



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

September 19, 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 September 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.*

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. 1472 – action
- Credit Card Statement for August 2022 – action
- Financial Statements for August 2022 - receive
- Veterans Memorial Committee Thank You Letter - receive
- KABA August 2022 Permits – receive
- KATS Technical Meeting Minutes, August 11, 2022 - receive

8. Unfinished Business

9. New Business

- PHS Student Council Request for Fireworks at Homecoming - action
- Public Safety Services Site Plan (fire) Agreement – action
- ReLeaf Michigan Contract - 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 SEPTEMBER 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, Vice Mayor Jordan, Commissioners Cooper, Evans, Fooy, and Madaras. City Manager Stoddard, Treasurer/Clerk Stutz.

Absent: Conner.

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

3. Minutes

Moved by Commissioner Fooy, supported by Commissioner Cooper to approve the minutes of the August 15, 2022 Regular meeting. **Motion Carried.**

4. Additions or changes to the agenda.

Add item 9 C. Pavilions 4-5 Rental, Mendoza. Moved by Vice Mayor Jordan supported by Commissioner Evans to approve the agenda as amended. **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 Cooper, supported by Commissioner Madaras to receive the consent agenda items. **Motion Carried.**

7. Unfinished Business

None.

8. New Business

A. Resolution Establishing a Receiving Board for Elections, #2022-8 – action. City Clerk Stutz explained that this document is required by the County Clerk, but will not have any effect on the elections themselves, as the election workers are already balancing and double checking items. This is merely a “housekeeping” item - and she then thanked the Commission for their support. Moved by Commissioner Madaras, supported by Vice Mayor Jordan to approve Resolution #2022-8 Establishing a Receiving Board for Elections. Roll call vote was as follows:

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

Nays: None.

Absent: Conner.

Abstain: None.

Motion Carried 6-0.

B. ARPA Funds for Veterans Memorial - action. Mayor Britigan introduced Rob Heasley, 360 Glendale and chair of the Veterans Memorial Committee, who thanked them for the opportunity to present this proposal. Mr. Heasley then gave an update on the endeavor including timeline of meetings, bricks purchased, fundraising, and that they’re currently looking for a landscaper to work with the current plan. He noted \$20,000 probably won’t be enough to finish the project, but they’re still working to raise funds. He feels that the memorial will be a really nice addition to the community and city, honoring all who serve in our military. Moved by Commissioner Madaras, supported by Vice Mayor Jordan, to approve spending \$20,000 in ARPA Funds for the Veterans Memorial as proposed, and relocate the flagpole at City Hall to the memorial. Roll call vote was as follows:

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

Nays: None.

Absent: Conner.

Abstain: Fooy.

Motion Carried 5-0.

C. Pavilions 4 & 5 Rental, Mendoza Political Meet/Greet - action. Discussion centered around whether a political event is considered different than any other event. Moved by Commissioner Cooper, supported by Commissioner Madaras to approve the rental of pavilions 4 and 5 on September 14. **Motion Carried.**

9. Citizen Comments

None.

10. Mayor and Commissioner Comments

Commissioner Cooper said she is looking forward to the plans for the Veterans Memorial.

Commissioner Fooy asked for follow up on the following: sidewalk at Glenguile/Riverview, stump status on lost trees throughout the city, and the property at 615 N Riverview.

Mayor Britigan reminded everyone about the Scottish Festival being held in Kindleberger Park this coming weekend, adding that he will be an honored guest.

11. City Manager Comments/Reports

City Manager Stoddard encouraged everyone to attend the Scottish Festival. 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 7:44 p.m.

Shannon Stutz, City Clerk



City of Parchment
 Check Register Report
 Warrant 1472

Check	Check Date	Vendor Name	Description	Amount
37220	09/06/2022	CHARLES YOUNG	REFUND - PAVILION - 06/25/2022 EVENT	100.00
37221	09/06/2022	CHRISTINE WHITFIELD	DEPOSIT REFUND - GAZEBO 08/27/2022	100.00
37222	09/06/2022	CIVICPLUS	MUNICODE ADMIN SUPPORT FEE 6/1/22 TO 5/31/23	225.00
37223	09/06/2022	COMPANION LIFE	LIFE & AD&D INS - SEPTEMBER - LIFC2712	57.00
37224	09/06/2022	CONSUMERS ENERGY	CITYWIDE MONTHLY ENERGY USE - AUGUST	1,661.43
37225	09/06/2022	VOID		0.00
37226	09/06/2022	KAL CO HEALTH & COMMUNITY SERV	HHW - JULY 2022 - 000058	58.36
37227	09/06/2022	KALAMAZOO TOWNSHIP	POLICE/FIRE SERVICES CONTRACT - SEPTEMBER Police \$36,684.50; fire \$5,575.00	42,259.50
37228	09/06/2022	POINT AND PAY	MONTHLY SERVICE FEE - JULY - PARTNER COD	50.00
37229	09/06/2022	REPUBLIC SERVICES #249	CITYWIDE TRASH/RECYCLING - SEPTEMBER bulk trash - \$10,712.39; citywide regular \$10,068.63	20,781.02
37230	09/06/2022	THRUN LAW FIRM P.C.	USDA LOAN BILLING THRU 08/24/2022	63.00

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	\$1,357.63	\$0.00	\$1,357.63
CAMRON J BOEKHOVEN XXXX XXXX XXXX 9114	\$3,000	\$0.00	\$161.22	\$0.00	\$161.22
NANCY R STODDARD XXXX XXXX XXXX 7241	\$5,000	\$12.36	\$0.00	\$0.00	-\$12.36
SHANNON STUTZ XXXX XXXX XXXX 9125	\$5,000	\$0.00	\$2,268.23	\$0.00	\$2,268.23

Cardholder Account Activity

PHIL WOLTHUIS XXXX XXXX XXXX 1793		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
		\$5,000	\$0.00	\$179.32	\$0.00	\$179.32
Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount	
08/03	08/02	55310202215091476000436	PLAINWELL ACE HARDWARE PLAINWELL MI		\$14.34	
08/23	08/22	55480772235191004152980	FARM & FLEET OF PORTAG PORTAGE MI		\$164.98	

BILL CAHILL XXXX XXXX XXXX 1801		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
		\$5,000	\$0.00	\$1,734.13	\$0.00	\$1,734.13
Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount	
07/27	07/26	55436872208162084400843	RATHCO SAFETY SUPPLY I PORTAGE MI		\$160.00	
08/03	08/01	02305372214100120228359	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$89.97	
08/04	08/03	55436872216162169613526	RATHCO SAFETY SUPPLY I 269-3230153 MI		\$1,208.10	
08/15	08/11	85179242224700609003776	ONE WAY PRODUCTS KALAMAZOO MI		\$251.07	
08/18	08/16	02305372229200092896937	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$24.99	

JIM DUBY XXXX XXXX XXXX 1892		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
		\$3,000	\$0.00	\$1,357.63	\$0.00	\$1,357.63
Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount	
07/29	07/27	02305372209100112653108	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$20.72	
08/01	07/29	02305372211100132053228	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$54.99	
08/04	08/02	02305372215100113065510	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$16.97	
08/15	08/12	85101652224980004925806	SHARP SHOP KALAMAZOO MI		\$5.70	
08/19	08/18	72306062230900017125108	GOGGIN RENTAL KALAMAZOO MI		\$1,259.25	

CAMRON J BOEKHOVEN XXXX XXXX XXXX 9114		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
		\$3,000	\$0.00	\$161.22	\$0.00	\$161.22
Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount	
08/15	08/11	85179242224980005540924	STEENSMA LAWN AND POWE KALAMAZOO MI		\$96.76	
08/17	08/15	85179242228980005541050	STEENSMA LAWN AND POWE PLAINWELL MI		\$38.97	
08/25	08/23	85179242236980005540920	STEENSMA LAWN AND POWE KALAMAZOO MI		\$25.49	

NANCY R STODDARD XXXX XXXX XXXX 7241		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
		\$5,000	\$12.36	\$0.00	\$0.00	-\$12.36
Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount	

(transactions continued on next page)

Cardholder Account Activity cont.

08/08 08/05 52704872218036113618593 EVERGREEN RESORT CADILLAC MI -\$12.36
08/05/22 0011361859

SHANNON STUTZ	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 9125	\$5,000	\$0.00	\$2,268.23	\$0.00	\$2,268.23

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
07/28	07/27	02305372209500295486533	OFFICEMAX/OFFICEDEPT#3 KALAMAZOO MI		\$72.78
07/28	07/28	55432862209200758004261	SPECTRUM 855-707-7328 MO		\$119.98
07/28	07/27	25247802208001944102992	PODS 9/100 8887767637 FL		\$800.78
08/08	08/07	82711162219000006468212	PIXELVINE FREEPORT MI		\$89.75
08/09	08/08	62712912221000000417350	CORPORATE TECHNOLOGIES 7018934056 MN		\$450.00
08/10	08/09	05410192221105058685619	QUILL CORPORATION 800-982-3400 SC		\$84.97
08/15	08/13	82711162225000007409118	PIXELVINE FREEPORT MI		\$75.00
08/16	08/15	62712912228000000424557	CORPORATE TECHNOLOGIES 7018934056 MN		\$425.00
08/26	08/26	55432862238201994620550	CHARTER SERVICES 855-707-7328 MO		\$149.97

REVENUE AND EXPENDITURE REPORT FOR CITY OF PARCHMENT
 PERIOD ENDING 08/31/2022

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 08/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BGD USED	2022-23 ORIGINAL BUDGET
Fund 101 - GENERAL FUND							
Revenues							
Dept 000							
101-000-404.000	Tax Revenue	766,500.00	764,308.30	0.00	2,191.70	99.71	766,500.00
101-000-405.000	Taxes - Industrial Facilities	2,200.00	2,235.84	0.00	(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	5,751.76	3,749.50	23,548.24	19.63	29,300.00
101-000-451.000	License and Fees	15,000.00	2,373.37	1,073.37	12,626.63	15.82	15,000.00
101-000-452.000	Cablevision Fees	15,700.00	4,159.41	3,344.76	11,540.59	26.49	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	30,530.04	1,592.64	105,469.96	22.45	136,000.00
101-000-540.000	State Grants	0.00	10,800.00	0.00	(10,800.00)	100.00	0.00
101-000-575.000	State Sales Tax	202,000.00	42,747.00	42,747.00	159,253.00	21.16	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	869.26	325.05	6,630.74	11.59	7,500.00
101-000-664.000	Interest on Investments	4,600.00	(9.69)	0.00	4,609.69	(0.21)	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	11,562.00	11,562.00	5,838.00	66.45	17,400.00
101-000-695.000	Other Financing Sources	5,400.00	2,106.48	2,106.48	3,293.52	39.01	5,400.00
Total Dept 000		1,557,800.00	877,433.77	66,500.80	680,366.23	56.33	1,557,800.00
TOTAL REVENUES							
		1,557,800.00	877,433.77	66,500.80	680,366.23	56.33	1,557,800.00
Expenditures							
Dept 100 - Legislative							
101-100-703.000	Payroll - Part Time	8,000.00	2,060.00	2,160.00	5,940.00	25.75	8,000.00
101-100-715.000	Social Security	850.00	23.25	29.45	826.75	2.74	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	5.45	6.91	194.55	2.73	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	0.00	9,184.00	23.47	12,000.00
101-100-830.000	Memberships & Dues	1,500.00	378.58	0.00	1,121.42	25.24	1,500.00
101-100-880.000	Community Promotion	1,000.00	130.00	65.00	870.00	13.00	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	0.00	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	5,852.83	2,261.36	25,947.17	18.41	31,800.00
Dept 200 - Administration							
101-200-702.000	Payroll - Full Time	123,000.00	17,209.79	13,463.84	105,790.21	13.99	123,000.00
101-200-703.000	Payroll - Part Time	48,000.00	7,076.51	4,053.62	40,923.49	14.74	48,000.00
101-200-715.000	Social Security	10,500.00	1,359.16	1,012.79	9,140.84	12.94	10,500.00
101-200-716.000	Hospital/Life Insurance	68,000.00	9,492.24	4,746.12	58,507.76	13.96	68,000.00
101-200-716.001	Insurance Deductible	4,000.00	3,908.10	1,036.44	91.90	97.70	4,000.00
101-200-718.000	Pension	20,000.00	7,002.38	3,356.12	12,997.62	35.01	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	317.87	236.85	2,082.13	13.24	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	708.07	708.07	7,191.93	8.96	7,900.00
101-200-740.000	Operating Supplies	2,000.00	1,252.97	278.69	747.03	62.65	2,000.00
101-200-775.000	Repair & Maintenance Supplies	2,100.00	120.00	120.00	1,980.00	5.71	2,100.00
101-200-800.000	Professional/Contractual Serv.	5,500.00	7,960.19	7,487.94	(2,460.19)	144.73	5,500.00
101-200-805.000	Computer Services	9,500.00	1,370.00	425.00	8,130.00	14.42	9,500.00

PERIOD ENDING 08/31/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 08/31/2022	ACTIVITY FOR MONTH 08/31/22	AVAILABLE BALANCE	2022-23		
		AMENDED BUDGET	NORM (ABNORM)				NORM (ABNORM)	% BGD USED	ORIGINAL BUDGET
Fund 101 - GENERAL FUND									
Expenditures									
101-200-830.000	Memberships & Dues	1,200.00	15.00	15.00	7.50	1,185.00	1.25	1,200.00	
101-200-850.000	Communications	7,300.00	1,897.71	1,897.71	1,159.26	5,402.29	26.00	7,300.00	
101-200-860.000	Institutes & Training	1,300.00	183.86	183.86	0.00	1,116.14	14.14	1,300.00	
101-200-900.000	Printing & Publishing	2,000.00	225.00	225.00	225.00	1,775.00	11.25	2,000.00	
101-200-910.000	Insurance & Bonds	7,100.00	3,750.00	3,750.00	0.00	3,350.00	52.82	7,100.00	
101-200-920.000	Utilities	4,400.00	931.10	931.10	531.93	3,468.90	21.16	4,400.00	
101-200-930.000	Repair & Maint.Contractors	2,950.00	0.00	0.00	0.00	2,950.00	0.00	2,950.00	
101-200-970.000	Capital	7,000.00	7,250.00	7,250.00	7,250.00	(250.00)	103.57	7,000.00	
Total Dept 200 - Administration		346,650.00	72,029.95	72,029.95	46,099.17	274,620.05	20.78	346,650.00	
Dept 210 - Legal Services									
101-210-801.000	Attorney - General	16,000.00	2,443.75	2,443.75	800.00	13,556.25	15.27	16,000.00	
101-210-802.000	Attorney-Police Matters	9,800.00	280.00	280.00	236.25	9,520.00	2.86	9,800.00	
Total Dept 210 - Legal Services		25,800.00	2,723.75	2,723.75	1,036.25	23,076.25	10.56	25,800.00	
Dept 300 - Police									
101-300-703.000	Payroll - Part Time	6,800.00	0.00	0.00	0.00	6,800.00	0.00	6,800.00	
101-300-715.000	Social Security	600.00	0.00	0.00	0.00	600.00	0.00	600.00	
101-300-722.000	Medicare	100.00	0.00	0.00	0.00	100.00	0.00	100.00	
101-300-800.000	Professional/Contractual Serv.	440,214.00	110,053.50	110,053.50	73,369.00	330,160.50	25.00	440,214.00	
Total Dept 300 - Police		447,714.00	110,053.50	110,053.50	73,369.00	337,660.50	24.58	447,714.00	
Dept 336 - Fire									
101-336-740.000	Operating Supplies	5,100.00	0.00	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	0.00	928.48	7.15	1,000.00	
101-336-775.000	Repair & Maintenance Supplies	1,000.00	1,402.45	1,402.45	420.00	(402.45)	140.25	1,000.00	
101-336-780.000	Safety Supplies	100.00	0.00	0.00	0.00	100.00	0.00	100.00	
101-336-800.000	Professional/Contractual Serv.	70,000.00	16,725.00	16,725.00	11,150.00	53,275.00	23.89	70,000.00	
101-336-850.000	Communications	4,200.00	749.61	749.61	180.00	3,450.39	17.85	4,200.00	
101-336-910.000	Insurance & Bonds	14,000.00	7,496.00	7,496.00	0.00	6,504.00	53.54	14,000.00	
101-336-920.000	Utilities	2,700.00	430.13	430.13	274.04	2,269.87	15.93	2,700.00	
101-336-930.000	Repair & Maint.Contractors	10,000.00	0.00	0.00	0.00	10,000.00	0.00	10,000.00	
101-336-970.000	Capital	15,000.00	3,680.00	3,680.00	3,680.00	11,320.00	24.53	15,000.00	
Total Dept 336 - Fire		123,100.00	30,554.71	30,554.71	15,704.04	92,545.29	24.82	123,100.00	
Dept 440 - Public Services									
101-440-702.000	Payroll - Full Time	102,000.00	15,832.07	15,832.07	11,210.54	86,167.93	15.52	102,000.00	
101-440-715.000	Social Security	6,300.00	1,270.46	1,270.46	839.47	5,029.54	20.17	6,300.00	
101-440-716.000	Hospital/Life Insurance	44,000.00	7,095.95	7,095.95	3,564.78	36,904.05	16.13	44,000.00	
101-440-716.001	Insurance Deductible	2,400.00	0.00	0.00	0.00	2,400.00	0.00	2,400.00	
101-440-718.000	Pension	41,500.00	4,970.74	4,970.74	2,613.75	36,529.26	11.98	41,500.00	
101-440-720.000	Worker's Compensation	3,600.00	0.00	0.00	0.00	3,600.00	0.00	3,600.00	
101-440-722.000	Medicare	1,480.00	297.07	297.07	196.31	1,182.93	20.07	1,480.00	
101-440-740.000	Operating Supplies	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00	
101-440-746.000	Gasoline & Oil	4,400.00	1,866.68	1,866.68	1,071.81	2,533.32	42.42	4,400.00	
101-440-775.000	Repair & Maintenance Supplies	8,200.00	2,549.62	2,549.62	2,400.56	5,650.38	31.09	8,200.00	
101-440-780.000	Safety Supplies	500.00	0.00	0.00	0.00	500.00	0.00	500.00	
101-440-800.000	Professional/Contractual Serv.	1,000.00	180.78	180.78	180.78	819.22	18.08	1,000.00	

GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR MONTH 08/31/22	AVAILABLE BALANCE	% BGD	2022-23 ORIGINAL BUDGET
		AMENDED BUDGET	YTD BALANCE 08/31/2022				
Fund 101 - GENERAL FUND							
Expenditures							
101-440-810.000	Rubbish Collection Charges	118,400.00	19,416.35	10,307.43	98,983.65	16.40	118,400.00
101-440-815.000	Uniform Rental	3,000.00	1,138.52	803.57	1,861.48	37.95	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	239.96	119.98	760.04	24.00	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	0.00	3,214.00	46.43	6,000.00
101-440-920.000	Utilities	8,700.00	1,527.21	868.62	7,172.79	17.55	8,700.00
101-440-926.000	Street Lighting	29,000.00	2,597.37	544.58	26,402.63	8.96	29,000.00
101-440-930.000	Repair & Maint.Contractors	11,800.00	1,285.14	856.76	10,514.86	10.89	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	63,053.92	35,578.94	336,426.08	15.78	399,480.00
Dept 591 - Water Plant Grant Expenses							
101-591-800.000	Professional/Contractual Serv.	0.00	60,429.34	60,242.50	(60,429.34)	100.00	0.00
101-591-920.000	Utilities	0.00	531.76	365.82	(531.76)	100.00	0.00
Total Dept 591 - Water Plant Grant Expenses		0.00	60,961.10	60,608.32	(60,961.10)	100.00	0.00
Dept 751 - Parks, Recreation & Culture							
101-751-702.000	Payroll - Full Time	59,000.00	12,683.92	9,404.77	46,316.08	21.50	59,000.00
101-751-715.000	Social Security	3,700.00	779.47	579.65	2,920.53	21.07	3,700.00
101-751-716.000	Hospital/Life Insurance	24,500.00	2,182.96	1,108.32	22,317.04	8.91	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	4,049.43	2,111.66	19,950.57	16.87	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	182.22	135.51	667.78	21.44	850.00
101-751-746.000	Gasoline & Oil	2,800.00	1,133.53	253.85	1,666.47	40.48	2,800.00
101-751-775.000	Repair & Maintenance Supplies	13,000.00	2,949.23	1,368.00	10,050.77	22.69	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	21,827.80	10,702.80	(21,827.80)	100.00	0.00
101-751-910.000	Insurance & Bonds	7,100.00	3,550.00	0.00	3,550.00	50.00	7,100.00
101-751-920.000	Utilities	7,100.00	1,985.44	821.96	5,114.56	27.96	7,100.00
101-751-930.000	Repair & Maint.Contractors	29,200.00	2,902.40	1,403.40	26,297.60	9.94	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	54,226.40	27,889.92	128,323.60	29.70	182,550.00
TOTAL EXPENDITURES		1,557,094.00	399,456.16	262,547.00	1,157,637.84	25.65	1,557,094.00
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		1,557,800.00	877,433.77	66,500.80	680,366.23	56.33	1,557,800.00
TOTAL EXPENDITURES		1,557,094.00	399,456.16	262,547.00	1,157,637.84	25.65	1,557,094.00
NET OF REVENUES & EXPENDITURES		706.00	477,977.61	(196,046.20)	(477,271.61)	67,702.2	706.00

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 08/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/22 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	27,254.15	14,296.36	150,945.85	15.29	178,200.00
Total Dept 000		178,200.00	27,254.15	14,296.36	150,945.85	15.29	178,200.00
TOTAL REVENUES							
		178,200.00	27,254.15	14,296.36	150,945.85	15.29	178,200.00
Expenditures							
Dept 451 - Construction							
202-451-930.000	Repair & Maint.Contractors	120,000.00	1,600.00	1,600.00	118,400.00	1.33	120,000.00
Total Dept 451 - Construction		120,000.00	1,600.00	1,600.00	118,400.00	1.33	120,000.00
Dept 463 - Routine Maintenance							
202-463-702.000	Payroll - Full Time	9,000.00	720.33	739.76	8,279.67	8.00	9,000.00
202-463-715.000	Social Security	550.00	43.39	45.23	506.61	7.89	550.00
202-463-716.000	Hospital/Life Insurance	3,800.00	351.52	175.77	3,448.48	9.25	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	394.77	190.09	3,205.23	10.97	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	10.17	10.60	119.83	7.82	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	0.00	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	1,582.42	1,161.45	26,877.58	5.56	28,460.00
Dept 475 - Traffic Services							
202-475-702.000	Payroll - Full Time	8,500.00	866.81	726.37	7,633.19	10.20	8,500.00
202-475-715.000	Social Security	530.00	52.50	44.41	477.50	9.91	530.00
202-475-716.000	Hospital/Life Insurance	3,600.00	351.43	175.71	3,248.57	9.76	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	387.63	186.66	3,112.37	11.08	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	12.32	10.43	107.68	10.27	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	2,461.88	473.70	10,638.12	18.79	13,100.00
Total Dept 475 - Traffic Services		33,090.00	4,132.57	1,617.28	28,957.43	12.49	33,090.00
Dept 478 - Winter Maintenance							
202-478-702.000	Payroll - Full Time	10,200.00	1,600.17	965.39	8,599.83	15.69	10,200.00
202-478-715.000	Social Security	600.00	97.53	59.02	502.47	16.26	600.00
202-478-716.000	Hospital/Life Insurance	4,300.00	511.24	255.62	3,788.76	11.89	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	515.11	248.04	3,684.89	12.26	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	22.84	13.80	127.16	15.23	150.00
202-478-746.000	Gasoline & Oil	1,000.00	417.39	0.00	582.61	41.74	1,000.00
202-478-753.000	Salt	9,000.00	0.00	0.00	9,000.00	0.00	9,000.00

2022-23
 ORIGINAL
 BUDGET

% BGT
 USED

AVAILABLE
 BALANCE
 NORM (ABNORM)

ACTIVITY FOR
 MONTH 08/31/22
 INCR (DECR)

YTD BALANCE
 08/31/2022
 NORM (ABNORM)

2022-23
 AMENDED BUDGET

DESCRIPTION

GL NUMBER

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 08/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BGT USED	2022-23 ORIGINAL BUDGET
Fund 202 - MAJOR STREET FUND							
Expenditures							
Total Dept 478 - Winter Maintenance		30,350.00	3,164.28	1,541.87	27,185.72	10.43	30,350.00
Dept 482 - Administration							
202-482-702.000	Payroll - Full Time	1,250.00	230.12	138.86	1,019.88	18.41	1,250.00
202-482-715.000	Social Security	75.00	13.99	8.47	61.01	18.65	75.00
202-482-716.000	Hospital/Life Insurance	520.00	98.30	49.15	421.70	18.90	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	74.06	35.66	425.94	14.81	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	3.27	1.98	16.73	16.35	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	419.74	234.12	22,000.26	1.87	22,420.00
TOTAL EXPENDITURES		234,320.00	10,899.01	6,154.72	223,420.99	4.65	234,320.00
Fund 202 - MAJOR STREET FUND:							
TOTAL REVENUES							
TOTAL EXPENDITURES							
NET OF REVENUES & EXPENDITURES							
		178,200.00	27,254.15	14,296.36	150,945.85	15.29	178,200.00
		234,320.00	10,899.01	6,154.72	223,420.99	4.65	234,320.00
		(56,120.00)	16,355.14	8,141.64	(72,475.14)	29.14	(56,120.00)

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 08/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BGD USED	2022-23 ORIGINAL BUDGET
Fund 203 - LOCAL STREET FUND							
Revenues							
Dept 000							
203-000-546.000	State Grants - Act 51	73,300.00	11,224.28	5,887.82	62,075.72	15.31	73,300.00
Total Dept 000		73,300.00	11,224.28	5,887.82	62,075.72	15.31	73,300.00
TOTAL REVENUES							
		73,300.00	11,224.28	5,887.82	62,075.72	15.31	73,300.00
Expenditures							
Dept 463 - Routine Maintenance							
203-463-702.000	Payroll - Full Time	10,500.00	888.98	739.77	9,611.02	8.47	10,500.00
203-463-715.000	Social Security	650.00	53.86	45.23	596.14	8.29	650.00
203-463-716.000	Hospital/Life Insurance	4,400.00	351.51	175.77	4,048.49	7.99	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	394.76	190.09	3,805.24	9.40	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	12.60	10.58	137.40	8.40	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	0.00	3,337.75	1.83	3,400.00
203-463-930.000	Repair & Maint.Contractors	5,400.00	1,480.00	1,480.00	3,920.00	27.41	5,400.00
Total Dept 463 - Routine Maintenance		29,900.00	3,243.96	2,641.44	26,656.04	10.85	29,900.00
Dept 475 - Traffic Services							
203-475-702.000	Payroll - Full Time	9,800.00	845.21	713.34	8,954.79	8.62	9,800.00
203-475-715.000	Social Security	600.00	51.20	43.63	548.80	8.53	600.00
203-475-716.000	Hospital/Life Insurance	4,150.00	342.76	171.38	3,807.24	8.26	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	380.69	183.31	3,619.31	9.52	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	12.00	10.23	128.00	8.57	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	1,631.86	1,121.89	24,028.14	6.36	25,660.00
Dept 478 - Winter Maintenance							
203-478-702.000	Payroll - Full Time	10,400.00	1,578.56	952.34	8,821.44	15.18	10,400.00
203-478-715.000	Social Security	650.00	96.23	58.23	553.77	14.80	650.00
203-478-716.000	Hospital/Life Insurance	4,400.00	502.51	251.24	3,897.49	11.42	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	508.15	244.69	3,691.85	12.10	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	22.53	13.62	127.47	15.02	150.00
203-478-746.000	Gasoline & Oil	1,000.00	417.39	0.00	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	3,125.37	1,520.12	24,574.63	11.28	27,700.00
Dept 482 - Administration							
203-482-702.000	Payroll - Full Time	1,500.00	230.09	138.85	1,269.91	15.34	1,500.00

PERIOD ENDING 08/31/2022

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 08/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/22 INCR (DECR)	AVAILABLE BALANCE/ NORM (ABNORM)	% BDCGT USED	2022-23 ORIGINAL BUDGET
Fund 203 - LOCAL STREET FUND							
Expenditures							
203-482-715.000	Social Security	100.00	13.99	8.47	86.01	13.99	100.00
203-482-716.000	Hospital/Life Insurance	650.00	98.30	49.15	551.70	15.12	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	74.05	35.65	550.95	11.85	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	3.27	1.98	21.73	13.08	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	419.70	234.10	22,545.30	1.83	22,965.00
TOTAL EXPENDITURES		106,225.00	8,420.89	5,517.55	97,804.11	7.93	106,225.00
Fund 203 - LOCAL STREET FUND:							
TOTAL REVENUES		73,300.00	11,224.28	5,887.82	62,075.72	15.31	73,300.00
TOTAL EXPENDITURES		106,225.00	8,420.89	5,517.55	97,804.11	7.93	106,225.00
NET OF REVENUES & EXPENDITURES		(32,925.00)	2,803.39	370.27	(35,728.39)	8.51	(32,925.00)

PERIOD ENDING 08/31/2022

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 08/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/22 INCR (DECR)	AVAILABLE BALANCE/ NORM (ABNORM)	% BDCY 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
251-000-694.000	Miscellaneous	0.00	2,222.00	2,222.00	(2,222.00)	100.00	0.00
Total Dept 000		299,300.00	2,222.00	2,222.00	297,078.00	0.74	299,300.00
TOTAL REVENUES		299,300.00	2,222.00	2,222.00	297,078.00	0.74	299,300.00
Expenditures							
Dept 000							
251-000-800.000	Professional/Contractual Serv.	0.00	1,065.00	(930.00)	(1,065.00)	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	1,065.00	(930.00)	187,081.00	0.57	188,146.00
TOTAL EXPENDITURES		188,146.00	1,065.00	(930.00)	187,081.00	0.57	188,146.00
Fund 251 - Brownfield Redevelopment:							
TOTAL REVENUES		299,300.00	2,222.00	2,222.00	297,078.00	0.74	299,300.00
TOTAL EXPENDITURES		188,146.00	1,065.00	(930.00)	187,081.00	0.57	188,146.00
NET OF REVENUES & EXPENDITURES		111,154.00	1,157.00	3,152.00	109,997.00	1.04	111,154.00

PERIOD ENDING 08/31/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		2022-23	
		AMENDED BUDGET	08/31/2022	NORM (ABNORM)	08/31/2022	INCR (DECR)	MONTH 08/31/22	NORM (ABNORM)	BALANCE	% BGD	ORIGINAL BUDGET
Fund 401 - Veteran's Memorial Fund											
Revenues											
Dept 000											
401-000-674.000	Contributed Capital Revenue	5,000.00	86.00		86.00		86.00	4,914.00	1.72	5,000.00	
401-000-694.000	Miscellaneous	0.00	204.00		0.00		0.00	(204.00)	100.00	0.00	
Total Dept 000		5,000.00	290.00		86.00		86.00	4,710.00	5.80	5,000.00	
TOTAL REVENUES											
Expenditures											
Dept 000											
401-000-955.000	Miscellaneous	5,000.00	0.00		0.00		0.00	5,000.00	0.00	5,000.00	
Total Dept 000		5,000.00	0.00		0.00		0.00	5,000.00	0.00	5,000.00	
TOTAL EXPENDITURES											
Fund 401 - Veteran's Memorial Fund:											
TOTAL REVENUES		5,000.00	290.00		86.00		86.00	4,710.00	5.80	5,000.00	
TOTAL EXPENDITURES		5,000.00	0.00		0.00		0.00	5,000.00	0.00	5,000.00	
NET OF REVENUES & EXPENDITURES		0.00	290.00		86.00		86.00	(290.00)	100.00	0.00	

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 08/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/22 INCR (DECR)	AVAILABLE BALANCE/ NORM (ABNORM)	% BGD USED	2022-23 ORIGINAL BUDGET
Fund 590 - SEWER FUND							
Revenues							
Dept 000							
590-000-626.000	Sewer Services	148,000.00	73,924.10	0.00	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	0.00	75,975.90	49.32	149,900.00
TOTAL REVENUES		149,900.00	73,924.10	0.00	75,975.90	49.32	149,900.00
Expenditures							
Dept 000							
590-000-702.000	Payroll - Full Time	23,000.00	3,212.88	2,039.68	19,787.12	13.97	23,000.00
590-000-715.000	Social Security	1,400.00	194.31	124.01	1,205.69	13.88	1,400.00
590-000-716.000	Hospital/Life Insurance	9,000.00	1,396.33	698.16	7,603.67	15.51	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	1,088.23	524.28	8,211.77	11.70	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	45.44	28.99	254.56	15.15	300.00
590-000-800.000	Professional/Contractual Serv.	25,000.00	31,829.90	31,829.90	(6,829.90)	127.32	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	0.00	5,374.00	49.30	10,600.00
590-000-920.000	Utilities	2,300.00	634.43	418.66	1,665.57	27.58	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	43,627.52	35,663.68	103,072.48	29.74	146,700.00
TOTAL EXPENDITURES		146,700.00	43,627.52	35,663.68	103,072.48	29.74	146,700.00
Fund 590 - SEWER FUND:							
TOTAL REVENUES							
149,900.00		149,900.00	73,924.10	0.00	75,975.90	49.32	149,900.00
146,700.00		146,700.00	43,627.52	35,663.68	103,072.48	29.74	146,700.00
3,200.00		3,200.00	30,296.58	(35,663.68)	(27,096.58)	946.77	3,200.00
NET OF REVENUES & EXPENDITURES							
TOTAL REVENUES - ALL FUNDS							
2,263,500.00		2,263,500.00	992,348.30	88,992.98	1,271,151.70	43.84	2,263,500.00
2,237,485.00		2,237,485.00	463,468.58	308,952.95	1,774,016.42	20.71	2,237,485.00
26,015.00		26,015.00	528,879.72	(219,959.97)	(502,864.72)	2,032.98	26,015.00
NET OF REVENUES & EXPENDITURES							



PARCHMENT VETERANS MEMORIAL COMMITTEE

650 S RIVERVIEW DRIVE – PARCHMENT MI 49004

Mayor Britigan and Commissioners,

I write to convey my sincere thanks for allowing the Veterans Memorial Committee to share in the City's ARPA funding. This grant will enable us to proceed with the development of plans and to engage a landscape firm. Our fundraising efforts will continue.

Your vision for our City's future, and your dedication to the continued viability of The City of Parchment are appreciated, and we thank you for your leadership.

You will receive periodic updates on our project.

Thankfully,

A handwritten signature in black ink, appearing to read "Rob Heasley", is written over a white background.

Rob Heasley for the Parchment Area Veterans Memorial Committee.



2022 MONTHLY PERMITS BY JURISDICTION

MONTH OF AUGUST 2022			
JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	10	\$ 1,395
COMSTOCK	ELECTRICAL	18	\$ 4,991
COMSTOCK	MECHANICAL	14	\$ 2,552
COMSTOCK	PLUMBING	6	\$ 930
COMSTOCK	SPECIAL - JURISDICTION	-	\$ -
COMSTOCK	SPECIAL - HOMEOWNER	2	\$ 110
TOTAL COMSTOCK		50	\$ 9,978
KALAMAZOO	BUILDING	16	\$ 2,475
KALAMAZOO	ELECTRICAL	26	\$ 3,623
KALAMAZOO	MECHANICAL	24	\$ 3,777
KALAMAZOO	PLUMBING	14	\$ 1,753
KALAMAZOO	SPECIAL - JURISDICTION	8	\$ 800
KALAMAZOO	SPECIAL - HOMEOWNER	-	\$ -
TOTAL KALAMAZOO		88	\$ 12,428
PARCHMENT	BUILDING	2	\$ 270
PARCHMENT	ELECTRICAL	2	\$ 225
PARCHMENT	MECHANICAL	2	\$ 226
PARCHMENT	PLUMBING	-	\$ -
PARCHMENT	SPECIAL - JURISDICTION	1	\$ 100
PARCHMENT	SPECIAL - HOMEOWNER	-	\$ -
TOTAL PARCHMENT		7	\$ 821
PINE GROVE	BUILDING	3	\$ 1,545
PINE GROVE	ELECTRICAL	6	\$ 1,208
PINE GROVE	MECHANICAL	4	\$ 777
PINE GROVE	PLUMBING	1	\$ 215
PINE GROVE	SPECIAL - JURISDICTION	-	\$ -
PINE GROVE	SPECIAL - HOMEOWNER	-	\$ -
TOTAL PINE GROVE		14	\$ 3,745
RICHLAND	BUILDING	14	\$ 10,453
RICHLAND	ELECTRICAL	16	\$ 4,314
RICHLAND	MECHANICAL	18	\$ 4,840
RICHLAND	PLUMBING	14	\$ 2,430
RICHLAND	SPECIAL - JURISDICTION	-	\$ -
RICHLAND	SPECIAL - HOMEOWNER	1	\$ 55
TOTAL RICHLAND		63	\$ 22,092
RICHLAND VILLAGE	BUILDING	1	\$ 170
RICHLAND VILLAGE	ELECTRICAL	-	\$ -
RICHLAND VILLAGE	MECHANICAL	1	\$ 125
RICHLAND VILLAGE	PLUMBING	-	\$ -
RICHLAND VILLAGE	SPECIAL - JURISDICTION	-	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	-	\$ -
TOTAL RICHLAND VILLAGE		2	\$ 295
TOTAL		224	\$ 49,359.00

REVENUE	REVENUE
AUGUST 2021	% PREV YEAR MONTH
\$ 44,937	109.8%

PERMITS	PERMITS
AUGUST 2021	% 2021 - YTD
214	105%



2022 MONTHLY PERMITS BY JURISDICTION

YEAR TO DATE AS OF: AUGUST 2022

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	109	\$ 167,233
COMSTOCK	ELECTRICAL	143	\$ 34,583
COMSTOCK	MECHANICAL	126	\$ 35,956
COMSTOCK	PLUMBING	48	\$ 7,831
COMSTOCK	SPECIAL - JURISDICTION	13	\$ 1,300
COMSTOCK	SPECIAL - HOMEOWNER	6	\$ 330
TOTAL COMSTOCK		445	\$ 247,233
KALAMAZOO	BUILDING	129	\$ 24,404
KALAMAZOO	ELECTRICAL	158	\$ 26,473
KALAMAZOO	MECHANICAL	187	\$ 30,388
KALAMAZOO	PLUMBING	74	\$ 9,715
KALAMAZOO	SPECIAL - JURISDICTION	40	\$ 4,000
KALAMAZOO	SPECIAL - HOMEOWNER	2	\$ 110
TOTAL KALAMAZOO		590	\$ 95,090
PARCHMENT	BUILDING	13	\$ 1,865
PARCHMENT	ELECTRICAL	20	\$ 2,743
PARCHMENT	MECHANICAL	18	\$ 2,264
PARCHMENT	PLUMBING	5	\$ 699
PARCHMENT	SPECIAL - JURISDICTION	7	\$ 700
PARCHMENT	SPECIAL - HOMEOWNER	1	\$ 55
TOTAL PARCHMENT		64	\$ 8,326
PINE GROVE	BUILDING	27	\$ 15,446
PINE GROVE	ELECTRICAL	48	\$ 7,881
PINE GROVE	MECHANICAL	52	\$ 8,500
PINE GROVE	PLUMBING	15	\$ 3,317
PINE GROVE	SPECIAL - JURISDICTION	0	\$ -
PINE GROVE	SPECIAL - HOMEOWNER	0	\$ -
TOTAL PINE GROVE		142	\$ 35,144
RICHLAND	BUILDING	96	\$ 64,708
RICHLAND	ELECTRICAL	119	\$ 28,162
RICHLAND	MECHANICAL	137	\$ 29,111
RICHLAND	PLUMBING	79	\$ 15,471
RICHLAND	SPECIAL - JURISDICTION	1	\$ 100
RICHLAND	SPECIAL - HOMEOWNER	2	\$ 110
TOTAL RICHLAND		434	\$ 137,662
RICHLAND VILLAGE	BUILDING	13	\$ 2,425
RICHLAND VILLAGE	ELECTRICAL	9	\$ 1,192
RICHLAND VILLAGE	MECHANICAL	16	\$ 2,122
RICHLAND VILLAGE	PLUMBING	5	\$ 620
RICHLAND VILLAGE	SPECIAL - JURISDICTION	0	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	0	\$ -
TOTAL RICHLAND VILLAGE		43	\$ 6,359
TOTAL KABA	YTD	1718	529,814.10

REVENUE	REVENUE
YTD - AUGUST 2021	% 2021 - YTD
\$ 449,117	118.0%

REVENUE
% 2022 YTD BUDGET
1.3%

PERMITS	PERMITS
YTD - AUGUST 2021	% 2021 - YTD
1607	106.9%

2022 MONTHLY CUMULATIVE TOTALS			
# PERMITS	REVENUE		
176	\$ 45,738		JAN
190	\$ 49,367		FEB
217	\$ 52,589		MAR
201	\$ 77,431		APR
219	\$ 51,760		MAY
267	\$ 154,211		JUN
224	\$ 49,359		JUL
224	\$ 49,359		AUG
-	\$ -		SEP
-	\$ -		OCT
-	\$ -		NOV
-	\$ -		DEC
1,718	\$ 529,814		2022

Permit List

09/01/2022

Building

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Constr. Value
PB22-18-374	1730 E G AVE	06-02-201-050	POST KEVIN L	Van Goye Home Inc	08/10/2022	\$170.00	\$14,880
Work Description: Demolish and remove existing 14' x 20' detached accessory structure and construct new 24' x32' post frame detached accessory structure with 8'x16' lean to per plans. NOT TO EXCEED 15' BUILDING HEIGHT							
PB22-18-380	526 ELMHURST	06-02-140-850	LAMBERT GERALD L	Character Exteriors	08/10/2022	\$100.00	\$0
Work Description: Re-roof: replace shingles and decking on entire roof							

Total Permits For Type: 2

Total Fees For Type: \$270.00

Total Const. Value For Type: \$14,880

Report Summary

Grand Total Fees: \$270.00

Grand Total Permits: 2

Grand Total Const. Value: \$14,880

Population: All Records
 Permit.DateIssued Between
 8/1/2022 12:00:00 AM AND
 8/31/2022 11:59:59 PM AND
 Permit.PermittType = Building
 AND
 Permit.BasicUsage = Residential
 AND
 GovernmentUnitList.UnitCode =
 18

Property Maintenance Inspections

Parchment

09/01/2022

Special Permit

Permit #	Job Address	Parcel Number	Owner	Contractor	Date Entere	Fee Total Due
PS22-18-025	104 ESPANOLA	06-02-320-010	THOMAS TIMOTHY A		04/27/2022	100.00
<i>Work Description:</i> Property Maintenance request from Parchment Property Maint. Re-inspection Completed: <u>08/30/2022</u> Property Maintenance Inspectio Completed: <u>04/28/2022</u>						

Total Permits: 1 Total Fees Due: \$100.00

Population: All Records
 Permit,PermitType = Special
 Permit AND
 GovernmentUnit,UnitCode =
 18 AND
 Permit,Status = HOLD (FBE)
 AND
 Permit,Category = Jurisdiction
 Request

KALAMAZOO AREA TRANSPORTATION STUDY

TECHNICAL COMMITTEE MEETING
MINUTES AUGUST 11, 2022 - 9:30 A.M.

CALL TO ORDER

The August 11, 2022 Technical Committee Meeting was called to order at 9:30 a.m. at Kalamazoo Metro, by Chair Minkus.

ROLL CALL

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

MEMBERS PRESENT

Christina Anderson	City of Kalamazoo
Muhammad Arif	City of Portage
Mickey Bittner	Village of Paw Paw (Wightman & Associates)
Kerry DenBraber	Michigan Department of Transportation, Transportation Service Center
Eric Feldt	City of Portage
Rachael Grover	Kalamazoo County
Kendra Gwin	City of Portage
Robert Henderson	Van Buren Public Transit
Jeff Heppler	Village of Augusta
Anna Horner	Oshtemo Township
Joel Hoort	Van Buren County Road Commission
Ryan Minkus, Chair	Road Commission of Kalamazoo County
Jesse Okeley	City of Kalamazoo
Dennis Randolph	City of Kalamazoo
Kathy Schultz	Central County Transportation Authority
Paul Sotherland	KATS Citizens Advisory Committee
Jodi Stefforia, Vice-Chair	Comstock Township
Nancy Stoddard	City of Parchment
Greg Vlietstra	Kalamazoo County Transportation Authority
Luke Walters	Michigan Department of Transportation, Statewide Planning
George Waring	City of Kalamazoo
Mark Worden	Road Commission of Kalamazoo County

OTHERS PRESENT

Phil Doorlag	Wightman & Associates
Jamie Harmon	City of Portage
Daniel Harrington	City of Portage
Megan Mickelson	Kalamazoo Area Transportation Study
Elizabeth Rumick	Kalamazoo Area Transportation Study
Hailey Savola	ROWE
Marlon Spinks	Michigan Department of Transportation State ITS Engineer

Steve Stepek, AICP
Ali Townsend

Kalamazoo Area Transportation Study
Kalamazoo Area Transportation Study

CHANGES OR ADDITIONS TO THE AGENDA

There were no changes or additions to the agenda.

APPROVAL OF THE AGENDA

Heppler moved, and it was duly seconded by Schultz, ***“to approve the agenda of the August 11, 2022 Technical Committee Meeting.”*** MOTION CARRIED.

MINUTES FROM THE MAY 12, 2022 MEETING

Heppler moved, and it was duly seconded by Arif, to ***approve the minutes from the May 12, 2022 Technical Committee Meeting.”*** MOTION CARRIED.

POLICY COMMITTEE REPORT

Steppek reported on behalf of the Kalamazoo Area Transportation Study (KATS) Policy Committee. The Policy Committee met June 29, 2022 and introduced draft updated KATS Financial Policies and Member Dues Increases which will be presented for approval at the August meeting.

PUBLIC COMMENTS

No citizens comments were made.

SYSTEM ENGINEERING ANALYSIS PRESENTATION

Steppek introduced Marlon Spinks, Michigan Department of Transportation (MDOT) State Intelligent Transportation System (ITS) Engineer. Through a PowerPoint presentation, Spinks went through the new federal requirement of the System Engineering Process that applies to all projects that have technology or systems involved. System engineering must include 1. Architecture compliance, 2. Participating agency roles and responsibilities (include all stakeholders) 3. Requirements definitions (written specifically for that system to function so no assumptions are needed) 4. Analysis of alternative system configurations/technologies (explore whether or not there may be a simpler low cost solution that may work) 5. Procurement options (how will it be paid for, funding sources should be defined early on) 6. Identification of standards 7. Operations and maintenance (explain who will operate, maintain and update the system). As explained [at this link](#) to the “V” Diagram, The Systems Engineering Lifecycle Process begins with decomposition and definition, followed by implementation, and ends with integration and recomposition. MDOT requires Form 2560- Regional ITS Architecture Conformance and Maintenance Documentation Form and Form 1468- System Engineering Review Form (SERF). The presentation is also included following the minutes.

SAFE STREETS AND ROADS FOR ALL DISCUSSION

Steppek provided information that several discussions have ensued regarding the focused, discretionary grant that would require Kalamazoo Area Transportation Study to prepare a safety plan. Through the scoring process of grants, it has been determined that it is not cost effective to pursue funding from this grant. The grant applies only to disadvantaged transportation users defined by federal highway. There is only one area within Kalamazoo County eligible for the funds. The City of Kalamazoo may apply for funding on their own. The other obstacle is the scaling of the grant since the minimums are \$3 million dollars and \$5 million dollars, for rural and urban areas respectively.

PUBLIC TRANSPORTATION UPDATES

Schultz announced consultant Four Square will present draft recommendations from the Comprehensive Operations Analysis at the September 26, 2022 board meeting. Stakeholders will be contacted for feedback and public meetings will be held. Implementing any proposed changes such as microtransit options or route adjustments will take time. The final report is expected in October. Schultz expressed appreciation for press releases and other communications regarding construction that impacts bus routes and stops. Please continue providing information to Schultz so bus service to the public is disrupted as little as possible. Arif asked how the ridership level is. Schultz answered it is steady. Due to Metro's recent strong pool of new drivers, they hope to be able to add additional service hours.

STATUS REPORTS

ROADS-

DenBraber with the Michigan Department of Transportation gave an update on the I-94 Portage Road project. The barrier wall is being painted. On September 20, 2022 Westbound lanes will be switched to eastbound lanes so pavement work can begin on the westbound lanes.

Horner reported Oshtemo Township Downtown Development Authority entered into a contract to purchase an Atlantic Avenue road extension that is part of the Master Plan.

Heppler from the Village of Augusta announced the Washington Street project is complete. Design is underway for the 2024 Washington Street bridge project. The Village has applied to become a Trailhead Town since the North County Trail is in Augusta. The Village is working with Kalamazoo County on chip seal projects.

Randolph reported the City of Kalamazoo Stadium Drive project is on schedule with paving planned for next week. The street portion of the project should be complete for the first Western Michigan University home football game. Signal upgrading will then follow. Paving will occur today through the weekend on Portage Street. Resurfacing is wrapping up on Miller Road. Kilgore Road will be paved later in the season. The Parkview Avenue project is underway with paving anticipated this fall. Contractor delays have caused the Rose Street project to fall behind schedule. Work is being done on the Capital Improvement Plan and Master Schedule to coordinate design needed for the 2-way street conversion project. In addition to traffic calming measures recently implemented on Westnedge and Park, bike lanes and street parking was added. Bike boxes will be installed in the same area in September. Bike Wave barriers were recently installed along West Lovell Street to provide a dedicated and protected pedestrian/bike lane.

Hoort reported a project is underway on Red Arrow Highway in the Village of Paw Paw from the Village to CR 671. Anticipated completion is the first week of October.

Harmon provided the update for the City of Portage. Micro surfacing on South Westnedge was completed in July. Mill and resurfacing in process on Lovers Lane. The Lovers Lane project is expected to be complete by the end of August. Final paving was completed yesterday on the Romance Road project from Angling to Oakland. The road is now open to traffic. The Angling Road storm drainage improvement project is anticipated to wrap up at the end of August. There is a lane closure on Portage Road north of Milham for a water main installation project. This project should be complete in the next few weeks.

Minkus announced all of the 2022 federal aid Road Commission of Kalamazoo County (RCKC) projects are wrapped up for the year except the one on Barney. Paving should be done soon with anticipated completion in September or October. 2023 projects are starting to be turned in for obligation and letting. RCKC was contacted by the Michigan Department of Transportation (MDOT) to put together a bridge bundle for bridge funding available through the Federal Highway Administration. Two bridges in our region will be included in the bundle: the T S Avenue bridge in Pavilion Township, and the 40th Street bridge in Wakeshma Township. Due to the poor condition of both of these bridges, they were closed indefinitely in June 2022. Both Pavilion and Wakeshma Townships have submitted Resolutions of Support for bridge funding. RCKC has begun budgeting and Capital Improvement

Program planning. The MDOT Local Federal Aid buyout program has been completed. Awarded exchanges were announced. Notifications will be released in November. Local Agencies will be contacted in January. RCKC is hiring multiple positions; check the website for more information.

LAND USE/PLANNING AND ZONING-

Feldt updated the City of Portage signed a contract with a planning consultant to update the Comprehensive Plan. The city is seeking to hire additional Community Development Planners. Portage continues to see development of new housing and as a result has approved rezoning to support higher densities due to current market demand. Portage is also experiencing commercial renovation and industrial use expansion.

Stefforia reported Comstock Township is working on its 5-year Master Plan update. Comstock Township has become only the third township in the state to be certified as a Redevelopment Ready Community. A celebration will be held on August 16, 2022 at Merrill Park from 10:30 a.m. to 11:30 a.m.

DenBraber announced the Michigan Department of Transportation Southwest Region has two open Planner positions.

Horner explained Oshtemo Township designated \$225,000 in 2023 to update access management and transportation in its master plan. Current housing issues will be addressed.

Walters reported the Michigan Department of Transportation will submit the Kalamazoo Area Transportation Study Transportation Improvement Program to the Federal Highway Administration and the Federal Transit Administration August 15, 2022. Approval is anticipated by October 1, 2022. Final obligation packages should be submitted to the Local Agency Program by August 22, 2022.

Stoddard reported the City of Parchment is working toward Redevelopment Ready Community status.

Heppler stated the Village of Augusta rezoning is ongoing. Heppler pointed out the Kalamazoo County City Commissioners have distributed about \$7 million dollars for housing improvement throughout the County. We can continue to work to obtain grants to assist our communities.

Anderson invited attendees to the Michigan Association of Planning event at the downtown Kalamazoo Public Library August 19, 2022 from 10:00 a.m. to noon. Please RSVP to Andrea Brown, AICP at abrown@planningmi.org. Engagement for the City of Kalamazoo 2-way downtown street conversion is ongoing. Input is scheduled during all of August Lunchtime Lives at Bronson Park. Another public meeting is scheduled August 19, 2022 from 4:30 p.m. to 6:30 p.m. at Arcadia Festival Site. A business forum will be held later this month with Southwest Michigan First. The City will host engagement over the next two months for the Northside Cultural Business District Authority. Kalamazoo received nearly \$6 million dollars from the U.S. Department of Transportation's Rebuilding American Infrastructure with Sustainability and Equity (RAISE) discretionary grant program. The funds will be used for the redesign of downtown streets project.

Grover provided an update that the new Kalamazoo County Pictometry aerials are up on the partner Pictometry Connect Explorer portal but are planned to be available on the public GIS portal in September. Pavilion Township passed its first Brownfield Plan related to a large site that is planned for redevelopment in coordination with the landbank, the township and the developer. Road upgrades necessary to handle anticipated increased traffic as a result of this plan will be funded with the Brownfield Tax Increment Financing. This is a reminder of the benefit of Tax Increment Financing available through a qualifying Brownfield Plan. This plan will be presented to the County Commissioners next week with a public hearing planned on August 16, 2022.

NEW BUSINESS

Steppek reported the Census Bureau plans to announce the final delineation of Urban Areas based on the 2020 Census in December 2022. This delay may require realignment of the Kalamazoo Area

Transportation Study (KATS) projects since federal funding levels are based on population. Stepek reminded attendees to turn in time sheets. KATS is interested in obtaining volunteers to establish a non-motorized count program subcommittee. The subcommittee would determine vendors to purchase counters from, establish a non-motorized count process, and decide where and how the gathered data would be stored. Email Stepek if you are interested in being on the subcommittee. Be on the look out for emails from KATS Staff requesting data to incorporate new federal guidance on resiliency and related climate change in the Metropolitan Transportation Plan. KATS Staff is wrapping up PASER Road Ratings for the required areas. Ratings of smaller, local roads will follow. If agencies have hired consultants for road ratings, remit the invoices to KATS for reimbursement by the end of September. There are COVID-related carry-over funds available. KATS Staff Mickelson and Townsend are riding bikes to collect sidewalk inventory data. Mickelson added the Non-Motorized Subcommittee met a few weeks ago. Updates and corrections are being made to the non-motorized facility network map. Stepek announced Transportation Improvement Program (TIP) Amendments are being planned for September. Since it is prior to the new TIP being approved, we will amend the Fiscal 2023 TIP under the assumption that our TIP will be approved by Federal Highway Administration by October 1, 2022. Submit changes to Stepek by August 26, 2022. Stepek congratulated Walters as this year's recipient of the Michigan Transportation Planning Association Annual Award. Attendees applauded Walters accomplishment.

PUBLIC COMMENTS

Sotherland thanked committee members for efforts on prioritizing and improvements made to non-motorized infrastructure within the region.

ADJOURNMENT

The meeting adjourned at 10:38 a.m.

The next meeting of the Kalamazoo Area Transportation Study Technical Committee will be held on Thursday, September 8, 2022 at 9:30 a.m.



Parchment School District
520 North Orient Street
Parchment, MI 49004
(269) 488.1050 PHONE
(269) 488.1060 FAX
www.parchmentschools.org

September 14, 2022

Dear Parchment City Council:

The Parchment High School Student Council is seeking permission to present a fireworks display during our Homecoming half-time festivities. Homecoming is Friday, September 30th. The fireworks display is being launched and donated by American Traditions. American Traditions is owned by Bill and Jerry Fayling. American Traditions has launched fireworks at Parchment Homecoming half-time shows 8-10 times over the last 10-15 years.

American Traditions
12127 East G Ave
Agusta, MI 49012
Owners: Bill and Jerry Fayling
269-271-4311

I contacted both the Kalamazoo Township Police and Fire department. Both are onboard with this request.

If you have any questions or concerns, Jodie McManus at 488-1173.

Sincerely,

Jodie McManus
Parchment High School
Student Council Advisor

PUBLIC SAFETY SERVICES AGREEMENT

This Agreement is between the City of Kalamazoo (“City”), 241 W. South, Kalamazoo, MI 49007, through its Department of Public Safety (KDPS) and the City of Parchment (“Parchment”), 650 South Riverview Drive, Parchment, MI 49004.

Recitations:

1. The City and Parchment have determined that it is in each of their interests for the City to provide fire inspectors for the purposes of site plan reviews for Parchment.
2. The City is agreeable to assigning certified inspectors as needed to perform site plan reviews.
3. Parchment is agreeable to paying the costs associated with the assigned fire inspector’s salary and benefits as defined below.

Therefore the City and Parchment agree as follows:

1. Personnel

The City agrees that:

- The assigned fire inspectors will be selected by the Chief of Public Safety based on availability and workload.
- The fire inspectors shall at all times remain under the supervision of KDPS and abide by all the Policies and General Orders of KDPS.
- The assigned fire inspectors will be provided a vehicle to use during the course of their duties.
- The fire inspectors shall be required to follow any workplace rules as set forth by Parchment.

Parchment agrees that:

- The fire inspectors will be permitted to take designated breaks as defined in the collective bargaining agreement.
- It will, as permitted by law, reimburse the City for any workers compensation claim, action, assessment, loss, judgment, or arbitration, including expenses incurred in defending any workers compensation claim, asserted against or incurred by the City by reason of or resulting from the acts or failures to act of Parchment and/or its employees, former employees or agents in accordance with any duty imposed by federal or state law, including common law, or regulation.

2. Activities

The KDPS fire inspectors are to provide site plan reviews for Parchment which may include but are not limited to the following:

- Meeting with and coordinating with Parchment staff relative to site plans
- Site plan reviews of current and proposed buildings, structures, and properties
- Meeting with vendors and contractors
- Conduct site/field visits as needed and request changes on behalf of the Authority Having Jurisdiction (AHJ)

3. Payment

The City, through KDPS, will bill Parchment which will include:

- Flat rate of \$70 per hour (per inspector)
- Rate will be billed in ¼ hour increments for all time spent
- A 10% administrative fee of actual costs which is intended to cover the overhead costs of the City which include KDPS vehicle, uniforms, equipment, and supervision expenses
- The City will bill Parchment for actual costs at an approximate month basis (every 3 months) based on the KDPS payroll period and billing cycles of the City.

4. Effective Date, Term of Agreement and Conditions

- The services contemplated under this Agreement shall be provided for a term of 3 years to commence on _____, 2022, and end on _____, 2025.
- This Agreement may be terminated before the end of its term by written agreement of the parties or by 30 days written notice by one party to the other to the attention of the representative listed herein.
- This Agreement may only be amended in writing by agreement of the parties.
- None of the provisions of this Agreement shall be construed against a party solely by the virtue of the fact that any such provision was drafted by legal counsel representing such party.
- This Agreement is in furtherance of a governmental function and the parties recognize that the City is not engaging in a proprietary function and shall retrain for itself and its officers and employees all defenses permitted by law, including, but not limited to, that of governmental immunity.
- The City shall be solely liable for the acts and omissions of the KDPS personnel assigned to provide the services contemplated by this Agreement.

5. Liaison

Communications and details concerning this Agreement shall be directed to the following Agreement representatives or their successors:

KDPS

Assistant Chief Ryan Tibbets
Kalamazoo Department of Public Safety
150 E Crosstown Parkway, Ste. A
Kalamazoo, MI 49001
Office – 269-337-8243
tibbetsr@kalamazoocity.org

CITY OF PARCHMENT

Nancy R. Stoddard
City Manager
650 South Riverview Drive
Parchment, MI 49004
Office – 269-492-3263
manager@parchment.org

CITY OF PARCHMENT

Nancy R. Stoddard
City Manager

Date

CITY OF KALAMAZOO

James K. Ritsema
City Manager

Date

Tree Planting Process Overview 2022

The ReLeaf Michigan tree planting program is a collaborative effort between the community/school where the trees will be planted, ReLeaf Michigan, and the funder, if applicable. The planting process is, for the most part, turnkey, with ReLeaf Michigan handling all details and the municipality/school providing in-kind services such as digging planting holes in advance, offloading trees from the nursery, and placement next to planting holes, etc. All trees must be planted on public property or property available to the public. A tree maintenance agreement must be signed upfront to determine who is responsible for the trees going forward. All trees must be planted by volunteers (municipal staff is welcome to participate, of course). ReLeaf Michigan is an educational non-profit tree organization. Our goal is to provide a hands-on planting opportunity for participants who will become comfortable enough to go to their local nursery and buy a tree for planting on their private property, thus increasing the overall tree canopy of the community. Here is an overview of how our process works:

Once you have agreed to participate, a project forester will be assigned. The project forester will contact you to schedule a site visit to review the proposed location(s). Before the initial site visit, the project forester assigned will send you a document with questions specific to the planting process. This will serve as the basis for the site visit, and we have found that when completed, it pretty much covers everything that will happen and determine who is responsible for what. You do not need to fill it out; it's just a heads-up about what we'll need to cover. The project forester will also come prepared to discuss recommended tree species to fit the site and conditions for the location you have in mind. There is no set list of trees, and we are open to what you may have in mind. The list of trees will be jointly determined. Please note that while we strive to plant native trees, a non-native might be a better choice for the site. The trees will vary in size from 1 1/2" to 2" caliper, depending on the species desired. Depending on the size of trees we purchase, a front-end loader or landscape forks may be needed to offload the trees when the nursery delivers them.

- Once the location is agreed upon, the project forester will assist with staking the locations for the trees if you so wish.
- Due to insurance restrictions, it will be the responsibility of the municipality/school to call Miss Dig. The MISS DIG confirmation number must be sent to the project forester one week before the planting date.
- ReLeaf Michigan will arrange for the purchase and delivery of the trees
- The health of the trees is guaranteed by the nursery at the time of delivery, but not beyond that. The project forester will either select/tag the trees at the nursery or be present when they are delivered.
- The municipality/school will be responsible for off-loading the trees
- The municipality/school will dig the holes in advance of the day of planting. Digging is best done with an auger, but a backhoe will also work. Trees are typically delivered a day or two before the planting and must be placed next to the planting hole (not in).
- The municipality/school will arrange for mulch and water sources on planting day.

The project forester will also discuss securing the planting holes before the planting and the availability of a water source. ***A representative from the DPW of the municipality or the school's facilities department must be involved in the site visit and the rest of the project planning, as we will rely on them for in-kind services related to the planting event.***

The trees will need to be planted by volunteers. As an educational non-profit, one of our objectives is knowledge transfer. Hopefully, by physically participating in a planting, folks will become more comfortable regarding how to plant and will then go to a local nursery and purchase a tree for their home. One of the most critical items to be discussed will be the name of someone from your organization who is willing to serve as the point person for securing volunteers. We will assist in that process by providing an event release and flyer, which you will approve in advance, to help publicize the planting via municipality/school websites and social media venues. ReLeaf Michigan will do the same. A 3' x 6' banner will be made to acknowledge the planting and planting partners and will be left on site.

Planting day will start with light refreshments provided ideally by the municipality/school so folks can mingle and sign in. A short ceremony follows, which the project forester will emcee. We ask that a representative from the municipality/school be present to say a few words. A planting demonstration will be performed, and the volunteers will be divided into groups to plant the trees. ReLeaf Michigan will provide other staff to assist the project forester in quality control.

Tree gators (green watering bags) to assist in watering during the first couple of growing seasons are included for each tree.

Twelve months later, the project forester will set up a date/time to meet on-site with the individual/group responsible for ongoing maintenance to review the trees' health and answer any maintenance questions.

For questions, please email Melinda Jones, Executive Director, ReLeaf Michigan, at mjones@ReLeafMichigan.org or call 734-718-2702.



Planting Trees, Growing Communities

ReLeaf Michigan Contracted Services

Thank you for considering ReLeaf Michigan, Inc. to assist with your tree planting event. Each planting event consists of multiple action items that ReLeaf Michigan is able and willing to assist with, however, we recognize that each item may not apply to every situation. For us to better understand and meet your needs, please select which tasks you wish ReLeaf Michigan to include in our contracted services.

Requesting Organization: _____ Proposed Planting Date: _____

(Non-negotiable) Contact identified community and set up a 30-minute zoom call to explain the process and responsibilities; requesting organization, funder, municipality/school and DPW or individual tasked with the provision of in-kind services.

Site Visit – Includes tree species selection based on site and soil conditions, a summary of action items sent via email after a visit

Procurement of trees through an internal competitive bid process

Procurement & delivery of gator bags

Stake tree locations

Tagging – Visit to the wholesale nursery to select specimens to ensure quality plant material

On-location oversight of unloading and/or placement of trees

(Non-negotiable) drive by evening/day before to perform corrective pruning, check root ball and pre-dug holes

Planting Day – Includes planting demonstration and oversight

Additional technical support – Quality control on planting day

Manage volunteer registration and waivers

Produce planting day flyer and event release, and share opportunity on ReLeaf social media platforms

Banner – 3'x6' vinyl banner acknowledging all partners, left on site

Electronic thank you to all volunteers

(Non-negotiable) Follow-up visit – 12-month return visit to assess tree health & maintenance recommendations

X Signature of Requesting Representative



Three Year Tree Maintenance Agreement

This agreement addresses watering, pruning, monitoring of health, and other routine and corrective actions related to the trees being planted. While the trees planted are guaranteed to be disease/virus free and in good condition when planted **there is no tree replacement guarantee**. Rate of survival is a critical metric to this grant and the awarding of others. Therefore, as part of this agreement; an onsite meeting with a ReLeaf Michigan representative and the individual directly responsible for the maintenance of the trees planted as part of this opportunity will be arranged one year after the planting to walk the site and discuss maintenance related issues, remedial action and to answer questions.

Name of Municipality/School _____

Signature of city/village/town/county/township - manager/mayor/administrator/supervisor/school official or requesting organization to signify agreement and commitment to maintain trees planted as a part of this project:

(Signature/Title) (Date)

Signature of municipality or school individual (city/village forester, DPW Director/Supervisor, Park Supervisor, head of school maintenance etc.) who is directly responsible for the maintenance of the trees planted to signify agreement and commitment to maintain trees planted as a part of this project. Also, to agree to meet with a ReLeaf Michigan representative one year later after the planting to walk the site and discuss maintenance related issues.

(Signature/Title) (Date)

Received by:

(Name of ReLeaf Michigan Representative) (Date)

Yearly Maintenance Schedule:

Year 1:

- Watering schedule – Water twice a week by hand for a total of 15 gallons per week **OR** provide gator bags for each tree and fill once a week
- Mulching – replenish yearly
- Weeding around trees will be based on watering schedule
- Tree health inspection – Monitor trees for health and arrange for appropriate treatment if insect, disease, or improper cultural practices are present
- Prune only if necessary
- Stake only if necessary
- Check for mower/weed whip damage, vandal damage and animal damage
- Do not fertilize. Fertilizer applied to newly transplanted trees can excessively dry roots (burning)
- Remove all tags from the tree

Year 2:

- Continue watering schedule
- Mulching – replenish yearly
- Weed around trees
- Pruning as necessary
- Remove any stakes and ties
- Check for any insect or disease problems on the new trees and surrounding trees

Year 3: Same as year 2