too much time, money, etc.

Additional information:

- Definitions of key statutory terms are not consistent between the MMFLA and the proposed MRTMA.
- Grower license plant limits are not consistent between the MMFLA and the proposed MRTMA.
- Application process is not consistent between the MMFLA and the proposed MRTMA.
 - If the State does not begin accepting/processing MRTMA applications within one year of the effective date of the Act, applicants can submit an application to a municipality that has not opted out of the act. Municipality shall issue a municipal license to applicant within 90 days. Municipal license has same force and effect as state license, but the municipal license holder is not subject to regulation or enforcement by the State during the municipal license term.
- If proposed MRTMA passes, the MMFLA requirement that a three percent tax is imposed on each provisioning center’s gross retail receipts is no longer applicable. However, a 10 percent tax will be imposed on marihuana retailers on sales price of marihuana sold or otherwise transferred to anyone other than a marihuana establishment.
- The percent of the municipal portion of the excise tax collected is reduced from 25 percent under the MMFLA to 15 percent under the MRTMA and is paid only after the State is compensated for its implementation, administration, and enforcement of the Act; and until 2022 or for at least two years, \$20 million annually is provided to FDA-approved clinical trials researching the efficacy of marihuana in treating U.S. armed services veterans for medical conditions and suicide prevention.
- If proposed MRTMA passes, it goes in to effect 10 days after the election is certified by the State Board of Canvassers.

MEMORANDUM

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

From: Nancy R. Stoddard, City Manager

Date: August 5, 2019

Re: Designation of Voter for the City of Parchment at the MML Convention

Motion: Motion to approve the City Manager as the voter for the City of Parchment at the Michigan Municipal League Convention.

Pursuant to the provisions of the League Bylaws, the governing body of the City of Parchment must designate someone who will be in attendance at the Convention as their official representative to cast the vote of the municipality at the Annual Meeting.

The vote consists of the following:

- Election of Trustees – To elect six members of the Board of Trustees for terms of three years each.
- Policy – To vote on the Core Legislative Principles document and any other resolutions that have been presented to the membership.
- Other Business – To transact such other business as may properly come before the meeting.

July 10, 2019

Michigan Municipal League Annual Meeting Notice

(Please present at the next Council, Commission or Board Meeting)

Dear Official:

The Michigan Municipal League Annual Convention will be held in Detroit, September 25-27, 2019. The League's "Annual Meeting" is scheduled for 4:15 pm on Wednesday, September 25 in Room 320 at the Cobo Center. The meeting will be held for the following purposes:

1. Election of Trustees. To elect six members of the Board of Trustees for terms of three years each (see #1 on page 2).
2. Policy. A) To vote on the Core Legislative Principles document

In regard to the proposed League Core Legislative Principles, the document is available on the League website at <http://www.mml.org/delegate>. If you would like to receive a copy of the proposed principles by fax, please call Monica Drukis at the League at 800-653-2483.

B) If the League Board of Trustees has presented any resolutions to the membership, they also will be voted on. (See #2 on page 2.)

In regard to resolutions, member municipalities planning on submitting resolutions for consideration by the League Trustees are reminded that under the Bylaws, they must be submitted to the Trustees for their review by August 21, 2019.

3. Other Business. To transact such other business as may properly come before the meeting.

Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the Annual Meeting, and, if possible, to designate one other official to serve as alternate. Please submit this information through the League website by visiting <http://www.mml.org/delegate> no later than August 21, 2019.

We love where you live.



Regarding the designation of an official representative of the member to the annual meeting, please note the following section of the League Bylaws:

“Section 4.4 - Votes of Members. Each member shall be equally privileged with all other members in its voice and vote in the election of officers and upon any proposition presented for discussion or decision at any meeting of the members. Honorary members shall be entitled to participate in the discussion of any question, but such members shall not be entitled to vote. The vote of each member shall be cast by its official representative attending the meeting at which an election of officers or a decision on any proposition shall take place. Each member shall, by action of its governing body prior to the annual meeting or any special meeting, appoint one official of such member as its principal official representative to cast the vote of the member at such meeting, and may appoint one official as its alternate official representative to serve in the absence or inability to act of the principal representative.”

1. Election of Trustees

Regarding election of Trustees, under Section 5.3 of the League Bylaws, six members of the Board of Trustees will be elected at the annual meeting for a term of three years. The regulations of the Board of Trustees require the Nominations Committee to complete its recommendations and post the names of the nominees for the Board of Trustees on a board at the registration desk at least four hours before the hour of the business meeting.

2. Statements of Policy and Resolutions

Regarding consideration of resolutions and statements of policy, under Section 4.5 of the League Bylaws, the Board of Trustees acts as the Resolutions Committee, and “no resolution or motion, except procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by resolution of the governing body of a member at least thirty (30) days preceding the date of the annual meeting.” Thus the deadline this year for the League to receive resolutions is **August 21, 2019**. Please submit resolutions to the attention of Daniel P. Gilmartin, Executive Director/CEO at 1675 Green Rd., Ann Arbor, MI 48105. Any resolution submitted by a member municipality will go to the League Board of Trustees, serving as the resolutions committee under the Bylaws, which may present it to the membership at the Annual Meeting or refer it to the appropriate policy committee for additional action.

Further, “Every proposed resolution submitted by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after consideration, shall make a recommendation as to the advisability of adopting each such resolution or modification thereof.”

We love where you live.



3. Posting of Proposed Resolutions and Core Legislative Principles

The proposed Michigan Municipal League Core Legislative Principles and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership will be available on the League website, or at the League registration desk to permit governing bodies of member communities to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the Annual Meeting.

The Board of Trustees will meet on Tuesday, September 24 at Cobo Center for the purpose of considering such other matters as may be requested by the membership, in addition to other agenda items.

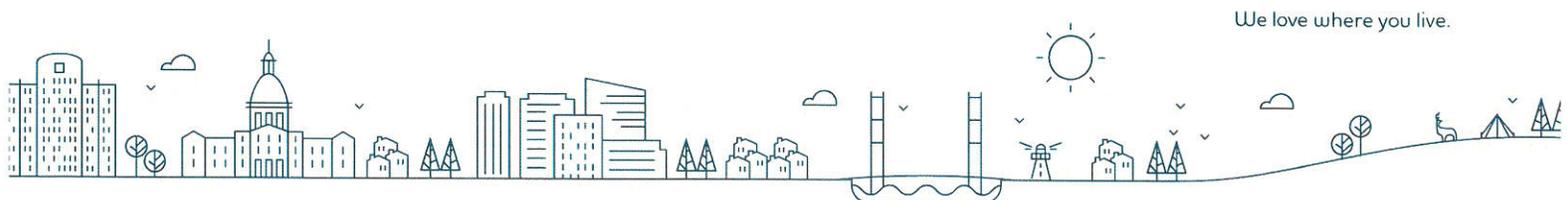
Sincerely,



Brenda F. Moore
President
Mayor Pro Tem, City of Saginaw



Daniel P. Gilmartin
Executive Director & CEO



MEMORANDUM

To: Parchment City Commission

From: Nancy R. Stoddard, City Manager

Date: August 5, 2019

Re: Demolition of 122 N Riverview Drive – Bellisle Building

IT IS RECOMMENDED

To hire Pitsch Companies, to perform the demolition of 122 N Riverview Drive at a cost of \$28,000.

BACKGROUND

Environmental Great Lakes Energy (formerly MDEQ) granted the monies for the assessment of the hazardous materials in the former Bellisle Building. They found that there was a minimum amount of hazardous materials on the site, mostly consisting of asbestos tiles.

Mike Alwine, Kalamazoo Area Building Authority deemed the building condemnable.

Twelve bids were sought for this project, with a return of 1 bid from the Pitsch Companies.

Description of work:

All hazardous materials will be removed and properly disposed per EGLE standards. All work shall be performed in compliance with the City of Parchment codes. Demolition of the two attached lean-to buildings and the main structure. The shared wall is made of brick and will be prepared for outdoor exposure. Care will be exercised to protect adjacent improvements or structures from damage. The Contractor will backfill and properly compact all excavated areas with suitable materials to surrounding grade. Project completion will be within 30 days of authorization to start.

DEMOLITION WORK WRITE-UP
CITY OF PARCHMENT

City Agent: Nancy R. Stoddard
Parchment City Manager

Address: 650 S. Riverview Drive
Parchment MI 49004

Phone: 269-492-3263

Date: July 15, 2019

Work Description: We are requesting a quote for the work at 122 N Riverview Drive.

- 1 – Removal and proper disposal of hazardous materials
(MDEQ has assessed the materials and a copy is available for viewing at City Hall)
- 2 - Demolition of the additions to the main building at 122 N. Riverview – Two attached lean-to buildings
- 3 – Demolition of the main structure. There is a shared partial brick wall between this building and the next (south side).

DEMOLITION AND/OR REMOVAL SPECIFICATIONS

1. Prior to starting any work, the Contractor shall provide copies of a proper valid State license and adequate liability insurance for the subject work.
2. Prior to starting any work, the Contractor shall contact the following:
 - a. MISS DIG: 1-800-482-7171
 - b. Kalamazoo Public Works Department, for location of water and sewer lines (269-337-8601)
 - c. Parchment Public Works for proper city street barricade procedures, 269-720-3469
3. Prior to starting any work, the Contractor shall obtain a demolition permit through KABA – Kalamazoo Area Building Authority, 269-216-9861.
4. The contractor shall have salvage rights on all materials on the site.
5. The Contractor shall furnish all labor, equipment, materials, insurance and permits required to demolish and/or remove the items as specified on the attached site plan from the subject address above.
6. All hazardous materials must be removed and disposed of properly, before any demolition occurs. All work shall be performed in compliance with all City Codes of the City of Parchment.

7. The Contractor shall backfill and properly compact all excavated areas with suitable materials to surrounding grade.
8. Care shall be exercised to protect adjacent improvements or structures from damage.
9. Project completion shall be within 30 days of authorization to start.

UTILITY DISCONNECTIONS

The following utility services must be disconnected and removed in connection with this demolition project: (See the proper steps to be taken below)

Demolition Contractor:

- X Electrical
- X Gas
- X Telephone
- Cable Television
- City Water
- City Sewer
- Storm Sewer

1. The demolition contractor shall be responsible for the disconnection and removal of any above indicated services by coordinating with the following:

Consumers Energy 800-805-0490
Charter Cable 438-242-1291
AT&T 269-200-4908

2. The demolition contractor shall be responsible for coordinating the disconnect of the building electrical system by verifying that the feeder line to the service disconnect supplying that structure has been disconnected at the source of termination by an approved means. Work to be completed by a licensed electrical contractor. Inspection by Kalamazoo Area Building Authority (KABA) inspector is required.

**QUOTE AND PROPOSAL
FOR HAZARDOUS MATERIAL REMOVAL AND PROPER DISPOSAL
CITY OF PARCHMENT MICHIGAN**

Contractor Name and Address:

PITTSCH COMPANIES
675 RICHMOND
GRAND RAPIDS MI

Job Site: 122 N. Riverview Drive
Parchment Michigan

Type of structure: Commercial building w/
additions, including a shared
wall with adjacent building
(south side) that needs
preparation for outside
weather

BIDDING INFORMATION

Quote Deadline: May 31, 2019

Date: May 31, 2019

Time: 8AM

Submit Bids to: Parchment City Manager
650 S Riverview Drive
Parchment MI 49004
269-492-3263

QUOTE AND PROPOSAL

The undersigned proposes to perform the subject work in strict accordance with the agreement documents within the time limits stated and at the prices stated below.

The undersigned has provided separate cost figures for each line item or group of similar line items listed in an attached Work Write-Up.

The undersigned has studied and thoroughly understands the agreement document, this quote and proposal, the specifications contained in the attached Work Write-up and the attached picture, if any.

The undersigned has inspected the proposed work at the subject site and states that, to the best of his/her knowledge, the documents are complete and complimentary for the completion of the proposed work.

The undersigned proposes to provide all labor, supervision, equipment, materials, and incidental expenses required to accomplish all of the work described in the Work Write-Up and attached picture, if any, for the sum of \$ 28,000.⁰⁰ (Dollars) and further states that the undersigned shall within ten calendar days from the date of a Proceed Order, begin actual performance of the work and that all work shall be completed within thirty (30) calendar days thereafter.

PITTSCH Co
Company Name

[Signature]
Signature

5-30-19
Date

