



650 S. Riverview Drive • Parchment, Michigan 49004  
(269) 349-3785

July 30, 2020

Re: City Hall Re-Opening

To the City Commission, Employees, and the Public:

Beginning August 3, 2020, City Hall will be open to the public from 9am – 12pm Monday and 1pm – 4pm Thursday. All other times are by appointment only 269-349-3785. **Masks will be mandatory.**

In an effort to process daily work in a safer manner for all, we would ask that you choose alternate options versus visiting City Hall. The options are as follows:

- Website – [www.parchment.org](http://www.parchment.org)
- Email – [records@parchment.org](mailto:records@parchment.org) or [finance@parchment.org](mailto:finance@parchment.org)
- Telephone – 269-349-3785
- Dropbox at City Hall
- Fax – 269-345-5441

**HAM DINNER REFUNDS UNTIL AUGUST 31** – To obtain a refund for your Ham Dinner tickets, you may come to City Hall. Tickets must be returned to receive a refund. Any refunds not requested will be used toward next year's dinner.

We appreciate your assistance in helping us work electronically during this pandemic. If you have any questions, please contact me.

Nancy R Stoddard  
Parchment City Manager  
269-492-3263