



# AGENDA

## REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

January 4, 2021 - 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. Approval of Minutes**

From the City Commission Virtual Meeting Minutes of December 21, 2020

### **4. Additions/Changes to the Agenda - Approval**

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

*If you wish to comment regarding items ON the agenda, please follow the format below:*

- *State your name and address for the records*
- *You are allowed up to 5 minutes for your comments*
- *Please let us know if you require special accommodations by notifying the Clerk*
- *Reminder: You will be making a statement, without discussion from the Commission. You are always welcome to make an appointment with the City Manager to further discuss your comments.*

**6. Consent Agenda**

*Items on the consent agenda will be dealt with one vote by the City Commission unless a Commissioner requests an item be dealt with individually.*

Motion to RECEIVE OR APPROVE as indicated:

- i. Warrant No. 1428 – approve
- ii. November Financial Report - receive
- iii. Credit Card Statement, November – receive
- iv. SAW Grant Certification and Summary - receive

**7. Unfinished Business**

- A. Budget Amendment - approval

**8. New Business**

**9. Citizen Comments – Items ON or OFF the Agenda**

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

**10. Mayor and Commissioner Comments**

**11. City Manager Comments**

**12. Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY DECEMBER 21, 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 904 Parchmount), Commissioners Bagley (at 1606 East G Ave), Conner (at 1150 Parchmount), Evans (at 3149 Wissing Lane, St. Joe, MI), 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 Conner, supported by Commissioner Madaras to approve the minutes of the December 7, 2020 Regular Meeting. Roll call vote was as follows:

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

**Motion Carried 7-0.**

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

None. Moved by Vice Mayor Jordan, supported by Commissioner Bagley to approve the agenda as written.  
**Motion Carried.**

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

None.

**6. Consent Agenda**

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

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

**Motion Carried 7-0.**

**7. Unfinished Business**

A. SAW Grant Financials Report – Andy Campbell, Baker Tilly. Discussion. City Manager Stoddard introduced Andy Campbell from Baker Tilly, who said he was ready to hear any feedback from the last meeting. Vice Mayor Jordan said the committee took a deeper dive into the numbers, and thought the best plan was to accept the report to fulfill EGLE's requirements. Commissioner Madaras added that obviously there are only two ways to improve the bottom line, one is to increase revenue, the other is to decrease costs, so she suggested the City look more closely at costs. Mr. Campbell noted that if the Commission accepts the report, he will submit to EGLE, and the grant will be finished. He then explained what was left to do was between now and budget time to draft a plan.

**8. New Business**

A. Rate Committee Memo for SAW Grant Report - accept. Vice Mayor Jordan reported that the rate committee met with Mike Schwartz and Andy Campbell since last meeting and he felt the committee had a good grasp of the situation regarding the Sewer Fund. Some discussion ensued. Commissioner Conner made it clear he wanted to make sure residents were communicated to regarding any issues. Moved by Vice Mayor Jordan, supported by Commissioner Conner to accept the Baker Tilly SAW Grant financial report and receive the financial plan to eliminate the operating shortfall in the Sanitary Sewer Fund within five years. Roll call vote was as follows:

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

**Motion Carried 7-0.**

B. Budget Amendment - approval. Treasurer Stutz presented a memo with budget adjustments on it. Mayor Britigan asked if the Commerce Lane expenses should be in one of the streets funds. Moved by Commissioner Bagley, supported by Vice Mayor Jordan to table until the next meeting. Roll call vote was as follows:

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

**Motion Carried 7-0.**

**9. Public Hearing for the 2020 City of Parchment Master Plan**

Mayor Britigan praised the hard work by the Planning Commission. He mentioned that local agencies have had the opportunity to comment on the plan, and that public comment was the next step in the process.

Moved at 7:33 pm by Vice Mayor Jordan, supported by Commissioner Bagley to go into public hearing. Roll call vote was as follows:

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

**Motion Carried 7-0.**

\*Sandy Bliesener, 260 Parchmount, said that her involvement in the Brownfield authority and Planning Commission has been an exciting process, and that she's thrilled to look to the City's future – "a model community in the modern era".

\*Kent DeBoer, 285 Glendale, said he couldn't add any more to that, he agreed wholeheartedly.

\*Cheryl Lyon-Jenness, 294 Glendale, felt that the mission statement in the Master Plan said it all, she is excited for the positive conclusion to this process.

City Manager Stoddard noted no written comments were received.

Seeing no more, at 7:36 pm Commissioner Bagley moved to close the public hearing and was supported by Commissioner Evans. Roll call vote was as follows:

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

**Motion Carried 7-0.**

**10. KABA Report**

Commissioner Bagley reported on the Kalamazoo Area Building Authority recent meeting. He said that Randy Thompson was voted the chairperson, Lysanne Harma the Secretary, and Steve Leuty as Treasurer. The meetings have been changed to third Tuesdays at 2 pm, and that they're considering changing their agenda to a consent agenda after Commissioner Bagley's suggestion.

**11. Citizen Comments**

None.

**12. Mayor and Commissioner Comments**

Commissioner Conner wished everyone a safe holiday and that he appreciates belonging to this group.

Commissioner Bagley thanked Cheryl and Dennis for the Riverwalk tour.

Commissioner Madaras echoed those thanks, adding that she thought it was very interesting. She also thanked Sandy Bliesener and the other Planning Commission members for all of the work they put into the Master Plan.

Commissioner Evans agreed with Commissioner Madaras's sentiments.

Commissioner Fooy complimented the Planning Commission as well. Then mentioned his reservations about the sewer and expressed his concern about costs/infrastructure. He also wished everyone happy holidays.

Vice Mayor Jordan mentioned the Master Plan cover photo should give credit to the photographer, then added that the Planning Commission had done a fantastic job. He thanked those on the rate committee, then wished everyone Happy Holidays as well.

Mayor Britigan thanked Cheryl and Dennis for the Riverwalk, thanked the new appointees to the Zoning Board and Planning Commission, then wished everyone a Merry Christmas and Happy Holidays.

**13. City Manager Comments/Reports**

City Manager Stoddard reported that City Hall would be closed December 24 and 25, 2020 and Dec. 31 at 2 pm and January 1, 2021 to celebrate the holidays. She wished everyone a Merry Christmas and Happy Holidays, 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.

**14. Adjournment**

There being no further business to come before the Commission, it was moved by Commissioner Conner and supported by all to adjourn the meeting at 7:46 p.m.

Shannon Stutz, City Clerk



City of Parchment  
Check Register Report  
Warrant 1428

Check #	Check Date	Vendor Name	Check Description	Amount
<b>MERCANTILE Checks</b>				
36212	12/21/2020	APEX SOFTWARE	Sketching Software-to 1/1/22	235.00
36213	12/21/2020	CINTAS	Uniform Rental & Towels	221.85
36214	12/21/2020	CLARK TECHNICAL SERVICES	November Support	680.00
36215	12/21/2020	CONSUMERS ENERGY	Citywide Monthly street lights	2,914.24
36216	12/21/2020	CORNERSTONE TECHNOLOGIES	Monthly Contract-12/4-1/3/21	175.98
36217	12/21/2020	FORD, KRIEKARD, SOLTIS & WISE	General & Police Matters - Nov	1,512.50
36218	12/21/2020	INCLUSION SOLUTIONS, LLC	Covid Expenses-Signs, tape, etc	121.14
36219	12/21/2020	KALAMAZOO CO. ROAD COMMISSION	Traffic Signal Maint-Aug,Sep,O	789.75
36220	12/21/2020	KALAMAZOO OIL CO.	Fuel Charges-11/16 to 11/30/20	296.78
36221	12/21/2020	PREIN & NEWHOF	2020-2024 Capital Imp-SAW Gran	49,657.60
36222	12/21/2020	REPUBLIC SERVICES #249	City Wide Pick-Up December	9,425.50
36223	12/21/2020	SBAM PLAN	Employee & Retiree Ins-Jan	12,627.86
36224	12/21/2020	SEVERANCE ELECTRIC CO INC	Traffic Signal Maint-November	120.00
36225	12/21/2020	NANCY STODDARD	Zoom-On Line Meeting Platform	15.89
36226	12/21/2020	SHANNON STUTZ	Insurance Ded Reimb-November	161.64
36227	12/21/2020	UNITED STATES POSTAL SERVICE	Permit-Imprint Fee to 1/26/22	240.00

REVENUE/EXPENDITURE REPORT

City of Parchment  
Through 11/30/20

CY MTD: 11/1/2020 to 11/30/2020 CY QTD: 10/1/2020 to 12/31/2020  
CY YTD: 7/1/2020 to 11/30/2020 CY ATD: 7/1/2020 to 6/30/2021

Fund: 101 - GENERAL FUND	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Revenues						
Dept: 000.000						
404.000 Tax Revenue	697,865.00	697,865.00	697,864.73	0.00	0.00	100.00
405.000 Taxes - Industrial Facilities	3,060.00	3,060.00	3,062.15	0.00	0.00	100.07
441.000 Local Community Stab Share Tax	122,000.00	122,000.00	68,984.05	68,984.05	0.00	56.54
445.000 Penalty on Taxes	1,600.00	1,600.00	2,836.74	2,159.93	0.00	177.30
448.000 1% Collection Fees	24,400.00	24,400.00	17,895.56	558.57	0.00	73.34
451.000 License and Fees	9,400.00	9,400.00	9,471.39	1,692.06	1,115.00	100.76
452.000 Cablevision Fees	14,600.00	14,600.00	6,764.98	3,382.84	3,382.84	46.34
453.000 Recreation Fees	2,700.00	2,700.00	0.00	0.00	0.00	0.00
454.000 Solid Waste Collections	118,600.00	118,600.00	71,314.64	30,025.56	1,446.79	60.13
528.000 Other Federal Funding	0.00	0.00	8,829.00	0.00	0.00	0.00
575.000 State Sales Tax	200,400.00	200,400.00	60,193.00	37,393.00	0.00	30.04
632.000 Charges for Services Rendered	500.00	500.00	5,325.00	0.00	0.00	1,065.00
645.000 Sale of Fixed Assets	0.00	0.00	7,500.00	0.00	0.00	0.00
662.000 Traffic Fines	7,200.00	7,200.00	1,471.40	928.69	356.53	20.44
664.000 Interest on Investments	4,200.00	4,200.00	19.51	9.52	32.41	0.46
680.000 Reimbursement for Overhead	141,000.00	141,000.00	0.00	0.00	0.00	0.00
684.000 Insurance Recovery on Claims	0.00	0.00	1,849.03	1,849.03	0.00	0.00
694.000 Miscellaneous	16,200.00	16,200.00	20,379.71	169.11	169.11	125.80
695.000 Other Financing Sources	0.00	0.00	5,908.47	5,908.47	908.47	0.00
696.000 Deposits Over & Short	0.00	0.00	0.76	0.00	0.00	0.00
Dept: 000.000	1,363,725.00	1,363,725.00	989,670.12	153,060.83	7,411.15	72.57
Revenues	1,363,725.00	1,363,725.00	989,670.12	153,060.83	7,411.15	72.57
Expenditures						
Dept: 100.000 Legislative						
703.000 Payroll - Part Time	7,100.00	7,100.00	3,130.00	1,260.00	420.00	44.08
715.000 Social Security	1,000.00	1,000.00	88.66	78.12	26.04	8.87
720.000 Worker's Compensation	300.00	300.00	0.99	0.66	0.22	0.33
722.000 Medicare	200.00	200.00	20.74	18.27	6.09	10.37
740.000 Operating Supplies	700.00	700.00	4,656.11	3,411.37	2,742.00	665.16
800.000 Professional/Contractual Serv.	10,400.00	10,400.00	26,022.20	11,639.60	4,489.65	250.21
830.000 Memberships & Dues	1,500.00	1,500.00	65.00	65.00	65.00	4.33
880.000 Community Promotion	1,000.00	1,000.00	325.00	130.00	65.00	32.50
880.001 Wassailing Contribution	2,000.00	2,000.00	0.00	0.00	0.00	0.00
900.000 Printing & Publishing	2,000.00	2,000.00	1,104.01	0.00	0.00	55.20
955.000 Miscellaneous	300.00	300.00	582.22	582.22	0.00	194.07
970.000 Capital	0.00	0.00	3,304.50	3,304.50	0.00	0.00

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

REVENUE/EXPENDITURE REPORT

City of Parchment

CY MTD: 11/1/2020 to 11/30/2020 CY QTD: 10/1/2020 to 12/31/2020  
CY YTD: 7/1/2020 to 11/30/2020 CY ATD: 7/1/2020 to 6/30/2021

Fund: 101 - GENERAL FUND

Expenditures

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Legislative	26,500.00	26,500.00	39,299.43	20,489.74	7,814.00	148.30
Dept: 200.000 Administration						
702.000 Payroll - Full Time	124,000.00	124,000.00	43,678.02	26,104.30	8,483.70	35.22
703.000 Payroll - Part Time	46,000.00	46,000.00	18,749.84	11,895.89	5,704.88	40.76
715.000 Social Security	11,100.00	11,100.00	3,675.06	2,196.09	731.59	33.11
716.000 Hospital/Life Insurance	55,000.00	55,000.00	12,284.88	347.56	17.52	22.34
716.001 Insurance Deductible	4,100.00	4,100.00	2,619.63	1,183.92	161.64	63.89
718.000 Pension	32,000.00	32,000.00	14,136.58	5,763.85	2,944.92	44.18
720.000 Worker's Compensation	700.00	700.00	205.93	113.81	37.00	29.42
722.000 Medicare	2,600.00	2,600.00	859.44	513.58	171.09	33.06
724.000 ICMA Retirement Benefit	9,800.00	9,800.00	0.00	0.00	0.00	0.00
730.000 Postage	3,200.00	3,200.00	1,999.13	601.15	78.00	62.47
740.000 Operating Supplies	4,400.00	4,400.00	1,791.47	1,259.60	815.49	40.72
775.000 Repair & Maintenance Supplies	2,000.00	2,000.00	85.73	0.00	0.00	4.29
800.000 Professional/Contractual Serv.	6,200.00	6,200.00	3,789.88	1,954.35	1,447.30	61.13
805.000 Computer Services	9,400.00	9,400.00	6,201.78	2,040.00	865.00	65.98
830.000 Memberships & Dues	1,200.00	1,200.00	401.50	147.50	57.50	33.46
850.000 Communications	7,200.00	7,200.00	3,682.80	2,007.71	717.56	51.15
860.000 Institutes & Training	4,200.00	4,200.00	404.29	189.01	0.00	9.63
900.000 Printing & Publishing	2,700.00	2,700.00	32.36	0.00	0.00	1.20
910.000 Insurance & Bonds	6,600.00	6,600.00	2,945.00	1,472.50	1,472.50	44.62
920.000 Utilities	4,200.00	4,200.00	1,638.14	643.02	318.56	39.00
930.000 Repair & Maint Contractors	7,500.00	7,500.00	0.00	0.00	0.00	0.00
955.000 Miscellaneous	0.00	0.00	581.63	331.63	0.00	0.00
970.000 Capital	27,000.00	27,000.00	2,788.79	0.00	0.00	10.33
Administration	371,100.00	371,100.00	122,551.88	58,765.47	24,024.25	33.02
Dept: 210.000 Legal Services						
801.000 Attorney - General	15,300.00	15,300.00	8,300.00	4,218.75	1,950.00	54.25
802.000 Attorney-Police Matters	9,400.00	9,400.00	787.50	962.50	87.50	8.38
Legal Services	24,700.00	24,700.00	9,087.50	5,181.25	2,037.50	36.79
Dept: 300.000 Police						
703.000 Payroll - Part Time	9,700.00	9,700.00	1,645.00	1,455.00	455.00	16.96
715.000 Social Security	600.00	600.00	101.99	90.21	28.21	17.00
719.000 Hospital Insurance - Retirees	13,500.00	13,500.00	6,108.65	3,665.19	1,221.73	45.25
722.000 Medicare	100.00	100.00	23.86	21.11	6.60	23.86
800.000 Professional/Contractual Serv.	356,500.00	356,500.00	152,810.25	59,386.00	29,693.00	42.86
Police	380,400.00	380,400.00	160,689.75	64,617.51	31,404.54	42.24

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



REVENUE/EXPENDITURE REPORT

City of Parchment  
Through 11/30/20

CY MTD: 11/1/2020 to 11/30/2020 CY QTD: 10/1/2020 to 12/31/2020  
CY YTD: 7/1/2020 to 11/30/2020 CY ATD: 7/1/2020 to 6/30/2021

Fund: 101 - GENERAL FUND

Expenditures	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Dept: 336.000 Fire						
740.000 Operating Supplies	5,000.00	5,000.00	0.00	0.00	0.00	0.00
746.000 Gasoline & Oil	1,000.00	1,000.00	52.34	24.59	0.00	5.23
775.000 Repair & Maintenance Supplies	1,000.00	1,000.00	0.00	0.00	0.00	0.00
780.000 Safety Supplies	100.00	100.00	0.00	0.00	0.00	0.00
800.000 Professional/Contractual Serv.	66,900.00	66,900.00	29,099.82	11,150.00	5,575.00	43.50
830.000 Memberships & Dues	0.00	0.00	1,400.00	1,400.00	1,400.00	0.00
850.000 Communications	4,300.00	4,300.00	1,409.22	749.61	569.61	32.77
910.000 Insurance & Bonds	9,300.00	9,300.00	7,196.00	3,598.00	3,598.00	77.38
920.000 Utilities	2,700.00	2,700.00	787.31	304.18	164.11	29.16
930.000 Repair & Maint Contractors	10,500.00	10,500.00	1,396.57	746.67	746.67	13.30
970.000 Capital	20,000.00	20,000.00	0.00	0.00	0.00	0.00
<b>Fire</b>	<b>120,800.00</b>	<b>120,800.00</b>	<b>41,341.26</b>	<b>17,973.05</b>	<b>12,053.39</b>	<b>34.22</b>
Dept: 440.000 Public Services						
702.000 Payroll - Full Time	78,500.00	78,500.00	26,264.00	16,528.80	6,251.37	33.46
715.000 Social Security	4,900.00	4,900.00	2,355.89	1,460.87	532.94	48.08
716.000 Hospital/Life Insurance	29,500.00	29,500.00	14,153.39	7,808.99	2,656.91	47.98
716.001 Insurance Deductible	2,000.00	2,000.00	2,782.81	1,147.44	0.00	139.14
718.000 Pension	33,500.00	33,500.00	7,762.98	3,233.64	1,601.22	23.17
719.000 Hospital Insurance - Retirees	9,000.00	9,000.00	6,108.65	3,665.19	1,221.73	67.87
720.000 Worker's Compensation	2,800.00	2,800.00	1,254.80	746.92	283.55	44.81
722.000 Medicare	1,200.00	1,200.00	551.00	341.70	124.65	45.92
740.000 Operating Supplies	500.00	500.00	27.71	27.71	0.00	5.54
746.000 Gasoline & Oil	4,200.00	4,200.00	1,219.15	605.76	368.83	29.03
775.000 Repair & Maintenance Supplies	7,900.00	7,900.00	3,270.83	869.50	614.22	41.40
780.000 Safety Supplies	500.00	500.00	294.05	299.93	0.00	58.81
800.000 Professional/Contractual Serv.	900.00	900.00	401.00	175.50	175.50	44.56
810.000 Rubbish Collection Charges	110,000.00	110,000.00	53,677.44	18,715.26	9,425.50	48.80
815.000 Uniform Rental	3,000.00	3,000.00	1,099.66	466.84	169.76	38.49
850.000 Communications	900.00	900.00	368.92	143.98	0.00	40.99
860.000 Institutes & Training	300.00	300.00	0.00	0.00	0.00	0.00
880.000 Community Promotion	500.00	500.00	199.90	199.90	199.90	39.98
910.000 Insurance & Bonds	5,700.00	5,700.00	2,636.00	1,318.00	1,318.00	46.25
920.000 Utilities	8,400.00	8,400.00	2,276.20	1,026.54	559.07	27.10
926.000 Street Lighting	29,200.00	29,200.00	13,032.73	5,065.15	2,519.59	44.63
930.000 Repair & Maint Contractors	10,900.00	10,900.00	6,617.78	3,566.53	353.75	60.71
991.000 Debt Retirement-Principal	17,600.00	17,600.00	7,829.71	3,146.12	1,575.44	44.49
995.000 Interest Expense	1,900.00	1,900.00	71.39	14.32	4.78	3.76
<b>Public Services</b>	<b>363,800.00</b>	<b>363,800.00</b>	<b>154,255.99</b>	<b>70,564.59</b>	<b>29,956.71</b>	<b>42.42</b>

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

REVENUE/EXPENDITURE REPORT

Through 11/30/20

City of Parchment

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CY YTD: 7/1/2020 to 11/30/2020 CY ATD: 7/1/2020 to 6/30/2021

Fund: 101 - GENERAL FUND	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Expenditures						
Dept: 751.000 Parks, Recreation & Culture						
702.000 Payroll - Full Time	54,000.00	54,000.00	16,844.63	10,758.24	3,586.08	31.19
703.000 Payroll - Part Time	10,000.00	10,000.00	2,289.70	0.00	0.00	22.90
715.000 Social Security	3,500.00	3,500.00	1,178.16	661.24	220.41	33.66
716.000 Hospital/Life Insurance	14,800.00	14,800.00	1,540.93	622.61	261.77	10.41
716.001 Insurance Deductible	1,000.00	1,000.00	0.00	0.00	0.00	0.00
718.000 Pension	23,000.00	23,000.00	5,372.64	2,347.40	1,155.83	23.36
720.000 Worker's Compensation	1,500.00	1,500.00	694.04	394.37	131.45	46.27
722.000 Medicare	800.00	800.00	275.50	154.62	51.54	34.44
746.000 Gasoline & Oil	2,700.00	2,700.00	891.21	180.04	54.96	33.01
775.000 Repair & Maintenance Supplies	10,400.00	10,400.00	1,457.29	620.81	204.59	14.01
780.000 Safety Supplies	400.00	400.00	0.00	0.00	0.00	0.00
910.000 Insurance & Bonds	6,400.00	6,400.00	3,350.00	1,675.00	1,675.00	52.34
920.000 Utilities	6,800.00	6,800.00	2,898.79	1,612.51	355.07	42.63
930.000 Repair & Maint.Contractors	28,000.00	28,000.00	7,898.00	1,266.00	0.00	28.21
970.000 Capital	10,000.00	10,000.00	0.00	0.00	0.00	0.00
<b>Parks, Recreation &amp; Culture</b>	<b>173,300.00</b>	<b>173,300.00</b>	<b>44,690.89</b>	<b>20,292.84</b>	<b>7,696.70</b>	<b>25.79</b>
<b>Expenditures</b>	<b>1,460,600.00</b>	<b>1,460,600.00</b>	<b>571,916.70</b>	<b>257,884.45</b>	<b>114,987.09</b>	<b>39.16</b>

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

REVENUE/EXPENDITURE REPORT

Through 11/30/20

City of Parchment

CY MTD: 11/1/2020 to 11/30/2020 CY QTD: 10/1/2020 to 12/31/2020  
CY YTD: 7/1/2020 to 11/30/2020 CY ATD: 7/1/2020 to 6/30/2021

Fund: 202 - MAJOR STREET FUND

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
<b>Revenues</b>						
546.000 State Grants - Act 51	163,300.00	163,300.00	63,168.95	25,395.68	12,889.73	38.68
Dept: 000.000	163,300.00	163,300.00	63,168.95	25,395.68	12,889.73	38.68
<b>Revenues</b>						
970.000 Capital	10,500.00	10,500.00	10,479.49	0.00	0.00	99.80
Dept: 451.000 Construction	10,500.00	10,500.00	10,479.49	0.00	0.00	99.80
<b>Expenditures</b>						
Construction	10,500.00	10,500.00	10,479.49	0.00	0.00	99.80
Dept: 463.000 Routine Maintenance	10,500.00	10,500.00	10,479.49	0.00	0.00	99.80
702.000 Payroll - Full Time	7,000.00	7,000.00	1,540.39	1,112.76	370.92	22.01
715.000 Social Security	450.00	450.00	93.93	67.86	22.62	20.87
716.000 Hospital/Life Insurance	1,800.00	1,800.00	316.42	129.92	54.81	17.58
716.001 Insurance Deductible	100.00	100.00	0.00	0.00	0.00	0.00
718.000 Pension	3,000.00	3,000.00	500.29	242.80	119.55	16.68
720.000 Worker's Compensation	450.00	450.00	122.91	74.88	24.96	27.31
722.000 Medicare	100.00	100.00	21.87	15.81	5.27	21.87
746.000 Gasoline & Oil	300.00	300.00	0.00	0.00	0.00	0.00
775.000 Repair & Maintenance Supplies	2,200.00	2,200.00	80.51	80.51	80.51	3.66
930.000 Repair & Maint.Contractors	7,500.00	7,500.00	1,877.00	727.00	0.00	25.03
Dept: 475.000 Traffic Services	22,900.00	22,900.00	4,553.32	2,451.54	678.64	19.88
702.000 Payroll - Full Time	6,700.00	6,700.00	1,494.69	1,087.80	362.60	22.31
715.000 Social Security	450.00	450.00	91.08	66.30	22.10	20.24
716.000 Hospital/Life Insurance	1,800.00	1,800.00	316.32	129.86	54.79	17.57
716.001 Insurance Deductible	100.00	100.00	0.00	0.00	0.00	0.00
718.000 Pension	3,000.00	3,000.00	486.66	237.35	116.87	16.22
720.000 Worker's Compensation	450.00	450.00	119.83	73.20	24.40	26.63
722.000 Medicare	100.00	100.00	21.20	15.45	5.15	21.20
746.000 Gasoline & Oil	500.00	500.00	0.00	0.00	0.00	0.00
775.000 Repair & Maintenance Supplies	2,400.00	2,400.00	0.00	0.00	0.00	0.00
930.000 Repair & Maint.Contractors	12,200.00	12,200.00	2,867.51	1,353.52	551.23	23.50
Dept: 478.000 Winter Maintenance	27,700.00	27,700.00	5,397.29	2,963.48	1,137.14	19.48
702.000 Payroll - Full Time	8,100.00	8,100.00	2,312.93	1,378.44	459.48	28.55
715.000 Social Security	500.00	500.00	140.81	83.82	27.94	28.16
716.000 Hospital/Life Insurance	2,400.00	2,400.00	429.19	130.45	54.99	17.88

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

REVENUE/EXPENDITURE REPORT

Through 11/30/20

City of Parchment

CY MTD: 11/1/2020 to 11/30/2020 CY QTD: 10/1/2020 to 12/31/2020  
CY YTD: 7/1/2020 to 11/30/2020 CY ATD: 7/1/2020 to 6/30/2021

Fund: 202 - MAJOR STREET FUND

Expenditures	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Dept: 478.000 Winter Maintenance						
716.001 Insurance Deductible	200.00	200.00	0.00	0.00	0.00	0.00
718.000 Pension	3,500.00	3,500.00	645.53	300.77	148.10	18.44
720.000 Worker's Compensation	525.00	525.00	155.65	92.76	30.92	29.65
722.000 Medicare	120.00	120.00	32.86	19.56	6.52	27.38
746.000 Gasoline & Oil	900.00	900.00	176.95	0.00	0.00	19.66
753.000 Salt	9,900.00	9,900.00	0.00	0.00	0.00	0.00
Winter Maintenance	26,145.00	26,145.00	3,893.92	2,005.80	727.95	14.89
Dept: 482.000 Administration						
702.000 Payroll - Full Time	1,200.00	1,200.00	484.98	265.68	88.56	40.42
715.000 Social Security	100.00	100.00	29.14	16.02	5.34	29.14
716.000 Hospital/Life Insurance	600.00	600.00	111.79	0.53	0.18	18.63
718.000 Pension	500.00	500.00	144.84	57.97	28.54	28.97
720.000 Worker's Compensation	20.00	20.00	32.63	17.88	5.96	163.15
722.000 Medicare	20.00	20.00	6.79	3.72	1.24	33.95
960.000 Administrative Overhead	17,000.00	17,000.00	0.00	0.00	0.00	0.00
Administration	19,440.00	19,440.00	810.17	361.80	129.82	4.17
Expenditures	106,685.00	106,685.00	25,134.19	7,782.62	2,673.55	23.56

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

REVENUE/EXPENDITURE REPORT

Through 11/30/20

City of Parchment

CY MTD: 11/1/2020 to 11/30/2020 CY QTD: 10/1/2020 to 12/31/2020  
CY YTD: 7/1/2020 to 11/30/2020 CY ATD: 7/1/2020 to 6/30/2021

Fund: 203 - LOCAL STREET FUND

Revenues

Dept: 000.000

546.000 State Grants - Act 51

Dept: 000.000

Revenues

Expenditures

Dept: 451.000 Construction

970.000 Capital

Construction

Dept: 463.000 Routine Maintenance

702.000 Payroll - Full Time

715.000 Social Security

716.000 Hospital/Life Insurance

716.001 Insurance Deductible

718.000 Pension

720.000 Worker's Compensation

722.000 Medicare

746.000 Gasoline & Oil

775.000 Repair & Maintenance Supplies

930.000 Repair & Maint.Contractors

Routine Maintenance

Dept: 475.000 Traffic Services

702.000 Payroll - Full Time

715.000 Social Security

716.000 Hospital/Life Insurance

716.001 Insurance Deductible

718.000 Pension

720.000 Worker's Compensation

722.000 Medicare

746.000 Gasoline & Oil

775.000 Repair & Maintenance Supplies

930.000 Repair & Maint.Contractors

Traffic Services

Dept: 478.000 Winter Maintenance

702.000 Payroll - Full Time

715.000 Social Security

716.000 Hospital/Life Insurance

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
546.000 State Grants - Act 51	66,700.00	66,700.00	26,250.40	10,553.03	5,356.24	39.36
Dept: 000.000	66,700.00	66,700.00	26,250.40	10,553.03	5,356.24	39.36
Revenues	66,700.00	66,700.00	26,250.40	10,553.03	5,356.24	39.36
Expenditures						
Dept: 451.000 Construction	10,500.00	10,500.00	10,479.49	0.00	0.00	99.80
970.000 Capital	10,500.00	10,500.00	10,479.49	0.00	0.00	99.80
Construction	10,500.00	10,500.00	10,479.49	0.00	0.00	99.80
Dept: 463.000 Routine Maintenance	8,300.00	8,300.00	1,540.38	1,112.76	370.92	18.56
702.000 Payroll - Full Time	525.00	525.00	93.93	67.86	22.62	17.89
715.000 Social Security	2,600.00	2,600.00	316.42	129.92	54.81	12.17
716.000 Hospital/Life Insurance	200.00	200.00	0.00	0.00	0.00	0.00
716.001 Insurance Deductible	3,500.00	3,500.00	500.29	242.80	119.55	14.29
718.000 Pension	525.00	525.00	122.91	74.88	24.96	23.41
720.000 Worker's Compensation	125.00	125.00	21.86	15.81	5.27	17.49
722.000 Medicare	300.00	300.00	0.00	0.00	0.00	0.00
746.000 Gasoline & Oil	3,200.00	3,200.00	254.15	175.58	80.52	7.94
775.000 Repair & Maintenance Supplies	5,000.00	5,000.00	1,850.00	0.00	0.00	37.00
930.000 Repair & Maint.Contractors	24,275.00	24,275.00	4,699.94	1,819.61	678.65	19.36
Routine Maintenance	24,275.00	24,275.00	4,699.94	1,819.61	678.65	19.36
Dept: 475.000 Traffic Services	7,850.00	7,850.00	1,461.49	1,062.90	354.30	18.62
702.000 Payroll - Full Time	500.00	500.00	89.03	64.77	21.59	17.81
715.000 Social Security	2,300.00	2,300.00	304.44	122.31	51.60	13.24
716.000 Hospital/Life Insurance	200.00	200.00	0.00	0.00	0.00	0.00
716.001 Insurance Deductible	3,350.00	3,350.00	479.40	231.92	114.19	14.31
718.000 Pension	500.00	500.00	117.59	71.52	23.84	23.52
720.000 Worker's Compensation	120.00	120.00	20.72	15.09	5.03	17.27
722.000 Medicare	500.00	500.00	0.00	0.00	0.00	0.00
746.000 Gasoline & Oil	4,600.00	4,600.00	0.00	0.00	0.00	0.00
775.000 Repair & Maintenance Supplies	600.00	600.00	0.00	0.00	0.00	0.00
930.000 Repair & Maint.Contractors	20,520.00	20,520.00	2,472.67	1,568.51	570.55	12.05
Traffic Services	20,520.00	20,520.00	2,472.67	1,568.51	570.55	12.05
Dept: 478.000 Winter Maintenance	8,300.00	8,300.00	2,279.73	1,353.54	451.18	27.47
702.000 Payroll - Full Time	520.00	520.00	138.67	82.25	27.42	26.67
715.000 Social Security	2,600.00	2,600.00	417.30	122.90	51.81	16.05
716.000 Hospital/Life Insurance						

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

REVENUE/EXPENDITURE REPORT

Through 11/30/20

City of Parchment

CY MTD: 11/1/2020 to 11/30/2020 CY QTD: 10/1/2020 to 12/31/2020  
CY YTD: 7/1/2020 to 11/30/2020 CY ATD: 7/1/2020 to 6/30/2021

Fund: 203 - LOCAL STREET FUND

Expenditures

Dept: 478.000 Winter Maintenance

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
716.001 Insurance Deductible	200.00	200.00	0.00	0.00	0.00	0.00
718.000 Pension	3,550.00	3,550.00	638.27	295.34	145.42	17.98
720.000 Worker's Compensation	525.00	525.00	153.41	91.08	30.36	29.22
722.000 Medicare	125.00	125.00	32.63	19.35	6.45	26.10
746.000 Gasoline & Oil	900.00	900.00	176.95	0.00	0.00	19.66
753.000 Salt	9,900.00	9,900.00	0.00	0.00	0.00	0.00

Winter Maintenance

Dept: 482.000 Administration

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
702.000 Payroll - Full Time	1,500.00	1,500.00	484.98	265.68	88.56	32.33
715.000 Social Security	100.00	100.00	29.14	16.02	5.34	29.14
716.000 Hospital/Life Insurance	750.00	750.00	111.79	0.53	0.18	14.91
718.000 Pension	650.00	650.00	144.84	57.97	28.54	22.28
720.000 Worker's Compensation	20.00	20.00	32.63	17.88	5.96	163.15
722.000 Medicare	20.00	20.00	6.79	3.72	1.24	33.95
960.000 Administrative Overhead	16,300.00	16,300.00	0.00	0.00	0.00	0.00

Administration

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
	19,340.00	19,340.00	810.17	361.80	129.82	4.19

Expenditures

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
	101,255.00	101,255.00	22,299.23	5,714.38	2,091.66	22.02

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

REVENUE/EXPENDITURE REPORT

Through 11/30/20

City of Parchment

CY MTD: 11/1/2020 to 11/30/2020 CY QTD: 4/1/2020 to 6/30/2020  
CY YTD: 1/1/2020 to 11/30/2020 CY ATD: 1/1/2020 to 12/31/2020

Fund: 250 - KINDLEBERGER SUMMER FESTIVAL

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
<b>Revenues</b>						
Dept: 000.000						
475.001 Arts & Crafts	1,800.00	1,800.00	207.07	-154.68	0.00	11.50
475.002 Race/Walk Fees	600.00	600.00	0.00	0.00	0.00	0.00
475.003 Membership Fund Drive	4,800.00	4,800.00	48.25	0.00	0.00	1.01
475.005 Corporate Sponsorships	9,000.00	9,000.00	625.00	0.00	0.00	6.94
475.010 Car Show Proceeds	1,500.00	1,500.00	0.00	0.00	0.00	0.00
590.001 Grants-Irving S Gilmore Found.	32,500.00	32,500.00	0.00	0.00	0.00	0.00
675.001 Fund Raising	10,200.00	10,200.00	300.00	150.00	0.00	2.94
675.002 Fundraiser Dance	1,630.00	1,630.00	13,498.00	435.00	0.00	828.10
694.000 Miscellaneous	1,840.00	1,840.00	0.00	0.00	0.00	0.00
<b>Dept: 000.000</b>	<b>63,870.00</b>	<b>63,870.00</b>	<b>14,678.32</b>	<b>430.32</b>	<b>0.00</b>	<b>22.98</b>
<b>Revenues</b>	<b>63,870.00</b>	<b>63,870.00</b>	<b>14,678.32</b>	<b>430.32</b>	<b>0.00</b>	<b>22.98</b>
<b>Expenditures</b>						
Dept: 000.000						
779.001 Performance Expense	17,000.00	17,000.00	-1,149.05	0.00	0.00	-6.76
779.004 Fest. Day - Arts & Crafts	480.00	480.00	0.00	0.00	0.00	0.00
779.005 Fest. Day-Childrens Area	1,300.00	1,300.00	0.00	0.00	0.00	0.00
779.006 Fest. Day-Parade	200.00	200.00	0.00	0.00	0.00	0.00
779.008 Fund Raising-Dance	6,000.00	6,000.00	11,994.59	0.00	0.00	199.91
779.012 Festival - Administration	14,180.00	14,180.00	566.24	0.00	0.00	3.99
779.013 Stage Entertainment	18,500.00	18,500.00	0.00	0.00	0.00	0.00
779.016 Car Show Expenses	1,250.00	1,250.00	209.65	0.00	0.00	16.77
779.020 Publicity	4,960.00	4,960.00	0.00	0.00	0.00	0.00
<b>Dept: 000.000</b>	<b>63,870.00</b>	<b>63,870.00</b>	<b>11,621.43</b>	<b>0.00</b>	<b>0.00</b>	<b>18.20</b>
<b>Expenditures</b>	<b>63,870.00</b>	<b>63,870.00</b>	<b>11,621.43</b>	<b>0.00</b>	<b>0.00</b>	<b>18.20</b>

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

**REVENUE/EXPENDITURE REPORT**

Through 11/30/20

City of Parchment

CY MTD: 11/1/2020 to 11/30/2020 CY QTD: 10/1/2020 to 12/31/2020  
CY YTD: 7/1/2020 to 11/30/2020 CY ATD: 7/1/2020 to 6/30/2021

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
<b>Fund: 251 - Brownfield Redevelopment</b>						
<b>Revenues</b>						
Dept: 000.000	56,900.00	56,900.00	0.00	43,928.69	0.00	0.00
404.000 Tax Revenue	56,900.00	56,900.00	0.00	43,928.69	0.00	0.00
Dept: 000.000	56,900.00	56,900.00	0.00	43,928.69	0.00	0.00
<b>Revenues</b>						
<b>Expenditures</b>						
Dept: 000.000	20,400.00	20,400.00	0.00	0.00	0.00	0.00
960.000 Administrative Overhead	46,700.00	46,700.00	47,205.85	47,205.85	47,205.85	101.08
991.000 Debt Retirement-Principal	12,800.00	12,800.00	10,940.23	10,940.23	10,940.23	85.47
995.000 Interest Expense	79,900.00	79,900.00	58,146.08	58,146.08	58,146.08	72.77
Dept: 000.000	79,900.00	79,900.00	58,146.08	58,146.08	58,146.08	72.77
<b>Expenditures</b>						

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



REVENUE/EXPENDITURE REPORT

Through 11/30/20

City of Parchment

CY MTD: 11/1/2020 to 11/30/2020 CY QTD: 10/1/2020 to 12/31/2020  
CY YTD: 7/1/2020 to 11/30/2020 CY ATD: 7/1/2020 to 6/30/2021

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Fund: 401 - Veteran's Memorial Fund						
Revenues						
Dept: 000.000						
674.000 Contributed Capital Revenue	0.00	0.00	567.20	75.00	0.00	0.00
Dept: 000.000	0.00	0.00	567.20	75.00	0.00	0.00
Revenues	0.00	0.00	567.20	75.00	0.00	0.00

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

**REVENUE/EXPENDITURE REPORT**  
Through 11/30/20

City of Parchment

CY MTD: 11/1/2020 to 11/30/2020 CY QTD: 10/1/2020 to 12/31/2020  
CY YTD: 7/1/2020 to 11/30/2020 CY ATD: 7/1/2020 to 6/30/2021

**Fund: 590 - SEWER FUND**

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
<b>Revenues</b>						
Dept: 000.000						
626.000 Sewer Services	35,700.00	35,700.00	20,249.01	10,783.72	0.00	56.72
664.000 Interest on Investments	1,800.00	1,800.00	0.00	0.00	0.00	0.00
Dept: 000.000	37,500.00	37,500.00	20,249.01	10,783.72	0.00	54.00
<b>Revenues</b>	37,500.00	37,500.00	20,249.01	10,783.72	0.00	54.00
<b>Expenditures</b>						
Dept: 000.000						
702.000 Payroll - Full Time	22,000.00	22,000.00	13,742.27	7,361.78	2,269.42	62.46
715.000 Social Security	1,400.00	1,400.00	821.44	442.41	136.70	58.67
716.000 Hospital/Life Insurance	7,300.00	7,300.00	5,675.12	1,065.81	449.66	77.74
716.001 Insurance Deductible	500.00	500.00	0.00	0.00	0.00	0.00
718.000 Pension	9,300.00	9,300.00	4,465.00	1,847.86	909.86	48.01
720.000 Worker's Compensation	500.00	500.00	330.71	170.10	52.44	66.14
722.000 Medicare	320.00	320.00	192.29	103.53	31.98	60.09
800.000 Professional/Contractual Serv.	16,000.00	16,000.00	0.00	0.00	0.00	0.00
815.000 Uniform Rental	500.00	500.00	162.26	81.14	29.51	32.45
910.000 Insurance & Bonds	10,400.00	10,400.00	5,058.50	2,529.25	2,529.25	48.64
920.000 Utilities	2,300.00	2,300.00	1,078.24	428.04	203.81	46.88
930.000 Repair & Maint.Contractors	15,000.00	15,000.00	0.00	0.00	0.00	21.00
960.000 Administrative Overhead	88,000.00	88,000.00	0.00	0.00	0.00	0.00
968.000 Depreciation	13,600.00	13,600.00	0.00	0.00	0.00	0.00
Dept: 000.000	187,120.00	187,120.00	31,525.83	14,029.92	6,612.63	18.53
<b>Expenditures</b>	187,120.00	187,120.00	31,525.83	14,029.92	6,612.63	18.53

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

ACCT. NUMBER: XXXX XXXX XXXX 1546

CREDIT LIMIT	15,000.00	CASH ADVANCE BALANCE	.00
CURRENT BALANCE	2,186.02	MINIMUM PAYMENT DUE	2,186.02
AVAILABLE CREDIT	12,813.98	PAYMENT DUE DATE	12-22-20

### CORPORATE ACCOUNT ACTIVITY

CITY OF PARCHMENT  
XXXX-XXXX-XXXX-1546

TOTAL CORPORATE ACTIVITY  
\$2,847.10 CR

Post Date	Trans Date	Reference Number	Transaction Description	Amount
11-20	11-20		AUTO PAYMENT DEDUCTION	2,847.10 CR

### INDIVIDUAL CARDHOLDER ACTIVITY

PHIL WOLTHUIS  
XXXX-XXXX-XXXX-1793

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
\$0.00	\$288.22	\$0.00	\$288.22

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
11-05	11-04	05227020309300215934775	RIETH RILEY KALAMAZOO 269-343-4525 MI		161.03
11-11	11-11	55432860316200334891474	MCAFFEE *WWW.MCAFFEE.COM 866-622-3911 TX		127.19

JIM DUBY  
XXXX-XXXX-XXXX-1892

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
\$0.00	\$228.88	\$0.00	\$228.88

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
11-02	10-29	02305370304100089379545	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		28.98
11-27	11-25	02305370331100132923619	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		199.90

CAMRON J BOEKHOVEN  
XXXX-XXXX-XXXX-9114

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
\$0.00	\$592.08	\$0.00	\$592.08

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
11-03	11-02	55546500307286794700046	EXTREME POWER EQUIPMEN KALAMAZOO MI		140.99
11-06	11-04	02305370310100083167203	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		15.26
11-16	11-13	85179240320980000955397	CARLETON EQUIP CO-KALA KALAMAZOO MI		15.36
11-18	11-17	05227020323500188397668	WEST MICHIGAN INTERNAT KALAMAZOO MI		420.47

NANCY R STODDARD  
XXXX-XXXX-XXXX-7241

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
\$0.00	\$65.00	\$0.00	\$65.00

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
11-23	11-20	85500590325900017112769	MICHIGAN MUNICIPAL LEA 734-662-3246 MI		65.00

SHANNON STUTZ  
XXXX-XXXX-XXXX-0473

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
\$251.20	\$1,263.04	\$0.00	\$1,011.84

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
10-27	10-26	02305370301500223852021	OFFICEMAX/OFFICEDEPT#3 KALAMAZOO MI		52.86
10-27	10-26	02305370301500223852104	OFFICEMAX/OFFICEDEPT#3 KALAMAZOO MI		311.63
10-28	10-28	55432860302200646291989	SPECTRUM 855-707-7328 MO		119.98
10-28	10-27	05410190301105238569680	QUILL CORPORATION 800-982-3400 SC		172.20
10-30	10-29	05410190303105000025430	QUILL CORPORATION 800-982-3400 SC		11.14 CR
11-02	10-31	05410190306105000021386	QUILL CORPORATION 800-982-3400 SC		67.86 CR
11-02	10-30	05410190304105289753628	QUILL CORPORATION 800-982-3400 SC		21.12
11-04	11-03	053146103090000343760793	JETS PIZZA - MI-146 - KALAMAZOO MI		134.03
11-05	11-04	05410190309105000023470	QUILL CORPORATION 800-982-3400 SC		172.20 CR
11-05	11-03	85175300309001902373877	THE AMPLE PANTRY 269-375-8300 MI		170.00

ACCT. NUMBER: XXXX XXXX XXXX 1546

CREDIT LIMIT	15,000.00	CASH ADVANCE BALANCE	.00
CURRENT BALANCE	2,186.02	MINIMUM PAYMENT DUE	2,186.02
AVAILABLE CREDIT	12,813.98	PAYMENT DUE DATE	12-22-20

**INDIVIDUAL CARDHOLDER ACTIVITY**

11-09	11-07	55429500312637488891811	PIXELVINE 8007340751 MI	71.25
11-16	11-13	55429500318637993530734	PIXELVINE 8007340751 MI	65.00
11-27	11-26	55432860331200318500514	SPECTRUM 855-707-7328 MO	144.97

## Memorandum

---

Date:	December 29, 2020
To:	Mr. Clarence Jones
Company:	Michigan Department of Environment, Great Lakes, and Energy
From:	Prein&Newhof
Project #:	2130310
Re:	City of Parchment SAW Grant: Summary of Stormwater Asset Management Plan

---

This memorandum provides the summary of the City of Parchment wastewater asset management plan SAW grant activities required under Section 603 of Public Act 84 of 2015. Headings and italicized quotes are from recent EGLE guidance.

### **Grantee Information**

Grantee:

City of Parchment  
620 S. Riverview Drive  
Parchment, MI 49004  
<http://www.parchment.org>

Contact: Ms. Nancy Stoddard, City Manager  
Phone: (269) 349-3785

SAW Grant Project Number: 1459-01

### **Executive Summary**

City of Parchment received a SAW Grant in December 2017 to prepare Wastewater and Stormwater Asset Management Plans. The Grant agreement indicated the following amounts:

Project Total	Grant Amount	Local Match
\$913,318	\$821,986	\$91,332
Project Total	Wastewater Costs	Stormwater Costs
\$913,318	\$546,111	\$367,207

The Key components in the Asset Management Plan include:

1. Asset Inventory and Condition Assessment
2. Criticality of Assets
3. Level of Service
4. Operation and Maintenance Strategies/Revenue Structure
5. Long-term Funding/Capital Improvement Plan

### **Asset Inventory**

*“Describe the system components included in the AMP. Discuss how they were located and identified, if applicable. Describe the platform used to develop and maintain the inventory of assets.”*

All assets that are functionally or financially significant to the stormwater system have been inventoried. Manhole, catch basin, sewer pipe and leaching basins locations were plotted in a Geographic Information System (GIS) using record drawings, aerial imagery, and land contours. Locations were field verified and locations adjusted with survey grade Global Positioning System (GPS) coordinates.

Asset inventory data for storm sewers, including year of installation, material, sizes, pipe inverts and manhole rim elevations were cataloged from record drawing and visually verified where needed. Asset inventory data is managed using GIS databases.

### **Condition Assessment**

*Discuss the condition assessment process, including what methods were used. Summarize the results of the assessment for each asset category.*

**Storm Sewer Pipes:** Inspections were made using either a pole mounted zoom camera (looking up or down each pipe from the manholes) or with in-line closed circuit television (CCTV) cameras. Pipes inspected with zoom camera methods were rated considering any observable roots, deposits, joint conditions, pipe wall condition, or other defect observations. Pipes inspected with CCTV were rated using the Pipeline Assessment Certification Program (PACP) system condition grading system. Composite Risk of Failure ratings of 1-5 were derived for each pipe.

Percentage of gravity sewer pipes in each rating category

1	2	3	4	5
20.8%	14.1%	36.1%	10.9%	18.1%

**Manholes and Catch Basins:** Manholes and catch basins were visually inspected and rated on a scale of 1-5 based on factors related to the condition of castings, steps, structures, and sediment.

Percentage of structures in each rating category

1	2	3	4	5
10.0%	54.0%	23.3%	4.0%	8.6%

### **Criticality of Assets**

*“A summary of the method used to assess the criticality of assets considering the likelihood and consequence of failure. Discussion may include the method used to assess the criticality of assets considering the likelihood and consequence of failure and based on the condition of the assets and the determined risk tolerance, how were the assets ranked.”*

Assets were given a Risk of Failure (RoF) rating of 1-5 (5 being the worst) based on factors related to both physical and functional conditions as determined through condition assessments. Assets were given a Consequence of Failure (CoF) rating of 1-5 (5 being the worst) based on potential damage to adjacent utilities, transportation network, and the surrounding property/environment.

Criticality ratings were calculated as the product of an asset’s RoF and CoF, producing criticality ratings ranging from 1-25 (25 being the most critical). The most critical assets were generally found to be storm sewers along Riverview Drive, Hercules Avenue, Island Avenue, and the “Tunnel” box culvert.

### **Level of Service Determination**

*“A summary of the level of service goals the municipality has determined that it wants to provide its customers based on the municipality’s ability to provide the service and customer expectations. Discussion may include the procedures used to involve stakeholders in the level of service discussion. The trade-offs for the service to be provided. This could include any technical, managerial, health standard, safety, or financial restraints, as long as all regulatory requirements are met. How the level of service goals were determined”*

The City recognizes that the people served by the system are more than customers, they are the system owners. City staff acts as stewards of the system. The City has held a series of public meetings and workshops with the City staff. At these meetings, the results of the condition assessments were discussed, the costs for various operations, maintenance and replacement strategies affecting the levels of service were reviewed along with potential costs. Based on the input received during these meetings, the following Level of Service Goals has been established:

1. Meet Regulatory Requirements
2. Minimize Flood Risk
3. Minimize Public Hazards
4. Manage Stormwater Discharges into the Wastewater System
5. Support Community Growth and Development
6. Maintain Water Quality
7. Minimize Life Cycle Costs

### **Revenue Structure**

*“A summary of the funding structure and rate methodology that provides sufficient resources to implement the asset management program. Discussion may include the rates, charges, or other means of revenue were reviewed to determine if there will be sufficient funds to cover system operation, maintenance, replacement, capital improvement projects, and debt costs, identified in the AMP. If the current rate structure was not sufficient, discuss what increases were needed to ensure the desired level of service is sustainable and if any changes were made.”*

Stormwater system improvements are funded with street improvements through the City’s general fund. Project costs were estimated for capital improvements within the first 10 years. Future costs beyond the 10-year capital improvement plan were projected using inventory and condition assessment data. Based on this analysis, the City is considering debt service or debt financing to begin increasing general fund revenues.



## **Capital Improvement Plan**

*“A summary of the long-term Capital Improvement Plan that was developed to address system needs identified in the AMP.”*

The capital improvement plan showing project descriptions, cost estimates, and project timelines, was developed for the capital improvements needed within a ten-year planning period. The stormwater system projects identified in the CIP are:

- Remove utility penetrations from pipes (14 locations)
- Glenguile, east of Elmhurst - Storm Point Repair
- Oak Grove near Wilson - Storm Point Repair
- Oak Grove near Riverview - Storm Point Repair
- Parchmount, east of Church - Storm Point Repair
- Parchmount near Hubbard - Storm Point Repair
- Orient, north of Parchmount - Storm Point Repair
- Parchmount, east of Orient - Storm Point Repair
- Parchmount, west of Clarnin - Storm Point Repair
- Riverview, south of Sanford- Storm Point Repair
- Parchmount (Riverview to Church)
- Glenguile (Riverview to Hubbard)
- Maple Street (Park Avenue to Park Drive)
- Tunnel (Outfall to Riverview Drive)
- Park Drive (Riverview to Parkdale)
- Link Lane and Shoppers
- Lottie Avenue (Outfall to Island)
- Hercules Avenue
- Island Avenue
- Commerce and Service Lane
- Riverview Drive (Devon to Espanola)
- Eunice (Below Building) - Lining
- Haymac - Lining
- Parchmount - Lining
- Upgrade storm pipes to meet the capacity need to achieve the appropriate Level of Service when road reconstruction projects are involved, or unacceptable flooding requires mitigation.
- Install storm treatment units on outfalls, as part of storm upgrade improvement projects.

## **List of Major Assets**

*“Provide a general list of the major assets identified in the AMP.”*

Parchment’s major assets include:

- 50,119 feet of 6” to 48” diameter storm sewer
- 603 storm structures
- 3 storm water infiltration basin areas



**Department of Environment, Great Lakes, and Energy (EGLE)**  
**SAW Grant**  
**Stormwater Asset Management Plan**  
**Certification of Project Completeness**

**Completion Due Date** December 31, 2020  
 (no later than 3 years from executed grant date)

The City of Parchment (*legal name of grantee*) certifies that all stormwater asset management plan (SWAMP) activities specified in SAW Grant No. 1459-01 have been completed and the SWAMP, prepared with the assistance of SAW Grant funding, is being maintained. Part 52 of the Natural Resources and Environmental Protection Act, 1994, PA 451, as amended, requires implementation of the SWAMP within 3 years of the executed grant (Section 5204e(3)).

Attached to this certification is a summary of the SWAMP that identifies major assets. Copies of the SWAMP and/or other materials prepared through SAW Grant funding will be made available to EGLE or the public upon request by contacting:

Nancy Stoddard at (269) 349-3785 manager@parchment.org  
 Name Phone Number Email

  
 Signature of Authorized Representative (Original Signature Required) December 29, 2020  
 Date

Nancy Stoddard, Manager  
 Print Name and Title of Authorized Representative



**Department of Environment, Great Lakes, and Energy (EGLE)  
Stormwater, Asset Management, and Wastewater (SAW) Grant  
Wastewater Asset Management Plan  
Certification of Project Completeness**

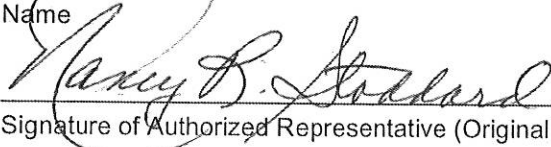
**Completion Date** December 31, 2020  
(no later than 3 years from executed grant date)

The City of Parchment (*legal name of grantee*) certifies that all wastewater asset management plan (AMP) activities specified in SAW Grant No. 1459-01 have been completed and the implementation requirements, per Part 52 of the Natural Resources and Environmental Protection Act, 1994, PA 451, as amended, are being met. Section 5204e(3) requires implementation of the AMP and that significant progress toward achieving the funding structure necessary to implement the AMP be made within 3 years of the executed grant.

Please answer the following questions. If the answer to Question 1 is No, fill in the date of the rate methodology approval letter and skip Questions 2-4:

- 1) Funding Gap Identified:  Yes or No  
If No - Date of the rate methodology approval letter: \_\_\_\_\_.
- 2) Significant Progress Made:  Yes or No  
(EGLE defines significant progress to mean the adoption of an initial rate increase to meet a minimum of 10 percent of any gain in revenue needed to meet expenses, as identified in a 5-year plan to eliminate the gap. A copy of the 5-year plan to eliminate the gap must be submitted with this certification.)
- 3) Date of rate methodology review letter identifying the gap: Email 6/8/2020.
- 4) An initial rate increase to meet a minimum of 10 percent of the funding gap identified was adopted on July 20, 2020.

Attached to this certification is a brief summary of the AMP that includes a list of major assets. Copies of the AMP and/or other materials prepared through SAW Grant funding will be made available to EGLE or the public upon request by contacting:

<u>Nancy Stoddard</u>	at	<u>(269) 349-3785</u>	<u>manager@parchment.org</u>
Name		Phone Number	Email
			<u>December 29, 2020</u>
Signature of Authorized Representative (Original Signature Required)			Date

Nancy Stoddard, Manager  
Print Name and Title of Authorized Representative



Baker Tilly Municipal Advisors, LLC  
2852 Eyde Pkwy, Ste 150  
East Lansing, MI 48823  
(517) 321-0110  
bakertilly.com

December 23, 2020

Michigan Department of Environment, Great Lakes, and Energy (EGLE)

Re: City of Parchment Gap Analysis

Dear EGLE:

The purpose of this letter is to provide you with information and a summary of the actions taken to address the “Significant Progress Made” requirement for the City due to the “gap” identified in the 2 ½ year filing for their SAW Grant.

The City identified a “gap” of \$124,524. In response, the City adopted a 10% rate increase to their surcharge rate on the City of Kalamazoo billings. The 10% surcharge increase is expected to generate an additional \$19,758 per year. This increase will be sufficient to address the 10% of gap coverage requirement by the end of the year. The City’s plan to close the whole gap is below:

October 2020 – 10% increase to surcharge expected to generate \$19,758 per year and cover 15.8% of gap  
July 2021 – Further 120% increase to surcharge expected to generate \$203,776 per year to close remaining gap

Please do not hesitate to call if there is any further information or assistance I can provide regarding this matter.

Sincerely,

Baker Tilly Municipal Advisors, LLC

Andy Campbell, Director, CPA

**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY JULY 20, 2020.**

**1. Call to order**

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

**2. Roll Call.**

Present: Mayor Britigan, Vice Mayor Jordan, Commissioners Bagley, Emmons, Fooy, and Madaras. City Manager Stoddard, City Treasurer/Clerk Stutz.

Absent: Evans.

Moved by Commissioner Bagley, supported by Commissioner Fooy to excuse the absence of Commissioner Evans. **Motion Carried.**

**3. Minutes**

Moved by Commissioner Emmons, supported by Commissioner Bagley to approve the Minutes of the June 15, 2020 Regular Meeting. Roll call vote was as follows:

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

Nays: None.

Absent: Evans.

Abstain: None.

**Motion Carried 6-0.**

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

Remove item 6.viii; move item 6.ix. to 8.C; in 8.B. add Resolution to Terminate the Brownfield Plan. Moved by Commissioner Emmons, supported by Vice Mayor Jordan to accept the revised agenda. **Motion Carried.**

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

None.

**6. Consent Agenda**

A. Moved by Vice Mayor Jordan, supported by Commissioner Madaras to receive the revised consent agenda items.

Roll call vote was as follows:

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

Nays: None.

Absent: Evans.

Abstain: None.

**Motion Carried 6-0.**

**7. Unfinished Business**

None.

**8. New Business**

A. Rate Committee Recommendations for Sewer Surcharge Increase - approve. Vice Mayor Jordan began by discussing the nature of the sewer surcharge, that it is usage related, and the sewer agreement with the City of Kalamazoo. He explained that while Baker Tilly is doing a Capital Improvement Plan study that will lay out our future plans, we are already aware that revenues are not covering costs in the Sewer Fund. He noted that the rate committee discussed the increase, saying that the 35% increase equates to an average \$4 per month for residents, and that seems reasonable. Commissioner Bagley asked how the percentage was calculated and whether it could be reduced in the future. City Treasurer Stutz explained that the percentage is based on yearly expenses divided by recent usage and only \*just\* covers the expenses. She added that the rate committee is to consider rates on an annual basis. Moved by Commissioner Fooy, supported by Commissioner Madaras to increase the sewer rate charged (via the City of Kalamazoo) to 35% of water usage. Roll call vote was as follows:

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

Nays: None.

Absent: Evans.

Abstain: None.

**Motion Carried 6-0.**

B. Public Hearing for the Brownfield Plan LC Howard Spec Building. Mayor Britigan started by saying that portions of the paper mill are being redeveloped to LC Howard warehouse facilities, and want to be enveloped into a new Brownfield plan, per the memo from Envirologic in the handout.

Moved by Commissioner Bagley, supported by Vice Mayor Jordan, to open the floor for public hearing at 7:24 pm. **Motion Carried.**

Mayor Britigan noted there were no comments.

Moved by Commissioner Bagley, supported by Commissioner Emmons to close the public hearing at 7:25 pm. **Motion Carried.**

Mayor Britigan began discussion by noting that the reimbursement agreement is not an action item because it has not yet been approved by their authority. Commissioner Fooy asked what LC Howard's motivation is in removing one parcel from our Brownfield and moving it to a new BRA, as well as mentioning that he didn't want any properties off our tax rolls. LC Howard Attorney Steve Sielatycki explained the tax implications are only on any increase in value – the current rate of taxes would still be received by the City and other entities. That increase in tax is what's retained by the Brownfield Authority to be used for "eligible activities". He also noted that the new building straddles the two parcels. David Stegink, LC Howard representative, added that currently the project is straddling two different parcels, which creates difficulty in cost tracking and reimbursement, etc. City Attorney Soltis noted there was no reason not to combine the parcels, but added that he had questions regarding the length of the BRA agreement – the years on different documents need reconciling. Commissioner Madaras asked what the City's benefit is to the agreement. Mr. Sielatycki explained that moving forward there will be 15 new jobs, and that at the end of the agreement, the local community can capture 5 years to further other future Brownfield projects. He added that MEDC is supportive of the project. Mayor Britigan expressed his concern in giving up revenue to the general fund.

Moved by Commissioner Fooy, supported by Commissioner Bagley, to table the Resolution Approving a Brownfield Plan until the next meeting. Roll call vote was as follows:

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

**Motion Carried 5-1.**

Resolution to terminate Brownfield Plan for specific property. Attorney Soltis explained that this is particular to one specific parcel, which is currently within the 2009 Brownfield plan. This termination carves out one property in advance of moving it to a new authority. He then noted he would like to see the documents have the parcel ID included to reduce confusion. Moved by Commissioner Fooy, supported by Commissioner Bagley, to table the Resolution Terminating the Brownfield Plan until the next meeting. Roll call vote was as follows:

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

**Motion Carried 6-0.**

C. Kindleberger Park Stage Reservation, Bennett Book Signing – approve. City Manager Stoddard explained that the event is a public event with unknown participants, estimated between 25 and 100; she then shared details of her conversation with the event coordinator. The Mayor expressed his concern about it being a public event, and reminded everyone that the Kindleberger Summer Festival was canceled over concerns for public health. Vice Mayor Jordan agreed, saying he had concerns about distancing. Commissioner Bagley suggested having handouts prior to the event saying they were following the state mandate. Moved by commissioner Fooy, supported by Vice Mayor Jordan, to reject/deny the Bennett application to reserve the stage. Roll call vote was as follows:

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

**Motion Carried 4-2.**

## 9. Citizen Comments

Mike Conner, 1150 Parchmount, stated his concern that people using the park were not adhering to the Governor's Executive Order to socially distance and wear masks.

Jen Strebs, Kalamazoo Township Trustee, commended the Commission for its service, and keeping the community safe. She noted she's running for County Commissioner for the region that includes Parchment.

**10. Mayor and Commissioner Comments**

Commissioner Bagley asked about the water leaking on Thomas, wondering if we are liable if slippery.

Commissioner Madaras thanked city staff for the Mill tour, saying it gave her good perspective seeing everything in person.

Commissioner Emmons also went on the tour and thanked staff.

Commissioner Fooy expressed his view that he wants to give LC Howard advantages, but not at great cost to the City. He's concerned about our General Fund. He added that he's proposing a task force to look at properties on our southern border and whether we could annex them. He then expressed his sorrow at the passing of friend and former Commissioner Don Banner.

Vice Mayor Jordan added his condolences to the Banner Family, as well, saying Don was a huge part of the Parchment family, and his passing is a great loss to the community.

Mayor Britigan echoed VM Jordan's comments, adding that Don served on the Commission from 1995-2011, including as Vice Mayor. "He will be missed", and thoughts and prayers are with the Banner family. The Mayor then announced that we will be hearing more about PFAS exposure and health studies that will be taking place in the near future, be on the lookout for flyers and other information.

**11. City Manager Comments/Reports**

City Manager Stoddard said that she will have a bit more information on the two PFAS studies in the next newsletter. She then reported on an explosion at the substation which caused issues at the Epic plant last Saturday, explaining that a fuse blew at the substation. There was a second explosion shortly thereafter, and according to Chief Obreiter, there were no injuries and minimal damage. The City Manager then added that private gatherings outdoors are still within the Governor's guidance. She said newsletter input was welcome, then she invited all who had questions or concerns to call City Hall to discuss with her.

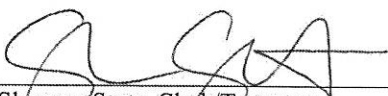
**12. Adjournment**

There being no further business to come before the Commission, it was moved by Commissioner Madaras and supported by all to adjourn the meeting at 8:30 p.m.

Shannon Stutz, City Clerk

I, Shannon Stutz, the undersigned, the fully qualified Clerk of the City of Parchment, State of Michigan, do hereby certify that the foregoing is a true and complete story of the minutes for the regular meeting of the City Commission on July 20, 2020 that were adopted by the City of Parchment City Commission at a regular meeting held on the 3<sup>rd</sup> day of August, 2020.

IN WITNESS THEREOF, I have hereunto set my official signature this 14<sup>th</sup> day of August, 2020.

  
Shannon Stutz, Clerk/Treasurer  
City of Parchment



## Michael Schwartz

---

**From:** Conradi, Mark (EGLE) <CONRADIM@michigan.gov>  
**Sent:** Wednesday, December 23, 2020 9:50 AM  
**To:** Nancy Stoddard (manager@parchment.org)  
**Cc:** Michael Schwartz; Shannon Stutz; Campbell, Andy; Jones, Clarence (EGLE)  
**Subject:** RE: Parchment City Gap Compliance

Nancy,

Please use this email in lieu of the standard, mailed letter.

---

We have reviewed the information contained in the rate methodology dated December 23, 2020. It has been demonstrated that significant progress has been made, as determined by the department, toward achieving the funding structure necessary to implement the program.

Accordingly, the applicant has fulfilled the significant progress requirement and complies with Section 5204e(3)(a), Part 52, Clean Water Assistance, of the Natural Resource and Environmental Protection Act, 1994 PA 451, as amended.

Mark Conradi  
Departmental Analyst  
Michigan Department of Environment, Great Lakes, and Energy  
Water Infrastructure Financing Section  
517-881-2899 | [conradim@michigan.gov](mailto:conradim@michigan.gov)

**Follow Us | [Michigan.gov/EGLE](https://www.michigan.gov/EGLE)**



**LET'S STAY SAFE TOGETHER**

## Memorandum

---

Date:	December 29, 2020
To:	Mr. Clarence Jones
Company:	Michigan Department of Environment, Great Lakes, and Energy
From:	Prein&Newhof
Project #:	2130310
Re:	City of Parchment SAW Grant: Summary of Wastewater Asset Management Plan

---

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### **Grantee Information**

**Grantee:**

City of Parchment  
620 S. Riverview Drive  
Parchment, MI 49004  
<http://www.parchment.org>

Contact: Ms. Nancy Stoddard, City Manager  
Phone: (269) 349-3785

SAW Grant Project Number: 1459-01

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All assets that are functionally or financially significant to the wastewater system have been inventoried. Manhole, gravity sewer main, force main, and lift station locations were plotted in a Geographic Information System (GIS) using record drawings. Manhole and lift station locations were field verified and adjusted with survey grade Global Positioning System (GPS) coordinates.

Asset inventory data including years of installation, materials, sizes, pipe inverts, and manhole rim elevations were cataloged from record drawing and visually verified where needed. Asset inventory data is managed using GIS databases.

Locations of non-pipe assets, such as, lift station components, building components, and other equipment are compiled in a package of inventory spreadsheets. These assets are not mapped in GIS.

### **Condition Assessment**

*Discuss the condition assessment process, including what methods were used. Summarize the results of the assessment for each asset category.*

**Gravity Sewer Mains:** Inspections were made using either a pole mounted zoom camera (looking up or down each pipe from the manholes) or with in-line closed circuit television (CCTV) cameras. Pipes inspected with zoom camera methods were rated considering any observable roots, deposits, joint conditions, pipe wall conditions, infiltration, or other defect observations. Pipes inspected with CCTV were rated using the Pipeline Assessment Certification Program (PACP) system condition grading system. Composite Risk of Failure ratings of 1-5 were derived for each pipe.

Percentage of gravity sewer pipes in each rating category

1	2	3	4	5
47.3%	5.9%	13.4%	21.4%	12.0%

**Force Mains:** Force main conditions were estimated using pipe age, material, and break history records. Parchment’s force main data was compared with that of several other municipalities to establish a comparative reference. Ratings of 1-5 were developed for each force main.

Percentage of force main pipes in each rating category

1	2	3	4	5
0.0%	63.1%	16.8%	0.0%	20.2%

**Manholes:** Manholes were visually inspected and rated on a scale of 1-5 based on factors related to the condition of castings, steps, structures, and infiltration.

Percentage of manholes in each rating category

1	2	3	4	5
14.8%	45.2%	33.3%	4.3%	2.4%

**Lift Stations:** Visual inspection and performance testing were completed to evaluate asset condition. Lift station assets, including pumps, valves, piping, structures, electrical, controls, and other assets, were rated on a scale of 1-5. Composite ratings for the station as a whole were developed.

Number of lift stations in each rating category

1	2	3	4	5
0	0	1	2	0

## **Criticality of Assets**

*“A summary of the method used to assess the criticality of assets considering the likelihood and consequence of failure. Discussion may include the method used to assess the criticality of assets considering the likelihood and consequence of failure and based on the condition of the assets and the determined risk tolerance, how were the assets ranked.”*

Assets were given a Risk of Failure (RoF) rating of 1-5 (5 being the worst) based on factors related to both physical and functional conditions as determined through condition assessments. Assets were given a Consequence of Failure (CoF) rating of 1-5 (5 being the worst) based on potential damage to adjacent utilities, transportation networks, and the surrounding property/environment. The magnitude of the potential service disruption was also a factor.

Assets with the higher rankings for Consequence of Failure were those that:

- Provide service to a significant portion of the system
- Serve schools / hospitals / major industry
- Are under major roads or are adjacent to other major utilities
- Are adjacent to waterways or significant wetlands

Criticality ratings were calculated as the product of an asset’s RoF and CoF, producing criticality ratings ranging from 1-25 (25 being the most critical). The most critical assets were found to be gravity sewers primarily along Wilson Avenue, Riverview Drive, Oak Grove and Hercules Avenue.

## **Level of Service Determination**

*“A summary of the level of service goals the municipality has determined that it wants to provide its customers based on the municipality’s ability to provide the service and customer expectations. Discussion may include the procedures used to involve stakeholders in the level of service discussion. The trade-offs for the service to be provided. This could include any technical, managerial, health standard, safety, or financial restraints, as long as all regulatory requirements are met. How the level of service goals were determined”*

The City recognizes that the people served by the system are more than customers, they are the system owners. City staff act as stewards of the system. The City has held numerous public meetings and workshops with the City Staff and Council Members. Discussions at these meetings included the results of the condition assessments, the costs for various operations, maintenance and replacement strategies affecting the levels of service, and potential rate impacts. Based on the input received during these meetings, the following Level of Service Goals have been established:

1. Meet Regulatory Requirements
2. Minimize Service Interruptions
3. Minimize Public Hazards
4. Manage Storm Water Inflow and Ground Water Infiltration
5. Provide Capacity for Community Growth
6. Minimize Life Cycle Costs

### **Revenue Structure**

*“A summary of the funding structure and rate methodology that provides sufficient resources to implement the asset management program. Discussion may include the rates, charges, or other means of revenue were reviewed to determine if there will be sufficient funds to cover system operation, maintenance, replacement, capital improvement projects, and debt costs, identified in the AMP. If the current rate structure was not sufficient, discuss what increases were needed to ensure the desired level of service is sustainable and if any changes were made.”*

Historical operating expenses were reviewed using current audit and budget information. Based on that information, a “Test Year” was developed that reflected a baseline cost. The baseline costs included currently budgeted expenses, debt service, and leveling for base operating cost.

The customer base was reviewed, including the number of residential equivalent units in the system. Other operating and non-operating revenues were also evaluated. Prediction of customer connections was made including trending in system utilization, projection of operating costs, and anticipated inflation by expense category.

A forecasting system was developed and used to identify the estimated replacement investment for the remaining lifecycle of all assets, based on the asset inventory and condition assessment data. Project costs were estimated for capital improvements within the first 10 years. The annual investment cost was evaluated, and scenarios developed for cash funding and debt financing. Based on this analysis, it is expected that a combination of future rate increases and debt financing will be needed to fund capital projects.

## **Capital Improvement Plan**

*“A summary of the long-term Capital Improvement Plan that was developed to address system needs identified in the AMP.”*

A Capital Improvement Plan, CIP, showing project descriptions, cost estimates, and project timelines was developed for the capital improvements needed within a ten-year planning period. The major wastewater system projects identified in the CIP are:

- Seven (7) point repairs at various locations across the system (ROF 5 & 4)
- Install one (1) access manhole for maintenance purposes
- Two (2) sanitary repairs to reduce I/I at leaching basins.
- Cured in place lining or replace gravity sewer for approximately 17,500 lineal feet at various locations across the system (ROF 5 & 4)
- Forcemain replacement for Commerce / Link Lane Lift Station
- Retrofit / Upgrade 3 lift stations
- Budget for various non-pipe assets (mini-excavator, vehicles, etc.)
- Develop and continue O&M for CCTV and cleaning needs of the system

## **List of Major Assets**

*“Provide a general list of the major assets identified in the AMP.”*

Parchment’s major assets include:

- 50,725 feet of 6” to 18” diameter gravity sewer
- 234 manholes
- 3 lift stations
- 1,552 feet of 4” to 6” diameter force main



# Memorandum

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**To:** Nancy Stoddard, City Manager and Parchment City Commission  
**From:** Shannon Stutz, Treasurer/Clerk  
**Date:** 12/28/20  
**Re:** **Budget Amendment**

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In looking over the revenue/expenditure report half way through our fiscal year ending 6/30/2021, I have identified accounts that require budget adjustments. I am proposing budget amendment increases for the General Fund. Please authorize the following:

General Fund

101-100.000-800.000	Legis.	\$ 10,000.00	Expense – Professional/contractual
101-100.000-970.000	Legis	3,305.00	Expense – Capital
202-482.000-955.000	Major Streets	14,700.00	Expense - Miscellaneous
101-000.000-695.000		\$ 5,000.00	Revenue – Other sources