



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION AND BUDGET WORK SESSION

April 19, 2021 - Virtual
7 P.M.

Parchment City Commission

Mayor Robert D. Britigan III

Vice-Mayor Thomas Jordan
Commissioner Richard Bagley
Commissioner Doug Fooy

Commissioner Holly Evans
Commissioner Robin Madaras
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 April 5, 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. 1436 – approve
- ii. Credit Card Statement – approve
- iii. 2021 March Financial Report - receive
- iv. Kindleberger Park Sunken Garden Reservation, Fauble Wedding - approve
- v. Kindleberger Park Picnic Pavilion 3, Holloway Birthday Party – approve
- vi. Kindleberger Park Picnic Pavilion 5, Poznik Gathering – approve
- vii. Kindleberger Park Picnic Pavilion 4, Daly Open House - approve
- viii. KABA March 2021 Permits – receive
- ix. KAC Meeting Minutes, March 23, 2021 - receive

7. Unfinished Business

- A. Amendment of Conditional Rezoing to the Zoning Ordinance, second reading – adopt

8. New Business

- A. Recommendation of Rate Committee, Sewer Surcharge Rate - approve
- B. Recommendation of the Compensation Committee, Mayor/Commissioner Compensation - approve
- C. Administration Building, Securing Structure – approve
- D. Stenberg Wedding, Request for Food Truck and Dance Floor - 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 APRIL 5, 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 (at 415 E Glenguile), and Madaras (at 815 Parchmount). City Manager Stoddard, Clerk Stutz, Attorney Soltis.

Absent: None.

3. Minutes

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

Ayes: Bagley, Britigan, Conner, Evans, Jordan, and Madaras.

Nays: None.

Absent: None.

Abstain: Fooy.

Motion Carried 6-0.

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, Fooy, 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. 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. Resolution for Final Approval of Master Plan – approve. Mayor Britigan began by noting all of the work that has been put into this document, in addition to input from public comment periods. City Manager Stoddard explained that the cost of the plan was covered by a grant from the Upjohn Foundation and that the approval makes the document “official”, which leads to the ability to apply for grants among other things. Some discussion transpired. Moved by Commissioner Fooy, supported by Commissioner Evans to approve the Master Plan as presented with the addition of a “jurat” and subject to the southern city boundary being verified. Roll call vote was as follows:

Ayes: Bagley, Britigan, Conner, Evans, Fooy, Jordan, and Madaras.

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0.

B. Professional Services Agreement for Sanitary Sewer Capital Improvement Projects, Prein & Newhof - approve. Mayor Britigan mentioned that this falls in line with implementing the SAW Grant findings, then turned it over to City

Manager Stoddard. She explained that this agreement covers both work that needs to be done in the sanitary sewer as well as application to the USDA Grant/Loan program. All engineering costs can be reimbursed within the USDA program. Vice Mayor Jordan commented that Prein Newhof noted that all work on the CIP can be completed within 6-8 months of beginning. Moved by Commissioner Conner, supported by Commissioner Madaras, to approve retaining Prein Newhof for Sanitary Sewer Capital Improvement Projects not to exceed \$19,500 and authorize the City manager to execute all documents related to the action. 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.

C. Amendment of Conditional Rezoning to the Zoning Ordinance – 1st Reading. City Manager Stoddard gave some background on the property, 116 S Riverview. She discussed the drawbacks of “spot zoning”, and that together with Zoning Administrator Harvey and Attorney Soltis, this agreement has been reached. Attorney Soltis explained that this agreement (initiated by the developer) is between the city and the property owner, and allows for procedures to be used for individual situations. The agreement ends when the use changes. Mayor Britigan mentioned his support for this as a “reasonable revision” and an opportunity to make it easier to do business in the city. Moved by Commissioner Bagley, supported by Commissioner Connor to accept for First Reading Ordinance 218 To Amend the Parchment City Code of Ordinances and Add Conditional Zoning as written. 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.

D. Budget Presentation – receive. City Manager Stoddard gave an overview of the proposed budget for 2021-2022, and noted the print copy will be emailed later in the week.

9. Citizen Comments

None.

10. Mayor and Commissioner Comments

Commissioner Madaras said she was excited to see the traffic light back up at Parchmount and Riverview.

Commissioner Bagley asked when potholes would be addressed.

Commissioner Evans thanked City Staff for their work, and is excited to have Biggby in town.

Commissioner Fooy noted he’s seen cars driving fast with police not reacting. He then noted how wonderful it is to see the community support the Leckie family.

Mayor Britigan said his thoughts and prayers go out to the Leckie family. He then mentioned that house bill #4115 would allow municipalities to permit bars and restaurants to be open until 4 am. He said it was “reckless and dangerous”, and it concerns him, and suggested people reach out to State Senator McCann.

11. City Manager Comments/Reports

City Manager Stoddard 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 8:02 p.m.

Shannon Stutz, City Clerk



City of Parchment
Check Register Report
Warrant 1436

Check #	Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
36346	04/09/2021	CINTAS	Uniform Rental & Towels	221.85
36347	04/09/2021	COMPANION LIFE	Life & AD&D Ins-April	57.00
36349	04/09/2021	CONSUMERS ENERGY	Monthly citywide energy use	5,444.12
36350	04/09/2021	DEVINE PAINTING	Balance to Paint Salt Barn	1,025.00
36351	04/09/2021	FORD, KRIEKARD, SOLTIS & WISE	General Matters - March	975.00
36352	04/09/2021	KYLE JENNINGS	1/2 of Payment for Concert 8/1	500.00
36353	04/09/2021	BOBBY JONES CSF	Overpayment on CC for Pic Pav5	50.00
36354	04/09/2021	KALAMAZOO AREA BUILDING AUTHOR	Prop Maint-415 Glendale	55.00
36355	04/09/2021	KALAMAZOO TOWNSHIP	Police/Fire Contract April	38,707.61
36356	04/09/2021	PREIN & NEWHOF	Commerce/USDA/Stormwater	3,946.00
36357	04/09/2021	REPUBLIC SERVICES #249	City Wide Pick-Up-April	9,130.86
36358	04/09/2021	SBAM PLAN	Employee & Retiree Ins-May	11,171.87
36359	04/09/2021	SHRED-IT USA	Shredding Services	239.60
36360	04/09/2021	KARA SMITH	Mileage-Jan-March 2021	109.42
36361	04/09/2021	NANCY STODDARD	Zoom-Online Meeting Platform	23.95

ACCT. NUMBER: XXXX XXXX XXXX 1546

CREDIT LIMIT	15,000.00	CASH ADVANCE BALANCE	.00
CURRENT BALANCE	657.74	MINIMUM PAYMENT DUE	657.74
AVAILABLE CREDIT	14,342.26	PAYMENT DUE DATE	04-20-21

CORPORATE ACCOUNT ACTIVITY

CITY OF PARCHMENT
XXXX-XXXX-XXXX-1546

TOTAL CORPORATE ACTIVITY
\$5,084.83 CR

Post Date	Trans Date	Reference Number	Transaction Description	Amount
03-23	03-23		AUTO PAYMENT DEDUCTION	5,084.83 CR

INDIVIDUAL CARDHOLDER ACTIVITY

PHIL WOLTHUIS
XXXX-XXXX-XXXX-1793

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
\$0.00	\$975.00	\$0.00	\$975.00

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
03-09	03-08	02305371068600052605200	FASTENAL COMPANY 01MIK KALAMAZOO MI		89.00
03-10	03-09	05436841068300211159259	FARM N GARDEN 269-381-0596 MI		886.00

BILL CAHILL
XXXX-XXXX-XXXX-1801

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
\$0.00	\$421.20	\$0.00	\$421.20

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
03-11	03-10	75184121069900013900025	RATHCO SAFETY SUPPLY PORTAGE MI		421.20

JIM DUBY
XXXX-XXXX-XXXX-1892

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
\$0.00	\$300.88	\$0.00	\$300.88

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
03-03	03-02	55432861061200605984128	LOWES #00765* KALAMAZOO MI		32.71
03-04	03-03	55432861062200898415623	LOWES #00765* KALAMAZOO MI		178.19
03-08	03-05	02305371065000564737133	TRACTOR-SUPPLY-CO #034 PLAINWELL MI		89.98

CAMRON J BOEKHOVEN
XXXX-XXXX-XXXX-9114

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
\$0.00	\$664.44	\$0.00	\$664.44

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
03-02	03-01	75500591060900010900028	MARTIN SPRING & DRIVE KALAMAZOO MI		364.44
03-03	03-02	05227021061300236023265	RIETH RILEY KALAMAZOO 269-343-4525 MI		300.00

NANCY R STODDARD
XXXX-XXXX-XXXX-7241

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
\$0.00	\$603.84	\$0.00	\$603.84

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
03-16	03-15	82305091074000013749643	SQUARESPACE INC. NEW YORK NY		216.00
03-17	03-16	02305371076000524492206	USPS PO 2549110002 KALAMAZOO MI		387.84

SHANNON STUTZ
XXXX-XXXX-XXXX-9125

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
\$2,629.82	\$322.20	\$0.00	\$2,307.62 CR

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
03-01	02-28	55432861059200747089061	SPECTRUM 855-707-7328 MO		119.98

ACCT. NUMBER: XXXX XXXX XXXX 1546			
CREDIT LIMIT	15,000.00	CASH ADVANCE BALANCE	.00
CURRENT BALANCE	657.74	MINIMUM PAYMENT DUE	657.74
AVAILABLE CREDIT	14,342.26	PAYMENT DUE DATE	04-20-21

INDIVIDUAL CARDHOLDER ACTIVITY				
03-03	02-17	55432861048200882251447	LOWES #02358/FRD ADJ 864-206-7932 SC	2,629.82 CR
03-04	03-03	05410191062105018936049	QUILL CORPORATION 800-982-3400 SC	65.97
03-15	03-13	82305091072000013453271	PIXELVINE FREEPORT MI	65.00
03-16	03-15	82305091074000011344736	PIXELVINE FREEPORT MI	71.25

REVENUE/EXPENDITURE REPORT

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Through March 31, 2021

City of Parchment

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

Fund: 101 - GENERAL FUND						
Revenues	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
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	3,685.93	510.44	157.28	230.37
448.000 1% Collection Fees	24,400.00	24,400.00	23,982.76	5,988.70	230.50	98.29
451.000 License and Fees	9,400.00	9,400.00	12,151.39	2,680.00	1,665.00	129.27
452.000 Cablevision Fees	14,600.00	14,600.00	11,008.06	4,243.08	0.00	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	100,590.58	29,250.94	42.22	84.81
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	0.00	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	3,014.21	1,333.98	519.16	41.86
664.000 Interest on Investments	4,200.00	4,200.00	24.27	-15.02	-22.85	0.58
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	39,891.71	19,512.00	19,512.00	246.25
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	1,118,783.97	95,335.32	22,103.31	81.74
Revenues	1,363,725.00	1,368,725.00	1,118,783.97	95,335.32	22,103.31	81.74
Expenditures						
Dept: 100.000 Legislative						
703.000 Payroll - Part Time	7,100.00	7,100.00	5,050.00	1,500.00	500.00	71.13
715.000 Social Security	1,000.00	1,000.00	207.70	93.00	31.00	20.77
720.000 Worker's Compensation	300.00	300.00	1.87	0.66	0.22	0.62
722.000 Medicare	200.00	200.00	48.58	21.75	7.25	24.29
740.000 Operating Supplies	700.00	700.00	4,962.31	306.20	306.20	708.90
800.000 Professional/Contractual Serv.	10,400.00	20,400.00	23,548.75	10,265.60	4,369.00	115.44
830.000 Memberships & Dues	1,500.00	1,500.00	300.00	235.00	0.00	20.00
880.000 Community Promotion	1,000.00	1,000.00	585.00	195.00	65.00	58.50
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
967.000 Property Development	0.00	0.00	1.00	1.00	1.00	0.00
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 March 31, 2021

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City of Parchment

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

Fund: 101 - GENERAL FUND										
Expenditures										
Legislative										
Dept: 200.000 Administration										
702.000 Payroll - Full Time	26,500.00	39,805.00	39,778.71	12,618.21	5,279.67	99.93				
703.000 Payroll - Part Time	124,000.00	124,000.00	83,596.52	31,434.80	14,467.40	67.42				
715.000 Social Security	46,000.00	46,000.00	31,744.30	10,035.83	3,963.57	69.01				
716.000 Hospital/Life Insurance	11,100.00	11,100.00	6,927.88	2,547.23	1,134.74	62.41				
716.001 Insurance Deductible	55,000.00	55,000.00	26,536.32	14,233.92	4,744.64	48.25				
718.000 Pension	4,100.00	4,100.00	6,699.70	4,080.07	1,080.07	163.41				
720.000 Worker's Compensation	32,000.00	32,000.00	26,481.60	6,771.46	0.00	82.76				
722.000 Medicare	700.00	700.00	379.66	136.73	62.73	54.24				
724.000 ICMA Retirement Benefit	2,600.00	2,600.00	1,620.15	595.70	265.37	62.31				
730.000 Postage	9,800.00	9,800.00	0.00	0.00	0.00	0.00				
740.000 Operating Supplies	3,200.00	3,200.00	4,351.24	1,656.74	387.84	135.98				
775.000 Repair & Maintenance Supplies	4,400.00	4,400.00	2,860.45	719.28	327.92	65.01				
800.000 Professional/Contractual Serv.	2,000.00	2,000.00	85.73	0.00	0.00	4.29				
805.000 Computer Services	6,200.00	6,200.00	6,498.76	1,944.13	467.82	104.82				
830.000 Memberships & Dues	9,400.00	9,400.00	8,693.07	975.00	0.00	92.48				
850.000 Communications	1,200.00	1,200.00	921.49	442.50	435.00	76.79				
860.000 Institutes & Training	7,200.00	7,200.00	6,608.07	2,207.71	572.59	91.78				
900.000 Printing & Publishing	4,200.00	4,200.00	699.36	295.07	117.48	16.65				
910.000 Insurance & Bonds	2,700.00	2,700.00	1,528.16	1,495.80	900.00	56.60				
920.000 Utilities	6,600.00	6,600.00	2,945.00	0.00	0.00	44.62				
930.000 Repair & Maint.Contractors	4,200.00	4,200.00	3,184.85	1,088.11	0.00	75.83				
955.000 Miscellaneous	7,500.00	7,500.00	479.00	479.00	239.60	6.39				
970.000 Capital	0.00	0.00	584.12	0.00	0.00	0.00				
	27,000.00	27,000.00	8,765.83	5,977.04	5,977.04	32.47				
Administration										
Dept: 210.000 Legal Services										
801.000 Attorney - General	371,100.00	371,100.00	232,191.26	87,116.12	35,143.81	62.57				
802.000 Attorney-Police Matters	15,300.00	15,300.00	12,575.00	3,200.00	1,512.50	82.19				
	9,400.00	9,400.00	1,443.75	218.75	43.75	15.36				
Legal Services										
Dept: 300.000 Police										
703.000 Payroll - Part Time	24,700.00	24,700.00	14,018.75	3,418.75	1,556.25	56.76				
715.000 Social Security	9,700.00	9,700.00	3,590.00	1,495.00	735.00	37.01				
719.000 Hospital Insurance - Retirees	600.00	600.00	222.58	92.69	45.57	37.10				
722.000 Medicare	13,500.00	13,500.00	10,959.48	3,629.10	2,419.40	81.18				
800.000 Professional/Contractual Serv.	100.00	100.00	52.06	21.67	10.65	52.06				
	356,500.00	356,500.00	271,582.25	118,772.00	29,693.00	76.18				
Police										
	380,400.00	380,400.00	286,406.37	124,010.46	32,903.62	75.29				

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

REVENUE/EXPENDITURE REPORT

Through March 31, 2021

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City of Parchment

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

Fund: 101 - GENERAL FUND						
Expenditures						
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	120.89	68.55	40.10	12.09
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	51,399.82	22,300.00	5,575.00	76.83
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	2,248.83	749.61	569.61	52.30
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	1,557.03	533.47	0.00	57.67
930.000 Repair & Maint.Contractors	10,500.00	10,500.00	4,356.57	2,960.00	2,960.00	41.49
970.000 Capital	20,000.00	20,000.00	37,173.15	0.00	0.00	185.87
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Fire	120,800.00	120,800.00	105,452.29	26,611.63	9,144.71	87.29
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Dept: 440.000 Public Services						
702.000 Payroll - Full Time	78,500.00	78,500.00	48,803.44	17,229.88	7,510.76	62.17
715.000 Social Security	4,900.00	4,900.00	4,334.88	1,504.43	611.04	88.47
716.000 Hospital/Life Insurance	29,500.00	29,500.00	26,250.51	9,693.71	3,238.08	88.98
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	0.00	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	2,270.15	775.70	338.35	81.08
722.000 Medicare	1,200.00	1,200.00	1,013.88	351.88	142.93	84.49
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	3,186.70	1,275.46	137.28	75.87
775.000 Repair & Maintenance Supplies	7,900.00	7,900.00	7,426.56	3,955.89	2,725.67	94.01
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	0.00	64.06
810.000 Rubbish Collection Charges	110,000.00	110,000.00	89,990.57	27,265.33	9,593.11	81.81
815.000 Uniform Rental	3,000.00	3,000.00	1,821.14	509.28	169.76	62.54
850.000 Communications	900.00	900.00	848.84	239.96	0.00	94.32
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	6,574.41	3,363.09	798.46	78.27
926.000 Street Lighting	29,200.00	29,200.00	23,696.57	8,205.33	2,714.35	81.15
930.000 Repair & Maint.Contractors	10,900.00	10,900.00	25,075.82	18,104.29	1,239.75	230.05
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
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Public Services	363,800.00	363,800.00	278,121.27	96,528.52	29,219.54	76.46

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

REVENUE/EXPENDITURE REPORT
Through March 31, 2021

City of Parchment

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

Fund: 101 - GENERAL FUND		CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Expenditures							
Dept: 751.000 Parks, Recreation & Culture							
702.000 Payroll - Full Time	54,000.00	54,000.00		33,314.10	12,883.39	5,711.23	61.69
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		2,191.63	793.06	352.17	62.62
716.000 Hospital/Life Insurance	14,800.00	14,800.00		3,322.77	1,774.40	598.27	22.45
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	0.00	46.05
720.000 Worker's Compensation	1,500.00	1,500.00		1,294.98	469.48	206.56	86.33
722.000 Medicare	800.00	800.00		512.49	185.45	82.35	64.06
746.000 Gasoline & Oil	2,700.00	2,700.00		1,366.39	5.84	5.84	50.61
775.000 Repair & Maintenance Supplies	10,400.00	10,400.00		1,635.48	178.19	178.19	15.73
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		4,935.19	1,622.39	447.24	72.58
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
Parks, Recreation & Culture		173,300.00	173,300.00	72,701.65	20,774.52	7,581.85	41.95
Expenditures		1,460,600.00	1,473,905.00	1,028,670.30	371,078.21	120,829.45	69.80
Net Effect for GENERAL FUND		-96,875.00	-105,180.00	90,113.67	-275,742.89	-98,726.14	-85.62
Change in Fund Balance:				90,113.67	-275,742.89	-98,726.14	

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

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City of Parchment

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

Fund: 202 - MAJOR STREET FUND

Revenues		CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Dept: 000.000							
546.000 State Grants - Act 51		163,300.00	163,300.00	112,825.63	37,150.73	13,054.07	69.09
Dept: 000.000		163,300.00	163,300.00	112,825.63	37,150.73	13,054.07	69.09
Revenues		163,300.00	163,300.00	112,825.63	37,150.73	13,054.07	69.09
Expenditures							
Dept: 451.000 Construction							
930.000 Repair & Maint.Contractors		0.00	0.00	18,999.08	0.00	0.00	0.00
970.000 Capital		10,500.00	10,500.00	10,479.49	0.00	0.00	99.80
Construction		10,500.00	10,500.00	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	3,209.53	1,298.22	556.38	45.85
715.000 Social Security		450.00	450.00	195.93	79.38	34.13	43.54
716.000 Hospital/Life Insurance		1,800.00	1,800.00	682.70	365.47	123.27	37.93
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	0.00	34.67
720.000 Worker's Compensation		450.00	450.00	235.23	87.36	37.44	52.27
722.000 Medicare		100.00	100.00	45.63	18.49	7.95	45.63
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	230.51	150.00	150.00	10.48
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	7,516.56	2,294.98	909.17	32.82
Dept: 475.000 Traffic Services							
702.000 Payroll - Full Time		6,700.00	6,700.00	3,126.39	1,269.10	543.90	46.66
715.000 Social Security		450.00	450.00	190.74	77.56	33.35	42.39
716.000 Hospital/Life Insurance		1,800.00	1,800.00	682.52	365.41	123.25	37.92
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	0.00	33.81
720.000 Worker's Compensation		450.00	450.00	229.63	85.40	36.60	51.03
722.000 Medicare		100.00	100.00	44.42	18.07	7.77	44.42
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	210.60	210.60	210.60	8.78
930.000 Repair & Maint.Contractors		12,200.00	12,200.00	5,183.19	1,780.62	592.22	42.49
Traffic Services		27,700.00	27,700.00	10,681.78	4,096.18	1,547.69	38.56
Dept: 478.000 Winter Maintenance							
702.000 Payroll - Full Time		8,100.00	8,100.00	4,593.43	1,821.02	720.37	56.71
715.000 Social Security		500.00	500.00	279.86	111.11	44.12	55.97

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

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City of Parchment

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

Fund: 202 - MAJOR STREET FUND							
Expenditures							
Dept: 478.000 Winter Maintenance							
716.000 Hospital/Life Insurance	2,400.00	2,400.00	994.24	564.07	172.45	41.43	
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	0.00	39.60	
720.000 Worker's Compensation	525.00	525.00	305.04	118.47	48.48	58.10	
722.000 Medicare	120.00	120.00	65.31	25.93	10.30	54.43	
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				3,079.28	995.72	29.84	
Dept: 482.000 Administration							
702.000 Payroll - Full Time	1,200.00	1,200.00	883.50	309.96	132.84	73.63	
715.000 Social Security	100.00	100.00	53.25	18.77	8.09	53.25	
716.000 Hospital/Life Insurance	600.00	600.00	259.38	147.42	49.14	43.23	
718.000 Pension	500.00	500.00	273.70	70.68	0.00	54.74	
720.000 Worker's Compensation	20.00	20.00	59.45	20.86	8.94	297.25	
722.000 Medicare	20.00	20.00	12.39	4.36	1.88	61.95	
955.000 Miscellaneous	0.00	14,700.00	18,594.75	3,894.75	3,245.00	126.49	
960.000 Administrative Overhead	17,000.00	17,000.00	0.00	0.00	0.00	0.00	
Administration				4,466.80	3,445.89	58.98	
Expenditures				13,937.24	6,898.47	62.29	
Net Effect for MAJOR STREET FUND				23,213.49	6,155.60	88.78	
Change in Fund Balance:				23,213.49	6,155.60		

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

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City of Parchment

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

Fund: 203 - LOCAL STREET FUND

Revenues

Dept: 000.000

545.000 State Grants - Act 51

Dept: 000.000

Revenues

Expenditures

Dept: 451.000 Construction

970.000 Capital

Construction

Dept: 463.000 Routine Maintenance

702.000 Payroll - Full Time

715.000 Social Security

716.000 Hospital/Life Insurance

716.001 Insurance Deductible

718.000 Pension

720.000 Worker's Compensation

722.000 Medicare

746.000 Gasoline & Oil

775.000 Repair & Maintenance Supplies

930.000 Repair & Maint Contractors

Routine Maintenance

Dept: 475.000 Traffic Services

702.000 Payroll - Full Time

715.000 Social Security

716.000 Hospital/Life Insurance

716.001 Insurance Deductible

718.000 Pension

720.000 Worker's Compensation

722.000 Medicare

746.000 Gasoline & Oil

775.000 Repair & Maintenance Supplies

930.000 Repair & Maint Contractors

Traffic Services

Dept: 478.000 Winter Maintenance

702.000 Payroll - Full Time

715.000 Social Security

716.000 Hospital/Life Insurance

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

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Revenues						
Dept: 000.000	66,700.00	66,700.00	46,884.86	15,437.67	5,424.49	70.29
545.000 State Grants - Act 51						
Dept: 000.000	66,700.00	66,700.00	46,884.86	15,437.67	5,424.49	70.29
Revenues	66,700.00	66,700.00	46,884.86	15,437.67	5,424.49	70.29
Expenditures						
Dept: 451.000 Construction	10,500.00	10,500.00	10,479.49	0.00	0.00	99.80
970.000 Capital	10,500.00	10,500.00	10,479.49	0.00	0.00	99.80
Construction	10,500.00	10,500.00	10,479.49	0.00	0.00	99.80
Dept: 463.000 Routine Maintenance	8,300.00	8,300.00	3,209.52	1,298.22	556.38	38.67
702.000 Payroll - Full Time	525.00	525.00	195.93	79.38	34.13	37.32
715.000 Social Security	2,600.00	2,600.00	682.70	365.47	123.27	26.26
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	1,040.03	296.06	0.00	29.72
718.000 Pension	525.00	525.00	235.23	87.36	37.44	44.81
720.000 Worker's Compensation	125.00	125.00	45.62	18.49	7.95	36.50
722.000 Medicare	300.00	300.00	0.00	0.00	0.00	0.00
746.000 Gasoline & Oil	3,200.00	3,200.00	481.75	150.00	150.00	15.05
775.000 Repair & Maintenance Supplies	5,000.00	5,000.00	1,850.00	0.00	0.00	37.00
930.000 Repair & Maint Contractors						
Routine Maintenance	24,275.00	24,275.00	7,740.78	2,294.98	909.17	31.89
Dept: 475.000 Traffic Services	7,850.00	7,850.00	3,055.84	1,240.05	531.45	38.93
702.000 Payroll - Full Time	500.00	500.00	186.40	75.78	32.58	37.28
715.000 Social Security	2,300.00	2,300.00	657.84	352.63	118.91	28.60
716.000 Hospital/Life Insurance	200.00	200.00	0.00	0.00	0.00	0.00
716.001 Insurance Deductible	3,350.00	3,350.00	994.95	282.79	0.00	29.70
718.000 Pension	500.00	500.00	224.87	83.44	35.76	44.97
720.000 Worker's Compensation	120.00	120.00	43.40	17.65	7.59	36.17
722.000 Medicare	500.00	500.00	0.00	0.00	0.00	0.00
746.000 Gasoline & Oil	4,600.00	4,600.00	210.60	210.60	210.60	4.58
775.000 Repair & Maintenance Supplies	600.00	600.00	0.00	0.00	0.00	0.00
930.000 Repair & Maint Contractors						
Traffic Services	20,520.00	20,520.00	5,373.90	2,262.94	936.89	26.19
Dept: 478.000 Winter Maintenance	8,300.00	8,300.00	4,522.88	1,791.97	707.92	54.49
702.000 Payroll - Full Time	520.00	520.00	275.37	109.28	43.33	52.96
715.000 Social Security	2,600.00	2,600.00	969.50	551.23	168.08	37.29
716.000 Hospital/Life Insurance						

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City of Parchment

CY MTD: 3/1/2021 to 3/31/2021 CY QTD: 1/1/2021 to 3/31/2021
CY YTD: 7/1/2020 to 3/31/2021 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: 203 - LOCAL STREET FUND						
Expenditures						
Dept: 478.000 Winter Maintenance						
716.001 Insurance Deductible	200.00	200.00	0.00	0.00	0.00	0.00
718.000 Pension	3,550.00	3,550.00	1,366.74	432.06	0.00	38.50
720.000 Worker's Compensation	525.00	525.00	300.28	116.51	47.64	57.20
722.000 Medicare	125.00	125.00	64.75	25.67	10.17	51.80
746.000 Gasoline & Oil	900.00	900.00	176.95	0.00	0.00	19.66
753.000 Salt	9,900.00	9,900.00	0.00	0.00	0.00	0.00
Winter Maintenance						
Dept: 482.000 Administration						
702.000 Payroll - Full Time	1,500.00	1,500.00	883.50	309.96	132.84	58.90
715.000 Social Security	100.00	100.00	53.25	18.77	8.09	53.25
716.000 Hospital/Life Insurance	750.00	750.00	259.38	147.42	49.14	34.58
718.000 Pension	650.00	650.00	273.70	70.68	0.00	42.11
720.000 Worker's Compensation	20.00	20.00	59.45	20.86	8.94	297.25
722.000 Medicare	20.00	20.00	12.39	4.36	1.88	61.95
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	1,541.67	572.05	200.89	7.97
Expenditures						
	101,255.00	101,255.00	32,812.31	8,156.69	3,024.09	32.41
Net Effect for LOCAL STREET FUND						
Change in Fund Balance:	-34,555.00	-34,555.00	14,072.55	7,280.98	2,400.40	-40.73
			14,072.55	7,280.98	2,400.40	

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

REVENUE/EXPENDITURE REPORT

City of Parchment

CY MTD: 3/1/2021 to 3/31/2021 CY QTD: 7/1/2021 to 9/30/2021
CY YTD: 1/1/2021 to 3/31/2021 CY ATD: 1/1/2021 to 12/31/2021

Fund: 250 - KINDLEBERGER SUMMER FESTIVAL						
Revenues	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Dept: 000.000						
475.001 Arts & Crafts	3,100.00	4,680.00	240.00	0.00	160.00	5.13
475.002 Race/Walk Fees	3,000.00	4,100.00	0.00	0.00	0.00	0.00
475.003 Membership Fund Drive	2,800.00	2,400.00	0.00	0.00	0.00	0.00
475.005 Corporate Sponsorships	8,000.00	3,000.00	12,600.00	0.00	8,200.00	420.00
475.010 Car Show Proceeds	0.00	1,400.00	0.00	0.00	0.00	0.00
590.001 Grants-Irving S Gilmore Found.	21,000.00	35,000.00	0.00	0.00	0.00	0.00
675.001 Fund Raising	8,610.00	4,600.00	-100.00	0.00	0.00	-2.17
675.002 Fundraiser Dance	1,580.00	880.00	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	57,140.00	12,740.00	0.00	8,360.00	22.30
Revenues	49,170.00	57,140.00	12,740.00	0.00	8,360.00	22.30
Expenditures						
Dept: 000.000						
779.001 Performance Expense	17,000.00	16,500.00	0.00	0.00	0.00	0.00
779.003 Festival Day - Race/Walk	3,000.00	4,100.00	0.00	0.00	0.00	0.00
779.004 Fest. Day - Arts & Crafts	140.00	270.00	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	3,650.00	0.00	0.00	0.00	0.00
779.010 Fund Raising-Membership	0.00	0.00	25.00	0.00	0.00	0.00
779.012 Festival - Administration	9,665.00	9,390.00	236.00	0.00	216.00	2.51
779.013 Stage Entertainment	12,300.00	17,200.00	0.00	0.00	0.00	0.00
779.016 Car Show Expenses	0.00	1,180.00	0.00	0.00	0.00	0.00
779.020 Publicity	4,935.00	3,750.00	0.00	0.00	0.00	0.00
Dept: 000.000	49,170.00	57,140.00	261.00	0.00	216.00	0.46
Expenditures	49,170.00	57,140.00	261.00	0.00	216.00	0.46
Net Effect for KINDLEBERGER SUMMER FESTIVAL						
Change in Fund Balance:	0.00	0.00	12,479.00	0.00	8,144.00	0.00
			12,479.00		8,144.00	
Grand Total Net Effect:	0.00	0.00	12,479.00	0.00	8,144.00	0.00

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CY YTD: 7/1/2020 to 3/31/2021 CY ATD: 7/1/2020 to 6/30/2021

Fund: 251 - Brownfield Redevelopment						
Revenues						
Dept: 000.000						
404.000 Tax Revenue	56,900.00	56,900.00	54,445.77	10,517.08	0.00	95.69
Dept: 000.000	56,900.00	56,900.00	54,445.77	10,517.08	0.00	95.69
Revenues	56,900.00	56,900.00	54,445.77	10,517.08	0.00	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	58,146.08	0.00	0.00	72.77
Net Effect for Brownfield Redevelopment	-23,000.00	-23,000.00	-3,700.31	10,517.08	0.00	16.09
Change in Fund Balance:			-3,700.31	10,517.08		

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

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City of Parchment

CY MTD: 3/1/2021 to 3/31/2021 CY QTD: 1/1/2021 to 3/31/2021
CY YTD: 7/1/2020 to 3/31/2021 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							
Change in Fund Balance:		0.00	0.00	567.20	0.00	0.00	0.00

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

REVENUE/EXPENDITURE REPORT

Through March 31, 2021

Page: 13
4/16/2021
10:38 am

City of Parchment

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

Fund: 591 - WATER FUND

Revenues	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Dept: 000.000	144,000.00	144,000.00	276,844.61	27,167.82	0.00	192.25
Revenues	144,000.00	144,000.00	276,844.61	27,167.82	0.00	192.25
Expenditures						
Dept: 000.000	0.00	0.00	11,931.84	3,321.12	1,107.04	0.00
702.000 Payroll - Full Time	0.00	0.00	714.92	199.75	66.58	0.00
715.000 Social Security	0.00	0.00	5,850.63	1,842.36	614.12	0.00
716.000 Hospital/Life Insurance	0.00	0.00	1,974.33	1,974.33	0.00	0.00
716.001 Insurance Deductible	0.00	0.00	4,437.27	883.61	0.00	0.00
718.000 Pension	0.00	0.00	436.42	115.92	38.64	0.00
720.000 Worker's Compensation	0.00	0.00	167.66	46.90	15.63	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	287.61	88.50	29.51	0.00
800.000 Professional/Contractual Serv.	160,000.00	160,000.00	287,005.32	30,748.63	139.05	179.38
815.000 Uniform Rental	0.00	0.00	287.61	88.50	29.51	0.00
830.000 Memberships & Dues	0.00	0.00	1,000.00	1,000.00	0.00	0.00
850.000 Communications	0.00	0.00	234.94	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	2,890.43	680.72	236.68	36.13
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	320,596.34	40,901.84	2,247.25	180.61
Expenditures	176,500.00	176,500.00	320,596.34	40,901.84	2,247.25	180.61
Net Effect for WATER FUND						
Change in Fund Balance:	-32,500.00	-32,500.00	-43,751.73	-13,734.02	-2,247.25	129.02
			-43,751.73	-13,734.02	-2,247.25	
Grand Total Net Effect:	-279,935.00	-302,940.00	94,032.16	-245,898.04	-89,473.23	-30.58

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

Kindleberger Park Reservation Form

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

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

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

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

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

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

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

Name: Kristin Fauble Phone: 491-2507
Address: 50355 Grand St. Three Rivers
Email: bigmamama051406@gmail.com Alternate Phone: _____
Date of Event: 10-23-21 Time: 11-2

Type of event: Wedding
Approximate number of attendees: 100
Will there be music as part of your event? hiring DJ
Name of DJ, musical performer, sound technician: _____

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

Name & address for deposit return: Kristin Fauble - 61548
S. Main Street Jones MI 49061

Signature: on phone Date: 4-13-21

*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: KS Date: 4-13-21

Payment amount received: \$350.00 Receipt # 12099

Check # _____ Cash _____ Credit X

APPROVAL

Signature _____ Date _____

or - 61548 S. Main
Jones 49061

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: Whitney Holloway Phone: 910-8045

Address: 1116 Parchman

Email: Whitney.holloway@gmail.com Alternate Phone: _____

Date of Event: 4-17-21 Time: 2-6pm

Type of event: Birthday Party

Approximate number of attendees: 20

Will there be music as part of your event? No

Name of DJ, musical performer, sound technician: No

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

Name & address for deposit return: None

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: LS Date: 4-8-21

Payment amount received: \$50 Receipt # 12097

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: Cathy Poznik (Bobby Jones CSF) Phone: (330) 573-5560
Address: 3075 Killingworth Lane, Twinsburg, OH 44087
Email: cpoznik@bobbyjonescsf.org Alternate Phone: —
Date of Event: 8/22/2021 Time: 11am - 3pm.

Type of event: social event & 1 mile casual walk

Approximate number of attendees: 40

Will there be music as part of your event? no

Name of DJ, musical performer, sound technician: N/A

Decorations, rental chairs/tents/tables? Describe: N/A

Name & address for deposit return: Bobby Jones CSF, 29 Crest Corp,
Staten Island, NY 10312

Cathy Poznik
Signature

3/17/2021
Date

Local walk chair: Christy Schmidt (269) 447-3554

Christy.schmidt25@yahoo.com

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: _____ Date: _____

Payment amount received: _____ Receipt # _____

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: Dawn Daly Phone: 532-1713
Address: 631 Haymac
Email: dawn.daly@337@gmail.com Alternate Phone: 303-6622
Date of Event: JULY 17, 2021 Time: 2-6pm

Type of event: Open House
Approximate number of attendees: 40
Will there be music as part of your event? NO
Name of DJ, musical performer, sound technician: NONE

Decorations, rental chairs/tents/tables? Describe: NONE

Name & address for deposit return: _____

Signature on phone Date 4-15-21

*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: ES Date: 4-15-21

Payment amount received: \$50 Receipt # 12105
Check # _____ Cash _____ Credit X

APPROVAL

Signature _____ Date _____

2021 MONTHLY PERMITS BY JURISDICTION

MONTH OF MARCH 2021

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	15	\$ 30,383
COMSTOCK	ELECTRICAL	8	\$ 2,695
COMSTOCK	MECHANICAL	12	\$ 2,676
COMSTOCK	PLUMBING	2	\$ 438
COMSTOCK	SPECIAL - JURISDICTION	3	\$ 165
COMSTOCK	SPECIAL - HOMEOWNER	-	\$ -
TOTAL COMSTOCK		40	\$ 36,357
KALAMAZOO	BUILDING	16	\$ 2,604
KALAMAZOO	ELECTRICAL	13	\$ 2,118
KALAMAZOO	MECHANICAL	19	\$ 2,865
KALAMAZOO	PLUMBING	17	\$ 1,956
KALAMAZOO	SPECIAL - JURISDICTION	9	\$ 550
KALAMAZOO	SPECIAL - HOMEOWNER	3	\$ 165
TOTAL KALAMAZOO		77	\$ 10,258
PARCHMENT	BUILDING	1	\$ 100.00
PARCHMENT	ELECTRICAL	4	\$ 510.00
PARCHMENT	MECHANICAL	-	\$ -
PARCHMENT	PLUMBING	-	\$ -
PARCHMENT	SPECIAL - JURISDICTION	1	\$ 55.00
PARCHMENT	SPECIAL - HOMEOWNER	-	\$ -
TOTAL PARCHMENT		6	\$ 665
PINE GROVE	BUILDING	7	\$ 4,265
PINE GROVE	ELECTRICAL	2	\$ 366
PINE GROVE	MECHANICAL	3	\$ 475
PINE GROVE	PLUMBING	1	\$ 110
PINE GROVE	SPECIAL - JURISDICTION	2	\$ 110
PINE GROVE	SPECIAL - HOMEOWNER	-	\$ -
TOTAL PINE GROVE		15	\$ 5,326
RICHLAND	BUILDING	11	\$ 8,952
RICHLAND	ELECTRICAL	10	\$ 2,059
RICHLAND	MECHANICAL	16	\$ 4,143
RICHLAND	PLUMBING	19	\$ 4,131
RICHLAND	SPECIAL - JURISDICTION	-	\$ -
RICHLAND	SPECIAL - HOMEOWNER	-	\$ -
TOTAL RICHLAND		56	\$ 19,285
RICHLAND VILLAGE	BUILDING	2	\$ 525
RICHLAND VILLAGE	ELECTRICAL	1	\$ 167
RICHLAND VILLAGE	MECHANICAL	3	\$ 420
RICHLAND VILLAGE	PLUMBING	1	\$ 170
RICHLAND VILLAGE	SPECIAL - JURISDICTION	-	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	-	\$ -
TOTAL RICHLAND VILLAGE		7	\$ 1,282
TOTAL		201	\$ 73,173

REVENUE	REVENUE
MARCH 2020	% PREV YEAR MONTH
\$ 27,832	262.9%

PERMITS	PERMITS
MARCH 2020	% 2020 - YTD
125	160.8%

2021 MONTHLY PERMITS BY JURISDICTION

YEAR TO DATE AS OF: MARCH 2021

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	34	\$ 41,784
COMSTOCK	ELECTRICAL	41	\$ 8,104
COMSTOCK	MECHANICAL	38	\$ 6,944
COMSTOCK	PLUMBING	18	\$ 2,729
COMSTOCK	SPECIAL - JURISDICTION	8	\$ 440
COMSTOCK	SPECIAL - HOMEOWNER	3	\$ 165
TOTAL COMSTOCK		142	\$ 60,166
KALAMAZOO	BUILDING	39	\$ 5,849
KALAMAZOO	ELECTRICAL	40	\$ 6,822
KALAMAZOO	MECHANICAL	61	\$ 14,893
KALAMAZOO	PLUMBING	34	\$ 4,504
KALAMAZOO	SPECIAL - JURISDICTION	14	\$ 825
KALAMAZOO	SPECIAL - HOMEOWNER	5	\$ 275
TOTAL KALAMAZOO		193	\$ 33,168
PARCHMENT	BUILDING	3	\$ 520
PARCHMENT	ELECTRICAL	9	\$ 1,794
PARCHMENT	MECHANICAL	5	\$ 2,429
PARCHMENT	PLUMBING	1	\$ 409
PARCHMENT	SPECIAL - JURISDICTION	1	\$ 55
PARCHMENT	SPECIAL - HOMEOWNER	0	\$ -
TOTAL PARCHMENT		19	\$ 5,207
PINE GROVE	BUILDING	10	\$ 4,755
PINE GROVE	ELECTRICAL	6	\$ 709
PINE GROVE	MECHANICAL	14	\$ 2,411
PINE GROVE	PLUMBING	4	\$ 682
PINE GROVE	SPECIAL - JURISDICTION	2	\$ 110
PINE GROVE	SPECIAL - HOMEOWNER	0	\$ -
TOTAL PINE GROVE		36	\$ 8,667
RICHLAND	BUILDING	36	\$ 69,133
RICHLAND	ELECTRICAL	33	\$ 9,941
RICHLAND	MECHANICAL	41	\$ 11,231
RICHLAND	PLUMBING	28	\$ 6,148
RICHLAND	SPECIAL - JURISDICTION	1	\$ 55
RICHLAND	SPECIAL - HOMEOWNER	0	\$ -
TOTAL RICHLAND		139	\$ 96,508
RICHLAND VILLAGE	BUILDING	4	\$ 890
RICHLAND VILLAGE	ELECTRICAL	4	\$ 589
RICHLAND VILLAGE	MECHANICAL	4	\$ 555
RICHLAND VILLAGE	PLUMBING	2	\$ 270
RICHLAND VILLAGE	SPECIAL - JURISDICTION	0	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	0	\$ -
TOTAL RICHLAND VILLAGE		14	\$ 2,304
TOTAL KABA	YTD	543	206,020

REVENUE	REVENUE
YTD - MARCH 2020	% 2020 - YTD
\$ 93,318	220.8%

REVENUE
% 2021 YTD BUDGET
135.0%

PERMITS	PERMITS
YTD - MARCH 2020	% 2020 - YTD
419	129.6%

2021 MONTHLY CUMULATIVE TOTALS			
# PERMITS	REVENUE		
185	\$	91,435	JAN
157	\$	41,412	FEB
201	\$	73,173	MAR
-	\$	-	APRIL
-	\$	-	MAY
-	\$	-	JUNE
-	\$	-	JULY
-	\$	-	AUG
-	\$	-	SEPT
-	\$	-	OCT
-	\$	-	NOV
-	\$	-	DEC
543	\$	206,020	2021

MINUTES OF THE REGULAR MEETING OF THE KINDLEBERGER ARTS COMMISSION HELD ON TUESDAY,
MARCH 23, 2021 - VIA ZOOM

1. Call to Order

The meeting was called to order by Jon Heasley at 6:17 PM.

2. Roll Call

Present: City Manager Nancy Stoddard, Mayor Rob Britigan, Kris Jordan, Nancy Eaton, Jon Heasley, Julie Heasley, Doug Fooy, Liz Emmons, Chester Emmons, Holly Evans, Claudia Britigan, DeAnna Phillips, Micki Rossio

Absent: None

Roll Call:

Mayor Britigan: Present

Nancy Eaton: Present

Liz Emmons: Present

Doug Fooy: Present

Julie Heasley: Present

Nancy Stoddard: Present

Jon Heasley: Present

3. Approval of the Minutes from Monday, February 8th, 2021

A motion was made by Mayor Britigan, supported by Nancy Eaton, to approve the minutes from the meeting on Monday, February 8th, 2021.

Roll Call:

Mayor Britigan: Aye

Nancy Eaton: Aye

Liz Emmons: Aye

Doug Fooy: Aye

Julie Heasley: Aye

Nancy Stoddard: Aye

Jon Heasley: Aye

Motion Carried.

4. New Business

A. Budget/Fundraising Update

Jon Heasley reported that we received the generous Gilmore Grant. We have so far raised \$14,400 from the fundraising letter sent to businesses. \$6400 has been collected at City Hall. Chester and Liz Emmons have promised \$1000, an anonymous donor has given \$1500, LC Howard has given \$2500, the Arts Council has given \$3000. Jon asked Mayor Britigan about Zeigler Motor Sports and if they are going to donate use of the carts this year. Mayor Britigan asked how many will be needed – the answer is four - and when. Jon asked if we need as many without the car show, and Kris Jordan believes that four will be ideal.

B. Director's Report

1. Craft Show: Nancy Eaton reported 24 entries for the craft show. The on-line registry is open and working. Kris Jordan asked if we need to alternate every other booth for Covid reasons. Nancy indicated that crafters want to be on the sidewalks and not on the grass. Nancy Stoddard indicated that the health department is thinking positively for events this summer and they estimate 90% of the population will be vaccinated by this summer. Kris asked on behalf of the Parchment Garden Club if they pay a booth fee, Nancy indicated that they never have paid since they are part of the Festival. Mayor Britigan indicated that we can have booths all the way up Park Avenue if it is necessary for social distancing spacing.

MINUTES OF THE REGULAR MEETING OF THE KINDLEBERGER ARTS COMMISSION HELD ON TUESDAY,
MARCH 23, 2021 - VIA ZOOM – Page 2

2. Outdoor Theatre: Madison Davis has resigned as director of the Youth Performance and Kris is asking if we need to hire a new director for the Youth Performance. Claudia Britigan chimed in, planning is starting later this year, we do have the scripts for the Youth Performance. Claudia feels that Mama Mia! is a major production and that most of the theatre budget will go towards Mama Mia! The many logistics of doing two shows include social distancing, sanitizers, masks, and indoor rehearsals until the weather breaks. Jon asked Claudia what the possibility of finding a new director for the Youth Performance would be. Claudia indicated that Doug Fooy is checking with his niece to see if she would be interested. Ken Holda has not offered any suggestions for a new director. A concern is that donations have been made and grants have been given based on a Youth Performance and an adult musical. Claudia indicated that there could be two showings of Mama Mia! on Saturday. DeAnna Phillips indicated that members of the community are not judging, they understand that there is no guarantee due to the pandemic. She suggested to provide a very good quality Mama Mia! this year. Mayor Britigan asked Nancy Stoddard if the KAC will jeopardize the Gilmore Grant if we don't do the Youth Performance. She indicated that no, it will not, the Gilmore Foundation follows up after the fact and asks us to report what changed, what went wrong or differently. Chester indicated that the food truck fees can remain the same if we only have one show (adult) vs. two shows (adult and youth).

Jon Heasley asked the consensus of the committee members. Nancy Eaton is okay with not doing the Youth Performance. She thinks it is too late. Mayor Britigan agrees 100% with DeAnna, especially since it will not jeopardize the Gilmore Grant. He added that with next year being the 40th, it will be bigger and better with two shows. Liz indicated that it is sad not to have it, but she likes the idea of a big Mama Mia! show. Julie is okay with it. Manager Stoddard agrees. Doug indicated that he agrees with not doing the Youth Performance. Kris indicated that she is not happy with not having a Youth Performance. Claudia Britigan added that the economies of not having a Youth Performance include the director's pay, the stage manager's pay, and costuming. She feels that her theatre budget could be less.

Nancy Stoddard made a motion to not pursue the Youth Performance due to the lack of a director and to Covid concerns. Julie Heasley supported this motion.

Roll Call:

Mayor Britigan: Aye

Nancy Eaton: Aye

Liz Emmons: Aye

Doug Fooy: Aye

Julie Heasley: Aye

Nancy Stoddard: Aye

Jon Heasley: Aye

Motion Carried.

3. Cornhole: DeAnna Phillips reported that she has met with a person that does Cornhole tournaments. She thinks she can triple the attendance of the tournament from 2019. If the KAC wants to have a pro competition, Friday night will not work. The competition will need to move to Sunday if we do not want to impede play. There could be players traveling from Detroit to Chicago, Indiana, and Ohio. DeAnna indicated that if there is a sponsor for the payouts for the prizes, the KAC will see a profit. She is aiming for 147 teams. There were 24 teams in 2019. The financial commitment to payout in prizes is \$1500, which a sponsorship will cover. DeAnna intends to find the sponsor and she believes she already has found one. Professional bag players will bring boards, bags, and their own referee. The event would be promoted on the American Cornhole Organization website. Professionals will pay \$50 per team. Amateurs – called "back yard players" will pay \$20 per team. DeAnna indicated that the professionals will play rain or shine outside. The competitors can be singles or doubles. DeAnna's suggestion for the location is the lower ball diamond area. Sunday is the suggestion. It would begin at 11 AM on Sunday, and it would be expected to finish by 7 PM.

3. Cornhole - continued

DeAnna would like to see the road on the South side of Kindleberger used for food trucks. Mayor Britigan would like it to start and end early enough to not interfere with the play. DeAnna indicated that there is no cheering, only the sounds of the bags. Julie indicated Sunday is better than day of Festival due to the amateurs mostly having responsibilities in the Festival and it would possibly eliminate the amateur pool of participants. DeAnna is looking for approval on moving forward with corn hole planning. Doug suggested Back Yard players on Friday night and winners get a spot in the professional tournament. DeAnna stated that with the amount that the pros will pay, it might not be feasible. Doug is concerned about parking.

Mayor Britigan made a motion to approve a Sunday cornhole tournament with both professional and back yard divisions in the lower ball diamond. Doug Fooy supported this motion.

Roll Call:

Mayor Britigan: Aye

Nancy Eaton: Aye

Liz Emmons: Aye

Doug Fooy: Aye

Julie Heasley: Aye

Nancy Stoddard: Aye

Jon Heasley: Aye

Motion Carried.

4. 5K: Micki Rossio reported that Classic Race will do the timing, start/finish, and registrations for the Kindleberger 5K. Micki would like to have 250 people run or walk a 5K within Parchment. Staging corrals will be used to ensure social distancing. Participants will provide a time in which they think they will finish, then similar times are grouped together. Participants must wear masks at the start in the corrals. Participants will be allowed to remove their masks for the race, but they must mask up for the finish line. The water stop will look different than pre-Covid races. The water stop will provide either small water bottles, or runners will have their own water. Post-run refreshments are usually water and a treat. These will be in a prepackaged bag at the end of the race. The major part is making sure there can be an event. 300 people at an outside venue are now allowed. Micki is looking to start the race at 7:00 or 7:30 due to the corrals that will make for a more extended start. Potentially, there will be starters at the same time as finishers. Micki is looking for a co-race director. Mayor Britigan asked about the construction of water main lines on Glendale, and if this will affect the course. Nancy Stoddard will check into the end time of the water main work that starts in April. Jon asked Micki if \$3000 is enough for the race. Micki does not know. Jon asked if Kris' budget number of \$3000 includes the police. Nancy Stoddard indicated that Parchment's Public Works sets up the roadblocks. Doug is concerned about timing of the race with the parade and the craft show with the congestion that could occur. Micki indicated that there is extra cost if the start is different than the finish. Micki indicated that the race route does not go onto Riverview.

The idea has been introduced to make the Kindleberger 5K "The Don Banner Memorial Run." If the KAC would like to do this, Kris will approach Terese Banner to see if she is okay with it. Kris will ask Terese if she would like half of the proceeds from the run to go to a charity of her choice.

4. 5K - continued

Julie Heasley made a motion to name the Kindleberger 5K "The Don Banner Memorial" and that the KAC move forward with a 5K in 2021 with the profits to be split between the Festival and the charity of Terese Banner's choice. This motion was supported by Liz Emmons.

Roll Call:

Mayor Britigan: Aye

Nancy Eaton: Aye

Liz Emmons: Aye

Doug Fooy: Aye

Julie Heasley: Aye

Nancy Stoddard: Aye

Jon Heasley: Aye

Motion Carried.

5. Concert Series: Julie Heasley reported the line-up. Julie asked Nancy Stoddard if she received any contracts at City Hall. Nancy Stoddard indicated that they have not. Julie asked Nancy Stoddard if the City could cut a check for Kyle Jennings, as he would like \$500 in advance. Jon indicated that Shout! was added to the concert line-up with the anonymous \$1500 donation. Nancy Stoddard indicated that 8/22 is the date that the Scottish Festival would like to host a concert at the stage. The actual Scottish Festival is supposed to be on 9/11. Kris has been contacted by Jeremy from Farmer's Alley regarding "She Persisted." Farmer's Alley would like to present this as a part of the Concert Series. Kris thinks this fills a slot for Youth participation. Mayor Britigan is concerned about volunteer burn out. Mayor Britigan asked if Farmer's Alley can provide their own volunteers. Kris indicated that she would like to focus on more community volunteer help. The KAC asked Kris to investigate this opportunity from Farmer's Alley.

6. Kids' Area: Holly Evans asked if there would be Covid restrictions in the kids' area. Kris indicated that the KAC will make every precaution, there will be sanitizer and wipes and masking will be required.

5. Old Business

A. None.

6. Member Comments

Mayor Britigan: Mayor Britigan asked if the KAC has a chairperson for the parade. Kris indicated that she has not yet found a chairperson, but she has volunteers. Mayor Britigan also asked about concert contracts and if they have a Covid clause. He would like to avoid paying the acts if Covid forces cancellations. The contracts do have that clause.

Nancy Eaton: Nancy indicated that it sounds like we will have a great Festival, and she is excited.

Liz Emmons: Liz indicated that everything sounds great, and she loves that we are moving forward. She is sad about the kids' play, but she is interested in the Farmer's Alley offering.

Doug Fooy: Doug indicated that wipes are in short supply and that they should be ordered ASAP. Doug said that everyone is doing a great job, and he gave thanks for everyone's hard work. Doug likes the Farmer's Alley opportunity, and he thinks we should give them a shot.

MINUTES OF THE REGULAR MEETING OF THE KINDLEBERGER ARTS COMMISSION HELD ON TUESDAY,
MARCH 23, 2021 - VIA ZOOM – Page 5

6. Member Comments - continued

Julie Heasley: Julie indicated that she is happy about the Gilmore Grant, she indicated a good job to Nancy Stoddard. Good job to Jon with the fundraising. She said that it is nice to have DeAnna, Claudia, Holly, Micki and Chet here for the meeting. She thanked DeAnna, Claudia, Holly, Micki and Chet for all of their hard work and planning.

Nancy Stoddard: Nancy thanked everyone for the hard work.

Jon Heasley: Jon indicated that the KAC needs to be cognizant of how we are parking the Matt Giraud crowd with the new ball diamond. Jon does not think that anyone took the children's play cut lightly.

Kris Jordan: Kris asked if with the increase in funding if she could revise the budget for the April meeting, Jon told her that yes, she can.

7. Adjournment

There being no further business to come before the KAC, Jon Heasley made a motion to adjourn the meeting. This motion was supported by Julie Heasley. The meeting was adjourned at 8:09 PM.

8. Next Meeting

The next meeting of the Kindleberger Arts Commission will be held on Monday, April 12th, 2021 at 6:00 PM.

MEMORANDUM

To: Mayor Britigan, Vice-Mayor Jordan, and Commissioners

From: Kent DeBoer, Planning Commission

Date: April 1, 2021

Re: Conditional Rezoning Recommendation

Motion – Motion to approve the addition of Conditional Rezoning to the Parchment Zoning Ordinances.

The City of Parchment Planning Commission recommends that the Parchment City Commission approve the addition of Conditional Rezoning to Article 20 of the Parchment Zoning Ordinances.

Conditional Rezoning provides a developer with the option of providing conditions to their site. Sites that are located near residential areas sometimes cause concerns for the general health, safety, and welfare. Conditional rezoning allows for these concerns to be remedied by the developer. Examples of conditions could be hours of operation, light reduction, noise reduction structures, and various other things that cause concern for the property.

CITY OF PARCHMENT

KALAMAZOO COUNTY, MICHIGAN

ORDINANCE _____

AN ORDINANCE TO AMEND THE PARCHMENT CITY CODE OF ORDINANCES TO AMEND ARTICLE 20 OF THE PARCHMENT CITY ZONING ORDINANCE (APPENDIX A), TO ADD CONDITIONAL REZONING; TO SET FORTH CRITERIA AND REGULATIONS THEREFOR; TO REPEAL ALL OTHER ORDINANCES OR PARTS THEREIN INCONSISTENT OR CONTRARY TO THIS ORDINANCE; AND TO ESTABLISH AN EFFECTIVE DATE FOR THIS ORDINANCE.

THE CITY OF PARCHMENT ORDAINS:

ARTICLE I

Article 20, Amending the Ordinance, is hereby amended to add Conditional Rezoning, which addition shall now read:

CONDITIONAL REZONING

Section 20.1 – Intent

The Planning Commission and City Commission recognize that, in certain instances, it would be an advantage to the City and to property owners seeking rezoning if the application for rezoning was accompanied by a site plan and was subject to certain conditions. Accordingly, it is the intent of this Section of the Zoning Ordinance to provide a conditional rezoning option to property owners in connection with the submission of an application for rezoning.

Section 20.2 – Definitions

The following definitions shall apply in the interpretation of this Section:

1. Applicant

The property owner, or a person acting with the written and signed authorization of the property owner to make application under this Section.

2. Conditional Rezoning Agreement (CR Agreement)

A written agreement approved and executed by the City and property owner, incorporating a CR Plan, and setting forth Rezoning Conditions and any other terms mutually agreed upon by the parties relative to land for which the City has approved a conditional rezoning.

3. Conditional Rezoning Plan (CR Plan)

A plan of the property which is the subject of a conditional rezoning, prepared by a licensed engineer or architect, that shows the location, size, height, design, and other measures or features of buildings, structures and improvements on and adjacent to the property. The details to be offered for inclusion on a CR Plan shall be determined by the applicant, subject to approval of the City Commission after recommendation by the Planning Commission.

4. Rezoning Conditions

Conditions proposed by the applicant and approved by the City as part of an approval under this Section, which shall constitute regulations in connection with the development and use of property for which conditional approval has been granted. Such Rezoning Conditions shall not:

- a. Authorize uses or developments of greater intensity or density than are permitted in the district proposed by the rezoning.
- b. Authorize uses that are not permitted in the district proposed by the rezoning.
- c. Permit uses or development expressly or implicitly prohibited in the CR Agreement.

5. Rezoning

The amendment of this Ordinance to change the Zoning Map classification on property from its existing district to a new district classification.

Section 20.3 – Authorization and Eligibility

1. Application for Optional Conditional Rezoning

A property owner shall have the option of seeking conditional rezoning in connection with submission of an application seeking rezoning. The conditional rezoning option shall be selected by filing an Application for Conditional Rezoning Review. Conditional rezoning represents a legislative amendment to the Zoning Ordinance, pursuant to Section 405 of Michigan Public Act 110 of 2006, as amended.

2. Site-Specific Regulations

In order to be eligible for review of an application for conditional rezoning, a property owner must propose a rezoning of property to a new zoning district classification, and must, as part of such proposal, voluntarily offer certain site-specific regulations (to be set forth on a CR Plan and in a CR Agreement) which are equally or more strict or limiting than the regulations that would apply to the land under the proposed zoning district.

Section 20.4 – Review and Approval Procedures

1. Pre-Application Meeting

Prior to submitting an Application for Conditional Rezoning, the applicant may schedule a pre-application meeting with the City Planner to review the conditional rezoning guidelines and expectations. The applicant shall pay the expenses incurred by the City for this meeting.

2. Application

A property owner or his/her designated agent may submit an Application for Conditional Rezoning at the time the application for rezoning is filed or at a subsequent point in the process of review of the proposed rezoning. The application, which may be amended during the review process, shall include a CR Plan proposed by the applicant and a list of Rezoning Conditions proposed by the applicant, recognizing that the Rezoning Conditions shall not authorize uses or development not permitted in the proposed zoning district.

3. Planning Commission Review

After the completed application and all required supporting materials have been received and fees paid, the petition shall be reviewed by the Planning Commission in accordance with the procedures outlined in Article 20.

4. City Commission Consideration

Upon receipt of the recommendation of the Planning Commission, the City Commission shall deliberate on the proposed conditional rezoning. If the City Commission determines that it may approve the conditional rezoning, then the City Commission shall work with the landowner to clarify tentative conditions so that the applicant (or designee) can develop a draft CR Agreement.

5. City Commission Action

Upon completion of the CR Agreement, the City Commission, by majority vote of its membership, shall make a final determination to approve or deny the conditional rezoning.

6. Zoning District Designation

If approved, the zoning classification of the rezoned property shall be the district to which the property has been rezoned, accompanied by a reference to "CR, Conditional Rezoning." The use of property so designated shall be restricted to the uses specified in the CR Agreement, and no other development or use shall be permitted except uses provided for in the original Zoning District.

7. Effects of Approval

The use of property in question shall conform with all regulations governing development and use in the zoning district to which the property has been rezoned, subject to the following:

- a. Development Subject to Conditional Rezoning Requirements. Development and use of the property shall be subject to the more restrictive requirements specified on the CR Plan, in the Rezoning Conditions and in the CR Agreement, required as part of the Conditional Rezoning approval. Such requirements shall supersede all inconsistent regulations otherwise applicable under the Zoning Ordinance.
- b. Site Plan Review and Other Approvals Required. Approval of the CR Plan and Agreement confirms only the rezoning of the property, subject to any conditions imposed as reflected in the CR Plan. Site plan, special land use, plat, and

condominium approval, as appropriate, shall be required, pursuant to procedures in Article 13, prior to any improvements to the property. Any use or development proposed as part of any offer of conditions that would require a variance under the terms of this Ordinance may only be commenced if a variance for such use or development is ultimately granted by the Zoning Board of Appeals in accordance with the provisions of this Ordinance.

- c. Recordation and Publication of CR Agreement. A conditional rezoning shall become effective on the effective date of the Ordinance amending the Zoning Map and recordation of the CR Agreement.

8. Amendment of CR Agreement

Amendment of a CR Agreement shall be proposed, reviewed, and approved in the same manner as a new conditional rezoning application.

9. Expiration of CR Agreement

The conditional rezoning approval shall expire following a period of two (2) years from the effective date of the rezoning unless: 1) approved development of the property commences within such two (2) year period and proceeds without delay and in good faith as required by ordinance toward substantial completion, or 2) the rezoning is extended for good cause by the City Commission as provided herein.

- a. Extension of Approval. In the event that a development has not commenced within two (2) years from the effective date of the rezoning, the City Commission shall initiate reversion of the zoning to its former classification. However, the land owner may apply to the City Commission for a one (1) year extension one (1) time. The request for extension must be submitted to the City Clerk before the two (2) year time limit expires. The land owner must show good cause why the extension should be granted.
- b. Reversion of Zoning. If approved development and/or use of the rezoned land does not occur within the time frame specified above, then the land shall revert to its former zoning classification as set forth in MCL 125.286i. The reversion process shall be initiated by the City Commission requesting that the Planning Commission proceed with consideration of rezoning of the land to its former zoning classification. The procedure for considering and making this reversionary rezoning shall thereafter be the same as applies to all other rezoning requests.

10. Violations of the CR Agreement

If development or actions are undertaken on or with respect to the property in violation of the CR Agreement, such development or actions shall constitute a nuisance per se. In such case, the City may issue a stop work order relative to the property and seek any other lawful remedies. Until curative action is taken to bring the property into compliance with the CR Agreement, the City may withhold, or, following notice and an opportunity to be heard, revoke permits and certificates, in addition to or in lieu of such other lawful action to achieve compliance.

Section 20.5 – Elements of a Conditional Rezoning Application

As an integral part of the conditional rezoning, the following elements shall be provided by the applicant for review by the City.

1. CR Plan

A CR Plan, with such detail as proposed by the applicant and approved by the City Commission in accordance with this Section. The CR Plan shall not replace the requirements for site plan, subdivision or condominium approval, as the case may be.

2. Rezoning Conditions

Rezoning conditions, which shall not authorize uses or development not permitted in the proposed zoning district and which shall not permit uses or development expressly or implicitly prohibited in the CR Agreement.

3. CR Agreement

A CR Agreement, which is voluntarily offered by the applicant (or designee), shall incorporate the CR Plan and set forth the Rezoning Conditions, together with any other term mutually agreed upon by the parties, including the following terms:

- a. Agreement and acknowledgement that the conditional rezoning was proposed by the applicant to induce the City to grant the rezoning, and that the City relied upon such proposal and would not have granted the rezoning but for the terms in the CR Agreement.
- b. Agreement and acknowledgement that the conditions and CR Agreement are authorized by all applicable state and federal laws and constitution, and that the CR Agreement is valid and was entered into on a voluntary basis, representing a permissible exercise of authority by the City.

- c. Agreement and understanding that the property in question shall not be developed or used in a manner that is inconsistent with the CR Plan and CR Agreement.
- d. Agreement and understanding that the approval and CR Agreement shall be binding upon and inure to the benefit of the property owner and the City, and their respective heirs, successors, assigns, and transferees.
- e. Agreement and understanding that, if a conditional zoning expires in the manner provided in this Article, no development shall be undertaken or permits for development issued until a new zoning district classification of the property has been established.
- f. Agreement and understanding that each of the requirements and conditions in the CR Agreement represents a necessary and reasonable measure which, when considered with all other conditions and requirements, is roughly proportional to the increased impact created by the use represented in the approved conditional rezoning, taking into consideration the changed zoning district classification and the specific use authorization granted.
- g. Any other agreement voluntarily proposed by the applicant (or designee) that is consistent with all applicable state and federal laws and is agreed to by the City.

Section 20.6 – Approval Criteria

The applicant shall have the burden of demonstrating that the following requirements and standards are met by the CR Plan, Rezoning Conditions, and CR Agreement:

1. Enhancement of the Project Area

The City Commission, upon recommendation from the Planning Commission, shall determine that approval of the conditional rezoning shall accomplish the integration of the proposed land development project with the characteristics of the project area, and result in an enhancement of the project area, and such enhancement would be unlikely to be achieved or would not be assured in the absence of the use of conditional rezoning.

2. In the Public Interest

The City Commission, upon recommendation from the Planning Commission, shall determine that, in considering the site-specific land use proposed by the applicant,



MEMORANDUM

To: Nancy Stoddard, City Manager, and Parchment City Commission

From: Rate Committee, Vice Mayor Jordan, Chair

Date: 3/31/21

Subject: Sewer Rate Surcharge Information

We recently reviewed sewer surcharge rates charged by the City of Parchment on residents' quarterly water and sewer bill from the City of Kalamazoo. Current rates generate approximately \$17,000 per quarter for the Sewer Fund, which is not enough to cover expenses within the fund.

Per Baker Tilly's financial analysis, the revenue necessary to enact the Capital Improvement Plan – which includes applying for USDA loans and the ability to pay them back – is \$41,000 per quarter. When looking at usage for an average Parchment household (approximately 28 cubic meters per quarter), the increase equates to about \$0.60 per day, or \$53.00 per quarter. We feel this increase is necessary to improve the City's sewer infrastructure as shown to us by the SAW grant work done by Prein Newhof.

We recommend increasing the sewer surcharge in accordance with the Capital Improvement Plan's budgeted revenue, beginning with the July 1, 2021 bill.

MEMORANDUM

To: Mayor Britigan, Vice-Mayor Jordan, and Commissioners

From: Compensation Committee

Date: April 14, 2021

Re: Mayor/Commissioner Compensation

Motion – Motion to approve City Commission meeting compensation of \$75 for the Mayor and \$50 for the Commissioners, per meeting attended, as of July 1, 2021.

The Compensation Committee recommends that the compensation for the meeting attendance by the Mayor should be increased to \$75 per meeting attended. They also recommend that the Commission member's compensation for meeting attendance be increased to \$50 per meeting attended.

If a Commission member does not attend a meeting, regardless if excused, they will not receive compensation. The new compensation amounts will be in effect as of July 1, 2021.

MEMORANDUM

To: Mayor Britigan, Vice-Mayor Jordan, and Commissioners

From: Nancy R Stoddard, City Manager

Date: April 16, 2021

Re: Securing the Administration Building

Motion – Motion to approve \$_____ for the purchase of materials that will be used to secure the Administration Building.

The Administration Building has been vacant for many years, without the benefit of having the windows boarded so that they would be secure from vandals. Vandals have broken the majority of the windows and have tried to breach the doors. The preservation of this building is reliant on the ability to secure it from damage.

The Public Works Superintendent and I have had numerous conversations as to the type of material that would provide the best breach protection. Construction plywood was recommended by Building Restoration to secure the windows properly.

The costs that are being presented reflect a time when construction materials are at an all-time high for pricing. There are two options to consider, one for the first floor (\$3600) and another to include the second and third floors (\$15,600 if windows are covered per specification) of the Administration Building.

April 16, 2021

City of Parchment
650 S. Riverview Dr.
Kalamazoo, MI 49004

RE: Bid to Board Up Windows at 100 Island Ave, Parchment, MI

Thank you for requesting an estimate for a board up. Here are the details of our bid:

Option 1: Ground Level Windows:

1. Use $\frac{3}{4}$ " CDX plywood to board over ground floor windows on all 4 sides of the building.
2. Use self-tapping screws to fasten the plywood directly to the aluminum window frames from the outside.
3. Plywood will be installed horizontally with one horizontal joint on the windows that are taller than 48 inches.
4. Some doors and windows are already covered/boarded on this level. This quote does not include removing/replacing those boards. It does include covering:
 - a. South Side: 8 windows
 - b. West Side: 4 windows
 - c. North Side: 9 windows
 - d. East Side: 5 windows
5. Cleanup of glass all around the site is not included.

Total Cost of Option 1: \$3,600.00

Option 2: Windows and Door on Levels 2 and 3

1. Use $\frac{1}{2}$ " CDX plywood to board over 2nd and 3rd floor windows on all 4 sides of the building.
2. Use self-tapping screws to fasten the plywood directly to the aluminum window/door frames from the outside.
3. Plywood will be installed horizontally with one horizontal joint on the windows that are taller than 48 inches.
4. Some doors and windows are already covered/boarded on these levels. This quote does not include removing/replacing those boards. It does include:
 - a. South Side: 21 windows and the front door
 - b. West Side: 16 windows
 - c. North Side: 21 windows
 - d. East Side: 15 windows
 - e. Cleanup of glass all around the site is not included.

Total Cost of Option 2: \$14,000.00

** Option 1 and Option 2 are separate prices. If you want both options, the costs should be added together.

** The best option for boarding windows larger than 48 inches tall is to cut plywood and install the sheets horizontally, leaving one horizontal joint. On this building most of the windows are 60-90 inches tall and would thus require two sheets of plywood for every window and would create a lot of waste. On the 2nd and 3rd floor windows we could install the plywood sheets in a vertical direction and there would be a vertical joint. We could use a spline behind the joint to help secure it that way. If we were to do it this way we could use 1.5 sheets of plywood per window instead of 2 and this would **reduce the cost of Option #2 by \$2,000.00.**

** Due to current workload a specific install date can't be given at this time.

** The cost of plywood is skyrocketing. This quote is based on the cost of plywood today. If VDK is hired for this job, we will need to check the cost of plywood when the contract is signed, and it could affect the cost slightly.

Submitted By:

Steve Bos, COO
steveb@vk1call.com
269-207-7342

Nancy Stoddard

From: Misty Stenberg <misty.stenberg@icloud.com>
Sent: Wednesday, April 14, 2021 10:55 PM
To: manager@parchment.org
Subject: Request for Food Truck Service at Kindleberger Park.docx
Attachments: Request for Food Truck Service at Kindleberger Park.docx; Untitled attachment 00017.txt

Good morning, please find attached my letter of request to the Parchment City Commissioners.

The request is to have The Fountains Banquet Hall do food truck service for our wedding reception at Kindleberger Park on June 27, 2021.

I have just a couple of questions.

Have we submitted our request in time to have it in the packet for Monday's meeting?

How will we know if our request has been approved or denied?

And as an aside, would we be allowed to rent a dance floor for our wedding reception?

Thank you for your time.

Sincerely,

Misty Stenberg

Parchment City Commissioners
Parchment City Hall
650 S. Riverview Drive
Parchment, MI 49004

Misty Stenberg
2037 Hazel Avenue
Kalamazoo, MI 49008

RE: Request to have a food truck at our wedding in Kindleberger Park

Dear Parchment City Commissioners,

We have reserved Kindleberger Park's gazebo and sunken garden for our wedding on June 27, 2021. In finalizing the arrangements for the reservation of the gazebo I was advised by Parchment City Hall to write a letter requesting to have a food truck service for our wedding reception at the park.

I am writing to request permission for The Fountains Banquet Hall to provide a food truck style lunch at Kindleberger Park for our wedding reception on June 27, 2021 between the hours of 3:30 pm to 5:30 pm.

Due to COVID and our guests' apprehensions to attend an indoor ceremony for our wedding we opted to move our wedding ceremony and reception outdoors, to the beautiful gazebo at Kindleberger Park. The wedding will take place around 2:30 pm on Sunday, June 27, 2021. We anticipate having the Fountains provide their food truck service between 3:30 pm to 5:30 pm for our reception.

When we decided to move our wedding away from an indoor ceremony and reception at The Fountains Banquet Hall for the health and safety of our guests, they offered us their food truck service which we could take our original deposit and apply it to the cost of the food truck service.

The food will be paid for by my fiancé and I and there will be no selling of food by The Fountains to anyone in the park. This is solely for the enjoyment of our guests and the perfect way to celebrate our union.

Thank you for your consideration of our request.

Sincerely,

Misty Stenberg