



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

September 16, 2024

7 P.M.

Parchment City Commission

Mayor Robert D. Britigan III

Vice Mayor Thomas Jordan

Commissioner Doug Fooy

Commissioner Robin Madaras

Commissioner Michael Conner

Commissioner Tammy Cooper

Commissioner Justin Mendoza

Officers

City Manager Nancy R. Stoddard

City Attorney Robert Soltis

City Treasurer/Clerk Shannon Stutz

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Approval of Minutes

From the City Commission Meeting of September 3, 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 1524 - action
- ii. Credit Card Statement August 2024 – action
- iii. Financial Statements August 2024 - receive
- iv. KABA August 2024 Report - receive

8. Unfinished Business

9. New Business

- A. Big Brothers Big Sisters of SW Michigan Proclamation - action
- B. Hazardous Materials Accident Reimbursement Ordinance – action
- C. Proposal for CM Search from the Michigan Municipal League – discussion/action

10. Citizen Comments – Items ON or OFF the Agenda

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

11. Mayor and Commissioner Comments

12. City Manager Comments

13. Adjournment

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON TUESDAY, SEPTEMBER 3, 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 Conner supported by Commissioner Cooper to approve the minutes of the August 19, 2024 Regular meeting. **Motion Carried.**

4. Additions or changes to the agenda.

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

5. Citizen Comments – Items ON the Agenda

None.

6. Consent Agenda

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

7. Unfinished Business

None.

8. New Business

A. Kalamazoo Curling Club, Jerry Brownell – action. Mayor Britigan explained that the KCC is proposing to purchase 2.5 acres of the brownfield land, then welcomed Jerry Brownell to the podium. Mr. Brownell gave an explanation of the game itself, then outlined the Club's positive potential impact to the city. Of note, it would be the only facility for curling within a 100 mile radius, it has league nights each night from October through March, and they would hope to have operation by fall of 2026. Commissioner questions were answered. Moved by Commissioner Fooy, supported by Commissioner Conner to accept the proposal as written, with realtor commissions paid by the Kalamazoo Curling Club, and authorize the attorney to draft a purchase agreement. 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. PHS Homecoming Parade request – action. Mayor Britigan noted the parade request date and time of September 27 at 5 pm. City Manager Stoddard added that Jodie McManus from PHS relayed that she had spoken with the police and fire departments, who advocated for a simpler route, as shown in the map. Moved by Commissioner Madaras, supported by Commissioner Cooper, to approve the PHS Homecoming Parade request as presented. **Motion Carried.**

C. 2025 Republic Bulk Trash Pickup – action. Mayor Britigan explained that when the commission approved the latest Republic contract, this item was left open. He reported that Republic has given us a date of May 20 if it's the commission's wish. City Manager Stoddard further commented that bulk trash pickup usually follows citywide garage sales (which fits the May date), but if the commission decided, they could move it to fall of 2025. The price would be the same either way, and is based on tonnage; she added she thought it a convenience for residents. Moved by Vice Mayor Jordan, supported by Commissioner Mendoza to approve the bulk pickup date of May 20, 2025. **Motion Carried.**

D. Parchment Capital Improvement Plan for Redevelopment Ready Communities – action. City Manager Stoddard chronicled the process of becoming an RRC, with this last hurdle. She reported that RRC communities are expected to have a CIP, a "living, breathing document" that can be changed as much and as often as needed to reflect spending. In this, she

tried to keep track of regular expenses, including marketing of the mill – she noted this document doesn't have everything, but does have a taste. Questions from commissioners were answered, light discussion took place. Moved by Commissioner Cooper, supported by Commissioner Madaras, to approve the Capital Improvement Plan as presented. **Motion Carried.**

E. Proclamation Honoring Library Director Teresa Stannard – action. Mayor Britigan recited Parchment Community Library Director Teresa Stannard's tenure history, adding that it's appropriate to recognize and honor her at the presentation this Saturday, 9/6/24 at 1 pm. Moved by Commissioner Mendoza, supported by Commissioner Cooper to authorize city staff to complete a proclamation and the Mayor to sign it. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0

9. Citizen Comments

None.

10. Mayor and Commissioner Comments

Commissioner Mendoza wanted to raise the idea for consideration of how to work with services to assist the unhoused, noting it would be beneficial to the community.

Commissioner Cooper expressed her excitement about the Kalamazoo Curling Club's proposal; then she thanked KTPD's School Resource Officer for a great start to the school year.

Commissioner Conner added his approval of the Curling Club.

Commissioner Madaras shared that she attended the branding session, adding that Cheryl Lyon-Jenness is "an amazing historian" and that she specifically wanted to support the Planning Commission in this endeavor (parchmentspeaks.org). She, too, relayed her excitement for the Curling Club, saying it will fit right into the rebranding. She commented that she felt "things were headed in the right direction" and gave her kudos to the Planning Commission.

Commissioner Fooy complimented KTPD in reference to their handling of the incident at PHS this past week. He agreed with the sentiments about the Curling Club, then mentioned that the commissioners have a proposal handout from the MML regarding the city manager search and he will be following up for their input.

Mayor Britigan reminded everyone about the Scottish Festival this weekend as well as the Library Director's open house.

11. City Manager Comments/Reports

City Manager Stoddard offered if anyone had questions or concerns to contact her.

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 8:17 p.m.

Shannon Stutz, City Clerk

City of Parchment
Check Register Report
Warrant 1524

Check	Check Date	Vendor Name	Description	Amount
38310	09/04/2024	A BETTER WAY TREE CARE	TREE REMOVAL - 1123 PARCHMOUNT	1,200.00
38311	09/04/2024	COMPANION LIFE	LIFE & AD&D INS - SEPTEMBER - LIFC3712	57.00
38312	09/04/2024	CONSUMERS ENERGY	CITYWIDE MONTHLY ENERGY USE	1,783.59
38313	09/04/2024	VOID		0.00
38314	09/04/2024	IMAGE TREND, INC.	INCIDENT REPORTING PROGRAM - 8/3/24 TO 8	1,378.54
38315	09/04/2024	J & H OIL COMPANY	FUEL CHARGES - 8/1 TO 8/15/24	186.78
38316	09/04/2024	KALAMAZOO COUNTY GOVERNMENT	HHW - -2ND 1/4 FEES	272.21
38317	09/04/2024	KALAMAZOO TOWNSHIP	PER CONTRACT - SEPTEMBER POLICE \$36,684.50; FIRE EQUIP \$3586.40	40,270.90
38318	09/04/2024	LAKELAND ASPHALT CORP.	REPAVE LL PARKING LOT	39,880.00
38319	09/04/2024	MOSES FIRE EQUIPMENT, INC	NEW POSITIVE PRESSURE FAN FOR 711 (FIRE)	2,955.88
38320	09/04/2024	PARCHMENT UNITED METHODIST CHU	DEPOSIT FOR NOVEMBER 5TH, 2024 ELECTION	250.00
38321	09/04/2024	POINT AND PAY	MONTHLY SERVICE FEES - JULY	50.00
38322	09/04/2024	PRECISION TREE CARE	434 N WILSON - TREE REMOVAL	1,600.00
38323	09/04/2024	PUBLIC MEDIA NETWORK	DIRECT TV - APRIL-JUNE - FRANCHISE FEES	2,337.27
38324	09/04/2024	REPUBLIC SERVICES #249	DPW - SEPTEMBER - 3-0249-1048811	869.86
38325	09/04/2024	T & L RENTAL AND INFLATABLES	TABLES, TENTS, ETC FOR FESTIVAL DAY	5,132.00
38326	09/04/2024	VANGEMERT & SONS EXCAVATING	SIDEWALKS & CATCH BASINS - THOMAS ST.	25,930.54

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Cardholder Account Summary cont.

Name and Account Number	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
CAMRON J BOEKHOVEN XXXX XXXX XXXX 9114	\$3,000	\$0.00	\$512.58	\$0.00	\$512.58
NANCY R STODDARD XXXX XXXX XXXX 7241	\$5,000	\$0.00	\$181.70	\$0.00	\$181.70
TY J WOLTHUIS XXXX XXXX XXXX 7674	\$3,090	\$0.00	\$271.51	\$0.00	\$271.51
SHANNON STUTZ XXXX XXXX XXXX 9126	\$5,000	\$0.00	\$801.77	\$0.00	\$801.77

Cardholder Account Activity

BILL CAHILL XXXX XXXX XXXX 1801	Credit Limit \$5,000	Credits \$68.40	Purchases \$3,568.58	Cash Advances \$0.00	Total Activity \$3,500.18
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Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
07/29	07/28	55432864208206473202741	SQ *SKEETER BUSTERS KALAMAZOO MI		\$405.00
07/31	07/30	55438874212272124704516	RATHCO SAFETY SUPPLY I PORTAGE MI		\$1,337.54
08/06	08/06	55432864219208970850371	ULINE *SHIP SUPPLIES 800-295-5510 WI		-\$68.40
08/21	08/20	55547504233028214016227	MACQUEEN EMERGE/EQUIP SAINT PAUL MN		\$278.42
08/22	08/20	8517924423498000855394	CARLETON EQUIP CO-KALA KALAMAZOO MI		\$347.62
08/23	08/22	55432864235201503701221	IN *ACE PARKING LOT ST 289-3498900 MI		\$1,200.00

JJM DUBY XXXX XXXX XXXX 1892	Credit Limit \$3,000	Credits \$0.00	Purchases \$185.73	Cash Advances \$0.00	Total Activity \$185.73
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Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
08/08	08/07	02305374220300280877544	POMPS TIRE 217 KALAMAZOO MI		\$43.75
08/12	08/09	82711164222000011294968	LS J & J LOCKSMITHS KALAMAZOO MI		\$102.00
08/20	08/19	0230537423300652129129	TRACTOR SUPPLY #1272 KALAMAZOO MI		\$39.98

CAMRON J BOEKHOVEN XXXX XXXX XXXX 9114	Credit Limit \$3,000	Credits \$0.00	Purchases \$512.58	Cash Advances \$0.00	Total Activity \$512.58
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Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
07/31	07/29	05140484212710039720176	HARDING'S MARKET #36 PARCHMENT MI		\$15.98
08/05	08/02	55432864215207857827938	LOWES #00765 KALAMAZOO MI		\$64.96
08/12	08/11	82305094224000029180091	AMAZON RETA* RM6M55510 SEATTLE WA		\$126.95
08/14	08/13	02305374226300280744144	POMPS TIRE 217 KALAMAZOO MI		\$27.56
08/19	08/18	82305094231000024190484	AMAZON MARK* RU6ZH3VE0 SEATTLE WA		\$51.28
08/21	08/20	55432864233200801614989	AMZN MKTP US*RU1Q82W0 AMZN.COM/BILL WA		\$84.99
08/22	08/21	55547504235028787003952	CONSUMERS CONCRETE 301 KALAMAZOO MI		\$130.00
08/23	08/21	02305374235100111308984	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$30.86

NANCY R STODDARD XXXX XXXX XXXX 7241	Credit Limit \$5,000	Credits \$0.00	Purchases \$181.70	Cash Advances \$0.00	Total Activity \$181.70
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Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount
08/05	08/02	82305094215000031134277	ZOOM.US 888-798-9666 SAN JOSE CA		\$16.95
08/08	08/07	8211755422000003477112	PIXELVINE FREEPORT MI		\$89.75
08/14	08/13	82117554226000003314822	PIXELVINE FREEPORT MI		\$75.00

(transactions continued on next page)

Cardholder Account Activity cont.

TY J WOLTHUIS		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 7674		\$3,000	\$0.00	\$271.51	\$0.00	\$271.51
Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount	
08/19	08/15	02305374229100111345328	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		\$8.44	
08/23	08/22	12502024235001738411029	SITKA GEAR WILMINGTON DE		\$263.07	
SHANNON STUTZ		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 9125		\$5,000	\$0.00	\$801.77	\$0.00	\$801.77
Post Date	Tran Date	Reference Number	Transaction Description	VCN	Amount	
07/29	07/28	55432864210206112553417	SPECTRUM 855-707-7328 MO		\$119.98	
08/02	08/01	05410194214105441588523	STAPLS7637557814000001 877-8267755 MI		\$117.65	
08/05	08/02	85140614218900019800013	CORNERSTONE OFFICE SYS AVALANCE@CORN MI		\$89.10	
08/07	08/06	55463154219007937024470	CROWN TROPHY #104 PORTAGE MI		\$60.05	
08/09	08/08	05410194221105441593559	STAPLS7637557814000002 877-8267755 MI		\$3.80	
08/26	08/24	05410194238105441576332	STAPLS7907429468000001 877-8267755 MI		\$61.22	
08/26	08/23	55432864236201698212579	SPECTRUM 855-707-7328 MO		\$149.97	

PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE		ACTIVITY FOR		AVAILABLE	% BDDT
		AMENDED BUDGET	NORMAL	08/31/2024	08/31/2024	MONTH 08/31/2024	INCREASE (DECREASE)		
								NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND									
Revenues									
Dept 000									
101-000-404.000	Tax Revenue	831,500.00		831,543.00			0.00	(43.00)	100.01
101-000-405.000	Taxes - Industrial Facilities	2,207.00		2,207.00			0.00	0.00	100.00
101-000-441.000	Local Community Stab Share Tax	144,000.00		0.00			0.00	144,000.00	0.00
101-000-445.000	Penalty on Taxes	4,000.00		532.91			532.91	3,467.09	13.32
101-000-448.000	1 & Collection Fees	35,800.00		21,174.83			19,489.15	14,625.17	59.15
101-000-451.000	License and Fees	15,000.00		1,599.70			1,284.70	13,400.30	10.66
101-000-452.000	Cablevision Fees	15,000.00		3,056.44			2,695.77	11,943.56	20.38
101-000-453.000	Recreation Fees	2,700.00		0.00			0.00	2,700.00	0.00
101-000-454.000	Solid Waste Collections	145,000.00		1,433.66			158.17	143,566.34	0.99
101-000-528.000	Other Federal Funding	0.00		31,890.60			0.00	(31,890.60)	100.00
101-000-540.000	State Grants	44,900.00		323,224.50			323,224.50	(278,324.50)	719.88
101-000-575.000	State Sales Tax	254,100.00		42,300.00			42,300.00	211,800.00	16.65
101-000-662.000	Traffic Fines	8,000.00		324.39			141.24	7,675.61	4.05
101-000-664.000	Interest on Investments	5,000.00		279.41			0.00	4,720.59	5.59
101-000-676.000	Transfers From Other Funds	31,891.00		0.00			0.00	31,891.00	0.00
101-000-680.000	Reimbursement for Overhead	132,560.00		0.00			0.00	132,560.00	0.00
101-000-694.000	Miscellaneous	20,000.00		17,520.00			16,420.00	2,480.00	87.60
101-000-695.000	Other Financing Sources	5,000.00		0.00			0.00	5,000.00	0.00
Total Dept 000		1,696,658.00		1,277,086.44		406,246.44		419,571.56	75.27
TOTAL REVENUES									
Total Dept 000		1,696,658.00		1,277,086.44		406,246.44		419,571.56	75.27
Expenditures									
Dept 100 - Legislative									
101-100-703.000	Payroll - Part Time	9,000.00		2,165.00			2,215.00	6,835.00	24.06
101-100-715.000	Social Security	1,079.00		26.35			29.45	1,052.65	2.44
101-100-720.000	Worker's Compensation	296.00		0.00			0.00	296.00	0.00
101-100-722.000	Medicare	252.00		6.15			6.87	245.85	2.44
101-100-740.000	Operating Supplies	1,400.00		0.00			0.00	1,400.00	0.00
101-100-800.000	Professional/Contractual Serv.	21,500.00		341.00			75.00	21,159.00	1.59
101-100-830.000	Memberships & Dues	600.00		240.75			240.75	359.25	40.13
101-100-860.000	Institutes & Training	1,000.00		210.00			0.00	790.00	21.00
101-100-880.000	Community Promotion	800.00		75.00			0.00	725.00	9.38
101-100-880.001	Wassailing Contribution	1,250.00		0.00			0.00	1,250.00	0.00
101-100-900.000	Printing & Publishing	5,000.00		472.18			232.97	4,527.82	9.44
101-100-999.000	Transfer to other Fund	34,212.00		24,211.69			24,211.69	10,000.31	70.77
Total Dept 100 - Legislative		76,389.00		27,748.12		27,011.73		48,640.88	36.32
Dept 200 - Administration									
101-200-702.000	Payroll - Full Time	132,560.00		19,106.42			10,245.48	113,453.58	14.41
101-200-703.000	Payroll - Part Time	46,800.00		7,893.51			3,346.21	38,906.49	16.87
101-200-715.000	Social Security	7,800.00		1,533.08			775.96	6,266.92	19.65
101-200-716.000	Hospital/Life Insurance	76,425.00		12,062.86			6,031.43	64,362.14	15.78
101-200-716.001	Insurance Deductible	4,000.00		285.00			285.00	3,715.00	7.13
101-200-718.000	Pension	22,000.00		7,517.77			3,768.53	14,482.23	34.17
101-200-719.000	Hospital Insurance - Retirees	0.00		5,181.08			2,590.54	(5,181.08)	100.00
101-200-720.000	Worker's Compensation	725.00		0.00			0.00	725.00	0.00
101-200-722.000	Medicare	2,500.00		358.53			181.49	2,141.47	14.34
101-200-724.000	ICMA Retirement Benefit	6,000.00		0.00			0.00	6,000.00	0.00
101-200-730.000	Postage	5,000.00		1,078.00			78.00	3,922.00	21.56
101-200-740.000	Operating Supplies	5,000.00		1,478.46			284.18	3,521.54	29.57

PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDDGT USED
		AMENDED BUDGET	NORMAL	08/31/2024	(ABNORMAL)	MONTH 08/31/2024	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND										
Expenditures										
101-200-775.000	Repair & Maintenance Supplies	1,000.00		0.00		0.00		1,000.00		0.00
101-200-800.000	Professional/Contractual Serv.	11,000.00		3,695.97		407.25		7,304.03		33.60
101-200-800.000-RIVER	Professional/Contractual Serv.	44,900.00		464,991.60		455,172.10		(420,091.60)		1,035.62
101-200-805.000	Computer Services	9,500.00		900.00		450.00		8,600.00		9.47
101-200-830.000	Memberships & Dues	1,200.00		15.00		7.50		1,185.00		1.25
101-200-850.000	Communications	6,000.00		676.89		389.97		5,323.11		11.28
101-200-860.000	Institutes & Training	1,200.00		232.96		0.00		967.04		19.41
101-200-900.000	Printing & Publishing	2,000.00		1,125.00		0.00		875.00		56.25
101-200-910.000	Insurance & Bonds	7,800.00		2,998.50		0.00		4,801.50		38.44
101-200-920.000	Utilities	4,500.00		1,322.43		341.39		3,177.57		29.39
101-200-930.000	Repair & Maint.Contractors	3,000.00		0.00		0.00		3,000.00		0.00
101-200-955.000	Miscellaneous	500.00		0.00		0.00		500.00		0.00
Total Dept 200 - Administration		401,410.00		532,453.06		484,355.03		(131,043.06)		132.65
Dept 210 - Legal Services										
101-210-801.000	Attorney - General	14,000.00		3,362.50		1,806.25		10,637.50		24.02
101-210-802.000	Attorney-Police Matters	5,000.00		962.50		525.00		4,037.50		19.25
Total Dept 210 - Legal Services		19,000.00		4,325.00		2,331.25		14,675.00		22.76
Dept 300 - Police										
101-300-703.000	Payroll - Part Time	8,400.00		0.00		0.00		8,400.00		0.00
101-300-715.000	Social Security	600.00		0.00		0.00		600.00		0.00
101-300-722.000	Medicare	100.00		0.00		0.00		100.00		0.00
101-300-800.000	Professional/Contractual Serv.	479,551.00		73,369.00		0.00		406,182.00		15.30
Total Dept 300 - Police		488,651.00		73,369.00		0.00		415,282.00		15.01
Dept 336 - Fire										
101-336-746.000	Gasoline & Oil	500.00		118.90		0.00		381.10		23.78
101-336-775.000	Repair & Maintenance Supplies	1,000.00		3,762.77		3,762.77		(2,762.77)		376.28
101-336-800.000	Professional/Contractual Serv.	125,000.00		10,733.62		10,733.62		114,266.38		8.59
101-336-850.000	Communications	0.00		479.61		0.00		(479.61)		100.00
101-336-910.000	Insurance & Bonds	15,000.00		7,661.00		0.00		7,339.00		51.07
101-336-920.000	Utilities	2,500.00		616.59		175.88		1,883.41		24.66
101-336-930.000	Repair & Maint.Contractors	350.00		420.00		0.00		(70.00)		120.00
101-336-970.000	Capital	30,000.00		0.00		0.00		30,000.00		0.00
Total Dept 336 - Fire		174,350.00		23,792.49		14,672.27		150,557.51		13.65
Dept 440 - Public Services										
101-440-702.000	Payroll - Full Time	70,000.00		10,415.94		5,186.90		59,584.06		14.88
101-440-715.000	Social Security	4,350.00		934.90		466.15		3,415.10		21.49
101-440-716.000	Hospital/Life Insurance	28,530.00		6,997.15		3,498.40		21,532.85		24.53
101-440-716.001	Insurance Deductible	1,400.00		0.00		0.00		1,400.00		0.00
101-440-718.000	Pension	31,500.00		4,147.49		2,070.72		27,352.51		13.17
101-440-720.000	Worker's Compensation	2,500.00		0.00		0.00		2,500.00		0.00
101-440-722.000	Medicare	1,050.00		218.64		109.01		831.36		20.82
101-440-740.000	Operating Supplies	2,500.00		136.98		0.00		2,363.02		5.48
101-440-746.000	Gasoline & Oil	7,000.00		848.50		325.95		6,151.50		12.12
101-440-775.000	Repair & Maintenance Supplies	10,000.00		964.76		548.80		9,035.24		9.65

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	08/31/2024	NORMAL (ABNORMAL)	MONTH 08/31/2024	INCREASE (DECREASE)	BALANCE	NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND										
Expenditures										
101-440-780.000	Safety Supplies	500.00		0.00			0.00	500.00		0.00
101-440-800.000	Professional/Contractual Serv.	0.00		186.18			186.18	(186.18)		100.00
101-440-800.000-TREES	Professional/Contractual Serv.	10,000.00		0.00			0.00	10,000.00		0.00
101-440-810.000	Rubbish Collection Charges	138,000.00		24,097.00			12,048.50	113,903.00		17.46
101-440-815.000	Uniform Rental	3,000.00		1,260.64			331.97	1,739.36		42.02
101-440-830.000	Memberships & Dues	500.00		0.00			0.00	500.00		0.00
101-440-850.000	Communications	1,700.00		239.96			119.98	1,460.04		14.12
101-440-860.000	Institutes & Training	300.00		0.00			0.00	300.00		0.00
101-440-880.000	Community Promotion	500.00		591.72			0.00	(91.72)		118.34
101-440-910.000	Insurance & Bonds	6,000.00		2,951.00			0.00	3,049.00		49.18
101-440-920.000	Utilities	9,500.00		2,429.13			906.94	7,070.87		25.57
101-440-926.000	Street Lighting	24,700.00		4,515.55			2,097.42	20,184.45		18.28
101-440-930.000	Repair & Maint.Contractors	12,500.00		1,574.58			0.00	10,925.42		12.60
Total Dept 440 - Public Services		366,030.00		62,510.12			27,896.92	303,519.88		17.08
Dept 591 - Water Plant Grant Expenses										
101-591-800.000	Professional/Contractual Serv.	0.00		192.42			0.00	(192.42)		100.00
101-591-920.000	Utilities	2,200.00		684.94			222.89	1,515.06		31.13
Total Dept 591 - Water Plant Grant Expenses		2,200.00		877.36			222.89	1,322.64		39.88
Dept 751 - Parks, Recreation & Culture										
101-751-702.000	Payroll - Full Time	53,675.00		7,157.40			3,998.41	46,517.60		13.33
101-751-703.000	Payroll - Part Time	0.00		592.50			0.00	(592.50)		100.00
101-751-715.000	Social Security	3,300.00		474.62			244.98	2,825.38		14.38
101-751-716.000	Hospital/Life Insurance	17,300.00		1,811.41			905.79	15,488.59		10.47
101-751-716.001	Insurance Deductible	900.00		0.00			0.00	900.00		0.00
101-751-718.000	Pension	25,500.00		3,066.14			1,528.54	22,433.86		12.02
101-751-720.000	Worker's Compensation	1,500.00		0.00			0.00	1,500.00		0.00
101-751-722.000	Medicare	800.00		110.98			57.28	689.02		13.87
101-751-746.000	Gasoline & Oil	2,800.00		973.00			371.91	1,827.00		34.75
101-751-775.000	Repair & Maintenance Supplies	10,000.00		2,444.98			514.68	7,555.02		24.45
101-751-780.000	Safety Supplies	400.00		0.00			0.00	400.00		0.00
101-751-800.000	Professional/Contractual Serv.	39,880.00		0.00			0.00	39,880.00		0.00
101-751-800.000-TREES	Professional/Contractual Serv.	10,000.00		0.00			0.00	10,000.00		0.00
101-751-910.000	Insurance & Bonds	7,100.00		3,710.00			0.00	3,390.00		52.25
101-751-920.000	Utilities	7,500.00		1,874.16			803.73	5,625.84		24.99
101-751-930.000	Repair & Maint.Contractors	15,000.00		1,007.00			480.00	13,993.00		6.71
Total Dept 751 - Parks, Recreation & Culture		195,655.00		23,222.19			8,905.32	172,432.81		11.87
TOTAL EXPENDITURES										
		1,723,685.00		748,297.34			565,395.41	975,387.66		43.41
Fund 101 - GENERAL FUND:										
TOTAL REVENUES		1,696,658.00		1,277,086.44			406,246.44	419,571.56		75.27
TOTAL EXPENDITURES		1,723,685.00		748,297.34			565,395.41	975,387.66		43.41
NET OF REVENUES & EXPENDITURES		(27,027.00)		528,789.10			(159,148.97)	(555,816.10)		1,956.52

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 08/31/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 202 - MAJOR STREET FUND						
Revenues						
Dept 000						
202-000-546.000	State Grants - Act 51	190,700.00	30,045.14	15,266.40	160,654.86	15.76
Total Dept 000		190,700.00	30,045.14	15,266.40	160,654.86	15.76
TOTAL REVENUES						
		190,700.00	30,045.14	15,266.40	160,654.86	15.76
Expenditures						
Dept 451 - Construction						
202-451-930.000	Repair & Maint.Contractors	16,115.00	0.00	0.00	16,115.00	0.00
Total Dept 451 - Construction		16,115.00	0.00	0.00	16,115.00	0.00
Dept 463 - Routine Maintenance						
202-463-702.000	Payroll - Full Time	10,730.00	1,972.22	798.69	8,757.78	18.38
202-463-715.000	Social Security	665.00	120.84	48.81	544.16	18.17
202-463-716.000	Hospital/Life Insurance	3,200.00	439.36	219.68	2,760.64	13.73
202-463-716.001	Insurance Deductible	170.00	0.00	0.00	170.00	0.00
202-463-718.000	Pension	4,850.00	613.18	305.65	4,236.82	12.64
202-463-720.000	Worker's Compensation	480.00	0.00	0.00	480.00	0.00
202-463-720.000	Medicare	150.00	28.26	11.40	121.74	18.84
202-463-746.000	Gasoline & Oil	300.00	0.00	0.00	300.00	0.00
202-463-775.000	Repair & Maintenance Supplies	2,400.00	459.59	65.21	1,940.41	19.15
202-463-930.000	Repair & Maint.Contractors	20,000.00	14,649.91	14,165.28	5,350.09	73.25
Total Dept 463 - Routine Maintenance		42,945.00	18,283.36	15,614.72	24,661.64	42.57
Dept 475 - Traffic Services						
202-475-702.000	Payroll - Full Time	10,125.00	1,645.52	763.13	8,479.48	16.25
202-475-715.000	Social Security	630.00	100.62	46.61	529.38	15.97
202-475-716.000	Hospital/Life Insurance	3,000.00	425.99	212.99	2,574.01	14.20
202-475-716.001	Insurance Deductible	160.00	0.00	0.00	160.00	0.00
202-475-718.000	Pension	4,600.00	585.24	291.77	4,014.76	12.72
202-475-720.000	Worker's Compensation	640.00	0.00	0.00	640.00	0.00
202-475-722.000	Medicare	150.00	23.49	10.88	126.51	15.66
202-475-746.000	Gasoline & Oil	500.00	0.00	0.00	500.00	0.00
202-475-775.000	Repair & Maintenance Supplies	2,500.00	246.31	0.00	2,253.69	9.85
202-475-930.000	Repair & Maint.Contractors	10,000.00	1,328.00	669.58	8,672.00	13.28
Total Dept 475 - Traffic Services		32,305.00	4,355.17	1,994.96	27,949.83	13.48
Dept 478 - Winter Maintenance						
202-478-702.000	Payroll - Full Time	12,930.00	2,368.54	958.59	10,561.46	18.32
202-478-715.000	Social Security	800.00	145.43	58.71	654.57	18.18
202-478-716.000	Hospital/Life Insurance	3,200.00	439.87	219.94	2,760.13	13.75
202-478-716.001	Insurance Deductible	170.00	0.00	0.00	170.00	0.00
202-478-718.000	Pension	5,850.00	761.37	366.39	5,088.63	13.01
202-478-720.000	Worker's Compensation	820.00	0.00	0.00	820.00	0.00
202-478-722.000	Medicare	190.00	34.03	13.75	155.97	17.91
202-478-746.000	Gasoline & Oil	1,000.00	0.00	0.00	1,000.00	0.00
202-478-753.000	Salt	9,000.00	0.00	0.00	9,000.00	0.00

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDT USED
		AMENDED BUDGET	NORMAL	08/31/2024	(ABNORMAL)	MONTH 08/31/2024	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 202 - MAJOR STREET FUND										
Expenditures										
Total Dept 478 - Winter Maintenance		33,960.00		3,749.24		1,617.38		30,210.76		11.04
Dept 482 - Administration										
202-482-702.000 Payroll - Full Time		1,350.00		(143.43)		98.44		1,493.43		(10.62)
202-482-715.000 Social Security		85.00		(8.88)		6.11		93.88		(10.45)
202-482-716.000 Hospital/Life Insurance		0.00		0.32		0.17		(0.32)		100.00
202-482-718.000 Pension		610.00		74.95		37.39		535.05		12.29
202-482-720.000 Worker's Compensation		15.00		0.00		0.00		15.00		0.00
202-482-722.000 Medicare		20.00		(2.06)		1.44		22.06		(10.30)
202-482-960.000 Administrative Overhead		25,000.00		0.00		0.00		25,000.00		0.00
202-482-999.000 Transfer to other Fund		60,555.00		0.00		0.00		60,555.00		0.00
Total Dept 482 - Administration		87,635.00		(79.10)		143.55		87,714.10		(0.09)
TOTAL EXPENDITURES		212,960.00		26,308.67		19,370.61		186,651.33		12.35
Fund 202 - MAJOR STREET FUND:										
TOTAL REVENUES		190,700.00		30,045.14		15,266.40		160,654.86		15.76
TOTAL EXPENDITURES		212,960.00		26,308.67		19,370.61		186,651.33		12.35
NET OF REVENUES & EXPENDITURES		(22,260.00)		3,736.47		(4,104.21)		(25,996.47)		16.79

PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE		ACTIVITY FOR		AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDDG USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	08/31/2024	MONTH 08/31/2024	INCREASE (DECREASE)			
Fund 203 - LOCAL STREET FUND									
Revenues									
Dept 000									
203-000-546.000	State Grants - Act 51	78,000.00		12,244.79		6,221.77		65,755.21	15.70
203-000-676.000	Transfers From Other Funds	60,555.00		0.00		0.00		60,555.00	0.00
Total Dept 000		138,555.00		12,244.79		6,221.77		126,310.21	8.84
TOTAL REVENUES									
		138,555.00		12,244.79		6,221.77		126,310.21	8.84
Expenditures									
Dept 451 - Construction									
203-451-800.000	Professional/Contractual Serv.	60,555.00		126,750.00		0.00		(66,195.00)	209.31
Total Dept 451 - Construction		60,555.00		126,750.00		0.00		(66,195.00)	209.31
Dept 463 - Routine Maintenance									
203-463-702.000	Payroll - Full Time	10,730.00		1,733.91		798.72		8,996.09	16.16
203-463-715.000	Social Security	665.00		106.08		48.81		558.92	15.95
203-463-716.000	Hospital/Life Insurance	3,200.00		439.33		219.67		2,760.67	13.73
203-463-716.001	Insurance Deductible	170.00		0.00		0.00		170.00	0.00
203-463-718.000	Pension	4,850.00		613.19		305.66		4,236.81	12.64
203-463-720.000	Worker's Compensation	680.00		0.00		0.00		680.00	0.00
203-463-722.000	Medicare	155.00		24.86		11.43		130.14	16.04
203-463-775.000	Repair & Maintenance Supplies	3,500.00		529.08		65.20		2,970.92	15.12
203-463-930.000	Repair & Maint.Contractors	15,000.00		16,306.75		15,822.11		(1,306.75)	108.71
Total Dept 463 - Routine Maintenance		38,950.00		19,753.20		17,271.60		19,196.80	50.71
Dept 475 - Traffic Services									
203-475-702.000	Payroll - Full Time	10,125.00		1,622.05		753.51		8,502.95	16.02
203-475-715.000	Social Security	630.00		99.22		46.04		530.78	15.75
203-475-716.000	Hospital/Life Insurance	3,000.00		413.29		206.66		2,586.71	13.78
203-475-716.001	Insurance Deductible	160.00		0.00		0.00		160.00	0.00
203-475-718.000	Pension	4,600.00		578.14		288.21		4,021.86	12.57
203-475-720.000	Worker's Compensation	640.00		0.00		0.00		640.00	0.00
203-475-722.000	Medicare	150.00		23.18		10.76		126.82	15.45
203-475-775.000	Repair & Maintenance Supplies	5,000.00		0.00		0.00		5,000.00	0.00
203-475-930.000	Repair & Maint.Contractors	500.00		1,607.54		1,607.54		(1,107.54)	321.51
Total Dept 475 - Traffic Services		24,805.00		4,343.42		2,912.72		20,461.58	17.51
Dept 478 - Winter Maintenance									
203-478-702.000	Payroll - Full Time	12,950.00		2,344.96		948.88		10,605.04	18.11
203-478-715.000	Social Security	800.00		143.99		58.12		656.01	18.00
203-478-716.000	Hospital/Life Insurance	3,200.00		427.14		213.60		2,772.86	13.35
203-478-716.001	Insurance Deductible	170.00		0.00		0.00		170.00	0.00
203-478-718.000	Pension	5,850.00		727.86		362.83		5,122.14	12.44
203-478-720.000	Worker's Compensation	820.00		0.00		0.00		820.00	0.00
203-478-722.000	Medicare	190.00		33.66		13.59		156.34	17.72
203-478-746.000	Gasoline & Oil	1,000.00		0.00		0.00		1,000.00	0.00
203-478-753.000	Salt	6,200.00		0.00		0.00		6,200.00	0.00
203-478-775.000	Repair & Maintenance Supplies	1,000.00		0.00		0.00		1,000.00	0.00

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PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDT USED
		AMENDED BUDGET	NORMAL	08/31/2024 (ABNORMAL)	MONTH 08/31/2024 INCREASE (DECREASE)	NORMAL	(ABNORMAL)		
Fund 203 - LOCAL STREET FUND									
Expenditures									
Total Dept 478 - Winter Maintenance		32,180.00	3,677.61		1,597.02	28,502.39		11.43	
Dept 482 - Administration									
203-482-702.000	Payroll - Full Time	1,350.00	(104.70)		98.44	1,454.70		(7.76)	
203-482-715.000	Social Security	85.00	(8.89)		6.11	93.89		(10.46)	
203-482-716.000	Hospital/Life Insurance	0.00	0.32		0.17	(0.32)		100.00	
203-482-718.000	Pension	620.00	74.94		37.39	545.06		12.09	
203-482-720.000	Worker's Compensation	15.00	0.00		0.00	15.00		0.00	
203-482-722.000	Medicare	20.00	(2.06)		1.44	22.06		(10.30)	
203-482-960.000	Administrative Overhead	25,000.00	0.00		0.00	25,000.00		0.00	
Total Dept 482 - Administration		27,090.00	(40.39)		143.55	27,130.39		(0.15)	
TOTAL EXPENDITURES									
		183,580.00	154,483.84		21,924.89	29,096.16		84.15	
Fund 203 - LOCAL STREET FUND:									
TOTAL REVENUES		138,555.00	12,244.79		6,221.77	126,310.21		8.84	
TOTAL EXPENDITURES		183,580.00	154,483.84		21,924.89	29,096.16		84.15	
NET OF REVENUES & EXPENDITURES		(45,025.00)	(142,239.05)		(15,703.12)	97,214.05		315.91	

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PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 08/31/2024		ACTIVITY FOR MONTH 08/31/2024 INCREASE (DECREASE)	AVAILABLE BALANCE		% BDGT USED
			NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 251 - Brownfield Redevelopment								
Revenues								
Dept 000								
251-000-404.000	Tax Revenue	675,410.00	0.00		0.00	675,410.00	0.00	0.00
251-000-528.000	Other Federal Funding	800,000.00	68,077.40		68,077.40	731,922.60	8.51	8.51
Total Dept 000		1,475,410.00	68,077.40		68,077.40	1,407,332.60	4.61	4.61
TOTAL REVENUES								
		1,475,410.00	68,077.40		68,077.40	1,407,332.60	4.61	4.61
Expenditures								
Dept 000								
251-000-800.000	Professional/Contractual Serv.	810,000.00	10,695.23		0.00	799,304.77	1.32	1.32
251-000-801.000	Attorney - General	10,000.00	0.00		0.00	10,000.00	0.00	0.00
251-000-955.000	Miscellaneous	524,330.00	0.00		0.00	524,330.00	0.00	0.00
251-000-960.000	Administrative Overhead	41,280.00	5,553.50		0.00	35,726.50	13.45	13.45
251-000-991.000	Debt Retirement-Principal	50,103.00	0.00		0.00	50,103.00	0.00	0.00
251-000-995.000	Interest Expense	8,044.00	0.00		0.00	8,044.00	0.00	0.00
Total Dept 000		1,443,757.00	16,248.73		0.00	1,427,508.27	1.13	1.13
TOTAL EXPENDITURES								
		1,443,757.00	16,248.73		0.00	1,427,508.27	1.13	1.13
Fund 251 - Brownfield Redevelopment:								
TOTAL REVENUES								
TOTAL EXPENDITURES		1,475,410.00	68,077.40		68,077.40	1,407,332.60	4.61	4.61
NET OF REVENUES & EXPENDITURES								
		1,443,757.00	16,248.73		0.00	1,427,508.27	1.13	1.13
		31,653.00	51,828.67		68,077.40	(20,175.67)	163.74	163.74

PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDDT USED
		AMENDED BUDGET	NORMAL	08/31/2024	(ABNORMAL)	MONTH 08/31/2024	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 285 - Stimulus Grant Fund										
Expenditures										
285-000-999.000	Transfer to other Fund	31,891.00		31,890.60		0.00		0.40		100.00
Total Dept 000		31,891.00		31,890.60		0.00		0.40		100.00
TOTAL EXPENDITURES										
		31,891.00		31,890.60		0.00		0.40		100.00
Fund 285 - Stimulus Grant Fund:										
TOTAL REVENUES		0.00		0.00		0.00		0.00		0.00
TOTAL EXPENDITURES		31,891.00		31,890.60		0.00		0.40		100.00
NET OF REVENUES & EXPENDITURES		(31,891.00)		(31,890.60)		0.00		(0.40)		100.00

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 08/31/2024		ACTIVITY FOR MONTH 08/31/2024		AVAILABLE BALANCE		% BDGT USED
			NORMAL	(ABNORMAL)	INCREASE (DECREASE)	NORMAL	(ABNORMAL)		
Fund 299 - TREE FUND									
Revenues									
Dept 000									
299-000-676.000	Transfers From Other Funds	10,000.00	0.00	0.00	0.00	10,000.00	0.00	0.00	
299-000-694.000	Miscellaneous	0.00	25.00	0.00	0.00	(25.00)	100.00	0.00	
Total Dept 000		10,000.00	25.00	0.00	0.00	9,975.00	0.25	0.25	
TOTAL REVENUES									
Expenditures									
Dept 000									
299-000-955.000	Miscellaneous	10,000.00	0.00	0.00	0.00	10,000.00	0.00	0.00	
Total Dept 000		10,000.00	0.00	0.00	0.00	10,000.00	0.00	0.00	
TOTAL EXPENDITURES									
Fund 299 - TREE FUND:									
TOTAL REVENUES									
TOTAL EXPENDITURES									
NET OF REVENUES & EXPENDITURES									

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	08/31/2024 (ABNORMAL)	MONTH 08/31/2024 INCREASE (DECREASE)	NORMAL	ABNORMAL		
Fund 401 - Veteran's Memorial Fund									
Revenues									
Dept 000									
401-000-674.000	Contributed Capital Revenue	2,500.00		0.00	0.00		2,500.00	0.00	
Total Dept 000		2,500.00		0.00	0.00		2,500.00	0.00	
TOTAL REVENUES		2,500.00		0.00	0.00		2,500.00	0.00	
Expenditures									
Dept 000									
401-000-702.000	Payroll - Full Time	1,500.00		0.00	0.00		1,500.00	0.00	
401-000-775.000	Repair & Maintenance Supplies	2,500.00		0.00	0.00		2,500.00	0.00	
401-000-800.000	Professional/Contractual Serv.	0.00		1,178.00	0.00		(1,178.00)	100.00	
401-000-955.000	Miscellaneous	0.00		20.00	20.00		(20.00)	100.00	
Total Dept 000		4,000.00		1,198.00	20.00		2,802.00	29.95	
TOTAL EXPENDITURES		4,000.00		1,198.00	20.00		2,802.00	29.95	
Fund 401 - Veteran's Memorial Fund:									
TOTAL REVENUES									
TOTAL EXPENDITURES									
NET OF REVENUES & EXPENDITURES									
		2,500.00		0.00	0.00		2,500.00	0.00	
		4,000.00		1,198.00	20.00		2,802.00	29.95	
		(1,500.00)		(1,198.00)	(20.00)		(302.00)	79.87	

PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE		ACTIVITY FOR	AVAILABLE		% BDDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	08/31/2024	MONTH 08/31/2024	NORMAL (ABNORMAL)	BALANCE INCREASE (DECREASE)	
Fund 590 - SEWER FUND								
Revenues								
Dept 000								
590-000-508.000	USDA Grants	3,549,000.00	431,980.83		156,424.98	3,117,019.17	12.17	
590-000-626.000	Sewer Services	290,370.00	71,059.55		0.00	219,310.45	24.47	
590-000-664.000	Interest on Investments	2,000.00	0.00		0.00	2,000.00	0.00	
Total Dept 000		3,841,370.00	503,040.38		156,424.98	3,338,329.62	13.10	
TOTAL REVENUES		3,841,370.00	503,040.38		156,424.98	3,338,329.62	13.10	
Expenditures								
Dept 000								
590-000-702.000	Payroll - Full Time	11,550.00	3,192.58		1,484.69	8,357.42	27.64	
590-000-715.000	Social Security	720.00	194.24		90.20	525.76	26.98	
590-000-716.000	Hospital/Life Insurance	10,650.00	1,141.96		571.00	9,508.04	10.72	
590-000-716.001	Insurance Deductible	700.00	0.00		0.00	700.00	0.00	
590-000-718.000	Pension	5,300.00	1,106.56		553.68	4,193.44	20.88	
590-000-720.000	Worker's Compensation	265.00	0.00		0.00	265.00	0.00	
590-000-722.000	Medicare	170.00	45.42		21.10	124.58	26.72	
590-000-800.000	Professional/Contractual Serv.	3,555,200.00	431,980.83		42,739.52	3,123,219.17	12.15	
590-000-801.000	Attorney - General	50,000.00	0.00		0.00	50,000.00	0.00	
590-000-900.000	Printing & Publishing	2,500.00	0.00		0.00	2,500.00	0.00	
590-000-910.000	Insurance & Bonds	11,600.00	5,388.00		0.00	6,212.00	46.45	
590-000-920.000	Utilities	2,600.00	601.90		195.83	1,998.10	23.15	
590-000-930.000	Repair & Maint.Contractors	10,000.00	0.00		0.00	10,000.00	0.00	
590-000-960.000	Administrative Overhead	41,280.00	0.00		0.00	41,280.00	0.00	
590-000-968.000	Depreciation	14,044.00	0.00		0.00	14,044.00	0.00	
590-000-991.000	Debt Retirement-Principal	50,000.00	0.00		0.00	50,000.00	0.00	
590-000-995.000	Interest Expense	31,825.00	0.00		0.00	31,825.00	0.00	
Total Dept 000		3,798,404.00	443,651.49		45,656.02	3,354,752.51	11.68	
TOTAL EXPENDITURES		3,798,404.00	443,651.49		45,656.02	3,354,752.51	11.68	
Fund 590 - SEWER FUND:								
TOTAL REVENUES		3,841,370.00	503,040.38		156,424.98	3,338,329.62	13.10	
TOTAL EXPENDITURES		3,798,404.00	443,651.49		45,656.02	3,354,752.51	11.68	
NET OF REVENUES & EXPENDITURES		42,966.00	59,388.89		110,768.96	(16,422.89)	138.22	
TOTAL REVENUES - ALL FUNDS								
TOTAL EXPENDITURES - ALL FUNDS		7,355,193.00	1,890,519.15		652,236.99	5,464,673.85	25.70	
NET OF REVENUES & EXPENDITURES		7,408,277.00	1,422,078.67		652,366.93	5,986,198.33	19.20	
		(53,084.00)	468,440.48		(129.94)	(521,524.48)	882.45	

User: SSS

DB: Parchment

PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	2024		YTD BALANCE		ACTIVITY FOR		AVAILABLE
		AMENDED BUDGET	NORMAL	08/31/2024	08/31/2024	MONTH 08/31/2024	INCREASE (DECREASE)	
				NORMAL (ABNORMAL)	NORMAL (ABNORMAL)			% BDDT USED
Fund 250 - KINDLEBERGER SUMMER FESTIVAL								
Revenues								
Dept 000								
250-000-475.001	Arts & Crafts	4,000.00		5,802.34		0.00	(1,802.34)	145.06
250-000-475.002	Race/Walk Fees	3,500.00		3,356.32		0.00	143.68	95.89
250-000-475.003	Membership Fund Drive	2,000.00		4,025.96		0.00	(2,025.96)	201.30
250-000-475.005	Corporate Sponsorships	16,000.00		21,100.00		0.00	(5,100.00)	131.88
250-000-475.008	Miscellaneous Inc.	500.00		280.00		0.00	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		24,211.69		24,211.69	(21,211.69)	807.06
Total Dept 000		74,500.00		119,736.81		24,211.69	(45,236.81)	160.72
TOTAL REVENUES								
		74,500.00		119,736.81		24,211.69	(45,236.81)	160.72
Expenditures								
Dept 000								
250-000-779.001	Performance Expense	23,800.00		21,838.25		2,800.00	1,961.75	91.76
250-000-779.003	Festival Day - Race/Walk	6,500.00		5,023.76		1,523.25	1,476.24	77.29
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		0.00	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		19,955.46		8,136.36	(1,455.46)	107.87
250-000-779.013	Stage Entertainment	14,650.00		18,850.00		2,000.00	(4,200.00)	128.67
250-000-779.016	Car Show Expenses	750.00		757.97		0.00	(7.97)	101.06
250-000-779.020	Publicity	4,000.00		2,867.24		0.00	1,132.76	71.68
Total Dept 000		74,500.00		85,556.47		14,459.61	(11,056.47)	114.84
TOTAL EXPENDITURES								
		74,500.00		85,556.47		14,459.61	(11,056.47)	114.84
Fund 250 - KINDLEBERGER SUMMER FESTIVAL:								
TOTAL REVENUES								
		74,500.00		119,736.81		24,211.69	(45,236.81)	160.72
TOTAL EXPENDITURES								
		74,500.00		85,556.47		14,459.61	(11,056.47)	114.84
NET OF REVENUES & EXPENDITURES								
		0.00		34,180.34		9,752.08	(34,180.34)	100.00

2024 MONTHLY PERMITS BY JURISDICTION

MONTH OF AUGUST 2024

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	12	4060.00
COMSTOCK	ELECTRICAL	16	2628.00
COMSTOCK	MECHANICAL	25	4889.00
COMSTOCK	PLUMBING	8	1134.00
COMSTOCK	SPECIAL - JURISDICTION	3	200.00
COMSTOCK	SPECIAL - HOMEOWNER	-	0.00
TOTAL COMSTOCK		64	\$12,911.00
KALAMAZOO	BUILDING	20	2884.00
KALAMAZOO	ELECTRICAL	7	1581.00
KALAMAZOO	MECHANICAL	28	4660.30
KALAMAZOO	PLUMBING	19	2491.00
KALAMAZOO	SPECIAL - JURISDICTION	5	400.00
KALAMAZOO	SPECIAL - HOMEOWNER	9	495.00
TOTAL KALAMAZOO		88	\$12,511.30
PARCHMENT	BUILDING	2	182.00
PARCHMENT	ELECTRICAL	-	0.00
PARCHMENT	MECHANICAL	3	390.00
PARCHMENT	PLUMBING	-	0.00
PARCHMENT	SPECIAL - JURISDICTION	-	0.00
PARCHMENT	SPECIAL - HOMEOWNER	-	0.00
TOTAL PARCHMENT		5	\$572.00
PINE GROVE	BUILDING	9	6427.00
PINE GROVE	ELECTRICAL	1	220.00
PINE GROVE	MECHANICAL	5	740.00
PINE GROVE	PLUMBING	2	708.00
PINE GROVE	SPECIAL - JURISDICTION	1	100.00
PINE GROVE	SPECIAL - HOMEOWNER	-	0.00
TOTAL PINE GROVE		18	\$8,195.00
RICHLAND	BUILDING	12	5919.00
RICHLAND	ELECTRICAL	10	2079.00
RICHLAND	MECHANICAL	21	3548.00
RICHLAND	PLUMBING	8	1306.00
RICHLAND	SPECIAL - JURISDICTION	-	0.00
RICHLAND	SPECIAL - HOMEOWNER	-	0.00
TOTAL RICHLAND		51	\$12,852.00
RICHLAND VILLAGE	BUILDING	-	0.00
RICHLAND VILLAGE	ELECTRICAL	-	0.00
RICHLAND VILLAGE	MECHANICAL	2	260.00
RICHLAND VILLAGE	PLUMBING	-	0.00
RICHLAND VILLAGE	SPECIAL - JURISDICTION	1	100.00
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	-	0.00
TOTAL RICHLAND VILLAGE		3	\$360.00
TOTAL		229	\$47,401.30

REVENUE	REVENUE
AUGUST 2023	% PREV YEAR MONTH
139,273.00	34.0%

PERMITS	PERMITS
AUGUST 2023	% 2023 - YTD
360	64%

2024 MONTHLY PERMITS BY JURISDICTION

YEAR TO DATE AS OF: AUGUST

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	123	45996.00
COMSTOCK	ELECTRICAL	132	28061.00
COMSTOCK	MECHANICAL	258	58957.30
COMSTOCK	PLUMBING	125	23703.00
COMSTOCK	SPECIAL - JURISDICTION	17	1650.00
COMSTOCK	SPECIAL - HOMEOWNER	4	220.00
TOTAL COMSTOCK		659	\$158,587.30
KALAMAZOO	BUILDING	117	26483.00
KALAMAZOO	ELECTRICAL	115	22170.00
KALAMAZOO	MECHANICAL	223	39367.75
KALAMAZOO	PLUMBING	104	14223.00
KALAMAZOO	SPECIAL - JURISDICTION	31	3050.00
KALAMAZOO	SPECIAL - HOMEOWNER	38	2145.00
TOTAL KALAMAZOO		628	\$107,438.75
PARCHMENT	BUILDING	11	1233.00
PARCHMENT	ELECTRICAL	13	1975.00
PARCHMENT	MECHANICAL	15	1865.00
PARCHMENT	PLUMBING	5	420.00
PARCHMENT	SPECIAL - JURISDICTION	5	500.00
PARCHMENT	SPECIAL - HOMEOWNER	0	0.00
TOTAL PARCHMENT		49	\$5,993.00
PINE GROVE	BUILDING	30	14204.00
PINE GROVE	ELECTRICAL	32	5836.00
PINE GROVE	MECHANICAL	34	5858.00
PINE GROVE	PLUMBING	12	2826.00
PINE GROVE	SPECIAL - JURISDICTION	1	100.00
PINE GROVE	SPECIAL - HOMEOWNER	2	110.00
TOTAL PINE GROVE		111	\$28,934.00
RICHLAND	BUILDING	105	60359.00
RICHLAND	ELECTRICAL	109	23808.00
RICHLAND	MECHANICAL	145	28131.00
RICHLAND	PLUMBING	64	13033.00
RICHLAND	SPECIAL - JURISDICTION	2	200.00
RICHLAND	SPECIAL - HOMEOWNER	3	160.00
TOTAL RICHLAND		428	\$125,691.00
RICHLAND VILLAGE	BUILDING	2	208.00
RICHLAND VILLAGE	ELECTRICAL	2	226.00
RICHLAND VILLAGE	MECHANICAL	8	1036.00
RICHLAND VILLAGE	PLUMBING	4	420.00
RICHLAND VILLAGE	SPECIAL - JURISDICTION	1	100.00
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	0	0.00
TOTAL RICHLAND VILLAGE		17	\$1,990.00
TOTAL KABA	YTD	1892	\$428,634.05

REVENUE	REVENUE
YTD - AUGUST 2023	% 2023 - YTD
642,560.00	66.7%

REVENUE
% 2024 YTD
BUDGET
84%

PERMITS	PERMITS
YTD - AUGUST 2023	% 2023 - YTD
1937	97.7%

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
229	\$	47,401.30	AUG
-	\$	-	SEP
-	\$	-	OCT
-	\$	-	NOV
-	\$	-	DEC
1,892	\$	428,634.05	

Permit List

09/03/2024

Building

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB24-18-372	330 PARCHMOUNT AC-1000. 124 011 444 12444	06-02-180-420	WEBER, DANIEL	Lyster Contracting Inc	08/06/2024	\$104.00	\$0
Work Description: loan requirement							
PB24-18-400	331 ESPANOLA	06-02-320-550	PRIHODA/HEACOCK LI	Kalamazoo Excavatio	08/26/2024	\$78.00	\$0
Work Description: Inground swimming pool demolition.							

Total Permits For Type: 2

Total Fees For Type: \$182.00

Total Const. Value For Type: \$0

Report Summary

Population: All Records

Permit.DateIssued Between
8/1/2024 12:00:00 AM AND
8/31/2024 11:59:59 PM AND
Permit.PermiTType = Building
AND
Permit.BasicUsage = Residential
AND
GovernmentUnitList.UnitCode =
18

Grand Total Fees: \$182.00

Grand Total Permits: 2

Grand Total Const. Value: \$0

**BIG BROTHERS BIG SISTERS OF SOUTHWEST MICHIGAN
NATIONAL BIG BROTHERS BIG SISTERS' MONTH
PROCLAMATION**

WHEREAS: the health and educational well-being of children is the responsibility of all citizens; and

WHEREAS: by strengthening our children through mentoring, we are building a stronger future for them, our communities, and our state; and

WHEREAS: the efforts of one citizen mentoring through Big Brothers Big Sisters of Southwest Michigan will help ensure that a child realizes their own personal value and potential, and instill within them the hope for a bright future; and

WHEREAS: relationships with caring Big Brothers and Big Sisters offer youth valuable encouragement, motivation, and support to guide them in making positive choices; and

WHEREAS: Big Brothers Big Sisters' success indicators show that youth with a Big Brother or a Big Sister in their lives are more likely to have a successful future and become a good citizen.

WHEREAS: in connection with the national mentoring effort, our local Big Brothers Big Sisters Agency is challenging residents of Parchment, Michigan to step forward to volunteer to become a mentor;

NOW, THEREFORE: I hereby proclaim the month September 2024, as:

NATIONAL BIG BROTHERS BIG SISTERS' MONTH

in Parchment, Michigan and urge citizens to use this time to better understand and recognize the need to help guide a local child to reach his or her full potential. Furthermore, I congratulate Big Brothers Big Sisters of Southwest Michigan for their continued success in helping meet the mentoring needs of children in our community.

Robert D. Britigan, III, Mayor

Date

CITY OF PARCHMENT
KALAMAZOO COUNTY, MICHIGAN

ORDINANCE _____

AN ORDINANCE TO AMEND THE PARCHMENT CITY CODE OF ORDINANCES, SPECIFICALLY TO ADD A CHAPTER 16 (FIRE DEPARTMENT), ARTICLE 1, SECTIONS 16.10 THROUGH 16.15; 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

Chapter 16, Fire Department, Article 1, Sections 16.10 through 16.15 shall hereby be added and shall now read:

Sec. 16.10 – Purpose.

The purpose of Article 1, Sections 16.10 through 16.15 is to provide for defraying a portion of expenses of Kalamazoo Charter Township and the City of Parchment resulting from and necessitated by responding with emergency equipment and personnel to a hazardous materials accident or incident involving the release or threatened release of hazardous materials into the environment, addressing excessive response for medical purposes, chemical fires in commercial buildings, false alarms, arson or suspected criminal activity, the emergency response which is to protect the health, safety and welfare of the general public.

Sec. 16.11 – Definitions.

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Hazardous materials means explosives, pyrotechnics, flammable gas, flammable compressed gas, nonflammable compressed gas, flammable liquid, combustible liquid, oxidizing material, poisonous gas, poisonous liquid, irritating material, etiologic material, radioactive material, corrosive material, liquified petroleum gas, battery liquids and other materials customarily considered dangerous to living beings or contaminating to the environment.

Release means any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, leaching, dumping, or disposing of hazardous materials into the environment.

Responsible party means any individual, firm, corporation, association, partnership, commercial entity, consortium, joint venture, government entity or any other legal entity that causes a release of a hazardous material, or whose action threatens such release; or who is an owner, tenant, occupant or party in control of property onto which or from which hazardous materials are released or threatened to be released.)

Sec. 16.12 – Charges Imposed Upon Responsible Party.

Where the City Fire and/or Police Department responds to a release of hazardous materials or a threatened release of such materials, charges for the release or threatened release of hazardous materials with extenuating circumstances including, but not limited to vehicle crashes involving electric/hybrid vehicles, extrication of victims from harm, crashes relating to an automobile accident wherein the driver is either under the influence of alcohol or drugs or whose ability to drive is substantially impaired by alcohol or drugs, the responsible party shall be liable to the Township for the following costs incident to such Township response:

- (1) All personnel costs of personnel attending on behalf of and with the authority of the Township including their current hourly rate, fringe benefits, and salary apportioned to the length of time in attendance, calculated commencing one hour after receipt of the signal to respond and continuing for each person until those personnel have concluded his incident related responsibilities.
- (2) The equipment costs of all equipment attending as established by an itemized resolution of the Township Board setting forth the costs attributable to each piece of Township equipment which might be involved in such a response. This Resolution may be amended from time-to-time to reflect changes in equipment, inflation factors, and accounting records of past occurrences.
- (3) Other expenses incurred by the Township/City including, but not limited to, rental or purchase of additional machinery or equipment, retention of consultants, medical and hospitalization costs, replacement costs related to disposable personal protective equipment required to be disposed of, extinguishing chemicals, supplies and water purchased from water systems, and meals and refreshments for emergency personnel while responding to the hazardous materials incident.
- (4) Additional charges imposed by any other local, state, or federal government entities, related to the incident.
- (5) Administrative costs incurred in accounting for all expenditures for billing and collection of such expenditures which shall not exceed 25 percent of the costs set out in this section.

Sec. 16.13. - Billing procedures.

Following the conclusion of the hazardous materials incident, the Fire Chief, or his or her designee, shall submit a detailed listing of all known expenses to the Township/City Treasurer, who shall prepare an invoice to the responsible party for payment. The Treasurer's invoice shall demand full payment within 45 days of the receipt of the bill. Any additional expenses that become known to the Township/City Fire Chief, or his or her designee, following the transmittal of the bill to the responsible party shall be billed in the same manner on a subsequent bill to the responsible party. For any amounts due that remain unpaid after 45 days, the Township/City shall impose a late charge of one percent per month or fraction thereof.

Sec. 16.14 – Non-exclusive charges.

The rates and charges set out in this article shall not be exclusive of other charges that may be made by the Township/City for the costs and expense of maintaining a Fire and/or Police Department but shall only be supplemental thereto. Charges may additionally be collected by the Township/City through general taxation after a vote of the electors approving the charges, or by special assessments established under state statutes pertinent thereto.

Sec. 16.15 - Other remedies.

The Township/City may pursue any other remedy, or may institute any appropriate action or proceeding, in a court of competent jurisdiction to collect charges imposed under this article. The recovery of charges imposed under this article does not limit the further liability of responsible parties under local ordinance or state or federal law, rule, or regulation.

ARTICLE II
REPEALER

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

ARTICLE III
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 IV
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

PROPOSAL

City of Parchment



September 3, 2024

Prepared by the Michigan Municipal League

Emily Kieliszewski

Asst. Dir. Member Experience & Learning

1675 Green Rd Ann Arbor, MI 48105

517-908-0302

emilyk@mml.org

City of Parchment
Robert D. Britigan III, Mayor
650 S. Riverview Drive
Parchment, MI 49004



executive
search

September 3, 2024

Dear Mayor Britigan,

The Michigan Municipal League is pleased to offer the City of Parchment our assistance in selecting its next City Manager. The League is committed to strengthening Michigan communities, and works hand-in-hand with our members to provide the tools needed to effectively manage and develop their city. This close relationship gives the League a deep understanding of a community's needs and challenges, and makes us uniquely qualified to provide a comprehensive executive search service.

The League's executive search service is designed to ensure the best possible match between a community and its top administrator, with the ultimate goal of providing them with a highly-qualified leader who will add tremendous value to the city. To that end, we are dedicated to serving the needs of our clients before, during, and after a search process. Our service is focused exclusively on Michigan communities, but our recruitment is nationwide. We manage an unparalleled network of applicants, almost half of whom are from outside the state.

Each search process is tailored to meet the community's specific needs and goals. We work closely with our clients to gain a full understanding of the priorities as a basis for structuring the search process. We facilitate consensus-building around the attributes a community is looking for to gain a complete picture of the desired candidate's experience, qualifications, and management style. This helps to ensure the best possible employment match, resulting in a successful, long-term placement.

A typical search requires at least 120 days to complete. The timeline varies on a number of factors including the timing of ad placement, the availability of candidates, city officials, and the needs of the city.

Feel free to contact the League with any questions or to request an in-person presentation from one of our search facilitators.

Thank you,
Emily Kieliszewski

We love where you live.

Proposal for Executive Search

City of Parchment—City Manager

SERVICE SUMMARY

Our executive search service includes the following activities, which are accomplished over the course of **up to four** personal visits with the search facilitator:

Profile Phase (Page 5)

- Engagement of elected officials and city staff in the profiling process to facilitate consensus building around necessary skills, knowledge, attributes, and team leadership expectations;
- Development of an extensive candidate and community profile featured within a professionally designed recruitment brochure;
- Review of current compensation and benefits packages, and recommendations based on market conditions

Advertisement Phase (Page 6)

- Featured placement in League's online classifieds which receive 5,000+ hits per week;
- Advanced marketing and promotion of position utilizing nationwide recruitment boards as well as the League's social media outlets with more than 5,000 followers;
- Direct recruitment of passive candidates through an exclusive direct email to Michigan municipal managers and others as appropriate

Screening & Shortlist Phase (Page 6)

- Pre-screening activities including review of social media activity, general online screening, and other public information;
- Application analysis, personal screening of viable candidates, and reference checks;
- Develop a shortlist of candidates to present for the city's consideration

Interview & Selection Phase (Page 7)

- Guidance and recommendations on a robust interview format and process;
- Development of customized interview questions and attendance during the entire interview process

Final Phase (Page 8)

- Extension of the conditional offer of employment and initiation of contract negotiation; and
- Completion of a full background check performed by a third-party of selected finalist.

Optional Services Available

- Solicitation of feedback from city-identified stakeholders (community, neighborhood, and business leaders) during the profiling process to gather input as well as seeking stakeholders' prerequisites for an administrative executive (page 5); and
- Assistance with, and attendance at, a public forum for an informal "meet and greet" function to solicit community feedback of semi-finalists. (page 7).

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Why The League

The Michigan Municipal League has been committed to providing the best possible advocacy, resources, and services to Michigan's communities since 1899. With the League's intimate knowledge of the needs and challenges facing local government, we are in a unique position to provide a comprehensive executive search service for Michigan's communities.

The League offers executive search services as a resource to Michigan's communities to help strengthen the quality of municipal government and administration through the successful placement of public leaders.

Key features of the League's search services include the following:

- The League has been providing executive search services *exclusively* to Michigan communities since 1998!
- All four of our recruiters are highly respected former public administrators in Michigan, each with decades of local government experience and proven records of success.
- Every search is facilitated by one of our highly specialized recruiters who work closely and collaboratively with our community clients throughout the entire search process.
- The League and its recruiters have extensive knowledge of Michigan's Freedom of Information Act (FOIA) and Open Meetings Act (OMA), and how they impact the recruitment process.

- We utilize state, national, and international recruitment and promotion sources to solicit a broad pool of potential candidates, including a variety of customized web announcements, our own exclusive email database, and our strong social media presence. Through these efforts, we've found that almost half of our applicants come from out of state!
- While our reach is far and wide, our small team approach allows for excellent customer service, close communication and collaboration with clients, and strong and effective communication and collaboration with other League recruiters which helps ensure a successful search.

As Michigan's most dedicated and longest-serving association for Michigan municipal government, we offer an abundance of programs and services beyond executive searches to help our member communities sustain highly livable, desirable, and unique places within the State. These include state and federal advocacy, placemaking and engagement techniques, legal and insurance services, education on a multitude of municipal topics, and so much more.

When you work with the League, you aren't just selecting a recruitment firm. You are reaffirming a partnership established over 100 years ago that is dedicated to help inspire positive change for Michigan's greatest centers of potential: its communities.

We love where you live.

Your Facilitator

Curtis Holt will be assigned to the City of Parchment's executive search. All of our facilitators understand the unique skills and abilities required to succeed in this environment. They are among the most highly-regarded and well-respected public managers in the state and bring immeasurable credibility to a search process. They have well-established professional networks and are highly trusted and approachable within the public employment field.

Here is a closer look at **your** assigned facilitator:

CURTIS HOLT



Curtis Holt will serve as the primary recruiter for the City of Parchment and will perform and/or coordinate the majority of the services within this proposal.

Mr. Holt retired in February 2023 after completing 27 years as the Deputy City

Manager and City Manager for the City of Wyoming, Michigan. In total he served Michigan communities, large and small for over 38 years. During his local government tenure, he participated in numerous initiatives, committees and organizations. Some of the highlights include 9 years as a Commissioner for the Center for Accreditation of Law Enforcement Agencies (CALEA). This international organization is an accrediting body of police, dispatch and police training agencies throughout North America. During his tenure as a commissioner Mr. Holt worked to accredit several hundred law enforcement agencies. He also served on the Grand Valley Metro Council Board, Chamber of Commerce Boards, Dispatch

Authority, Solid Waste Management Committees and many others. Mr. Holt was instrumental in statewide legislative initiatives, including co-authoring legislation currently enrolled as law by the State of Michigan. With the City of Wyoming he led a municipal organization with nearly \$500 million in cash and investments, a regional water and sewer agency, accredited police department and over 500 full and part-time staff members. Finally, Mr. Holt has been involved in the Michigan Municipal Executives Organization serving as a committee member, board member and President. He is also a member of the International City/County Manager Association. .

Additional Project Team

Emily Kieliszewski will serve as the primary point of contact regarding negotiation and contractual matters and will provide overall project oversight and administration. Ms. Kieliszewski serves as the League's Assistant Director of Member Learning & Experience administering various member services offered within the league. Ms. Kieliszewski joined the League in 2016, is a graduate of Michigan State University, and holds a bachelor's in political science.

Heather Elliott will serve as the project coordinator for this search providing research, task coordination, and administrative support, and will be available to the city during every step in the process. Ms. Elliott is a graduate from Ferris State University with a concentration in political science.

Additional internal staff may be utilized to assist with media and press releases, clerical, financial, and other tasks related to this project.

SEARCH PROCESS

Profiles Phase

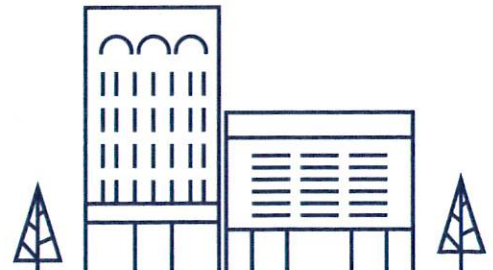
To begin the search process, the search facilitator will coordinate a work session with the commission to develop a recruitment profile. During these sessions, the facilitator will spur the development of an ideal recruitment profile that the city can agree on and be proud of. This ensures the quality of applicants recruited, as well as manages and clarifies the expectations of the new position.

- The recruitment profile has two primary components:
 - ♦ **The Candidate Profile** details the qualifications, experience, and professional characteristics required for the position. It is designed to reflect the goals and priorities of the community, and goes beyond what is normally found in succinct ad language. The completed profile is used throughout the selection process as an objective tool for determining the most appropriate candidates to be interviewed, and ultimately a final selection. An essential part of developing the candidate profile is for the community leaders to work with the facilitator to make sure desired qualifications match available financial resources.
 - ♦ **The Community Profile** provides a description of the position, the organization (i.e. organizational structure, culture, services provided, etc.), and the community itself.

This component is an excellent opportunity to highlight the quality of life aspects of your city or region to prospective candidates (i.e. local and regional attractions, school systems, community strengths, and cultural or entertainment opportunities.)

- The profile is used to develop a professionally designed recruitment brochure that will be featured on the League's classifieds page, which receives an average of 5,000 hits per week.
- During the profiling meeting, the facilitator will provide salary information and recommendations in order to attract the best applicants.
- **Note:** It is important for commission to consider the salary recommendations carefully to create a competitive posting, one which will attract candidates to meet your expectations. If the community chooses to offer a compensation package outside of the range of the facilitator recommendations, we cannot guarantee a successful recruitment.
- **Optional:** We are happy to facilitate a third session to meet with city-identified stakeholders to gather additional input on the prerequisites for an administrative executive.

We love where you live.



Advertisement Phase

In order to recruit and select the most qualified candidates, it is necessary to effectively market the position to widest and most appropriate audience. To accomplish this, we will develop an outreach and advertisement campaign that includes placing advertisements in various professional publications specific to the area of expertise being sought, such as:

- Utilization of our extensive network of professional contacts to identify professionals in transition and managers who may have an interest in the opportunity;
- Featured placement on the League's Classified Ads website, featuring the full recruitment brochure;
- ICMA Website;
- League social media outlets;
- Professional associations as appropriate (i.e. MGFOA, MAP, MME, etc.); and
- Other professional organizations as appropriate to encourage a diverse pool of candidates.

Screening & Shortlist Phase

We receive resumes directly and assess each applicant against the criteria established in the recruitment profile to identify viable candidates who most closely meet the municipality's requirements. Following the closing date for receipt of resumes, the League will proceed with resume review and prescreening interviews by:

- Assessing each applicant against the criteria established in the recruitment profile.
- Conducting initial prescreening and online searches, as well as screen the top candidates either by phone or in person.
- Conducting preliminary reference reviews to verify an applicant's prior work history and learn more about the candidates' experience, past performance, and management style.

At the conclusion of the initial screening process, we will:

- Present a confidential summary of the applicants and their qualifications. This serves as the basis for a suggested "shortlist" of candidates for further consideration.
- After discussion and consideration, Parchment officials will determine whom to invite for personal interviews.
- **Note:** Once invitations to interview have been extended and accepted, the names and resumes of candidates are no longer protected by confidentiality. Until that time, we closely guard the identity of confidential applicants to ensure your search process yields the strongest pool of candidates. Please note that we do not ever release the name, resume, other identifiers, or application materials of confidential applicants who are not qualified candidates. We only lift confidentiality for candidates who agree to participate in the interview process.

We love where you live.



Interview & Selection Phase

Once a list of final candidates has been developed, we will:

- Assist in coordinating and scheduling interviews;
- Offer recommendations on an appropriate interview format and process;
- Develop interview questions that focus on the priorities outlined within the candidate profile;
- Offer guidance and advice concerning appropriate interview topics; and
- Attend and participate in one day of interviews and follow-up discussion

At the conclusion of the interview process, the facilitator will:

- Facilitate discussion and evaluation of each candidate.
- Help the community reach consensus on a final candidate from the finalists provided. In the unlikely event that consensus cannot be reached by the elected body, the parties agree that the League will have met its contractual obligation.

- **Note:** While our executive search facilitators have extensive experience in the field of human resources, and specifically interview and selection, they are not attorneys. It is always advisable for the municipal attorney to be apprised of the proposed interview and selection process.
- **Note:** Keep in mind that our search facilitators do not presume to choose the best candidate for the position. That important decision is completely at the discretion of the municipality. Rather, we aide in assessing interview responses and how they relate to the objective criteria established in the candidate profile and provide related guidance and expertise.
- **Optional:** To further citizen engagement in the process, we are available to coordinate and attend community forums, held as an informal "meet and greet" between candidates and residents to gather community feedback of the semi-finalists. A summary of collected comments can be provided to the elected officials as they move into the final decision phase of the process.



Final Phase

After the community has chosen a candidate, the search facilitator will perform the following tasks:

- Extend a conditional offer on behalf of the client and introduce the two negotiating parties to each other. Please note that the facilitator does not advocate for either party.
- Initiate a thorough background check, as well as conduct additional reference reviews as necessary. The background check is processed by a contracted third party who specializes in employment investigation and includes:
 - ◆ Federal, state, and county criminal check;
 - ◆ Civil record search;
 - ◆ Employment and education verification;
 - ◆ Credit and driving check; and
 - ◆ Sex offender registry.
- Once an agreement is reached with the individual selected for the position, the facilitator will perform closing tasks, such as personal notification of unsuccessful candidates.

- **Note:** In the unlikely event that an offer is withdrawn from the finalist, the finalist withdrawals from the search, or if negotiations fall through, the League will work with the city to determine what additional steps should be taken. There are generally a few different options available to address these situations and your search facilitator will work with the City to determine the best option for your community. Under certain circumstances, however, additional fees may apply.

Search Timeline

Timing is critical in an executive search and any delay in action can often result in losing a highly sought-after candidate. We encourage our client communities to establish a well-defined project timeline with the search facilitator at the first meeting to ensure the process moves quickly and positions the community to compete for the best talent. An approximate timeline is provided below with the first profiling meeting as the start date.

WEEK 1-3	Hold Initial Meeting(s): Create Profiles, Recruitment Strategy, Ad Language
WEEK 3	Place Advertisements
WEEK 3-6	Direct Recruitment, Active Solicitation of Candidates
WEEK 3-7	Application Screening, Initial Reference Checks
WEEK 8-9	Develop Short List, Meet and Review Candidates
WEEK 11-12	Conduct Interviews
WEEK 13-14	Extend Conditional Offer
WEEK 15	Conduct Background Check
WEEK 16	Perform Close Out Activities

Our Clients

The League has completed hundreds of executive searches since 1998. Many of our clients return to the League for executive search assistance because of their satisfaction with our work and their trust in the League to do its best for their community. Listed below are searches the League has performed in recent years:

Client	Position	Year	Population
Flint	City Engineer	2024	96,500
Livonia	Finance Director	2024	17,680
Dearborn Heights	Finance Director/ Comptroller	2024	69,292
Wayne	City Manager	2024	17,713
East Lansing	City Manager	2023	47,741
Ecorse	City Manager	2023	9,216
Flint	CFO/ Finance Director	2023	96,500
Grosse Pointe	City Manager	2023	5,584
Manistique	City Manager	2023	2,828
Elk Rapids	Village Manager	2023	1,529
Lake Odessa	Village Manager	2023	1,988
Ypsilanti	Police Chief	2023	20,648
Bloomfield Hills	Public Safety Director	2023	4,431
Grandville	City Manager	2022	15,750
Muskegon	City Manager	2022	38,318
Chelsea	Police Chief	2022	5,393
Ironwood	City Manager	2022	5,045
Petoskey	Finance Director	2022	5,877
Petoskey	City Manager	2022	5,877
Marshall	City Manager	2022	7,088
Norway	City Manager	2022	2,845
Belding	City Manager	2022	5,757
Northfield Township	Township Manager	2021	8,245
Manistee	City Manager	2021	6,226
Missaukee County	County Administrator	2021	14,849
Ionia	City Manager	2021	11,394
Farmington Hills	City Manager	2021	79,740
Elk Rapids	Village Manager	2021	1,642
Riverview	Police Chief	2021	10,694
East Grand Rapids	City Manager	2021	10,694
Clare	City Manager	2020	3,118
Flint	Finance Director	2020	102,434
Flint	Human Resources Director	2020	102,434
Ogemaw County	County Administrator	2020	21,699
Vassar	City Manager	2020	2,697
Quincy	City Manager	2020	1,652
Ishpeming	City Manager	2019	6,445
Grosse Pointe Park	City Manager	2019	11,125
Sault St Marie	City Manager	2019	13,631
Albion	City Manager	2019	8,285
Scottville	City Manager	2019	1,214
Caledonia	Village Manager	2019	1,511
Ludington	City Manager	2019	8,061
Gladwin	City Manger	2019	2,884
Battle Creek	Fire Chief	2018	52,347
Dewitt Township	Township Manager	2018	14,321
Hancock	City Manager	2018	4,634
Hart	City Manager	2018	2,126
Stanton	City Manager	2018	1,417
Cass City	City Manager	2017	2,428
Eaton Rapids	City Manager	2017	5,214
Emmet County	County Administrator	2017	32,694

Pricing

The League provides a fixed price of \$18,500 for the standard executive search services outlined within this proposal, which includes both professional fees and project expenses (advertising, travel, etc.). Additional fees for optional services are provided below.

Optional Services Available (check those that are applicable)

- ☐ Third profiling session with city-identified stakeholders: \$1,100
- ☐ Public "meet and greet" function of semi-finalists during interview stage: \$1,100

Services performed that extend beyond the scope of this proposal, including additional visits with the facilitator, will be billed at a rate of \$75 per hour plus the actual cost of related expenses.

This quoted price is guaranteed for 90 days from the date of this proposal. Invoices for the League services shall be submitted in two installments: at the halfway point and upon completion. Invoices shall be payable within 30 days.

Terms of Service

This agreement is effective upon execution. This agreement may be terminated by the client or the League should the other fail to perform its obligations hereunder. In the event of termination, the client shall pay the League for all services and expenses rendered to the date of termination.

Our Promise

The League is committed to providing the best possible outcome and employment match for the community. Therefore, we strongly encourage the management professionals placed to comply with Tenet 4 of the ICMA Code of Ethics, which sets a term of employment with a local government. In the highly unlikely event that the incumbent voluntarily vacates the position within a year of placement, the League will offer another search with direct advertising costs, background check costs, and add on services being the only cost to the community.

Services performed that extend beyond the scope of this proposal, including additional visits with the facilitator, will be billed at a rate of \$75 per hour plus the actual cost of related expenses.

The League welcomes the opportunity to assist the City of Parchment with the search for its next City Manager. Please feel free to contact me with questions about our service or this proposal.

Please provide authorized signature below to officially engage the League to provide the executive search services outlined within this proposal dated September 3, 2024.

IN THE AMOUNT OF \$ _____

AUTHORIZED SIGNATURE _____

TITLE _____ DATE _____



executive
search