



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

June 20, 2022

7 P.M.

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 June 6, 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.*
- Bliesener letter, requested that it be read during Public Comments - receive

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. 1466 – action
- Credit Card Statement, May 2022 - action
- Kalamazoo Area Building Authority (KABA) May 2022 Reports – receive
- Planning Commission Meeting Minutes, March 23, 2022 – receive
- Financial Statement for May 2022 – receive
- Kindleberger Park Sunken Garden, McNeil Wedding - action

8. Unfinished Business

9. New Business

- Police Contract - action
- Republic Waste Contract - action
- Parchment Homecoming Parade Approval, September 30 – action
- Siegfried Crandall PC (Auditor) Engagement Letter – action
- Approval of Contractor for Parchmount Speed Tables and Repaving – action
- Resolution urging Representative Fred Upton to Co-Sponsor the TREES Act (H.R. 3522) - 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 JUNE 6, 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, Commissioners Conner, Evans, Fooy, and Madaras. City Manager Stoddard, Treasurer/Clerk Stutz, Attorney Soltis.

Absent: Vice Mayor Jordan, Commissioner Cooper.

Moved by Commissioner Madaras, supported by Commissioner Fooy to excuse the absence of Vice Mayor Jordan and Commissioner Cooper. **Motion Carried.**

3. Minutes

Moved by Commissioner Conner, supported by Commissioner Madaras to approve the minutes of the May 16, 2022 Regular meeting. **Motion Carried.**

4. Additions or changes to the agenda.

City Manager Stoddard noted that the Commissioners had an updated copy of the budget resolution in front of them. Moved by Commissioner Madaras, supported by Commissioner Evans to approve the agenda as presented. **Motion Carried.**

5. Citizen Comments – Items ON the Agenda

Dodi Leckie, 3820 Pinto, President of Parchment Little League, went over the shed specifications, adding PLL appreciates the city's support.

Robert Butkiewicz, 261 Parchmount, came to speak in support of KTPD. He noted he has a lot of contact with them, as he is supervisor at KMH, and while he would speak ill of none of the police departments he works with, he wanted to be sure to say he speaks highly of KTPD. He emphasized that it is important to have someone who knows your community police it; he knows KTPD works well with other community providers and says their thoughtfulness, planning, and coordination is second to none.

Jason Misner, Parchment Schools Superintendent, also wanted to speak in favor of the police in one word – EXEMPLARY. He said the safety and security of 2000+ children and adults he's responsible for each day cannot be reached without KTPD. Mr. Misner thanked Chief Ergang for the department's service and said he "couldn't have a better partner".

6. Consent Agenda

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

7. Unfinished Business

A. Rescission of authorization to send City Manager and Mayor to renegotiate the City's contract with Kalamazoo Township for police services and report back to the City Commission before the first meeting in June – action. City Manager Stoddard explained that the commission can dictate *the terms* for negotiation, but *contracts themselves* are negotiated by the city manager. Thus, the Commission needs to undo the motion from the previous meeting. Moved by Commissioner Madaras, supported by Commissioner Fooy to rescind the authorization to send the City Manager and Mayor to renegotiate the City's contract with Kalamazoo Township for police services and report back to the City Commission before the first meeting in June. **Motion Carried.**

B. Authorize City Manager to negotiate the terms for the Police Contract – action. Moved by Commissioner Madaras, supported by Commissioner Evans to authorize the City Manager to negotiate the police contract to include a 2 year contract, a monthly report of crimes/traffic stops, reviews of service at 6, 12, and 18 months, and an officer to attend the commission meetings once a month, and report to the City Commission at the second meeting in June, 2022. **Motion Carried.**

8. New Business

A. 2021 Annual Police Report, Chief Bryan Ergang – receive. Mayor Britigan welcomed Chief Ergang, who thanked the commission, then went over highlights of the annual report in the packet. The Chief answered questions about trends, how COVID affected things, legislation, the current issues with courts, and more. He closed by saying that Parchment is a safe community, well thought of, and that he and his department appreciate the opportunity to serve. Moved by Commissioner Evans, supported by Commissioner Fooy to accept the 2021 Annual Police Report. **Motion Carried.**

B. Little League Request for Shed in Lower Field – action. City Manager Stoddard explained to the commission that she had spoken with LL representatives before about the shed, and that it required commission approval. As Ms. Leckie laid out prior, the shed will be secured to the fence posts along 1st base line, will have cameras facing it, and will be made of durable permanent materials. Parchment Little League will bear the cost of construction. Moved by Commissioner Fooy, supported by Commissioner Madaras to approve PLL request to build a shed to cover the water backflow preventer as presented. **Motion Carried.**

C. Budget Resolution #2022-3 - action. Per Treasurer Stutz, this resolution matches the budget approved at the last meeting, the only difference being changes made to the Kindleberger Summer Festival by their committee. Moved by Commissioner Madaras, supported by Commissioner Conner to approve the 2022-23 Budget Resolution #2022-3. Roll call vote was as follows:

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

Nays: None.

Absent: Cooper, Jordan.

Abstain: None.

Motion Carried 5-0.

D. Resolution to Establish the 2022 Millage Rate, #2022-4 - action. City Manager Stoddard explained the Headlee amendment, then Treasurer Stutz noted that this millage supports the budget already approved. Moved by Commissioner Fooy, supported by Commissioner Evans to set the millage rate for FY 2022-2023 to 16.4701 mills. Roll call vote was as follows:

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

Nays: None.

Absent: Cooper, Jordan.

Abstain: None.

Motion Carried 5-0.

E. Year End 2021-2022 Budget Amendment – action. City Treasurer Stutz explained that both amendments are revenue neutral. Moved by Commissioner Madaras, supported by Commissioner Fooy to approve the budget amendment as presented. Roll call vote was as follows:

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

Nays: None.

Absent: Cooper, Jordan.

Abstain: None.

Motion Carried 5-0.

F. Sewer Rate Resolution #2022-5 - action. Moved by Commissioner Madaras, supported by Commissioner Evans to approve the Sewer Rate Resolution and keep the sewer surcharge rate at 155% as presented. Roll call vote was as follows:

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

Nays: None.

Absent: Cooper, Jordan.

Abstain: None.

Motion Carried 5-0.

G. Decertification of Kindleberger Park Drive and Park Drive, Resolution #2022-6 – action. Per City Manager Stoddard, MDOT notified the City that it recently decided that certain “roads” in the park are no longer able to be given that designation based on their criteria. Moved by Commissioner Madaras, supported by Commissioner Evans to decertify 1025 ft as local road, as presented. Roll call vote was as follows:

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

Nays: None.

Absent: Cooper, Jordan.

Abstain: None.

Motion Carried 5-0.

9. Citizen Comments

Ken Barnard, assistant prosecutor, introduced himself as running for circuit court judge. He hopes to serve the people of this community, focusing on crimes against children, and added there are many things jails alone cannot fix.

Steve Rossio, 204 S Riverview, said as a resident who lives at the SW corner of Riverview and Island, he has a unique perspective on the truck traffic. He reported on a recent Wednesday between 10:30 and 11:30 am, 14 semis turned left onto Island from Riverview, and 4 turned right from Riverview onto Island. He said transgressors drive at all hours of the night and day, talked about the noise, diesel fumes, etc. that has frustrated he and his neighbors. He wanted to encourage the city to add more signage, and to take the issue seriously. He then thanked the Commission for their time.

Dodi Leckie, 3820 Pinto, thanked the commissioners for their service, and asked if there were addresses for the different parts of the park (for people calling 9-1-1).

10. Mayor and Commissioner Comments

Commissioner Conner agreed regarding the trucks using Island Avenue.

Commissioner Fooy said he understands the concerns regarding Island Avenue.

Mayor Britigan noted he was sorry to hear Ms. Leckie was leaving Little League, adding that she's done a fantastic job. He then said he sympathized with Mr. Rossio. He said we are all on a learning curve as we figure out how to manage increased traffic with mill property sales, etc.

11. City Manager Comments/Reports

City Manager Stoddard reported having sat down with DPW to discuss remedies for Island Avenue; signage is already on order to hang from the traffic light cable at the intersection; MSP motor carrier division has been contacted, and the city will use all tools available on an ongoing basis. She also said that the RAP grant has been approved and cameras in place within the park, and she appreciates working with Little League on it. She 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 Conner and supported by all to adjourn the meeting at 8:29 p.m.

Shannon Stutz, City Clerk

6 June 2022

Good morning Nancy,

I understand that the services provided by the Kalamazoo Township Police Department (KTPD) will be discussed at the City Commission meeting this evening. I would like to express my support for the City of Parchment to accept the terms offered by the Township for their services, and I hope you will read this letter during the public comment period for items on the agenda. My apologies for not being there in person.

I have lived in Parchment for 19 years and have not had any issues with public safety since KTPD began serving Parchment. Their response to my neighbor's call in the middle of the night last summer when thieves were attempting to steal the engine out of equipment left by a road crew was immediate and resulted in an arrest without incident. I often see the KTPD vehicle both on Parchmount and in the alley behind my house, and they seem to have a more frequent presence along Riverview Drive as well. My house was robbed in the middle of the day in 2012 – I don't know if Parchment's PD was still in place then or if it was KTPD, but they were able to track down the thieves and followed up afterward to let me know that arrests were made. When the Parchment Action Team was meeting monthly a KTPD officer attended fairly regularly and contributed to the discussion. In my opinion KTPD has served the City of Parchment well during their tenure here.

As a business owner I understand the challenges of committing resources when the future is impossible to predict. If the City of Parchment is unwilling to agree to a reasonable term of service with KTPD, they cannot be expected to hire additional officers whose salaries they may not be able to maintain if our contract is up in the air every couple of years. If there are any concerns about KTPD not having enough officers to meet our needs, the best approach would be to commit to five or more years of service so they can do what is needed on their end to recruit.

For these reasons I am in support of the City of Parchment renewing the KTPD contract for five or more years.

Thank you,

Sandy Bliesener
260 Parchmount Avenue
Parchment, MI 49004



City of Parchment
Check Register Report
Warrant 1466

Check	Check Date	Vendor Name	Description	Amount
37024	06/14/2022	ACE PARKING LOT STRIPING INC	STRIPING ON RIVERVIEW, G AVE TO THOMAS,	1,860.00
37025	06/14/2022	AUSTIN PATTON	MOWING-JAMES ELSMAN-850 RIVERVIEW DRIVE	400.00
37026	06/14/2022	BEST WAY DISPOSAL	FESTIVAL - 2 PORTABLE RESTROOMS - JUNE 2	250.00
37027	06/14/2022	CONSUMERS ENERGY	CITYWIDE MONTHLY ENERGY USE	4,422.83
37028	06/14/2022	VOID		-
37029	06/14/2022	VOID		-
37030	06/14/2022	DANESHIA MOORE	REFUND-ARTS & CRAFTS PHOTO BOOTHS	80.00
37031	06/14/2022	DEYOUNG LANDSCAPE SERVICE	TREATMENT #2 - STAGE	194.82
37032	06/14/2022	ESPER ELECTRIC, LTD.	FIX STAGE LIGHTS-REPAIR SIDEWALK LIGHTS	25,482.34
37033	06/14/2022	FORD, KRIEKARD, SOLTIS & WISE	ATTORNEY FEES - MAY	2,112.50
			Gen'l \$1937.50 Police \$175.00	
37034	06/14/2022	KALAMAZOO AREA BUILDING AUTHOR	PROP MAINT-114 E THOMAS	100.00
37035	06/14/2022	KALAMAZOO OIL CO.	FUEL CHARGES 5/16 TO 5/31/2022	637.32
37036	06/14/2022	KALAMAZOO TOWNSHIP	POLICE/FIRE SERVICES CONTRACT - JUNE	35,268.00
37037	06/14/2022	MATTRICE BROWN	DEPOSIT REFUND - 06/04/2022	100.00
37038	06/14/2022	MLIVE MEDIA GROUP	TRUTH IN TAXATION/MILLAGE RATE	132.24
37039	06/14/2022	PHIL WOLTHUIS	MED INS REIMBURSEMENT	1,520.00
37040	06/14/2022	POINT AND PAY	SET UP FEE & MONTHLY SERVICE FEE - APRIL	550.00
37041	06/14/2022	PREIN & NEWHOF	COMMERCE LANE/TRESTLE; SANITARY INFRASTRUCTUF	12,719.61
			Trestle \$2540.04 Sanitary \$10,164.60 Misc \$14.97	
37042	06/14/2022	REPUBLIC SERVICES #249	CITY WIDE PICKUP - JUNE	9,316.16
37043	06/14/2022	RIVERRUN PRESS	2022 CAR SHOW FLYERS - 150 (DISCOUNT 23.	144.80
37044	06/14/2022	SAMANTHA PEARSON	DEPOSIT REFUND - 06/04/2022	100.00
37045	06/14/2022	SBAM PLAN	EMPLOYEE INS - JULY 2022 - SBAM ID: 6699	10,566.27
37046	06/14/2022	SEVERANCE ELECTRIC CO INC	TRAFFIC SIGNAL MAINT - MAY 2022	120.00
37047	06/14/2022	STATE OF MICHIGAN	STATE SHARE OF SPECIFIC LOCAL TAXES RETU	180.49

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	\$1,158.51	\$0.00	\$1,158.51
CAMRON J BOEKHOVEN XXXX XXXX XXXX 9114	\$3,000	\$0.00	\$504.90	\$0.00	\$504.90
NANCY R STODDARD XXXX XXXX XXXX 7241	\$5,000	\$0.00	\$1,475.00	\$0.00	\$1,475.00
SHANNON STUTZ XXXX XXXX XXXX 9125	\$5,000	\$0.00	\$3,043.84	\$0.00	\$3,043.84

Cardholder Account Activity

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
05/06	05/04	55421352125627150225654	MULDERS LANDSCAPE SUPP KALAMAZOO MI		\$59.00
05/06	05/04	55421352125627150225316	MULDERS LANDSCAPE SUPP KALAMAZOO MI		\$62.54
05/16	05/12	02305372133100107585050	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$33.63

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
04/27	04/25	85179242116700609001912	ONE WAY PRODUCTS KALAMAZOO MI		\$79.90
05/09	05/06	02305372127100124925410	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$9.97
05/09	05/06	75184122126900015800016	RATHCO SAFETY SUPPLY PORTAGE MI		\$106.26
05/23	05/20	55263522141400034872763	HARBOR FREIGHT TOOLS 2 KALAMAZOO MI		\$18.90
05/25	05/24	75184122144900016800013	RATHCO SAFETY SUPPLY PORTAGE MI		\$32.00
05/26	05/24	02305372145100102790644	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$44.88

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
04/28	04/26	02305372117100099425240	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$7.95
05/09	05/06	05227022127000453309419	D & R SPORTS CENTER RE KALAMAZOO MI		\$201.39
05/13	05/11	02305372132100113344139	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$35.43
05/17	05/16	55309592136838000010049	RIDGE PARTS 0030721 KALAMAZOO MI		\$78.37
05/18	05/17	05436842137300250057757	WWP*ROSE PEST SOLUTION 248-588-7005 MI		\$325.00
05/25	05/23	02305372144100104710260	MENARDS KALAMAZOO MI KALAMAZOO MI		\$75.99
05/25	05/23	85179242144980005540988	STEENSMA LAWN AND POWE KALAMAZOO MI		\$84.50
05/25	05/23	85179242144980005540988	STEENSMA LAWN AND POWE KALAMAZOO MI		\$116.69
05/25	05/23	85179242144980005541028	STEENSMA LAWN AND POWE PLAINWELL MI		\$226.53
05/26	05/24	85179242145980005541043	STEENSMA LAWN AND POWE PLAINWELL MI		\$6.66

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
05/09	05/06	85179242128980005540905	STEENSMA LAWN AND POWE KALAMAZOO MI		\$163.34
05/10	05/09	75217692130240000108597	EDWARDS INDUSTRIAL SAL KALAMAZOO MI		\$72.47
05/12	05/11	05227022131300270724277	RIETH RILEY KALAMAZOO 269-343-4525 MI		\$123.20

(transactions continued on next page)

Cardholder Account Activity cont.

05/19	05/17	02305372138100100536915	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI	\$28.02
05/20	05/19	05227022139300272761352	RIETH RILEY KALAMAZOO 269-343-4525 MI	\$92.88
05/23	05/22	55480772143191000698847	FARM & FLEET OF PORTAG PORTAGE MI	\$24.99

NANCY R STODDARD		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 7241		\$5,000	\$0.00	\$1,475.00	\$0.00	\$1,475.00

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
05/11	05/10	82711162130000010875549	PIXELVINE FREEPORT MI		\$1,475.00

SHANNON STUTZ		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 9125		\$5,000	\$0.00	\$3,043.84	\$0.00	\$3,043.84

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
04/28	04/28	55432862118200866182520	SPECTRUM 855-707-7328 MO		\$119.98
05/02	04/29	55500362119726952391432	MARANA GROUP 8006533121 MI		\$297.92
05/09	05/07	82711162127000013473909	PIXELVINE FREEPORT MI		\$71.25
05/09	05/06	85140512128900013600014	CORNERSTONE OFFICE SYS RCOLE@CORNERS MI		\$232.74
05/10	05/09	82301822129900012781876	CORPORATE TECHNOLOGIES 952-7153600 MN		\$1,650.00
05/16	05/12	55432862133200715596400	MEIJER # 021 877-363-4537 MI		\$31.98
05/16	05/13	82711162133000009342599	PIXELVINE FREEPORT MI		\$65.00
05/16	05/15	82301822135900013284542	CORPORATE TECHNOLOGIES 952-7153600 MN		\$425.00
05/26	05/26	55432862146200672747751	SPECTRUM 855-707-7328 MO		\$149.97

2022 MONTHLY PERMITS BY JURISDICTION

MONTH OF MAY 2022

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	17	\$ 11,563
COMSTOCK	ELECTRICAL	17	\$ 2,296
COMSTOCK	MECHANICAL	15	\$ 3,112
COMSTOCK	PLUMBING	8	\$ 1,241
COMSTOCK	SPECIAL - JURISDICTION	1	\$ 100
COMSTOCK	SPECIAL - HOMEOWNER	-	\$ -
TOTAL COMSTOCK		58	\$ 18,312
KALAMAZOO	BUILDING	13	\$ 2,626
KALAMAZOO	ELECTRICAL	15	\$ 2,866
KALAMAZOO	MECHANICAL	24	\$ 4,516
KALAMAZOO	PLUMBING	10	\$ 1,303
KALAMAZOO	SPECIAL - JURISDICTION	3	\$ 300
KALAMAZOO	SPECIAL - HOMEOWNER	-	\$ -
TOTAL KALAMAZOO		65	\$ 11,611
PARCHMENT	BUILDING	2	\$ 270
PARCHMENT	ELECTRICAL	1	\$ 122
PARCHMENT	MECHANICAL	1	\$ 125
PARCHMENT	PLUMBING	1	\$ 100
PARCHMENT	SPECIAL - JURISDICTION	1	\$ 100
PARCHMENT	SPECIAL - HOMEOWNER	-	\$ -
TOTAL PARCHMENT		6	\$ 717
PINE GROVE	BUILDING	7	\$ 1,696
PINE GROVE	ELECTRICAL	9	\$ 1,259
PINE GROVE	MECHANICAL	10	\$ 1,700
PINE GROVE	PLUMBING	5	\$ 1,220
PINE GROVE	SPECIAL - JURISDICTION	-	\$ -
PINE GROVE	SPECIAL - HOMEOWNER	-	\$ -
TOTAL PINE GROVE		31	\$ 5,875
RICHLAND	BUILDING	15	\$ 6,679
RICHLAND	ELECTRICAL	17	\$ 4,016
RICHLAND	MECHANICAL	15	\$ 2,323
RICHLAND	PLUMBING	4	\$ 956
RICHLAND	SPECIAL - JURISDICTION	-	\$ -
RICHLAND	SPECIAL - HOMEOWNER	-	\$ -
TOTAL RICHLAND		51	\$ 13,974
RICHLAND VILLAGE	BUILDING	2	\$ 500
RICHLAND VILLAGE	ELECTRICAL	3	\$ 366
RICHLAND VILLAGE	MECHANICAL	3	\$ 405
RICHLAND VILLAGE	PLUMBING	-	\$ -
RICHLAND VILLAGE	SPECIAL - JURISDICTION	-	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	-	\$ -
TOTAL RICHLAND VILLAGE		8	\$ 1,271
TOTAL		219	\$ 51,760.40

REVENUE	REVENUE
MAY 2021	% PREV YEAR MONTH
\$ 52,359.50	98.9%

PERMITS	PERMITS
MAY 2021	% 2021 - YTD
188	% 2021 - YTD

2022 MONTHLY PERMITS BY JURISDICTION

YEAR TO DATE AS OF: MAY 2022

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	74	\$ 57,363
COMSTOCK	ELECTRICAL	88	\$ 21,040
COMSTOCK	MECHANICAL	83	\$ 27,314
COMSTOCK	PLUMBING	31	\$ 5,085
COMSTOCK	SPECIAL - JURISDICTION	11	\$ 1,100
COMSTOCK	SPECIAL - HOMEOWNER	2	\$ 110
TOTAL COMSTOCK		289	\$ 112,012
KALAMAZOO	BUILDING	75	\$ 15,889
KALAMAZOO	ELECTRICAL	82	\$ 15,802
KALAMAZOO	MECHANICAL	103	\$ 17,754
KALAMAZOO	PLUMBING	34	\$ 4,348
KALAMAZOO	SPECIAL - JURISDICTION	23	\$ 2,300
KALAMAZOO	SPECIAL - HOMEOWNER	2	\$ 110
TOTAL KALAMAZOO		319	\$ 56,203
PARCHMENT	BUILDING	6	\$ 910
PARCHMENT	ELECTRICAL	14	\$ 1,905
PARCHMENT	MECHANICAL	10	\$ 1,232
PARCHMENT	PLUMBING	5	\$ 699
PARCHMENT	SPECIAL - JURISDICTION	4	\$ 400
PARCHMENT	SPECIAL - HOMEOWNER	1	\$ 55
TOTAL PARCHMENT		40	\$ 5,201
PINE GROVE	BUILDING	18	\$ 10,720
PINE GROVE	ELECTRICAL	27	\$ 4,288
PINE GROVE	MECHANICAL	32	\$ 5,106
PINE GROVE	PLUMBING	10	\$ 2,234
PINE GROVE	SPECIAL - JURISDICTION	0	\$ -
PINE GROVE	SPECIAL - HOMEOWNER	0	\$ -
TOTAL PINE GROVE		87	\$ 22,348
RICHLAND	BUILDING	52	\$ 36,105
RICHLAND	ELECTRICAL	69	\$ 16,640
RICHLAND	MECHANICAL	73	\$ 14,739
RICHLAND	PLUMBING	43	\$ 9,085
RICHLAND	SPECIAL - JURISDICTION	1	\$ 100
RICHLAND	SPECIAL - HOMEOWNER	0	\$ -
TOTAL RICHLAND		238	\$ 76,669
RICHLAND VILLAGE	BUILDING	6	\$ 1,225
RICHLAND VILLAGE	ELECTRICAL	9	\$ 1,192
RICHLAND VILLAGE	MECHANICAL	11	\$ 1,515
RICHLAND VILLAGE	PLUMBING	4	\$ 520
RICHLAND VILLAGE	SPECIAL - JURISDICTION	0	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	0	\$ -
TOTAL RICHLAND VILLAGE		30	\$ 4,452
TOTAL KABA	YTD	1003	276,885

REVENUE	REVENUE
YTD - MAY 2021	% 2021 - YTD
\$ 309,904	89.3%

REVENUE
% 2022 YTD BUDGET
107.0%

PERMITS	PERMITS
YTD - MAY 2021	% 2021 - YTD
958	104.7%

2022 MONTHLY CUMULATIVE TOTALS			
# PERMITS	REVENUE		
176	\$	45,738	JAN
190	\$	49,367	FEB
217	\$	52,589	MAR
201	\$	77,431	APRIL
219	\$	51,760	MAY
-	\$	-	JUNE
-	\$	-	JULY
-	\$	-	AUG
-	\$	-	SEPT
-	\$	-	OCT
-	\$	-	NOV
-	\$	-	DEC
1,003	\$	276,885	2022

Permit List

06/01/2022

Building

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB22-18-177	314 N RIVERVIEW DR	06-02-140-240	NICHOLS LISA LOUISE	Anthony Timmons	05/03/2022	\$170.00	\$0
Work Description: Demo existing second floor bathroom and install new tub, toilet and wall covering. Must meet 2015 MRC code requirements.							
PB22-18-204	415 E THOMAS	06-02-140-900	RAMSEY DIANE F	Climax Solar	05/06/2022	\$100.00	\$0
Work Description: New 16 panel roof mounted solar array 5.92 kW							

Total Permits For Type: 2

Total Fees For Type: \$270.00

Total Const. Value For Type: \$0

Report Summary

Population: All Records

Permit.DateIssued Between
 5/1/2022 12:00:00 AM AND
 5/31/2022 11:59:59 PM AND
 Permit.PermitType = Building
 AND
 Permit.BasicUsage = Residential
 AND
 GovernmentUnitList.UnitCode =
 18

Grand Total Fees: \$270.00

Grand Total Permits: 2

Grand Total Const. Value: \$0

Special Permit

Permit #	Job Address	Parcel Number	Owner	Contractor	Date Entere	Fee Total Due
PS22-18-028	114 E THOMAS	06-02-140-390	SENSNOVIS EDWARD		05/03/2022	100.00
Work Description: Property Maintenance request from Parchment						
Property Maintenance Inspectio Completed: 05/05/2022						

Total Permits: 1 Total Fees Due: \$100.00

Population: All Records
Permit.Type = Special
Permit AND
Permit.Status = HOLD (FEE)
AND
Permit.Category = Jurisdiction
Request AND
GovernmentUnitList.UnitCode =
18

Planning Commission Meeting Minutes
March 23, 2022

1. Call to Order at 6pm

2. Roll Call – Chairperson DeBoer, Commissioners Bliesener, Lyon-Jenness, Dean, Tecca, and City Manager Stoddard

3. Approval of Minutes – January 26, 2022

- Motion by Bliesener to accept the minutes with corrections, second by Lyon-Jenness. Roll call vote: All ayes
- Chairperson DeBoer asked that we go through the questions that were posed at the previous meeting and enter the responses into the minutes:
 1. Can PC members serve on the Parks and Rec Committee? Yes
 2. Does the City Commission appoint PC members to do the work? Yes
 3. What did the Mayor say regarding a Parks and Rec Committee? He stated that he will appoint 5 members to the committee and that suggestions for members are welcome.
 4. Would ZA Harvey be instrumental in helping with the appointment of members to the Parks and Rec Committee? ZA Harvey said that the commission members know their community and their interests. The members would be able to help with suggestions for members of the Parks and Rec Committee.
 5. How many people serve on the Committee? The Parks and Rec Committee could consist of 3-5 members. This could vary with the items on the Work Plan as some people may be only interested in working on certain projects.
 6. Will PC members be included in the appointments? Yes
 7. Will any Parchment Action Team members be included in the appointments? Yes
 8. Who should serve? Those people that are interested in helping with the development of the parks in the community.
 9. Could we get the steps of the process from ZA Harvey? She will provide the needed materials for the Parks and Rec Committee.
 10. Who will write the grants for the projects? Community members as well as the City Manager.
 11. Are joint meetings allowed with the PC and Parks and Rec Committee? Yes, they are encouraged according to Zoning Administrator Harvey.
 12. Should ZA Harvey be at the next meeting? Yes

4. Citizen Comments

- No comments

5. Old Business - none

New Business

- A. Elect Chairperson, Vice Chairperson, and Secretary for 2022
- Bliesener nominated DeBoer to be the Chairperson, support Lyon-Jenness
 - Bliesener nominated Dean to be the Vice Chairperson, support DeBoer
 - DeBoer nominated Lyon-Jenness to be the Secretary, support Dean
 - The slate vote was as follows: Lyon-Jenness – yes
Tecca – yes
Dean – yes
Bliesener – yes
DeBoer – yes
 - The Planning Commission Slate was passed with all members assenting.
- B. Resolution Establishing 2022 Planning Commission Meeting Schedule
- Motion by Bliesener to accept the 2022 Planning Commission Meeting Schedule, support by Tecca. All ayes, motion approved.
- C. Planning Commission Bylaws Draft
- Lyon-Jenness asked about the terms of members and terms of officers
 - Zoning Administrator Harvey stated that the bylaws tell how the Planning Commission operates.
 - Dean asked about the use of the word “subdivision”. ZA Harvey stated that it is State of MI required wording.
 - Lyon-Jenness asked if 5 members on the Planning Commission was allowable, from the original 7 members. ZA Harvey said that it was acceptable.
 - Motion to approve the Planning Commission Bylaws with additions by Lyon-Jenness, support by Tecca.
 - Roll call vote with each member voting Aye. Motion carried.
- D. Develop Work Plan for 2022
- Bliesener stated that based on the Workshop Session with ZA Harvey, it looked like the PC could base the Work Plan on amending Zoning Ordinances at several meetings. This being done to align the Zoning Ordinances with the Zoning Map.
 - DeBoer asked ZA Harvey to bring some zoning ordinances that needed updating to the PC for them to decide which should be amended first. ZA Harvey agreed to select those that are not aligned with the Master Plan.
 - Bliesener noted that there were several sections to be addressed.
 - DeBoer stated that it was critical to tie the zoning ordinances to the Master Plan.
 - ZA Harvey spoke to some top options for educational sessions, such as: Special Land Use Permits and Non-Conformities.
 - DeBoer said that ZA Harvey could prioritize the educational topics for the PC.
 - Bliesener asked if the members could get a copy of the Zoning Ordinances. She would like the PC to be instructed as to how to use them, making this a priority of the educational sessions.
 - ZA Harvey said that we should make sure that municode is updated.

- Bliesener stated that she feels that it will be valuable to meet with the City Commission and the Zoning Board of Appeals as the education in regard to the roles of members is important.
- DeBoer reiterated the importance of what the PC had learned in their educational session.
- ZA Harvey spoke to the Work Plan and that it shows what the current work of the PC. She will plan for the combined group Educational Training in April, followed by some zoning ordinance revisions that align with the Master Plan in May.
- DeBoer said that no action on the Work Plan will be tonight; the PC will wait to see the list from ZA Harvey first.

Commissioner Comments - None

Next Meeting – Combined meeting with the City Commission, Planning Commission, and Zoning Board of Appeals will be on Wednesday, April 27, 2022 at 6pm.

Adjournment – Motion by Lyon-Jenness, support by Bliesener. All ayes. Meeting ended at 6:57 pm.

REVENUE AND EXPENDITURE REPORT FOR CITY OF PARCHMENT

PERIOD ENDING 05/31/2022

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE 05/31/2022	ACTIVITY FOR MONTH 05/31/22		AVAILABLE BALANCE		2021-22 ORIGINAL BUDGET
		AMENDED BUDGET			NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	% 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	725,000.00	
101-000-405.000	Taxes - Industrial Facilities	3,000.00	3,018.66		0.00	(18.66)	100.62	3,000.00	
101-000-441.000	Local Community Stab Share Tax	130,000.00	110,212.53		55,902.12	19,787.47	84.78	130,000.00	
101-000-445.000	Penalty on Taxes	1,600.00	4,259.19		4.20	(2,659.19)	266.20	1,600.00	
101-000-448.000	1% Collection Fees	26,100.00	28,676.83		2,049.76	(2,576.83)	109.87	26,100.00	
101-000-451.000	License and Fees	9,500.00	6,077.84		495.00	3,422.16	63.98	9,500.00	
101-000-452.000	Cablevision Fees	14,800.00	15,628.51		3,258.72	(828.51)	105.60	14,800.00	
101-000-453.000	Recreation Fees	2,700.00	2,600.00		0.00	100.00	96.30	2,700.00	
101-000-454.000	Solid Waste Collections	120,400.00	138,340.92		2,578.16	(17,940.92)	114.90	120,400.00	
101-000-540.000	State Grants	0.00	8,096.63		8,096.63	(8,096.63)	100.00	0.00	
101-000-544.000	State Grant - Water Plant	0.00	105,255.28		27,560.07	(105,255.28)	100.00	0.00	
101-000-574.000	Revenue Sharing supp pmt	0.00	33,887.00		0.00	(33,887.00)	100.00	0.00	
101-000-575.000	State Sales Tax	200,000.00	169,690.00		0.00	30,310.00	84.85	200,000.00	
101-000-632.000	Charges for Services Rendered	500.00	625.00		0.00	(125.00)	125.00	500.00	
101-000-662.000	Traffic Fines	7,300.00	2,985.93		496.65	4,314.07	40.90	7,300.00	
101-000-664.000	Interest on Investments	4,300.00	56.71		(29.74)	4,243.29	1.32	4,300.00	
101-000-676.000	Transfers From Other Funds	172,300.00	143,100.00		0.00	29,200.00	83.05	172,300.00	
101-000-680.000	Reimbursement for Overhead	143,100.00	0.00		0.00	143,100.00	0.00	143,100.00	
101-000-694.000	Miscellaneous	16,400.00	8,622.30		0.00	7,777.70	52.58	16,400.00	
101-000-695.000	Other Financing Sources	5,100.00	2,065.86		0.00	3,034.14	40.51	5,100.00	
101-000-696.000	Deposits Over & Short	0.00	580.02		0.00	(580.02)	100.00	0.00	
Total Dept 000		1,582,100.00	1,508,837.96		100,411.57	73,262.04	95.37	1,582,100.00	
TOTAL REVENUES									
		1,582,100.00	1,508,837.96		100,411.57	73,262.04	95.37	1,582,100.00	
Expenditures									
Dept 100 - Legislative									
101-100-703.000	Payroll - Part Time	7,200.00	8,595.00		2,395.00	(1,395.00)	119.38	7,200.00	
101-100-715.000	Social Security	1,000.00	404.86		79.05	595.14	40.49	1,000.00	
101-100-720.000	Worker's Compensation	325.00	2.37		0.00	322.63	0.73	325.00	
101-100-722.000	Medicare	240.00	94.75		18.48	145.25	39.48	240.00	
101-100-740.000	Operating Supplies	700.00	2,817.45		12.00	(2,117.45)	402.49	700.00	
101-100-800.000	Professional/Contractual Serv.	20,700.00	19,537.45		3,285.40	1,162.55	94.38	20,700.00	
101-100-830.000	Memberships & Dues	1,500.00	1,987.75		1,902.75	(487.75)	132.52	1,500.00	
101-100-860.000	Institutes & Training	0.00	75.00		0.00	(75.00)	100.00	0.00	
101-100-880.000	Community Promotion	1,000.00	650.00		65.00	350.00	65.00	1,000.00	
101-100-880.001	Wassailing Contribution	2,000.00	1,775.30		0.00	224.70	88.77	2,000.00	
101-100-900.000	Printing & Publishing	5,000.00	1,979.46		45.57	3,020.54	39.59	5,000.00	
101-100-955.000	Miscellaneous	300.00	0.00		0.00	300.00	0.00	300.00	
101-100-970.000	Capital	3,300.00	0.00		0.00	3,300.00	0.00	3,300.00	
101-100-999.000	Transfer to other Fund	25,000.00	25,000.00		0.00	0.00	100.00	0.00	
Total Dept 100 - Legislative		68,265.00	62,919.39		7,803.25	5,345.61	92.17	43,265.00	
Dept 200 - Administration									
101-200-702.000	Payroll - Full Time	121,000.00	99,002.35		8,535.96	21,997.65	81.82	121,000.00	
101-200-703.000	Payroll - Part Time	48,000.00	35,990.70		3,273.33	12,009.30	74.98	48,000.00	
101-200-715.000	Social Security	10,500.00	7,632.11		658.89	2,867.89	72.69	10,500.00	
101-200-716.000	Hospital/Life Insurance	61,000.00	36,030.78		4,746.12	24,969.22	59.07	61,000.00	
101-200-716.001	Insurance Deductible	4,000.00	3,650.07		0.00	349.93	91.25	4,000.00	
101-200-718.000	Pension	32,500.00	37,766.69		3,623.18	(5,266.69)	116.21	32,500.00	
101-200-720.000	Worker's Compensation	700.00	317.73		0.00	382.27	45.39	700.00	

PERIOD ENDING 05/31/2022

G/L NUMBER	DESCRIPTION	2021-22		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED	2021-22 ORIGINAL BUDGET
		AMENDED BUDGET		05/31/2022 NORM (ABNORM)		MONTH 05/31/22 INCR (DECR)	NORM (ABNORM)	BALANCE			
Fund 101 - GENERAL FUND											
Expenditures											
101-200-722.000	Medicare	2,400.00		1,784.95		154.10		615.05		74.37	2,400.00
101-200-724.000	ICMA Retirement Benefit	9,800.00		0.00		0.00		9,800.00		0.00	9,800.00
101-200-730.000	Postage	3,200.00		4,274.39		81.16		(1,074.39)		133.57	3,200.00
101-200-740.000	Operating Supplies	4,500.00		3,953.40		186.08		546.60		87.85	4,500.00
101-200-775.000	Repair & Maintenance Supplies	2,000.00		0.00		0.00		2,000.00		0.00	2,000.00
101-200-800.000	Professional/Contractual Serv.	26,300.00		19,926.15		6,462.57		6,373.85		75.76	26,300.00
101-200-805.000	Computer Services	9,500.00		22,954.52		1,377.38		(13,454.52)		241.63	9,500.00
101-200-830.000	Memberships & Dues	1,200.00		1,328.72		7.50		(128.72)		110.73	1,200.00
101-200-850.000	Communications	7,300.00		7,536.49		285.86		(236.49)		103.24	7,300.00
101-200-860.000	Institutes & Training	4,300.00		870.62		0.00		3,429.38		20.25	4,300.00
101-200-900.000	Printing & Publishing	2,700.00		2,477.56		0.00		222.44		91.76	2,700.00
101-200-910.000	Insurance & Bonds	6,700.00		6,190.00		0.00		510.00		92.39	6,700.00
101-200-920.000	Utilities	4,300.00		4,522.99		466.98		(222.99)		105.19	4,300.00
101-200-930.000	Repair & Maint.Contractors	7,600.00		273.00		0.00		7,327.00		3.59	7,600.00
101-200-955.000	Miscellaneous	0.00		462.48		413.98		(462.48)		100.00	0.00
101-200-970.000	Capital	20,000.00		38,868.57		0.00		(18,868.57)		194.34	20,000.00
Total Dept 200 - Administration		389,500.00		335,814.27		30,273.09		53,685.73		86.22	389,500.00
Dept 210 - Legal Services											
101-210-801.000	Attorney - General	15,500.00		15,440.00		1,281.25		60.00		99.61	15,500.00
101-210-802.000	Attorney-Police Matters	9,500.00		2,187.50		131.25		7,312.50		23.03	9,500.00
Total Dept 210 - Legal Services		25,000.00		17,627.50		1,412.50		7,372.50		70.51	25,000.00
Dept 300 - Police											
101-300-703.000	Payroll - Part Time	9,500.00		5,842.00		665.00		3,658.00		61.49	9,500.00
101-300-715.000	Social Security	600.00		362.20		41.23		237.80		60.37	600.00
101-300-722.000	Medicare	100.00		84.71		9.64		15.29		84.71	100.00
101-300-800.000	Professional/Contractual Serv.	358,800.00		326,623.00		0.00		32,177.00		91.03	358,800.00
Total Dept 300 - Police		369,000.00		332,911.91		715.87		36,088.09		90.22	369,000.00
Dept 336 - Fire											
101-336-740.000	Operating Supplies	5,100.00		492.28		0.00		4,607.72		9.65	5,100.00
101-336-746.000	Gasoline & Oil	1,000.00		119.06		0.00		880.94		11.91	1,000.00
101-336-775.000	Repair & Maintenance Supplies	1,000.00		0.00		0.00		1,000.00		0.00	1,000.00
101-336-780.000	Safety Supplies	100.00		0.00		0.00		100.00		0.00	100.00
101-336-800.000	Professional/Contractual Serv.	67,900.00		62,849.57		0.00		5,050.43		92.56	67,900.00
101-336-830.000	Memberships & Dues	0.00		1,400.00		0.00		(1,400.00)		100.00	0.00
101-336-850.000	Communications	4,400.00		3,388.05		0.00		1,011.95		77.00	4,400.00
101-336-910.000	Insurance & Bonds	9,400.00		14,992.00		0.00		(5,592.00)		159.49	9,400.00
101-336-920.000	Utilities	2,700.00		2,166.06		240.58		533.94		80.22	2,700.00
101-336-930.000	Repair & Maint.Contractors	10,700.00		1,173.49		137.25		9,526.51		10.97	10,700.00
101-336-970.000	Capital	20,300.00		19,256.78		0.00		1,043.22		94.86	20,300.00
Total Dept 336 - Fire		122,600.00		105,837.29		377.83		16,762.71		86.33	122,600.00
Dept 440 - Public Services											
101-440-702.000	Payroll - Full Time	79,700.00		68,128.78		5,174.83		11,571.22		85.48	79,700.00
101-440-715.000	Social Security	5,000.00		5,812.44		465.25		(812.44)		116.25	5,000.00
101-440-716.000	Hospital/Life Insurance	33,000.00		35,942.85		3,528.48		(2,942.85)		108.92	33,000.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF PARCHMENT

PERIOD ENDING 05/31/2022

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE		ACTIVITY FOR		AVAILABLE		2021-22 ORIGINAL BUDGET
		AMENDED BUDGET		05/31/2022 NORM (ABNORM)		MONTH 05/31/22 INCR (DECR)	NORM (ABNORM)	BALANCE	% BDGT USED	
Fund 101 - GENERAL FUND										
Expenditures										
101-440-716.001	Insurance Deductible	1,000.00		6,484.54		0.00		(5,484.54)	648.45	1,000.00
101-440-718.000	Pension	34,000.00		25,398.71		2,373.43		8,601.29	74.70	34,000.00
101-440-720.000	Worker's Compensation	2,800.00		2,279.88		0.00		520.12	81.42	2,800.00
101-440-722.000	Medicare	1,200.00		1,359.51		108.82		(159.51)	113.29	1,200.00
101-440-740.000	Operating Supplies	2,500.00		(29.99)		0.00		2,529.99	(1.20)	2,500.00
101-440-746.000	Gasoline & Oil	4,300.00		6,612.74		565.64		(2,312.74)	153.78	4,300.00
101-440-775.000	Repair & Maintenance Supplies	8,000.00		9,615.56		186.03		(1,615.56)	120.19	8,000.00
101-440-780.000	Safety Supplies	500.00		0.00		0.00		500.00	0.00	500.00
101-440-800.000	Professional/Contractual Serv.	900.00		1,614.92		175.50		(714.92)	179.44	900.00
101-440-810.000	Rubbish Collection Charges	111,700.00		96,963.67		10,235.27		14,736.33	86.81	111,700.00
101-440-815.000	Uniform Rental	3,000.00		2,655.13		0.00		344.87	88.50	3,000.00
101-440-850.000	Communications	900.00		1,079.82		0.00		(179.82)	119.98	900.00
101-440-860.000	Institutes & Training	300.00		96.90		0.00		203.10	32.30	300.00
101-440-880.000	Community Promotion	500.00		0.00		0.00		500.00	0.00	500.00
101-440-910.000	Insurance & Bonds	22,500.00		5,572.00		0.00		16,928.00	24.76	22,500.00
101-440-920.000	Utilities	8,500.00		10,738.93		1,360.85		(2,238.93)	126.34	8,500.00
101-440-926.000	Street Lighting	29,600.00		24,074.42		2,059.43		5,525.58	81.33	29,600.00
101-440-930.000	Repair & Maint.Contractors	11,100.00		20,347.33		2,171.88		(9,247.33)	183.31	11,100.00
101-440-970.000	Capital	0.00		1,332.14		0.00		(1,332.14)	100.00	0.00
Total Dept 440 - Public Services		361,000.00		326,080.28		28,405.41		34,919.72	90.33	361,000.00
Dept 591 - Water Plant Grant Expenses										
101-591-800.000	Professional/Contractual Serv.	0.00		37,635.32		170.50		(37,635.32)	100.00	0.00
101-591-830.000	Memberships & Dues	0.00		1,000.00		0.00		(1,000.00)	100.00	0.00
101-591-850.000	Communications	0.00		69.00		0.00		(69.00)	100.00	0.00
101-591-920.000	Utilities	0.00		34,440.83		188.93		(34,440.83)	100.00	0.00
101-591-930.000	Repair & Maint.Contractors	0.00		175.20		0.00		(175.20)	100.00	0.00
Total Dept 591 - Water Plant Grant Expenses		0.00		73,320.35		359.43		(73,320.35)	100.00	0.00
Dept 751 - Parks, Recreation & Culture										
101-751-702.000	Payroll - Full Time	54,800.00		50,769.97		4,196.36		4,030.03	92.65	54,800.00
101-751-703.000	Payroll - Part Time	10,200.00		2,269.68		0.00		7,930.32	22.25	10,200.00
101-751-715.000	Social Security	3,600.00		3,251.38		256.62		348.62	90.32	3,600.00
101-751-716.000	Hospital/Life Insurance	5,000.00		8,900.04		1,072.49		(3,900.04)	178.00	5,000.00
101-751-716.001	Insurance Deductible	1,000.00		0.00		0.00		1,000.00	0.00	1,000.00
101-751-718.000	Pension	23,300.00		19,687.65		1,921.03		3,612.35	84.50	23,300.00
101-751-720.000	Worker's Compensation	1,500.00		1,326.40		0.00		173.60	88.43	1,500.00
101-751-722.000	Medicare	800.00		760.34		60.03		39.66	95.04	800.00
101-751-746.000	Gasoline & Oil	2,700.00		2,766.38		257.10		(66.38)	102.46	2,700.00
101-751-775.000	Repair & Maintenance Supplies	16,100.00		9,269.27		1,287.47		6,830.73	57.57	16,100.00
101-751-780.000	Safety Supplies	400.00		0.00		0.00		400.00	0.00	400.00
101-751-800.000	Professional/Contractual Serv.	0.00		1,365.00		0.00		(1,365.00)	100.00	0.00
101-751-910.000	Insurance & Bonds	6,500.00		7,100.00		0.00		(600.00)	109.23	6,500.00
101-751-920.000	Utilities	6,900.00		6,845.57		678.28		54.43	99.21	6,900.00
101-751-930.000	Repair & Maint.Contractors	28,400.00		27,967.43		2,379.45		432.57	98.48	28,400.00
101-751-970.000	Capital	10,200.00		1,411.59		0.00		8,788.41	13.84	10,200.00
Total Dept 751 - Parks, Recreation & Culture		171,400.00		143,690.70		12,108.83		27,709.30	83.83	171,400.00
TOTAL EXPENDITURES		1,506,765.00		1,398,201.69		81,456.21		108,563.31	92.79	1,481,765.00

PERIOD ENDING 05/31/2022

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED	2021-22 ORIGINAL BUDGET
		AMENDED BUDGET		05/31/2022	NORM (ABNORM)	MONTH 05/31/22	INCR (DECR)	BALANCE	NORM (ABNORM)		
Fund 101 - GENERAL FUND											
Fund 101 - GENERAL FUND:											
TOTAL REVENUES		1,582,100.00		1,508,837.96		100,411.57		73,262.04		95.37	1,582,100.00
TOTAL EXPENDITURES		1,506,765.00		1,398,201.69		81,456.21		108,563.31		92.79	1,481,765.00
NET OF REVENUES & EXPENDITURES		75,335.00		110,636.27		18,955.36		(35,301.27)		146.86	100,335.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF PARCHMENT

PERIOD ENDING 05/31/2022

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE 05/31/2022	ACTIVITY FOR		AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	2021-22 ORIGINAL BUDGET
		AMENDED BUDGET			MONTH 05/31/22	INCR (DECR)			
Fund 202 - MAJOR STREET FUND									
Revenues									
Dept 000									
202-000-546.000	State Grants - Act 51	163,900.00		159,309.89	14,613.90		4,590.11	97.20	163,900.00
202-000-694.000	Miscellaneous	0.00		875.00	0.00		(875.00)	100.00	0.00
Total Dept 000		163,900.00		160,184.89	14,613.90		3,715.11	97.73	163,900.00
TOTAL REVENUES									
		163,900.00		160,184.89	14,613.90		3,715.11	97.73	163,900.00
Expenditures									
Dept 451 - Construction									
202-451-930.000	Repair & Maint.Contractors	0.00		3,507.48	0.00		(3,507.48)	100.00	0.00
202-451-970.000	Capital	3,000.00		0.00	0.00		3,000.00	0.00	3,000.00
Total Dept 451 - Construction		3,000.00		3,507.48	0.00		(507.48)	116.92	3,000.00
Dept 463 - Routine Maintenance									
202-463-702.000	Payroll - Full Time	7,100.00		4,912.81	440.59		2,187.19	69.19	7,100.00
202-463-715.000	Social Security	450.00		298.82	26.71		151.18	66.40	450.00
202-463-716.000	Hospital/Life Insurance	2,600.00		1,446.20	175.75		1,153.80	55.62	2,600.00
202-463-716.001	Insurance Deductible	50.00		0.00	0.00		50.00	0.00	50.00
202-463-718.000	Pension	3,000.00		1,925.54	202.64		1,074.46	64.18	3,000.00
202-463-720.000	Worker's Compensation	450.00		242.83	0.00		207.17	53.96	450.00
202-463-722.000	Medicare	100.00		69.84	6.24		30.16	69.84	100.00
202-463-746.000	Gasoline & Oil	300.00		0.00	0.00		300.00	0.00	300.00
202-463-775.000	Repair & Maintenance Supplies	2,200.00		1,322.21	0.00		877.79	60.10	2,200.00
202-463-930.000	Repair & Maint.Contractors	7,500.00		1,288.00	0.00		6,212.00	17.17	7,500.00
Total Dept 463 - Routine Maintenance		23,750.00		11,506.25	851.93		12,243.75	48.45	23,750.00
Dept 475 - Traffic Services									
202-475-702.000	Payroll - Full Time	6,800.00		4,831.46	431.59		1,968.54	71.05	6,800.00
202-475-715.000	Social Security	400.00		293.75	26.15		106.25	73.44	400.00
202-475-716.000	Hospital/Life Insurance	2,500.00		1,467.65	175.74		1,032.35	58.71	2,500.00
202-475-716.001	Insurance Deductible	50.00		0.00	0.00		50.00	0.00	50.00
202-475-718.000	Pension	2,800.00		1,893.84	198.99		906.16	67.64	2,800.00
202-475-720.000	Worker's Compensation	425.00		239.47	0.00		185.53	56.35	425.00
202-475-722.000	Medicare	100.00		68.70	6.13		31.30	68.70	100.00
202-475-746.000	Gasoline & Oil	500.00		0.00	0.00		500.00	0.00	500.00
202-475-775.000	Repair & Maintenance Supplies	2,400.00		4,061.80	75.00		(1,661.80)	169.24	2,400.00
202-475-930.000	Repair & Maint.Contractors	12,400.00		6,925.46	593.70		5,474.54	55.85	12,400.00
Total Dept 475 - Traffic Services		28,375.00		19,782.13	1,507.30		8,592.87	69.72	28,375.00
Dept 478 - Winter Maintenance									
202-478-702.000	Payroll - Full Time	8,200.00		7,378.33	542.88		821.67	89.98	8,200.00
202-478-715.000	Social Security	500.00		449.11	32.82		50.89	89.82	500.00
202-478-716.000	Hospital/Life Insurance	3,200.00		1,981.28	255.63		1,218.72	61.92	3,200.00
202-478-716.001	Insurance Deductible	100.00		0.00	0.00		100.00	0.00	100.00
202-478-718.000	Pension	3,500.00		2,694.27	284.77		805.73	76.98	3,500.00
202-478-720.000	Worker's Compensation	500.00		333.40	0.00		166.60	66.68	500.00
202-478-722.000	Medicare	100.00		105.01	7.66		(5.01)	105.01	100.00

PERIOD ENDING 05/31/2022

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 05/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 05/31/22 INCR (DECR)	AVAILABLE BALANCE		% BDGT USED	2021-22 ORIGINAL BUDGET
					NORM	(ABNORM)		
Fund 202 - MAJOR STREET FUND								
Expenditures								
202-478-746.000	Gasoline & Oil	900.00	274.08	0.00		625.92	30.45	900.00
202-478-753.000	Salt	10,000.00	5,734.07	3,364.33		4,265.93	57.34	10,000.00
Total Dept 478 - Winter Maintenance		27,000.00	18,949.55	4,488.09		8,050.45	70.18	27,000.00
Dept 482 - Administration								
202-482-702.000	Payroll - Full Time	1,200.00	1,051.79	62.93		148.21	87.65	1,200.00
202-482-715.000	Social Security	100.00	63.59	3.76		36.41	63.59	100.00
202-482-716.000	Hospital/Life Insurance	600.00	358.66	49.16		241.34	59.78	600.00
202-482-718.000	Pension	500.00	397.43	38.15		102.57	79.49	500.00
202-482-720.000	Worker's Compensation	0.00	51.51	0.00		(51.51)	100.00	0.00
202-482-722.000	Medicare	0.00	14.81	0.88		(14.81)	100.00	0.00
202-482-955.000	Miscellaneous	0.00	3,411.80	0.00		(3,411.80)	100.00	0.00
202-482-960.000	Administrative Overhead	17,300.00	17,300.00	0.00		0.00	100.00	17,300.00
Total Dept 482 - Administration		19,700.00	22,649.59	154.88		(2,949.59)	114.97	19,700.00
TOTAL EXPENDITURES		101,825.00	76,395.00	7,002.20		25,430.00	75.03	101,825.00
Fund 202 - MAJOR STREET FUND:								
TOTAL REVENUES		163,900.00	160,184.89	14,613.90		3,715.11	97.73	163,900.00
TOTAL EXPENDITURES		101,825.00	76,395.00	7,002.20		25,430.00	75.03	101,825.00
NET OF REVENUES & EXPENDITURES		62,075.00	83,789.89	7,611.70		(21,714.89)	134.98	62,075.00

PERIOD ENDING 05/31/2022

G/L NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	2021-22
		AMENDED BUDGET	05/31/2022 NORM (ABNORM)	MONTH 05/31/22 INCR (DECR)	BALANCE NORM (ABNORM)		ORIGINAL BUDGET
Fund 203 - LOCAL STREET FUND							
Revenues							
Dept 000							
203-000-546.000	State Grants - Act 51	66,900.00	65,875.67	6,018.50	1,024.33	98.47	66,900.00
203-000-676.101	Transfer from General Fund	25,000.00	25,000.00	0.00	0.00	100.00	0.00
203-000-694.000	Miscellaneous	0.00	875.00	0.00	(875.00)	100.00	0.00
Total Dept 000		91,900.00	91,750.67	6,018.50	149.33	99.84	66,900.00
TOTAL REVENUES							
		91,900.00	91,750.67	6,018.50	149.33	99.84	66,900.00
Expenditures							
Dept 451 - Construction							
203-451-970.000	Capital	54,000.00	52,000.00	0.00	2,000.00	96.30	3,000.00
Total Dept 451 - Construction		54,000.00	52,000.00	0.00	2,000.00	96.30	3,000.00
Dept 463 - Routine Maintenance							
203-463-702.000	Payroll - Full Time	8,400.00	4,933.91	440.62	3,466.09	58.74	8,400.00
203-463-715.000	Social Security	500.00	300.08	26.73	199.92	60.02	500.00
203-463-716.000	Hospital/Life Insurance	2,600.00	1,467.86	175.76	1,132.14	56.46	2,600.00
203-463-716.001	Insurance Deductible	200.00	0.00	0.00	200.00	0.00	200.00
203-463-718.000	Pension	3,600.00	1,931.43	202.64	1,668.57	53.65	3,600.00
203-463-720.000	Worker's Compensation	500.00	244.24	0.00	255.76	48.85	500.00
203-463-722.000	Medicare	100.00	70.13	6.24	29.87	70.13	100.00
203-463-746.000	Gasoline & Oil	300.00	0.00	0.00	300.00	0.00	300.00
203-463-775.000	Repair & Maintenance Supplies	3,200.00	1,160.30	0.00	2,039.70	36.26	3,200.00
203-463-930.000	Repair & Maint.Contractors	5,100.00	3,288.68	0.00	1,811.32	64.48	5,100.00
Total Dept 463 - Routine Maintenance		24,500.00	13,396.63	851.99	11,103.37	54.68	24,500.00
Dept 475 - Traffic Services							
203-475-702.000	Payroll - Full Time	8,000.00	4,793.70	423.18	3,206.30	59.92	8,000.00
203-475-715.000	Social Security	500.00	291.56	25.66	208.44	58.31	500.00
203-475-716.000	Hospital/Life Insurance	2,300.00	1,421.59	171.39	878.41	61.81	2,300.00
203-475-716.001	Insurance Deductible	200.00	0.00	0.00	200.00	0.00	200.00
203-475-718.000	Pension	3,500.00	1,874.32	195.43	1,625.68	53.55	3,500.00
203-475-720.000	Worker's Compensation	500.00	238.97	0.00	261.03	47.79	500.00
203-475-722.000	Medicare	100.00	68.20	6.00	31.80	68.20	100.00
203-475-746.000	Gasoline & Oil	500.00	0.00	0.00	500.00	0.00	500.00
203-475-775.000	Repair & Maintenance Supplies	4,700.00	220.20	0.00	4,479.80	4.69	4,700.00
203-475-930.000	Repair & Maint.Contractors	600.00	0.00	0.00	600.00	0.00	600.00
Total Dept 475 - Traffic Services		20,900.00	8,908.54	821.66	11,991.46	42.62	20,900.00
Dept 478 - Winter Maintenance							
203-478-702.000	Payroll - Full Time	8,400.00	7,317.73	534.43	1,082.27	87.12	8,400.00
203-478-715.000	Social Security	500.00	445.82	32.32	54.18	89.16	500.00
203-478-716.000	Hospital/Life Insurance	2,600.00	1,935.21	251.29	664.79	74.43	2,600.00
203-478-716.001	Insurance Deductible	200.00	0.00	0.00	200.00	0.00	200.00
203-478-718.000	Pension	3,700.00	2,668.70	281.21	1,031.30	72.13	3,700.00
203-478-720.000	Worker's Compensation	500.00	331.35	0.00	168.65	66.27	500.00
203-478-722.000	Medicare	100.00	104.12	7.55	(4.12)	104.12	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF PARCHMENT

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PERIOD ENDING 05/31/2022

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE		ACTIVITY FOR		AVAILABLE		2021-22	
		AMENDED BUDGET		05/31/2022		MONTH 05/31/22		NORM (ABNORM)		% BDDT	ORIGINAL
						INCR (DECR)				USED	BUDGET
Fund 203 - LOCAL STREET FUND											
Expenditures											
203-478-746.000	Gasoline & Oil	900.00		274.08		0.00		625.92		30.45	900.00
203-478-753.000	Salt	10,000.00		5,734.08		3,364.34		4,265.92		57.34	10,000.00
203-478-775.000	Repair & Maintenance Supplies	0.00		257.95		0.00		(257.95)		100.00	0.00
Total Dept 478 - Winter Maintenance		26,900.00		19,069.04		4,471.14		7,830.96		70.89	26,900.00
Dept 482 - Administration											
203-482-702.000	Payroll - Full Time	1,500.00		1,051.77		62.91		448.23		70.12	1,500.00
203-482-715.000	Social Security	100.00		63.59		3.76		36.41		63.59	100.00
203-482-716.000	Hospital/Life Insurance	800.00		358.63		49.15		441.37		44.83	800.00
203-482-718.000	Pension	700.00		397.43		38.15		302.57		56.78	700.00
203-482-720.000	Worker's Compensation	0.00		51.51		0.00		(51.51)		100.00	0.00
203-482-722.000	Medicare	0.00		14.81		0.88		(14.81)		100.00	0.00
203-482-960.000	Administrative Overhead	16,500.00		16,500.00		0.00		0.00		100.00	16,500.00
Total Dept 482 - Administration		19,600.00		18,437.74		154.85		1,162.26		94.07	19,600.00
TOTAL EXPENDITURES		145,900.00		111,811.95		6,299.64		34,088.05		76.64	94,900.00
Fund 203 - LOCAL STREET FUND:											
TOTAL REVENUES		91,900.00		91,750.67		6,018.50		149.33		99.84	66,900.00
TOTAL EXPENDITURES		145,900.00		111,811.95		6,299.64		34,088.05		76.64	94,900.00
NET OF REVENUES & EXPENDITURES		(54,000.00)		(20,061.28)		(281.14)		(33,938.72)		37.15	(28,000.00)

REVENUE AND EXPENDITURE REPORT FOR CITY OF PARCHMENT

PERIOD ENDING 05/31/2022

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 05/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 05/31/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	2021-22 ORIGINAL BUDGET
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	158,717.00
Total Dept 000		158,717.00	159,369.74	0.00	(652.74)	100.41	158,717.00
TOTAL REVENUES		158,717.00	159,369.74	0.00	(652.74)	100.41	158,717.00
Expenditures							
Dept 000							
251-000-960.000	Administrative Overhead	40,700.00	40,000.00	0.00	700.00	98.28	40,700.00
251-000-991.000	Debt Retirement-Principal	46,400.00	47,913.94	0.00	(1,513.94)	103.26	46,400.00
251-000-995.000	Interest Expense	12,000.00	10,232.14	0.00	1,767.86	85.27	12,000.00
Total Dept 000		99,100.00	98,146.08	0.00	953.92	99.04	99,100.00
TOTAL EXPENDITURES		99,100.00	98,146.08	0.00	953.92	99.04	99,100.00
Fund 251 - Brownfield Redevelopment:							
TOTAL REVENUES		158,717.00	159,369.74	0.00	(652.74)	100.41	158,717.00
TOTAL EXPENDITURES		99,100.00	98,146.08	0.00	953.92	99.04	99,100.00
NET OF REVENUES & EXPENDITURES		59,617.00	61,223.66	0.00	(1,606.66)	102.69	59,617.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF PARCHMENT

PERIOD ENDING 05/31/2022

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 05/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 05/31/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	2021-22 ORIGINAL BUDGET
Fund 401 - Veteran's Memorial Fund							
Revenues							
Dept 000							
401-000-674.000	Contributed Capital Revenue	0.00	4,345.41	0.00	(4,345.41)	100.00	0.00
401-000-694.000	Miscellaneous	0.00	34.38	0.00	(34.38)	100.00	0.00
Total Dept 000		0.00	4,379.79	0.00	(4,379.79)	100.00	0.00
TOTAL REVENUES		0.00	4,379.79	0.00	(4,379.79)	100.00	0.00
Expenditures							
Dept 000							
401-000-775.000	Repair & Maintenance Supplies	0.00	4,570.80	0.00	(4,570.80)	100.00	0.00
401-000-955.000	Miscellaneous	0.00	20.00	0.00	(20.00)	100.00	0.00
Total Dept 000		0.00	4,590.80	0.00	(4,590.80)	100.00	0.00
TOTAL EXPENDITURES		0.00	4,590.80	0.00	(4,590.80)	100.00	0.00
Fund 401 - Veteran's Memorial Fund:							
TOTAL REVENUES		0.00	4,379.79	0.00	(4,379.79)	100.00	0.00
TOTAL EXPENDITURES		0.00	4,590.80	0.00	(4,590.80)	100.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	(211.01)	0.00	211.01	100.00	0.00

PERIOD ENDING 05/31/2022

G/L NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED	2021-22
		AMENDED BUDGET	05/31/2022 NORM (ABNORM)	MONTH 05/31/22 INCR (DECR)	BALANCE NORM (ABNORM)	ORIGINAL BUDGET		
Fund 590 - SEWER FUND								
Revenues								
Dept 000								
590-000-626.000	Sewer Services	270,000.00	180,441.72	0.00	89,558.28	66.83	270,000.00	
590-000-664.000	Interest on Investments	1,800.00	0.00	0.00	1,800.00	0.00	1,800.00	
Total Dept 000		271,800.00	180,441.72	0.00	91,358.28	66.39	271,800.00	
TOTAL REVENUES								
		271,800.00	180,441.72	0.00	91,358.28	66.39	271,800.00	
Expenditures								
Dept 000								
590-000-702.000	Payroll - Full Time	22,300.00	18,481.84	1,151.73	3,818.16	82.88	22,300.00	
590-000-715.000	Social Security	1,400.00	1,115.12	68.97	284.88	79.65	1,400.00	
590-000-716.000	Hospital/Life Insurance	7,400.00	7,776.30	698.17	(376.30)	105.09	7,400.00	
590-000-716.001	Insurance Deductible	500.00	0.00	0.00	500.00	0.00	500.00	
590-000-718.000	Pension	9,400.00	7,387.99	560.38	2,012.01	78.60	9,400.00	
590-000-720.000	Worker's Compensation	500.00	339.47	0.00	160.53	67.89	500.00	
590-000-722.000	Medicare	300.00	261.09	16.14	38.91	87.03	300.00	
590-000-800.000	Professional/Contractual Serv.	36,200.00	19,289.90	0.00	16,910.10	53.29	36,200.00	
590-000-815.000	Uniform Rental	500.00	95.91	0.00	404.09	19.18	500.00	
590-000-910.000	Insurance & Bonds	10,600.00	10,452.00	0.00	148.00	98.60	10,600.00	
590-000-920.000	Utilities	2,300.00	2,172.10	211.95	127.90	94.44	2,300.00	
590-000-930.000	Repair & Maint.Contractors	15,200.00	0.00	0.00	15,200.00	0.00	15,200.00	
590-000-960.000	Administrative Overhead	69,300.00	69,300.00	0.00	0.00	100.00	69,300.00	
590-000-968.000	Depreciation	13,800.00	19,166.00	0.00	(5,366.00)	138.88	13,800.00	
Total Dept 000		189,700.00	155,837.72	2,707.34	33,862.28	82.15	189,700.00	
TOTAL EXPENDITURES								
		189,700.00	155,837.72	2,707.34	33,862.28	82.15	189,700.00	
Fund 590 - SEWER FUND:								
TOTAL REVENUES								
TOTAL EXPENDITURES								
NET OF REVENUES & EXPENDITURES								
		82,100.00	24,604.00	(2,707.34)	57,496.00	29.97	82,100.00	
TOTAL REVENUES - ALL FUNDS								
TOTAL EXPENDITURES - ALL FUNDS								
NET OF REVENUES & EXPENDITURES								
		2,268,417.00	2,201,016.95	121,043.97	67,400.05	97.03	2,243,417.00	
		2,043,290.00	1,844,983.24	97,465.39	198,306.76	90.29	1,967,290.00	
		225,127.00	356,033.71	23,578.58	(130,906.71)	158.15	276,127.00	

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: Antwainae McNeil Phone: 313-452-8610

Address: 2312 Ring Rd S. Kalamazoo 49006 apt 1100

Email: antwinae@gmail.com Alternate Phone: _____

Date of Event: 8-13-22 Time: 4pm-7pm

Type of event: Wedding

Approximate number of attendees: 10-15

Will there be music as part of your event? none

Name of DJ, musical performer, sound technician: _____

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

Name & address for deposit return: same as above

Signature on phone Date 6-16-22

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

FOR INTERNAL OFFICE USE:

Application received by: KS Date: 6-16-22

Payment amount received: \$350 Receipt # _____

Check # _____ Cash _____ Credit X

APPROVAL

Signature _____

Date _____

POLICE SERVICES AGREEMENT

The Agreement is made this 1st day of July, 2022, by and between the City of Parchment, a Michigan municipal corporation, 650 S Riverview Drive, Parchment, Michigan (hereinafter "City"), and Kalamazoo Charter Township, a Michigan municipal corporation, 1720 Riverview Drive, Kalamazoo, Michigan (hereinafter "Township").

Whereas, Act 35 of the Public Acts of 1951 (MCL 124.1 et seq) in pertinent part authorizes a municipal corporation to contract with one or more other municipal corporations for the performance, jointly or by any one or more on behalf of all, of any service which each would have the power to perform separately; and

Whereas, the Parchment City Charter requires the City to provide police protection services within the City; and

Whereas, the City administration recommends and the City Commission finds that the most effective method of continuing to provide police protection services within the City is to contract with Kalamazoo Charter Township to have Township police officers be sworn as and serve as Parchment police officers on a contractual basis; and

Whereas, the City and Township have previously, entered into agreement(s) to allow the Township police department to provide and undertake police protection services in the City; which agreement(s) are due for renewal and which both the City and the Township have deemed to be satisfactory and mutually beneficial; as such the City and the Township reaffirm their commitment to one another in providing professional police services to our community, and

Whereas, the City wishes to enter into an agreement with the Township by which the Township would provide police protection services within the City.

NOW THEREFORE, in consideration of the promises, covenants and conditions hereinafter contained, it is hereby agreed by and between the parties hereto as follows:

1. The City hereby calls upon the Township to furnish, and the Township agrees to provide, police protection services within the City, subject to the terms and conditions contained in this Agreement.
2. Commencing July 1, 2022, the Township shall have a Township police officer assigned to patrol within the North District during the Township Police Department's day and afternoon patrol shifts on a daily basis. In addition, the Township's Police Department shall provide full police services to the City during the midnight shift. The Township agrees to provide the necessary associated personnel and equipment in support of the police services provided hereunder.

Furthermore, the Township agrees that there will be no additional charge to the City when more than one officer is needed on calls for service; for officers held past the end of their shift on overtime to complete work; for detectives; crime scene technicians, or when staffing allows for additional officers provided out of existing scheduled staff.

3. Township police officers providing police services pursuant to this Agreement shall also be sworn as officers of the City of Parchment.
4. Township officers assigned to provide police protection services pursuant to this agreement shall enforce City ordinances as well as State law. Officers will be assigned to perform ordinance enforcement in the City of Parchment. The assistance, at this time, will consist of identifying violations, resolving ordinance violations, issuing citations and appearing in court. The officers will be a liaison to the City on ordinance enforcement activities.
5. The police protection services provided hereunder shall include the continuation of community outreach and proactive programs directly to the Parchment Schools.
6. At the request of the City, the Township shall provide supplemental police services to the City. The City shall pay the Township over and above the sum set forth herein for such services in accordance with this paragraph. The rate for supplemental services, shall be one and a half (1 ½) times the assigned officers' regular rate(s) and shall include a fringe benefit rate which shall include the additional fringe benefit amounts calculated on the basis of the police contract (FICA, work comp., etc.).
7. In an effort to identify any cost adjustments that occur with the negotiation of the collective bargaining agreement (CBA) with the Township and the Kalamazoo Township Police Officers Association (KTPOA), the parties agree that it is advantageous that this Agreement shall be for a term of four years; with an option for one (1) three-year (3-year) extension to be exercised in accordance with paragraph D of this Section.

This agreement shall begin on July 1, 2022 and conclude on June 30, 2026; or on June 30, 2029 if the extension is exercised.

The City agrees to pay the Township \$440,214.00 for the first year of police service rendered hereunder, such sum to be paid in 12 equal monthly installments beginning July 1, 2022, and on or before the first day of each month thereafter until paid in full.

- A. This cost reflects the officer's wage estimated at the CBA's Police Officer 6 (PO-06) rate, along with ancillary costs.
- B. Future costs will reflect an annual step rate used for the estimated wage, up to the highest police officer rate within the CBA; currently PO6. Future costs will also reflect any change in wages resultant from any future collective bargaining agreement contracts with the Kalamazoo Township Police Officer's Association.

- C. By no later than March 31 of each year of this contract and any exercised extension thereto under paragraph D herein, the Township shall provide the City with a written statement of the cost to the City for police services for the upcoming term, which cost will be payable as prescribed in section B. The City shall pay the costs of police services in 12 monthly installments commencing on July 1st of each year as identified in this paragraph 7.
 - D. If mutually agreed upon and approved by the City of Parchment and the Township of Kalamazoo, this agreement may be extended for an additional three-years beyond its initial 4-year term under the same terms and conditions as written here. The City shall notify the Township of its desire to exercise its extension option by no later than April 2, 2026. If the option is not exercised, this Agreement shall expire of its own accord on June 30, 2026.
- 8. It is recognized and agreed that during the course of the 4-year term of this contract and a 3-year extension, if exercised, the cost of the police services provided hereunder may increase due to outward circumstances beyond the Township's control. Such cost increase may be temporary or permanent. If the Township expects to experience or experiences extraordinary cost increases in providing policing services; it shall notify the City of an unexpected cost increase and the reason for it; as well as the duration of such cost increase in providing policing services at the same level not less than 60 days prior to the effective date of such cost increased. During said 60 days, the City may opt to pay the cost increase, terminate the agreement, or to attempt to negotiate a reduction in the level of policing services provided hereunder. If a reduction in services is agreed on, the parties shall execute an addendum to this agreement indicating the adjustment in services.
 - 9. The Township agrees to prepare and present a quarterly and annual report of law enforcement activity performed by Township police officers within the City pursuant to this Agreement. The Township further agrees to prepare and submit to the State of Michigan such reports as the State may require with regard to the police services rendered under this Agreement. The Township further agrees that it will maintain and provide records of the police services rendered under this Agreement for the same time and in the same manner as it does for Township records.
 - 10. All Township police officers providing service to the City pursuant to this Agreement shall remain directly accountable to the Township through its Police Chief.
 - 11. The legal representation of the City in any judicial proceedings involving a violation of a City Ordinance shall be conducted by the City Attorney, and the cost of such legal representation shall be borne solely by the City.
 - 12. The Township Police Chief or their designee of the department will participate in the Parchment Public Safety Committee Meetings every six months, as scheduled and noticed by the City Manager.

13. The Township covenants and agrees, to the greatest extent permitted by law, to defend, indemnify and hold harmless the City and its officers and employees from any and all claims, suits, damages, loss of liability which may occur arising out of any and all claims of negligence or wrongdoing by the Township, its officers or employees in connection with the performance of this Agreement. The City covenants and agrees, to the greatest extent permitted by law, to defend, indemnify and hold harmless the Township and its officers and employees from any and all claims, suits, damages, loss or liability which may occur arising out of any claims of negligence or wrongdoing by the City, its officers or employees in connection with the performance of this Agreement. The foregoing shall not be considered a waiver of governmental immunity attributed to the City or the Township or its officers or employees.
14. The Township agrees that throughout the life of this Agreement it shall cause the City, its officials and employees to be named as additional insureds on the general liability, motor vehicle liability and police professional liability insurance coverage held by the Township. The City agrees that throughout the life of this Agreement, it shall cause the Township and its officers and employees to be named as additional insureds on the general liability and police professional liability insurance coverage held by it. Both the City and the Township agree that it shall not reduce its aforementioned insurance coverage during the life of this agreement.
15. This Agreement may be terminated for material breach only after the other party is given written notice of the alleged material breach and allowed 30 days to remedy the same.
16. Any waiver, alteration or modification of any of the provisions of this Agreement shall not be valid unless in writing and executed by the parties with the same formality as this Agreement. Any waiver by any party of any provision of the Agreement or any right or option under this Agreement shall not be controlling, nor shall it prevent or estop such party from thereafter enforcing such provision, right or option. The failure of any party to insist in any one or more instances upon the strict performance of any of the terms or provisions of this Agreement by another party shall not be construed as a waiver or relinquishment for the future of any such term or provision, and the same shall continue in full force and effect.
17. No provision in this Agreement is to be interpreted for or against any party because that party or that party's legal representative drafted the provision.
18. This agreement was drafted in Michigan and it is agreed that Michigan law shall control. This Agreement constitutes the entire agreement of the parties. All other prior or

contemporaneous agreements, understandings, representations and statements, oral or written, are hereby terminated.

19. Any notices to be given under the terms of this Agreement shall be accomplished by either first-class mail or hand delivery to:

City of Parchment
City of Parchment Clerk
650 South Riverview Drive
Parchment MI 49004

Kalamazoo Charter Township
Kalamazoo Charter Township Clerk
1720 Riverview Drive
Kalamazoo MI 49004

IN WITNESS WHEREOF, the parties hereby have executed this Agreement the day and date first above written.

CITY OF PARCHMENT

By: _____

Its: Mayor Robert D. Britigan III

CHARTER TOWNSHIP OF KALAMAZOO

By: _____

Its: Supervisor Donald D. Martin

Approved as to form:

Robert A. Soltis

Attorney for City of Parchment

Roxanne C. Seeber

Attorney for Kalamazoo Charter Township

CONTRACT FOR WASTE COLLECTION AND DISPOSAL

THIS AGREEMENT is made effective July 1, 2022, by and between the **City of Parchment, MI**, a Michigan Municipal Corporation, of 650 S. Riverview Dr., Parchment, Michigan 49004 (hereinafter "City"), and **City Star Services, INC.**, DBA REPUBLIC SERVICES OF West Michigan, of 3432 Gembrit Circle, Kalamazoo, Michigan, 49001 (hereinafter "Contractor") (together, the "Parties").

AGREEMENT

ARTICLE I REFUSE COLLECTION

A. Residential Refuse Collection

1. Contractor is hereby granted the exclusive right, and hereby accepts the obligation, to collect and dispose of all Refuse, Recyclables, and optional Yard Waste (April – November) from each residence located within the City, with the exceptions hereinafter set forth (hereinafter, collectively, "Customers"). During the term hereof, City shall not authorize any other person or entity to perform the services to be performed by Contractor hereunder and shall take such action as may reasonably be required to prohibit any other person or entity from providing such services during the term hereof. Contractor shall collect all Refuse from all Customers no less often than once per week and Recyclables from all Customers no less often than once every two weeks, the specific days and routes to be as City and Contractor may agree.

2. Rules for Customer handling of Refuse, Recyclables, and Yard Waste (April – November) shall be agreed upon between Contractor and City, and distributed to Customers and published, including the obligation of each residential Customer to place all refuse in Refuse Carts, Recyclables in Recyclables Carts, and Yard Waste placed in carts, and the timing of placement of all carts at the curbside for pickup by Contractor. Specific service is, refuse cart service only, recyclables are cart service only, and yard waste service is cart only. Per city ordinance and bid each resident is mandated to take trash and recycling services, yard waste is optional. Extra carts can be rented by resident as outlined in Article III.B.4.

B. Rates

1. Monthly Charge — The Contractor will bill the city the following rates per month for Refuse, Recyclable service, and Yard Waste Service (the "Monthly Charge"), in advance, by the 15th of the month. The Monthly Charge includes all costs associated with collections, disposal and processing of Refuse, Recyclables, and Yard Waste picked up: **See Pricing Page Addendum A for monthly, yearly or one-time charges. There will be one curbside bulk pickup per year.** If the City wants to schedule a second curbside bulk pickup with the contractor, it will need to be scheduled the September before the following year. In 2023 the contractor shall provide curbside bulk pickup, in the month of May, while this contract is in effect.
2. Fuel Recovery Fee — A Fuel Recovery Fee shall be assessed after year 1 and applied on a per residence/month basis, in addition to the Monthly Charge. The Base Price for diesel fuel shall be set at \$4.50/gallon. Price will be based on the DOE Index for Highway Diesel – Midwest Index of fuel rise above the "base price," a surcharge of \$0.04/residence/month shall be applied for every \$0.10/gallon increment of increase in Contractor's cost of fuel above the Base Price. No adjustments made for pricing below the \$4.50 per gallon. Contractor shall notify the City Manager in advance of any fuel recovery fee increase or charge, prior to implementation.
3. Pass Through — The Monthly Charge may also be increased, beginning after thirty (30) days written notice to the City Manager, due to future increases in Federal, State or local taxes (excluding income taxes and property taxes), and any charges, surcharges, and fees imposed by governmental authorities on Contractor's collection services, processing facility for recycling or disposal site, and due to laws, rules, regulations and ordinances which are passed after the date hereof, or based on the interpretation or enforcement of which has changed after the date hereof which have the effect of increasing the collection services, processing facility or the disposal site's direct costs. Contractor shall not be entitled to any increase associated with violations of law, regulations, ordinances, or permit conditions.
4. Carts: Contractor shall provide one 95/96-gallon cart to each Customer for Refuse, and a separate cart 95/96-gallon cart for recyclables, and a separate 95/96-gallon cart for Yard waste. Additional Refuse, and Recyclables carts will be made available upon request at a rate of \$3.00 per month per cart to be billed annually. All carts will be maintained by Contractor and replaced for normal wear and tear. Normal wear and tear does not include the cleaning of said Carts; this is the responsibility of the resident. Should a Cart be damaged due to the negligence of the Resident, a replacement charge of \$65.00 will be remitted as payment in advance of delivery of a new one. All Carts will remain the property of the Contractor.
5. Bulk Trash Pick-up – See Addendum A - Pricing

ARTICLE V BILLING PROCEDURES

Contractor shall bill City for collection services rendered in advance, within fifteen (15) days prior to the beginning of each month, and the City shall pay Contractor within thirty (30) days of receipt of said invoice. Such billing and payment shall be based on the rates set forth herein, as may be adjusted in accordance herewith.

ARTICLE VI TERM AND TERMINATION

A. This Contract is for a period of two (2) years commencing July 1, 2022 and ending June 31, 2024. This contract may be extended for additional 2 1-year(s) periods upon mutual agreement of both parties.

B. Termination — In the event there should occur a material breach or material default in the performance of any covenant or obligation of the City or Contractor which has not been remedied within thirty (30) days after receipt of written notice from the non-breaching party specifying such breach or default (or such longer period of time as is reasonably necessary to cure any such breach or default which is not capable of being cured within thirty (30) days provided the breaching party has undertaken to cure within such thirty (30) days and proceeds diligently thereafter to cure in an expeditious manner), the non-breaching party may, if such breach or default is continuing, terminate this Contract upon written notice to the other party. In the event of a breach, event of default, or termination of this Contract, each party shall have available all remedies in equity or at law, unless otherwise provided elsewhere in this Contract. In the event of termination of this Contract for any reason, City shall pay Contractor for all services rendered through the date of termination.

ARTICLE VII INDEMNIFICATION AND INSURANCE REQUIREMENTS

- A. Contractor will indemnify and hold harmless City from any and all liability and claims to the extent caused by Contractor's negligence or willful misconduct in the performance of this services under this Contract. Further, Contractor shall procure and maintain during the life of this contract the following insurance coverage:
- B. The City will indemnify and hold harmless Contractor from any and all liability and claims to the extent caused by City, its employees', contractors', and agents' negligence or willful misconduct in connection with the performance of this Contract.

the contract. Since these are solely the contractor's responsibility, the city's review of work performed, equipment used and/or materials used in performance of work under this contract shall not limit the Contractor's liability and shall not constitute approval of safety precautions.

8. PROTECTION OF PROPERTY —The Contractor shall be solely responsible for protecting and preserving from damage, any and all property, public or private, in or around areas where work is performed. Contractor is not responsible for road and street pavement damage from normal driving and wear and tear.

9. NON-EMPLOYEE STATUS —The Contractor(s), agents, employees and/or representatives thereof are hereby deemed independent contractors and are not City employees. The Contractor shall exercise all supervisory and general control of day-to-day operations, including the right to control over work duties, payment of wages, the right to hire, fire, and discipline all its employees. As an independent contractor, Contractor and/or his/her employees shall not be entitled to any benefits available to City employees.

10. INTERPRETATION OF CONTRACT — Should the Contractor have any questions concerning any terms or provision of this contract, such questions shall be directed in writing to the City Manager's attention. Any decision by the City Manager as to the intent of the city and interpretation of this contract shall be final.

9. DEFAULT Should one or more of the following occur, the City at its sole option, may declare the Contractor in default and take such action as the City deems in its best interests, including, but not limited to, terminating the contract and seeking money damages, seeking specific performance or any other remedy available to it or allowed by law without reservation or limitation:
- a. Failure to provide insurance or keep such insurance in effect as required by this contract.
 - b. Failure to provide performance bond as required by this contract.
 - c. Failure to comply with any applicable federal or state statute, law or regulations, county or local or regulation.
 - d. Failure to perform the work required herein in a safe or competent manner.

ARTICLE VIII OTHER CONDITIONS

A. Compliance with Local, State and Federal Laws

The Contractor shall comply with all applicable state, county and municipal regulations and the City shall retain jurisdiction over the health and safety standards of the Contractor's vehicles and their operation. The Contractor will be responsible for maintaining, including proper safety placards, all containers supplied by them.

D. Entire Agreement

This Contract constitutes the entire agreement of the parties with respect to the matters dealt with herein. There are no other terms or promises, whether written or verbal. Any and all prior representations or agreements shall be deemed merged herein.

E. Severability

If any provision of this Contract is rendered void by acts of any legislature or the courts, this agreement shall be construed as if the offending portion had been omitted.

F. Changes and Modifications

No change or modification of this Contract shall be valid unless the same is in writing and signed by all parties hereto.

G. Choice of Law and Forum

The laws of the State of Michigan shall govern this agreement. Any dispute hereunder shall be determined in any federal or state court with competent jurisdiction in the State of Michigan.

H. Parties Bound; Assignment

This agreement shall be binding upon the City, and Contractor and their respective, successors and assignees. Neither party may assign any or all of their rights and duties hereunder without the advance written consent of the other party, which consent shall not be unreasonably withheld.

I. Mutual Drafting

This agreement has been drafted by both the City and the Contractor and shall not be construed against either party as the drafter.

Parchment City Manager
650 S. Riverview Dr
Parchment, MI 49004
269-492-3260 office
manager@parchment.org

Republic Services
3432 Gembrit Circle
Kalamazoo, MI 49001
616-662-6842
jack.brown@republicservices.com

May 25, 2022

To Parchment City Council:

Parchment High School Student Council is seeking permission from the Parchment City Council to host the Parchment HS Homecoming Parade on **Friday, September 30th at 5 pm**. We plan on starting at Kindleberger Park (arrive at 4:00 pm), travel down Riverview, turn right on "G" Avenue, turn right on Orient Street and end at the high school parking lot.

I am still working on the possibility of fireworks at the home football game. If I am able to secure this possibility, I will contact the Parchment City Council/Fire Department for permission.

If you have any questions or concerns, please contact our Student Council advisor Jodie McManus at 488-1173.

Thank you for your consideration.

Jodie McManus

Parchment HS Student Council Advisor

SiegfriedCrandallPC

Certified Public Accountants & Advisors

246 E. Kilgore Road
Portage, MI 49002-5599
www.siegfriedcrandall.com

Telephone 269-381-4970
800-876-0979
Fax 269-349-1344

June 14, 2022

Members of the City Council
City of Parchment
650 S. Riverview Drive
Parchment, MI 49004

We are engaged to audit the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Parchment for the year ended June 30, 2022. Professional standards require that we provide you with the following information related to our audit.

Our Responsibilities under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated June 14, 2022, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to management's discussion and analysis and budgetary comparison schedules, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited, and because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on the combining nonmajor governmental fund financial statements and the budgetary comparison schedule of the Downtown Development Authority, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Communication

We would also appreciate the opportunity to talk to you or meet with you to discuss this information further because a two-way dialogue can provide valuable information for the audit process.

You may assist us in understanding the City of Parchment and its environment by identifying appropriate sources of audit evidence and providing information about specific transactions or events. We expect that you will communicate with us on any matters you consider relevant to the audit and the City's system of internal control over financial reporting. Other matters that you communicate may significantly affect our audit procedures. You need to communicate to us any suspicion or detection of fraud, or any concerns you may have about the integrity of the City's management.

We will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, disagreements with management, and other serious difficulties encountered in performing the audit. We will also communicate to you and to management any significant deficiencies or material weaknesses in internal control over financial reporting that become known to us during the course of the audit. Other matters arising from the audit that are, in our professional judgment, significant and relevant to you in your oversight of the financial reporting process will be communicated to you in writing.

Independence

Our independence policies and procedures are designed to provide reasonable assurance that our firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and nonattest services that may be thought to bear on independence. In addition, our policies restrict certain nonattest services that may be provided by Siegfried Crandall P.C. and require audit clients to accept certain responsibilities in connection with the provision of the following permitted nonattest services:

- Preparation of reconciliations of various account balances based on information provided by you
- Preparation of journal entries, other than proposed audit entries, that you will review and approve
- Preparation of the City's financial statements, in conformity with U.S. generally accepted accounting principles, based on trial balances provided by you
- Preparation of Forms F-65 and 5047 and the Act 51 report that we will submit to the State after your review

The Audit Planning Process

Our audit approach places a strong emphasis on obtaining an understanding of how your City functions. This enables us to identify key audit components and tailor our procedures to the unique aspects of your government. The development of a specific audit plan will begin by obtaining an understanding of the City of Parchment's financial reporting objectives, strategies, risks, and performance.

We will obtain an understanding of the City and its environment, including internal control over financial reporting, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the City or to acts by management or employees acting on behalf of the City. We will also establish an overall materiality limit for audit purposes.

We will conduct formal discussions among engagement team members to consider how and where your financial statements might be susceptible to material misstatement due to fraud or error.

We will use this knowledge and understanding, together with other factors, to assess the risk that errors or fraud may cause a material misstatement at the financial statement level. The assessment of the risks of material misstatement at the financial statement level provides us with parameters within which to design the audit procedures for specific account balances and classes of transactions. Our risk assessment process at the account-balance or class-of-transactions level consists of:

- An assessment of inherent risk regarding the likelihood of material misstatement arising from the nature of an account balance or class of transactions; and
- An evaluation of the design effectiveness of internal control over financial reporting and our assessment of control risk

To the Honorable Mayor and
Members of the City Council
City of Parchment
Page 3
June 14, 2022

We will then determine the nature, timing, and extent of substantive procedures, and any tests of controls we consider to be necessary given the risks identified and the controls as we understand them.

The Concept of Materiality in Planning and Executing the Audit

In planning the audit, the materiality limit is viewed as the maximum aggregate misstatements, which if detected and not corrected, would cause us to modify our opinion on the financial statements. The materiality limit is an allowance not only for misstatements that will be detected and not corrected but also for misstatements that may not be detected by the audit. Our assessment of materiality throughout the audit will be based on both quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current financial statements, as well as financial statements of future periods. At the end of the audit, we will inform you of all individual, unrecorded misstatements aggregated by us in connection with our evaluation of our audit test results.

Our Approach to Internal Control Relevant to the Audit

Our audit of the financial statements will include obtaining an understanding of internal control over financial reporting sufficient to plan the audit and to determine the nature, timing, and extent of audit procedures to be performed. An audit is not designed to provide assurance on internal control over financial reporting or to identify all deficiencies in internal control over financial reporting. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Timing of the Audit

As in prior years, we will confirm mutually agreeable dates for the performance of audit fieldwork, to take place after the end of the City's fiscal year. The City's adherence to this schedule and timely preparation of information requested by us is essential to our timely completion of the audit.

Closing

We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to be of service to the City of Parchment.

This information is intended solely for the use of the City Council and management of the City of Parchment and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

SIEGFRIED CRANDALL P.C.



Joshua H Gabrielse, Shareholder

Members of the City Council
City of Parchment
650 S. Riverview Drive
Parchment, MI 49004

We are pleased to confirm our understanding of the services we are to provide the City of Parchment for the year ended June 30, 2022.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City of Parchment as of and for the year ended June 30, 2022. Accounting principles generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Parchment's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Parchment's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis
2. Budgetary comparison schedules

We have also been engaged to report on supplementary information other than RSI that accompanies the City of Parchment's financial statements. We will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry.

Audit Procedures - Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risks of material misstatement as part of our planning:

1. Management override of controls
2. Improper revenue recognition due to fraud
3. Depreciation schedules are not maintained for the capital assets of the governmental activities
4. Use of cash basis to record revenues

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Parchment's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

Other Services

We will also provide the following nonattest services:

- Preparation of depreciation schedules based on useful lives and depreciation methods determined by you
- Preparation of journal entries, other than proposed audit entries, that you will review and approve
- Preparation of the City's financial statements, in conformity with U.S. generally accepted accounting principles, based on trial balances provided by you
- Preparation of Forms F-65 and 5047 and the Street Financial Report that we will submit to the State after your review

We will perform the services in accordance with applicable professional standards. The other services are limited to the nonattest services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Siegfried Crandall P.C., will not be included in any such offering document without our prior permission to consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all confirmations we request and will locate any documents selected by us for testing.

Joshua H. Gabrielse is the engagement shareholder and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be based on the actual time spent at our standard hourly rates, which vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Based on our understanding of the City's audit requirements, our fee will not exceed \$7,700. This fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of the City of Parchment's financial statements. Our report will be addressed to the members of the Members of the City Council of the City of Parchment. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions, or we may withdraw from this engagement.

Members of the City Council
City of Parchment
Page 5
June 14, 2022

We appreciate the opportunity to be of service to the City of Parchment and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy, and return it to us.

Sincerely,

SIEGFRIED CRANDALL P.C.



Joshua H. Gabrielse, Shareholder

RESPONSE:

This letter correctly sets forth the understanding of the City of Parchment.

By: _____

Title: _____

Date: _____

MEMORANDUM

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

From: City Manager Nancy Stoddard

Date: June 15, 2022

Re: Repaving of Parchmount Avenue with Two Speed Tables

Background:

Parchmount Avenue is a main thoroughfare from Gull Road area thru Parchment to Kalamazoo. Looking back into history, information was recorded that speaks to the excessive speed during certain times of the day, which has caused a lot of concern for the residents who live there. It has been over 30 years since this street has been paved.

Discussion:

Many remedies have been looked into for this thoroughfare including radar signage, stop signs, and painting lines to diminish the driving space on the road. After many discussions with other communities and our Public Works staff, it was decided that speed tables would be the most appropriate and effective way of reducing the speed of drivers on Parchmount.

Three companies have responded to our Request for Proposals (RFPs):

Michigan Paving & Materials	\$103,350.00
Rieth-Riley Construction Co	\$115,051.00
Lakeland Asphalt Corp	\$133,406.00

Recommendation:

Recommend that the City Commission approve Michigan Paving & Materials to repave and build in two speed tables into Parchmount Avenue for \$103,350.00.



Customer Name	City of Parchment		
Address			
City, State, Zip			
Phone	269-303-2909	Email	
Contact:	Bill Cahill		

Job Name	Parchmount Street	
Address		
City, State, Zip		
Date of Bid	June 15, 2022	
Architect-Engineer		Print Details:

[illegible]

\$103,350.00

(\$103,350.00)

Mark de Varona, Area Manager, Michigan Paving & Materials

E-mail: mdevarona@mipmc.com

The prices quoted above may be subject to change if not accepted within **10 days** from the date hereof. Final acceptance by Michigan Paving & Materials Company is subject to the approval of the Division Manager.

Acceptance
We hereby accept this proposal. The specifications and prices are approved and satisfactory. The Terms & Conditions on second page are understood and accepted.

We hereby accept this proposal. The specifications and prices are approved and satisfactory. The terms & conditions on second page are understood and accepted.
Payment will be made in accordance with the terms offered. I further represent that I am authorized to sign this contract.

Accepted by Michigan Paving & Materials Co:

Accepted by Customer:

Date

Signature

(Title

Date

Signature

(Title

TERMS & CONDITIONS

- 1) Entirety – This agreement contains the entire agreement of the parties hereto and shall supersede all previous oral & written agreements and all contemporaneous negotiations, commitments and understandings. This agreement may be modified only by written instrument duly executed by each party hereto.
- 2) Thickness – All descriptions of paving thickness in this proposal are referred to as average thickness. Variation in sub-base and technical limitation may result in variation in thickness. We warrant sufficient material will be used on the project to result in the average thickness stated.
- 3) Property Lines – The customer shall establish and designate property lines and shall be obligated to pay for work performed as ordered in the event said work results in trespass on other property. Customer shall also be responsible for any damage caused by the owner of such other property.
- 4) Delays – Contractor shall complete the job within a reasonable time but shall not be liable for delays beyond the control of Contractor. The contractor shall complete the project as weather and schedule permit.
- 5) Permits – Customer shall acquire and pay for any and all permits or assessments if they are required. Upon acceptance, a legal description of the property improvement and/or a notice of Commencement shall be provided to Contractor prior to start of work.
- 6) Wet or Unstable Grade – No materials will be placed on wet or frozen subgrade. A suitable subgrade is a condition precedent to the requirement of performance of this contract.
- 7) Reproduction Cracks – When resurfacing concrete, brick or asphalt pavements, Contractor is not responsible for the reproduction of cracks or expansion joints which occur.
- 8) Minimum Grade – Contractor reserves the right to refuse to construct a pavement unless minimum grades of 1% are possible for surface drainage. If Customer directs construction with less than a minimum grade of 1%, it is understood that water ponding may occur and that no warranty attaches to the work as to satisfactory surface drainage. Depressions over ¼ inch will be filled.
- 9) Underground Structures – It is Customer's responsibility to advise Contractor of the existence and location of all underground structures such as sewers, water and gas line, etc., which might be encountered by Contractor in the performance of its work hereunder. Contractor shall be deemed to have notice of the existence of only those structures specifically referred to in this proposal and of the location thereof as indicated in this proposal. If it develops in the performance of the work that the identity or location of the underground structures varies from those specified herein, any extra cost occasioned thereby in moving, protecting or covering same, or otherwise, shall be paid by Customer.
- 10) Soil Conditions – Should any unusual conditions be encountered not specifically referred to in this proposal, any extra cost in the performance of the work occasioned by such conditions shall be paid by Customer.
- 11) Tree Roots – Contractor shall not be responsible for damage to trees occasioned by the removal of tree roots in preparing the roadbed, nor shall Contractor be obligated to remove damaged or destroyed trees.
- 12) Timely Payment – As stated above, payment in full is due upon completion of the job. Interim billings for partial performance are due and payable thirty (30) days after presentment of said billings. Customer agrees to pay interest at the rate of 1 ½% per month on any amount due Contractor with said interest to start accruing thirty (30) days after presentation to Customer of a billing for work performed and/or expenses incurred by Contractor. This interest is an annual rate of 18%. Contractor may, upon written notice to Customer, terminate this contract when for a period of five (5) days after payment is due, as provided herein, Customer fails to make said payment or payments. On such termination, Contractor may recover from Customer payment for all work completed and for any loss sustained by Contractor for materials, etc., to the extent of actual loss thereon, plus loss on a reasonable profit.
- 13) Unit Prices – The quantities and units stated in this proposal are estimates and unless otherwise stated, this is a unit price proposal. Actual 'as built' quantities shall be paid for at their respective unit prices.
- 14) Acceptance – The paving shall be deemed accepted by Customer at such time as the paving is opened for travel and parking. If for any reason the wearing course is not placed prior to opening to the public, Customer shall be responsible for the cost of repair.
- 15) Hidden Objects – Contractor assumes no responsibility for removing hidden objects encountered during the performance of the work. Any costs incurred by the removal and disposal of such hidden objects shall be borne by Customer and the Contractor shall be reimbursed accordingly. Contractor assumes no responsibility for discovery or removal of materials that may be contaminated or hazardous.
- 16) Zoning Requirement/Other Regulations – Contractor assumes no responsibility for determining whether Customer has the legal right or authority to pave the property as directed. Notwithstanding that such work might be deemed to violate any ordinance, zoning regulation, or other law, Customer shall, nevertheless, be obligated to pay for the work as ordered.
- 17) Stockpiling Materials – Contractor shall be permitted to stockpile materials and park equipment necessary to the performance of the work, on the Customer's property adjacent to the site of the work, without cost.
- 18) Carports – Asphalt paving must be placed prior to the building of carports or the placing of asphalt curb.
- 19) Force Majeure – Contractor shall not be liable for any failure to perform its obligations where such failure is as a result of Acts of Nature (including fire, flood, earthquake, storm, hurricane or other natural disaster), war, invasion, act of foreign enemies, hostilities (whether war is declared or not), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalization, government sanction, blockade, embargo, labor dispute, strike, or lockout. Customer will not have a right to terminate this Agreement in such circumstances.
- 20) Fine Grading – Contractor is responsible for fine grading base unless otherwise list as option and accepted.
- 21.) Labor Agreements – Contractor shall not be bound by any labor agreement executed by Customer or required to contribute to any union benefit plans or required to pay any union assessment or trade association fees.

MAINTENANCE GUARANTEE

This pavement is guaranteed against failure due to improper workmanship or materials for a period of (1) year(s) after construction unless otherwise stated herein. Use of a pavement for a purpose other than the disclosed and intended use, or by heavier traffic than disclosed will void this guarantee. It is understood that this guarantee does not cover damage caused by intentional or accidental excavation, fire, flood, gasoline, oil, chemicals, subsurface water, overloading or other misuse. Failure of the Customer to conform to the requirements of timely payment as stipulated in the Terms & Conditions will void this guarantee. This guarantee does not apply to first or intermediate stages of construction. Asphalt bases are not guaranteed. This guarantee starts when the final wearing surface is placed and the pavement structure is brought up to full design strength.

Resolution No. _____
City of Parchment, State of Michigan

**Resolution urging Representative Fred Upton to Co-Sponsor the TREES Act
(H.R. 3522)**

WHEREAS, H.R. 3522, The Residential Energy and Economic Savings (TREES) Act would create a grant program at the Department of Energy to provide funds to plant trees in residential areas and would prioritize low-income communities and areas with low tree coverage; and

WHEREAS, this program would incentivize our local government to improve green spaces and expand urban forests to reduce our residents' energy costs; and

WHEREAS, trees are vital to the health, wealth, and wellbeing of communities, absorbing tons of air pollutants, preventing thousands of cases of asthma and other acute respiratory symptoms annually;

WHEREAS, the United States government released its Sixth Annual Climate Assessment in August 2021 reporting that the impacts of climate change are already being felt in communities across the country, and that more frequent and intense extreme weather and climate-related events, as well as changes in average climate conditions, are expected to continue to damage infrastructure, ecosystems, and social systems that provide essential benefits to communities; and

WHEREAS, much like schools, streets and sewer lines, trees are essential infrastructure; and

WHEREAS, trees prevent heat-related deaths and countless heat-related illnesses annually by lowering surface and air temperatures; and

WHEREAS, the ability of trees to reduce peak temperatures is significant, given that a 10-fold increase in heat-related deaths is expected in the Eastern U.S. by 2050.

WHEREAS, on average, trees in this country reduce energy demand for heating and cooling by 7.2%; and

WHEREAS, economically disadvantaged communities, vulnerable people and low income neighborhoods are more exposed to environmental hazards, including more intense heat waves, poorer air quality and other climate change impacts, as reflected in a "Tree Equity Score"; and

WHEREAS, the Tree Equity Score for our community reflects that we do not currently have enough trees so all people experience the health, economic and other benefits that trees provide, making our community a likely target for support from the TREES Act; and

WHEREAS, such support would enable our community to move forward on climate mitigation and adaptation and on equity; and

WHEREAS, in his decades of service to Southwest Michigan, Representative Upton has consistently stood for bipartisan action, addressing the needs of his constituents, and serving recognizing that all constituents deserve a healthy environment;

WHEREAS, NOW, THEREFORE, BE IT:

RESOLVED, that the City of Parchment, Michigan urges Representative Fred Upton to Co-Sponsor without delay the Residential Energy and Economic Savings (or TREES) Act (H.R. 3522)

, and

BE IT FURTHER RESOLVED, that the City Manager or City Clerk, no later than 30 days after passage of this Resolution, shall transmit copies of this resolution to the President and Vice President of the United States, to the Speaker of the House of Representatives, to the Majority Leader of the Senate, to each U.S. Senator and Representative from the State of Michigan in the Congress of the United States, and to nearby city and county governments urging that they pass similar resolutions.

PASSED AND ADOPTED as a resolution of the City Council of the City of Parchment, State of Michigan at its regularly scheduled meeting held on Monday, June 20, 2022.

Robert D. Britigan III, Mayor
City of Parchment

Shannon Stutz, City Clerk