

AGENDA

Regular Meeting of the Parchment City Commission

Monday - April 19, 2010 - 7:00 P.M.

Robert B. Heasley, Mayor

Robert Britigan III, Vice-Mayor
Wendy Fleckenstein, Commissioner
Terry Hageman, Commissioner
Dennis G. Durham, City Manager
Curtis Flowers, Clerk

Thomas Balmer, Commissioner
Donald Banner, Commissioner
Brian Sell, Commissioner
John Frakes, Treasurer
Robert Soltis, Attorney

During citizen comment periods, each person wishing to address the Commission will be allowed five minutes. Please state your name and address for the record.

1. Call to Order
2. Roll Call
3. Approval of Minutes: 04-05-2010 regular meeting
4. Additions or Changes to the Agenda
5. Citizens Comments not related to the Agenda
(comments on agenda items will be received at the time of discussion)
6. Consent Agenda - Motion to Receive and/or Approve as Indicated:
 - A. Warrant No. 1151 - receive
 - B. Little League Parade Request - approve
 - C. Police Report for March - receive
 - D.

7. Unfinished Business

A.

B.

C.

D.

8. New Business

A. Sidewalk Repair Bids

B. Kindleberger Park Enhancement Plan

C.

D.

9. Mayor and Commissioner Comments

10. City Manager's Comments

11. Adjournment

12. Budget Workshop Session

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY APRIL 5, 2010 AT 7:00 P.M.

1. **Call to Order**

The meeting was called to order by Mayor Heasley at 7:00 p.m. He led those present in the "Pledge of Allegiance".

2. **Roll Call**

Present: Commissioners Balmer, Banner, Britigan, Fleckenstein, Hageman, Heasley, and Sell. Curt Flowers, City Clerk; John Frakes, City Treasurer; Stan Bowers, 501 Sturgis Road; Dave Person, Kalamazoo Gazette.

3. **Minutes**

Moved by Banner and supported by Fleckenstein to approve as presented the minutes of the March 15, 2010 regular meeting. Carried

4. **Additions or Changes to the Agenda**

None

5. **Citizen Comments**

None

6. **Consent Agenda**

Moved by Hageman and supported by Fleckenstein to receive and/or approve as indicated the following consent agenda items:

- A. Warrant No. 1150 - receive
- B. Ground Breaking Invitation - receive
- C. Road Commission Update - receive
- D. Public Media Network Memo - receive

Motion Carried

7. **Unfinished Business**

None

8. **New Business**

A. Mayor Heasley appointed Commissioners Balmer, Banner, and Fleckenstein to serve as a design committee to develop design alternatives for the City water tower exterior painting to be completed this summer.

B. Moved by Banner and supported by Fleckenstein to receive from the City Manager the proposed 2010-2011 Fiscal Year Budget for the City of Parchment and the Parchment Downtown Development Authority. Carried

City treasurer Frakes noted the budget workshop would be April 19, 2010, the public hearing would be May 3, 2010, and the budget adoption would be May 17, 2010.

9. **Mayor and Commissioner Comments**

Commissioner Hageman inquired about the criteria for sending letters to property owners in the City with home maintenance problems.

Vice-Mayor Britigan stated this year's festival fundraiser "Parchment Stars Dance" was a great success and he complimented the organizers of it.

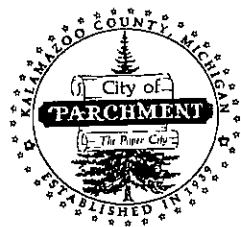
10. **City Manager Comments**

None

11. **Adjournment**

There being no more business to come before the Commission, it was moved by Commissioner Balmer and supported by all to adjourn the meeting at 7:24 p.m.

Curtis E. Flowers, CMC
City Clerk



Warrant # 1151
April 13, 2010

City of Parchment

Attachment 1 - Check Register Report
Attachment 2 - Fifth Third Purchasing Card Usage

Check Register Report

April 13, 2010

Warrant 1151

City of Parchment

Check Number	Check Date	Vendor Name	Check Description	Amount
28593	04/13/2010	A & L JANITORIAL INC.	Janitorial Service - March	320.00
28594	04/13/2010	AFLAC	Monthly Payment	74.98
28595	04/13/2010	ASSOCIATED GOVERNMENT SERVICES	Retainer & Permits-March	410.00
28596	04/13/2010	BORGESS MEDICAL CENTER	Lab Charges - OWI	22.00
28597	04/13/2010	CARRIAGE CLEANERS	Police Dry-Cleaning - March	73.70
28598	04/13/2010	CINTAS CORPORATION #725	Uniform Rental & Towels	145.35
28599	04/13/2010	COMPANION LIFE	Life & AD&D Ins.	114.00
28601	04/13/2010	CONSUMERS ENERGY	City Hall & Fire Barn	573.07
			Public Works & Parks	2004.45
			Municipal Pumping - Water	4,259.28
			Municipal Pumping - Sewer	119.52
			Decorative Street Lights	120.83
			Street Lights	3385.32
			Traffic Lights	350.7
28602	04/13/2010	ENGINEERED PROTECTION SYSTEMS	Water Tower & Plant Alarm Systems	206.85
28603	04/13/2010	VOID		0.00
28604	04/13/2010	FORD, KRIEKARD, SOLTIS & WISE	General Matters	1010
28605	04/13/2010	KALAMAZOO OIL CO.	Gas Purchases 3/1 to 3/15/10 - Police	166.21
			Gas Purchases 3/1 to 3/15/10 - Streets	255.8
			Gas Purchases 3/1 to 3/15/10 - Water	211.34
28606	04/13/2010	KELLY WHITE DESIGN	Kindieberger Updates-Feb. 2010	150.00
28607	04/13/2010	LINDE GAS NORTH AMERICA LLC	1/4ly Cylinder Rental	31.95
28608	04/13/2010	MI ECONOMIC DEVELOPERS ASSOC.	2010 CEcD Course-Bal. Due	100.00
28609	04/13/2010	PARCHMENT HS STUDENT COUNCIL	Helium for Balloons - Dance	65.00
28610	04/13/2010	CITY OF PARCHMENT	Utility Charges	126.29
28611	04/13/2010	PARTY PERFECT	Balloons-Dancing w/Stars	950.60
28612	04/13/2010	PREIN & NEWHOF	River Reach Development	288.00
			MS4 Storm Water Permit	329.35
			Grant Application	1,789.35
			General Engineering	1,042.60
28613	04/13/2010	PURITY CYLINDER GASES, INC.	1/4ly Cylinder Rental	71.70
28614	04/13/2010	REPUBLIC SERVICES #249	City Wide Pickup & PW Dumpster - April	6,135.74
28615	04/13/2010	RIVERRUN PRESS	1,000 Daily Activity Report	162.89
28616	04/13/2010	ROSE PEST SOLUTIONS	Pest Control - Contract - Water	67.00
28617	04/13/2010	SEVERANCE ELECTRIC CO INC	Traffic Signal Maint-March	120.00
28618	04/13/2010	SIEGFRIED CRANDALL P.C.	1 hr-Work on Network Diagram	125.00
28619	04/13/2010	JAN WATSON	Trophy Bases & Engraving - Festival	41.75
			Grand Total	<u>25,420.62</u>

City of Parchment
Warrant 1151
Purchasing Card Usage
Fifth Third Bank
Direct Debit - Paid 04/20/10

Date	Vendor Name	Description	Amount
3/2/1910	Cooper Hardware	Pipe for LL Sprinkling System	10.59
3/9/1910	Farm N Garden	South Fence line in Park	18.95
3/8/1910	Approved Fire Protection	Hydro Test SCBA Bottle @ Water Plant	86.00
3/25/1910	Lowe's	Building Materials for Fire Dispatch Room	172.29
9/19/1910	Douglas & Son	Supplies to Remove Graffiti	3.09
3/23/1910	One Way Products	P. Towels, T. Paper, G. Bags, etc.	334.94
3/19/1910	Lowe's	Dispatch Room Wiring	35.25
3/18/1910	MTU-LTAP	Workshop - Cahill - Sign Retro reflectivity	50.00
3/22/1910	DEQ	Workshop - Cahill - MS4 Permit Compliance	25.00
3/23/1910	Lowe's	Supplies for Fire Dispatch Room	69.42
03/22/110	Moore Medical	Gloves	138.81
3/26/1910	Grand Rapids Scale Co.	Scale for PO4	596.00
3/10/1910	D & S Auto	Alternator-05 Crown Vic	564.58
3/24/1910	Metro Toyota	Install Summer Tires & Oil Change on Prius	72.30
2/26/1910	Ridge Napa Auto	Booster Pac	156.49
3/11/1910	Tractor Supply	Saw Blades	11.94
3/12/1910	Carter Lumber	Screws for Fire Dispatch Room	21.48
3/12/1910	Carter Lumber	Plywood for Fire Dispatch Room	115.45
3/18/1910	Harding's	Batteries	12.98
3/2/1910	Etna	Water Main Break-Island Ave.	255.69
3/4/1910	Sprint	On Board Computer Phone Card	51.05
3/7/1910	Verizon	Internet - Water	40.82
3/4/1910	Charter	Fire Dept. - Cable	5.38
3/4/1910	Charter	Public Works - Cable	5.73
3/18/1910	Verizon	Internet - Public Works	120.86
3/23/1910	Mailquick	Ink Ribbons for Postage Machine	71.18
3/24/1910	AT&T	Water Alarm Line	155.00
3/10/1910	MML	Capital Conference - City Manager 4/13 & 14	100.00
3/25/1910	Water St. Coffee Joint	Water Rate Committee Meeting	4.35
3/2/1910	Int. Assoc. of Fire Chiefs	Dues Chief Bourgeois	229.00
			3534.62

Parchment Little League
PO Box 612, Parchment, MI 49004-0612

April 16, 2010

City of Parchment
City Manager Dennis Durham

Ref: Little League Parade

We would like to request permission to conduct our opening day parade on Saturday April 24th at 9:00 am ending approximately at 9:30 am at the park. We would like the parade route to begin at the High School and travel West on G Ave to Riverview, South on Riverview to Parchmount, East on Parchmount to Orient, South on Orient to Glendale, West on Glendale to Church, South on Church to Park, East on Park to thefields.

If you have any questions please let me know.

Thank you,

Bruce Scheck
President
Parchment Little League
269-207-1258
brscheck@sbcglobal.net

President	VP-Baseball	VP-Softball	Secretary	Treasurer
Bruce Scheck	Mike Corliss	Todd Burlingham	Pete Oxhandler	Joanne Oxhandler
388-6235	806-1299	501-3544	383-9319	383-9319



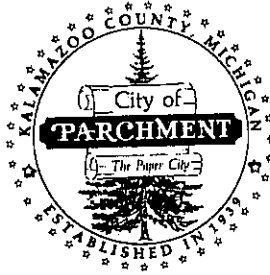
CITY OF PARCHMENT POLICE DEPARTMENT
Monthly Report: March 2010

	TOTAL 2010	MARCH 2010	TOTAL 2009
Serious Crimes	3	0	16
Assaultive Crimes	5	2	46
Property Crimes	8	3	90
Juvenile Crimes	7	4	42
Traffic Violations	207	73	566
Traffic Crashes	8	4	32
Arrests	31	9	89
Violation of Controlled Substances Act	3	1	6
Alcohol Related Offenses	6	1	23
Assist to other Depts.	12	1	43
Assist by other Depts.	9	5	45
Ordinance Violations	31	12	177
Miscellaneous Crimes	6	0	83

Targeted Traffic Enforcement	TOTAL 2010	MARCH 2010	TOTAL 2009
Radar Hours	321 hrs 7 mins	103 hrs 25 mins	1064 hrs 22 mins
OWI Hours		0 hrs 0 mins	12 hrs 38 mins
Code Enforcement Hours	8 hrs 17 mins	1 hrs 58 mins	37 hrs 11 mins

Offense Category Key:

Serious Crimes: Murder, Rape, Arson, Carry Concealed Weapon
 Assaultive Crimes: Felonious Assault, A&B, Threats, Harassment, Animal Cruelty
 Property Crimes: Larceny, Embezzlement, Property: stolen, damaged
 Juveniles Crimes: Runaway, Possession, Curfew Violation



MEMORANDUM

To: Mayor Heasley, Vice-Mayor Britigan and City Commissioners

From: Dennis Durham, City Manager

Date: April 16, 2010

Subject: Sidewalk Replacement

IT IS RECOMMENDED

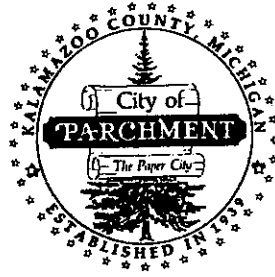
That the City Commission accept the bid of \$9,850 from Tony LaRoma Concrete to perform sidewalk replacement work and authorize the City Manager to execute all documents related to this action.

BACKGROUND

The City Commission allocated funds in the Major Streets and Local Streets funds in FY 2009-10 to pursue an aggressive sidewalk replacement program. As sidewalks are important pedestrian transportation facilities within the community – most importantly providing a safe means for youth to travel to and from school – the City Commission designated sidewalk infrastructure maintenance as a high priority in their community goals. And, in fact, the Michigan Department of Transportation has set certain guidelines requiring a portion of roadway money to be allocated for this purpose.

The Department of Public Works completed an inventory of sidewalks in need of repair this spring and solicited bids from three local vendors (outlined in the attached staff memo). The low bidder is Tony LaRoma Concrete.

Attachment:
Memo of April 15, 2010 from Superintendent Bonhomme



MEMORANDUM

To: Dennis Durham, City Manager

From: Joe Bonhomme, Director of Public Services

Date: 4/15/10

Subject: Sidewalk Replacement



IT IS RECOMMENDED

That we hire to replace damaged sidewalk in varies locations in the city. We have solicited three bids for this work. The price quotes we received are as follows:

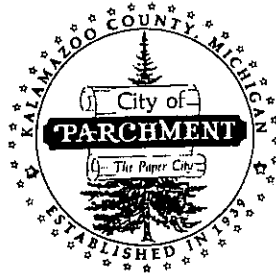
Hunt Nieboer Concrete	\$18,536.00
Rod Benson Concrete	\$16,857.00
Tony LaRoma Concrete	\$9,850.00

BACKGROUND

Much of the sidewalk throughout the City is in need of repair. We will be replacing approximately 750 feet of sidewalk. We have in this year's budget \$10,000.00 for sidewalk replacement. I have attached a list of sidewalk being replaced.

Major Streets	Length
202 N. Riverview Dr	16
314 N. Riverview Dr	10
316 N. Riverview Dr	10
330 N. Riverview Dr	6
336 N. Riverview Dr	40
412 N. Riverview Dr	20
424 N. Riverview Dr	15
426 N. Riverview Dr	20
510 N. Riverview Dr	10
114 Thomas (Riverview Dr.)	30
618 N. Riverview Dr	5
648 N. Riverview Dr	8
643 N. Riverview Dr	41
509 N. Riverview Dr	10
507 N. Riverview Dr	15
505 N. Riverview Dr	4
433 N. Riverview Dr	45
307 N. Riverview Dr	15
116 S. Riverview Dr	15
550 S. Riverview Dr	19
317 S. Riverview Dr	4
229 S. Riverview Dr	8
215 S. Riverview Dr	17
211 S. Riverview Dr	8
117 S. Riverview Dr	26

Local Streets	Length
321 Park Ave	24
227 Park Ave	24
361 Glendale	24
359 Park Ave (Hubbard)	8
202 N. Riverview Dr (Oakgrove)	24
503 Groveland (Thomas)	36
376 E. Glenguile	8
230 E. Glenguile	28
212 E. Glenguile	25
208 E. Glenguile	18
115 E. Glenguile	50
510 N. Riverview Dr (Elsmere)	20
121 Elsmere	30
401 S. Riverview Dr. (Maple)	10
520 E. Thomas	10



MEMORANDUM

To: Mayor Heasley, Vice-Mayor Britigan and City Commissioners

From: Dennis Durham, City Manager

Date: April 16, 2010

Subject: DDA Downtown Investment Plan

IT IS RECOMMENDED

That the City Commission approve the Downtown Investment Plan as recommended by the Parchment Downtown Development Authority and authorize the City Manager to execute all documents related to this action.

BACKGROUND

The City of Parchment undertook a number of infrastructure improvements in 1995 to address lighting along Riverview Drive, walkway improvements and enhancement of Kindleberger Park facilities. The City's Downtown Development Authority (DDA) captured tax revenues within the established DDA District to provide the funding for these purposes. In FY2010-11, the final debt payment will be made on the bond issued to support the 1995 efforts. In preparation, the DDA has recommended a plan for continued investment over the next five years to maintain and enhance the downtown and park areas.

The DDA met over a number of months to develop ideas and hear from residents on the proposed projects. With the assistance of O'Boyle, Cowell Blalock Associates Inc. (OCBA), a final plan was developed and approved by the DDA on April 12, 2010. The attached project list with projected funding requirements and phasing schedule is presented for City Commission approval. DDA funds will be used for these recommended improvements.

Highlights

The proposed DDA plan addresses some key needs. They included:

- Expanding parking capacity in Kindleberger Park
- Replacement of tennis court facilities in Kindleberger Park

- Construction of additional restroom facilities within Kindleberger Park
- Installation of directional signage in Kindleberger Park
- Replacement of City entrance signage at each end of Riverview Drive
- Replacement of decorative downtown lighting along Riverview Drive
- Improvement of baseball/softball fields (lower park)
- Removal of old concrete grandstands/concessions

It is the desire of the DDA Board to pursue these improvements while maintaining as much natural beauty in the park— additional tree plantings, location of active recreation areas with sensitivity to adjacent residential properties, adequate facilities for special community events— while ensuring the long-term value of the park to all residents of Parchment.

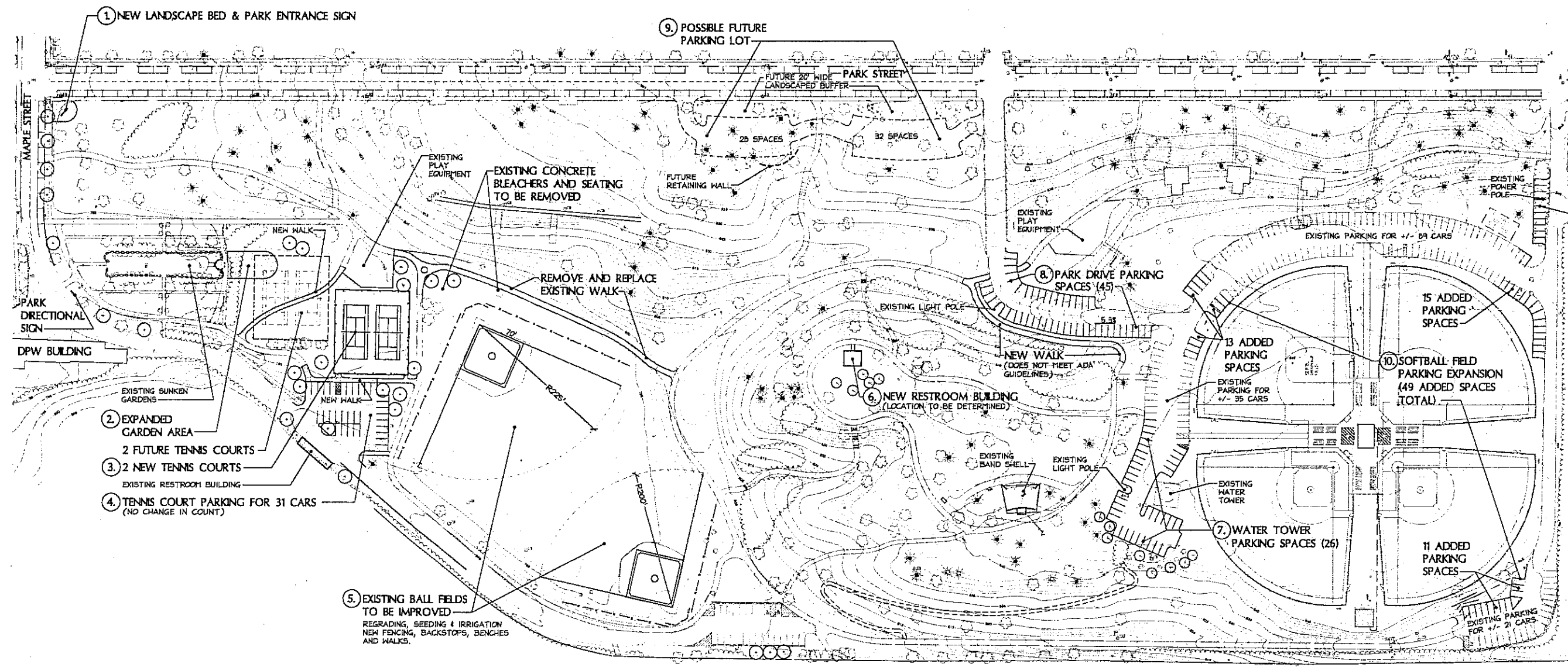
The City Commission also appropriated funds to begin this work immediately in FY2009-10 (\$95,000). With the approval of the City Commission, it is the intention of the City Administration to begin work on projects 1-4. Projects 5-12 will be pursued according to the phasing plan included in the chart (attached).

Attachment:
DDA Proposed Downtown Investment Plan

Downtown Development Authority
Proposed Downtown Investment Plan

The Parchment Downtown Development Authority undertook capital investments in the downtown area in 1995 that resulted in trailway improvements along the Kalamazoo River, park infrastructure improvements and installation of pedestrian lighting along the Riverview corridor. The final debt payment for this work will be made in April 2011. Prior to this time, the DDA has met to develop a plan for reinvesting in the downtown area with the proposed projects.

Project Number	Project Name	Projected Cost	Budget Year	Budget Subtotal
1	Water Tower Parking Expansion (26 spaces)	\$21,000	FY2009-10	\$21,000
2	Park Drive Parking Area (45 spaces)	\$32,000	FY2009-10	\$53,000
3	Little League Parking Expansion (13 spaces)	\$6,633	FY2009-10	\$59,633
4	City Entrance/Directional Signage	\$45,000	FY2009-10	\$104,633
5	Tennis Court Rehab	\$99,000	FY2011-12	\$99,000
6	Riverview Corridor Lighting	\$100,000	FY2011-12	\$199,000
7	Scout Hill Restroom Facility	\$138,000	FY2012-13	\$138,000
8	Maple Street Sign	\$6,000	FY2012-13	\$144,000
9	Garden Expansion	\$23,000	FY2012-13	\$167,000
10	Baseball/Softball Field Improvements	\$84,000	FY2013-14	\$84,000
11	Baseball/Softball Parking Expansion (11 spaces)	\$18,367	FY2013-14	\$102,367
12	Tennis Court Parking Expansion (31 spaces)	\$25,000	FY2013-14	\$127,367



10 ADDED
PARKING
SPACES

1 NEW LANDSCAPE BED & PARK ENTRANCE SIGN

9 POSSIBLE FUTURE
PARKING LOT

2 EXPANDED
GARDEN AREA

3 2 NEW TENNIS COURTS

4 TENNIS COURT PARKING FOR 31 CARS
(NO CHANGE IN COUNT)

5 EXISTING BALL FIELDS
TO BE IMPROVED
REGRAIDING, SEEDING & IRRIGATION
NEW FENCING, BACKSTOPS, BENCHES
AND WALKS.

6 NEW RESTROOM BUILDING
(LOCATION TO BE DETERMINED)

7 WATER TOWER
PARKING SPACES (26)

8 PARK DRIVE PARKING
SPACES (45)

15 ADDED
PARKING
SPACES

10 SOFTBALL FIELD
PARKING EXPANSION
(49 ADDED SPACES
TOTAL)

PARK COMPONENT	COST OPINION
1 MAPLE STREET ENTRANCE SIGN	\$6,000.00
2 GARDEN EXPANSION	\$23,000.00
3 TENNIS COURTS	\$99,000.00
4 TENNIS COURT PARKING	\$25,000.00
5 LITTLE LEAGUE FIELD IMPROVEMENTS	\$84,000.00
6 RESTROOM BUILDING	\$138,000.00
7 WATER TOWER PARKING	\$21,000.00
8 PARK DRIVE PARKING	\$32,000.00
9 PARK STREET PARKING LOT	\$69,000.00
10 SOFTBALL FIELD PARKING EXPANSION	\$25,000.00

PARKING SUMMARY	EXISTING	PROPOSED
TENNIS COURT AREA	31	31
PARK DRIVE AREA	0	45
BALLFIELD AREA	124	138
WATER TOWER AREA	0	26
TOTAL	155	240

Issued For:	Date
OWNER REVIEW	5.8.09
OWNER REVIEW	5.18.09
OWNER REVIEW	3.2.10
OWNER REVIEW	3.8.10
OWNER REVIEW	3.18.10
OWNER REVIEW	4.10.10

Project
Kindleberger Park

Parchment, Michigan
Sheet Title
Park Development
Plan

