



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

September 21, 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 September 8, 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:

- *State your name and address for the records*
- *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. 1421 – approve
- ii. Monthly Financial Report for August 2020 - receive
- iii. Kindleberger Park Reservation – Sunken Garden and Stage - approval

7. Unfinished Business

8. New Business

- A. Scottish Festival Presentation - approval
- B. Kalamazoo Area Building Authority 2021 KABA Budget – approval
- C. Sale of Fire Truck – approval
- D. KABA New Member Application, Village of Richland – approval
- E. Interlocal State Construction Code Enforcement Administration Agreement

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 SEPTEMBER 8, 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 Bagley, Evans, Fooy, and Madaras. City Manager Stoddard, City Treasurer/Clerk Stutz.
Absent: Commissioner Emmons.

3. Minutes

Moved by Commissioner Bagley, supported by Commissioner Madaras to approve the amended Minutes of the August 17, 2020 Regular Meeting. 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.

4. Additions or changes to the agenda.

Remove item IV from Consent 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. Roll call vote was as follows:

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

Motion Carried 6-0.

7. Unfinished Business

None.

8. New Business

A. Resolution to Move Precinct 1 Polling Place to Parchment United Methodist Church at 225 Glendale. City Clerk/Treasurer Stutz explained that as in the past when large voter turnout is expected, we want to move the polling location to PUMC. In addition to high turnout, because of COVID-19, spacing is important as well. PUMC allows for social distancing, one way traffic, and therefore a safer voting experience for both voter and election worker. Clerk Stutz noted that voters will be notified by mail, as well as at City Hall, on the marquis, and on the state's website. Moved by Commissioner Evans, supported by Vice Mayor Jordan to approve the moving of the polling place for the November 3, 2020 election to Parchment United Methodist Church, 225 Glendale. Roll call vote was as follows:

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

Motion Carried 6-0.

9. Citizen Comments

None.

10. Mayor and Commissioner Comments

Commissioner Madaras wanted to recognize Scooter D's owner Dave Fooy, for his 24 years serving the city great food. Doors closed this past week, and Commissioner Madaras noted all the ways Mr. Fooy and the restaurant contributed to the community via the schools, athletics, Kindleberger Festival, etc. She said she will miss the restaurant. Then she switched

gears and asked about follow up from Chief Ergang about the breakdown of tickets asked for last meeting. City Manager Stoddard noted that she will send commissioners that information this week.

Commissioner Bagley asked if we had an ordinance against panhandling, there was someone in Harding's parking lot recently. City Manager Stoddard explained there is, and that she and the Police Department are aware of the person.

Commissioner Fooy thanked everyone for their kind words about his brother and business.

Vice Mayor Jordan mentioned that as our park's outdoor venues become more in demand, what preventative measures can we take to restrict the use, or make sure people are using the park properly? He noted the pictures he took did not do justice to the mess left behind on Labor Day.

Mayor Britigan also had good words for Dave Fooy and Scooter D's, adding that it was an institution in the City, and wishing him all the best.

11. City Manager Comments/Reports

City Manager Stoddard agreed about missing the restaurant. She then noted that staff continues to keep her up to date as she works from home. She invited all who had questions or concerns to call 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 7:25 p.m.

Shannon Stutz, City Clerk



City of Parchment
Check Register Report
Warrant 1421

Check #	Check Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
36046	09/14/2020	ASPHALT RESTORATION, INC	Patch Work in City	2,300.00
36047	09/14/2020	DESSIRE BOYD	Park Cancellation-10/03/20	425.00
36048	09/14/2020	CINTAS	Uniform Rental & Towels	112.84
36049	09/14/2020	CLARK TECHNICAL SERVICES	Computer Support-August	357.50
36051	09/14/2020	CONSUMERS ENERGY	Citywide Monthly energy use	4,881.30
36052	09/14/2020	CONSUMERS ENERGY	Annual Lease-Leaf Pile Pad	50.00
36053	09/14/2020	CORNERSTONE TECHNOLOGIES	Monthly Contract 9/4 to 10/3	175.98
36054	09/14/2020	TAYLER CURRIE	Sidewalk at Renzema's Bakery	700.00
36055	09/14/2020	DEYOUNG LANDSCAPE SERVICE	Treatment #4 - Garden	166.00
36056	09/14/2020	FALCON ASPHALT REPAIR EQUIP	2 Ton Falcon Hot Box Trailer	20,958.98
36057	09/14/2020	AMY FLORA-SMITH	Deposit Refund-08/29/20	100.00
36058	09/14/2020	FORD, KRIEKARD, SOLTIS & WISE	August Police and Gen'l Matters	1,906.25
36059	09/14/2020	KALAMAZOO AREA BUILDING AUTHOR	Prop Maint-421 N Riverview	55.00
36060	09/14/2020	KALAMAZOO COUNTY TREASURER	July 2020 BOR-Admin Fees	95.63
36061	09/14/2020	KALAMAZOO OIL CO.	Fuel Charges 08/16 to 08/31/20	148.80
36062	09/14/2020	KALAMAZOO TOWNSHIP	Police/Fire Serv Contract-September	43,958.50
36063	09/14/2020	KALAMAZOO TOWNSHIP	Exhaust Repair- 751-Muffler Ma	649.90
36064	09/14/2020	MICHIGAN MUNICIPAL RISK	Liab Ins-General Fund	10,592.75
36065	09/14/2020	MLIVE MEDIA GROUP	Public Hearing Notice	83.01
36066	09/14/2020	PIXELVINE CREATIVE	Annual Website SSL Renewal	95.00
36067	09/14/2020	PURITY CYLINDER GASES, INC.	1/4ly Cylinder Rental	47.44
36068	09/14/2020	REPUBLIC SERVICES #249	City Wide Pickup-September	9,667.93
36069	09/14/2020	SEVERANCE ELECTRIC CO INC	Traffic Signal Maint-August	120.00
36070	09/14/2020	SMALL BUS ASSOC OF MICHIGAN	SBAM Dues thru 11/30/2021	239.00

REVENUE/EXPENDITURE REPORT

Thru 8/31/20

City of Parchment

CY MTD: 8/1/2020 to 8/31/2020 CY QTD: 7/1/2020 to 9/30/2020
CY YTD: 7/1/2020 to 8/31/2020 CY ATD: 7/1/2020 to 6/30/2021

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	697,865.00	697,865.00	0.00	0.00	0.00	0.00
405.000 Taxes - Industrial Facilities	3,060.00	3,060.00	0.00	0.00	0.00	0.00
441.000 Local Community Stab Share Tax	122,000.00	122,000.00	0.00	0.00	0.00	0.00
445.000 Penalty on Taxes	1,600.00	1,600.00	0.00	493.47	0.00	0.00
448.000 1% Collection Fees	24,400.00	24,400.00	16,773.61	17,259.55	15,349.03	68.74
451.000 License and Fees	9,400.00	9,400.00	7,829.33	7,579.33	4,333.95	83.29
452.000 Cablevision Fees	14,600.00	14,600.00	3,382.14	3,382.14	3,382.14	23.17
453.000 Recreation Fees	2,700.00	2,700.00	0.00	0.00	0.00	0.00
454.000 Solid Waste Collections	118,600.00	118,600.00	41,294.58	41,314.08	0.00	34.82
528.000 Other Federal Funding	0.00	0.00	8,829.00	8,829.00	8,829.00	0.00
575.000 State Sales Tax	200,400.00	200,400.00	22,800.00	22,800.00	22,800.00	11.38
632.000 Charges for Services Rendered	500.00	500.00	5,325.00	5,325.00	0.00	1,065.00
662.000 Traffic Fines	7,200.00	7,200.00	536.71	536.71	366.30	7.45
664.000 Interest on Investments	4,200.00	4,200.00	4.07	4.07	55.10	0.10
680.000 Reimbursement for Overhead	141,000.00	141,000.00	0.00	0.00	0.00	0.00
684.000 Miscellaneous	16,200.00	16,200.00	19,798.44	20,193.44	1,865.44	122.21
696.000 Deposits Over & Short	0.00	0.00	0.76	0.76	0.76	0.00
Dept: 000.000	1,363,725.00	1,363,725.00	126,573.64	127,717.55	56,981.72	9.28

	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						
703.000 Payroll - Part Time	7,100.00	7,100.00	2,295.00	2,795.00	1,835.00	32.32
715.000 Social Security	1,000.00	1,000.00	41.54	72.54	13.02	4.15
720.000 Worker's Compensation	300.00	300.00	0.33	0.55	0.11	0.11
722.000 Medicare	200.00	200.00	9.72	16.97	3.05	4.86
740.000 Operating Supplies	700.00	700.00	667.02	667.02	0.00	95.29
800.000 Professional/Contractual Serv.	10,400.00	10,400.00	4,674.75	4,674.75	2,737.25	44.95
830.000 Memberships & Dues	1,500.00	1,500.00	0.00	0.00	0.00	0.00
880.000 Community Promotion	1,000.00	1,000.00	65.00	65.00	0.00	6.50
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	83.01	83.01	83.01	4.15
955.000 Miscellaneous	300.00	300.00	0.00	0.00	0.00	0.00
Legislative						
Dept: 200.000 Administration						
702.000 Payroll - Full Time	124,000.00	124,000.00	21,181.82	25,423.67	12,725.55	17.08
703.000 Payroll - Part Time	46,000.00	46,000.00	7,010.13	8,986.98	3,944.29	15.24
Dept: 200.000 Administration	26,500.00	26,500.00	7,836.37	8,374.84	4,671.44	29.57

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

REVENUE/EXPENDITURE REPORT

City of Parchment

CY MTD: 8/1/2020 to 8/31/2020 CY QTD: 7/1/2020 to 9/30/2020
CY YTD: 7/1/2020 to 8/31/2020 CY ATD: 7/1/2020 to 6/30/2021

	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: 200.000 Administration						
715.000 Social Security	11,100.00	11,100.00	1,716.50	2,094.08	1,025.54	15.46
716.000 Hospital/Life Insurance	55,000.00	55,000.00	9,938.82	11,946.08	2,016.02	18.07
716.001 Insurance Deductible	4,100.00	4,100.00	1,435.71	1,435.71	989.39	35.02
718.000 Pension	32,000.00	32,000.00	5,569.09	8,372.73	2,824.75	17.40
720.000 Worker's Compensation	700.00	700.00	92.12	110.88	55.24	13.16
722.000 Medicare	2,600.00	2,600.00	401.42	489.71	239.84	15.44
724.000 ICMA Retirement Benefit	9,800.00	9,800.00	0.00	0.00	0.00	0.00
730.000 Postage	3,200.00	3,200.00	788.48	1,288.48	78.00	24.64
740.000 Operating Supplies	4,400.00	4,400.00	398.81	574.79	175.98	9.06
775.000 Repair & Maintenance Supplies	2,000.00	2,000.00	85.73	85.73	85.73	4.29
800.000 Professional/Contractual Serv.	6,200.00	6,200.00	742.38	1,418.16	348.56	11.97
805.000 Computer Services	9,400.00	9,400.00	4,841.78	4,841.78	728.75	51.51
830.000 Memberships & Dues	1,200.00	1,200.00	15.00	254.00	7.50	1.25
850.000 Communications	7,200.00	7,200.00	1,385.15	1,941.85	667.59	19.24
860.000 Institutes & Training	4,200.00	4,200.00	95.28	95.28	0.00	2.27
900.000 Printing & Publishing	2,700.00	2,700.00	32.36	32.36	32.36	1.20
910.000 Insurance & Bonds	6,600.00	6,600.00	1,472.50	1,472.50	1,472.50	22.31
920.000 Utilities	4,200.00	4,200.00	769.08	769.08	345.19	18.31
930.000 Repair & Maint.Contractors	7,500.00	7,500.00	0.00	0.00	0.00	0.00
970.000 Capital	27,000.00	27,000.00	0.00	0.00	0.00	0.00
Administration	371,100.00	371,100.00	57,972.16	71,633.85	27,762.78	15.62
Dept: 210.000 Legal Services						
801.000 Attorney - General	15,300.00	15,300.00	3,381.25	5,156.25	2,943.75	22.10
802.000 Attorney-Police Matters	9,400.00	9,400.00	131.25	262.50	131.25	1.40
Legal Services	24,700.00	24,700.00	3,512.50	5,418.75	3,075.00	14.22
Dept: 300.000 Police						
703.000 Payroll - Part Time	9,700.00	9,700.00	0.00	200.00	0.00	0.00
715.000 Social Security	600.00	600.00	0.00	12.40	0.00	0.00
719.000 Hospital Insurance - Retirees	13,500.00	13,500.00	2,443.46	2,443.46	1,221.73	18.10
722.000 Medicare	100.00	100.00	0.00	2.90	0.00	0.00
800.000 Professional/Contractual Serv.	356,500.00	356,500.00	63,731.25	63,731.25	38,383.50	17.88
Police	380,400.00	380,400.00	66,174.71	66,390.01	39,605.23	17.40
Dept: 336.000 Fire						
740.000 Operating Supplies	5,000.00	5,000.00	0.00	0.00	0.00	0.00
746.000 Gasoline & Oil	1,000.00	1,000.00	27.75	27.75	0.00	2.78
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

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

REVENUE/EXPENDITURE REPORT

Thru 8/31/20

City of Parchment

CY MTD: 8/1/2020 to 8/31/2020 CY QTD: 7/1/2020 to 9/30/2020
CY YTD: 7/1/2020 to 8/31/2020 CY ATD: 7/1/2020 to 6/30/2021

Fund: 101 - GENERAL FUND

Expenditures

Dept: 336.000 Fire

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
800.000 Professional/Contractual Serv.	66,900.00	66,900.00	11,150.00	11,150.00	5,575.00	16.67
850.000 Communications	4,300.00	4,300.00	180.00	270.00	90.00	4.19
910.000 Insurance & Bonds	9,300.00	9,300.00	3,598.00	3,598.00	3,598.00	38.69
920.000 Utilities	2,700.00	2,700.00	366.68	366.68	177.84	13.58
930.000 Repair & Maint.Contractors	10,500.00	10,500.00	649.90	649.90	649.90	6.19
970.000 Capital	20,000.00	20,000.00	0.00	0.00	0.00	0.00

Fire

Dept: 440.000 Public Services

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
702.000 Payroll - Full Time	78,500.00	78,500.00	11,462.51	13,930.32	7,226.10	14.60
715.000 Social Security	4,900.00	4,900.00	1,002.09	1,300.47	594.52	20.45
716.000 Hospital/Life Insurance	29,500.00	29,500.00	5,999.23	8,741.65	2,541.41	20.34
716.001 Insurance Deductible	2,000.00	2,000.00	1,635.37	1,635.37	1,635.37	81.77
718.000 Pension	33,500.00	33,500.00	2,937.32	4,529.34	1,415.14	8.77
719.000 Hospital Insurance - Retirees	9,000.00	9,000.00	2,443.46	2,443.46	1,221.73	27.15
720.000 Worker's Compensation	2,800.00	2,800.00	526.36	637.47	328.95	18.80
722.000 Medicare	1,200.00	1,200.00	234.33	304.14	139.02	19.53
740.000 Operating Supplies	500.00	500.00	0.00	0.00	0.00	0.00
746.000 Gasoline & Oil	4,200.00	4,200.00	446.92	446.92	168.33	10.64
775.000 Repair & Maintenance Supplies	7,900.00	7,900.00	225.88	225.88	99.54	2.86
780.000 Safety Supplies	500.00	500.00	-5.88	-5.88	0.00	-1.18
800.000 Professional/Contractual Serv.	900.00	900.00	175.50	225.50	175.50	19.50
810.000 Rubbish Collection Charges	110,000.00	110,000.00	18,199.19	18,199.19	9,489.84	16.54
815.000 Uniform Rental	3,000.00	3,000.00	547.94	547.94	169.76	20.10
850.000 Communications	900.00	900.00	74.98	74.98	0.00	8.33
860.000 Institutes & Training	300.00	300.00	0.00	0.00	0.00	0.00
880.000 Community Promotion	500.00	500.00	0.00	0.00	0.00	0.00
910.000 Insurance & Bonds	5,700.00	5,700.00	1,318.00	1,318.00	1,318.00	23.12
920.000 Utilities	8,400.00	8,400.00	970.02	970.02	397.96	11.55
926.000 Street Lighting	29,200.00	29,200.00	7,747.54	7,747.54	2,632.26	26.53
930.000 Repair & Maint.Contractors	10,900.00	10,900.00	2,707.50	2,707.50	2,353.75	24.84
991.000 Debt Retirement-Principal	17,600.00	17,600.00	3,117.66	4,683.59	1,561.19	17.71
995.000 Interest Expense	1,900.00	1,900.00	42.78	57.07	19.03	2.25
Public Services	363,800.00	363,800.00	61,808.70	70,720.47	33,487.40	17.00

Dept: 751.000 Parks, Recreation & Culture

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
702.000 Payroll - Full Time	54,000.00	54,000.00	7,945.86	9,738.90	5,047.01	14.71
703.000 Payroll - Part Time	10,000.00	10,000.00	2,289.70	2,289.70	1,020.99	22.90
715.000 Social Security	3,500.00	3,500.00	632.21	741.46	375.42	18.06
716.000 Hospital/Life Insurance	14,800.00	14,800.00	572.30	921.16	76.51	3.87

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

REVENUE/EXPENDITURE REPORT

Thru 8/31/20

City of Parchment

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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: 751.000 Parks, Recreation & Culture						
716.001 Insurance Deductible	1,000.00	1,000.00	0.00	0.00	0.00	0.00
718.000 Pension	23,000.00	23,000.00	1,913.31	3,025.24	968.34	8.32
720.000 Worker's Compensation	1,500.00	1,500.00	299.67	365.40	187.82	19.98
722.000 Medicare	800.00	800.00	147.85	173.38	87.79	18.48
746.000 Gasoline & Oil	2,700.00	2,700.00	598.17	598.17	232.28	22.15
775.000 Repair & Maintenance Supplies	10,400.00	10,400.00	0.00	0.00	0.00	0.00
780.000 Safety Supplies	400.00	400.00	0.00	0.00	0.00	0.00
910.000 Insurance & Bonds	6,400.00	6,400.00	1,675.00	1,675.00	1,675.00	26.17
920.000 Utilities	6,800.00	6,800.00	1,043.54	1,043.54	279.03	15.35
930.000 Repair & Maint Contractors	28,000.00	28,000.00	4,366.00	4,366.00	2,366.00	15.59
970.000 Capital	10,000.00	10,000.00	0.00	0.00	0.00	0.00
Parks, Recreation & Culture	173,300.00	173,300.00	21,483.61	24,937.95	12,316.19	12.40
Expenditures	1,460,600.00	1,460,600.00	234,760.38	263,538.20	131,008.78	16.08
Grand Total Net Effect:	-96,875.00	-96,875.00	-108,186.74	-135,820.65	-74,027.06	111.73

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

REVENUE/EXPENDITURE REPORT

Thru 8/31/20

City of Parchment

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Fund: 202 - MAJOR STREET FUND

Revenues

Dept: 000.000
546.000 State Grants - Act 51

Dept: 000.000

Revenues

Expenditures

Dept: 451.000 Construction

970.000 Capital

Construction

Dept: 463.000 Routine Maintenance

702.000 Payroll - Full Time

715.000 Social Security

716.000 Hospital/Life Insurance

716.001 Insurance Deductible

718.000 Pension

720.000 Worker's Compensation

722.000 Medicare

746.000 Gasoline & Oil

775.000 Repair & Maintenance Supplies

930.000 Repair & Maint.Contractors

Routine Maintenance

Dept: 475.000 Traffic Services

702.000 Payroll - Full Time

715.000 Social Security

716.000 Hospital/Life Insurance

716.001 Insurance Deductible

718.000 Pension

720.000 Worker's Compensation

722.000 Medicare

746.000 Gasoline & Oil

775.000 Repair & Maintenance Supplies

930.000 Repair & Maint.Contractors

Traffic Services

Dept: 478.000 Winter Maintenance

702.000 Payroll - Full Time

715.000 Social Security

716.000 Hospital/Life Insurance

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
	163,300.00	163,300.00	20,282.85	36,073.35	0.00	12.42
Dept: 000.000	163,300.00	163,300.00	20,282.85	36,073.35	0.00	12.42
Revenues	163,300.00	163,300.00	20,282.85	36,073.35	0.00	12.42
Expenditures						
Dept: 451.000 Construction	10,500.00	10,500.00	10,479.49	10,479.49	10,479.49	99.80
970.000 Capital	10,500.00	10,500.00	10,479.49	10,479.49	10,479.49	99.80
Construction						
Dept: 463.000 Routine Maintenance	10,500.00	10,500.00	10,479.49	10,479.49	10,479.49	99.80
702.000 Payroll - Full Time	7,000.00	7,000.00	713.79	899.25	485.81	10.20
715.000 Social Security	450.00	450.00	43.81	54.92	29.99	9.74
716.000 Hospital/Life Insurance	1,800.00	1,800.00	113.01	186.85	14.59	6.28
716.001 Insurance Deductible	100.00	100.00	0.00	0.00	0.00	0.00
718.000 Pension	3,000.00	3,000.00	150.46	257.49	76.15	5.02
720.000 Worker's Compensation	450.00	450.00	48.03	60.51	32.69	10.67
722.000 Medicare	100.00	100.00	10.21	12.80	6.98	10.21
746.000 Gasoline & Oil	300.00	300.00	0.00	0.00	0.00	0.00
775.000 Repair & Maintenance Supplies	2,200.00	2,200.00	0.00	0.00	0.00	0.00
930.000 Repair & Maint.Contractors	7,500.00	7,500.00	1,150.00	1,150.00	1,150.00	15.33
Routine Maintenance	22,900.00	22,900.00	2,229.31	2,621.82	1,796.21	9.73
Dept: 475.000 Traffic Services	22,900.00	22,900.00	2,229.31	2,621.82	1,796.21	9.73
702.000 Payroll - Full Time	6,700.00	6,700.00	693.05	874.35	473.33	10.34
715.000 Social Security	450.00	450.00	42.52	53.37	29.21	9.45
716.000 Hospital/Life Insurance	1,800.00	1,800.00	112.97	186.80	14.57	6.28
716.001 Insurance Deductible	100.00	100.00	0.00	0.00	0.00	0.00
718.000 Pension	3,000.00	3,000.00	145.03	249.31	73.40	4.83
720.000 Worker's Compensation	450.00	450.00	46.63	58.83	31.85	10.36
722.000 Medicare	100.00	100.00	9.90	12.43	6.80	9.90
746.000 Gasoline & Oil	500.00	500.00	0.00	0.00	0.00	0.00
775.000 Repair & Maintenance Supplies	2,400.00	2,400.00	0.00	0.00	0.00	0.00
930.000 Repair & Maint.Contractors	12,200.00	12,200.00	1,095.13	1,215.13	543.19	8.98
Traffic Services	27,700.00	27,700.00	2,145.23	2,650.22	1,172.35	7.74
Dept: 478.000 Winter Maintenance	27,700.00	27,700.00	2,145.23	2,650.22	1,172.35	7.74
702.000 Payroll - Full Time	8,100.00	8,100.00	934.49	1,164.23	618.65	11.54
715.000 Social Security	500.00	500.00	56.99	70.68	38.05	11.40
716.000 Hospital/Life Insurance	2,400.00	2,400.00	225.24	299.17	28.69	9.39

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

REVENUE/EXPENDITURE REPORT

Thru 8/31/20

City of Parchment

CY MTD: 8/1/2020 to 8/31/2020 CY QTD: 7/1/2020 to 9/30/2020
CY YTD: 7/1/2020 to 8/31/2020 CY ATD: 7/1/2020 to 6/30/2021

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Fund: 202 - MAJOR STREET FUND						
Expenditures						
Dept: 478.000 Winter Maintenance						
716.001 Insurance Deductible	200.00	200.00	0.00	0.00	0.00	0.00
718.000 Pension	3,500.00	3,500.00	208.46	344.76	105.50	5.96
720.000 Worker's Compensation	525.00	525.00	62.89	78.35	41.63	11.98
722.000 Medicare	120.00	120.00	13.30	16.50	8.87	11.08
746.000 Gasoline & Oil	900.00	900.00	176.95	176.95	0.00	19.66
753.000 Salt	9,900.00	9,900.00	0.00	0.00	0.00	0.00
Winter Maintenance	26,145.00	26,145.00	1,678.32	2,150.64	841.39	6.42
Dept: 482.000 Administration						
702.000 Payroll - Full Time	1,200.00	1,200.00	219.30	263.58	132.14	18.28
715.000 Social Security	100.00	100.00	13.12	15.71	8.04	13.12
716.000 Hospital/Life Insurance	600.00	600.00	111.25	111.34	13.89	18.54
718.000 Pension	500.00	500.00	57.76	86.87	29.12	11.55
720.000 Worker's Compensation	20.00	20.00	14.75	17.73	8.89	73.75
722.000 Medicare	20.00	20.00	3.07	3.67	1.88	15.35
960.000 Administrative Overhead	17,000.00	17,000.00	0.00	0.00	0.00	0.00
Administration	19,440.00	19,440.00	419.25	498.90	193.96	2.16
Expenditures	106,685.00	106,685.00	16,951.60	18,401.07	14,483.40	15.89
Grand Total Net Effect:	56,615.00	56,615.00	3,331.25	17,672.28	-14,483.40	5.88

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

REVENUE/EXPENDITURE REPORT

Thru 8/31/20

City of Parchment

CY MTD: 8/1/2020 to 8/31/2020 CY QTD: 7/1/2020 to 9/30/2020
CY YTD: 7/1/2020 to 8/31/2020 CY ATD: 7/1/2020 to 6/30/2021

Fund: 203 - LOCAL STREET FUND

Revenues

Dept: 000.000

546.000 State Grants - Act 51

Dept: 000.000

Revenues

Expenditures

Dept: 451.000 Construction

970.000 Capital

Construction

Dept: 463.000 Routine Maintenance

702.000 Payroll - Full Time

715.000 Social Security

716.000 Hospital/Life Insurance

716.001 Insurance Deductible

718.000 Pension

720.000 Worker's Compensation

722.000 Medicare

746.000 Gasoline & Oil

775.000 Repair & Maintenance Supplies

930.000 Repair & Maint Contractors

Routine Maintenance

Dept: 475.000 Traffic Services

702.000 Payroll - Full Time

715.000 Social Security

716.000 Hospital/Life Insurance

716.001 Insurance Deductible

718.000 Pension

720.000 Worker's Compensation

722.000 Medicare

746.000 Gasoline & Oil

775.000 Repair & Maintenance Supplies

930.000 Repair & Maint Contractors

Traffic Services

Dept: 478.000 Winter Maintenance

702.000 Payroll - Full Time

715.000 Social Security

716.000 Hospital/Life Insurance

* Using 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
546.000 State Grants - Act 51	66,700.00	66,700.00	8,429.14	14,991.00	0.00	12.64
Dept: 000.000	66,700.00	66,700.00	8,429.14	14,991.00	0.00	12.64
Revenues	66,700.00	66,700.00	8,429.14	14,991.00	0.00	12.64
Expenditures						
Dept: 451.000 Construction	10,500.00	10,500.00	10,479.49	10,479.49	10,479.49	99.80
970.000 Capital	10,500.00	10,500.00	10,479.49	10,479.49	10,479.49	99.80
Construction	10,500.00	10,500.00	10,479.49	10,479.49	10,479.49	99.80
Dept: 463.000 Routine Maintenance	8,300.00	8,300.00	713.78	899.24	485.81	8.60
702.000 Payroll - Full Time	525.00	525.00	43.81	54.92	29.99	8.34
715.000 Social Security	2,600.00	2,600.00	113.01	186.85	14.59	4.35
716.000 Hospital/Life Insurance	200.00	200.00	0.00	0.00	0.00	0.00
716.001 Insurance Deductible	3,500.00	3,500.00	150.46	257.49	76.15	4.30
718.000 Pension	525.00	525.00	48.03	60.51	32.69	9.15
720.000 Worker's Compensation	125.00	125.00	10.20	12.79	6.98	8.16
722.000 Medicare	300.00	300.00	0.00	0.00	0.00	0.00
746.000 Gasoline & Oil	3,200.00	3,200.00	0.00	0.00	0.00	0.00
775.000 Repair & Maintenance Supplies	5,000.00	5,000.00	1,150.00	1,850.00	1,150.00	23.00
930.000 Repair & Maint Contractors	24,275.00	24,275.00	2,229.29	3,321.80	1,796.21	9.18
Routine Maintenance	24,275.00	24,275.00	2,229.29	3,321.80	1,796.21	9.18
Dept: 475.000 Traffic Services	7,850.00	7,850.00	684.75	861.90	465.03	8.72
702.000 Payroll - Full Time	500.00	500.00	42.00	52.60	28.69	8.40
715.000 Social Security	2,300.00	2,300.00	112.96	182.46	14.56	4.91
716.000 Hospital/Life Insurance	200.00	200.00	0.00	0.00	0.00	0.00
716.001 Insurance Deductible	3,350.00	3,350.00	145.03	247.48	73.40	4.33
718.000 Pension	500.00	500.00	46.07	57.99	31.29	9.21
720.000 Worker's Compensation	120.00	120.00	9.78	12.25	6.68	8.15
722.000 Medicare	500.00	500.00	0.00	0.00	0.00	0.00
746.000 Gasoline & Oil	4,600.00	4,600.00	0.00	0.00	0.00	0.00
775.000 Repair & Maintenance Supplies	600.00	600.00	0.00	0.00	0.00	0.00
930.000 Repair & Maint Contractors	20,520.00	20,520.00	1,040.59	1,414.68	619.65	5.07
Traffic Services	20,520.00	20,520.00	1,040.59	1,414.68	619.65	5.07
Dept: 478.000 Winter Maintenance	8,300.00	8,300.00	926.19	1,151.78	610.35	11.16
702.000 Payroll - Full Time	520.00	520.00	56.42	69.85	37.51	10.85
715.000 Social Security	2,600.00	2,600.00	225.21	294.81	28.66	8.66
716.000 Hospital/Life Insurance						

REVENUE/EXPENDITURE REPORT

Thru 8/31/20

City of Parchment

CY MTD: 8/1/2020 to 8/31/2020 CY QTD: 7/1/2020 to 9/30/2020
CY YTD: 7/1/2020 to 8/31/2020 CY ATD: 7/1/2020 to 6/30/2021

	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						
716.001 Insurance Deductible	200.00	200.00	0.00	0.00	0.00	0.00
718.000 Pension	3,550.00	3,550.00	208.46	342.93	105.50	5.87
720.000 Worker's Compensation	525.00	525.00	62.33	77.51	41.07	11.87
722.000 Medicare	125.00	125.00	13.29	16.45	8.84	10.63
746.000 Gasoline & Oil	900.00	900.00	176.95	176.95	0.00	19.66
753.000 Salt	9,900.00	9,900.00	0.00	0.00	0.00	0.00
Winter Maintenance						
Dept: 482.000 Administration	26,620.00	26,620.00	1,668.85	2,130.28	831.93	6.27
702.000 Payroll - Full Time	1,500.00	1,500.00	219.30	263.58	132.14	14.62
715.000 Social Security	100.00	100.00	13.12	15.71	8.04	13.12
716.000 Hospital/Life Insurance	750.00	750.00	111.25	111.34	13.89	14.83
718.000 Pension	650.00	650.00	57.76	86.87	29.12	8.89
720.000 Worker's Compensation	20.00	20.00	14.75	17.73	8.89	73.75
722.000 Medicare	20.00	20.00	3.07	3.67	1.88	15.35
960.000 Administrative Overhead	16,300.00	16,300.00	0.00	0.00	0.00	0.00
Administration						
Administration	19,340.00	19,340.00	419.25	498.90	193.96	2.17
Expenditures						
Administration	101,255.00	101,255.00	15,837.47	17,845.15	13,921.24	15.64
Grand Total Net Effect:						
	-34,555.00	-34,555.00	-7,408.33	-2,854.15	-13,921.24	21.44

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

REVENUE/EXPENDITURE REPORT

Thru 8/31/20

City of Parchment

CY MTD: 8/1/2020 to 8/31/2020 CY QTD: 7/1/2020 to 9/30/2020
CY YTD: 7/1/2020 to 8/31/2020 CY ATD: 7/1/2020 to 6/30/2021

	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	56,900.00	56,900.00	0.00	0.00	0.00	0.00
Dept: 000.000	56,900.00	56,900.00	0.00	0.00	0.00	0.00
Revenues						
Dept: 000.000	56,900.00	56,900.00	0.00	0.00	0.00	0.00
Expenditures						
Dept: 000.000						
960.000 Administrative Overhead	20,400.00	20,400.00	0.00	0.00	0.00	0.00
991.000 Debt Retirement-Principal	46,700.00	46,700.00	0.00	0.00	0.00	0.00
995.000 Interest Expense	12,800.00	12,800.00	0.00	0.00	0.00	0.00
Dept: 000.000	79,900.00	79,900.00	0.00	0.00	0.00	0.00
Expenditures						
	79,900.00	79,900.00	0.00	0.00	0.00	0.00
Grand Total Net Effect:	-23,000.00	-23,000.00	0.00	0.00	0.00	0.00

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

REVENUE/EXPENDITURE REPORT

Thru 8/31/20

City of Parchment

CY MTD: 8/1/2020 to 8/31/2020 CY QTD: 7/1/2020 to 9/30/2020
CY YTD: 7/1/2020 to 8/31/2020 CY ATD: 7/1/2020 to 6/30/2021

Fund: 590 - SEWER 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						
476.000 Permits	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
626.000 Sewer Services	35,700.00	35,700.00	9,465.29	9,465.29	0.00	26.51
664.000 Interest on Investments	1,800.00	1,800.00	0.00	0.00	0.00	0.00
Dept: 000.000	37,500.00	37,500.00	10,465.29	10,465.29	1,000.00	27.91
Revenues	37,500.00	37,500.00	10,465.29	10,465.29	1,000.00	27.91
Expenditures						
Dept: 000.000						
702.000 Payroll - Full Time	22,000.00	22,000.00	6,399.02	8,087.24	3,653.22	29.09
715.000 Social Security	1,400.00	1,400.00	382.24	480.89	221.64	27.30
716.000 Hospital/Life Insurance	7,300.00	7,300.00	4,003.24	4,611.75	1,044.07	54.84
716.001 Insurance Deductible	500.00	500.00	0.00	0.00	0.00	0.00
718.000 Pension	9,300.00	9,300.00	1,812.28	2,617.14	917.21	19.49
720.000 Worker's Compensation	500.00	500.00	147.83	186.83	84.40	29.57
722.000 Medicare	320.00	320.00	89.45	112.55	51.89	27.95
800.000 Professional/Contractual Serv.	16,000.00	16,000.00	0.00	0.00	0.00	0.00
815.000 Uniform Rental	500.00	500.00	66.37	66.37	29.49	13.27
910.000 Insurance & Bonds	10,400.00	10,400.00	2,529.25	2,529.25	2,529.25	24.32
920.000 Utilities	2,300.00	2,300.00	426.18	426.18	209.41	18.53
930.000 Repair & Maint. Contractors	15,000.00	15,000.00	0.00	0.00	0.00	21.00
960.000 Administrative Overhead	88,000.00	88,000.00	0.00	0.00	0.00	0.00
968.000 Depreciation	13,600.00	13,600.00	0.00	0.00	0.00	0.00
Dept: 000.000	187,120.00	187,120.00	15,855.86	19,118.20	8,740.58	10.16
Expenditures	187,120.00	187,120.00	15,855.86	19,118.20	8,740.58	10.16
Grand Total Net Effect:	-149,620.00	-149,620.00	-5,390.57	-8,652.91	-7,740.58	5.71

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

Kindleberger Park Reservation Form

- 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
- Picnic Pavilion 1** (\$100 non-resident, \$50 resident) (4 hour block)
- Picnic Pavilion 2** (\$100 non-resident, \$50 resident) (4 hour block)
- Picnic Pavilion 3** (\$100 non-resident, \$50 resident) (4 hour block)
- Picnic Pavilion 4** (\$100 non-resident, \$50 resident) (4 hour block)
- Picnic Pavilion 5** (\$100 non-resident, \$50 resident) (4 hour block)

Name: Robert Butkiewicz Phone: 269-383-8223
Address: 261 Parchment Ave, Parchment
Email: robert.butkiewicz@wayne.edu Alternate Phone: 269-816-4409
Date of Event: 10/9/20 Time: 3pm-6pm

Type of event: wedding
Approximate number of attendees: 15-20
Will there be music as part of your event? no
Name of DJ, musical performer, sound technician: N/A

Decorations, rental chairs/tents/tables? Describe: one table

Name & address for deposit return: same as above

Robert Butkiewicz
Signature

9/14/20
Date

*This reservation form is your receipt, confirming your reserved area.
Should you experience any problem during your event, please contact the
Kalamazoo Township Police Department at 269-488-8911.*

FOR INTERNAL OFFICE USE:

Application received by: [Signature] Date: 9/18/20

Payment amount received: \$450 Receipt # 11951

Check # _____ Cash _____ Credit

APPROVAL

Signature

Date

KALAMAZOO AREA BUILDING AUTHORITY BUDGET COMPARISON

2021 to 2020

INCOME	2021	2020	Diff
4010 BUILDING PERMITS	310,725.00	310,725.00	-
4015 SPECIAL PERMITS	7,926.00	7,926.00	-
4020 ELECTRICAL PERMITS	110,867.00	110,867.00	-
4030 MECHANICAL PERMITS	116,004.00	116,004.00	-
4040 PLUMBING PERMITS	63,190.00	63,190.00	-
4600 INVESTMENT INCOME	120.00	120.00	-
Subtotal Income	608,832.00	608,832.00	-
RETAINED EARNINGS (as of 12/31)	126,519.75	105,727.81	20,791.94
TOTAL INCOME	735,351.75	714,559.81	20,791.94
EXPENSE			
6010 ADVERTISING & MARKETING	2,000.00	2,000.00	-
6200 BANK FEES	540.00	200.00	340.00
6450 DUES & SUBSCRIPTIONS	575.00	575.00	-
6501, 03, 05 PAYROLL - WAGES	234,046.80	231,488.40	2,558.40
6510 PAYROLL TAXES	18,374.59	18,178.87	195.72
6511 LIFE/AD&D/STD/LTD	4,457.52	4,442.64	14.88
6512 401(a)	14,357.44	14,203.94	153.50
6513 HEALTH INSURANCE	54,945.41	54,251.78	693.63
6700 GENERAL INSURANCE	12,433.00	11,650.00	783.00
6800 LEGAL FEES	20,000.00	20,000.00	-
6810 COMPUTER SUPPORT (EXTERNAL)	10,588.56	10,259.76	328.80
6820 ACCOUNTING SERVICES	12,582.00	12,572.00	10.00
7100 OFFICE EQUIPMENT	4,980.32	5,599.92	(619.60)
7110 OFFICE SUPPLIES	3,800.00	3,800.00	-
7115 POSTAGE	1,000.00	1,000.00	-
7125 COMPUTER (HARDWARE/SOFTWARE)	5,987.00	5,219.00	768.00
7130 RESOURCE MATERIALS	1,000.00	1,000.00	-
7400 RENT EXPENSE / MORTGAGE	19,200.00	26,580.00	(7,380.00)
7420 LAWN CARE/SNOW REMOVAL	2,484.00	2,484.00	-
7450 MAINTENANCE & REPAIRS - OFFICE	5,000.00	5,000.00	-
7500 UTILITIES	3,424.00	3,424.00	-
7550 TRASH REMOVAL	600.00	567.00	33.00
7600 SECURITY (OFFICE)	540.00	539.88	0.12
7610 TELEPHONE - OFFICE	7,320.00	6,600.00	720.00
7611 TELEPHONE - CELLULAR	1,800.00	1,800.00	-
7700 BUILDING BOARD OF APPEALS	375.00	375.00	-
7701 AT-LARGE/ALTERNATE BOARD MEMBER	1,200.00	1,200.00	-
7710 CONTRACTED BUILDING INSPECTOR	10,000.00	10,000.00	-
7711 CONTRACTED ELECTRICAL INSPECTOR	53,400.00	53,400.00	-
7712 CONTRACTED MECHANICAL INSPECTOR	45,600.00	45,600.00	-
7713 CONTRACTED PLUMBING INSPECTOR	31,200.00	31,200.00	-
7800 MILEAGE REIMBURSEMENT	12,740.00	12,740.00	-
7810 TRAINING EXPENSE	1,600.00	1,600.00	-
7920 CAPITAL OUTLAY	7,000.00	7,000.00	-
7999 MISC	2,000.00	2,000.00	-
TOTAL EXPENSE	607,150.65	608,551.19	(1,400.54)
NET POSITION	128,201.10	106,008.62	22,192.48

BILL OF SALE

THE CITY OF PARCHMENT, a Home Rule City, of 650 South Riverview Drive, Parchment, MI 49004, does hereby sell and convey to **PATRICK WRIGHT**, whose address is _____, for consideration of Seven Thousand Five Hundred and 00/100 (\$7,500.00) Dollars, the receipt of which is hereby acknowledged, the following:

- 1990 Pierce Lance Fire Truck
VIN 4P1CT02D6LA000210

Seller makes no warranties, either actual or implied, concerning the fire truck or any equipment or parts thereof on the fire truck. Purchaser's acknowledge that the sale is "as is" and "where is". Purchaser agrees that he has done all due diligence necessary to conclude this sale.

This Bill of Sale has been approved by the Parchment City Commission at its _____ meeting of September 8, 2020.

THE CITY OF PARCHMENT

Dated: _____, 2020

By: Robert D. Britigan, III
Its: Mayor

Dated: _____, 2020

By: Shannon Stutz
Its: Clerk

ACKNOWLEDGMENT

I, Pat Wright, do hereby purchase the above referenced fire truck as is and where is without any warranties, actual or implied. I have done all due diligence necessary to satisfy me as to the purchase of the fire truck.

Dated: _____, 2020

Patrick Wright



NEW MEMBER APPLICATION

Jurisdiction Village of Richland Applicant's Name David Greve
Address 8985 Gull Rd, PO Box 1, Richland, MI 49083
Phone Number 269-629-9903 E-mail Address clerk@villageofrichland.org

1. Why are you interested in joining KABA?

We are in need of a building code admin & enforcement office.

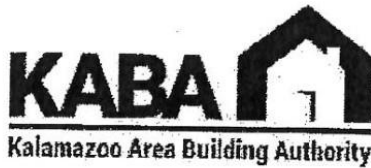
2. What services are you seeking from KABA? (Please check all that apply)

- Building Code Administration and Enforcement
- Zoning Administration

3. What is your targeted date to join? A.S.A.P.

4. Do you currently subcontract your building, electrical, mechanical, or plumbing permits and inspections? If so, do you have a termination clause? What is the time frame?

Yes, contract required 60 days notice for termination. Inspector terminated contract verbally 8/24/20.



5. What was your previous year's building department budget, revenue and/or expenses (if applicable)?

\$39,140.00

6. What is your total parcel count at this time?

610

Additional Information Requested, if available (See New Member Packet for more details):

- Document showing the number of permits issued during the previous year
➤ Construction valuation for building permits issued during the previous year
➤ Copy of the current fees charged for permits and inspections

I understand that the application must be completed and all available documentation provided to begin our application process with KABA.

Signature of Applicant

[Handwritten signature]

Date

8/25/2020

Signature of Supervisor of Applicant Jurisdiction

Date

Signature of Comstock Township Representative

Date

Title

Signature of Kalamazoo Township Representative

Date

Title



Signature of City of Parchment Representative

Date

Title

Signature of Pine Grove Township Representative

Date

Title

Signature of Richland Township Representative

Date

Title

Signature of KABA Building Official

Date

**RESTATED INTERLOCAL STATE CONSTRUCTION CODE ENFORCEMENT AND
ADMINISTRATION AGREEMENT**

This Restated Agreement (“Agreement”) is made this _____ day of _____,
20____, by and between the undersigned Local Units of government within the County of
Kalamazoo, Michigan (hereinafter the “Local Units”).

WITNESSETH:

WHEREAS, each of the undersigned Local Units has previously elected to administer
and enforce the Michigan State Construction Code, pursuant to the Stille-Derossett-Hale Single
State Construction Code Act, 1972 P. A. 230, as amended, (hereinafter the “Construction Code
Act”), for regulating and controlling building construction within each of said Local Units; and

WHEREAS, it is the desire of said Local Units to herein provide for and continue the
joint enforcement and administration of the Construction Code Act under the terms and
conditions herein contained and in accordance with the provisions of the “Urban Cooperation
Act” (1967 P.A. Ex. Sess. 7 – M.C.L.A. § 124.501 *et seq.*) as well as other pertinent laws and
statutes in the State of Michigan.

NOW THEREFORE, in consideration of the promises and the covenants and conditions
herein contained, it is hereby agreed by and between the Local Units hereto as follows:

1. **Joint Construction Code Authority.**

There is hereby created, established and continued a Joint Construction Code Authority,
known as the Kalamazoo Area Building Authority (hereinafter “KABA”), which shall be a

separate legal entity governed by an Authority Board (hereinafter the “KABA Board”) established under Section 7 of the Urban Cooperation Act, consisting of one elected official selected from the governing body of each Local Unit for a two-year term and until a successor is selected by said governing body (“Elected Official Board Member”). Each Local Unit may also appoint an alternate elected official who may serve on the Board only in such case as when its regularly Elected Official Board Member is unable to attend a scheduled meeting of the KABA Board.

At Large Board Member

In addition to the Elected Official Board Members, if the selection process for the KABA Board results in an even-number of board members, the KABA Board shall select one additional KABA Board member who shall be a resident of Kalamazoo County and who is not employed by any of the participating Local Units. This member shall be deemed an At Large Board Member who is authorized to attend all KABA Board meetings and who shall serve as a voting member of the Board during those times when the composition of the KABA Board is an even number. At such times when the Board is composed of an uneven number of members the At Large Member shall continue to serve in an ex-officio capacity with the Authority to advise and consult the Board, but whose vote shall not be counted in any action of the Board. The Elected Official Board Members and any Resident Board Members shall be authorized to approve compensation or reimbursement for costs for the At Large Board Member.

Resident Board Members

If at any time, KABA consists of three (3) or less Local Units, each Local Unit shall, in addition to its appointed Elected Official Board Member provided for herein, select one (1)

resident of its jurisdiction who shall serve as a “Resident Board Member”. The Resident Board Members shall continue to serve until such time as a fourth Local Unit shall join KABA, or until the end of the Resident Board Member’s respective Elected Official Board Member’s term, whichever shall occur first. The Resident Board Member is authorized to attend any meeting or function of the KABA Board and their vote shall be counted in any actions taken by the Board. The Resident Board Member shall not be an employee of any of the participating Local Units. The Elected Official Board Members and the At Large Board Member shall be authorized to approve compensation or reimbursement of costs for a Resident Board Member. Compensation and cost-calculations (such as mileage reimbursements) shall be the same for all Resident Board Members regardless of which jurisdiction they are appointed by.

A. **Primary Activities and Purpose.**

The primary purpose of KABA shall be, and authorization is hereby given under Section 5 of the Urban Cooperation Act, the power to administer and enforce the State Construction Code within the boundaries of each Local Unit; to enact administrative rules to carry out its functions; to hire sufficient building inspectors, contract inspectors and other personnel necessary to accomplish the foregoing; to establish a uniform schedule of fees for the issuance of building permits and inspection of work and materials which bear a reasonable relationship to the cost and expense of the administration and enforcement of the State Construction Code; to arrange for the collection of said fees and their deposit in a “Construction Code Authority Account” maintained by the KABA Treasurer, who shall maintain books of account of all receipts and expenditures by KABA, which shall be accounted for by an annual independent audit prepared and presented to each Local Unit. In addition, KABA shall have the power to

buy, own, sell or lease real or personal property, seek and receive grants, sue or be sued, invest surplus funds and any other necessary and proper matters agreed upon by the Local Units.

KABA shall arrange for one or more locations convenient to the public where copies of the building and construction codes are maintained for review and/or purchase by interested persons and where building permits and other permits may be obtained and inspections of work and material ordered.

B. Additional KABA Activities.

The KABA Board shall be authorized to expand the scope and purpose of KABA to undertake additional administration, inspection, or enforcement services for the Local Units or by contract for other Governmental Units located within the State of Michigan in the areas of zoning, driveway permits, rental housing certification, code enforcement or other inspection or enforcement related activities that the KABA Board deems beneficial to the financial and administrative goals of KABA (the “Expanded Purposes”). Engaging in the providing of any of the Expanded Purposes for any Local Unit or by contract for any other Governmental Unit shall be at the discretion of the KABA Board and shall be based upon the cost and feasibility of providing such services and the benefits of offering the services to KABA.

2. Organization of Construction Code Authority.

Members of the KABA Board appointed under Section 1 above, shall meet each January at a location mutually agreeable to all and select a Chairman, Treasurer and Secretary from among their membership and such other officers as the KABA Board may deem appropriate. The names of such officers shall be reported by the Secretary of the KABA Board and to the

Clerk of each Local Unit. Said officers shall serve for a one-year term and until their successors are selected.

The KABA Board shall determine the dates and times of any regular meetings it wishes to schedule and shall hold special meetings at the call of the Chairman or Secretary upon appropriate notice to each member at such times and places as may be determined to be necessary and convenient. All meetings of the KABA Board shall be open to the public in accordance with the Michigan Open Meetings Act. The KABA Board shall adopt rules to govern the proceedings at all its meetings.

3. **Budget.**

On or before October 1 of each calendar year, the KABA Board shall prepare a proposed budget of estimated expenses covering the period of the next fiscal year of KABA, together with anticipated revenues during said period, and shall submit the same to the Clerk of each participating Local Unit for the review of each of the governing bodies of said Local Units.

The governing body of each Local Unit shall either approve or disapprove said budget on or before December 1 of each year. If such proposed budget is not approved by all Local Units on or before December 1 as provided herein, a representative of the governing body of each participating Local Unit, who is not then on the KABA Board, and the KABA Board shall meet jointly (hereinafter the "Joint Budget Meeting") for the purpose of attempting to develop a budget acceptable to all Local Units which shall be submitted for approval by each Local Unit. If the budget resulting from the Joint Budget Meeting is approved by less than all of the Local Units, but by more than fifty percent (50%) of the Local Units, then it shall become the approved budget and all units shall be bound. If the budget is not approved by more than fifty percent

(50%) of the Local Units by December 30th, the prior years' budget shall, on the following January 1, become and be deemed the "Default Approved Budget" for the next fiscal year, and KABA shall be dissolved at the end of the next fiscal year unless at least two (2) Local Units that voted in favor of the budget shall vote to remain as members of KABA. In the event that at least two (2) Local Units vote to remain members of KABA as provided for above, those Local Units who do not vote in favor of remaining in KABA and those Local Units who voted against the budget, shall be deemed to have voluntarily withdrawn from KABA, effective as of the end of the next fiscal year. Each Local Unit, upon being notified that KABA has an approved budget, shall thereupon each be liable to contribute its proportionate share of said budget which is not covered by fees collected by KABA. Such proportionate share shall be determined by the ratio of the dollar value of permits administered by KABA, issued by each participating Local Unit to the total dollar value of permits, administered by KABA, issued in all participating Local Units for the fiscal year preceding that covered by said budget.

After the budget has been approved or is deemed approved as provided for above, each Local Unit shall pay to the Treasurer of KABA, at the beginning of each quarter, their allocated portions of such budget.

4. **Bonds.**

All employees handling any funds of KABA or of any participating Local Unit shall be bonded in an amount sufficient to cover the maximum amount of funds which might be in the possession of said employee at any one time.

5. **Unanticipated Expenses.**

Any unanticipated and unavoidable expenses or losses incurred by KABA in the performance of its duties and functions, including but not limited to litigation expense or liability for personal or property damages, shall be proportionately shared by all Local Units in the same manner budget expenses are shared under Section 3.

6. **Voluntary Withdrawal of Local Units.**

Any Local Unit of KABA may voluntarily withdraw from KABA upon one (1) year written notice to the KABA Board and all other Local Units who are members of KABA. In the event of the withdrawal of a Local Unit or Units, (as opposed to dissolution of KABA), such Unit shall be entitled to receive its proportionate share of any undistributed surplus funds after all expenses of KABA have been paid, in the ratio of the dollar value of the permits administered by KABA, issued by the withdrawing Local Unit to the total dollar value of the permits administered by KABA, issued by all participating Local Units in the preceding fiscal year but not any of the other assets held by KABA. In the event that either the budget is not approved by a majority of the Local Units or a majority of the Local Units elect to withdraw from KABA at the same time, this Agreement shall terminate, and KABA shall be dissolved, unless within thirty (30) days thereafter, at least two (2) of the Local Units that voted in favor of the annual budget affirmatively vote to continue KABA or at least two (2) of the Local Units that have not elected to withdraw shall affirmatively vote to continue KABA. In the event that the budget is not approved by a majority of the Local Units but at least two (2) Local Units affirmatively vote to continue KABA, the Local Units which do not affirmatively vote to continue KABA shall be deemed to have elected to voluntarily withdraw. Upon voluntary withdrawal, each Local Unit who has withdrawn or has been deemed to have withdrawn shall be responsible for its own

enforcement and administration of the State Construction Code, and any of the expanded purposes which are administered by KABA. In the event that KABA is dissolved, any undisbursed funds and other assets held by KABA shall be distributed between the Local Units who are then members of KABA, after all expenses of KABA have been paid, in the ratio of the dollar value of permits administered by KABA issued by each Local Unit to the total dollar value of the permits administered by KABA, issued by the participating Local Unit in the preceding fiscal year.

7. **Admission of Additional Local Units.**

Additional Local Units may be admitted to membership in KABA at any time, with the approval by resolution of the governing body of each of the then participating Local Units. As a condition of admission, each new Unit shall approve and sign this Agreement (and any amendments thereto) and agree to be bound by the same. In addition, KABA may establish other terms and conditions for the admission of any new Local Unit which shall be established and set forth in writing, in all of the resolutions approving said new Local Unit's admission adopted by the governing body of each participating Local Unit. Examples of the terms and conditions that may be added, include, but are not limited to, the charging of an initial membership fee and/or admission fee and the amount thereof, requiring equipment and software purchases by the new Local Unit (including the computer software and equipment necessary to allow the new Local Unit to interface with KABA and its existing software), a waiting period during which the new Local Unit may not participate in distribution of any proportional share of any excess funds or other assets distributed by KABA to Local Units, as well as such other additional provisions as the existing governing bodies of each of the Local Units of KABA, shall require at the time of admission of the new Local Unit. Once admitted to KABA, each new Local Unit shall have the

same rights and responsibilities as every other member in KABA, subject only to any limitations contained in the resolutions approving said new Local Unit's admission to KABA.

8. **Enforcement.**

KABA shall be a body corporate with authority as the Enforcing Agency of each Local Unit under Section 8b of the Construction Code Act and is empowered to discharge the responsibilities of the Local Units under the Construction Code Act to sue and to enjoin any violation of the Construction Code Act or for a fine or the imprisonment of any violator. It shall not, however, have the authority to levy any type of tax or assessment against any Local Unit or property therein.

9. **Board of Appeals.**

A Construction Board of Appeals is hereby established consisting of seven persons appointed by the KABA Board. Members of the Board of Appeals shall be qualified by experience or training to perform the duties of members of the Board of Appeals. The terms of the members of the Board of Appeals shall be two (2) years.

10. **Authority of Construction Board of Appeals.**

The Construction Board of Appeals shall have such authority, power, rights and duties as are set forth in the uniform ordinances adopted by the participating Local Units as well as such power and authority as is set forth in the Construction Code Act not inconsistent with the foregoing rights, powers, duties and authority established by local ordinance and the Michigan Construction Code.

11. **Effect of an Appeal to the Construction Board of Appeals and of a Decision of said Board.**

The effect of an appeal to the Construction Board of Appeals and a decision of said Board shall be as set forth in the Construction Code Act and the State Construction Code where the same is effective within the Local Units.

12. **Attorney's Fees.**

In the event of a dispute arising from the breach of this Agreement the prevailing party or parties shall be entitled to their attorney's fees and costs in having to bring an action for enforcement of these terms.

13. **Jurisdiction and Venue.**

In the event of any disputes between one or more of the parties to this Agreement over the interpretation, implementation, or enforcement of this Agreement the matter under dispute, unless resolved by the parties themselves, shall be submitted by filing of a civil action to the Circuit Court for the County of Kalamazoo, State of Michigan.

14. **Severability of Provisions.**

If any provisions of this Agreement, or its application to any person, party, or circumstance, is deemed by a court of law to be invalid or unenforceable, the remainder of the Agreement and the application of the provision to any other person, party or circumstance shall not be affected and the Agreement shall be enforced to the greatest extent permitted by law.

15. **Notices.**

Any notices required by this Agreement shall be sent by written correspondence to all of the parties by first class mail to the offices of the Local Unit attention to the person in charge of the Local Unit with copies being sent via first class mail or e-mail to each of the members of the KABA Board.

16. **Complete Agreement.**

This Agreement is a complete agreement and restates and supersedes the Interlocal State Construction Code Enforcement and Administration Agreement which was entered into on March 5, 2012, and any amendments thereto.

17. **Amendments.**

This Agreement may be amended at any time by written agreement adopted by the governing body of each participating Local Unit.

18. **Term; Dissolution.**

The term of KABA shall be perpetual and continuous; however, KABA shall be dissolved (a) one (1) year after a Default Approved Budget is deemed approved because at least fifty percent (50%) of the Local Units cannot agree on a budget if less than two (2) Local Units affirmatively vote to continue KABA, (b) in the event that withdrawal of the Local Units from KABA leaves less than two (2) Local Units as members of KABA, or (c) by unanimous agreement of the Local Units.

IN WITNESS WHEREOF, the undersigned participating Local Units have executed this Agreement as of the date and day hereinbefore set forth and in pursuance of a duly-adopted

resolution of the governing body of said participating Local Unit adopted at a duly-called meeting of said governing body on the date set forth opposite said participating Unit.

COMSTOCK CHARTER TOWNSHIP
Kalamazoo County, Michigan
A municipal corporation

KALAMAZOO CHARTER TOWNSHIP
Kalamazoo County, Michigan
A municipal corporation

By: _____
Randy L. Thompson
Its: Supervisor

By: _____
Donald D. Martin
Its: Supervisor

By: _____
Michelle R. Mohney
Its: Clerk

By: _____
Mark E. Miller
Its: Clerk

Pursuant to Resolution adopted

Date

Pursuant to Resolution adopted

Date

CITY OF PARCHEMENT
Kalamazoo County, Michigan
A municipal corporation

PINE GROVE TOWNSHIP
Van Buren County, Michigan
A municipal corporation

By: _____
Robert D. Britigan III
Its: Mayor

By: _____
Scott Hess
Its: Supervisor

By: _____
Shannon Stutz
Its: City Clerk

By: _____
Michelle Meert
Its: Clerk

Pursuant to Resolution adopted

Date

Pursuant to Resolution adopted

Date

RICHLAND TOWNSHIP
Kalamazoo County Michigan
A municipal corporation

VILLAGE OF RICHLAND
Kalamazoo County Michigan
A municipal corporation

By: _____

Lysanne Harma
Its: Supervisor

By: _____

Dave Greve
Its: President

By: _____

Bear Priest
Its: Clerk

By: _____

Brooke Jamieson
Its: Clerk

Pursuant to Resolution adopted

Date

Pursuant to resolution adopted

Date