



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

March 16, 2020

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. Pledge of Allegiance

3. Roll Call

4. Approval of Minutes

From the City Commission Regular Meeting Minutes of March 2, 2020

5. Additions/Changes to the Agenda - Approval

6. 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.*

7. 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. 1407 – receive
- ii. Monthly Financials – February 2020 - receive
- iii. Kindleberger Reservation – Sunken Garden – Peterson Wedding - approve
- iv. Kindleberger Reservation – Picnic Pavilion #4 – Stage – Reyes Event - approve
- v. KABA February Report – receive
- vi. KAC Minutes for 2/10/2020 - receive

8. Unfinished Business

9. New Business

- A. Agreement to Act as Collecting Unit - approval

10. Citizen Comments – Items ON or OFF the Agenda

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

11. Mayor and Commissioner Comments

12. City Manager Comments

13. Adjournment



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MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY MARCH 2, 2020.

1. **Call to order**

Mayor Britigan called the meeting to order at 7:00 p.m. He led everyone saying the Pledge of Allegiance.
2. **Roll Call.**

Present: Mayor Britigan, Vice Mayor Jordan, Emmons, Evans, Fooy, and Madaras. City Manager Stoddard, Attorney Soltis, Deputy Clerk Smith.
Absent: Commissioner Bagley, City Treasurer/Clerk Stutz.
Moved by Commissioner Emmons, supported by Vice Mayor Jordan to excuse Commissioner Bagley.
Motion Carried.
3. **Minutes**

Mayor Britigan abstained from approving the minutes. Moved by Commissioner Fooy, supported by Commissioner Evans to approve the amended Minutes of the February 17, 2020 Regular Meeting.
Motion Carried.
4. **Additions or changes to the agenda.**

Mayor Britigan noted a replacement insert for 8C has been added to the agenda packet. No agenda change. Moved by Commissioner Emmons, supported by Commissioner Evans 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. Audit presentation. Joe Verlin of Gabridge & Company presented the 2018-2019 audit report. He thanked the commission and stated it was a pleasure to work with the City. Mr Verlin gave highlights explaining the City is “trending in the right direction” and has paid off a significant amount of the previous deficit. He noted cash and investments had increased and answered questions from Commissioners.

B. Rate Committee – Bulk Tag Price Increase – approve. Vice Mayor Jordan advised Deputy Clerk Smith found Republic Services is charging the City \$25 for residential curbside removal of a bulk item. The City has been charging residents \$12 for this service. The Rate Committee feels the City should charge the same fee it currently pays. Vice Mayor Jordan noted the City does provide a free bulk trash pick up annually. Moved by Commissioner Madras, supported by Vice Mayor Jordan to increase the bulk tag price to \$25. **Motion Carried.**

C. Rate Committee – Freedom of Information Act Request (FOIA) Fees – approve. City Manager Stoddard advised the existing policy is not in line with rates charged by other cities. The City needs to recoup wages for employees completing a FOIA request and copy fees. She stated a request lasting 30 minutes or less would be no charge. After 30 minutes, the City would charge the hourly rate of the lowest paid, full-time employee working on the request. Attorney and engineering fees should be charged at six times minimum wage or \$56.70 per hour. The first 25 pages copied would be provided without charge. Every page over 25 would be charged .25 cents per page to copy. Attorney Soltis advised these rates are in line with FOIA laws. Moved by Commissioner Fooy, supported by Commissioner Emmons to update the FOIA request fees. **Motion Carried.**

D. Resolution in Support of US 131 Interchange – approve. Mayor Britigan noted there is an effort underway to add more interchanges and easier access to the US 131 business loop. MDOT has recommended a trumpet interchange which allows for maximum traffic flow at a lower cost while taking into account environmental concerns, the Kalamazoo River Valley Trail, and power lines. The project is currently not on MDOT’s five year plan, and a show of solidarity by the impacted communities could move it up in priority. This resolution is non-binding. Moved by Vice Mayor Jordan, supported by Commissioner Evans to support reconstruction of the US 131 interchange. 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

Mike Conner, 1150 Parchmount, commented on the volume of truck traffic through the City. He also noted Parchmount Avenue between Orient and Clarin has many pot holes and crumbling pavement.

10. Mayor and Commissioner Comments

Commissioner Fooy congratulated the Commission and City staff on a great audit outcome and urged everyone to keep up the good work.

11. City Manager Comments/Reports

City Manager Stoddard invited all who had concerns to call or visit City Hall to discuss with her, her door is always open.

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 7:56 p.m.

Kara Smith
Deputy City Clerk



City of Parchment
Check Register Report
Warrant 1407

Check #	Vendor Name	Check Description	Amount
MERCANTILE Checks			
35777 03/03/2020	ADAM GARLAND CONSTRUCTION, INC	Bellisle Bldg-Repair Wall	10,650.00
35778 03/03/2020	CINTAS	Uniform Rental & Towels	354.51
35779 03/03/2020	COMPANION LIFE	Life & AD&D Ins.-March	57.00
35780 03/03/2020	FRANCOTYP-POSTALIA, INC.	Rental-Meter-Scale,Resets-4/30	78.00
35781 03/03/2020	K-D SALES, INC.	Bingo Supplies	247.51
35782 03/03/2020	KALAMAZOO OIL CO.	Fuel Charges-2/1 to 2/15/2020	451.77
35783 03/03/2020	PUBLIC MEDIA NETWORK	Charter-2% Franchise Fees-Oct-	3,284.51
35784 03/03/2020	RIVERRUN PRESS	500 Letterhead Envelopes	250.66
35785 03/03/2020	SBAM PLAN	Employee & Retiree Ins-March	12,627.86
35786 03/03/2020	VARNUM LLP	Frontier Renewal -January	934.75

REVENUE/EXPENDITURE REPORT

Through Feb 29, 2020

City of Parchment

CY MTD: 2/1/2020 to 2/29/2020 CY QTD: 1/1/2020 to 3/31/2020
CY YTD: 7/1/2019 to 2/29/2020 CY ATD: 7/1/2019 to 6/30/2020

Fund: 101 - GENERAL FUND

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Revenues						
Dept: 000.000						
404.000 Tax Revenue	687,000.00	687,000.00	673,815.00	0.00	0.00	98.08
405.000 Taxes - Industrial Facilities	3,400.00	3,400.00	3,391.00	0.00	0.00	99.74
441.000 Local Community Stab Share Tax	54,100.00	54,100.00	67,414.25	0.00	0.00	124.61
445.000 Penalty on Taxes	2,600.00	2,600.00	1,661.45	634.99	634.99	63.90
448.000 1% Collection Fees	24,500.00	24,500.00	23,153.81	1,737.77	834.57	94.51
451.000 License and Fees	9,200.00	9,200.00	6,100.32	2,104.26	950.00	66.31
452.000 Cablevision Fees	14,300.00	14,300.00	9,892.53	3,382.36	3,382.36	69.18
453.000 Recreation Fees	2,600.00	2,600.00	0.00	0.00	0.00	0.00
454.000 Solid Waste Collections	116,300.00	116,300.00	73,714.37	24,468.40	25.00	63.38
475.011 Historical Marker	0.00	0.00	565.00	0.00	0.00	0.00
575.000 State Sales Tax	196,500.00	196,500.00	135,288.00	67,485.00	32,495.00	68.85
632.000 Charges for Services Rendered	500.00	500.00	939.60	0.00	0.00	187.92
660.000 Ordinance Fines	0.00	0.00	440.00	440.00	55.00	0.00
662.000 Traffic Fines	7,100.00	7,100.00	2,791.51	1,214.44	534.97	39.32
664.000 Interest on Investments	4,100.00	4,100.00	594.32	-44.87	0.00	14.50
680.000 Reimbursement for Overhead	230,000.00	230,000.00	0.00	0.00	0.00	0.00
693.000 Sale of Capital Assets	0.00	0.00	5,950.00	0.00	0.00	0.00
694.000 Miscellaneous	15,900.00	15,900.00	-1,469.88	0.00	0.00	-9.24
695.000 Other Financing Sources	0.00	0.00	15,157.08	547.08	0.00	0.00
696.000 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	1,019,398.57	101,969.59	38,911.89	74.51
Revenues	1,368,100.00	1,368,100.00	1,019,398.57	101,969.59	38,911.89	74.51
Expenditures						
Dept: 100.000 Legislative						
703.000 Payroll - Part Time	7,000.00	7,000.00	3,545.00	1,405.00	500.00	50.64
715.000 Social Security	1,000.00	1,000.00	169.57	87.11	31.00	16.96
720.000 Worker's Compensation	330.00	330.00	2.37	0.55	0.22	0.72
722.000 Medicare	240.00	240.00	39.65	20.37	7.25	16.52
740.000 Operating Supplies	700.00	700.00	853.68	0.00	0.00	121.95
800.000 Professional/Contractual Serv.	10,200.00	10,200.00	35,508.90	1,064.00	64.00	348.13
830.000 Memberships & Dues	1,500.00	1,500.00	185.00	0.00	0.00	12.33
860.000 Institutes & Training	0.00	0.00	384.85	0.00	0.00	0.00
880.000 Community Promolton	1,000.00	1,000.00	1,805.00	65.00	0.00	180.50
880.001 Wassailing Contribution	2,000.00	2,000.00	0.00	0.00	0.00	0.00
900.000 Printing & Publishing	2,000.00	2,000.00	1,292.37	0.00	0.00	64.62
955.000 Miscellaneous	300.00	300.00	0.00	0.00	0.00	0.00
967.000 Property Development	0.00	0.00	-15,386.22	0.00	0.00	0.00

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

REVENUE/EXPENDITURE REPORT

Through Feb 29, 2020

City of Parchment

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Fund: 101 - GENERAL FUND

Expenditures

Dept: 100.000 Legislative
999.000 Transfer to other Fund

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Legislative	28,570.00	28,570.00	28,400.17	2,642.03	602.47	99.41
Dept: 200.000 Administration						
702.000 Payroll - Full Time	119,500.00	119,500.00	67,821.23	20,904.07	8,275.00	56.75
703.000 Payroll - Part Time	55,000.00	55,000.00	25,186.69	8,240.13	3,073.03	45.79
715.000 Social Security	10,900.00	10,900.00	5,702.57	1,782.97	695.59	52.32
716.000 Hospital/Life Insurance	61,000.00	61,000.00	27,717.20	14,225.16	4,744.64	45.44
716.001 Insurance Deductible	4,000.00	4,000.00	951.90	66.76	0.00	23.80
718.000 Pension	9,600.00	9,600.00	24,009.22	5,922.66	2,799.90	250.10
720.000 Worker's Compensation	730.00	730.00	270.05	91.44	36.10	36.99
722.000 Medicare	2,500.00	2,500.00	1,370.14	416.97	162.67	54.81
724.000 ICMA Retirement Benefit	9,600.00	9,600.00	0.00	0.00	0.00	0.00
730.000 Postage	3,100.00	3,100.00	3,103.10	326.23	78.00	100.10
740.000 Operating Supplies	4,300.00	4,300.00	2,832.55	1,129.20	403.69	65.87
775.000 Repair & Maintenance Supplies	2,000.00	2,000.00	426.10	0.00	0.00	21.31
800.000 Professional/Contractual Serv.	6,100.00	6,100.00	46,210.21	12,343.61	11,698.45	757.54
805.000 Computer Services	9,200.00	9,200.00	6,439.34	440.00	0.00	69.99
830.000 Memberships & Dues	1,200.00	1,200.00	860.49	20.00	7.50	71.71
850.000 Communications	7,100.00	7,100.00	5,248.39	1,333.37	556.70	73.92
860.000 Institutes & Training	4,100.00	4,100.00	3,545.84	0.00	0.00	86.48
900.000 Printing & Publishing	2,600.00	2,600.00	27.60	0.00	0.00	1.06
910.000 Insurance & Bonds	6,500.00	6,500.00	3,180.00	0.00	0.00	48.92
920.000 Utilities	4,100.00	4,100.00	2,818.99	589.99	0.00	68.76
930.000 Repair & Maint.Contractors	2,000.00	2,000.00	3,813.67	0.00	0.00	190.68
955.000 Miscellaneous	0.00	0.00	2,750.00	0.00	0.00	0.00
970.000 Capital	0.00	0.00	1,490.02	0.00	0.00	0.00
Administration	325,130.00	325,130.00	235,775.30	67,832.56	32,531.27	72.52
Dept: 210.000 Legal Services						
801.000 Attorney - General	15,000.00	15,000.00	11,050.00	3,187.50	1,587.50	73.67
802.000 Attorney-Police Matters	9,200.00	9,200.00	1,400.00	87.50	0.00	15.22
Legal Services	24,200.00	24,200.00	12,450.00	3,275.00	1,587.50	51.45
Dept: 300.000 Police						
703.000 Payroll - Part Time	9,500.00	9,500.00	5,436.56	2,216.56	1,000.00	57.23
715.000 Social Security	600.00	600.00	337.06	137.42	62.00	56.18
719.000 Hospital Insurance - Retirees	13,800.00	13,800.00	9,318.26	2,443.46	1,221.73	67.52
722.000 Medicare	100.00	100.00	78.84	32.14	14.50	78.84
800.000 Professional/Contractual Serv.	337,400.00	337,400.00	202,782.00	50,695.50	25,347.75	60.10

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CY YTD: 7/1/2019 to 2/29/2020 CY AID: 7/1/2019 to 6/30/2020

Fund: 101 - GENERAL FUND

Expenditures

Dept: 300.000 Police

955.000 Miscellaneous

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Police	361,400.00	361,400.00	218,022.72	55,525.08	27,645.98	60.33
Dept: 336.000 Fire						
703.000 Payroll - Part Time	43,700.00	43,700.00	37,088.80	11,643.24	5,575.00	84.87
715.000 Social Security	2,900.00	2,900.00	306.21	30.59	0.00	10.56
717.000 Life Insurance	1,200.00	1,200.00	0.00	0.00	0.00	0.00
720.000 Worker's Compensation	1,200.00	1,200.00	159.28	15.42	0.00	13.27
722.000 Medicare	600.00	600.00	71.62	7.17	0.00	11.94
740.000 Operating Supplies	6,100.00	6,100.00	0.00	0.00	0.00	0.00
746.000 Gasoline & Oil	1,000.00	1,000.00	235.65	0.00	0.00	23.57
775.000 Repair & Maintenance Supplies	1,000.00	1,000.00	0.00	0.00	0.00	0.00
780.000 Safety Supplies	100.00	100.00	0.00	0.00	0.00	0.00
800.000 Professional/Contractual Serv.	7,300.00	7,300.00	3,245.93	883.70	0.00	44.46
830.000 Memberships & Dues	1,500.00	1,500.00	1,400.00	0.00	0.00	93.33
850.000 Communications	3,700.00	3,700.00	2,158.83	180.00	90.00	58.35
860.000 Institutes & Training	4,300.00	4,300.00	0.00	0.00	0.00	0.00
910.000 Insurance & Bonds	14,300.00	14,300.00	7,772.00	0.00	0.00	54.35
920.000 Utilities	2,700.00	2,700.00	1,352.47	270.67	0.00	50.09
930.000 Repair & Maint.Contractors	13,500.00	13,500.00	1,745.21	0.00	0.00	12.93
970.000 Capital	18,400.00	18,400.00	0.00	0.00	0.00	0.00
Fire	123,500.00	123,500.00	55,536.00	13,030.79	5,665.00	44.97
Dept: 440.000 Public Services						
702.000 Payroll - Full Time	68,000.00	68,000.00	36,823.05	11,338.79	4,479.96	54.15
715.000 Social Security	4,225.00	4,225.00	3,296.44	1,142.14	423.88	78.02
716.000 Hospital/Life Insurance	28,850.00	28,850.00	19,568.67	8,782.63	3,006.41	67.83
716.001 Insurance Deductible	2,000.00	2,000.00	5,583.08	1,977.24	0.00	279.15
718.000 Pension	28,910.00	28,910.00	12,233.89	3,526.38	1,402.32	42.32
719.000 Hospital Insurance - Retirees	13,900.00	13,900.00	9,318.26	2,443.46	1,221.73	67.04
720.000 Worker's Compensation	2,400.00	2,400.00	1,756.20	525.23	205.60	73.18
722.000 Medicare	990.00	990.00	770.88	267.08	99.12	77.87
740.000 Operating Supplies	500.00	500.00	133.98	0.00	0.00	26.80
746.000 Gasoline & Oil	4,100.00	4,100.00	2,848.90	1,021.23	451.77	69.49
775.000 Repair & Maintenance Supplies	7,700.00	7,700.00	6,073.32	1,917.54	156.15	78.87
780.000 Safety Supplies	500.00	500.00	0.00	0.00	0.00	0.00
800.000 Professional/Contractual Serv.	900.00	900.00	401.00	0.00	0.00	44.56
810.000 Rubbish Collection Charges	100,000.00	100,000.00	67,080.30	8,655.33	175.50	67.08
815.000 Uniform Rental	2,900.00	2,900.00	1,880.27	297.08	127.32	66.73
850.000 Communications	900.00	900.00	524.86	74.98	0.00	58.32

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REVENUE/EXPENDITURE REPORT

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	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Fund: 101 - GENERAL FUND						
Expenditures						
Dept: 440.000 Public Services						
860.000 Institutes & Training	300.00	300.00	0.00	0.00	0.00	0.00
880.000 Community Promotion	500.00	500.00	309.27	0.00	0.00	61.85
910.000 Insurance & Bonds	5,600.00	5,600.00	2,834.00	0.00	0.00	50.61
920.000 Utilities	8,200.00	8,200.00	4,251.16	1,009.12	0.00	51.84
926.000 Street Lighting	28,600.00	28,600.00	18,884.82	2,700.82	0.00	66.03
930.000 Repair & Maint.Contractors	10,700.00	10,700.00	5,805.14	299.69	0.00	54.25
955.000 Miscellaneous	0.00	0.00	71.28	0.00	0.00	0.00
970.000 Capital	0.00	0.00	136,601.00	0.00	0.00	0.00
991.000 Debt Retirement-Principal	17,300.00	17,300.00	12,135.60	3,061.52	1,533.08	70.15
995.000 Interest Expense	1,900.00	1,900.00	506.16	98.92	47.14	26.64
Public Services	339,875.00	339,875.00	349,691.53	49,139.18	13,329.98	102.90
Dept: 751.000 Parks, Recreation & Culture						
702.000 Payroll - Full Time	44,200.00	44,200.00	23,104.68	7,189.64	2,794.12	52.27
703.000 Payroll - Part Time	7,400.00	7,400.00	2,684.70	0.00	0.00	36.28
715.000 Social Security	2,750.00	2,750.00	1,558.66	443.71	172.79	56.68
716.000 Hospital/Life Insurance	14,450.00	14,450.00	1,851.18	641.34	143.29	12.81
716.001 Insurance Deductible	1,000.00	1,000.00	0.00	0.00	0.00	0.00
718.000 Pension	19,000.00	19,000.00	8,112.34	1,962.58	1,000.73	42.70
720.000 Worker's Compensation	1,200.00	1,200.00	921.09	277.39	108.65	76.76
722.000 Medicare	650.00	650.00	364.53	103.78	40.42	56.08
746.000 Gasoline & Oil	2,600.00	2,600.00	1,468.21	0.00	0.00	56.47
775.000 Repair & Maintenance Supplies	8,400.00	8,400.00	1,858.02	235.26	0.00	22.12
780.000 Safety Supplies	400.00	400.00	-16.94	0.00	0.00	-4.24
800.000 Professional/Contractual Serv.	300.00	300.00	0.00	0.00	0.00	0.00
910.000 Insurance & Bonds	6,300.00	6,300.00	3,620.00	0.00	0.00	57.46
920.000 Utilities	6,700.00	6,700.00	4,208.07	887.10	0.00	62.81
930.000 Repair & Maint.Contractors	15,300.00	15,300.00	2,180.35	0.00	0.00	14.25
970.000 Capital	0.00	0.00	-632.00	0.00	0.00	0.00
Parks, Recreation & Culture	130,650.00	130,650.00	51,282.89	11,740.80	4,260.00	39.25
Expenditures	1,333,325.00	1,333,325.00	951,158.61	203,185.44	85,622.20	71.34
Grand Total Net Effect:	34,775.00	34,775.00	68,239.96	-101,215.85	-46,710.31	196.07

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

REVENUE/EXPENDITURE REPORT
Through Feb 29, 2020

City of Parchment	CY MTD	2/1/2020 to 2/29/2020	CY QTD	1/1/2020 to 3/31/2020	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
	CY YTD	7/1/2019 to 2/29/2020	CY ATD	7/1/2019 to 6/30/2020				
		CY Original Annual Budget	CY Amended Annual Budget					
Fund: 202 - MAJOR STREET FUND								
Revenues								
Dept: 000.000								
546.000 State Grants - Act 51		142,800.00	142,800.00	87,081.96	37,307.60	13,211.17	13,211.17	60.98
694.000 Miscellaneous		0.00	0.00	1,443.94	0.00	0.00	0.00	0.00
Dept: 000.000		142,800.00	142,800.00	88,525.90	37,307.60	13,211.17	13,211.17	61.99
Revenues		142,800.00	142,800.00	88,525.90	37,307.60	13,211.17	13,211.17	61.99
Expenditures								
Dept: 451.000 Construction								
930.000 Repair & Maint.Contractors		34,000.00	34,000.00	0.00	0.00	0.00	0.00	0.00
Construction		34,000.00	34,000.00	0.00	0.00	0.00	0.00	0.00
Dept: 463.000 Routine Maintenance								
702.000 Payroll - Full Time		5,000.00	5,000.00	1,561.30	495.90	226.16	226.16	31.23
715.000 Social Security		310.00	310.00	95.70	30.28	13.88	13.88	30.87
716.000 Hospital/Life Insurance		1,800.00	1,800.00	169.87	142.94	44.46	44.46	9.44
716.001 Insurance Deductible		125.00	125.00	0.00	0.00	0.00	0.00	0.00
718.000 Pension		2,150.00	2,150.00	593.74	138.36	53.01	53.01	27.62
720.000 Worker's Compensation		320.00	320.00	118.83	33.37	15.22	15.22	37.13
722.000 Medicare		75.00	75.00	22.39	7.08	3.25	3.25	29.85
746.000 Gasoline & Oil		300.00	300.00	0.00	0.00	0.00	0.00	0.00
775.000 Repair & Maintenance Supplies		2,200.00	2,200.00	401.30	0.00	0.00	0.00	18.24
930.000 Repair & Maint.Contractors		2,000.00	2,000.00	2,974.33	0.00	0.00	0.00	148.72
Routine Maintenance		14,280.00	14,280.00	5,937.46	847.93	355.98	355.98	41.58
Dept: 475.000 Traffic Services								
702.000 Payroll - Full Time		4,750.00	4,750.00	1,614.38	532.68	217.98	217.98	33.99
715.000 Social Security		300.00	300.00	98.92	32.57	13.38	13.38	32.97
716.000 Hospital/Life Insurance		1,750.00	1,750.00	209.54	142.98	44.44	44.44	11.97
716.001 Insurance Deductible		120.00	120.00	0.00	0.00	0.00	0.00	0.00
718.000 Pension		2,020.00	2,020.00	611.27	151.86	69.60	69.60	30.26
720.000 Worker's Compensation		300.00	300.00	122.33	35.83	14.66	14.66	40.78
722.000 Medicare		70.00	70.00	23.11	7.61	3.13	3.13	33.01
746.000 Gasoline & Oil		500.00	500.00	0.00	0.00	0.00	0.00	0.00
775.000 Repair & Maintenance Supplies		2,400.00	2,400.00	552.31	37.98	0.00	0.00	23.01
930.000 Repair & Maint.Contractors		12,000.00	12,000.00	7,917.40	568.29	120.00	120.00	65.98
Traffic Services		24,210.00	24,210.00	11,149.26	1,509.80	483.19	483.19	46.05
Dept: 478.000 Winter Maintenance								
702.000 Payroll - Full Time		6,150.00	6,150.00	2,898.41	1,018.37	517.70	517.70	47.13
715.000 Social Security		390.00	390.00	176.86	61.93	31.54	31.54	45.35

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

REVENUE/EXPENDITURE REPORT

Through Feb 29, 2020

City of Parchment

CY MTD: 2/1/2020 to 2/29/2020 CY QTD: 1/1/2020 to 3/31/2020
CY YTD: 7/1/2019 to 2/29/2020 CY ATD: 7/1/2019 to 6/30/2020

Fund: 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
Expenditures						
Dept: 478.000 Winter Maintenance						
716.000 Hospital/Life Insurance	2,400.00	2,400.00	526.52	368.34	171.48	21.94
716.001 Insurance Deductible	165.00	165.00	0.00	0.00	0.00	0.00
718.000 Pension	2,620.00	2,620.00	905.37	234.65	116.40	34.56
720.000 Worker's Compensation	400.00	400.00	189.90	63.30	30.27	47.48
722.000 Medicare	90.00	90.00	41.37	14.49	7.38	45.97
746.000 Gasoline & Oil	900.00	900.00	659.46	417.43	417.43	73.27
753.000 Salt	9,700.00	9,700.00	0.00	0.00	0.00	0.00
930.000 Repair & Maint.Contractors	0.00	0.00	892.44	0.00	0.00	0.00
Winter Maintenance	22,815.00	22,815.00	6,290.33	2,178.51	1,292.20	27.57
Dept: 482.000 Administration						
702.000 Payroll - Full Time	1,160.00	1,160.00	740.86	217.90	87.16	63.87
715.000 Social Security	70.00	70.00	44.64	13.04	5.26	63.77
716.000 Hospital/Life Insurance	590.00	590.00	220.62	142.37	44.18	37.39
718.000 Pension	500.00	500.00	248.94	62.38	29.49	49.79
720.000 Worker's Compensation	15.00	15.00	49.81	14.65	5.86	332.07
722.000 Medicare	15.00	15.00	10.41	3.04	1.23	69.40
960.000 Administrative Overhead	17,000.00	17,000.00	0.00	0.00	0.00	0.00
999.000 Transfer to other Fund	20,400.00	20,400.00	0.00	0.00	0.00	0.00
Administration	39,750.00	39,750.00	1,315.28	453.38	173.18	3.31
Expenditures	135,055.00	135,055.00	24,692.33	4,989.62	2,304.55	18.28
Grand Total Net Effect:	7,745.00	7,745.00	63,833.57	32,317.98	10,906.62	824.19

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

REVENUE/EXPENDITURE REPORT

Through Feb 29, 2020

City of Parchment

CY MTD: 2/1/2020 to 2/29/2020 CY QTD: 1/1/2020 to 3/31/2020
CY YTD: 7/1/2019 to 2/29/2020 CY ATD: 7/1/2019 to 6/30/2020

Fund: 203 - LOCAL STREET FUND

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Revenues						
Dept: 000.000						
546.000 State Grants - Act 51	52,000.00	52,000.00	36,188.36	15,503.73	5,490.10	69.59
676.202 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	36,188.36	15,503.73	5,490.10	49.98
Revenues	72,400.00	72,400.00	36,188.36	15,503.73	5,490.10	49.98
Expenditures						
Dept: 451.000 Construction						
800.000 Professional/Contractual Serv.	0.00	0.00	40,295.00	0.00	0.00	0.00
Construction	0.00	0.00	40,295.00	0.00	0.00	0.00
Dept: 463.000 Routine Maintenance						
702.000 Payroll - Full Time	6,300.00	6,300.00	1,717.96	565.40	226.16	27.27
715.000 Social Security	390.00	390.00	105.24	34.59	13.88	26.98
716.000 Hospital/Life Insurance	2,450.00	2,450.00	222.95	143.05	44.46	9.10
716.001 Insurance Deductible	170.00	170.00	0.00	0.00	0.00	0.00
718.000 Pension	2,700.00	2,700.00	645.97	161.87	76.52	23.92
720.000 Worker's Compensation	400.00	400.00	129.37	38.05	15.22	32.34
722.000 Medicare	90.00	90.00	24.62	8.09	3.25	27.36
746.000 Gasoline & Oil	300.00	300.00	0.00	0.00	0.00	0.00
775.000 Repair & Maintenance Supplies	3,100.00	3,100.00	401.30	0.00	0.00	12.95
930.000 Repair & Maint.Contractors	1,000.00	1,000.00	0.00	0.00	0.00	0.00
Routine Maintenance	16,900.00	16,900.00	3,247.41	951.05	379.49	19.22
Dept: 475.000 Traffic Services						
702.000 Payroll - Full Time	6,000.00	6,000.00	1,648.43	544.95	217.98	27.47
715.000 Social Security	370.00	370.00	100.99	33.34	13.38	27.29
716.000 Hospital/Life Insurance	2,300.00	2,300.00	222.79	143.00	44.44	9.69
716.001 Insurance Deductible	160.00	160.00	0.00	0.00	0.00	0.00
718.000 Pension	2,520.00	2,520.00	622.61	156.02	73.76	24.71
720.000 Worker's Compensation	375.00	375.00	124.61	36.65	14.66	33.23
722.000 Medicare	85.00	85.00	23.60	7.79	3.13	27.76
746.000 Gasoline & Oil	500.00	500.00	0.00	0.00	0.00	0.00
775.000 Repair & Maintenance Supplies	4,500.00	4,500.00	898.51	138.00	0.00	19.97
930.000 Repair & Maint.Contractors	600.00	600.00	0.00	0.00	0.00	0.00
Traffic Services	17,410.00	17,410.00	3,641.54	1,059.75	367.35	20.92
Dept: 478.000 Winter Maintenance						
702.000 Payroll - Full Time	6,300.00	6,300.00	2,883.08	1,003.04	502.37	45.76
715.000 Social Security	390.00	390.00	175.70	60.95	30.59	45.05

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

REVENUE/EXPENDITURE REPORT

Through Feb 29, 2020

City of Parchment

CY MTD: 2/1/2020 to 2/29/2020 CY QTD: 1/1/2020 to 3/31/2020
CY YTD: 7/1/2019 to 2/29/2020 CY ATD: 7/1/2019 to 6/30/2020

Fund:	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Fund: 203 - LOCAL STREET FUND						
Expenditures						
Dept: 478.000 Winter Maintenance						
716.000 Hospital/Life Insurance	2,450.00	2,450.00	526.42	388.29	171.44	21.49
716.001 Insurance Deductible	170.00	170.00	0.00	0.00	0.00	0.00
718.000 Pension	2,700.00	2,700.00	905.37	234.65	116.40	33.53
720.000 Worker's Compensation	400.00	400.00	189.21	62.61	29.58	47.30
722.000 Medicare	90.00	90.00	40.94	14.23	7.13	45.49
746.000 Gasoline & Oil	900.00	900.00	659.47	417.44	417.44	73.27
753.000 Salt	9,700.00	9,700.00	0.00	0.00	0.00	0.00
930.000 Repair & Maint.Contractors	0.00	0.00	613.19	0.00	0.00	0.00
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Winter Maintenance	23,100.00	23,100.00	5,993.38	2,161.21	1,274.95	25.95
Dept: 482.000 Administration						
702.000 Payroll - Full Time	1,450.00	1,450.00	740.86	217.90	87.16	51.09
715.000 Social Security	90.00	90.00	44.64	13.04	5.26	49.60
716.000 Hospital/Life Insurance	740.00	740.00	220.62	142.37	44.18	29.81
718.000 Pension	615.00	615.00	248.94	62.38	29.49	40.48
720.000 Worker's Compensation	15.00	15.00	49.81	14.65	5.86	332.07
722.000 Medicare	20.00	20.00	10.41	3.04	1.23	52.05
960.000 Administrative Overhead	16,300.00	16,300.00	0.00	0.00	0.00	0.00
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Administration	19,230.00	19,230.00	1,315.28	453.38	173.18	6.84
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Expenditures	76,640.00	76,640.00	54,492.61	4,625.39	2,194.97	71.10
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Grand Total Net Effect:	-4,240.00	-4,240.00	-18,304.25	10,878.34	3,295.13	431.70

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

REVENUE/EXPENDITURE REPORT

Through Feb 29, 2020

City of Parchment

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CY MTD: 2/1/2020 to 2/29/2020 CY QTD: 7/1/2020 to 9/30/2020
CY YTD: 1/1/2020 to 2/29/2020 CY ATD: 1/1/2020 to 12/31/2020

Fund: 250 - KINDLEBERGER SUMMER FESTIVAL

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Revenues						
Dept: 000.000						
475.001 Arts & Crafts	1,800.00	1,800.00	40.00	0.00	0.00	2.22
475.002 Race/Walk Fees	600.00	600.00	0.00	0.00	0.00	0.00
475.003 Membership Fund Drive	4,800.00	4,800.00	0.00	0.00	0.00	0.00
475.005 Corporate Sponsorships	9,000.00	9,000.00	375.00	0.00	375.00	4.17
475.010 Car Show Proceeds	1,500.00	1,500.00	0.00	0.00	0.00	0.00
590.001 Grants-Irving S Gilmore Found.	32,500.00	32,500.00	0.00	0.00	0.00	0.00
675.001 Fund Raising	10,200.00	10,200.00	150.00	0.00	150.00	1.47
675.002 Fundraiser Dance	1,630.00	1,630.00	0.00	0.00	0.00	0.00
694.000 Miscellaneous	1,840.00	1,840.00	0.00	0.00	0.00	0.00
Dept: 000.000	63,870.00	63,870.00	565.00	0.00	525.00	0.88
Expenditures						
Dept: 000.000						
779.001 Performance Expense	17,000.00	17,000.00	0.00	0.00	0.00	0.00
779.004 Fest. Day - Arts & Crafts	480.00	480.00	0.00	0.00	0.00	0.00
779.005 Fest. Day-Childrens Area	1,300.00	1,300.00	0.00	0.00	0.00	0.00
779.006 Fest. Day-Parade	200.00	200.00	0.00	0.00	0.00	0.00
779.008 Fund Raising-Dance	6,000.00	6,000.00	247.51	0.00	247.51	4.13
779.012 Festival - Administration	14,180.00	14,180.00	20.00	0.00	0.00	0.14
779.013 Stage Entertainment	18,500.00	18,500.00	0.00	0.00	0.00	0.00
779.016 Car Show Expenses	1,250.00	1,250.00	209.65	0.00	0.00	16.77
779.020 Publicity	4,960.00	4,960.00	0.00	0.00	0.00	0.00
Dept: 000.000	63,870.00	63,870.00	477.16	0.00	247.51	0.75
Expenditures						
	63,870.00	63,870.00	477.16	0.00	247.51	0.75
Grand Total Net Effect:						0.00
						277.49
						0.00

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

REVENUE/EXPENDITURE REPORT

Through Feb 29, 2020

City of Parchment

CY MTD: 2/1/2020 to 2/29/2020 CY QTD: 1/1/2020 to 3/31/2020
CY YTD: 7/1/2019 to 2/29/2020 CY AID: 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
Fund: 251 - Brownfield Redevelopment						
Revenues						
Dept: 000.000						
404.000 Tax Revenue	55,800.00	55,800.00	52,448.76	0.00	0.00	93.99
676.101 Transfer from General Fund	2,300.00	2,300.00	0.00	0.00	0.00	0.00
Dept: 000.000	58,100.00	58,100.00	52,448.76	0.00	0.00	90.27
Revenues						
58,100.00	58,100.00	58,100.00	52,448.76	0.00	0.00	90.27
Expenditures						
Dept: 000.000						
801.000 Attorney - General	20,000.00	20,000.00	20,318.50	6,406.75	934.75	101.59
960.000 Administrative Overhead	20,000.00	20,000.00	0.00	0.00	0.00	0.00
991.000 Debt Retirement-Principal	46,700.00	46,700.00	46,508.23	0.00	0.00	99.59
995.000 Interest Expense	12,500.00	12,500.00	11,637.85	0.00	0.00	93.10
Dept: 000.000	99,200.00	99,200.00	78,464.58	6,406.75	934.75	79.10
Expenditures						
99,200.00	99,200.00	99,200.00	78,464.58	6,406.75	934.75	79.10
Grand Total Net Effect:			-26,015.82	-6,406.75	-934.75	63.30

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

REVENUE/EXPENDITURE REPORT

City of Parchment

CY MTD: 2/1/2020 to 2/29/2020 CY QTD: 1/1/2020 to 3/31/2020
CY YTD: 7/1/2019 to 2/29/2020 CY AID: 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
Fund: 590 - SEWER FUND						
Revenues						
Dept: 000.000	35,000.00	35,000.00	29,756.97	11,280.85	0.00	85.02
626.000 Sewer Services	0.00	0.00	98.52	4.32	0.00	0.00
663.000 Water & Sewer Penalties	1,800.00	1,800.00	0.00	0.00	0.00	0.00
664.000 Interest on Investments						
Dept: 000.000	36,800.00	36,800.00	29,855.49	11,285.17	0.00	81.13
Revenues						
Dept: 000.000	36,800.00	36,800.00	29,855.49	11,285.17	0.00	81.13
Expenditures						
Dept: 000.000	17,100.00	17,100.00	22,554.72	6,810.00	2,724.00	131.90
702.000 Payroll - Full Time	1,100.00	1,100.00	1,360.84	407.98	164.27	123.71
715.000 Social Security	5,250.00	5,250.00	10,041.54	4,382.69	1,420.62	191.27
716.000 Hospital/Life Insurance	500.00	500.00	750.00	750.00	0.00	150.00
716.001 Insurance Deductible	7,300.00	7,300.00	7,691.80	1,744.06	921.69	105.37
718.000 Pension	400.00	400.00	530.43	157.30	62.92	132.61
720.000 Worker's Compensation	250.00	250.00	318.28	95.40	38.42	127.31
722.000 Medicare	0.00	0.00	87.42	23.30	0.00	0.00
775.000 Repair & Maintenance Supplies	16,300.00	16,300.00	1,494.72	0.00	0.00	9.17
800.000 Professional/Contractual Serv.	500.00	500.00	243.39	51.62	22.13	48.68
815.000 Uniform Rental	10,200.00	10,200.00	5,463.00	0.00	0.00	53.56
910.000 Insurance & Bonds	2,300.00	2,300.00	1,280.77	228.36	0.00	55.69
920.000 Utilities	15,000.00	15,000.00	0.00	0.00	0.00	21.00
930.000 Repair & Maint Contractors	88,000.00	88,000.00	0.00	0.00	0.00	0.00
960.000 Administrative Overhead	13,300.00	13,300.00	0.00	0.00	0.00	0.00
968.000 Depreciation						
Dept: 000.000	177,500.00	177,500.00	51,816.91	14,650.71	5,354.05	30.97
Expenditures						
Dept: 000.000	177,500.00	177,500.00	51,816.91	14,650.71	5,354.05	30.97
Grand Total Net Effect						
	-140,700.00	-140,700.00	-21,961.42	-3,365.54	-5,354.05	17.85

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

REVENUE/EXPENDITURE REPORT

Through Feb 29, 2020

City of Parchment

CY MTD: 2/1/2020 to 2/29/2020 CY QTD: 1/1/2020 to 3/31/2020
CY YTD: 7/1/2019 to 2/29/2020 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
Fund: 591 - WATER FUND						
Revenues						
Dept: 000.000						
540.000 State Grants	328,500.00	328,500.00	158,843.50	17,510.58	10,870.66	48.35
645.000 Sale of Fixed Assets	0.00	0.00	12,000.00	0.00	0.00	0.00
663.000 Water & Sewer Penalties	0.00	0.00	406.09	4.36	0.00	0.00
Dept: 000.000	328,500.00	328,500.00	171,249.59	17,514.94	10,870.66	52.13
Revenues						
	328,500.00	328,500.00	171,249.59	17,514.94	10,870.66	52.13
Expenditures						
Dept: 000.000						
702.000 Payroll - Full Time	33,800.00	33,800.00	22,503.88	7,064.58	2,762.01	66.58
715.000 Social Security	2,100.00	2,100.00	1,360.56	423.80	166.62	64.79
716.000 Hospital/Life Insurance	15,700.00	15,700.00	9,361.49	4,382.63	1,420.65	59.63
716.001 Insurance Deductible	1,500.00	1,500.00	1,790.59	750.00	0.00	119.37
718.000 Pension	14,400.00	14,400.00	7,358.67	1,965.15	921.69	51.10
720.000 Worker's Compensation	1,150.00	1,150.00	799.59	246.54	96.39	69.53
722.000 Medicare	500.00	500.00	318.46	99.20	38.98	63.69
740.000 Operating Supplies	500.00	500.00	0.00	0.00	0.00	0.00
746.000 Gasoline & Oil	5,100.00	5,100.00	617.89	0.00	0.00	12.12
775.000 Repair & Maintenance Supplies	10,200.00	10,200.00	93.40	13.22	0.00	0.92
776.000 Vehicle Maintenance	1,300.00	1,300.00	0.00	0.00	0.00	0.00
800.000 Professional/Contractual Serv.	365,000.00	365,000.00	207,026.32	19,886.86	12,188.71	56.72
815.000 Uniform Rental	500.00	500.00	243.36	51.63	22.12	48.67
830.000 Memberships & Dues	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
850.000 Communications	0.00	0.00	449.88	0.00	0.00	0.00
910.000 Insurance & Bonds	8,250.00	8,250.00	0.00	0.00	0.00	0.00
920.000 Utilities	15,000.00	15,000.00	3,906.39	921.01	0.00	26.04
930.000 Repair & Maint.Contractors	0.00	0.00	755.70	0.00	0.00	0.00
960.000 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	257,586.18	36,804.62	18,617.17	45.35
Expenditures						
	564,000.00	564,000.00	257,586.18	36,804.62	18,617.17	45.35
Grand Total Net Effect:						35.89
	-235,500.00	-235,500.00	-86,336.59	-19,289.68	-7,746.51	

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

Kindleberger Park Reservation Form

Area of park to be reserved:

- Sunken Garden/Gazebo (\$250 non-resident/\$150 resident)(3 hour block)
\$100 deposit required
- Stage (\$350 non-resident/\$200 resident)(3 hour block) \$100 deposit required
- Lower Softball Field (\$25 non-resident, \$10 resident)(only available after 7/31)
- Tennis Court 1 (\$25 non-resident, \$10 resident)(1 hour period)
- Tennis Court 2 (\$25 non-resident, \$10 resident)(1 hour period)
- Picnic Pavilion 1 (\$100 non-resident/\$50 resident for 4 hour block)
- Picnic Pavilion 2 (\$100 non-resident/\$50 resident for 4 hour block)
- Picnic Pavilion 3 (\$100 non-resident/\$50 resident for 4 hour block)
- Picnic Pavilion 4 (\$100 non-resident/\$50 resident for 4 hour block)
- Picnic Pavilion 5 (\$100 non-resident/\$50 resident for 4 hour block)

Name: kerrie Peterson Phone: 269-501-7744
Address: 3446 Oranoco St Kalamazoo MI 49048
Email: Kerrie.peterson@gmail.com Alternate Phone: 269-998-3021
Date of Event: 8/8/2020 Time: 12:30 - 3:30

How many attendees at your event? 240
Will there be music as part of your event? yes - just for short ceremony
Name of DJ, Musical Performer, Sound Technician: _____

Decorations, rental chairs/tents/tables? - describe: N/A
rental chairs
tent if rain is in forecast, tulle on gazebo

***See park rules on reverse side of form

Signature: [Signature] Date: 2/24/2020

FOR INTERNAL OFFICE USE:
Application received by: KS Date: 3-2-20
Payment amount received: \$350 Receipt # 11773
Check # 1050 Cash _____

APPROVAL

Signature _____ Date _____

COPY



2020 MONTHLY PERMITS BY JURISDICTION

MONTH OF FEBRUARY 2020

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	2	\$ 1,967
COMSTOCK	ELECTRICAL	10	\$ 2,512
COMSTOCK	MECHANICAL	14	\$ 2,934
COMSTOCK	PLUMBING	9	\$ 1,856
COMSTOCK	SPECIAL - JURISDICTION	4	\$ 220
COMSTOCK	SPECIAL - HOMEOWNER	1	\$ 55
TOTAL COMSTOCK		40	\$ 9,544
KALAMAZOO	BUILDING	10	\$ 3,807
KALAMAZOO	ELECTRICAL	6	\$ 1,130
KALAMAZOO	MECHANICAL	20	\$ 2,473
KALAMAZOO	PLUMBING	15	\$ 2,368
KALAMAZOO	SPECIAL - JURISDICTION	4	\$ 220
KALAMAZOO	SPECIAL - HOMEOWNER	-	\$ -
TOTAL KALAMAZOO		55	\$ 9,998
PARCHMENT	BUILDING	-	\$ -
PARCHMENT	ELECTRICAL	1	\$ 287
PARCHMENT	MECHANICAL	1	\$ 101
PARCHMENT	PLUMBING	1	\$ 100
PARCHMENT	SPECIAL - JURISDICTION	1	\$ 55
PARCHMENT	SPECIAL - HOMEOWNER	-	\$ -
TOTAL PARCHMENT		4	\$ 543
PINE GROVE	BUILDING	3	\$ 743
PINE GROVE	ELECTRICAL	5	\$ 1,262
PINE GROVE	MECHANICAL	3	\$ 355
PINE GROVE	PLUMBING	-	\$ -
PINE GROVE	SPECIAL - JURISDICTION	-	\$ -
PINE GROVE	SPECIAL - HOMEOWNER	-	\$ -
TOTAL PINE GROVE		11	\$ 2,360
RICHLAND	BUILDING	3	\$ 3,058
RICHLAND	ELECTRICAL	4	\$ 765
RICHLAND	MECHANICAL	4	\$ 1,005
RICHLAND	PLUMBING	5	\$ 1,117
RICHLAND	SPECIAL - JURISDICTION	-	\$ -
RICHLAND	SPECIAL - HOMEOWNER	-	\$ -
RICHLAND		16	\$ 5,945
TOTAL		126	\$ 28,390

REVENUE	REVENUE
FEBRUARY 2019	% PREV YEAR MONTH
\$ 58,331	48.7%

PERMITS	PERMITS
FEBRUARY 2019	% 2019 - YTD
282	44.7%



2020 MONTHLY PERMITS BY JURISDICTION

YEAR TO DATE AS OF: FEBRUARY 2020

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	6	\$ 2,858
COMSTOCK	ELECTRICAL	27	\$ 6,776
COMSTOCK	MECHANICAL	36	\$ 8,520
COMSTOCK	PLUMBING	14	\$ 2,986
COMSTOCK	SPECIAL - JURISDICTION	6	\$ 330
COMSTOCK	SPECIAL - HOMEOWNER	1	\$ 55
TOTAL COMSTOCK		90	\$ 21,525
KALAMAZOO	BUILDING	20	\$ 7,777
KALAMAZOO	ELECTRICAL	25	\$ 5,006
KALAMAZOO	MECHANICAL	35	\$ 4,465
KALAMAZOO	PLUMBING	28	\$ 4,070
KALAMAZOO	SPECIAL - JURISDICTION	8	\$ 440
KALAMAZOO	SPECIAL - HOMEOWNER	1	\$ 55
TOTAL KALAMAZOO		117	\$ 21,813
PARCHMENT	BUILDING	0	\$ -
PARCHMENT	ELECTRICAL	2	\$ 437
PARCHMENT	MECHANICAL	3	\$ 327
PARCHMENT	PLUMBING	1	\$ 100
PARCHMENT	SPECIAL - JURISDICTION	4	\$ 220
PARCHMENT	SPECIAL - HOMEOWNER	0	\$ -
TOTAL PARCHMENT		10	\$ 1,084
PINE GROVE	BUILDING	4	\$ 989
PINE GROVE	ELECTRICAL	7	\$ 1,476
PINE GROVE	MECHANICAL	6	\$ 780
PINE GROVE	PLUMBING	0	\$ -
PINE GROVE	SPECIAL - JURISDICTION	0	\$ -
PINE GROVE	SPECIAL - HOMEOWNER	1	\$ 55
TOTAL PINE GROVE		18	\$ 3,300
RICHLAND	BUILDING	9	\$ 8,669
RICHLAND	ELECTRICAL	17	\$ 3,218
RICHLAND	MECHANICAL	19	\$ 3,476
RICHLAND	PLUMBING	13	\$ 2,346
RICHLAND	SPECIAL - JURISDICTION	0	\$ -
RICHLAND	SPECIAL - HOMEOWNER	1	\$ 55
TOTAL RICHLAND		59	\$ 17,764
TOTAL	YTD	294	65,486

REVENUE	REVENUE
YTD - FEBRUARY 2019	% 2019 - YTD
\$ 80,724	81.1%

REVENUE
% 2020 YTD BUDGET
65.0%

PERMITS	PERMITS
YTD - FEBRUARY 2019	% 2019 - YTD
393	74.8%

2020 MONTHLY CUMULATIVE TOTALS	2019 MONTHLY CUMULATIVE TOTALS	
# PERMITS	REVENUE	
168	\$ 37,096	JAN
126	\$ 28,390	FEB
-	\$ -	MAR
-	\$ -	APRIL
-	\$ -	MAY
-	\$ -	JUNE
-	\$ -	JULY
-	\$ -	AUG
-	\$ -	SEPT
-	\$ -	OCT
-	\$ -	NOV
-	\$ -	DEC
294	65,486	2020

MINUTES OF THE REGULAR MEETING OF THE KINDLEBERGER ARTS COMMISSION HELD ON MONDAY,
FEBRUARY 10TH, 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, Mayor Rob Britigan, Commissioner Doug Fooy, Nancy Eaton, Josh Garcia, Julie Heasley, Claudia Britigan, Liz Emmons, Micki Rossio, City Manager Nancy Stoddard
Absent: None

3. Approval of Minutes of December 9th, 2019.

A motion was made by Mayor Britigan, supported by Nancy Stoddard to approve the minutes from the meeting on December 9th, 2019.

Ayes: All

Motion carried.

4. New Business

A. Director's Report

Outdoor Theatre: Claudia Britigan and Kris Jordan saw Mamma Mia! at Portage Central over the weekend, and report that it was a fun show. Ken Holda will be the director of Mamma Mia! Claudia has a couple of candidates for the youth show director. The youth show has not been chosen yet. It will need to happen soon, will need to be under sixty minutes, and will hopefully play off the Mamma Mia! scenery. Claudia will be meeting with theatre Kalamazoo on May 14th and will need to coordinate with Chester Emmons for the food for the luncheon. The luncheon will be held at the library. The theatre budget has increased a bit. Claudia will likely need every bit of that increase for sound costs and scenery. Nancy Stoddard needs to get the youth show information by the end of February for her grant writing.

Website: Kris Jordan has updated dates on the website. She needs to update registration forms soon. Mayor Britigan suggested that the link on the City's website leads to the most current material on the Festival website.

Concert Series: Julie Heasley and Josh Garcia shared their tentative schedule with the KAC. Josh reported that we are trying to hit a few different genres. They are two concerts away from booking eight concerts. Country, Top 40, Classic Rock, Jazz/Big Band, Americana/Folk are a few of the genres. Mayor Britigan suggested when the concerts are completely locked in that the KAC vote to approve them.

5K Race/Fitness Walk: Micki Rossio, co-chair for the 5K was introduced to the KAC, she is a social runner, does many local and other races, such as Disney. Micki is a Borgess Run Camp team leader. Karen Conner-Beck will be also co-chairing. Andrew Slager - assistant Cross-Country coach at Parchment High School - is the third chairperson. Micki came up with a course that keeps the race within the City of Parchment. The start and finish will be within Kindleberger Park. The start will likely be near the back parking lot of Kindleberger at 7:30 AM.

Children's Area: There is no update on the children's area.

Arts and Crafts Show: Nancy Eaton has one entry thus far to the Arts and Crafts Show. Nancy has a suggestion for a "waiter" to offer the vendors lunch from a food truck, and to bring it to them at a discounted price so they don't have to leave their booths.

Car Show: JR Dean is starting to send out the new flyers. The car show will be on the website soon.

MINUTES OF THE REGULAR MEETING OF THE KINDLEBERGER ARTS COMMISSION HELD ON MONDAY,
FEBRUARY 10TH, 2020 – Page 2

Parade: Levi Pierpont has enlisted in the Air Force and will be leaving soon. In the meantime, he will be mailing the parade invitations. Don Banner is back at U of M. He should be home in a few weeks. Kris has held off asking him to be Grand Marshal for now.

Friday Night Event: Sarah Pressley is the chairperson for the Friday night event. This will take place in the street behind the library and will include a DJ and other activities.

Corn Hole/Beer Tent: Jon Heasley reported that he has set up with the Fountains to host a beer tent event and a corn hole tournament. DeAnna Phillips will be running the corn hole tournament. There will be two divisions for the corn hole tournament, amateur and professional. The corn hole will be outside of the beer tent so that younger people can participate and due to State of Michigan regulations. The beer tent will be on the north side of The Fountains and will be for adults age 21 and over. Jon will need volunteers to hand the beer and wine over and to check IDs at the gate. The Fountains is excited to host this. The professional corn hole tournament will pay out 70% of the entry fees, the amateur tournament will pay out less than that. The money made for the beer tent is up in the air. The KAC has committed to supplying the fence and the tent at approximately \$400. Terry Geerligs, owner of The Fountains, will cover the licensing with the State. If Terry makes money, some of the money will be kicked back to the KAC. There will be police presence at the beer tent. Nancy Stoddard will double check the wording in the grant applications to make sure that there isn't any problem with having alcohol at the Festival which could jeopardize the grant. Jon is talking with Bell's regarding a potential Festival sponsorship.

Food Vendors: Kris is in conversation with Chester Emmons talking about ideas to make it more economical on return vendors.

Miscellaneous: Kris met with Lauren Fitzmaurice. Lauren is interested in nonprofit management and fundraising. Zen Campbell, festival originator, will be in town for the March KAC meeting.

B. Proposed Budget

Kris Jordan presented the KAC with her budget for the Festival and Summer Concert Series.

Nancy Stoddard reported that previous years, before Kris Jordan became Festival Director, had deficits and the KAC needs to make sure to avoid that in the future.

Kris Jordan stated that there are extra events this year such as the 5K that didn't happen last year, and extra Friday events that will add expense to the Festival. Kris would like to create a Kindleberger Arts specific budget that translates from our report to the City's reports. There are discrepancies in the City's reported expenditures that make actual expenses unclear to Kris.

Historically the City General Fund had to fund shortages of the Festival, and this happened several years ago.

Jon asked if going forward we are making money on the Festival, what will happen with the revenue.

Nancy said that the decision needs to be discussed. Nancy wants to make sure we no longer have years with deficits. Jon promises that this won't happen. Mayor Britigan stated that the general fund will not subsidize the Festival. The City will put money into upkeep of the stage this year. Jon proposes that the KAC have a "rainy day" fund. Jon would like the KAC to have a freestanding fund that we are responsible for. Deficits will be made up and profit will be used judiciously. As an aside, Jon also reminded the KAC that the open meetings act will be violated if issues/questions are discussed via group email.

Julie Heasley made a motion to approve Kris' budget as written. The motion was supported by Liz Emmons.

Ayes: All

Motion carried.

C. Food Truck Ordinance for the City of Parchment

It has been proposed that the KAC work on a food truck ordinance for the City of Parchment. Jon spoke with Chester Emmons regarding this ordinance. The ordinance would be for instances where random food trucks would show up in Parchment. Chester assured Jon that at least this year this will not happen. The City Commission is looking at the drafting of an ordinance that they could regulate businesses or private property having more than one food truck on site at a time. Mayor Britigan stated that they are working with the City attorney to create an ordinance and that likely it will be a form that the vendor would need to submit for approval to have the food truck in the city.

5. Old Business

A. Bingo for Bags Update: Bingo for bags is sold out. A new sound system will be used that should be an improvement over last year's system.

6. Member Comments

Nancy Eaton: No comment

Mayor Rob Britigan: No comment

Liz Emmons: No comment

Jon Heasley: Jon thanked everyone for their hard work.

Julie Heasley: No comment

Doug Fooy: Doug asked Claudia if they were going to do a theatre workshop at the library this year. Claudia indicated that they probably will. Doug congratulated Julie and Karen Heasley for the sell-out on the Bingo for Bags tickets.

Kris Jordan: Thanked the KAC for approving the budget as written.

Nancy Stoddard: Thanked everyone for their hard work.

7. Adjournment

There being no further business to come before the KAC, Nancy Stoddard made a motion to adjourn the meeting. This motion was supported by Nancy Eaton. The meeting was adjourned at 7:10 PM.

8. Next Meeting

The next meeting of the Kindleberger Arts Commission will be held on Monday, March 9th at 6:00 PM.



MEMORANDUM

To: City Manager Stoddard, Mayor Britigan, Vice-Mayor Jordan and City Commissioners

From: Shannon Stutz, City Treasurer/Clerk

Date: March 13, 2020

Subject: Agreement with Kalamazoo County Treasurer

IT IS RECOMMENDED

That the City Commission approve the Agreement to Act as Collecting Unit with the Kalamazoo County Treasurer's office as presented.

BACKGROUND

A Principal Residence Exemption (PRE) exempts a principal residence from the tax levied by a local school district for school operating purposes up to 18 mills. In recent years, the Michigan Department of Treasury has been auditing PREs throughout the state in an attempt to collect taxes due for prior years. Once a prior year has been denied, by statute it is the local treasurer's responsibility to bill the homeowner for taxes owed plus interest and penalties. Kalamazoo County currently bills taxpayers for *delinquent* taxes (all prior years) so they already have the software that would allow them to assess interest and penalties on previous years due. It is mutually beneficial for both parties for the County to calculate and collect adjusted PRE tax liabilities on behalf of the City. Thank you for your consideration.

AGREEMENT TO ACT AS COLLECTING UNIT

This Agreement, effective as of March 1, 2020, between the Kalamazoo County Treasurer whose address is 201 W Kalamazoo Ave, Kalamazoo, MI 49007 (the “**County Treasurer**”) and Parchment City, a Michigan public body corporate, whose address is 650 S. Riverview Dr., Parchment, MI 49004, (the “**Local Unit**”).

Background

- A. Where applicable, an owner of real property is entitled to a principal residence exemption (“PRE”) pursuant to MCL 211.7cc.
- B. In some cases, a property upon which a PRE has been claimed becomes ineligible and thus that PRE is denied, resulting in an adjustment to the real property tax liability owed upon that property.
- C. PRE denial in the Local Unit may originate with the Assessor of the Local Unit pursuant to MCL 211.7cc(6), or with the Michigan Department of Treasury pursuant to MCL 211.7cc(8).
- D. Following PRE denial, the Treasurer of the Local Unit is responsible for issuing an adjusted tax bill and collecting any adjusted tax liability for the current tax year.
- E. However, calculating and collecting such adjusted tax liability can be difficult and administratively burdensome, particularly for adjustments affecting units billing PRE on the current year summer tax bill.
- F. The County Treasurer is well situated, with respect to both administrative and technological capacity, to calculate and collect any adjusted tax liability following PRE denial.
- G. Furthermore, centralized collection by the County Treasurer of adjusted tax liability following PRE denial can greatly reduce complexity during annual delinquent tax settlement with the Local Unit.
- H. It is therefore mutually beneficial to both parties for the County Treasurer to calculate and collect adjusted PRE tax liabilities on behalf of the Local Unit when a PRE is denied after August 14 of the current year.

Accordingly, in consideration of the mutual promises stated in this Agreement, and for other valuable consideration, the parties agree as follows:

1. Local Unit’s Obligation Upon Denial. Upon denial of a PRE, whether pursuant to MCL 211.7cc(6) or (8), the assessor for the Local Unit shall, within seven (7) days of denial, notify the County Treasurer of such denial.

2. Assumption of Collection Duties. Upon receipt of notice of denial pursuant to paragraph 1, the County Treasurer shall, within the timeframe and as further prescribed by MCL 211.7cc(6) and (8), issue a corrected tax bill for the property upon which the PRE was denied and assume collection responsibilities for such adjusted tax liability.

3. Settlement. The County Treasurer shall distribute any adjusted tax liability collected pursuant to this Agreement in the manner required by MCL 211.7cc. The County Treasurer shall remit to the Local Unit at the time of annual settlement any portion of the adjusted tax liability which was collected by the County Treasurer pursuant to this Agreement during that year and to which the Local Unit is entitled. However, the County Treasurer shall be entitled to retain any portion of the adjusted tax liability constituting real property tax administration fees assessed pursuant to MCL 211.44 and collected by the County Treasurer under this Agreement.

4. Withdrawal. Either party may withdraw from this Agreement upon sixty (60) days' written notice to the other party. Withdrawal is deemed effective sixty (60) days from the date upon which notice is received by the non-withdrawing party. However, withdrawal from this Agreement shall be prospective only. The terms of this Agreement shall survive withdrawal with respect to any adjusted tax liability for which the County Treasurer has previously assumed collection responsibilities, until such time as that adjusted tax liability has been collected and distributed in accordance with this Agreement, or otherwise extinguished or nullified pursuant to applicable law.

5. No Third Party Beneficiary Rights: This Agreement shall not be construed as conferring any rights, including any third party beneficiary rights, to any person or entity of any kind that is not a party hereto.

6. Entire Agreement. This Agreement supersedes all prior agreements between the parties with respect to its subject matter, and constitutes a complete and exclusive statement of the terms of the agreement between the parties with respect to its subject matter.

7. Waiver. Any waiver is only valid to the extent expressly set forth in writing by the party waiving such right. No waiver by either party of any right under this Agreement shall constitute a subsequent or continuing waiver of such right or any other rights under this Agreement.

8. Headings. The headings of this Agreement are for convenience of reference and shall not form part of, or affect the interpretation of, this Agreement.

9. Counterparts. This Agreement may be executed in one or more counterparts, each of which is deemed an original but all of which together shall constitute one agreement.

10. Electronic Signatures. A signed copy of this Agreement transmitted by facsimile, email or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement for all purposes.

To evidence the parties' agreement to this Agreement, each party has executed and delivered it on the date indicated next to that party's signature.

Kalamazoo County Treasurer

Dated

Mary Balkema

Parchment City

Dated

By: _____

Its: _____