



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

August 2, 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

3. Approval of Minutes

From the City Commission Meeting of July 19, 2021

From the Special City Commission Meeting of July 30, 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. 1443 – action
- ii. Kindleberger Park Reservation, Pavilion 1, Soria – action
- iii. Kindleberger Park Reservation, Pavilions 2 & 3 – Volunteer Recognition Event for Lending Hands of MI – action
- iv. Kindleberger Park Reservation, Stage, Brown Wedding - action
- v. Preliminary Year End Financials – receive

7. Unfinished Business

8. New Business

- A. Twisters – Permission to Use City Property for a Car Show - action
- B. 6th Amendment to the Urban Cooperation Act Agreement Establishing PMN to Authorize Galesburg for Membership – action
- C. USDA Requirement for a State Historic Preservation Office (SHPO Review) - action
- D. Food Truck Ordinance, Second Reading – receive
- E. Food Truck Ordinance Approval – action

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 JULY 19, 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), and Madaras (at 815 Parchmount), City Manager Stoddard, Treasurer/Clerk Stutz, Attorney Soltis.

Absent: Evans, Fooy.

Moved by Vice Mayor Jordan, supported by Commissioner Bagley to excuse the absence of Commissioner Evans. Roll call vote was as follows:

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

Nays: None.

Absent: Evans, Fooy.

Abstain: None.

Motion Carried 5-0.

3. Minutes

Moved by Commissioner Conner, supported by Vice Mayor Jordan to approve the minutes of the June 21, 2021 Regular Meeting. Roll call vote was as follows:

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

Nays: None.

Absent: Evans, Fooy.

Abstain: None.

Motion Carried 5-0.

4. Additions or changes to the agenda.

None. Moved by Commissioner Madaras, supported by Vice Mayor Jordan to approve the agenda as written. Roll call vote was as follows:

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

Nays: None.

Absent: Evans, Fooy.

Abstain: None.

Motion Carried 5-0.

5. Citizen Comments – Items ON the Agenda

None.

6. Consent Agenda

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

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

Nays: None.

Absent: Evans, Fooy.

Abstain: None.

Motion Carried 5-0.

7. Unfinished Business

None.

8. New Business

A. Food Truck Ordinance, First Reading – approve. City Manager Stoddard noted that Attorney Soltis was asked to look at neighboring communities and their related ordinances. She said she spoke with Chester Emmons (former commissioner who has a food truck) and he said that the county license requires an inspection, that proof of insurance is not part of the licensing, and that he felt \$40 was an acceptable fee. Attorney Soltis said he took what he thought was the “best of” those he saw. He mentioned that the following are all addressed in the ordinance: licensing, the use of gas, cleanliness. Discussion took place regarding penalties, parking locations, noise, and whether ten was enough licenses for a year. Moved

by Commissioner Madaras, Supported by Vice Mayor Jordan to approve the Food Truck Ordinance for First Reading. Roll call vote was as follows:

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

Motion Carried 5-0.

B. USDA Requirements for Grant - approve. Mayor Britigan introduced Mike Schwartz, Prein & Newhof, to explain. Mr. Schwartz began by saying that prior to bidding the USDA project, proof must be provided that all existing utilities are in dedicated ROWs or easements. P&N has reviewed all available data related to the City's utilities and associated easements and concluded that there are 25 parcels for which existing easements could not be found. To verify if easements exist, an 80 year title search and last deed of record will need to be performed by a title company. The cost to perform this work is \$7,700. He added that these costs are reimbursable under the USDA program at the time of loan closing. Moved by Vice Mayor Jordan, supported by Commissioner Madaras to approve the expenditure of \$7700 to complete the title work necessary for the USDA Grant application. Roll call vote was as follows:

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

Motion Carried 5-0.

C. Paving Projects on Church and Maple Streets and related budget amendment – approve. City Manager Stoddard reported that two local roads have reach a critical rating for maintenance: Maple Street between Riverview Drive and Park Avenue, and Church Street between Park Avenue and Glendale. Both streets have broken down to the base and no amount of patching will preserve them, posing safety hazards. Three bids were asked for, only one was returned by Lakeland Asphalt. City Manager Stoddard noted that Lakeland was the company we used for Orient Avenue repaving. She added that per Lakeland, work could be completed by mid-August. City Treasurer Stutz explained the related budget amendment, authorizing the transfer of \$25,000 from the General Fund to the Local Street Fund, and the remaining \$29,000 to come from the Local Street Fund (increase 101-100-999 to \$25,000, increase 203-451-800 increase to \$54,000). Moved by Commissioner Conner, supported by Vice Mayor Jordan to approve the expenditure of \$54,000 for the paving of Maple Street from Riverview Drive to Park Avenue, the paving of Church Street from Park Avenue to Glendale, approve the related budget amendment, and authorize the City Manager to execute all documents related to this action. Roll call vote was as follows:

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

Motion Carried 5-0.

D. Resolution No 2021-6 Acceptance of American Rescue Plan Funds - approve. City Treasurer Stutz discussed the requirements that the State of Michigan has set forth in order for municipalities to receive the ARPA funds. She mentioned that the area Treasurers suggested a resolution would indicate formally accepting the funds. Mayor Britigan commented that there will be plenty of time to deliberate on how to spend the funds, as well as getting community input in the process.

RESOLUTION NO. 2021-6
ACCEPTANCE OF AMERICAN RESCUE PLAN FUNDS

At a regular meeting of the City of Parchment, Kalamazoo County, Michigan on the 19th day of July 2021 at 7:00 P.M.

PRESENT: Bagley, Britigan, Conner, Jordan, Madaras.

ABSENT: Evans, Fooy.

MOTION BY: Madaras

SUPPORTED BY: Conner

WHEREAS, The City Commission approve accepting the direct award of \$191,334.00 from the American Rescue Plan Act Fiscal Recovery Fund, authorize the City Manager and the City Treasurer to execute all documents related to the acceptance, and amend the budget accordingly by creating Fund 285 – Stimulus Grant Fund.

WHEREAS, On March 11, 2021, the Federal Government enacted Public Law 117-2, known as the “American Rescue Plan Act of 2021” or “ARPA” to provide additional relief to address the continued impact of the Coronavirus Disease of 2019 (“COVID-19”) pandemic on the economy, public health, state and local governments, individuals and businesses. On May 10, 2021, the United States Department of Treasury announced the launch of the Coronavirus State and Local Fiscal Recovery Funds, established by ARPA, to provide \$350 billion in emergency funding for eligible state, local, territorial, and Tribal governments to recover from the COVID-19 pandemic.

WHEREAS, the City of Parchment will receive its funding through the State of Michigan, which acts as a pass-through for smaller municipalities not entitled to receive funding directly from the federal government. The State has computed the City of Parchment’s allotment of Fiscal Recovery Funds to be \$191,334.00. This allotment will be paid to the City over two years. The ARPA permits the City to use the Fiscal Recovery Funds to cover eligible costs incurred during the period beginning March 3, 2021 and ending December 31, 2024. Eligible costs generally include recovery of revenue losses and negative economic impacts from the COVID-19 pandemic, and investments in water, sewer and broadband infrastructure. Final guidance is still being developed related to eligible costs. The City plans to have ongoing dialogue and transparency regarding appropriation of these funds.

WHEREAS, It is recommended that, in order to maximize and expedite the use of future funding made available under ARPA or any other state or federal economic stimulus law, the City Manager, or her designee, may file an application, supplement or amendment for a federal, state or other grant from Stimulus Funding, and that the Treasurer can amend the budget to create Fund 285, Stimulus Grant Fund, for all stimulus-related revenues and approved costs.

NOW THEREFORE BE IT RESOLVED, the Commission of the City of Parchment accepts the American Rescue Plan Act Funds on behalf of the City:

AYES: Bagley, Britigan, Conner, Jordan, Madaras.

NAYS: None.

ABSENT: Evans, Fooy.

RESOLUTION DECLARED ADOPTED

STATE OF MICHIGAN
COUNTY OF KALAMAZOO

E. Future Meetings, virtual or in-person – action. Mayor Britigan said that the City is currently able to host meetings in person. City Manager Stoddard agreed, saying that the County has allowed virtual meetings through December 2021, with the possible rescission of the act in their September meeting. Discussion took place regarding the prevalence of the Delta variant of Covid-19, as well as technical issues associated with a hybrid. City Manager Stoddard noted that social distancing is the municipality’s preference. Moved by Vice Mayor Jordan, supported by Commissioner Madaras to go back to in person meetings beginning August 2, 2021. Roll call vote was as follows:

Ayes: Britigan, Jordan, and Madaras.

Nays: Bagley.

Absent: Evans, Fooy.

Abstain: Conner.

Motion Carried 3-1.

9. **Citizen Comments**
None.

10. **Mayor and Commissioner Comments**
Commissioner Bagley mentioned he will not be at the next meeting, he will be on vacation.

Commissioner Conner thanked Treasurer Stutz for the information on the ARP \$ funds.

Commissioner Madaras praised the festival, mentioning the number of people at the Park and all of the activities. She thanked the KAC for their hard work.

Mayor Britigan congratulated the Kindleberger Arts Committee, the chairpersons and volunteers on a successful festival. He then noted that HR 3684 was approved by the US House of Representatives and will be moving to the US Senate – which includes \$14.7 million earmarked for the US-131 southbound road project. Lastly he reminded everyone that petitions for Parchment City Commission candidacy are due tomorrow, 7/20/21 by 4 pm.

11. City Manager Comments/Reports

City Manager Stoddard sent a big thank you to all who made the Kindleberger Festival happen, adding it was a joy to be out in the open, with wonderful performances and all the activities. She invited anyone who has questions or concerns to call and discuss them with her.

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 8:01 p.m.

Shannon Stutz, City Clerk

**MINUTES OF THE EMERGENCY MEETING OF THE PARCHMENT CITY COMMISSION HELD
ON FRIDAY JULY 30, 2021.**

1. Call to order

Mayor Britigan called the meeting to order via Zoom at 12:00pm.

2. Roll Call.

Present: Mayor Britigan (at 5200 E Cork St.), Vice Mayor Jordan (at 904 Parchmount), Commissioners Bagley (at 6783 N Riverview), Conner (at 1150 Parchmount), Evans (221 Espanola), Fooy (at 415 E Glenguile), and Madaras (at 815 Parchmount), City Manager Stoddard, Deputy Clerk Smith.

Absent: None.

3. Citizen Comments – Items ON the Agenda

None.

4. New Business

A. Determine if August 2, 2021 City Commission Meeting will be Virtual or In-Person – Action. Mayor Britigan thanked the Commission for meeting on short notice. He reminded everyone the Commission approved meeting in person at the July 19, 2021, meeting though the vote was not unanimous. Since that time, the CDC began new recommendations for indoor meetings due to the Delta variant of COVID-19, and Mayor Britigan suggested the Commission may want to reconsider their vote. Commissioner Bagley stated he would like to see meetings remain virtual for the time being. City Manager Stoddard confirmed Kalamazoo County has allowed for public meetings to remain virtual through the end of 2021. Moved by Commissioner Evans, supported by Commissioner Bagley to continue to have meetings virtually until further notice. Commissioner Fooy questioned whether voting for virtual meetings would impact swearing in of new commissioners after the November election. Commissioner Conner asked if the library would still be allowed to have in-person candidate forums for the November election. Mayor Britigan stated the forums will likely not be impacted but will check with Attorney Soltis. Mayor Britigan also stated the public may not want to come to in-person meetings due to potential COVID-19 exposure, and remaining online will allow more attendance. 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. 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 12:09 p.m.

Kara Smith, Deputy City Clerk



City of Parchment
Check Register Report
Warrant 1443

Check #	Vendor Name	Check Description	Amount
MERCANTILE Checks			
36498	07/20/2021 CINTAS	Uniform Rental 7 Towels	245.50
36499	07/20/2021 CONSUMERS ENERGY	Citywide street lights & energy	3,199.03
36500	07/20/2021 CORNERSTONE TECHNOLOGIES	Shipping of Toner	9.50
36501	07/20/2021 EGG MEDIA LLC	Stage Manager Concerts-1st Pmt	2,100.00
36502	07/20/2021 ENGINEERED PROTECTION SYSTEMS	Water Treatment 8/1 to 10/31	181.41
36503	07/20/2021 ESPER ELECTRIC, LTD.	Fix Stage Light	325.00
36504	07/20/2021 FORD, KRIEKARD, SOLTIS & WISE	Gen'l & Police Matters - June	1,731.25
36505	07/20/2021 GULL LAKE JAZZ ORCHESTRA	Concert - 08/08/2021	1,600.00
36506	07/20/2021 KYLE JENNINGS	Concert 08/01/21 Balance Owed	500.00
36507	07/20/2021 JONS TO GO	Stand Alone Sink-Behind Stage	1,306.79
36508	07/20/2021 KRISTINA JORDAN	reimburse Bronk Bros 7/18/21	800.00
36509	07/20/2021 KALAMAZOO AREA BUILDING AUTHOR	Prop Maint-Devon & Oak Grove	110.00
36510	07/20/2021 KALAMAZOO CITY TREASURER	Water bills- Garden, Sprinkler	887.19
36511	07/20/2021 KALAMAZOO COUNTY TREASURER	610 Keys	169.11
36512	07/20/2021 KALAMAZOO OIL CO.	Fuel Charges 6/15 to 6/30/21	367.31
36513	07/20/2021 LOY NORRIX FORENSICS	4 Mamma Mia Costumes	80.00
36514	07/20/2021 MARANA GROUP	Trash Notices-July 2021	161.04
36515	07/20/2021 MLIVE MEDIA GROUP	Public Notices-PC & Ord 220	387.33
36516	07/20/2021 PREIN & NEWHOF	Well Field 7 Trtmt Plant Aband	4,571.50
36517	07/20/2021 PURITY CYLINDER GASES, INC.	1/4'ly Cylinder Rental	47.69
36518	07/20/2021 REPUBLIC SERVICES #249	Citywide trash and DPW - July	8,999.79
36519	07/20/2021 SBAM PLAN	Employee Ins-August 2021	9,962.17
36520	07/20/2021 SEVERANCE ELECTRIC CO INC	Traffic Signal Maint-June	120.00
36521	07/20/2021 SHOUT LLC	Concert - 07/25/2021	1,500.00
36522	07/20/2021 SIGNCRAFTERS	Festival Banners (\$800 Discount)	322.00
36523	07/20/2021 NANCY STODDARD	Zoom-On Line Meeting Platform	15.89
36524	07/20/2021 SHANNON STUTZ	Mileage-April, May, June 2021	66.08

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: Esbeydi Soria

Phone: 269-447-8766

Address: 458 Eggleston Ave

Email: Soriaesbeydi@gmail.com

Alternate Phone: _____

Date of Event: Birthday party

Time: 4:00pm

Type of event: Aug 7th

Approximate number of attendees: 15

Will there be music as part of your event? NO

Name of DJ, musical performer, sound technician: _____

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

Name & address for deposit return: _____

Signature

Esbeydi Soria

Date

July 22nd

*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: 7-22-21

Payment amount received: \$100

Receipt # 12231

Check # _____ Cash _____ Credit X

APPROVAL

Signature

Date

Kindleberger Park Reservation Form

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

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

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

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

X **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: Lucinda M. Stinson Phone: 269-348-1528

Address: 320 Glendale Boulevard

Email: lmstinson@lendinghandmi.org

Alternate Phone: 269-567-4381

Date of Event: September 18, 2021

Time: 10-2

Type of event: Volunteer Recognition Event for Lending Hands of Michigan

Approximate number of attendees: 60

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: _____

Lucinda M. Stinson
Signature

7-15-21
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: Shirley

Date: 7-16-21

Payment amount received: _____

Check # 2384 Cash _____ Credit _____

APPROVAL _____

Signature _____

Receipt # 12224

Date

RECEIVED
JUL 16 2021
PAID

Kindleberger Park Reservation Form

☐ **Sunken Garden/Gazebo** (\$350 non-resident/\$250 resident) (3 hour block)
Includes \$100 refundable deposit

☒ **Stage** (\$450 non-resident/\$300 resident) (3 hour block) *Includes \$100 deposit*

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

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

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

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

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

Name: Matrice Brown Phone: 568-5148

Address: 141 Reed Ave Apt 1 Kalamazoo 49001

Email: matricebrown@gmail.com Alternate Phone: _____

Date of Event: 6-4-2022 Time: 12-3pm

Type of event: wedding

Approximate number of attendees: 200

Will there be music as part of your event? home speakers

Name of DJ, musical performer, sound technician: _____

Decorations, rental chairs/tents/tables? Describe: rental chairs + arch

Name & address for deposit return: same as above

Signature on phone Date 7-27-21

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: 7-27-21

Payment amount received: \$450 Receipt # 12235

Check # _____ Cash _____ Credit ☒

APPROVAL

Signature _____

Date _____

REVENUE/EXPENDITURE REPORT

Page: 1
7/21/2021
12:30 pm

Preliminary YE 6/30/21

City of Parchment

CY MTD: 6/1/2021 to 6/30/2021 CY QTD: 4/1/2021 to 6/30/2021
CY YTD: 7/1/2020 to 6/30/2021 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	140,729.41	71,745.36	0.00	115.35
445.000 Penalty on Taxes	1,600.00	1,600.00	4,650.16	964.23	0.00	290.64
448.000 1% Collection Fees	24,400.00	24,400.00	25,418.35	1,435.59	0.00	104.17
451.000 License and Fees	9,400.00	9,400.00	15,156.39	3,005.00	1,050.00	161.24
452.000 Cablevision Fees	14,600.00	14,600.00	14,776.85	3,768.79	0.00	101.21
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	148,207.17	47,616.59	0.00	124.96
528.000 Other Federal Funding	0.00	0.00	5,922.67	0.00	0.00	0.00
540.000 State Grants	0.00	0.00	7,568.98	7,568.98	7,568.98	0.00
575.000 State Sales Tax	200,400.00	200,400.00	160,838.00	32,820.00	0.00	80.26
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	5,001.73	1,987.52	572.55	69.47
684.000 Interest on Investments	4,200.00	4,200.00	2,909.52	2,885.25	2,885.25	69.27
680.000 Reimbursement for Overhead	141,000.00	141,000.00	141,000.00	141,000.00	0.00	100.00
684.000 Insurance Recovery on Claims	0.00	0.00	15,178.83	13,329.80	0.00	0.00
694.000 Miscellaneous	16,200.00	16,200.00	39,722.60	-169.11	-169.11	245.20
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	7.52	6.56	0.00	0.00
Dept: 000.000	1,363,725.00	1,368,725.00	1,446,748.53	327,964.56	11,907.67	105.70
Revenues	1,363,725.00	1,368,725.00	1,446,748.53	327,964.56	11,907.67	105.70
Expenditures						
Dept: 100.000 Legislative						
703.000 Payroll - Part Time	7,100.00	7,100.00	7,890.00	2,840.00	460.00	111.13
715.000 Social Security	1,000.00	1,000.00	316.82	109.12	28.52	31.68
720.000 Worker's Compensation	300.00	300.00	2.53	0.66	0.22	0.84
722.000 Medicare	200.00	200.00	74.10	25.52	6.67	37.05
740.000 Operating Supplies	700.00	4,700.00	5,010.31	48.00	0.00	106.60
800.000 Professional/Contractual Serv.	10,400.00	22,000.00	20,053.81	-3,494.94	-3,788.94	91.15
830.000 Memberships & Dues	1,500.00	1,500.00	1,909.00	1,609.00	0.00	127.27
880.000 Community Promotion	1,000.00	1,000.00	715.00	130.00	0.00	71.50
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	4,851.21	2,057.48	1,565.41	242.56
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	0.00	0.00	0.00

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

REVENUE/EXPENDITURE REPORT

Preliminary YE 6/30/21

Page: 2
7/21/2021
12:30 pm

City of Parchment

CY MTD: 6/1/2021 to 6/30/2021 CY QTD: 4/1/2021 to 6/30/2021
CY YTD: 7/1/2020 to 6/30/2021 CY ATD: 7/1/2020 to 6/30/2021

Fund: 101 - GENERAL FUND

Expenditures

Dept: 100.000 Legislative
970.000 Capital

	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	45,405.00	44,710.50	3,324.84	-1,728.12	99.98
Dept: 200.000 Administration						
702.000 Payroll - Full Time	124,000.00	124,000.00	109,047.62	25,451.10	8,483.70	87.94
703.000 Payroll - Part Time	46,000.00	46,000.00	40,823.94	9,079.64	3,052.38	88.75
715.000 Social Security	11,100.00	11,100.00	9,044.84	2,116.90	707.26	81.49
716.000 Hospital/Life Insurance	55,000.00	55,000.00	40,770.24	14,233.92	4,744.64	74.13
716.001 Insurance Deductible	4,100.00	4,100.00	8,681.99	1,454.66	0.00	211.76
718.000 Pension	32,000.00	32,000.00	36,982.37	10,500.77	3,402.81	115.57
720.000 Worker's Compensation	700.00	700.00	490.66	111.00	37.00	70.09
722.000 Medicare	2,600.00	2,600.00	2,115.23	495.08	165.40	81.36
724.000 ICMA Retirement Benefit	9,800.00	9,800.00	0.00	0.00	0.00	0.00
730.000 Postage	3,200.00	3,200.00	5,860.69	1,509.45	1,167.17	183.15
740.000 Operating Supplies	4,400.00	4,400.00	4,120.03	1,259.58	404.76	93.64
775.000 Repair & Maintenance Supplies	2,000.00	2,000.00	157.67	71.94	0.00	7.88
800.000 Professional/Contractual Serv.	6,200.00	6,200.00	7,702.65	1,203.89	339.79	124.24
805.000 Computer Services	9,400.00	9,400.00	15,670.07	6,052.00	425.00	166.70
830.000 Memberships & Dues	1,200.00	1,200.00	943.99	22.50	7.50	78.67
850.000 Communications	7,200.00	7,200.00	9,001.72	2,393.65	717.56	125.02
860.000 Institutes & Training	4,200.00	4,200.00	999.70	300.34	120.91	23.80
900.000 Printing & Publishing	2,700.00	2,700.00	1,753.16	225.00	225.00	64.93
910.000 Insurance & Bonds	6,600.00	6,600.00	2,945.00	0.00	0.00	44.62
920.000 Utilities	4,200.00	4,200.00	4,593.10	1,408.25	674.80	109.36
930.000 Repair & Maint Contractors	7,500.00	7,500.00	5,097.75	4,618.75	288.75	67.97
955.000 Miscellaneous	0.00	0.00	843.62	259.50	259.50	0.00
970.000 Capital	27,000.00	27,000.00	8,765.83	0.00	0.00	32.47
Administration	371,100.00	371,100.00	316,411.87	82,767.98	25,223.93	85.26
Dept: 210.000 Legal Services						
801.000 Attorney - General	15,300.00	15,300.00	18,274.13	5,699.13	2,117.88	119.44
802.000 Attorney-Police Matters	9,400.00	9,400.00	2,406.25	962.50	743.75	25.60
Legal Services	24,700.00	24,700.00	20,680.38	6,661.63	2,861.63	83.73
Dept: 300.000 Police						
703.000 Payroll - Part Time	9,700.00	9,700.00	4,990.00	1,400.00	420.00	51.44
715.000 Social Security	600.00	600.00	309.38	86.80	26.04	51.56
719.000 Hospital Insurance - Retirees	13,500.00	13,500.00	12,169.18	1,209.70	0.00	90.14
722.000 Medicare	100.00	100.00	72.36	20.30	6.09	72.36
800.000 Professional/Contractual Serv.	356,500.00	356,500.00	330,968.25	59,386.00	0.00	92.84

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

REVENUE/EXPENDITURE REPORT

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Preliminary YE 6/30/21

City of Parchment

CY MTD: 6/1/2021 to 6/30/2021 CY QTD: 4/1/2021 to 6/30/2021
CY YTD: 7/1/2020 to 6/30/2021 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
Police	380,400.00	380,400.00	348,509.17	62,102.80	452.13	91.62
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	166.95	46.06	0.00	16.70
776.000 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.	00,000.00	66,900.00	62,549.82	11,150.00	0.00	93.50
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	2,518.83	270.00	90.00	58.58
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	2,251.74	694.71	347.65	83.40
930.000 Repair & Maint Contractors	10,500.00	10,500.00	4,487.72	131.16	0.00	42.74
970.000 Capital	20,000.00	20,000.00	37,173.15	0.00	0.00	185.87
Fire	120,800.00	120,800.00	117,744.21	12,901.92	437.85	97.47
Dept: 440.000 Public Services						
702.000 Payroll - Full Time	78,600.00	78,500.00	65,419.95	18,815.51	5,946.12	83.34
715.000 Social Security	4,900.00	4,900.00	6,798.01	1,463.13	512.51	118.33
716.000 Hospital/Life Insurance	29,500.00	29,500.00	36,925.92	10,675.41	3,707.74	125.17
716.001 Insurance Deductible	2,000.00	2,000.00	2,782.81	0.00	0.00	130.14
718.000 Pension	33,500.00	33,500.00	21,193.22	6,198.87	2,152.70	63.26
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	3,010.33	749.18	267.55	107.83
722.000 Medicare	1,200.00	1,200.00	1,356.07	342.19	119.86	113.01
740.000 Operating Supplies	500.00	500.00	143.52	115.81	0.00	28.70
746.000 Gasoline & Oil	4,200.00	4,200.00	4,154.62	938.16	444.94	98.92
775.000 Repair & Maintenance Supplies	7,900.00	7,900.00	8,371.78	782.44	236.20	105.97
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	951.00	374.50	199.00	105.67
810.000 Rubbish Collection Charges	110,000.00	110,000.00	116,231.64	26,241.07	8,626.80	105.67
815.000 Uniform Rental	3,000.00	3,000.00	2,511.61	690.47	169.76	85.55
850.000 Communications	900.00	900.00	1,328.66	479.82	119.98	147.63
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	7,990.08	1,415.67	341.65	95.12
926.000 Street Lighting	29,200.00	29,200.00	31,825.12	8,128.55	2,697.14	108.99
930.000 Repair & Maint Contractors	10,900.00	10,900.00	26,317.49	1,241.67	413.89	241.44
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

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

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Preliminary YE 6/30/21

City of Parchment

CY MTD: 6/1/2021 to 6/30/2021 CY QTD: 4/1/2021 to 6/30/2021
CY YTD: 7/1/2020 to 6/30/2021 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
Public Services	363,800.00	363,800.00	354,766.26	76,452.45	25,955.84	97.53
Dept: 751,000 Parks, Recreation & Culture						
702,000 Payroll - Full Time	54,000.00	54,000.00	46,065.00	12,750.90	4,250.30	85.31
703,000 Payroll - Part Time	16,000.00	10,000.00	4,127.49	1,837.79	927.27	41.27
715,000 Social Security	3,500.00	3,500.00	3,086.97	895.34	318.10	88.20
716,000 Hospital/Life Insurance	14,800.00	14,800.00	6,155.41	2,832.84	899.06	41.59
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	15,460.27	4,869.35	1,704.80	67.22
720,000 Worker's Compensation	1,500.00	1,500.00	1,745.57	450.69	150.20	116.37
722,000 Medicare	800.00	800.00	721.86	209.46	74.40	90.24
746,000 Gasoline & Oil	2,700.00	2,700.00	2,363.12	638.13	474.95	87.52
775,000 Repair & Maintenance Supplies	10,400.00	10,400.00	8,234.05	6,572.44	867.40	79.17
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	3,360.00	0.00	0.00	52.34
920,000 Utilities	6,800.00	6,800.00	6,254.86	1,319.66	319.61	91.98
930,000 Repair & Maint. Contractors	28,000.00	28,000.00	19,424.00	11,526.00	4,575.00	69.37
970,000 Capital	10,000.00	10,000.00	4,000.00	4,000.00	0.00	40.00
Parks, Recreation & Culture	173,300.00	173,300.00	120,988.62	48,203.24	14,561.09	69.81
Expenditures	1,460,600.00	1,479,505.00	1,323,811.01	291,804.86	67,764.15	89.48
Net Effect for GENERAL FUND			122,937.52	36,159.70	-55,856.48	-110.92
Change in Fund Balance:			122,937.52	36,159.70	-55,856.48	
Grand Total Net Effect:			122,937.52	36,159.70	-55,856.48	-110.92

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

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Preliminary YE 6/30/21

City of Parchment

CY MTD: 6/1/2021 to 6/30/2021 CY QTD: 4/1/2021 to 6/30/2021
CY YTD: 7/1/2020 to 6/30/2021 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	153,984.78	41,159.15	14,046.49	94.30
632.000 Charges for Services Rendered	0.00	0.00	600.00	600.00	600.00	0.00
664.000 Interest on Investments	0.00	0.00	1,709.78	1,709.78	1,709.78	0.00
Dept: 000.000	163,300.00	163,300.00	156,294.56	43,468.93	16,356.27	95.71
Revenues	163,300.00	163,300.00	156,294.56	43,468.93	16,356.27	95.71
Expenditures						
Dept: 451.000 Construction						
930.000 Repair & Maint. Contractors	0.00	0.00	0.00	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	4,322.26	1,112.76	370.92	61.75
715.000 Social Security	450.00	450.00	263.82	67.89	22.65	58.63
716.000 Hospital/Life Insurance	1,800.00	1,800.00	1,043.25	360.55	114.02	57.96
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	1,479.75	439.72	148.78	49.33
720.000 Worker's Compensation	450.00	450.00	310.11	74.88	24.96	68.91
722.000 Medicare	100.00	100.00	61.45	15.82	5.28	61.45
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	1,553.52	1,323.01	1,323.01	70.61
930.000 Repair & Maint. Contractors	7,500.00	7,500.00	11,583.00	9,706.00	9,706.00	154.44
Routine Maintenance	22,900.00	22,900.00	20,617.19	13,100.63	11,715.62	90.03
Dept: 475.000 Traffic Services						
702.000 Payroll - Full Time	6,700.00	6,700.00	4,214.19	1,087.80	362.60	62.90
715.000 Social Security	450.00	450.00	257.07	66.33	22.13	57.13
716.000 Hospital/Life Insurance	1,800.00	1,800.00	1,043.02	360.50	114.01	57.95
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	1,444.14	429.85	145.44	48.14
720.000 Worker's Compensation	450.00	450.00	302.83	73.20	24.40	67.30
722.000 Medicare	100.00	100.00	59.88	15.46	5.16	59.88
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	0.00	0.00	8.78
930.000 Repair & Maint. Contractors	12,200.00	12,200.00	17,803.12	12,619.93	-3,381.61	145.93
Traffic Services	27,700.00	27,700.00	25,334.85	14,653.07	-2,707.87	91.46
Dept: 478.000 Winter Maintenance						

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

REVENUE/EXPENDITURE REPORT Preliminary YE 6/30/21

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City of Parchment

CY MTD: 6/1/2021 to 6/30/2021 CY QTD: 4/1/2021 to 6/30/2021
CY YTD: 7/1/2020 to 6/30/2021 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: 202 - MAJOR STREET FUND						
Expenditures						
Dept: 478.000 Winter Maintenance						
702.000 Payroll - Full Time	8,100.00	8,100.00	5,971.87	1,378.44	459.48	73.73
715.000 Social Security	500.00	500.00	363.72	83.86	27.98	72.74
716.000 Hospital/Life Insurance	2,400.00	2,400.00	1,499.10	504.86	160.05	62.46
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	1,938.71	552.63	184.30	55.39
720.000 Worker's Compensation	525.00	525.00	397.80	92.76	30.92	75.77
722.000 Medicare	120.00	120.00	84.87	19.56	6.52	70.73
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	7,893.43	3,918.27	0.00	79.73
Winter Maintenance						
	28,145.00	28,145.00	18,326.45	8,550.38	869.29	70.10
Dept: 482.000 Administration						
702.000 Payroll - Full Time	1,200.00	1,200.00	1,149.18	259.08	68.56	95.77
715.000 Social Security	100.00	100.00	69.28	16.03	5.35	69.28
716.000 Hospital/Life Insurance	600.00	600.00	403.68	144.30	46.02	67.28
718.000 Pension	500.00	500.00	378.68	104.98	35.52	75.74
720.000 Worker's Compensation	20.00	20.00	77.33	17.88	5.96	386.65
722.000 Medicare	20.00	20.00	16.12	3.73	1.25	80.60
955.000 Miscellaneous	0.00	14,700.00	14,584.78	4,000.00	4,000.00	99.28
980.000 Administrative Overhead	17,000.00	17,000.00	17,000.00	17,000.00	0.00	100.00
Administration						
	19,440.00	34,140.00	33,689.02	13,552.60	-3,817.34	98.69
Expenditures						
	106,685.00	121,385.00	127,446.08	47,856.68	6,059.66	104.99
Net Effect for MAJOR STREET FUND						
Change in Fund Balance:	56,615.00	41,915.00	28,848.48	-4,387.75	10,296.61	68.83
			28,848.48	-4,387.75	10,296.61	

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

REVENUE/EXPENDITURE REPORT

Preliminary YE 6/30/21

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City of Parchment

CY MTD: 6/1/2021 to 6/30/2021 CY QTD: 4/1/2021 to 6/30/2021
CY YTD: 7/1/2020 to 6/30/2021 CY ATD: 7/1/2020 to 6/30/2021

Fund: 203 - LOCAL STREET FUND

Revenues

Dept: 000.000

546.000 State Grants - Act 51

664.000 Interest on Investments

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

* 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						
546.000 State Grants - Act 51	66,700.00	66,700.00	63,988.10	17,103.24	5,836.87	95.93
664.000 Interest on Investments	0.00	0.00	53.43	53.43	53.43	0.00
Dept: 000.000	66,700.00	66,700.00	64,041.53	17,156.67	5,890.30	96.01
Revenues	66,700.00	66,700.00	64,041.53	17,156.67	5,890.30	96.01
Expenditures						
Dept: 451.000 Construction						
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						
702.000 Payroll - Full Time	8,300.00	8,300.00	4,322.28	1,112.76	370.92	52.08
715.000 Social Security	525.00	525.00	263.82	67.89	22.65	50.25
716.000 Hospital/Life Insurance	2,600.00	2,600.00	1,043.25	360.55	114.02	40.13
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	1,479.75	439.72	148.78	42.28
720.000 Worker's Compensation	525.00	525.00	310.11	74.88	24.96	59.07
722.000 Medicare	125.00	125.00	61.44	15.82	5.28	49.15
746.000 Gasoline & Oil	300.00	300.00	0.00	0.00	0.00	0.00
775.000 Repair & Maintenance Supplies	3,200.00	3,200.00	1,887.27	1,405.52	1,405.52	58.98
930.000 Repair & Maint Contractors	5,000.00	5,000.00	1,850.00	0.00	0.00	37.00
Routine Maintenance	24,275.00	24,275.00	11,217.92	3,477.14	2,092.13	46.21
Dept: 475.000 Traffic Services						
702.000 Payroll - Full Time	7,850.00	7,850.00	4,118.74	1,062.90	354.30	52.47
715.000 Social Security	500.00	500.00	251.20	64.80	21.62	50.24
716.000 Hospital/Life Insurance	2,300.00	2,300.00	1,005.68	347.84	110.03	43.73
716.001 Insurance Deductible	200.00	200.00	0.00	0.00	0.00	0.00
718.000 Pension	3,350.00	3,350.00	1,414.96	420.01	142.11	42.24
720.000 Worker's Compensation	500.00	500.00	296.39	71.52	23.84	59.28
722.000 Medicare	120.00	120.00	58.50	15.10	5.04	48.75
746.000 Gasoline & Oil	500.00	500.00	0.00	0.00	0.00	0.00
775.000 Repair & Maintenance Supplies	4,600.00	4,600.00	210.60	0.00	0.00	4.58
930.000 Repair & Maint Contractors	600.00	600.00	0.00	0.00	0.00	0.00
Traffic Services	20,520.00	20,520.00	7,356.07	1,982.17	656.94	35.85
Dept: 478.000 Winter Maintenance						
702.000 Payroll - Full Time	8,300.00	8,300.00	5,876.42	1,353.54	451.18	70.80
715.000 Social Security	520.00	520.00	357.66	82.29	27.45	68.78

REVENUE/EXPENDITURE REPORT
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City of Parchment

CY MTD: 6/1/2021 to 6/30/2021 CY QTD: 4/1/2021 to 6/30/2021
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Fund: 203 - LOCAL STREET FUND					
Expenditures					
	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual
Dept: 478.000 Winter Maintenance					
716.000 Hospital/Life Insurance	2,600.00	2,600.00	1,461.75	492.25	156.12
716.001 Insurance Deductible	200.00	200.00	0.00	0.00	0.00
718.000 Pension	3,550.00	3,550.00	1,909.53	542.79	180.97
720.000 Worker's Compensation	525.00	525.00	391.36	91.08	30.36
722.000 Medicare	125.00	125.00	84.12	19.37	6.46
746.000 Gasoline & Oil	900.00	900.00	176.95	0.00	0.00
753.000 Salt	9,900.00	9,900.00	7,893.43	3,918.27	0.00
	26,620.00	26,620.00	18,151.22	6,499.59	852.54
Winter Maintenance					68.19
Dept: 482.000 Administration					
702.000 Payroll - Full Time	1,500.00	1,500.00	1,149.18	265.68	88.56
715.000 Social Security	100.00	100.00	69.28	16.03	5.35
716.000 Hospital/Life Insurance	750.00	750.00	403.68	144.30	46.02
718.000 Pension	650.00	650.00	378.68	104.98	35.52
720.000 Worker's Compensation	20.00	20.00	77.33	17.88	5.96
722.000 Medicare	20.00	20.00	16.12	3.73	1.25
960.000 Administrative Overhead	16,300.00	16,300.00	16,000.00	16,000.00	0.00
	19,340.00	19,340.00	18,094.27	16,552.60	182.66
Administration					93.56
Expenditures	101,255.00	101,255.00	65,298.97	28,511.50	3,784.27
Net Effect for LOCAL STREET FUND					
Change in Fund Balance:	-34,555.00	-34,555.00	-1,257.44	-11,354.83	2,106.03
			-1,257.44	-11,354.83	2,106.03
					3.64

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

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CY YTD: 1/1/2021 to 6/30/2021 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	1,880.18	0.00	604.04	40.17
475.002 Race/Walk Fees	3,000.00	5,000.00	1,634.43	0.00	1,634.43	32.69
475.003 Membership Fund Drive	2,800.00	1,800.00	2,762.50	0.00	971.80	153.47
475.005 Corporate Sponsorships	8,000.00	14,000.00	16,600.00	0.00	500.00	118.57
475.008 Miscellaneous Inc.	0.00	0.00	0.00	0.00	0.00	0.00
590.000 Grants-Local	0.00	1,000.00	5,000.00	0.00	0.00	500.00
590.001 Grants-Irving S Gilmore Found.	21,000.00	30,000.00	30,000.00	0.00	0.00	100.00
675.001 Fund Raising	8,610.00	0.00	-100.00	0.00	0.00	0.00
675.002 Fundraiser Dance	1,580.00	1,160.00	0.00	0.00	0.00	0.00
694.000 Miscellaneous	1,080.00	1,040.00	0.00	0.00	0.00	0.00
Dept: 000.000	49,170.00	58,680.00	57,777.11	0.00	3,710.27	98.46
Revenues	49,170.00	58,680.00	57,777.11	0.00	3,710.27	98.46
Expenditures						
Dept: 000.000						
779.001 Performance Expense	17,000.00	17,000.00	18,955.38	0.00	16,845.38	111.50
779.003 Festival Day - Race/Walk	3,000.00	4,100.00	1,497.50	0.00	1,497.50	36.52
779.004 Fest. Day - Arts & Crafts	140.00	170.00	0.00	0.00	0.00	0.00
779.005 Fest. Day-Childrens Area	1,100.00	1,600.00	1,100.00	0.00	1,100.00	68.75
779.008 Fund Raising-Dance	1,030.00	1,030.00	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	12,865.00	3,580.25	0.00	3,038.25	27.83
779.013 Stage Entertainment	12,300.00	15,750.00	500.00	0.00	0.00	3.17
779.020 Publicity	4,935.00	6,165.00	1,487.71	0.00	1,487.71	24.13
Dept: 000.000	49,170.00	58,680.00	27,145.84	0.00	23,968.84	46.26
Expenditures	49,170.00	58,680.00	27,145.84	0.00	23,968.84	46.26
Net Effect for KINDLEBERGER SUMMER FESTIVAL			30,631.27	0.00	-20,258.57	0.00
Change in Fund Balance:			30,631.27		-20,258.57	

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

Fund: 251 - Brownfield Redevelopment				CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Revenues							
Dept: 000.000							
404.000	Tax Revenue	56,900.00	56,900.00	54,445.77	0.00	0.00	95.69
664.000	Interest on Investments	0.00	0.00	53.43	53.43	53.43	0.00
Dept: 000.000				54,499.20	53.43	53.43	95.78
Revenues				54,499.20	53.43	53.43	95.78
Expenditures							
Dept: 000.000							
960.000	Administrative Overhead	20,400.00	20,400.00	20,000.00	20,000.00	0.00	98.04
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				78,146.08	20,000.00	0.00	97.80
Expenditures				78,146.08	20,000.00	0.00	97.80
Net Effect for Brownfield Redevelopment				-23,646.88	-19,946.57	53.43	102.81
Change in Fund Balance:				-23,646.88	-19,946.57	53.43	

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

Fund: 401 - Veteran's Memorial 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								
664.000 Interest on Investments				0.00	0.00	106.86	106.86	106.86
674.000 Contributed Capital Revenue				0.00	0.00	660.53	93.33	0.00
Dept: 000.000				0.00	0.00	767.39	200.19	106.86
Revenues				0.00	0.00	767.39	200.19	106.86
Net Effect for Veteran's Memorial Fund				0.00	0.00	767.39	200.19	106.86
Change in Fund Balance:						767.39	200.19	106.86

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

Fund: 590 - SEWER FUND						
Revenues						
Dept: 000.000						
626.000 Sewer Services	35,700.00	35,700.00	51,846.54	13,812.22	0.00	145.23
664.000 Interest on Investments	1,800.00	1,800.00	534.31	534.31	534.31	29.68
Dept: 000.000	37,500.00	37,500.00	52,380.85	14,346.53	534.31	139.68
Revenues	37,500.00	37,500.00	52,380.85	14,346.53	534.31	139.68
Expenditures						
Dept: 000.000						
702.000 Payroll - Full Time	22,000.00	22,000.00	30,762.91	6,808.26	2,269.42	139.83
715.000 Social Security	1,400.00	1,400.00	1,848.88	410.22	136.92	132.06
716.000 Hospital/Life Insurance	7,300.00	7,300.00	12,887.67	3,576.95	1,132.96	176.54
716.001 Insurance Deductible	500.00	500.00	331.79	0.00	0.00	66.36
718.000 Pension	9,300.00	9,300.00	10,457.65	2,690.31	910.27	112.45
720.000 Worker's Compensation	500.00	500.00	724.01	157.32	52.44	144.80
722.000 Medicare	320.00	320.00	432.90	96.13	32.07	135.28
800.000 Professional/Contractual Serv.	16,000.00	16,000.00	10,563.20	10,563.20	6,795.20	66.02
815.000 Uniform Rental	500.00	500.00	383.52	95.88	29.50	76.70
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	2,520.65	579.48	197.03	109.59
930.000 Repair & Maint.Contractors	15,000.00	15,000.00	39.63	39.63	0.00	21.26
960.000 Administrative Overhead	88,000.00	88,000.00	88,000.00	88,000.00	0.00	100.00
968.000 Depreciation	13,600.00	13,600.00	24,217.00	24,217.00	24,217.00	178.07
Dept: 000.000	187,120.00	187,120.00	188,228.31	137,234.38	35,772.81	102.28
Expenditures	187,120.00	187,120.00	188,228.31	137,234.38	35,772.81	102.28
Net Effect for SEWER FUND	-149,620.00	-149,620.00	-135,847.46	-122,887.85	-35,238.50	92.90
Change in Fund Balance:			-135,847.46	-122,887.85	-35,238.50	

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

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CY YTD: 7/1/2020 to 6/30/2021 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
Dept: 000.000					Current Year % of Budget
540.000 State Grants	144,000.00	144,000.00	273,978.36	0.00	0.00
645.000 Sale of Fixed Assets	0.00	0.00	2,831.00	0.00	0.00
663.000 Water & Sewer Penalties	0.00	0.00	60.25	25.00	0.00
Dept: 000.000	144,000.00	144,000.00	276,869.61	25.00	0.00
Revenues	144,000.00	144,000.00	276,869.61	25.00	192.27
Expenditures					
Dept: 000.000					
702.000 Payroll - Full Time	0.00	0.00	11,631.84	0.00	0.00
715.000 Social Security	0.00	0.00	714.92	0.00	0.00
716.000 Hospital/Life Insurance	0.00	0.00	5,850.63	0.00	0.00
716.001 Insurance Deductible	0.00	0.00	1,874.33	0.00	0.00
718.000 Pension	0.00	0.00	4,719.29	262.02	0.00
720.000 Worker's Compensation	0.00	0.00	436.42	0.00	0.00
722.000 Medicare	0.00	0.00	167.66	0.00	0.00
775.000 Repair & Maintenance Supplies	0.00	0.00	1,228.97	0.00	0.00
800.000 Professional/Contractual Serv.	160,000.00	160,000.00	287,632.73	627.41	139.05
815.000 Uniform Rental	0.00	0.00	383.48	95.87	29.50
830.000 Memberships & Dues	0.00	0.00	1,000.00	0.00	0.00
850.000 Communications	0.00	0.00	234.94	0.00	0.00
910.000 Insurance & Bonds	8,500.00	8,500.00	0.00	0.00	0.00
920.000 Utilities	8,000.00	8,000.00	3,583.40	692.97	271.10
930.000 Repair & Maint Contractors	0.00	0.00	2,436.00	0.00	0.00
Dept: 000.000	176,500.00	176,500.00	322,294.61	1,698.27	439.65
Expenditures	176,500.00	176,500.00	322,294.61	1,698.27	181.57
Net Effect for WATER FUND					
Change in Fund Balance:	-32,500.00	-32,500.00	-45,425.00	-1,673.27	-439.65
			-45,425.00	-1,673.27	-439.65
Grand Total Net Effect:	-279,935.00	-302,940.00	-22,992.12	-123,890.38	-99,230.27
					8.05

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

Nancy Stoddard

From: Ashley Mulder <bugosh@live.com>
Sent: Thursday, July 29, 2021 9:10 AM
To: manager@parchment.org
Subject: Twisters Cars and Cones Show
Attachments: cis_lcc_mkcpub2_150372_7.pdf

Hello! My name is Ashley Mulder and I am the Store Manager at Twisters. We are currently organizing a Cars and Cones Show for August 21st, 2021 and are requesting use of the lot next to us on the corner of Riverview and Park Dr to host the event. We intend on using the lot for participants to park their unique cars on and to set up a Bounce House and Face Painting area for the kids, which will be toward the back of the lot.

We are planning an all-inclusive event so people can come show off Classic Cars and Super Cars, Sports Cars and Unique Cars! We have a team ready to make trophies for different rankings and we are going to be handing out gifts for all of the participants as well as ice cream!

We also have set up a band, Crazy Sane, to come play 70s and 80s Rock cover songs, and a DJ for when the band is not playing, to also play family-appropriate music. We'll be able to set them up in front of Twisters and won't need the lot for them.

We're also going through the steps of trying to get a 24 hour liquor license for the event. I am getting in contact with the Veteran's Memorial to collab with them on needing a non profit and have printed out all the forms and guidelines we would need to follow in order to potentially get the license and attached a LARA file stating what the requirements would be to get one.

If I need to submit anything further, please feel free to reach out to me at 269 779 8236

Department of Licensing and Regulatory Affairs
MICHIGAN LIQUOR CONTROL COMMISSION (MLCC)
525 W. Allegan, P.O. Box 30005, Lansing, MI 48909

RETAIL LIQUOR LICENSES

This Fact Sheet briefly describes retail liquor licenses, which are available from the Michigan Liquor Control Commission, including the applicable licensing fee. Additional information is available which more thoroughly describes the requirements for each type of license and outlines the steps in obtaining a particular retail liquor license. License fees are due before the license can be issued. Licenses must be renewed each year before May 1.

The licenses are divided into on-premise and off-premise licenses. The on-premise licenses sell and serve alcoholic beverages for consumption on licensed premises. The off-premise licenses sell alcoholic beverages for consumption off the licensed premises. The general public sometimes calls the off-premise licenses package liquor dealers.

On-Premise Retail Licenses

These licenses are for the types of business (such as restaurants, hotels, bars, or clubs) where alcoholic beverages are served on the premises. With the exception of private clubs, the number of licenses that can be issued is governed by a specific quota based on the population of each local unit of government. On-premise licensees will also frequently hold an SDM license (see description of off-premise licenses) to sell beer and wine for consumption off the premises.

<u>License</u>	<u>Authorized to Sell</u>	<u>Description</u>	<u>License Fee*</u>
<i>Class C</i>	Beer, wine, and liquor	<ul style="list-style-type: none">• Consumption on the licensed premises• Subject to quota	\$600/year plus \$350/year for each additional bar*
<i>Club</i>	Beer, wine, and liquor	<ul style="list-style-type: none">• Consumption on the licensed premises• Can only sell to bona fide club members• Not subject to quota	\$300/year plus \$1 for each member over 150. * Maximum fee is \$750 not including Sunday Sales fee.
<i>Hotel</i>	Beer, wine, and liquor	<ul style="list-style-type: none">• For consumption on the licensed premise and in the rooms of bona fide guests• Subject to quota	\$600/year plus \$3 for each bedroom over 20* plus \$350 for each additional bar
<i>A Hotel</i>	Beer and wine	<ul style="list-style-type: none">• For consumption on the licensed premises and in the rooms of bona fide guests• Subject to quota	\$250/year plus \$1 for each bedroom over 20 – not to exceed \$500
<i>Tavern</i>	Beer and wine	<ul style="list-style-type: none">• For consumption on the licensed premises• Subject to quota	\$250/year

- If the Commission grants a Sunday Sales Permit, an additional Sunday Sales fee of 15% of the regular license fee is charged.

On-Premise Resort Licenses

Resort licenses can be issued for Class C, B-Hotel, A-Hotel, and Tavern classifications. Resort licenses are available only after all the licenses allowed under the quota are issued and if the business to be licensed will directly benefit tourism or visitors.

Applicants must meet qualifications for resorts and qualifications for the specific type of license classifications being requested.

<u>License</u>	<u>Authorized to Sell</u>	<u>Description</u>	<u>License Fee</u>
Transferable On-Premise Resorts for Class C, B-Hotel, A-Hotel, & Tavern	Same type of alcoholic beverage as the regular license; i.e. Class C and B-Hotel Resorts can sell beer, wine, and liquor and A-Hotel and Tavern Resorts can sell beer and wine	550 licenses were authorized under the initial legislation. These licenses may transfer ownership and location with Commission approval.	Same as for the regular license of the same type
Non-Transferable On-Premise Resorts for Class C, B-Hotel, A-Hotel, & Tavern	Same type of alcoholic beverage as the regular license; i.e. Class C and B-Hotel Resorts can sell beer, wine, and liquor and A-Hotel and Tavern Resorts can sell beer and wine	5 licenses may be issued per year. These licenses may transfer ownership with Commission approval but not location. The license must be returned to Commission if business stops operations. The business must be in excess of \$75,000 investment in the real estate, building, leasehold improvements, fixtures, and inventory.	Same as for regular license of the same type
Economic Development Resorts for Class C, B-Hotel, A-Hotel, & Tavern	Same type of alcoholic beverages as the regular license; i.e. Class C and B-Hotel Million Dollar Resorts can sell beer, wine, and liquor and A-Hotel and Tavern Million Dollar Resorts can sell beer and wine	15 licenses may be issued per year. These licenses may transfer ownership with Commission approval but not location. The license must be returned to Commission if business stops operations. The business must be in excess of \$1,500,000 investment in the real estate, building, leasehold improvements, fixtures, and inventory.	Same as for regular license of the same type

Additional requirements for all types of on-premise resort licenses include:

- The business must provide full-course meals.
- The business must have dining facilities and seat not less than 100 persons, for licenses to be issued under MCL 436.1531(3). However, in counties having a population of less than 50,000, the business must seat not less than 50 persons.
- The establishment must offer **at least one** of the following:
 1. Some type of public recreational or entertainment activity on the premises or in close proximity.
 2. Sleeping facilities, meeting or conference rooms, or convention facilities.

The majority of the gross income of the business must be from something other than the sale of alcoholic beverages (sale of food, greens fees, room rental, etc.)

Off-Premise Retail Licenses

These licenses are for the types of business (such as party stores, grocery stores, convenience stores, and drug stores) where alcoholic beverages are sold for consumption elsewhere. Frequently an off-premise retail liquor licensee will hold both an SDD (also commonly referred to as a package liquor dealer) and an SDM license.

<u>License</u>	<u>Authorized to Sell</u>	<u>Description</u>	<u>License Fee*</u>
SDD Specially Designated Distributors	Liquor (spirits only)	<ul style="list-style-type: none">• Consumption off the licensed premises• Subject to quota NOTE: Applicants must meet definition of established merchant and be able to show source and availability of funds to make initial purchase of \$5,000 in liquor inventory divided among at least 50 brands.	\$150/year plus \$3 for each \$1,000 of liquor purchased from MLCC in excess of \$25,000*
SDM Specially Designated Merchant	Beer and wine	<ul style="list-style-type: none">• Consumption off the licensed premises• Not subject to quota	\$100/year

Off-Premise Resort SDD License

This is a special category of SDD license, which may be issued when the quota is full in a governmental unit with a population under 50,000. Resort SDD licenses can be issued statewide to promote economic development and to stimulate the resort and tourist industry.

The number of applicants for SDD Resort licenses far exceeds the number, which the Commission can grant. Unsuccessful applicants may request that the Commission keep the application active for the next year's issuance.

<u>License</u>	<u>Authorized to Sell</u>	<u>Description</u>	<u>License Fee*</u>
SDD Resort	Liquor (spirits only)	Up to 15 licenses may be issued per year; may transfer ownership but not location; business must be designed to attract and service tourists and visitors to the resort area	\$150 per year plus \$3 for each \$1,000 of liquor purchased from the Commission in excess of \$25,000*

- If the Commission has granted a Sunday Sales Permit, an additional Sunday Sales fee of 15% of the regular license fee is charged.

Special (24-Hour) On-Premise License

This license allows non-profit, religious, fraternal, civic, or patriotic organizations to obtain a one-day license to sell alcoholic beverages to the public for on-premise consumption. The license has these specific requirements:

<u>License</u>	<u>Authorized to Sell</u>	<u>Description</u>	<u>License Fee</u>
Special 24-Hour License	Beer, wine, and liquor	Good for only 24 hours. Profits from sale of alcoholic beverages must go to organization and not to any individual. The chief local law enforcement officer in the governmental unit must approve the request where the event is to be held. No more than 12 licenses are issued to individual organizations (including auxiliaries) each calendar year. Proof of non-profit status must be provided with the application unless the applicant is a national organization or has obtained previous special licenses.	\$50 for organizations in existence for less than 1 year; \$25 for organizations in existence for one year or more. Additional Sunday Sales fees are \$7.50 for the \$50 license and \$3.75 for the \$25 license, only if Spirits are sold. Municipalities must pay \$50.00 and if alcoholic beverages will be served prior to noon on Sundays, an additional \$160.00 is required.

**SIXTH AMENDMENT TO THE URBAN COOPERATION ACT AGREEMENT ESTABLISHING PUBLIC
MEDIA NETWORK TO AUTHORIZE THE CITY OF GALESBURG TO BECOME A MEMBER OF
PUBLIC MEDIA NETWORK**

WHEREAS, the City of Kalamazoo, the Charter Township of Kalamazoo, the Charter Township of Oshtemo, the Charter Township of Comstock, and the City of Parchment (hereinafter the "Member Public Agencies") have previously entered into an Urban Cooperation Act Agreement to establish Public Media Network to administer cable television public access and other community media services, and

WHEREAS, the City of Galesburg has requested to join Public Media Network and to become a Member Public Agency as described in the Urban Cooperation Act Agreement, and

WHEREAS, the Board of Directors of Public Media Network has recommended to the Member Public Agencies that the Urban Cooperation Act Agreement be amended to authorize the City of Galesburg to become a Member Public Agency, and

WHEREAS, the Member Public Agencies have determined that it would be in the public interest of their respective communities and would advance the efforts of Public Media Network in providing public access and other community media services if the City of Galesburg joined Public Media Network, and

WHEREAS, the City of Portage was previously a Member Public Agency but it has withdrawn as a party to the Urban Cooperation Act Agreement and the Member Public Agencies wish to document this withdrawal and the fact that the City of Portage is no longer a Member Public Agency;

NOW, THEREFORE, IT IS AGREED between the Member Public Agencies that the Agreement shall be amended as follows:

1. Section 1 of the Urban Cooperation Act Agreement is hereby amended to delete the City of Portage as a Member Public Agency and to add the City of Galesburg as a Member Public Agency, and Section 1 shall read in its entirety as follows:
 1. Membership. The following public agencies shall become members and parties to this Urban Cooperation Act Agreement:
 - A. City of Kalamazoo
 - B. Charter Township of Kalamazoo
 - C. Charter Township of Oshtemo
 - D. City of Parchment
 - E. Charter Township of Comstock
 - F. City of Galesburg
2. All other sections of the Urban Cooperation Act Agreement, as amended by the First, Second, Third, Fourth, and Fifth Amendments which are not amended by this Sixth Amendment shall remain in full force and effect.

MEMORANDUM

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

From: Nancy R Stoddard, City Manager

Date: July 27, 2021

Re: USDA Requirements for Grant – State Historic Preservation Office (SHPO)

Michael Schwartz, from Prein & Newhof, stated that it is required to perform a SHPO (State Historic Preservation Office) review of the project area on the USDA project.

In an email from USDA last week from Andy at USDA he stated: "National office training yesterday confirmed that the Rural Utilities Service in Washington DC has rescinded our "No Historic Properties Affected list" which allowed us to consider pipeline replacement projects as categorical exclusions with no documentation. What this means going forward, is that every project will at least need a SHPO review. For pipeline replacement projects, it could be as simple as only a SHPO letter with tribal consultation"

The project proposed was previously a "categorical excluded" project; however, we need to now perform a SHPO that was not in our original scope.

Below is what is required for this work:

OBJECTIVES

The goals and objectives for the services offered in this proposal include:

- ✦ Determine the presence or absence of sensitive documented archaeological and/or historic resources.
- ✦ To help determine the risk of impacting any sensitive cultural resources and provide recommendations for minimizing this risk.
- ✦ Provide information necessary for P&N and other project stakeholders to consult according to regulations as applicable.
- ✦ Collaborate with P&N to prepare the application for Section 106 consultation for submittal to the Michigan State Historic Preservation Office (MSHPO)

The cost for this work is as follows:

Cultural Resource Desktop Review	\$2,000
Travel – if MSHPO returns to policy of in-person research	\$660

Schedule to complete is 4 to 6 weeks. **We need to complete this to submit the USDA application.**

FYI – Like all other engineering expenses, this is reimbursable at loan closing.

Motion to approve the cost of \$2,660 for SHPO review of the project area.

CITY OF PARCHMENT
KALAMAZOO COUNTY, MICHIGAN

ORDINANCE _____

AN ORDINANCE TO REGULATE MOBILE FOOD TRUCKS AND VENDORS WITHIN THE CITY OF PARCHMENT; TO REPEAL ALL OTHER ORDINANCES OR PARTS THEREIN INCONSISTENT OR CONTRARY TO THIS ORDINANCE; AND TO PROVIDE FOR AN EFFECTIVE DATE FOR THIS ORDINANCE.

THE CITY OF PARCHMENT ORDAINS:

ARTICLE I

Chapter 18, Sections 18-76 through 18-80, are hereby reserved.

ARTICLE II

Chapter 18, Sections 18-81 through 18-90, are hereby added and shall now read:

Sec. 18-81. Short Title.

This Article may be referred to as the "City of Parchment Mobile Food Vehicle Ordinance."

Sec. 18-82. Definitions.

As used in this Article, the following terms shall have the meanings indicated:

Mobile Food Vehicle shall mean a motorized vehicle which, upon issuance of a license by the City Clerk and conformance with the regulations established by this Article, may temporarily park upon a public street and engage in the service, sale or distribution of ready-to-eat food for individual portion service to the general public directly from the vehicle.

Mobile Food Vehicle Vendor shall mean the registered owner of a mobile food vehicle or the owner's agent or employee; and referred to in this Article as "vendor."

Sec. 18-83. Scope.

The provisions of this Article apply to mobile food vehicles engaged in the business of cooking, preparing and distributing food or beverage with or without charge upon or in public and private restricted spaces. This Article does not apply to vehicles which dispense food and that move from place-to-place and are stationary in the same location for no more than 15 minutes at a time, such as ice cream trucks or food vending pushcarts and stands located on sidewalks.

Sec. 18.84. License Required.

- A. It shall be unlawful for any person, including any religious, charitable or non-profit organization, to operate within the City a mobile food vehicle without having obtained from the City Clerk a license for that purpose.
- B. A person desiring to operate a mobile food vehicle shall make written application for such license to the City Clerk. The application for a license shall be on forms provided by the City Clerk and shall include the following:
 - 1. Name, signature, phone number, e-mail contact and business address of the applicant.
 - 2. A description of the preparation methods and food product offered for sale, including the intended menu.
 - 3. Information on the mobile food vehicle, to include year, make and model of the vehicle and dimensions, which shall not exceed 36 feet in length or 9 feet in width.
 - 4. Information setting forth the proposed hours of operation, area of operations, plans for power access, water supply and wastewater disposal.
 - 5. Copies of all necessary licenses or permits issued by the Kalamazoo County Health Department.
 - 6. Insurance coverage:
 - a. Proof of a general comprehensive liability policy with limits of no less than \$2,000,000 combined single limit coverage issued by an insurer licensed to do business in this state and which names the City as an additional insured.

- b. Proof of a public liability and property damage motor vehicle policy with limits of no less than \$1,000,000 issued by an insurer licensed to do business in this state.
- C. All vendors receiving a license under this Article shall pay the annual fee as set from time-to-time by the City Commission. For 2021, it shall be \$40.00.
- D. The City Clerk shall issue no more than 15 active mobile food vehicle licenses for any calendar year. Each mobile food vehicle license shall expire on December 31 of each year.
- E. A license issued under this article shall not be transferable from person to person.
- F. A license is valid for one vehicle only and shall not be transferred between vehicles.
- G. In addition to the annual fee, the vendor shall pay a fee for special events, such as the Kindleberger Festival of the Arts, and other special events as determined by the City Commission, which fee shall be set for each special event by the City Commission.
- H. All vendors shall be subject to Fire Marshall inspection at any time. Fire Marshall inspection and certification shall be a prerequisite for an annual license. A certification tag/sticker shall be prominently displayed on the truck.

Sec. 18.85. Regulations.

- A. No operator of a mobile food vehicle shall park, stand or move a vehicle and conduct business within areas of the City where the license holder has not been authorized to operate. The City Commission shall, by Resolution, identify those streets and public areas where parking by mobile food vehicles is permitted.
- B. The customer service area for mobile food vehicles shall be on the side of the truck that faces a curb, lawn or sidewalk when parked. No food service shall be provided on the driving-lane side of the truck. No food shall be prepared, sold or displayed outside of mobile food vehicles.
- C. No mobile food vehicle vendor shall provide or allow any dining area within 10 feet of the mobile food vehicle, including, but not limited to, tables and chairs, booths, stools, benches or stand-up counters.
- D. Customers shall be provided with single-service articles, such as plastic utensils and paper plates, and a waste container for their disposal. All mobile food

vehicle vendors shall offer a waste container for public use which the vendor shall empty at its own expense. All trash and garbage originating from the operation of mobile food vehicles shall be collected and disposed of off-site by operators each day. Spills of food or food by-products shall be cleaned up, and no dumping of gray water on the streets is allowed.

- E. No mobile food vehicle shall make or cause to be made any unreasonable or excessive noise. The operation of all mobile food vehicles shall meet the City Noise Ordinance, including generators. No loud music, other high-decibel sounds, horns or amplified announcements are allowed.
- F. Signage is only allowed when placed on mobile food vehicles. No separate free-standing signs are permitted.
- G. No flashing or blinking lights or strobe lights are allowed on mobile food vehicles or related signage when the vehicle is parked and engaged in serving customers. All exterior lights with over 60 watts shall contain opaque hood shields to direct the illumination downward.
- H. Mobile food vehicles, when parked on public streets, shall be parked in conformance with all applicable parking restrictions and shall not hinder the lawful parking or operation of other vehicles.
- I. A mobile food vehicle shall not be parked on the street overnight or left unattended and unsecured at any time food is in the vehicle. Any mobile food vehicle found to be unattended shall be considered a public safety hazard and may be ticketed and impounded.
- J. A vendor shall not operate a mobile food vehicle within 500 feet of any fair, festival, special event or civic event that is licensed or sanctioned by the City unless the vendor has obtained permission from the event sponsor.
- K. The issuance of a mobile food vehicle license does not grant or entitle the vendor to the exclusive use of any service route or parking space to the license holder.
- L. A vendor shall not operate on private property without first obtaining written consent to operate from the affected private property owner. A private property owner shall not permit parking by a mobile food vehicle until a special use permit has been obtained to allow for use.
- M. No mobile food vehicle shall use external signage, bollards, seating or other equipment not contained within the vehicle. When extended, awnings for mobile food vehicles shall have a minimum clearance of seven feet between the ground level and the lowest point of the awning or support structure.

- N. Any power required for the mobile food vehicle located on a public way shall be self-contained, and a mobile food vehicle shall not use utilities drawn from the public right-of-way. Mobile food vehicles on private property may use electrical power from the property being occupied or an adjacent property, but only when the property owner provides written consent to do so. All power sources must be self-contained. No power cable or equipment shall be extended at or across any City street, alley or sidewalk.
- O. Mobile food vehicles shall not be parked within 150 feet of an existing brick-and-mortar restaurant during the hours when such restaurant is open to the public for business.

Section 18.86. Food Truck and Food Trailer Operational Safety.

In order to protect the public health, safety and welfare and in addition to the other requirements of this Ordinance, a food truck or food trailer operator of a food truck or food trailer in use in the City shall adhere by to following operational safety requirements:

- A. The operator shall not leave cooking equipment unattended while it is still hot.
- B. The operator shall only operate or permit the operation of cooking equipment only when all windows, service hatches, and ventilation sources are fully opened unless weather conditions require the retaining of interior heat.
- C. The operator shall ensure that all gas supply piping valves and gas container valves are fully closed when the equipment is not in use.
- D. The operator shall ensure that all cooking equipment, including the cooking ventilation system, is regularly cleaned and grease removed.
- E. All mobile or temporary cooking operations shall be separated from other mobile or temporary cooking operations by a clear space distance of 10 feet.
- F. The address of the current operational location for all food trucks or food trailers in use in the City shall be posted accessible to all employees.

Section 18.87. Fuel and Power Source Regulations Applicable to Food Trucks and Trailers.

In addition to the other requirements of this Ordinance, a food truck or trailer owner or operator of a food truck or trailer in use in the City of Parchment shall be

required to adhere to the following regulations regarding the cooking fuel and power source(s):

- A. Prior to commencing cooking, the operator shall verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours.
- B. Refueling shall only be permitted during non-operating hours.
- C. Any engine-driven source of power shall be separated from the public by barriers, such as physical guards, fencing, or enclosures.
- D. Any engine-driven source of power shall be turned off and completely shut down prior to refueling from a portable container.
- E. Prior to refueling from a portable container, the operator shall verify that surfaces of engine-driven source of power are cool to the touch.
- F. An operator shall ensure that all electrical appliances, fixtures, equipment, and wiring comply with the NFPA 70®.
- G. An operator shall ensure that exhaust from engine-driven sources of power comply with the following:
 - 1. The source of exhaust shall be located at least 10 feet in all directions from openings and air intakes.
 - 2. The source of exhaust shall be located at least 10 feet from every means of egress.
 - 3. The source of exhaust shall be directed away from all buildings.
 - 4. The source of exhaust shall be directed away from all other cooking vehicles and operations.

Section 18.88. Propane System Integrity.

In addition to the other requirements of this Ordinance, a food truck or trailer owner or operator of a food truck or trailer in use in the City of Parchment which utilizes propane for cooking fuel shall adhere to the following regulations regarding the propane system integrity prior to placing such unit in use in the City:

- A. The operator shall ensure that the main shutoff valve on all gas containers is readily accessible at all times.

- B. The operator shall ensure that portable gas containers are in the upright position and secured to prevent tipping over.
- C. The operator shall perform leak testing on all new gas connections of the gas system.
- D. The operator shall perform leak testing on all gas connections affected by replacement of an exchangeable container.
- E. The operator shall ensure that where a gas detection system is installed, that it has been tested in accordance with the manufacturer's instructions.
- F. The operator shall document all leak testing and shall make documentation available for review by the authorized official.
- G. The operator shall ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system.

Section 18.89. Solid Fuel Regulations for Food Trucks and Food Trailers.

In addition to the other requirements of this Ordinance, a food truck or trailer owner or operator of a food truck or trailer in use in the City of Parchment which utilizes solid fuel (wood, charcoal, or other fuel) for cooking shall adhere to the following additional regulations prior to placing such unit in use in the City:

- A. Such fuel shall not be stored above any heat-producing appliance or vent.
- B. Such fuel shall not be stored closer than 3 feet to any cooking appliance.
- C. Such fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods.
- D. Such fuel is not stored in the path of the ash removal or near removed ashes.
- E. Ash, cinders, and other fire debris shall be removed from the firebox at regular intervals and at least once a day.
- F. Removed ashes, cinders, and other removed fire debris must be placed in a closed, metal container located at least 3 feet from any cooking appliance.

Section 18.90. Violation and Penalty.

Any person, firm, association, partnership, corporation, or governmental entity who violates any of the provisions of this Ordinance or fails to adhere to a site plan

approved hereunder; fails to obtain a permit, or fails to provide fire safety equipment or inspections as required herein; fails to adhere to the parameters of a permit issued, fails to remove a temporary structure or otherwise violates any provision of this Ordinance shall be deemed to be responsible for a municipal civil infraction as defined by Michigan Statute which shall be punishable by civil fine determined in accordance with the following schedule:

	Minimum Fine	Maximum Fine
1st Offense within 3-year period*	\$150.00	\$500.00
2nd Offense within 3-year period*	\$250.00	\$500.00
3rd Offense within 3-year period*	\$325.00	\$500.00
4th or More Offense within 3-year period*	\$500.00	\$500.00

* Determined on the basis of the date of commission of the offense(s).

Additionally, the violator shall pay costs which may include all expenses, direct and indirect, which the City of Parchment has incurred in connection with the municipal civil infraction. In no case, however, shall costs of less than \$10.00 nor more than \$500.00 be ordered. In addition, the City shall have the right to proceed in any court of competent jurisdiction for the purpose of obtaining an injunction, restraining order, or other appropriate remedy to compel compliance with this Ordinance. Each day that a violation of this Ordinance exists shall constitute a separate violation of this Ordinance.

Once a license has been issued, it may be revoked, suspended or not renewed by the City Clerk for failure to comply with the provisions of this Article and any rules or regulations promulgated by the City.

ARTICLE III

All Ordinances or parts thereof in conflict herewith are hereby repealed and shall be of no further force and effect.

ARTICLE IV

Any and all sections, terms, provisions and/or clauses herein shall be deemed independent and severable. Should any court of competent jurisdiction hold any section, term, provision or clause void and/or invalid, all remaining sections, terms, provisions and/or clauses not held void and/or invalid shall continue in force and effect.

ARTICLE V

This Ordinance shall take force and effect 30 days after publication of a summary hereof, after adoption by the City Commission.

CERTIFICATE

I, Shannon Stutz, City Clerk for the City of Parchment, do hereby certify that the foregoing City of Parchment Ordinance Number _____ was adopted by the City Commission at a regular meeting held on _____, 2021, and that the following is a record of the vote of the members of said City Commission on said Ordinance:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Shannon Stutz
City Clerk