AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

March 18, 2024
7 P.M.

Parchment City Commission

Mayor Robert D. Britigan III

Vice Mayor Thomas Jordan
Commissioner Doug Fooy
Commissioner Robin Madaras
Commissioner Michael Conner
Commissioner Tammy Cooper
Commissioner Justin Mendoza

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 March 4, 2024

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. 1511 – action
ii. Credit Card Statement for February 2024 – action
iii. 2024 February Financial Reports - receive
iv. Joint Meeting Minutes, CC, PC, & ZBA 2-28-2024 - receive
v. Kindleberger Park Sunken Garden – Nickens Wedding – receive
vi. KABA 2024 March Report - receive

8. **Unfinished Business**

A. Republic Waste Services, Jack Brown, Municipal Services Manager – action
B. Republic Services Waste Removal Proposals - action

9. **New Business**

A. Request for Live Animals at the Scottish Festival - action
B. Request for Little League Parade - action
C. Fire Department Proposals - 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**

City of Parchment
Check Register Report
Warrant 1511

Check	Check Date	Vendor Name	Description	Amount
37997	03/04/2024	CERTASITE, LLC	FIRE EXT - MAINT/EXCHANGE	365.17
37998	03/04/2024	COMPANION LIFE	LIFE & AD&D INS - MARCH - LIFC3712	66.50
37999	03/04/2024	CONSUMERS ENERGY	CITYWIDE MONTHLY ENERGY USE	3,203.26
38000	03/04/2024	VOID		0.00
38001	03/04/2024	DERIC JORDAN	ELECTION - FEBRUARY 27, 2024	160.00
38002	03/04/2024	FISHBECK	PARCHMENT MILL SITE #2 MULTIPURPOSE GRA	6,196.24
38003	03/04/2024	FORD, KRIEKARD, SOLTIS & WISE	POLICE MATTERS - JANUARY	481.25
38004	03/04/2024	J & H OIL COMPANY	FUEL CHARGES 02/01 TO 02/15/24	275.04
38005	03/04/2024	JEANNE DRENTH	ELECTION - FEBRUARY 27, 2024	160.00
38006	03/04/2024	KALAMAZOO TOWNSHIP	POLICE + FIRE SERVICES CONTRACT - MARCH Pol $36,684.50; Fire $5575.00	42,259.50
38007	03/04/2024	KAREN HEASLEY	ELECTION - FEBRUARY 27, 2024	160.00
38008	03/04/2024	MLIVE MEDIA GROUP	SEWER BOND ORDINANCE	2,499.15
38009	03/04/2024	NANCY STODDARD	ZOOM - ONLINE MEETING PLATFORM	16.95
38010	03/04/2024	PARMATER, SHERRY	2023 Sum Tax Refund 06-02-181-180	343.11
38011	03/04/2024	POINT AND PAY	MONTHLY SERVICE FEE - JANUARY	50.00
38012	03/04/2024	PREIN & NEWHOF	SANITARY INFRASTRUCTURE IMP - USDA - THR USDA $4234.75, Commerce $357.50	4,592.25
38013	03/04/2024	PUBLIC MEDIA NETWORK	DIRECT TV FRANCHISE FEE - OCT - DEC	2,522.47
38014	03/04/2024	ROSALIND STUTZ	ELECTION - FEBRUARY 27, 2024	160.00
38015	03/04/2024	SCOT HENDERSON	ELECTION - FEBRUARY 27, 2024	160.00

Account Number: XXXX XXXX XXXX 1546
Statement Closing Date: 02/26/24

Cardholder Account Summary cont.

Name and Account Number	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
CAMRON J BOEKHOVEN XXXX XXXX XXXX 9114	$3,000	$0.00	$820.21	$0.00	$820.21
TY J WOLTHUIS XXXX XXXX XXXX 7674	$3,000	$0.00	$13.82	$0.00	$13.82
SHANNON STUTZ XXXX XXXX XXXX 9125	$5,000	$0.00	$1,358.35	$0.00	$1,358.35

Cardholder Account Activity

BILL CAHILL	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 1801	$5,000	$0.00	$765.98	$0.00	$765.98

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
01/29	01/26	85179244028700554097934	STEENSMA LAWN AND POWE 269-375-6476 MI		$615.99
02/14	02/12	02305374044100126274508	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		$149.99

JIM DUBY	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 1892	$3,000	$66.31	$1,362.20	$0.00	$1,295.89

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
02/01	01/31	55436874032730322102765	GRAINGER LAKE FOREST IL		$66.31
02/01	01/31	55446414032081290045476	ETNA DISTRIBUTORS, LLC GRAND RAPIDS MI		$125.82
02/01	01/31	72301384031900010500053	SHARP SHOP KALAMAZOO MI		$126.46
02/02	02/01	55436874033730337196983	GRAINGER LAKE FOREST IL		$29.12
02/05	02/02	55436874034730348029826	GRAINGER LAKE FOREST IL		$16.50
02/05	02/02	75500594033900011100022	HCS - HHW KALAMAZOO MI		$380.48
02/07	02/06	55432864037204411324623	LOWES #00765* KALAMAZOO MI		$160.92
02/12	02/01	55436874040730337197677	GRAINGER LAKE FOREST IL		-$66.31
02/21	02/20	55263524052962705636580	CABELA'S ONLINE U.S. SPRINGFIELD MO		$277.70
02/22	02/21	55432864052208871888423	AMZN MKTP US*RW27G67S0 AMZN.COM/BILL WA		$178.89

CAMRON J BOEKHOVEN	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 9114	$3,000	$0.00	$820.21	$0.00	$820.21

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
01/30	01/29	55309594029838004024224	NAPA AUTO KALAMAZOO EA KALAMAZOO MI		$13.27
02/08	02/06	85443944038980000514970	EXTREMETACTICALDYNAMIC JUPITER FL		$277.96
02/09	02/07	02305374039100129008579	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		$96.16
02/15	02/13	02305374045100122982376	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		$252.26
02/20	02/19	15270214050000882879080	EBAY O*01-11212-39534 SAN JOSE CA		$116.59
02/23	02/21	02305374053100156361025	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		$63.97

TY J WOLTHUIS	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 7674	$3,000	$0.00	$13.82	$0.00	$13.82

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
02/21	02/19	02305374051100135697012	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		$13.82

SHANNON STUTZ	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 9125	$5,000	$0.00	$1,358.35	$0.00	$1,358.35

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
01/29	01/27	05410194028105414372358	QUILL CORPORATION QUILL.COM SC		$112.56

(transactions continued on next page)

Cardholder Account Activity cont.

01/29	01/28	55432864028201693622311	SPECTRUM 855-707-7328 MO	$119.98
02/01	01/31	55463154031400389000013	CROWN TROPHY #104 PORTAGE MI	$12.08
02/05	02/01	85140514033900012200014	CORNERSTONE OFFICE SYS AVALENCE@CORN MI	$273.00
02/06	02/05	55500364036872810570647	MARANA GROUP KALAMAZOO MI	$492.73
02/08	02/07	82711164038000009496223	PIXELVINE FREEPORT MI	$89.75
02/14	02/13	82711164044000009096793	PIXELVINE FREEPORT MI	$75.00
02/22	02/21	55310204053083708269955	AMAZON.COM*RW4VZ5A12 SEATTLE WA	$33.28
02/26	02/23	55432864054209438741798	SPECTRUM 855-707-7328 MO	$149.97

PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/29/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-404.000	Tax Revenue	800,800.00	800,874.00	0.00	(74.00)	100.01
101-000-405.000	Taxes - Industrial Facilities	2,200.00	2,207.00	0.00	(7.00)	100.32
101-000-441.000	Local Community Stab Share Tax	144,200.00	49,062.37	0.00	95,137.63	34.02
101-000-445.000	Penalty on Taxes	4,000.00	2,452.11	281.35	1,547.89	61.30
101-000-448.000	1% Collection Fees	33,400.00	33,306.97	1,559.73	93.03	99.72
101-000-451.000	License and Fees	15,450.00	2,939.85	315.00	12,510.15	19.03
101-000-452.000	Cablevision Fees	16,171.00	10,008.48	2,905.69	6,162.52	61.89
101-000-453.000	Recreation Fees	2,700.00	0.00	0.00	2,700.00	0.00
101-000-454.000	Solid Waste Collections	140,080.00	61,695.96	1,546.49	78,384.04	44.04
101-000-528.000	Other Federal Funding	32,228.00	0.00	0.00	32,228.00	0.00
101-000-540.000	State Grants	0.00	10,007.35	0.00	(10,007.35)	100.00
101-000-544.000	State Grant - Water Plant	58,000.00	48,960.00	0.00	9,040.00	84.41
101-000-575.000	State Sales Tax	250,000.00	169,063.00	40,776.00	80,937.00	67.63
101-000-632.000	Charges for Services Rendered	1,000.00	0.00	0.00	1,000.00	0.00
101-000-662.000	Traffic Fines	8,000.00	1,153.02	46.20	6,846.98	14.41
101-000-664.000	Interest on Investments	4,800.00	4,629.72	383.77	170.28	96.45
101-000-676.000	Transfers From Other Funds	127,000.00	0.00	0.00	127,000.00	0.00
101-000-680.000	Reimbursement for Overhead	120,000.00	0.00	0.00	120,000.00	0.00
101-000-694.000	Miscellaneous	20,000.00	9,394.93	1,017.00	10,605.07	46.97
101-000-695.000	Other Financing Sources	5,600.00	3,209.43	2.21	2,390.57	57.31
Total Dept 000		1,785,629.00	1,208,964.19	48,833.44	576,664.81	67.71
TOTAL REVENUES		1,785,629.00	1,208,964.19	48,833.44	576,664.81	67.71
Expenditures						
Dept 100 - Legislative						
101-100-703.000	Payroll - Part Time	9,000.00	5,945.00	1,450.00	3,055.00	66.06
101-100-715.000	Social Security	1,079.00	249.55	40.30	829.45	23.13
101-100-720.000	Worker's Compensation	296.00	0.00	0.00	296.00	0.00
101-100-722.000	Medicare	252.00	58.34	9.42	193.66	23.15
101-100-740.000	Operating Supplies	721.00	711.50	395.00	9.50	98.68
101-100-800.000	Professional/Contractual Serv.	12,360.00	10,085.00	0.00	2,275.00	81.59
101-100-830.000	Memberships & Dues	1,545.00	110.00	0.00	1,435.00	7.12
101-100-860.000	Institutes & Training	0.00	1,125.74	350.00	(1,125.74)	100.00
101-100-880.000	Community Promotion	1,030.00	225.00	75.00	805.00	21.84
101-100-880.001	Wassailing Contribution	2,060.00	1,239.83	167.01	820.17	60.19
101-100-900.000	Printing & Publishing	5,150.00	570.84	0.00	4,579.16	11.08
101-100-955.000	Miscellaneous	309.00	0.00	0.00	309.00	0.00
101-100-999.000	Transfer to other Fund	24,212.00	24,211.69	0.00	0.31	100.00
Total Dept 100 - Legislative		58,014.00	44,532.49	2,486.73	13,481.51	76.76
Dept 200 - Administration						
101-200-702.000	Payroll - Full Time	136,690.00	81,513.72	10,458.37	55,176.28	59.63
101-200-703.000	Payroll - Part Time	49,440.00	28,553.37	3,193.20	20,886.63	57.75
101-200-715.000	Social Security	10,815.00	6,237.82	773.10	4,577.18	57.68
101-200-716.000	Hospital/Life Insurance	72,680.00	37,968.96	4,746.12	34,711.04	52.24
101-200-716.001	Insurance Deductible	4,000.00	856.62	0.00	3,143.38	21.42
101-200-718.000	Pension	36,000.00	25,481.33	3,482.00	10,518.67	70.78
101-200-719.000	Hospital Insurance - Retirees	0.00	3,977.19	2,590.54	(3,977.19)	100.00
101-200-720.000	Worker's Compensation	725.00	0.00	0.00	725.00	0.00
101-200-722.000	Medicare	2,498.00	1,458.86	180.82	1,039.14	58.40

PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/29/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-200-724.000	ICMA Retirement Benefit	9,800.00	0.00	0.00	9,800.00	0.00
101-200-730.000	Postage	8,137.00	3,499.36	0.00	4,637.64	43.01
101-200-740.000	Operating Supplies	2,060.00	4,137.59	418.55	(2,077.59)	200.85
101-200-775.000	Repair & Maintenance Supplies	2,163.00	605.47	0.00	1,557.53	27.99
101-200-800.000	Professional/Contractual Serv.	23,558.00	17,606.85	1,699.75	5,951.15	74.74
101-200-805.000	Computer Services	9,785.00	7,773.16	1,376.41	2,011.84	79.44
101-200-830.000	Memberships & Dues	1,236.00	1,091.50	7.50	144.50	88.31
101-200-850.000	Communications	7,519.00	6,320.66	873.59	1,198.34	84.06
101-200-860.000	Institutes & Training	1,339.00	814.19	0.00	524.81	60.81
101-200-900.000	Printing & Publishing	2,060.00	0.00	0.00	2,060.00	0.00
101-200-910.000	Insurance & Bonds	7,313.00	7,812.00	0.00	(499.00)	106.82
101-200-920.000	Utilities	4,532.00	3,953.07	514.10	578.93	87.23
101-200-930.000	Repair & Maint.Contractors	3,039.00	0.00	0.00	3,039.00	0.00
101-200-955.000	Miscellaneous	0.00	534.12	0.00	(534.12)	100.00
101-200-991.000	Debt Retirement-Principal	12,000.00	0.00	0.00	12,000.00	0.00
Total Dept 200 - Administration		407,389.00	240,195.84	30,314.05	167,193.16	58.96
Dept 210 - Legal Services						
101-210-801.000	Attorney - General	16,480.00	9,342.50	450.00	7,137.50	56.69
101-210-802.000	Attorney-Police Matters	10,094.00	1,837.50	481.25	8,256.50	18.20
Total Dept 210 - Legal Services		26,574.00	11,180.00	931.25	15,394.00	42.07
Dept 300 - Police						
101-300-703.000	Payroll - Part Time	8,400.00	6,664.00	1,064.00	1,736.00	79.33
101-300-715.000	Social Security	618.00	413.17	65.97	204.83	66.86
101-300-722.000	Medicare	103.00	96.63	15.43	6.37	93.82
101-300-800.000	Professional/Contractual Serv.	440,214.00	330,160.50	36,684.50	110,053.50	75.00
Total Dept 300 - Police		449,335.00	337,334.30	37,829.90	112,000.70	75.07
Dept 336 - Fire						
101-336-740.000	Operating Supplies	5,200.00	0.00	0.00	5,200.00	0.00
101-336-746.000	Gasoline & Oil	1,030.00	339.94	0.00	690.06	33.00
101-336-775.000	Repair & Maintenance Supplies	1,030.00	86.32	0.00	943.68	8.38
101-336-780.000	Safety Supplies	105.00	0.00	0.00	105.00	0.00
101-336-800.000	Professional/Contractual Serv.	73,500.00	52,789.70	5,940.17	20,710.30	71.82
101-336-830.000	Memberships & Dues	0.00	1,400.00	1,400.00	(1,400.00)	100.00
101-336-850.000	Communications	4,325.00	2,248.83	90.00	2,076.17	52.00
101-336-910.000	Insurance & Bonds	15,000.00	15,322.00	0.00	(322.00)	102.15
101-336-920.000	Utilities	2,800.00	1,814.13	264.84	985.87	64.79
101-336-930.000	Repair & Maint.Contractors	10,300.00	360.00	0.00	9,940.00	3.50
101-336-970.000	Capital	15,450.00	0.00	0.00	15,450.00	0.00
Total Dept 336 - Fire		128,740.00	74,360.92	7,695.01	54,379.08	57.76
Dept 440 - Public Services						
101-440-702.000	Payroll - Full Time	95,100.00	62,784.13	5,684.19	32,315.87	66.02
101-440-715.000	Social Security	5,900.00	5,096.33	498.94	803.67	86.38
101-440-716.000	Hospital/Life Insurance	41,800.00	27,936.21	2,825.49	13,863.79	66.83
101-440-716.001	Insurance Deductible	2,400.00	7,618.33	0.00	(5,218.33)	317.43

REVENUE AND EXPENDITURE REPORT FOR CITY OF PARCHMENT

PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/29/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-440-718.000	Pension	37,900.00	18,918.24	2,399.02	18,981.76	49.92
101-440-720.000	Worker's Compensation	3,350.00	0.00	0.00	3,350.00	0.00
101-440-722.000	Medicare	1,480.00	1,192.09	116.72	287.91	80.55
101-440-740.000	Operating Supplies	2,575.00	353.09	0.00	2,221.91	13.71
101-440-746.000	Gasoline & Oil	4,532.00	5,401.16	976.18	(869.16)	119.18
101-440-775.000	Repair & Maintenance Supplies	11,000.00	5,499.21	337.05	5,500.79	49.99
101-440-780.000	Safety Supplies	515.00	0.00	0.00	515.00	0.00
101-440-800.000	Professional/Contractual Serv.	10,000.00	3,897.74	3,486.18	6,102.26	38.98
101-440-810.000	Rubbish Collection Charges	130,000.00	78,003.61	9,640.25	51,996.39	60.00
101-440-815.000	Uniform Rental	3,090.00	2,695.14	0.00	394.86	87.22
101-440-830.000	Memberships & Dues	927.00	0.00	0.00	927.00	0.00
101-440-850.000	Communications	1,030.00	1,709.84	119.98	(679.84)	166.00
101-440-860.000	Institutes & Training	309.00	0.00	0.00	309.00	0.00
101-440-880.000	Community Promotion	515.00	0.00	0.00	515.00	0.00
101-440-910.000	Insurance & Bonds	6,000.00	5,902.00	0.00	98.00	98.37
101-440-920.000	Utilities	8,961.00	9,017.29	1,462.80	(56.29)	100.63
101-440-926.000	Street Lighting	29,000.00	17,464.65	2,115.98	11,535.35	60.22
101-440-930.000	Repair & Maint.Contractors	12,154.00	13,261.05	661.79	(1,107.05)	109.11
101-440-955.000	Miscellaneous	0.00	350.75	0.00	(350.75)	100.00
101-440-970.000	Capital	45,000.00	0.00	0.00	45,000.00	0.00
Total Dept 440 - Public Services		453,538.00	267,100.86	30,324.57	186,437.14	58.89
Dept 591 - Water Plant Grant Expenses						
101-591-740.000	Operating Supplies	0.00	59.32	0.00	(59.32)	100.00
101-591-800.000	Professional/Contractual Serv.	58,000.00	49,526.10	0.00	8,473.90	85.39
101-591-830.000	Memberships & Dues	0.00	1,000.00	1,000.00	(1,000.00)	100.00
101-591-920.000	Utilities	0.00	2,190.76	229.21	(2,190.76)	100.00
Total Dept 591 - Water Plant Grant Expenses		58,000.00	52,776.18	1,229.21	5,223.82	90.99
Dept 751 - Parks, Recreation & Culture						
101-751-702.000	Payroll - Full Time	55,800.00	56,127.50	5,564.53	(327.50)	100.59
101-751-715.000	Social Security	3,500.00	3,454.10	343.40	45.90	98.69
101-751-716.000	Hospital/Life Insurance	23,800.00	8,077.34	432.94	15,722.66	33.94
101-751-716.001	Insurance Deductible	1,400.00	2,754.50	0.00	(1,354.50)	196.75
101-751-718.000	Pension	22,200.00	17,883.01	2,245.56	4,316.99	80.55
101-751-720.000	Worker's Compensation	1,500.00	0.00	0.00	1,500.00	0.00
101-751-722.000	Medicare	850.00	807.58	80.28	42.42	95.01
101-751-746.000	Gasoline & Oil	2,884.00	2,349.53	310.74	534.47	81.47
101-751-775.000	Repair & Maintenance Supplies	13,390.00	5,243.89	213.67	8,146.11	39.16
101-751-780.000	Safety Supplies	412.00	0.00	0.00	412.00	0.00
101-751-800.000	Professional/Contractual Serv.	15,000.00	0.00	0.00	15,000.00	0.00
101-751-910.000	Insurance & Bonds	7,100.00	7,420.00	0.00	(320.00)	104.51
101-751-920.000	Utilities	7,313.00	8,811.09	640.87	(1,498.09)	120.49
101-751-930.000	Repair & Maint.Contractors	25,000.00	3,264.35	0.00	21,735.65	13.06
101-751-970.000	Capital	6,180.00	0.00	0.00	6,180.00	0.00
Total Dept 751 - Parks, Recreation & Culture		186,329.00	116,192.89	9,831.99	70,136.11	62.36
TOTAL EXPENDITURES		1,767,919.00	1,143,673.48	120,642.71	624,245.52	64.69

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/29/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,785,629.00	1,208,964.19	48,833.44	576,664.81	67.71
TOTAL EXPENDITURES		1,767,919.00	1,143,673.48	120,642.71	624,245.52	64.69
NET OF REVENUES & EXPENDITURES		17,710.00	65,290.71	(71,809.27)	(47,580.71)	368.67

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/29/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 202 - MAJOR STREET FUND						
Revenues						
Dept 000						
202-000-546.000	State Grants - Act 51	186,500.00	112,922.88	19,796.66	73,577.12	60.55
Total Dept 000		186,500.00	112,922.88	19,796.66	73,577.12	60.55
TOTAL REVENUES		186,500.00	112,922.88	19,796.66	73,577.12	60.55
Expenditures						
Dept 451 - Construction						
202-451-930.000	Repair & Maint.Contractors	102,000.00	0.00	0.00	102,000.00	0.00
Total Dept 451 - Construction		102,000.00	0.00	0.00	102,000.00	0.00
Dept 463 - Routine Maintenance						
202-463-702.000	Payroll - Full Time	6,500.00	3,771.18	353.60	2,728.82	58.02
202-463-715.000	Social Security	525.00	229.20	21.54	295.80	43.66
202-463-716.000	Hospital/Life Insurance	2,200.00	1,303.51	95.84	896.49	59.25
202-463-716.001	Insurance Deductible	210.00	0.00	0.00	210.00	0.00
202-463-718.000	Pension	2,200.00	1,331.17	152.92	868.83	60.51
202-463-720.000	Worker's Compensation	535.00	0.00	0.00	535.00	0.00
202-463-722.000	Medicare	125.00	53.61	5.03	71.39	42.89
202-463-746.000	Gasoline & Oil	309.00	0.00	0.00	309.00	0.00
202-463-775.000	Repair & Maintenance Supplies	2,369.00	2,220.96	884.85	148.04	93.75
202-463-930.000	Repair & Maint.Contractors	10,000.00	6,836.64	431.71	3,163.36	68.37
Total Dept 463 - Routine Maintenance		24,973.00	15,746.27	1,945.49	9,226.73	63.05
Dept 475 - Traffic Services						
202-475-702.000	Payroll - Full Time	6,200.00	4,048.26	353.60	2,151.74	65.29
202-475-715.000	Social Security	500.00	246.42	21.54	253.58	49.28
202-475-716.000	Hospital/Life Insurance	2,500.00	1,303.42	95.84	1,196.58	52.14
202-475-716.001	Insurance Deductible	200.00	0.00	0.00	200.00	0.00
202-475-718.000	Pension	2,500.00	1,308.84	151.84	1,191.16	52.35
202-475-720.000	Worker's Compensation	510.00	0.00	0.00	510.00	0.00
202-475-722.000	Medicare	120.00	57.58	5.03	62.42	47.98
202-475-746.000	Gasoline & Oil	515.00	0.00	0.00	515.00	0.00
202-475-775.000	Repair & Maintenance Supplies	2,575.00	412.52	412.52	2,162.48	16.02
202-475-930.000	Repair & Maint.Contractors	11,500.00	6,550.99	642.61	4,949.01	56.97
Total Dept 475 - Traffic Services		27,120.00	13,928.03	1,682.98	13,191.97	51.36
Dept 478 - Winter Maintenance						
202-478-702.000	Payroll - Full Time	8,500.00	6,517.18	508.60	1,982.82	76.67
202-478-715.000	Social Security	610.00	397.55	31.16	212.45	65.17
202-478-716.000	Hospital/Life Insurance	3,000.00	1,943.98	96.10	1,056.02	64.80
202-478-716.001	Insurance Deductible	250.00	0.00	0.00	250.00	0.00
202-478-718.000	Pension	3,000.00	1,927.21	287.78	1,072.79	64.24
202-478-720.000	Worker's Compensation	620.00	0.00	0.00	620.00	0.00
202-478-722.000	Medicare	140.00	93.03	7.28	46.97	66.45
202-478-746.000	Gasoline & Oil	1,030.00	689.55	371.74	340.45	66.95
202-478-753.000	Salt	9,270.00	6,874.40	6,874.40	2,395.60	74.16

PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/29/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 202 - MAJOR STREET FUND						
Expenditures						
202-478-775.000	Repair & Maintenance Supplies	0.00	68.00	68.00	(68.00)	100.00
Total Dept 478 - Winter Maintenance		26,420.00	18,510.90	8,245.06	7,909.10	70.06
Dept 482 - Administration						
202-482-702.000	Payroll - Full Time	1,280.00	898.07	95.38	381.93	70.16
202-482-715.000	Social Security	79.00	54.74	5.92	24.26	69.29
202-482-716.000	Hospital/Life Insurance	560.00	341.38	0.15	218.62	60.96
202-482-716.001	Insurance Deductible	40.00	0.00	0.00	40.00	0.00
202-482-718.000	Pension	510.00	257.80	36.78	252.20	50.55
202-482-720.000	Worker's Compensation	15.00	0.00	0.00	15.00	0.00
202-482-722.000	Medicare	20.00	12.82	1.39	7.18	64.10
202-482-960.000	Administrative Overhead	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 482 - Administration		22,504.00	1,564.81	139.62	20,939.19	6.95
TOTAL EXPENDITURES		203,017.00	49,750.01	12,013.15	153,266.99	24.51
Fund 202 - MAJOR STREET FUND:						
TOTAL REVENUES		186,500.00	112,922.88	19,796.66	73,577.12	60.55
TOTAL EXPENDITURES		203,017.00	49,750.01	12,013.15	153,266.99	24.51
NET OF REVENUES & EXPENDITURES		(16,517.00)	63,172.87	7,783.51	(79,689.87)	382.47

PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/29/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 203 - LOCAL STREET FUND						
Revenues						
Dept 000						
203-000-546.000	State Grants - Act 51	76,000.00	46,010.09	8,067.71	29,989.91	60.54
Total Dept 000		76,000.00	46,010.09	8,067.71	29,989.91	60.54
TOTAL REVENUES		76,000.00	46,010.09	8,067.71	29,989.91	60.54
Expenditures						
Dept 451 - Construction						
203-451-800.000	Professional/Contractual Serv.	12,000.00	0.00	0.00	12,000.00	0.00
Total Dept 451 - Construction		12,000.00	0.00	0.00	12,000.00	0.00
Dept 463 - Routine Maintenance						
203-463-702.000	Payroll - Full Time	6,500.00	4,115.93	353.61	2,384.07	63.32
203-463-715.000	Social Security	620.00	250.54	21.54	369.46	40.41
203-463-716.000	Hospital/Life Insurance	2,200.00	1,303.50	95.84	896.50	59.25
203-463-716.001	Insurance Deductible	255.00	0.00	0.00	255.00	0.00
203-463-718.000	Pension	2,200.00	1,331.19	152.92	868.81	60.51
203-463-720.000	Worker's Compensation	625.00	0.00	0.00	625.00	0.00
203-463-722.000	Medicare	145.00	58.59	5.03	86.41	40.41
203-463-746.000	Gasoline & Oil	309.00	0.00	0.00	309.00	0.00
203-463-775.000	Repair & Maintenance Supplies	3,502.00	2,077.61	884.88	1,424.39	59.33
203-463-930.000	Repair & Maint.Contractors	10,000.00	5,415.99	431.71	4,584.01	54.16
Total Dept 463 - Routine Maintenance		26,356.00	14,553.35	1,945.53	11,802.65	55.22
Dept 475 - Traffic Services						
203-475-702.000	Payroll - Full Time	6,200.00	3,964.06	344.58	2,235.94	63.94
203-475-715.000	Social Security	580.00	241.33	20.99	338.67	41.61
203-475-716.000	Hospital/Life Insurance	2,500.00	1,269.43	91.48	1,230.57	50.78
203-475-716.001	Insurance Deductible	240.00	0.00	0.00	240.00	0.00
203-475-718.000	Pension	2,500.00	1,284.64	148.44	1,215.36	51.39
203-475-720.000	Worker's Compensation	590.00	0.00	0.00	590.00	0.00
203-475-722.000	Medicare	135.00	56.39	4.90	78.61	41.77
203-475-746.000	Gasoline & Oil	515.00	0.00	0.00	515.00	0.00
203-475-775.000	Repair & Maintenance Supplies	5,150.00	0.00	0.00	5,150.00	0.00
203-475-930.000	Repair & Maint.Contractors	618.00	500.00	0.00	118.00	80.91
Total Dept 475 - Traffic Services		19,028.00	7,315.85	610.39	11,712.15	38.45
Dept 478 - Winter Maintenance						
203-478-702.000	Payroll - Full Time	8,500.00	6,282.42	499.57	2,217.58	73.91
203-478-715.000	Social Security	615.00	383.03	30.61	231.97	62.28
203-478-716.000	Hospital/Life Insurance	3,000.00	1,934.38	91.74	1,065.62	64.48
203-478-716.001	Insurance Deductible	255.00	0.00	0.00	255.00	0.00
203-478-718.000	Pension	3,000.00	1,844.44	284.38	1,155.56	61.48
203-478-720.000	Worker's Compensation	625.00	0.00	0.00	625.00	0.00
203-478-722.000	Medicare	145.00	89.62	7.17	55.38	61.81
203-478-746.000	Gasoline & Oil	1,030.00	689.55	371.74	340.45	66.95
203-478-753.000	Salt	6,180.00	3,337.22	3,337.22	2,842.78	54.00

PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/29/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 203 - LOCAL STREET FUND						
Expenditures						
203-478-775.000	Repair & Maintenance Supplies	0.00	926.51	345.11	(926.51)	100.00
Total Dept 478 - Winter Maintenance		23,350.00	15,487.17	4,967.54	7,862.83	66.33
Dept 482 - Administration						
203-482-702.000	Payroll - Full Time	1,600.00	897.95	95.36	702.05	56.12
203-482-715.000	Social Security	100.00	54.72	5.92	45.28	54.72
203-482-716.000	Hospital/Life Insurance	700.00	341.37	0.15	358.63	48.77
203-482-716.001	Insurance Deductible	50.00	0.00	0.00	50.00	0.00
203-482-718.000	Pension	640.00	257.22	36.77	382.78	40.19
203-482-720.000	Worker's Compensation	18.00	0.00	0.00	18.00	0.00
203-482-722.000	Medicare	25.00	12.82	1.39	12.18	51.28
203-482-960.000	Administrative Overhead	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 482 - Administration		23,133.00	1,564.08	139.59	21,568.92	6.76
TOTAL EXPENDITURES		103,867.00	38,920.45	7,663.05	64,946.55	37.47
Fund 203 - LOCAL STREET FUND:						
TOTAL REVENUES		76,000.00	46,010.09	8,067.71	29,989.91	60.54
TOTAL EXPENDITURES		103,867.00	38,920.45	7,663.05	64,946.55	37.47
NET OF REVENUES & EXPENDITURES		(27,867.00)	7,089.64	404.66	(34,956.64)	25.44

PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/29/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 251 - Brownfield Redevelopment						
Revenues						
Dept 000						
251-000-404.000	Tax Revenue	540,000.00	549,836.65	49,078.32	(9,836.65)	101.82
Total Dept 000		540,000.00	549,836.65	49,078.32	(9,836.65)	101.82
TOTAL REVENUES		540,000.00	549,836.65	49,078.32	(9,836.65)	101.82
Expenditures						
Dept 000						
251-000-800.000	Professional/Contractual Serv.	10,000.00	42,159.61	8,223.74	(32,159.61)	421.60
251-000-801.000	Attorney - General	0.00	476.00	0.00	(476.00)	100.00
251-000-960.000	Administrative Overhead	40,000.00	0.00	0.00	40,000.00	0.00
251-000-991.000	Debt Retirement-Principal	49,362.00	49,362.14	0.00	(0.14)	100.00
251-000-995.000	Interest Expense	8,784.00	8,783.94	0.00	0.06	100.00
251-000-999.000	Transfer to other Fund	127,000.00	0.00	0.00	127,000.00	0.00
Total Dept 000		235,146.00	100,781.69	8,223.74	134,364.31	42.86
TOTAL EXPENDITURES		235,146.00	100,781.69	8,223.74	134,364.31	42.86
Fund 251 - Brownfield Redevelopment:						
TOTAL REVENUES		540,000.00	549,836.65	49,078.32	(9,836.65)	101.82
TOTAL EXPENDITURES		235,146.00	100,781.69	8,223.74	134,364.31	42.86
NET OF REVENUES & EXPENDITURES		304,854.00	449,054.96	40,854.58	(144,200.96)	147.30

PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/29/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 299 - TREE FUND						
Revenues						
Dept 000						
299-000-676.000	Transfers From Other Funds	10,000.00	0.00	0.00	10,000.00	0.00
299-000-694.000	Miscellaneous	0.00	234.00	0.00	(234.00)	100.00
Total Dept 000		10,000.00	234.00	0.00	9,766.00	2.34
TOTAL REVENUES		10,000.00	234.00	0.00	9,766.00	2.34
Expenditures						
Dept 000						
299-000-955.000	Miscellaneous	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 000		10,000.00	0.00	0.00	10,000.00	0.00
TOTAL EXPENDITURES		10,000.00	0.00	0.00	10,000.00	0.00
Fund 299 - TREE FUND:						
TOTAL REVENUES		10,000.00	234.00	0.00	9,766.00	2.34
TOTAL EXPENDITURES		10,000.00	0.00	0.00	10,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	234.00	0.00	(234.00)	100.00

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/29/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 401 - Veteran's Memorial Fund						
Revenues						
Dept 000						
401-000-674.000	Contributed Capital Revenue	10,000.00	5,448.67	150.00	4,551.33	54.49
401-000-694.000	Miscellaneous	0.00	181.00	0.00	(181.00)	100.00
Total Dept 000		10,000.00	5,629.67	150.00	4,370.33	56.30
TOTAL REVENUES		10,000.00	5,629.67	150.00	4,370.33	56.30
Expenditures						
Dept 000						
401-000-775.000	Repair & Maintenance Supplies	0.00	1,253.46	0.00	(1,253.46)	100.00
401-000-800.000	Professional/Contractual Serv.	10,000.00	37,995.66	0.00	(27,995.66)	379.96
Total Dept 000		10,000.00	39,249.12	0.00	(29,249.12)	392.49
TOTAL EXPENDITURES		10,000.00	39,249.12	0.00	(29,249.12)	392.49
Fund 401 - Veteran's Memorial Fund:						
TOTAL REVENUES		10,000.00	5,629.67	150.00	4,370.33	56.30
TOTAL EXPENDITURES		10,000.00	39,249.12	0.00	(29,249.12)	392.49
NET OF REVENUES & EXPENDITURES		0.00	(33,619.45)	150.00	33,619.45	100.00

PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/29/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 590 - SEWER FUND						
Revenues						
Dept 000						
590-000-626.000	Sewer Services	335,000.00	249,934.38	0.00	85,065.62	74.61
590-000-664.000	Interest on Investments	1,900.00	0.00	0.00	1,900.00	0.00
Total Dept 000		336,900.00	249,934.38	0.00	86,965.62	74.19
TOTAL REVENUES		336,900.00	249,934.38	0.00	86,965.62	74.19
Expenditures						
Dept 000						
590-000-702.000	Payroll - Full Time	23,800.00	13,026.15	1,408.69	10,773.85	54.73
590-000-715.000	Social Security	1,745.00	789.16	85.75	955.84	45.22
590-000-716.000	Hospital/Life Insurance	9,950.00	5,188.36	391.96	4,761.64	52.14
590-000-716.001	Insurance Deductible	700.00	0.00	0.00	700.00	0.00
590-000-718.000	Pension	9,500.00	3,792.64	536.21	5,707.36	39.92
590-000-720.000	Worker's Compensation	545.00	0.00	0.00	545.00	0.00
590-000-722.000	Medicare	345.00	184.54	20.06	160.46	53.49
590-000-800.000	Professional/Contractual Serv.	150,000.00	31,156.15	6,733.90	118,843.85	20.77
590-000-815.000	Uniform Rental	515.00	0.00	0.00	515.00	0.00
590-000-900.000	Printing & Publishing	0.00	1,389.18	0.00	(1,389.18)	100.00
590-000-910.000	Insurance & Bonds	10,918.00	11,374.23	0.00	(456.23)	104.18
590-000-920.000	Utilities	2,369.00	1,820.28	198.69	548.72	76.84
590-000-930.000	Repair & Maint.Contractors	10,300.00	0.00	0.00	10,300.00	0.00
590-000-960.000	Administrative Overhead	40,000.00	0.00	0.00	40,000.00	0.00
590-000-968.000	Depreciation	14,523.00	0.00	0.00	14,523.00	0.00
590-000-995.000	Interest Expense	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 000		285,210.00	68,720.69	9,375.26	216,489.31	24.09
TOTAL EXPENDITURES		285,210.00	68,720.69	9,375.26	216,489.31	24.09
Fund 590 - SEWER FUND:						
TOTAL REVENUES		336,900.00	249,934.38	0.00	86,965.62	74.19
TOTAL EXPENDITURES		285,210.00	68,720.69	9,375.26	216,489.31	24.09
NET OF REVENUES & EXPENDITURES		51,690.00	181,213.69	(9,375.26)	(129,523.69)	350.58
TOTAL REVENUES - ALL FUNDS		2,945,029.00	2,173,531.86	125,926.13	771,497.14	73.80
TOTAL EXPENDITURES - ALL FUNDS		2,615,159.00	1,441,095.44	157,917.91	1,174,063.56	55.11
NET OF REVENUES & EXPENDITURES		329,870.00	732,436.42	(31,991.78)	(402,566.42)	222.04

REVENUE AND EXPENDITURE REPORT FOR CITY OF PARCHMENT

PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 02/29/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/29/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 250 - KINDLEBERGER SUMMER FESTIVAL						
Revenues						
Dept 000						
250-000-475.001	Arts & Crafts	4,000.00	80.00	80.00	3,920.00	2.00
250-000-475.002	Race/Walk Fees	3,500.00	0.00	0.00	3,500.00	0.00
250-000-475.003	Membership Fund Drive	2,000.00	2,500.00	2,500.00	(500.00)	125.00
250-000-475.005	Corporate Sponsorships	16,000.00	2,000.00	2,000.00	14,000.00	12.50
250-000-475.008	Miscellaneous Inc.	500.00	0.00	0.00	500.00	0.00
250-000-590.001	Grants-Irving S Gilmore Found.	30,000.00	0.00	0.00	30,000.00	0.00
250-000-590.002	Grants-Harold & Grace Upjohn	5,000.00	0.00	0.00	5,000.00	0.00
250-000-675.001	Fund Raising	6,500.00	16,580.00	16,580.00	(10,080.00)	255.08
250-000-675.002	KSF Special Event	4,000.00	0.00	0.00	4,000.00	0.00
250-000-694.000	Miscellaneous	3,000.00	0.00	0.00	3,000.00	0.00
Total Dept 000		74,500.00	21,160.00	21,160.00	53,340.00	28.40
TOTAL REVENUES		74,500.00	21,160.00	21,160.00	53,340.00	28.40
Expenditures						
Dept 000						
250-000-779.001	Performance Expense	23,800.00	0.00	0.00	23,800.00	0.00
250-000-779.003	Festival Day - Race/Walk	6,500.00	0.00	0.00	6,500.00	0.00
250-000-779.004	Fest. Day - Arts & Crafts	200.00	0.00	0.00	200.00	0.00
250-000-779.005	Fest. Day-Childrens Area	1,900.00	0.00	0.00	1,900.00	0.00
250-000-779.007	Fest Day Events	2,000.00	0.00	0.00	2,000.00	0.00
250-000-779.008	Fund Raising-Dance	2,200.00	0.00	0.00	2,200.00	0.00
250-000-779.012	Festival - Administration	18,500.00	1,264.00	0.00	17,236.00	6.83
250-000-779.013	Stage Entertainment	14,650.00	0.00	0.00	14,650.00	0.00
250-000-779.016	Car Show Expenses	750.00	0.00	0.00	750.00	0.00
250-000-779.020	Publicity	4,000.00	0.00	0.00	4,000.00	0.00
Total Dept 000		74,500.00	1,264.00	0.00	73,236.00	1.70
TOTAL EXPENDITURES		74,500.00	1,264.00	0.00	73,236.00	1.70
Fund 250 - KINDLEBERGER SUMMER FESTIVAL:						
TOTAL REVENUES		74,500.00	21,160.00	21,160.00	53,340.00	28.40
TOTAL EXPENDITURES		74,500.00	1,264.00	0.00	73,236.00	1.70
NET OF REVENUES & EXPENDITURES		0.00	19,896.00	21,160.00	(19,896.00)	100.00

Joint Meeting Minutes of the Parchment
City Commission, Planning Commission, and Zoning Board of Appeals

February 28, 2024 – 6:00 pm

Present: Zoning Administrator (ZA) Rebecca Harvey, City Manager Nancy Stoddard, Mayor Britigan, City Commissioners R. Madaras, Cooper, Mendoza, Fooy, Planning Commission Chairperson Kent DeBoer, Planning Commissioners Lyon-Jenness, Bliesener, Dean, Brooks, and Zoning Board of Appeals (ZBA) members: Collison, Martin-Halm, J. Madaras

Absent: Vice Mayor Jordan, ZBA Chairperson Tim Lasher, and ZBA member Cronin

Zoning Administrator Rebecca Harvey opened the meeting with having the attendees introduce themselves and to state their role on the Commission or Board that they serve.

1. **Zoning Administrator Rebecca Harvey**
   - She stated how valuable it is to have all the City groups together and to know how each group interacts with the other. Understanding what each commission or board does is important.

A. Planning/ Zoning – Rules and Responsibilities
   - ZA Harvey spoke of the land use regulations through Zoning Ordinances

B. Relationship Between Master Plan(MP) & Zoning Ordinance
   - ZA Harvey explained that there was a time when people didn't know that the Zoning Ordinances were to be based on the Master Plan. The Master Plan is the outline for Zoning Ordinances.
   - The City uses the MP to guide its Work Plan for the coming year. Changes to the Work Plan may be guided by the desires of the City Commission or recommendation by the ZBA.

C. Planning Commission
   - This is the Administrative branch of City Government
   - Planning Commissions usually draw people that are good at talking things through, brainstorming, and some philosophizing.
   - Because of the time line and process that go into a review, property owners enjoy the benefit of having members of these groups prepared for the work that they do.
   - The Master Plan is the PC's guidebook to their work.

- The PC must understand what it is that the City Commission wants for the community.

a. Overview of the 2023 Annual Report
   - ZA Harvey spoke to how busy the PC was in the past year.
   - Mayor Britigan commented that the PC members are the heavy lifters in the City of Parchment.

b. Review of 2024 Planning Commission Work Plan
   - The Work Plan was reviewed and items listed were discussed.
   - The group felt that the prioritization of the list was good at this time.

D. Zoning Board of Appeals
   - This is the Judicial branch of City Government
   - ZA Harvey stated that the ZBA members may only deal with the interpretation of an ordinance. Members look at the clarity of the ordinances.
   - This group considers deviations from the standards, with appeals having to go through Circuit Court.

a. Overview of 2023 Meetings/Applications – review of the past year

b. Questions/Observations – no specific observations were shared other than there were few applications that came before them this past year.

E. City Commission
   - This is the Legislative branch of City Government

a. Identify projects in progress that will be of interest/importance to the PC and/or ZBA
   - The Work Plan looked good to all in attendance.

2. Meeting Concluded: 7:23pm

City of Parchment
Planning Commission

2024 Work Plan

Work Plan Item	Priority	Status	Schedule
Required 5-Year Review of Master Plan			
MP Adopted 2021 ✓ RRC			Required Review – 2026
Amend MP to include an Action Plan (Implementation) **RRC**	1		April-July, 2024
Zoning Ordinance Updates			
Child Care Facilities	1		Draft #1 – 3.27.24
Sign Ordinance	1	In Progress	Assessment – 6.13.23 Tech Review – 7.26.23 Draft #1 – 9.27.23/10.25.23 Section 15.6 – 11.29.23 Atty Review – 1.24.24 P.H. – 3.27.24
Zoning Amendments for Consistency w/ Master Plan			
MP/ZO Review – Select/Prioritize Work Items for 2024	1	In Progress	1.24.24 3.27.24
Short Term Rentals (STRs)	2 (2023)	On Hold	Assessment – 5.24.23 Discussion – 6.13.23 Draft #1 – 7.26.23
Review/Amend R-T, R-M, and Mill PUD Districts to clearly provide for 'alternative, innovative	1		April-July, 2024

housing types' by right. **RRC**			
Commercial/Industrial Design Standard Overlay District	2		Assessment – 5.24.23 August-November, 2024
Planning Commission Education/Training			
PC Training Session	1		
Joint CC/PC/ZBA Meeting	1		2.28.24

Kindleberger Park Reservation Form

X **Sunken Garden/Gazebo** ($350 non-resident/$250 resident) (3 hour block)
Includes $100 refundable deposit

____ **Stage** ($450 non-resident/$300 resident) (3 hour block) *Includes $100 deposit*

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

Name: Angela Dickens Phone: 269-397-6048
Address: 3709 Springbrook Ave
Email: mrsanick@gmail.com Alternate Phone: ____
Date of Event: 7-6-2024 Time: 4:00PM
Type of event: Wedding
Approximate number of attendees: 80-90
Will there be music as part of your event? Not sure yet
Name of DJ, musical performer, sound technician: ____

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

Name & address for deposit return: 3709 Springbrook Ave

Angela Dickens 3-1-24
Signature Date

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

FOR INTERNAL OFFICE USE:
Application received by: LS Date: 3-1-24

Payment amount received: $350 Receipt # ____
Check # ____ Cash ____ Credit X
APPROVAL

____
Signature Date

KABA
Kalamazoo Area Building Authority

2024 MONTHLY PERMITS BY JURISDICTION

MONTH OF FEBRUARY 2024

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	16	8946.00
COMSTOCK	ELECTRICAL	16	1925.00
COMSTOCK	MECHANICAL	41	13209.50
COMSTOCK	PLUMBING	10	1876.00
COMSTOCK	SPECIAL - JURISDICTION	-	0.00
COMSTOCK	SPECIAL - HOMEOWNER	-	0.00
TOTAL COMSTOCK		83	$ 25,956.50
KALAMAZOO	BUILDING	9	1680.00
KALAMAZOO	ELECTRICAL	10	1695.00
KALAMAZOO	MECHANICAL	41	6589.00
KALAMAZOO	PLUMBING	11	2010.00
KALAMAZOO	SPECIAL - JURISDICTION	1	100.00
KALAMAZOO	SPECIAL - HOMEOWNER	2	110.00
TOTAL KALAMAZOO		74	$ 12,184.00
PARCHMENT	BUILDING	3	312.00
PARCHMENT	ELECTRICAL	1	120.00
PARCHMENT	MECHANICAL	3	323.00
PARCHMENT	PLUMBING	-	0.00
PARCHMENT	SPECIAL - JURISDICTION	-	0.00
PARCHMENT	SPECIAL - HOMEOWNER	-	0.00
TOTAL PARCHMENT		7	$ 755.00
PINE GROVE	BUILDING	-	0.00
PINE GROVE	ELECTRICAL	4	676.00
PINE GROVE	MECHANICAL	4	597.00
PINE GROVE	PLUMBING	1	193.00
PINE GROVE	SPECIAL - JURISDICTION	-	0.00
PINE GROVE	SPECIAL - HOMEOWNER	1	55.00
TOTAL PINE GROVE		10	$ 1,521.00
RICHLAND	BUILDING	15	8021.00
RICHLAND	ELECTRICAL	14	3204.00
RICHLAND	MECHANICAL	12	1966.00
RICHLAND	PLUMBING	14	2970.00
RICHLAND	SPECIAL - JURISDICTION	-	0.00
RICHLAND	SPECIAL - HOMEOWNER	1	50.00
TOTAL RICHLAND		56	$ 16,211.00
RICHLAND VILLAGE	BUILDING	1	104.00
RICHLAND VILLAGE	ELECTRICAL	1	116.00
RICHLAND VILLAGE	MECHANICAL	-	0.00
RICHLAND VILLAGE	PLUMBING	-	0.00
RICHLAND VILLAGE	SPECIAL - JURISDICTION	-	0.00
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	-	0.00
TOTAL RICHLAND VILLAGE		2	$ 220.00
TOTAL		232	$ 56,847.50

REVENUE	REVENUE
FEBRUARY 2023	% PREV YEAR MONTH
$ 34,998	162.4%

PERMITS	PERMITS
FEBRUARY 2023	% 2023 - YTD
142	163.4%

KABA

2024 MONTHLY PERMITS BY JURISDICTION

YEAR TO DATE AS OF FEBRUARY

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	21	9776.00
COMSTOCK	ELECTRICAL	28	4059.00
COMSTOCK	MECHANICAL	75	20110.50
COMSTOCK	PLUMBING	17	2944.00
COMSTOCK	SPECIAL - JURISDICTION	1	100.00
COMSTOCK	SPECIAL - HOMEOWNER	1	55.00
TOTAL COMSTOCK		143	$37,044.50
KALAMAZOO	BUILDING	18	3142.00
KALAMAZOO	ELECTRICAL	25	3633.00
KALAMAZOO	MECHANICAL	74	11226.00
KALAMAZOO	PLUMBING	19	3161.00
KALAMAZOO	SPECIAL - JURISDICTION	7	700.00
KALAMAZOO	SPECIAL - HOMEOWNER	4	220.00
TOTAL KALAMAZOO		147	$22,082.00
PARCHMENT	BUILDING	3	312.00
PARCHMENT	ELECTRICAL	3	346.00
PARCHMENT	MECHANICAL	4	453.00
PARCHMENT	PLUMBING	0	0.00
PARCHMENT	SPECIAL - JURISDICTION	1	100.00
PARCHMENT	SPECIAL - HOMEOWNER	0	0.00
TOTAL PARCHMENT		11	$1,211.00
PINE GROVE	BUILDING	0	0.00
PINE GROVE	ELECTRICAL	9	1391.00
PINE GROVE	MECHANICAL	8	1287.00
PINE GROVE	PLUMBING	2	484.00
PINE GROVE	SPECIAL - JURISDICTION	0	0.00
PINE GROVE	SPECIAL - HOMEOWNER	1	55.00
TOTAL PINE GROVE		20	$3,217.00
RICHLAND	BUILDING	29	13542.00
RICHLAND	ELECTRICAL	34	8276.00
RICHLAND	MECHANICAL	28	5794.00
RICHLAND	PLUMBING	20	4121.00
RICHLAND	SPECIAL - JURISDICTION	0	0.00
RICHLAND	SPECIAL - HOMEOWNER	1	50.00
TOTAL RICHLAND		112	$31,783.00
RICHLAND VILLAGE	BUILDING	1	104.00
RICHLAND VILLAGE	ELECTRICAL	1	116.00
RICHLAND VILLAGE	MECHANICAL	0	0.00
RICHLAND VILLAGE	PLUMBING	1	105.00
RICHLAND VILLAGE	SPECIAL - JURISDICTION	0	0.00
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	0	0.00
TOTAL RICHLAND VILLAGE		3	$325.00
TOTAL KABA	YTD	436	$95,662.50

REVENUE	REVENUE
YTD - FEBRUARY 2023	% 2023 - YTD
83,409.00	114.7%

REVENUE
% 2024 YTD BUDGET
75.4%

PERMITS	PERMITS
YTD - FEBRUARY 2023	% 2023 - YTD
292	149.3%

142

2024 MONTHLY CUMULATIVE TOTALS			
# PERMITS	REVENUE		
204	$	38,815.00	JAN
232	$	56,847.50	FEB
-	$	-	MAR
-	$	-	APR
-	$	-	MAY
-	$	-	JUN
-	$	-	JUL
-	$	-	AUG
-	$	-	SEP
-	$	-	OCT
-	$	-	NOV
-	$	-	DEC
436	$	95,662.50	

Permit List

03/01/2024

Building

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB24-18-060	415 KEYES DR	06-02-110-430	OIKOS PROPERTIES LL(	Foundation Specialist	02/16/2024	$104.00	$0

Work Description: Apply shotcrewte and crawlspace encapsulation per plans.

Total Permits For Type: 1

Total Fees For Type: $104.00

Total Const. Value For Type: $0

Report Summary

Grand Total Fees: $104.00

Grand Total Permits: 1

Grand Total Const. Value: $0

Population: All Records

Permit.DateIssued Between
2/1/2024 12:00:00 AM AND
2/29/2024 11:59:59 PM AND
Permit.PermitType = Building
AND
Permit.BasicUsage = Residential
AND
GovernmentUnitList.UnitCode =
18

Permit List

03/01/2024

Building

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB24-18-043	550 S RIVERVIEW	06-03-476-041	YOUNG WOMENS'S CHI	Job Site Services	02/09/2024	$104.00	$0
Work Description:	Install basement radon system						
PB24-18-074	806 SHOPPERS LN	06-03-490-211	KECKLER FAMILY TRUS	Sign Art, Inc.	02/27/2024	$104.00	$0
Work Description:	Install 2 internally illuminated wall signs per plans.						

Total Permits For Type: 2

Total Fees For Type: $208.00

Total Const. Value For Type: $0

Report Summary

Grand Total Fees: $208.00

Grand Total Permits: 2

Grand Total Const. Value: $0

Population: All Records

Permit.DateIssued Between 2/1/2024 12:00:00 AM AND 2/29/2024 11:59:59 PM AND Permit.PermitType = Building AND Permit.BasicUsage = Commercial AND GovernmentUnitList.UnitCode = 18

MEMORANDUM

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

From: Nancy R Stoddard, Parchment City Manager

Date: February 27, 2024

Re: Approval of Republic Services for Trash Removal

Background: The contract for waste disposal will expire on July 1, 2024. The following three waste disposal companies were contacted with Request for Proposals:

1) Republic Waste – Provided two options for billing
2) Waste Management – no response
3) Best Way – Declined providing a RFP response due to the lack of equipment

Discussion:
The contract proposed is for 2 years with the 2nd year of the contract increasing by 6%.

Per the Republic Services Price History, they have provided two options for proposals for waste pick up.
Proposal #1 – Offers a flat rate that does include an individual charge for bulk trash pickup (currently these are paid by the City's General Fund)
Proposal #2 – Includes a fee for bulk trash pickup, which will be charged to each household. ($10,640 extra collected in trash fees)

Page 2 of the Republic Services Price History reflects a quarterly charge per household

Recommendation:
Motion to approve Proposal # _____ for the two year contract with Republic Services and to allow the City Manager to execute all documents needed.

City of Parchment

REPUBLIC SERVICES

Sustainability in Action

REPUBLIC SERVICES

2/12/2024

City of Parchment
Attn: Nancy Stoddard
650 S. Riverview Drive
Parchment, MI 49004

Nancy,

We appreciate the opportunity to provide you with a quote to continue our relationship with you and the City of Parchment. Below are the responses to your "Additional Information Requested":

1. Days of Service for trash? Trash – Wednesday
2. Holiday Service? Next day, we observe all major holidays including, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas, and New Year's.
3. Exclusions of material that are not consider part of normal pickup. Anything that will not fit into the cart we service with the lid closed.
4. Do you allow for additional trash bags or yard waste bags? Yes, we allow up to 3 additional bags, trash is bags no larger than a standard 35-gallon kitchen bags and yard waste is 3 additional paper kraft bags.
5. How you prefer to handle the billing of residential customers and customers service requests? For billing we prefer to continue to bill the City for the services on a Monthly basis. For service requests other than new startup customers, we would prefer to have them contact our service center for those requests, this will take your staff out of the mix for most situations.
6. Payments from City to contractor? We prefer monthly payments for the services rendered.

"Other information Requested"

1. Do you have the capabilities, experience, and expertise to handle he City of Parchment? See Attached "About Republic Services" document, we are a $10 Billion dollar company, with 35K employee's and 16K trucks, we have the capabilities, experience, and expertise to handle your needs.

2. Can you provide Service through the length of the contract? Yes, we can continue to provide the service requested for the entire length of the contract as well as any future extensions.
3. Are you able to with stand equipment failures and/or personnel issues that may affect services to the City of Parchment? Yes, locally we operate over 30 residential service trucks and more than 40 personnel just in our residential line of business.

Bulk pickup rate includes, Republic driving each street once and picking up items at the curb and on the ground, no trailers will be allowed. Any items that are on the exclusion list (see Attached) will be left at the curb for the residents to find alternate disposal options.

Contractor will maintain and replace carts for reasons of normal wear and tear, normal wear and tear does not include the cleaning of said carts. Carts that show evidence of misuse or abuse will be replaced at the resident expense for $65 per cart.

If you have any questions, feel free to reach out to me at 616-662-6842.

Sincerely,

Jack Brown
Municipal Sales Manager – Republic Services
3432 Gembrit Circle
Kalamazoo, MI 49001

CONTRACTOR PROPOSAL FOR TRASH AND RECYCLING SERVICES FOR THE CITY OF PARCHMENT

Rate per **large residential roll-out container** per month for trash:

Size: 96-Gallon Monthly Rate: $ 12.50

Rate per **small residential roll-out container** per month for trash:

Size: 64-Gallon Monthly Rate: $ 12.50

Rate per **large residential roll-out container** per month, **backdoor service**:

Size: 96-Gallon Monthly Rate: $ 20.50 per container

Rate for **small residential roll-out container** per month, **backdoor service**:

Size: 64-Gallon Monthly Rate: $ 20.50 per container

Rate for residential **recycle container** per month (specify weekly or bi-weekly service):

Size: 96-Gallon Monthly Rate: $ 4.50

Rate for **yard waste roll-out container** with weekly pick-up April 1-November 30:

Size: 96-Gallon Seasonal Rate: $ 150.00 per season

Rate for one **bulk trash pick-up** for all residents annually, total sum: $195/hour & $65 per ton

Rate for **possible second bulk pick-up** for all residents, total sum: $ 195/hour & $65 per ton

Rate for **single yard waste bags** purchased from City Hall: $ 25.00

Rate for **single bulk object pick-up tag** purchased from City Hall: $ 25.00

Rate for **second roll-out trash container** at a residence: $ 6.00 per month

Rate for **second roll-out recycling container** at a residence: $ 6.00 per month

Rate for **seven small container pick up** throughout city: $ 15.00 per container/ per month

* Year 2 rates will be increased by 6%

ALTERNATIVE OPTION

Residential Rate includes one cleanup

CONTRACTOR PROPOSAL FOR TRASH AND RECYCLING SERVICES FOR THE CITY OF PARCHMENT

Rate per **large residential roll-out container** per month for trash:

Size: 96-Gallon Monthly Rate: $ 14.00

Rate per **small residential roll-out container** per month for trash:

Size: 64-Gallon Monthly Rate: $ 14.00

Rate per **large residential roll-out container** per month, **backdoor service**:

Size: 96-Gallon Monthly Rate: $ 22.00 per container

Rate for **small residential roll-out container** per month, **backdoor service**:

Size: 64-Gallon Monthly Rate: $ 22.00 per container

Rate for residential **recycle container** per month (specify weekly or bi-weekly service):

Size: 96-Gallon Monthly Rate: $ 4.50

Rate for **yard waste roll-out container** with weekly pick-up April 1-November 30:

Size: 96-Gallon Seasonal Rate: $ 150.00 per season

Rate for one **bulk trash pick-up** for all residents annually, total sum: $Charge included in Monthly rate

Rate for **possible second bulk pick-up** for all residents, total sum: $ 195/hour & $65 per ton

Rate for **single yard waste bags** purchased from City Hall: $ 25.00

Rate for **single bulk object pick-up tag** purchased from City Hall: $ 25.00

Rate for **second roll-out trash container** at a residence: $ 6.00

Rate for **second roll-out recycling container** at a residence: $ 6.00

Rate for **seven small container pick up** throughout city: $ 15.00 per container

* Year 2 rates will be increased by 6%

Republic Services Price History

	Proposal #1	Proposal #2		2022 Rates	2020 Rates
Large Trash Can	$12.50	$14.00		$9.00	$8.25
Small Trash Can	$12.50	$14.00		$8.95	$8.20
Large Backdoor	$20.50	$22.00		$18.00	$8.78
Small Backdoor	$20.50	$22.00		$18.00	$8.78
Recycling	$4.50	$4.50		$4.30	$3.97
Seasonal Yard Waste Bin	$150.00	$150.00		$140.00	$132.66
Yard Waste Bag	$25.00	$25.00		$30.00	$3.21
Single Bulk Item	$25.00	$25.00		$35.00	$26.78
Bulk Trash Pick Up	$195/hour & $65 per ton	Included in monthly rate		$170/hour & 60 per ton, $9,998 in 2023	$5,921 in 2021
Second Trash Bin	$6.00	$6.00		$3.00	n/a
Second Recycling	$6.00	$6.00		$3.00	n/a
Downtown Trash Cans (7)	$105	$105		$63	n/a

- Monthly rate unless otherwise noted
- Contract includes 6% increase year 2
- Proposal #2 charges approx. $10,640 extra in trash collection fees

3/14/24

Proposal for Review: Request from KSFA

Approval for 9/7/24 Festival & Games For Special Exhibitors

To the Kalamazoo City Council,

KSFA (Kalamazoo Scottish Festival Association) is looking forward to this year's festival and games in Kindleberger Park. Each year we have been improving our festival by increasing our vendors, clans, and making improvements to the presentation of our layout and varying the interest for the attendees.

This year we have a goal to introduce more animals. The Scottish Deer Hounds are always appreciated. I am working on increasing the breeds represented. As this is a dog friendly park, this is well within the existing allowances of the park. We will be verifying that the exhibitors supply the proper containment equipment and that the dogs are on leads when outside any enclosure. Waste collection will be required and we will supply waste cans for this purpose. We've had great success at games prior to COVID. We had a rescue set up for adoption applications which resulted in over 10 applications.

I am asking for approval to reintroduce Scottish Highland cows back to the festival. There are several farms in this area of Michigan that have these cattle. They are a smaller and more docile breed. These farms show these cattle and allow people to pet and interact with them at their farms. We will work with the exhibitors to ensure the enclosures are the proper dimensions for the cows' comfort and protection. We would also limit the number to four (I'm hoping to have a mother and baby as a minimum). They will be in the enclosure the entire time they are on show. Our goal is to have them near the children's play area near the street side, under the trees. This would allow for easy unloading and loading, and the least travel distance. We will also lay tarps on the grass, under hay, to protect the lawn and aid in the ease of clean up.

I also have a contact for working border collies. I'd like to ask to have a herding exhibit space set up, and allow us to show them working under commands with ducks or geese.

This park has such a great mix of open and tree-covered space that would allow the safety and comfort for the visitors, as well as the animals. If approved, we will also be reviewing our insurance to verify we have the proper coverage. We will also assure the proper clean up and disposal of all waste and trash on Saturday evening.

Many of the festivals have these animal exhibits, and I would be happy to discuss with them all the guidelines and securities they set in place for the protection of everyone. Upon your approval, I would reach out to these exhibitors to see if they are available, discuss the dimensions and specifics of the enclosures, and the hours they would be able to commit to, as well as any other needs for the care of the animals. I would then supply the details to the city for their continued review. The details of the park layout will include the spaces designated for these exhibitors before the festival.

I look forward to your response. I feel this would add a wonderful educational and entertaining aspect to our festival to celebrate the ongoing Scottish character present in our state and region.

Sincerely,

Sarah Wilson

KSFA Board Member – Vendor/Exhibitor Chair

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To Whom it May Concern,

Parchment Little League is looking to have an opening day parade on Saturday, April 27th. Parade to begin at 9am. Parade will leave High School parking area out to Thomas, Turn left on Orient, Turn Right on Glendale, Turn Left on Maple, Turn Left on Park, ending at Kindleberger Park entrance. Parade should be done by 9:45am if not sooner.

We have received approval from both Kalamazoo Township and Fire department with the needed resources.

Thanks so much and please let me know if you have any further questions!

Jennifer Ellard
Parchment Little League Board Treasurer
269.910.8257

Fire Department Proposals

Proposal 1

COP keeps its FD   Total = $35,000 + $90,000 + $30,000 = $155,000 (CIP for new truck would be $50,000 a year for 5 years, for a used vehicle)

- COP owns one Engine
- Capital Improvement Program for $50,000 a year for five years for new engine
- $35,000 a year flat fee paid (Administrative work, reporting, inspections)
- Fire/EMS Calls, approximately 300 year, billed at $300 per hour estimated $90,000
- All repairs/replacements will be billed to the COP
- Currently, there are $30,000 of maintenance/replacement costs that will need to be funded in the near future for engine 711.
- The engine will be used to attend three parade events: Little League, Homecoming, and Kindleberger, provided the Police Department approves the route.
- The engine will be at the Wassailing event.
- TKFD will use the other open stall in the Fire Barn to store vehicle/equipment.
- The Fire Barn will be cleaned at least 2 times a year by TKFD
- 2 year contract possible

Proposal 2

COP sells FD to TKFD

- Annual service fee $150,000 with an increase each year by the CPI or COLA (whichever is the least)
- Sell the Engine to TKPD
- The Fire Barn remains to belong to the COP
- The Fire Barn will be cleaned at least 2 times a year by TKFD
- The TKFD will keep at least one engine in the COP Fire Barn
- All maintenance/replacement costs will be the responsibility of the TKPD
- The COP will not have to save $50,000 a year for a new engine
- The engine housed in the COP Fire Barn will have the City of Parchment name put on it.
- The engine housed will be used to attend three parade events: Little League, Homecoming, and Kindleberger, provided the Police Department approves the route.
- The engine housed will be at the Wassailing event.

Below are the additional considerations for future needs if ownership is retained by City of Parchment of vehicles and equipment, with a supplement paid on a per call/hour basis
Following items known to need replacement:

- Mobile Radio - $3,100
- Portable Radios - $1,000 each (times three for the vehicle) $3,000
- Gas Fan - $4,500
- Battery Electric Fan - $5,500
- Thermal Imaging Camera - $8,500
- LED Handlights replaced - $200 (times four for the vehicle) $800
- High Rise Pack - $200
- Carbon Monoxide Monitor - $250

Following items which will need replacement, but not identified as immediate need:

- Tires – replaced every 10 years $4,000
- EMS equipment expires every 2-3 years $25-$200 per item

Following costs that are typically hidden with manpower being provided by Kalamazoo Township:

- Pump Testing – done by K-Twp Maint.
- Hose Testing – done by K-Twp Maint. & Department
- Small engine repairs (saw, fan, generator doesn't work) – done by K-Twp Maint.
- Ground ladder testing – K-Twp manpower to escort company
- SCBA Bench Testing – K-Twp manpower to escort company
- Annual 3rd party vehicle inspection – K-Twp manpower to transport vehicle
- Investigations of fires
- Building inspections from complaints and for new occupancies

Following costs that are hidden with us providing manpower:

- Training costs both internal and external training
- Salary & part-time hourly along with associated Fringe Benefits

Final considerations:

- Fuel, Oil
- Vehicle & Workman's Comp Insurance
- Uniform replacement
- Turnout gear replacement
- Lengthy calls (exceeding first alarm and exceeding one hour)

Two additional costs that will be incurred – First there is an increased cost to administration to track responses to calls, number of hours spent, invoicing separately for equipment if supplemented with a Per Call/Per Hour basis.
Secondly, costs which cannot be forecast or envisioned which will arise (Increased PPE costs of N-95's during COVID; additional EMS equipment needed with changing state mandates; increased need for Terrorist training following 9/11etc…)