AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

May 20, 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 May 6, 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. 1516 - action
ii. Credit Card Statement, April 2024 – action
iii. Financial Statement, April 2024 - action
iv. Kindleberger Park Reservation, Sunken Garden, Camburn Wedding – action
v. Kindleberger Park Reservation, Sunken Garden, Garcia Wedding – action
vi. KAC Meeting Minutes, April 6, 2024 – receive
vii. Correspondence from the Kalamazoo County Area Agency on Aging - receive

8. Unfinished Business

9. New Business

A. 2024-2025 Budget Resolution #2024-3 - action
B. Ordinance 225, Adopt the Amended C-3 General Business District, second reading/adoption – action
C. Ordinance 226, Amend the Parchment City Code of Ordinances - Designating Flood Areas under the State Construction Code Act, second reading/adoption – action
D. Intergovernmental Agreement with KABA for FEMA - action
E. Rate Committee Memo, Trash and Recycling – action
F. Rescission of the Parchment Vegetable Products Purchase Agreement - action

10. Citizen Comments – Items <u>ON</u> or <u>OFF</u> 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, MAY 6, 2024.

1. **Call to order**

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

2. **Roll Call.**

Present: Mayor Britigan, Commissioners Cooper, Conner, Fooy, Jordan, Madaras, and Mendoza. City Manager Stoddard, City Treasurer/Clerk Stutz, City Attorney Soltis.

Absent: None.

3. **Approval of Minutes**

Moved by Commissioner Mendoza, supported by Commissioner Conner to approve the minutes of the April 15, 2024 Regular meeting. **Motion Carried.**

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

Add two park reservation forms to the consent agenda and item 10.D. Resolution Widening Wilson. Moved by Vice Mayor Jordan, supported by Commissioner Madaras 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 Mendoza, to approve the consent agenda items. **Motion Carried.**

7. **Public Hearing for the 2024-2025 Budget Year**

Moved by Commissioner Fooy, supported by Commissioner Madaras to enter into the Public Hearing at 7:06 pm. **Motion Carried.** Mayor Britigan asked if there were any comments to be entered into the record. There were none.

Moved by Commissioner Fooy, supported by Commissioner Conner to close the Public hearing at 7:07 pm. **Motion Carried.**

8. **Unfinished Business**

A. Urban Wildlife Corridor Agreement – action. City Manager Stoddard began by saying that this agreement has been authorized by the River Trustees and that none of the costs will be incurred by the city. Attorney Soltis added that it includes indemnity language and references the agreement between city and trustees. Commissioners had questions that were answered. Moved by Commissioner Cooper, supported by Commissioner Madaras to approve the agreement for SWMPC to produce a Kalamazoo River Urban Wildlife Corridor Plan as presented. Roll call vote was as follows:

Ayes: Britigan, Cooper, Conner, Fooy, Jordan, Madaras, Mendoza.
Nays: None.
Absent: None.
Abstain: None.
Motion Carried 7-0.

9. **New Business**

A. Presentation by Sean McBride, Central County Transportation Authority Executive Director – receive. Mayor Britigan welcomed Mr. McBride back to Parchment to give the commission an update. Mr. McBride thanked the commissioners for having him, adding he "appreciates the partnership" with the city for many years now. He then went over the annual report, with specific data on Parchment's ridership and information on the new Metro Link rideshare service.

B. Ordinance 225 – Amend C-3 General Business District – action. Mayor Britigan reminded commissioners of Planning Commissioner Chair Kent DeBoer's presentation on this recently. City Manager Stoddard added that this new business wants to make drums, so this amendment is to add the definition of what's allowed. Attorney Soltis noted that the Planning Commission did the work, he just added language in ordinance form. Moved by Commissioner Cooper, supported by Commissioner Mendoza to accept Ordinance 225 – Amend C-3 Business District as presented for First Reading. **Motion Carried.**

C. Ordinance 226 – Amendment to the Parchment City Code of Ordinances, Designating Flood Areas under the State Construction Code Act – action. Mayor Britigan began by saying that this issue was brought to our attention by Federal Emergency Management Agency (FEMA). City Manager Stoddard explained that in order to be a part of the program, this first step has a June deadline. Attorney Soltis added that this program helps residents within the flood plain map, whereby they can apply for insurance through FEMA. Moved by Commissioner Mendoza, supported by Commissioner Madaras to accept Ordinance 226 – Amendment Designating Flood Areas under the State Construction Code Act as presented for First Reading. **Motion Carried.**

D. Resolution #2024-2, Widening Wilson Avenue Right of Way – action. City Manager Stoddard explained that in splitting up the mill property into parcels, our engineers had to be purposeful in the way that each parcel has access to utilities from Wilson. This resolution allows for the re-centering of the road (adding 20 feet to the west) and exactly that access. This ROW is necessary to have prior to closing the sale of property to Mr. Coronado. Commissioner questions were answered. Moved by Commissioner Madaras, supported by Commissioner Conner to adopt Resolution #2024-2 Widening Wilson Avenue Right of Way as presented. Roll call vote was as follows:
Ayes: Britigan, Cooper, Conner, Fooy, Jordan, Madaras, Mendoza.
Nays: None.
Absent: None.
Abstain: None.
Motion Carried 7-0.

10. Citizen Comments
None.

11. Mayor and Commissioner Comments
Commissioner Mendoza mentioned that flood questions were mentioned at the recent KABA meeting, saying that we aren't alone in the community.

Commissioner Cooper reported a great opening day for Parchment Little League, offering her thanks to everyone involved in making the day and the parade a success.

Commissioner Conner asked whether there is a solution for people leaving the park pavilions a mess.

Mayor Britigan shared a recent event that took place in the city – it was a kickoff for the mill redevelopment held at the Parchment Community Library and included people from Senator Peters' office, Representative Hall's office, the EPA, EGLE, MEDC, and others. They toured the mill and had the opportunity to discuss the city's needs and vision with these varied groups.

12. City Manager Comments/Reports
City Manager Stoddard noted that the groups at the mill redevelopment kickoff are those that can help us going forward, adding it was encouraging to see them all present. She then offered anyone with questions or other concerns to call or text her.

13. Adjournment
There being no further business to come before the Commission, it was moved by Commissioner Mendoza and supported by all to adjourn the meeting at 8:02 p.m.

Shannon Stutz, City Clerk

City of Parchment
Check Register Report
Warrant 1516

Check	Check Date	Vendor Name	Description	Amount
38089	05/09/2024	400 ISLAND LLC	BRNFLD REIMB PER BRA PROJECT 230454	411,215.32
38090	05/09/2024	CONSUMERS ENERGY	CITYWIDE MONTHLY ENERGY USE	3,456.21
38091	05/09/2024	DEYOUNG LANDSCAPE SERVICE	TURF TREATMENT #1 - GARDEN #5223	202.00
38092	05/09/2024	ENGINEERED PROTECTION SYSTEMS	MAINT BLDG - 6/1 - 8/31/24	186.18
38093	05/09/2024	FORD, KRIEKARD, SOLTIS & WISE	GENERAL MATTERS - APRIL	1,456.25
38094	05/09/2024	J & H OIL COMPANY	FUEL CHARGES 4/16 TO 4/30/24	474.16
38095	05/09/2024	KALAMAZOO TOWNSHIP	SERVICES CONTRACT - MAY	42,259.50
			POLICE $36,684.50; FIRE $5,575.00	
38096	05/09/2024	NANCY STODDARD	ZOOM - ONLINE MEETING PLATFORM	16.95
38097	05/09/2024	PREIN & NEWHOF	MONTHLY ENGINEERING SERVICES	3,900.55
		SEWER $1688.30, TRESTLE $1001.00; STORMWATER PERMIT $89.50; MILL SITE $1121.75		
38098	05/09/2024	REPUBLIC SERVICES #249	CITYWIDE MONTHLY TRASH PICKUP	10,342.54
38099	05/09/2024	SBIS	EMPLOYEE & RETIREE INSURANCE - JUNE 2024	12,970.40
38100	05/09/2024	SEVERANCE ELECTRIC CO INC	TRAFFIC SIGNAL MAINT - APRIL 2024	120.00

Account Number: XXXX XXXX XXXX 1546
Statement Closing Date: 04/26/24

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	$611.68	$0.00	$611.68
NANCY R STODDARD XXXX XXXX XXXX 7241	$5,000	$0.00	$75.00	$0.00	$75.00
TY J WOLTHUIS XXXX XXXX XXXX 7874	$3,000	$0.00	$88.44	$0.00	$88.44
SHANNON STUTZ XXXX XXXX XXXX 9125	$5,000	$0.00	$1,742.33	$0.00	$1,742.33

Cardholder Account Activity

BILL CAHILL	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 1801	$5,000	$0.00	$393.69	$0.00	$393.69

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
04/22	04/19	02305374111000657857507	TRACTOR SUPPLY #1272 KALAMAZOO MI		$33.98
04/24	04/22	85179244114700609001274	ONE WAY PRODUCTS 269-343-3772 MI		$137.71
04/24	04/22	85179244114700609001266	ONE WAY PRODUCTS 269-343-3772 MI		$222.00

JIM DUBY	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 1892	$3,000	$5.28	$714.59	$0.00	$709.31

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
03/28	03/26	52707154087010195732257	THE HOME DEPOT #2771 PLAINWELL MI		$72.19
04/04	04/02	02305374094100096410438	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		$42.22
04/05	04/03	82305094095000016037433	KEYMELOCKSMITHS.COM JERSEY CITY NJ		-$5.28
04/12	04/10	02305374102100097735809	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		$77.96
04/16	04/15	55446414106839210920313	FERGUSON ENT #1474 KALAMAZOO MI		$181.46
04/18	04/17	85175304108980002499143	TOP GRADE HAMILTON MI		$54.59
04/25	04/24	55446414116081896844495	ETNA DISTRIBUTORS, LLC GRAND RAPIDS MI		$31.00
04/25	04/24	85175304115980002499110	TOP GRADE HAMILTON MI		$51.50
04/25	04/24	55446414116081896315025	ETNA DISTRIBUTORS, LLC GRAND RAPIDS MI		$158.70
04/26	04/24	02305374116100099291581	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		$44.97

CAMRON J BOEKHOVEN	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 9114	$3,000	$0.00	$611.68	$0.00	$611.68

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
03/28	03/27	02305374088000639155326	USPS PO 2549110002 KALAMAZOO MI		$10.60
04/03	04/02	55432864093201634153293	AMZN MKTP US*LH6GL89C3 AMZN.COM/BILL WA		$126.99
04/04	04/02	85179244094980005540927	STEENSMA LAWN AND POWE KALAMAZOO MI		$89.52
04/04	04/03	55309594094838002564338	NAPA AUTO KALAMAZOO EA KALAMAZOO MI		$206.20
04/12	04/11	55309594102838004009928	NAPA AUTO KALAMAZOO EA KALAMAZOO MI		$11.39
04/19	04/18	72306064109900017917722	GOGGIN RENTAL KALAMAZOO MI		$103.84
04/25	04/23	02305374115100142853495	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		$14.42
04/25	04/23	02305374115100142853313	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		$41.74
04/26	04/24	02305374116100099305373	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		$6.98

NANCY R STODDARD	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 7241	$5,000	$0.00	$75.00	$0.00	$75.00

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount

(transactions continued on next page)

Cardholder Account Activity cont.

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
04/16	04/15	82117554106000003593123	PIXELVINE FREEPORT MI		$75.00

TY J WOLTHUIS	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 7674	$3,000	$0.00	$88.44	$0.00	$88.44

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
04/25	04/23	02305374115100142870978	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		$88.44

SHANNON STUTZ	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 9125	$5,000	$0.00	$1,742.33	$0.00	$1,742.33

Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
03/29	03/28	55432864088200066474877	SPECTRUM 855-707-7328 MO		$119.98
04/03	04/02	75500594093900016300046	REGISTER OF DEEDS KALAMAZOO MI		$13.00
04/03	04/01	85140514093900014300017	CORNERSTONE OFFICE SYS AVALENCE@CORN MI		$273.00
04/03	04/01	85140514093900014300025	CORNERSTONE OFFICE SYS AVALENCE@CORN MI		$754.78
04/05	04/04	55500364095872132510097	MARANA GROUP KALAMAZOO MI		$341.85
04/10	04/09	82117554100000003024935	PIXELVINE FREEPORT MI		$89.75
04/24	04/23	55432864114205254357329	SPECTRUM 855-707-7328 MO		$149.97

PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 04/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2024 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	3,453.30	643.42	546.70	86.33
101-000-448.000	1% Collection Fees	33,400.00	40,611.64	7,159.32	(7,211.64)	121.59
101-000-451.000	License and Fees	15,450.00	3,789.85	450.00	11,660.15	24.53
101-000-452.000	Cablevision Fees	16,171.00	10,008.48	0.00	6,162.52	61.89
101-000-453.000	Recreation Fees	2,700.00	2,700.00	0.00	0.00	100.00
101-000-454.000	Solid Waste Collections	140,080.00	109,718.74	1,760.10	30,361.26	78.33
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	208,047.00	38,984.00	41,953.00	83.22
101-000-632.000	Charges for Services Rendered	1,000.00	109.24	109.24	890.76	10.92
101-000-662.000	Traffic Fines	8,000.00	1,324.95	69.30	6,675.05	16.56
101-000-664.000	Interest on Investments	4,800.00	8,009.49	383.43	(3,209.49)	166.86
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	120,000.00	120,000.00	0.00	100.00
101-000-694.000	Miscellaneous	20,000.00	9,458.09	63.16	10,541.91	47.29
101-000-695.000	Other Financing Sources	5,600.00	3,209.43	0.00	2,390.57	57.31
Total Dept 000		1,785,629.00	1,431,550.93	169,621.97	354,078.07	80.17
TOTAL REVENUES		1,785,629.00	1,431,550.93	169,621.97	354,078.07	80.17
Expenditures						
Dept 100 - Legislative						
101-100-703.000	Payroll - Part Time	9,000.00	7,545.00	550.00	1,455.00	83.83
101-100-715.000	Social Security	1,079.00	348.75	34.10	730.25	32.32
101-100-720.000	Worker's Compensation	296.00	0.00	0.00	296.00	0.00
101-100-722.000	Medicare	252.00	81.56	7.97	170.44	32.37
101-100-740.000	Operating Supplies	721.00	1,558.09	834.51	(837.09)	216.10
101-100-800.000	Professional/Contractual Serv.	12,360.00	11,417.50	541.50	942.50	92.37
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	1,244.59	118.85	(1,244.59)	100.00
101-100-880.000	Community Promotion	1,030.00	300.00	75.00	730.00	29.13
101-100-880.001	Wassailing Contribution	2,060.00	1,239.83	0.00	820.17	60.19
101-100-900.000	Printing & Publishing	5,150.00	2,471.53	912.00	2,678.47	47.99
101-100-955.000	Miscellaneous	309.00	6.79	6.79	302.21	2.20
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	50,535.33	3,080.72	7,478.67	87.11
Dept 200 - Administration						
101-200-702.000	Payroll - Full Time	136,690.00	101,791.57	10,341.15	34,898.43	74.47
101-200-703.000	Payroll - Part Time	49,440.00	35,257.69	3,225.04	14,182.31	71.31
101-200-715.000	Social Security	10,815.00	7,763.25	766.94	3,051.75	71.78
101-200-716.000	Hospital/Life Insurance	72,680.00	48,746.51	6,031.43	23,933.49	67.07
101-200-716.001	Insurance Deductible	4,000.00	1,156.17	299.55	2,843.83	28.90
101-200-718.000	Pension	36,000.00	33,372.45	3,886.69	2,627.55	92.70
101-200-719.000	Hospital Insurance - Retirees	0.00	9,158.27	2,590.54	(9,158.27)	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	1,815.60	179.36	682.40	72.68

PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 04/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2024 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	4,959.28	1,128.69	3,177.72	60.95
101-200-740.000	Operating Supplies	2,060.00	4,829.43	273.00	(2,769.43)	234.44
101-200-775.000	Repair & Maintenance Supplies	2,163.00	662.35	56.88	1,500.65	30.62
101-200-800.000	Professional/Contractual Serv.	23,558.00	22,118.67	1,615.94	1,439.33	93.89
101-200-805.000	Computer Services	9,785.00	11,635.16	3,412.00	(1,850.16)	118.91
101-200-830.000	Memberships & Dues	1,236.00	1,625.50	106.50	(389.50)	131.51
101-200-850.000	Communications	7,519.00	7,331.20	(16.36)	187.80	97.50
101-200-860.000	Institutes & Training	1,339.00	1,021.88	207.69	317.12	76.32
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	4,915.72	962.65	(383.72)	108.47
101-200-930.000	Repair & Maint.Contractors	3,039.00	934.80	264.80	2,104.20	30.76
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	307,441.62	35,332.49	99,947.38	75.47
Dept 210 - Legal Services						
101-210-801.000	Attorney - General	16,480.00	10,998.75	843.75	5,481.25	66.74
101-210-802.000	Attorney-Police Matters	10,094.00	2,143.75	175.00	7,950.25	21.24
Total Dept 210 - Legal Services		26,574.00	13,142.50	1,018.75	13,431.50	49.46
Dept 300 - Police						
101-300-703.000	Payroll - Part Time	8,400.00	8,792.00	1,120.00	(392.00)	104.67
101-300-715.000	Social Security	618.00	545.10	69.44	72.90	88.20
101-300-722.000	Medicare	103.00	127.48	16.24	(24.48)	123.77
101-300-800.000	Professional/Contractual Serv.	440,214.00	366,845.00	0.00	73,369.00	83.33
Total Dept 300 - Police		449,335.00	376,309.58	1,205.68	73,025.42	83.75
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	1,216.50	0.00	(186.50)	118.11
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	58,364.70	0.00	15,135.30	79.41
101-336-830.000	Memberships & Dues	0.00	1,400.00	0.00	(1,400.00)	100.00
101-336-850.000	Communications	4,325.00	2,818.44	90.00	1,506.56	65.17
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	2,236.51	422.38	563.49	79.88
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	82,058.09	512.38	46,681.91	63.74
Dept 440 - Public Services						
101-440-702.000	Payroll - Full Time	95,100.00	73,127.69	5,008.26	21,972.31	76.90
101-440-715.000	Social Security	5,900.00	6,028.71	455.05	(128.71)	102.18
101-440-716.000	Hospital/Life Insurance	41,800.00	37,587.14	3,498.46	4,212.86	89.92
101-440-716.001	Insurance Deductible	2,400.00	8,100.83	482.50	(5,700.83)	337.53

PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 04/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-440-718.000	Pension	37,900.00	23,238.15	2,113.50	14,661.85	61.31
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	1,410.14	106.40	69.86	95.28
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	5,973.19	439.45	(1,441.19)	131.80
101-440-775.000	Repair & Maintenance Supplies	11,000.00	8,011.88	1,498.63	2,988.12	72.84
101-440-780.000	Safety Supplies	515.00	0.00	0.00	515.00	0.00
101-440-800.000	Professional/Contractual Serv.	15,000.00	8,897.74	5,000.00	6,102.26	59.32
101-440-810.000	Rubbish Collection Charges	130,000.00	98,375.91	10,732.05	31,624.09	75.67
101-440-815.000	Uniform Rental	3,090.00	3,197.13	45.40	(107.13)	103.47
101-440-830.000	Memberships & Dues	927.00	0.00	0.00	927.00	0.00
101-440-850.000	Communications	1,030.00	1,949.80	119.98	(919.80)	189.30
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	11,573.83	2,126.59	(2,612.83)	129.16
101-440-926.000	Street Lighting	29,000.00	21,963.77	2,999.61	7,036.23	75.74
101-440-930.000	Repair & Maint.Contractors	12,154.00	14,715.63	752.29	(2,561.63)	121.08
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		458,538.00	330,757.38	35,378.17	127,780.62	72.13
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	49,718.52	192.42	8,281.48	85.72
101-591-830.000	Memberships & Dues	0.00	1,000.00	0.00	(1,000.00)	100.00
101-591-920.000	Utilities	0.00	2,577.98	387.22	(2,577.98)	100.00
Total Dept 591 - Water Plant Grant Expenses		58,000.00	53,355.82	579.64	4,644.18	91.99
Dept 751 - Parks, Recreation & Culture						
101-751-702.000	Payroll - Full Time	55,800.00	64,683.96	3,856.80	(8,883.96)	115.92
101-751-715.000	Social Security	3,500.00	3,980.08	236.22	(480.08)	113.72
101-751-716.000	Hospital/Life Insurance	23,800.00	11,493.66	905.79	12,306.34	48.29
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	21,893.48	1,854.89	306.52	98.62
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	930.60	55.25	(80.60)	109.48
101-751-746.000	Gasoline & Oil	2,884.00	2,349.53	0.00	534.47	81.47
101-751-775.000	Repair & Maintenance Supplies	13,390.00	6,931.63	932.42	6,458.37	51.77
101-751-780.000	Safety Supplies	412.00	0.00	0.00	412.00	0.00
101-751-800.000	Professional/Contractual Serv.	20,000.00	5,000.00	5,000.00	15,000.00	25.00
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	10,233.68	992.63	(2,920.68)	139.94
101-751-930.000	Repair & Maint.Contractors	25,000.00	7,240.81	0.00	17,759.19	28.96
101-751-970.000	Capital	6,180.00	0.00	0.00	6,180.00	0.00
Total Dept 751 - Parks, Recreation & Culture		191,329.00	144,911.93	13,834.00	46,417.07	75.74
TOTAL EXPENDITURES		1,777,919.00	1,358,512.25	90,941.83	419,406.75	76.41

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 04/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,785,629.00	1,431,550.93	169,621.97	354,078.07	80.17
TOTAL EXPENDITURES		1,777,919.00	1,358,512.25	90,941.83	419,406.75	76.41
NET OF REVENUES & EXPENDITURES		7,710.00	73,038.68	78,680.14	(65,328.68)	947.32

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 04/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2024 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	143,939.63	16,585.11	42,560.37	77.18
202-000-664.000	Interest on Investments	0.00	181.01	0.00	(181.01)	100.00
Total Dept 000		186,500.00	144,120.64	16,585.11	42,379.36	77.28
TOTAL REVENUES		186,500.00	144,120.64	16,585.11	42,379.36	77.28
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	5,099.67	769.53	1,400.33	78.46
202-463-715.000	Social Security	525.00	310.44	46.99	214.56	59.13
202-463-716.000	Hospital/Life Insurance	2,200.00	2,118.79	219.67	81.21	96.31
202-463-716.001	Insurance Deductible	210.00	0.00	0.00	210.00	0.00
202-463-718.000	Pension	2,200.00	1,691.19	222.63	508.81	76.87
202-463-720.000	Worker's Compensation	535.00	0.00	0.00	535.00	0.00
202-463-722.000	Medicare	125.00	72.60	10.98	52.40	58.08
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	2,466.60	106.66	(97.60)	104.12
202-463-930.000	Repair & Maint.Contractors	10,000.00	7,728.45	891.81	2,271.55	77.28
Total Dept 463 - Routine Maintenance		24,973.00	19,487.74	2,268.27	5,485.26	78.04
Dept 475 - Traffic Services						
202-475-702.000	Payroll - Full Time	6,200.00	5,325.10	735.15	874.90	85.89
202-475-715.000	Social Security	500.00	324.49	44.89	175.51	64.90
202-475-716.000	Hospital/Life Insurance	2,500.00	2,070.35	212.99	429.65	82.81
202-475-716.001	Insurance Deductible	200.00	0.00	0.00	200.00	0.00
202-475-718.000	Pension	2,500.00	1,661.61	215.55	838.39	66.46
202-475-720.000	Worker's Compensation	510.00	0.00	0.00	510.00	0.00
202-475-722.000	Medicare	120.00	75.84	10.50	44.16	63.20
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	470.29	57.77	2,104.71	18.26
202-475-930.000	Repair & Maint.Contractors	11,500.00	7,823.44	642.88	3,676.56	68.03
Total Dept 475 - Traffic Services		27,120.00	17,751.12	1,919.73	9,368.88	65.45
Dept 478 - Winter Maintenance						
202-478-702.000	Payroll - Full Time	8,500.00	8,155.63	924.48	344.37	95.95
202-478-715.000	Social Security	610.00	498.03	56.59	111.97	81.64
202-478-716.000	Hospital/Life Insurance	3,000.00	2,759.77	219.92	240.23	91.99
202-478-716.001	Insurance Deductible	250.00	0.00	0.00	250.00	0.00
202-478-718.000	Pension	3,000.00	2,407.21	283.26	592.79	80.24
202-478-720.000	Worker's Compensation	620.00	0.00	0.00	620.00	0.00
202-478-722.000	Medicare	140.00	116.55	13.24	23.45	83.25
202-478-746.000	Gasoline & Oil	1,030.00	689.55	0.00	340.45	66.95

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 04/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 202 - MAJOR STREET FUND						
Expenditures						
202-478-753.000	Salt	9,270.00	6,874.40	0.00	2,395.60	74.16
202-478-775.000	Repair & Maintenance Supplies	0.00	81.27	0.00	(81.27)	100.00
Total Dept 478 - Winter Maintenance		26,420.00	21,582.41	1,497.49	4,837.59	81.69
Dept 482 - Administration						
202-482-702.000	Payroll - Full Time	1,280.00	1,088.81	95.39	191.19	85.06
202-482-715.000	Social Security	79.00	66.58	5.92	12.42	84.28
202-482-716.000	Hospital/Life Insurance	560.00	341.71	0.16	218.29	61.02
202-482-716.001	Insurance Deductible	40.00	0.00	0.00	40.00	0.00
202-482-718.000	Pension	510.00	331.62	37.30	178.38	65.02
202-482-720.000	Worker's Compensation	15.00	0.00	0.00	15.00	0.00
202-482-722.000	Medicare	20.00	15.59	1.39	4.41	77.95
202-482-960.000	Administrative Overhead	20,000.00	20,000.00	20,000.00	0.00	100.00
Total Dept 482 - Administration		22,504.00	21,844.31	20,140.16	659.69	97.07
TOTAL EXPENDITURES		203,017.00	80,665.58	25,825.65	122,351.42	39.73
Fund 202 - MAJOR STREET FUND:						
TOTAL REVENUES		186,500.00	144,120.64	16,585.11	42,379.36	77.28
TOTAL EXPENDITURES		203,017.00	80,665.58	25,825.65	122,351.42	39.73
NET OF REVENUES & EXPENDITURES		(16,517.00)	63,455.06	(9,240.54)	(79,972.06)	384.18

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 04/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2024 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	58,650.27	6,758.89	17,349.73	77.17
203-000-664.000	Interest on Investments	0.00	905.02	0.00	(905.02)	100.00
Total Dept 000		76,000.00	59,555.29	6,758.89	16,444.71	78.36
TOTAL REVENUES		76,000.00	59,555.29	6,758.89	16,444.71	78.36
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	5,444.40	769.50	1,055.60	83.76
203-463-715.000	Social Security	620.00	331.80	46.99	288.20	53.52
203-463-716.000	Hospital/Life Insurance	2,200.00	2,118.76	219.66	81.24	96.31
203-463-716.001	Insurance Deductible	255.00	0.00	0.00	255.00	0.00
203-463-718.000	Pension	2,200.00	1,691.18	222.60	508.82	76.87
203-463-720.000	Worker's Compensation	625.00	0.00	0.00	625.00	0.00
203-463-722.000	Medicare	145.00	77.58	10.98	67.42	53.50
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	2,323.25	106.66	1,178.75	66.34
203-463-930.000	Repair & Maint.Contractors	10,000.00	6,307.81	891.82	3,692.19	63.08
Total Dept 463 - Routine Maintenance		26,356.00	18,294.78	2,268.21	8,061.22	69.41
Dept 475 - Traffic Services						
203-475-702.000	Payroll - Full Time	6,200.00	5,222.68	725.94	977.32	84.24
203-475-715.000	Social Security	580.00	318.33	44.34	261.67	54.88
203-475-716.000	Hospital/Life Insurance	2,500.00	2,025.67	206.65	474.33	81.03
203-475-716.001	Insurance Deductible	240.00	0.00	0.00	240.00	0.00
203-475-718.000	Pension	2,500.00	1,630.43	212.02	869.57	65.22
203-475-720.000	Worker's Compensation	590.00	0.00	0.00	590.00	0.00
203-475-722.000	Medicare	135.00	74.39	10.37	60.61	55.10
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	9,771.50	1,199.32	9,256.50	51.35
Dept 478 - Winter Maintenance						
203-478-702.000	Payroll - Full Time	8,500.00	7,902.62	915.28	597.38	92.97
203-478-715.000	Social Security	615.00	482.43	56.05	132.57	78.44
203-478-716.000	Hospital/Life Insurance	3,000.00	2,739.51	213.61	260.49	91.32
203-478-716.001	Insurance Deductible	255.00	0.00	0.00	255.00	0.00
203-478-718.000	Pension	3,000.00	2,317.45	279.73	682.55	77.25
203-478-720.000	Worker's Compensation	625.00	0.00	0.00	625.00	0.00
203-478-722.000	Medicare	145.00	112.88	13.12	32.12	77.85
203-478-746.000	Gasoline & Oil	1,030.00	689.55	0.00	340.45	66.95

PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 04/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 203 - LOCAL STREET FUND						
Expenditures						
203-478-753.000	Salt	6,180.00	3,337.22	0.00	2,842.78	54.00
203-478-775.000	Repair & Maintenance Supplies	0.00	926.51	0.00	(926.51)	100.00
Total Dept 478 - Winter Maintenance		23,350.00	18,508.17	1,477.79	4,841.83	79.26
Dept 482 - Administration						
203-482-702.000	Payroll - Full Time	1,600.00	1,088.69	95.39	511.31	68.04
203-482-715.000	Social Security	100.00	66.56	5.92	33.44	66.56
203-482-716.000	Hospital/Life Insurance	700.00	341.69	0.16	358.31	48.81
203-482-716.001	Insurance Deductible	50.00	0.00	0.00	50.00	0.00
203-482-718.000	Pension	640.00	331.03	37.30	308.97	51.72
203-482-720.000	Worker's Compensation	18.00	0.00	0.00	18.00	0.00
203-482-722.000	Medicare	25.00	15.59	1.39	9.41	62.36
203-482-960.000	Administrative Overhead	20,000.00	20,000.00	20,000.00	0.00	100.00
Total Dept 482 - Administration		23,133.00	21,843.56	20,140.16	1,289.44	94.43
TOTAL EXPENDITURES		103,867.00	68,418.01	25,085.48	35,448.99	65.87
Fund 203 - LOCAL STREET FUND:						
TOTAL REVENUES		76,000.00	59,555.29	6,758.89	16,444.71	78.36
TOTAL EXPENDITURES		103,867.00	68,418.01	25,085.48	35,448.99	65.87
NET OF REVENUES & EXPENDITURES		(27,867.00)	(8,862.72)	(18,326.59)	(19,004.28)	31.80

PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 04/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 251 - Brownfield Redevelopment						
Revenues						
Dept 000						
251-000-404.000	Tax Revenue	540,000.00	484,387.68	0.00	55,612.32	89.70
251-000-664.000	Interest on Investments	0.00	3,439.08	0.00	(3,439.08)	100.00
Total Dept 000		540,000.00	487,826.76	0.00	52,173.24	90.34
TOTAL REVENUES		540,000.00	487,826.76	0.00	52,173.24	90.34
Expenditures						
Dept 000						
251-000-800.000	Professional/Contractual Serv.	10,000.00	67,906.56	17,141.18	(57,906.56)	679.07
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	40,000.00	40,000.00	0.00	100.00
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	166,528.64	57,141.18	68,617.36	70.82
TOTAL EXPENDITURES		235,146.00	166,528.64	57,141.18	68,617.36	70.82
Fund 251 - Brownfield Redevelopment:						
TOTAL REVENUES		540,000.00	487,826.76	0.00	52,173.24	90.34
TOTAL EXPENDITURES		235,146.00	166,528.64	57,141.18	68,617.36	70.82
NET OF REVENUES & EXPENDITURES		304,854.00	321,298.12	(57,141.18)	(16,444.12)	105.39

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 04/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2024 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	10,000.00	10,000.00	0.00	100.00
299-000-694.000	Miscellaneous	0.00	359.00	125.00	(359.00)	100.00
Total Dept 000		10,000.00	10,359.00	10,125.00	(359.00)	103.59
TOTAL REVENUES		10,000.00	10,359.00	10,125.00	(359.00)	103.59
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	10,359.00	10,125.00	(359.00)	103.59
TOTAL EXPENDITURES		10,000.00	0.00	0.00	10,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	10,359.00	10,125.00	(10,359.00)	100.00

PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 04/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2024 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	5,823.67	150.00	4,176.33	58.24
401-000-694.000	Miscellaneous	0.00	181.00	0.00	(181.00)	100.00
Total Dept 000		10,000.00	6,004.67	150.00	3,995.33	60.05
TOTAL REVENUES		10,000.00	6,004.67	150.00	3,995.33	60.05
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	38,527.66	532.00	(28,527.66)	385.28
Total Dept 000		10,000.00	39,781.12	532.00	(29,781.12)	397.81
TOTAL EXPENDITURES		10,000.00	39,781.12	532.00	(29,781.12)	397.81
Fund 401 - Veteran's Memorial Fund:						
TOTAL REVENUES		10,000.00	6,004.67	150.00	3,995.33	60.05
TOTAL EXPENDITURES		10,000.00	39,781.12	532.00	(29,781.12)	397.81
NET OF REVENUES & EXPENDITURES		0.00	(33,776.45)	(382.00)	33,776.45	100.00

PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 04/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 590 - SEWER FUND						
Revenues						
Dept 000						
590-000-508.000	USDA Grants	0.00	246,693.45	44,981.22	(246,693.45)	100.00
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	1,810.05	0.00	89.95	95.27
Total Dept 000		336,900.00	498,437.88	44,981.22	(161,537.88)	147.95
TOTAL REVENUES		336,900.00	498,437.88	44,981.22	(161,537.88)	147.95
Expenditures						
Dept 000						
590-000-702.000	Payroll - Full Time	23,800.00	15,851.19	1,421.09	7,948.81	66.60
590-000-715.000	Social Security	1,745.00	960.87	86.26	784.13	55.06
590-000-716.000	Hospital/Life Insurance	9,950.00	6,151.33	571.00	3,798.67	61.82
590-000-716.001	Insurance Deductible	700.00	0.00	0.00	700.00	0.00
590-000-718.000	Pension	9,500.00	4,881.17	549.15	4,618.83	51.38
590-000-720.000	Worker's Compensation	545.00	0.00	0.00	545.00	0.00
590-000-722.000	Medicare	345.00	224.69	20.18	120.31	65.13
590-000-730.000	Postage	0.00	30.45	30.45	(30.45)	100.00
590-000-800.000	Professional/Contractual Serv.	150,000.00	51,076.02	660.00	98,923.98	34.05
590-000-801.000	Attorney - General	0.00	15,700.00	0.00	(15,700.00)	100.00
590-000-815.000	Uniform Rental	515.00	0.00	0.00	515.00	0.00
590-000-900.000	Printing & Publishing	0.00	3,888.33	0.00	(3,888.33)	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	2,233.21	412.93	135.79	94.27
590-000-930.000	Repair & Maint.Contractors	10,300.00	0.00	0.00	10,300.00	0.00
590-000-955.000	Miscellaneous	0.00	514.20	0.00	(514.20)	100.00
590-000-960.000	Administrative Overhead	40,000.00	40,000.00	40,000.00	0.00	100.00
590-000-968.000	Depreciation	14,523.00	14,044.00	0.00	479.00	96.70
590-000-995.000	Interest Expense	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 000		285,210.00	166,929.69	43,751.06	118,280.31	58.53
TOTAL EXPENDITURES		285,210.00	166,929.69	43,751.06	118,280.31	58.53
Fund 590 - SEWER FUND:						
TOTAL REVENUES		336,900.00	498,437.88	44,981.22	(161,537.88)	147.95
TOTAL EXPENDITURES		285,210.00	166,929.69	43,751.06	118,280.31	58.53
NET OF REVENUES & EXPENDITURES		51,690.00	331,508.19	1,230.16	(279,818.19)	641.34
TOTAL REVENUES - ALL FUNDS		2,945,029.00	2,637,855.17	248,222.19	307,173.83	89.57
TOTAL EXPENDITURES - ALL FUNDS		2,625,159.00	1,880,835.29	243,277.20	744,323.71	71.65
NET OF REVENUES & EXPENDITURES		319,870.00	757,019.88	4,944.99	(437,149.88)	236.66

REVENUE AND EXPENDITURE REPORT FOR CITY OF PARCHMENT

PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 04/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2024 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	2,190.93	40.00	1,809.07	54.77
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	1,410.00	1,360.00	590.00	70.50
250-000-475.005	Corporate Sponsorships	16,000.00	11,100.00	0.00	4,900.00	69.38
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	25,960.50	0.00	(19,460.50)	399.39
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	40,661.43	1,400.00	33,838.57	54.58
TOTAL REVENUES		74,500.00	40,661.43	1,400.00	33,838.57	54.58
Expenditures						
Dept 000						
250-000-779.001	Performance Expense	23,800.00	1,545.00	1,545.00	22,255.00	6.49
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	14,730.79	994.12	(12,530.79)	669.58
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	17,539.79	2,539.12	56,960.21	23.54
TOTAL EXPENDITURES		74,500.00	17,539.79	2,539.12	56,960.21	23.54
Fund 250 - KINDLEBERGER SUMMER FESTIVAL:						
TOTAL REVENUES		74,500.00	40,661.43	1,400.00	33,838.57	54.58
TOTAL EXPENDITURES		74,500.00	17,539.79	2,539.12	56,960.21	23.54
NET OF REVENUES & EXPENDITURES		0.00	23,121.64	(1,139.12)	(23,121.64)	100.00

Kindleberger Park Reservation Form

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

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

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

Name: Jenny Camburn + Jacob Mellinger Phone: 269-491-3358
Address: 89 Parkridge Drive, Battle Creek, MI 49037
Email: Rippcord121@AOL.com Alternate Phone: 269-615-3236
Date of Event: Oct. 12, 2024 Time: 12:00pm
Type of event: Wedding
Approximate number of attendees: 15
Will there be music as part of your event? NO
Name of DJ, musical performer, sound technician: NO

Decorations, rental chairs/tents/tables? Describe: Maybe a couple chairs.

Name & address for deposit return: Jennifer Camburn 89 Parkridge Drive, Battle Creek MI 49037

Jennifer Camburn 5-9-24
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: KS Date: 5-9-24

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

Signature Date

RECEIVED
MAY 09 2024
By______

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: Shelley Garcia Phone: 269 568-5556
Address: 4542 Gull Prairie Pl Apt 1b Kal. MI 49048
Email: garciashelley5@gmail.com Alternate Phone: ____
Date of Event: July 4 2024 Time: 4:00 pm - 7p
Type of event: Wedding
Approximate number of attendees: 30
Will there be music as part of your event? No
Name of DJ, musical performer, sound technician: —

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

Name & address for deposit return: Shirley ~~Thompson~~ Thompson
4542 Gull Prairie pl. Kal. MI 49048 Apt 1b

Signature ____ Date 5-13-24

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: ____ Date: 5-13-24

Payment amount received: $350 Receipt # 5457
Check # ____ Cash X Credit ____
APPROVAL

Signature ____ Date ____

MINUTES OF THE REGULAR MEETING OF THE KINDLEBERGER ARTS COMMISSION HELD ON MONDAY, APRIL 8TH, 2024

1. Call to Order
The meeting was called to order by Robin Madaras at 6:03 PM.

2. Roll Call
Present: Alex Vader, Caroline Garber, Nancy Eaton, City Manager Nancy Stoddard, Mayor Rob Britigan, Robin Madaras, Holly Evans, Julie Heasley, Joan VanSickler
Absent: Izzy Weir

3. Approval of the Minutes from Monday, March 11th, 2024
A motion was made by Mayor Robert Britigan, supported by Nancy Stoddard, to approve the minutes from the meeting on March 11th, 2024.
Ayes: All
Nays: None
Motion carried.

4. Old Business
   a. Theatre Chair Search Update
   Alex reported that Ken Holda held a meeting last week and made a plea for a theatre chair.
   b. Parade Chair Search Update
   Alex reported that they are still searching for a parade chairperson.
   c. Food Vendor Chair Search Update
   Alex reported that they are still searching for a food vendor chairperson.
   d. Public Performance License
   Alex reported that she spoke with ASCAP, and they hold the public performance licenses. Because Parchment is a municipality under Kalamazoo County, we are covered by their public performance license.

5. New Business
   a. Festival Directors' Report
   Theatre: Alex reported that she has confirmed the helpers that are needed for the musical (costume designer, set designer) The auditions will be held on May 6th, 7th, and 8th. Rehearsals will begin May 20th at St. Ambrose.

   Alex asked the KAC to participate in sharing impact stories of the Kindleberger Festival for the Facebook page. Robin volunteered. Mayor Britigan said that Claudia Britigan might be interested.

   Arts Council: Summertime Live brochures have gone to press. The KAC should receive 350 of the brochures.

   Alex reported that the Ballet Arts Ensemble would like to be involved in the Festival. An idea is to have a community stage, each group can have 20 – 30 minutes. Cost would be the stage. Performers would be allowed for free. There would be auditions for the performers. Another idea would be to have the performers on the stage before the musical. Mayor Britigan indicated that the budget this year does not support having another stage. Alex will offer Ballet Arts a performance slot prior to the musical on Saturday. Mayor Britigan indicated that it might bring new people to the performances. Musical is at 7:00 PM during the week and 5:00 PM on the weekend.

5. New Business (continued)

Julie Heasley made a motion to have the Directors pursue Ballet Arts Ensemble for a performance prior to the musical on Saturday. This was supported by Mayor Britigan.
Ayes: All
Nays: None
Motion carried.

Alex reported that she will be meeting with Heath from T&L rentals soon to go over ideas for tents, etc. for Festival day.

Julie asked if she should pursue golf carts for the Festival. It was decided that she should secure three 6-person carts and two 4-person carts. These should be dropped off Wednesday morning and picked up Tuesday morning.

b. Financial Report

Robin presented the financial report. The Arts Council donation will go into the Corporate Sponsorship line of the budget.

c. Fund Raising Report

i. Sponsors – Mayor Britigan reported that Lewis C. Howard donation sounds favorable, but as of now, no money has been received.
ii. Bingo for Bags – Julie Heasley presented the Fountains contract for Bingo for Bags 2025.
Mayor Britigan made a motion to accept the financials through March. This was supported by Nancy Stoddard.
Ayes: All
Nays: None
Motion carried.

Mayor Britigan made a motion to enter into contract with the Fountains for Bingo for Bags, 2025, this was supported by Holly Evans.
Ayes: All
Nays: None
Motion carried.

d. Arts and Crafts Report
Nancy Eaton reported that eighty vendors have signed up for the Arts and Crafts show. Biggby is donating coffee and cups. In trade, Nancy will give Biggby a craft show space without cost. The football team will be volunteering to help the vendors unload and load. Nancy Eaton will pay the football team in Gatorade, water, and donuts.

6. Public Comments

Joan VanSickler: Joan needs the media calendar shared with deadlines. Alex provided the following deadlines: Social media template/mailer designed by May 15th, and the program after May 15th. Joan presented ideas for the Kindleberger Festival logo for the programs, etc. Mayor Britigan suggested a pennant design in keeping with the collegiate theme.

7. Member Comments

Mayor Britigan: Rob thanked the participants, helpers, and organizers for Bingo for Bags.

Robin Madaras: No comment.

Nancy Stoddard: Nancy appreciates all we do.

Nancy Eaton: No comment.

Caroline Garber: Bingo for bags was very fun.

Holly Evans: Holly is working on her volunteers.

Julie Heasley: Julie will not be able to make the next KAC meeting.

8. Next Meeting Date
The next meeting of the KAC will be held on Monday, May 13th at 6:00 PM.

9. Adjournment
There being no further business to come before the KAC, Mayor Britigan made a motion to adjourn the meeting. This motion was supported by Robin Madaras. The meeting was adjourned at 7:05 PM.

May 10, 2024

Michigan's Bureau of Aging, Community Living, and Supports requires that local municipalities have an opportunity to approve or disapprove the Kalamazoo County Area Agency on Aging Region 3A's (AAA3A) draft Fiscal Year (FY) 2025 Annual Implementation Plan (AIP).

AAA3A's AIP details how federal Older Americans Act (OAA) and state funds are utilized to support older adults living in Kalamazoo County. The AIP sets forth planning and goals for the continuation, improvement, and expansion of a comprehensive, coordinated system of services that assist older adults maintain independence in their homes and community.

The AIP is in a drafting phase and edits are to come before the final version is available. The draft plan can be found at: https://www.kalcounty.com/hcs/aaa/reports.html.

We encourage public and municipality feedback. AAA3A can receive input by calling (269) 373-5239, emailing cabail@kalcounty.com, or mailing a request to:

Attn: Cassie Bailey – Area Agency on Aging 3A
Kalamazoo County Health & Community Services Dept.
311 East Alcott St.
Kalamazoo, MI 49001

If you have questions or wish to have a hard copy of the AIP mailed to you, please make your request via one of the methods above.

A public hearing will be held on June 12, 2024 at 3:30pm at the Kalamazoo County Health & Community Services Department at the address above. This hearing allows for members of the community to hear about and provide insight and recommendations on AAA3A's plan.

We ask for municipality review and any comments to be returned to AAA3A by July 22, 2024. If no comments are received by this date, the state deems this passive approval of the draft AIP. Please feel free to share the draft with your residents, fellow elected officials, councils, etc.

Sincerely,

Don Saldia, Division Manager, Area Agency on Aging 3A

City of Parchment
2024-2025

Budget Resolution #2024-3

At a regular meeting of the City Commission of the City of Parchment held on Monday, May 20, 2024 the following budget resolution was offered by Commissioner ________ and supported by Commissioner _________.

WHEREAS, the City Manager did submit to the City Commission a proposed budget estimating revenues and expenditures for the 2024-2025 fiscal year on April 1, 2024 as required by Chapter VII, Section 7.4 of the City Charter; and

WHEREAS, the City Commission in accordance with Act 621 Michigan Public Acts of 1978, did hold a public hearing on May 6, 2024 at 7:00 P.M. to receive citizen comment on the proposed budget as presented herein. A copy of the affidavit of publication is on file with the City Clerk.

NOW THEREFORE BE IT RESOLVED THAT, the City Commission of the City of Parchment, does hereby adopt said budget as represented herein; and

BE IT FURTHER RESOLVED, that the City Treasurer be authorized and directed to make such transfers between the various funds in accordance with the adoption of the budget; and

BE IT FURTHER RESOLVED, that the City Manager be authorized to transfer up to $ 5,000.00 from any function of this budget to any other function of the budget within the same fund without further approval.

General Fund

Revenues		Expenditures	
Taxes/Fees	$906,207	Legislative	76,389
State Sales Tax	254,100	Administration	401,410
Solid Waste Collect'ns	145,000	Legal Services	19,000
Other Revenues	114,791	Police Services	488,651
Overhead fr Funds	132,560	Fire Department	174,350
State Grants	144,000	Public Works Department	366,030
		Water Plant Grant	2,200
		Parks, Recreation & Culture	195,655
Total Revenues	$1,696,658	Total Expenditures	$1,723,685

City of Parchment
2024-2025

Major Street Fund

Revenues		Expenditures	
State Grants	$190,700	Routine Maintenance	42,945
Transfers	0	Traffic Services	32,305
		Winter Maintenance	33,960
		Administration	87,635
		Capital/Construction	16,115
Total Revenues	$190,700	Total Expenditures	$212,960

Local Street Fund

Revenues		Expenditures	
State Grant/Interest	$78,000	Routine Maintenance	38,950
Transfers	60,555	Traffic Services	24,805
		Winter Maintenance	32,180
		Administration	27,090
		Capital	60,555
Total Revenues	$138,555	Total Expenditures	$183,580

Brownfield Redevelopment Authority

Revenues		Expenditures	
Tax Revenue	$675,410	Brownfield Debt Retirement	$58,147
Federal Funding	800,000	Attorney Fees	20,000
		Reimb to local	524,330
		Administrative Overhead	41,280
		Professional/EPA Costs	800,000
Total Revenues	$1,475,410	Total Expenditures	$1,443,757

City of Parchment
2024-2025

Tree Fund

Revenues		Expenditures	
Transfers	$ 10,000	Professional/contractual	$ 0
Miscellaneous	0	Miscellaneous	10,000
Total Revenues	$10,000	Total Expenditures	$ 10,000

Veteran's Memorial Fund

Revenues		Expenditures	
Contributions	$2,500	Bricks/supplies	$ 2,500
Transfers	0	Payroll	1,500
Total Revenues	$ 2,500	Total Expenditures	$ 4,000

The roll call vote was as follows:

Ayes: ___________
Nays: None.
Absent: None.
Abstain: None.

Resolution declared adopted this 20th day of May, 2024.

____
Shannon Stutz, City Clerk

CITY OF PARCHMENT

KALAMAZOO COUNTY, MICHIGAN

ORDINANCE 225

AN ORDINANCE TO AMEND THE CITY OF PARCHMENT CODE OF ORDINANCES TO PROVIDE FOR DEFINITIONS OF ARTISAN TRADE AND CRAFT PRODUCTION; TO ADD A NEW SUB NUMBER 10 TO ARTICLE 10 (C-3 GENERAL BUSINESS DISTRICT), SECTION 10.2 (PRINCIPAL USES PERMITTED) OF APPENDIX A OF THE ZONING ORDINANCE, ALLOWING ARTISAN TRADE AND/OR CRAFT PRODUCTION ACTIVITIES; TO REPEAL ALL OTHER ORDINANCES OR PARTS THEREIN INCONSISTENT OR CONTRARY TO THIS ORDINANCE; AND TO PROVIDE FOR AN EFFECTIVE DATE FOR THIS ORDINANCE.

THE CITY OF PARCHMENT ORDAINS:

ARTICLE I

The definition of "Artisan Trade" is hereby added to Appendix A-Zoning Ordinance and shall now read:

Artisan Trade: A skilled craft worker who makes or creates material objects partly or entirely by hand, such as furniture, decorative art, tools, mechanisms such as clocks, clothing, etc.

ARTICLE II

The definition of "Craft Production" is hereby added to Appendix A-Zoning Ordinance and shall now read:

Craft Production: The manufacturing process of making products by hand, one by one, with or without the aid of tools. Typically reliant on a highly skilled craft worker. Examples include furniture, cabinetry, woodworking trades, metalsmith, pottery, etc.

ARTICLE III

Appendix A – Zoning Ordinance, Article 10, C-3 General Business District, Section 10-2, Principal Uses Permitted, Sub Number 10, is hereby added and shall now read:

ARTICLE 10. C-3 GENERAL BUSINESS DISTRICT

Sec. 10-2. Principal Uses Permitted

10. Artisan trade and/or craft production, subject the following conditions:

    a. All activities shall occur within a completely enclosed building.

    b. Outdoor storage of commodities shall be prohibited.

    c. There shall be no external evidence, beyond the building, by way of dust, odor or noise of such activities.

ARTICLE IV

All Ordinances or parts thereof in conflict herewith are hereby repealed and shall be of no further force and effect. All Ordinances or parts thereof not amended or added to herein shall remain in force and effect.

ARTICLE V

Any and all sections, terms, provisions and/or clauses herein shall be deemed independent and severable. Should any court of competent jurisdiction hold any section, term, provision or clause void and/or invalid, all remaining sections, terms, provisions and/or clauses not held void and/or invalid shall continue in force and effect.

ARTICLE VI

This Ordinance shall take force and effect 30 days after publication after adoption by the City Commission.

CERTIFICATE

I, Shannon Stutz, City Clerk for the City of Parchment, do hereby certify that the foregoing City of Parchment Ordinance Number _____ was adopted by the City Commission at a regular meeting held on __________________, 2024, and that the following is a record of the vote of the members of said City Commission on said Ordinance:

AYES: ____

NAYS: ____

ABSENT: ____

ABSTAIN: ____

____
Shannon Stutz
City Clerk

CITY OF PARCHMENT
KALAMAZOO COUNTY, MICHIGAN

ORDINANCE 226
AN ORDINANCE TO AMEND THE PARCHMENT CITY CODE OF ORDINANCES TO ADD CHAPTER 14, SECTIONS 14.42; DESIGNATE AN ENFORCING AGENCY TO DISCHARGE THE RESPONSIBILITY OF THE CITY OF PARCHMENT LOCATED IN KALAMAZOO COUNTY, AND TO DESIGNATE REGULATED FLOOD HAZARD AREAS UNDER THE PROVISIONS OF THE STATE CONSTRUCTION CODE ACT, ACT NO. 230 0F THE PUBLIC ACTS OF 1972, AS AMENDED.

THE CITY OF PARCHMENT ORDAINS:

ARTICLE I

Chapter 14, Sections 14.42 through 14.50 are hereby reserved.

ARTICLE II

Chapter 14, Sections 14.51 through 14.53 are hereby added and shall read:

SECTION 14.51. AGENCY DESIGNATED. Pursuant to the provisions of the State Construction Code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, the Kalamazoo Area Building Authority ("KABA") of the City of Parchment is hereby designated as the enforcing agency to discharge the responsibility of the City of Parchment under Act 230, of the Public Acts of 1972, as amended, State of Michigan. The City of Parchment assumes responsibility for the administration and enforcement of said Act throughout the corporate limits of the community adopting this ordinance.

SECTION 14.52. CODE APPENDIX ENFORCED. Pursuant to the provisions of the State Construction Code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, Appendix G of the Michigan Building Code shall be enforced by the enforcing agency within the jurisdiction of the community adopting this Ordinance.

SECTION 14.53. DESIGNATION OF REGULATED FLOOD PRONE HAZARD AREAS. The Federal Emergency Management Agency (FEMA) Flood Insurance Study (FIS) Entitled 26077CY001B and dated 7-31-2024 and the Flood Insurance Rate Map(s) (FIRMS) contained on index panel number(s) 179 dated 7-31-2024 are adopted by reference for the purposes of administration of the Michigan Construction Code, and declared to be a part of Section 1612.3 of the Michigan

Building Code, and to provide the content of the "Flood Hazards" section of Table R301.2(1) of the Michigan Residential Code.

SECTION 14.54. MOST RESTRICTIVE STANDARDS. If another Ordinance contains standards inconsistent with the provisions of this Ordinance, the most restrictive standards shall apply.

ARTICLE III

PUBLICATION. This Ordinance duly adopted on 5-6-2024 at a regular meeting of the Parchment City Commission and will become effective _____*(Date)*.

REPEALER. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SEVERABILITY. Any and all sections, terms, provisions and/or clauses herein shall be deemed independent and severable. Should any court or competent jurisdiction hold any section, term, provision or clause void and/or invalid, all remaining sections, terms, provisions and/or clauses not held void and/or invalid shall continue in force and effect.

EFFECTIVE DATE. This Ordinance shall take effect on ___________
____

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CERTIFICATE

1, Shannon Stutz, City Clerk for the City of Parchment, do hereby certify that the foregoing City of Parchment Ordinance No. 226 was adopted by the City Commission at a regular meeting held on ____________________ and that the following is a record of the vote of the members of said City Commission on said Ordinance.

AYES: ______________________________

NAYS: ______________________________

ABSENT: ______________________________

ABSTAIN: ______________________________

____
Shannon Stutz
City Clerk

MICHIGAN COMMUNITY RESOLUTION AND INTERGOVERNMENTAL AGREEMENT TO MANAGE FLOODPLAIN DEVELOPMENT FOR THE NATIONAL FLOOD INSURANCE PROGRAM

Community A: City of Parchment, Community/Entity B - Kalamazoo Area Building Authority (KABA):

WHEREAS, Community A - City of Parchment

☐ currently participates X desires to participate

in the Federal Emergency Management Agency's (FEMA) National Flood Insurance Program (NFIP) by complying with the program's applicable statutory and regulatory requirements for the purposes of significantly reducing flood hazards to persons, reducing property damage, reducing public expenditures, and providing for the availability of flood insurance and federal funds or loans within its community; and

WHEREAS, the NFIP requires that floodplain management regulations must be present and enforced in participating communities, and utilize the following definitions which also apply for the purposes of this resolution:

1. Flood or Flooding means:
   a. A general and temporary condition of partial or complete inundation of normally dry land areas from: 1) the overflow of inland or tidal waters, 2) the unusual and rapid accumulation or runoff of surface waters from any source, 3) mudflows, and
   b. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding, as defined in paragraph (a)(1) of this definition.
2. Flood Hazard Boundary Map (FHBM) means an official map of a community, as may have been issued by the FEMA, where the boundaries of the areas of flood, mudslide (i.e., mudflow) related erosion areas having special hazards have been designated as Zone A, M, and/or E.
3. Floodplain means any land area susceptible to being inundated by water from any source (see definition of flooding).
4. Floodplain management means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works, and floodplain management regulations.
5. Floodplain management regulations means zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as a floodplain ordinance, grading ordinance, and erosion control ordinance) and other applications of police power that provide standards for the purpose of flood damage prevention and reduction.
6. Structure means a walled and roofed building that is principally above ground, gas or liquid storage facility, as well as a mobile home or manufactured unit.

WHEREAS, the Stille-Derossett-Hale Single State Construction Code Act", Act No. 230 of the Public Acts of 1972, as amended, (construction code act), along with its authorization of the state construction code composed of the Michigan Residential Code and the Michigan Building Code [and its Appendices (specifically Appendix G)] contains floodplain development and management regulations that comply with the FEMA NFIP minimum floodplain management criteria for flood prone areas as detailed in Title 44 of the Code of Federal Regulations (44 CFR), Section 60.3, and

WHEREAS, by the action dates of this document, Community/Entity B – Kalamazoo Area Building Authority affirms/agrees on behalf of Community A – the City of Parchment to function as the designated enforcing agency to discharge the responsibility of administering, applying, and enforcing the construction code act and the state construction code, specifically the Michigan Residential Code and the Michigan Building Code, and the Michigan Rehabilitation Code for Existing Buildings to all development within Community A's political boundaries, and

WHEREAS, Community A – City of Parchment and Community/Entity B – Kalamazoo Area Building Authority enforce floodplain regulations of the construction code act, and the City of Parchment wishes to ensure that the administration of that code complies with requirements of the NFIP, and

NOW THEREFORE, to maintain eligibility and continued participation in the NFIP,

1. Community A- City of Parchment and Entity B – Kalamazoo Area Building Authority agree that Entity B – Kalamazoo Area Building Authority is the officially designated enforcing agency for the construction code act, Mike Alwine, Building Official at KABA, be directed to administer, apply, and enforce on Community A – City of Parchment behalf the floodplain management regulations as contained in the state construction code (including Appendix G) and to be consistent with those regulations, by:
   a. Obtaining, reviewing, and reasonably utilizing flood elevation data available from federal, state, or other sources pending receipt of data from the FEMA to identify the flood hazard area, and areas with potential flooding, and
   b. Ensuring that all permits necessary for development in floodplain areas have been issued, including a floodplain permit, approval, or letter of no authority from the Michigan Department of Environmental Quality under the floodplain regulatory provisions of Part 31, "Water Resources Protection," of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, and
   c. Reviewing all permit applications to determine whether the proposed building sites will be reasonably safe from flooding. Where it is determined that a proposed building will be located in a flood hazard area or special flood hazard area, Community/Entity B – Kalamazoo Area Building Authority shall implement the following applicable codes according to their terms:
      i) All appropriate portions and specifically the floodplain management regulation portions and referenced codes and standards of the current Michigan Residential Code.
      ii) All appropriate portions and specifically the floodplain management regulation portions and referenced codes and standards of the current Michigan Building Code.
      iii) Appendix G of the current Michigan Building Code.
      iv) All appropriate portions and specifically the floodplain management regulation portions and referenced codes and standards of the current Michigan Rehabilitation Code for Existing Buildings.
   d. Reviewing all proposed subdivisions to determine whether such proposals are reasonably safe from flooding and to ensure compliance with all applicable floodplain management regulations.
   e. Assisting in the delineation of flood hazard areas; provide information concerning uses and occupancy of the floodplain or flood-related erosion areas, maintain flood proofing and

lowest floor construction records, and cooperate with other officials, agencies, and persons for floodplain management.

f. Advising FEMA of any changes in community boundaries, including appropriate maps, and

g. Maintaining records of new structures and substantially improved structures concerning any certificates of floodproofing, lowest floor elevation, basements, floodproofing, and elevation to which structures have been floodproofed.

2. City of Parchment and Kalamazoo Area Building Authority assure the Federal Insurance Administrator (Administrator) that they intend to review, on an ongoing basis, all amended and revised FHBMs and Flood Insurance Rate Maps (FIRMs) and related supporting data and revisions thereof and revisions of 44 CFR, Part 60, Criteria for Land Management and Use, and to make such revisions in its floodplain management regulations as may be necessary to assure City of Parchment's compliant participation in the program.

3. City of Parchment further assures the Administrator that it will adopt the current effective FEMA Flood Insurance Study (FIS), FHBMs, and/or the FIRMs by reference within its Floodplain Management Map Adoption Ordinance or similarly binding ordinance documentation.

FURTHER BE IT RESOLVED, both communities declare their understanding that, until this resolution is rescinded or City of Parchment makes other provision to enforce the construction code act:

1. Kalamazoo Area Building Authority must administer and enforce the construction code act in accordance with the terms and the conditions contained herein, and
2. For City of Parchment to continue its participation in the NFIP, the construction code act must be administered and enforced according to the conditions contained herein.

Community A:	City of Parchment	Date Passed:	Insert Date
Officer Name:	Robert D Britigan III	Title:	Mayor
Signature:	______________________	Date:	______________
Witness Name:	Shannon Stutz	Title:	Treasurer/Clerk
Signature:	______________________	Date:	______________

Community/Entity B:	Kalamazoo Area Building Authority	Date Passed:	Insert Date
Officer Name:	Mike Alwine	Title:	Building Official
Signature:	______________________	Date:	______________
Witness Name:	Insert Name	Title:	Insert Title
Signature:	______________________	Date:	______________

City of Parchment

Memo

To: Mayor Britigan and City Commission

From: City of Parchment Rate Committee

Date: May 7, 2024

Re: Trash and Recycling service rates

Annual Review of Trash and Recycling Rates

The City of Parchment's Rate Committee met to review the city's trash and recycling rates in order to set them for the coming year. We looked over the rate increases the Republic contract has enumerated for FY 2024 ($7.50 per quarter per trash account, $5.00 per yard waste account), as well as the costs city hall incurs in the billing of the service (approx. $1.50 per quarter per bill) to arrive at the following rates:

Large Trash $39.00 per quarter; Small Trash $38.00; Senior Back door trash $39.00; Back door trash $54.00; Yard Waste $150.00; Bulk Tag $30.00

The intent is to have the rates accurately reflect the city's costs, without overcharging residents. The rates will be established at our next meeting via resolution, as is the annual practice.

In addition, we discussed the idea to move the recycling charge off of the quarterly billing and onto the winter tax bill. The practice would be in keeping with several of our municipal neighbors, would be spread more equitably across all residences (including duplexes (2 units), triplexes (3 units) etc., but not apartment complexes or businesses), and would only be paid on the winter tax bill. Charging each unit $71.00 (as opposed to the current annual cost of $80.00) in the coming fiscal year would cover costs for recycling, bulk pickup and HHW.

Recommended action: to authorize the City Treasurer/Clerk to move forward with the steps necessary to adopt the above rates and changes to recycling billing.