



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

August 5, 2024

7 P.M.

Parchment City Commission

Mayor Robert D. Britigan III

Vice Mayor Thomas Jordan

Commissioner Michael Conner

Commissioner Doug Fooy

Commissioner Tammy Cooper

Commissioner Robin Madaras

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 July 15, 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. 1521 – action
- ii. Warrant No. 1522 - action
- iii. Financial Report as of 6/30/2024 - receive
- iv. Kindleberger Park Reservation, Pavilion 4 & 5, Fritz Graduation Party – action
- v. Planning Commission Meeting Minutes of June 26, 2024 – receive
- vi. Kalamazoo Area Building Authority 2024 July Report - receive

8. Unfinished Business

- A. Zoning Amendment Ordinance Amendments, Articles 12 and 13, 2nd Reading – action
- B. Zoning Amendment Ordinance Amendments, Articles 12 and 13, Adoption – action

9. New Business

- A. Budget Amendment – Brownfield Payments – action
- B. Plainwell Kayak Company, Lois Heuchert - action

10. Citizen Comments – Items ON or OFF the Agenda

Persons wishing to comment on items that are on/off the agenda are instructed to please follow the same format as Citizen Comments for items on the agenda.

11. Mayor and Commissioner Comments

13. Adjournment

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY, JULY 15, 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 Cooper, supported by Vice Mayor Jordan to approve the minutes of the June 17, 2024 Regular meeting. **Motion Carried.**

4. Additions or changes to the agenda.

Remove 9B, Blight Ordinance, add 12. City Manager Comments, add 9G Personnel Committee Alternate. Moved by Commissioner Madaras, supported by Commissioner Fooy to approve the agenda as corrected. **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 Mendoza, supported by Vice Mayor Jordan to approve the consent agenda items. **Motion Carried.**

7. Unfinished Business

A. Article 15 – Sign Ordinance 2nd Reading – action. City Manager Stoddard reminded the commission that at the last meeting there was a question posed regarding the legality of using the word “immoral” – she turned it over to Attorney Soltis for explanation. He noted the Supreme Court’s recent decision and as a result made changes in section 15.5 H on page 8. Moved by Commissioner Mendoza, supported by Commissioner Madaras, to approve for 2nd reading the Sign Ordinance as amended. Commissioner Mendoza thanked Attorney Soltis for looking into the language, adding he was “satisfied”. Discussion on the clarity of the ordinance and ease of use took place. **Motion Carried.**

B. Article 15 – Sign Ordinance, Adoption – action. Moved by Commissioner Cooper, supported by Vice Mayor Jordan, to adopt the amended Sign Ordinance with immediate effect. Roll call vote was as follows:

Ayes: Britigan, Cooper, Conner, Fooy, Jordan, Madaras, Mendoza.

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0.

8. New Business

A. Budget Amendment, Brownfield Fund Reimbursement – action. Treasurer Stutz noted that in order to prevent any budget variances, an amendment to the Brownfield Fund’s budget is needed – increasing the budget in account 251-000-967 by \$412,000 to reflect the reimbursement to LC Howard for eligible expenses. Moved by Commissioner Madaras, supported by Commissioner Fooy to approve the budget amendment 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.

B. Zoning Ordinance Amendments, Articles 12+13, 1st Reading – action. Mayor Britigan noted that this is to “tighten up” some ordinances that will make it easier for a developer to recognize what’s necessary to provide the city when looking to purchase parcels. City Manager Stoddard added that this was required by the Redevelopment Ready Community group and will align us for certification and therefore possible grant monies. Moved by Commissioner Cooper, supported by

Commissioner Mendoza to approve the Zoning Ordinance Amendments, Articles 12+13 as presented for 1st Reading. **Motion Carried.**

C. Appointment to Public Media Network Board, Deputy Clerk Kara Smith – action. Mayor Britigan began by explaining that Deputy Clerk Smith’s background is suited to the appointment, that she is a “good fit” and that there’s been staff on committees in the past. He noted the appointment is through December of 2025. Moved by Commissioner Madaras, supported by Commissioner Conner to approve Deputy Clerk Kara Smith’s appointment to the PMN Board. **Motion Carried.**

D. MML Hiring Program, Personnel Committee – action. Mayor Britigan noted that the City Manager’s contract is expiring next summer, and as a result a search will be conducted. He invited the Personnel Committee to address the commission. Commissioner Fooy asked for approve to use the Michigan Municipal League to assist in the search. Commissioner Mendoza noted that the survey results point to the standard/typical package which includes the marketing of the position, 4 meetings, and assistance with criteria for the job. Some discussion took place; Commissioner Cooper said she felt it was “great for our needs”. Mayor Britigan stated that he “didn’t want to spend the money, but wanted to get it right”, and thanked the committee for their efforts. Moved by Commissioner Madaras, supported by Commissioner Cooper to approve the use of the MML “typical” program (cost at \$18,500) subject to details and budgeting requirements. **Motion Carried.**

E. Unique Unity Request for Kindleberger Park use – action. Referencing the proposal from Unique Unity, Mayor Britigan said this group is asking to use the park on Saturday August 10, which is 3 ½ weeks away. He made note that this was “beyond our typical use” request. City Manager Stoddard added that there are some unanswered questions at this time including local police/fire scheduling, time to discuss with DPW, and the noted “vendor opportunities”. She also said that the current time allotment for rentals is 3 hours while this group is looking for at least double that time. Some discussion took place regarding whether liability insurance should be required, what kind of sound and whether utilities would be used, requiring clean up and if they’re charging admission. Commissioner Mendoza said he would be amenable to just the dance performance this year, and with enough time and communication perhaps the group could “hit the mark next year”. Attorney Soltis cautioned the commission on approving some of the request, noting “creep” could happen. He advised an all or nothing approach. Moved by Commissioner Fooy, supported by Commissioner Conner to deny the request this year, noting insufficient time. Several commissioners stated their support for a request with ample lead time for a future date. **Motion Carried.**

F. Personnel Committee, adding an alternate – action. Commissioner Fooy asked that the commission approve Vice Mayor Jordan as the alternate to the personnel committee, saying he wants to be sure that they have all their bases covered in the event of someone’s absence. Commissioner Madaras pointed out that this alternate would result in an all white male committee. She added that with the State of Michigan (her employer), hiring committees are purposefully diverse. She then expressed her support of Vice Mayor Jordan as a choice. Moved by Commissioner Madaras, supported by Commissioner Mendoza to add Commissioner Cooper as 1st alternate and Vice Mayor Jordan as 2nd alternate to the personnel committee. Vice Mayor Jordan agreed with the diversity issue. **Motion Carried.**

9. Citizen Comments

Angelique Camfield, 821 Berkshire, told the commission that she’s running for 9th Circuit Court Judge, for an 8 year term. She gave her background and thanked the commission for their time.

Jeff Hepler, Kalamazoo County Commissioner, gave a quick update on the county. He noted he is also running again, and expressed his appreciation for the progress happening in the city of Parchment.

Mason ?, representative for state congressman Matt Hall, said he was happy to sit in on the meeting and will report back to Representative Hall.

10. Mayor and Commissioner Comments

Commissioner Mendoza thanked those in the audience for their attendance, then gave a KSF report on behalf of the co-directors that he said he would email commissioners.

Commissioner Cooper thanked the festival directors for doing a wonderful job, there was great turn out. She thanked Angelique Camfield for coming tonight, adding she plans to support this nonpartisan candidate for judge.

Commissioner Conner said there was good participation at the cruise in.

Commissioner Madaras reported that the festival was well attended, and that the weather cooperated, adding that she thought things went well. She thanked Alex and Izzy, codirectors, for handling everything so well, saying it was "another great success".

Commissioner Fooy thanked the personnel committee for their work, saying they have a "challenge in front of us" but they're appreciated. He also said hats off to the festival committee.

Vice Mayor Jordan also thanked the guests, and echoed comments on the festival saying it was well run, and well attended, and he appreciated being able to watch it all this year.

Mayor Britigan congratulated Alex and Izzy, as well as chairpersons, and volunteers on a great festival. He then reported that the AxMI Tax group did not get enough signatures on petitions to get their item on the ballot.

11. City Manager Comments/Reports

City Manager Stoddard gave her heartfelt thanks to the festival co-directors; she reminded commissioners that she will be on vacation and thanked them for the time off.

12. 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 8:24 p.m.

Shannon Stutz, City Clerk



City of Parchment
 Check Register Report
 Warrant 1521

Check	Check Date	Vendor Name	Description	Amount
38193	07/18/2024	AMY BARTLETT	DEPOSIT REFUND \$100 & OVERPAYMENT \$100 -	200.00
38194	07/18/2024	ANGELA NICKENS	DEPOSIT REFUND -07/06/2024	100.00
38195	07/18/2024	BENJE DANEMAN	CONCERT - KANOLA - JULY 21, 2024	2,250.00
38196	07/18/2024	BEST WAY DISPOSAL	FESTIVAL SERVICES - ACCT #K7911800	130.00
38197	07/18/2024	CLASSIC RACE MANAGEMENT	KSF 2024 RACE SERVICES	2,438.50
38198	07/18/2024	CONSUMERS ENERGY	CITYWIDE MONTHLY ENERGY USE	3,497.13
38199	07/18/2024	CURTIS CHAPMAN	THEATER - SET BUILDING	341.40
38200	07/18/2024	DEYOUNG LANDSCAPE SERVICE	TURF TREATMENT #3 - GARDEN - ACCT #5223	1,380.00
38201	07/18/2024	DUSTI MORTON	PROPS FOR PLAY	159.69
38202	07/18/2024	EDWARD LESTER	CONCERT - CROSSROAD RESURRECTION - 07/28	1,000.00
38203	07/18/2024	ENGINEERED PROTECTION SYSTEMS	WATER TREATMENT PLANT - 08/01 TO 10/31/24	192.42
38204	07/18/2024	FISHBECK	PARCHMENT MILL SITE #2 - MULTIPURPOSE GR	3,277.73
38205	07/18/2024	FORD, KRIEKARD, SOLTIS & WISE	LEGAL SERVICES JUNE GENERAL \$1556.25, POLICE \$437.50	1,993.75
38206	07/18/2024	FRAN DWIGHT	PHOTO SHOOT FOR KINDLEBERGER FESTIVAL	575.00
38207	07/18/2024	HANDLEY'S TREE SERVICE	PLAYGROUND MULCH	100.00
38208	07/18/2024	HARVEY CONSULTING	PLANNING & ZONING - JUNE	393.75
38209	07/18/2024	HOLLY EVANS	SUPPLIES - KIDS AREA	33.00
38210	07/18/2024	HONIGMAN	BROWNFIELD REDEV - ISLAND & G AVE THRU O	645.00
38211	07/18/2024	J & H OIL COMPANY	FUEL CHARGES - 6/6 TO 6/30/24	545.53
38212	07/18/2024	JOAN VANSICKLER DESIGN	GRAPHIC DESIGN - MAILER & FESTIVAL PROGR	600.00
38213	07/18/2024	JOHN SPEETER	CONCERT - SCHLITZ CREEK - 08/04/2024	1,000.00
38214	07/18/2024	JOHN STEWART	KSF CAR CRUISE - 100 DASH PLAQUES	160.00
38215	07/18/2024	KALAMAZOO AREA BUILDING AUTHOR	PROP MAINT - 143 N RIVERVIEW #103 & 615	200.00
38216	07/18/2024	KALAMAZOO CITY TREASURER	CITY HALL - 4/1 TO 7/3/24	399.71
38217	07/18/2024	KALAMAZOO CO. ROAD COMMISSION	SIGNAL MAINT-JAN/FEB - ENERGY USAGE - MA	246.31
38218	07/18/2024	KALAMAZOO NATURE CENTER	CLEANING BRUSH @ COMMERCE LANE RIVERFRON	8,398.00
38219	07/18/2024	KEN HOLDA	KSF SCENERY & SETS, REHEARSAL COPIES	549.60
38220	07/18/2024	KONA ICE	REFUND REG FEE FOR CANCELED CORNHOLE TOU	60.00
38221	07/18/2024	MLIVE MEDIA GROUP	NOTICE OF PLANNING COMMISSION MEETING	239.21
38222	07/18/2024	MORGAN (IZZY) WEIR	KSF 2024 EXPENSES	3,128.10
38223	07/18/2024	PETERS CONSTRUCTION CO.	USDA - CONTRACT #2 - REQUEST #2 (PER PRE	250,136.45
38224	07/18/2024	PREIN & NEWHOF	ENGINEERING SERVICES JUNE USDA \$25,419.40 TRESTLE \$1301.50	26,720.90
38225	07/18/2024	REPUBLIC SERVICES #249	CITY WIDE PICKUP - JULY - ACCT #3-0249-9	12,048.50
38226	07/18/2024	SBIS	EMPLOYEE & RETIREE INSURANCE - AUGUST 20	12,970.40
38227	07/18/2024	SHELLEY GARCIA	DEPOSIT REFUND - 07/04/2024 (MAILING TO	100.00
38228	07/18/2024	SIGNCRAFTERS	KSF - SPONSOR BANNERS - IN KIND DONORS \$	986.00
38229	07/18/2024	SIRASA SCHONDER	KSF MUSIC EXPENSES	368.57



City of Parchment
 Check Register Report
 Warrant 1522

Check	Check Date	Vendor Name	Description	Amount
38238	08/01/2024	ALEXANDRA VADER	FESTIVAL EXPENSES	1,288.56
38239	08/01/2024	BAUCKHAM, THALL, SEEBER, KAUFMAN,	ATTORNEY FEES - ORDINANCE	266.00
38240	08/01/2024	CAROLINE GARBER	KSF - 5K RUN EXPENSES	908.99
38241	08/01/2024	COMPANION LIFE	LIFE & AD&D INS - AUG LIFC3712	57.00
38242	08/01/2024	CONSUMERS ENERGY	CITYWIDE MONTHLY ENERGY USE	2,006.33
38243	08/01/2024	VOID		0.00
38244	08/01/2024	FRANCOTYP-POSTALIA, INC.	2 INKJET CARTRIDGES FOR POSTAGE METER	283.82
38245	08/01/2024	GOLF CARS PLUS	BALANCE ON GOLF CARS - FESTIVAL	1,809.40
38246	08/01/2024	GRACE THEISEN	SUMMER CONCERT - 08/11/2024 - GRACE THEI	1,500.00
38247	08/01/2024	J & H OIL COMPANY	DPW FUEL CHARGES - 07/01 TO 07/15/24	492.37
38248	08/01/2024	KALAMAZOO TOWNSHIP	POLICE SERVICES CONTRACT - AUGUST	36,684.50
38249	08/01/2024	KARI LYNCH MUSIC LLC	SUMMER CONCERT - 08/18/2024 - THE KARI L	1,600.00
38250	08/01/2024	KATIE FRANZ	COSTUMES FOR FESTIVAL	1,124.12
38251	08/01/2024	MICHIGAN MUNICIPAL RISK	ANNUAL LIABILITY INSURANCE	22,708.50
38252	08/01/2024	O'BOYLE COWELL BLALOCK & ASSOC	URBAN WILDLIFE CORRIDOR/TRESTLE PROJECTS	120.00
38253	08/01/2024	PETERS CONSTRUCTION CO.	USDA - CONTRACT #2 - REQUEST #3	113,685.46
38254	08/01/2024	POINT AND PAY	MONTHLY SERVICE FEES - JUNE	50.00
38255	08/01/2024	PREIN & NEWHOF	UPDATE OF ZONING & TAX MAPS THRU 06/29/24	885.22
38256	08/01/2024	PREMIER SAFETY	YEARLY ONSITE FLOW TESTING	420.00
38257	08/01/2024	REPUBLIC SERVICES #249	DPW - AUGUST - 3-0249-1048811	1,264.29
38258	08/01/2024	RIVERRUN PRESS	2,000 - 2024 FESTIVAL PRGRAMS	1,214.45

PERIOD ENDING 06/30/2024

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL (ABNORMAL)	06/30/2024	06/30/2024	MONTH 06/30/2024	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BAIANCE	% BDDT
										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		94,491.81		0.00		49,708.19		65.53
101-000-445.000	Penalty on Taxes	4,000.00		3,453.30		0.00		546.70		86.33
101-000-448.000	1% Collection Fees	33,400.00		36,095.54		(4,516.10)		(2,695.54)		108.07
101-000-451.000	License and Fees	15,450.00		15,450.00		650.00		9,245.15		40.16
101-000-452.000	Cablevision Fees	16,171.00		13,206.86		0.00		2,964.14		81.67
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		139,145.95		29,178.32		934.05		99.33
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	24,100.00		29,684.90		19,677.55		(5,584.90)		123.17
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		246,752.00		38,705.00		3,248.00		98.70
101-000-632.000	Charges for Services Rendered	1,000.00		109.24		0.00		890.76		10.92
101-000-662.000	Traffic Fines	8,000.00		1,696.79		201.30		6,303.21		21.21
101-000-664.000	Interest on Investments	4,800.00		8,221.73		0.00		(3,421.73)		171.29
101-000-676.000	Transfers From Other Funds	127,000.00		50,000.00		50,000.00		77,000.00		39.37
101-000-680.000	Reimbursement for Overhead	120,000.00		120,000.00		0.00		0.00		100.00
101-000-694.000	Miscellaneous	20,000.00		11,700.87		2,242.78		8,299.13		58.50
101-000-695.000	Other Financing Sources	5,600.00		3,209.43		0.00		2,390.57		57.31
Total Dept 000		1,809,729.00		1,618,714.27		136,138.85		191,014.73		89.45
TOTAL REVENUES										
Total Dept 100 - Legislative		1,809,729.00		1,618,714.27		136,138.85		191,014.73		89.45
Expenditures										
Dept 100 - Legislative										
101-100-703.000	Payroll - Part Time	9,000.00		9,495.00		1,350.00		(495.00)		105.50
101-100-715.000	Social Security	1,079.00		469.65		83.70		609.35		43.53
101-100-720.000	Worker's Compensation	296.00		0.00		0.00		296.00		0.00
101-100-722.000	Medicare	252.00		109.84		19.57		142.16		43.59
101-100-740.000	Operating Supplies	721.00		2,114.09		0.00		(1,393.09)		293.22
101-100-800.000	Professional/Contractual Serv.	12,360.00		12,253.25		75.00		106.75		99.14
101-100-830.000	Memberships & Dues	1,545.00		1,943.00		1,833.00		(398.00)		125.76
101-100-860.000	Institutes & Training	0.00		1,244.59		0.00		(1,244.59)		100.00
101-100-880.000	Community Promotion	1,030.00		375.00		0.00		655.00		36.41
101-100-880.001	Wassailing Contribution	2,060.00		1,959.83		720.00		100.17		95.14
101-100-900.000	Printing & Publishing	5,150.00		2,640.29		123.19		2,509.71		51.27
101-100-955.000	Miscellaneous	309.00		346.79		340.00		(37.79)		112.23
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		57,163.02		4,544.46		850.98		98.53
Dept 200 - Administration										
101-200-702.000	Payroll - Full Time	136,690.00		126,638.71		15,326.60		10,051.29		92.65
101-200-703.000	Payroll - Part Time	49,440.00		41,689.61		3,297.68		7,750.39		84.32
101-200-715.000	Social Security	10,815.00		9,554.19		1,080.52		1,260.81		88.34
101-200-716.000	Hospital/Life Insurance	72,680.00		60,809.37		6,031.43		11,870.63		83.67
101-200-716.001	Insurance Deductible	4,000.00		1,156.17		0.00		2,843.83		28.90
101-200-718.000	Pension	36,000.00		41,107.63		3,766.06		(5,107.63)		114.19
101-200-719.000	Hospital Insurance - Retirees	0.00		14,339.35		2,590.54		(14,339.35)		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		2,234.46		252.71		263.54		89.45

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDTG USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	06/30/2024	NORMAL (ABNORMAL)	MONTH 06/30/2024	INCREASE (DECREASE)	BALANCE	NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND										
Expenditures										
101-200-724.000	ICMA Retirement Benefit	9,800.00		6,000.00		6,000.00		3,800.00		61.22
101-200-730.000	Postage	3,399.00		5,457.13		0.00		(2,058.13)		160.55
101-200-730.000-RIVER	Postage	4,738.00		0.00		0.00		4,738.00		0.00
101-200-740.000	Operating Supplies	2,060.00		6,166.64		1,064.21		(4,106.64)		299.35
101-200-775.000	Repair & Maintenance Supplies	2,163.00		662.35		0.00		1,500.65		30.62
101-200-800.000	Professional/Contractual Serv.	11,198.00		11,618.99		157.25		(420.99)		103.76
101-200-800.000-RIVER	Professional/Contractual Serv.	24,100.00		14,265.38		1,803.70		9,834.62		59.19
101-200-800.000-WILDL	Professional/Contractual Serv.	12,360.00		547.50		0.00		11,812.50		4.43
101-200-805.000	Computer Services	9,785.00		12,535.16		450.00		(2,750.16)		128.11
101-200-830.000	Memberships & Dues	1,236.00		1,640.50		7.50		(404.50)		132.73
101-200-850.000	Communications	7,519.00		8,908.62		535.72		(1,389.62)		118.48
101-200-860.000	Institutes & Training	1,339.00		1,021.88		0.00		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		5,246.22		330.50		(714.22)		115.76
101-200-930.000	Repair & Maint.Contractors	3,039.00		1,234.42		299.62		1,804.58		40.62
101-200-955.000	Miscellaneous	0.00		797.12		0.00		(797.12)		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		431,489.00		381,443.40		42,994.04		50,045.60		88.40
Dept 210 - Legal Services										
101-210-801.000	Attorney - General	16,480.00		13,792.50		1,337.50		2,687.50		83.69
101-210-802.000	Attorney-Police Matters	10,094.00		2,493.75		350.00		7,600.25		24.71
Total Dept 210 - Legal Services		26,574.00		16,286.25		1,687.50		10,287.75		61.29
Dept 300 - Police										
101-300-703.000	Payroll - Part Time	8,400.00		10,640.00		728.00		(2,240.00)		126.67
101-300-715.000	Social Security	618.00		659.68		45.14		(41.68)		106.74
101-300-722.000	Medicare	103.00		154.28		10.56		(51.28)		149.79
101-300-800.000	Professional/Contractual Serv.	440,214.00		440,214.00		36,684.50		0.00		100.00
Total Dept 300 - Police		449,335.00		451,667.96		37,468.20		(2,332.96)		100.52
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		397.95		0.00		632.05		38.64
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		69,514.70		5,575.00		3,985.30		94.58
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		0.00		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		2,406.77		170.26		393.23		85.96
101-336-930.000	Repair & Maint.Contractors	10,300.00		616.30		256.30		9,683.70		5.98
101-336-970.000	Capital	15,450.00		0.00		0.00		15,450.00		0.00
Total Dept 336 - Fire		128,740.00		93,692.66		6,001.56		35,047.34		72.78
Dept 440 - Public Services										
101-440-702.000	Payroll - Full Time	95,100.00		85,571.68		7,892.90		9,528.32		89.98

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 06/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
	Total Dept 751 - Parks, Recreation & Culture	191,329.00	175,741.96	21,822.14	15,587.04	91.85
TOTAL EXPENDITURES						
		1,802,019.00	1,665,105.52	173,573.11	136,913.48	92.40
Fund 101 - GENERAL FUND:						
	TOTAL REVENUES	1,809,729.00	1,618,714.27	136,138.85	191,014.73	89.45
	TOTAL EXPENDITURES	1,802,019.00	1,665,105.52	173,573.11	136,913.48	92.40
	NET OF REVENUES & EXPENDITURES	7,710.00	(46,391.25)	(37,434.26)	54,101.25	601.70

PERIOD ENDING 06/30/2024

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)	06/30/2024	06/30/2024	MONTH 06/30/2024	INCREASE (DECREASE)	BALANCE	% BGT
			NORMAL (ABNORMAL)					NORMAL (ABNORMAL)	USED
Fund 202 - MAJOR STREET FUND									
Revenues									
Dept 000									
202-000-546.000	State Grants - Act 51	186,500.00		173,771.82		14,910.98		12,728.18	93.18
202-000-664.000	Interest on Investments	0.00		181.01		0.00		(181.01)	100.00
Total Dept 000		186,500.00		173,952.83		14,910.98		12,547.17	93.27
TOTAL REVENUES									
		186,500.00		173,952.83		14,910.98		12,547.17	93.27
Expenditures									
Dept 451 - Construction									
202-451-930.000	Repair & Maint.Contractors	102,000.00		5,685.62		0.00		96,314.38	5.57
Total Dept 451 - Construction		102,000.00		5,685.62		0.00		96,314.38	5.57
Dept 463 - Routine Maintenance									
202-463-702.000	Payroll - Full Time	6,500.00		6,630.39		765.38		(130.39)	102.01
202-463-715.000	Social Security	525.00		403.96		46.81		121.04	76.94
202-463-716.000	Hospital/Life Insurance	2,200.00		2,536.48		198.02		(336.48)	115.29
202-463-716.001	Insurance Deductible	210.00		0.00		0.00		210.00	0.00
202-463-718.000	Pension	2,200.00		2,297.30		306.75		(97.30)	104.42
202-463-720.000	Worker's Compensation	535.00		0.00		0.00		535.00	0.00
202-463-722.000	Medicare	125.00		94.47		10.94		30.53	75.58
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		2,630.15		36.56		(261.15)	111.02
202-463-930.000	Repair & Maint.Contractors	10,000.00		7,728.45		0.00		2,271.55	77.28
Total Dept 463 - Routine Maintenance		24,973.00		22,321.20		1,364.46		2,651.80	89.38
Dept 475 - Traffic Services									
202-475-702.000	Payroll - Full Time	6,200.00		7,025.42		969.35		(825.42)	113.31
202-475-715.000	Social Security	500.00		428.61		59.50		71.39	85.72
202-475-716.000	Hospital/Life Insurance	2,500.00		2,475.25		191.90		24.75	99.01
202-475-716.001	Insurance Deductible	200.00		0.00		0.00		200.00	0.00
202-475-718.000	Pension	2,500.00		2,240.25		292.82		259.75	89.61
202-475-720.000	Worker's Compensation	510.00		0.00		0.00		510.00	0.00
202-475-722.000	Medicare	120.00		100.18		13.90		19.82	83.48
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		0.00		2,104.71	18.26
202-475-930.000	Repair & Maint.Contractors	11,500.00		9,132.05		656.01		2,367.95	79.41
Total Dept 475 - Traffic Services		27,120.00		21,872.05		2,183.48		5,247.95	80.65
Dept 478 - Winter Maintenance									
202-478-702.000	Payroll - Full Time	8,500.00		10,063.38		987.43		(1,563.38)	118.39
202-478-715.000	Social Security	610.00		614.65		60.29		(4.65)	100.76
202-478-716.000	Hospital/Life Insurance	3,000.00		3,262.53		282.84		(262.53)	108.75
202-478-716.001	Insurance Deductible	250.00		0.00		0.00		250.00	0.00
202-478-718.000	Pension	3,000.00		3,134.09		368.05		(134.09)	104.47
202-478-720.000	Worker's Compensation	620.00		0.00		0.00		620.00	0.00
202-478-722.000	Medicare	140.00		143.85		14.12		(3.85)	102.75
202-478-746.000	Gasoline & Oil	1,030.00		914.35		224.80		115.65	88.77

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 06/30/2024	ACTIVITY FOR MONTH 06/30/2024		AVAILABLE BALANCE		
		AMENDED BUDGET	NORMAL (ABNORMAL)		INCREASE (DECREASE)	NORMAL (ABNORMAL)	% B DGT USED		
Fund 202 - MAJOR STREET FUND									
Expenditures									
202-478-753.000	Salt	9,270.00		6,310.99	(563.41)		2,959.01	68.08	
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		24,525.11	1,374.12		1,894.89	92.83	
Dept 482 - Administration									
202-482-702.000	Payroll - Full Time	1,280.00		1,666.95	482.77		(386.95)	130.23	
202-482-715.000	Social Security	79.00		102.45	29.95		(23.45)	129.68	
202-482-716.000	Hospital/Life Insurance	560.00		342.02	0.16		217.98	61.08	
202-482-716.001	Insurance Deductible	40.00		0.00	0.00		40.00	0.00	
202-482-718.000	Pension	510.00		405.96	37.73		104.04	79.60	
202-482-720.000	Worker's Compensation	15.00		0.00	0.00		15.00	0.00	
202-482-722.000	Medicare	20.00		23.98	7.00		(3.98)	119.90	
202-482-960.000	Administrative Overhead	20,000.00		20,000.00	0.00		0.00	100.00	
Total Dept 482 - Administration		22,504.00		22,541.36	557.61		(37.36)	100.17	
TOTAL EXPENDITURES		203,017.00		96,945.34	5,479.67		106,071.66	47.75	
Fund 202 - MAJOR STREET FUND:									
TOTAL REVENUES		186,500.00		173,952.83	14,910.98		12,547.17	93.27	
TOTAL EXPENDITURES		203,017.00		96,945.34	5,479.67		106,071.66	47.75	
NET OF REVENUES & EXPENDITURES		(16,517.00)		77,007.49	9,431.31		(93,524.49)	466.23	

GL NUMBER	DESCRIPTION	2023-24		ACTIVITY FOR MONTH 06/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BGD USED
		AMENDED BUDGET	YTD BALANCE 06/30/2024 NORMAL (ABNORMAL)			
Fund 203 - LOCAL STREET FUND						
Revenues						
Dept 000						
203-000-546.000	State Grants - Act 51	76,000.00	127,845.88	63,114.47	(51,845.88)	168.22
203-000-664.000	Interest on Investments	0.00	905.02	0.00	(905.02)	100.00
Total Dept 000		76,000.00	128,750.90	63,114.47	(52,750.90)	169.41
TOTAL REVENUES						
		76,000.00	128,750.90	63,114.47	(52,750.90)	169.41
Expenditures						
Dept 451 - Construction						
203-451-800.000	Professional/Contractual Serv.	12,000.00	5,685.61	0.00	6,314.39	47.38
Total Dept 451 - Construction		12,000.00	5,685.61	0.00	6,314.39	47.38
Dept 463 - Routine Maintenance						
203-463-702.000	Payroll - Full Time	6,500.00	7,213.55	1,003.78	(713.55)	110.98
203-463-715.000	Social Security	620.00	440.09	61.58	179.91	70.98
203-463-716.000	Hospital/Life Insurance	2,200.00	2,536.45	198.02	(336.45)	115.29
203-463-716.001	Insurance Deductible	255.00	0.00	0.00	255.00	0.00
203-463-718.000	Pension	2,200.00	2,297.28	306.76	(97.28)	104.42
203-463-720.000	Worker's Compensation	625.00	0.00	0.00	625.00	0.00
203-463-722.000	Medicare	145.00	102.94	14.42	42.06	70.99
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	2,359.82	36.57	1,142.18	67.38
203-463-930.000	Repair & Maint.Contractors	10,000.00	7,507.81	0.00	2,492.19	75.08
Total Dept 463 - Routine Maintenance		26,356.00	22,457.94	1,621.13	3,898.06	85.21
Dept 475 - Traffic Services						
203-475-702.000	Payroll - Full Time	6,200.00	6,904.97	960.35	(704.97)	111.37
203-475-715.000	Social Security	580.00	421.38	58.94	158.62	72.65
203-475-716.000	Hospital/Life Insurance	2,500.00	2,418.59	186.26	81.41	96.74
203-475-716.001	Insurance Deductible	240.00	0.00	0.00	240.00	0.00
203-475-718.000	Pension	2,500.00	2,201.97	289.25	298.03	88.08
203-475-720.000	Worker's Compensation	135.00	0.00	0.00	590.00	0.00
203-475-722.000	Medicare	135.00	98.44	13.77	36.56	72.92
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	12,545.35	1,508.57	6,482.65	65.93
Dept 478 - Winter Maintenance						
203-478-702.000	Payroll - Full Time	8,500.00	9,859.47	911.38	(1,359.47)	115.99
203-478-715.000	Social Security	615.00	602.44	55.87	12.56	97.96
203-478-716.000	Hospital/Life Insurance	3,000.00	3,145.91	192.64	(145.91)	104.86
203-478-716.001	Insurance Deductible	255.00	0.00	0.00	255.00	0.00
203-478-718.000	Pension	3,000.00	3,090.31	417.56	(90.31)	103.01
203-478-720.000	Worker's Compensation	625.00	0.00	0.00	625.00	0.00
203-478-722.000	Medicare	145.00	140.95	13.08	4.05	97.21
203-478-746.000	Gasoline & Oil	1,030.00	914.35	224.80	115.65	88.77

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PERIOD ENDING 06/30/2024

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)	06/30/2024	NORMAL (ABNORMAL)	MONTH 06/30/2024	INCREASE (DECREASE)	BALANCE	% BGT
Fund 203 - LOCAL STREET FUND									
203-478-753.000	Salt	6,180.00		2,773.82		(563.40)		3,406.18	44.88
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		21,453.76		1,251.93		1,896.24	91.88
Dept 482 - Administration									
203-482-702.000	Payroll - Full Time	1,600.00		1,628.06		444.02		(28.06)	101.75
203-482-715.000	Social Security	100.00		102.42		29.94		(2.42)	102.42
203-482-716.000	Hospital/Life Insurance	700.00		342.00		0.16		358.00	48.86
203-482-716.001	Insurance Deductible	50.00		0.00		0.00		50.00	0.00
203-482-718.000	Pension	640.00		405.36		37.72		234.64	63.34
203-482-720.000	Worker's Compensation	18.00		0.00		0.00		18.00	0.00
203-482-722.000	Medicare	25.00		23.97		7.00		1.03	95.88
203-482-955.000	Miscellaneous	0.00		121.57		0.00		(121.57)	100.00
203-482-960.000	Administrative Overhead	20,000.00		20,000.00		0.00		0.00	100.00
Total Dept 482 - Administration		23,133.00		22,623.38		518.84		509.62	97.80
TOTAL EXPENDITURES		103,867.00		84,766.04		4,900.47		19,100.96	81.61
Fund 203 - LOCAL STREET FUND:									
TOTAL REVENUES		76,000.00		128,750.90		63,114.47		(52,750.90)	169.41
TOTAL EXPENDITURES		103,867.00		84,766.04		4,900.47		19,100.96	81.61
NET OF REVENUES & EXPENDITURES		(27,867.00)		43,984.86		58,214.00		(71,851.86)	157.84

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 06/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BGD USED
Fund 251 - Brownfield Redevelopment						
Revenues						
251-000-404.000	Tax Revenue	540,000.00	484,387.68	0.00	55,612.32	89.70
251-000-528.000	Other Federal Funding	0.00	64,082.40	64,082.40	(64,082.40)	100.00
251-000-664.000	Interest on Investments	0.00	3,439.08	0.00	(3,439.08)	100.00
251-000-694.000	Miscellaneous	0.00	4,070.00	0.00	(4,070.00)	100.00
Total Dept 000		540,000.00	555,979.16	64,082.40	(15,979.16)	102.96
TOTAL REVENUES		540,000.00	555,979.16	64,082.40	(15,979.16)	102.96
Expenditures						
251-000-800.000	Professional/Contractual Serv.	10,000.00	97,312.27	3,348.65	(87,312.27)	973.12
251-000-801.000	Attorney - General	0.00	476.00	0.00	(476.00)	100.00
251-000-930.000	Repair & Maint.Contractors	0.00	8,100.00	8,100.00	(8,100.00)	100.00
251-000-960.000	Administrative Overhead	40,000.00	40,000.00	0.00	0.00	100.00
251-000-967.000	Property Development	412,000.00	411,215.32	0.00	784.68	99.81
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	50,000.00	50,000.00	77,000.00	39.37
Total Dept 000		647,146.00	665,249.67	61,448.65	(18,103.67)	102.80
TOTAL EXPENDITURES		647,146.00	665,249.67	61,448.65	(18,103.67)	102.80
Fund 251 - Brownfield Redevelopment:						
TOTAL REVENUES		540,000.00	555,979.16	64,082.40	(15,979.16)	102.96
TOTAL EXPENDITURES		647,146.00	665,249.67	61,448.65	(18,103.67)	102.80
NET OF REVENUES & EXPENDITURES		(107,146.00)	(109,270.51)	2,633.75	2,124.51	101.98

PERIOD ENDING 06/30/2024

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL (ABNORMAL)	06/30/2024	NORMAL (ABNORMAL)	MONTH 06/30/2024	INCREASE (DECREASE)	BALANCE	% BDT	
									USED	
Fund 299 - TREE FUND										
Revenues										
Dept 000										
299-000-676.000	Transfers From Other Funds	10,000.00		10,000.00		0.00	0.00	0.00	100.00	
299-000-694.000	Miscellaneous	0.00		659.00		0.00	0.00	(659.00)	100.00	
Total Dept 000		10,000.00		10,659.00		0.00	0.00	(659.00)	106.59	
TOTAL REVENUES		10,000.00		10,659.00		0.00	0.00	(659.00)	106.59	
Expenditures										
Dept 000										
299-000-955.000	Miscellaneous	10,000.00		0.00		0.00	0.00	10,000.00	0.00	
Total Dept 000		10,000.00		0.00		0.00	0.00	10,000.00	0.00	
TOTAL EXPENDITURES		10,000.00		0.00		0.00	0.00	10,000.00	0.00	
Fund 299 - TREE FUND:										
TOTAL REVENUES		10,000.00		10,659.00		0.00	0.00	(659.00)	106.59	
TOTAL EXPENDITURES		10,000.00		0.00		0.00	0.00	10,000.00	0.00	
NET OF REVENUES & EXPENDITURES		0.00		10,659.00		0.00	0.00	(10,659.00)	100.00	

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL (ABNORMAL)	06/30/2024	NORMAL (ABNORMAL)	MONTH 06/30/2024	INCREASE (DECREASE)	BALANCE	NORMAL (ABNORMAL)	% BGD USED
Fund 401 - Veteran's Memorial Fund										
Revenues										
Dept 000										
401-000-674.000	Contributed Capital Revenue	10,000.00		6,048.67		75.00		3,951.33		60.49
401-000-694.000	Miscellaneous	0.00		181.00		0.00		(181.00)		100.00
Total Dept 000		10,000.00		6,229.67		75.00		3,770.33		62.30
TOTAL REVENUES		10,000.00		6,229.67		75.00		3,770.33		62.30
Expenditures										
Dept 000										
401-000-702.000	Payroll - Full Time	500.00		440.00		0.00		60.00		88.00
401-000-775.000	Repair & Maintenance Supplies	2,000.00		1,253.46		0.00		746.54		62.67
401-000-800.000	Professional/Contractual Serv.	41,500.00		38,667.66		140.00		2,832.34		93.18
401-000-955.000	Miscellaneous	0.00		153.92		153.92		(153.92)		100.00
Total Dept 000		44,000.00		40,515.04		293.92		3,484.96		92.08
TOTAL EXPENDITURES		44,000.00		40,515.04		293.92		3,484.96		92.08
Fund 401 - Veteran's Memorial Fund:										
TOTAL REVENUES		10,000.00		6,229.67		75.00		3,770.33		62.30
TOTAL EXPENDITURES		44,000.00		40,515.04		293.92		3,484.96		92.08
NET OF REVENUES & EXPENDITURES		(34,000.00)		(34,285.37)		(218.92)		285.37		100.84

PERIOD ENDING 06/30/2024

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL (ABNORMAL)	06/30/2024	NORMAL (ABNORMAL)	MONTH 06/30/2024	INCREASE (DECREASE)	BALANCE	% BDET	
									USED	
Fund 590 - SEWER FUND										
Revenues										
Dept 000										
590-000-508.000	USDA Grants	0.00		337,024.53		90,331.08		(337,024.53)	100.00	
590-000-626.000	Sewer Services	335,000.00		346,290.79		0.00		(11,290.79)	103.37	
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		685,125.37		90,331.08		(348,225.37)	203.36	
TOTAL REVENUES										
		336,900.00		685,125.37		90,331.08		(348,225.37)	203.36	
Expenditures										
Dept 000										
590-000-702.000	Payroll - Full Time	23,800.00		19,106.17		1,850.95		4,693.83	80.28	
590-000-715.000	Social Security	1,745.00		1,159.21		113.13		585.79	66.43	
590-000-716.000	Hospital/Life Insurance	9,950.00		7,231.71		509.38		2,718.29	72.68	
590-000-716.001	Insurance Deductible	700.00		0.00		0.00		700.00	0.00	
590-000-718.000	Pension	9,500.00		5,982.01		555.40		3,517.99	62.97	
590-000-720.000	Worker's Compensation	545.00		0.00		0.00		545.00	0.00	
590-000-722.000	Medicare	345.00		271.10		26.45		73.90	78.58	
590-000-730.000	Postage	0.00		30.45		0.00		(30.45)	100.00	
590-000-800.000	Professional/Contractual Serv.	150,000.00		145,770.15		88,642.78		4,229.85	97.18	
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		2,444.35		211.14		(75.35)	103.18	
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		0.00		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		267,515.91		91,909.23		17,694.09	93.80	
TOTAL EXPENDITURES										
		285,210.00		267,515.91		91,909.23		17,694.09	93.80	
Fund 590 - SEWER FUND:										
TOTAL REVENUES										
TOTAL EXPENDITURES										
NET OF REVENUES & EXPENDITURES										
		336,900.00		685,125.37		90,331.08		(348,225.37)	203.36	
		285,210.00		267,515.91		91,909.23		17,694.09	93.80	
		51,690.00		417,609.46		(1,578.15)		(365,919.46)	807.91	
TOTAL REVENUES - ALL FUNDS										
TOTAL EXPENDITURES - ALL FUNDS										
NET OF REVENUES & EXPENDITURES										
		2,969,129.00		3,179,411.20		368,652.78		(210,282.20)	107.08	
		3,095,259.00		2,820,097.52		337,605.05		275,161.48	91.11	
		(126,130.00)		359,313.68		31,047.73		(485,443.68)	284.88	

GL NUMBER	DESCRIPTION	2024		YTD BALANCE		ACTIVITY FOR		AVAILABLE	% BGD
		AMENDED BUDGET	NORMAL	07/31/2024	(ABNORMAL)	MONTH 07/31/2024	(DECREASE)		
Fund 250 - KINDLEBERGER SUMMER FESTIVAL									
Revenues									
Dept 000									
250-000-475.001	Arts & Crafts	4,000.00		4,847.04		510.00		(847.04)	121.18
250-000-475.002	Race/Walk Fees	3,500.00		472.00		0.00		3,028.00	13.49
250-000-475.003	Membership Fund Drive	2,000.00		4,004.96		2,194.96		(2,004.96)	200.25
250-000-475.005	Corporate Sponsorships	16,000.00		21,100.00		1,500.00		(5,100.00)	131.88
250-000-475.008	Miscellaneous Inc.	500.00		280.00		280.00		220.00	56.00
250-000-590.001	Grants-Irving S Gilmore Found.	30,000.00		30,000.00		0.00		0.00	100.00
250-000-590.002	Grants-Harold & Grace Upjohn	5,000.00		5,000.00		0.00		0.00	100.00
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		91,664.50		4,484.96		(17,164.50)	123.04
TOTAL REVENUES									
		74,500.00		91,664.50		4,484.96		(17,164.50)	123.04
Expenditures									
Dept 000									
250-000-779.001	Performance Expense	23,800.00		17,305.96		15,360.96		6,494.04	72.71
250-000-779.003	Festival Day - Race/Walk	6,500.00		2,487.57		2,487.57		4,012.43	38.27
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		1,533.00		1,533.00		367.00	80.68
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		0.00		(12,530.79)	669.58
250-000-779.012	Festival - Administration	18,500.00		8,411.26		5,647.26		10,088.74	45.47
250-000-779.013	Stage Entertainment	14,650.00		9,550.00		9,550.00		5,100.00	65.19
250-000-779.016	Car Show Expenses	750.00		757.97		584.00		(7.97)	101.06
250-000-779.020	Publicity	4,000.00		1,652.79		1,652.79		2,347.21	41.32
Total Dept 000		74,500.00		56,429.34		36,815.58		18,070.66	75.74
TOTAL EXPENDITURES									
		74,500.00		56,429.34		36,815.58		18,070.66	75.74
Fund 250 - KINDLEBERGER SUMMER FESTIVAL:									
TOTAL REVENUES		74,500.00		91,664.50		4,484.96		(17,164.50)	123.04
TOTAL EXPENDITURES		74,500.00		56,429.34		36,815.58		18,070.66	75.74
NET OF REVENUES & EXPENDITURES		0.00		35,235.16		(32,330.62)		(35,235.16)	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: Wendy Fritz Phone: 685-7092

Address: 805 Riverview Dr Plainwell

Email: WJFritz@gmail.com Alternate Phone: _____

Date of Event: 5-31-25 Time: 12-6pm

Type of event: graduation party

Approximate number of attendees: 100

Will there be music as part of your event? None

Name of DJ, musical performer, sound technician: None

Decorations, rental chairs/tents/tables? Describe: tent or other coverings
tables & chairs

Name & address for deposit return: _____

Signature: on phone Date: 8-1-24

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: FS Date: 8-1-24

Payment amount received: \$200 Receipt # _____
Check # _____ Cash _____ Credit X

APPROVAL
Signature _____ Date _____

Planning Commission Meeting Minutes
June 26, 2024

1. **Call to Order at 6:00 pm**
2. **Roll Call** – Chairperson DeBoer, Commissioners Lyon-Jenness, Brooks, Dean, Bliesener, and City Manager Stoddard.
3. **Approval of Minutes – May 22, 2024**
 - Bliesener suggested amending the 4th bullet point on Page 5. It was amended.
 - Motion to accept the minutes by Bliesener and supported by Dean. All: Ayes
4. **Additions/Changes to the Agenda – None**
5. **Citizen Comments**
 - No comments
6. **Old Business**
 1. **Master Plan Matrix Priorities**
 - Lyon-Jenness asked if Parks and Rec (P&R) should be added to the Responsibility section of the Matrix.
 - Bliesener said that they had talked about doing this and was in favor of it.
 - Lyon-Jenness went through the listed items and named those that would be a Parks & Rec Committee responsibility.
 - Bliesener asked about the word ‘install’ in the infrastructure section; it was decided to leave it.
 - Dean talked about the priority being 1, 2, or 3 years out.
 - Brooks agreed that 3+ years could be used.
 - The PC made additions/changes to the Matrix and the document will be forwarded to Zoning Administrator Harvey for finalization. Motion to approve the Master Plan Matrix Priorities with the additions/changes by Bliesener and supported by Dean. All: Ayes
7. **Public Hearing**
 1. **Zoning Ordinance Text Amendments**
 - Bliesener motioned to open the Public Hearing, supported by Brooks. All: Ayes
 - No comments were received
 - Dean motioned to close the Public Hearing, supported by Lyon-Jenness. All: Ayes
8. **New Business**
 - Zoning Ordinance Amendments for Consistency with Master Plan Chairperson DeBoer asked if there were any changes. No changes were made

- Bliesener motioned to approve the Zoning Ordinance Amendments for Consistency with the Master Plan, supported by Brooks. All: Ayes

9. Branding of the Mill Site – Planning for the Event

- The EPA Branding Session is scheduled for August 12, 2024 at 6pm in the Parchment Community Library.
- Chairperson DeBoer would like to collect ideas and simplify the process. He asked if suggestions could be left at City Hall or emailed to the City Manager. City Manager Stoddard agreed that this is possible.
- ~~Chairperson DeBoer would like to have a public meeting afterward to lay everything out and decide the name of the project before passing it to the City Commission.~~
- Dean stated that attendees could look over all the thoughts and suggestions.
- Lyon-Jenness said that attendees will give the suggestions but then it will be turned over to the ~~City Commission~~ Planning Commission. What will be turned over to the City Commission will be determined at a later meeting.
- Dean said that the PC will be moderating the Branding Session; it's more of a generic session.
- Bliesener agreed and said that she would provide post-a-notes and pens.
- Dean said that she would be happy to facilitate the Branding Session.

10. Comments from Planning Commissioners

- No comments

11. Next Meeting – July 24, 2024 at 6pm

12. Adjournment – Motion by Lyon-Jenness, supported by Dean. All: Ayes. Meeting ended at 6:56 pm.

Property Maintenance Inspections

Parchment

08/01/2024

Special Permit

Permit #	Job Address	Parcel Number	Owner	Contractor	Date Entered	Fee Total Due
PS24-18-053	615 N RIVERVIEW DR	06-02-110-220	PFEIL, JOSHUA		06/24/2024	100.00
Work Description: Property Maintenance request from Parchment						
Property Maint. Re-inspection Completed: 07/31/2024						
Property Maintenance Inspectio Completed: 06/27/2024						
PS24-18-058	450 HAYMAC 331	06-02-226-080	HVG MILL PINE ASSOC		07/11/2024	100.00
Work Description: Property Maintenance request from Parchment						
Property Maintenance Inspectio Completed: 07/11/2024						

Total Permits: 2

Total Fees Due: \$200.00

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



2024 MONTHLY PERMITS BY JURISDICTION

MONTH OF JULY 2024			
JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	16	10016.00
COMSTOCK	ELECTRICAL	14	3802.00
COMSTOCK	MECHANICAL	24	4312.00
COMSTOCK	PLUMBING	19	3316.00
COMSTOCK	SPECIAL - JURISDICTION	6	650.00
COMSTOCK	SPECIAL - HOMEOWNER	1	55.00
TOTAL COMSTOCK		80	\$22,151.00
KALAMAZOO	BUILDING	21	4787.00
KALAMAZOO	ELECTRICAL	16	2263.00
KALAMAZOO	MECHANICAL	27	3826.00
KALAMAZOO	PLUMBING	21	2479.00
KALAMAZOO	SPECIAL - JURISDICTION	5	500.00
KALAMAZOO	SPECIAL - HOMEOWNER	2	110.00
TOTAL KALAMAZOO		92	\$18,965.00
PARCHMENT	BUILDING	-	0.00
PARCHMENT	ELECTRICAL	-	0.00
PARCHMENT	MECHANICAL	1	130.00
PARCHMENT	PLUMBING	-	0.00
PARCHMENT	SPECIAL - JURISDICTION	2	200.00
PARCHMENT	SPECIAL - HOMEOWNER	-	0.00
TOTAL PARCHMENT		3	\$330.00
PINE GROVE	BUILDING	3	456.00
PINE GROVE	ELECTRICAL	5	766.00
PINE GROVE	MECHANICAL	4	575.00
PINE GROVE	PLUMBING	2	405.00
PINE GROVE	SPECIAL - JURISDICTION	-	0.00
PINE GROVE	SPECIAL - HOMEOWNER	-	0.00
TOTAL PINE GROVE		14	\$2,202.00
RICHLAND	BUILDING	14	7216.00
RICHLAND	ELECTRICAL	14	3092.00
RICHLAND	MECHANICAL	16	3737.00
RICHLAND	PLUMBING	4	1116.00
RICHLAND	SPECIAL - JURISDICTION	1	100.00
RICHLAND	SPECIAL - HOMEOWNER	2	110.00
TOTAL RICHLAND		51	\$15,371.00
RICHLAND VILLAGE	BUILDING	-	0.00
RICHLAND VILLAGE	ELECTRICAL	-	0.00
RICHLAND VILLAGE	MECHANICAL	2	266.00
RICHLAND VILLAGE	PLUMBING	-	0.00
RICHLAND VILLAGE	SPECIAL - JURISDICTION	-	0.00
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	-	0.00
TOTAL RICHLAND VILLAGE		2	\$266.00
TOTAL		242	\$54,285.00

REVENUE	REVENUE
JULY 2023	% PREV YEAR MONTH
\$ 42,615	127.4%

PERMITS	PERMITS
JULY 2023	% 2023 - YTD
211.00	114.7%



2024 MONTHLY PERMITS BY JURISDICTION

YEAR TO DATE AS OF JULY

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	111	41936.00
COMSTOCK	ELECTRICAL	116	25433.00
COMSTOCK	MECHANICAL	233	54068.30
COMSTOCK	PLUMBING	117	22569.00
COMSTOCK	SPECIAL - JURISDICTION	14	1450.00
COMSTOCK	SPECIAL - HOMEOWNER	4	220.00
TOTAL COMSTOCK		595	\$145,683.30
KALAMAZOO	BUILDING	97	23599.00
KALAMAZOO	ELECTRICAL	108	20589.00
KALAMAZOO	MECHANICAL	195	34707.45
KALAMAZOO	PLUMBING	85	11732.00
KALAMAZOO	SPECIAL - JURISDICTION	26	2650.00
KALAMAZOO	SPECIAL - HOMEOWNER	29	1650.00
TOTAL KALAMAZOO		440	\$94,927.45
PARCHMENT	BUILDING	9	1051.00
PARCHMENT	ELECTRICAL	13	1975.00
PARCHMENT	MECHANICAL	12	1475.00
PARCHMENT	PLUMBING	5	420.00
PARCHMENT	SPECIAL - JURISDICTION	5	500.00
PARCHMENT	SPECIAL - HOMEOWNER	0	0.00
TOTAL PARCHMENT		44	\$5,421.00
PINE GROVE	BUILDING	21	7777.00
PINE GROVE	ELECTRICAL	31	5616.00
PINE GROVE	MECHANICAL	29	5118.00
PINE GROVE	PLUMBING	10	2118.00
PINE GROVE	SPECIAL - JURISDICTION	0	0.00
PINE GROVE	SPECIAL - HOMEOWNER	2	110.00
TOTAL PINE GROVE		93	\$20,739.00
RICHLAND	BUILDING	93	54440.00
RICHLAND	ELECTRICAL	99	21729.00
RICHLAND	MECHANICAL	124	24583.00
RICHLAND	PLUMBING	56	11727.00
RICHLAND	SPECIAL - JURISDICTION	2	200.00
RICHLAND	SPECIAL - HOMEOWNER	3	160.00
TOTAL RICHLAND		377	\$112,839.00
RICHLAND VILLAGE	BUILDING	2	208.00
RICHLAND VILLAGE	ELECTRICAL	2	226.00
RICHLAND VILLAGE	MECHANICAL	6	776.00
RICHLAND VILLAGE	PLUMBING	4	420.00
RICHLAND VILLAGE	SPECIAL - JURISDICTION	0	0.00
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	0	0.00
TOTAL RICHLAND VILLAGE		14	\$1,630.00
TOTAL KABA	YTD	1663	\$381,232.75

REVENUE	REVENUE
YTD - JUNE 2023	% 2023 - YTD
503,287.00	75.7%

REVENUE
% 2024 YTD BUDGET
100%

PERMITS	PERMITS
YTD - MAY 2023	% 2023 - YTD
1577	105.5%

2024 MONTHLY CUMULATIVE TOTALS			
# PERMITS	REVENUE		
204	\$	38,815.00	JAN
232	\$	56,847.50	FEB
258	\$	68,773.80	MAR
203	\$	47,519.65	APR
306	\$	64,501.00	MAY
218	\$	50,490.80	JUN
242	\$	54,285.00	JUL
-	\$	-	AUG
-	\$	-	SEP
-	\$	-	OCT
-	\$	-	NOV
-	\$	-	DEC
1,663	\$	381,232.75	



City of Parchment Planning Commission

RECOMMENDATION

The City of Parchment Planning Commission ***recommends City Commission approval*** of the proposed Ordinance Amendments submitted for public hearing before the Planning Commission at its meeting on March 22, 2023, and considered further at its meeting on April 26, 2023. Specifically, the following amendments are recommended for approval:

1. Zoning Ordinance text amendments to Article 13, Review and Approval Procedures, including Section 13.1 – Review and Approval of Site Plans, subsections 1.-3. and 5.-8. - *Attached*
2. Zoning Ordinance text amendments to Article 12, General Provisions, including Section 12.7 – Off-Street Parking Requirements, subsection 12, and so as to add subsections 14. and 15. - *Attached*
3. Zoning Ordinance text amendments to Article 12, General Provisions, including Section 12.8 – Off-Street Parking Space Layout, Standards, Construction, and Maintenance so as to add subsection 13. - *Attached*
4. Zoning Ordinance text amendments to Article 12, General Provisions, so as to add Section 12.31 – Sidewalks. - *Attached*
5. Zoning Ordinance text amendments to Article 12 – General Provisions, so as to add Section 12.32 – Solar Panels and Section 12.33 – Solar Farms. - *Attached*
6. Zoning Ordinance text amendments to Article 2, Construction of Language and Definitions, including Section 2.2 – Definitions, so as to add definitions for ‘solar panel’ and ‘solar farm’. - *Attached*

CITY OF PARCHMENT
KALAMAZOO COUNTY, MICHIGAN

ORDINANCE _____

AN ORDINANCE TO AMEND APPENDIX A (ZONING ORDINANCE) OF THE CITY OF PARCHMENT CODE OF ORDINANCES TO ADD CERTAIN DEFINITIONS; TO ADD THREE- AND FOUR-FAMILY DWELLINGS AS PRINCIPAL USES PERMITTED SUBJECT TO SPECIAL CONDITIONS IN THE R-T RESIDENTIAL TRANSITIONAL DISTRICT; TO PERMIT ONE-FAMILY DETACHED DWELLINGS IN THE R-M MULTIPLE FAMILY RESIDENTIAL DISTRICT AS A PERMITTED USE; TO AMEND SITE PLAN REVIEW AND APPROVAL PROCEDURES; OFF-STREET PARKING REQUIREMENTS; OFF-STREET PARKING SPACE LAYOUT, STANDARDS CONSTRUCTION AND MAINTENANCE; SIDEWALKS; SOLAR PANELS AND DEFINITIONS; TO REPEAL ALL OTHER ORDINANCES OR PARTS THEREIN INCONSISTENT OR CONTRARY TO THIS ORDINANCE; AND TO ESTABLISH AN EFFECTIVE DATE FOR THIS ORDINANCE.

THE CITY OF PARCHMENT ORDAINS:

ARTICLE I

Appendix A (Zoning Ordinance); Article 2, Construction of Language and Definitions, Section 2.2, Definitions, is hereby amended and shall now read:

Dwelling, one-family attached: A dwelling unit that shares a common party wall, usually on both sides of the property; that is separated by a ground-to-roof wall; that has no units located above or below; and that does not share heating/air conditioning systems or utilities. Includes townhouses and rowhouses.

Dwelling, three- or four-family: A building containing not more than three or four separate dwelling units designed for residential use and conforming in all other respects to the standards set forth for one-family dwellings.

Solar Farm: A solar panel energy system designed and intended to provide electricity to off-site customers or the electric grid.

Solar Panel: A solar panel, a photovoltaic panel, solar hot air or hot water panel collector device or other type of energy system which relies on solar radiation as the source for the generation of electricity or the transfer of stored heat. A solar panel is an accessory use in all zoning districts subject to Section 12.32

A "solar panel", accessory to a principal use, is distinct from a "solar panel energy system" designed and intended to provide electricity to off-site customers or the electric grid.

ARTICLE II

Appendix A (Zoning Ordinance); Article 6, R-T Residential Transitional District, Section 6.3(3), Principal Uses Permitted Subject to Special Conditions, is hereby amended and shall now read:

3. Three- or four-family dwellings.

ARTICLE III

Appendix A (Zoning Ordinance); Article 7, R-M Multiple Family Residential District, Section 7.2(2), Principal Uses Permitted, is hereby amended and shall now read:

2. Multiple-family dwellings, including one-family attached dwellings.

ARTICLE IV

Appendix A (Zoning Ordinance); Article 13, Section 13.1, Review and Approval of Site Plans, is hereby amended and shall now read:

Section 13.1. - Review and approval of site plans.

1. ***Site Plan Review required.*** Prior to the establishment of a new use, change of use, addition to **or expansion of** an existing use, or the erection of any building in a zoning district, subject to the conditions listed below, a site plan shall be submitted and approved, approved with conditions, or disapproved by the planning commission in accordance with the Ordinance requirements of this article.
 - a. Site plan reviews **is** required for all permitted principal uses and structures in all zoning districts (except for the single-family detached dwellings and their accessory uses) and all conditional approval uses in all zoning districts.
 - b. When the proposed new construction or remodeling constitutes an addition to an existing building, or use, site plan review procedures may be modified, at the discretion of the **zoning** official, to provide for an administrative review by the **zoning** official in lieu of a more formal review by the planning commission. The **zoning** official may conduct an administrative review provided both of the following are true:
 - (1) No variances to the Ordinance are required.
 - (2) The proposed new construction would not increase the total square footage of the building greater than 25 percent, or 1,000 square feet, whichever is less.
 - c. For those cases requiring site plan review solely as a result of building re-occupancy, site plan review procedures may be modified, at the discretion of the **zoning** official, to provide for an administrative review by the **zoning** official in lieu of a more formal review by the planning commission. The **zoning** official may conduct an administrative review provided all of the following are true:
 - (1) Such use is conducted within a completely enclosed building.

- (2) Re-occupancy does not **affect the number of parking spaces provided or alter access locations or design.**
 - (3) Re-occupancy does not substantially alter the character of the site.
 - d. Every site plan submitted for review shall be in accordance with the requirements of this Ordinance. Administrative review procedures are not intended to modify any ordinance, regulation or development standard.
2. ***Application material required.* To initiate site plan review by the planning commission, the following application material shall be submitted:**
- a. **A completed and signed Application for Site Plan Review.**
 - b. **Seven (7) copies of the site plan, prepared in accordance with the requirements of this ordinance.**
 - c. **The required application fee.**

Upon submission of the required application materials, the site plan review request shall be placed on the next open planning commission agenda. The application material shall be distributed to the appropriate city officials for review. Site plans involving conditional uses will be subject to the review process established by Section 13.3.

3. ***Information required.*** The following information shall be included on the site plan:
- a. **Date, north arrow and scale;** a scale of not less than 1" equals **20 feet** if the subject property is less than three acres and 1" equals **100 feet** if three acres or more.
 - b. The dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties and buildings within 100 feet.
 - c. Legal description of ~~parcel~~ **the subject property.**
 - d. Existing and proposed topography with contours at two-foot intervals, (based on U.S.G.S. datum), extending a minimum of 100 feet beyond site boundaries.
 - e. An inventory of existing **woodlots, trees** and vegetation on the site and an indication of any **proposed** alterations.
 - f. **Soil characteristics of the site, at least to the detail provided by the U.S. Soil Conservation Service.**
 - g. **Water courses and water bodies, including lakes, ponds, rivers, streams, floodplains and wetlands, county/city drains, and manmade surface drainage ways.**
 - h. **Natural and engineered** drainage patterns (**e.g., natural drainage courses, storm sewers**), existing and proposed, including any structures (**e.g., drains, catch basins,**

- dry wells), retention/detention basins and other facilities designed to collect, store and transport storm water.**
- i. **The size and location of existing and proposed utilities, including proposed connections to public sewer or water supply systems and fire hydrants.**
 - j. A schedule of parking needs. Separate drawings may be submitted to indicate usable floor areas, etc., for computation of parking needs.
 - k. A detailed **landscape** plan and schedule of plant materials and sizes.
 - l. Cross-section drawings, **including height and type**, of any **trash storage areas, fences, walls, or berms**.
 - m. The location and width of all existing and proposed sidewalks on or bordering the subject **property**.
 - n. The location, **setbacks, dimensions and height** of all existing and proposed structures **on** the subject property and all existing structures within 100 feet of the subject property.
 - o. **Elevations and floor plans for all existing and proposed buildings.**
 - p. The location **and dimensions** of all existing and proposed drives, **loading/unloading areas** and parking areas.
 - q. The location **and width of the pavement and** right-of-way of all abutting streets and alleys.
 - r. The name, address, and telephone number of the **professional** responsible for the preparation of the site plan, including the seal of the architect, engineer **or land surveyor who prepared the drawings**.
 - s. The names, addresses and telephone numbers of the **property owner and applicant**.
 - t. In addition to the above information, the applicant shall submit a supplementary explanation as to the specific type(s) of activities proposed. Such information shall include, but not be limited to:
 - 1) Estimated number of employees, **proposed number of shifts and the maximum number of employees on each shift**.
 - 2) Hours of operation.
 - 3) **A description of the proposed operation in sufficient detail to indicate the effects of those operations in producing traffic congestion, noise, glare, air pollution, water pollution, land pollution, fire or safety hazards, or the emission of potentially harmful or obnoxious matter or radiation.**
 - 4) Improvements **proposed** to remedy or prevent **identified impacts**.
 - u. **Any other information deemed necessary by the planning commission.**

4. *Content of site plan file.* The site plan(s), all supplementary data, together with minutes of any meeting and/or hearings related to the proposed site plan shall become part of the official site plan file.

Standards for approval. The following criteria shall be used as a basis upon which site plans will be reviewed and approved:

- a. **Site Design Characteristics:** All elements of the site design shall be harmoniously and efficiently organized in relation to topography, the size and nature of the property, the character of adjoining property, and the type and size of buildings. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted by this Ordinance.
- b. **Ingress and Egress:** There is a proper relationship between the abutting street and proposed driveways and parking areas so as to ensure the safety and convenience of vehicular and pedestrian traffic.
- c. **Vehicular and Pedestrian Circulation Layout:** The vehicular and pedestrian circulation layout shall respect the pattern of existing or planned streets or pedestrian or bicycle pathways in the vicinity of the site.
- d. **Emergency Vehicle Access:** All buildings or groups of buildings shall be so arranged as to permit convenient and direct emergency vehicle access.
- e. **Screening:** The provision for fencing, walls, and/or landscaping may be required as a screening device to minimize adverse effects upon surrounding properties.
- f. **Natural Feature Preservation:** As many features of the landscape shall be retained as possible where they furnish a barrier or buffer to adjoining properties used for dissimilar purposes and where they assist in preserving the general appearance of the neighborhood or help control erosion and/or the discharge of storm waters. Effort to preserve the integrity of the land, existing topography, natural features and natural drainage patterns to the greatest extent feasible shall be demonstrated.
- g. **Storm Water Management:** Appropriate measures shall be taken to ensure that the removal or drainage of surface storm water will not adversely affect adjoining properties or the capacity of the public or natural storm drainage system. Provisions shall be made for a feasible storm drainage system, the use
- h. **of green infrastructure solutions, where possible, the construction of storm water facilities, and the prevention of erosion.** Surface water on all paved areas shall be collected at intervals so that it will not obstruct vehicular or pedestrian traffic and will not create nuisance ponding in paved areas. Grading and drainage plans shall be subject to review by the City.

- i. **Soil Erosion and Sedimentation:** Appropriate measures shall be taken to prevent soil erosion and sedimentation during and upon completion of construction, in accordance with current county and city standards.
- j. **Public Services:** Adequate services and utilities, including water, sanitary sewer, and storm water control services, shall be available or provided, and shall be designed with sufficient capacity and durability to properly serve the development. All services and utilities shall conform to the design and construction standards of the county or city, as appropriate.
- k. **Danger from Hazards:** The level of vulnerability to injury or loss from incidents involving hazardous materials or processes shall not exceed the capability of the City to respond to such hazardous incidents so as to prevent injury and loss of life and property. In making such an evaluation, the City shall consider the location, type, characteristics, quantities, and use of hazardous materials or processes in relation to the personnel, training, equipment and materials, and emergency response plans and capabilities of the City.

Sites which include storage of hazardous materials or waste, fuels, salt, or chemicals shall be designed to prevent spills and discharge of polluting materials to the surface of the ground, groundwater, or nearby water bodies.

- l. **Health and Safety Concerns:** Any use in any zoning district shall comply with applicable Federal state, county, and local health and pollution laws and regulations with respect to noise; dust, smoke and other air pollutants; vibration; glare and heat; fire and explosive hazards; gases; electromagnetic radiation; radioactive materials; and, toxic and hazardous materials.
 - m. **Sequence of Development:** All development phases shall be designed in logical sequence to ensure that each phase will independently function in a safe, convenient and efficient manner without being dependent upon subsequent improvements in a later phase or on other sites.
 - n. **Coordination with Adjacent Sites:** All site features, including circulation, parking, building orientation, landscaping, lighting, utilities, common facilities, and open space shall be coordinated with adjacent properties.
5. *Planning commission actions.* The planning commission, upon reviewing a site plan, shall take one of the following actions:
- a. *Approval.* If the site plan meets all the Zoning Ordinance and related development requirements and standards, the planning commission shall **approve the site plan**.
 - b. *Disapproval.* If the site plan does not meet Zoning Ordinance and related development requirements and standards, **or if the site plan requires extensive revision to comply with said standards**, the planning commission shall **deny the site plan**. The applicant may subsequently refile a corrected site plan under the same procedures followed for the initial submission.

c. *Conditional approval.* If minor corrections to the site **plan** are necessary, **the planning commission may impose reasonable conditions upon approval of the site plan. The conditions for approval shall be identified and the applicant shall submit a revised plan indicating compliance with said conditions. The applicant must submit the revised site plan to the planning commission for final approval, unless the planning commission authorizes administrative review.**

Postponement: If the site plan is found to be in violation of the requirements or incomplete with respect to necessary information, the planning commission may **postpone consideration of a site plan until a later meeting.**

6. *Performance guarantees.* To ensure compliance with the Zoning Ordinance and any condition imposed thereunder, the planning commission may require that a cash **deposit**, certified check, irrevocable bank letter of credit, or surety bond acceptable to the **planning commission**, covering the estimated cost of improvements associated with a project for which site plan approval is sought, be deposited with the City to ensure faithful completion of the improvements.:

a. The performance guarantee shall be deposited prior to the issuance of a temporary certificate of occupancy. The City shall establish procedures whereby a rebate of any cash deposits in reasonable proportion to the ratio of work completed on the

b. Required improvements will be made as work progresses. Any partial release of funds shall be less than ten percent **of the performance guarantee**, which shall be retained by the municipality until all work has been completed and subsequently inspected and approved by the **zoning** official. This does not relieve the applicant from satisfying all applicable maintenance warranties and/or guarantees necessary to ensure the proper functioning of said public improvements.

c. **If any improvements are not constructed within the time limit established as part of the site plan approval or within any extension thereof, the planning commission shall request the City take appropriate legal steps to ensure completion using so much of the performance guarantee as is necessary for such purpose.**

d. As used in this section, "improvements" mean those features and actions associated with a project which are considered necessary by the **planning commission** to protect natural resources, or the health, safety, and welfare of the residents of the city and future users or inhabitants of the proposed project or project area, including roadways, lighting, utilities, sidewalks, screening, landscaping, and surface drainage. Improvements do not include the entire project which is the subject of zoning approval.

7. ***Term of Approval.*** The site plan approval shall remain valid for a period of one (1) year from the date of approval. **One (1) six-month time extension may be granted after a review of the application by the planning commission. At the end of the six-month extension, if no building permit has been obtained and on-site development actually commenced, the site plan approval shall become void.**

ARTICLE V

Appendix A (Zoning Ordinance); Article 12, Section 12.7, Off-Street Parking Requirements, is hereby amended and shall now read:

ARTICLE 12. – GENERAL PROVISIONS

Section 12.7. – Off-street parking requirements

12. The minimum number of off-street parking spaces by type of use shall be determined in accordance with the following schedule:

a.	RESIDENTIAL		
-	(1)	Single- or Two-Family unit	Two per dwelling unit
-	(2)	Multiple-Family Dwelling	Two per dwelling unit plus 0.25 parking spaces per unit for visitor parking.
-	(3)	Housing for the Elderly	One space per efficiency dwelling unit (no separate bedroom), 1.25 spaces per each one-bedroom unit, and 1.5 spaces per two or more-bedroom units.
-	(4)	Mobile Home Park	MI Admin Code R. 125.1925
b.	INSTITUTIONAL		
-	(1)	Churches or Temples	One for each three seats or six feet of pews based on the maximum seating capacity in the main unit of worship.
-	(2)	Hospitals	1 per 2 beds + 1 per employee of maximum shift
-	(3)	Convalescent or Nursing Homes	One for each four beds.
		Home for the Aged (Congregate Care Facility) or Adult Foster Care Facility	1 per 2 beds + 1 per employee of maximum shift

-	(4)	Schools	1 per employee plus 1 per 10 students enrolled in grades 10-12, or auditorium requirements, whichever is greater
-	(5)	Private Clubs or Lodge Halls	One for each four persons allowed within the maximum occupancy load as established by local, county, or state fire, building, or health codes plus 1 per 2 employees
-	(6)	Private golf clubs, Swimming Pool Clubs, Tennis Clubs, or Other Similar Uses	One for each two member families or individuals and one for each employee in addition to the requirements for each accessory use such as a restaurant or bar.
-	(7)	Golf Courses Open to General Public, Except Miniature or "Par 3" Courses	Four for each one golf hole and one for each employee; in addition to the requirements for each accessory use, such as a restaurant or bar.
-	(8)	Fraternity or Sorority	One for each five permitted active members or one for each two beds, whichever is greater.
-	(9)	Stadium, Sports Arena, or Similar Place of Outdoor Assembly w/ fixed seats	One for each three seats or six feet of benches.
-	(10)	Theaters and Auditoriums	One for each four seats plus one for each two employees.
-	(11)	Nursery School, Day Nurseries or Child Care Centers	One for each employee on largest shift and one for each seven students permitted at maximum occupancy in attendance at any particular time.
-	(12)	Library	One for each three persons allowed within the maximum occupancy load as established by local, county, or state fire, building or health codes, and one for each employee in the largest working shift.
c.	BUSINESS AND COMMERCIAL		
-	(1)	Planned Commercial or Shopping Center	Four per 1,000 square feet of gross floor area for planned commercial or shopping centers having between 10,000 and 50,000 square feet of gross floor area. Planned commercial or shopping centers containing more than 50,000

			square feet of gross floor area shall provide five per 1,000 square feet of gross floor area. When a restaurant, lounge, or other establishment whose primary business offers prepared food for sale or consumption on the premises, or carry-out, and is part of a planned commercial or shopping center, the parking for such use shall be computed separately, based on the need for a free-standing use of this nature, and the resulting increase shall be added to the other uses in the center.
-	(2)	Auto Vehicle Wash (Automatic)	One for each one employee. In addition, reserve parking on-site waiting spaces equal in number to five times the maximum capacity of the auto wash. Maximum capacity of the auto wash shall mean the greatest number of automobiles possible undergoing some phase of washing at the same time, which shall be determined by dividing the length in feet of each wash line by 20.
-	(3)	Auto Vehicle Wash (Self-Service or Coin-Operated)	1 per employee plus three on-site waiting spaces at each washing stall.
-	(4)	Beauty Parlor or Barber Shop	Three spaces for each of the first two beauty or barber chairs, and one and one-half spaces for each additional chair.
-	(5)	Bowling Alleys	Five for each one bowling lane in addition to the requirements for each accessory use, such as a restaurant or bar.
-	(6)	Dance Halls, Roller Skating Rinks, Exhibition Halls, and Assembly Halls without Fixed Seats	One for each four persons allowed within the maximum occupancy load as established by local, county, or state fire, building, or health codes plus 1 per 2 employees
-	(7)	Standard Restaurant	One for each three persons allowed within the maximum occupancy load as established by local, county, or state fire, building or health codes, plus one for each three employees.
-	(8)	Furniture and Appliance, Household Equipment, Repair Shops, Showroom of a Plumber, Decorator	One for each eight hundred (800) square feet of usable floor area. (For that floor area used in processing, one additional space shall be

		Electrician, or Similar Trade, Shoe Repair, and Other Similar Uses	provided for each two persons employed therein.)
-	(9)	Gasoline and Vehicle Service Stations	Two for each lubrication stall, rack, pit or service bay ; one for each gasoline pump; and one for each 200 square feet of usable floor space devoted to retail sales.
-	(10)	Laundromats and Coin-Operated Dry Cleaners	One for each two washing and dry-cleaning machines.
-	(11)	Miniature or "Par-3" Golf Courses	Three for each one hole plus one for each one employee.
-	(12)	Mortuary Establishments	One for each 50 square feet of usable floor space.
-	(13)	Motel, Hotel, or Other Commercial Lodging Establishments	One for each one occupancy unit plus one for each employee
-	(14)	Motor Vehicle Sales and Service Establishments	One for each 300 square feet of usable floor space of sales room and one for each one auto service stall in the service room.
-	(15)	Retail Stores Except as Otherwise Specified Herein	One for each 200 square feet of usable floor space.
-	(16)	Establishments Offering Carry-out Service, Being Establishments Primarily Serving Customers over a Counter or Through a Window, i.e., Food Carry-out, Dry Cleaner Pickup, Meat Markets, Bakeries, Shoe Repair, Etc.	One parking space for each employee in the largest working shift and one parking space for each 60 square feet of usable floor area devoted to customer assembly and/or waiting area. Parking needs for areas devoted to the consumption of food on the premises shall be computed separately for such seating areas.
	(17)	Pool or Billiard Parlors, Card Rooms Arcades or Other Similar Establishments	One for each three persons allowed within the maximum occupancy load as established by local, county or state fire, building or health codes.
-	(18)	Drive-In/Through Restaurant	One parking space for each employee in the largest working shift; one for each two seats provided; and one for each 60 square feet of usable floor area devoted to customer waiting area.

	(19)	Mini-Warehouse Facility	One parking space for each 2,000 square feet of gross building area. At a minimum, two parking spaces must be assigned to, and located conveniently to, each individual storage building. In addition, two spaces for the resident manager, and one additional space for each additional employee shall be provided adjacent to the rental office.
d.	OFFICES		
-	(1)	Banks	One for each 200 square feet of gross floor space.
-	(2)	Business Offices or Professional Offices Except as Indicated in the Following Item (3)	One for each 200 square feet of usable floor space.
-	(3)	Professional Offices of Doctors, Dentists or Similar Professionals	One for each 150 square feet of gross floor area plus 1 per employee
e.	INDUSTRIAL		
-	(1)	Industrial or Research Establishments, and Related Accessory Offices	One for every 1.5 employees in the largest working shift or one for every 2000 square feet of gross floor area, whichever is greater.
-	(2)	Warehouses and Wholesale Establishments and Related Accessory Offices	One for every two employees.

ARTICLE VI

Appendix A (Zoning Ordinance); Article 12, Section 12.7(14) and (15), Off-Street Parking Requirements, is hereby amended and shall now read:

- 14. Off-street parking spaces provided for any use or site shall not exceed 125% of the minimum parking requirements of this Section. This provision shall not apply to one-family and two-family dwelling units.**
- 15. The Planning Commission may approve a parking plan with more or fewer spaces than allowed/required in consideration of documentation from the applicant that the parking proposed on the site is sufficient to meet the parking needs of the patrons and employees of the proposed use.**

ARTICLE VII

Appendix A (Zoning Ordinance); Article 12, Section 12.8, Off-Street Parking Space Layout, Standards, Construction, and Maintenance, Subsection 13, is hereby added and shall now read:

Section 12.8. – Off-street parking space layout, standards, construction, and maintenance.

- 13. All developments shall be designed to accommodate bicycle travel, including the provision of bike racks. All parking structures and parking lots for commercial, recreational and institutional uses shall include sufficient bike racks to allow the parking of a minimum of one bike for every 10 parking spaces or one bike for every 3,000 square feet of building floor area, whichever is greater.**

ARTICLE VIII

Appendix A (Zoning Ordinance); Article 12, Section 12.31, Sidewalks, is hereby added and shall now read:

Section 12.31. – Sidewalks

For all developments requiring site plan review, either a new public sidewalk or the reconstruction of existing sidewalks, shall be required to be constructed along the perimeter of the lot which abuts any public or private street.

New or reconstructed sidewalks shall be aligned with existing or proposed sidewalks and shall be constructed in compliance with City standards. (See Chapter 42 – Streets, Sidewalks, and Other Public Places)

ARTICLE IX

Appendix A (Zoning Ordinance); Article 12, Sections 12.32, Solar Panels, and Section 12.33, Solar Farms, are hereby added and shall now read:

Section 12.32. – Solar Panels

Solar panels, either attached to principal or accessory buildings or as accessory structures, shall be allowed in all zoning districts, subject to the following requirements:

- 1. *Attached to a building.* Solar panels may be attached to the roof and/or the wall.
 - a. Building-mounted solar panels shall be subject to the height and setback requirements applicable to the building to which they are attached.**
 - b. Roof-mounted solar panels shall include solar panels integrated as the surface layer of the roof structure with no additional apparent change in relief or****

projections (the preferred installation), or separate flush-mounted solar panels attached to the roof surface.

- 1) Flush-mounted solar panels installed on a sloped roof surface shall not project vertically above the peak of the roof to which they are attached.**
 - 2) Flush-mounted solar panels installed on a flat roof shall not project vertically higher than the height of the parapet wall surrounding the roof or shall be screened by architectural features.**
 - 3) Roof-mounted solar panels shall be only of such weight as can safely be supported by the roof. Proof thereof shall be submitted to the City Building Official prior to installation and shall be subject to the Building Official's approval.**
- c. Wall-mounted solar panels shall not exceed the height of the wall to which they are attached.**
- d. Building-mounted solar panels shall be permanently and safely attached to the building or structure. Proof thereof shall be submitted to the City Building Official prior to installation and shall be subject to the Building Official's approval.**
- 2. *Freestanding.* Solar panels may be freestanding.**
- a. Freestanding solar panels shall be subject to the height, setback and location requirements applicable to accessory buildings.**
 - b. The surface area covered by freestanding solar panels shall be included in the lot coverage calculations for the lot.**
 - c. Freestanding solar panels shall be permanently and safely attached to the ground. Proof thereof shall be submitted to the City Building Official prior to installation and shall be subject to the Building Official's approval.**
 - d. All related power transmission lines shall be placed underground.**
- 3. The exterior surfaces of solar panels and associated structures/equipment shall be generally neutral in color and substantially non-reflective of light.**
- 4. Solar panel-related energy storage systems shall be located within a secure temperature-controlled enclosure when in use. When no longer in use, such energy storage systems must be disposed of in accordance with applicable laws and regulations.**
- 5. Solar panels shall conform to applicable industry standards and shall be installed, maintained and used only in accordance with the manufacturer's directions. The City Building Official may inspect the completed installation to verify compliance.**
- 6. Solar panels shall comply with all applicable City construction-related codes and permitting requirements.**

7. Solar panels allowed as a permitted accessory use shall require an Administrative Review.
8. Solar panels failing to meet the height, setback and/or location requirements set forth herein may be allowed as a conditional use, in accordance with Section 13.3.
9. Solar panels attached to a building that is lawfully nonconforming do not constitute an expansion of a nonconforming building. For building-mounted solar panels on a building that is lawfully nonconforming due to setback, the setback of the lawful nonconforming building shall be considered the applicable setback requirement.

Section 12.33. – Solar Farms

1. ***Purpose:*** The purpose of this section is to establish guidelines for the siting of solar panel energy systems designed and intended to provide electricity to off-site customers or the electric grid which shall hereafter be referred to as a solar farm. It is further the purpose and intent of this Section to:
 - Allow the safe, effective, and efficient use of a renewable energy system consistent with the goals and objectives set forth in the City of Parchment Master Plan.
 - Preserve and protect public health, safety, welfare, and quality of life by minimizing the potential adverse effects of solar farms, including aesthetic impacts and risks to the values of adjoining properties.
 - Establish standards and procedures by which the siting, design, engineering, installation, operation, and maintenance of solar farms shall be governed.
2. ***Scope:*** Solar farms shall be allowed as a Conditional Use in the Mill PUD District as the principal use on a lot.
3. ***Solar Farm Requirements:***
 - a. All solar farm structures and equipment shall conform to the minimum front, side, and rear building setback requirements of the zoning district.
 - b. Freestanding solar panels within a solar farm shall not exceed the maximum building height requirements of the zoning district, as measured from the grade where the support structure of the solar panel is affixed to the ground to the top of the panel when oriented at maximum tilt.
 - c. Area covered by solar panels shall not be included in the lot coverage calculations for the lot.
 - d. All power transmission lines shall be located underground, unless otherwise modified by the Planning Commission in consideration of the Conditional Use Criteria established by Section 13.3.

4. **Glare:** Solar panels shall be placed and arranged such that reflected solar radiation or glare shall not be directed onto adjacent buildings, properties, or roadways. The exterior surfaces of solar panels and associated structures/equipment shall be generally neutral in color and substantially non-reflective of light.

The solar farm shall meet any applicable Federal Aviation Administration guidelines for glare and placement in connection with any airports.

5. **Energy Storage System:** When an energy storage system is included as part of the solar farm, it must be placed in a secure temperature-controlled enclosure when in use. When no longer in use, such energy storage system must be disposed of in accordance with applicable laws and regulations.

Energy storage system enclosures shall conform to the solar farm requirements set forth in subsection 3.

6. **Buffering:** Screening shall be provided along the perimeter of a solar farm, including along the adjacent road right-of-way, in accordance with the greenbelt buffer requirements of Section 12.20.

Buffering should be at a height to obstruct the view at ground level but not inhibit solar production caused by shading. Required buffering is not intended to screen every part of the solar farm.

7. **Permits:** Solar farms shall conform to applicable industry standards and shall be installed, maintained and used only in accordance with the manufacturer's directions. The City Building Official may inspect the completed installation to verify compliance.

Solar farms shall be required to obtain all necessary federal, state and local permits and comply with all applicable Township construction-related codes and requirements.

8. **Removal:**

- a. A documented decommissioning plan shall be provided and shall:

- 1) State the anticipated life of the project;
- 2) Describe estimated decommissioning costs in current dollars and provide that this figure will be updated every fifth (5th) year after commercial operation of the utility-scale solar panel energy system;
- 3) Be signed by the party responsible for decommissioning and the landowner (if different);
- 4) Define the conditions upon which decommissioning will be initiated (e.g.; end of land lease, no power production for 12 months, etc.);

- 5) State that all equipment, conduit, structures, fencing, roads, and foundations will be removed by the end of the decommissioning period;
 - 6) Require property to be restored to the condition it was in prior to the development of the solar farm;
 - 7) Describe the timeframe for completion of decommissioning activities;
 - 8) Describe any agreement (e.g., lease) with the landowner regarding decommissioning;
 - 9) State the party currently responsible for decommissioning; and
 - 10) Describe any plans or circumstances requiring an update of the decommissioning plan.
- b. A recorded copy of the decommissioning plan shall be submitted to the City.
 - c. Decommissioning shall be completed within 12 months of determination by the Zoning Administrator that the solar farm is no longer being maintained in an operable state of good repair, unless the current responsible party with ownership interest in the facility provides substantial evidence to the Planning Commission of the intent to maintain and reinstate operation of the solar farm.
 - d. A cash deposit, certified check, irrevocable bank letter of credit, surety bond, corporate guaranty, or other similar financial instrument acceptable to the Planning Commission that is equal to the cost of decommissioning is required. The amount of security shall be adjusted to equal the latest estimated net decommissioning costs under subsection 8.a.2) above.

ARTICLE X
REPEALER

All Ordinances or parts thereof in conflict herewith are hereby repealed and shall be of no further force and effect.

ARTICLE XI
SEVERABILITY

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 XII
EFFECTIVE DATE

This Ordinance shall take force and effect on _____, 2024.

CERTIFICATE

I, Shannon Stutz, City Clerk for the City of Parchment, do hereby certify that the foregoing Parchment Ordinance No. _____ 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



MEMORANDUM

To: Nancy Stoddard, City Manager

From: Shannon Stutz, City Treasurer

Date: July 16, 2024

Subject: Year End Budget Amendments

In reviewing financials for the fiscal year end, I have identified the following budget amendment necessary to avoid a negative budget variance.

1. 251-800 (expense) increase budget by \$84,000 for the Brownfield Fund's payments for attorney and environmental services (Honigman \$29,000; Fishbeck - \$65,000) that was over budget. Fishbeck expenses are reimbursable under the EPA grant.
2. 101-300-703 (expense) increase budget by \$2400 for increase in rate for crossing guard to reflect the market.

July 17, 2024

City of Parchment
650 S Riverside Drive
Parchment, MI 49004

Dear City Commissioners,

My name is Lois Heuchert and I am the owner of Plainwell Kayak Company located in Plainwell, MI. I have owned and operated a kayak rental business in Plainwell for 8 years. My small seasonal business allows people who do not own kayaks to enjoy the Kalamazoo River which connects them with a healthy and fun recreational activity. I am asking your permission to use the much anticipated kayak launch facility currently under construction on Commerce Lane.

I understand the launch site is open to the public yet businesses like mine do need your permission to launch our kayaks for rental purposes. I have liability insurance through Michigan Millers Mutual Insurance Company and have requested them to add the City of Parchment as a Certificate Holder. You will get a copy of that document should you allow my request.

My vision is that we would advertise and offer kayaking trips from Parchment to D Avenue and call the route the "Nature Trail". My network of kayakers would help advertise this new feature in Parchment. We run a neat operation and would respect your site and surrounding area. This river trip is highly anticipated by our customers.

I would be happy to attend your meeting should you desire on August 5, the first Monday in August. If I can provide any additional information regarding this approval please don't hesitate to contact me.

Lois Heuchert
Owner, Plainwell Kayak Company
514 Morrell Street
Plainwell, MI 49080
Plainwell Kayak Company.com
PlainwellKayakCompany@gmail.com
269.365.2926



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/17/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Guy Hurley, LLC 989 E. South Boulevard Suite 200 Rochester Hills MI 48307	CONTACT NAME: Stephanie Gerlofs	
	PHONE (A/C, No, Ext): (248) 519-1400 FAX (A/C, No): (248) 519-1401 E-MAIL ADDRESS: sgerlofs@ghbh.com	
INSURED Plainwell Kayak Company 514 Morrell St Plainwell MI 49080	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Michigan Millers Mutual Ins. Co.	14508
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	


COVERAGES CERTIFICATE NUMBER: CL2451433062 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	C0550132	05/25/2024	05/25/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/POP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		C0550132	05/25/2024	05/25/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Parchment is included as additional insured when required by written contract, license or permit.

CERTIFICATE HOLDER City of Parchment 650 S. Riverview Dr Parchment MI 49004	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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