



## AGENDA

### REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

April 18, 2022

7 P.M.

#### Parchment City Commission

Mayor Robert D. Britigan III

Vice Mayor Thomas Jordan

Commissioner Tammy Cooper

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. Pledge of Allegiance**

#### **3. Roll Call**

#### **4. Approval of Minutes**

From the City Commission Meeting of April 4, 2022

#### **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:

- Warrant No.1461 – action
- Credit Card Statement, March 2022 – action
- Financial Statement for March 2022 - receive
- KATS Technical Meeting Minutes, March 10, 2022 – receive
- KABA March 2022 Monthly Report

## **8. Unfinished Business**

## **9. New Business**

- Memo from the Rate Committee – receive
  - Waste Proposal – action
  - Election Workers Pay Rate – action
  - Board of Review Pay Rate - action
- Memo from the Public Safety Committee – action
- Parks and Recreation Committee - action

## **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 APRIL 4, 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 Cooper, Conner, Evans, Fooy, and Madaras, City Manager Stoddard, Treasurer/Clerk Stutz, Attorney Soltis.

Absent: None.

**3. Minutes**

Moved by Vice Mayor Jordan, supported by Commissioner Madaras to approve the amended minutes of the March 7, 2022 Regular meeting. **Motion Carried.**

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

Moved by Commissioner Conner, supported by Commissioner Evans to approve the agenda as presented. **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**

A. Property Access Agreement, City of Parchment ROW, Georgia Pacific – Action. Mayor Britigan reminded all that at the last meeting, the commission asked that an indemnity clause be worked into the agreement. Attorney Soltis noted that on page 2, third paragraph from the bottom is where to find the clause; no other changes were made. Questions were answered regarding where the gravel access is, dates/deadlines, and restoration. Moved by Commissioner Evans, supported by Vice Mayor Jordan to approve the Property Access Agreement for the vacant parcel formerly Canadian National Railway, and authorize the City Clerk to sign all documents related to this action. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

**Motion Carried 7-0.**

**8. New Business**

A. Child Abuse and Prevention presentation, Erika Hamlet, Exec.Director – receive. Erika Hamlet, Executive Director of the Kalamazoo County Child Abuse and Neglect Prevention (KCAN) began by noting that April is child abuse awareness month, and stated the group's mission. She shared programming issues during the pandemic, stating that child abuse is the "most preventable health crisis". She outlined ways to get involved, and encouraged all to attend any of their meetings. Ms. Hamlet then thanked the commission for the opportunity to present.

B. Kalamazoo County Commission Update, Commissioner Jen Strebs – receive. Kalamazoo County Commissioner Strebs thanked the commission for the opportunity, as well as elevated the work of KCAN, saying how often the concepts of childhood trauma come up in different issues within the county, such as housing. She touched on 1) redistricting, 2) pandemic challenges, and 3) the housing crisis in the county. Commissioner Strebs discussed the ARPA funds, and the new Downtown Justice Center, and said that people can reach her anytime at [jen.strebs@kalcounty.com](mailto:jen.strebs@kalcounty.com).

C. Budget Presentation, City Manager Stoddard - receive. City Manager Stoddard thanked the Commission, saying that after getting their input at the workshop, we (along with city staff) needed to prioritize items, which led to this budget document. City Manager Stoddard went into each fund, highlighting certain items. She then thanked staff for their research and work putting the document together.

**9. Citizen Comments**

None.

**10. Mayor and Commissioner Comments**

Commissioner Cooper thanks City Manager Stoddard for taking time for questions, and added that she thought the Child Abuse Prevention presentation was wonderful.

Commissioner Conner noted he's seen the speed sign, and watched people brake as they approach it.

Commissioner Madaras thanked City Manager Stoddard for the weekly updates, she loves them.

Vice Mayor Jordan added his thanks to the City Manager and her staff for the budget.

Mayor Britigan mentioned that the City's ISO rating has gone up to 2, which validates some decisions that have been made. He added that the road commission will be doing work on Mosel, and then reminded all of the budget work session after the next meeting, April 18, 2022.

**11. City Manager Comments/Reports**

City Manager Stoddard stated that as we are heading toward "normalcy", more things are happening and she's happy to provide weekly updates. She thanked the commissioners for their input on the budget and 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 8:14 p.m.

Shannon Stutz, City Clerk





City of Parchment  
Check Register Report  
Warrant 1461

Check	Check Date	Vendor Name	Description	Amount
36943	04/08/2022	BELDEN BRICK & SUPPLY	VETERAN'S BRICKS	4,570.80
36944	04/08/2022	CONSUMERS ENERGY	CITYWIDE MONTHLY ENERGY USE	2,840.40
36945	04/08/2022	VOID		0.00 V
36946	04/08/2022	HARVEY CONSULTING	PLANNING COMMISSION - FEB 1 - FEB 28, 2022	393.75
36947	04/08/2022	JULIE HEASLEY	BINGO FOR BAGS - REIMBURSEMENTS	164.57
36948	04/08/2022	K-D SALES, INC.	BINGO SUPPLIES	8.75
36949	04/08/2022	KALAMAZOO OIL CO.	FUEL CHARGES 3/1/2022 TO 3/15/2022	676.42
36950	04/08/2022	KALAMAZOO TOWNSHIP	POLICE/FIRE SERVICES CONTRACT -APRIL 2022	35,747.61
36951	04/08/2022	KAREN HEASLEY	BINGO FOR BAGS EXPENSES	234.80
36952	04/08/2022	MUNICODE	ONLINE CODE HOSTING 3/1/2022 TO 02/28/2023	900.00
36953	04/08/2022	RATHCO SAFETY SUPPLY INC.	2-SINGLE POST INSTALLATION	225.00
36954	04/08/2022	THE FOUNTAINS	DEPOSIT - BINGO 2023 - MARCH 4 OR MARCH	800.00



## 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	\$91.85	\$0.00	\$91.85
BILL CAHILL XXXX XXXX XXXX 1801	\$5,000	\$0.00	\$759.65	\$0.00	\$759.65
CAMRON J BOEKHOVEN XXXX XXXX XXXX 9114	\$3,000	\$0.00	\$1,262.02	\$0.00	\$1,262.02
SHANNON STUTZ XXXX XXXX XXXX 9125	\$5,000	\$0.00	\$1,634.58	\$0.00	\$1,634.58

## Cardholder Account Activity

PHIL WOLTHUIS XXXX XXXX XXXX 1793	Credit Limit \$5,000	Credits \$0.00	Purchases \$91.85	Cash Advances \$0.00	Total Activity \$91.85
Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
03/10	03/09	75500592068900019500043	MARTIN SPRING & DRIVE KALAMAZOO MI		\$91.85

BILL CAHILL XXXX XXXX XXXX 1801	Credit Limit \$5,000	Credits \$0.00	Purchases \$759.65	Cash Advances \$0.00	Total Activity \$759.65
Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
03/02	03/01	05436842060200052781466	LAKELAND ASPHALT CORPO 269-964-1720 MI		\$352.56
03/09	03/08	75184122067900012800010	RATHCO SAFETY SUPPLY PORTAGE MI		\$80.00
03/28	03/24	85179242084700609009442	ONE WAY PRODUCTS KALAMAZOO MI		\$327.09

CAMRON J BOEKHOVEN XXXX XXXX XXXX 9114	Credit Limit \$3,000	Credits \$0.00	Purchases \$1,262.02	Cash Advances \$0.00	Total Activity \$1,262.02
Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
03/14	03/11	55432862071200732250159	IN *THE SPIRIT SHOPPE KALAMAZOO MI		\$222.00
03/16	03/15	75500592074900019900039	MARTIN SPRING & DRIVE KALAMAZOO MI		\$245.43
03/16	03/15	55432862075200672080497	CARTER LUMBER KALAMAZOO MI		\$255.24
03/17	03/15	85179242075980000955325	CARLETON EQUIP CO-KALA KALAMAZOO MI		\$7.44
03/17	03/15	02305372075100098335580	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$80.37
03/18	03/16	02305372076100099812586	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$49.70
03/21	03/18	05436842077200045679786	LAKELAND ASPHALT CORPO 269-964-1720 MI		\$265.86
03/23	03/22	75500592081900010500060	MARTIN SPRING & DRIVE KALAMAZOO MI		\$120.00
03/25	03/23	02305372083100098963407	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$15.98

SHANNON STUTZ XXXX XXXX XXXX 9125	Credit Limit \$5,000	Credits \$0.00	Purchases \$1,634.58	Cash Advances \$0.00	Total Activity \$1,634.58
Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
03/02	03/01	05227022060300275619733	MARANA GROUP 269-383-9333 MI		\$465.75
03/07	03/04	85140512065900010500014	CORNERSTONE OFFICE SYS RCOLE@CORNERS MI		\$202.38
03/08	03/07	82711162066000010912373	PIXELVINE FREEPORT MI		\$71.25
03/14	03/13	82711162072000006771298	PIXELVINE FREEPORT MI		\$65.00
03/16	03/15	82301822074900018566342	CORPORATE TECHNOLOGIES 952-7153600 MN		\$425.00
03/21	03/18	05410192077105163525564	QUILL CORPORATION 800-982-3400 SC		\$135.25
03/28	03/28	55432862087200318095327	SPECTRUM 855-707-7328 MO		\$119.98
03/28	03/26	55432862085200760625599	SPECTRUM 855-707-7328 MO		\$149.97

PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 03/31/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-404.000	Tax Revenue	725,000.00	725,058.75	0.00	(58.75)	100.01
101-000-405.000	Taxes - Industrial Facilities	3,000.00	3,018.66	0.00	(18.66)	100.62
101-000-441.000	Local Community Stab Share Tax	130,000.00	54,310.41	0.00	75,689.59	41.78
101-000-445.000	Penalty on Taxes	1,600.00	4,254.99	893.83	(2,654.99)	265.94
101-000-448.000	1% Collection Fees	26,100.00	26,627.07	705.97	(527.07)	102.02
101-000-451.000	License and Fees	9,500.00	5,032.84	700.00	4,467.16	52.98
101-000-452.000	Cablevision Fees	14,800.00	11,840.41	0.00	2,959.59	80.00
101-000-453.000	Recreation Fees	2,700.00	2,600.00	0.00	100.00	96.30
101-000-454.000	Solid Waste Collections	120,400.00	89,288.12	110.34	31,111.88	74.16
101-000-544.000	State Grant - Water Plant	0.00	77,695.21	0.00	(77,695.21)	100.00
101-000-574.000	Revenue Sharing supp pmt	0.00	33,887.00	0.00	(33,887.00)	100.00
101-000-575.000	State Sales Tax	200,000.00	119,337.00	0.00	80,663.00	59.67
101-000-632.000	Charges for Services Rendered	500.00	400.00	0.00	100.00	80.00
101-000-662.000	Traffic Fines	7,300.00	1,886.22	405.01	5,413.78	25.84
101-000-664.000	Interest on Investments	4,300.00	163.81	0.00	4,136.19	3.81
101-000-676.000	Transfers From Other Funds	172,300.00	143,100.00	143,100.00	29,200.00	83.05
101-000-680.000	Reimbursement for Overhead	143,100.00	0.00	0.00	143,100.00	0.00
101-000-694.000	Miscellaneous	16,400.00	8,177.00	0.00	8,223.00	49.86
101-000-695.000	Other Financing Sources	5,100.00	2,065.86	0.00	3,034.14	40.51
101-000-696.000	Deposits Over & Short	0.00	580.02	0.00	(580.02)	100.00
Total Dept 000		1,582,100.00	1,309,323.37	145,915.15	272,776.63	82.76
TOTAL REVENUES						
		1,582,100.00	1,309,323.37	145,915.15	272,776.63	82.76
Expenditures						
Dept 100 - Legislative						
101-100-703.000	Payroll - Part Time	7,200.00	5,425.00	575.00	1,775.00	75.35
101-100-715.000	Social Security	1,000.00	277.76	35.65	722.24	27.78
101-100-720.000	Worker's Compensation	325.00	2.37	0.00	322.63	0.73
101-100-722.000	Medicare	240.00	65.02	8.34	174.98	27.09
101-100-740.000	Operating Supplies	700.00	2,805.45	1,220.99	(2,105.45)	400.78
101-100-800.000	Professional/Contractual Serv.	20,700.00	14,114.20	505.30	6,585.80	68.18
101-100-830.000	Memberships & Dues	1,500.00	85.00	0.00	1,415.00	5.67
101-100-860.000	Institutes & Training	0.00	75.00	0.00	(75.00)	100.00
101-100-880.000	Community Promotion	1,000.00	520.00	65.00	480.00	52.00
101-100-880.001	Wassailing Contribution	2,000.00	1,775.30	0.00	224.70	88.77
101-100-900.000	Printing & Publishing	5,000.00	1,769.45	0.00	3,230.55	35.39
101-100-955.000	Miscellaneous	300.00	0.00	0.00	300.00	0.00
101-100-970.000	Capital	3,300.00	0.00	0.00	3,300.00	0.00
101-100-999.000	Transfer to other Fund	25,000.00	25,000.00	0.00	0.00	100.00
Total Dept 100 - Legislative		68,265.00	51,914.55	2,410.28	16,350.45	76.05
Dept 200 - Administration						
101-200-702.000	Payroll - Full Time	121,000.00	81,930.43	8,972.66	39,069.57	67.71
101-200-703.000	Payroll - Part Time	48,000.00	30,159.87	2,895.87	17,840.13	62.83
101-200-715.000	Social Security	10,500.00	6,351.27	635.47	4,148.73	60.49
101-200-716.000	Hospital/Life Insurance	61,000.00	26,538.54	4,746.12	34,461.46	43.51
101-200-716.001	Insurance Deductible	4,000.00	2,220.62	70.55	1,779.38	55.52
101-200-718.000	Pension	32,500.00	30,511.11	3,586.13	1,988.89	93.88
101-200-720.000	Worker's Compensation	700.00	317.73	0.00	382.27	45.39
101-200-722.000	Medicare	2,400.00	1,485.40	148.62	914.60	61.89

PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDT USED
		AMENDED BUDGET	NORMAL	03/31/2022	MONTH 03/31/2022	INCREASE (DECREASE)	NORMAL	BALANCE		
Fund 101 - GENERAL FUND										
Expenditures										
101-200-724.000	ICMA Retirement Benefit	9,800.00	0.00		0.00		9,800.00	0.00		
101-200-730.000	Postage	3,200.00	3,727.48		500.00		(527.48)	116.48		
101-200-740.000	Operating Supplies	4,500.00	3,208.14		213.48		1,291.86	71.29		
101-200-775.000	Repair & Maintenance Supplies	2,000.00	0.00		0.00		2,000.00	0.00		
101-200-800.000	Professional/Contractual Serv.	26,300.00	13,216.59		5,920.24		13,083.41	50.25		
101-200-805.000	Computer Services	9,500.00	10,706.14		425.00		(1,206.14)	112.70		
101-200-830.000	Memberships & Dues	1,200.00	1,313.72		427.50		(113.72)	109.48		
101-200-850.000	Communications	7,300.00	6,408.07		717.56		891.93	87.78		
101-200-860.000	Institutes & Training	4,300.00	703.31		0.00		3,596.69	16.36		
101-200-900.000	Printing & Publishing	2,700.00	2,477.56		1,527.40		222.44	91.76		
101-200-910.000	Insurance & Bonds	6,700.00	6,190.00		0.00		510.00	92.39		
101-200-920.000	Utilities	4,300.00	3,933.36		1,121.48		366.64	91.47		
101-200-930.000	Repair & Maint.Contractors	7,600.00	273.00		0.00		7,327.00	3.59		
101-200-955.000	Miscellaneous	0.00	48.50		0.00		(48.50)	100.00		
101-200-970.000	Capital	20,000.00	38,868.57		8,005.77		(18,868.57)	194.34		
Total Dept 200 - Administration		389,500.00	270,589.41		39,913.85		118,910.59	69.47		
Dept 210 - Legal Services										
101-210-801.000	Attorney - General	15,500.00	12,746.25		987.50		2,753.75	82.23		
101-210-802.000	Attorney-Police Matters	9,500.00	1,793.75		0.00		7,706.25	18.88		
Total Dept 210 - Legal Services		25,000.00	14,540.00		987.50		10,460.00	58.16		
Dept 300 - Police										
101-300-703.000	Payroll - Part Time	9,500.00	4,652.00		645.00		4,848.00	48.97		
101-300-715.000	Social Security	600.00	288.42		39.99		311.58	48.07		
101-300-722.000	Medicare	100.00	67.45		9.35		32.55	67.45		
101-300-800.000	Professional/Contractual Serv.	358,800.00	296,930.00		59,386.00		61,870.00	82.76		
Total Dept 300 - Police		369,000.00	301,937.87		60,080.34		67,062.13	81.83		
Dept 336 - Fire										
101-336-740.000	Operating Supplies	5,100.00	492.28		0.00		4,607.72	9.65		
101-336-746.000	Gasoline & Oil	1,000.00	119.06		0.00		880.94	11.91		
101-336-775.000	Repair & Maintenance Supplies	1,000.00	0.00		0.00		1,000.00	0.00		
101-336-780.000	Safety Supplies	100.00	0.00		0.00		100.00	0.00		
101-336-800.000	Professional/Contractual Serv.	67,900.00	57,274.57		11,150.00		10,625.43	84.35		
101-336-830.000	Memberships & Dues	0.00	1,400.00		0.00		(1,400.00)	100.00		
101-336-850.000	Communications	4,400.00	3,298.05		659.61		1,101.95	74.96		
101-336-910.000	Insurance & Bonds	9,400.00	14,992.00		0.00		(5,592.00)	159.49		
101-336-920.000	Utilities	2,700.00	1,911.85		577.76		788.15	70.81		
101-336-930.000	Repair & Maint.Contractors	10,700.00	1,036.24		0.00		9,663.76	9.68		
101-336-970.000	Capital	20,300.00	6,063.65		0.00		14,236.35	29.87		
Total Dept 336 - Fire		122,600.00	86,587.70		12,387.37		36,012.30	70.63		

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 03/31/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-440-718.000	Pension	34,000.00	20,651.70	2,314.45	13,348.30	60.74
101-440-720.000	Worker's Compensation	2,800.00	2,279.88	0.00	520.12	81.42
101-440-722.000	Medicare	1,200.00	1,135.84	114.71	64.16	94.65
101-440-740.000	Operating Supplies	2,500.00	(29.99)	0.00	2,529.99	(1.20)
101-440-746.000	Gasoline & Oil	4,300.00	5,589.45	1,091.27	(1,289.45)	129.99
101-440-775.000	Repair & Maintenance Supplies	8,000.00	8,825.74	1,403.89	(825.74)	110.32
101-440-780.000	Safety Supplies	500.00	0.00	0.00	500.00	0.00
101-440-800.000	Professional/Contractual Serv.	900.00	1,439.42	0.00	(539.42)	159.94
101-440-810.000	Rubbish Collection Charges	111,700.00	77,840.62	8,887.78	33,859.38	69.69
101-440-815.000	Uniform Rental	3,000.00	2,433.13	1,045.47	566.87	81.10
101-440-850.000	Communications	900.00	959.84	239.96	(59.84)	106.65
101-440-860.000	Institutes & Training	300.00	96.90	0.00	203.10	32.30
101-440-880.000	Community Promotion	500.00	0.00	0.00	500.00	0.00
101-440-910.000	Insurance & Bonds	22,500.00	5,572.00	0.00	16,928.00	24.76
101-440-920.000	Utilities	8,500.00	8,987.31	2,931.75	(487.31)	105.73
101-440-926.000	Street Lighting	29,600.00	20,220.55	2,304.89	9,379.45	68.31
101-440-930.000	Repair & Maint.Contractors	11,100.00	17,285.09	428.38	(6,185.09)	155.72
101-440-970.000	Capital	0.00	1,332.14	0.00	(1,332.14)	100.00
Total Dept 440 - Public Services		361,000.00	272,208.42	33,998.79	88,791.58	75.40
Dept 591 - Water Plant Grant Expenses						
101-591-800.000	Professional/Contractual Serv.	0.00	28,174.41	0.00	(28,174.41)	100.00
101-591-830.000	Memberships & Dues	0.00	1,000.00	0.00	(1,000.00)	100.00
101-591-850.000	Communications	0.00	69.00	0.00	(69.00)	100.00
101-591-920.000	Utilities	0.00	34,251.90	334.64	(34,251.90)	100.00
101-591-930.000	Repair & Maint.Contractors	0.00	175.20	0.00	(175.20)	100.00
Total Dept 591 - Water Plant Grant Expenses		0.00	63,670.51	334.64	(63,670.51)	100.00
Dept 751 - Parks, Recreation & Culture						
101-751-702.000	Payroll - Full Time	54,800.00	42,047.80	4,550.56	12,752.20	76.73
101-751-703.000	Payroll - Part Time	10,200.00	2,269.68	0.00	7,930.32	22.25
101-751-715.000	Social Security	3,600.00	2,717.67	278.64	882.33	75.49
101-751-716.000	Hospital/Life Insurance	5,000.00	6,755.18	1,072.44	(1,755.18)	135.10
101-751-716.001	Insurance Deductible	1,000.00	0.00	0.00	1,000.00	0.00
101-751-718.000	Pension	23,300.00	15,830.17	1,896.44	7,469.83	67.94
101-751-720.000	Worker's Compensation	1,500.00	1,326.40	0.00	173.60	88.43
101-751-722.000	Medicare	800.00	635.53	0.00	164.47	79.44
101-751-746.000	Gasoline & Oil	2,700.00	2,504.46	426.97	195.54	92.76
101-751-775.000	Repair & Maintenance Supplies	16,100.00	7,293.49	0.00	8,806.51	45.30
101-751-780.000	Safety Supplies	400.00	0.00	0.00	400.00	0.00
101-751-910.000	Insurance & Bonds	6,500.00	7,100.00	0.00	(600.00)	109.23
101-751-920.000	Utilities	6,900.00	5,925.33	1,080.53	974.67	85.87
101-751-930.000	Repair & Maint.Contractors	28,400.00	25,587.98	0.00	2,812.02	90.10
101-751-970.000	Capital	10,200.00	1,411.59	0.00	8,788.41	13.84
Total Dept 751 - Parks, Recreation & Culture		171,400.00	121,405.28	9,370.77	49,994.72	70.83
TOTAL EXPENDITURES		1,506,765.00	1,182,853.74	159,483.54	323,911.26	78.50

REVENUE AND EXPENDITURE REPORT FOR CITY OF PARCHMENT  
 PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDT USED
		AMENDED BUDGET	NORMAL	03/31/2022	(ABNORMAL)	MONTH 03/31/2022	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND										
Fund 101 - GENERAL FUND:										
TOTAL REVENUES		1,582,100.00		1,309,323.37		145,915.15		272,776.63		82.76
TOTAL EXPENDITURES		1,506,765.00		1,182,853.74		159,483.54		323,911.26		78.50
NET OF REVENUES & EXPENDITURES		75,335.00		126,469.63		(13,568.39)		(51,134.63)		167.88

PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 03/31/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 202 - MAJOR STREET FUND						
Revenues						
Dept 000						
202-000-546.000	State Grants - Act 51	163,900.00	128,645.35	14,424.81	35,254.65	78.49
Total Dept 000		163,900.00	128,645.35	14,424.81	35,254.65	78.49
TOTAL REVENUES						
		163,900.00	128,645.35	14,424.81	35,254.65	78.49
Expenditures						
Dept 451 - Construction						
202-451-930.000	Repair & Maint.Contractors	0.00	3,507.48	0.00	(3,507.48)	100.00
202-451-970.000	Capital	3,000.00	0.00	0.00	3,000.00	0.00
Total Dept 451 - Construction		3,000.00	3,507.48	0.00	(507.48)	116.92
Dept 463 - Routine Maintenance						
202-463-702.000	Payroll - Full Time	7,100.00	3,994.82	481.59	3,105.18	56.27
202-463-715.000	Social Security	450.00	243.13	29.25	206.87	54.03
202-463-716.000	Hospital/Life Insurance	2,600.00	1,094.70	175.77	1,505.30	42.10
202-463-716.001	Insurance Deductible	50.00	0.00	0.00	50.00	0.00
202-463-718.000	Pension	3,000.00	1,517.96	199.71	1,482.04	50.60
202-463-720.000	Worker's Compensation	450.00	242.83	0.00	207.17	53.96
202-463-722.000	Medicare	100.00	56.82	6.83	43.18	56.82
202-463-746.000	Gasoline & Oil	300.00	0.00	0.00	300.00	0.00
202-463-775.000	Repair & Maintenance Supplies	2,200.00	1,013.00	128.00	1,187.00	46.05
202-463-930.000	Repair & Maint.Contractors	7,500.00	1,288.00	0.00	6,212.00	17.17
Total Dept 463 - Routine Maintenance		23,750.00	9,451.26	1,021.15	14,298.74	39.79
Dept 475 - Traffic Services						
202-475-702.000	Payroll - Full Time	6,800.00	3,931.06	472.75	2,868.94	57.81
202-475-715.000	Social Security	400.00	239.13	28.70	160.87	59.78
202-475-716.000	Hospital/Life Insurance	2,500.00	1,116.18	175.73	1,383.82	44.65
202-475-716.001	Insurance Deductible	50.00	0.00	0.00	50.00	0.00
202-475-718.000	Pension	2,800.00	1,493.68	196.15	1,306.32	53.35
202-475-720.000	Worker's Compensation	425.00	239.47	0.00	185.53	56.35
202-475-722.000	Medicare	100.00	55.91	6.71	44.09	55.91
202-475-746.000	Gasoline & Oil	500.00	0.00	0.00	500.00	0.00
202-475-775.000	Repair & Maintenance Supplies	2,400.00	3,986.80	3,905.00	(1,586.80)	166.12
202-475-930.000	Repair & Maint.Contractors	12,400.00	5,238.47	817.97	7,161.53	42.25
Total Dept 475 - Traffic Services		28,375.00	16,300.70	5,603.01	12,074.30	57.45
Dept 478 - Winter Maintenance						
202-478-702.000	Payroll - Full Time	8,200.00	6,164.56	627.67	2,035.44	75.18
202-478-715.000	Social Security	500.00	375.55	38.07	124.45	75.11
202-478-716.000	Hospital/Life Insurance	3,200.00	1,469.95	255.63	1,730.05	45.94
202-478-716.001	Insurance Deductible	100.00	0.00	0.00	100.00	0.00
202-478-718.000	Pension	3,500.00	2,142.40	354.07	1,357.60	61.21
202-478-720.000	Worker's Compensation	500.00	333.40	0.00	166.60	66.68
202-478-722.000	Medicare	100.00	87.82	8.88	12.18	87.82
202-478-746.000	Gasoline & Oil	900.00	274.08	0.00	625.92	30.45



REVENUE AND EXPENDITURE REPORT FOR CITY OF PARCHMENT

PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 03/31/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
Fund 202 - MAJOR STREET FUND						
Expenditures						
202-478-753.000	Salt	10,000.00	2,369.74	3,399.34	7,630.26	23.70
Total Dept 478 - Winter Maintenance		27,000.00	13,217.50	4,683.66	13,782.50	48.95
Dept 482 - Administration						
202-482-702.000	Payroll - Full Time	1,200.00	898.98	89.87	301.02	74.92
202-482-715.000	Social Security	100.00	54.39	5.44	45.61	54.39
202-482-716.000	Hospital/Life Insurance	600.00	260.35	49.15	339.65	43.39
202-482-718.000	Pension	500.00	321.04	37.77	178.96	64.21
202-482-720.000	Worker's Compensation	0.00	51.51	0.00	(51.51)	100.00
202-482-722.000	Medicare	0.00	12.66	1.26	(12.66)	100.00
202-482-955.000	Miscellaneous	0.00	3,411.80	0.00	(3,411.80)	100.00
202-482-960.000	Administrative Overhead	17,300.00	17,300.00	17,300.00	0.00	100.00
Total Dept 482 - Administration		19,700.00	22,310.73	17,483.49	(2,610.73)	113.25
TOTAL EXPENDITURES		101,825.00	64,787.67	28,791.31	37,037.33	63.63
Fund 202 - MAJOR STREET FUND:						
TOTAL REVENUES		163,900.00	128,645.35	14,424.81	35,254.65	78.49
TOTAL EXPENDITURES		101,825.00	64,787.67	28,791.31	37,037.33	63.63
NET OF REVENUES & EXPENDITURES		62,075.00	63,857.68	(14,366.50)	(1,782.68)	102.87



REVENUE AND EXPENDITURE REPORT FOR CITY OF PARCHMENT

PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 03/31/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 203 - LOCAL STREET FUND						
Revenues						
Dept 000						
203-000-546.000	State Grants - Act 51	66,900.00	53,246.85	5,940.90	13,653.15	79.59
203-000-676.101	Transfer from General Fund	0.00	25,000.00	0.00	(25,000.00)	100.00
Total Dept 000		66,900.00	78,246.85	5,940.90	(11,346.85)	116.96
TOTAL REVENUES		66,900.00	78,246.85	5,940.90	(11,346.85)	116.96
Expenditures						
Dept 451 - Construction						
203-451-970.000	Capital	54,000.00	52,000.00	0.00	2,000.00	96.30
Total Dept 451 - Construction		54,000.00	52,000.00	0.00	2,000.00	96.30
Dept 463 - Routine Maintenance						
203-463-702.000	Payroll - Full Time	8,400.00	4,015.89	481.59	4,384.11	47.81
203-463-715.000	Social Security	500.00	244.37	29.25	255.63	48.87
203-463-716.000	Hospital/Life Insurance	2,600.00	1,116.35	175.77	1,483.65	42.94
203-463-716.001	Insurance Deductible	200.00	0.00	0.00	200.00	0.00
203-463-718.000	Pension	3,600.00	1,523.85	199.71	2,076.15	42.33
203-463-720.000	Worker's Compensation	500.00	244.24	0.00	255.76	48.85
203-463-722.000	Medicare	100.00	57.11	6.83	42.89	57.11
203-463-746.000	Gasoline & Oil	300.00	0.00	0.00	300.00	0.00
203-463-775.000	Repair & Maintenance Supplies	3,200.00	851.09	128.00	2,348.91	26.60
203-463-930.000	Repair & Maint.Contractors	5,100.00	3,288.68	0.00	1,811.32	64.48
Total Dept 463 - Routine Maintenance		24,500.00	11,341.58	1,021.15	13,158.42	46.29
Dept 475 - Traffic Services						
203-475-702.000	Payroll - Full Time	8,000.00	3,910.11	464.34	4,089.89	48.88
203-475-715.000	Social Security	500.00	237.96	28.20	262.04	47.59
203-475-716.000	Hospital/Life Insurance	2,300.00	1,078.82	171.39	1,221.18	46.91
203-475-716.001	Insurance Deductible	200.00	0.00	0.00	200.00	0.00
203-475-718.000	Pension	3,500.00	1,481.29	192.62	2,018.71	42.32
203-475-720.000	Worker's Compensation	500.00	238.97	0.00	261.03	47.79
203-475-722.000	Medicare	100.00	55.66	6.59	44.34	55.66
203-475-746.000	Gasoline & Oil	500.00	0.00	0.00	500.00	0.00
203-475-775.000	Repair & Maintenance Supplies	4,700.00	220.20	0.00	4,479.80	4.69
203-475-930.000	Repair & Maint.Contractors	600.00	0.00	0.00	600.00	0.00
Total Dept 475 - Traffic Services		20,900.00	7,223.01	863.14	13,676.99	34.56
Dept 478 - Winter Maintenance						
203-478-702.000	Payroll - Full Time	8,400.00	6,120.79	619.24	2,279.21	72.87
203-478-715.000	Social Security	500.00	373.25	37.57	126.75	74.65
203-478-716.000	Hospital/Life Insurance	2,600.00	1,432.58	251.30	1,167.42	55.10
203-478-716.001	Insurance Deductible	200.00	0.00	0.00	200.00	0.00
203-478-718.000	Pension	3,700.00	2,123.98	350.53	1,576.02	57.40
203-478-720.000	Worker's Compensation	500.00	331.35	0.00	168.65	66.27
203-478-722.000	Medicare	100.00	87.15	8.78	12.85	87.15
203-478-746.000	Gasoline & Oil	900.00	274.08	0.00	625.92	30.45

REVENUE AND EXPENDITURE REPORT FOR CITY OF PARCHMENT

PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 03/31/2022 (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 203 - LOCAL STREET FUND						
Expenditures						
203-478-753.000	Salt	10,000.00	2,369.74	3,399.34	7,630.26	23.70
203-478-775.000	Repair & Maintenance Supplies	0.00	257.95	0.00	(257.95)	100.00
Total Dept 478 - Winter Maintenance		26,900.00	13,370.87	4,666.76	13,529.13	49.71
Dept 482 - Administration						
203-482-702.000	Payroll - Full Time	1,500.00	898.98	89.87	601.02	59.93
203-482-715.000	Social Security	100.00	54.39	5.44	45.61	54.39
203-482-716.000	Hospital/Life Insurance	800.00	260.34	49.14	539.66	32.54
203-482-718.000	Pension	700.00	321.04	37.77	378.96	45.86
203-482-720.000	Worker's Compensation	0.00	51.51	0.00	(51.51)	100.00
203-482-722.000	Medicare	0.00	12.66	1.26	(12.66)	100.00
203-482-960.000	Administrative Overhead	16,500.00	16,500.00		0.00	100.00
Total Dept 482 - Administration		19,600.00	18,098.92	16,683.48	1,501.08	92.34
TOTAL EXPENDITURES		145,900.00	102,034.38	23,234.53	43,865.62	69.93
Fund 203 - LOCAL STREET FUND:						
TOTAL REVENUES		66,900.00	78,246.85	5,940.90	(11,346.85)	116.96
TOTAL EXPENDITURES		145,900.00	102,034.38	23,234.53	43,865.62	69.93
NET OF REVENUES & EXPENDITURES		(79,000.00)	(23,787.53)	(17,293.63)	(55,212.47)	30.11

REVENUE AND EXPENDITURE REPORT FOR CITY OF PARCHMENT

PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 03/31/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 251 - Brownfield Redevelopment						
Revenues						
Dept 000						
251-000-404.000	Tax Revenue	158,717.00	159,369.74	0.00	(652.74)	100.41
Total Dept 000		158,717.00	159,369.74	0.00	(652.74)	100.41
TOTAL REVENUES		158,717.00	159,369.74	0.00	(652.74)	100.41
Expenditures						
Dept 000						
251-000-960.000	Administrative Overhead	40,700.00	40,000.00	40,000.00	700.00	98.28
251-000-991.000	Debt Retirement-Principal	46,400.00	47,913.94	0.00	(1,513.94)	103.26
251-000-995.000	Interest Expense	12,000.00	10,232.14	0.00	1,767.86	85.27
Total Dept 000		99,100.00	98,146.08	40,000.00	953.92	99.04
TOTAL EXPENDITURES		99,100.00	98,146.08	40,000.00	953.92	99.04
Fund 251 - Brownfield Redevelopment:						
TOTAL REVENUES		158,717.00	159,369.74	0.00	(652.74)	100.41
TOTAL EXPENDITURES		99,100.00	98,146.08	40,000.00	953.92	99.04
NET OF REVENUES & EXPENDITURES		59,617.00	61,223.66	(40,000.00)	(1,606.66)	102.69

## REVENUE AND EXPENDITURE REPORT FOR CITY OF PARCHMENT

PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 03/31/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BGT USED
Fund 285 - Stimulus Grant Fund						
Revenues						
Dept 000						
285-000-528.000	Other Federal Funding	0.00	96,052.18	0.00	(96,052.18)	100.00
Total Dept 000		0.00	96,052.18	0.00	(96,052.18)	100.00
TOTAL REVENUES		0.00	96,052.18	0.00	(96,052.18)	100.00
Fund 285 - Stimulus Grant Fund:						
TOTAL REVENUES		0.00	96,052.18	0.00	(96,052.18)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	96,052.18	0.00	(96,052.18)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF PARCHMENT

PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2022	MONTH 03/31/2022	BALANCE	
Fund 401 - Veteran's Memorial Fund						
Revenues						
Dept 000						
401-000-674.000	Contributed Capital Revenue	0.00	4,025.41	0.00	(4,025.41)	100.00
Total Dept 000		0.00	4,025.41	0.00	(4,025.41)	100.00
TOTAL REVENUES		0.00	4,025.41	0.00	(4,025.41)	100.00
Expenditures						
Dept 000						
401-000-775.000	Repair & Maintenance Supplies	0.00	4,570.80	4,570.80	(4,570.80)	100.00
401-000-955.000	Miscellaneous	0.00	20.00	0.00	(20.00)	100.00
Total Dept 000		0.00	4,590.80	4,570.80	(4,590.80)	100.00
TOTAL EXPENDITURES		0.00	4,590.80	4,570.80	(4,590.80)	100.00
Fund 401 - Veteran's Memorial Fund:						
TOTAL REVENUES		0.00	4,025.41	0.00	(4,025.41)	100.00
TOTAL EXPENDITURES		0.00	4,590.80	4,570.80	(4,590.80)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(565.39)	(4,570.80)	565.39	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF PARCHMENT

PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 03/31/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 590 - SEWER FUND						
Revenues						
Dept 000						
590-000-626.000	Sewer Services	270,000.00	59,675.04	0.00	210,324.96	22.10
590-000-664.000	Interest on Investments	1,800.00	0.00	0.00	1,800.00	0.00
Total Dept 000		271,800.00	59,675.04	0.00	212,124.96	21.96
TOTAL REVENUES		271,800.00	59,675.04	0.00	212,124.96	21.96
Expenditures						
Dept 000						
590-000-702.000	Payroll - Full Time	22,300.00	16,009.89	1,320.27	6,290.11	71.79
590-000-715.000	Social Security	1,400.00	966.74	79.39	433.26	69.05
590-000-716.000	Hospital/Life Insurance	7,400.00	6,379.94	698.17	1,020.06	86.22
590-000-716.001	Insurance Deductible	500.00	0.00	0.00	500.00	0.00
590-000-718.000	Pension	9,400.00	6,265.78	554.65	3,134.22	66.66
590-000-720.000	Worker's Compensation	500.00	339.47	0.00	160.53	67.89
590-000-722.000	Medicare	300.00	226.37	18.57	73.63	75.46
590-000-800.000	Professional/Contractual Serv.	36,200.00	19,289.90	0.00	16,910.10	53.29
590-000-815.000	Uniform Rental	500.00	95.91	0.00	404.09	19.18
590-000-910.000	Insurance & Bonds	10,600.00	10,452.00	0.00	148.00	98.60
590-000-920.000	Utilities	2,300.00	1,960.15	415.34	339.85	85.22
590-000-930.000	Repair & Maint. Contractors	15,200.00	0.00	0.00	15,200.00	0.00
590-000-960.000	Administrative Overhead	69,300.00	69,300.00	0.00	0.00	100.00
590-000-968.000	Depreciation	13,800.00	19,166.00	19,166.00	(5,366.00)	138.88
Total Dept 000		189,700.00	150,452.15	91,552.39	39,247.85	79.31
TOTAL EXPENDITURES		189,700.00	150,452.15	91,552.39	39,247.85	79.31
Fund 590 - SEWER FUND:						
TOTAL REVENUES		271,800.00	59,675.04	0.00	212,124.96	21.96
TOTAL EXPENDITURES		189,700.00	150,452.15	91,552.39	39,247.85	79.31
NET OF REVENUES & EXPENDITURES		82,100.00	(90,777.11)	(91,552.39)	172,877.11	110.57
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		2,243,417.00	1,835,337.94	166,280.86	408,079.06	81.81
NET OF REVENUES & EXPENDITURES		2,043,290.00	1,602,864.82	347,632.57	440,425.18	78.45
		200,127.00	232,473.12	(181,351.71)	(32,346.12)	116.16



## 2022 MONTHLY PERMITS BY JURISDICTION

### MONTH OF MARCH 2022

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	14	\$ 3,731
COMSTOCK	ELECTRICAL	20	\$ 3,331
COMSTOCK	MECHANICAL	19	\$ 4,169
COMSTOCK	PLUMBING	9	\$ 1,381
COMSTOCK	SPECIAL - JURISDICTION	2	\$ 200
COMSTOCK	SPECIAL - HOMEOWNER	-	\$ -
<b>TOTAL COMSTOCK</b>		<b>64</b>	<b>\$ 12,812</b>
KALAMAZOO	BUILDING	11	\$ 1,788
KALAMAZOO	ELECTRICAL	12	\$ 2,197
KALAMAZOO	MECHANICAL	28	\$ 4,846
KALAMAZOO	PLUMBING	4	\$ 498
KALAMAZOO	SPECIAL - JURISDICTION	6	\$ 600
KALAMAZOO	SPECIAL - HOMEOWNER	-	\$ -
<b>TOTAL KALAMAZOO</b>		<b>61</b>	<b>\$ 9,929</b>
PARCHMENT	BUILDING	1	\$ 170.00
PARCHMENT	ELECTRICAL	1	\$ 210.00
PARCHMENT	MECHANICAL	3	\$ 356.00
PARCHMENT	PLUMBING	2	\$ 280.00
PARCHMENT	SPECIAL - JURISDICTION	-	\$ -
PARCHMENT	SPECIAL - HOMEOWNER	-	\$ -
<b>TOTAL PARCHMENT</b>		<b>7</b>	<b>\$ 1,016</b>
PINE GROVE	BUILDING	3	\$ 1,507
PINE GROVE	ELECTRICAL	6	\$ 918
PINE GROVE	MECHANICAL	4	\$ 745
PINE GROVE	PLUMBING	1	\$ 100
PINE GROVE	SPECIAL - JURISDICTION	-	\$ -
PINE GROVE	SPECIAL - HOMEOWNER	-	\$ -
<b>TOTAL PINE GROVE</b>		<b>14</b>	<b>\$ 3,270</b>
RICHLAND	BUILDING	13	\$ 12,539
RICHLAND	ELECTRICAL	17	\$ 3,520
RICHLAND	MECHANICAL	20	\$ 4,598
RICHLAND	PLUMBING	20	\$ 4,735
RICHLAND	SPECIAL - JURISDICTION	-	\$ -
RICHLAND	SPECIAL - HOMEOWNER	-	\$ -
<b>TOTAL RICHLAND</b>		<b>70</b>	<b>\$ 25,392</b>
RICHLAND VILLAGE	BUILDING	1	\$ 170
RICHLAND VILLAGE	ELECTRICAL	-	\$ -
RICHLAND VILLAGE	MECHANICAL	-	\$ -
RICHLAND VILLAGE	PLUMBING	-	\$ -
RICHLAND VILLAGE	SPECIAL - JURISDICTION	-	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	-	\$ -
<b>TOTAL RICHLAND VILLAGE</b>		<b>1</b>	<b>\$ 170</b>
<b>TOTAL</b>		<b>217</b>	<b>\$ 52,589</b>

REVENUE	REVENUE
MARCH 2021	% PREV YEAR MONTH
\$ 73,173	71.9%

PERMITS	PERMITS
MARCH 2021	% 2021 - YTD
201	108.0%



## 2022 MONTHLY PERMITS BY JURISDICTION

**YEAR TO DATE AS OF: MARCH 2022**

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	36	\$ 11,005
COMSTOCK	ELECTRICAL	53	\$ 13,963
COMSTOCK	MECHANICAL	52	\$ 15,727
COMSTOCK	PLUMBING	17	\$ 2,784
COMSTOCK	SPECIAL - JURISDICTION	7	\$ 700
COMSTOCK	SPECIAL - HOMEOWNER	1	\$ 55
<b>TOTAL COMSTOCK</b>		<b>166</b>	<b>\$ 44,234</b>
KALAMAZOO	BUILDING	49	\$ 11,613
KALAMAZOO	ELECTRICAL	48	\$ 9,958
KALAMAZOO	MECHANICAL	60	\$ 9,619
KALAMAZOO	PLUMBING	17	\$ 2,048
KALAMAZOO	SPECIAL - JURISDICTION	16	\$ 1,600
KALAMAZOO	SPECIAL - HOMEOWNER	1	\$ 55
<b>TOTAL KALAMAZOO</b>		<b>191</b>	<b>\$ 34,893</b>
PARCHMENT	BUILDING	3	\$ 540
PARCHMENT	ELECTRICAL	8	\$ 1,171
PARCHMENT	MECHANICAL	6	\$ 751
PARCHMENT	PLUMBING	3	\$ 380
PARCHMENT	SPECIAL - JURISDICTION	2	\$ 200
PARCHMENT	SPECIAL - HOMEOWNER	0	\$ -
<b>TOTAL PARCHMENT</b>		<b>22</b>	<b>\$ 3,042</b>
PINE GROVE	BUILDING	8	\$ 5,450
PINE GROVE	ELECTRICAL	11	\$ 1,931
PINE GROVE	MECHANICAL	16	\$ 2,601
PINE GROVE	PLUMBING	2	\$ 284
PINE GROVE	SPECIAL - JURISDICTION	0	\$ -
PINE GROVE	SPECIAL - HOMEOWNER	0	\$ -
<b>TOTAL PINE GROVE</b>		<b>37</b>	<b>\$ 10,266</b>
RICHLAND	BUILDING	29	\$ 25,940
RICHLAND	ELECTRICAL	45	\$ 10,877
RICHLAND	MECHANICAL	42	\$ 8,629
RICHLAND	PLUMBING	34	\$ 7,333
RICHLAND	SPECIAL - JURISDICTION	0	\$ -
RICHLAND	SPECIAL - HOMEOWNER	0	\$ -
<b>TOTAL RICHLAND</b>		<b>150</b>	<b>\$ 52,779</b>
RICHLAND VILLAGE	BUILDING	4	\$ 725
RICHLAND VILLAGE	ELECTRICAL	4	\$ 535
RICHLAND VILLAGE	MECHANICAL	6	\$ 865
RICHLAND VILLAGE	PLUMBING	3	\$ 355
RICHLAND VILLAGE	SPECIAL - JURISDICTION	0	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	0	\$ -
<b>TOTAL RICHLAND VILLAGE</b>		<b>17</b>	<b>\$ 2,480</b>
<b>TOTAL KABA</b>	<b>YTD</b>	<b>583</b>	<b>147,694</b>

REVENUE	REVENUE
YTD - MARCH 2021	% 2021 - YTD
\$ 206,020	71.7%

REVENUE
% 2022 YTD BUDGET
95.0%

PERMITS	PERMITS
YTD - MARCH 2021	% 2021 - YTD
543	107.4%

2022 MONTHLY CUMULATIVE TOTALS			
# PERMITS	REVENUE		
176	\$	45,738	JAN
190	\$	49,367	FEB
217	\$	52,589	MAR
-	\$	-	APRIL
-	\$	-	MAY
-	\$	-	JUNE
-	\$	-	JULY
-	\$	-	AUG
-	\$	-	SEPT
-	\$	-	OCT
-	\$	-	NOV
-	\$	-	DEC
583	\$	147,694	2022



Permit List

04/01/2022

Building

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB22-18-100	133 N RIVERVIEW DR	06-03-276-021	BRICKSTONE RIVER VII	MRL Construction G	03/24/2022	\$170.00	\$0

Work Description: Repair structural damage to 2nd floor system above entry foyer due to deterioration of framing members per engineer evaluation.

Total Permits For Type: 1

Total Fees For Type: \$170.00

Total Const. Value For Type: \$0

Report Summary

Population: All Records

Permit.DateIssued Between  
3/1/2022 12:00:00 AM AND  
3/31/2022 11:59:59 PM AND  
Permit.PermiTType = Building  
AND  
Permit.BasicUsage = Residential  
AND  
GovernmentUnitList.UnitCode =  
18

Grand Total Fees:

\$170.00

Grand Total Permits:

1

Grand Total Const. Value:

\$0

## KALAMAZOO AREA TRANSPORTATION STUDY

### TECHNICAL COMMITTEE MEETING DRAFT MINUTES MARCH 10, 2022 - 9:30 A.M.

#### CALL TO ORDER

The March 10, 2022 Technical Committee Meeting was called to order at 9:31 a.m. at Kalamazoo Metro, by Chair Minkus.

#### ROLL CALL

Meeting attendance was recorded on the sign-in sheet. Introductions were made by all present.

#### MEMBERS PRESENT

Christina Anderson	City of Kalamazoo
Muhammad Arif	City of Portage
Mickey Bittner	Village of Paw Paw
Eric Feldt	City of Portage
Rachael Grover	Kalamazoo County
Kerry DenBraber	Michigan Department of Transportation, Transportation Service Center
Todd Hackenberg	Village of Lawton
Jeff Heppler	Village of Augusta
Joel Hoort	Van Buren County Road Commission
Anna Horner	Oshtemo Township
Anthony Ladd	City of Kalamazoo
Jim Mallery	Village of Vicksburg
Ryan Minkus, Chair	Road Commission of Kalamazoo County
Dennis Randolph	City of Kalamazoo
Brian Sanada	Michigan Department of Transportation, Region
Kathy Schultz	Central County Transportation Authority
Paul Sotherland	KATS Citizens Advisory Committee
Jodi Stefforia, Vice-Chair	Comstock Township
Nancy Stoddard	City of Parchment
Greg Vlietstra	Kalamazoo County Transportation Authority
Luke Walters	Michigan Department of Transportation, Statewide Planning
George Waring	City of Kalamazoo

#### OTHERS PRESENT

Rebekkah Ausbury	Road Commission of Kalamazoo County
Philip Doorlag	Wightman & Associates
Jamie Harmon	City of Portage
Daniel Harrison	City of Portage
Sherman Potter	City of Portage
Elizabeth Rumick	Kalamazoo Area Transportation Study
Hailey Savola	ROWE

obtain counts. Minkus asked for clarification on Section 600. Stepek explained 600 is currently used only for Transit Software, but can also be used for consultant expenses, if needed. Randolph commented that the State and Federal Planning Emphasis Areas are diametrically opposed. If we are going to be competitive for federal aid and the most funding possible, we should focus more on Federal Emphasis Areas. Additionally, there are seven Local Transportation issues. Issues 2, 5, and 7 Continuing Focus on Public Participation/Environmental Justice, Minimizing adverse impacts on the environment including standards prescribed by the Environmental Protection Agency and identification of ways to reduce climate impact and greenhouse gases, and Consideration of Livability and Sustainability in the Transportation Planning Process, respectively. These issues more closely align to the Federal Emphasis Areas so more importance should be placed on them. Stepek pointed out that implementation of a new Complete Streets work element and plan is an example of how KATS programs and work products are aligned with Federal Highway goals.

## **DRAFT FISCAL YEAR 2023-2026 TRANSPORTATION IMPROVEMENT PROGRAM PROJECT LIST**

Stepek explained this is the master project list of all agency projects for the new Transportation Improvement Program (TIP). Four projects that came in at the last minute are the only ones not listed. Review the list and let Stepek know of any questions you have, and any errors or changes that need to be made. 2023 projects will not be able to be amended until early October. Harmon asked the deadline for changes. Stepek responded all changes or amendments must be in by April 1, 2022. Schultz requested the Excel version of the file for easier viewing. Stepek will forward the file and post it on the katsmpo.org website.

## **PUBLIC TRANSPORTATION UPDATES**

Schultz reported Metro's Comprehensive Operations Analysis is about half-way done. Performed every 10 years, the analysis reviews all system routes, proposes short-term and long-term route adjustments, and encompasses public, stakeholder, and business meetings. More public meetings will be held in April with Stakeholder meetings following. In July, Foursquare consulting is expected to issue a final report. Metro is actively hiring drivers, an Operations Supervisor and a Safety and Security Manager. Metro Saturday bus service hours will be increasing starting April 1, 2022. Metro plans to restart Sunday service in May after ceasing it for over a year-and-a-half. When agencies have road projects that impact bus routes, please let Schutz know. Arif asked if Sunday service would resume for all routes and whether mall hours were considered. Schultz responded Sunday service will resume for all routes except Duke and the 3 campus routes. Metro will consider mall hours when establishing Saturday and Sunday service hours. Arif asked if Metro discussed service hours with employers such as FedEx along the Portage Road corridor. Schultz responded, Metro is in discussion with not only FedEx, but additionally Pfizer and Stryker and will be meeting with them next Tuesday to further discuss bus service along Portage Road.

## **STATUS REPORTS**

### **ROADS-**

Mallery reported the Village of Vicksburg downtown project is entering the final phase.

DenBraber stated the Michigan Department of Transportation I-94 project Portage Road bridge deck was poured. Work will begin on the approaches. In April, both bounds of traffic will be switched to Eastbound lanes. Pothole work in the construction zone is being performed.

Heppler from the Village of Augusta announced the Augusta Drive preconstruction meeting was held. Work is expected to begin in June. A Washington Street project will also be completed this year. The Village held a recent meeting on the Washington Street bridge project, scheduled for 2024. The Village of Augusta is reviewing non-motorized trails and considering improvements.

## **ADJOURNMENT**

The meeting adjourned at 10:16 a.m.

*The next meeting of the Kalamazoo Area Transportation Study Technical Committee will be held on Thursday, April 14, 2022 at 9:30 a.m.*

DRAFT

# Memo

**To:** City Manager Stoddard

**From:** Rate Committee: Vice Mayor Jordan, Commissioners Madaras and Cooper

**Date:** April 12, 2022

**Re:** Recommendations for contract and rates

---

## **Trash, Recycling and Yard Waste Removal Contract**

### *Republic Services*

After a close look at the presentations and prices of the three waste service companies who submitted them, it is our recommendation to go with Republic Services; the decision ultimately coming down to price. While Waste Management and Best Way seem to have technological advances in their equipment and good performance ratings, they are reflected in higher rates they would charge us, which in turn would be passed on to residents. We felt it would be difficult to raise prices for residents in light of both the recent sewer surcharge increase and the raise in inflation. We discussed where Republic has fallen short in their service, and ask that some remedies be worked into the contract: use of the call center, monthly detailed reporting (addresses, problem, results, dates), no automatic price increase in second year, and lastly, if they don't perform to specifications, we can exit the contract after one year.

## **Board of Review Pay**

*Increase from \$25 per day to \$50 per day*

Per Treasurer/Clerk Stutz, this rate has been in place for many many years. The Board of Review meets 3 times in March, and once each in July and December. Other municipalities in the area pay \$75 or more.

## **Election Worker Pay**

*Increase from \$135 per day to \$160 per day*

Per Treasurer/Clerk Stutz, this rate has also been in place for a long time. Workers very often work 16 hour days. While we have a good crew, we don't want to lose them to surrounding municipalities who pay more. For example, Cooper Township pays \$165/day.

## **MEMORANDUM**

To: Mayor Britigan, Vice-Mayor Jordan, and City Commission

From: Public Safety Committee – Jeff Koch, Michael Conner, and Manager Nancy Stoddard

Date: April 11, 2022

Re: Police Service Contract with Kalamazoo Township

---

### **Background:**

The Public Safety Committee (PSC) put forth a survey to the residents of Parchment to find what their greatest concerns are in the community. The survey results are available on the City's website for transparency. The PSC met to discuss what was needed in the upcoming contract to help meet the needs of the community. Request for Proposals (RFP) were sent to the Kalamazoo County Sheriff's Office and the Kalamazoo Township Police Department.

The Sheriff's Office was unable to contract with anyone as their staffing is extremely low, with a shortage of 51 personnel. They said that the City could use the general policing that is available throughout the county, but not a specific contract.

### **Discussion:**

The PSC discussed contracting with the Kalamazoo Township Police department again. They would like the following additions to the contract:

- 2 year contract
- An officer to attend the City Commission meeting once a month (the first Monday of the month)
- A monthly report of crimes and traffic stops in Parchment
- Reviews of police service will be at 6, 12, and 18 months with the Police Chief, Supervisor, and PSC members
- Contract language that speaks to: Any shortages in personnel will not affect the provided police services in Parchment

### **Recommendation:**

The Public Safety Committee recommends that the City Commission agree to contract for police services with the Kalamazoo Township Police Department from July 1, 2022 – June 30, 2024.



The City of Parchment is seeking the contract cost for three policing models below. Please indicate cost breakdowns (wages, compensation, insurance, etc) and **return the proposal by February 17, 2022.**

1) Full Service Policing

The following are desired components of this model:

- 24/7/365 patrol coverage within the city limits of Parchment
- Traffic enforcement
- Investigations
- Property and Evidence services
- Records management services
- Internal Affairs
- Information Technology – Accessibility to statistical reports of crime/traffic infractions within the community on the policing agencies website.

\$ \_\_\_\_\_  
Please attach detailed costs

2) Hybrid Model

The following are potential components of this model:

- Officer that remains in the City of Parchment limits for the day shift (i.e., 7am – 3pm daily or a 12 hour shift) unless an emergency arises. Remaining hours of the day would be covered through general district patrol coverage. Please specify patrol district map during this time frame.
- Traffic enforcement
- Investigations
- Property and Evidence services
- Records management services
- Internal Affairs
- Information Technology – Accessibility to statistical reports of crime/traffic infractions within the community on the policing agency's website.

\$ \_\_\_\_\_  
Please attach detailed costs



### 3) Current Policing Model

Policing for the following:

- All three shifts would be provided with north district/northeast sector patrol coverage.
- Traffic enforcement
- Investigations
- Property and Evidence services
- Records management services
- Internal Affairs
- Information Technology – Accessibility to statistical reports of crime/traffic infractions within the community on the policing agencies website.

\$ \_\_\_\_\_  
Please attach detailed costs

General duties for all models would include the following:

- Locking/unlocking the Kindleberger Park gates and restrooms 7 days a week. (park gates and restrooms are open generally from May 1 through October 31)
- Continue the Every School Every Day program.
- Interaction with the community's Neighborhood Watch program.
- 1-2 times a week police officers would check to see that no one is living in the empty mill property buildings. Offenders will be prosecuted for trespassing.
- Code enforcement is generally provided by the City of Parchment. An officer may be needed, at times, to check the licensing of vehicles, issue tickets, accompany staff to a residence that may be unsafe, ticketing for overnight street parking, and policing the Homecoming and Little League parades. Reporting back to the City Manager if requested to do so.
- Policing of the Homecoming Parade which is coordinated with the school district.
- Policing of the Kindleberger Festival and parade, this is a separate charge to the Kindleberger Arts Commission; police officers must be available for it.
- Periodic special target enforcement in areas where speeding is a problem.

#### Annual Events

Kindleberger Summer Festival of the Performing Arts (paid separately by the Kindleberger Arts Commission):

- This festival may include a parade and the policing necessary to operate a parade.
- Required 9am - 3pm presence in Kindleberger Park while the festival is being held.

Wassailing – Event held the first Wednesday in December:

- Visibility and presence is necessary by the officer on staff that evening. No specific policing is needed at this event.



Conditions:

- The City of Parchment understands that there are union contract provisions that allow for officers to choose positions based on their seniority. The City wants to pay wages that reflect the officer that is on duty. If it is a veteran officer that has the shift, then those are the wages that we are willing to pay. Likewise, if the officer is newer to the force, we would be charged accordingly. In some communities they use what is called True-Up. **We ask that you estimate with the wage of a senior officer for the various models. Please include a copy of position titles with wages.**
- We are seeking a 2 year contract at this time with reviews at 6, 12, and 18 months prior to the renewal of the current contract.
- Reporting of crimes/police involved activity in the City of Parchment, either by an accessible website or a report to the City Manager on a quarterly basis.

Much of the concerns in this community are the same as other small communities:

- Speeding
- Trespassers in the Mill Property
- Overnight parking on the streets
- Theft from cars
- People in the park in the overnight
- Tagging

Please return the proposed costs to the Parchment City Manager, Parchment City Hall, 650 S Riverview Drive, Parchment MI 49004. If you have any questions, please call Nancy Stoddard, City Manager at 269-492-3263 office



## POLICE DEPARTMENT

**Bryan N. Ergang**  
**Chief of Police**

Emergency: 911  
Non-Emergency: (269) 488-8911  
Administrative Offices: (269) 567-7523  
Fax: (269) 552-4468

1720 Riverview Drive  
Kalamazoo, MI 49004-1056  
[www.ktpd.org](http://www.ktpd.org)

Date: February 15, 2022  
To: Nancy Stoddard, Parchment City Manager  
From: Bryan Ergang, Chief of Police  
RE: Parchment Policing Services

---

The Township of Kalamazoo Police Department (TKPD) has always viewed our commitment to providing policing services to the community of Parchment as an honor, born of a mutual relationship and not simply serving out of a contractual obligation.

In reviewing the request for a proposal as provided, we appraised the original and current agreement, as well as longitudinal data from the years serving our community, to serve as a guide in updating the requested quote. Upon reviewing previous cost estimates, there have been minimal increases in many ancillary costs over the years, such as administrative, maintenance, and support charges.

As requested, attached are three (3) estimates with detailed costs. In addition, I have provided a fourth proposal, which I believe may be most efficient for service. For this fourth model, I propose the implementation of a dedicated officer for the City of Parchment, who is scheduled for forty (40) hours per week, in addition to the "current policing model." I believe this model provides more service, with a lower cost than other models.

General duties response:

- TKPD is amenable to continuing to provide the many duties listed, as well as the many more we provide which are not.

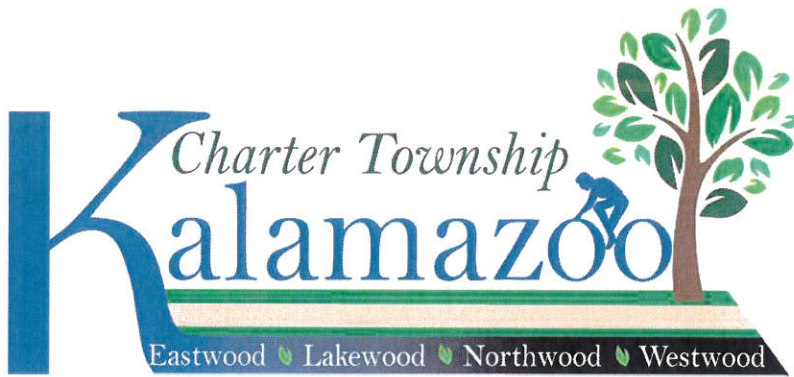
Annual duties response:

- TKPD regularly participates in the many special events held within the City of Parchment and looks forward to continuing to provide policing services in what are many of our favorite occasions.

Conditions response:

- In reviewing the initial agreement, as well as the previous agreement, the Township of Kalamazoo has repeatedly entered into agreements that allowed the City of Parchment to pay a consistently lower cost for service with an understanding that, as the agreement continued, the City of Parchment would pay more accurate costs for the police coverage provided. This was done in recognition of the City of Parchment's economic distress and in the hopes to assist them in recovery. We are hoping for the City of Parchment to follow through on their commitment to this pact.
- TKPD is not interested in a two (2) year agreement. Given the current climate, numerous variables, such as personnel, vehicles, economics and other supply chain related issues, a short-term agreement is not

**Charter Township of Kalamazoo Police Department**  
*Pride ~ Integrity ~ Compassion ~ Respect*



## POLICE DEPARTMENT

**Bryan N. Ergang**  
Chief of Police

Emergency: 911  
Non-Emergency: (269) 488-8911  
Administrative Offices: (269) 567-7523  
Fax: (269) 552-4468

1720 Riverview Drive  
Kalamazoo, MI 49004-1056  
[www.ktpd.org](http://www.ktpd.org)

preferred. In keeping with our belief that our affiliation is more akin to a relationship versus a contractual obligation, we would hope to an agreement of five (5) to ten (10) years.

- TKPD is amenable to providing reports to the City Manager on a quarterly basis and will continue to develop our community outreach by utilizing the technology available to our agency.

As always, I am personally available to discuss any of these proposals, as well as our methodology in preparing our proposals, with you and any persons with whom you feel it may be appropriate to do so. I look forward to answering any questions or addressing any concerns you may have.

Respectfully submitted,

Bryan N. Ergang  
Chief of Police

## Parchment 2021-2022 Contract Costs

Base Wages	(6 months at 2021 P.O. 6 rate, and 6 months at 2022 P.O. 6 rate for 3 officers)	\$	217,058
Pension	(MERS 2017 rate of 17.5% on base)	\$	37,985
Medicare	(1.45% of base)	\$	3,147
FICA	(6.2% of base)	\$	13,458
Worker Compensation	(5.75% of base)	\$	12,481
Life Insurance	(\$25.85/ month)	\$	931
Short-Term Disability	(\$56.35/month)	\$	2,029
Long-Term Disability	(\$28.96/month)	\$	1,043
Shoe & Glove allowance		\$	863
Vision	(\$8.74/month)	\$	315
Uniforms/ personal equipment		\$	1,000 **
Health and Dental insurance	(assumes 2 person contract , employee pays 20% premium copay, \$1,262.82/month)	\$	45,462
Supervision and administrative support		\$	12,000 **
Vehicle operations, gas, & oil		\$	10,000 **
Liability coverage		\$	1,000 **

**TOTAL    \$    358,770**

\* Overtime incurred in the course of normal operations is included. Requests for coverage for special events and extra patrol will be assessed at cost.

\*\* These are unchanged since 2013

# Township of Kalamazoo Police Department



## Parchment Police Services - Contract Cost Estimate (Model 1)

Base Wages	5 officers at P.O. 6 rate, 1 sergeant at SGT 3 rate	\$ 445,744
Pension	(MERS 2022 rate of 27.61% on base)	\$ 123,070
Medicare	(1.45% of base)	\$ 6,463
FICA	(6.2% of base)	\$ 27,636
Worker Compensation	(5.75% of base)	\$ 25,630
Life Insurance	(\$25.85/ month)	\$ 1,861
Short-Term Disability	(\$56.88/month)	\$ 4,095
Long-Term Disability	(\$29.25/month)	\$ 2,106
Shoe & Glove allowance	(\$300/year)	\$ 1,800
Vision	(\$8.74/month)	\$ 629
Uniforms/ personal equipment	(approximately \$1,157.89 per officer/year)	\$ 6,947
Health and Dental insurance	(assumes 2 person contract, employee pays 20% premium copay, \$1,309.26/month)	\$ 94,267
Supervision & Administrative Support	(8.9% of approved clerical and service officer wages budget)	\$ 28,294 *
Maintenance & Operations (includes all maintenance & operations expenses, excluding uniforms and uniform cleaning)	(8.9% of approved maintenance & operations budget)	\$ 43,659 *
Liability coverage	(approximately \$1,100 per officer per year)	\$ 6,600
Additional Vehicle Purchases	(approximately \$65,000 per fully- equipped vehicle)	\$ 130,000

**TOTAL ANNUAL COST ESTIMATE \$ 948,802**

\* In 2021, approximately 11.1% of calls for service and 8.9% of cases written originated in the City of Parchment. Taking the lower of the two values, 8.9% of the expenses projected in the approved 2022 budget was used to calculate the cost estimates for supervision & administrative support, as well as maintenance & operations.

\*\*Please note: Overtime incurred in the course of normal operations is included. Requests for extra coverage for special events and extra patrol will be assessed at cost.



# Township of Kalamazoo Police Department



## Parchment Police Services - Contract Cost Estimate (Model 2)

Base Wages	Five officers at P.O. 6 rate	\$ 365,352
Pension	(MERS 2022 rate of 27.61% on base)	\$ 100,874
Medicare	(1.45% of base)	\$ 5,298
FICA	(6.2% of base)	\$ 22,652
Worker Compensation	(5.75% of base)	\$ 21,008
Life Insurance	(\$25.85/ month)	\$ 1,551
Short-Term Disability	(\$56.88/month)	\$ 3,413
Long-Term Disability	(\$29.25/month)	\$ 1,755
Shoe & Glove allowance	(\$300/year)	\$ 1,500
Vision	(\$8.74/month)	\$ 524
Uniforms/ personal equipment	(approximately \$1,157.89 per officer/year)	\$ 5,789
Health and Dental insurance	(assumes 2 person contract, employee pays 20% premium copay, \$1,309.26/month)	\$ 78,556
Supervision & Administrative Support	(8.9% of approved clerical and service officer wages budget)	\$ 28,294 *
Maintenance & Operations (includes all maintenance & operations expenses, excluding uniforms and uniform cleaning)	(8.9% of approved maintenance & operations budget)	\$ 43,659 *
Liability coverage	(approximately \$1,100 per officer per year)	\$ 5,500
Additional vehicle purchase	(approximately \$65,000 per fully equipped vehicle)	\$ 65,000

**TOTAL ANNUAL COST ESTIMATE \$ 750,724**

\* In 2021, approximately 11.1% of calls for service and 8.9% of cases written originated in the City of Parchment. Taking the lower of the two values, 8.9% of the expenses projected in the approved 2022 budget was used to calculate the cost estimates for supervision & administrative support, as well as maintenance & operations.

\*\*Please note: Overtime incurred in the course of normal operations is included. Requests for coverage for special events and extra patrol will be assessed at cost.

# Township of Kalamazoo Police Department



## Parchment Police Services - Contract Cost Estimate (Model 3)

Base Wages	Three officers at P.O. 6 rate	\$ 219,211
Pension	(MERS 2022 rate of 27.61% on base)	\$ 60,524
Medicare	(1.45% of base)	\$ 3,179
FICA	(6.2% of base)	\$ 13,591
Worker Compensation	(5.75% of base)	\$ 12,605
Life Insurance	(\$25.85/ month)	\$ 931
Short-Term Disability	(\$56.88/month)	\$ 2,048
Long-Term Disability	(\$29.25/month)	\$ 1,053
Shoe & Glove allowance	(\$300/year)	\$ 900
Vision	(\$8.74/month)	\$ 315
Uniforms/ personal equipment	(approximately \$1,157.89 per officer/year)	\$ 3,473
Health and Dental insurance	(assumes 2 person contract, employee pays 20% premium copay, \$1,309.26/month)	\$ 47,133
Supervision & Administrative Support	(8.9% of approved clerical and service officer wages budget)	\$ 28,294 *
Maintenance & Operations (includes all maintenance & operations expenses, excluding uniforms and uniform cleaning)	(8.9% of approved maintenance & operations budget)	\$ 43,659 *
Liability coverage	(approximately \$1,100 per officer per year)	\$ 3,300

**TOTAL ANNUAL COST ESTIMATE \$ 440,214**

\* In 2021, approximately 11.1% of calls for service and 8.9% of cases written originated in the City of Parchment. Taking the lower of the two values, 8.9% of the expenses projected in the approved 2022 budget was used to calculate the cost estimates for supervision & administrative support, as well as maintenance & operations.

\*\*Please note: Overtime incurred in the course of normal operations is included. Requests for coverage for special events and extra patrol will be assessed at cost.

# Township of Kalamazoo Police Department



## Parchment Police Services - Contract Cost Estimate (Model 4)

Base Wages	Three officers at P.O. 6 rate, 1 dedicated Parchment officer (7a-3p)	\$ 292,282
Pension	(MERS 2022 rate of 27.61% on base)	\$ 80,699
Medicare	(1.45% of base)	\$ 4,238
FICA	(6.2% of base)	\$ 18,121
Worker Compensation	(5.75% of base)	\$ 16,806
Life Insurance	(\$25.85/ month)	\$ 1,241
Short-Term Disability	(\$56.88/month)	\$ 2,730
Long-Term Disability	(\$29.25/month)	\$ 1,404
Shoe & Glove allowance	(\$300/year)	\$ 1,200
Vision	(\$8.74/month)	\$ 420
Uniforms/ personal equipment	(approximately \$1,157.89 per officer/year)	\$ 4,632
Health and Dental insurance	(assumes 2 person contract, employee pays 20% premium copay, \$1,309.26/month)	\$ 62,844
Supervision & Administrative Support	(8.9% of approved clerical and service officer wages budget)	\$ 28,294 *
Maintenance & Operations (includes all maintenance & operations expenses, excluding uniforms and uniform cleaning)	(8.9% of approved maintenance & operations budget)	\$ 43,659 *
Liability coverage	(approximately \$1,100 per officer per year)	\$ 4,400
Additional vehicle purchase	(approximately \$65,000 per fully equipped vehicle)	\$ 21,667

**TOTAL ANNUAL COST ESTIMATE \$ 584,636**

\* In 2021, approximately 11.1% of calls for service and 8.9% of cases written originated in the City of Parchment. Taking the lower of the two values, 8.9% of the expenses projected in the approved 2022 budget was used to calculate the cost estimates for supervision & administrative support, as well as maintenance & operations.

\*\*Please note: Overtime incurred in the course of normal operations is included. Requests for coverage for special events and extra patrol will be assessed at cost.





## Kalamazoo County Sheriff's Office

1500 Lamont Street  
Kalamazoo, Michigan 49048

### Memorandum

**To: CITY OF PARCHMENT**

**From: UNDERSHERIFF JIM VANDYKEN**

**Date: FEBRUARY 3, 2022**

**Subject: POLICE PROTECTION CONTRACT**

We are in receipt of your request for police protection costs. I have listed some logistical items pertaining to the Kalamazoo County Sheriff's Office.

- History of Police Protection Contracts with Sheriff's Office

The Sheriff's Office has provided police protection contracting dating back to the 1950's. The Sheriff's Office provided police protection to the Township of Portage prior to them becoming a city.

The Sheriff's Office currently contracts with the following municipalities:

Oshtemo Township (2) Sergeants (7) Deputies (2) unfilled vacancies  
Texas Township (2) Deputies on 12-hour shifts  
Comstock Township (4) Deputies on 12-hour shifts  
City of Galesburg (1) Deputy 8-hour shift, hours are flexible  
Gull Lake High School (1) Deputy, hours match school schedule

- Contract Logistics

The Sheriff's Office and the County of Kalamazoo are co-employers. As an elected official the Sheriff sets the rules, regulations, and oversees day to day operations of the agency. The County of Kalamazoo regulates all contracts and oversees budgeted financial matters.

The concept of police protection contracting with the Sheriff's Office is to maintain a consistent process with contracting and procedure. The Sheriff's Office does not have the ability to veer from this concept and cannot create an option that differs from the current police protection concept.

- Staffing

KCSO has (57) positions assigned to the Operations Division.

(6) Sergeants and (28) deputies assigned to general county patrol.

(3) Sergeants and (20) deputies assigned to police protection contracts.

Currently Oshtemo Township is requesting two additional deputies which we have been unable to provide due to the lack of applicants. The general county staffing levels are also down (12) additional positions that have remained unfilled for over a year.

At this moment, I cannot provide personnel to fulfill any additional police protection contracts. Within the last several months KCSO was forced to withdraw from a police protection agreement with the Kalamazoo Transportation Center due to lack of personnel.

- Vehicle

If a police protection agreement were to be agreed upon and staffing was available, the municipality covered under the agreement would be required to purchase a patrol vehicle.

Each patrol vehicle would be at the sole discretion of the Sheriff and currently costs \$60,000 to purchase and outfit. One patrol vehicle would be required for every (2) Deputies under contract

- Schedule

The police protection agreement is flexible with scheduling. Working hours of (8/10/12) are available upon request.

KCSO can not provide a specific response to three proposed policing models, but offers the scheduling flexibility to meet the needs of the city.

- Documents

Attached is an example contract with the city of Galesburg and a cost sheet.

The cost sheet is pending an update. KCSO is currently negotiating a contract and when that is complete, I expect an overall 7-9% pay increase across the board.

The Kalamazoo County Sheriff's continues to seek full time staff to fill all positions within the agency. Unfortunately, at this time our office does not have the ability to add any additional police protection contracts due to staffing shortages.

*James Van Dyke*