



## AGENDA

### REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

December 7, 2020 - Virtual

7 P.M.

#### Parchment City Commission

Mayor Robert D. Britigan III

Vice-Mayor Thomas Jordan

Commissioner Holly Evans

Commissioner Richard Bagley

Commissioner Robin Madaras

Commissioner Doug Fooy

Commissioner Michael Conner

#### Officers

City Manager Nancy R. Stoddard

City Attorney Robert Soltis

City Treasurer/Clerk Shannon Stutz

1. **Call to Order**
2. **Roll Call** (including location address of each Commission member)
3. **Swearing in of Michael Conner, Newly Appointed Commissioner, by Clerk Stutz**
4. **Approval of Minutes**  
From the City Commission Regular Meeting Minutes of November 16, 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:*

- *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.*

## **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. 1426 – approve
- ii. KATS Policy Committee Meeting Minutes, October 2020 – receive
- iii. KATS Technical Committee Meeting Minutes, October 2020 – receive
- iv. KABA November Permit Report - receive

## **8. Unfinished Business**

- A. Capital Improvement Plan – Michael Schwartz - receive
- B. Financials of SAW Grant, Sanitary Sewer – Andy Campbell – receive

## **9. New Business**

- A. Realtor Agreement for 122 N Riverview – approve
- B. Defined Benefit Plan Adoption Agreement Addendum – approve
- C. Defined Contribution Plan Adoption Agreement Addendum - approve
- D. 2021 Schedule of Meetings – approve
- E. KABA Representative - discussion

## **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**

**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY NOVEMBER 16, 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 (at Midlink in Comstock Twp), Vice Mayor Jordan (at 1200 Conrad Industrial Dr, Ludington, MI), Commissioners Bagley (at 1606 East G Ave), Evans (at 221 Espanola), Fooy (at 415 E Glenguile), and Madaras (at 815 Parchmount). City Manager Stoddard, City Treasurer/Clerk Stutz, Attorney Soltis.

Absent: None.

**3. Minutes**

Moved by Commissioner Bagley, supported by Vice Mayor Jordan to approve the amended minutes of the November 2, 2020 Regular Meeting. Roll call vote was as follows:

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

**Motion Carried 6-0.**

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

None. Moved by Commissioner Evans, supported by Commissioner Fooy to approve the agenda as written.

**Motion Carried.**

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

None.

**6. Consent Agenda**

A. Moved by Commissioner Bagley, supported by Vice Mayor Jordan to receive the consent agenda items. Roll call vote was as follows:

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

**Motion Carried 6-0.**

**7. Unfinished Business**

A. Appointment of New Commissioner. Mayor Britigan began by explaining that the appointment expires in November of 2021 (the remainder of Commissioner Emmons' term), that the ballot will be sent secretly to Clerk Stutz for tallying, and that the new commissioner will be sworn in during the December 7, 2020 regular meeting. Vote was unanimous for Michael Conner. Moved by Commissioner Fooy, supported by Vice Mayor Jordan to appoint Michael Conner to the vacant Commission seat that expires November of 2021. Roll call vote was as follows:

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

**Motion Carried 6-0.**

**8. New Business**

A. MiPEHS Presentation – Jordan Bailey, Michigan Department of Health and Human Services. Jordan Bailey is a toxicologist with MDHHS, and gave a presentation about the Michigan PFAS Exposure Health Study (MiPEHS) in our community. Among other things, she stated that information will be mailed within 3 weeks; that they'll be scheduling December appointments, and more information can be found on the state's website, Michigan.gov/mdhhs and search for MiPEHS, or toll free 855-322-3037.

B. SAW Grant Evaluation – Mike Schwartz, Prein & Newhof. Mayor Britigan introduced Mike, representing the City's engineers, Prein & Newhof. Mr. Schwartz noted that the SAW grant is almost complete – 90% of monies has been received. He gave an extensive presentation on both stormwater and wastewater asset management, whereby the engineers look at

inventory, condition, criticality, and management plan of the systems, then produce an action plan with capital improvements and financing suggestions as well.

**9. Election Report – Clerk Stutz**

Clerk Stutz discussed precautions taken for workers and voters, the number of people who voted absentee vs in person, backup workers, etc., and that no workers had become ill afterward. She thanked the workers and praised Deputy Clerk Kara Smith for her diligence as well.

**10. Citizen Comments**

Andy Sanford, 123 Espanola, thanked the Commission for the opportunity and asked if any commissioners were willing to take a call from him.

Mike Conner, 1150 Parchmount, said he was honored to be selected and that he will do his best to serve the city. He then thanked all the workers for a great election.

**11. Mayor and Commissioner Comments**

Commissioner Madaras said that this was the first time that she had voted absentee, and saw two polling stations elsewhere that had lines out the door. She then praised the election in Parchment.

Commissioner Fooy said his good news is that there is investment in properties which is exciting, then his bad news is that he's wondering about what to do about the old PNC building.

Commissioner Evans welcomed Mike Conner to the Commission with thanks to Andy Sanford, then she thanked Mike Schwartz for his report.

Commissioner Bagley also thanked Andy and Mike for their interest in the Commission, agreed with concern about the old PNC building, and congratulated Mike Conner on his appointment, and Clerk Stutz on a good election.

Vice Mayor Jordan also thanked Andy and Mike for their time, with congratulations to Mike Conner. He told Andy he would take his call, and then thanked Jordan Bailey and Mike Schwartz for their presentations. He then thanked Clerk Stutz, saying that the smooth election speaks volumes to the staffing.

Mayor Britigan, said that he had nothing to add, except that he, too, would take Andy's call.

**12. City Manager Comments/Reports**

City Manager Stoddard explained that a letter went out to the owner of the old PNC building ten days ago, so it is already being addressed. She said she would provide updates as they occur. She mentioned with the Governor's order, "open" hours are now ceased, and staff will be divided, with some working remotely, if possible. She then invited all who had questions or concerns to call to discuss with her, she is happy to meet via zoom or in person with 6 feet of distance.

**13. Adjournment**

There being no further business to come before the Commission, it was moved by Commissioner Madaras and supported by all to adjourn the meeting at 8:55 p.m.

Shannon Stutz, City Clerk





City of Parchment  
Check Register Report  
Warrant 1426

Check #	Check Date	Vendor Name	Check Description	Amount
<b>MERCANTILE Checks</b>				
36173	11/22/2020	CINTAS	Uniform Rental & Towels	109.01
36174	11/22/2020	CONSUMERS ENERGY	Citywide monthly energy use	2,905.30
36175	11/22/2020	CORNERSTONE TECHNOLOGIES	Monthly Contract 11/4 to 12/3/	175.98
36176	11/22/2020	DEYOUNG LANDSCAPE SERVICE	Treatment #6-Stage	166.00
36177	11/22/2020	ENGINEERED PROTECTION SYSTEMS	Maint Bldg-12/1 to 2/28/21	175.50
36178	11/22/2020	FORD, KRIEKARD, SOLTIS & WISE	Reg & Police Matters - October	2,037.50
36179	11/22/2020	FRANCOTYP-POSTALIA, INC.	Rental-Meter,Scale, Resets	78.00
36180	11/22/2020	DAVID FREE	Replace Overhead Door-Water plant	2,436.00
36181	11/22/2020	KALAMAZOO AREA BUILDING AUTHOR	Prop Maint Insped-147 Haymac	55.00
36182	11/22/2020	KATS	KATS Dues-10/1/20-9/30/21	50.00
36183	11/22/2020	MICHIGAN ELECTION RESOURCES	Election Supplies	14.00
36184	11/22/2020	PREIN & NEWHOF	SAW Grant	56,828.12
36185	11/22/2020	PUBLIC MEDIA NETWORK	Charter (July-Sept) PEG Fees	3,221.84
36186	11/22/2020	REHMANN ROBSON	Req'd GASB Reporting	2,000.00
36187	11/22/2020	REPUBLIC SERVICES #249	City Wide Pick-Up-November	8,715.12
36188	11/22/2020	RIVERRUN PRESS	1,000 #10 Regular Envelopes	94.91
36189	11/22/2020	SBAM PLAN	Emp & Retiree Ins-November	12,627.86

**KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE**  
DRAFT Minutes of the October 28, 2020 Meeting

**CALL TO ORDER**

The October 28, 2020 Policy Committee Meeting was called to order remotely by Chair Randy Thompson at 9:00 a.m.

**INTRODUCTIONS**

Participants in the conference call stated name.

**ROLL CALL**

Remote meeting attendance was recorded on the sign-in sheet.

**MEMBERS PARTICIPATING**

Curtis Aardema	Central County Transportation Authority
Rob Britigan	City of Parchment
Carol Daly	Village of Mattawan
Marsha Drouin, Treasurer	Richland Township
Jason Gatlin	Wakeshma Township
John Gisler	Kalamazoo County
Libby Heiny-Cogswell, Vice Chair	Oshtemo Township
Jeff Heppler	Village of Augusta
John Hinkle	Texas Township
Martin Janssen	Kalamazoo County Transportation Authority
Greg Kinney	Van Buren County Road Commission
Nicolette Leigh	Kalamazoo Township
Tracey Locey	Brady Township
Don Mayle	Michigan Department of Transportation, Planning
Sarah Moyer-Cale	Village of Paw Paw
Pete Pfeiffer	Michigan Department of Transportation, TSC
Patricia Randall	City of Portage
Jeff Sorensen	Cooper Township
Paul Sotherland	KATS Citizens Advisory Committee
Randy Thompson, Chair	Comstock Township
Don Ulsh	Schoolcraft Township
Jerry VanderRoest	Charleston Township
Mark Worden	Road Commission of Kalamazoo County

**MEMBERS ABSENT**

Lisa Imus	Village of Lawton
Carl Keller	Village of Vicksburg
Chris Praedel	City of Kalamazoo

## OTHERS PARTICIPATING

Megan Mickelson  
Fred Nagler  
Elizabeth Rumick  
Steve Stepek  
Ali Townsend

Kalamazoo Area Transportation Study  
Kalamazoo Area Transportation Study  
Kalamazoo Area Transportation Study  
Kalamazoo Area Transportation Study  
Kalamazoo Area Transportation Study

## CHANGES OR ADDITIONS TO THE AGENDA

Stepek stated there are no changes or additions to the agenda; however, there is a change to action item number eight and an additional document related to agenda item number nine. A project will be removed from the Transportation Improvement Program (TIP) Amendments. This will be further discussed under the Fiscal Year 2020 – 2023 TIP Amendment agenda item. Additionally, the Transportation Performance Management (TPM) Fact Sheet will be emailed after the meeting and included in the minutes. Kalamazoo Area Transportation Study Goals and Objectives for the Metropolitan Transportation Plan support these measures.

## APPROVAL OF THE AGENDA

MOTION by Sorensen, SECOND by Drouin, ***“to approve the agenda of the October 28, 2020 Policy Committee Meeting.”*** MOTION APPROVED.

## PUBLIC COMMENTS

No public comments were made.

## CONSENT AGENDA

- ACCEPTANCE OF THE TREASURER'S REPORT
- ACCEPTANCE OF THE TECHNICAL COMMITTEE REPORT (OCTOBER 8, 2020)
- ACCEPTANCE OF THE SOUTHCENTRAL MICHIGAN PLANNING COUNCIL REPORT
- APPROVAL OF THE MINUTES FROM THE SEPTEMBER 30, 2020 MEETING

MOTION by Hinkle, SECOND by VanderRoest, ***“to accept and approve the items on the Consent Agenda.”*** MOTION APPROVED.

## FISCAL YEAR 2020-2023 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS

Stepek referred to the nine Transportation Improvement Program Amendments included in the meeting packet. The majority of the amendments are readjusting local money. As referred to at the beginning of the meeting, the fourth job, number 206294, for Sprinkle Road, will be removed and excluded from the amendments as presented for approval. This project was an Advance Construct which requires the local agency to pay upfront and get subsequently reimbursed with federal funds. After further review, the Kalamazoo County budget did not allow for this one-million-dollar project. Drouin inquired how the G Avenue from Riverview Drive to 24<sup>th</sup> Street project concurrent with the I-94 project would impact traffic. Stepek added the project will be obligated in 2021 for construction in 2022. Kalamazoo Area Transportation Study received additional Highway Infrastructure Program (HIP) funds. This project was the highest rated project on the KATS illustrative list and was recommended to receive the funding. Worden explained the G Avenue project is a simple project that can be completed quickly. The Road Commission of Kalamazoo County will monitor and work around the Michigan Department of Transportation I-94 project.

MOTION by Sorensen, SECOND by Drouin, ***“to approve the FY 20-23 Transportation Improvement Program Amendments as amended excluding Job Number 206294.”*** MOTION APPROVED.

#### **GOALS AND OBJECTIVES FOR METROPOLITAN TRANSPORTATION PLAN**

Stepek stated the Goals and Objectives for Metropolitan Transportation Plan have been edited and included in the packet for three months. Page 27 of the meeting packet shows National Transportation Performance Measures. As mentioned at the beginning of the meeting, the Transportation Performance Management (TPM) Fact Sheet will be emailed after the meeting and included in the minutes. The Fact Sheet details how measures are calculated. Kalamazoo Area Transportation Study (KATS) Goals and Objectives for the Metropolitan Transportation Plan support these measures. KATS traditionally supports statewide measures and continues to. Current measures are addressed later in the planning process with data gathering. Kalamazoo Area Transportation Study (KATS) and the Technical Committee recommend adoption of the Goals and Objectives for the 2050 Metropolitan Transportation Plan as presented.

MOTION by Sorensen, SECOND by Locey, ***“to approve the Goals and Objectives for Metropolitan Transportation Plan.”*** MOTION APPROVED.

#### **FISCAL YEAR 2021 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENT SCHEDULE**

Referring to the Fiscal Year 2021 Transportation Improvement Program (TIP) Amendment Schedule provided in the meeting materials for informational purposes, Stepek explained the schedule shows when TIP Amendments are due to Kalamazoo Area Transportation Study (KATS) for each amendment cycle. The schedule continues the every-other-month schedule that KATS has maintained for the last few years.

#### **FISCAL YEAR 2020 CONTRIBUTED SERVICES BY AGENCY**

Stepek reported the final total of Fiscal Year 2020 Contributed Services is included in the packet. Kalamazoo Area Transportation Study exceeded the in-kind service requirement. Thank you to all the agencies that continue to fill out and submit timesheets.

#### **PUBLIC TRANSPORTATION UPDATES**

Aardema from Central County Transportation Authority and Kalamazoo County Transportation Authority reported Metro is experiencing a bus driver staff shortage due to COVID. As a result, service hours and route frequency have been decreased. While the situation continues to be a challenge, it is managed as safely and as best as possible while continuing essential service. Metro Connect continues to run and has been necessary to fill in service gaps. Prior to recent COVID issues, ridership was starting to pick up. The current slight dip in ridership is expected to increase. Western Michigan University routes continue to operate and are successful. Metro continues data gathering to install screens/shields on busses. The screens would not only offer driver health/safety but also allow separation between the customer fare box so fares can be charged again. Kalamazoo County Transportation Authority will be presenting a millage request in 2021 for all municipalities in Kalamazoo County. Further information from Metro will follow.

#### **EXECUTIVE DIRECTOR’S REPORT**

Referring to the memo included in the meeting materials, Stepek highlighted that Kalamazoo Area Transportation Study (KATS) had discussions with Michigan Department of Transportation, Federal Highway Administration, and the Federal Transit Administration regarding the development of the KATS 2050 Metropolitan Transportation Plan (MTP). At the November meetings, KATS staff will be

recommending the Technical and Policy Committee reaffirm the 2045 Metropolitan Transportation Plan until November of 2021 from the current April of 2021. Due to the ongoing pandemic, KATS staff has been limited in their ability to engage the public and had a significant delay in receiving the Travel Demand Model from the consultant. Reaffirming the current MTP will give KATS staff and member agencies additional time to engage the public in the planning process. All related parties are in agreement with the idea. Flint and Lansing Metropolitan Planning Organizations have also reaffirmed their current MTP. There will be public notice, emails, and opportunity for comments. Sorensen commended Stepek and KATS staff for nice work.

## **NEW BUSINESS**

No new business was brought forth.

## **PUBLIC COMMENTS**

No public comments were made.

## **MEMBER COMMENTS**

Representing the City of Parchment, Britigan stated the Planning Commission and City Commission have completed the City of Parchment Draft Master Plan. The plan has been distributed to surrounding agencies for comment. Britigan wishes agencies a smooth election process next Tuesday.

VanderRoest reported the Charleston Township board approved a motion at last night's meeting to apply for a Michigan Rural Development Grant. This is because improvements will be necessary at the Watkins Road intersection at Exit 92 along I-94 due to the planned 11-million-dollar economic development there.

Sorensen alerted Britigan that neither Cooper Township nor Schoolcraft Township were in receipt of the City of Parchment Draft Master Plan. Britigan will ensure copies are distributed. The Cooper Township water extension project continues. The Township is in receipt of 5.8 million dollars for the 8.1-million-dollar project. Sorensen thanked the City of Kalamazoo and all attendees for assisting and appreciates the inter-governmental cooperation.

Heiny-Cogswell appreciates work completed on non-motorized routes of Drake Road and Stadium Drive in Oshtemo Township. Heiny-Cogswell thanked the Michigan Department of Transportation and Kalamazoo Area Transportation Study for work on obtaining financial support through the Transportation Alternatives Program.

Gisler reported the Kalamazoo County 2021 budget is complete. The budget is similar to prior year with an operating budget just over 110-million-dollars. Questions remain about state revenue sharing, property tax rates, and what the 2022 budget will look like.

Worden stated the Road Commission of Kalamazoo County (RCKC) is developing contingency plans for snow removal in case RCKC staff are impacted by COVID. Worden thanked Stepek for removing the Sprinkle Road project from today's Transportation Improvement Program Amendments. RCKC is hopeful to obtain a portion of the Kalamazoo River Superfund money to replace the Travis Drain.

Thompson reported Comstock Township growth continues. A Dollar General opens downtown today and other businesses are coming in. Thompson's term as Policy Committee Chair expires. Thompson remains optimistic and would like to be re-elected; he thanked the group for support.

## ADJOURNMENT

There being no other business, Chair Randy Thompson adjourned the October 28, 2020 Policy Committee Meeting at 9:32 a.m.

**Next Meeting: Wednesday, November 18, 2020 - 9:00 a.m.**

DRAFT



## KALAMAZOO AREA TRANSPORTATION STUDY

### TECHNICAL COMMITTEE MEETING DRAFT MINUTES OCTOBER 8, 2020 - 9:00 A.M.

#### CALL TO ORDER

The October 8, 2020 Technical Committee Meeting was called to order remotely at 9:01 a.m. by Chair Kathy Schultz.

#### ROLL CALL

Remote meeting attendance was recorded on the sign-in sheet.

#### MEMBERS PRESENT

Muhammad Arif	City of Portage
Rebekkah Ausbury	Road Commission of Kalamazoo County
Mickey Bittner	Village of Paw Paw
Jeff Franklin	Michigan Department of Transportation, Statewide Planning
Kendra Gwin	City of Portage
Jamie Harmon	City of Portage
Jeff Heppler	Village of Augusta
Joel Hoort	Van Buren County Road Commission
Lotta Jarnefelt	Kalamazoo County
Anthony Ladd	City of Kalamazoo
Ryan Minkus, Vice-Chair	Road Commission of Kalamazoo County
Kyle Mucha	City of Portage
Jesse Okeley	City of Kalamazoo
Michelle O'Neill	Michigan Department of Transportation, TSC
Katie Reilly	City of Kalamazoo
Ryan Russell	Village of Schoolcraft
Brian Sanada	Michigan Department of Transportation, Region
Kathy Schultz, Chair	Central County Transportation Authority
Jodi Stefforia	Comstock Township
Nancy Stoddard	City of Parchment
Greg Vliestra	Kalamazoo County Transportation Authority
George Waring	City of Kalamazoo
Tim Woodhams	Village of Mattawan

#### OTHERS PRESENT

Phil Doorlag	Wightman & Associates
Ryan Gladding	Michigan Department of Transportation
Anna Horner	Oshtemo Township
Larry Hummel	Hubbell, Roth and Clark
Colten Hutson	Oshtemo Township
Robert Maffeo	MDOT, Statewide Urban Travel Analysis
Megan Mickelson	Kalamazoo Area Transportation Study
Jesse Morgan	Hubbell, Roth and Clark
Nick Morrow	City of Kalamazoo, Engineering
Fred Nagler	Kalamazoo Area Transportation Study
Elizabeth Rumick	Kalamazoo Area Transportation Study
Hailey Savola	Hubbell, Roth and Clark
Paul Selden	Bike Friendly Kalamazoo
Steve Stepek	Kalamazoo Area Transportation Study
Ali Townsend	Kalamazoo Area Transportation Study

## **CHANGES OR ADDITIONS TO THE AGENDA**

No changes or additions to the agenda were made.

## **APPROVAL OF THE AGENDA**

MOTION by Heppler, SECOND by Minkus, ***“to approve the October 8, 2020 Technical Committee Agenda.”*** MOTION APPROVED.

## **MINUTES FROM THE SEPTEMBER 10, 2020 MEETING**

MOTION by Jarnefelt, SECOND by Arif, ***“to approve the minutes from the September 10, 2020 Technical Committee Meeting.”*** MOTION APPROVED.

## **POLICY COMMITTEE REPORT**

Steppek reported the Kalamazoo Area Transportation Study (KATS) Policy Committee met last week. The committee discussed the Goals and Objectives for the Metropolitan Transportation Plan and heard an excellent, informative presentation by Pete Pfeiffer of the Michigan Department of Transportation (MDOT) on three large upcoming construction projects. KATS appreciates and thanks MDOT staff for putting together the presentation. Schultz asked if the same presentation would be given to the Technical Committee. Stepek responded it could be and that the presentation is available on the KATS website.

## **PUBLIC COMMENTS**

Selden of Bike Friendly Kalamazoo (BFK) congratulated and thanked the City of Portage Parks and Recreation for a highly publicized and successful Bike Light Giveaway held last evening at Celery Flats. Selden suggested other agencies hold similar giveaways. They could be held in conjunction with the 10<sup>th</sup> Annual Kalamazoo City Bike Week planned for May 8, 2021 to May 15, 2021.

## **FY 20-23 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS**

Steppek reported the TIP Amendments were included in the packet. Changes were incorporated into a new version which was issued, distributed, and updated in the packet yesterday. The last-minute changes are mostly local cost additions to a large number of Road Commission of Kalamazoo County (RCKC) jobs. None of the amendments have federal cost changes. The local East G Avenue project was an addition that will use another apportionment of the Highway Infrastructure Program funding. This was the next job down on the prioritization list. It will be programmed for obligation in 2021 with construction in 2021 or 2022. Schultz inquired what the limits of the Sprinkle Road project are. Stepek and Minkus explained Sprinkle Road is actually two different jobs. The first one is an advance construct from N Avenue to I-94, to be done in 2021. Both projects together covering Sprinkle from Milham to I-94, have a federal cost of \$1 million dollars, the conversion of which is in 2022. RCKC hopes to bundle both jobs together for bid. Schultz and Minkus discussed that Sprinkle Road will be used for a detour route on the upcoming MDOT I-94 project. The hope is this project will be done quickly and possibly early, keeping in mind possible flexibility to move detours. Minkus thanked Stepek for work to get the last-minute amendments processed.

MOTION by Minkus, SECOND by Stefforia, ***“to approve the FY 20-23 Transportation Improvement Program Amendments.”*** MOTION APPROVED.

## **GOALS AND OBJECTIVES FOR METROPOLITAN TRANSPORTATION PLAN**

Steppek reported the Goals and Objectives for the Metropolitan Transportation Plan have been out for feedback for several months. Two copies are included in the packet. One is a clean draft incorporating all comments received; a second copy highlights changes in red. Also included in the packet is the National Transportation Performance Measures Fact Sheet which outlines the baseline federal requirements for performance measures. Minkus reiterated that Goal 2 states use of



International Roughness Index (IRI) measures for bridge decks and non-interstate pavement. Stepek stated IRI will be taken off bridge deck and non-interstate pavement condition and the correction will be made for the Policy Committee. Minkus said it was previously discussed that a goal would be added that the remainder of the federal system would be based on Pavement Surface Evaluation and Rating. Stepek responded that KATS has not yet established a measure for that goal. The committee can discuss it and add a measure and establish what the goal would be.

**MOTION by Heppler, SECOND by Vliestra, “to approve the Goals and Objectives for Metropolitan Transportation Plan with the correction of taking out IRI Index measures related to bridge decks and non-interstate pavement as discussed.” MOTION APPROVED.**

## **METROPOLITAN TRANSPORTATION PLAN CALL FOR PROJECTS DISCUSSION**

Stepek stated this is a reminder to fill out the project application for all planned, anticipated, or illustrative transportation projects within the Kalamazoo Area Transportation Study (KATS) Planning Area. Projects should reflect an agency's five-year Capital Improvement Program (CIP) and additional large-scale capacity change projects including expansions or diets. KATS needs to model the projects and put them in the long-range plan or the agency will not be eligible for federal dollars. The deadline for Metropolitan Transportation Plan Projects is October 23, 2020. Heppler asked if only those roads eligible for KATS or federal funds should be included. Stepek responded that is correct, it only applies to federal aid eligible roads. KATS can assist in determining which roads are eligible.

## **FY 21 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENT SCHEDULE**

Referring to the FY 21 Transportation Improvement Program (TIP) Amendment Schedule included in the packet, Stepek explained the schedule shows when TIP Amendments are due to Kalamazoo Area Transportation Study for each amendment cycle. The schedule is included for your information. Note that the schedule continues every other month.

## **PUBLIC TRANSPORTATION UPDATES**

Schultz reported Metro is experiencing a shortage of bus drivers and will be eliminating routes currently operating at the half-hour down to operating only at the hour. Routes impacted include Westnedge, Gull Road, Portage Road, West Main, and Lovell. Effective Monday October 12, 2020, service hours will end at 6:15 p.m. as opposed to the current 10:00 p.m. Most of Metro staff is on quarantine due to COVID impact. Metro does not have enough staff to maintain the current fixed route system. Metro Connect is not affected and can be used as back-up. Metro continues to service Western Michigan University. Metro staff are welcoming feedback from the community on the reduction in service. As part of a Housing and Urban Development project with the City of Kalamazoo, Metro continues improvements of bus stops and shelters. Another 20 or 30 bus stops will be updated in Spring of 2021. Metro plans to participate in the first ever virtual Bronco Bash and invites attendees to log-in tonight from 4:00 p.m. – 7:00 p.m.

## **STATUS REPORTS**

### **ROADS-**

Road Commission of Kalamazoo County Non-motorized:

- Drake Road Trail: Paving is complete. Doing restoration work and some curb ramps. Looking to wrap it up.
- KRVt: In Galesburg, working on restoration, mostly done, punch list items.
- Stadium Drive in Oshtemo: Sidewalks 90% done.

Road Commission of Kalamazoo County Road Updates:

- Drake Road: Currently paving. Only one lane open in each direction. Lots of delays.
- U Avenue West of 131: Paving.

RCKC Other Updates:

- Working to project design for 2021 and 2022.

Harmon updated City of Portage South Westnedge Avenue/Shaver Road Reconstruction project is complete with punch list items remaining and a walkthrough will be scheduled soon. South Westnedge Avenue Signal Improvements at Idaho Avenue and Dawnlee Avenue are under way. East Milham Avenue Reconstruction project is finishing up water permit and easements, planning to submit in October for January bid letting.

Ladd reported the City of Kalamazoo Oakland Drive project is complete. The road will open later today to both north and southbound traffic. The Cork Street project is scheduled to finish in early November. The City is making final preparations on the Howard Street pathway and Portage Street which are going to bid later this year for construction in 2021.

Sanada of the Michigan Department of Transportation, reported today's Pedestrian Bike Committee meeting was changed to October 29, 2020 at 1:30 p.m. The main agenda item will be the updated pedestrian bicycle guide/map. The agenda and Teams Meeting notification were sent to 70 people. Contact Sanada for an invitation.

O'Neill reported Michigan Department of Transportation (MDOT) US-131 Business Route project is complete and slated to open tomorrow. Paving on I-94 is complete. I-94 work between Lovers Lane and Sprinkle Road will continue into November with lane and ramp closures at night. MDOT construction season is wrapping up. O'Neill stated MDOT has discussed the possibility of staff shortages during a winter storm event caused by the COVID illness and asked what other agencies are doing. Would it be possible to partner with local agencies for plowing if needed? Minkus stated the Road Commission of Kalamazoo County has had conversations with the City of Portage and the City of Kalamazoo to pull drivers if or when needed and would be willing to include MDOT. It is a good idea to ensure there is an agreement and plan in place.

Heppler stated the Michigan Department of Transportation railway work on the east side of the Village of Augusta is complete. The Village of Augusta is preparing bid lists for next year and as part of the 5-year road improvement plan.

#### **LAND USE/PLANNING AND ZONING-**

Reilly reported the City of Kalamazoo is working on updating downtown zoning. Downtown 1, 2, and 3 zones were approved by the Planning Commission and are headed to the City Commission. An update to the Natural Feature Protection Map is on next month's Planning Commission Agenda.

Jarnefelt reported a Kalamazoo County Solid Waste Management Planning Committee continues to be formed. The draft guideline for the revision of the street naming and addressing policy process is ongoing. Kalamazoo County approved a data exchange agreement called a My Sale Agreement, with the State of Michigan. The County provides parcel data and address point data to the State for their internal use. In return, the County gets aerial imagery from the State. The State flies on a five-year cycle. The eastern half of Kalamazoo County was flown in 2019, the western half was flown in 2020. Although the State aerials are much lower resolution than the County's Pictometry imagery, they offer more recent data. Stefforia asked if the entire County was flown in 2020. Jarnefelt responded only the western half was flown in 2020. The 2020 aerials are in quality control and Jarnefelt will let everyone know when they are available. The 2019 aerials of the eastern half of the County are available now.

Stoddard announced the City of Parchment Master Plan has been out for public comment for 63 days. The City will be working on Planned Unit Development at the end of the month and is close to finishing the Master Plan.

## **NEW BUSINESS**

Minkus with the Road Commission of Kalamazoo County stated he met with a member of the Regional Bridge Council. The Village of Augusta and the Road Commission of Kalamazoo County previously submitted Resolutions of Support for Bridge Funding Applications. The Council received 77 applications for the region, for a total request of \$42 million dollars. The Council had over \$4 million dollars to award. Forty-five resolutions were for preventative maintenance totaling \$5 million dollars, 5 were for rehabs for \$5 million dollars and 27 were replacements for \$32 million dollars. The Council selected 2 preventative maintenance resolutions, 3 rehabs and 2 replacements to recommend to the state for funding.

O'Neill who resides in Texas Township, noting no representative from there is present today, mentioned the Township enacted a special assessment of \$60 per buildable parcel for road funding 9 years ago which expires after 10 years. The Township has proposed doubling that amount for the next 10 years. At the first public hearing held earlier this week, the assessment district boundary was set, and public comments were taken. A second public hearing will be held to set the dollar amount of the special assessment.

Schultz announced Metro is hiring bus drivers. Please along the information to anyone with a CDL interested in driving a bus. Metro is also looking for operations supervisors and maintenance staff.

## **PUBLIC COMMENTS**

Selden, from Bike Friendly Kalamazoo thanked the Road Commission of Kalamazoo County and all agencies for work on non-motorized projects. The next Kalamazoo Bike Program Steering Committee meeting will be held December 9, 2020 from 4:00 p.m. to 5:00 p.m. The next Kalamazoo Region Bike Route Committee meeting is October 20, 2020 from 11:00 a.m. to noon.

## **ADJOURNMENT**

Schultz cited the possibility of the cancellation of the November meeting. There being no other business, the October 8, 2020 Technical Committee Meeting was adjourned at 9:48 a.m.

*The next meeting of the Kalamazoo Area Transportation Study Technical Committee will be held on Thursday, November 5, 2020 at 9:00 a.m.*



## 2020 MONTHLY PERMITS BY JURISDICTION

### MONTH OF NOVEMBER 2020

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	10	\$ 11,004
COMSTOCK	ELECTRICAL	11	\$ 2,319
COMSTOCK	MECHANICAL	14	\$ 2,769
COMSTOCK	PLUMBING	6	\$ 1,144
COMSTOCK	SPECIAL - JURISDICTION	-	\$ -
COMSTOCK	SPECIAL - HOMEOWNER	2	\$ 110
<b>TOTAL COMSTOCK</b>		<b>43</b>	<b>\$ 17,346</b>
KALAMAZOO	BUILDING	12	\$ 7,072
KALAMAZOO	ELECTRICAL	17	\$ 2,285
KALAMAZOO	MECHANICAL	27	\$ 3,984
KALAMAZOO	PLUMBING	4	\$ 410
KALAMAZOO	SPECIAL - JURISDICTION	2	\$ 110
KALAMAZOO	SPECIAL - HOMEOWNER	-	\$ -
<b>TOTAL KALAMAZOO</b>		<b>62</b>	<b>\$ 13,861</b>
PARCHMENT	BUILDING	2	\$ 350
PARCHMENT	ELECTRICAL	17	\$ 4,944
PARCHMENT	MECHANICAL	-	\$ -
PARCHMENT	PLUMBING	-	\$ -
PARCHMENT	SPECIAL - JURISDICTION	-	\$ -
PARCHMENT	SPECIAL - HOMEOWNER	-	\$ -
<b>TOTAL PARCHMENT</b>		<b>19</b>	<b>\$ 5,294</b>
PINE GROVE	BUILDING	6	\$ 1,423
PINE GROVE	ELECTRICAL	9	\$ 1,275
PINE GROVE	MECHANICAL	8	\$ 1,236
PINE GROVE	PLUMBING	-	\$ -
PINE GROVE	SPECIAL - JURISDICTION	-	\$ -
PINE GROVE	SPECIAL - HOMEOWNER	2	\$ 2
<b>TOTAL PINE GROVE</b>		<b>25</b>	<b>\$ 3,936</b>
RICHLAND	BUILDING	13	\$ 12,682
RICHLAND	ELECTRICAL	13	\$ 3,397
RICHLAND	MECHANICAL	12	\$ 3,207
RICHLAND	PLUMBING	11	\$ 2,818
RICHLAND	SPECIAL - JURISDICTION	-	\$ -
RICHLAND	SPECIAL - HOMEOWNER	-	\$ -
<b>RICHLAND</b>		<b>49</b>	<b>\$ 22,104</b>
RICHLAND VILLAGE	BUILDING	-	\$ -
RICHLAND VILLAGE	ELECTRICAL	-	\$ -
RICHLAND VILLAGE	MECHANICAL	2	\$ 390
RICHLAND VILLAGE	PLUMBING	1	\$ 100
RICHLAND VILLAGE	SPECIAL - JURISDICTION	-	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	-	\$ -
<b>TOTAL RICHLAND VILLAGE</b>		<b>3</b>	<b>\$ 490</b>
<b>TOTAL</b>		<b>201</b>	<b>\$ 63,031</b>

REVENUE	REVENUE
NOVEMBER 2019	% PREV YEAR MONTH
<b>\$ 37,918</b>	<b>166.2%</b>

PERMITS	PERMITS
NOVEMBER 2019	% 2019 - YTD
<b>181</b>	<b>111.0%</b>



2020 MONTHLY PERMITS BY JURISDICTION

YEAR TO DATE AS OF: NOVEMBER 2020

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	115	\$ 59,831
COMSTOCK	ELECTRICAL	127	\$ 24,457
COMSTOCK	MECHANICAL	170	\$ 36,890
COMSTOCK	PLUMBING	70	\$ 11,929
COMSTOCK	SPECIAL - JURISDICTION	12	\$ 660
COMSTOCK	SPECIAL - HOMEOWNER	13	\$ 715
<b>TOTAL COMSTOCK</b>		<b>507</b>	<b>\$ 134,482</b>
KALAMAZOO	BUILDING	125	\$ 34,490
KALAMAZOO	ELECTRICAL	148	\$ 31,828
KALAMAZOO	MECHANICAL	230	\$ 35,341
KALAMAZOO	PLUMBING	88	\$ 12,151
KALAMAZOO	SPECIAL - JURISDICTION	44	\$ 2,118
KALAMAZOO	SPECIAL - HOMEOWNER	27	\$ 1,375
<b>TOTAL KALAMAZOO</b>		<b>662</b>	<b>\$ 117,302</b>
PARCHMENT	BUILDING	12	\$ 89,634
PARCHMENT	ELECTRICAL	27	\$ 7,153
PARCHMENT	MECHANICAL	22	\$ 7,169
PARCHMENT	PLUMBING	8	\$ 1,181
PARCHMENT	SPECIAL - JURISDICTION	8	\$ 440
PARCHMENT	SPECIAL - HOMEOWNER	0	\$ -
<b>TOTAL PARCHMENT</b>		<b>77</b>	<b>\$ 105,577</b>
PINE GROVE	BUILDING	36	\$ 12,680
PINE GROVE	ELECTRICAL	61	\$ 9,462
PINE GROVE	MECHANICAL	58	\$ 8,757
PINE GROVE	PLUMBING	10	\$ 1,966
PINE GROVE	SPECIAL - JURISDICTION	1	\$ 55
PINE GROVE	SPECIAL - HOMEOWNER	6	\$ 212
<b>TOTAL PINE GROVE</b>		<b>172</b>	<b>\$ 33,132</b>
RICHLAND	BUILDING	101	\$ 74,867
RICHLAND	ELECTRICAL	108	\$ 22,691
RICHLAND	MECHANICAL	122	\$ 21,655
RICHLAND	PLUMBING	78	\$ 15,572
RICHLAND	SPECIAL - JURISDICTION	0	\$ -
RICHLAND	SPECIAL - HOMEOWNER	2	\$ 110
<b>TOTAL RICHLAND</b>		<b>411</b>	<b>\$ 134,895</b>
RICHLAND VILLAGE	BUILDING	2	\$ 320
RICHLAND VILLAGE	ELECTRICAL	0	\$ -
RICHLAND VILLAGE	MECHANICAL	6	\$ 1,145
RICHLAND VILLAGE	PLUMBING	5	\$ 801
RICHLAND VILLAGE	SPECIAL - JURISDICTION	0	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	0	\$ -
<b>TOTAL RICHLAND VILLAGE</b>		<b>13</b>	<b>\$ 2,266</b>
<b>TOTAL</b>	<b>YTD</b>	<b>1842</b>	<b>527,655</b>

REVENUE	REVENUE
YTD - NOVEMBER 2019	% 2019 - YTD
\$ 607,285	86.9%

REVENUE
% 2020 YTD BUDGET
95.0%

PERMITS	PERMITS
YTD - NOVEMBER 2019	% 2019 - YTD
2257	81.6%

2020 MONTHLY CUMULATIVE TOTALS			
# PERMITS	REVENUE		
168	\$	37,096	JAN
126	\$	28,390	FEB
125	\$	27,832	MAR
2	\$	305	APRIL
190	\$	42,490	MAY
220	\$	153,662	JUNE
214	\$	39,964	JULY
192	\$	35,780	AUG
185	\$	45,266	SEPT
219	\$	53,839	OCT
201	\$	63,031	NOV
-	\$	-	DEC
1,842		527,655	2020

**CITY OF PARCHMENT (MICHIGAN) SEWER FUND**

**COMPARATIVE STATEMENT OF NET POSITION**

	<b>As of</b>		
	<b>6/30/2017</b>	<b>6/30/2018</b>	<b>6/30/2019</b>
	<b>(-----Per Audit-----)</b>		
<b>Assets</b>			
Current Assets:			
Cash & Investments	\$336,709	\$337,404	\$291,283
Account receivable	113,811	124,868	9,025
Total Current Assets	<u>450,520</u>	<u>462,272</u>	<u>300,308</u>
Noncurrent Assets:			
Capital assets being depreciated	421,250	409,273	389,696
Total Assets	<u><u>\$871,770</u></u>	<u><u>\$871,545</u></u>	<u><u>\$690,004</u></u>
<b>Deferred Outflows of Resources</b>			
Pension	<u>16,942</u>	<u>17,266</u>	<u>25,180</u>
<b>Liabilities</b>			
Current Liabilities:			
Accounts payable	\$7,836	\$14,902	\$4,906
Accrued payroll & related liabilities	1,826	556	440
Total Current Liabilities	<u>9,662</u>	<u>15,458</u>	<u>5,346</u>
Noncurrent Liabilities:			
Net OPEB liability	-	28,740	16,974
Net pension liability	190,075	178,695	126,058
Total Noncurrent Liabilities	<u>190,075</u>	<u>207,435</u>	<u>143,032</u>
Total Liabilities	<u>199,737</u>	<u>222,893</u>	<u>148,378</u>
<b>Deferred Inflows of Resources</b>			
Pension	<u>-</u>	<u>16,250</u>	<u>-</u>
<b>Net Position</b>			
Net investment in capital assets	421,250	409,273	389,696
Unrestricted	<u>267,725</u>	<u>240,395</u>	<u>177,110</u>
Total Net Position	<u>688,975</u>	<u>649,668</u>	<u>566,806</u>
Total Liabilities and Net Position	<u><u>\$888,712</u></u>	<u><u>\$872,561</u></u>	<u><u>\$715,184</u></u>

Draft 12/02/20

**CITY OF PARCHMENT (MICHIGAN) SEWER FUND**

**COMPARATIVE STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**

	Fiscal Year Ended		
	6/30/2017	6/30/2018	6/30/2019
	(-----Per Audit-----)		
<b>Operating Revenue</b>			
Charges for services	\$327,405	\$341,087	\$138,631
Penalties	4,732	4,999	1,241
	<u>332,137</u>	<u>346,086</u>	<u>139,872</u>
<b>Operating Expenses</b>			
Personnel services	187,595	166,642	74,270
Supplies	1,431	8,591	2,311
Contractual services	126,565	139,389	60,554
Utilities	2,225	2,244	2,338
Repairs & Maintenance	254	1,626	889
Subtotal	<u>318,070</u>	<u>318,492</u>	<u>140,362</u>
Depreciation	<u>20,780</u>	<u>18,457</u>	<u>19,579</u>
	<u>338,850</u>	<u>336,949</u>	<u>159,941</u>
Net operating income (loss)	<u>(6,713)</u>	<u>9,137</u>	<u>(20,069)</u>
<b>Non-Operating Revenues (Expenses)</b>			
Interest income (loss)	<u>1,725</u>	<u>2,502</u>	<u>2,207</u>
Transfer out	(51,889)	(25,000)	(65,000)
Change in net position	(56,877)	(13,361)	(82,862)
Net position, beginning of year	<u>745,852</u>	<u>663,029</u>	<u>649,668</u>
Net position, end of year	<u><u>\$688,975</u></u>	<u><u>\$649,668</u></u>	<u><u>\$566,806</u></u>

**CITY OF PARCHMENT (MICHIGAN) SEWER FUND**

**COMPARATIVE DETAIL OF OPERATING EXPENSES**

	Fiscal Year Ended				Test Year	Multiplier
	6/30/2018	6/30/2019	6/30/2020	6/30/2021		
	(-----)	Per Client	-----	-----		
<b>Operating Expenses</b>						
Dept: 000.000						
702.000 Payroll - Full Time	\$43,930	\$30,773	\$35,385	\$22,000	\$22,000	3.0%
703.000 Payroll - Part Time	2,119	6,183	-	-	-	0.0%
715.000 Social Security	2,834	2,272	2,137	1,400	1,400	3.0%
716.000 Hospital/Life Insurance	15,820	17,236	15,964	7,300	7,300	3.0%
716.001 Insurance Deductible	317	-	750	500	500	2.0%
718.000 Pension	17,249	(81,448)	11,348	9,300	9,300	2.0%
720.000 Worker's Compensation	849	722	814	500	500	2.0%
721.000 Unemployment Compensation	1,448	-	-	-	-	0.0%
722.000 Medicare	663	532	500	320	320	2.0%
730.000 Postage	1,624	1,391	-	-	-	0.0%
740.000 Operating Supplies	1,594	859	-	-	-	0.0%
746.000 Gasoline & Oil	124	61	-	-	-	0.0%
775.000 Repairs & Maintenance Supplies	1,626	433	274	-	-	0.0%
800.000 Professional/Contractual Serv.	-	-	-	-	[1]	2.0%
805.000 Computer Services	1,899	1,250	-	-	-	0.0%
807.000 Sewer Treatment Charges	97,528	35,029	-	-	-	0.0%
815.000 Uniform Rental	278	422	386	500	500	2.0%
850.000 Communications	34	-	-	-	-	0.0%
910.000 Insurance & Bonds	11,528	13,137	10,522	10,400	10,400	2.0%
920.000 Utilities	2,244	2,338	2,240	2,300	2,300	2.0%
930.000 Repair & Maint. Contractors	33,241	10,716	-	15,000	15,000	2.0%
960.000 Administrative Overhead	82,000	98,000	88,000	88,000	88,000	2.0%
968.000 Depreciation	-	-	-	-	[2]	0.0%
999.000 Transfer to other Fund	25,000	65,000	-	-	-	0.0%
<b>Total Sewer Plant Operations Expenses</b>	<b>\$343,949</b>	<b>\$204,905</b>	<b>\$168,320</b>	<b>\$157,520</b>	<b>\$157,520</b>	

[1] Repairs & Maintenance Supplies expense is removed from this section of the report. This expense is included in Prein&Newhof's capital improvement forecast.

[2] Depreciation is removed from this report as this study is performed on the cash basis.



CITY OF PARCIMENT (MICHIGAN) SEWER FUND

CASH FLOW ANALYSIS - SCENARIO ONE

	2020/21 Jul. - Sep.	One Time Increase	2020/21 Oct. - Jun.	One Time Increase	2021/22	2022/23	2023/24	2024/25
Assumptions								
Sewer surcharge	25% \$10,613	10.00%	35% \$44,576	120.00%	155% \$263,211	155% \$263,211	155% \$263,211	155% \$263,211
Revenue received per year through the City of Kalamazoo [1]								
Typical City homeowner's quarterly sewer bill								
Charges from City of Kalamazoo								
City surcharge	\$59.75 \$14.94		\$59.75 \$20.91		\$59.75 \$92.61	\$59.75 \$92.61	\$59.75 \$92.61	\$59.75 \$92.61
Total typical City homeowner's quarterly sewer bill (assumes 50 cubic meters/quarter)	\$74.69		\$80.66		\$152.36	\$152.36	\$152.36	\$152.36
Revenue								
Sewer surcharge revenue	\$10,613		\$44,576		\$263,211	\$263,211	\$263,211	\$263,211
Other	450		1,350		1,800	1,800	1,800	1,800
Total revenue	11,063		45,926		265,011	265,011	265,011	265,011
Less: Total operating expenditures	(39,380)		(118,140)		(160,977)	(164,513)	(168,129)	(171,827)
Net operating revenue	(28,317)		(72,214)		104,033	100,497	96,881	93,183
Less: Estimated cash funded recurring costs								
Estimated cash funded sanitary - non-pipe assets	-		(20,700)		(21,100)	(21,500)	(22,000)	(22,400)
Estimated debt service #1 2021/22 bonds [2]	-		(780)		(810)	(810)	(840)	(24,000)
Estimated debt service #2 2026/27 bonds [3]	-		-		(11,000)	(45,000)	(45,000)	(45,000)
Estimated debt service #3 2036/37 bonds [4]	-		-		-	-	-	-
Net cash flow	(28,317)		(93,694)		\$71,123	\$33,187	\$29,041	\$1,783
Cash & investments	\$164,674		\$42,664		\$113,787	\$146,974	\$176,016	\$177,799

[1] Based on \$29,757 of revenue billed by the City of Kalamazoo in 2019 for three quarters with sewer rate increase effective in 2020.

[2] Estimated debt service payments based on a \$1,319,000 40-year bond issue and current USDA intermediate rate (1.750%).

[3] Estimated debt service payments based on a \$940,000 40-year bond issue and current USDA intermediate rate (1.750%).

[4] Estimated debt service payments based on a \$767,000 40-year bond issue and current USDA intermediate rate (1.750%).

CITY OF PARCIMENT (MICHIGAN) SEWER FUND

(Continued)

CASH FLOW ANALYSIS - SCENARIO ONE

	2025/26	One Time Increase	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Assumptions								
Sewer surcharge	155%		180%	180%	180%	180%	180%	180%
Revenue received per year through the City of Kalamazoo [1]	\$263,211		\$305,664	\$305,664	\$305,664	\$305,664	\$305,664	\$305,664
Typical City homeowner's quarterly sewer bill								
Charges from City of Kalamazoo								
City surcharge	\$59.75		\$59.75	\$59.75	\$59.75	\$59.75	\$59.75	\$59.75
Total typical City homeowner's quarterly sewer bill	\$92.61		\$107.55	\$107.55	\$107.55	\$107.55	\$107.55	\$107.55
(assumes 50 cubic meters/quarter)	\$152.36		\$167.30	\$167.30	\$167.30	\$167.30	\$167.30	\$167.30
Revenue								
Sewer surcharge revenue	\$263,211		\$305,664	\$305,664	\$305,664	\$305,664	\$305,664	\$305,664
Other	1,800		1,800	1,800	1,800	1,800	1,800	1,800
Total revenue	265,011		307,464	307,464	307,464	307,464	307,464	307,464
Less: Total operating expenditures	(175,609)		(179,477)	(183,433)	(187,480)	(191,618)	(195,851)	(200,181)
Net operating revenue	89,401		127,987	124,030	119,984	115,846	111,613	107,283
Less: Estimated cash funded recurring cost	(22,900)		(23,300)	(23,800)	(24,300)	(24,700)	(25,200)	(25,700)
Estimated cash funded sanitary - non-pipe assets	-		(17,250)	-	-	-	-	-
Estimated debt service #1 2021/22 bonds [2]	(45,000)		(45,000)	(45,000)	(45,000)	(45,000)	(45,000)	(45,000)
Estimated debt service #2 2026/27 bonds [3]	-		(8,000)	(32,000)	(32,000)	(32,000)	(32,000)	(32,000)
Estimated debt service #3 2036/37 bonds [4]	-		-	-	-	-	-	-
Net cash flow	\$21,501		\$34,437	\$23,230	\$18,684	\$14,146	\$9,413	\$4,583
Cash & investments	\$199,300		\$233,737	\$256,967	\$275,652	\$289,797	\$299,210	\$303,793

[1] Based on \$29,757 of revenue billed by the City of Kalamazoo in 2019 for three quarters with sewer rate increase effective in 2020.

[2] Estimated debt service payments based on a \$1,319,000 40-year bond issue and current USDA intermediate rate (1.750%).

[3] Estimated debt service payments based on a \$940,000 40-year bond issue and current USDA intermediate rate (1.750%).

[4] Estimated debt service payments based on a \$767,000 40-year bond issue and current USDA intermediate rate (1.750%).

**CITY OF PARCHMENT (MICHIGAN) SEWER FUND**

**CASH FLOW ANALYSIS - SCENARIO ONE**

(Continued)

	2032/33	2033/34	2034/35	2035/36	One Time Increase	2036/37	2037/38	2038/39	2039/40
<b>Assumptions</b>					35.00%				
Sewer surcharge	180%	180%	180%	180%		215%	215%	215%	215%
Revenue received per year through the City of Kalamazoo [1]	\$305,664	\$305,664	\$305,664	\$305,664		\$365,099	\$365,099	\$365,099	\$365,099
<i>Typical City homeowner's quarterly sewer bill</i>									
<i>Charges from City of Kalamazoo</i>									
<i>City surcharge</i>	\$59.75	\$59.75	\$59.75	\$59.75		\$59.75	\$59.75	\$59.75	\$59.75
<i>Total typical City homeowner's quarterly sewer bill</i>	\$107.55	\$107.55	\$107.55	\$107.55		\$128.46	\$128.46	\$128.46	\$128.46
<i>(assumes 50 cubic meters/quarter)</i>	\$167.30	\$167.30	\$167.30	\$167.30		\$188.21	\$188.21	\$188.21	\$188.21
<b>Revenue</b>									
Sewer surcharge revenue	\$305,664	\$305,664	\$305,664	\$305,664		\$365,099	\$365,099	\$365,099	\$365,099
Other	1,800	1,800	1,800	1,800		1,800	1,800	1,800	1,800
Total revenue	307,464	307,464	307,464	307,464		366,899	366,899	366,899	366,899
Less: Total operating expenditures	(204,609)	(209,139)	(213,773)	(218,513)		(223,361)	(228,321)	(233,395)	(238,585)
Net operating revenue	102,855	98,325	93,691	88,951		143,537	138,578	133,504	128,313
Less: Estimated cash funded recurring cost									
Estimated cash funded sanitary - non-pipe assets	(26,300)	(26,800)	(27,300)	(27,900)		(28,400)	(29,000)	(29,600)	(30,200)
Estimated debt service #1 2021/22 bonds [2]	(45,000)	(45,000)	(45,000)	(45,000)		(45,000)	(45,000)	(45,000)	(45,000)
Estimated debt service #2 2026/27 bonds [3]	(32,000)	(32,000)	(32,000)	(32,000)		(32,000)	(32,000)	(32,000)	(32,000)
Estimated debt service #3 2036/37 bonds [4]	-	-	-	-		(7,000)	(27,000)	(27,000)	(27,000)
Net cash flow	(\$445)	(\$5,475)	(\$10,609)	(\$15,949)		\$31,137	\$5,578	(\$96)	(\$5,887)
<i>Cash &amp; investments</i>	\$303,348	\$297,873	\$287,264	\$271,315		\$302,452	\$308,030	\$307,934	\$302,047

[1] Based on \$29,757 of revenue billed by the City of Kalamazoo in 2019 for three quarters with sewer rate increase effective in 2020.

[2] Estimated debt service payments based on a \$1,319,000 40-year bond issue and current USDA intermediate rate (1.750%).

[3] Estimated debt service payments based on a \$940,000 40-year bond issue and current USDA intermediate rate (1.750%).

[4] Estimated debt service payments based on a \$767,000 40-year bond issue and current USDA intermediate rate (1.750%).

# CITY OF PARCHEMENT (MICHIGAN) SEWER FUND

## SCHEDULE OF RATES AND CHARGES

	7/1/2018 to 3/31/2019	4/1/2019 to 3/31/2020	3/31/2020 to 9/30/2020	10/1/2020 to present
Demand Charge	\$30.00	\$12.18	\$14.20	\$14.20
Commodity Charge (per 100 cubic feet)	\$4.75			
Commodity Charge (per cubic meter)		\$0.87	\$0.91	\$0.91
Flat rate		\$85.53	\$92.40	\$92.40
<i>Charges from City of Kalamazoo</i>		\$55.68	\$59.70	\$59.75
<i>City surcharge</i>		\$13.92	\$14.93	\$20.91
<i>Typical homeowner's quarterly bill (assumes 50 cubic meters /1,765 cubic feet per quarter)</i>	\$113.87	\$69.60	\$74.69	\$80.66

Draft 12/02/20





UNIFORM LISTING AGREEMENT ("AGREEMENT") OF THE  
GREATER KALAMAZOO ASSOCIATION OF REALTORS® ("GKAR")  
(LIMITED DUAL AGENCY)

150080



MLS #

For office use only.

BROKER  
MEMBER  
OFFICE

Doorlag Realty Company

AGREEMENT  
DATE

12, 7, 2020

1. **DURATION AND DESCRIPTION:** In consideration of Broker's efforts to market "The Property" described below, negotiate with potential Buyers and facilitate the details of the transaction, Seller City of Parchment

whose address is 650 S. Riverview Drive

Parchment  
STREET ADDRESS

CITY

STATE

MI.

ZIP CODE

49004

hereby grants Broker until 11:59 P.M. the 7th day of May, 2021, the exclusive right to sell The Property

commonly known as 122 N. Riverview Drive

PROPERTY STREET ADDRESS

ZIP CODE

49004

☒ City, Village, Township of Parchment County of Kalamazoo, Michigan TAX ID # 3906-02-165-110  
(CIRCLE ONE)

A. If the property is located in a subdivision or condominium:

Lot(s): \_\_\_\_\_ Unit(s): \_\_\_\_\_ Garage: \_\_\_\_\_ Port: \_\_\_\_\_ Storage Unit: \_\_\_\_\_

to provide

NAME OF SUBDIVISION OR CONDOMINIUM PLAN

B. If unplatted, or if there is additional land, a complete legal description is required. Attach complete legal description or write complete legal description below.

to provide

2. **PRICE AND TERMS:** The price of The Property is to be (\$ 40,000.00 ) Forty Thousand \_\_\_\_\_  
dollars in cash or  
any other price, terms, or exchange to which Seller may hereafter consent. All moneys must be paid in U.S. funds.

**ALL IMPROVEMENTS AND FIXTURES ARE INCLUDED** in the purchase price, including, if now in or on The Property, the following: antennas and/or satellite dishes including all accessories and complete rotor equipment (unless rented); all landscaping, including all plantings; landscape lighting; ceiling fans; lighting fixtures, light bulbs, and their shades; built-in sound system wiring and built-in speakers; wall mounted hardware for TV's (excluding TV); security systems; fireplace doors, screens and grates; wood burners and fireplace inserts; drapery and curtain hardware; window shades and blinds; wall to wall carpeting; screens, storm windows and doors; stationary laundry tubs; all water conditioning equipment (unless rented); water heaters (unless rented); sump pumps; heating and air conditioning equipment (excluding window units); LP tanks (unless rented); water pump and pressure tank; underground sprinkling system; built-in kitchen appliances; awnings; mail boxes; garage door openers and transmitters; attached work benches; all attached shelving; stationary outdoor grills; storage sheds; pool and pool equipment; fencing; affixed outdoor play equipment; affixed: smoke/fire detectors, carbon monoxide detectors, thermostats, timers, and under-cabinet appliances; invisible fencing and controllers; hot tub and/or spa and all related equipment; and

except the following **RESERVED ITEMS:** \_\_\_\_\_

Rented Items: \_\_\_\_\_

Rented from: \_\_\_\_\_

3. **LEAD-BASED PAINT:** Seller acknowledges being informed of Seller's responsibility for compliance under 42 U.S.C. 4852d, regarding the disclosure of lead-based paint hazards to potential Buyers. ☐ Seller represents that the above-described residential dwelling was constructed after 12/31/77 and is thereby exempt under 42 U.S.C. 4852d, regarding lead-based paint disclosure regulations.

4. **RESIDENCE EXEMPTION:** Seller represents that the current Homeowner's Principal Residence Exemption on The Property is Exempt %. Seller agrees to promptly notify Broker and Buyer, if any, in writing of any rescission of their current Principal Residence Exemption and/or any other change/s that may directly affect the exempt status of The Property prior to closing. Seller further agrees to notify Broker of any changes resulting from any reassessment notices.

5. **REQUIRED INFORMATION:** Mortgage/s: Lender name \_\_\_\_\_ Account # \_\_\_\_\_  
Other Lenders/Liens/Balances: \_\_\_\_\_  
Special assessments: What: \_\_\_\_\_ Amount owed: \$ \_\_\_\_\_ Association fees: \$ \_\_\_\_\_ Buy-in fees: \_\_\_\_\_ Other: \_\_\_\_\_  
Home Owners Association: \_\_\_\_\_ Association Contact Info: \_\_\_\_\_

6. **BROKERS AND SALESPERSONS NOT REPRESENTING SELLER:** Seller has been informed by Broker that Seller may be contacted by Brokers or Salespersons who do not represent Seller and who may be representing a potential Buyer as Buyer's Agents. Seller may be contacted by an Agent representing Seller in one transaction who may subsequently act as an Agent for a Buyer in another transaction. Seller understands that an Agent working for a Buyer has a duty to disclose all information to the Buyer that the Agent knows about either Seller or The Property. Seller may also be contacted by Brokers or Salespersons who are not Agents of either the Seller or a potential Buyer. Seller understands that any information disclosed to any Agent or representative from another real estate office may be disclosed to potential Buyers.
7. **BROKER'S POLICY/POSSIBILITY OF DUAL AGENCY:** Broker, from time to time, enters into agreements with Buyers to serve as their Agent, for the purpose of arranging the purchase, lease, exchange or option of property. Seller desires that Broker include Seller's property in offerings to any such potential Buyers. Certain conflicts of interests may arise because Seller and potential Buyer have different interests to protect.  
 Seller hereby consents to this Dual Agency, and agrees that, under such circumstances, the following provisions shall govern Broker's actions:
  - A. Broker will not knowingly say anything or do anything which might place one party at a disadvantage, such as disclose personal confidences; and
  - B. Broker shall assume a role as an intermediary, facilitator, and/or mediator to assist Buyer and Seller; and
  - C. Broker shall not disclose to Buyer that Seller might accept a price other than the listing price; nor shall Broker disclose to Seller that Buyer might be willing to pay a higher price; and
  - D. The brokerage fee agreed to be paid by seller to Broker in this Listing Agreement shall remain unchanged and the entire brokerage fee shall be paid to Broker.
8. **NON-DISCRIMINATION:** Seller agrees not to discriminate because of race, color, national origin, age, sex, disability, religion, marital or familial status, and agrees to comply with any other applicable federal, State and/or local non-discrimination provisions with respect to the sale or lease of The Property.
9. **SELLER'S REPRESENTATION:** Except as otherwise disclosed in writing, Seller represents to the best of Seller's knowledge and belief that:
  - A. There are no existing violations of any laws, statutes, ordinances, regulations, orders or requirements of any governmental authority affecting The Property.
  - B. There is no pending or threatened litigation, administrative action or claim relating to The Property.
  - C. The Seller is the owner of title to The Property in the condition required for performance hereunder.
10. **RENTAL PROPERTY:** If The Property is rented now or if it shall be rented at any time during the term of this listing, Seller shall supply a copy of rental agreement to Broker and disclose the existence and terms of any oral rental agreements. Seller agrees that once a binding Buy & Sell Agreement is executed:
  - A. None of the tenants occupying The Property shall be entitled to any concessions, rebates, allowances or free rent for any period after the closing date.
  - B. Seller will not enter into any agreement pertaining to The Property or any modification of, or release from, an existing lease or rental agreement, without the prior written consent of the Buyer.
  - C. Seller shall provide copies of all leases and security deposit information to Buyer or Selling Broker within three days of the last dated acceptance of the Buy & Sell Agreement.
  - D. Seller shall notify Buyer or Selling Broker in writing of the possession rights of any person or entity, including, but not limited to, tenants. If Seller does not provide such notice and copies within such three days, Seller warrants that no other person or entity has possession rights.
11. **SELLER DISCLOSURE:** Seller acknowledges that Seller is bound by the provisions, obligations and penalties of the Michigan Seller's Disclosure Act. Seller further acknowledges that Seller is required to provide Broker or prospective Buyer or Buyer's Agent a written Seller's Disclosure Statement before the execution of a binding Buy and Sell Agreement. Seller shall provide updated Seller's Disclosure Statement if required by law. Seller acknowledges and understands that failure to provide a prospective Buyer a signed Seller's Disclosure Statement may enable Buyer to terminate an otherwise binding Buy and Sell Agreement prior to the close of sale. In addition, Seller acknowledges and understands that in the event Seller provides the Seller's Disclosure Statement after entering an otherwise binding Buy and Sell Agreement, a prospective Buyer may terminate the Buy and Sell Agreement by delivering written notice to the Seller within 72 hours after delivery of the Seller's Disclosure Statement in person, or within 120 hours after delivery of a Seller's Disclosure Statement by registered mail. Seller further acknowledges that if Broker becomes aware of any material defects in The Property, Broker is hereby authorized to disclose same to Buyer.
12. **INVESTIGATIONS:** Broker is hereby authorized to advise any prospective Buyer to have investigations performed as provided for in the GKAR Authorized Buy and Sell Agreement. Seller shall have utilities turned on for investigations.
13. **WELL/WATER QUALITY/SEPTIC EVALUATIONS:** If The Property has a private well and/or septic system, Seller acknowledges that Seller may be required to provide to Buyer an evaluation report of the well/water quality and/or septic system after a Buy and Sell Agreement is signed and prior to closing. Broker recommends that Seller obtain such evaluations in accordance with said Buy and Sell Agreement. Seller may be required by applicable governmental authority, or by contractual provisions, to pump the septic system and/or take other remedial actions regarding the well/water quality and/or septic system.
14. **CANCELLATION:** This contract can be cancelled only if Seller and Broker agree in writing.
15. **LIQUID HEATING FUEL** which is owned by Seller and located on The Property will become the property of Buyer at the time of possession. Seller shall deplete the existing supply only by normal usage.
16. **AUTHORIZATION:** Seller hereby authorizes Listing Broker to place a sign on The Property, place a lockbox (lockbox does not ensure security) on The Property, obtain information on Seller's encumbrances and utility and other costs, photograph The Property and publish pictures, advertise The Property and use the descriptive materials set forth here or on related forms. Seller authorizes Broker to restrict the presentation of any offer to purchase The Property to a time when a licensee from Listing Broker is available to advise Seller with respect to the offer.
17. **MAINTENANCE:** Seller shall be responsible to insure, secure, maintain and winterize The Property. Broker shall not be responsible or liable for such matters.
18. **OFFERS:** Upon acceptance of a Buy and Sell Agreement for The Property, Broker shall not be required to present any subsequent offers.
19. **HEIRS AND SUCCESSORS:** This contract binds Seller, Broker, their personal representatives and heirs, and anyone succeeding to their interest in The Property.



20. **LAND DIVISION ACT:** If the sale of The Property creates a land division, Seller is advised that Seller must comply with all terms and conditions of the Land Division Act and applicable local ordinances. Broker makes no representations regarding any of Seller's rights or obligations under the Land Division Act. Seller is advised to contact an attorney regarding Seller's rights and obligations under the Land Division Act.
21. **SALE or SOLD:** The terms "Sale" or "Sold" shall be deemed to include but not be limited to any exchange or trade to which Seller consents. In the event of an exchange or trade, Broker is permitted to represent and receive compensation from Seller and Buyer.
22. **PAYMENT OF BROKERAGE FEE:** Seller hereby acknowledges that Broker is entitled to payment of the brokerage fee at the time it is earned in accordance with the Brokerage Fee paragraph.
23. **EARNEST MONEY DEPOSIT:** If Seller authorizes Broker to retain all or part of Buyer's earnest money deposit pursuant to Buy and Sell Agreement, Seller agrees that Broker will receive one-half (½) of said retained earnest money deposit as a brokerage fee for services rendered, but not exceeding the total brokerage fee payable had the sale been completed. If a sale to such Buyer is subsequently completed, Broker shall be entitled to the full brokerage fee, less any amount previously received, regardless of the time the sale is completed.
24. **NOTE OR CHECK:** Broker will not be responsible for collection of earnest money deposit checks that do not clear or promissory notes on which Buyer defaults. Broker may proceed on Broker's own account to collect Broker's portion of any such note or check, assign Broker's interest without recourse to Seller or take other action as Broker may deem appropriate.
25. **CONSENT TO FEES:** Seller acknowledges that Broker may be offered placement fees, finder's fees or other consideration from service providers who become involved in the sale of The Property. Seller hereby grants Broker permission to receive such fees and/or consideration.
26. **IMPUTED KNOWLEDGE:** Imputed Knowledge is knowledge attributed to a person (because of a person's legal responsibility for another's conduct) even though the person does not have actual knowledge. Seller agrees that knowledge of information relating to the Buyer, The Property, or the transaction by Broker or Broker's licensees shall not be imputed to any other licensee affiliated with Broker.
27. **DATA LICENSE:** Seller acknowledges and represents that Seller has authority to grant and hereby does grant to Broker and Broker's Agent an irrevocable non-exclusive license to (1) use all information, sketches, photographs, digital images, video, audio, and virtual tours, and any compilation thereof (collectively the "Data") provided by Seller or Seller's third party vendor for marketing and advertising Seller's property, including producing compilations and derivatives of the Data and (2) to cooperate with Broker and Broker's licensees to enforce any and all interests, including registering and enforcing copyrights, that Seller or Seller's third party vendor may have in such Data.
28. **COUNTERPARTS/SIGNATURES:** This Agreement may be executed in one or more counterparts, each of which will be deemed to be an original copy of this Agreement and all of which, when taken together, will be deemed to constitute one Agreement. The exchange of copies of this Agreement and signature by facsimile or other similar electronic device shall constitute effective execution and delivery of this Agreement as to the parties and may be used in lieu of the original Agreement for all purposes. Copies shall be deemed to mean any duplicate, reproduction or similar exact imitation of the original executed Agreement. Signatures of the parties transmitted by facsimile or similar device shall be deemed to be their original signatures for all purposes and shall be deemed valid and binding upon the parties as if their original signatures, initials and modifications were present on the documents in the handwriting of each party. Seller shall not assert the statute of frauds or non-enforceability or validity of this Agreement because of facsimile or similar electronic device copies being used, and Seller specifically waives and relinquishes any such defense. The Seller agrees to provide an original signed document to Broker upon request.
29. **MARKETABLE TITLE:** Seller agrees to convey marketable title to The Property subject to conditions, limitations, building & use restrictions, and easements of record ("Exceptions"). As evidence of marketable title, Seller shall furnish Buyer, at Seller's expense, an Owner's Policy of Title Insurance, with standard exceptions, in the amount of the purchase price.
30. **DUE ON SALE:** Seller understands that selling or transferring The Property does not relieve Seller of any mortgage obligation or other indebtedness to which The Property is subject, unless otherwise agreed to by the lender or required by law or regulation.
31. **ACCESS AND INDEMNIFICATION:** Seller agrees to provide licensees and other parties authorized by Broker with reasonable access to The Property, including all improvements on The Property, for the purpose of showing The Property to prospective Buyers and for service providers to perform services and investigations in conjunction with a proposed sale of The Property. Once a binding Buy & Sell Agreement is executed with a potential Buyer, Seller shall have ALL utilities on for Buyer's investigations and appraisals. Utilities include, but are not limited to, electric, natural gas, propane, heating oil, sewer and water. Seller shall be solely responsible for de-winterization, re-winterization and any and all costs and procedures associated with this subparagraph. If a tenant occupies The Property, consent of the tenant is required. Seller shall cooperate to obtain the consent of the tenant. Seller is advised to verify the existence of or obtain personal property insurance through Seller's insurance agent. Broker recommends that Seller safeguard or remove all valuables and prescription medication. Seller acknowledges that neither GKAR, Multiple Listing Service ("MLS"), SWMRIC, listing and cooperating Brokers nor any of their representatives, employees, licensees or subagents, is an insurer against injury, loss or damage to person(s) or property. Seller releases and agrees to defend, indemnify and hold harmless GKAR, MLS, and all Listing Brokers and cooperating Brokers and any of their representatives, employees, licensees or subagents, from any responsibility for injury, loss or damage to person(s) or property arising out of showing The Property or resulting from the use of a lockbox (additional instructions if any, appear on following page).

Additional Instructions: \_\_\_\_\_

33. **BROKERAGE FEE:** Seller agrees to pay Broker 6 (%) percent of the purchase price, plus \$ \_\_\_\_\_ (US Funds), with a minimum fee upon sale of \$ \_\_\_\_\_, (collectively, the "Brokerage Fee"), if during said period, The Property is sold by anyone; or if anyone produces a Buyer ready, willing and able to purchase The Property; or if it shall be sold within \_\_\_\_\_ months after expiration date of this Agreement (Protection Period) to any person or persons with whom Seller, Broker or any licensed real estate broker/agent has had negotiations, offered or dealt with for the sale thereof during the listing period, unless The Property is re-listed with a licensed real estate broker. In the event an option is granted during the term of this Agreement or within the Protection Period to a proposed Buyer with whom anyone has had negotiations, offered or dealt with, for the sale thereof, during the listing period, the fee shall be deemed earned even if the option is exercised after the expiration of the Protection Period. If after expiration of the listing and prior to signing of an option The Property has been re-listed with a licensed real estate broker, the fee shall not be deemed earned.
34. **BROKER FEE SHARING INSTRUCTION:** Seller and Broker agree to offer, as compensation, a portion of the total fee due to other GKAR, MLS, and SWMRIC participants as follows:
- A. ☐ Offer sub-agency to such other MLS participants. ☒ Not offer sub-agency to such other MLS participants. (Check only (1) one)
- B. Offer as compensation, a portion of the total brokerage fee due to such other MLS participants as follows:
- (fill in a number for each blank; a flat fee amount may be included here as well)
- 0 % of the purchase price to Sub-agents with a minimum amount of \$ \_\_\_\_\_. (Only fill in if sub-agency is offered.)
- 3 % of the purchase price to Buyer agents with a minimum amount of \$ \_\_\_\_\_.
- 0 % of the purchase price to Agents not representing Buyer or Seller with a minimum amount of \$ \_\_\_\_\_.
- When an offer is received, the selling fee requested may be higher than the amount being offered. If Seller agrees to pay the higher amount, the Brokerage Fee shall be increased accordingly, but at no time shall the listing broker be required to accept a lesser fee than agreed.
35. **LEASING OF THE PROPERTY:** If Seller leases The Property or any part thereof during the term of this Agreement, Seller agrees to pay a leasing fee to Broker of \_\_\_\_\_ % of the total Rent for the first \_\_\_\_\_ months for which rent is paid plus \$ \_\_\_\_\_ ("Leasing Fee"). A Leasing Fee shall be due in the event The Property is leased during the Protection Period by anyone with whom Seller, Broker or any licensed real estate broker/agent has had negotiations, offered or dealt with for the sale or lease of The Property during the period of the Agreement. For purposes of this paragraph, the Protection Period shall be defined to include \_\_\_\_\_ months after expiration of this Agreement. The Leasing Fee shall be paid by Seller to Broker upon execution of the lease by Seller and a tenant ("Tenant"), unless otherwise agreed to by Seller and Broker, in writing. **Purchase of The Property by Tenant:** If Tenant purchases The Property during (a) the term of the lease; (b) any extension of the lease term; or (c) within \_\_\_\_\_ days after expiration of the lease term, then a Brokerage Fee shall be paid to Broker as otherwise provided for in this Agreement; provided, however, that there shall be a credit against such Brokerage Fee in the amount of the Leasing Fee already paid to Broker.
36. **SELLER'S MOTIVATION:** Seller authorizes Broker to disclose to a Buyer the following reasons for selling The Property: \_\_\_\_\_

37. **GKAR/MLS/SWMRIC AUTHORIZATION AND SELLER OPT-OUT CHOICES:** Seller grants Broker permission to submit The Property to GKAR, MLS, and SWMRIC. In accordance with the policies and procedures adopted by GKAR, unless Seller chooses otherwise, Seller's property listing will be displayed on the Internet, the address of the listed property will be displayed on the Internet, third parties may be allowed to write comments or reviews about the listed property, and an automated estimate of the market value of the listed property (or hyperlink to such estimate) may be displayed in conjunction with the listing for the listed property, except as noted below. Broker's obligations under this section shall be limited to those matters within Broker's direct control.

- A. ☐ Seller hereby advises Broker that **Seller does not want the listed property to be displayed on the Internet.** Seller understands and acknowledges that consumers who conduct searches for listings on the Internet will not see information about Seller's Property in response to Internet searches.
- B. ☐ Seller hereby advises Broker that, although **Seller does want the listed property to be displayed on the Internet,** Seller **does not want the address of the listed property to be displayed on the Internet.**
- Regarding "Virtual Office Websites", as defined by the Bylaws of the Greater Kalamazoo Association of REALTORS®:
- C. ☐ Seller hereby advises Broker that **Seller does not want to allow third parties to write comments or reviews** about the listed property or display a hyperlink to such comments or reviews in immediate conjunction with the listing for the listed property.
- D. ☐ Seller hereby advises Broker that **Seller does not want to allow third parties to display an automated estimate of the market value** of the listed property (or hyperlink to such estimate) in immediate conjunction with the listing for the listed property.

38. **OTHER ITEMS:** \_\_\_\_\_

39. **SELLER ACKNOWLEDGES THAT SELLER HAS CAREFULLY READ THIS AGREEMENT, INCLUDING PAGES 1, 2, 3 & 4 AS WELL AS ANY ATTACHMENTS, BEFORE SIGNING.**

40. **RECEIPT, ACKNOWLEDGMENT & ACCEPTANCE:** Seller acknowledges receipt of a copy of this Agreement which contains all terms agreed to by the parties. This

Agreement is accepted by Mark Doorlag, Agent(s) for Broker.

Signature(s) \_\_\_\_\_ (PRINT NAME)

(Broker's Agent): \_\_\_\_\_ Seller: \_\_\_\_\_ Seller: \_\_\_\_\_

Primary Phone: 269-808-1789 Primary Phone: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Secondary Phone: 269-629-7000 Secondary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Fax: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: mdoorlagreality@gmail.com E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_



## Defined Benefit Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit (DB) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

### I. Effective Date

The effective date shall be the first day of **January, 2021**.

**II. Employer name** Parchment, City of

**Municipality number** 390101

This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

**Division number** 39010101

**Division name on file with MERS** General excl. City Manager

### III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:

Public works, Treasurer, Clerk

Employee classification contains **public safety employees**: ☐ Yes ☒ No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

## Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Parchment, City of

DIV: 39010101

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
<b>Temporary Employees:</b> Those who will work for the municipality fewer than _____ months in total.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Part-Time Employees:</b> Those who regularly work fewer than <u>35 hrs</u> per week.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Seasonal Employees:</b> Those who will work for the municipality from <u>April</u> to <u>October</u> only.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Voter-Elected Officials</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Appointed Officials:</b> An official appointed to a voter-elected office.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Contract Employees</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Probationary Periods** (select one):

- ☐ Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be \_\_\_\_\_ month(s).

Comments:

- ☒ Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

## Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Parchment, City of

DIV: 39010101

### IV. Provisions

#### 1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working)

120 hours in a month.

#### 2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For **contributory divisions**, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Workers' Compensation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unpaid Family Medical Leave Act (FMLA)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other: _____ For example, sick and accident, administrative, educational, sabbatical, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other 2: _____ Additional leave types as above	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Leaves of absence due to military service are governed by the Federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

## Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Parchment, City of

DIV: 39010101

### 3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input type="radio"/> Base Wages	<input type="radio"/> Box 1 Wages	<input type="radio"/> Gross Wages
<b>Types of Compensation</b>			
<b>Regular Wages</b> Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
<b>Other Wages</b> Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
<b>Lump Sum Payments</b> PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
<b>Taxable Payments</b> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
<b>Reimbursement of Nontaxable Expenses</b> (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
<b>Types of Deferrals</b>			
<b>Elective Deferrals of Employee Premiums/Contributions</b> 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
<b>Types of Benefits</b>			
<b>Nontaxable Fringe Benefits of Employees</b> Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
<b>Mandatory Contributions</b> Defined Benefit employee contributions MERS Health Care Savings Program employee contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
<b>Taxable Fringe Benefits</b> Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
<b>Other Benefits / Lump Sum Payments</b> Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included



# Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Parchment, City of

DIV: 39010101

**SKIP THIS TABLE** if you selected one of the standard definitions of compensation on page 4.

☒ **CUSTOM:** If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

## Types of Compensation

### Regular Wages

- ☒ Salary or hourly wage X hours ☐ On-call pay
- ☒ PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) ☐ Other: \_\_\_\_\_

### Other Wages apply: YES ☒ NO ☐

- ☒ Shift differentials ☐ Severance issued over time (weekly/bi-weekly)
- ☒ Overtime ☐ Other: \_\_\_\_\_

### Lump Sum Payments apply: YES ☒ NO ☐

- ☒ PTO cash-out ☒ Educational degrees
- ☒ Longevity ☐ Moving expenses
- ☐ Bonuses ☐ Sick payouts
- ☒ Merit pay ☐ Severance (if issued as lump sum)
- ☒ Job certifications ☐ Other: \_\_\_\_\_

### Taxable Payments apply: YES ☒ NO ☐

- ☐ Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement)
- ☐ Prizes, gift cards ☒ Car allowance
- ☐ Personal use of a company car ☐ Other: \_\_\_\_\_

### Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES ☐ NO ☒

- ☐ Gun, tools, equipment, uniform ☐ Mileage reimbursement
- ☐ Phone ☐ Travel through an accountable plan (i.e. tracking mileage for reimbursement)
- ☐ Fitness ☐ Other: \_\_\_\_\_

## Types of Deferrals

### Elective Deferrals of Employee Premiums/Contributions apply: YES ☒ NO ☐

- ☒ 457 employee and employer contributions ☐ IRA contributions
- ☒ 125 cafeteria plan, FSAs and HSAs ☐ Other: \_\_\_\_\_

## Types of Benefits

### Nontaxable Fringe Benefits of Employees apply: YES ☐ NO ☒

- ☐ Health plan, dental, vision benefits
- ☐ Workers compensation premiums ☐ Group term or whole life insurance < \$50,000
- ☐ Short- or Long-term disability premiums ☐ Other: \_\_\_\_\_

### Mandatory Contributions apply: YES ☒ NO ☐

- ☒ Defined Benefit employee contributions ☐ Other: \_\_\_\_\_
- ☐ MERS Health Care Savings Program employee contributions

### Taxable Fringe Benefits apply: YES ☐ NO ☒

- ☐ Clothing reimbursement ☐ Group term life insurance > \$50,000
- ☐ Stipends for health insurance opt out payments ☐ Other: \_\_\_\_\_

### Other Benefits / Lump Sum Payments apply: YES ☒ NO ☐

- ☐ Workers compensation settlement payments ☒ Other: Transcript fees

## Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Parchment, City of

DIV: 39010101

### V. Execution:

#### Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by City of Parchment

at a Board Meeting which took place on: 12/07/2020  
(mm/dd/yyyy)

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## Defined Contribution Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Contribution (DC) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

### I. Effective Date

The effective date shall be the first day of **January, 2021**.

**II. Employer name** Parchment, City of

**Municipality number** 390101

This is an amendment of the existing MERS Defined Contribution Agreement.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

**Division number** 390101110609

**Division name** General hired after 10/16/2019

Note: This division should reflect how you currently define employees who are eligible to participate, for example, All full-time Employees, New hires after 1/1/2019, etc.

### III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Contribution Plan. If an employee classification is **included** in the plan, then employees that meet this definition are required to participate in the plan and earn time toward vesting. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS, such as "Clerical staff working more than 160 hours in a month," "Elected Officials" or "Admin working >32 hours per week," etc.:

Public works, Treasurer, Clerk

Employee classification contains **public safety employees:** ☐ Yes ☒ No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

## Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Parchment, City of

DIV: 390101110609

If you elect to include a special classification (chart below), then the employee will be required to participate in the employer and employee contributions adopted in your plan. An excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
<b>Temporary Employees:</b> Those who will work for the municipality fewer than _____ months in total.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Part-Time Employees:</b> Those who regularly work fewer than <u>35</u> per week.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Seasonal Employees:</b> Those who will work for the municipality from <u>April</u> to <u>October</u> only.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Voter-Elected Officials</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Appointed Officials:</b> An official appointed to a voter-elected office.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Contract Employees</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Probationary Periods** (select one):

- ☒ Contributions will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, contributions will not be reported and service toward vesting will begin when probationary period has ended.

The probationary period will be 3 month(s).

Comments:

actually 90 days

- ☐ Contributions will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.



## Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Parchment, City of

DIV: 390101110609

### IV. Provisions

#### 1. Leaves of Absence

Regardless of whether an employee is earning a wage while on the following types of leave:

- Third-party wages are not used in determining contributions for periods of leave.
- Vesting under elapsed time continues to accrue even if wages are not earned and contributions are zero.

*Note:* Employers who determine vesting based on an "hours-reported" method, should report actual worked hours for the month where there was a leave.

Types of leave include:

- Short Term and Long Term Disability
- Workers Compensation
- Unpaid Family Medical Leave Act (FMLA)

Leaves of absence due to military service are governed by the federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

## Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Parchment, City of

DIV: 390101110609

### 2. Definition of Compensation

The Definition of Compensation is used to determine participant and employer contributions. Wages are strongly recommended to be reported with regular wage/contribution reports to MERS. Contributions cannot exceed IRS limitations.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input checked="" type="radio"/> Base Wages	<input type="radio"/> Box 1 Wages	<input type="radio"/> Gross Wages
<b>Types of Compensation</b>			
<b>Regular Wages</b> Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
<b>Other Wages</b> Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
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<b>Types of Deferrals</b>			
<b>Elective Deferrals of Employee Premiums/Contributions</b> 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
<b>Types of Benefits</b>			
<b>Nontaxable Fringe Benefits of Employees</b> Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
<b>Mandatory Contributions</b>	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
<b>Taxable Fringe Benefits</b> Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
<b>Other Benefits / Lump Sum Payments</b> Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

## Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Parchment, City of

DIV: 390101110609

**SKIP THIS TABLE** if you selected one of the standard definitions of compensation on page 4.

☒ **CUSTOM:** If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

### Types of Compensation

#### Regular Wages

☐ Salary or hourly wage X hours

☐ PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)

☐ On-call pay

☐ Other: \_\_\_\_\_

**Other Wages** apply: YES ☐ NO ☐
☐ Shift differentials

☐ Overtime

☐ Severance issued over time (weekly/bi-weekly)

☐ Other: \_\_\_\_\_

**Lump Sum Payments** apply: YES ☐ NO ☐
☐ PTO cash-out

☐ Longevity

☐ Bonuses

☐ Merit pay

☐ Job certifications

☐ Educational degrees

☐ Moving expenses

☐ Sick payouts

☐ Severance (if issued as lump sum)

☐ Other: \_\_\_\_\_

**Taxable Payments** apply: YES ☐ NO ☐
☐ Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement)

☐ Prizes, gift cards

☐ Personal use of a company car

☐ Car allowance

☐ Other: \_\_\_\_\_

**Reimbursement of Nontaxable Expenses** (as defined by the IRS) apply: YES ☐ NO ☐
☐ Gun, tools, equipment, uniform

☐ Phone

☐ Fitness

☐ Mileage reimbursement

☐ Travel through an accountable plan (i.e. tracking mileage for reimbursement)

☐ Other: \_\_\_\_\_

### Types of Deferrals

**Elective Deferrals of Employee Premiums/Contributions** apply: YES ☐ NO ☐
☐ 457 employee and employer contributions

☐ 125 cafeteria plan, FSAs and HSAs

☐ IRA contributions

☐ Other: \_\_\_\_\_

### Types of Benefits

**Nontaxable Fringe Benefits of Employees** apply: YES ☐ NO ☐
☐ Health plan, dental, vision benefits

☐ Workers compensation premiums

☐ Short- or Long-term disability premiums

☐ Group term or whole life insurance < \$50,000

☐ Other: \_\_\_\_\_

**Mandatory Contributions** apply: YES ☐ NO ☐
**Taxable Fringe Benefits** apply: YES ☐ NO ☐
☐ Clothing reimbursement

☐ Stipends for health insurance opt out payments

☐ Group term life insurance > \$50,000

☐ Other: \_\_\_\_\_

**Other Benefits / Lump Sum Payments** apply: YES ☐ NO ☐
☐ Workers compensation settlement payments

☐ Other: \_\_\_\_\_

## Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Parchment, City of

DIV: 390101110609

### 3. Forfeiture

A forfeiture occurs when a participant separates from employment prior to meeting the associated elapsed time (or hours reported) to receive vesting. The percentage of his/her employer contribution account balance that has not vested as of the date of termination will forfeit after 12 consecutive months following the termination date reported by the employer, or earlier, if the System distributes the participant's vested portion. MERS will utilize an available forfeiture balance as an automatic funding source applied to reported employer contributions at the time of reporting.

### V. Execution:

#### Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by <sup>City of</sup> Parchment

at a Board Meeting which took place on: 12/07/2020  
(mm/dd/yyyy)

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## 2021 Schedule of Meetings

January 4, 2021	Commission Meeting
January 18, 2021	Commission Meeting
February 1, 2021	Commission Meeting
	Work Session/Goals Objectives
	Following meeting
February 15, 2021	Commission Meeting
March 1, 2021	Commission Meeting
March 15, 2021	Commission Meeting
April 5, 2021	Commission Meeting
	Budget Presentation
April 19, 2021	Commission Meeting
	Work Session after Meeting
May 3, 2021	Commission Meeting
	Public Hearing - Budget
May 17, 2021	Commission Meeting
	Vote on Budget
June 7, 2021	Commission Meeting
June 21, 2021	Commission Meeting
July 19, 2021	Commission Meeting
August 2, 2021	Commission Meeting
August 16, 2021	Commission Meeting
September 7, 2021	Commission Meeting – Tuesday
September 20, 2021	Commission Meeting
October 4, 2021	Commission Meeting
October 18, 2021	Commission Meeting
November 1, 2021	Commission Meeting
November 15, 2021	Commission Meeting
December 6, 2021	Commission Meeting
December 20, 2021	Commission Meeting