



## AGENDA

### REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

March 15, 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 March 1, 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. 1433 – approve
- ii. February 2021 Financial Report - receive
- iii. Kindleberger Park Reservation, Stenberg Wedding – approve
- iv. Kindleberger Park Sunken Garden, Johnson Vow Renewal – approve
- v. KABA February 2021 Report - receive

**7. Unfinished Business**

**8. New Business**

- A. Redistricting Process Presentation, Edward Woods – receive
- B. Appointment of Compensation Committee - 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**

**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY MARCH 1, 2021.**

**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 5200 E Cork St.), Vice Mayor Jordan (at 904 Parchmount), Commissioners Bagley (at 1606 East G Ave), Conner (at 1150 Parchmount), Evans (at 221 Espanola), Fooy (415 E Glenguile), and Madaras (at 815 Parchmount). City Manager Stoddard, Clerk Stutz.

Absent: None.

**3. Minutes**

Moved by Commissioner Conner, supported by Vice Mayor Jordan to approve the minutes of the February 15, 2021 Regular Meeting. Roll call vote was as follows:

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

**Motion Carried 7-0.**

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

None. Moved by Commissioner Evans, supported by Commissioner Bagley to approve the agenda as written. Roll call vote was as follows:

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

**Motion Carried 7-0.**

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

None.

**6. Consent Agenda**

A. Moved by Commissioner Conner, supported by Commissioner Madaras to receive the consent agenda items. Some discussion took place regarding where the Planning Commission is regarding the Bigby project. 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**

None.

**8. New Business**

A. Purchase of Firewall Switch, Corporate Technologies – approve. City Manager Stoddard explained that we've known for some time that our firewall was not up to speed, that it would need replacing to improve security, but we were waiting to get established with our new IT service. The switch connects us to the server. Moved by Vice Mayor Jordan, supported by Commissioner Evans, to approve the purchase of the Firewall and Switch through Corporate Technologies in the amount not to exceed \$XXXXX, and authorize the City Manager to execute all documents related to the purchase. 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. Citizen Comments**

Bryan Ergang, Chief of Kalamazoo Township Police Department, said he was checking in, asking if there were any questions. He noted Parchment is still a safe place to live, and that the PD continues their “Every School, Every Day” work. Commissioners asked specific questions, which he answered. Then he mentioned that end of year reports would be submitted soon.

**10. Mayor and Commissioner Comments**

Commissioner Madaras said she appreciates the City Manager’s weekly updates.

Commissioner Bagley noted the LC Howard building is almost done on the outside.

Vice Mayor Jordan thanked Chief Ergang for his presence.

Mayor Britigan encouraged all residents to participate in the MIPEHS (Michigan PFAS Environmental Health Study) – you may have heard information on the radio or news, or even a billboard. He noted he’s done the 1<sup>st</sup> phase, it’s not difficult, and you get a \$55 gift card.

**11. City Manager Comments/Reports**

City Manager Stoddard mentioned that the Mexican restaurant has a certificate of occupancy from the ZBA. She then noted that the mill fence will be undergoing repairs – a contractor has been contacted. She added that additional signage will be put up and that cameras have been discussed, and that any ideas to help secure the property are welcome. She thanked Chief Ergang for their extra efforts. MIPEHS fliers will be sent out with the April trash bill. She then invited all who had questions or concerns to call to discuss with her. She is happy to meet via zoom or in person with 6 feet of distance.

**12. 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 7:25 p.m.

Shannon Stutz, City Clerk



City of Parchment  
Check Register Report  
Warrant 1433

Check #	Vendor Name	Check Description	Amount	
<b>MERCANTILE Checks</b>				
36306	03/01/2021	CINTAS	Uniform Rental & Towels	354.51
36307	03/01/2021	COMPANION LIFE	Life & AD&D Ins-Feb, March	114.00
36308	03/01/2021	CORNERSTONE TECHNOLOGIES	Monthly Contract	175.98
36309	03/01/2021	DOUGLAS DOW	Duplicate Tax Pmt-222 E Oak Gr	516.52
36310	03/01/2021	KALAMAZOO OIL CO.	Fuel Charges-2/1 to 2/15/2021	740.87
36311	03/01/2021	KALAMAZOO TOWNSHIP	Police/Fire Services Contract-Februa	35,268.00
36312	03/01/2021	PUBLIC MEDIA NETWORK	Charter Oct-Dec PEG Fees	3,324.92

REVENUE/EXPENDITURE REPORT

Through Feb 28, 2021

City of Parchment

CY MTD: 2/1/2021 to 2/28/2021 CY QTD: 1/1/2021 to 3/31/2021  
CY YTD: 7/1/2020 to 2/28/2021 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: 101 - GENERAL FUND</b>						
<b>Revenues</b>						
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	0.00	0.00	56.54
445.000 Penalty on Taxes	1,600.00	1,600.00	3,528.65	353.16	227.82	220.54
448.000 1% Collection Fees	24,400.00	24,400.00	23,752.26	5,758.20	2,776.78	97.35
451.000 License and Fees	9,400.00	9,400.00	10,486.39	1,015.00	0.00	111.56
452.000 Cablevision Fees	14,600.00	14,600.00	11,008.06	4,243.08	4,243.08	75.40
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	100,548.36	29,208.72	899.74	84.78
528.000 Other Federal Funding	0.00	0.00	5,922.67	0.00	0.00	0.00
575.000 State Sales Tax	200,400.00	200,400.00	128,018.00	31,831.00	31,831.00	63.88
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	2,495.05	814.82	504.62	34.65
664.000 Interest on Investments	4,200.00	4,200.00	53.03	13.74	0.00	1.26
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	0.00	0.00	0.00
694.000 Miscellaneous	16,200.00	16,200.00	20,379.71	5,682.00	0.00	125.80
695.000 Other Financing Sources	0.00	5,000.00	5,908.47	0.00	0.00	118.17
696.000 Deposits Over & Short	0.00	0.00	0.96	0.20	0.00	0.00
Dept: 000.000	1,363,725.00	1,368,725.00	1,096,686.57	78,919.92	40,483.04	80.12
<b>Revenues</b>	1,363,725.00	1,368,725.00	1,096,686.57	78,919.92	40,483.04	80.12
<b>Expenditures</b>						
Dept: 100.000 Legislative						
703.000 Payroll - Part Time	7,100.00	7,100.00	4,550.00	1,500.00	500.00	64.08
715.000 Social Security	1,000.00	1,000.00	176.70	93.00	31.00	17.67
720.000 Worker's Compensation	300.00	300.00	1.65	0.66	0.22	0.55
722.000 Medicare	200.00	200.00	41.33	21.75	7.25	20.67
740.000 Operating Supplies	700.00	700.00	4,656.11	0.00	0.00	665.16
800.000 Professional/Contractual Serv.	10,400.00	20,400.00	19,179.75	5,896.60	741.60	94.02
830.000 Memberships & Dues	1,500.00	1,500.00	150.00	85.00	0.00	10.00
880.000 Community Promotion	1,000.00	1,000.00	455.00	65.00	0.00	45.50
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	1,186.78	0.00	0.00	59.34
955.000 Miscellaneous	300.00	300.00	582.22	0.00	0.00	194.07
970.000 Capital	0.00	3,305.00	3,304.50	0.00	0.00	99.98

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

REVENUE/EXPENDITURE REPORT  
Through Feb 28, 2021

City of Parchment

CY MTD: 2/1/2021 to 2/28/2021 CY QTD: 1/1/2021 to 3/31/2021  
CY YTD: 7/1/2020 to 2/28/2021 CY AFD: 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
Legislative	26,500.00	39,805.00	34,284.04	7,662.01	1,280.07	86.13
Dept: 200.000 Administration	124,000.00	124,000.00	69,129.12	21,209.25	8,483.70	55.75
702.000 Payroll - Full Time	46,000.00	46,000.00	27,780.73	8,123.45	2,884.88	60.39
703.000 Payroll - Part Time	11,100.00	11,100.00	5,793.14	1,794.68	689.43	52.19
715.000 Social Security	55,000.00	55,000.00	21,791.68	14,225.16	4,744.64	39.62
716.000 Hospital/Life Insurance	4,100.00	4,100.00	2,619.63	0.00	0.00	63.89
716.001 Insurance Deductible	32,000.00	32,000.00	26,481.60	6,771.46	6,771.46	82.76
718.000 Pension	700.00	700.00	316.93	92.76	36.48	45.28
720.000 Workers Compensation	2,600.00	2,600.00	1,354.78	419.70	161.23	52.11
722.000 Medicare	9,800.00	9,800.00	0.00	0.00	0.00	0.00
724.000 ICMA Retirement Benefit	3,200.00	3,200.00	3,049.92	355.42	78.00	95.31
730.000 Postage	4,400.00	4,400.00	2,328.85	361.40	175.98	52.93
740.000 Operating Supplies	2,000.00	2,000.00	85.73	0.00	0.00	4.29
745.000 Repair & Maintenance Supplies	6,200.00	6,200.00	5,959.69	1,405.06	230.14	96.12
800.000 Professional/Contractual Serv.	9,400.00	9,400.00	8,143.07	425.00	0.00	86.63
805.000 Computer Services	1,200.00	1,200.00	486.49	7.50	0.00	40.54
830.000 Memberships & Dues	7,200.00	7,200.00	5,890.51	1,610.15	652.59	81.81
850.000 Communications	4,200.00	4,200.00	581.88	177.59	0.00	13.85
860.000 Institutes & Training	2,700.00	2,700.00	32.36	0.00	0.00	1.20
900.000 Printing & Publishing	6,600.00	6,600.00	2,945.00	0.00	0.00	44.62
910.000 Insurance & Bonds	4,200.00	4,200.00	2,613.80	517.06	0.00	62.23
920.000 Utilities	7,500.00	7,500.00	0.00	0.00	0.00	0.00
930.000 Repair & Maint Contractors	0.00	0.00	584.12	0.00	0.00	0.00
955.000 Miscellaneous	27,000.00	27,000.00	2,788.79	0.00	0.00	10.33
970.000 Capital	371,100.00	371,100.00	190,757.82	57,495.64	24,908.53	51.40
Administration	15,300.00	15,300.00	11,062.50	1,687.50	1,006.25	72.30
Dept: 210.000 Legal Services	9,400.00	9,400.00	1,400.00	175.00	87.50	14.89
801.000 Attorney - General	24,700.00	24,700.00	12,462.50	1,862.50	1,093.75	50.46
802.000 Attorney-Police Matters	9,700.00	9,700.00	2,855.00	1,005.00	480.00	29.43
Legal Services	600.00	600.00	177.01	62.31	29.76	29.50
Dept: 300.000 Police	13,500.00	13,500.00	8,540.08	1,209.70	0.00	63.26
703.000 Payroll - Part Time	100.00	100.00	41.41	14.57	6.96	41.41
715.000 Social Security	356,500.00	356,500.00	212,196.25	59,386.00	0.00	59.52
719.000 Hospital Insurance - Retirees	380,400.00	380,400.00	223,809.75	61,677.58	516.72	58.84
722.000 Medicare						
800.000 Professional/Contractual Serv.						
Police						

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

REVENUE/EXPENDITURE REPORT

Through Feb 28, 2021

City of Parchment

CY MTD: 2/1/2021 to 2/28/2021 CY QTD: 1/1/2021 to 3/31/2021  
CY YTD: 7/1/2020 to 2/28/2021 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	80.79	28.45	0.00	8.08
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	40,249.82	11,150.00	0.00	60.16
830.000 Memberships & Dues	0.00	0.00	1,400.00	0.00	0.00	0.00
850.000 Communications	4,300.00	4,300.00	1,679.22	180.00	90.00	39.05
910.000 Insurance & Bonds	9,300.00	9,300.00	7,196.00	0.00	0.00	77.38
920.000 Utilities	2,700.00	2,700.00	1,262.84	239.28	0.00	46.77
930.000 Repair & Maint.Contractors	10,500.00	10,500.00	1,396.57	0.00	0.00	13.30
970.000 Capital	20,000.00	20,000.00	37,173.15	0.00	0.00	185.87
<b>Fire</b>	<b>120,800.00</b>	<b>120,800.00</b>	<b>90,438.39</b>	<b>11,597.73</b>	<b>90.00</b>	<b>74.87</b>
Dept: 440.000 Public Services						
702.000 Payroll - Full Time	78,500.00	78,500.00	41,292.68	12,148.90	4,859.56	52.60
715.000 Social Security	4,900.00	4,900.00	3,723.84	1,189.41	446.66	76.00
716.000 Hospital/Life Insurance	29,500.00	29,500.00	23,012.43	9,687.57	3,238.14	78.01
716.001 Insurance Deductible	2,000.00	2,000.00	2,782.81	0.00	0.00	139.14
718.000 Pension	33,500.00	33,500.00	14,994.35	3,878.79	3,878.79	44.76
719.000 Hospital Insurance - Retirees	9,000.00	9,000.00	7,330.38	0.00	0.00	81.45
720.000 Worker's Compensation	2,800.00	2,800.00	1,931.80	546.68	218.68	68.99
722.000 Medicare	1,200.00	1,200.00	870.95	278.19	104.46	72.58
740.000 Operating Supplies	500.00	500.00	27.71	0.00	0.00	5.54
746.000 Gasoline & Oil	4,200.00	4,200.00	2,731.16	819.92	380.04	65.03
775.000 Repair & Maintenance Supplies	7,900.00	7,900.00	4,239.36	768.69	72.74	53.66
780.000 Safety Supplies	500.00	500.00	294.05	0.00	0.00	58.81
800.000 Professional/Contractual Serv.	900.00	900.00	576.50	175.50	175.50	64.06
810.000 Rubbish Collection Charges	110,000.00	110,000.00	71,597.91	8,872.67	0.00	65.09
815.000 Uniform Rental	3,000.00	3,000.00	1,608.94	297.08	127.32	55.46
850.000 Communications	900.00	900.00	608.88	0.00	0.00	67.65
860.000 Institutes & Training	300.00	300.00	0.00	0.00	0.00	0.00
880.000 Community Promotion	500.00	500.00	284.90	0.00	0.00	56.98
910.000 Insurance & Bonds	5,700.00	5,700.00	2,636.00	0.00	0.00	46.25
920.000 Utilities	8,400.00	8,400.00	4,317.44	1,106.12	0.00	51.40
926.000 Street Lighting	29,200.00	29,200.00	18,242.92	2,751.68	0.00	62.48
930.000 Repair & Maint.Contractors	10,900.00	10,900.00	8,411.12	1,439.59	0.00	77.17
991.000 Debt Retirement-Principal	17,600.00	17,600.00	7,829.71	0.00	0.00	44.49
995.000 Interest Expense	1,900.00	1,900.00	71.39	0.00	0.00	3.76
<b>Public Services</b>	<b>363,800.00</b>	<b>363,800.00</b>	<b>219,417.23</b>	<b>43,960.79</b>	<b>13,501.89</b>	<b>60.33</b>

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Through Feb 28, 2021

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	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
<b>Fund: 101 - GENERAL FUND</b>						
<b>Expenditures</b>						
Dept: 751.000 Parks, Recreation & Culture						
702.000 Payroll - Full Time	54,000.00	54,000.00	27,602.87	8,965.20	3,586.08	51.12
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	1,839.46	550.13	220.41	52.56
716.000 Hospital/Life Insurance	14,800.00	14,800.00	2,724.50	1,769.79	598.29	18.41
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	10,590.92	2,862.32	2,862.32	46.05
720.000 Worker's Compensation	1,500.00	1,500.00	1,088.42	328.65	131.46	72.56
722.000 Medicare	800.00	800.00	430.14	128.64	51.54	53.77
746.000 Gasoline & Oil	2,700.00	2,700.00	1,360.55	0.00	0.00	50.39
775.000 Repair & Maintenance Supplies	10,400.00	10,400.00	1,457.29	0.00	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	0.00	0.00	52.34
920.000 Utilities	6,800.00	6,800.00	4,019.36	706.56	0.00	59.11
930.000 Repair & Maint.Contractors	28,000.00	28,000.00	7,898.00	0.00	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>64,651.21</b>	<b>15,311.29</b>	<b>7,450.10</b>	<b>37.31</b>
<b>Expenditures</b>	<b>1,460,600.00</b>	<b>1,473,905.00</b>	<b>835,820.94</b>	<b>199,567.54</b>	<b>48,841.06</b>	<b>56.71</b>
<b>Net Effect for GENERAL FUND</b>	<b>-96,875.00</b>	<b>-105,180.00</b>	<b>260,865.63</b>	<b>-120,647.62</b>	<b>-8,358.02</b>	<b>-247.97</b>
<b>Change in Fund Balance:</b>			<b>260,865.63</b>	<b>-120,647.62</b>	<b>-8,358.02</b>	
<b>Grand Total Net Effect:</b>	<b>-96,875.00</b>	<b>-105,180.00</b>	<b>260,865.63</b>	<b>-120,647.62</b>	<b>-8,358.02</b>	<b>-247.97</b>

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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
Revenues						
Dept: 000.000						
546.000 State Grants - Act 51	163,300.00	163,300.00	99,771.56	24,096.66	12,823.96	61.10
Dept: 000.000	163,300.00	163,300.00	99,771.56	24,096.66	12,823.96	61.10
Revenues	163,300.00	163,300.00	99,771.56	24,096.66	12,823.96	61.10
Expenditures						
Dept: 451.000 Construction	0.00	0.00	18,999.08	0.00	0.00	0.00
930.000 Repair & Maint.Contractors	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	29,478.57	0.00	0.00	280.75
Dept: 463.000 Routine Maintenance						
702.000 Payroll - Full Time	7,000.00	7,000.00	2,653.15	927.30	370.92	37.90
715.000 Social Security	450.00	450.00	161.80	56.36	22.62	35.96
716.000 Hospital/Life Insurance	1,800.00	1,800.00	559.43	365.00	123.27	31.08
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	1,040.03	296.06	296.06	34.67
720.000 Worker's Compensation	450.00	450.00	197.79	62.40	24.96	43.95
722.000 Medicare	100.00	100.00	37.68	13.13	5.27	37.68
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	0.00	0.00	3.66
930.000 Repair & Maint.Contractors	7,500.00	7,500.00	1,877.00	0.00	0.00	25.03
Routine Maintenance	22,900.00	22,900.00	6,607.39	1,720.25	843.10	28.85
Dept: 475.000 Traffic Services						
702.000 Payroll - Full Time	6,700.00	6,700.00	2,582.49	906.50	362.60	38.54
715.000 Social Security	450.00	450.00	157.39	55.06	22.10	34.98
716.000 Hospital/Life Insurance	1,800.00	1,800.00	559.27	364.95	123.25	31.07
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	1,014.29	289.42	289.42	33.81
720.000 Worker's Compensation	450.00	450.00	193.03	61.00	24.40	42.90
722.000 Medicare	100.00	100.00	36.65	12.83	5.15	36.65
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	4,116.77	714.20	120.00	33.74
Traffic Services	27,700.00	27,700.00	8,659.89	2,403.96	946.92	31.26
Dept: 478.000 Winter Maintenance						
702.000 Payroll - Full Time	8,100.00	8,100.00	3,873.06	1,361.54	459.48	47.82
715.000 Social Security	500.00	500.00	235.74	82.61	27.94	47.15

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

REVENUE/EXPENDITURE REPORT

Through Feb 28, 2021

City of Parchment

CY MTD: 2/1/2021 to 2/28/2021 CY QTD: 1/1/2021 to 3/31/2021  
CY YTD: 7/1/2020 to 2/28/2021 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: 202 - MAJOR STREET FUND</b>						
<b>Expenditures</b>						
Dept: 478.000 Winter Maintenance						
716.000 Hospital/Life Insurance	2,400.00	2,400.00	821.79	563.51	172.41	34.24
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	1,386.08	438.68	438.68	39.60
720.000 Worker's Compensation	525.00	525.00	256.56	87.55	30.92	48.87
722.000 Medicare	120.00	120.00	55.01	19.29	6.52	45.84
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	6,805.19	2,553.18	1,135.95	26.03
Dept: 482.000 Administration						
702.000 Payroll - Full Time	1,200.00	1,200.00	750.66	221.40	88.56	62.56
715.000 Social Security	100.00	100.00	45.16	13.27	5.34	45.16
716.000 Hospital/Life Insurance	600.00	600.00	210.24	147.33	49.14	35.04
718.000 Pension	500.00	500.00	273.70	70.68	70.68	54.74
720.000 Worker's Compensation	20.00	20.00	50.51	14.90	5.96	252.55
722.000 Medicare	20.00	20.00	10.51	3.08	1.24	52.55
955.000 Miscellaneous	0.00	14,700.00	15,349.75	649.75	0.00	104.42
960.000 Administrative Overhead	17,000.00	17,000.00	0.00	0.00	0.00	0.00
Administration	19,440.00	34,140.00	16,690.53	1,120.41	220.92	48.89
Expenditures	106,685.00	121,385.00	68,241.57	7,797.80	3,146.89	56.22
Net Effect for MAJOR STREET FUND	56,615.00	41,915.00	31,529.99	16,298.86	9,677.07	75.22
Change in Fund Balance:			31,529.99	16,298.86	9,677.07	
Grand Total Net Effect:	56,615.00	41,915.00	31,529.99	16,298.86	9,677.07	75.22

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

REVENUE/EXPENDITURE REPORT

Through Feb 28, 2021

City of Parchment

CY MTD: 2/1/2021 to 2/28/2021 CY QTD: 1/1/2021 to 3/31/2021  
CY YTD: 7/1/2020 to 2/28/2021 CY AID: 7/1/2020 to 6/30/2021

Fund: 203 - LOCAL STREET FUND

Revenues

Dept: 000.000

546.000 State Grants - Act 51

Dept: 000.000

Revenues

Expenditures

Dept: 451.000 Construction

970.000 Capital

Construction

Dept: 463.000 Routine Maintenance

702.000 Payroll - Full Time

715.000 Social Security

716.000 Hospital/Life Insurance

716.001 Insurance Deductible

718.000 Pension

720.000 Worker's Compensation

722.000 Medicare

746.000 Gasoline & Oil

775.000 Repair & Maintenance Supplies

930.000 Repair & Maint.Contractors

Routine Maintenance

Dept: 475.000 Traffic Services

702.000 Payroll - Full Time

715.000 Social Security

716.000 Hospital/Life Insurance

716.001 Insurance Deductible

718.000 Pension

720.000 Worker's Compensation

722.000 Medicare

746.000 Gasoline & Oil

775.000 Repair & Maintenance Supplies

930.000 Repair & Maint.Contractors

Traffic Services

Dept: 478.000 Winter Maintenance

702.000 Payroll - Full Time

715.000 Social Security

716.000 Hospital/Life Insurance

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

	CY Original Annual Budget	CY Ammended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
66,700.00	66,700.00	66,700.00	41,460.37	10,013.18	5,328.86	62.16
66,700.00	66,700.00	66,700.00	41,460.37	10,013.18	5,328.86	62.16
66,700.00	66,700.00	66,700.00	41,460.37	10,013.18	5,328.86	62.16
10,500.00	10,500.00	10,500.00	10,479.49	0.00	0.00	99.80
10,500.00	10,500.00	10,500.00	10,479.49	0.00	0.00	99.80
8,300.00	8,300.00	8,300.00	2,653.14	927.30	370.92	31.97
525.00	525.00	525.00	161.80	56.36	22.62	30.82
2,600.00	2,600.00	2,600.00	559.43	355.00	123.27	21.52
200.00	200.00	200.00	0.00	0.00	0.00	0.00
3,500.00	3,500.00	3,500.00	1,040.03	296.06	296.06	29.72
525.00	525.00	525.00	197.79	62.40	24.96	37.67
125.00	125.00	125.00	37.67	13.13	5.27	30.14
300.00	300.00	300.00	0.00	0.00	0.00	0.00
3,200.00	3,200.00	3,200.00	331.75	0.00	0.00	10.37
5,000.00	5,000.00	5,000.00	1,850.00	0.00	0.00	37.00
24,275.00	24,275.00	24,275.00	6,831.61	1,720.25	843.10	28.14
7,850.00	7,850.00	7,850.00	2,524.39	885.75	354.30	32.16
500.00	500.00	500.00	153.82	53.80	21.59	30.76
2,300.00	2,300.00	2,300.00	538.93	352.18	118.91	23.43
200.00	200.00	200.00	0.00	0.00	0.00	0.00
3,350.00	3,350.00	3,350.00	994.95	282.79	282.79	29.70
500.00	500.00	500.00	189.11	59.60	23.84	37.82
120.00	120.00	120.00	35.81	12.53	5.03	29.84
500.00	500.00	500.00	0.00	0.00	0.00	0.00
4,600.00	4,600.00	4,600.00	0.00	0.00	0.00	0.00
600.00	600.00	600.00	0.00	0.00	0.00	0.00
20,520.00	20,520.00	20,520.00	4,437.01	1,646.65	806.46	21.62
8,300.00	8,300.00	8,300.00	3,814.96	1,340.79	451.18	45.96
520.00	520.00	520.00	232.04	81.32	27.42	44.62
2,600.00	2,600.00	2,600.00	801.42	550.71	168.04	30.82

REVENUE/EXPENDITURE REPORT

Through Feb 28, 2021

City of Parchment

CY MTD: 2/1/2021 to 2/28/2021 CY QTD: 1/1/2021 to 3/31/2021  
CY YTD: 7/1/2020 to 2/28/2021 CY ATD: 7/1/2020 to 6/30/2021

Fund: 203 - LOCAL STREET FUND	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
<b>Expenditures</b>						
Dept: 478.000 Winter Maintenance						
716.001 Insurance Deductible	200.00	200.00	0.00	0.00	0.00	0.00
718.000 Pension	3,550.00	3,550.00	1,366.74	432.06	432.06	38.50
720.000 Worker's Compensation	525.00	525.00	252.64	86.15	30.36	48.12
722.000 Medicare	125.00	125.00	54.58	19.11	6.45	43.66
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
<b>Winter Maintenance</b>						
Dept: 482.000 Administration						
702.000 Payroll - Full Time	1,500.00	1,500.00	750.66	221.40	88.56	50.04
715.000 Social Security	100.00	100.00	45.16	13.27	5.34	45.16
716.000 Hospital/Life Insurance	750.00	750.00	210.24	147.33	49.14	28.03
718.000 Pension	650.00	650.00	273.70	70.68	70.68	42.11
720.000 Worker's Compensation	20.00	20.00	50.51	14.90	5.96	252.55
722.000 Medicare	20.00	20.00	10.51	3.08	1.24	52.55
960.000 Administrative Overhead	16,300.00	16,300.00	0.00	0.00	0.00	0.00
Administration	19,340.00	19,340.00	1,340.78	470.66	220.92	6.93
Expenditures	101,255.00	101,255.00	29,788.22	6,347.70	2,985.99	29.42
Net Effect for LOCAL STREET FUND	-34,555.00	-34,555.00	11,672.15	3,665.48	2,342.87	-33.78
Change in Fund Balance:			11,672.15	3,665.48	2,342.87	
Grand Total Net Effect:	-34,555.00	-34,555.00	11,672.15	3,665.48	2,342.87	-33.78

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

REVENUE/EXPENDITURE REPORT

Through Feb 28, 2021

City of Parchment

CY MTD: 2/1/2021 to 2/28/2021 CY QTD: 7/1/2021 to 9/30/2021  
CY YTD: 1/1/2021 to 2/28/2021 CY AID: 1/1/2021 to 12/31/2021

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
<b>Fund: 250 - KINDLEBERGER SUMMER FESTIVAL</b>						
<b>Revenues</b>						
Dept: 000.000						
475.001 Arts & Crafts	3,100.00	3,100.00	80.00	0.00	80.00	2.58
475.002 Race/Walk Fees	3,000.00	3,000.00	0.00	0.00	0.00	0.00
475.003 Membership Fund Drive	2,800.00	2,800.00	0.00	0.00	0.00	0.00
475.005 Corporate Sponsorships	8,000.00	8,000.00	4,400.00	0.00	1,900.00	55.00
590.001 Grants-Irving S Gilmore Found.	21,000.00	21,000.00	0.00	0.00	0.00	0.00
675.001 Fund Raising	8,610.00	8,610.00	-100.00	0.00	-100.00	-1.16
675.002 Fundraiser Dance	1,580.00	1,580.00	0.00	0.00	0.00	0.00
694.000 Miscellaneous	1,080.00	1,080.00	0.00	0.00	0.00	0.00
Dept: 000.000	49,170.00	49,170.00	4,380.00	0.00	1,880.00	8.91
<b>Revenues</b>						
Dept: 000.000	49,170.00	49,170.00	4,380.00	0.00	1,880.00	8.91
<b>Expenditures</b>						
Dept: 000.000						
779.001 Performance Expense	17,000.00	17,000.00	0.00	0.00	0.00	0.00
779.003 Festival Day - Race/Walk	3,000.00	3,000.00	0.00	0.00	0.00	0.00
779.004 Fest. Day - Arts & Crafts	140.00	140.00	0.00	0.00	0.00	0.00
779.005 Fest. Day-Childrens Area	1,100.00	1,100.00	0.00	0.00	0.00	0.00
779.008 Fund Raising-Dance	1,030.00	1,030.00	0.00	0.00	0.00	0.00
779.012 Festival - Administration	9,665.00	9,665.00	20.00	0.00	0.00	0.00
779.013 Stage Entertainment	12,300.00	12,300.00	0.00	0.00	0.00	0.00
779.020 Publicity	4,935.00	4,935.00	0.00	0.00	0.00	0.00
Dept: 000.000	49,170.00	49,170.00	20.00	0.00	0.00	0.04
<b>Expenditures</b>						
Dept: 000.000	49,170.00	49,170.00	20.00	0.00	0.00	0.04
<b>Net Effect for KINDLEBERGER SUMMER FESTIVAL</b>						
Change in Fund Balance:	0.00	0.00	4,360.00	0.00	1,880.00	0.00
			4,360.00		1,880.00	
Grand Total Net Effect:	0.00	0.00	4,360.00	0.00	1,880.00	0.00

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

REVENUE/EXPENDITURE REPORT

Through Feb 28, 2021

City of Parchment

CY MTD: 2/1/2021 to 2/28/2021 CY QTD: 1/1/2021 to 3/31/2021  
CY YTD: 7/1/2020 to 2/28/2021 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	54,445.77	10,517.08	-124.62	95.69
Dept: 000.000	56,900.00	56,900.00	54,445.77	10,517.08	-124.62	95.69
Revenues						
56,900.00	56,900.00	56,900.00	54,445.77	10,517.08	-124.62	95.69
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	0.00	0.00	101.08
995,000 Interest Expense	12,800.00	12,800.00	10,940.23	0.00	0.00	85.47
Dept: 000.000	79,900.00	79,900.00	58,146.08	0.00	0.00	72.77
Expenditures						
79,900.00	79,900.00	79,900.00	58,146.08	0.00	0.00	72.77
Net Effect for Brownfield Redevelopment						
Change in Fund Balance:	-23,000.00	-23,000.00	-3,700.31	10,517.08	-124.62	16.09
			-3,700.31	10,517.08	-124.62	
Grand Total Net Effect:						
	-23,000.00	-23,000.00	-3,700.31	10,517.08	-124.62	16.09

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REVENUE/EXPENDITURE REPORT

Through Feb 28, 2021

City of Parchment

CY MTD: 2/1/2021 to 2/28/2021 CY QTD: 1/1/2021 to 3/31/2021  
CY YTD: 7/1/2020 to 2/28/2021 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	0.00	0.00	0.00
Dept: 000.000	0.00	0.00	567.20	0.00	0.00	0.00
Revenues	0.00	0.00	567.20	0.00	0.00	0.00
Net Effect for Veteran's Memorial Fund	0.00	0.00	567.20	0.00	0.00	0.00
Change in Fund Balance:			567.20			
Grand Total Net Effect:	0.00	0.00	567.20	0.00	0.00	0.00

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REVENUE/EXPENDITURE REPORT

Through Feb 28, 2021

City of Parchment

CY MTD: 2/1/2021 to 2/28/2021 CY QTD: 1/1/2021 to 3/31/2021  
CY YTD: 7/1/2020 to 2/28/2021 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: 590 - SEWER FUND</b>						
<b>Revenues</b>						
Dept: 000.000						
626.000 Sewer Services	35,700.00	35,700.00	38,034.32	17,785.31	17,785.31	106.54
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	38,034.32	17,785.31	17,785.31	101.42
<b>Revenues</b>	37,500.00	37,500.00	38,034.32	17,785.31	17,785.31	101.42
<b>Expenditures</b>						
Dept: 000.000						
702.000 Payroll - Full Time	22,000.00	22,000.00	20,550.52	5,673.54	2,269.41	93.41
715.000 Social Security	1,400.00	1,400.00	1,231.67	339.88	136.69	87.98
716.000 Hospital/Life Insurance	7,300.00	7,300.00	8,088.65	3,627.96	1,222.07	110.80
716.001 Insurance Deductible	500.00	500.00	331.79	331.79	0.00	66.36
718.000 Pension	9,300.00	9,300.00	7,767.34	1,811.39	1,811.39	83.52
720.000 Worker's Compensation	500.00	500.00	488.03	131.10	52.44	97.61
722.000 Medicare	320.00	320.00	288.29	79.54	31.99	90.09
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	250.77	51.63	22.12	50.15
910.000 Insurance & Bonds	10,400.00	10,400.00	5,058.50	0.00	0.00	48.64
920.000 Utilities	2,300.00	2,300.00	1,529.25	224.33	0.00	66.49
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	45,584.81	12,271.16	5,546.11	26.04
<b>Expenditures</b>	187,120.00	187,120.00	45,584.81	12,271.16	5,546.11	26.04
<b>Net Effect for SEWER FUND</b>	-149,620.00	-149,620.00	-7,550.49	5,514.15	12,239.20	7.15
Change in Fund Balance:			-7,550.49	5,514.15	12,239.20	
Grand Total Net Effect:	-149,620.00	-149,620.00	-7,550.49	5,514.15	12,239.20	7.15

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REVENUE/EXPENDITURE REPORT

Through Feb 28, 2021

City of Parchment

CY MTD: 2/1/2021 to 2/28/2021 CY QTD: 1/1/2021 to 3/31/2021  
CY YTD: 7/1/2020 to 2/28/2021 CY AID: 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: 591 - WATER FUND</b>						
<b>Revenues</b>						
Dept: 000.000	144,000.00	144,000.00	273,978.36	27,135.07	0.00	190.26
540.000 State Grants	0.00	0.00	2,831.00	0.00	0.00	0.00
645.000 Sale of Fixed Assets	0.00	0.00	35.25	32.75	7.75	0.00
663.000 Water & Sewer Penalties						
Dept: 000.000	144,000.00	144,000.00	276,844.61	27,167.82	7.75	192.25
<b>Revenues</b>						
Dept: 000.000	144,000.00	144,000.00	276,844.61	27,167.82	7.75	192.25
<b>Expenditures</b>						
Dept: 000.000	0.00	0.00	10,824.80	2,767.60	1,107.04	0.00
702.000 Payroll - Full Time	0.00	0.00	648.34	165.46	66.59	0.00
715.000 Social Security	0.00	0.00	5,236.51	1,841.30	614.12	0.00
716.000 Hospital/Life Insurance	0.00	0.00	331.79	331.79	0.00	0.00
716.001 Insurance Deductible	0.00	0.00	4,437.27	883.61	883.61	0.00
718.000 Pension	0.00	0.00	397.78	96.60	38.64	0.00
720.000 Worker's Compensation	0.00	0.00	152.03	38.86	15.64	0.00
722.000 Medicare	0.00	0.00	1,228.97	0.00	0.00	0.00
775.000 Repair & Maintenance Supplies	0.00	0.00	286,837.42	30,580.73	110.20	179.27
800.000 Professional/Contractual Serv.	160,000.00	160,000.00	250.73	51.62	22.13	0.00
815.000 Uniform Rental	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00
830.000 Memberships & Dues	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	2,446.88	237.17	0.00	30.59
930.000 Repair & Maint.Contractors	0.00	0.00	2,436.00	0.00	0.00	0.00
Dept: 000.000	176,500.00	176,500.00	316,463.46	37,994.74	3,857.97	178.27
<b>Expenditures</b>						
Dept: 000.000	176,500.00	176,500.00	316,463.46	37,994.74	3,857.97	178.27
<b>Net Effect for WATER FUND</b>						
Change in Fund Balance:	-32,500.00	-32,500.00	-39,618.85	-10,826.92	-3,850.22	116.30
			-39,618.85	-10,826.92	-3,850.22	
<b>Grand Total Net Effect:</b>						
	-32,500.00	-32,500.00	-39,618.85	-10,826.92	-3,850.22	116.30

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

# Kindleberger Park Reservation Form

Area of park to be reserved

- Sunken Garden/Gazebo (\$250 non-resident/\$150 resident)(3 hour block) \$100 deposit required 5 hours please as discussed with Kara on 3-2-21
- Stage (\$350 non-resident/\$200 resident)(3 hour block) \$100 deposit required
- Lower Softball Field (\$25 non-resident, \$10 resident)(only available after 7/31)
- Tennis Court 1 (\$25 non-resident, \$10 resident)(1 hour period)
- Tennis Court 2 (\$25 non-resident, \$10 resident)(1 hour period)
- Picnic Pavilion 1 (\$100 non-resident/\$50 resident for 4 hour block)
- Picnic Pavilion 2 (\$100 non-resident/\$50 resident for 4 hour block)
- Picnic Pavilion 3 (\$100 non-resident/\$50 resident for 4 hour block)
- Picnic Pavilion 4 (\$100 non-resident/\$50 resident for 4 hour block)
- Picnic Pavilion 5 (\$100 non-resident/\$50 resident for 4 hour block)

Name: Misty Stenberg Phone: 269-366-6889  
Address: 2037 Hazel Ave. Kalamazoo, MI 49008  
Email: misty\_stenberg@yahoo.com Alternate Phone: 269-352-4120  
Date of Event: June 27, 2021 Time: 2:00 pm

How many attendees at your event? 40 to 60  
Will there be music as part of your event? yes  
Name of DJ, Musical Performer, Sound Technician: Mystro Productions

Decorations, rental chairs/tents/tables? - describe: Decorations - rustic themed rental tables/chairs, possibly a tent  
\*\*\*See park rules on reverse side of form

Signature: Misty Stenberg Date: 3-2-21

FOR INTERNAL OFFICE USE:  
Application received by: [Signature] Date: 3-3-21  
Payment amount received: \$350 Receipt #: 12077  
Check # \_\_\_\_\_ Cash credit

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) (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: Hannah Johnson Phone: 269-312-6834  
Address: 2580 Thayer Ave, Kalamazoo, MI 49004  
Email: Hnjohnson2015@gmail.com Alternate Phone: 269-760-3384  
Date of Event: 5/22/21 Time: 11am - 1p

Type of event: Vow renewal for parents  
Approximate number of attendees: 40  
Will there be music as part of your event? Yes  
Name of DJ, musical performer, sound technician: Family member

Decorations, rental chairs/tents/tables? Describe: Chairs

Name & address for deposit return: Victoria Dearman  
2580 Thayer Ave, Kalamazoo, MI 49004

Hannah Johnson 3/9/21  
Signature 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: JS Date: 3-11-21

Payment amount received: \$350 Receipt # 12080  
Check # \_\_\_\_\_ Cash \_\_\_\_\_ Credit X

APPROVAL

\_\_\_\_\_  
Signature Date

**2021 MONTHLY PERMITS BY JURISDICTION**

**MONTH OF FEBRUARY 2021**

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	9	\$ 6,432
COMSTOCK	ELECTRICAL	12	\$ 1,643
COMSTOCK	MECHANICAL	7	\$ 1,421
COMSTOCK	PLUMBING	3	\$ 408
COMSTOCK	SPECIAL - JURISDICTION	2	\$ 110
COMSTOCK	SPECIAL - HOMEOWNER	2	\$ 110
<b>TOTAL COMSTOCK</b>		<b>35</b>	<b>\$ 10,124</b>
KALAMAZOO	BUILDING	11	\$ 1,760
KALAMAZOO	ELECTRICAL	16	\$ 2,437
KALAMAZOO	MECHANICAL	19	\$ 3,988
KALAMAZOO	PLUMBING	7	\$ 971
KALAMAZOO	SPECIAL - JURISDICTION	5	\$ 275
KALAMAZOO	SPECIAL - HOMEOWNER	2	\$ 110
<b>TOTAL KALAMAZOO</b>		<b>60</b>	<b>\$ 9,541</b>
PARCHMENT	BUILDING	2	\$ 420
PARCHMENT	ELECTRICAL	1	\$ 157
PARCHMENT	MECHANICAL	2	\$ 1,124
PARCHMENT	PLUMBING	-	\$ -
PARCHMENT	SPECIAL - JURISDICTION	-	\$ -
PARCHMENT	SPECIAL - HOMEOWNER	-	\$ -
<b>TOTAL PARCHMENT</b>		<b>5</b>	<b>\$ 1,701</b>
PINE GROVE	BUILDING	3	\$ 490
PINE GROVE	ELECTRICAL	-	\$ -
PINE GROVE	MECHANICAL	4	\$ 710
PINE GROVE	PLUMBING	1	\$ 100
PINE GROVE	SPECIAL - JURISDICTION	-	\$ -
PINE GROVE	SPECIAL - HOMEOWNER	-	\$ -
<b>TOTAL PINE GROVE</b>		<b>8</b>	<b>\$ 1,300</b>
RICHLAND	BUILDING	15	\$ 8,782
RICHLAND	ELECTRICAL	9	\$ 4,784
RICHLAND	MECHANICAL	14	\$ 3,610
RICHLAND	PLUMBING	7	\$ 928
RICHLAND	SPECIAL - JURISDICTION	-	\$ -
RICHLAND	SPECIAL - HOMEOWNER	-	\$ -
<b>TOTAL RICHLAND</b>		<b>45</b>	<b>\$ 18,104</b>
RICHLAND VILLAGE	BUILDING	2	\$ 365
RICHLAND VILLAGE	ELECTRICAL	1	\$ 177
RICHLAND VILLAGE	MECHANICAL	-	\$ -
RICHLAND VILLAGE	PLUMBING	1	\$ 100
RICHLAND VILLAGE	SPECIAL - JURISDICTION	-	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	-	\$ -
<b>TOTAL RICHLAND VILLAGE</b>		<b>4</b>	<b>\$ 642</b>
<b>TOTAL</b>		<b>157</b>	<b>\$ 41,412</b>

REVENUE	REVENUE
FEBRUARY 2020	% PREV YEAR MONTH
<b>\$ 28,390</b>	<b>2.3%</b>

PERMITS	PERMITS
FEBRUARY 2020	% 2020 - YTD
<b>126</b>	<b>3.2%</b>



**2021 MONTHLY PERMITS BY JURISDICTION**

**YEAR TO DATE AS OF: FEBRUARY 2021**

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	19	\$ 11,401
COMSTOCK	ELECTRICAL	33	\$ 5,409
COMSTOCK	MECHANICAL	26	\$ 4,268
COMSTOCK	PLUMBING	16	\$ 2,291
COMSTOCK	SPECIAL - JURISDICTION	5	\$ 275
COMSTOCK	SPECIAL - HOMEOWNER	3	\$ 165
<b>TOTAL COMSTOCK</b>		<b>102</b>	<b>\$ 23,809</b>
KALAMAZOO	BUILDING	23	\$ 3,245
KALAMAZOO	ELECTRICAL	27	\$ 4,704
KALAMAZOO	MECHANICAL	42	\$ 12,028
KALAMAZOO	PLUMBING	17	\$ 2,548
KALAMAZOO	SPECIAL - JURISDICTION	5	\$ 275
KALAMAZOO	SPECIAL - HOMEOWNER	2	\$ 110
<b>TOTAL KALAMAZOO</b>		<b>116</b>	<b>\$ 22,910</b>
PARCHMENT	BUILDING	2	\$ 420
PARCHMENT	ELECTRICAL	5	\$ 1,284
PARCHMENT	MECHANICAL	5	\$ 2,429
PARCHMENT	PLUMBING	1	\$ 409
PARCHMENT	SPECIAL - JURISDICTION	0	\$ -
PARCHMENT	SPECIAL - HOMEOWNER	0	\$ -
<b>TOTAL PARCHMENT</b>		<b>13</b>	<b>\$ 4,542</b>
PINE GROVE	BUILDING	3	\$ 490
PINE GROVE	ELECTRICAL	4	\$ 343
PINE GROVE	MECHANICAL	11	\$ 1,936
PINE GROVE	PLUMBING	3	\$ 572
PINE GROVE	SPECIAL - JURISDICTION	0	\$ -
PINE GROVE	SPECIAL - HOMEOWNER	0	\$ -
<b>TOTAL PINE GROVE</b>		<b>21</b>	<b>\$ 3,341</b>
RICHLAND	BUILDING	25	\$ 60,181
RICHLAND	ELECTRICAL	23	\$ 7,882
RICHLAND	MECHANICAL	25	\$ 7,088
RICHLAND	PLUMBING	9	\$ 2,017
RICHLAND	SPECIAL - JURISDICTION	1	\$ 55
RICHLAND	SPECIAL - HOMEOWNER	0	\$ -
<b>TOTAL RICHLAND</b>		<b>83</b>	<b>\$ 77,223</b>
RICHLAND VILLAGE	BUILDING	2	\$ 365
RICHLAND VILLAGE	ELECTRICAL	3	\$ 422
RICHLAND VILLAGE	MECHANICAL	1	\$ 135
RICHLAND VILLAGE	PLUMBING	1	\$ 100
RICHLAND VILLAGE	SPECIAL - JURISDICTION	0	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	0	\$ -
<b>TOTAL RICHLAND VILLAGE</b>		<b>7</b>	<b>\$ 1,022</b>
<b>TOTAL KABA</b>	<b>YTD</b>	<b>342</b>	<b>132,847</b>

REVENUE	REVENUE
YTD - JANUARY 2020	% 2020 - YTD
<b>\$ 65,486</b>	<b>202.9%</b>

REVENUE
% 2021 YTD BUDGET
<b>131.0%</b>

PERMITS	PERMITS
YTD - JANUARY 2020	% 2020 - YTD
<b>294</b>	<b>116.3%</b>

2021 MONTHLY CUMULATIVE TOTALS			
# PERMITS	REVENUE		
185	\$ 91,435		JAN
157	\$ 41,412		FEB
-	\$ -		MAR
-	\$ -		APRIL
-	\$ -		MAY
-	\$ -		JUNE
-	\$ -		JULY
-	\$ -		AUG
-	\$ -		SEPT
-	\$ -		OCT
-	\$ -		NOV
-	\$ -		DEC
<b>342</b>	<b>\$ 132,847</b>		<b>2021</b>



## CITY OF PARCHMENT

**To:** Parchment City Commissioners  
**From:** Robert D. Britigan III, Mayor  
**Cc:** Nancy Stoddard, City Manager  
**Date:** 3/12/2021  
**Re:** Local Officers Compensation Commission

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Pursuant to Article III, Division 2, Section 2-61 of the Parchment Code of Ordinances, the following appointees are recommended to fill vacancies on the Compensation Commission, the purpose of which is to meet in March of odd-number years to determine the "salaries" of the local elected officials.

- Tim Bourgeois
- Robert Cox
- Chester Emmons
- Terry Hageman
- Brian Sell

Your approval of these appointments is greatly appreciated.

650 S. Riverview Drive  
Parchment, MI 49004  
(269) 349-3785