



## AGENDA

### REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

April 20, 2020 - Virtual

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 Robin Madaras

#### 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 April 6, 2020

#### 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. 1410 – approve
- ii. Credit Card Statement – approve
- iii. Quarterly Financial Statement, thru March 2020- receive
- iv. ZBA Minutes of March 27, 2019 – receive
- v. KAC Minutes of March 9, 2020 – receive
- vi. Planning Commission Minutes of February 13, 2020 - receive

## **7. Unfinished Business**

### **8. New Business**

- A. Resolution for MDOT Contract for Commerce Lane, REVISED (Separate Attachment) – approval

### **9. 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.*

### **10. Mayor and Commissioner Comments**

### **11. City Manager Comments**

### **12. Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY APRIL 6, 2020.**

**1. Call to order**

Mayor Britigan called the meeting to order via Zoom (online due to Coronavirus shutdown) at 7:06 p.m.

**2. Roll Call.**

Present: Mayor Britigan, Vice Mayor Jordan, Commissioners Bagley, Emmons, Evans, Fooy, and Madaras. City Manager Stoddard, City Treasurer/Clerk Stutz; Attorney Soltis, Deputy Clerk Smith.  
Absent: None.

**3. Minutes**

Moved by Commissioner Bagley, supported by Commissioner Emmons to approve the amended Minutes of the March 16, 2020 Regular Meeting. Roll call vote was taken due to online meeting format.

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

**Motion Carried 7-0.**

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

Correction of typo in New Business A, per City Manager Stoddard. Add New Business- D Budget Presentation. Moved by Commissioner Fooy, supported by Commissioner Emmons to accept the agenda. **Motion Carried.**

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

None.

**6. Consent Agenda**

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

**7. Unfinished Business**

None.

**8. New Business**

A. MDOT Contract for Commerce Lane - approval. Per City Manager Stoddard, this authorizes the city to accept federal funds that are available for this road only, Mosel to Riverview. Questions asked and answered included the following: engineering costs are not included in the estimate of \$35,000, work is scheduled to be complete by July 1 if it is considered "necessary" by Governor Whitmer's executive order, funds are budgeted in the Major Streets fund (1/2 in YE 2020, 1/2 in YE 2021), Prein & Newhof costs should be enumerated by June 1. Moved by Vice Mayor Jordan, supported by Commissioner Evans to approve the MDOT Contract 20-5161, Job number 206262CON Commerce Lane from Mosel to Riverview Drive. Roll call vote was as follows:

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

**Motion Carried 7-0.**

B. Agreement with City of Kalamazoo to Pave Parchmount from Riverview to Orient – approval. Mayor Britigan explained that as the City of Kalamazoo has finished working on replacing lead service lines, road repair is next. The City of Kalamazoo has decided it is easier with a better result if they mill down and repave Parchmount from Riverview Drive east to Orient. City Manager Stoddard added that because Kzoo owns their own equipment that their work will be cheaper than other bids/estimates we've been given - \$40,000 for Riverview to Orient by Kzoo, approximately \$110,000 for equivalent by others. Monies would come out of the Major Streets Fund. City Manager Stoddard noted that due to limited staff, the cost projections were provided, and will include manhole and storm drain connections as well, per James Baker. Moved by Commissioner Emmons, supported by Vice Mayor Jordan to approve the project to mill and repave Parchmount from Riverview to Orient for not more than \$60,000, authorizing the City Manager and Clerk to sign all necessary documents. Roll call vote was as follows:

Ayes: Bagley, Britigan, Emmons, Evans, Fooy, Jordan, and Madaras.  
Nays: None.

Absent: None.  
Abstain: None.

**Motion Carried 7-0.**

C. Agreement with City of Kalamazoo to Pave Riverview from 100' south of G Avenue, through Oak Grove – approval. City Manager Stoddard explained that this is similar to the Parchmount agreement in that it would be harder for workers to complete “jigsaw” work than re-mill all of it. She also noted that DPW Superintendent Phil Wolthuis made sure that Kalamazoo would include the “dip” in the road at Oak Grove. Work schedule is TBD, as Kalamazoo is working with ½ crew, but she has been told that it will happen this year. Commissioner Fooy commented that he thought it was a good opportunity for us to take advantage of good pricing. Commissioner Bagley praised it as well, saying he was glad the “fault line” would be included. Moved by Commissioner Fooy, supported by Commissioner Bagley to approve the project to mill and repave Riverview from 100' south of East G Avenue through Oak Grove for not more than \$60,000, authorizing the City Manager and Clerk to sign all necessary documents. Roll call vote was as follows:

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

**Motion Carried 7-0.**

D. Budget Presentation. Mayor Britigan explained that working on the budget is a process, and reminded everyone that a workshop is scheduled for after the April 20 regular commission meeting. City Manager Stoddard gave an overview of the proposed budget for 2020-2021, attempting to touch all areas of the Commission’s concern with limited funds. She then thanked her staff for putting the budget together.

**9. Citizen Comments**

None.

**10. Mayor and Commissioner Comments**

Commissioner Madaras noted she is excited to see road work done.

Commissioner Emmons agreed, adding that the City of Kalamazoo is doing a great job.

Commissioner Bagley had a question on the fire department, wondering how the change has been going? Has the fire rating been changed?

Commissioner Evans said she’s been watching the park, commenting that people have been careful, no big groups. City Manager Stoddard noted that bathrooms remain closed, and staff is using a kid-friendly disinfectant on playgrounds each morning.

Commissioner Fooy asked about the status of the Glendale water main? And whether the \$450,000 that Representative Beth Griffin has requested is headed our way? City Manager Stoddard advised that she has not heard back yet regarding the status of that money.

Mayor Britigan mentioned that the Governor vetoed \$80 million in projects, unfortunately including the preliminary engineering study for the connection to US 131. He then reminded everyone to Stay Home, Stay Safe.

**11. City Manager Comments/Reports**

City Manager Stoddard reported that she gets updates from the County each week, adding that the next 3 weeks are critical, and encouraged all to follow the Governor’s executive order. City Hall is closed to the public, with staff taking turns being in the office answering phones and taking care of business. DPW staff is divided as well, but still functioning. Yard waste has been discontinued by Republic, but brush and leaf pickup is still on for April 20, just taking longer to complete. She added that we will be posting updates to our website and our Facebook page, and invited all who had questioned or concerns to call City Hall to discuss with her.

**12. Adjournment**

There being no further business to come before the Commission, it was moved by Commissioner Madaras and supported by all to adjourn the meeting at 8:03 p.m.

Shannon Stutz, City Clerk



City of Parchment  
 Check Register Report  
 Warrant 1410

Check	Check Date	Vendor Name	Check Description	Amount
<b>MERCANTILE Checks</b>				
35835	04/14/2020	CINTAS	Uniform Rental & Towels	112.84
35836	04/14/2020	COMPANION LIFE	Life & AD&D Ins. - April	57.00
35838	04/14/2020	CONSUMERS ENERGY	Monthly energy use - March	5,837.68
35839	04/14/2020	ENGINEERED PROTECTION SYSTEMS	Water Treatment Plant to7/31/20	181.41
35840	04/14/2020	KALAMAZOO OIL CO.	Fuel Charges 3/16 to 3/31/20	62.72
35841	04/14/2020	MICHIGAN ELECTION RESOURCES	Election Supplies	205.00
35842	04/14/2020	MLIVE MEDIA GROUP	Public Hearing Notice-Vari	235.50
35843	04/14/2020	PREIN & NEWHOF	Misc Mapping - Tax Maps	415.50
35844	04/14/2020	PURITY CYLINDER GASES, INC.	1/4ly Cylinder Rental	47.44
35845	04/14/2020	REPUBLIC SERVICES #249	DPW - April	299.69
35846	04/14/2020	SEVERANCE ELECTRIC CO INC	Traffic Signal Maint - March	120.00
35847	04/14/2020	KARA SMITH	Mileage - Jan-March 2020	64.57
35848	04/14/2020	NANCY STODDARD	Mileage - Jan-March 2020	106.28
35849	04/14/2020	SHANNON STUTZ	Mileage - Jan-March 2020	136.86

ACCT. NUMBER: XXXX XXXX XXXX 1546			
CREDIT LIMIT	15,000.00	CASH ADVANCE BALANCE	.00
CURRENT BALANCE	3,491.52	MINIMUM PAYMENT DUE	3,491.52
AVAILABLE CREDIT	11,508.48	PAYMENT DUE DATE	04-20-20

CORPORATE ACCOUNT ACTIVITY					
CITY OF PARCHMENT XXXX-XXXX-XXXX-1546				TOTAL CORPORATE ACTIVITY \$6,324.07 CR	
Post Date	Trans Date	Reference Number	Transaction Description		Amount
03-23	03-23		AUTO PAYMENT DEDUCTION		6,324.07 CR

INDIVIDUAL CARDHOLDER ACTIVITY					
PHIL WOLTHUIS XXXX-XXXX-XXXX-1793		CREDITS \$0.00	PURCHASES \$885.86	CASH ADV \$0.00	TOTAL ACTIVITY \$885.86
Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
03-04	03-03	05227020063300251817419	RIETH RILEY KALAMAZOO 269-343-4525 MI		869.80
03-16	03-13	05436840074000418826221	MARTIN SPRING & DRIVE, 269-345-7091 MI		16.06
BILL CAHILL XXXX-XXXX-XXXX-1801		CREDITS \$0.00	PURCHASES \$622.42	CASH ADV \$0.00	TOTAL ACTIVITY \$622.42
Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
03-06	03-04	85179240065700609003087	ONE WAY PRODUCTS 269-343-3772 MI		446.58
03-20	03-18	85179240079700609006456	ONE WAY PRODUCTS 269-343-3772 MI		175.84
JIM DUBY XXXX-XXXX-XXXX-1892		CREDITS \$0.00	PURCHASES \$19.96	CASH ADV \$0.00	TOTAL ACTIVITY \$19.96
Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
03-16	03-13	02305370074100102226275	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		19.96
CAMRON J BOEKHOVEN XXXX-XXXX-XXXX-9114		CREDITS \$0.00	PURCHASES \$281.08	CASH ADV \$0.00	TOTAL ACTIVITY \$281.08
Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
03-11	03-10	02306640071600060277200	ZEIGLER MOTORSPORTS KALAMAZOO MI		16.98
03-13	03-11	02305370072100090553682	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		62.37
03-25	03-23	85179240084980005541040	STEENSMA LAWN AND POWE PLAINWELL MI		201.73
NANCY R STODDARD XXXX-XXXX-XXXX-7241		CREDITS \$0.00	PURCHASES \$388.11	CASH ADV \$0.00	TOTAL ACTIVITY \$388.11
Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
03-02	02-28	02305370060000598250183	USPS PO 2549110002 KALAMAZOO MI		388.11
SHANNON STUTZ XXXX-XXXX-XXXX-0473		CREDITS \$0.00	PURCHASES \$1,294.09	CASH ADV \$0.00	TOTAL ACTIVITY \$1,294.09
Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
02-28	02-28	55432850050000000000000	*****		

ACCT. NUMBER: XXXX XXXX XXXX 1546

CREDIT LIMIT	15,000.00	CASH ADVANCE BALANCE	.00
CURRENT BALANCE	3,491.52	MINIMUM PAYMENT DUE	3,491.52
AVAILABLE CREDIT	11,508.48	PAYMENT DUE DATE	04-20-20

### INDIVIDUAL CARDHOLDER ACTIVITY

03-09	03-07	55429500067637783253565	PIXELVINE 8007340751 MI	71.25
03-11	03-10	05410190070105060801838	QUILL CORPORATION 800-982-3400 SC	190.96
03-13	03-13	55432860073200475007701	SPECTRUM 855-707-7328 MO	74.98
03-16	03-13	55429500073637098130401	PIXELVINE 8007340751 MI	65.00
03-16	03-13	55429500073637095206063	SQUARESPACE INC. 6465803456 NY	216.00
03-26	03-26	55432860086200354469878	SPECTRUM 855-707-7328 MO	99.97

REVENUE/EXPENDITURE REPORT

Through March 31, 2020

of Parchment

ID: 3/1/2020 to 3/31/2020 CY QTD: 1/1/2020 to 3/31/2020  
TD: 7/1/2019 to 3/31/2020 CY ATD: 7/1/2019 to 6/30/2020

nd: 101 - GENERAL FUND

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Dept: 000.000						
000 Tax Revenue	687,000.00	687,000.00	673,815.00	0.00	0.00	98.08
000 Taxes - Industrial Facilities	3,400.00	3,400.00	3,391.00	0.00	0.00	99.74
000 Local Community Stab Share Tax	54,100.00	54,100.00	67,414.25	0.00	0.00	124.61
000 Penalty on Taxes	2,600.00	2,600.00	2,318.37	1,291.91	656.92	89.17
000 1% Collection Fees	24,500.00	24,500.00	23,329.42	1,913.38	175.61	95.22
000 License and Fees	9,200.00	9,200.00	7,765.32	3,519.26	1,665.00	84.41
000 Cablevision Fees	14,300.00	14,300.00	9,892.53	3,382.36	0.00	69.18
000 Recreation Fees	2,600.00	2,600.00	0.00	0.00	0.00	0.00
000 Solid Waste Collections	116,300.00	116,300.00	73,714.37	24,468.40	0.00	63.38
011 Historical Marker	0.00	0.00	565.00	0.00	0.00	0.00
000 State Sales Tax	196,500.00	196,500.00	135,288.00	67,485.00	0.00	68.85
000 Charges for Services Rendered	500.00	500.00	939.60	0.00	0.00	187.92
000 Ordinance Fines	0.00	0.00	440.00	440.00	0.00	0.00
000 Traffic Fines	7,100.00	7,100.00	2,791.51	1,214.44	0.00	39.32
000 Interest on Investments	4,100.00	4,100.00	473.52	-165.67	-58.60	11.55
000 Reimbursement for Overhead	230,000.00	230,000.00	0.00	0.00	0.00	0.00
000 Sale of Capital Assets	0.00	0.00	5,950.00	0.00	0.00	0.00
000 Miscellaneous	15,900.00	15,900.00	-1,469.88	0.00	0.00	-9.24
000 Other Financing Sources	0.00	0.00	15,157.08	547.08	0.00	0.00
000 Deposits Over & Short	0.00	0.00	0.21	0.16	0.00	0.00
Dept: 000.000	1,368,100.00	1,368,100.00	1,021,775.30	104,096.32	2,438.93	74.69
nd:	1,368,100.00	1,368,100.00	1,021,775.30	104,096.32	2,438.93	74.69
nditures						
Dept: 100.000 Legislative	7,000.00	7,000.00	5,110.00	2,560.00	1,565.00	73.00
000 Payroll - Part Time	1,000.00	1,000.00	194.99	87.11	25.42	19.50
000 Social Security	330.00	330.00	2.48	0.55	0.11	0.75
000 Worker's Compensation	240.00	240.00	45.60	20.37	5.95	19.00
000 Medicare	700.00	700.00	1,397.16	543.48	543.48	199.59
000 Operating Supplies	10,200.00	10,200.00	36,340.90	1,896.00	832.00	356.28
000 Professional/Contractual Serv.	1,500.00	1,500.00	185.00	0.00	0.00	12.33
000 Memberships & Dues	0.00	0.00	884.85	500.00	0.00	0.00
000 Institutes & Training	1,000.00	1,000.00	1,935.00	195.00	65.00	193.50
000 Community Promotion	2,000.00	2,000.00	0.00	0.00	0.00	0.00
001 Wassailing Contribution	2,000.00	2,000.00	1,527.87	235.50	235.50	76.39
000 Printing & Publishing	300.00	300.00	0.00	0.00	0.00	0.00
000 Miscellaneous	0.00	0.00	-15,386.22	0.00	0.00	0.00
000 Property Development	0.00	0.00				

g Averaged MTD, QTD and YTD Ammended & Original Budgets

REVENUE/EXPENDITURE REPORT  
Through March 31, 2020

of Parchment	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
FD: 3/1/2020 to 3/31/2020 TD: 7/1/2019 to 3/31/2020						
nd: 101 - GENERAL FUND						
nditures						
Dept: 100.000 Legislative						
300 Transfer to other Fund	2,300.00	2,300.00	0.00	0.00	0.00	0.00
Legislative						
Dept: 200.000 Administration						
300 Payroll - Full Time	28,570.00	28,570.00	32,237.63	6,038.01	3,272.46	112.84
300 Payroll - Part Time	119,500.00	119,500.00	80,233.73	29,179.07	12,412.50	67.14
300 Social Security	55,000.00	55,000.00	29,343.90	10,379.79	4,157.21	53.35
300 Hospital/Life Insurance	10,900.00	10,900.00	6,721.90	2,428.67	1,019.33	61.67
301 Insurance Deductible	61,000.00	61,000.00	32,461.84	14,233.92	4,744.64	53.22
300 Pension	4,000.00	4,000.00	951.90	66.76	0.00	23.80
300 Worker's Compensation	9,600.00	9,600.00	26,733.57	8,647.01	2,724.35	278.47
300 Medicare	730.00	730.00	323.94	127.02	53.89	44.38
300 ICMA Retirement Benefit	2,500.00	2,500.00	1,608.51	567.96	238.37	64.34
300 Postage	9,600.00	9,600.00	0.00	0.00	0.00	0.00
300 Operating Supplies	3,100.00	3,100.00	4,400.65	1,623.78	500.00	141.96
300 Repair & Maintenance Supplies	4,300.00	4,300.00	3,221.88	1,518.53	209.01	74.93
300 Professional/Contractual Serv.	2,000.00	2,000.00	426.10	0.00	0.00	21.31
300 Computer Services	6,100.00	6,100.00	46,646.90	12,780.30	327.14	764.70
300 Memberships & Dues	9,200.00	9,200.00	6,439.34	440.00	0.00	69.99
300 Communications	1,200.00	1,200.00	1,287.99	447.50	427.50	107.33
300 Institutes & Training	7,100.00	7,100.00	6,005.03	1,970.01	656.67	84.58
300 Printing & Publishing	4,100.00	4,100.00	3,685.84	140.00	0.00	89.90
300 Insurance & Bonds	2,600.00	2,600.00	1,579.33	1,551.73	900.00	60.74
300 Utilities	6,500.00	6,500.00	3,180.00	0.00	0.00	48.92
300 Repair & Maint Contractors	4,100.00	4,100.00	3,696.17	1,467.17	406.78	90.15
300 Miscellaneous	2,000.00	2,000.00	3,813.67	0.00	0.00	190.68
300 Capital	0.00	0.00	2,750.00	0.00	0.00	0.00
300 Capital	0.00	0.00	1,490.02	0.00	0.00	0.00
Administration						
Dept: 210.000 Legal Services						
300 Attorney - General	325,130.00	325,130.00	267,002.21	87,569.22	28,777.39	82.12
300 Attorney-Police Matters	15,000.00	15,000.00	12,293.75	4,431.25	1,243.75	81.96
Legal Services						
Dept: 300.000 Police						
300 Payroll - Part Time	24,200.00	24,200.00	14,043.75	4,868.75	1,593.75	58.03
300 Social Security	9,500.00	9,500.00	6,926.56	3,206.56	1,490.00	72.91
300 Hospital Insurance - Retirees	600.00	600.00	429.44	198.80	92.38	71.57
300 Medicare	13,800.00	13,800.00	10,539.99	3,665.19	1,221.73	76.38
300 Professional/Contractual Serv.	100.00	100.00	100.45	46.50	21.61	100.45
300 Professional/Contractual Serv.	337,400.00	337,400.00	228,129.75	76,043.25	0.00	67.61
3 Averaged MTD, QTD and YTD Ammended & Original Budgets						

REVENUE/EXPENDITURE REPORT  
Through March 31, 2020

of Parchment

MTD: 3/1/2020 to 3/31/2020 CY QTD: 1/1/2020 to 3/31/2020  
YTD: 7/1/2019 to 3/31/2020 CY ATD: 7/1/2019 to 6/30/2020

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
mtc: 101 - GENERAL FUND						
enditures						
Dept: 300.000 Police						
000 Miscellaneous	0.00	0.00	70.00	0.00	0.00	0.00
Police	361,400.00	361,400.00	246,196.19	83,160.30	2,825.72	68.12
Dept: 336.000 Fire						
000 Payroll - Part Time	43,700.00	43,700.00	37,088.80	11,643.24	0.00	84.87
000 Social Security	2,900.00	2,900.00	306.21	0.00	0.00	10.56
000 Life Insurance	1,200.00	1,200.00	0.00	0.00	0.00	0.00
000 Worker's Compensation	1,200.00	1,200.00	159.28	15.42	0.00	13.27
000 Medicare	600.00	600.00	71.62	7.47	0.00	11.94
000 Operating Supplies	6,100.00	6,100.00	0.00	0.00	0.00	0.00
000 Gasoline & Oil	1,000.00	1,000.00	263.98	28.33	28.33	26.40
000 Repair & Maintenance Supplies	1,000.00	1,000.00	0.00	0.00	0.00	0.00
000 Safety Supplies	100.00	100.00	0.00	0.00	0.00	0.00
000 Professional/Contractual Serv.	7,300.00	7,300.00	8,820.93	6,458.70	0.00	120.83
000 Memberships & Dues	1,500.00	1,500.00	1,400.00	0.00	0.00	93.33
000 Communications	3,700.00	3,700.00	2,728.44	749.61	90.00	73.74
000 Institutes & Training	4,300.00	4,300.00	0.00	0.00	0.00	0.00
000 Insurance & Bonds	14,300.00	14,300.00	7,772.00	0.00	0.00	54.35
000 Utilities	2,700.00	2,700.00	1,804.37	722.57	209.56	66.83
000 Repair & Maint.Contractors	13,500.00	13,500.00	1,745.21	0.00	0.00	12.93
000 Capital	18,400.00	18,400.00	0.00	0.00	0.00	0.00
Fire	123,500.00	123,500.00	62,160.84	19,655.63	327.89	50.33
Dept: 440.000 Public Services						
000 Payroll - Full Time	68,000.00	68,000.00	43,077.77	15,528.87	6,254.72	63.35
000 Social Security	4,225.00	4,225.00	3,830.74	1,401.93	534.30	90.67
000 Hospital/Life Insurance	28,850.00	28,850.00	22,459.52	8,787.97	2,890.85	77.85
001 Insurance Deductible	2,000.00	2,000.00	5,583.08	1,977.24	0.00	279.15
000 Pension	28,910.00	28,910.00	13,708.82	5,001.31	1,474.93	47.42
000 Hospital Insurance - Retirees	13,900.00	13,900.00	10,539.99	3,665.19	1,221.73	75.83
000 Worker's Compensation	2,400.00	2,400.00	2,047.67	720.48	291.47	85.32
000 Medicare	990.00	990.00	895.81	327.82	124.93	90.49
000 Operating Supplies	500.00	500.00	133.98	0.00	0.00	26.80
000 Gasoline & Oil	4,100.00	4,100.00	3,225.94	1,398.27	183.15	78.68
000 Repair & Maintenance Supplies	7,700.00	7,700.00	6,966.67	2,810.89	245.37	90.48
000 Safety Supplies	500.00	500.00	0.00	0.00	0.00	0.00
000 Professional/Contractual Serv.	900.00	900.00	401.00	0.00	0.00	44.56
000 Rubbish Collection Charges	100,000.00	100,000.00	75,506.01	17,081.04	0.00	75.51
000 Uniform Rental	2,900.00	2,900.00	2,134.91	551.72	169.76	75.51
000 Communications	900.00	900.00	674.82	224.94	74.98	74.98

ing Averaged MTD, QTD and YTD Ammended & Original Budgets

REVENUE/EXPENDITURE REPORT

Through March 31, 2020

of Parchment	FD: 3/1/2020 to 3/31/2020	CY QTD: 1/1/2020 to 3/31/2020	TD: 7/1/2019 to 3/31/2020	CY ATD: 7/1/2019 to 6/30/2020	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
incd: 101 - GENERAL FUND										
Expenditures										
Dept: 440.000 Public Services										
000 Institutes & Training	300.00	300.00			300.00	0.00	0.00	0.00	0.00	0.00
000 Community Promotion	500.00	500.00			500.00	309.27	0.00	0.00	0.00	61.85
000 Insurance & Bonds	5,600.00	5,600.00			5,600.00	2,834.00	0.00	0.00	0.00	50.61
000 Utilities	8,200.00	8,200.00			8,200.00	5,907.92	2,665.88	708.84	708.84	72.05
000 Street Lighting	28,600.00	28,600.00			28,600.00	24,241.80	8,057.80	2,673.04	2,673.04	84.76
000 Repair & Maint.Contractors	10,700.00	10,700.00			10,700.00	9,344.99	3,839.54	1,199.69	1,199.69	87.34
000 Miscellaneous	0.00	0.00			0.00	5,552.28	5,481.00	0.00	0.00	0.00
000 Capital	0.00	0.00			0.00	146,926.72	10,325.72	9,500.00	9,500.00	0.00
000 Debt Retirement-Principal	17,300.00	17,300.00			17,300.00	13,673.33	4,599.25	1,537.73	1,537.73	79.04
000 Interest Expense	1,900.00	1,900.00			1,900.00	548.65	141.41	42.49	42.49	28.88
Public Services	339,875.00	339,875.00			339,875.00	400,525.69	94,588.27	29,127.98	29,127.98	117.86
Dept: 751.000 Parks, Recreation & Culture										
000 Payroll - Full Time	44,200.00	44,200.00			44,200.00	27,418.44	10,065.48	4,313.76	4,313.76	62.03
000 Payroll - Part Time	7,400.00	7,400.00			7,400.00	2,684.70	0.00	0.00	0.00	36.28
000 Social Security	2,750.00	2,750.00			2,750.00	1,825.29	621.99	266.63	266.63	66.37
000 Hospital/Life Insurance	14,450.00	14,450.00			14,450.00	2,101.99	645.03	250.81	250.81	14.55
001 Insurance Deductible	1,000.00	1,000.00			1,000.00	0.00	0.00	0.00	0.00	0.00
000 Pension	19,000.00	19,000.00			19,000.00	9,032.24	2,882.48	919.90	919.90	47.54
000 Worker's Compensation	1,200.00	1,200.00			1,200.00	1,087.53	388.35	166.44	166.44	90.63
000 Medicare	650.00	650.00			650.00	426.90	145.48	62.37	62.37	65.68
000 Gasoline & Oil	2,600.00	2,600.00			2,600.00	1,574.76	106.55	106.55	106.55	60.57
000 Repair & Maintenance Supplies	8,400.00	8,400.00			8,400.00	2,767.16	1,144.40	841.13	841.13	32.94
000 Safety Supplies	400.00	400.00			400.00	-16.94	0.00	0.00	0.00	-4.24
000 Professional/Contractual Serv.	300.00	300.00			300.00	0.00	0.00	0.00	0.00	0.00
000 Insurance & Bonds	6,300.00	6,300.00			6,300.00	3,620.00	0.00	0.00	0.00	57.46
000 Utilities	6,700.00	6,700.00			6,700.00	5,103.37	1,782.40	428.79	428.79	76.17
000 Repair & Maint.Contractors	15,300.00	15,300.00			15,300.00	2,980.35	800.00	800.00	800.00	19.48
000 Capital	0.00	0.00			0.00	9,693.72	10,325.72	9,500.00	9,500.00	0.00
Parks, Recreation & Culture	130,650.00	130,650.00			130,650.00	70,299.51	28,907.88	17,656.38	17,656.38	53.81
Expenditures	1,333,325.00	1,333,325.00			1,333,325.00	1,092,465.82	324,788.06	83,581.57	83,581.57	81.94
Grand Total Net Effect:	34,775.00	34,775.00			34,775.00	-70,690.52	-220,691.74	-81,142.64	-81,142.64	-203.44

REVENUE/EXPENDITURE REPORT

Through March 31, 2020

of Parachment	MTD: 3/1/2020 to 3/31/2020	CY QTD: 1/1/2020 to 3/31/2020	CY YTD: 1/1/2019 to 6/30/2020	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
nd: 202 - MAJOR STREET FUND									
venues									
Dept: 000.000									
000 State Grants - Act 51	142,800.00	142,800.00	100,134.82	142,800.00	142,800.00	100,134.82	37,307.60	13,052.86	70.12
000 Miscellaneous	0.00	0.00	1,443.94	0.00	0.00	1,443.94	0.00	0.00	0.00
Dept: 000.000	142,800.00	142,800.00	101,578.76	142,800.00	142,800.00	101,578.76	37,307.60	13,052.86	71.13
venues	142,800.00	142,800.00	101,578.76	142,800.00	142,800.00	101,578.76	37,307.60	13,052.86	71.13
nditures									
Dept: 451.000 Construction									
000 Repair & Maint.Contractors	34,000.00	34,000.00	0.00	34,000.00	34,000.00	0.00	0.00	0.00	0.00
Construction	34,000.00	34,000.00	0.00	34,000.00	34,000.00	0.00	0.00	0.00	0.00
Dept: 463.000 Routine Maintenance									
000 Payroll - Full Time	5,000.00	5,000.00	1,900.54	5,000.00	5,000.00	1,900.54	722.06	339.24	38.01
000 Social Security	310.00	310.00	116.57	310.00	310.00	116.57	44.30	20.87	37.60
000 Hospital/Life Insurance	1,800.00	1,800.00	219.30	1,800.00	1,800.00	219.30	143.21	49.43	12.18
001 Insurance Deductible	125.00	125.00	0.00	125.00	125.00	0.00	0.00	0.00	0.00
000 Pension	2,150.00	2,150.00	668.20	2,150.00	2,150.00	668.20	212.82	74.46	31.08
000 Worker's Compensation	320.00	320.00	141.66	320.00	320.00	141.66	48.59	22.83	44.27
000 Medicare	75.00	75.00	27.27	75.00	75.00	27.27	10.36	4.88	36.36
000 Gasoline & Oil	300.00	300.00	0.00	300.00	300.00	0.00	0.00	0.00	0.00
000 Repair & Maintenance Supplies	2,200.00	2,200.00	836.20	2,200.00	2,200.00	836.20	434.90	434.90	38.01
000 Repair & Maint.Contractors	2,000.00	2,000.00	2,974.33	2,000.00	2,000.00	2,974.33	0.00	0.00	148.72
Routine Maintenance	14,280.00	14,280.00	6,884.07	14,280.00	14,280.00	6,884.07	1,616.24	946.61	48.21
Dept: 475.000 Traffic Services									
000 Payroll - Full Time	4,750.00	4,750.00	1,941.35	4,750.00	4,750.00	1,941.35	750.66	326.97	40.87
000 Social Security	300.00	300.00	119.04	300.00	300.00	119.04	46.09	20.12	39.68
000 Hospital/Life Insurance	1,750.00	1,750.00	258.95	1,750.00	1,750.00	258.95	143.24	49.41	14.80
001 Insurance Deductible	120.00	120.00	0.00	120.00	120.00	0.00	0.00	0.00	0.00
000 Pension	2,020.00	2,020.00	683.03	2,020.00	2,020.00	683.03	223.62	71.76	33.81
000 Worker's Compensation	300.00	300.00	144.32	300.00	300.00	144.32	50.49	21.99	48.11
000 Medicare	70.00	70.00	27.81	70.00	70.00	27.81	10.77	4.70	39.73
000 Gasoline & Oil	500.00	500.00	0.00	500.00	500.00	0.00	0.00	0.00	0.00
000 Repair & Maintenance Supplies	2,400.00	2,400.00	552.31	2,400.00	2,400.00	552.31	37.98	0.00	23.01
000 Repair & Maint.Contractors	12,000.00	12,000.00	8,915.80	12,000.00	12,000.00	8,915.80	1,566.69	557.95	74.30
Traffic Services	24,210.00	24,210.00	12,642.61	24,210.00	24,210.00	12,642.61	2,829.54	1,052.90	52.22
Dept: 478.000 Winter Maintenance									
000 Payroll - Full Time	6,150.00	6,150.00	3,368.42	6,150.00	6,150.00	3,368.42	1,331.71	470.01	54.77
000 Social Security	390.00	390.00	205.67	390.00	390.00	205.67	81.35	28.81	52.74

ig Averaged MTD, QTD and YTD Ammended & Original Budgets

REVENUE/EXPENDITURE REPORT

of Parchment

MTD: 3/1/2020 to 3/31/2020 CY QTD: 1/1/2020 to 3/31/2020  
YTD: 7/1/2019 to 3/31/2020 CY ATD: 7/1/2019 to 6/30/2020

und: 202 - MAJOR STREET FUND

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
enditures						
Dept: 478.000 Winter Maintenance	2,400.00	2,400.00	625.09	368.70	98.57	26.05
.000 Hospital/Life Insurance	165.00	165.00	0.00	0.00	0.00	0.00
.001 Insurance Deductible	2,620.00	2,620.00	1,075.81	405.09	170.44	41.06
.000 Pension	400.00	400.00	221.55	84.40	31.65	55.39
.000 Worker's Compensation	90.00	90.00	48.11	19.03	6.74	53.46
.000 Medicare	900.00	900.00	659.46	417.43	0.00	73.27
.000 Gasoline & Oil	9,700.00	9,700.00	0.00	0.00	0.00	0.00
.000 Salt	0.00	0.00	892.44	0.00	0.00	0.00
.000 Repair & Maint.Contractors						
Winter Maintenance	22,815.00	22,815.00	7,096.55	2,707.71	806.22	31.10
Dept: 482.000 Administration						
.000 Payroll - Full Time	1,160.00	1,160.00	871.60	305.06	130.74	75.14
.000 Social Security	70.00	70.00	52.58	18.44	7.94	75.11
.000 Hospital/Life Insurance	590.00	590.00	269.76	142.46	49.14	45.72
.000 Pension	500.00	500.00	277.64	91.08	28.70	55.53
.000 Worker's Compensation	15.00	15.00	58.60	20.51	8.79	390.67
.000 Medicare	15.00	15.00	12.26	4.30	1.85	81.73
.000 Administrative Overhead	17,000.00	17,000.00	0.00	0.00	0.00	0.00
.000 Transfer to other Fund	20,400.00	20,400.00	0.00	0.00	0.00	0.00
Administration	39,750.00	39,750.00	1,542.44	581.85	227.16	3.88
enditures	135,055.00	135,055.00	28,165.67	7,735.34	3,032.89	20.85

Grand Total Net Effect: 7,745.00 7,745.00 73,413.09 29,572.26 10,019.97 947.88

REVENUE/EXPENDITURE REPORT  
Through March 31, 2020

Department	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
MTD: 3/1/2020 to 3/31/2020 CY QTD: 1/1/2020 to 3/31/2020 YTD: 7/1/2019 to 3/31/2020 CY ATD: 7/1/2019 to 6/30/2020						
Dept: 203 - LOCAL STREET FUND	72,400.00	72,400.00	41,612.67	15,503.73	5,424.31	57.48
revenues						
Dept: 000.000						
0.000 State Grants - Act 51	52,000.00	52,000.00	41,612.67	15,503.73	5,424.31	80.02
0.202 Transfer From Major Street	20,400.00	20,400.00	0.00	0.00	0.00	0.00
Dept: 000.000	72,400.00	72,400.00	41,612.67	15,503.73	5,424.31	57.48
expenses						
Dept: 451.000 Construction	72,400.00	72,400.00	41,612.67	15,503.73	5,424.31	57.48
0.000 Professional/Contractual Serv.	0.00	0.00	40,295.00	0.00	0.00	0.00
0.000 Construction	0.00	0.00	40,295.00	0.00	0.00	0.00
Dept: 463.000 Routine Maintenance						
0.000 Payroll - Full Time	6,300.00	6,300.00	2,057.20	791.56	339.24	32.65
0.000 Social Security	390.00	390.00	126.11	48.61	20.87	32.34
0.000 Hospital/Life Insurance	2,450.00	2,450.00	272.38	143.32	49.43	11.12
0.001 Insurance Deductible	170.00	170.00	0.00	0.00	0.00	0.00
0.000 Pension	2,700.00	2,700.00	720.43	236.33	74.46	26.68
0.000 Worker's Compensation	400.00	400.00	152.20	53.27	22.83	38.05
0.000 Medicare	90.00	90.00	29.50	11.37	4.88	32.78
0.000 Gasoline & Oil	300.00	300.00	0.00	0.00	0.00	0.00
0.000 Repair & Maintenance Supplies	3,100.00	3,100.00	836.20	434.90	434.90	26.97
0.000 Repair & Maint.Contractors	1,000.00	1,000.00	0.00	0.00	0.00	0.00
Dept: 475.000 Traffic Services	16,900.00	16,900.00	4,194.02	1,719.36	946.61	24.82
0.000 Payroll - Full Time	6,000.00	6,000.00	1,975.40	762.93	326.97	32.92
0.000 Social Security	370.00	370.00	121.11	46.86	20.12	32.73
0.000 Hospital/Life Insurance	2,300.00	2,300.00	272.20	143.26	49.41	11.83
0.001 Insurance Deductible	160.00	160.00	0.00	0.00	0.00	0.00
0.000 Pension	2,520.00	2,520.00	694.37	227.78	71.76	27.55
0.000 Worker's Compensation	375.00	375.00	146.60	51.31	21.99	39.09
0.000 Medicare	85.00	85.00	28.30	10.95	4.70	33.29
0.000 Gasoline & Oil	500.00	500.00	0.00	0.00	0.00	0.00
0.000 Repair & Maintenance Supplies	4,500.00	4,500.00	898.51	138.00	0.00	19.97
0.000 Repair & Maint.Contractors	600.00	600.00	0.00	0.00	0.00	0.00
Dept: 478.000 Winter Maintenance	17,410.00	17,410.00	4,136.49	1,381.09	494.95	23.76
0.000 Payroll - Full Time	6,300.00	6,300.00	3,353.09	1,316.38	470.01	53.22
0.000 Social Security	390.00	390.00	204.48	80.35	28.78	52.43

Single Averaged MTD, QTD and YTD Ammended & Original Budgets

REVENUE/EXPENDITURE REPORT

Through March 31, 2020

of Parchment

FD: 3/1/2020 to 3/31/2020 CY QTD: 1/1/2020 to 3/31/2020  
TD: 7/1/2019 to 3/31/2020 CY ATD: 7/1/2019 to 6/30/2020

nd: 203 - LOCAL STREET FUND

nditures

Dept: 478.000 Winter Maintenance

300 Hospital/Life Insurance

301 Insurance Deductible

300 Pension

300 Worker's Compensation

300 Medicare

300 Gasoline & Oil

300 Salt

300 Repair & Maint.Contractors

Winter Maintenance

Dept: 482.000 Administration

300 Payroll - Full Time

300 Social Security

300 Hospital/Life Insurance

300 Pension

300 Worker's Compensation

300 Medicare

300 Administrative Overhead

Administration

nditures

Grand Total Net Effect:

g Averaged MTD, QTD and YTD Ammended & Original Budgets

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
	2,450.00	2,450.00	624.98	368.64	98.56	25.51
	170.00	170.00	0.00	0.00	0.00	0.00
	2,700.00	2,700.00	1,070.76	400.04	165.39	39.66
	400.00	400.00	220.86	83.71	31.65	55.22
	90.00	90.00	47.65	18.75	6.71	52.94
	900.00	900.00	659.47	417.44	0.00	73.27
	9,700.00	9,700.00	0.00	0.00	0.00	0.00
	0.00	0.00	613.19	0.00	0.00	0.00
	23,100.00	23,100.00	6,794.48	2,685.31	801.10	29.41
	1,450.00	1,450.00	871.60	305.06	130.74	60.11
	90.00	90.00	52.58	18.44	7.94	58.42
	740.00	740.00	269.76	142.46	49.14	36.45
	615.00	615.00	277.64	91.08	28.70	45.14
	15.00	15.00	58.60	20.51	8.79	390.67
	20.00	20.00	12.26	4.30	1.85	61.30
	16,300.00	16,300.00	0.00	0.00	0.00	0.00
	19,230.00	19,230.00	1,542.44	581.85	227.16	8.02
	76,640.00	76,640.00	56,962.43	6,367.61	2,469.82	74.32
	-4,240.00	-4,240.00	-15,349.76	9,136.12	2,954.49	362.02

REVENUE/EXPENDITURE REPORT  
Through March 31, 2020

of Parchment	MTD: 3/1/2020 to 3/31/2020	CY QTD: 7/1/2020 to 9/30/2020	YTD: 1/1/2020 to 3/31/2020	CY ATD: 1/1/2020 to 12/31/2020	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Jnd: 250 - KINDLEBERGER SUMMER FESTIVAL										
enues										
Dept: 000.000										
.001 Arts & Crafts	1,800.00	1,800.00	361.75	0.00	0.00	321.75	20.10			
.002 Race/Walk Fees	600.00	600.00	0.00	0.00	0.00	0.00	0.00			
.003 Membership Fund Drive	4,800.00	4,800.00	48.25	0.00	0.00	0.00	1.01			
.005 Corporate Sponsorships	9,000.00	9,000.00	625.00	0.00	0.00	250.00	6.94			
.010 Car Show Proceeds	1,500.00	1,500.00	0.00	0.00	0.00	0.00	0.00			
.001 Grants-Irving S Gilmore Found.	32,500.00	32,500.00	0.00	0.00	0.00	0.00	0.00			
.001 Fund Raising	10,200.00	10,200.00	150.00	0.00	0.00	0.00	1.47			
.002 Fundraiser Dance	1,630.00	1,630.00	0.00	0.00	0.00	0.00	0.00			
.000 Miscellaneous	1,840.00	1,840.00	0.00	0.00	0.00	0.00	0.00			
Dept: 000.000	63,870.00	63,870.00	1,185.00	0.00	0.00	571.75	1.86			
enues										
Dept: 000.000	63,870.00	63,870.00	1,185.00	0.00	0.00	571.75	1.86			
enditures										
Dept: 000.000										
.001 Performance Expense	17,000.00	17,000.00	500.95	0.00	0.00	500.95	2.95			
.004 Fest. Day - Arts & Crafts	480.00	480.00	0.00	0.00	0.00	0.00	0.00			
.005 Fest. Day-Childrens Area	1,300.00	1,300.00	0.00	0.00	0.00	0.00	0.00			
.006 Fest. Day-Parade	200.00	200.00	0.00	0.00	0.00	0.00	0.00			
.008 Fund Raising-Dance	6,000.00	6,000.00	11,994.59	0.00	0.00	11,747.08	199.91			
.012 Festival - Administration	14,180.00	14,180.00	236.00	0.00	0.00	216.00	1.66			
.013 Stage Entertainment	18,500.00	18,500.00	0.00	0.00	0.00	0.00	0.00			
.016 Car Show Expenses	1,250.00	1,250.00	209.65	0.00	0.00	0.00	0.00			
.020 Publicity	4,960.00	4,960.00	0.00	0.00	0.00	0.00	0.00			
Dept: 000.000	63,870.00	63,870.00	12,941.19	0.00	0.00	12,464.03	20.26			
enditures										
Dept: 000.000	63,870.00	63,870.00	12,941.19	0.00	0.00	12,464.03	20.26			

Grand Total Net Effect: 0.00 -11,756.19 0.00 -11,892.28 0.00

REVENUE/EXPENDITURE REPORT  
Through March 31, 2020

if Parchment	ID: 3/1/2020 to 3/31/2020	CY QTD: 1/1/2020 to 3/31/2020	ID: 7/1/2019 to 3/31/2020	CY ATD: 7/1/2019 to 6/30/2020	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
id: 251 - Brownfield Redevelopment										
nues										
Dept: 000.000										
00 Tax Revenue	55,800.00	55,800.00	52,448.76	0.00	0.00	0.00	0.00	0.00	0.00	93.99
01 Transfer from General Fund	2,300.00	2,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept: 000.000	58,100.00	58,100.00	52,448.76	0.00	0.00	0.00	0.00	0.00	0.00	90.27
nues	58,100.00	58,100.00	52,448.76	0.00	0.00	0.00	0.00	0.00	0.00	90.27
nditures										
Dept: 000.000										
00 Attorney - General	20,000.00	20,000.00	20,422.00	0.00	0.00	0.00	6,510.25	103.50	103.50	102.11
00 Administrative Overhead	20,000.00	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
00 Debt Retirement-Principal	46,700.00	46,700.00	46,508.23	0.00	0.00	0.00	0.00	0.00	0.00	99.59
00 Interest Expense	12,500.00	12,500.00	11,637.85	0.00	0.00	0.00	0.00	0.00	0.00	93.10
Dept: 000.000	99,200.00	99,200.00	78,568.08	0.00	0.00	0.00	6,510.25	103.50	103.50	79.20
nditures	99,200.00	99,200.00	78,568.08	0.00	0.00	0.00	6,510.25	103.50	103.50	79.20
Grand Total Net Effect							-26,119.32	-6,510.25	-103.50	63.55

REVENUE/EXPENDITURE REPORT  
Through March 31, 2020

of Parchment

MTD: 3/1/2020 to 3/31/2020 CY QTD: 1/1/2020 to 3/31/2020  
YTD: 7/1/2019 to 3/31/2020 CY ATD: 7/1/2019 to 6/30/2020

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
und: 401 - Veteran's Memorial Fund						
enues						
Dept: 000.000						
.000 Contributed Capital Revenue	0.00	0.00	2,047.91	22.88	21.55	0.00
Dept: 000.000	0.00	0.00	2,047.91	22.88	21.55	0.00
enues	0.00	0.00	2,047.91	22.88	21.55	0.00
Grand Total Net Effect:	0.00	0.00	2,047.91	22.88	21.55	0.00

REVENUE/EXPENDITURE REPORT  
Through March 31, 2020

if Parishment

ID: 3/1/2020 to 3/31/2020 CY QTD: 1/1/2020 to 3/31/2020  
D: 7/1/2019 to 3/31/2020 CY ATD: 7/1/2019 to 6/30/2020

id: 590 - SEWER FUND

Rules	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Dept: 000.000	36,800.00	36,800.00	29,855.49	11,285.17	0.00	81.13
Rules	36,800.00	36,800.00	29,855.49	11,285.17	0.00	81.13
Expenditures						
Dept: 000.000						
00 Payroll - Full Time	17,100.00	17,100.00	26,640.72	9,534.00	4,086.00	155.79
00 Social Security	1,100.00	1,100.00	1,609.37	576.88	248.53	146.31
00 Hospital/Life Insurance	5,250.00	5,250.00	11,524.23	4,385.98	1,482.69	219.51
01 Insurance Deductible	500.00	500.00	750.00	750.00	0.00	150.00
00 Pension	7,300.00	7,300.00	8,588.62	2,640.88	896.82	117.65
00 Worker's Compensation	400.00	400.00	624.82	220.23	94.39	156.21
00 Medicare	250.00	250.00	376.40	134.90	58.12	150.56
00 Repair & Maintenance Supplies	0.00	0.00	145.73	81.61	0.00	0.00
00 Professional/Contractual Serv.	16,300.00	16,300.00	0.00	-1,494.72	-1,494.72	0.00
00 Uniform Rental	500.00	500.00	287.66	95.89	29.51	57.53
00 Insurance & Bonds	10,200.00	10,200.00	5,463.00	0.00	0.00	53.56
00 Utilities	2,300.00	2,300.00	1,662.43	610.02	189.36	72.28
00 Repair & Maint Contractors	15,000.00	15,000.00	0.00	0.00	0.00	21.00
00 Administrative Overhead	88,000.00	88,000.00	0.00	0.00	0.00	0.00
00 Depreciation	13,300.00	13,300.00	0.00	0.00	0.00	0.00
Dept: 000.000	177,500.00	177,500.00	57,672.98	17,535.67	5,590.70	34.27
Expenditures	177,500.00	177,500.00	57,672.98	17,535.67	5,590.70	34.27
Grand Total Net Effect:	-140,700.00	-140,700.00	-27,817.49	-6,250.50	-5,590.70	22.01

Averaged MTD, QTD and YTD Ammended & Original Budgets

REVENUE/EXPENDITURE REPORT

Through March 31, 2020

City of Parchment

Y MTD: 3/1/2020 to 3/31/2020 CY QTD: 1/1/2020 to 3/31/2020  
Y YTD: 7/1/2019 to 3/31/2020 CY ATD: 7/1/2019 to 6/30/2020

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
<b>Fund: 591 - WATER FUND</b>						
Revenues						
Dept: 000.000						
40.000 State Grants	328,500.00	328,500.00	178,280.81	36,947.89	19,437.31	54.27
45.000 Sale of Fixed Assets	0.00	0.00	12,000.00	0.00	0.00	0.00
63.000 Water & Sewer Penalties	0.00	0.00	406.09	4.36	0.00	0.00
Dept: 000.000	328,500.00	328,500.00	190,686.90	36,952.25	19,437.31	58.05
Expenses						
Dept: 000.000						
22.000 Payroll - Full Time	33,800.00	33,800.00	26,589.88	9,788.58	4,086.00	78.67
15.000 Social Security	2,100.00	2,100.00	1,609.12	592.72	248.56	76.62
16.000 Hospital/Life Insurance	15,700.00	15,700.00	10,844.10	4,385.88	1,482.61	69.07
16.001 Insurance Deductible	1,500.00	1,500.00	1,790.59	750.00	0.00	119.37
18.000 Pension	14,400.00	14,400.00	8,268.00	2,874.48	909.33	57.42
20.000 Worker's Compensation	1,150.00	1,150.00	942.17	341.59	142.58	81.93
22.000 Medicare	500.00	500.00	376.65	138.74	58.19	75.33
10.000 Operating Supplies	500.00	500.00	0.00	0.00	0.00	0.00
16.000 Gasoline & Oil	5,100.00	5,100.00	617.89	0.00	0.00	0.00
15.000 Repair & Maintenance Supplies	10,200.00	10,200.00	159.92	79.74	0.00	12.12
16.000 Vehicle Maintenance	1,300.00	1,300.00	0.00	0.00	0.00	1.57
10.000 Professional/Contractual Serv.	365,000.00	365,000.00	228,820.09	41,680.63	21,736.07	62.69
5.000 Uniform Rental	500.00	500.00	287.59	95.86	29.49	57.52
0.000 Memberships & Dues	0.00	0.00	1,000.00	1,000.00	0.00	0.00
0.000 Communications	0.00	0.00	599.84	149.96	0.00	0.00
0.000 Insurance & Bonds	8,250.00	8,250.00	0.00	0.00	0.00	0.00
0.000 Utilities	15,000.00	15,000.00	5,431.64	2,446.26	783.36	36.21
0.000 Repair & Maint Contractors	0.00	0.00	984.70	229.00	0.00	0.00
0.000 Administrative Overhead	89,000.00	89,000.00	0.00	0.00	0.00	0.00
Dept: 000.000	564,000.00	564,000.00	288,322.18	64,553.44	29,476.19	50.80
Net Change						
Dept: 000.000	564,000.00	564,000.00	288,322.18	64,553.44	29,476.19	50.80
Grand Total Net Effect:	-235,500.00	-235,500.00	-97,635.28	-27,601.19	-10,038.88	40.69

Single Averaged MTD, QTD and YTD Amended & Original Budgets

**Parchment Zoning Board of Appeals Minutes**  
**March 27, 2019**

1. Call to Order – 7pm
2. Roll Call  
Present: Tim Lasher, Jason Headley, Kirk Strehlow, and Sandy Bliesener,  
Zoning Administrator Rebecca Harvey, City Manager Nancy Stoddard  
Absent: Mike Conner
3. Approval of Minutes from April 11, 2018 – Motion to approve by Bliesener and 2<sup>nd</sup>  
by Headley. Roll Call – Ayes: Bliesener, Strehlow, Headley, and Lasher. Nays:  
none
4. Citizen Comments – No comments
5. Old Business – None
6. New Business
  - a. Jake’s Fireworks Permit – No public comment was received – Board member  
Headley stated that there has never been any trouble in the past six years  
and stated the business was legit.  
Motion to approve the selling of fireworks in Harding’s parking lot was made  
by Headley and 2<sup>nd</sup> by Bliesener. Roll Call - Ayes: Bliesener, Strehlow,  
Headley, and Lasher. Nays: none
  - b. Public Hearing – Parchment United Methodist Church (PUMC) – Variance  
Request

Headley stated that he was in a business partnership with Sign Crafters. Zoning Administrator (Z.A.) Harvey stated that three votes would have to match in order for there to be a quorum vote; they could not be split. She went on to explain that a Board Member is still allowed to vote as long as they do not receive a financial gain from the variance.

Bliesener stated that she received a letter because her property is within 300 feet of the church. Zoning Administrator Harvey stated that there would be a conflict of interest for Bliesener and she would have to recuse herself from the conversation and the vote. Bliesener abstained from the conversation and the voting.

Pastor Davenport presented the variance request to the Board stating that the PUMC desired two electronic signs with community events, library news, and community meetings. In the past, the church has provided rooms for the Marijuana Forum, Day Care, Boy Scouts, Rummage Sales, Church Events, Special Dinners, Trunk or Treat, and Blood Drives. He stated that the church

would like an efficient sign for public use. PUMC selected a local sign company to do the work.

The intention of the church is to cause no harm. They would shut the sign off at night and turn it back on in the morning to announce non-political and non-partisan community events as well as church events. They want to make the sign appealing in the neighborhood, non-distracting. Their old sign was built in 1964. The new signs would be 8 ft X 7 ½ ft and would be placed 10 to 12 ft inside of the sidewalk in front of the flag. Pastor Davenport stated that PUMC wants to be a good neighbor.

Zoning Administrator Harvey stated that the size of the signs is within the ordinance guidelines. Two lighted signs are not within the ordinance structure.

Citizen Comments – 8 residents were present  
Chris Mahalich from 2502 Brook read a letter from Michael Jefferies, 230 Glendale opposing the 2 lighted signs. He cited that the ordinance should be upheld because of the illumination issue, felt the sign was too big, property values would decrease, and the residential placement would go against the R-A zoning.

Kent DeBoer of 285 Glendale stated that an R-A District does provide for signage at a church with a bulb lit light. He said that PUMC already has 3 signs on the premises which would equal six with the two new ones and the name on the building. This is not consistent with the ordinance. No practical difficulties with the property have been displayed. He opposes any additional LED lit signs on the property.

Headley asked if the other signs were removed, would it allow for the other new signs to be placed. This would not include the removal of the lettering on the building.

Chairperson Lasher questioned as to whether wall signs are not considered free standing?

Zoning Administrator Harvey pointed out that the church was allowed one sign. The Planning Commission may want to look at the ordinance if any are in violation of the sign ordinance, they may want to address that concern. If any predate the ordinance then they will be grandfathered in and the ZBA can allow for it. The ZBA may not take an illegal situation and vote to allow more of the same.

Strehlow feels that the variance request should be taken on its own merit.

Zoning Administrator Harvey stated that if PUMC was willing to remove the two other free-standing signs then the new signs could be put into the decision.

Rob Britigan of 327 Glendale thanked the ZBA and PUMC for their work and presentation. Britigan stated that he has a real estate broker license. He cited Sec 15.10: The issue is type of signs not the number of signs. The applicant needs to demonstrate a practical difficulty with six factors that make up the criteria – 1) characteristics 2) deprives rights 3) special conditions did not result from PUMC 4) lend harmony 5) not injurious to neighborhood 6) spirit of ordinance secured. Britigan said that he did not see this as a practical difficulty but as a business issue. Not a land use matter. He feels that it would cause light pollution, compromise the lighting in the neighborhood, and would cause an adverse effect on real estate values.

Bob Cox of 317 Parchmont and Sign Crafters commented: PUMC is in a unique circumstance. The church has 3 roads and 2 entrances. Brightness has not been discussed yet. A business in a residential area is an unusual circumstance.

Strehlow asked, was there thought given to illumination by PUMC?

Headley stated that the light's programming could dim the brightness of the sign.

Chairperson Lasher inquired as to whether brightness of signs was in the ordinance?

Zoning Administrator Harvey said that the brightness of the signs could be a condition of the variance criteria vs a merit of standard. The Planning Commission needs to decide the criteria – when lit, how bright, etc.

Dan Clossen of 403 Espanola, member of PUMC Board of Trustees. The intent of the church signs is not to be a nuisance. We just want to announce events in a professional non-intrusive way. No Las Vegas garish intrusiveness by the signs. The church chose a local sign company to help with a more acceptable sign. Our target audience is the families. The top portion of the sign will be shut down at an appropriate time. Only the PUMC part would remain lit. The church would like to reach people on both sides of the building.

Strehlow asked if the sign would be static?

Clossen stated that the light on the PUMC part is low lit only the letters would be lit.

Chairperson Lasher asked if lit in a continuous manner is allowed. Harvey stated that it was allowed. Headley reiterated lit, but not digital would be acceptable.

Clossen said that they do not want to use some lighting that offends. Currently they put out static signs and banners. They have no intent to abuse opportunity.

Karen Martin-Holm of 286 Glendale asked who in the group would want to live across from a brightly lit sign. She also stated that she knows nothing about the ordinances.

Cheryl Baker of 6927 Springbrook and a church member stated that PUMC is a small church and they are struggling to grow their congregation and to keep it alive. She believes that property values will decrease more if the doors of PUMC close.

Public Hearing closed at 7:50 pm

Chairperson Lasher talked about the practical difficulty and property owners in the area. He reminded the Board that a ZBA decision sets a precedence and this is a precedence setting decision.

Zoning Administrator Harvey stated that variances are precedential. As the ZBA goes through the criteria their goal is to identify practical difficulty and make a finding on each criterion. A court may grant a variance. She reminded the Board to ask themselves if the intent of the ordinance was met? Number of signs and changeable wording. The ZBA does not have to find a favorable decision for all the criterion.

Chairperson Lasher stated that three letters were received from the public: John and Lynn Tecca and Mike Conner.

Chairperson Lasher started with the request for two signs.

Headley stated that he could see practical difficulty because of the two entrances at Parchmount and Glendale. He would like the stipulation added that if the small signs were removed they could be replaced by large ones.

Strehlow understands that both streets needed a sign.

Chairperson Lasher cited Sec. 15.6 Allows three-sided property to have two signs. Two would meet qualification of ordinance.

Motion by Headley to allow for two new signs with the stipulation that the 2 existing signs be removed. 2<sup>nd</sup> by Lasher. Zoning Administrator Harvey

stated that it could be a single proposal that fails to comply with two standards or request two different standards. Headley said that he made the motion on the 2<sup>nd</sup> part of the proposal. Z.A. Harvey stated that it can be asked in any fashion that is proposed.

Strehlow believes that the conversation should be reviewed.

Chairperson Lasher nullifies the motion by Jason.

Strehlow stated that he sees both sides of variance request. The more he hears from residents causes him to not be in favor of a variance request.

Headley cited that residents are not supportive of signs. Would not like it outside his home and he does not necessarily see it as a hardship for the church.

Chairperson Lasher noted as he read through the criteria that it is not showing substantial justice to PUMC and the surrounding neighborhood. He does not believe it is a unique circumstance but a self-created problem.

Headley motioned to deny the variance request for PUMC as it does not make for a hardship on the church. He also stated that he does not want to set a precedence. 2<sup>nd</sup> by Strehlow.

Chairperson Lasher stated that the illumination and the second sign does not meet the criteria.

Headley wanted to see where a church could be allowed two separate signs. He asked about tabling the matter?

Chairperson Lasher asked if this could be tabled so that PUMC could reissue another application?

Z.A. Harvey stated that a conclusion has been made. When a proposal comes before the ZBA they can respond to each element separately. Each item may be taken separately so that each decision is spelled out. It's a legislation action (Planning Commission) not a judicial action.

Motion to deny the variance request in its entirety was made by Lasher and 2<sup>nd</sup> by Strehlow. Supporting the denial with their Ayes: Strehlow, Headley  
Nays: Lasher. Motion Fails

Strehlow asked that Pastor Davenport address the possibility of non-illuminated signs.

Pastor Davenport reiterated that PUMC was not asking for static signs, just LED ones. They were just trying to get rid of their tacky portable signs.

Z.A. Harvey – The Applicant is asking for the ZBA to change the rule for them alone, no one else. Not the same as the Planning Commission. Here are reasons to change an ordinance. The Planning Commission looks decides what they want for the district. Applicant can argue for it but must apply to Planning Commission for changes.

Chairperson Lasher called for a motion.

Headley motioned to deny the variance request as a whole. Strehlow 2<sup>nd</sup>.  
Roll call vote Ayes: Strehlow, Headley, Lasher Nays: none

Chairperson Lasher appreciates the discussion with residents and the ZBA encourages PUMC to apply to the Planning Commission for a change.

No further comments from the Board.

Adjournment at 8:22pm.

Minutes typed by Nancy R Stoddard, Parchment City Manager

MINUTES OF THE REGULAR MEETING OF THE KINDLEBERGER ARTS COMMISSION HELD ON MONDAY,  
MARCH 9TH, 2020

1. Call to Order

The meeting was called to order by Jon Heasley at 6:00 PM.

2. Roll Call

Present: Kris Jordan, Jon Heasley, Commissioner Doug Fooy, Nancy Eaton, Julie Heasley, Liz Emmons, City Manager Nancy Stoddard, Jon Heasley

Absent: Mayor Rob Britigan

Others in Attendance: Zen Campbell, Molly Andrews, Claudia Britigan, Holly Evans, Madison Davis

A motion was made by Doug Fooy to excuse Mayor Britigan. Nancy Stoddard supported this motion.

Ayes: All

Motion Carried.

3. Approval of Minutes of February 10th, 2020.

A motion was made by Nancy Stoddard to accept the minutes of the February 10th meeting. This was supported by Liz Emmons.

Ayes: All

Motion Carried.

4. New Business

A. Zen Campbell

Zen Campbell, the founder of the Kindleberger Festival, joined us to discuss the 40 year anniversary of the Kindleberger Festival. She is currently living in Annapolis, but hopes to be back to Parchment throughout the summer to help with the outdoor theatre. She is hopeful that the adult musical will be "Music Man." There are many parts, including a band, and she is planning to invite past alumni back to the stage. She has the idea of a commemorative program. She also talked about possibly recreating old sets of the musical using old photos.

B. Festival Director's Report

Outdoor Theatre: Claudia Britigan and Madison Davis have selected the youth show: Bedtime Stories as Told by Our Dad (Who Messed them Up). The cast size will be between twelve and twenty. It is about 50 to 60 minutes long. Mamma Mia! is the adult play. Ken Holda will be directing the adult play. Outdoor theatre is all set with St. Ambrose for rehearsal space. There will be an audition workshop this year on May 12th at the library. Auditions will be held May 20th and 21st with call-backs on the 22nd. Kris has announced the play choices on Face book and has gotten a positive response. Kris introduced Madison Davis who is directing the Children's play. Madison moved to Parchment in August.

Concert Series: Kris wondered if we need to wait on the Arts Council before we publish our concert series. We have emailed Bianca at the Arts Council our line-up and haven't heard back. Jon suggested that we check with Bianca to make sure we can publish. The Insiders, Tom Petty Tribute, has asked for \$1000 up front. Jon thinks this is okay as long as we send a new contract indicating that if they cancel or no-show that money will need to be refunded to the City.

B. Festival Director's Report, continued

5K Race/Fitness Walk: The new course for the 5K will be walked to make sure it is a 5K. Joe Obrien will be the timer for the race. Registration opens April 1st. The 5K will be starting at 7:30 AM due to the heat, and it will bring runners into the park to hopefully participate in the French toast breakfast. There will also be a kids' fun run. There will be no fee for the kids' fun run. The registration fee for the 5K is \$25 and will include a tee shirt. They are looking for a bib sponsor. The packet pick-up will be at the beer tent/corn hole tournament. Kris received a good response to her announcement on Face book announcing the 5K was back this year.

Children's Area: Liz and Holly reported that they met recently and discussed the Children's area. Alacazam the magician is being considered for a 45 minute show during the Saturday Festival. Holly and Liz need many volunteers. Kris suggested that they contact the school groups for volunteers. Corey Vines, basketball coach, would like to have his team volunteer. Liz would like to secure the Growlers mascot. The fee is \$75 and he would also participate in the parade.

Arts and Crafts Show: Nancy Eaton has fifteen entries so far. 10 are repeat participants and 5 are new. She is shooting for 150 participants this year. Last year there were around 100 participants. Nancy's budget is \$300. Jon and Julie Heasley will be doing water again this year. Molly Andrews said she would donate donuts again.

Car Show: On-line registration is now open for the car show. The registration is \$15, but if you register by a certain date it is \$10.

Parade: Levi Pierpont will be leaving mid-April. The invitations will be out prior to Levi leaving. Kris has approached Don Banner to ask him to be the Grand Marshal. If he doesn't feel up to it this year, the invitation extends to next year. Jim Hoff, Parchment Service Center owner, will be Plan B. Kris discussed the Corvettes with Ralph Herrick. The Corvette club will be given a Festival sponsorship for their kind participation year to year in the Festival parade.

Friday Night Event: Kris has met with Sarah Pressley, she will be having a night market at the Friday night event. She would like to invite local businesses to participate in this. It will take place behind the library. Sarah is going to try to tap into the Kalamazoo Recreation sports teams. Madison Davis plays volleyball in the Kalamazoo Recreation league. Night volleyball is being considered for the Friday night event. It was indicated that maybe Madison could assist Sarah with the night volleyball planning.

Corn Hole/Beer Tent: Jon Heasley met with the Chief of Police regarding the beer tent. The Chief made layout suggestions and has given his verbal blessing. DeAnna is filling out forms for the State of Michigan. Bell's has been secured as a major sponsor - \$2000. Bell's beer will be served at the beer tent. Ryan Steffler would like to have Seelye sponsor the Festival and the corn hole.

Food Vendors: Chester has increased fees for the food vendors for Festival day, concerts, and plays. They are required now per contract to have their fire inspection sticker.

Miscellaneous: Sara Fooy is working on the art work. She appreciates the small raise in payment. Stage equipment was discussed. Chair people will all be meeting on March 23rd at 6:30 at City Hall.

MINUTES OF THE REGULAR MEETING OF THE KINDLEBERGER ARTS COMMISSION HELD ON MONDAY,  
MARCH 9TH, 2020 - Page 3

5. Old Business

A. Bingo for Bags Update: Ticket sales: 310. Julie and Karen Heasley are ready for the fundraiser.

B. Grant for Gilmore Foundation: Nancy reported that it has been submitted. We should know around the first of May whether or not we will receive the grant.

6. Member Comments

Nancy Eaton: Thanked Molly for the donation of the donuts. She indicated that her vendors will be happy.

Liz: Thanked Zen for coming, she indicated the 40th anniversary will be exciting.

Jon Heasley: Said it was good to meet Madison. Thanked Molly and Zen for attending the meeting.

Julie Heasley: Said it was nice to meet Zen. The 40th anniversary will be fun.

Doug Fooy: Indicated that Sara Gray will be here for Bingo. Doug knows a gentleman who plays for Gull Lake Jazz Orchestra, and he is very excited to be playing the stage. Doug thanked Zen, and thanked everyone for their hard work.

Nancy Stoddard - Welcomed Madison, and said she is looking forward to next year with Zen.

7. Adjournment

There being no further business to come before the KAC, Julie Heasley made a motion to adjourn. The meeting was adjourned at 6:45 PM.

8. Next Meeting

The next meeting of the Kindleberger Arts Commission will be held on Monday, April 13th at 6:00.

**Planning Commission  
Meeting Minutes and Work Session  
February 13, 2020**

**1. Call to Order**

Chairperson DeBoer called the Work Session to order at 6pm. Discussion was about the allowable uses regarding the Mill Site.

Work Session Commissioner Discussion:

- The discussion revolved around trees, sidewalks, and curbs so that the look at the mill site would be cohesive with the rest of the City.
- Sub Area plans - Put together a design with aesthetic overlays to the site in the form of an Overlay District. Types of plantings can create separate districts. May not make existing parcels as part of Overlay District.

Work Session Commissioner Comments:

- Dean – Making Parchment a destination. Thought should be given to the percentage of type of businesses that can bring in more people. Maybe a theme such as a nature emphasis. Rehabbed buildings could be made into wedding destinations, with a micro hotel, florist, and caterer. A soccer zone type of business or an outfitter.
- Andrews (emailed) – Condos with access to trail. A pedestrian bridge over Riverview Drive. Storage and small, clean industries.
- DeBoer – Recreational, river overlook, pedestrian routes, canoe/kayak livery, picnic shelter. Pathways between private property and minimize parking lots. No rental yards, recycling, packing houses, wind generators. The land is too valuable to cover with solar panels, apartment houses, race tracks, RV parks, modular, or schools. It would be nice to have indoor warehousing, a brewery, cabinet making, bakery, vehicle repair, upholstery, low impact industrial businesses, a medical clinic, testing facilities, or training facilities.
- Bliesener – No strip mall developments and minimize parking lots.
- Lyon-Jenness – She would like to see the Administration Building preserved. There is a potential from the National Park Service to form special pathways such as the Oil Pathway. Parchment could call theirs the Paper Trail with a consortium of local parks, businesses, WMU learning centers. The industrial heritage of the site could be used to pursue funding with a link to meat packing, cereal, Graphic Packaging to the paper mill. The Kalamazoo Foundation may be willing to sink some money into it.

Adams – A site plan could be created but it may limit the developer. It could leave open-ended bubble diagrams. The use of a design standard for the coordination of the trail; the ribs of the property. An overlay could be in the zoning code that applied universally. A PUD would spell out what is wanted in the mill site under the zoning code.

The Work Session ended at 7:20pm.

Chairperson DeBoer called the Regular Meeting of the Planning Commission to order at 7:23 pm.

**2. Roll Call**

Present: Kent DeBoer, Sandy Bliesener, Sara Dean, Cheryl Lyon-Jenness, City Manager Stoddard, and Lee Adams, Planner.

Excused Absences: Tom Andrews and Brian Sell – Bliesener moved, Dean supported – All: Ayes

**3. Approval of Meeting Minutes**

a. January 14, 2020 – Bliesener moved, Dean supported – All: Ayes

b. January 29, 2020 – Bliesener moved, Lyon-Jenness supported – All: Ayes

**4. Old Business – None**

**5. Public Comment – None**

**6. New Business**

A. Goals of the Meeting

a. Discuss Redevelopment Opportunities for the Mill Property

- Adams talked about the plan's broad vision. The draft should include gaps, commercial opportunities, income generators, or some language regarding the usage. (the zoning code locks in the plan) When the future land use plan is decided then it will point to where businesses will be located. Commercial property to be west of Riverview Drive. It should have a neighborhood or downtown feel.
- Agricultural use was discussed – Hydroponics, raised beds, temporary plant growing structures.
- 3 residential type zoning – written into single family housing. Separate small and large scale housing. Develop small scale multi-family zoning including medium sized, too.
- Commercial – Intended uses – Strictly industrial use such as Drug and Lab? Or mixed use with low impact and light industrial being allowed. It can be referred to as a Redevelopment Plan.

b. Review Draft Chapters of the Master Plan

The Planning Commission members talked about possibly using a University of MI student for a capstone project for a Master's in Public Administration Degree. A student or student group could be awarded \$5-\$10,000 for their ideas. Something like a Heinz Competition could be used.

Adams said that a Request for Proposal (RFP) could go out to see what the interest is after the Master Plan is completed.

**7. Commissioner Comments – none**

8. **Next Meeting** – March 24 at 6pm

9. **Adjournment** – Lyon-Jenness motioned to adjourn, 2<sup>nd</sup> by Bliesener

**MEMORANDUM**

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

From: Nancy R Stoddard, City Manager

Date: April 20, 2020

Re: MDOT Contract - Reissue

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MDOT has re-issued its contract to us for Commerce Lane. They have explained that the pro-rata amount of the contract has been changed. The 80/20 split of costs has had a stipulation added to it. There will now be a cap on the project, for MDOT, of \$143,730.40. The construction cost for Funding thru KATS (Federal) = \$123,744.00, so we are well within the allowable cap.