



# AGENDA

## REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

May 4, 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 20, 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:

- Warrant No. 1411 – approve
- Planning Commission Minutes of April 14, 2020 - receive

**7. Unfinished Business**

- Public Hearing for 2020-2021 Fiscal Year Budget

**8. New Business**

**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 20, 2020.**

**1. Call to order**

Mayor Britigan called the meeting to order via Zoom (online due to Coronavirus shutdown) at 7:00 p.m.

**2. Roll Call.**

Present: Mayor Britigan, Vice Mayor Jordan, Commissioners Emmons, Evans, Fooy, and Madaras. City Manager Stoddard, City Treasurer/Clerk Stutz; Attorney Soltis, Deputy Clerk Smith.

Absent: Bagley.

Moved by Commissioner Emmons, supported by Commissioner Fooy to excuse the absence of Commissioner Bagley.

**Motion carried.**

**3. Minutes**

Moved by Commissioner Fooy, supported by Commissioner Madaras to approve the amended Minutes of the April 6, 2020 Regular Meeting. Roll call vote was as follows:

Ayes: Britigan, Emmons, Evans, Fooy, Jordan, and Madaras.

Nays: None.

Absent: Bagley.

Abstain: None.

**Motion Carried 6-0.**

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

None. Moved by Commissioner Evans, 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 Emmons to receive the consent agenda items. **Motion Carried.**

**7. Unfinished Business**

None.

**8. New Business**

A. Resolution for MDOT Contract for Commerce Lane REVISED - approval. Per City Manager Stoddard, this is the same contract that was approved at the last meeting except that the pro-rata amount of the contract has been changed. The 80/20 split of costs has had a stipulation added to it, with a cap on the project for MDOT of \$143,730.40. Mayor Britigan asked if there was a reason for the change, City Manager Stoddard noted there was none given. Moved by Vice Mayor Jordan, supported by Commissioner Evans to approve the revised MDOT Contract for Commerce Lane. Roll call vote was as follows:

Ayes: Britigan, Emmons, Evans, Fooy, Jordan, and Madaras.

Nays: None.

Absent: Bagley.

Abstain: None.

**Motion Carried 6-0.**

**9. Citizen Comments**

None.

**10. Mayor and Commissioner Comments**

Commissioner Fooy asked about whether the Commerce Lane project will conflict with the festival. City Manager Stoddard noted she was told the project is slated to be finished by July 1.

Vice Mayor Jordan talked about the planning Commission meeting he attended on Tuesday, saying he cautions them not to get complacent, added that they don't have to accept whatever is proposed. He also said that he thought Sandy Bliesener brought common sense to the table.

Mayor Britigan noted that the park is open during the pandemic and will remain so as long as people are social distancing themselves. He added that the riverfront is being used as well.

**11. City Manager Comments/Reports**

City Manager Stoddard thanked all those in attendance and reported that she gets updates from the County each week, adding that the next 4 weeks will be hard on the elderly, and encouraged all to follow the Governor's executive order. City Hall is still closed to the public. She mentioned that she felt the planning committee worked well together, making concessions on both sides, and a new site plan will be given to the zoning administrator. The City Manager reported that the drop box is busy with ballots and trash bills, and that we should plan on virtual meetings through the month of May. 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 7:19 p.m.

Shannon Stutz, City Clerk



City of Parchment  
Check Register Report  
Warrant 1411

Check #	Check Date	Vendor Name	Check Description	Amount
<b>MERCANTILE Checks</b>				
35850	04/28/2020	CINTAS	Uniform Rental & Towels	360.01
35851	04/28/2020	CLARK TECHNICAL SERVICES	Computer Support - March	385.00
35852	04/28/2020	COMPANION LIFE	Life & AD&D Ins - May	57.00
35853	04/28/2020	CORNERSTONE TECHNOLOGIES	Monthly Contract 4/4 to 5/3/20	153.03
35854	04/28/2020	FERGUSON WATERWORKS #3386	PVC ^ SWR Plug	125.88
35855	04/28/2020	KALAMAZOO CITY TREASURER	1 Qtr water use	264.75
35856	04/28/2020	KALAMAZOO OIL CO.	Fuel Charges 4/1 to 4/15/2020	58.35
35857	04/28/2020	KALAMAZOO TOWNSHIP	Police & Fire Services - April 2020	30,922.75
35858	04/28/2020	KRESA PRINT CENTER	2100 Newsletters	338.70
35859	04/28/2020	REPUBLIC SERVICES #249	City Wide Pickup Less Yardwaste	7,158.26
35860	04/28/2020	SBAM PLAN	Employee & Retiree Ins-May	12,627.86

Planning Commission Meeting Minutes  
April 14, 2020 – Virtual Meeting

1. Call to Order at 6pm
2. Roll Call:  
Present – Andrews, Bliesener, Lyon-Jenness, DeBoer, and Sell (was able to join after approval of the minutes)  
Absent – Dean  
Participants: Schwartz (Prein & Newhoff), Howard and Staff, Harvey (Zoning Administrator), City Manager Stoddard
3. Approval of Minutes – Motion made by Bliesener and supported by Lyon-Jenness  
Roll Call: Andrews - yes, Bliesener – yes, Lyon-Jenness – yes, DeBoer – yes
4. Citizen Comments – No comments
5. Old Business – None
6. New Business  
Site Plan Review for LC Howard Warehouse

DeBoer invited Mike Howard and his representatives to tell the Planning Commission about the project. He also asked the Zoning Administrator Harvey to chime in when necessary.

Harvey sent her report to M Howard, Blaauwkamp, and the Howard reps.

Sell asked if the property was on Island or Eunice.

Howard explained that it was Island Drive until they sold a section of property to Building Restoration. Currently the property is considered to be on Eunice.

DeBoer asked if Howard was comfortable with answering the questions/concerns set forth in the staff review of the site plan at this time, as he just received the ZA's report.

Howard stated it is all things that he has talked about before with other municipalities. He would like to move forward with the ZA's questions as he is very familiar with all of them.

Blaauwkamp (Construction Co) agreed that they would like to move forward with the questions/concerns.

**Section 11.4 – Required conditions (I-M District)**

Howard stated that the proposed warehouse will be used for the storage of paper rolls, similar to the use of the existing building on the property. He stated that the Environmental Checklist was completed for the property, which demonstrates compliance with the environmental performance standards set forth in Section 11.4.

### **Section 11.5 – Area and Size Requirements (I-M District)**

Howard stated that they are working to combine the parcels that make up the project site into a single parcel. He advised that the process is almost completed. Harvey noted that site plan approval can be conditioned upon a combination of the project site parcels.

Blaauwkamp stated that the highest peak of the building will be 29 ft and 6 in., in compliance with the 30 ft building height maximum.

Harvey clarified that compliance with the 50 ft rear yard setback requirement could not be confirmed in that the site plan does not indicate the location of the rear property line. Schwartz stated he will check GIS to confirm the location of the building on the site.

### **12.3 - Building Appearance**

Harvey stated that the north building wall will be within 200 feet of G Avenue and adjacent residential zoning and land use. Per Section 12.3, the north wall of the warehouse is required to have an ornamental wall. The site plan does not specifically state what materials will be used for the wall.

Blaauwkamp explained that the wall will be semi-concealed due to berming. It will have a metal panel with concrete masonry and wainscoting up 4 feet. It will be mid-ranged in price. No pole barn metal or sandwich panel will be used on the building.

Harvey reminded that Section 12.3 requires the material to be consistent in appearance with the neighboring property.

DeBoer wondered if the Planning Commission should require a picture of the siding.

Blaauwkamp stated that it would be a standard 24 gauge, 5 year warranty, quality product which was approved previously by the City of Kalamazoo. He asked if they were supposed to 'hide' the north wall or make it look pretty with nice trims. He would rather the berm and landscaping requirements be increased than to require different building materials.

Bliesener noted that the requirement to use higher grade building materials that look nice should be used so that the building quality in the City is consistent.

General discussion ensued wherein the following findings were noted: only ½ of the north building wall will be exposed to G Avenue; 1-2 houses are located on G Avenue opposite the north wall of the warehouse; and G Avenue is the front yard of the project site.

### **Section 13.1 – Review & Approval of Site Plan and**

#### **Access**

Sell asked about the traffic flow in and out of the property.

Schwartz stated that the main entrance to the site is on the south side of the property on Eunice. The driveway on G Avenue is an emergency access. The north driveway will be gated off from access except by the Fire Department. G Avenue will not be used for general traffic to/from the site.

Howard reiterated that there will be gates at the G Avenue access point and it would only be for the Fire Department. Further, a fire lane is provided on the west side of the building for their access to the building.

DeBoer asked about the access to the loading docks, coming from the south.

Schwartz stated that there is a north end turn around that the drivers will make and then head back to the south.

Lyon-Jenness asked what route the trucks would take when exiting the property. Would they be using Island or Bellisle Boulevard?

Schwartz said that the truck drivers will be using Bellisle Boulevard which has been deemed the truck route.

#### **Parking/Loading**

Harvey stated that the majority of the site will be covered by building/pavement. She noted that approval of the plan should be subject to review/approval of the storm water management proposal by the City.

Schwartz spoke about the storm water retention pond which will discharge to the county drain. The sediment shelf meets the requirements of the MS4 Storm Water and Drain Commissioner's specifications.

Andrews asked if the storm water was contained before it was released. He also asked if it would be tested to make sure that it flows correctly.

Schwartz replied that it would be let out slowly, restricted to previous flows. The flow is required to be tested before it is allowed to flow into the Kalamazoo River.

Bliesener noted that the retention pond was larger than what was required.

Verplank (Howard contractor) stated that it is a little bigger, but not by much.

Schwartz reiterated that the storm water basin met the requirement per the Drain Commissioner.

Harvey advised that Section 12.9 requires that an area equal to 5% of the parking/loading area is to be dedicated to interior landscaping and shall be distributed evenly across the project site. She noted that a determination of compliance is required.

Lyon-Jenness asked as to whether a section on the west side of the property could be set aside for a trail option for the City of Parchment.

Howard stated that the west side currently held a fire lane for the Fire Department.

Schwartz added that the trees proposed on the east side of the property along the drive will have to be removed because of a water main placement, per the City of Kalamazoo.

Lyon-Jenness said that thought needs to be given to water retention and plantings to enhance the natural area and asked that LC Howard consider these thoughts.

### **Compatible Arrangements**

DeBoer stated that ~~there are~~ dumpster and lighting requirements will have to be met and they will have to be added to the site plan. Signage will be reviewed through the permitting process.

### **Landscaping**

Harvey provided an overview of the landscaping standards for the site and the screening requirements that apply along the north property line. She noted that the bulk of the proposed open space is in the retention pond area rather than being distributed around the site, and that fewer trees than required are proposed within the landscaped areas and the required greenbelt. Harvey then referenced Section 12.20, noting that the Planning Commission 'may reduce or waive the landscape requirements provided the proposed landscaping is in keeping with the intent of the Ordinance.'

Andrews asked what is the height of the proposed berm in the required greenbelt.

Bliesener stated that it was proposed at 2-4 feet tall. She said that it was possible to berm up to 10 feet, if necessary to provide adequate screening.

Schwartz stated that the berm was the required height.

Blaauwkamp suggested raising the berm to 6-8 feet and using ornamental grass for a visual screen. This would eliminate the need for mowing.

DeBoer agreed with increasing the height of the berm.

Andrews stated that he has ornamental grass that is up all year long until the spring when he cuts it. It regrows in 2 months.

DeBoer asked if there could be an increase in the berm plantings to soften the view on the north side of the building. Ornamental grasses look bad in the winter. It was suggested that evergreens and deciduous trees be added to the greenbelt.

Blaauwkamp stated that this building was not out on Riverview with Advia and Dollar General in a commercial district; this was an industrial area. He felt a more cost-sensitive approach is warranted.

Lyon-Jenness asked if the proposed fencing will be north of the berm and will it surround the entire building?

Schwartz stated that the intent of the applicant was to fence the entire property.

Howard asked if the City would consider allowing chain-link fencing similar to that which exists on portions of the project site and the surrounding property.

DeBoer stated that such fencing may be acceptable for much of the site, but that chain-link fencing would not be appropriate within the required greenbelt along the front of the property (G Avenue).

Bliesener asked if ornamental fencing along the north property line could be a compromise to the screening situation.

Blaauwkamp stated that ornamental fencing is a great compromise. Fencing can be eye-catching.

Schwartz stated that he would recommend placing the fence on the property line, with the berm between the fence and the building.

Sell stated that the site has been an industrial site for the past 100 years and those living along G Avenue have looked at a chain-link fence for years. A berm with a chain-link fence painted green/black would be an improvement.

The following points of consensus on fencing were noted: existing areas where chain-link fencing was removed for construction purposes may have chain-link fencing reinstalled; black, vinyl coated chain-link fencing is required in areas proposed for fencing that were previously unfenced; and, ornamental fencing is required along the G Avenue frontage, extending from the east property line west to Everhard, as part of the required greenbelt.

The Planning Commission then summarized their findings with respect to the building appearance, landscaping, screening and fencing requirements and the proposed landscape plan. It was agreed that screening would be required along the north property line and would consist of: a greenbelt a minimum of 10' in width; a landscape berm a minimum 4' in height and planted with evergreen/deciduous trees and shrubs; greenbelt plantings will exceed that required by Section 12.20; and, an ornamental fence that extends from the east property line west to Everhard.

It was further agreed that, based on the specifications of the greenbelt, specifically the increased berm height; the increase in plantings (trees); and, the inclusion of the ornamental fence, the Planning Commission finds the following:

- The construction material proposed for the north wall of the building is accepted as 'consistent with the neighboring property';
- The uneven distribution of the required interior landscaping and the limited number of site trees proposed will not detract from the appearance of the area; and,
- The proposed landscaping is in keeping with the intent of the Ordinance, specifically Section 12.3.

It was noted that the above findings were based on the application documents presented and the representations made by the applicant (and/or its representatives) during the meeting.

Motion made by Bliesener and supported by Andrews:

Motion to approve the LC Howard warehouse site plan, subject to the following conditions:

1. Combination of the proposed project properties into a single parcel.
2. Compliance with the 50' rear setback requirement.
3. Compliance with the exterior lighting standards set forth in Section 12.25.
4. Compliance with the refuse disposal standards set forth in Section 12.24.
5. Establishment of screening along the north property line, to consist of: a greenbelt a minimum of 10' in width; a landscape berm a minimum 4' in height and planted with evergreen/deciduous trees and shrubs; greenbelt plantings in excess of that required by Section 12.20; and, an ornamental fence that extends from the east property line west to Everhard.
6. City of Parchment Fire Department review/approval.

7. City of Parchment review/approval of the proposed utility connections and storm water management plan.
8. Submission of a revised site plan for administrative review/approval.

Roll Call Vote:

Andrews – yes, Bliesener – yes, Lyon-Jenness – yes, Sell – yes, DeBoer – yes. Motion approved.

7. Commissioner Comments

DeBoer – Thanked Mike Howard for his patience in working thru this virtual meeting  
Howard replied that he is excited about moving forward.

Andrews – Good meeting and good input

Bliesener – Stated that she is really excited about the repaving of Riverview Drive and Parchmount.

Lyon-Jenness – Glad about such a good meeting. Looking forward to continuing the dialogue about the goals in this community and the good relationship that we have with the Howard's.

Sell – With this approval and Graphics Packaging's expansion, help with the US 131 Business loop funding through the State of Michigan is much more likely.

8. Next Meeting – April 28, 2020 at 6pm – Virtual Meeting

9. Adjournment – Motion by Andrews, supported by Bliesener

Roll Call: Andrews – yes, Bliesener – yes, Lyon-Jenness – yes, Sell – yes, DeBoer – yes. Meeting adjourned at 7:57pm

# City of Parchment, Michigan

650 South Riverview Drive



## Proposed FY 2020-21 Budget

Submitted by:

Nancy Stoddard, City Manager

Shannon Stutz, City Treasurer

# Budgeted Fund Revenue

City of Parchment

2020-21 Budget for Commission

4/6/2020

	Prior Year Actual	Current Year Budget	Proposed FY 2020-21
<b>General Fund 101</b>			
Taxes/Fees	\$737,970.38	\$744,100.00	\$754,125.00
State Sales Tax	189,065.00	196,500.00	200,400.00
Solid Waste Collections	111,701.33	116,300.00	118,600.00
Reimbursement for Overhead	230,000.00	230,000.00	141,000.00
State Grants	133,895.39	54,100.00	122,000.00
Miscellaneous	46,633.50	27,100.00	27,600.00
<b>Total</b>	<b>\$1,449,265.60</b>	<b>\$1,368,100.00</b>	<b>\$1,363,725.00</b>

<b>Major Street Fund 202</b>			
State Grants	\$150,819.11	\$142,800.00	\$163,300.00
Transfer from Other Funds	110,000.00	0.00	0.00
<b>Total</b>	<b>\$260,819.11</b>	<b>\$142,800.00</b>	<b>\$163,300.00</b>

<b>Local Street Fund 203</b>			
State Grants/Interest	\$69,467.04	\$52,000.00	\$66,700.00
Transfer from Other Fund	20,000.00	20,400.00	-
<b>Total</b>	<b>\$89,467.04</b>	<b>\$72,400.00</b>	<b>\$66,700.00</b>

<b>Brownfield Redevelopment 251</b>			
Taxes	\$57,153.57	\$55,800.00	\$56,900.00
Transfer from General Fund	2,300.0	2,300.00	0.00
<b>Total</b>	<b>\$59,453.57</b>	<b>\$58,100.00</b>	<b>\$56,900.00</b>

<b>Sewer Fund 590</b>			
Charges and Penalties	\$139,871.84	\$367,800.00	\$35,700.00
Interest/Special Assessments	2,205.43	1,800.00	1,800.00
<b>Total</b>	<b>\$142,077.27</b>	<b>\$369,600.00</b>	<b>\$37,500.00</b>

<b>Water Fund 591</b>			
Charges and Penalties	\$211,849.97	\$0.00	
SAW Grant	\$406,754.67	\$328,500.00	\$144,000.00
Interest/Hydrant Rental	\$5,665.00		
Sale of Capital Assets	151,889.26	-	
<b>Total</b>	<b>\$776,158.90</b>	<b>\$328,500.00</b>	<b>\$144,000.00</b>

<b>GRAND TOTAL REVENUE</b>	<b>\$2,777,241.49</b>	<b>\$2,339,500.00</b>	<b>\$1,832,125.00</b>
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## GENERAL FUND FY 2020-21

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Total General Fund Revenues: \$1,363,725  
Total General Fund Expenditures: \$1,460,600  
Change in Fund Balance from the Previous Year: (\$96,875)  
Projected FYE 6/30/21 Fund Balance: \$266,976

### Noteworthy Items:

1. 1.6% COLA increase, 2% increase in all other expenses
2. Seasonal DPW employee assistance included
3. \$27,000 for General Ledger Software
4. Solid waste collections revenue subject to change in rate
5. Includes stage repair and improvements (resealing, brackets, paint, etc.)
6. Includes Brick sealing to City Hall
7. Includes SCBA for Fire Department (½ current year, ½ in budget)
8. Includes Parks and Recreation Master Plan
9. Includes dead tree removal in park

# General Fund Expenses

4/6/2020

## City of Parchment

2020-21 Budget for Commission

Prior Year Actual	Current Year Budget	Proposed FY 2020-21
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### Dept 100 - Legislative

Payroll/Fringes	\$6,637.38	\$8,570.00	\$8,600.00
Contracted Services	34,222.37	10,200.00	10,400.00
Memberships/Training/Dues	2,780.56	1,500.00	1,500.00
Community Promotion/Wassailing	3,374.94	3,000.00	3,000.00
Printing/Publishing	3,241.20	2,000.00	2,000.00
Transfer to other fund	37,300.00	2,300.00	-
Miscellaneous	1,094.00	1,000.00	1,000.00
<b>Total</b>	<b>\$88,650.45</b>	<b>\$28,570.00</b>	<b>\$26,500.00</b>

### Dept 200 - Administration

Payroll/Fringes	\$234,637.64	\$272,830.00	\$285,300.00
Contracted Services	38,944.12	17,300.00	13,700.00
Memberships/Training/Dues	29,610.49	5,300.00	5,400.00
Communications	11,241.06	7,100.00	7,200.00
Printing/Publishing	6,063.36	2,600.00	2,700.00
Capital	39,551.00	-	27,000.00
Miscellaneous	27,315.09	20,000.00	29,800.00
<b>Total</b>	<b>\$387,362.76</b>	<b>\$325,130.00</b>	<b>\$371,100.00</b>

### Dept 210 - Legal Services

Attorney - general and police	\$22,330.00	\$24,200.00	\$24,700.00
<b>Total</b>	<b>\$22,330.00</b>	<b>\$24,200.00</b>	<b>\$24,700.00</b>

### Dept 300 - Police

Payroll/Fringes	\$29,977.07	\$24,000.00	\$23,900.00
Contracted Services	278,825.25	337,400.00	356,500.00
<b>Total</b>	<b>\$308,802.32</b>	<b>\$361,400.00</b>	<b>\$380,400.00</b>

### Dept 336 - Fire

Payroll/Fringes	\$45,465.68	\$49,600.00	\$0.00
Contracted Services	14,832.28	20,800.00	77,400.00
Memberships/Training/Dues	1,950.00	5,800.00	
Communications	3,900.17	3,700.00	4,300.00
Operating/repair & maintenance	(329.85)	8,200.00	7,100.00
Capital	17,188.76	18,400.00	20,000.00
Insurance/utilities/hydrant rental	24,372.88	17,000.00	12,000.00
<b>Total</b>	<b>\$107,379.92</b>	<b>\$123,500.00</b>	<b>\$120,800.00</b>

# General Fund Expenses

4/6/2020

## City of Parchment

2020-21 Budget for Commission

Prior Year Actual	Current Year Budget	Proposed FY 2020-21
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### Dept 440 - Public Works

Payroll/Fringes	\$161,629.00	\$149,275.00	\$161,400.00
Contracted Services	\$14,948.00	\$11,600.00	11,800.00
Operating/repair & maintenance	\$8,767.00	\$12,800.00	13,100.00
Communications	\$945.00	\$900.00	900.00
Community Promotion/training	\$580.00	\$800.00	800.00
Rubbish Collection Charges	\$113,633.00	\$100,000.00	110,000.00
Capital		\$0.00	
Utilities/Street Lighting	\$40,576.00	\$36,800.00	37,600.00
Debt Retirement/interest expense	\$18,963.00	\$19,200.00	19,500.00
Miscellaneous	\$10,255.00	\$8,500.00	8,700.00
<b>Total</b>	<b>\$370,296.00</b>	<b>\$339,875.00</b>	<b>\$363,800.00</b>

### Dept 751 - Parks, Recreation & Culture

Payroll/Fringes	\$78,589.00	\$90,650.00	\$108,600.00
Contracted Services	\$21,429.00	\$15,600.00	\$28,000.00
Operating/repair & maintenance	\$14,330.00	\$11,400.00	\$13,500.00
Capital	\$23,482.00	\$0.00	10,000.00
Utilities/Street Lighting	\$6,338.00	\$6,700.00	6,800.00
Insurance	\$7,937.00	\$6,300.00	6,400.00
<b>Total</b>	<b>\$152,105.00</b>	<b>\$130,650.00</b>	<b>\$173,300.00</b>

<b>TOTAL GENERAL FUND</b>	<b>\$1,436,926.45</b>	<b>\$1,333,325.00</b>	<b>\$1,460,600.00</b>
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## MAJOR STREETS FUND FY 2020-21

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Total Major Streets Revenues: \$163,300

Total Major Streets Expenditures: \$106,685

Increase in Fund Balance from the Previous Year: \$56,615

Projected FYE 6/30/21 Fund Balance: \$58,001

### Noteworthy Items:

1. 2% increase in overall expenses
2. Regular maintenance, snow removal, sidewalk repair
3. Includes ½ of City portion of Commerce Lane, and Parchmount from Riverview to Orient
4. Includes ½ of hot box \$10,500

# Major Streets Fund Expenses

4/6/2020

## City of Parchment

2020-21 Budget for Commission

	Prior Year Actual	Current Year Budget	Proposed FY 2020-21
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### Dept 451 - Construction

Contracted Services	-	34,000.00	-
Capital	-	-	10,500.00
<b>Total</b>	<b>\$0.00</b>	<b>\$34,000.00</b>	<b>\$10,500.00</b>

### Dept 463 - Routine Maintenance

Payroll/Fringes	\$4,225.90	\$9,780.00	\$12,900.00
Contracted Services	1,500.00	2,000.00	7,500.00
Miscellaneous	2,483.62	2,500.00	2,500.00
<b>Total</b>	<b>\$8,209.52</b>	<b>\$14,280.00</b>	<b>\$22,900.00</b>

### Dept 475 - Traffic Services

Payroll/Fringes	\$5,307.89	\$9,310.00	\$12,600.00
Repair/Maintenance/Gas&Oil	6,714.65	14,900.00	15,100.00
<b>Total</b>	<b>\$12,022.54</b>	<b>\$24,210.00</b>	<b>\$27,700.00</b>

### Dept 478 - Winter Maintenance

Payroll/Fringes	\$8,497.25	\$12,215.00	\$15,345.00
Gas&Oil/Salt	\$6,380.96	\$10,600.00	\$10,800.00
<b>Total</b>	<b>\$14,878.21</b>	<b>\$22,815.00</b>	<b>\$26,145.00</b>

### Dept 482 - Administration

Payroll/Fringes	\$1,524.06	\$2,350.00	\$2,440.00
Overhead	\$17,000.00	\$17,000.00	\$17,000.00
Transfer to other fund	20,000.00	20,400.00	-
<b>Total</b>	<b>\$38,524.06</b>	<b>\$39,750.00</b>	<b>\$19,440.00</b>

<b>TOTAL MAJOR STREETS FUND</b>	<b>\$73,634.33</b>	<b>\$135,055.00</b>	<b>\$106,685.00</b>
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## LOCAL STREETS FUND FY 2020-21

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Total Local Streets Revenues: \$66,700  
Total Local Streets Expenditures: \$101,255  
Change in Fund Balance from the Previous Year: (\$34,555)  
Projected FYE 6/30/21 Fund Balance: \$137,026

### Noteworthy Items:

1. 2% increase in overall expenses
2. Regular maintenance, snow removal, sidewalk repair
3. Includes ½ of hot box \$10,500

# Local Streets Fund Expenses

4/6/2020

## City of Parchment

2020-21 Budget for Commission

	Prior Year Actual	Current Year Budget	Proposed FY 2020-21
<b>Dept 451 - Construction</b>			
Contracted Services	7,050.00	-	-
Capital	-	-	10,500.00
<b>Total</b>	<b>\$7,050.00</b>	<b>\$0.00</b>	<b>\$10,500.00</b>
<b>Dept 463 - Routine Maintenance</b>			
Payroll/Fringes	\$4,218.89	\$12,500.00	\$15,775.00
Contracted Services	3,492.00	1,000.00	5,000.00
Miscellaneous	2,693.12	3,400.00	3,500.00
<b>Total</b>	<b>\$10,404.01</b>	<b>\$16,900.00</b>	<b>\$24,275.00</b>
<b>Dept 475 - Traffic Services</b>			
Payroll/Fringes	\$5,517.27	\$11,810.00	\$14,820.00
Repair/Maintenance/Gas&Oil	129.34	5,600.00	5,700.00
<b>Total</b>	<b>\$5,646.61</b>	<b>\$17,410.00</b>	<b>\$20,520.00</b>
<b>Dept 478 - Winter Maintenance</b>			
Payroll/Fringes	\$8,458.53	\$12,500.00	\$15,820.00
Repair/Maintenance/Gas&Oil	\$8,056.22	\$10,600.00	\$10,800.00
<b>Total</b>	<b>\$16,514.75</b>	<b>\$23,100.00</b>	<b>\$26,620.00</b>
<b>Dept 482 - Administration</b>			
Payroll/Fringes	\$1,524.06	\$2,930.00	\$3,040.00
Overhead	16,000.00	16,300.00	16,300.00
<b>Total</b>	<b>\$17,524.06</b>	<b>\$19,230.00</b>	<b>\$19,340.00</b>
<b>TOTAL LOCAL STREETS FUND</b>	<b>\$57,139.43</b>	<b>\$76,640.00</b>	<b>\$101,255.00</b>

# Brownfield Fund Expenses

4/6/2020

City of Parchment  
2020-21 Budget for Commission

	Prior Year Actual	Current Year Budget	Proposed FY 2020-21
<b>Dept 000</b>			
Adminstrative overhead	\$0.00	\$20,000.00	\$20,400.00
Attorney fees	\$17,428.25	\$20,000.00	\$0.00
Debt Retirement/Principal & Interest	\$58,146.08	\$59,200.00	\$59,500.00
Transfer to other fund	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$75,574.33</b>	<b>\$99,200.00</b>	<b>\$79,900.00</b>
<b>TOTAL BROWNFIELD</b>	<b>\$75,574.33</b>	<b>\$99,200.00</b>	<b>\$79,900.00</b>

SEWER FUND FY 2020-21

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Total Sewer Revenues: \$37,500

Total Sewer Streets Expenditures: \$187,120

Change in Fund Balance from the Previous Year: (\$149,620)

Projected FYE 6/30/21 Fund Balance: (\$386,992)

Noteworthy Items:

1. Based on historic usage with current 25% surcharge (subject to rate change)
2. 2% increase in overall expenses

# Sewer Fund Expenses

4/6/2020

City of Parchment  
2020-21 Budget for Commission

	Prior Year Actual	Current Year Budget	Proposed FY 2020-21
<b>Dept 000</b>			
Payroll/Fringes	\$57,718.24	\$31,900.00	\$41,320.00
Contracted Services	10,715.73	31,300.00	31,000.00
Sewer Treatment Charges	35,029.17	-	-
Admin Overhead/Depreciation	117,577.49	101,300.00	101,600.00
Insurance & Bonds	13,137.00	10,200.00	10,400.00
Transfer to other fund	65,000.00	-	-
Capital		-	-
Miscellaneous	6,753.61	2,800.00	2,800.00
<b>Total</b>	<b>\$305,931.24</b>	<b>\$177,500.00</b>	<b>\$187,120.00</b>
<b>TOTAL SEWER FUND</b>	<b>\$305,931.24</b>	<b>\$177,500.00</b>	<b>\$187,120.00</b>

WATER FUND FY 2020-21

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Total Water Revenues: \$144,000

Total Water Expenditures: \$176,500

Projected FYE 6/30/21 Fund Balance: \$229,672

Noteworthy Items:

1. Revenues are reimbursable portion of SAW grant expenditures
2. Includes Prein & Newhof estimate of SAW grant expenditures
3. Will close this fund during FYE 6/30/21, likely to a Special Revenue Fund

# Water Fund Expenses

4/6/2020

City of Parchment  
2020-21 Budget for Commission

	Prior Year Actual	Current Year Budget	Proposed FY 2020-21
<b>Dept 000</b>			
Payroll/Fringes	\$63,831.08	\$69,150.00	\$0.00
Contracted Services (SAW)	448,600.58	365,000.00	160,000.00
Admin Overhead/Depreciation	128,774.64	89,000.00	-
Utilities	26,982.12	15,000.00	16,500.00
Transfer to other Fund	10,000.00	-	-
Capital		-	-
Miscellaneous	106,646.46	25,850.00	-
<b>Total</b>	<b>\$784,834.88</b>	<b>\$564,000.00</b>	<b>\$176,500.00</b>
<b>TOTAL WATER FUND</b>	<b>\$784,834.88</b>	<b>\$564,000.00</b>	<b>\$176,500.00</b>

# Kindleberger Festival

City of Parchment  
2020-21 Budget for Commission

	Prior Year Actual	Prior Year Budget	Proposed FY 2020-21
<b>Revenue</b>			
Arts/crafts	\$4,935.74	\$1,800.00	\$3,100.00
Race/walk fees	\$163.13	\$600.00	\$4,100.00
Membership drive	\$3,192.75	\$4,800.00	\$3,040.00
Concessions/Spec event	\$300.00	\$1,630.00	\$3,420.00
Corporate Sponsorships	\$11,540.00	\$9,000.00	\$10,150.00
Bingo for Bags	\$18,289.00	\$10,000.00	\$16,200.00
Car Show Proceeds	1,623.56	1,500.00	1,600.00
Misc		2,040.00	1,240.00
Grants	34,000.00	32,500.00	30,000.00
<b>Total</b>	<b>\$74,044.18</b>	<b>\$63,870.00</b>	<b>\$72,850.00</b>
<b>TOTAL</b>	<b>\$74,044.18</b>	<b>\$63,870.00</b>	<b>\$72,850.00</b>

	Prior Year Actual	Prior Year Budget	Proposed FY 2020-21
<b>Expenses</b>			
Performance Expense	\$20,216.29	\$17,000.00	\$13,000.00
Arts/crafts	\$208.08	\$480.00	\$300.00
Children's area	\$921.83	\$1,300.00	\$1,300.00
Bingo/Friday Event	\$10,780.59	\$6,000.00	\$12,525.00
Misc	\$532.74	\$0.00	\$2,100.00
Festival Admin	14,696.67	14,380.00	10,595.00
Stage Entertainment/con	14,100.58	18,500.00	18,100.00
Race/walk		-	3,500.00
Car Show expenses	1,347.04	1,250.00	1,350.00
Publicity	2,938.47	4,960.00	5,080.00
<b>Total</b>	<b>\$65,742.29</b>	<b>\$63,870.00</b>	<b>\$72,850.00</b>
<b>TOTAL</b>	<b>\$65,742.29</b>	<b>\$63,870.00</b>	<b>\$72,850.00</b>

<b>TOTAL</b>	<b>8,301.89</b>	<b>-</b>	<b>-</b>
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