AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

September 20, 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**

3. **Approval of Minutes**
   From the City Commission Meeting of September 7, 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. 1446 – action
ii. Credit Card Statement – action
iii. Financial Statement for August - receive

7. Unfinished Business

8. New Business

9. Citizen Comments – Items ON or OFF the Agenda

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

10. Mayor and Commissioner Comments

11. City Manager Comments

12. Adjournment

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON TUESDAY SEPTEMBER 7, 2021.

1. **Call to order**

Mayor Britigan called the meeting to order via Zoom (online due to COVID-19 pandemic) at 7:02 p.m.

2. **Roll Call.**

Present: Mayor Britigan (at 5200 E Cork St.), Vice Mayor Jordan (at 1200 Conrad Industrial Drive, Ludington MI 49431), Commissioners Bagley (at 1606 East G Ave), and Madaras (815 Parchmount), City Manager Stoddard, Treasurer/Clerk Stutz.

Absent: Conner, Evans, Fooy.

Moved by Commissioner Bagley, supported by Commissioner Madaras to excuse the absence of Commissioners Conner, Evans and Fooy, due to the local power outage. Roll call was as follows:

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

Motion Carried 4-0.

3. **Minutes**

Moved by Vice Mayor Jordan, supported by Commissioner Madaras to approve the minutes of the August 16, 2021 Regular Meeting. Roll call vote was as follows:

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

Motion Carried 4-0.

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

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

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

Motion Carried 4-0.

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

None.

6. **Consent Agenda**

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

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

Motion Carried 4-0.

7. **Unfinished Business**

None.

8. **New Business**

A. Central County Transit Authority Presentation, Sean McBride - receive. Mayor Britigan introduced Sean McBride, executive director of the Central County Transit Authority. Mr. McBride gave an annual report to commissioners, including information on how the pandemic has changed public transportation. After his presentation, he noted that CCTA is hiring drivers – high school diploma required, as well as a 5 year good driving record and drug screen – the CCTA will train individuals for a commercial license for a rate in excess of $18 per hour, in addition to a pandemic premium.

B. Multi-Site Health Study Presentation, MDHHS – receive. Mayor Britigan introduced Jordan Bailey, toxicologist with MDHHS who went on to give details about the Multi State Study (MSS) for PFAS exposure. She noted the study is now live in the field, partnering with the CDC and funded by ATSDR, adding that the eligibility for participants is the same as MiPEHS with a few exceptions. She added that the data gleaned from these different sources will give researchers really good information about PFAS exposure. The Mayor encouraged everyone to take part; phone number is 877-256-8073.

C. Catch Basin Clean-Outs for Haymac and Orient – approve. City Manager Stoddard introduced Bill Cahill from Public Works who then explained that the catch basins in the city haven't been cleaned in 15 years. He noted that some have been severely overgrown. Three estimates were sought, with two responses. City Manager Stoddard reported that JTC Ventures was the best price. Work will be completed in the early fall. Moved by Commissioner Madaras, supported by Commissioner Bagley, to accept the bid of $5750.00 by JTC Ventures to clean the catch basins at Haymac and Orient, and authorize the City Clerk to execute all documents related to this action. Roll call vote was as follows:

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

Motion Carried 4-0.

9. Citizen Comments

None.

10. Mayor and Commissioner Comments

Mayor Britigan thanked commissioners and guests for attending despite the power outage, and then reminded all of the Scottish Festival taking place in the park on Saturday, September 11.

11. City Manager Comments/Reports

City Manager Stoddard 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 Madaras and supported by all to adjourn the meeting at 7:56 p.m.

Shannon Stutz, City Clerk

City of Parchment

Check Register Report

Warrant 1446

Check #		Vendor Name	Check Description	Amount
MERCANTILE Checks				
36607	09/07/2021	CINTAS	Uniform Rental & Towels	221.85
36608	09/07/2021	COMPANION LIFE	Life & AD&D Ins-Sept.	57.00
36610	09/07/2021	CONSUMERS ENERGY	Citywide Monthly Energy use	4,925.07
36611	09/07/2021	CONSUMERS ENERGY	Annual Lease-Leaf Pile Pad	50.00
36612	09/07/2021	KALAMAZOO OIL CO.	Fuel Charges-8/1 to 8/15/21	220.73
36613	09/07/2021	KALAMAZOO TOWNSHIP	Police/Fire Services - August	35,268.00
36614	09/07/2021	REPUBLIC SERVICES #249	DPW-September	413.89
36615	09/07/2021	RIVERRUN PRESS	1,000 Envelopes (Classic Crest)	457.35
36616	09/07/2021	SHERIFF-GOSLIN COMPANY	Roofing Service-Per Contract	610.00
36617	09/07/2021	PHIL WOLTHUIS	Ins Ded Reimb.-Feb 2021	280.00

ACCT. NUMBER: XXXX XXXX XXXX 1546			
CREDIT LIMIT	15,000.00	CASH ADVANCE BALANCE	.00
CURRENT BALANCE	3,689.26	MINIMUM PAYMENT DUE	3,689.26
AVAILABLE CREDIT	11,310.74	PAYMENT DUE DATE	09-20-21

CORPORATE ACCOUNT ACTIVITY

CITY OF PARCHMENT
XXXX-XXXX-XXXX-1546

TOTAL CORPORATE ACTIVITY
$6,029.97 CR

Post Date	Trans Date	Reference Number	Transaction Description	Amount
08-20	08-20		AUTO PAYMENT DEDUCTION	6,029.97 CR

INDIVIDUAL CARDHOLDER ACTIVITY

PHIL WOLTHUIS XXXX-XXXX-XXXX-1793	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	$0.00	$38.70	$0.00	$38.70

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
08-23	08-19	02305371232100107837842	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		32.97
08-25	08-24	75456671236900015600014	WOLVERINE LAWN MAINT KALAMAZOO MI		5.73

BILL CAHILL XXXX-XXXX-XXXX-1801	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	$0.00	$392.48	$0.00	$392.48

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
07-28	07-27	55546501208286794400041	EXTREME POWER EQUIPMEN KALAMAZOO MI		83.99
07-30	07-29	75184121210900010300011	RATHCO SAFETY SUPPLY PORTAGE MI		163.60
08-04	08-02	85179241215700609003803	ONE WAY PRODUCTS KALAMAZOO MI		144.89

JIM DUBY XXXX-XXXX-XXXX-1892	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	$0.00	$241.56	$0.00	$241.56

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
08-25	08-24	55446411236839148810221	FERGUSON WTRWRKS #3393 2693831200 MI		241.56

CAMRON J BOEKHOVEN XXXX-XXXX-XXXX-9114	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	$0.00	$395.90	$0.00	$395.90

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
08-02	07-29	55421351211627101643044	MULDERS LANDSCAPE SUPP KALAMAZOO MI		50.00
08-26	08-25	72306061237900016664193	GOGGIN RENTAL KALAMAZOO MI		345.90

SHANNON STUTZ XXXX-XXXX-XXXX-9125	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	$0.00	$2,620.62	$0.00	$2,620.62

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
07-28	07-28	55432861209200138456274	SPECTRUM 855-707-7328 MO		119.98
08-06	08-04	85140511217900013100043	CORNERSTONE OFFICE SYS RCOLE@CORNERS MI		202.38
08-06	08-05	82301821217900012102698	CORPORATE TECHNOLOGIES 952-7153600 MN		250.00
08-06	08-04	85180891217717621090367	GOLF CARS PLUS PLAINWELL MI		1,222.00
08-09	08-07	82711161219000008149457	PIXELVINE FREEPORT MI		71.25
08-16	08-13	82711161225000006265562	PIXELVINE FREEPORT MI		65.00
08-16	08-15	82301821227900012805413	CORPORATE TECHNOLOGIES 952-7153600 MN		425.00
08-20	08-19	05410191231105178328322	QUILL CORPORATION 800-982-3400 SC		120.04
08-26	08-26	55432861238100355672527	SPECTRUM 855-707-7328 MO		144.97

REVENUE/EXPENDITURE REPORT

thru August 31, 2021

City of Parchment

CY MTD: 8/1/2021 to 8/31/2021 CY QTD: 7/1/2021 to 9/30/2021
CY YTD: 7/1/2021 to 8/31/2021 CY ATD: 7/1/2021 to 6/30/2022

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Fund: 101 - GENERAL FUND						
Revenues						
Dept: 000.000						
404.000 Tax Revenue	725,000.00	725,000.00	725,058.75	725,058.75	725,058.75	100.01
405.000 Taxes - Industrial Facilities	3,000.00	3,000.00	3,018.66	3,018.66	3,018.66	100.62
441.000 Local Community Stab Share Tax	130,000.00	130,000.00	0.00	0.00	0.00	0.00
445.000 Penalty on Taxes	1,600.00	1,600.00	0.00	855.19	0.00	0.00
448.000 1% Collection Fees	26,100.00	26,100.00	18,082.59	21,515.19	16,020.90	69.28
451.000 License and Fees	9,500.00	9,500.00	3,390.15	3,390.15	2,075.15	35.69
452.000 Cablevision Fees	14,800.00	14,800.00	3,846.83	3,846.83	3,846.83	25.99
453.000 Recreation Fees	2,700.00	2,700.00	0.00	0.00	0.00	0.00
454.000 Solid Waste Collections	120,400.00	120,400.00	28,921.09	28,921.09	19.50	24.02
574.000 Revenue Sharing supp pmt	0.00	0.00	33,887.00	33,887.00	0.00	0.00
575.000 State Sales Tax	200,000.00	200,000.00	38,712.00	38,712.00	38,712.00	19.36
632.000 Charges for Services Rendered	500.00	500.00	0.00	0.00	0.00	0.00
662.000 Traffic Fines	7,300.00	7,300.00	601.39	601.39	348.44	8.24
664.000 Interest on Investments	4,300.00	4,300.00	-32.81	-32.81	0.00	-0.76
676.000 Transfers From Other Funds	172,300.00	172,300.00	0.00	0.00	0.00	0.00
680.000 Reimbursement for Overhead	143,100.00	143,100.00	0.00	0.00	0.00	0.00
694.000 Miscellaneous	16,400.00	16,400.00	8,572.00	8,572.00	8,572.00	52.27
695.000 Other Financing Sources	5,100.00	5,100.00	2,057.78	2,057.78	2,057.78	40.35
Dept: 000.000	1,582,100.00	1,582,100.00	866,115.43	870,403.22	799,730.01	54.74
Revenues	1,582,100.00	1,582,100.00	866,115.43	870,403.22	799,730.01	54.74
Expenditures						
Dept: 100.000 Legislative						
703.000 Payroll - Part Time	7,200.00	7,200.00	155.00	755.00	275.00	2.15
715.000 Social Security	1,000.00	1,000.00	9.61	46.81	17.05	0.96
720.000 Worker's Compensation	325.00	325.00	0.39	0.72	0.17	0.12
722.000 Medicare	240.00	240.00	2.27	10.98	4.01	0.95
740.000 Operating Supplies	700.00	700.00	0.00	0.00	0.00	0.00
800.000 Professional/Contractual Serv.	20,700.00	20,700.00	1,254.50	1,254.50	725.00	6.06
830.000 Memberships & Dues	1,500.00	1,500.00	0.00	0.00	0.00	0.00
880.000 Community Promotion	1,000.00	1,000.00	130.00	130.00	65.00	13.00
880.001 Wassailing Contribution	2,000.00	2,000.00	0.00	0.00	0.00	0.00
900.000 Printing & Publishing	5,000.00	5,000.00	245.23	245.23	209.49	4.90
955.000 Miscellaneous	300.00	300.00	0.00	0.00	0.00	0.00
970.000 Capital	3,300.00	3,300.00	0.00	0.00	0.00	0.00
Legislative	43,265.00	43,265.00	1,797.00	2,443.24	1,295.72	4.15
Dept: 200.000 Administration						

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

REVENUE/EXPENDITURE REPORT

thru August 31, 2021

City of Parchment

CY MTD: 8/1/2021 to 8/31/2021 CY QTD: 7/1/2021 to 9/30/2021
CY YTD: 7/1/2021 to 8/31/2021 CY ATD: 7/1/2021 to 6/30/2022

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Fund: 101 - GENERAL FUND						
Expenditures						
Dept: 200.000 Administration						
702.000 Payroll - Full Time	121,000.00	121,000.00	17,099.03	21,367.01	12,803.94	14.13
703.000 Payroll - Part Time	48,000.00	48,000.00	7,024.12	9,109.63	3,818.59	14.63
715.000 Social Security	10,500.00	10,500.00	1,479.64	1,803.57	1,022.60	14.09
716.000 Hospital/Life Insurance	61,000.00	61,000.00	7,940.32	9,947.58	3,195.68	13.02
716.001 Insurance Deductible	4,000.00	4,000.00	0.00	0.00	0.00	0.00
718.000 Pension	32,500.00	32,500.00	6,679.30	10,061.11	0.00	20.55
720.000 Worker's Compensation	700.00	700.00	92.79	111.66	55.57	13.26
722.000 Medicare	2,400.00	2,400.00	346.05	421.80	239.16	14.42
724.000 ICMA Retirement Benefit	9,800.00	9,800.00	0.00	0.00	0.00	0.00
730.000 Postage	3,200.00	3,200.00	1,005.73	1,005.73	578.00	31.43
740.000 Operating Supplies	4,500.00	4,500.00	1,017.13	1,017.13	779.77	22.60
775.000 Repair & Maintenance Supplies	2,000.00	2,000.00	0.00	0.00	0.00	0.00
800.000 Professional/Contractual Serv.	26,300.00	26,300.00	1,395.50	2,082.32	596.14	5.31
805.000 Computer Services	9,500.00	9,500.00	5,380.71	5,380.71	425.00	56.64
830.000 Memberships & Dues	1,200.00	1,200.00	107.22	114.72	7.50	8.94
850.000 Communications	7,300.00	7,300.00	1,530.12	2,102.71	812.56	20.96
860.000 Institutes & Training	4,300.00	4,300.00	211.08	211.08	0.00	4.91
900.000 Printing & Publishing	2,700.00	2,700.00	348.28	348.28	0.00	12.90
910.000 Insurance & Bonds	6,700.00	6,700.00	3,095.00	3,095.00	0.00	46.19
920.000 Utilities	4,300.00	4,300.00	684.39	684.39	306.86	15.92
930.000 Repair & Maint.Contractors	7,600.00	7,600.00	0.00	0.00	0.00	0.00
970.000 Capital	20,000.00	20,000.00	8,445.00	8,445.00	8,445.00	42.23
Administration	389,500.00	389,500.00	63,881.41	77,309.43	33,086.37	16.40
Dept: 210.000 Legal Services						
801.000 Attorney - General	15,500.00	15,500.00	3,668.75	4,818.75	2,112.50	23.67
802.000 Attorney-Police Matters	9,500.00	9,500.00	350.00	656.25	175.00	3.68
Legal Services	25,000.00	25,000.00	4,018.75	5,475.00	2,287.50	16.08
Dept: 300.000 Police						
703.000 Payroll - Part Time	9,500.00	9,500.00	0.00	280.00	0.00	0.00
715.000 Social Security	600.00	600.00	0.00	17.36	0.00	0.00
722.000 Medicare	100.00	100.00	0.00	4.06	0.00	0.00
800.000 Professional/Contractual Serv.	358,800.00	358,800.00	59,386.00	89,079.00	0.00	16.55
Police	369,000.00	369,000.00	59,386.00	89,380.42	0.00	16.09
Dept: 336.000 Fire						
740.000 Operating Supplies	5,100.00	5,100.00	0.00	0.00	0.00	0.00
746.000 Gasoline & Oil	1,000.00	1,000.00	40.77	40.77	0.00	4.08
775.000 Repair & Maintenance Supplies	1,000.00	1,000.00	0.00	0.00	0.00	0.00

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

CY MTD: 8/1/2021 to 8/31/2021 CY QTD: 7/1/2021 to 9/30/2021
CY YTD: 7/1/2021 to 8/31/2021 CY ATD: 7/1/2021 to 6/30/2022

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Fund: 101 - GENERAL FUND						
Expenditures						
Dept: 336.000 Fire						
780.000 Safety Supplies	100.00	100.00	0.00	0.00	0.00	0.00
800.000 Professional/Contractual Serv.	67,900.00	67,900.00	12,674.57	18,249.57	1,261.57	18.67
850.000 Communications	4,400.00	4,400.00	659.61	749.61	90.00	14.99
910.000 Insurance & Bonds	9,400.00	9,400.00	7,496.00	7,496.00	0.00	79.74
920.000 Utilities	2,700.00	2,700.00	321.78	321.78	158.08	11.92
930.000 Repair & Maint.Contractors	10,700.00	10,700.00	0.00	0.00	0.00	0.00
970.000 Capital	20,300.00	20,300.00	0.00	0.00	0.00	0.00
Fire	122,600.00	122,600.00	21,192.73	26,857.73	1,509.65	17.29
Dept: 440.000 Public Services						
702.000 Payroll - Full Time	79,700.00	79,700.00	11,875.32	14,757.92	8,141.36	14.90
715.000 Social Security	5,000.00	5,000.00	1,025.39	1,348.66	649.38	20.51
716.000 Hospital/Life Insurance	33,000.00	33,000.00	6,986.33	9,939.53	3,477.74	21.17
716.001 Insurance Deductible	1,000.00	1,000.00	2,539.85	2,819.85	0.00	253.99
718.000 Pension	34,000.00	34,000.00	4,535.12	6,685.44	0.00	13.34
720.000 Worker's Compensation	2,800.00	2,800.00	617.70	745.12	366.92	22.06
722.000 Medicare	1,200.00	1,200.00	239.79	315.40	151.87	19.98
740.000 Operating Supplies	2,500.00	2,500.00	0.00	0.00	0.00	0.00
746.000 Gasoline & Oil	4,300.00	4,300.00	533.35	533.35	344.91	12.40
775.000 Repair & Maintenance Supplies	8,000.00	8,000.00	642.54	1,407.35	132.51	8.03
780.000 Safety Supplies	500.00	500.00	0.00	0.00	0.00	0.00
800.000 Professional/Contractual Serv.	900.00	900.00	175.50	225.50	175.50	19.50
810.000 Rubbish Collection Charges	111,700.00	111,700.00	18,215.61	18,305.58	8,941.71	16.31
815.000 Uniform Rental	3,000.00	3,000.00	381.96	470.38	169.76	14.57
850.000 Communications	900.00	900.00	119.98	119.98	0.00	13.33
860.000 Institutes & Training	300.00	300.00	96.90	96.90	0.00	32.30
880.000 Community Promotion	500.00	500.00	0.00	0.00	0.00	0.00
910.000 Insurance & Bonds	22,500.00	22,500.00	2,786.00	2,786.00	0.00	12.38
920.000 Utilities	8,500.00	8,500.00	1,034.48	1,034.48	471.56	12.17
926.000 Street Lighting	29,600.00	29,600.00	5,259.52	5,259.52	2,635.81	17.77
930.000 Repair & Maint.Contractors	11,100.00	11,100.00	1,437.78	1,437.78	1,023.89	12.95
Public Services	361,000.00	361,000.00	58,503.12	68,288.74	26,682.92	16.22
Dept: 591.000 Water Plant Grant Expenses						
920.000 Utilities	0.00	0.00	32,332.10	32,332.10	32,332.10	0.00
Water Plant Grant Expenses	0.00	0.00	32,332.10	32,332.10	32,332.10	0.00
Dept: 751.000 Parks, Recreation & Culture						
702.000 Payroll - Full Time	54,800.00	54,800.00	8,265.44	10,422.49	6,471.14	15.08
703.000 Payroll - Part Time	10,200.00	10,200.00	2,269.68	2,269.68	1,141.64	22.25

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

REVENUE/EXPENDITURE REPORT
thru August 31, 2021

City of Parchment

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	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Fund: 101 - GENERAL FUND						
Expenditures						
Dept: 751.000 Parks, Recreation & Culture						
715.000 Social Security	3,600.00	3,600.00	646.94	777.56	468.88	17.97
716.000 Hospital/Life Insurance	5,000.00	5,000.00	1,921.04	2,444.09	960.59	38.42
716.001 Insurance Deductible	1,000.00	1,000.00	0.00	0.00	0.00	0.00
718.000 Pension	23,300.00	23,300.00	3,361.12	5,070.29	0.00	14.43
720.000 Worker's Compensation	1,500.00	1,500.00	381.09	457.31	228.65	25.41
722.000 Medicare	800.00	800.00	151.26	181.80	109.64	18.91
746.000 Gasoline & Oil	2,700.00	2,700.00	906.97	906.97	447.68	33.59
775.000 Repair & Maintenance Supplies	16,100.00	16,100.00	1,342.59	1,422.59	738.08	8.34
780.000 Safety Supplies	400.00	400.00	0.00	0.00	0.00	0.00
910.000 Insurance & Bonds	6,500.00	6,500.00	3,550.00	3,550.00	0.00	54.62
920.000 Utilities	6,900.00	6,900.00	1,494.22	1,494.22	390.84	21.66
930.000 Repair & Maint.Contractors	28,400.00	28,400.00	972.00	972.00	-158.00	3.42
970.000 Capital	10,200.00	10,200.00	0.00	0.00	0.00	0.00
Parks, Recreation & Culture	171,400.00	171,400.00	25,262.35	29,969.00	10,799.14	14.74
Expenditures	1,481,765.00	1,481,765.00	266,373.46	332,055.66	107,993.40	17.98

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

CY MTD: 8/1/2021 to 8/31/2021 CY QTD: 7/1/2021 to 9/30/2021
CY YTD: 7/1/2021 to 8/31/2021 CY ATD: 7/1/2021 to 6/30/2022

	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						
Revenues						
Dept: 000.000						
546.000 State Grants - Act 51	163,900.00	163,900.00	26,178.50	42,053.06	13,695.82	15.97
Dept: 000.000	163,900.00	163,900.00	26,178.50	42,053.06	13,695.82	15.97
Revenues	163,900.00	163,900.00	26,178.50	42,053.06	13,695.82	15.97
Expenditures						
Dept: 451.000 Construction						
970.000 Capital	3,000.00	3,000.00	0.00	0.00	0.00	0.00
Construction	3,000.00	3,000.00	0.00	0.00	0.00	0.00
Dept: 463.000 Routine Maintenance						
702.000 Payroll - Full Time	7,100.00	7,100.00	608.98	797.23	564.75	8.58
715.000 Social Security	450.00	450.00	36.97	48.24	34.62	8.22
716.000 Hospital/Life Insurance	2,600.00	2,600.00	243.89	331.56	121.94	9.38
716.001 Insurance Deductible	50.00	50.00	0.00	0.00	0.00	0.00
718.000 Pension	3,000.00	3,000.00	293.33	442.49	0.00	9.78
720.000 Worker's Compensation	450.00	450.00	63.36	76.03	38.02	14.08
722.000 Medicare	100.00	100.00	8.63	11.26	8.09	8.63
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	0.00	0.00	0.00	0.00
930.000 Repair & Maint.Contractors	7,500.00	7,500.00	0.00	0.00	0.00	0.00
Routine Maintenance	23,750.00	23,750.00	1,255.16	1,706.81	767.42	5.28
Dept: 475.000 Traffic Services						
702.000 Payroll - Full Time	6,800.00	6,800.00	587.89	771.92	552.10	8.65
715.000 Social Security	400.00	400.00	35.67	46.68	33.84	8.92
716.000 Hospital/Life Insurance	2,500.00	2,500.00	243.85	331.52	121.92	9.75
716.001 Insurance Deductible	50.00	50.00	0.00	0.00	0.00	0.00
718.000 Pension	2,800.00	2,800.00	286.74	432.56	0.00	10.24
720.000 Worker's Compensation	425.00	425.00	61.95	74.34	37.17	14.58
722.000 Medicare	100.00	100.00	8.33	10.90	7.91	8.33
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	81.80	81.80	0.00	3.41
930.000 Repair & Maint.Contractors	12,400.00	12,400.00	1,233.64	1,353.64	618.66	9.95
Traffic Services	28,375.00	28,375.00	2,539.87	3,103.36	1,371.60	8.95
Dept: 478.000 Winter Maintenance						
702.000 Payroll - Full Time	8,200.00	8,200.00	1,188.75	1,421.94	722.37	14.50
715.000 Social Security	500.00	500.00	72.56	86.45	44.21	14.51
716.000 Hospital/Life Insurance	3,200.00	3,200.00	342.24	443.91	171.15	10.70

CY MTD: 8/1/2021 to 8/31/2021 CY QTD: 7/1/2021 to 9/30/2021
CY YTD: 7/1/2021 to 8/31/2021 CY ATD: 7/1/2021 to 6/30/2022

	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						
716.001 Insurance Deductible	100.00	100.00	0.00	0.00	0.00	0.00
718.000 Pension	3,500.00	3,500.00	363.36	554.15	0.00	10.38
720.000 Worker's Compensation	500.00	500.00	79.99	95.68	48.61	16.00
722.000 Medicare	100.00	100.00	16.97	20.22	10.34	16.97
746.000 Gasoline & Oil	900.00	900.00	0.00	0.00	0.00	0.00
753.000 Salt	10,000.00	10,000.00	-1,029.60	-1,029.60	-1,029.60	-10.30
Winter Maintenance	27,000.00	27,000.00	1,034.27	1,592.75	-32.92	3.83
Dept: 482.000 Administration						
702.000 Payroll - Full Time	1,200.00	1,200.00	224.75	269.70	134.85	18.73
715.000 Social Security	100.00	100.00	13.63	16.26	8.21	13.63
716.000 Hospital/Life Insurance	600.00	600.00	98.28	112.29	49.14	16.38
718.000 Pension	500.00	500.00	70.04	105.66	0.00	14.01
720.000 Worker's Compensation	0.00	0.00	15.15	18.18	9.09	0.00
722.000 Medicare	0.00	0.00	3.17	3.78	1.91	0.00
955.000 Miscellaneous	0.00	0.00	0.00	2,847.80	0.00	0.00
960.000 Administrative Overhead	17,300.00	17,300.00	0.00	0.00	0.00	0.00
Administration	19,700.00	19,700.00	425.02	3,373.67	203.20	2.16
Expenditures	101,825.00	101,825.00	5,254.32	9,776.59	2,309.30	5.16

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

CY MTD: 8/1/2021 to 8/31/2021 CY QTD: 7/1/2021 to 9/30/2021
CY YTD: 7/1/2021 to 8/31/2021 CY ATD: 7/1/2021 to 6/30/2022

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Fund: 203 - LOCAL STREET FUND						
Revenues						
Dept: 000.000						
546.000 State Grants - Act 51	66,900.00	66,900.00	10,878.50	17,475.26	5,691.46	16.26
Dept: 000.000	66,900.00	66,900.00	10,878.50	17,475.26	5,691.46	16.26
Revenues	66,900.00	66,900.00	10,878.50	17,475.26	5,691.46	16.26
Expenditures						
Dept: 451.000 Construction						
970.000 Capital	3,000.00	3,000.00	0.00	0.00	0.00	0.00
Construction	3,000.00	3,000.00	0.00	0.00	0.00	0.00
Dept: 463.000 Routine Maintenance						
702.000 Payroll - Full Time	8,400.00	8,400.00	608.98	797.23	564.75	7.25
715.000 Social Security	500.00	500.00	36.97	48.24	34.62	7.39
716.000 Hospital/Life Insurance	2,600.00	2,600.00	243.89	331.56	121.94	9.38
716.001 Insurance Deductible	200.00	200.00	0.00	0.00	0.00	0.00
718.000 Pension	3,600.00	3,600.00	293.33	442.49	0.00	8.15
720.000 Worker's Compensation	500.00	500.00	63.35	76.02	38.01	12.67
722.000 Medicare	100.00	100.00	8.63	11.26	8.09	8.63
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	0.00	0.00	0.00	0.00
930.000 Repair & Maint.Contractors	5,100.00	5,100.00	760.00	760.00	760.00	14.90
Routine Maintenance	24,500.00	24,500.00	2,015.15	2,466.80	1,527.41	8.23
Dept: 475.000 Traffic Services						
702.000 Payroll - Full Time	8,000.00	8,000.00	566.83	746.65	539.46	7.09
715.000 Social Security	500.00	500.00	34.39	45.15	33.07	6.88
716.000 Hospital/Life Insurance	2,300.00	2,300.00	235.33	318.67	117.66	10.23
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	280.19	422.67	0.00	8.01
720.000 Worker's Compensation	500.00	500.00	60.55	72.66	36.33	12.11
722.000 Medicare	100.00	100.00	8.05	10.57	7.74	8.05
746.000 Gasoline & Oil	500.00	500.00	0.00	0.00	0.00	0.00
775.000 Repair & Maintenance Supplies	4,700.00	4,700.00	81.80	81.80	0.00	1.74
930.000 Repair & Maint.Contractors	600.00	600.00	0.00	0.00	0.00	0.00
Traffic Services	20,900.00	20,900.00	1,267.14	1,698.17	734.26	6.06
Dept: 478.000 Winter Maintenance						
702.000 Payroll - Full Time	8,400.00	8,400.00	1,144.90	1,373.88	686.94	13.63
715.000 Social Security	500.00	500.00	69.95	83.62	42.07	13.99
716.000 Hospital/Life Insurance	2,600.00	2,600.00	333.69	431.04	166.84	12.83

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

REVENUE/EXPENDITURE REPORT
thru August 31, 2021

City of Parchment

CY MTD: 8/1/2021 to 8/31/2021 CY QTD: 7/1/2021 to 9/30/2021
CY YTD: 7/1/2021 to 8/31/2021 CY ATD: 7/1/2021 to 6/30/2022

	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	3,700.00	3,700.00	356.80	538.24	0.00	9.64
720.000 Worker's Compensation	500.00	500.00	77.05	92.46	46.23	15.41
722.000 Medicare	100.00	100.00	16.35	19.54	9.83	16.35
746.000 Gasoline & Oil	900.00	900.00	0.00	0.00	0.00	0.00
753.000 Salt	10,000.00	10,000.00	-1,029.60	-1,029.60	-1,029.60	-10.30
Winter Maintenance	26,900.00	26,900.00	969.14	1,509.18	-77.69	3.60
Dept: 482.000 Administration						
702.000 Payroll - Full Time	1,500.00	1,500.00	224.75	269.70	134.85	14.98
715.000 Social Security	100.00	100.00	13.63	16.26	8.21	13.63
716.000 Hospital/Life Insurance	800.00	800.00	98.28	112.29	49.14	12.29
718.000 Pension	700.00	700.00	70.04	105.66	0.00	10.01
720.000 Worker's Compensation	0.00	0.00	15.15	18.18	9.09	0.00
722.000 Medicare	0.00	0.00	3.17	3.78	1.91	0.00
960.000 Administrative Overhead	16,500.00	16,500.00	0.00	0.00	0.00	0.00
Administration	19,600.00	19,600.00	425.02	525.87	203.20	2.17
Expenditures	94,900.00	94,900.00	4,676.45	6,200.02	2,387.18	4.93

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

REVENUE/EXPENDITURE REPORT
thru August 31, 2021

City of Parchment

CY MTD: 8/1/2021 to 8/31/2021 CY QTD: 1/1/2021 to 3/31/2021
CY YTD: 1/1/2021 to 8/31/2021 CY ATD: 1/1/2021 to 12/31/2021

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Fund: 250 - KINDLEBERGER SUMMER FESTIVAL						
Revenues						
Dept: 000.000						
475.001 Arts & Crafts	3,100.00	4,680.00	2,824.32	510.08	0.00	60.35
475.002 Race/Walk Fees	3,000.00	5,000.00	5,562.69	0.00	0.00	111.25
475.003 Membership Fund Drive	2,800.00	1,800.00	5,114.52	0.00	802.50	284.14
475.005 Corporate Sponsorships	8,000.00	14,000.00	18,600.00	12,600.00	1,000.00	132.86
475.008 Miscellaneous Inc.	0.00	0.00	65.14	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	-100.00	0.00	0.00
675.002 KSF Special Event	1,580.00	1,160.00	1,257.08	0.00	0.00	108.37
675.003 KSF Children's area	0.00	0.00	239.45	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	68,563.20	13,010.08	1,802.50	116.84
Revenues	49,170.00	58,680.00	68,563.20	13,010.08	1,802.50	116.84
Expenditures						
Dept: 000.000						
779.001 Performance Expense	17,000.00	17,000.00	19,978.09	0.00	0.00	117.52
779.003 Festival Day - Race/Walk	3,000.00	4,100.00	5,533.11	0.00	87.86	134.95
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	1,309.64	0.00	0.00	81.85
779.007 Fest Day Events	0.00	0.00	1,500.00	0.00	0.00	0.00
779.008 Fund Raising-Dance	1,030.00	1,030.00	0.00	0.00	0.00	0.00
779.010 Fund Raising-Membership	0.00	0.00	25.00	25.00	0.00	0.00
779.012 Festival - Administration	9,665.00	12,865.00	14,841.08	236.00	3,511.50	115.36
779.013 Stage Entertainment	12,300.00	15,750.00	10,800.00	0.00	2,600.00	68.57
779.020 Publicity	4,935.00	6,165.00	2,753.59	0.00	0.00	44.66
Dept: 000.000	49,170.00	58,680.00	56,740.51	261.00	6,199.36	96.69
Expenditures	49,170.00	58,680.00	56,740.51	261.00	6,199.36	96.69

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

REVENUE/EXPENDITURE REPORT

thru August 31, 2021

City of Parchment

CY MTD: 8/1/2021 to 8/31/2021 CY QTD: 7/1/2021 to 9/30/2021
CY YTD: 7/1/2021 to 8/31/2021 CY ATD: 7/1/2021 to 6/30/2022

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Fund: 251 - Brownfield Redevelopment						
Revenues						
Dept: 000.000						
404.000 Tax Revenue	158,717.00	158,717.00	0.00	0.00	0.00	0.00
Dept: 000.000	158,717.00	158,717.00	0.00	0.00	0.00	0.00
Revenues	158,717.00	158,717.00	0.00	0.00	0.00	0.00
Expenditures						
Dept: 000.000						
960.000 Administrative Overhead	40,700.00	40,700.00	0.00	0.00	0.00	0.00
991.000 Debt Retirement-Principal	46,400.00	46,400.00	0.00	0.00	0.00	0.00
995.000 Interest Expense	12,000.00	12,000.00	0.00	0.00	0.00	0.00
Dept: 000.000	99,100.00	99,100.00	0.00	0.00	0.00	0.00
Expenditures	99,100.00	99,100.00	0.00	0.00	0.00	0.00

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

REVENUE/EXPENDITURE REPORT

thru August 31, 2021

City of Parchment

CY MTD: 8/1/2021 to 8/31/2021 CY QTD: 7/1/2021 to 9/30/2021
CY YTD: 7/1/2021 to 8/31/2021 CY ATD: 7/1/2021 to 6/30/2022

	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	673.19	748.19	271.19	0.00
Dept: 000.000	0.00	0.00	673.19	748.19	271.19	0.00
Revenues	0.00	0.00	673.19	748.19	271.19	0.00

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REVENUE/EXPENDITURE REPORT
thru August 31, 2021

City of Parchment

CY MTD: 8/1/2021 to 8/31/2021 CY QTD: 7/1/2021 to 9/30/2021
CY YTD: 7/1/2021 to 8/31/2021 CY ATD: 7/1/2021 to 6/30/2022

	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Fund: 590 - SEWER FUND						
Revenues						
Dept: 000.000						
626.000 Sewer Services	270,000.00	270,000.00	16,347.16	16,347.16	16,347.16	6.05
664.000 Interest on Investments	1,800.00	1,800.00	0.00	0.00	0.00	0.00
Dept: 000.000	271,800.00	271,800.00	16,347.16	16,347.16	16,347.16	6.01
Revenues	271,800.00	271,800.00	16,347.16	16,347.16	16,347.16	6.01
Expenditures						
Dept: 000.000						
702.000 Payroll - Full Time	22,300.00	22,300.00	5,124.78	6,276.50	3,485.56	22.98
715.000 Social Security	1,400.00	1,400.00	309.69	377.14	212.03	22.12
716.000 Hospital/Life Insurance	7,400.00	7,400.00	2,453.28	3,233.99	1,241.99	33.15
716.001 Insurance Deductible	500.00	500.00	0.00	0.00	0.00	0.00
718.000 Pension	9,400.00	9,400.00	1,794.63	2,715.24	0.00	19.09
720.000 Worker's Compensation	500.00	500.00	133.75	160.36	80.53	26.75
722.000 Medicare	300.00	300.00	72.55	88.36	49.65	24.18
800.000 Professional/Contractual Serv.	36,200.00	36,200.00	7,268.30	7,555.30	3,226.30	20.08
815.000 Uniform Rental	500.00	500.00	66.39	81.15	29.50	13.28
910.000 Insurance & Bonds	10,600.00	10,600.00	5,226.00	5,226.00	0.00	49.30
920.000 Utilities	2,300.00	2,300.00	444.00	444.00	219.91	19.30
930.000 Repair & Maint.Contractors	15,200.00	15,200.00	0.00	0.00	0.00	20.72
960.000 Administrative Overhead	69,300.00	69,300.00	0.00	0.00	0.00	0.00
968.000 Depreciation	13,800.00	13,800.00	0.00	0.00	0.00	0.00
Dept: 000.000	189,700.00	189,700.00	22,893.37	26,158.04	8,545.47	13.73
Expenditures	189,700.00	189,700.00	22,893.37	26,158.04	8,545.47	13.73
Grand Total Net Effect:	276,127.00	276,127.00	632,817.87	585,585.66	710,103.43	228.02

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