AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

August 15, 2022
7 P.M.

Parchment City Commission

Mayor Robert D. Britigan III

Vice Mayor Thomas Jordan
Commissioner Tammy Cooper
Commissioner Doug Fooy
Commissioner Holly Evans
Commissioner Robin Madaras
Commissioner Michael Conner

Officers

City Manager Nancy R. Stoddard
City Attorney Robert Soltis
City Treasurer/Clerk Shannon Stutz

1. **Call to Order**

2. **Pledge of Allegiance**

3. **Roll Call**

4. **Approval of Minutes**
   From the City Commission Meeting of August 1, 2022

5. **Additions/Changes to the Agenda - Approval**

6. **Citizen Comments – Items ON the Agenda**
   If you wish to comment regarding items ON the agenda, please follow the format below:
   - *State your name and address for the records*
   - *You are allowed up to 5 minutes for your comments*
   - *Please let us know if you require special accommodations by notifying the Clerk*

- *Reminder: You will be making a statement, without discussion from the Commission. You are always welcome to make an appointment with the City Manager to further discuss your comments.*

7. Consent Agenda

Items on the consent agenda will be dealt with one vote by the City Commission unless a Commissioner requests an item be dealt with individually.

Motion to RECEIVE OR APPROVE as indicated:

i. Warrant No. 1470 – action
ii. Credit Card Statement for July 2022 – action
iii. Financial Statements for July 2022 - receive
iv. Kindleberger Park Pavilion #4, Wilder Family Reunion - action
v. KABA July 2022 Permits – receive
vi. MEDC Welcome to Redevelopment Ready Communities - receive

8. Unfinished Business

9. New Business

A. Approval to Budget ARPA funds to Reduce Blight at 221 W Thomas - action
B. Approval of Demolition Company for 221 W Thomas – action
C. Approval to Budget ARPA Funds for an Electronic Sign at City Hall – action
D. Approval of Sign Crafters Proposal for Purchase of Electronic City Hall Sign – action
E. Approval to Budget ARPA funds to Repave Local Roads - action
F. Parks and Recreation Committee Organizational Framework - discussion

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 AUGUST 1, 2022.

1. Call to order

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

2. Roll Call.

Present: Mayor Britigan, Vice Mayor Jordan, Commissioners Conner, Cooper, Evans, Fooy, and Madaras. City Manager Stoddard, Treasurer/Clerk Stutz.
Absent: None.

3. Minutes

Moved by Commissioner Fooy, supported by Commissioner Madaras to approve the amended minutes of the July 18, 2022 Regular meeting. **Motion Carried.**

4. Additions or changes to the agenda.

None. Moved by Commissioner Cooper supported by Vice Mayor Jordan to approve the agenda as presented. **Motion Carried.**

5. Citizen Comments – Items ON the Agenda

None.

6. Consent Agenda

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

7. Unfinished Business

None.

8. New Business

A. Cat Nap Lodge Community Center Pawtoberfest, Kindleberger Park Sunken Garden Rental – action. Joni Kelley from the Cat Nap Lodge began by saying that the Cat Nap Lodge is a small cat rescue in Richland since 2012 and this is a new event. She's hoping to grow it in the future; plans include inviting other rescues, pet supply companies, groomers, sitters, and veterinarians to have tables; a live band; outdoor activities for kids; pet costume parade; perhaps a silent auction and food truck. She mentioned not expecting a huge group this year since it's such a short time frame (reservation states October 1, 2022), but she will use social media and flyers to promote the event. Since she grew up in Parchment, she knows the concern around keeping the Gazebo beautiful and would make sure it would be treated with respect. Moved by Commissioner Cooper, supported by Commissioner Conner to approve the Sunken Garden rental by the Cat Nap Lodge for October 1, 2022. **Motion Carried.**

B. Catch Basin Repairs on Riverview Drive – action. City Manager Stoddard introduced Assistant DPW Superintendent Bill Cahill to explain the issue. Mr. Cahill reported that people may have noticed the two storm drains on Riverview Drive, just north of Bellisle Blvd – one in the northbound lane, one southbound – are recessed. A camera, during the SAW Grant study, showed that the pipe underneath is still in good shape, so it's just a matter of replacing the catch basins themselves and the curb pan. He mentioned that it's important to do now since we've had increased truck traffic which could worsen the issue. Mr. Cahill reported that VanGemert can do the work this year, hopefully within the month. Moved by Vice Mayor Jordan, supported by Commissioner Fooy to approve the bid by VanGemert to replace the two catch basins and repair the asphalt as stated for a total of $12,870 and authorize the City Manager to sign any documents related to the action. Roll call vote was as follows:

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

Motion Carried 7-0.

C. Grad Bash 2023 fundraiser, Cornhole Tournament, lower Kindleberger Park – action. City Manager Stoddard explained that Parchment High School's Grad Bash 2023 group is requesting to use the outfield of the lower ball field of Kindleberger Park for no cost for this fundraiser event on Sunday, August 28. Discussion centered around whether the commission has waived the fees for other non-profits; Treasurer Stutz noted that KSF committee does so for booths at the

craft show. Moved by Commissioner Fooy, supported by Commissioner Madaras to approve the rental of the lower ballfield outfield of Kindleberger Park as requested provided the group fill out a reservation form. **Motion Carried.**

9. Citizen Comments

None.

10. Mayor and Commissioner Comments

Commissioner Cooper thanked DPW staff for paying attention to the City's infrastructure, she appreciates their hard work.

Commissioner Conner expressed his thanks for paving Parchmount and for the speed humps.

Commissioner Madaras also expressed her thanks for the repaving, adding the lines were painted today and she's only heard positive feedback from her neighbors so far.

Commissioner Fooy thanked staff for getting the painting done. He then noted his concern about golf carts and scooters being driven in the city.

Vice Mayor Jordan echoed thanks for Parchmount paving, and said he's noticed slower speeds on the road.

Mayor Britigan thanked the team at city hall for the ARPA funds information and the Commission for the work session. He reported that he will be attending the MAM (Michigan Association of Mayors) conference in Cadillac at the end of the week. He also reminded everyone about the primary election tomorrow.

11. City Manager Comments/Reports

City Manager Stoddard appreciated the feedback on Parchmount. 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 Cooper and supported by all to adjourn the meeting at 7:42 p.m.

Shannon Stutz, City Clerk

City of Parchment
Check Register Report
Warrant 1470

Check	Check Date	Vendor Name	Description	Amount	
37141	08/04/2022	AMBASSADOR DAVID'S PRODUCTIONS, LLC	CONCERT AUGUST 14, 2022 - GIZZAE	1,500.00	
37142	08/04/2022	ANGELA LOGAN	PAVILION RENTAL REFUND - 07/30/2022	100.00	
37143	08/04/2022	CLAUDIA BRITIGAN	REIMBURSEMENT FOR PLAYS	339.80	
37144	08/04/2022	COMPANION LIFE	LIFE & AD&D INS - AUGUST	57.00	
37145	08/04/2022	CONSUMERS ENERGY	CITYWIDE MONTHLY ENERGY USE	1,579.27	
37146	08/04/2022	VOID		0.00	V
37147	08/04/2022	CORPORATE TECHNOLOGIES LLC	SERVER ASSESSMENT/REPLACEMENT	7,250.00	
37148	08/04/2022	DALE W. HUBBARD, INC.	LOWER RESTROOMS	1,403.40	
37149	08/04/2022	DEANNA PHILLIPS	REIMB FOR CORNHOLE - LUNCH, EXPENSES	463.28	
37150	08/04/2022	DEREK MENCHINGER	CONCERTS/KSF SOUND MANAGER	1,050.00	
37151	08/04/2022	DERIC JORDAN	08/02/2022 ELECTION, TRAINING	185.00	
37152	08/04/2022	ESPER ELECTRIC, LTD.	BALANCE ON RESTROOM POWER, LIGHTING, CAM	10,702.80	
37153	08/04/2022	GAVIN SNYDER	CORNHOLE REFUND (LESS PAY PAL FEE)	23.64	
37154	08/04/2022	GOLF CARS PLUS	GOLF CARTS - FESTIVAL	1,790.50	
37155	08/04/2022	HANDLEY'S TREE SERVICE	5 YARDS PLAYGROUND MULCH	90.00	
37156	08/04/2022	HERMAN BLANCHARD	DEPOSIT REFUND - GAZEBO - 07/29/2022	100.00	
37157	08/04/2022	JEANNE DRENTH	08/02/2022 ELECTION	185.00	
37158	08/04/2022	KALAMAZOO AREA BUILDING AUTHOR	PROP MAINT - 103 DEVON - APT. C4	100.00	
37159	08/04/2022	KALAMAZOO CIVIC THEATRE	PROP RENTAL - WIZARD OF OZ	130.00	
37160	08/04/2022	KALAMAZOO CO. ROAD COMMISSION	TRAFFIC SIG MAINT JAN - MAY & ENERGY USE	292.09	
37161	08/04/2022	KALAMAZOO TOWNSHIP	POLICE/FIRE SERVICES - MONTHLY, KSF	44,660.42	
37162	08/04/2022	KAREN HEASLEY	08/02/2022 ELECTION, TRAINING	185.00	
37163	08/04/2022	KATHERINE TULIN	SET SUPPLIES - KSF	28.59	
37164	08/04/2022	KEN HOLDA	WIZARD OF OZ - SCENERY, PROPS	252.95	
37165	08/04/2022	KEVIN BOUWKAMP	CONCERT - AUGUST 7, 2022 - THE MOONSHOT	1,650.00	
37166	08/04/2022	KIRK STREHLOW	ELECTION ON CALL, TRAINING	90.00	
37167	08/04/2022	LERETA LLC	2022 SUM TAX REFUND 06-02-320-410	2,258.63	
37168	08/04/2022	MARY KNECHTEL	08/02/2022 ELECTION, TRAINING	185.00	
37169	08/04/2022	MATT ERVIN	CONCERTS/KSF SOUND MANAGER	1,050.00	
37170	08/04/2022	MEETH TIMOTHY C & SHERRY A	PAID BY ESCROW COMPANY	1,637.43	
37171	08/04/2022	MICHELLE STREHLOW	ELECTION ON CALL, TRAINING	90.00	
37172	08/04/2022	MOLLY ANDREWS	08/02/2022 ELECTION, TRAINING	185.00	
37173	08/04/2022	MURRAY PATRICK	PAID BY ESCROW COMPANY	2,242.53	
37174	08/04/2022	NANCY STODDARD	INS DED REIMB - JULY	704.62	
37175	08/04/2022	OCTAVIO ROMERO	CORNHOLE REFUND (LESS PAY PAL FEE)	23.64	
37176	08/04/2022	PAM BERLINSKI	CORNHOLE REFUND (LESS PAY PAL FEE)	23.64	
37177	08/04/2022	POINT AND PAY	MONTHLY SERVICE FEE - JUNE	50.00	
37178	08/04/2022	RALPH HERRICK	08/02/2022 ELECTION, TRAINING	185.00	
37179	08/04/2022	REPUBLIC SERVICES #249	DPW - AUGUST - ACCT # 3-0249-1048811	428.38	
37180	08/04/2022	RIVERRUN PRESS	3,200 - 2022 FESTIVAL BOOKLETS-28 PAGE	4,654.02	
37181	08/04/2022	ROSALIND STUTZ	08/02/2022 ELECTION, TRAINING	185.00	
37182	08/04/2022	SARA TOMASZEWSKI	PLAY COSTUMES	170.67	
37183	08/04/2022	SCOT HENDERSON	08/02/2022 ELECTION, TRAINING	185.00	
37184	08/04/2022	SEVERANCE ELECTRIC CO INC	TRAFFIC SIGNAL MAINT - JULY 2022	120.00	
37185	08/04/2022	SHERRIFF-GOSLIN COMPANY	WATER PLANT ROOF-20 YEAR MANUFACTURER'S	44,380.00	
37186	08/04/2022	STEPHANIE GRATHWOL	ELECTION TRAINING	25.00	
37187	08/04/2022	THRUN LAW FIRM P.C.	USDA LOAN	409.50	
37188	08/04/2022	VANGEMERT & SONS EXCAVATING	DEMO WELL HOUSES	15,862.50	

Account Number: XXXX XXXX XXXX 1546
Statement Closing Date: 07/26/22

Cardholder Account Summary cont.

Name and Account Number	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
JIM DUBY					
XXXX XXXX XXXX 1892	$3,000	$19.80	$449.53	$0.00	$429.73
CAMRON J BOEKHOVEN					
XXXX XXXX XXXX 9114	$3,000	$0.00	$2,126.25	$0.00	$2,126.25
TY J WOLTHUIS					
XXXX XXXX XXXX 7674	$3,000	$5.30	$536.68	$0.00	$531.38
SHANNON STUTZ					
XXXX XXXX XXXX 9125	$5,000	$0.00	$3,428.96	$0.00	$3,428.96

Cardholder Account Activity

PHIL WOLTHUIS	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 1793	$5,000	$0.00	$116.66	$0.00	$116.66

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
07/14	07/13	75456672194900018900013	WOLVERINE LAWN MAINT KALAMAZOO MI		$91.41
07/15	07/13	55421352195627114349041	MULDERS LANDSCAPE SUPP KALAMAZOO MI		$25.25

BILL CAHILL	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 1801	$5,000	$0.00	$904.41	$0.00	$904.41

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
06/29	06/28	75500592179900012800065	J & J LOCKSMITHS KALAMAZOO MI		$16.50
06/29	06/27	85179242179700609006576	ONE WAY PRODUCTS KALAMAZOO MI		$184.89
07/04	07/01	85101652182980004925889	SHARP SHOP KALAMAZOO MI		$174.52
07/14	07/13	75184122194900019300010	RATHCO SAFETY SUPPLY PORTAGE MI		$528.50

JIM DUBY	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 1892	$3,000	$19.80	$449.53	$0.00	$429.73

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
07/12	07/11	55506292192206688100376	BEST WAY MILLER TRNSFR KALAMAZOO MI		$29.79
07/18	07/15	55432862196200716103226	SQ *CHESTERS WILD MEAT KALAMAZOO MI		-$19.80
07/18	07/15	55432862196200702329231	SQ *CHESTERS WILD MEAT KALAMAZOO MI		$18.00
07/18	07/15	55432862196200702018941	SQ *CHESTERS WILD MEAT KALAMAZOO MI		$19.80
07/20	07/19	02305372201000610449967	TRACTOR SUPPLY #1272 KALAMAZOO MI		$19.99
07/20	07/18	85179242200980005540906	STEENSMA LAWN AND POWE KALAMAZOO MI		$361.95

CAMRON J BOEKHOVEN	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 9114	$3,000	$0.00	$2,126.25	$0.00	$2,126.25

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
07/07	07/06	55309592187838000010021	RIDGE PARTS 0030721 KALAMAZOO MI		$49.17
07/07	07/05	02305372187100104302124	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		$72.41
07/08	07/07	05227022188300274830957	RIETH RILEY KALAMAZOO 269-343-4525 MI		$106.86
07/08	07/07	05227022188300274831039	RIETH RILEY KALAMAZOO 269-343-4525 MI		$114.40
07/08	07/07	82711162188000015316508	SP BRUNT WORKWEAR BOSTON MA		$167.00
07/11	07/10	55480772192191004017283	FARM & FLEET OF PORTAG PORTAGE MI		$254.93
07/15	07/13	55421352195627114349223	MULDERS LANDSCAPE SUPP KALAMAZOO MI		$72.49
07/15	07/13	55421352195627114349215	MULDERS LANDSCAPE SUPP KALAMAZOO MI		$147.50
07/15	07/13	55421352195627114349157	MULDERS LANDSCAPE SUPP KALAMAZOO MI		$283.75
07/18	07/14	55421352196627130069788	MULDERS LANDSCAPE SUPP KALAMAZOO MI		$147.50

(transactions continued on next page)

Cardholder Account Activity cont.

07/18	07/14	55421352196627130069838	MULDERS LANDSCAPE SUPP KALAMAZOO MI	$147.50
07/20	07/18	55421352200627187263247	MULDERS LANDSCAPE SUPP KALAMAZOO MI	$147.50
07/20	07/18	55421352200627187263346	MULDERS LANDSCAPE SUPP KALAMAZOO MI	$219.99
07/21	07/19	55421352201627102606453	MULDERS LANDSCAPE SUPP KALAMAZOO MI	$59.00
07/21	07/19	55421352201627102606560	MULDERS LANDSCAPE SUPP KALAMAZOO MI	$136.25

TY J WOLTHUIS	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 7674	$3,000	$5.30	$536.68	$0.00	$531.38

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
07/13	07/12	55480772194191000524777	FARM & FLEET OF PORTAG PORTAGE MI		$211.94
07/15	07/14	82711162195000010050939	SP BRUNT WORKWEAR BOSTON MA		$175.00
07/18	07/14	55421352196627130070042	MULDERS LANDSCAPE SUPP KALAMAZOO MI		$149.74
07/22	07/21	55480772203191004113808	FARM & FLEET OF PORTAG PORTAGE MI		-$5.30

SHANNON STUTZ	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 9125	$5,000	$0.00	$3,428.96	$0.00	$3,428.96

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
06/28	06/28	55432862179200016468775	SPECTRUM 855-707-7328 MO		$119.98
07/06	07/05	55500362186726787583391	MARANA GROUP 8006533121 MI		$414.26
07/08	07/07	05410192188105055280373	QUILL CORPORATION 800-982-3400 SC		$45.95
07/08	07/07	82711162188000013925441	PIXELVINE FREEPORT MI		$71.25
07/11	07/08	55429502189852446285537	PAYPAL *MIDWESTCUST 4029357733 CA		$1,611.00
07/12	07/11	55500362192726152563608	MARANA GROUP 8006533121 MI		$293.81
07/13	07/11	85140512193900017000021	CORNERSTONE OFFICE SYS AVALENCE@CORN MI		$232.74
07/14	07/13	82711162194000008987317	PIXELVINE FREEPORT MI		$65.00
07/18	07/15	82301822196900017701208	CORPORATE TECHNOLOGIES 952-7153600 MN		$425.00
07/26	07/26	55432862207200119481556	SPECTRUM 855-707-7328 MO		$149.97

REVENUE AND EXPENDITURE REPORT FOR CITY OF PARCHMENT

PERIOD ENDING 07/31/2022

PRELIMINARY REPORT

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 07/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 07/31/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	2022-23 ORIGINAL BUDGET
Fund 101 - GENERAL FUND							
Revenues							
Dept 000							
101-000-404.000	Tax Revenue	766,500.00	764,308.30	764,308.30	2,191.70	99.71	766,500.00
101-000-405.000	Taxes - Industrial Facilities	2,200.00	2,235.84	2,235.84	(35.84)	101.63	2,200.00
101-000-441.000	Local Community Stab Share Tax	140,000.00	0.00	0.00	140,000.00	0.00	140,000.00
101-000-445.000	Penalty on Taxes	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00
101-000-448.000	1% Collection Fees	29,300.00	2,002.26	2,002.26	27,297.74	6.83	29,300.00
101-000-451.000	License and Fees	15,000.00	1,100.00	1,100.00	13,900.00	7.33	15,000.00
101-000-452.000	Cablevision Fees	15,700.00	814.65	814.65	14,885.35	5.19	15,700.00
101-000-453.000	Recreation Fees	2,700.00	0.00	0.00	2,700.00	0.00	2,700.00
101-000-454.000	Solid Waste Collections	136,000.00	28,937.40	28,937.40	107,062.60	21.28	136,000.00
101-000-540.000	State Grants	0.00	10,800.00	10,800.00	(10,800.00)	100.00	0.00
101-000-575.000	State Sales Tax	202,000.00	0.00	0.00	202,000.00	0.00	202,000.00
101-000-632.000	Charges for Services Rendered	500.00	0.00	0.00	500.00	0.00	500.00
101-000-662.000	Traffic Fines	7,500.00	544.21	544.21	6,955.79	7.26	7,500.00
101-000-664.000	Interest on Investments	4,600.00	0.00	0.00	4,600.00	0.00	4,600.00
101-000-680.000	Reimbursement for Overhead	210,000.00	0.00	0.00	210,000.00	0.00	210,000.00
101-000-694.000	Miscellaneous	17,400.00	0.00	0.00	17,400.00	0.00	17,400.00
101-000-695.000	Other Financing Sources	5,400.00	0.00	0.00	5,400.00	0.00	5,400.00
Total Dept 000		1,557,800.00	810,742.66	810,742.66	747,057.34	52.04	1,557,800.00
TOTAL REVENUES		1,557,800.00	810,742.66	810,742.66	747,057.34	52.04	1,557,800.00
Expenditures							
Dept 100 - Legislative							
101-100-703.000	Payroll - Part Time	8,000.00	550.00	550.00	7,450.00	6.88	8,000.00
101-100-715.000	Social Security	850.00	34.10	34.10	815.90	4.01	850.00
101-100-720.000	Worker's Compensation	250.00	0.00	0.00	250.00	0.00	250.00
101-100-722.000	Medicare	200.00	7.97	7.97	192.03	3.99	200.00
101-100-740.000	Operating Supplies	700.00	0.00	0.00	700.00	0.00	700.00
101-100-800.000	Professional/Contractual Serv.	12,000.00	2,816.00	2,816.00	9,184.00	23.47	12,000.00
101-100-830.000	Memberships & Dues	1,500.00	378.58	378.58	1,121.42	25.24	1,500.00
101-100-880.000	Community Promotion	1,000.00	65.00	65.00	935.00	6.50	1,000.00
101-100-880.001	Wassailing Contribution	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00
101-100-900.000	Printing & Publishing	5,000.00	439.55	439.55	4,560.45	8.79	5,000.00
101-100-955.000	Miscellaneous	300.00	0.00	0.00	300.00	0.00	300.00
Total Dept 100 - Legislative		31,800.00	4,291.20	4,291.20	27,508.80	13.49	31,800.00
Dept 200 - Administration							
101-200-702.000	Payroll - Full Time	123,000.00	8,588.99	8,588.99	114,411.01	6.98	123,000.00
101-200-703.000	Payroll - Part Time	48,000.00	3,022.89	3,022.89	44,977.11	6.30	48,000.00
101-200-715.000	Social Security	10,500.00	646.64	646.64	9,853.36	6.16	10,500.00
101-200-716.000	Hospital/Life Insurance	68,000.00	4,746.12	4,746.12	63,253.88	6.98	68,000.00
101-200-716.001	Insurance Deductible	4,000.00	2,871.66	2,871.66	1,128.34	71.79	4,000.00
101-200-718.000	Pension	20,000.00	3,646.26	3,646.26	16,353.74	18.23	20,000.00
101-200-720.000	Worker's Compensation	700.00	0.00	0.00	700.00	0.00	700.00
101-200-722.000	Medicare	2,400.00	151.24	151.24	2,248.76	6.30	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	7,900.00	0.00	0.00	7,900.00	0.00	7,900.00
101-200-740.000	Operating Supplies	2,000.00	974.28	974.28	1,025.72	48.71	2,000.00
101-200-775.000	Repair & Maintenance Supplies	2,100.00	0.00	0.00	2,100.00	0.00	2,100.00

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 07/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 07/31/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	2022-23 ORIGINAL BUDGET
Fund 101 - GENERAL FUND							
Expenditures							
101-200-800.000	Professional/Contractual Serv.	5,500.00	472.25	472.25	5,027.75	8.59	5,500.00
101-200-805.000	Computer Services	9,500.00	945.00	945.00	8,555.00	9.95	9,500.00
101-200-830.000	Memberships & Dues	1,200.00	7.50	7.50	1,192.50	0.63	1,200.00
101-200-850.000	Communications	7,300.00	738.45	738.45	6,561.55	10.12	7,300.00
101-200-860.000	Institutes & Training	1,300.00	183.86	183.86	1,116.14	14.14	1,300.00
101-200-900.000	Printing & Publishing	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00
101-200-910.000	Insurance & Bonds	7,100.00	3,750.00	3,750.00	3,350.00	52.82	7,100.00
101-200-920.000	Utilities	4,400.00	399.17	399.17	4,000.83	9.07	4,400.00
101-200-930.000	Repair & Maint.Contractors	2,950.00	0.00	0.00	2,950.00	0.00	2,950.00
101-200-970.000	Capital	7,000.00	0.00	0.00	7,000.00	0.00	7,000.00
Total Dept 200 - Administration		346,650.00	31,144.31	31,144.31	315,505.69	8.98	346,650.00
Dept 210 - Legal Services							
101-210-801.000	Attorney - General	16,000.00	1,643.75	1,643.75	14,356.25	10.27	16,000.00
101-210-802.000	Attorney-Police Matters	9,800.00	43.75	43.75	9,756.25	0.45	9,800.00
Total Dept 210 - Legal Services		25,800.00	1,687.50	1,687.50	24,112.50	6.54	25,800.00
Dept 300 - Police							
101-300-703.000	Payroll - Part Time	6,800.00	0.00	0.00	6,800.00	0.00	6,800.00
101-300-715.000	Social Security	600.00	0.00	0.00	600.00	0.00	600.00
101-300-722.000	Medicare	100.00	0.00	0.00	100.00	0.00	100.00
101-300-800.000	Professional/Contractual Serv.	440,214.00	36,684.50	36,684.50	403,529.50	8.33	440,214.00
Total Dept 300 - Police		447,714.00	36,684.50	36,684.50	411,029.50	8.19	447,714.00
Dept 336 - Fire							
101-336-740.000	Operating Supplies	5,100.00	0.00	0.00	5,100.00	0.00	5,100.00
101-336-746.000	Gasoline & Oil	1,000.00	71.52	71.52	928.48	7.15	1,000.00
101-336-775.000	Repair & Maintenance Supplies	1,000.00	982.45	982.45	17.55	98.25	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.	70,000.00	5,575.00	5,575.00	64,425.00	7.96	70,000.00
101-336-850.000	Communications	4,200.00	569.61	569.61	3,630.39	13.56	4,200.00
101-336-910.000	Insurance & Bonds	14,000.00	7,496.00	7,496.00	6,504.00	53.54	14,000.00
101-336-920.000	Utilities	2,700.00	156.09	156.09	2,543.91	5.78	2,700.00
101-336-930.000	Repair & Maint.Contractors	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00
101-336-970.000	Capital	15,000.00	0.00	0.00	15,000.00	0.00	15,000.00
Total Dept 336 - Fire		123,100.00	14,850.67	14,850.67	108,249.33	12.06	123,100.00
Dept 440 - Public Services							
101-440-702.000	Payroll - Full Time	102,000.00	6,689.11	6,689.11	95,310.89	6.56	102,000.00
101-440-715.000	Social Security	6,300.00	559.18	559.18	5,740.82	8.88	6,300.00
101-440-716.000	Hospital/Life Insurance	44,000.00	3,531.17	3,531.17	40,468.83	8.03	44,000.00
101-440-716.001	Insurance Deductible	2,400.00	0.00	0.00	2,400.00	0.00	2,400.00
101-440-718.000	Pension	41,500.00	2,356.99	2,356.99	39,143.01	5.68	41,500.00
101-440-720.000	Worker's Compensation	3,600.00	0.00	0.00	3,600.00	0.00	3,600.00
101-440-722.000	Medicare	1,480.00	130.74	130.74	1,349.26	8.83	1,480.00
101-440-740.000	Operating Supplies	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 07/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 07/31/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	2022-23 ORIGINAL BUDGET
Fund 101 - GENERAL FUND							
Expenditures							
101-440-746.000	Gasoline & Oil	4,400.00	794.87	794.87	3,605.13	18.07	4,400.00
101-440-775.000	Repair & Maintenance Supplies	8,200.00	149.06	149.06	8,050.94	1.82	8,200.00
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.	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00
101-440-810.000	Rubbish Collection Charges	118,400.00	9,108.92	9,108.92	109,291.08	7.69	118,400.00
101-440-815.000	Uniform Rental	3,000.00	334.95	334.95	2,665.05	11.17	3,000.00
101-440-830.000	Memberships & Dues	900.00	0.00	0.00	900.00	0.00	900.00
101-440-850.000	Communications	1,000.00	119.98	119.98	880.02	12.00	1,000.00
101-440-860.000	Institutes & Training	300.00	0.00	0.00	300.00	0.00	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	6,000.00	2,786.00	2,786.00	3,214.00	46.43	6,000.00
101-440-920.000	Utilities	8,700.00	658.59	658.59	8,041.41	7.57	8,700.00
101-440-926.000	Street Lighting	29,000.00	2,052.79	2,052.79	26,947.21	7.08	29,000.00
101-440-930.000	Repair & Maint.Contractors	11,800.00	428.38	428.38	11,371.62	3.63	11,800.00
101-440-970.000	Capital	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00
Total Dept 440 - Public Services		399,480.00	29,700.73	29,700.73	369,779.27	7.43	399,480.00
Dept 591 - Water Plant Grant Expenses							
101-591-800.000	Professional/Contractual Serv.	0.00	186.84	186.84	(186.84)	100.00	0.00
101-591-920.000	Utilities	0.00	165.94	165.94	(165.94)	100.00	0.00
Total Dept 591 - Water Plant Grant Expenses		0.00	352.78	352.78	(352.78)	100.00	0.00
Dept 751 - Parks, Recreation & Culture							
101-751-702.000	Payroll - Full Time	59,000.00	5,404.15	5,404.15	53,595.85	9.16	59,000.00
101-751-715.000	Social Security	3,700.00	331.57	331.57	3,368.43	8.96	3,700.00
101-751-716.000	Hospital/Life Insurance	24,500.00	1,074.64	1,074.64	23,425.36	4.39	24,500.00
101-751-716.001	Insurance Deductible	1,400.00	0.00	0.00	1,400.00	0.00	1,400.00
101-751-718.000	Pension	24,000.00	1,937.77	1,937.77	22,062.23	8.07	24,000.00
101-751-720.000	Worker's Compensation	3,500.00	0.00	0.00	3,500.00	0.00	3,500.00
101-751-722.000	Medicare	850.00	77.52	77.52	772.48	9.12	850.00
101-751-746.000	Gasoline & Oil	2,800.00	879.68	879.68	1,920.32	31.42	2,800.00
101-751-775.000	Repair & Maintenance Supplies	13,000.00	1,581.23	1,581.23	11,418.77	12.16	13,000.00
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	11,125.00	11,125.00	(11,125.00)	100.00	0.00
101-751-910.000	Insurance & Bonds	7,100.00	3,550.00	3,550.00	3,550.00	50.00	7,100.00
101-751-920.000	Utilities	7,100.00	1,163.48	1,163.48	5,936.52	16.39	7,100.00
101-751-930.000	Repair & Maint.Contractors	29,200.00	1,499.00	1,499.00	27,701.00	5.13	29,200.00
101-751-970.000	Capital	6,000.00	0.00	0.00	6,000.00	0.00	6,000.00
Total Dept 751 - Parks, Recreation & Culture		182,550.00	28,624.04	28,624.04	153,925.96	15.68	182,550.00
TOTAL EXPENDITURES		1,557,094.00	147,335.73	147,335.73	1,409,758.27	9.46	1,557,094.00
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		1,557,800.00	810,742.66	810,742.66	747,057.34	52.04	1,557,800.00
TOTAL EXPENDITURES		1,557,094.00	147,335.73	147,335.73	1,409,758.27	9.46	1,557,094.00
NET OF REVENUES & EXPENDITURES		706.00	663,406.93	663,406.93	(662,700.93)	93,966.9	706.00

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 07/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 07/31/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	2022-23 ORIGINAL BUDGET

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 07/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 07/31/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	2022-23 ORIGINAL BUDGET
Fund 202 - MAJOR STREET FUND							
Revenues							
Dept 000							
202-000-546.000	State Grants - Act 51	178,200.00	12,957.79	12,957.79	165,242.21	7.27	178,200.00
Total Dept 000		178,200.00	12,957.79	12,957.79	165,242.21	7.27	178,200.00
TOTAL REVENUES		178,200.00	12,957.79	12,957.79	165,242.21	7.27	178,200.00
Expenditures							
Dept 451 - Construction							
202-451-930.000	Repair & Maint.Contractors	120,000.00	0.00	0.00	120,000.00	0.00	120,000.00
Total Dept 451 - Construction		120,000.00	0.00	0.00	120,000.00	0.00	120,000.00
Dept 463 - Routine Maintenance							
202-463-702.000	Payroll - Full Time	9,000.00	486.47	486.47	8,513.53	5.41	9,000.00
202-463-715.000	Social Security	550.00	29.53	29.53	520.47	5.37	550.00
202-463-716.000	Hospital/Life Insurance	3,800.00	175.75	175.75	3,624.25	4.63	3,800.00
202-463-716.001	Insurance Deductible	210.00	0.00	0.00	210.00	0.00	210.00
202-463-718.000	Pension	3,600.00	204.68	204.68	3,395.32	5.69	3,600.00
202-463-720.000	Worker's Compensation	570.00	0.00	0.00	570.00	0.00	570.00
202-463-722.000	Medicare	130.00	6.91	6.91	123.09	5.32	130.00
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	2,300.00	62.24	62.24	2,237.76	2.71	2,300.00
202-463-930.000	Repair & Maint.Contractors	8,000.00	0.00	0.00	8,000.00	0.00	8,000.00
Total Dept 463 - Routine Maintenance		28,460.00	965.58	965.58	27,494.42	3.39	28,460.00
Dept 475 - Traffic Services							
202-475-702.000	Payroll - Full Time	8,500.00	477.70	477.70	8,022.30	5.62	8,500.00
202-475-715.000	Social Security	530.00	29.00	29.00	501.00	5.47	530.00
202-475-716.000	Hospital/Life Insurance	3,600.00	175.72	175.72	3,424.28	4.88	3,600.00
202-475-716.001	Insurance Deductible	200.00	0.00	0.00	200.00	0.00	200.00
202-475-718.000	Pension	3,500.00	200.97	200.97	3,299.03	5.74	3,500.00
202-475-720.000	Worker's Compensation	540.00	0.00	0.00	540.00	0.00	540.00
202-475-722.000	Medicare	120.00	6.78	6.78	113.22	5.65	120.00
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	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00
202-475-930.000	Repair & Maint.Contractors	13,100.00	1,988.18	1,988.18	11,111.82	15.18	13,100.00
Total Dept 475 - Traffic Services		33,090.00	2,878.35	2,878.35	30,211.65	8.70	33,090.00
Dept 478 - Winter Maintenance							
202-478-702.000	Payroll - Full Time	10,200.00	634.78	634.78	9,565.22	6.22	10,200.00
202-478-715.000	Social Security	600.00	38.51	38.51	561.49	6.42	600.00
202-478-716.000	Hospital/Life Insurance	4,300.00	255.62	255.62	4,044.38	5.94	4,300.00
202-478-716.001	Insurance Deductible	250.00	0.00	0.00	250.00	0.00	250.00
202-478-718.000	Pension	4,200.00	267.07	267.07	3,932.93	6.36	4,200.00
202-478-720.000	Worker's Compensation	650.00	0.00	0.00	650.00	0.00	650.00
202-478-722.000	Medicare	150.00	9.04	9.04	140.96	6.03	150.00
202-478-746.000	Gasoline & Oil	1,000.00	417.39	417.39	582.61	41.74	1,000.00

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Fund 202 - MAJOR STREET FUND							
Expenditures							
202-478-753.000	Salt	9,000.00	0.00	0.00	9,000.00	0.00	9,000.00
Total Dept 478 - Winter Maintenance		30,350.00	1,622.41	1,622.41	28,727.59	5.35	30,350.00
Dept 482 - Administration							
202-482-702.000	Payroll - Full Time	1,250.00	91.26	91.26	1,158.74	7.30	1,250.00
202-482-715.000	Social Security	75.00	5.52	5.52	69.48	7.36	75.00
202-482-716.000	Hospital/Life Insurance	520.00	49.15	49.15	470.85	9.45	520.00
202-482-716.001	Insurance Deductible	40.00	0.00	0.00	40.00	0.00	40.00
202-482-718.000	Pension	500.00	38.40	38.40	461.60	7.68	500.00
202-482-720.000	Worker's Compensation	15.00	0.00	0.00	15.00	0.00	15.00
202-482-722.000	Medicare	20.00	1.29	1.29	18.71	6.45	20.00
202-482-960.000	Administrative Overhead	20,000.00	0.00	0.00	20,000.00	0.00	20,000.00
Total Dept 482 - Administration		22,420.00	185.62	185.62	22,234.38	0.83	22,420.00
TOTAL EXPENDITURES		234,320.00	5,651.96	5,651.96	228,668.04	2.41	234,320.00
Fund 202 - MAJOR STREET FUND:							
TOTAL REVENUES		178,200.00	12,957.79	12,957.79	165,242.21	7.27	178,200.00
TOTAL EXPENDITURES		234,320.00	5,651.96	5,651.96	228,668.04	2.41	234,320.00
NET OF REVENUES & EXPENDITURES		(56,120.00)	7,305.83	7,305.83	(63,425.83)	13.02	(56,120.00)

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 07/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 07/31/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	2022-23 ORIGINAL BUDGET
Fund 203 - LOCAL STREET FUND							
Revenues							
Dept 000							
203-000-546.000	State Grants - Act 51	73,300.00	5,336.46	5,336.46	67,963.54	7.28	73,300.00
Total Dept 000		73,300.00	5,336.46	5,336.46	67,963.54	7.28	73,300.00
TOTAL REVENUES		73,300.00	5,336.46	5,336.46	67,963.54	7.28	73,300.00
Expenditures							
Dept 463 - Routine Maintenance							
203-463-702.000	Payroll - Full Time	10,500.00	486.47	486.47	10,013.53	4.63	10,500.00
203-463-715.000	Social Security	650.00	29.54	29.54	620.46	4.54	650.00
203-463-716.000	Hospital/Life Insurance	4,400.00	175.74	175.74	4,224.26	3.99	4,400.00
203-463-716.001	Insurance Deductible	250.00	0.00	0.00	250.00	0.00	250.00
203-463-718.000	Pension	4,200.00	204.67	204.67	3,995.33	4.87	4,200.00
203-463-720.000	Worker's Compensation	650.00	0.00	0.00	650.00	0.00	650.00
203-463-722.000	Medicare	150.00	6.91	6.91	143.09	4.61	150.00
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	3,400.00	62.25	62.25	3,337.75	1.83	3,400.00
203-463-930.000	Repair & Maint.Contractors	5,400.00	0.00	0.00	5,400.00	0.00	5,400.00
Total Dept 463 - Routine Maintenance		29,900.00	965.58	965.58	28,934.42	3.23	29,900.00
Dept 475 - Traffic Services							
203-475-702.000	Payroll - Full Time	9,800.00	469.13	469.13	9,330.87	4.79	9,800.00
203-475-715.000	Social Security	600.00	28.48	28.48	571.52	4.75	600.00
203-475-716.000	Hospital/Life Insurance	4,150.00	171.38	171.38	3,978.62	4.13	4,150.00
203-475-716.001	Insurance Deductible	250.00	0.00	0.00	250.00	0.00	250.00
203-475-718.000	Pension	4,000.00	197.38	197.38	3,802.62	4.93	4,000.00
203-475-720.000	Worker's Compensation	620.00	0.00	0.00	620.00	0.00	620.00
203-475-722.000	Medicare	140.00	6.66	6.66	133.34	4.76	140.00
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	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00
203-475-930.000	Repair & Maint.Contractors	600.00	0.00	0.00	600.00	0.00	600.00
Total Dept 475 - Traffic Services		25,660.00	873.03	873.03	24,786.97	3.40	25,660.00
Dept 478 - Winter Maintenance							
203-478-702.000	Payroll - Full Time	10,400.00	626.22	626.22	9,773.78	6.02	10,400.00
203-478-715.000	Social Security	650.00	38.00	38.00	612.00	5.85	650.00
203-478-716.000	Hospital/Life Insurance	4,400.00	251.27	251.27	4,148.73	5.71	4,400.00
203-478-716.001	Insurance Deductible	250.00	0.00	0.00	250.00	0.00	250.00
203-478-718.000	Pension	4,200.00	263.46	263.46	3,936.54	6.27	4,200.00
203-478-720.000	Worker's Compensation	650.00	0.00	0.00	650.00	0.00	650.00
203-478-722.000	Medicare	150.00	8.91	8.91	141.09	5.94	150.00
203-478-746.000	Gasoline & Oil	1,000.00	417.39	417.39	582.61	41.74	1,000.00
203-478-753.000	Salt	6,000.00	0.00	0.00	6,000.00	0.00	6,000.00
Total Dept 478 - Winter Maintenance		27,700.00	1,605.25	1,605.25	26,094.75	5.80	27,700.00
Dept 482 - Administration							

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Fund 203 - LOCAL STREET FUND							
Expenditures							
203-482-702.000	Payroll - Full Time	1,500.00	91.24	91.24	1,408.76	6.08	1,500.00
203-482-715.000	Social Security	100.00	5.52	5.52	94.48	5.52	100.00
203-482-716.000	Hospital/Life Insurance	650.00	49.15	49.15	600.85	7.56	650.00
203-482-716.001	Insurance Deductible	50.00	0.00	0.00	50.00	0.00	50.00
203-482-718.000	Pension	625.00	38.40	38.40	586.60	6.14	625.00
203-482-720.000	Worker's Compensation	15.00	0.00	0.00	15.00	0.00	15.00
203-482-722.000	Medicare	25.00	1.29	1.29	23.71	5.16	25.00
203-482-960.000	Administrative Overhead	20,000.00	0.00	0.00	20,000.00	0.00	20,000.00
Total Dept 482 - Administration		22,965.00	185.60	185.60	22,779.40	0.81	22,965.00
TOTAL EXPENDITURES		106,225.00	3,629.46	3,629.46	102,595.54	3.42	106,225.00
Fund 203 - LOCAL STREET FUND:							
TOTAL REVENUES		73,300.00	5,336.46	5,336.46	67,963.54	7.28	73,300.00
TOTAL EXPENDITURES		106,225.00	3,629.46	3,629.46	102,595.54	3.42	106,225.00
NET OF REVENUES & EXPENDITURES		(32,925.00)	1,707.00	1,707.00	(34,632.00)	5.18	(32,925.00)

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 07/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 07/31/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	2022-23 ORIGINAL BUDGET
Fund 251 - Brownfield Redevelopment							
Revenues							
Dept 000							
251-000-404.000	Tax Revenue	299,300.00	0.00	0.00	299,300.00	0.00	299,300.00
Total Dept 000		299,300.00	0.00	0.00	299,300.00	0.00	299,300.00
TOTAL REVENUES		299,300.00	0.00	0.00	299,300.00	0.00	299,300.00
Expenditures							
Dept 000							
251-000-800.000	Professional/Contractual Serv.	0.00	1,995.00	1,995.00	(1,995.00)	100.00	0.00
251-000-960.000	Administrative Overhead	130,000.00	0.00	0.00	130,000.00	0.00	130,000.00
251-000-991.000	Debt Retirement-Principal	48,633.00	0.00	0.00	48,633.00	0.00	48,633.00
251-000-995.000	Interest Expense	9,513.00	0.00	0.00	9,513.00	0.00	9,513.00
Total Dept 000		188,146.00	1,995.00	1,995.00	186,151.00	1.06	188,146.00
TOTAL EXPENDITURES		188,146.00	1,995.00	1,995.00	186,151.00	1.06	188,146.00
Fund 251 - Brownfield Redevelopment:							
TOTAL REVENUES		299,300.00	0.00	0.00	299,300.00	0.00	299,300.00
TOTAL EXPENDITURES		188,146.00	1,995.00	1,995.00	186,151.00	1.06	188,146.00
NET OF REVENUES & EXPENDITURES		111,154.00	(1,995.00)	(1,995.00)	113,149.00	1.79	111,154.00

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 07/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 07/31/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	2022-23 ORIGINAL BUDGET
Fund 401 - Veteran's Memorial Fund							
Revenues							
Dept 000							
401-000-674.000	Contributed Capital Revenue	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00
401-000-694.000	Miscellaneous	0.00	204.00	204.00	(204.00)	100.00	0.00
Total Dept 000		5,000.00	204.00	204.00	4,796.00	4.08	5,000.00
TOTAL REVENUES		5,000.00	204.00	204.00	4,796.00	4.08	5,000.00
Expenditures							
Dept 000							
401-000-955.000	Miscellaneous	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00
Total Dept 000		5,000.00	0.00	0.00	5,000.00	0.00	5,000.00
TOTAL EXPENDITURES		5,000.00	0.00	0.00	5,000.00	0.00	5,000.00
Fund 401 - Veteran's Memorial Fund:							
TOTAL REVENUES		5,000.00	204.00	204.00	4,796.00	4.08	5,000.00
TOTAL EXPENDITURES		5,000.00	0.00	0.00	5,000.00	0.00	5,000.00
NET OF REVENUES & EXPENDITURES		0.00	204.00	204.00	(204.00)	100.00	0.00

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 07/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 07/31/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	2022-23 ORIGINAL BUDGET
Fund 590 - SEWER FUND							
Revenues							
Dept 000							
590-000-626.000	Sewer Services	148,000.00	73,924.10	73,924.10	74,075.90	49.95	148,000.00
590-000-664.000	Interest on Investments	1,900.00	0.00	0.00	1,900.00	0.00	1,900.00
Total Dept 000		149,900.00	73,924.10	73,924.10	75,975.90	49.32	149,900.00
TOTAL REVENUES		149,900.00	73,924.10	73,924.10	75,975.90	49.32	149,900.00
Expenditures							
Dept 000							
590-000-702.000	Payroll - Full Time	23,000.00	1,341.74	1,341.74	21,658.26	5.83	23,000.00
590-000-715.000	Social Security	1,400.00	80.75	80.75	1,319.25	5.77	1,400.00
590-000-716.000	Hospital/Life Insurance	9,000.00	698.17	698.17	8,301.83	7.76	9,000.00
590-000-716.001	Insurance Deductible	700.00	0.00	0.00	700.00	0.00	700.00
590-000-718.000	Pension	9,300.00	563.95	563.95	8,736.05	6.06	9,300.00
590-000-720.000	Worker's Compensation	500.00	0.00	0.00	500.00	0.00	500.00
590-000-722.000	Medicare	300.00	18.89	18.89	281.11	6.30	300.00
590-000-800.000	Professional/Contractual Serv.	25,000.00	0.00	0.00	25,000.00	0.00	25,000.00
590-000-815.000	Uniform Rental	500.00	0.00	0.00	500.00	0.00	500.00
590-000-910.000	Insurance & Bonds	10,600.00	5,226.00	5,226.00	5,374.00	49.30	10,600.00
590-000-920.000	Utilities	2,300.00	215.77	215.77	2,084.23	9.38	2,300.00
590-000-930.000	Repair & Maint.Contractors	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00
590-000-960.000	Administrative Overhead	40,000.00	0.00	0.00	40,000.00	0.00	40,000.00
590-000-968.000	Depreciation	14,100.00	0.00	0.00	14,100.00	0.00	14,100.00
Total Dept 000		146,700.00	8,145.27	8,145.27	138,554.73	5.55	146,700.00
TOTAL EXPENDITURES		146,700.00	8,145.27	8,145.27	138,554.73	5.55	146,700.00
Fund 590 - SEWER FUND:							
TOTAL REVENUES		149,900.00	73,924.10	73,924.10	75,975.90	49.32	149,900.00
TOTAL EXPENDITURES		146,700.00	8,145.27	8,145.27	138,554.73	5.55	146,700.00
NET OF REVENUES & EXPENDITURES		3,200.00	65,778.83	65,778.83	(62,578.83)	2,055.59	3,200.00
TOTAL REVENUES - ALL FUNDS		2,263,500.00	903,165.01	903,165.01	1,360,334.99	39.90	2,263,500.00
TOTAL EXPENDITURES - ALL FUNDS		2,237,485.00	166,757.42	166,757.42	2,070,727.58	7.45	2,237,485.00
NET OF REVENUES & EXPENDITURES		26,015.00	736,407.59	736,407.59	(710,392.59)	2,830.70	26,015.00

Kindleberger Park Reservation Form

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

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

____ **Picnic Pavilion 1** ($100 non-resident, $50 resident) (4 hour block)
____ **Picnic Pavilion 2** ($100 non-resident, $50 resident) (4 hour block)
____ **Picnic Pavilion 3** ($100 non-resident, $50 resident) (4 hour block)
__X__ **Picnic Pavilion 4** ($100 non-resident, $50 resident) (4 hour block)
____ **Picnic Pavilion 5** ($100 non-resident, $50 resident) (4 hour block)

Name: KEVIN WILDER Phone: 2693661710
Address: 2423 SONORA
Email: WKEVIN BARB @ HOTMAIL.COM Alternate Phone: ____
Date of Event: AUG 20 22 Time: 4 PM TO 8 PM

Type of event: FAMILY REUNION
Approximate number of attendees: 20
Will there be music as part of your event? NO
Name of DJ, musical performer, sound technician: NO

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

Name & address for deposit return: ____

Signature [signature] Date 8-2-22

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: 8-2-22

Payment amount received: $100 Receipt # ____
Check # ____ Cash ____ Credit X
APPROVAL

Signature ____ Date ____

KABA
Kalamazoo Area Building Authority

2022 MONTHLY PERMITS BY JURISDICTION

MONTH OF JULY 2022

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	16	$ 2,775
COMSTOCK	ELECTRICAL	21	$ 9,892
COMSTOCK	MECHANICAL	20	$ 6,653
COMSTOCK	PLUMBING	15	$ 3,644
COMSTOCK	SPECIAL - JURISDICTION	3	$ 300
COMSTOCK	SPECIAL - HOMEOWNER	1	$ 55
TOTAL COMSTOCK		**76**	**$ 23,319**
KALAMAZOO	BUILDING	23	$ 3,790
KALAMAZOO	ELECTRICAL	18	$ 3,005
KALAMAZOO	MECHANICAL	26	$ 3,233
KALAMAZOO	PLUMBING	11	$ 1,388
KALAMAZOO	SPECIAL - JURISDICTION	3	$ 300
KALAMAZOO	SPECIAL - HOMEOWNER	2	$ 110
TOTAL KALAMAZOO		**83**	**$ 11,826**
PARCHMENT	BUILDING	1	$ 170
PARCHMENT	ELECTRICAL	2	$ 718
PARCHMENT	MECHANICAL	5	$ 752
PARCHMENT	PLUMBING	1	$ 140
PARCHMENT	SPECIAL - JURISDICTION	1	$ 100
PARCHMENT	SPECIAL - HOMEOWNER	-	$ -
TOTAL PARCHMENT		**10**	**$ 1,880**
PINE GROVE	BUILDING	1	$ 170
PINE GROVE	ELECTRICAL	6	$ 1,361
PINE GROVE	MECHANICAL	5	$ 1,195
PINE GROVE	PLUMBING	3	$ 438
PINE GROVE	SPECIAL - JURISDICTION	-	$ -
PINE GROVE	SPECIAL - HOMEOWNER	-	$ -
TOTAL PINE GROVE		**15**	**$ 3,164**
RICHLAND	BUILDING	11	$ 6,380
RICHLAND	ELECTRICAL	7	$ 1,258
RICHLAND	MECHANICAL	19	$ 2,966
RICHLAND	PLUMBING	9	$ 1,883
RICHLAND	SPECIAL - JURISDICTION	-	$ -
RICHLAND	SPECIAL - HOMEOWNER	-	$ -
TOTAL RICHLAND		**46**	**$ 12,487**
RICHLAND VILLAGE	BUILDING	1	$ 170
RICHLAND VILLAGE	ELECTRICAL	1	$ 165
RICHLAND VILLAGE	MECHANICAL	4	$ 630
RICHLAND VILLAGE	PLUMBING	2	$ 270
RICHLAND VILLAGE	SPECIAL - JURISDICTION	-	$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	-	$ -
TOTAL RICHLAND VILLAGE		**8**	**$ 1,235**
TOTAL		**238**	**$ 53,910.50**

REVENUE	REVENUE
JULY 2021	% PREV YEAR MONTH
$ 57,046	94.5%

PERMITS	PERMITS
JULY 2021	% 2021 - YTD
256	93.0%

KABA

2022 MONTHLY PERMITS BY JURISDICTION

YEAR TO DATE AS OF: JULY 2022

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	105	$ 167,218
COMSTOCK	ELECTRICAL	128	$ 34,493
COMSTOCK	MECHANICAL	118	$ 37,505
COMSTOCK	PLUMBING	51	$ 9,615
COMSTOCK	SPECIAL - JURISDICTION	16	$ 1,600
COMSTOCK	SPECIAL - HOMEOWNER	3	$ 165
TOTAL COMSTOCK		**421**	**$ 250,596**
KALAMAZOO	BUILDING	120	$ 23,244
KALAMAZOO	ELECTRICAL	124	$ 22,232
KALAMAZOO	MECHANICAL	165	$ 26,067
KALAMAZOO	PLUMBING	57	$ 7,597
KALAMAZOO	SPECIAL - JURISDICTION	27	$ 2,700
KALAMAZOO	SPECIAL - HOMEOWNER	4	$ 220
TOTAL KALAMAZOO		**497**	**$ 82,060**
PARCHMENT	BUILDING	10	$ 1,495
PARCHMENT	ELECTRICAL	18	$ 3,011
PARCHMENT	MECHANICAL	19	$ 2,564
PARCHMENT	PLUMBING	6	$ 839
PARCHMENT	SPECIAL - JURISDICTION	6	$ 600
PARCHMENT	SPECIAL - HOMEOWNER	1	$ 55
TOTAL PARCHMENT		**60**	**$ 8,564**
PINE GROVE	BUILDING	22	$ 12,526
PINE GROVE	ELECTRICAL	42	$ 6,826
PINE GROVE	MECHANICAL	49	$ 8,141
PINE GROVE	PLUMBING	16	$ 3,325
PINE GROVE	SPECIAL - JURISDICTION	0	$ -
PINE GROVE	SPECIAL - HOMEOWNER	0	$ -
TOTAL PINE GROVE		**129**	**$ 30,818**
RICHLAND	BUILDING	79	$ 50,182
RICHLAND	ELECTRICAL	94	$ 20,792
RICHLAND	MECHANICAL	120	$ 22,397
RICHLAND	PLUMBING	60	$ 12,494
RICHLAND	SPECIAL - JURISDICTION	1	$ 100
RICHLAND	SPECIAL - HOMEOWNER	0	$ -
TOTAL RICHLAND		**354**	**$ 105,965**
RICHLAND VILLAGE	BUILDING	12	$ 2,255
RICHLAND VILLAGE	ELECTRICAL	10	$ 1,357
RICHLAND VILLAGE	MECHANICAL	18	$ 2,502
RICHLAND VILLAGE	PLUMBING	7	$ 890
RICHLAND VILLAGE	SPECIAL - JURISDICTION	0	$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	0	$ -
TOTAL RICHLAND VILLAGE		**47**	**$ 7,004**
TOTAL KABA	**YTD**	**1508**	**485,006.60**

REVENUE	REVENUE
YTD - JULY 2021	% 2021 - YTD
$ 404,181	120.0%

REVENUE
% 2022 YTD BUDGET
1.3%

PERMITS	PERMITS
YTD - JULY 2021	% 2021 - YTD
1393	108.3%

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
267	$ 154,211	JUNE
238	$ 53,911	JULY
-	$ -	AUG
-	$ -	SEPT
-	$ -	OCT
-	$ -	NOV
-	$ -	DEC
1,508	$ 485,007	2022

Permit List

08/01/2022

Building

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB22-18-349	514 WILSON	06-02-110-520	JAIYEOBA SIMEON	Independent Builders	07/22/2022	$170.00	$3,960

Work Description: 12' x 22' addition to existing detached accessory structure per plans

NOTE: NOT TO EXCEED 15' RIDGE HEIGHT AND MUST BE MINIMUM 10' FROM DWELLING

Total Permits For Type: 1

Total Fees For Type: $170.00

Total Const. Value For Type: $3,960

Report Summary

Population: All Records

Permit.DateIssued Between 7/1/2022 12:00:00 AM AND 7/31/2022 11:59:59 PM AND Permit.PermitType = Building AND Permit.BasicUsage = Residential AND GovernmentUnitList.UnitCode = 18

Grand Total Fees: $170.00

Grand Total Permits: 1

Grand Total Const. Value: $3,960

Property Maintenance Inspections

Parchment

08/01/2022

Special Permit

Permit #	Job Address	Parcel Number	Owner	Contractor	Date Entere	Fee Total Due
PS21-18-064	103 DEVON Apt C4	06-02-320-750	JBS TREASURE TROVE		06/14/2021	100.00

Work Description: Property Maintenance Request from City of Parchment

✓ Property Maint. Re-inspection Completed: 07/26/2022

Property Maintenance Inspectio Completed: 06/17/2021

Total Permits: 1

Total Fees Due: $100.00

Population: All Records

Permit.PermitType = Special Permit AND GovernmentUnitList.UnitCode = 18 AND Permit.Status = HOLD (FEE) AND Permit.Category = Jurisdiction Request

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

Memorandum

TO: Parchment City Council

FROM: Julia Turnbull, MEDC Redevelopment Ready Communities Planner

DATE: August 3,2022

RE: **Welcome to Redevelopment Ready Communities**

I am pleased to welcome the City of Parchment to our growing list of communities participating in the MEDC's *Redevelopment Ready Communities* program! As an RRC engaged community, Parchment is a partner with the MEDC in building a place that is ready to attract talent and business investment.

I expect to begin working on your evaluation in the next few months which will result in a detailed report of findings that includes recommended actions for achieving the RRC Essentials or Certification designation. This report will be informed by conversations with the community and city documents (such as plans, ordinances, and the city website). Once community feedback has been obtained and the baseline report is finalized, I would be happy to schedule a time to present our findings virtually or in person during an interactive city council work session.

As the City of Parchment awaits its report, the city may continue to take steps toward completing the RRC best practices. If you have not had an opportunity to review the resources available on our website, we encourage to you to familiarize yourselves with all that RRC has to offer by checking out www.miplace.org/rrc. In particular, we have set up an online library of resources that includes guides, helpful information, and examples from other RRC communities for each best practice. This can be found at www.miplace.org/rrclibrary.

We strongly encourage learning and borrowing examples from other communities who have been engaged in our program, such as the Charter Township of Comstock, Kalamazoo, and Portage. As an RRC engaged community, you are part of a network of communities pursuing the same goals to increase transparency, predictability, and efficiency in the development process. We hope you will reach out to other RRC communities and learn from their experience.

Thank you very much for your participation and I look forward to making your acquaintance in the near future.

Sincerely,

Julia Turnbull

MEMORANDUM

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

From: Nancy R Stoddard, Parchment City Manager

Date: August 10, 2022

Re: Approve the Budgeting of ARPA funds and the Demolition Company for 221 W Thomas Demolition

---

Background: The City and Attorney Soltis went to court to oppose Ms. Horrock's motion to stay the order for demolition. The City was successful and her motion was denied. Ultimately, Ms. Horrock's case was asking the insurance company to pay for a rebuild, but it was dismissed. The demolition order is still in effect. According to our ordinances, no structures are allowed to remain on the property in absence of a house on the site. All buildings on the property will be removed. As a courtesy, Ms. Horrock will be sent a letter advising her of the demolition. A jeopardy assessment, in the amount of the demolition will be placed on the property, so that the City will be reimbursed for the cost.

ARPA funds may be used to reduce blight in a community. This memo is for the approval to budget ARPA funds and to accept the proposal for demolition by Pitsch Companies.

Discussion: A request for proposals (RFP) went out to multiple demolition companies, including Ace Excavating, Balkema Excavating, and Peters Construction. We received the following two replies:

- Bolle Construction $13,950.00
- Pitsch Companies $13,000.00

Recommendation:
Motion to budget ARPA funds for the demolition of the structures at 221 W Thomas and to accept the proposal from Pitsch Companies for $13,000.00, including the City Manager's execution of all documents needed.

amy@pitschco.com

QUOTE AND PROPOSAL FOR DEMOLITION WORK

CITY OF PARCHMENT MICHIGAN

Contractor Name and Address:
Pitsch Companies
675 Richmond NW
Grand Rapids, MI 49504

Job Site: 221 W Thomas Street
Parchment Michigan
Type of structure: Residential building w/ garage and shed.

BIDDING INFORMATION

Quote Deadline: July 18, 2022

Date: July 13, 2022

Time: 1600 hrs

Submit Bids to: Parchment City Manager
650 S Riverview Drive
Parchment MI 49004
269-492-3263

QUOTE AND PROPOSAL

The undersigned proposes to perform the subject work in strict accordance with the agreement documents within the time limits stated and at the prices stated below.

The undersigned has provided separate cost figures for each line item or group of similar line items listed in an attached Work Write-Up.

The undersigned has studied and thoroughly understands the agreement document, this quote and proposal, the specifications contained in the attached Work Write-up and the attached picture, if any.

The undersigned has inspected the proposed work at the subject site and states that, to the best of his/her knowledge, the documents are complete and complimentary for the completion of the proposed work.

The undersigned proposes to provide all labor, supervision, equipment, materials, and incidental expenses required to accomplish all of the work described in the Work Write-Up and attached picture, if any, for the sum of $13,000 00 (Dollars) and further states that the undersigned shall within ten calendar days from the date of a Proceed Order, begin actual performance of the work and that all work shall be completed within thirty (30) calendar days thereafter.

Pitsch Companies	[signature]	7/12/2022
Company Name	Signature	Date

QUOTE AND PROPOSAL FOR DEMOLITION WORK

CITY OF PARCHMENT MICHIGAN

Contractor Name and Address:
Bolle Contracting LLC
408 E 4th St
Clare, MI 48617

Job Site: 221 W Thomas Street
Parchment Michigan
Type of structure: Residential building w/ garage and shed.

BIDDING INFORMATION

Quote Deadline: July 18, 2022

Date: _____

Time: _____

Submit Bids to: Parchment City Manager
650 S Riverview Drive
Parchment MI 49004
269-492-3263

QUOTE AND PROPOSAL

The undersigned proposes to perform the subject work in strict accordance with the agreement documents within the time limits stated and at the prices stated below.

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The undersigned has inspected the proposed work at the subject site and states that, to the best of his/her knowledge, the documents are complete and complimentary for the completion of the proposed work.

The undersigned proposes to provide all labor, supervision, equipment, materials, and incidental expenses required to accomplish all of the work described in the Work Write-Up and attached picture, if any, for the sum of $13,950.00 (Dollars) and further states that the undersigned shall within ten calendar days from the date of a Proceed Order, begin actual performance of the work and that all work shall be completed within thirty (30) calendar days thereafter.

Bolle Contracting	[signature]	7/11/22
Company Name	Signature	Date

MEMORANDUM

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

From: Nancy R Stoddard, Parchment City Manager

Date: August 10, 2022

Re: Approval of budgeting ARPA Funds for a City Hall Electronic Sign and to Purchase the Sign

---

Background: The sign at City Hall is a necessary tool to help get messages out to the Parchment community about upcoming events such as brush and leaf pickups, Kindleberger Festival, concerts in the park, meetings, etc. What we have found since the installation of the stationary sign is that it does not allow for quick announcements such as Boil Water Advisories, road construction, and other safety issues of a more immediate nature. With an electronic sign, the message can be disbursed within seconds of getting the information from our Public Works personnel and emergency personnel.

ARPA funds may be used as remedies to safety issues within a community. An electronic sign that is easily accessed in all weather that provides the most up-to-date information for a community is an acceptable use of ARPA funds.

Discussion: Because the City of Parchment has a well-known and trusted sign maker within our community, we only sought Sign Crafters for the proposed amount of an electronic sign. Originally the estimate was $20,000.00 but the final proposal to retrofit into the existing cabinet two 9.5mm digital remote message boards, including all parts, labor and installation will be $17,800.00.

Recommendation:
Motion to budget ARPA funds to purchase an electronic sign for City Hall and to accept the proposal from Sign Crafters for $17,800.00, including the City Manager's execution of all documents needed.

Parchment City Sign
Two 9.5 MM digital remote message boards.
Retro fit into the existing cabinet.
Includes all parts, labor and installation.
Total Cost: $17,800

SignCrafters of Kalamazoo
Signs and More

Approved for: _____

By: _____ Date: _____

101 N. Riverview Dr. Kalamazoo, MI 49004
(269)343-4644 find us on Facebook @ Signcrafters LLC

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MEMORANDUM

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

From: Nancy R Stoddard, Parchment City Manager

Date: August 10, 2022

Re: Approval to budget ARPA Funds for Road Repaving Projects

Background:
Recently we have found that ARPA funds may be used to repave the roads within a community. The Public Works staff has used the PASER rating system to determine which roads in Parchment are in the worst condition, meaning those that have degraded down to their base structure. Roberts Lane, Wilson, and W Glenguile are the next three roads on the PASER list to be repaved. These roads will be reevaluated when the new PASER rating information is released to us in September

Discussion:
At this time, we are asking for approval to budget $116,000.00 of the ARPA funds for the repaving of Roberts Lane, Wilson, and W Glenguile, subject to the PASER results in September. These streets are connected directly to Parchment Middle School, a business district, and a proposed residential area on the west side of Wilson. Projects such as these support the school district, businesses, and the Master Plan vision for the community.

We will apply for two sets of grant monies, through TEDF, to garner funds for two repaving project(s). The first bundle will be the Roberts Lane, Wilson and W Glenguile (Project 1) and the second bundle will be Link and Shoppers Lane (Project 2). The funding is awarded through the use of a formula that consists of a contribution of funds to the project(s). The monies could be divided between the two projects in an effort to raise our ability to be awarded the grants.

Recommendation:
Motion to budget $116,000.00 of ARPA funds for the repaving of local roads projects in the City of Parchment.

Nancy Stoddard

From: Cheryl H Lyon-Jenness <cheryl.lyon-jenness@wmich.edu>
Sent: Tuesday, August 9, 2022 10:41 AM
To: rbritigan@parchment.org; Manager
Cc: Sandy Bliesener; Dennis; Holly Evans; Andy Sanford
Subject: Parks and Recreation Committee
Attachments: P AND R COM-2.docx

Dear Rob and Nancy,
Please find attached the efforts of the new Parks and Recreation Committee to create an organizational framework for the committee, and to articulate the committee's "charge". Parchment has not had a Parks and Recreation Committee for a long time, and we thought it might be helpful to create a structure that will be useful in years to come. Let us know if you have suggestions or think additional information would be useful.

As Committee members talked about how we, as a committee, could function effectively it was clear that we need to have good communication channels with the City Commission, the City Manager, and the Public Works crew (perhaps represented by the City Manager) so that we are all working for the common good of the community. At our initial meeting, for example, we discussed our first-year priorities, drawn from the Parks and Recreation action plan. I wonder if it would be useful to have a yearly meeting with you folks (perhaps you might attend a Parks and Recreation meeting) to discuss those priorities, and to consider how we might best coordinate our efforts with other City plans and obligations. Another meeting may not be what you have in mind, so please consider how you think we can best communicate.

We all hope that our progress so far will by helpful to Parchment. Let us know what changes or additions might be useful as we begin our work as a committee.

On Behalf of the Parks and Recreation Committee,
Cheryl Lyon-Jenness

PARCHMENT PARKS AND RECREATION COMMITTEE

1. Make up of Parks and Recreation Committee

- Committee members are appointed by the Parchment City Commission
- Currently the Committee is comprised of five members, four drawn from the community-at-large and one City Commissioner appointed as a liaison between the City Commission and the Committee *(Sandy Bliesener, Denny Collison, Cheryl Lyon-Jenness, Andy Sanford appointed committee members; Holly Evans, City Commissioner serving as liaison to the Commission)*
- The four community members will serve three-year staggered terms
    - Beginning in the organizational year, two members will serve 2-year terms; 2 members will serve 3-year terms. *(Initially Cheryl and Andy will serve a 2-year term)*
    - Once the staggered terms are in place, all community members serve 3-year terms
    - All members can be re-appointed if desired.
    - When the City Commission term of the committee liaison member ends, the City Commission will appoint a new liaison to the Parks and Recreation Committee
- Additional community members may be invited to join the Committee on an *ad-hoc* basis
- Officers of the Committee will be a chair or "convener" and meeting "note-taker" *(Cheryl will convene the committee and Sandy will take notes)*

2. Parks and Recreation Committee meetings

- Parks and Recreation Committee meetings will be held monthly at 6:30 p.m. on the third Tuesday evening of each month *(this schedule begins on Sept. 20; August meeting is on Monday, August 29, 6:30 p.m.)*
- Meetings will be held at Parchment City Hall (*August 29 meeting at Cheryl's)*
- For routine matters, the Commissioner serving on the Parks and Recreation. Committee will act as liaison to the City Commission
- Communication between Committee members will be via email

3. Charge of the Parks and Recreation Committee

The Parchment City Commission has charged the Parks and Recreation Committee with considering matters related to Parks and Recreation within the City and to advancing Action Plan items articulated in the 2022-2026 Parchment Parks and Recreation Plan. These Action Items are based on the broader goals and objectives outlined in the Plan, and which, in turn, reflect community input, concerns and vision. To those ends, the Committee will:

- Work closely with the City Commission, City Manager, and Public Works Department in matters relating to Parks and Recreation within the City
- Prioritize Action items from the Parks and Recreation Plan on a yearly basis
- Take appropriate action to implement prioritized projects
- Assist, as needed, in locating funding opportunities for Parks and Recreation projects
- Assist, as needed, with grant applications for Parks and Recreation projects
- Provide oversight for the implementation of Parks and Recreation projects as needed
- Assist in fostering community involvement in Parks and Recreation projects