



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

February 21, 2022

7 P.M.

The wearing of masks is required by all who enter Parchment City Hall

Parchment City Commission

Mayor Robert D. Britigan III

Vice Mayor Thomas Jordan

Commissioner Holly Evans

Commissioner Tammy Cooper

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. Pledge of Allegiance

3. Roll Call

4. Approval of Minutes

From the City Commission Meeting of February 7, 2021

5. Additions/Changes to the Agenda - Approval

6. 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.*

7. 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. 1457 – action
- ii. January 2022 Financials – receive
- iii. Credit Card Statement – January 2022 - action
- iv. Kindleberger Park Sunken Garden Reservation – Hull Wedding - action
- v. KATS Technical Committee Meeting Minutes, December 2, 2021 – receive

8. Unfinished Business

- A. Amendment to the Zoning Ordinance for Conditional Rezoning, Second Reading – action
- B. Amendment to the Zoning Ordinance for Conditional Rezoning, Final Approval - action

9. New Business

- A. Principal Residency Exemption - Poverty Exemption Levels, Assessor Mike Richmond - receive
- B. Board of Review Appointments - action
- C. Presentation by Waste Management, Brian Conaway – receive
- D. Auditors Report – Josh Gabrielse, Siegfried Crandall PC – receive

10. 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.

11. Mayor and Commissioner Comments

12. City Manager Comments

13. Adjournment

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY FEBRUARY 7, 2022.

1. Call to order

Mayor Britigan called the meeting to order at 7:00 p.m. The Mayor led everyone in the Pledge of Allegiance.

2. Roll Call.

Present: Mayor Britigan, Vice Mayor Jordan, Commissioners Conner, Cooper, Evans, Fooy, and Madaras, City Manager Stoddard, Treasurer/Clerk Stutz, Attorney Soltis.

Absent: None.

3. Minutes

Moved by Commissioner Conner, supported by Vice Mayor Jordan to approve the minutes of the January 17, 2022 Regular Meeting as well as the minutes of the Special Meeting of January 26, 2022. **Motion Carried.**

4. Additions or changes to the agenda.

9E. Appointments to Zoning Board of Administration. Moved by Commissioner Evans, supported by Commissioner Fooy to approve the agenda as revised. **Motion Carried.**

5. Citizen Comments – Items ON the Agenda

None.

6. Consent Agenda

A. Questions by Commissioners were answered regarding specific items. Moved by Vice Mayor Jordan, supported by Commissioner Madaras to receive the consent agenda items. **Motion Carried.**

7. Unfinished Business

None.

8. New Business

A. Presentation by Republic Waste, Jack Brown – receive. Mayor Britigan explained that in anticipation of our current waste contract expiring this year, city staff sought RFPs from several companies; this is Republic's answer to that process. Jack Brown thanked the group for the opportunity to present, then proceeded to give a summary of the industry over the past year, talked about staffing challenges, and service concerns. He took questions from commissioners, then Mayor Britigan thanked him for coming.

B. Appointments to Kindleberger Arts Commission – action. Mayor Britigan recommended Robin Madaras as the Commissioner member (1 year term) of the KAC, and the at large members (3 year terms) as Jon Heasley, Elizabeth Emmons, Julie Heasley, and Nancy Eaton. Moved by Vice Mayor Jordan, supported by Commissioner Cooper to approve the appointments as presented. **Motion Carried.**

C. Appointments to the Planning Commission – action. Mayor Britigan recommended Cheryl Lyon-Jenness and Sara Dean to the Planning Commission for 3 year terms. Moved by Commissioner Cooper, supported by Commissioner Madaras to approve the appointments as presented. **Motion Carried.**

D. Amendment to the Zoning Ordinance for Conditional Rezoning – action. Mayor Britigan turned the floor over to Attorney Soltis, who explained that the agreement with Biggby calls for the zoning to be changed from C1 to C2. That has been recorded. This ordinance now amends the document of record (map) that shows each property and its zoning. Moved by Vice Mayor Jordan, supported by Commissioner Conner to accept for 1st Reading, Ordinance 220, to conditionally rezone a property from C-1 to C-2 and amend the city zoning map conditionally. **Motion Carried.**

E. Appointments to the Zoning Board of Appeals – action. Mayor Britigan recommended Tim Lasher, Kirk Strehlow and Eric Cronin to the Zoning Board of Appeals for 3 year terms. Moved by Commissioner Conner, supported by Commissioner Evans to approve the appointments as presented. **Motion Carried.**

9. Citizen Comments

None.

10. Mayor and Commissioner Comments

Commissioner Cooper thanked Republic for making their presentation.

Commissioner Evans thanked them as well.

Commissioner Fooy said it was his pleasure to serve on the KAC and looks forward to future grand festivals.

Mayor Britigan reminded the commissioners that their committee assignments have been updated.

11. City Manager Comments/Reports

City Manager Stoddard thanked Commissioner Fooy for his years of service on the KAC, then 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 Cooper and supported by all to adjourn the meeting at 7:55 p.m.

Shannon Stutz, City Clerk



City of Parchment
Check Register Report
Warrant 1457

Check #	Check Date	Vendor Name	Description	Amount
MERCANTILE Checks				
36861	02/07/2022	BS & A SOFTWARE	Building System-Annual Support	686.00
36862	02/07/2022	COMPANION LIFE	Life & AD&D Ins.-Feb.	57.00
36864	02/07/2022	CONSUMERS ENERGY	Citywide Monthly Energy use	6,197.93
36865	02/07/2022	CORPORATE TECHNOLOGIES LLC	New Server, Licenses, etc.	19,594.51
36866	02/07/2022	STEPHEN DYKE	Tax Overpayment	32.86
36867	02/07/2022	ENGINEERED PROTECTION SYSTEMS	Water Treatment-2/1-4/30/22	181.41
36868	02/07/2022	FORD, KRIEKARD, SOLTIS & WISE	Genl/Police Matters-January (genl 1018.75 pol 218.75)	1,237.50
36869	02/07/2022	KAL CO HEALTH & COMMUNITY SERV	HHW - December 2021	47.94
36870	02/07/2022	KALAMAZOO AREA BUILDING AUTHOR	Prop Maint-133 N Riverview	100.00
36871	02/07/2022	KALAMAZOO CO. ROAD COMMISSION	Signal Maint & Energy Riv/Mosel	94.92
36872	02/07/2022	KALAMAZOO OIL CO.	Fuel Charges 1/16 to 1/31/2022	257.47
36873	02/07/2022	KALAMAZOO TOWNSHIP	Pol/Fire/911 Notif-1st 1/4 2022	35,747.61
36874	02/07/2022	REPUBLIC SERVICES #249	DPW-February	413.89
36875	02/07/2022	SEVERANCE ELECTRIC CO INC	Traffic Signal Maint-Jan. 2022	120.00
36876	02/07/2022	STATE OF MICHIGAN	Annual Storm Water Fees-2022	1,000.00

REVENUE/EXPENDITURE REPORT
through Jan 31, 2022

City of Parchment

CY MTD: 1/1/2022 to 1/31/2022 CY QTD: 1/1/2022 to 3/31/2022
CY YTD: 7/1/2021 to 1/31/2022 CY ATD: 7/1/2021 to 6/30/2022

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	725,000.00	725,000.00	725,058.75	0.00	0.00	100.01
	405,000 Taxes - Industrial Facilities	3,000.00	3,000.00	3,018.66	0.00	0.00	100.62
	441,000 Local Community Slab Share Tax	130,000.00	130,000.00	54,310.41	0.00	0.00	41.78
	445,000 Penalty on Taxes	1,600.00	1,600.00	3,312.51	747.53	698.88	207.03
	448,000 1% Collection Fees	26,100.00	26,100.00	25,451.83	2,041.71	1,707.68	97.52
	451,000 License and Fees	9,500.00	9,500.00	4,007.15	530.00	275.00	42.18
	452,000 Cablevision Fees	14,800.00	14,800.00	8,422.03	4,010.07	591.69	56.91
	453,000 Recreation Fees	2,700.00	2,700.00	2,600.00	0.00	0.00	96.30
	454,000 Solid Waste Collections	120,400.00	120,400.00	89,177.78	29,053.86	29,053.86	74.07
	528,000 Other Federal Funding	0.00	0.00	96,052.18	385.18	385.18	0.00
	544,000 State Grant - Water Plant	0.00	0.00	77,695.21	0.00	0.00	0.00
	574,000 Revenue Sharing supp pmt	0.00	0.00	33,887.00	0.00	0.00	0.00
	575,000 State Sales Tax	200,000.00	200,000.00	81,699.00	0.00	0.00	40.85
	632,000 Charges for Services Rendered	500.00	500.00	400.00	0.00	0.00	80.00
	662,000 Traffic Fines	7,300.00	7,300.00	1,481.21	0.00	0.00	20.29
	664,000 Interest on Investments	4,300.00	4,300.00	192.97	0.00	0.00	4.49
	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	8,177.00	0.00	0.00	49.86
	695,000 Other Financing Sources	5,100.00	5,100.00	2,057.78	0.00	0.00	40.35
	696,000 Deposits Over & Short	0.00	0.00	580.02	0.00	0.00	0.00
	Dept: 000,000	1,582,100.00	1,582,100.00	1,217,581.49	36,768.35	32,712.29	76.96
	Revenues	1,582,100.00	1,582,100.00	1,217,581.49	36,768.35	32,712.29	76.96
	Expenditures						
	Dept: 100,000 Legislative						
	703,000 Payroll - Part Time	7,200.00	7,200.00	4,200.00	1,300.00	650.00	58.33
	715,000 Social Security	1,000.00	1,000.00	201.81	80.60	40.30	20.18
	720,000 Worker's Compensation	325.00	325.00	2.04	0.66	0.33	0.63
	722,000 Medicare	240.00	240.00	47.26	18.85	9.43	19.69
	740,000 Operating Supplies	700.00	700.00	1,584.46	10.50	10.50	226.35
	800,000 Professional/Contractual Serv.	20,700.00	20,700.00	12,408.90	1,388.40	188.40	59.95
	830,000 Memberships & Dues	1,500.00	1,500.00	85.00	85.00	85.00	5.67
	860,000 Institutes & Training	0.00	0.00	75.00	0.00	0.00	0.00
	880,000 Community Promotion	1,000.00	1,000.00	455.00	65.00	65.00	45.50
	880,001 Wassailing Contribution	2,000.00	2,000.00	1,775.30	897.50	897.50	88.77
	900,000 Printing & Publishing	5,000.00	5,000.00	1,769.45	0.00	0.00	35.39
	955,000 Miscellaneous	300.00	300.00	0.00	0.00	0.00	0.00

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

REVENUE/EXPENDITURE REPORT
through Jan 31, 2022

City of Parchment
CY MTD: 1/11/2022 to 1/31/2022 CY QTD: 1/1/2022 to 3/31/2022
CY YTD: 7/1/2021 to 1/31/2022 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: 100,000 Legislative	3,300.00	3,300.00	0.00	0.00	0.00	0.00
970,000 Capital	0.00	25,000.00	0.00	0.00	0.00	0.00
999,000 Transfer to other Fund						
Legislative	43,265.00	68,265.00	22,604.22	3,846.51	1,946.46	33.11
Dept: 200,000 Administration						
702,000 Payroll - Full Time	121,000.00	121,000.00	64,421.81	17,296.92	13,028.94	53.24
703,000 Payroll - Part Time	48,000.00	48,000.00	23,418.13	6,142.66	4,228.99	48.79
715,000 Social Security	10,500.00	10,500.00	5,080.09	1,313.26	999.99	48.38
716,000 Hospital/Life Insurance	61,000.00	61,000.00	17,047.04	9,480.52	4,744.64	27.95
716,001 Insurance Deductible	4,000.00	4,000.00	2,150.07	2,150.07	2,150.07	53.75
718,000 Pension	32,500.00	32,500.00	23,347.58	6,851.71	3,274.31	71.84
720,000 Worker's Compensation	700.00	700.00	298.86	75.41	56.54	42.69
722,000 Medicare	2,400.00	2,400.00	1,188.11	307.15	233.88	49.50
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	3,149.48	386.04	308.04	98.42
740,000 Operating Supplies	4,500.00	4,500.00	2,994.66	488.73	488.73	66.55
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	6,113.38	1,945.26	762.29	23.24
805,000 Computer Services	9,500.00	9,500.00	10,281.14	425.00	425.00	108.22
830,000 Memberships & Dues	1,200.00	1,200.00	878.72	15.00	7.50	73.23
850,000 Communications	7,300.00	7,300.00	5,117.92	1,290.15	717.56	70.11
860,000 Institutes & Training	4,300.00	4,300.00	703.31	178.35	178.35	16.36
900,000 Printing & Publishing	2,700.00	2,700.00	950.16	0.00	0.00	35.19
910,000 Insurance & Bonds	6,700.00	6,700.00	6,190.00	0.00	0.00	92.39
920,000 Utilities	4,300.00	4,300.00	2,811.88	701.76	701.76	65.39
930,000 Repair & Maint. Contractors	7,600.00	7,600.00	273.00	0.00	0.00	3.59
955,000 Miscellaneous	0.00	0.00	9.50	39.00	0.00	0.00
970,000 Capital	20,000.00	20,000.00	28,039.51	19,594.51	19,594.51	140.20
Administration						
Dept: 210,000 Legal Services	389,500.00	389,500.00	204,464.35	68,681.50	51,901.10	52.49
801,000 Attorney - General	15,500.00	15,500.00	10,740.00	2,343.75	1,325.00	69.29
802,000 Attorney-Police Matters	9,500.00	9,500.00	1,575.00	262.50	43.75	16.58
Legal Services						
Dept: 300,000 Police	25,000.00	25,000.00	12,315.00	2,606.25	1,368.75	49.26
703,000 Payroll - Part Time	9,500.00	9,500.00	3,372.00	1,192.00	872.00	35.49
715,000 Social Security	600.00	600.00	209.06	73.90	54.06	34.84
722,000 Medicare	100.00	100.00	48.89	17.28	12.64	48.89
800,000 Professional/Contractual Serv.	358,800.00	358,800.00	237,544.00	59,386.00	59,386.00	66.21

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

REVENUE/EXPENDITURE REPORT
through Jan 31, 2022

City of Parchment

CY MTD: 1/1/2022 to 1/31/2022 CY QTD: 1/1/2022 to 3/31/2022
CY YTD: 7/1/2021 to 1/31/2022 CY ATD: 7/1/2021 to 6/30/2022

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	369,000.00	369,000.00	241,173.95	60,669.18	60,324.70	65.36
Dept: 336,000 Fire						
740,000 Operating Supplies	5,100.00	5,100.00	492.28	0.00	0.00	9.65
746,000 Gasoline & Oil	1,000.00	1,000.00	119.06	0.00	0.00	11.91
775,000 Repair & Maintenance Supplies	1,000.00	1,000.00	0.00	0.00	0.00	0.00
780,000 Safety Supplies	100.00	100.00	0.00	0.00	0.00	0.00
800,000 Professional/Contractual Serv.	67,900.00	67,900.00	46,124.57	11,150.00	11,150.00	67.93
830,000 Memberships & Dues	0.00	0.00	1,400.00	0.00	0.00	0.00
850,000 Communications	4,400.00	4,400.00	2,548.44	659.61	569.61	57.92
910,000 Insurance & Bonds	9,400.00	9,400.00	14,992.00	0.00	0.00	159.49
920,000 Utilities	2,700.00	2,700.00	1,334.09	317.52	317.52	49.41
930,000 Repair & Maint. Contractors	10,700.00	10,700.00	1,036.24	0.00	0.00	9.68
970,000 Capital	20,300.00	20,300.00	6,063.65	0.00	0.00	29.87

Fire	122,600.00	122,600.00	74,110.33	12,127.13	12,037.13	60.45
Dept: 440,000 Public Services						
702,000 Payroll - Full Time	79,700.00	79,700.00	46,275.50	12,020.12	9,250.90	58.06
715,000 Social Security	5,000.00	5,000.00	3,879.81	1,034.12	717.99	77.60
716,000 Hospital/Life Insurance	33,000.00	33,000.00	21,830.05	7,047.65	3,527.26	66.15
716,001 Insurance Deductible	1,000.00	1,000.00	2,844.85	25.00	25.00	284.49
718,000 Pension	34,000.00	34,000.00	15,941.16	4,816.21	2,420.12	46.89
720,000 Worker's Compensation	2,800.00	2,800.00	2,155.28	540.92	416.32	76.97
722,000 Medicare	1,200.00	1,200.00	907.44	241.86	167.93	75.62
740,000 Operating Supplies	2,500.00	2,500.00	-29.99	-29.99	-29.99	-1.20
746,000 Gasoline & Oil	4,300.00	4,300.00	3,886.28	887.31	887.31	90.38
775,000 Repair & Maintenance Supplies	8,000.00	8,000.00	7,669.62	1,088.91	1,088.91	95.87
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	1,263.92	175.50	0.00	140.44
810,000 Rubbish Collection Charges	111,700.00	111,700.00	68,952.84	8,887.78	8,887.78	61.73
815,000 Uniform Rental	3,000.00	3,000.00	1,387.66	0.00	0.00	48.09
850,000 Communications	900.00	900.00	719.88	0.00	0.00	79.99
860,000 Institutes & Training	300.00	300.00	96.90	0.00	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	5,572.00	0.00	0.00	24.76
920,000 Utilities	8,500.00	8,500.00	6,055.56	1,854.85	1,854.85	71.24
926,000 Street Lighting	29,600.00	29,600.00	17,915.66	2,076.62	2,076.62	60.53
930,000 Repair & Maint. Contractors	11,100.00	11,100.00	16,856.71	6,163.89	6,163.89	151.86
970,000 Capital	0.00	0.00	1,332.14	0.00	0.00	0.00

Public Services	361,000.00	361,000.00	225,513.27	46,830.75	37,454.89	62.48
------------------------	-------------------	-------------------	-------------------	------------------	------------------	--------------

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

REVENUE/EXPENDITURE REPORT
through Jan 31, 2022

City of Parchment

CY MTD: 1/1/2022 to 1/31/2022 CY QTD: 1/1/2022 to 3/31/2022
CY YTD: 7/1/2021 to 1/31/2022 CV 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: 591,000 Water Plant Grant Expenses	0.00	0.00	28,106.91	2,108.91	2,041.41	0.00
800,000 Professional/Contractual Serv.	0.00	0.00	0.00	1,000.00	0.00	0.00
830,000 Memberships & Dues	0.00	0.00	69.00	0.00	0.00	0.00
850,000 Communications	0.00	0.00	33,917.26	174.18	174.18	0.00
920,000 Utilities	0.00	0.00	175.20	0.00	0.00	0.00
930,000 Repair & Maint Contractors	0.00	0.00				

Water Plant Grant Expenses

Dept: 751,000 Parks, Recreation & Culture	0.00	0.00	62,268.37	3,283.09	2,215.59	0.00
702,000 Payroll - Full Time	54,800.00	54,800.00	32,983.19	9,126.84	6,871.48	60.19
703,000 Payroll - Part Time	10,200.00	10,200.00	2,269.68	0.00	0.00	22.25
715,000 Social Security	3,600.00	3,600.00	2,162.61	558.86	422.50	60.07
716,000 Hospital/Life Insurance	5,000.00	5,000.00	4,610.89	2,159.28	1,093.18	92.22
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	12,013.85	3,650.14	1,730.26	51.56
720,000 Workers Compensation	1,500.00	1,500.00	1,247.41	318.94	239.95	83.16
722,000 Medicare	800.00	800.00	505.71	130.69	98.80	63.21
746,000 Gasoline & Oil	2,700.00	2,700.00	1,884.77	0.00	0.00	69.81
775,000 Repair & Maintenance Supplies	16,100.00	16,100.00	7,045.72	0.00	0.00	43.76
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	7,100.00	0.00	0.00	109.23
920,000 Utilities	6,900.00	6,900.00	4,844.80	669.24	669.24	70.21
930,000 Repair & Maint Contractors	28,400.00	28,400.00	25,587.98	0.00	0.00	90.10
970,000 Capital	10,200.00	10,200.00	1,411.59	0.00	0.00	13.84

Parks, Recreation & Culture

	171,400.00	171,400.00	103,668.20	16,613.99	11,125.41	60.48
Expenditures	1,481,765.00	1,506,765.00	946,117.69	214,658.40	178,374.03	62.79

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

REVENUE/EXPENDITURE REPORT
through Jan 31, 2022

City of Parchment

CY MTD: 1/1/2022 to 1/31/2022 CY QTD: 1/1/2022 to 3/31/2022
CY YTD: 7/1/2021 to 1/31/2022 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	163,900.00	163,900.00	96,942.76	30,586.83	13,309.05	59.15
546,000 State Grants - Act 51						
Dept: 000,000	163,900.00	163,900.00	96,942.76	30,586.83	13,309.05	59.15
Revenues						
	163,900.00	163,900.00	96,942.76	30,586.83	13,309.05	59.15
Expenditures						
Dept: 451,000 Construction	0.00	0.00	3,507.48	0.00	0.00	0.00
930,000 Repair & Maint. Contractors	3,000.00	3,000.00	0.00	0.00	0.00	0.00
970,000 Capital						
Construction	3,000.00	3,000.00	3,507.48	0.00	0.00	116.92
Dept: 463,000 Routine Maintenance	7,100.00	7,100.00	3,037.86	865.33	627.92	42.79
702,000 Payroll - Full Time	450.00	450.00	184.98	52.58	38.43	41.11
715,000 Social Security	2,600.00	2,600.00	743.25	328.97	153.88	28.59
716,000 Hospital/Life Insurance	50.00	50.00	0.00	0.00	0.00	0.00
716,001 Insurance Deductible	3,000.00	3,000.00	1,142.81	357.57	182.13	38.09
718,000 Pension	450.00	450.00	226.85	58.25	42.27	50.41
720,000 Worker's Compensation	100.00	100.00	43.24	12.30	8.99	43.24
722,000 Medicare	300.00	300.00	0.00	0.00	0.00	0.00
746,000 Gasoline & Oil	2,200.00	2,200.00	885.00	0.00	0.00	40.23
775,000 Repair & Maintenance Supplies	7,500.00	7,500.00	1,288.00	1,288.00	1,288.00	17.17
930,000 Repair & Maint. Contractors						
Routine Maintenance	23,750.00	23,750.00	7,551.99	2,963.00	2,341.62	31.80
Dept: 475,000 Traffic Services	6,800.00	6,800.00	2,991.43	869.53	636.34	43.99
702,000 Payroll - Full Time	400.00	400.00	182.06	52.78	38.89	45.52
715,000 Social Security	2,500.00	2,500.00	764.78	350.62	175.53	30.59
716,000 Hospital/Life Insurance	50.00	50.00	0.00	0.00	0.00	0.00
716,001 Insurance Deductible	2,800.00	2,800.00	1,119.74	356.69	178.90	39.99
718,000 Pension	425.00	425.00	223.77	58.54	42.84	52.65
720,000 Worker's Compensation	100.00	100.00	42.56	12.34	9.09	42.56
722,000 Medicare	500.00	500.00	0.00	0.00	0.00	0.00
746,000 Gasoline & Oil	2,400.00	2,400.00	81.80	0.00	0.00	3.41
775,000 Repair & Maintenance Supplies	12,400.00	12,400.00	4,300.50	713.02	593.02	34.68
930,000 Repair & Maint. Contractors						
Traffic Services	28,375.00	28,375.00	9,706.64	2,413.52	1,674.61	34.21
Dept: 478,000 Winter Maintenance	8,200.00	8,200.00	4,694.10	1,565.82	1,176.33	57.25
702,000 Payroll - Full Time	500.00	500.00	286.07	95.43	72.11	57.21
715,000 Social Security						

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

REVENUE/EXPENDITURE REPORT
through Jan 31, 2022

CY MTD: 1/1/2022 to 1/31/2022 CY QTD: 1/1/2022 to 3/31/2022
 CY YTD: 7/1/2021 to 1/31/2022 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						
716,000 Hospital/Life Insurance	3,200.00	3,200.00	958.34	510.59	255.69	29.95
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	1,459.67	566.82	238.16	41.70
720,000 Worker's Compensation	500.00	500.00	308.96	96.69	72.25	61.79
722,000 Medicare	100.00	100.00	66.91	22.33	16.87	66.91
746,000 Gasoline & Oil	900.00	900.00	274.08	0.00	0.00	30.45
753,000 Salt	10,000.00	10,000.00	-1,029.60	0.00	0.00	-10.30
Winter Maintenance						
Dept: 482,000 Administration	27,000.00	27,000.00	7,018.53	2,857.68	1,831.41	25.99
702,000 Payroll - Full Time	1,200.00	1,200.00	719.20	179.80	134.85	59.93
715,000 Social Security	100.00	100.00	43.53	10.84	8.21	43.53
716,000 Hospital/Life Insurance	600.00	600.00	162.05	98.19	49.14	27.01
718,000 Pension	500.00	500.00	245.59	72.16	34.48	49.12
720,000 Worker's Compensation	0.00	0.00	48.48	12.12	9.09	0.00
722,000 Medicare	0.00	0.00	10.13	2.52	1.91	0.00
955,000 Miscellaneous	0.00	0.00	3,411.80	0.00	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	4,640.78	375.63	237.68	23.56
Expenditures	101,825.00	101,825.00	32,425.42	8,609.83	6,085.32	31.84

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

REVENUE/EXPENDITURE REPORT
through Jan 31, 2022

City of Parchment

CY MTD: 1/1/2022 to 1/31/2022 CY QTD: 1/1/2022 to 3/31/2022 CY YTD Actual CY QTD Actual CY MTD Actual Current Year %
 CY YTD: 7/1/2021 to 1/31/2022 CY ATD: 7/1/2021 to 6/30/2022 Annual Budget Annual Budget Annual Budget of Budget

Fund: 203 - LOCAL STREET FUND

Revenues
 Dept: 000,000
 546,000 State Grants - Act 51

Dept: 000,000	66,900.00	66,900.00	40,189.94	12,597.46	5,481.45	60.07
---------------	-----------	-----------	-----------	-----------	----------	-------

Revenues

Dept: 000,000	66,900.00	66,900.00	40,189.94	12,597.46	5,481.45	60.07
---------------	-----------	-----------	-----------	-----------	----------	-------

Expenditures

Dept: 451,000 Construction
 970,000 Capital

Construction	3,000.00	54,000.00	52,000.00	0.00	0.00	96.30
--------------	----------	-----------	-----------	------	------	-------

Dept: 463,000 Routine Maintenance

702,000 Payroll - Full Time	8,400.00	8,400.00	3,058.93	886.40	648.99	36.42
715,000 Social Security	500.00	500.00	186.22	53.82	39.67	37.24
716,000 Hospital/Life Insurance	2,600.00	2,600.00	764.90	350.62	175.53	29.42
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	1,142.81	363.46	182.13	31.74
720,000 Workers Compensation	500.00	500.00	228.26	59.67	43.69	45.65
722,000 Medicare	100.00	100.00	43.52	12.58	9.27	43.52
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	723.09	0.00	0.00	22.60
930,000 Repair & Maint. Contractors	5,100.00	5,100.00	3,288.68	0.00	0.00	64.48

Routine Maintenance

Dept: 475,000 Traffic Services	24,500.00	24,500.00	9,436.41	1,726.55	1,099.28	38.52
--------------------------------	-----------	-----------	----------	----------	----------	-------

Dept: 478,000 Winter Maintenance

702,000 Payroll - Full Time	8,000.00	8,000.00	2,987.29	915.92	686.94	37.34
715,000 Social Security	500.00	500.00	181.89	55.68	42.04	36.38
716,000 Hospital/Life Insurance	2,300.00	2,300.00	736.09	342.06	171.29	32.00
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	1,096.74	367.60	175.67	31.34
720,000 Workers Compensation	500.00	500.00	223.55	61.68	46.26	44.71
722,000 Medicare	100.00	100.00	42.55	13.02	9.83	42.55
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	220.20	0.00	0.00	4.69
930,000 Repair & Maint. Contractors	600.00	600.00	0.00	0.00	0.00	0.00

Traffic Services

Dept: 478,000 Winter Maintenance	20,900.00	20,900.00	5,488.31	1,755.96	1,132.03	26.26
----------------------------------	-----------	-----------	----------	----------	----------	-------

Dept: 478,000 Winter Maintenance

702,000 Payroll - Full Time	8,400.00	8,400.00	4,667.18	1,612.22	1,226.94	55.56
715,000 Social Security	500.00	500.00	284.74	98.40	75.31	56.95
716,000 Hospital/Life Insurance	2,600.00	2,600.00	929.60	502.06	251.46	35.75

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

REVENUE/EXPENDITURE REPORT
through Jan 31, 2022

City of Parchment

CY MTD: 1/1/2022 to 1/31/2022 CY QTD: 1/1/2022 to 3/31/2022
CY YTD: 7/1/2021 to 1/31/2022 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	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
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	1,430.65	577.73	234.93	38.67
720,000 Worker's Compensation	500.00	500.00	307.19	99.82	75.66	61.44
722,000 Medicare	100.00	100.00	66.48	22.98	17.59	66.48
746,000 Gasoline & Oil	900.00	900.00	274.08	0.00	0.00	30.45
753,000 Salt	10,000.00	10,000.00	-1,029.60	0.00	0.00	-10.30
775,000 Repair & Maintenance Supplies	0.00	0.00	257.95	0.00	0.00	0.00
Winter Maintenance	26,900.00	26,900.00	7,188.27	2,913.21	1,881.89	26.72
Dept: 482,000 Administration						
702,000 Payroll - Full Time	1,500.00	1,500.00	719.20	179.80	134.85	47.95
715,000 Social Security	100.00	100.00	43.53	10.84	8.21	43.53
716,000 Hospital/Life Insurance	800.00	800.00	162.05	98.19	49.14	20.26
718,000 Pension	700.00	700.00	245.59	72.16	34.48	35.08
720,000 Worker's Compensation	0.00	0.00	48.48	12.12	9.09	0.00
722,000 Medicare	0.00	0.00	10.13	2.52	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	1,228.98	375.63	237.68	6.27
Expenditures	94,900.00	145,900.00	75,341.97	6,771.35	4,350.88	51.64

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

REVENUE/EXPENDITURE REPORT
through Jan 31, 2022

City of Parchment

CY MTD: 1/1/2022 to 1/31/2022 CY QTD: 7/1/2022 to 9/30/2022
CY YTD: 1/1/2022 to 1/31/2022 CY ATD: 1/1/2022 to 12/31/2022

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	4,680.00	4,680.00	116.22	0.00	116.22	2.48
475.002 Race/Walk Fees	4,100.00	4,100.00	0.00	0.00	0.00	0.00
475.003 Membership Fund Drive	2,400.00	2,400.00	0.00	0.00	0.00	0.00
475.005 Corporate Sponsorships	3,000.00	3,000.00	0.00	0.00	0.00	0.00
475.010 Car Show Proceeds	1,400.00	1,400.00	0.00	0.00	0.00	0.00
590.000 Grants-Local	3,000.00	3,000.00	0.00	0.00	0.00	0.00
590.001 Grants-Irving S Gilmore Found.	30,000.00	0.00	0.00	0.00	0.00	0.00
675.001 Fund Raising	4,600.00	4,600.00	0.00	0.00	0.00	0.00
675.002 KSF Special Event	880.00	880.00	0.00	0.00	0.00	0.00
694.000 Miscellaneous	1,080.00	1,080.00	0.00	0.00	0.00	0.00
Dept: 000,000	55,140.00	25,140.00	116.22	0.00	116.22	0.46

Revenues	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
	55,140.00	25,140.00	116.22	0.00	116.22	0.46

Expenditures

Expenditures	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
Dept: 000,000						
779.001 Performance Expense	16,500.00	16,500.00	3,731.66	0.00	3,731.66	22.62
779.003 Festival Day - Race/Walk	4,100.00	4,100.00	0.00	0.00	0.00	0.00
779.004 Fest. Day - Arts & Crafts	270.00	270.00	0.00	0.00	0.00	0.00
779.005 Fest. Day-Childrens Area	1,100.00	1,100.00	0.00	0.00	0.00	0.00
779.008 Fund Raising-Dance	1,650.00	1,650.00	0.00	0.00	0.00	0.00
779.012 Festival - Administration	9,390.00	9,390.00	470.00	0.00	470.00	5.01
779.013 Stage Entertainment	17,200.00	17,200.00	0.00	0.00	0.00	0.00
779.016 Car Show Expenses	1,180.00	1,180.00	0.00	0.00	0.00	0.00
779.020 Publicity	3,750.00	3,750.00	0.00	0.00	0.00	0.00
Dept: 000,000	55,140.00	55,140.00	4,201.66	0.00	4,201.66	7.62

Expenditures	CY Original Annual Budget	CY Amended Annual Budget	CY YTD Actual	CY QTD Actual	CY MTD Actual	Current Year % of Budget
	55,140.00	55,140.00	4,201.66	0.00	4,201.66	7.62

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

REVENUE/EXPENDITURE REPORT
through Jan 31, 2022

City of Parchment

CY MTD: 1/1/2022 to 1/31/2022 CY QTD: 1/1/2022 to 3/31/2022
CY YTD: 7/1/2021 to 1/31/2022 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	147,697.16	0.00	0.00	0.00	93.06

Dept: 000,000	158,717.00	158,717.00	147,697.16	0.00	0.00	0.00	93.06
---------------	------------	------------	------------	------	------	------	-------

Revenues	158,717.00	158,717.00	147,697.16	0.00	0.00	0.00	93.06
----------	------------	------------	------------	------	------	------	-------

Expenditures

 Dept: 000,000

960,000 Administrative Overhead	40,700.00	40,700.00	0.00	0.00	0.00	0.00	0.00
---------------------------------	-----------	-----------	------	------	------	------	------

991,000 Debt Retirement-Principal	46,400.00	46,400.00	47,913.94	0.00	0.00	0.00	103.26
-----------------------------------	-----------	-----------	-----------	------	------	------	--------

995,000 Interest Expense	12,000.00	12,000.00	10,232.14	0.00	0.00	0.00	85.27
--------------------------	-----------	-----------	-----------	------	------	------	-------

Dept: 000,000	99,100.00	99,100.00	58,146.08	0.00	0.00	0.00	58.67
---------------	-----------	-----------	-----------	------	------	------	-------

Expenditures	99,100.00	99,100.00	58,146.08	0.00	0.00	0.00	58.67
--------------	-----------	-----------	-----------	------	------	------	-------

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

REVENUE/EXPENDITURE REPORT
through Jan 31, 2022

City of Parchment

CY MTD: 1/1/2022 to 1/31/2022 CY QTD: 1/1/2022 to 3/31/2022 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	3,901.44	150.00	150.00	0.00
--	------	------	----------	--------	--------	------

Dept: 000,000	0.00	0.00	3,901.44	150.00	150.00	0.00
---------------	------	------	----------	--------	--------	------

Revenues

	0.00	0.00	3,901.44	150.00	150.00	0.00
--	------	------	----------	--------	--------	------

Expenditures
Dept: 000,000
955,000 Miscellaneous

	0.00	0.00	20.00	0.00	0.00	0.00
--	------	------	-------	------	------	------

Dept: 000,000	0.00	0.00	20.00	0.00	0.00	0.00
---------------	------	------	-------	------	------	------

Expenditures

	0.00	0.00	20.00	0.00	0.00	0.00
--	------	------	-------	------	------	------

Dept: 000,000	0.00	0.00	20.00	0.00	0.00	0.00
---------------	------	------	-------	------	------	------

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

REVENUE/EXPENDITURE REPORT
through Jan 31, 2022

CY MTD: 1/1/2022 to 1/31/2022 CY QTD: 1/1/2022 to 3/31/2022 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	59,675.04	27,355.26	27,355.26	22.10	0.00
664,000 Interest on Investments	1,800.00	1,800.00	0.00	0.00	0.00	0.00	0.00
Dept: 000,000	271,800.00	271,800.00	59,675.04	27,355.26	27,355.26	21.96	

Revenues							
	271,800.00	271,800.00	59,675.04	27,355.26	27,355.26	21.96	

Expenditures

Dept: 000,000							
702,000 Payroll - Full Time	22,300.00	22,300.00	13,369.40	2,640.52	1,980.39	59.95	
715,000 Social Security	1,400.00	1,400.00	807.79	159.05	120.41	57.70	
716,000 Hospital/Life Insurance	7,400.00	7,400.00	4,983.71	1,394.35	697.95	67.35	
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	5,157.81	1,059.75	506.43	54.87	
720,000 Worker's Compensation	500.00	500.00	324.22	61.00	45.75	64.84	
722,000 Medicare	300.00	300.00	189.19	37.26	28.21	63.06	
800,000 Professional/Contractual Serv.	36,200.00	36,200.00	19,289.90	0.00	0.00	53.29	
815,000 Uniform Rental	500.00	500.00	95.91	0.00	0.00	19.18	
910,000 Insurance & Bonds	10,600.00	10,600.00	10,452.00	0.00	0.00	98.60	
920,000 Utilities	2,300.00	2,300.00	1,544.81	214.63	214.63	67.17	
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	56,214.74	5,566.56	3,593.77	31.29	

	189,700.00	189,700.00	56,214.74	5,566.56	3,593.77	31.29	
--	------------	------------	-----------	----------	----------	-------	--

Grand Total Net Effect:	276,127.00	170,127.00	393,636.49	-128,148.24	-117,481.39	229.49	
--------------------------------	-------------------	-------------------	-------------------	--------------------	--------------------	---------------	--

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



FIFTH THIRD BANK

Account Number: XXXX XXXX XXXX 1546

CITY OF PARCHMENT

Statement Closing Date: 01/26/22

Corporate Account Summary

Previous Balance		\$4,262.52
Payments	-	\$4,262.52
Credits	-	\$115.35
Purchases and Other Charges	+	\$10,955.39
Cash Advances	+	\$0.00
Late Payment Charge	+	\$0.00
Cash Advance Fees	+	\$0.00
Finance Charges	+	\$0.00
New Balance		\$10,840.04
Disputed Amount		\$0.00
Past Due Amount		\$0.00
Credit Limit		\$15,000.00
Available Credit Limit		\$4,159.96
Cash Advance Credit Limit		\$0.00
Available Cash Advance Credit Limit		\$0.00
Statement Closing Date		01/26/22
Days in Billing Cycle		30

Payment Information

New Balance	\$10,840.04
Minimum Payment Due	\$10,840.04
Payment Due Date	02/22/22

QUESTIONS OR TO REPORT LOST/STOLEN CARDS?

Call Customer Service 1-800-375-1747

Please send billing inquiries and correspondence to:

FIFTH THIRD BANK
PO BOX 740523
CINCINNATI, OH 45274-0523

Or email inquires to CommercialSupport@53.com

Corporate Account Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01/21	01/21		AUTO PAYMENT DEDUCTION	-\$4,262.52

Finance Charge Summary

Your Annual Percentage Rate (APR) is the annual rate on your account.

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Finance Charge	Finance Charge
PURCHASES	19.80%	\$0.00	\$0.00
CASH ADVANCES	19.80%	\$0.00	\$0.00

Cardholder Account Summary

Name and Account Number	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
PHIL WOLTHUIS XXXX XXXX XXXX 1793	\$5,000	\$0.00	\$897.50	\$0.00	\$897.50
BILL CAHILL XXXX XXXX XXXX 1801	\$5,000	\$0.00	\$46.04	\$0.00	\$46.04

(summary continued on next page)

Detach and return lower portion with your payment. Please retain above portion.



FIFTH THIRD BANK
FIFTH THIRD BANK
PO BOX 740523
CINCINNATI, OH 45274-0523

Account Number XXXX XXXX XXXX 1546
Payment Due Date 02/22/22
Amount Due \$10,840.04
Current Balance \$10,840.04

You are enrolled in automatic payments.
Your payment will be automatically debited
on the payment due date.

CITY OF PARCHMENT
CORPORATE BILLING ACCT
C/O SHANNON STUTZ
650 S RIVERVIEW DR
PARCHMENT MI 49004-1219

FIFTH THIRD BANK
PO BOX 740523
CINCINNATI, OH 45274-0523

Cardholder Account Summary cont.

Name and Account Number	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
JIM DUBY XXXX XXXX XXXX 1892	\$3,000	\$0.00	\$213.27	\$0.00	\$213.27
CAMRON J BOEKHOVEN XXXX XXXX XXXX 9114	\$3,000	\$59.37	\$1,800.18	\$0.00	\$1,740.81
NANCY R STODDARD XXXX XXXX XXXX 7241	\$5,000	\$0.00	\$3,490.71	\$0.00	\$3,490.71
SHANNON STUTZ XXXX XXXX XXXX 9125	\$5,000	\$55.98	\$4,507.69	\$0.00	\$4,451.71

Cardholder Account Activity

PHIL WOLTHUIS XXXX XXXX XXXX 1793	Credit Limit \$5,000	Credits \$0.00	Purchases \$897.50	Cash Advances \$0.00	Total Activity \$897.50
--------------------------------------	-------------------------	-------------------	-----------------------	-------------------------	----------------------------

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
01/05	01/04	75337002005300001186437	CHRISTMASDESIGNERS.COM 8003915280 TX		\$897.50

BILL CAHILL XXXX XXXX XXXX 1801	Credit Limit \$5,000	Credits \$0.00	Purchases \$46.04	Cash Advances \$0.00	Total Activity \$46.04
------------------------------------	-------------------------	-------------------	----------------------	-------------------------	---------------------------

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
01/06	01/04	85179242005700609009174	ONE WAY PRODUCTS KALAMAZOO MI		\$46.04

JIM DUBY XXXX XXXX XXXX 1892	Credit Limit \$3,000	Credits \$0.00	Purchases \$213.27	Cash Advances \$0.00	Total Activity \$213.27
---------------------------------	-------------------------	-------------------	-----------------------	-------------------------	----------------------------

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
12/28	12/27	55446411362400892000042	KALAMAZOO LAWN & GARDE KALAMAZOO MI		\$2.95
12/28	12/27	55432861362200603191755	PURITY CYLINDER GASES KALAMAZOO MI		\$44.64
12/28	12/27	72306061361900017187564	GOGGIN RENTAL KALAMAZOO MI		\$100.20
01/21	01/20	55446412021400897000089	KALAMAZOO LAWN & GARDE KALAMAZOO MI		\$4.12
01/26	01/24	02305372025100151869344	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$61.36

CAMRON J BOEKHOVEN XXXX XXXX XXXX 9114	Credit Limit \$3,000	Credits \$59.37	Purchases \$1,800.18	Cash Advances \$0.00	Total Activity \$1,740.81
---	-------------------------	--------------------	-------------------------	-------------------------	------------------------------

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
12/28	12/27	55309591361838000010088	RIDGE PARTS 0030721 KALAMAZOO MI		\$59.37
12/28	12/27	75500591361900014400013	MARTIN SPRING & DRIVE KALAMAZOO MI		\$763.42
12/29	12/28	55309591362838000010020	RIDGE PARTS 0030721 KALAMAZOO MI		-\$59.37
01/05	01/04	05436842005000351877801	DOLLAR-GENERAL #6916 PARCHMENT MI		\$11.00
01/14	01/13	55309592013838000010013	RIDGE PARTS 0030721 KALAMAZOO MI		\$29.44
01/14	01/12	02305372013100155470853	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$32.62
01/17	01/14	55453702015042000045957	ADVANCE AUTO PARTS #17 KALAMAZOO MI		\$12.87
01/17	01/14	85179242016980005541072	STEENSMA LAWN AND POWE PLAINWELL MI		\$44.78
01/19	01/17	02305372018100068629236	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$71.97
01/19	01/18	65230972019000000378400	GOODYEAR COMMERCIAL TI KALAMAZOO MI		\$403.76
01/20	01/18	02305372019100088037682	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$40.95
01/26	01/25	55429502025852080664409	LED LIGHTING 8775335554 MI		\$330.00

(transactions continued on next page)

Cardholder Account Activity cont.

NANCY R STODDARD		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 7241		\$5,000	\$0.00	\$3,490.71	\$0.00	\$3,490.71
Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount	
01/17	01/13	15314682014007748714444	CONCORD THEATRICALS CO NEW YORK NY			\$3,470.71
01/25	01/24	82305092024000011082459	SQUARESPACE INC. NEW YORK NY			\$20.00

SHANNON STUTZ		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 9125		\$5,000	\$55.98	\$4,507.69	\$0.00	\$4,451.71
Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount	
12/28	12/28	55432861362200675144716	SPECTRUM 855-707-7328 MO			\$119.98
12/29	12/28	02305371363000610154340	USPS PO 2549110002 KALAMAZOO MI			\$26.35
12/30	12/29	05410191363105273767465	QUILL CORPORATION 800-982-3400 SC			\$47.27
01/05	01/04	55463152004400387000053	CROWN TROPHY #104 2693294380 MI			\$5.50
01/05	01/04	55463152004400387000038	CROWN TROPHY #104 2693294380 MI			\$10.50
01/07	01/06	05410192006105044564978	QUILL CORPORATION 800-982-3400 SC			\$83.97
01/07	01/05	85140512006900017900011	CORNERSTONE OFFICE SYS RCOLE@CORNERS MI			\$202.38
01/10	01/07	05410192007105044575874	QUILL CORPORATION 800-982-3400 SC			\$25.99
01/10	01/07	82711162007000012434691	PIXELVINE FREEPORT MI			\$71.25
01/11	01/10	82301822010900013446299	CORPORATE TECHNOLOGIES 952-7153600 MN			\$2,150.43
01/12	01/11	05410192011105000019184	QUILL CORPORATION 800-982-3400 SC			-\$25.99
01/12	01/11	85500592011900016082190	MICHIGAN MUNICIPAL LEA 734-662-3246 MI			\$85.00
01/13	01/12	05227022012300242924579	MARANA GROUP 269-383-9333 MI			\$580.77
01/14	01/13	82711162013000008063878	PIXELVINE FREEPORT MI			\$65.00
01/17	01/14	05410192014105000020346	QUILL CORPORATION 800-982-3400 SC			-\$29.99
01/17	01/14	15314682014007748714519	CONCORD THEATRICALS CO NEW YORK NY			\$260.95
01/17	01/15	82301822016900013949676	CORPORATE TECHNOLOGIES 952-7153600 MN			\$425.00
01/26	01/26	55432862026200039376653	SPECTRUM 855-707-7328 MO			\$144.97
01/26	01/24	85140512025900018600013	CORNERSTONE OFFICE SYS RCOLE@CORNERS MI			\$202.38

COPY

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: Caitlin Hull Phone: 269-625-5573

Address: 504 Elmhurst Ave Parchment, MI 49004

Email: _____ Alternate Phone: 269 503 3374

Date of Event: 7-16-22 Time: 3p-6p RD

Type of event: Wedding

Approximate number of attendees: 20

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: About 12 rental chairs, 3 tables (tent only if needed for weather)

Name & address for deposit return: Caitlin Hull 504 Elmhurst Ave Parchment, MI 49004

Caitlin Hull
Signature _____ Date _____

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

FOR INTERNAL OFFICE USE:

Application received by: [Signature] Date: 2-11-22

Payment amount received: \$350 Receipt # 12418

Check # _____ Cash Credit _____

APPROVAL

Signature _____ Date _____

KALAMAZOO AREA TRANSPORTATION STUDY

TECHNICAL COMMITTEE MEETING
DRAFT MINUTES DECEMBER 3, 2020 - 9:00 A.M.

CALL TO ORDER

The December 3, 2020 Technical Committee Meeting was called to order remotely in accordance with current guidelines, at 9:00 a.m. by Chair Kathy Schultz.

ROLL CALL

Remote meeting attendance was recorded on the sign-in sheet.

MEMBERS PRESENT

Muhammad Arif	City of Portage
Mickey Bittner	Village of Paw Paw
Jeff Franklin	Michigan Department of Transportation, Statewide Planning
Kendra Gwin	City of Portage
Jamie Harmon	City of Portage
Jeff Heppler	Village of Augusta
Joel Hoort	Van Buren County Road Commission
Anthony Ladd	City of Kalamazoo
Iris Luppert	Oshtemo Township
Ryan Minkus, Vice-Chair	Road Commission of Kalamazoo County
Kyle Mucha	City of Portage
Jesse Okeley	City of Kalamazoo
Michelle O'Neill	Michigan Department of Transportation, TSC
Katie Reilly-Reigstad	City of Kalamazoo
Ryan Russell	Village of Schoolcraft
Brian Sanada	Michigan Department of Transportation, Region
Kathy Schultz, Chair	Central County Transportation Authority
Jodi Stefforia	Comstock Township
Nancy Stoddard	City of Parchment
Greg Vlietstra	Kalamazoo County Transportation Authority
George Waring	City of Kalamazoo

OTHERS PRESENT

Anna Horner	Oshtemo Township
Megan Mickelson	Kalamazoo Area Transportation Study
Fred Nagler	Kalamazoo Area Transportation Study
Elizabeth Rumick	Kalamazoo Area Transportation Study
Steve Stepek	Kalamazoo Area Transportation Study
Ali Townsend	Kalamazoo Area Transportation Study

CHANGES OR ADDITIONS TO THE AGENDA

Minkus will update attendees on the recent Local Rural Task Force (RTF) meeting during New Business.

APPROVAL OF THE AGENDA

MOTION by Heppler, SECOND by Stoddard, *"to approve the December 3, 2020 Technical Committee Agenda noting an RTF update will occur."* MOTION APPROVED.

MINUTES FROM THE NOVEMBER 5, 2020 MEETING

Schultz stated the minutes are included in the meeting packet.

MOTION by Minkus, SECOND by Arif, ***“to approve the minutes from the November 5, 2020 Technical Committee Meeting.”*** MOTION APPROVED.

POLICY COMMITTEE REPORT

Stepek reported the Kalamazoo Area Transportation Study (KATS) Policy Committee approved Reaffirmation of the KATS 2045 MTP and 2021 Safety Transportation Performance Measures following the Technical Committee recommendations. The Policy Committee also set up a nominating committee for next year's officers.

PUBLIC COMMENTS

No public comments were made.

2020-2023 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS

Referring to the amendments included in the meeting materials, Stepek highlighted that the Kalamazoo County Sprinkle Road project is listed twice. The first amendment is to remove the project from the Road Commission of Kalamazoo County's Advance Construct due to budget shortfalls. The second amendment is to add the additional funds for the project back into the correct fiscal year of 2022. Most of the other amendments are Traffic Safety Projects. Congratulations to agencies that received Safety Grants for 2022.

MOTION by Minkus, SECOND by Heppler, ***“to approve the 2020-2023 Transportation Improvement Program Amendments.”*** MOTION APPROVED.

2015-2019 KATS SAFETY INFORMATION

Stepek reported the Kalamazoo Area Transportation Study (KATS) Metropolitan Planning Organization (MPO) Safety Information is included in the meeting packet as requested at the last Technical Committee Meeting. Stepek thanked O'Neill for research. The statewide safety goals KATS adopts for fatalities and serious injuries is difficult to translate down to the MPO area since statewide goals include all urban areas which traditionally have higher serious injury and fatality rates. Statewide goals similarly include all rural areas which traditionally have lower serious injury and fatality rates. The charts included in the packet show Kalamazoo Urban Area trends for the last 5 years of 2015 to 2019. Looking at the charts, notice Serious Injuries have trended upward while fatalities have trended downward. Agency work to decrease fatalities is commendable. The Michigan Department of Transportation region has an upward trend of Pedestrian and Bicyclist Serious Injuries and Fatalities.

Heppler representing the Village of Augusta, noted even with less cars on the road in 2020 due to COVID, fatalities and serious accident rates are spiking. While the majority of drivers are following traffic laws, about 10 percent of drivers are significantly disregarding laws. Better driver education and enforcement are needed. Stepek reiterated that the data is for 2015 through 2019. It will be interesting to see next year's data which will include 2020 where significant changes are expected. O'Neill notified attendees that the Michigan Department of Transportation (MDOT) Toward Zero Death statewide safety campaign continues. Google MDOT Toward Zero to get to the website for more information and to sign up for email updates. Fatalities are trending upward in 2020 compared to 2019. Franklin of Michigan Department of Transportation shared the following data from the Michigan State Police in the Zoom meeting chat box: Dec. 1, 2020 - 16 people died on Michigan roadways since last week making a total of 947 this year. In addition, 96 more were seriously injured for a statewide total of 4,893 to date. Compared to last year at this time there are 58 more fatalities; and 245 fewer serious injured. Schultz thanked Stepek for including KATS Safety Information. Stepek added based on Vehicle Miles Traveled (VMT) statewide Serious Injuries goal is 5.6 and the KATS

MPO goal is 9 since this is an urban area. The Fatalities goal is 1 for the state and 1.4 for KATS MPO. Minkus thanked Stepek for the 2015-2019 KATS MPO Safety Information. The data allows comparison to how KATS MPO urban area safety correlates to state trends since KATS adopted the State Safety Targets.

PUBLIC TRANSPORTATION UPDATES

Schultz reported Metro continues the service schedule in place as of November 2, 2020 of Monday through Thursday 6:00 a.m. to 10:00 p.m. Friday and Saturday 6:00 a.m. to 6:00 p.m. and no Sunday service. Metro continues free fare and passenger use of only bus rear doors. Metro finished installing safety shields that block bus drivers from the fare box area. Metro is communicating that rides should continue to be for essential use only. As temperatures get cooler, loitering on buses is anticipated. Although it is unknown when fares will be reinstated, they may be reinstated to discourage loitering. Metro continues the bus stop sign improvement project with Rathco Safety and Supply, Inc. If agencies have a sign concern, contact Schultz. Sign replacement is expected to be completed by the end of next summer.

STATUS REPORTS

ROADS-

Minkus provided the following Road Commission of Kalamazoo County (RCKC) updates:

RCKC Non-motorized:

FY	Job No.	Description	Status
2020	127385	Drake Rd Trail – KL Ave to Green Meadow	2021 plantings and punch list remain.
2020	205109	KRVT #6 – 35 th St to McCollum	Punch list remains.
2020	206301	Stadium Dr Sidewalk – Quail Run to 11 th St.	Punch list remains.

RCKC Road Updates:

FY	Job No.	Description	Status
2021	205408	R Ave – 36 th St to E. County line	Targeting March letting
2021	206265	Sprinkle Rd. – Milham to N Ave.	Targeting March letting
2021	2062672 06271	Nichols Rd & Solon Rd – City of Kalamazoo limits to Ravine Rd	Targeting March letting.
2021	210388	Systemic Signs – North County	January letting
2021	210438	U Ave – Oakland Dr to Portage Rd	January letting.
2021	211597	G Ave – Riverview Dr to Mt Olivet	Targeting February letting
2022		S Ave – 29 th St to 34 th St	NEPA underway, in design
2022	206297 206298	Barney Rd & Mosel Ave – Nichols Rd to Riverview Dr	NEPA submitted, in design.
2022	206273	Sprinkle Rd – E. Main St to G Ave	NEPA underway, in design

RCKC Other Updates:

- On November 10th, the RCKC Board approved the 2021-2025 Primary Road Capital Improvement Plan (CIP) and it is now available on the Engineering section of the RCKC website.
- In compliance with Public Act 325, the RCKC Board has also approved, and we have submitted to the TAMC our 2020 Transportation Asset Management Plan. This is also available on the Road Data section of the RCKC website.
- 2020 Projects Summary: 246 Projects with 115 being chip seal. This equates to approximately 116 centerline miles, using 588,000 gallons of emulsion and 17,500 tons of aggregate.

Ladd reported City of Kalamazoo is officially done with all 2020 projects for the year. Despite obstacles and challenges, the projects were successful and went well. The City is shifting focus to

2021 and getting bids together that will come out in December and January. The City is happily in receipt of 2022 Safety Funds and looks forward to safety projects that will benefit the City.

O'Neill reported all Michigan Department of Transportation projects are wrapped up for this year. A minor signal project at Stadium and 131 is essentially complete. A utility permit will allow a total stoppage of freeway traffic on I-94 from Portage Road to Sprinkle Road, on December 13, 2020 for Consumers Energy to install new power lines. Michigan State Troopers will assist in the effort which is expected to last 15 minutes and fall between 5:00 a.m. and 10:00 a.m. A Weather Delay date is scheduled for December 20, 2020. There are other utility permits ongoing. The I-94 widening project is scheduled for spring bid letting. The Gull Road Roundabout will be let this winter. Schultz asked for the start date of the Portage Road and I-94 project since it will impact Metro bus routes. O'Neill responded the project bid letting is targeted for February followed by an anticipated start date of late April or early May.

Harmon reported for the City of Portage:

- Traffic signal projects on South Westnedge Avenue at Idaho Avenue, Dawnlee Avenue and Mall Drive are almost complete. Signals are in place and operational.
- Traffic signal project at Romence Road and Lovers Lane continues with mast arms being installed earlier this week.
- East Milham Avenue Reconstruction project from South Westnedge Avenue to Portage Road has been submitted to MDOT and awaiting bidding.
- Lovers Lane Reconstruction project from East Milham Avenue to Kilgore Road was awarded for engineering services and design is underway.
- South Westnedge Avenue Microsurfacing project from Mall Drive to Trade Centre Way will open proposals for engineering services this afternoon.

Heppler reported the Village of Augusta has received bids for five projects scheduled to begin in Spring of 2021. The Village has a rolling 5-year plan to keep roads safe and make improvements while pursuing partnership opportunities with the Road Commission of Kalamazoo County and State Highway.

LAND USE/PLANNING AND ZONING-

Stoddard stated the City of Parchment Master Plan draft is available for residents. A public hearing is scheduled for December 21, 2020 at 7:00 a.m.

NEW BUSINESS

Minkus provided an update on the recent Local Rural Task Force (RTF) meeting for Kalamazoo. The meeting included the Road Commission of Kalamazoo County, Village of Climax, and Metro. The meeting objective was to address and resolve the 9-thousand-dollar reduction in state funding targets by allocating it across projects. The state is now requiring RTF Project Form Submittals to include preliminary engineer design and construction costs for an overall project cost. Kalamazoo Area Transportation Study (KATS) applications may in-turn require this information. Stepek commented that Federal requirements are for total project costs but JobNet did not allow these engineer costs to be added in. JobnNet now has the capability to add engineer design and constructions costs. Franklin of the Michigan Department of Transportation, assisted making KATS Transportation Improvement Program (TIP) Amendments compliant by adding a default 10 to 15 percent estimate to all jobs. The next TIP Amendment will include an option of either a default 10-15 percent addition, or space to input the estimates, if known. Total project costs do not change TIP Amendments or thresholds but make projects federally compliant.

Steppek reminded attendees that:

- February of 2021 is the next TIP Amendment month
- The Federal Budget expires December 11, 2020
- KATS needs time sheets; please turn them in as soon as possible

Mickelson introduced baby Harper born November 18, 2020. The Committee extended congratulations to Mickelson.

PUBLIC COMMENTS

No public comments were made.

ADJOURNMENT

Schultz wished attendees a safe and healthy 2020 Holiday Season with the next meeting scheduled for January 14, 2021.

Following a motion by Heppler and a second by O'Neill, Chair Schultz adjourned the December 3, 2020 Technical Committee Meeting at 9:34 a.m.

The next meeting of the Kalamazoo Area Transportation Study Technical Committee will be held on Thursday, January 14, 2021 at 9:30 a.m.

DRAFT

CITY OF PARCHMENT
KALAMAZOO COUNTY, MICHIGAN

ORDINANCE _____

AN ORDINANCE CONDITIONALLY REZONING A PROPERTY FROM C-1, CENTRAL BUSINESS DISTRICT, TO C-2, SERVICE COMMERCIAL DISTRICT, AND AMENDING THE CITY ZONING MAP CONDITIONALLY, PURSUANT TO THE AGREEMENT BETWEEN THE DEVELOPER AND THE CITY; AND TO REPEAL ALL ORDINANCES AND PARTS THEREOF IN CONFLICT HEREWITH.

THE CITY OF PARCHMENT ORDAINS:

Article I

Subject to the Agreement for Contract Zoning between the City of Parchment and Timothy Barker dated November 8, 2021, pursuant to MCL 125.584(g), and recorded at Document Number 2021-046119 with the Kalamazoo County Register of Deeds, the City of Parchment zoning map is and shall hereby be amended to evidence that the real property hereinafter described located in the City of Parchment has been and is conditionally rezoned from C-1, Central Business District, to C-2, Service Commercial District:

City of Parchment, Kalamazoo County, State of Michigan, to-wit:

Revised Plat of Glendale Lot 3 of Block 4. Also Amended Plat of Revised Plat of Glendale Lots 1 & 2 of Block 19.

Article II - REPEALER.

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

Article III - SEVERABILITY.

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 full force and effect.

Article IV - EFFECTIVE DATE.

This Ordinance shall take force and effect on _____, 202__.

CERTIFICATE

I, Shannon Stutz, City Clerk for the City of Parchment, do hereby certify that the foregoing Parchment Ordinance No. ____ was adopted by the City Council at a regular meeting held on _____, 202____, 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



MEMORANDUM

To: Nancy Stoddard, City Manager

From: Michael Richmond, City Assessor

Date: 2/02/2022

Subject: Poverty resolution corrections

In accordance with new State Tax Commission (STC) requirements and changes to Law regarding Poverty Exemption requests.

1. Per PA 253 of 2020 the STC has removed the authority to grant partial poverty exemptions with the exception of the three percentages listed in the revised resolution.
2. The change in #1 makes the current Asset Level Test obsolete, as it deviates from PA 253 of 2020. This has been amended and is now compliant with the law.
3. In the application portion, all verbiage regarding the State Income MI-1040 Homestead Property Credit has been removed in accordance to STC guidelines.

**STATE TAX COMMISSION POLICY REGARDING REQUESTS FOR PERCENTAGE
REDUCTIONS IN TAXABLE VALUE FOR POVERTY EXEMPTIONS UNDER MCL 211.7u**

Public Act 253 of 2020 amended MCL 211.7u related to poverty exemptions. PA 253 of 2020 lists the specific percentage reductions in taxable value that may be used by the board of review in granting a poverty exemption. MCL 211.7u(5) states that if a person claiming the poverty exemption meets all eligibility requirements, the board of review shall grant the poverty exemption, in whole or in part, as follows:

1. A full exemption equal to a 100% reduction in taxable value for the year in which the exemption is granted; or
2. A partial exemption equal to a 50% reduction in taxable value for the year in which the exemption is granted; or
3. A partial exemption equal to a 25% reduction in taxable value for the year in which the exemption is granted.

No other method of calculating taxable value may be utilized, except for those percentage reductions specifically authorized in statute, or any other percentage reduction approved by the State Tax Commission. The Commission shall use the following process for the filing, review, and approval of local assessing unit requests to utilize a percentage reduction in taxable value when approving poverty exemptions under MCL 211.7u:

1. A local assessing unit that wants to use any other percentage reduction(s) in taxable value other than the reductions specifically authorized in statute must obtain permission for use of such percentage reduction(s) by filing Form 5738, *Request For Approval of Percentage Reduction in Taxable Value For Poverty Exemptions Under MCL 211.7u* with the State Tax Commission.
2. The local assessing unit must indicate on the Form the specific percentage reduction(s) in taxable value requested and an explanation of how the requested percentage reduction(s) will be calculated and applied when granting a poverty exemption. Based on case law, calculations that utilize any of the following are **not** permitted:
 - a. A limitation on the maximum value of the principal residence eligible to receive an exemption.
 - b. A requirement that the principal residence must be owned for a certain number of years before a claim for exemption can be made.
 - c. A limitation on the number of years an exemption can be claimed and received.
3. If a person meets all eligibility requirements in statute for receiving a full or partial exemption, the calculation for the percentage reduction in taxable value cannot result in a person receiving no relief, i.e., the calculation cannot result in a taxable value greater than or equal to the taxable value *prior* to application for the poverty exemption in that tax year.
4. Form 5738 must be completed in its entirety and signed by the local assessing unit clerk and assessing officer.

5. The completed Form and any attachments must be submitted to the State Tax Commission at: State Tax Commission, PO Box 30471, Lansing, MI 48909 or by email to State-Tax-Commission@michigan.gov.
6. Requests will be reviewed by State Tax Commission staff. If insufficient documentation was provided by the local assessing unit, the local assessing unit will be notified in writing and will be permitted to submit adequate documentation to the State Tax Commission within 30 days of the written notice. If adequate documentation is not submitted within the deadline, staff will recommend that the State Tax Commission deny the request.
7. Upon receipt of a completed request, staff will review the proposed percentage reductions(s) in taxable value and explanation of how the reduction(s) will be calculated and applied when granting a poverty exemption. Staff recommendations to approve or deny a local unit request will be forwarded to the State Tax Commission for review and decision.
8. If approved, the local assessing unit will receive written notification within 14 days of the State Tax Commission meeting approving the request.
9. A local assessing unit that wishes to modify any percentage reduction(s) previously approved by the Commission must do so by submitting a new Form 5738 with the requested percentages.



CITY OF PARCHMENT

To: Parchment City Commissioners
From: Robert D. Britigan III, Mayor
Cc: Nancy Stoddard, City Manager
Date: 2/8/2022
Re: Board of Review Appointments

Pursuant to Chapter IX, Section 9.4 of the Parchment Code of Ordinances, a board of review consisting of three (3) members shall be appointed and serve according to law. It is recommended that the following individuals be appointed to serve on the Parchment Board of Review.

- Dennis Collison
- Eric Cronin
- Deric Jordan

Your approval of these appointments is greatly appreciated.

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