



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

February 1, 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 January 18, 2021

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. 1430 – approve
- ii. December 2020, Financial Report – receive
- iii. Credit Card Statement - approve
- iv. Crime Statistics, 4th Quarter - receive
- v. Kindleberger Park Stage Reservation, May 14, 2021 - approve
- vi. Kindleberger Park Stage Reservation, May 22, 2021 – approve
- vii. Kindleberger Park Sunken Garden Reservation, July 17, 2021 – approve
- viii. Planning Commission Minutes, December 16, 2020 - receive

7. Unfinished Business

8. New Business

- A. Kalamazoo Co. Household Hazardous Waste Agreement - approve

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



City of Parchment
Check Register Report
Warrant 1430

Check #	Check Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
36249	01/17/2021	CINTAS	Uniform Rental & Towels	354.51
36251	01/17/2021	CONSUMERS ENERGY	Monthly Citywide Energy use	5,409.74
36252	01/17/2021	JAMES DUBY	Healthcare Reimb-Oct/Nov	663.58
36253	01/17/2021	JAMES DUBY	Christmas Wreath	85.00
36254	01/17/2021	FORD, KRIEKARD, SOLTIS & WISE	Gen'l + Police Matters - Dec	768.75
36255	01/17/2021	GABRIDGE & COMPANY, PLC	Final Billing-June 2020 Audit	5,125.00
36256	01/17/2021	KALAMAZOO CITY TREASURER	Water bill - Drinking Fountain	345.53
36257	01/17/2021	KALAMAZOO CITY TREASURER	Delinq City of Kal Util on Winter Tax Bill	3,221.01
36258	01/17/2021	KALAMAZOO OIL CO.	Fuel Charges-12/1 to 12/15/20	49.03
36259	01/17/2021	PREIN & NEWHOF	SAW Grant thru 12/26/2020	30,799.82
36260	01/17/2021	REPUBLIC SERVICES #249	Monthly trash service - Jan	9,162.99
36261	01/17/2021	SBAM PLAN	Employee & Retiree Ins-Feb	10,751.59
36262	01/17/2021	SEVERANCE ELECTRIC CO INC	Traffic Signal Maint-Dec. 2020	120.00
36263	01/17/2021	KARA SMITH	Mileage-Oct-Dec 2020	86.30
36264	01/17/2021	NANCY STODDARD	Zoom-On Line Meeting Platform	15.89
36265	01/17/2021	SHANNON STUTZ	Mileage-Oct-Dec 2020	91.29
36266	01/17/2021	WEST SHORE FIRE	5 SCBA Gear	37,173.15

REVENUE/EXPENDITURE REPORT

Through Dec 31, 2020

City of Parchment

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

Fund: 101 - GENERAL FUND

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Revenues						
Dept: 000.000						
404.000 Tax Revenue	697,865.00	697,865.00	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	3,175.49	2,159.93	338.75	198.47
448.000 1% Collection Fees	24,400.00	24,400.00	17,994.06	558.57	98.50	73.75
451.000 License and Fees	9,400.00	9,400.00	9,471.39	1,692.06	0.00	100.76
452.000 Cablevision Fees	14,600.00	14,600.00	6,764.98	3,382.84	0.00	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	71,339.64	30,025.56	25.00	60.15
528.000 Other Federal Funding	0.00	0.00	5,922.67	-2,906.33	-2,906.33	0.00
575.000 State Sales Tax	200,400.00	200,400.00	96,187.00	73,387.00	35,994.00	48.00
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	1,680.23	928.69	208.83	23.34
664.000 Interest on Investments	4,200.00	4,200.00	39.29	29.30	19.78	0.94
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	0.00	125.80
695.000 Other Financing Sources	0.00	5,000.00	5,908.47	5,908.47	0.00	118.17
696.000 Deposits Over & Short	0.00	0.00	0.76	0.00	0.00	0.00
Dept: 000.000	1,363,725.00	1,368,725.00	1,023,448.65	186,168.28	33,778.53	74.77
Revenues	1,363,725.00	1,368,725.00	1,023,448.65	186,168.28	33,778.53	74.77
Expenditures						
Dept: 100.000 Legislative						
703.000 Payroll - Part Time	7,100.00	7,100.00	3,550.00	1,260.00	420.00	50.00
715.000 Social Security	1,000.00	1,000.00	114.70	78.12	26.04	11.47
720.000 Worker's Compensation	300.00	300.00	1.21	0.66	0.22	0.40
722.000 Medicare	200.00	200.00	26.83	18.27	6.09	13.42
740.000 Operating Supplies	700.00	700.00	4,656.11	3,411.37	0.00	665.16
800.000 Professional/Contractual Serv.	10,400.00	20,400.00	13,283.15	-3,060.40	-12,739.05	65.11
830.000 Memberships & Dues	1,500.00	1,500.00	65.00	65.00	0.00	4.33
880.000 Community Promotion	1,000.00	1,000.00	390.00	195.00	65.00	39.00
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	3,305.00	3,304.50	3,304.50	0.00	99.98

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

REVENUE/EXPENDITURE REPORT

Through Dec 31, 2020

City of Parchment

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

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Fund: 101 - GENERAL FUND						
Expenditures						
Legislative	26,500.00	39,805.00	27,077.73	5,854.74	-12,221.70	68.03
Dept: 200.000 Administration						
702.000 Payroll - Full Time	124,000.00	124,000.00	52,161.72	26,104.30	8,483.70	42.07
703.000 Payroll - Part Time	46,000.00	46,000.00	21,708.47	11,895.89	2,958.63	47.19
715.000 Social Security	11,100.00	11,100.00	4,380.65	2,196.09	705.59	39.47
716.000 Hospital/Life Insurance	55,000.00	55,000.00	12,302.40	347.56	17.52	22.37
716.001 Insurance Deductible	4,100.00	4,100.00	2,619.63	1,183.92	0.00	63.89
718.000 Pension	32,000.00	32,000.00	19,710.14	11,337.41	5,573.56	61.59
720.000 Worker's Compensation	700.00	700.00	242.93	113.81	37.00	34.70
722.000 Medicare	2,600.00	2,600.00	1,024.45	513.58	165.01	39.40
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	2,694.50	1,056.52	695.37	84.20
740.000 Operating Supplies	4,400.00	4,400.00	1,967.45	1,259.60	175.98	44.71
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	3,920.49	1,954.35	130.61	63.23
805.000 Computer Services	9,400.00	9,400.00	7,718.07	2,876.29	1,516.29	82.11
830.000 Memberships & Dues	1,200.00	1,200.00	478.99	217.49	77.49	39.92
850.000 Communications	7,200.00	7,200.00	4,400.36	2,152.68	717.56	61.12
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	0.00	44.62
920.000 Utilities	4,200.00	4,200.00	2,096.74	1,101.62	458.60	49.92
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	563.99	313.99	-17.64	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	144,247.15	66,286.61	21,695.27	38.87
Dept: 210.000 Legal Services						
801.000 Attorney - General	15,300.00	15,300.00	9,375.00	4,218.75	1,075.00	61.27
802.000 Attorney-Police Matters	9,400.00	9,400.00	1,225.00	962.50	437.50	13.03
Legal Services	24,700.00	24,700.00	10,600.00	5,181.25	1,512.50	42.91
Dept: 300.000 Police						
703.000 Payroll - Part Time	9,700.00	9,700.00	2,095.00	1,455.00	450.00	21.60
715.000 Social Security	600.00	600.00	129.89	90.21	27.90	21.65
719.000 Hospital Insurance - Retirees	13,500.00	13,500.00	7,330.38	3,665.19	1,221.73	54.30
722.000 Medicare	100.00	100.00	30.39	21.11	6.53	30.39
800.000 Professional/Contractual Serv.	356,500.00	356,500.00	152,810.25	59,386.00	0.00	42.86
Police	380,400.00	380,400.00	162,395.91	64,617.51	1,706.16	42.69

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Through Dec 31, 2020

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Fund: 101 - GENERAL FUND										
Expenditures										
Dept: 336.000 Fire										
740.000 Operating Supplies	5,000.00	5,000.00	0.00	0.00	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	1,000.00	1,000.00	24.59	0.00	0.00	5.23
775.000 Repair & Maintenance Supplies	1,000.00	1,000.00	0.00	0.00	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	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	66,900.00	66,900.00	29,099.82	11,150.00	0.00	43.50
830.000 Memberships & Dues	0.00	0.00	1,400.00	1,400.00	0.00	0.00	1,400.00	1,400.00	0.00	0.00
850.000 Communications	4,300.00	4,300.00	1,499.22	749.61	4,300.00	4,300.00	1,499.22	749.61	90.00	34.87
910.000 Insurance & Bonds	9,300.00	9,300.00	7,196.00	3,598.00	9,300.00	9,300.00	7,196.00	3,598.00	0.00	77.38
920.000 Utilities	2,700.00	2,700.00	1,023.56	540.43	2,700.00	2,700.00	1,023.56	540.43	236.25	37.91
930.000 Repair & Maint Contractors	10,500.00	10,500.00	1,396.57	746.67	10,500.00	10,500.00	1,396.57	746.67	0.00	13.30
970.000 Capital	20,000.00	20,000.00	37,173.15	37,173.15	20,000.00	20,000.00	37,173.15	37,173.15	37,173.15	185.87
Fire	120,800.00	120,800.00	78,840.66	55,382.45	120,800.00	120,800.00	78,840.66	55,382.45	37,499.40	65.27
Dept: 440.000 Public Services										
702.000 Payroll - Full Time	78,500.00	78,500.00	31,573.56	16,528.80	78,500.00	78,500.00	31,573.56	16,528.80	5,309.56	40.22
715.000 Social Security	4,900.00	4,900.00	2,830.45	1,460.87	4,900.00	4,900.00	2,830.45	1,460.87	474.56	57.76
716.000 Hospital/Life Insurance	29,500.00	29,500.00	16,556.80	7,808.99	29,500.00	29,500.00	16,556.80	7,808.99	2,403.41	56.12
716.001 Insurance Deductible	2,000.00	2,000.00	2,782.81	1,147.44	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	11,115.56	6,586.22	33,500.00	33,500.00	11,115.56	6,586.22	3,352.58	33.18
719.000 Hospital Insurance - Retirees	9,000.00	9,000.00	7,330.38	3,665.19	9,000.00	9,000.00	7,330.38	3,665.19	1,221.73	81.45
720.000 Worker's Compensation	2,800.00	2,800.00	1,494.45	746.92	2,800.00	2,800.00	1,494.45	746.92	239.65	53.37
722.000 Medicare	1,200.00	1,200.00	662.00	341.70	1,200.00	1,200.00	662.00	341.70	111.00	55.17
740.000 Operating Supplies	500.00	500.00	27.71	27.71	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	4,200.00	4,200.00	1,219.15	605.76	0.00	29.03
775.000 Repair & Maintenance Supplies	7,900.00	7,900.00	3,422.64	971.54	7,900.00	7,900.00	3,422.64	971.54	151.81	43.32
780.000 Safety Supplies	500.00	500.00	294.05	299.93	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	900.00	900.00	401.00	175.50	0.00	44.56
810.000 Rubbish Collection Charges	110,000.00	110,000.00	62,486.68	27,524.50	110,000.00	110,000.00	62,486.68	27,524.50	8,809.24	56.81
815.000 Uniform Rental	3,000.00	3,000.00	1,311.86	594.16	3,000.00	3,000.00	1,311.86	594.16	212.20	45.56
850.000 Communications	900.00	900.00	608.88	383.94	900.00	900.00	608.88	383.94	119.98	67.65
860.000 Institutes & Training	300.00	300.00	0.00	0.00	300.00	300.00	0.00	0.00	0.00	0.00
880.000 Community Promotion	500.00	500.00	284.90	284.90	500.00	500.00	284.90	284.90	85.00	56.98
910.000 Insurance & Bonds	5,700.00	5,700.00	2,636.00	1,318.00	5,700.00	5,700.00	2,636.00	1,318.00	0.00	46.25
920.000 Utilities	8,400.00	8,400.00	3,211.32	1,961.66	8,400.00	8,400.00	3,211.32	1,961.66	935.12	38.23
926.000 Street Lighting	29,200.00	29,200.00	15,491.24	7,523.66	29,200.00	29,200.00	15,491.24	7,523.66	2,458.51	53.05
930.000 Repair & Maint Contractors	10,900.00	10,900.00	6,971.53	3,910.28	10,900.00	10,900.00	6,971.53	3,910.28	353.75	63.96
991.000 Debt Retirement-Principal	17,600.00	17,600.00	7,829.71	3,146.12	17,600.00	17,600.00	7,829.71	3,146.12	0.00	44.49
995.000 Interest Expense	1,900.00	1,900.00	71.39	14.32	1,900.00	1,900.00	71.39	14.32	0.00	3.76
Public Services	363,800.00	363,800.00	180,614.07	87,028.11	363,800.00	363,800.00	180,614.07	87,028.11	26,238.10	49.66

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Through Dec 31, 2020

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CY YTD: 7/1/2020 to 12/31/2020 CY ATD: 7/1/2020 to 6/30/2021

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Fund: 101 - GENERAL FUND						
Expenditures						
Dept: 751.000 Parks, Recreation & Culture						
702.000 Payroll - Full Time	54,000.00	54,000.00	20,430.71	10,758.24	3,586.08	37.83
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	1,398.57	661.24	220.41	39.96
716.000 Hospital/Life Insurance	14,800.00	14,800.00	1,548.37	622.61	7.44	10.46
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	7,728.60	4,703.36	2,355.96	33.60
720.000 Worker's Compensation	1,500.00	1,500.00	825.50	394.37	131.46	55.03
722.000 Medicare	800.00	800.00	327.04	154.62	51.54	40.88
746.000 Gasoline & Oil	2,700.00	2,700.00	940.24	229.07	49.03	34.82
775.000 Repair & Maintenance Supplies	10,400.00	10,400.00	1,457.29	620.81	0.00	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	0.00	52.34
920.000 Utilities	6,800.00	6,800.00	3,312.80	2,026.52	414.01	48.72
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
Parks, Recreation & Culture	173,300.00	173,300.00	51,506.82	23,111.84	6,815.93	29.72
Expenditures	1,460,600.00	1,473,905.00	655,282.34	307,462.51	83,245.66	44.46
Grand Total Net Effect:	-96,875.00	-105,180.00	368,166.31	-121,294.23	-49,467.13	-349.98

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

REVENUE/EXPENDITURE REPORT

Through Dec 31, 2020

City of Parchment	CY MTD	CY YTD	CY QTD	CY MTD Actual	Current Year % of Budget
Fund: 202 - MAJOR STREET FUND Revenues Dept: 000.000 546.000 State Grants - Act 51 Dept: 000.000 Revenues 163,300.00 163,300.00 163,300.00 12,505.95 46.34 163,300.00 163,300.00 163,300.00 12,505.95 46.34 163,300.00 163,300.00 163,300.00 12,505.95 46.34					
Expenditures Dept: 451.000 Construction 930.000 Repair & Maint.Contractors 970.000 Capital 10,500.00 0.00 0.00 18,694.29 0.00 10,500.00 10,500.00 10,500.00 0.00 99.80 10,500.00 10,500.00 10,500.00 18,694.29 277.85 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 22,900.00 7,000.00 7,000.00 1,112.76 27.30 450.00 450.00 450.00 67.86 25.90 1,800.00 1,800.00 1,800.00 129.92 17.62 100.00 100.00 100.00 0.00 0.00 3,000.00 3,000.00 3,000.00 486.48 24.80 450.00 450.00 450.00 74.88 32.86 100.00 100.00 100.00 15.81 27.14 300.00 300.00 300.00 0.00 0.00 2,200.00 2,200.00 2,200.00 80.51 3.66 7,500.00 7,500.00 7,500.00 727.00 25.03 22,900.00 22,900.00 22,900.00 668.26 22.80 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 6,700.00 450.00 450.00 1,087.80 27.72 1,800.00 1,800.00 1,800.00 66.30 25.15 100.00 100.00 100.00 129.86 17.62 3,000.00 3,000.00 3,000.00 0.00 0.00 450.00 450.00 450.00 724.87 24.16 100.00 100.00 100.00 144.23 32.05 500.00 500.00 500.00 26.35 26.35 2,400.00 2,400.00 2,400.00 0.00 0.00 12,200.00 12,200.00 12,200.00 3,402.57 0.00 27,700.00 27,700.00 27,700.00 1,768.58 27.89 1,188.31 23.77 Dept: 478.000 Winter Maintenance 702.000 Payroll - Full Time 715.000 Social Security 8,100.00 8,100.00 8,100.00 1,378.44 34.23 500.00 500.00 500.00 83.82 33.75					

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

REVENUE/EXPENDITURE REPORT
Through Dec 31, 2020

City of Parthment

CY MTD: 12/1/2020 to 12/31/2020 CY QTD: 10/1/2020 to 12/31/2020
CY YTD: 7/1/2020 to 12/31/2020 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	2,400.00	2,400.00	430.17	130.45	0.98	17.92
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	947.40	602.64	301.87	27.07
718.000 Pension	525.00	525.00	186.57	92.76	30.92	35.54
720.000 Worker's Compensation	120.00	120.00	39.38	19.56	6.52	32.82
722.000 Medicare	900.00	900.00	176.95	0.00	0.00	19.66
746.000 Gasoline & Oil	9,900.00	9,900.00	0.00	0.00	0.00	0.00
753.000 Salt						
Winter Maintenance	26,145.00	26,145.00	4,721.63	2,307.67	827.71	18.06
Dept: 482,000 Administration	1,200.00	1,200.00	573.54	265.68	88.56	47.80
702.000 Payroll - Full Time	100.00	100.00	34.48	16.02	5.34	34.48
715.000 Social Security	600.00	600.00	111.96	0.53	0.17	18.66
716.000 Hospital/Life Insurance	500.00	500.00	203.02	116.15	58.18	40.60
718.000 Pension	20.00	20.00	38.59	17.88	5.96	192.95
720.000 Worker's Compensation	20.00	20.00	8.03	3.72	1.24	40.15
722.000 Medicare	0.00	14,700.00	14,700.00	14,700.00	14,700.00	100.00
955.000 Miscellaneous	17,000.00	17,000.00	0.00	0.00	0.00	0.00
960.000 Administrative Overhead						
Administration	19,440.00	34,140.00	15,669.62	15,119.98	14,859.45	45.90
Expenditures	106,685.00	121,385.00	61,372.21	42,433.91	36,238.02	50.56
Grand Total Net Effect:	56,615.00	41,915.00	14,302.69	-17,038.23	-23,732.07	34.12

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

REVENUE/EXPENDITURE REPORT
Through Dec 31, 2020

City of Parthment	CY MTD: 12/1/2020 to 12/31/2020 CY YTD: 7/1/2020 to 12/31/2020 CY QTD: 10/1/2020 to 6/30/2021	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Fund: 203 - LOCAL STREET FUND							
Revenues							
Dept: 000.000		66,700.00	66,700.00	31,447.19	10,553.03	5,196.79	47.15
546.000 State Grants - Act 51							
Dept: 000.000		66,700.00	66,700.00	31,447.19	10,553.03	5,196.79	47.15
Revenues							
66,700.00		66,700.00	66,700.00	31,447.19	10,553.03	5,196.79	47.15
Expenditures							
Dept: 451.000 Construction		10,500.00	10,500.00	10,479.49	0.00	0.00	99.80
970.000 Capital							
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	1,911.30	1,112.76	370.92	23.03
702.000 Payroll - Full Time							
715.000 Social Security		525.00	525.00	116.55	67.86	22.62	22.20
716.000 Hospital/Life Insurance		2,600.00	2,600.00	317.23	129.92	0.81	12.20
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	743.97	486.48	243.68	21.26
720.000 Worker's Compensation		525.00	525.00	147.87	74.88	24.96	28.17
722.000 Medicare		125.00	125.00	27.13	15.81	5.27	21.70
746.000 Gasoline & Oil		300.00	300.00	0.00	0.00	0.00	0.00
775.000 Repair & Maintenance Supplies		3,200.00	3,200.00	331.75	253.18	77.60	10.37
930.000 Repair & Maint.Contractors		5,000.00	5,000.00	1,850.00	0.00	0.00	37.00
Routine Maintenance		24,275.00	24,275.00	5,445.80	2,140.89	745.86	22.43
Dept: 475.000 Traffic Services		7,850.00	7,850.00	1,815.79	1,062.90	354.30	23.13
702.000 Payroll - Full Time							
715.000 Social Security		500.00	500.00	110.62	64.77	21.59	22.12
716.000 Hospital/Life Insurance		2,300.00	2,300.00	305.21	122.31	0.77	13.27
716.001 Insurance Deductible		200.00	200.00	0.00	0.00	0.00	0.00
718.000 Pension		3,350.00	3,350.00	712.16	464.68	232.76	21.26
720.000 Worker's Compensation		500.00	500.00	141.43	71.52	23.84	28.29
722.000 Medicare		120.00	120.00	25.75	15.09	5.03	21.46
746.000 Gasoline & Oil		500.00	500.00	0.00	0.00	0.00	0.00
775.000 Repair & Maintenance Supplies		4,600.00	4,600.00	0.00	0.00	0.00	0.00
930.000 Repair & Maint.Contractors		600.00	600.00	0.00	0.00	0.00	0.00
Traffic Services		20,520.00	20,520.00	3,110.96	1,801.27	638.29	15.16
Dept: 478.000 Winter Maintenance		8,300.00	8,300.00	2,730.91	1,353.54	451.18	32.90
702.000 Payroll - Full Time							
715.000 Social Security		520.00	520.00	166.09	82.25	27.42	31.94
716.000 Hospital/Life Insurance		2,600.00	2,600.00	418.27	122.90	0.97	16.09

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

REVENUE/EXPENDITURE REPORT

Through Dec 31, 2020

City of Parchment

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

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Fund: 203 - LOCAL STREET FUND						
Expenditures						
Dept: 478.000 Winter Maintenance	200.00	200.00	0.00	0.00	0.00	0.00
716.001 Insurance Deductible	3,550.00	3,550.00	934.68	591.75	296.41	26.33
718.000 Pension	525.00	525.00	183.77	91.08	30.36	35.00
720.000 Worker's Compensation	125.00	125.00	39.08	19.35	6.45	31.26
722.000 Medicare	900.00	900.00	176.95	0.00	0.00	19.66
746.000 Gasoline & Oil	9,900.00	9,900.00	0.00	0.00	0.00	0.00
753.000 Salt	26,620.00	26,620.00	4,649.75	2,260.87	812.79	17.47
Winter Maintenance						
Dept: 482.000 Administration	1,500.00	1,500.00	573.54	265.68	88.56	38.24
702.000 Payroll - Full Time	100.00	100.00	34.48	16.02	5.34	34.48
715.000 Social Security	750.00	750.00	111.96	0.53	0.17	14.93
716.000 Hospital/Life Insurance	650.00	650.00	203.02	116.15	58.18	31.23
718.000 Pension	20.00	20.00	38.59	17.88	5.96	192.95
720.000 Worker's Compensation	20.00	20.00	8.03	3.72	1.24	40.15
722.000 Medicare	16,300.00	16,300.00	0.00	0.00	0.00	0.00
960.000 Administrative Overhead	19,340.00	19,340.00	969.62	419.98	159.45	5.01
Administration						
Expenditures	101,255.00	101,255.00	24,655.62	6,623.01	2,356.39	24.35
Grand Total Net Effect:	-34,555.00	-34,555.00	6,791.57	3,930.02	2,840.40	-19.65

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

REVENUE/EXPENDITURE REPORT

Through Dec 31, 2020

City of Parchment

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

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Fund: 251 - Brownfield Redevelopment						
Revenues						
Dept: 000.000						
404.000 Tax Revenue	56,900.00	56,900.00	43,928.69	43,928.69	43,928.69	77.20
Dept: 000.000	56,900.00	56,900.00	43,928.69	43,928.69	43,928.69	77.20
Revenues						
56,900.00	56,900.00	56,900.00	43,928.69	43,928.69	43,928.69	77.20
Expenditures						
Dept: 000.000						
960.000 Administrative Overhead	20,400.00	20,400.00	0.00	0.00	0.00	0.00
991.000 Debt Retirement-Principal	46,700.00	46,700.00	47,205.85	47,205.85	0.00	101.08
995.000 Interest Expense	12,800.00	12,800.00	10,940.23	10,940.23	0.00	85.47
Dept: 000.000	79,900.00	79,900.00	58,146.08	58,146.08	0.00	72.77
Expenditures						
79,900.00	79,900.00	79,900.00	58,146.08	58,146.08	0.00	72.77
Grand Total Net Effect:						
	-23,000.00	-23,000.00	-14,217.39	-14,217.39	43,928.69	61.81

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

REVENUE/EXPENDITURE REPORT

Through Dec 31, 2020

City of Parchment

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

Fund: 401 - Veteran's Memorial Fund

Revenues

Dept: 000.000

674.000 Contributed Capital Revenue

Dept: 000.000

Revenues

Grand Total Net Effect:

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
	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
Grand Total Net Effect:	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 Dec 31, 2020

City of Parchment

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

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Fund: 590 - SEWER FUND						
Revenues						
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
	37,500.00	37,500.00	20,249.01	10,783.72	0.00	54.00
Revenues						
	37,500.00	37,500.00	20,249.01	10,783.72	0.00	54.00
Expenditures						
Dept: 000.000						
702.000 Payroll - Full Time	22,000.00	22,000.00	16,011.69	7,361.78	2,269.42	72.78
715.000 Social Security	1,400.00	1,400.00	958.16	442.41	136.72	68.44
716.000 Hospital/Life Insurance	7,300.00	7,300.00	5,680.16	1,065.81	5.04	77.81
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	5,955.95	3,338.81	1,490.95	64.04
720.000 Worker's Compensation	500.00	500.00	383.15	170.10	52.44	76.63
722.000 Medicare	320.00	320.00	224.27	103.53	31.98	70.08
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	199.14	103.27	36.88	39.83
910.000 Insurance & Bonds	10,400.00	10,400.00	5,058.50	2,529.25	0.00	48.64
920.000 Utilities	2,300.00	2,300.00	1,304.92	654.72	226.68	56.74
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
	187,120.00	187,120.00	35,775.94	15,769.68	4,250.11	20.80
Expenditures						
	187,120.00	187,120.00	35,775.94	15,769.68	4,250.11	20.80
Grand Total Net Effect:						
	-149,620.00	-149,620.00	-15,526.93	-4,985.96	-4,250.11	12.48

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

REVENUE/EXPENDITURE REPORT

Through Dec 31, 2020

City of Parchment

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

Fund: 591 - WATER 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	144,000.00	144,000.00	246,843.29	180,640.80	42,756.43	171.42
540.000 State Grants	0.00	0.00	2,831.00	2,831.00	0.00	0.00
645.000 Sale of Fixed Assets	0.00	0.00	2.50	2.50	0.00	0.00
663.000 Water & Sewer Penalties						
Dept: 000.000	144,000.00	144,000.00	249,676.79	183,474.30	42,756.43	173.39
Revenues						
	144,000.00	144,000.00	249,676.79	183,474.30	42,756.43	173.39
Expenditures						
Dept: 000.000	0.00	0.00	8,610.72	3,392.60	1,257.04	0.00
702.000 Payroll - Full Time	0.00	0.00	515.17	206.19	75.86	0.00
715.000 Social Security	0.00	0.00	4,008.27	5.66	2.47	0.00
716.000 Hospital/Life Insurance	0.00	0.00	0.00	0.00	0.00	0.00
716.001 Insurance Deductible	0.00	0.00	3,553.66	1,138.31	775.98	0.00
718.000 Pension	0.00	0.00	320.50	118.42	43.88	0.00
720.000 Worker's Compensation	0.00	0.00	120.76	48.39	17.81	0.00
722.000 Medicare	0.00	0.00	1,228.97	919.27	0.00	0.00
775.000 Repair & Maintenance Supplies	0.00	0.00	256,256.69	154,618.78	47,864.55	160.16
800.000 Professional/Contractual Serv.	160,000.00	160,000.00	199.11	103.23	36.87	0.00
815.000 Uniform Rental	0.00	0.00	234.94	0.00	0.00	0.00
850.000 Communications	0.00	0.00	0.00	0.00	0.00	0.00
910.000 Insurance & Bonds	8,500.00	8,500.00	0.00	0.00	0.00	0.00
920.000 Utilities	8,000.00	8,000.00	2,209.71	1,013.29	265.51	27.62
930.000 Repair & Maint.Contractors	0.00	0.00	2,436.00	2,436.00	0.00	0.00
Dept: 000.000	176,500.00	176,500.00	279,694.50	164,000.14	50,339.97	157.44
Expenditures						
	176,500.00	176,500.00	279,694.50	164,000.14	50,339.97	157.44
Grand Total Net Effect:						86.76
			-30,017.71	19,474.16	-7,583.54	86.76

* 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	3,018.77	MINIMUM PAYMENT DUE	3,018.77
AVAILABLE CREDIT	11,981.23	PAYMENT DUE DATE	02-22-21

CORPORATE ACCOUNT ACTIVITY

CITY OF PARCHMENT
XXXX-XXXX-XXXX-1546

TOTAL CORPORATE ACTIVITY
\$2,217.26 CR

Post Date	Trans Date	Reference Number	Transaction Description	Amount
01-22	01-22		AUTO PAYMENT DEDUCTION	2,217.26 CR

INDIVIDUAL CARDHOLDER ACTIVITY

JIM DUBY
XXXX-XXXX-XXXX-1892

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
\$0.00	\$444.17	\$0.00	\$444.17

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
01-06	01-04	02305371005100088718073	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		1.69
01-11	01-08	75428551010074502983118	3505 ALL-PHASE KALAMAZOO MI		442.48

CAMRON J BOEKHOVEN
XXXX-XXXX-XXXX-9114

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
\$0.00	\$1,238.08	\$0.00	\$1,238.08

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
01-05	01-04	55309591004838000010073	RIDGE PARTS 0030721 KALAMAZOO MI		132.99
01-11	01-07	85179241008700440766494	BURNIPS EQUIPMENT THREE RIVERS MI		19.25
01-25	01-22	75500591022900010600021	MARTIN SPRING & DRIVE KALAMAZOO MI		1,085.84

NANCY R STODDARD
XXXX-XXXX-XXXX-7241

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
\$0.00	\$20.13	\$0.00	\$20.13

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
12-30	12-30	55432860365200098087822	AMZN MKTP US*0F9YZ2V93 AMZN.COM/BILL WA		20.13

SHANNON STUTZ
XXXX-XXXX-XXXX-0473

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
\$0.00	\$1,316.39	\$0.00	\$1,316.39

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
01-06	01-06	55432861006200933601871	AMZN MKTP US*FD1PV6G93 AMZN.COM/BILL WA		90.07
01-06	01-05	02305371006500229592205	OFFICEMAX/OFFICEDEPT#3 KALAMAZOO MI		95.35
01-08	01-07	55429501007637903717094	PIXELVINE 8007772509 MI		71.25
01-14	01-13	55429501013637367886510	PIXELVINE 8007772509 MI		65.00
01-18	01-15	05227021015300239395121	MARANA GROUP 269-383-9333 MI		404.75
01-18	01-15	82301821015900016546860	CORPORATE TECHNOLOGIES 952-7153600 MN		425.00
01-25	01-24	55429501024637016138625	SQUARESPACE INC. 6465803456 NY		20.00
01-26	01-26	55432861026200190318363	SPECTRUM 855-707-7328 MO		144.97

Crime Statistics: 4th Quarter

City of Parchment
10/01/2020 - 12/31/2020

Violent Crimes <i>Number of Victims</i>	2018	2019	2020	# Change 2019-2020
Aggravated Assault	2	0	6	6
Criminal Sexual Conduct	1	0	2	2
Murder	0	0	0	0
Robbery	0	0	0	0
Total	3	0	8	8

Property Crimes <i>Number of Offenses</i>	2018	2019	2020	# Change 2019-2020
Arson	0	0	0	0
Burglary	2	1	3	2
Larceny	7	8	8	0
Motor Vehicle Theft	0	2	0	-2
Total	9	11	11	0

Arrests <i>Number of Arrest Reports</i>	2018	2019	2020	# Change 2019-2020
Total Arrests	8	12	21	9

Calls for Service <i>Excluding DP and TS</i>	2018	2019	2020	# Change 2019-2020
Total Calls for Service	275	305	283	-22

Officer-Initiated Calls	2018	2019	2020	# Change 2019-2020
Directed Patrol	111	56	56	0
Traffic Stop	38	14	25	11
Total	149	70	81	11

CityTek Citations	2018	2019	2020	# Change 2019-2020
Total Ticket Count	409	436	590	154
Total Violation Count	517	546	777	231

Kindleberger Park Reservation Form

Sunken Garden/Gazebo (\$250 non-resident/\$150 resident) (3 hour block)
\$100 deposit required

Stage (\$350 non-resident/\$200 resident) (3 hour block) \$100 deposit required 5:30pm-8:30pm

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

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

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

Picnic Pavilion 4 (\$100 non-resident, \$50 resident) (4 hour block)

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

Name: Ballet Arts, Judi Holland Phone: 269-345-3433
Address: 2018 Rambling Rd, Kalamazoo, MI
Email: holland.judi@yahoo.com Alternate Phone: 269-226-0962
Date of Event: Friday, May 14, 2021 Time: 5:30 - 8:30

Type of event: Dance recital

Approximate number of attendees: 50

Will there be music as part of your event? yes

Name of DJ, musical performer, sound technician: we will use our own music

Decorations, rental chairs/tents/tables? Describe: we may get a couple of flower pots on stage area. Audience will bring own chairs.

Name & address for deposit return: Ballet Arts, 2018 Rambling Rd, Kalamazoo, MI 49008

Judi Holland
Signature

January 19, 2021
Date

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

Deposit made by phone with Kara-credit card

FOR INTERNAL OFFICE USE:

Application received by: KS Date: 1-21-21

Payment amount received: \$450 Receipt #: 12029

Check # _____ Cash _____ Credit X

APPROVAL

Signature

Date

Kindleberger Park Reservation Form

Sunken Garden/Gazebo (\$250 non-resident/\$150 resident) (3 hour block)
\$100 deposit required

Stage (\$350 non-resident/\$200 resident) (⁶/~~3~~ hour block) \$100 deposit required 2 p.m - 8pm

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

Name: Ballet Arts School of Dance/Holland ^{Judi} Phone: 269-345-3433
 Address: 2018 Rambling Rd, Kalamazoo, MI 49008
 Email: holland.judi@yahoo.com Alternate Phone: 269-226-0962
 Date of Event: Saturday, May 22, 2021 Time: _____

Type of event: Dance Recital

Approximate number of attendees: _____

Will there be music as part of your event? Yes

Name of DJ, musical performer, sound technician: We will use our own music

Decorations, rental chairs/tents/tables? Describe: We may have flowers on the stage

Name & address for deposit return: Ballet Arts, 2018 Rambling Rd, Kalamazoo, MI 49008

Judi Holland
Signature

January 19, 2021
Date

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

Deposit paid with credit card by phone with Kera.

FOR INTERNAL OFFICE USE:

Application received by: ES Date: 1-21-21

Payment amount received: \$350 Receipt # 12029

Check # _____ Cash _____ Credit X

APPROVAL

Signature _____

Date _____

Deposit waived due to two bookings

Kindleberger Park Reservation Form

Sunken Garden/Gazebo (\$250 non-resident/\$150 resident) (3 hour block)
\$100 deposit required

Stage (\$350 non-resident/\$200 resident) (3 hour block) \$100 deposit required

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

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

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

Picnic Pavilion 4 (\$100 non-resident, \$50 resident) (4 hour block)

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

Name: Jodi Ackerman + Carol Ackerman Phone: 269-806-8874

Address: 506 Stassen Ave, Kalamazoo, MI 49004

Email: tna8900@gmail.com Alternate Phone: _____

Date of Event: July 17, 2021 - Saturday Time: Wedding @ 4pm
3p-6p

Type of event: Wedding

Approximate number of attendees: 25-40 ppl.

Will there be music as part of your event? NO - Just wedding

Name of DJ, musical performer, sound technician: [Signature]

Decorations, rental chairs/tents/tables? Describe: Rental chairs, ribbons

Name & address for deposit return: Carol Ackerman - 506 Stassen Ave
Kalamazoo, MI 49004

Carol A. Ackerman
Signature

Jan 17, 2021
Date

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

FOR INTERNAL OFFICE USE

Application received by: [Signature] Date: 1-18-21

Payment amount received: \$350 Receipt # 12024

Check # 026 Cash _____ Credit X \$250

APPROVAL \$100

Signature

Date

Planning Commission Meeting Minutes
December 16, 2020 – Virtual Meeting

1. Call to Order at 6pm

2. Roll Call – All present – DeBoer, Bliesener, Lyon-Jenness, Dean

3. Approval of Minutes –

- Corrections to the November 17, 2020 minutes: Village of Paw Paw in Van Buren County. Add to section A) present PUD
- Motion made by Bliesener to approve the minutes from November 17, 2020, support by Lyon-Jenness. Roll call vote with each Commissioner stating aye.

4. Citizen Comments - None

5. Old Business

- A. Copy of email to Brown regarding the property at 631 Commerce Lane. Zoning Administrator (ZA) Harvey reported that she had no reply from the owner. City Manager (CM) Stoddard stated the same.
- B. Master Plan Review – Letter from Lotta Jarnevelt, Kalamazoo County Planning, stated that the Master Plan needed a Future Land Use Map. ZA Harvey stated that is typical for a Master Plan to include a Future Land Use Map. The existing one may be transferred to the new Master Plan. Chairperson DeBoer said that they needed to have it as Comstock used it to help refuse a request. Lyon-Jenness asked if there were any other comments made by the other public entities. CM Stoddard stated no.

6. New Business

A. Request for an Amendment to C-1 Zoning

- Chairperson DeBoer asked Timothy Barker to comment on his proposed Biggby Coffee Shop at 116 S Riverview Drive. Barker explained what his plan was for the Biggby location and that he was requesting a C-1 amendment to allow for drive thru service per his conversation with ZA Harvey.
- Bliesener asked if there would be an indoor section along with the outdoor drive thru? Barker confirmed that the plan was for an indoor section, too. She also asked about the hours of operation. Barker replied normal work week hours: 6am – 8pm or 9pm, Saturdays 6am – 8pm or 9pm, Sundays 7am – 8pm or 9pm.
- Dean asked about the traffic flow. Barker replied that there was no in depth study of the traffic flow. Dean asked about the peak hours. Barker stated 7am until 10am, and the after school rush 2:45pm until 4pm (this is when 60% - 70% of the business is served).

- Lyon-Jenness asked if it was critical to have a drive thru. Barker stated yes, critical especially through the pandemic. Stores without drive thru service have had to be closed. The stores with drive thru service have survived.
- Questions from the Rossio family email were read.
- Chairperson DeBoer asked ZA Harvey to speak
- ZA Harvey stated that Mr. Barker wanted to have drive thru service on the site. He is attending the meeting to ask for a legislative decision on the use. What is in front of the PC is a property within the C-1 district that does not allow for drive thru operations. This is a very walkable part of the city. The alternatives available are to rezone to C-2 or allow the drive thru service in the C-1 district. This gives the PC the availability to choose. They need to ask themselves if they think it is appropriate to rezone the property to C-2. Some may think that this is spot zoning. It is not necessary to change the zoning. It is better to amend C-1 zoning to have a drive thru operation as they could be plausible or they could grant it with conditions to make a drive thru in a C-1 zoning more palatable. This could be site specific or a part of C-1 zoning.
- Lyon-Jenness stated that there was a bank with a drive thru in it before. ZA Harvey stated that banks are allowed in C-1 zoning but the drive thru would not have been in alignment with the zoning. A pre-existing drive thru business would not allow for the property to automatically be allowed a drive thru service.
- DeBoer asked if it was rezoned to C-2, his concern would be that anything allowed in C-2 would be able to come there in the future. ZA Harvey replied that size of the property would limit what was able to be put there. Rezoning to C-2 would allow for all of C-1 and the C-2 additions.
- Citizen Carden, Parchment Poodle owner, asked if Barker was making any changes to the building. Barker replied that he is refurbishing the business and hopes that it adds to the City of Parchment. He would like to see the business open within 6 months.
- Carden stated that he invested all that he owned into his business and would like to see others invest, too.
- DeBoer asked if the PC is allowed to amend the C-1 zoning.
- ZA Harvey stated that the primary responsibility of the PC is to write the zoning ordinance and the Master Plan. PC's are good at looking at other ways to do things, while preserving the plan. The PC may approve for this site only (special land use), may base on design, and may look at standards in C2 that may not be in C-1. They may want the buildings close to the road; downtown areas take on different levels of provisions. ZA Harvey told Mr. Barker that amending C-1 to include drive thrus was a possibility.
- DeBoer asked if this would be in a future land use plan and will it show that a particular area can only be a certain way.
- ZA Harvey stated that the future land use plan will give a description of properties and what can be used there. Cities want to preserve their downtown

areas and they do so by crafting language that is not contrary to the downtown plan. The PC has a lot at its fingertips to use to modify plans.

- Dean stated that the PC has two paths: 1) Amend the C-1 zoning to include drive thru or 2) Rezone - She asked if one of these options help to support a greater impact to the surrounding area?
- ZA Harvey said that right now the application has been duly processed and may move forward with a Public Hearing (PH). Can the infrastructure support this change? A PH can decide what the PC can do after the fact finding session.
- Bliesener reiterated that the PC was not deciding tonight.
- ZA Harvey stated that the Public Hearing would be the time to consider the text draft. A C-1 to C2 and or proposed amendment to include a drive thru, paired with a draft with thoughts or direction for the wording.
- DeBoer said that the Public Hearing would be the time to consider the text.
- ZA Harvey said that text could be prepared before the Public Hearing to add standards to the amendment.
- DeBoer stated that the comments from the Rossios are just what the PC will be considering.
- Bliesener asked about the addition of special hours of operation and days of the week?
- ZA Harvey said that additions of special hours of operation and days of the week may not be in the draft text. Concerns like the Rossios would be addressed through a special land use text, condition to approval.
- DeBoer asked if the PC needed to discuss the text prior to the Public Hearing.
- ZA Harvey said that the PC can craft the text first or have her draft it for the PC, then it may go to a work session meeting before the Public Hearing.
- Bliesener stated that she would like ZA Harvey to craft the text
- DeBoer agreed that ZA Harvey should craft the text so the PC knows what the options are. Stating that this is important enough to do it right, not in a rush.
- Lyon-Jenness asked for clarification as to whether both choices would be offered.
- ZA Harvey stated that she will draft various provisional texts. Both options will be looked at in January. In February, both drafts will go to the Public Hearing.

B. New Planned Unit Development (PUD) Discussion for the Mill Site

Section 11A.3

ZA Harvey opened the discussion with the following comments:

The PUD district is specific to the mill property. It will achieve the design and desire for the property. It will show how to structure development, all taken from the Master Plan and the desired usage will be spelled out. This PUD will be written for the remaining mill site property not the already developed portions.

1) Principle uses permitted

- DeBoer asked why we would want to impose a new PUD on the existing businesses.
- Bliesener asked if all the businesses within the mill site should be covered under the PUD in the event that one left the community.
- ZA Harvey said a provision could be added stating that all existing operations will remain subject to the PUD standards. The Master Plan speaks to the entire site to which the existing businesses are included. Existing properties will only be affected if the property is redeveloped.
The Master Plan does not state Residential but the PC's text speaks to condos. A Residential element is allowed in mixed use zoning. A quantity needs to be given to the ZA for the text. What kind of metrics (#'s) would be wanted – number of lots, widths of lots, etc. Design and architectural requirements are wanted.
- DeBoer reiterated that the ZA was looking for feedback from the PC members.
- Lyon-Jenness said that she understands the existing structures but does the 31+ acres include vacant land? As for the Residential component will additional amounts be needed in a mixed use zoning? Senior housing was mentioned before.
- Bliesener stated the flexibility of residential development. PUD should be applied to City of Parchment owned properties; she does not see a reason to apply to all 63 acres.
- DeBoer would not like to ruffle the feathers of existing businesses.
- ZA Harvey would like Bliesener to weigh in on the landscaping side.

2) Principle uses permitted subject to special conditions

- Bliesener asked if ZA Harvey would help the PC understand permitted and special use purposes.
- ZA Harvey stated that permitted use is when a site plan comes in that meets requirements and follows standards in character. A special use may be thought of as appropriate. A use that has some character about it that looks uncharacteristic to what's around it. For example, vehicle car sales have different lighting, speakers, outdoor activity. It can be good in some areas but not all. The PC would reserve the right to give it a special use because of other factors. Criteria – impact based = special use. The PUD clears parameters because you have these thoughts in mind. Businesses subject to PUD standards. Required uses have site plan review. PUD's require Public Hearings so the public may review.
- Bliesener – The special use is more the direction that the PC wants to go. With the PUD the PC just accepts it, but there are design standards that have to be followed. The PC directs architectural/landscape standards for development. So the PC would not separate the PUD from special uses.
- ZA Harvey asked why more special uses would be wanted in the PUD. Breweries are special uses in standard use. In a PUD, it may meet form requirements.
- Bliesener – All things would be permitted by right

- Lyon-Jenness agreed – There should be conversation about what would be included or not as in bars, nightclubs, etc.
- Bliesener asked if just certain establishments could be allowed, such as bars and taverns, but no nightclubs.
- DeBoer agreed that breweries, bars, and taverns were okay, but expressed a preference to strike night clubs from the language in the PUD.
- ZA Harvey stated that nightclubs could be removed.
- Lyon-Jenness asked if hydroponic industry, greenhouses would be special uses.
- ZA Harvey wants to be clear on indoor activity – herbal and vegetable growing would be allowed, expansion of residential to include multi tenants, too.

3) Green space requirements

- Bliesener asked if there was a standard for green space.
- ZA Harvey stated that the goal is to achieve meaningful green space that connects to the trail, 5-15% green space.
- Bliesener said that she would like to see 5-15% green space preserved to hook to the trail.
- DeBoer agreed
- ZA Harvey – Green space may be used for parking bikes, restrooms, and as a trail connector.
- DeBoer – Park shelters and covered areas
- ZA Harvey – People may come in without available green space as not all properties will have green space.
- DeBoer – How do we approve a site without green space?
- ZA Harvey – Shared parking, only a strip out in front of the business. The PC can allow in a PUD; they can make the next property add a few more percentage points to meet the 15% total green space. With a PUD, the PC looks at the big picture.
- Bliesener – Designated green space does not require green space. It has to be a bigger property to make the requirement.

1) Site Design Requirements

Section 11A.4

ZA Harvey explained that there are no lot sizes or widths. The PC has form established. The PC will tell the developer to build to the lines with what the PC wants. Parking may be in rear or on the side of a building. Buildings may be placed closer to the road with narrow streets. This will not be an industrial park. The PC may put in the “No big box buildings”. The PC may tell developer where they are to place the building on the property. Suggestions may be for ranges of where the building location may be placed compared to the lot line.

b) Interior Street Design and d) Parking

- Dean agreed with buildings being placed close to the road with rear and side parking.
- Bliesener stated that it made sense to her, also. Shared parking lots are possible.
- DeBoer stated that he was used to the standard zoning approach.
- ZA Harvey said that this is what we would like to do but the developer may ask for an exception, as long as they can show intent and be granted an exception. Developer has an idea and wants to change the design such as add an outdoor seating area and build further back, then the PC has latitude to allow the developer's idea.

g) Landscaping

- Bliesener stated that all plants should be native. Including the use of more natural plantings of trees instead of planting them like soldiers marching down the street, natural amassing
- ZA Harvey will add more creativity with the plantings to the PUD.
- Lyon-Jenness said that at a minimum, the property should be enhanced with pollinators and to plant in an environmentally sound way.

2) Architectural Requirements

b) Front Façade and d) Building Materials

- DeBoer liked that requirements would be in place, hopefully people can bring some creative ideas to the PC. Do we use parameters?
- ZA Harvey – Blank walls that face public streets and walkways may be made of different building materials. The PUD does allow for modification, line design metrics that demonstrate the intent of the design may be used.
- DeBoer agrees as long as PC can approve the architectural requirements.
- Bliesener – The Howard's have done what they can for their buildings outside walls. She would like future buildings to be required nothing that plain and large, perhaps with the use of building materials to improve the view. In the City of Parchment, all buildings are brick; now there are metal buildings on the mill property. Do we want to require brick for building materials?
- DeBoer stated that stucco, brick, decorative concrete block are fine but pole barns should be prohibited. Pre-engineered steel buildings are okay because they can still have stucco and brick added. He stated that he felt strongly against pole barns.
- ZA Harvey asked what the percentage was for buildings that needed to be removed.
- DeBoer – They are retrofitting old industrial businesses for gyms, office, etc. He would love to see some buildings re-used as they are sturdy buildings. It would take real vision and money to retrofit mill buildings into another business.
- Lyon-Jenness said that she would like to integrate conceptual use of energy efficient, sustainable products to the structures, such as solar panels.
- ZA Harvey said that solar panels are considered to be accessories.

3) Streetscape Design Requirements

b) Street Trees

- DeBoer stated that the canopy of trees should be maples and oaks, not stray saplings.
- ZA Harvey said that she would remove street right-of-way trees from the plan
- DeBoer stated that the City does not permit them due to infrastructure damage.

Section 11A.5

- Bliesener commented that the proposed PUD application/approval process is fairly standard.

Additional information

- ZA Harvey stated that the new PUD will have a broader residential component (form based). Residential elements have a totally different way of mixing it into the commercial component.
- DeBoer- Where is the market rate housing and salary based information taken from in the PUD language?
- ZA Harvey – The PC may want to specify what kinds of housing will be allowed. Zoning doesn't speak to funding or number of units. MSHDA will have an affordable housing plan for development.

C. Tower Pinkster Proposal – Discussion

- DeBoer asked for Bliesener's input
- Lyon-Jenness asked where this proposal came from. The City Manager stated that it was from the Mayor.
- DeBoer stated that it is too soon for this type of work.
- ZA Harvey stated that it could be a hugely beneficial tool in the future. The completed PUD district should guide the illustrations so that it is a benefit to the community. Not all are good at seeing what can be put into the drawing, but it gives ideas. It should explain what the PC wants to achieve.
- DeBoer said that he thinks that the new PUD and the Master Plan should be in front of the firm before they drew any illustrations.
- Lyon-Jenness would like to see a huge amount of the landscape being shown in the drawings, not just buildings. Is this firm a building or landscape firm?
- DeBoer wanted to know if they are architects that are promoting themselves as site designers. This is exactly what Bliesener's company does.
- Bliesener stated that this could be a helpful tool and she knows this firm well and they are outstanding. She knows others but would they be envisioning the community's ideas; more community engagement is needed before this work could be done. If drawn before community engagement, there is a chance that the community would be unhappy with the drawings.

- DeBoer stated that renderings could sabotage the plan. He was not going to recommend this firm at this time. He also felt that more than one quote was needed.
- Bliesener felt that other firms should be solicited, too.
- DeBoer stated that a marketing package conceptually is a good idea, just not sure what and by whom yet.

7. Commissioner Comments - None

8. Next Meeting – January 27, 2021 at 6pm and the following meeting on February 24, 2021 at 6pm.

9. Adjournment – 8:14 pm. Motion to adjourn by Bliesener, support by Dean. All ayes, meeting adjourned.

**AGREEMENT BETWEEN
THE COUNTY OF KALAMAZOO
BY AND THROUGH ITS HEALTH AND COMMUNITY SERVICES DEPARTMENT
AND IT'S ENVIRONMENTAL HEALTH DIVISION/HOUSEHOLD HAZARDOUS
WASTE PROGRAM
201 W. KALAMAZOO AVE., KALAMAZOO, MI 49007 AND
CITY OF PARCHMENT
650 SOUTH RIVERVIEW DRIVE, PARCHMENT, MI 49004**

This Agreement is made between the County of Kalamazoo, a municipal corporation and political subdivision of the State of Michigan, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, by and through its Health and Community Services Department's Environmental Health Division/Household Hazardous Waste Program, (hereinafter referred to as the "County"), and City of Parchment, 650 South Riverview Drive, Parchment, MI 49004, (hereinafter referred to as the "Municipality").

WHEREAS, the Municipality is in need of Household Hazardous Waste disposal services and is willing to provide funding for such services; and

WHEREAS, the County, by and through its Health and Community Services Department, operates the Household Hazardous Waste Center;

NOW, THEREFORE, in consideration of the mutual covenants and promises hereinafter made, and under authority of Public Act 451 of 1994, the parties hereto agree as follows:

A. COUNTY RESPONSIBILITIES.

The County shall:

1. Provide household hazardous waste collection services to residents of the Municipality on the condition that the calculated percent of operational costs are paid in January, and there are adequate funds on account with the County to pay for disposal costs at the end of each month.
2. Operate the Household Hazardous Waste ("HHW") Center at 1301 Lamont Avenue, on the Kalamazoo County Fairgrounds. The HHW Center will typically be open for business three days per week, approximately fifty (50) weeks per year, including ten (10) Saturdays per year. Intermittent closures of the facility may occur for required training, Expo Center events and/or inclement weather.
3. Provide staffing for the HHW Center.
4. Accept the following materials at the HHW Center during collections:

Oil Based Paints	Pesticides	Gasoline
Solvents	Acids/Bases	Paint Thinners
Household Cleaners	Aerosols	Reactives
Garden & Lawn Chemicals	Batteries - all	Automotive Chemicals
Used Motor Oil & Filters	Antifreeze	Ammunition/Explosives
Fluorescent Light Bulbs	Electronics	Mercury Containing Devices

The County may amend the list of accepted materials, as necessary.

5. May require that a citizen provide a valid Michigan Driver's License or other proof of residency at the time of collection. If such proof of residency is not provided, the citizen may be refused service unless payment is provided at the time of service.
6. Measure the size of each incoming load and assign a 'household equivalent' to each load. One household equivalent is equal to approximately twenty- five (25) gallons or one hundred fifty (150) pounds. Larger loads will be invoiced as a multiple household equivalents.
7. Provide advertisements once per month to promote proper disposal of household hazardous waste. Additional advertisement by the Municipality must have approval of the County as to content. Further, both funding and arranging for additional advertisement will be the responsibility of the Municipality.
8. Provide on-going public education on household hazardous waste and proper disposal methods for such waste. Education efforts may include distribution of flyers and pamphlets and public speaking presentations.
9. Maintain a household hazardous waste hotline, listserv and website to provide the public with information regarding proper disposal of household hazardous waste and community resources.
10. Contract with a licensed transporter to transport and recycle and/or dispose of materials collected through the program at a facility licensed for such hazardous waste by the State of Michigan. It is understood that the County's agreement with its transporter and disposal contractor designates the contractor as the generator of such materials, and nothing in this agreement between the County and the Municipality to assist in the financing of the program is intended to place the County or the Municipality in the position of being an owner, transporter, arranger or generator for purposes of federal or state statutes concerning liability for hazardous waste.

B. MUNICIPALITY RESPONSIBILITIES.

The Municipality shall agree to reimburse the County for additional labor costs associated with utilizing contractor personnel as additional staff for collections.

C. FINANCIAL REQUIREMENTS.

1. Under the terms of this Agreement, the Municipality will provide funding for Operational Costs which will be billed in January and Disposal Costs which will be billed monthly. The total of the Municipality contract will be the combined monetary amounts of #3 below (Operational Costs calculated by the County) PLUS #4 below (provided by the Municipality).
2. Operational Costs are non-refundable regardless of actual participation at the HHW Center and shall be paid in full within forty-five (45) days of receipt County Finance invoice.
3. Operational costs = the number of household equivalents in 2019 x \$8.00. For your Municipality, this equals \$816.00.
4. Disposal cost is based upon the participation rate of the Municipality and disposal costs from all contractors each month. It is up to the Municipality to budget disposal costs for 12 months. It is highly recommended that this is increased from the previous year. The total the Municipality is budgeting for 12 months is \$ 1200 (FILL IN DISPOSAL AMOUNT).
5. The County will provide an itemized monthly report to show the rate of participation and the materials disposed.
6. County Finance will provide a monthly disposal cost invoice.
7. If the Municipality would like to utilize the HHW Center to dispose of hazardous waste generated at the Municipality offices, they may do so through the small business program.
8. If a Municipality is notified that funding for disposal costs is running out during the year, the County reserves the right to charge residents at the door.

D. INDEPENDENT CONTRACTOR.

It is understood and agreed by both parties hereto that the County is an independent contractor. The Municipality is not responsible for the County's federal, state or local income tax deductions, or any other responsibilities of state or federal laws concerning employment status.

E. AMENDMENTS.

Modifications, amendments or waivers of any provision of this Contract may be made only by the written mutual consent of the authorized representatives of both the County and the Municipality. The County may send a Letter of Understanding (LOU) to the Municipality in order to add additional funding to the current contract amount, if additional funding is needed. If a Municipality does not respond to the LOU by the deadline, the County reserves the right to charge residents at the door without further notice.

F. INSURANCE.

Each party shall purchaser and maintain, at its sole expense as it is a party to this Agreement, sufficient insurance coverage or self-insurance to cover its performance hereunder.

G. LIABILITY.

1. All liability to third parties, loss or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the Municipality in the performance of this Agreement shall be the responsibility of the Municipality, and not the responsibility of the County, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the Municipality, any subcontractor, anyone directly or indirectly employed by the Municipality, provided that nothing herein shall be construed as a waiver of any governmental immunity that has been provided to the Municipality or its employees by statutes or court decisions.
2. All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as the provision of policy and procedural direction, to be carried out by the County in the performance of this Agreement shall be the responsibility of the County and not the responsibility of the Municipality if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any County employee or agent, provided that nothing herein shall be construed as a waiver of any governmental immunity by the County or its employees as provided by statute or court decisions.
3. In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the County and the Municipality in fulfillment of their responsibilities under this Agreement, such liability, loss, or damage shall be borne by the County and the Municipality in relation to each party's responsibilities under these joint activities provided that nothing herein shall be construed as a waiver of any governmental immunity by the County, the Municipality or their employees, respectively, as provided by statute or court decisions.

H. NONDISCRIMINATION.

Municipality, as required by law, shall not discriminate against a person to be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, gender identity, sexual orientation, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation. Municipality agrees to follow all applicable Federal, State and local laws, ordinances, rules, regulations and policies prohibiting discrimination, including, but not limited to, the following:

1. The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.
2. The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
3. Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 87 Stat 355, and regulations promulgated thereunder.
4. The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 327 (42 USC §12101 et seq), as amended, and regulations promulgated thereunder.

Breach of this section shall be regarded as a material breach. In the event that Municipality is found not to be in compliance with this section, the County may terminate this Contract effective as of the date of delivery of written notification to the breaching party.

I. SEVERABILITY.

If a court of competent jurisdiction declares any part, portion or provision of this Agreement invalid, unconstitutional or unenforceable, the remaining parts, portions and provisions of the Agreement shall remain in full force and effect.

J. ENTIRE AGREEMENT.

This Agreement constitutes the entire Agreement between the Parties with respect to the subject matter identified in the Agreement, and no modification or revision to the Agreement shall have any force and effect unless it complies with the provisions of Paragraph heading D. The failure of any Party to insist on the strict performance of any condition, promise, agreement, or undertaking set forth herein shall not be construed as a waiver or relinquishment of the right to insist upon strict performance of the same condition, promise, agreement or undertaking at a future time.

K. HEADINGS.

The Headings or Titles of the Sections and Paragraphs of this Agreement are provided for reference purposes only. If any discrepancy or disagreement exists between a Heading or Title and the text of the section or paragraph, the text shall control.

L. NOTICE.

Any Notice/Communication required, or permitted, under this Agreement from one party to another, shall be deemed effective if the party sending the Notice/Communication hand delivers, e-mails or first class mails the Notice/Communication to the other party or if the party sends the Notice/Communication through first class mail or email to the other party. The parties agree that Notices and Communications should be sent to the parties at the following addresses:

MUNICIPALITY
City of Parchment
Nancy R. Stoddard, City Manager
650 South Riverview Drive
Kalamazoo, MI 49009

COUNTY
Kalamazoo County
Household Hazardous Waste Center
Attn: Jennifer Kosak
1301 Lamont
Kalamazoo MI 49001

M. PERIOD OF AGREEMENT.

The term of this Agreement shall be from January 1, 2021 through December 31, 2021, unless terminated earlier as provided.

N. TERMINATION.

This Agreement may be terminated by either party heretofore at will by providing a thirty (30) day written notice to the other party.

O. CHOICE OF LAW AND FORUM.

This Agreement is to be interpreted by the laws of the State of Michigan. In the event any disputes arise under this Agreement, it is understood and agreed that any legal or equitable action resulting from such disputes shall be in Michigan Courts whose jurisdiction and venue shall be established in accordance in the Circuit Court for the County of Kalamazoo.

P. CERTIFICATION OF AUTHORITY TO SIGN CONTRACT.

The individual or officer signing this Agreement certifies by his or her signature that he or she is authorized to sign this Agreement on behalf of the responsible governing board, official or agency.

IN WITNESS WHEREOF, the parties hereto, acting through their duly authorized officers, have executed this Agreement as of the date written below.

MUNICIPALITY

By: _____
Municipality

Date: _____

COUNTY OF KALAMAZOO

By: _____
Tracie L. Moored Administrator/Controller

Date: _____



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

January 5, 2021

Dear HHW Center Contract Partner:

Please find attached the contract for services for the 2021 calendar year. In 2020, the amount of funding allotted by your municipality was \$2,200. When making allotments for 2021, please consider the following items:

1. The contract with ERG Environmental Services has been extended for another year. Disposal costs remained \$0.64/pound.
2. The contract with Valley City has been extended for 2021 and the fees for recycling electronic waste were not increased. However, previously electronic recycling costs were extremely low because all the components were in demand. Now more CRT glass as well as plastic is being collected than is being re-used so there remains a high cost for recycling CRT monitors and TVs.
3. The household equivalent fee used to calculate operational costs has increased from \$7.00 to \$8.00. This is the first increase since 2016.
4. Due to changes in County Finance requirements, billing will be monthly.
5. We highly recommend an increase in your 2021 allotment to prevent running out of funds later in the year as participation rates continue to climb. Remember, the County does not actually hold any of the allotment. If there is unused funding at the end of 2021, that money remains with your municipality.

We look forward to another successful year of collections and working with your municipality toward the common goal of groundwater protection and landfill use reduction.

Sincerely,

Jennifer Kosak, REHS
Facility Manager of Kalamazoo County Household Hazardous Waste Center
jlkosa@kalcounty.com



AGENDA

WORK SESSION OF THE PARCHMENT CITY COMMISSION

February 1, 2021 - Virtual

Immediately following the City Commission Meeting at 7 pm

Parchment City Commission

Mayor Robert D. Britigan III

Vice-Mayor Thomas Jordan

Commissioner Mike Connor

Commissioner Richard Bagley

Commissioner Holly Evans

Commissioner Doug Fooy

Commissioner Robin Madaras

City Manager Nancy R. Stoddard

City Treasurer/Clerk Shannon Stutz

1. Call to Order

2. Roll Call

3. Purpose of Work Session - Mayor

4. Budget Items – Fiscal, Physical, Administrative - discussion

5. Citizen Comments – Items ON the Agenda

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

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

6. Adjournment