

# AGENDA

Organizational Meeting of the 36th Parchment City Commission

Monday - November 16, 2009 - 7:00 P.M.

Donald Banner, Commissioner  
Thomas Balmer, Commissioner  
Terry Hageman, Commissioner  
Robert Heasley, Commissioner  
Dennis Durham, City Manager  
Curtis Flowers, City Clerk

Robert Britigan III, Commissioner  
Brian Sell, Commissioner  
Wendy Fleckenstein, 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 - City Clerk
2. Roll Call
3. Oath of Office - Commissioners Balmer, Britigan, Fleckenstein, Hageman
4. Election of Mayor
5. Election of Vice-Mayor
6. Approval of Minutes 11-02-2009 regular meeting
7. Additions or Changes to the Agenda
8. Citizens Comments not related to the Agenda  
(comments on agenda items will be received at the time of discussion)
9. Consent Agenda - Motion to Receive and/or Approve as Indicated:
  - A. Warrant No. 1140 - approve
  - B. River Reach Quarterly Report - receive
  - C. Police Report for October - receive
  - D.

10. Unfinished Business

A.

B.

C.

D.

11. New Business

A. Resolution of Appreciation - Ben Tanis

B. Seber Tans Audit Billing

C.

D.

12. Mayor and Commissioner Comments

13. City Manager's Comments

14. Adjournment

1. Motion to nominate for the position of Mayor.
2. Motion to close nominations.
3. Vote
4. Motion to destroy ballots.

VOTE FOR MAYOR

Donald Banner

Robert Heasley

Thonas Balmer

Robert Britigan

Wendy Fleckenstein

Brian Sell

Terry Hageman

1. Motion to nominate for the position of Vice-Mayor.
2. Motion to close nominations.
3. Vote
4. Motion to destroy ballots.

VOTE FOR VICE-MAYOR

Donald Banner

Robert Heasley

Robert Britigan

Thomas Balmer

Wendy Fleckenstein

Brian Sell

Terry Hageman

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION  
HELD ON MONDAY NOVEMBER 2, 2009 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 Banner, Britigan, Fleckenstein, Hageman, Heasley, and Sell. Dennis Durham, City Manager; Curt Flowers, City Clerk; Philip Kindig, City Commission Candidate; Dave Person, Kalamazoo Gazette.

Absent: Commissioner Tanis

3. **Minutes**

Moved by Britigan and supported by Banner to approve as presented the minutes of the October 19, 2009 regular meeting. Carried

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

Manager Durham added item 9-C to the agenda.

5. **Citizen Comments**

None

6. **Consent Agenda**

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

- A. Warrant No. 1139 - approve
- B. City of Kalamazoo Invitation - receive
- C. 3rd Qtr HHW Report - receive
- D. COG Agenda & Minutes - receive

Motion Carried

8. **Unfinished Business**

None

9. **New Business**

A. Moved by Banner and supported by Hageman to approve a request from River Reach LLC for the addition of barbed wire on a fence along the southern boundary of the project site as per the requirements of Section 12.23(5)(b) of the City Zoning Ordinance. Carried

B.Moved by Britigan and supported by Fleckenstein to approve the purchase of 150 tons of road salt from North American Salt Company in the amount of \$8,967.00. Carried

C.Moved by Banner and supported by Sell to approve the purchase of holiday decorations from Bronners of Frankenmuth and Liberty Flag and Specialty Company in the amount of 4,275.75. Carried

**10. Mayor and Commissioner Comments**

Commissioner Banner wished all the Commission candidates in tomorrow's election the best of luck.

Commissioner Hageman commented on the upcoming Holiday Chocolate, December 2, 2009 and the Employee's Awards Potluck on December 4, 2009.

Vice-Mayor Britigan extended his best wishes to retiring Commissioner Ben Tanis and stated he had been a positive presence on the Commission the past eight years.

Mayor Heasley also thanked Commissioner Tanis for his major contributions.

**11. City Manager Comments**

Manager Durham reminded everyone of the newly modified fall leaf pickup schedule.

**12. Adjournment**

There being no more business to come before the Commission, it was moved by Banner and supported by all to adjourn the regular meeting at 7:23 p.m.

Curtis E. Flowers, CMC  
City Clerk

VENDOR APPROVAL SUMMARY REPORT  
Warrant 1140, Checks Issued 11/10/09

City of Parchment

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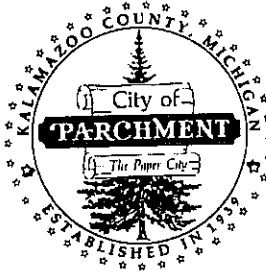
Vendor Name	Description	Check Amount	Hand Check
A & L JANITORIAL INC.	Janitorial Service-October	320.00	0.00
AFLAC	Monthly Payment	119.38	0.00
CAROL BOWERS	General Comm. Election 11/3/09	125.00	0.00
CARRIAGE CLEANERS	Police Dry-Cleaning-October	56.00	0.00
CINTAS CORPORATION #723	Uniform Rental	152.52	0.00
COMPANION LIFE	Life & AD&D Ins.	114.00	0.00
CONSUMERS ENERGY	City Hall & Fire Barn	412.12	0.00
	Public Works	523.70	0.00
	Municipal Pumping - Water	2,634.64	0.00
	Municipal Pumping - Sewer	114.64	0.00
	Decorative Street Lights	130.99	0.00
CT ELECTRICAL SERVICES, INC.	Tank Level Probe	2,075.00	0.00
DEYOUNG LANDSCAPE SERVICE	Green Turf Treatment #6-Formal Garden	152.00	0.00
JEANNE DRENTH	General Election-11/3/09	125.00	0.00
FIFTH THIRD BANK	Purchasing Card Usage	0.00	0.00
Advance Auto Parts	Bulbs	10.98	0.00
Advance Auto Parts	Armorall Protectant	8.58	0.00
Airgas	Acetylene	31.54	0.00
Alro Steel	Steel for Loader	6.32	0.00
AT&T	Water Alarm Line	141.00	0.00
Belle Tire	New Tires for the Prius	432.96	0.00
Carter Lumber	4X4's, 46's and Power Bits	64.83	0.00
Charter	Cable DPW & Fire	15.81	0.00
Charter	Internet - DPW	50.00	0.00
D&S Auto	Battery Cut off Switch/Recharge AC-Crown Vic.	316.29	0.00
Extreme Power	Mulch Kit	286.75	0.00
Extreme Power	Hub-Pulley	15.95	0.00
FP Mailing Solutions	Postage Meter Renal	74.85	0.00
J & J Locksmiths	Stage Door Keys (10)	40.00	0.00
J & J Locksmiths	Locks for Mill Property	22.52	0.00
Lowe's	Items for Gazebo	10.96	0.00
Martin Spring & Drive	Replace Starter & Relay - 04 International	567.59	0.00
Metropolitan Uniform	2 Shirts & 1 Pair of Pants	187.97	0.00
MGFOA	Membership - Treasurer	75.00	0.00
North Eleven	Lunch Meeting - Manager, Mayor, Cooper Twp.	33.45	0.00
One Way Products	Garbage Bags, P. Towels, Gloves	85.92	0.00
Purity Cylinder	Standard Tip Cleaner	6.36	0.00
Purity Cylinder	Oxygen	36.25	0.00
Quill	Ink Cartridges & File Folders	146.48	0.00
Reith-Riley Construction	Cold Patch	491.05	0.00
Ridge Napa	Starting Fluid	6.58	0.00
Ridge Napa	Door Handle - Water Truck	55.61	0.00

VENDOR APPROVAL SUMMARY REPORT  
Warrant 1140, Checks Issued 11/10/09

City of Parchment

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Vendor Name	Description	Check Amount	Hand Check
FIFTH THIRD BANK	Continued		
Sharp Shop	Throttle Cable for Weed Whip	25.45	0.00
TDS	Phone Charges	770.81	0.00
Tractor Supply	Antifreeze for Drain in Park Bathrooms	24.73	0.00
US Passport Service	Credit from Pervious Month	-179.00	0.00
Walmart	Coax & Modulator - Fire Department	24.92	0.00
Consumer's Concrete	Gravel Mix	18.00	0.00
Sharp Shop	Chain Saw Clutch, Weed Whip Carb. Kit	32.90	0.00
FORD, KRIEKARD, SOLTIS & WISE	Police Matters - October	297.20	0.00
	General Matters - October	530.00	0.00
KAREN HEASLEY	General Election-11/3/09	125.00	0.00
BILLIE HERRICK	General Election-11/3/09	125.00	0.00
BARBARA HILTON	General Election-11/3/09	125.00	0.00
JOHN FRAKES, TREASURER	Replenish Petty Cash	129.30	0.00
KAL CO HEALTH & COMMUNITY SERV	3rd 1/4 HHW 2009	221.50	0.00
KALAMAZOO OIL CO.	Fuel Charges 10/16 thru 10/31 - Police	146.14	0.00
	Fuel Charges 10/16 thru 10/31 - Fire	44.18	0.00
	Fuel Charges 10/16 thru 10/31 - Public Wks	356.93	0.00
MAR-CUT SALES	2 Silver Name Plates - Police	31.50	0.00
MERS	Supplemental Valuation Report	0.00	150.00
NORTH AMERICAN SALT CO.	55 Tons Road Salt	3,316.00	0.00
NYE UNIFORM COMPANY	Cap & Rain Cap Covers	98.34	0.00
PARCHMENT FAMILY PRACTICE, PC	New employee physicals (3)	862.00	0.00
REPUBLIC WASTE SERVICES	City Wide Pick-up - November	6,135.74	0.00
SBAM PLAN	Employee Ins. - December	13,564.70	0.00
SEVERANCE ELECTRIC CO INC	Traffic Signal Maint-October	120.00	0.00
STATE OF MICHIGAN	License fee for Texas Holdem in January	150.00	0.00
U.S. BANK	Admin Fees - Bond-2/27/1997	137.50	0.00
	<b>Grand Total:</b>	<u>37,510.43</u>	<u>150.00</u>



## MEMORANDUM

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

From: Dennis Durham, City Manager

Date: November 11, 2009

Subject: River Reach Quarterly Progress Report

Attached for your information is the 3<sup>d</sup> Quarterly Report submitted by River Reach Partners LLC documenting progress to date on the River Reach Redevelopment Project. In general, progress on the project is as expected. There have been no surprises relative to environmental investigation and cleanup, and this work is progressing according to plan and budget.

The project was granted approval by the Michigan Economic Development Corporation (MEDC) MEGA Board in October for a \$49.6 million tax credit which is a key element in making this project financially viable.

Progress by the Michigan Department of Environmental Quality (MDEQ) continues to be slow with respect to work plan review and approvals. MDEQ officials continue to struggle with workload and resource issues making it difficult to garner expeditious review of work plans, followup submissions and final approvals to proceed with work. There have been no major issues identified by MDEQ relative to work plan submittals. All questions or concerns raised by MDEQ have been answered or accommodated quickly by the City's consultant, ERM Inc., in an effort to maintain our original work schedule. Our team continues to be hopeful that MDEQ will rectify their lagging process allowing the project to continue to move forward.

If you have any questions, please feel free to contact me at your convenience.

## River Reach Project Progress Report – 3<sup>rd</sup> Quarter 2009

River Reach Partners, LLC (River Reach Partners) acquired the former mill property in Parchment, Michigan on December 30, 2008. The following is a summary of River Reach Partners activities and progress on the project for the third quarter of 2009.

### Economic Incentives

- Submitted a formal Part II application for a mini Michigan Business Tax (mini MBT) credit for the office/admin building to Michigan Economic Growth Authority (MEGA) on August 31, 2009. Approval is anticipated in the fourth quarter of 2009.
- Received a “letter of support” for a large MBT credit for the project in the future from the Michigan Economic Development Corporation (MEDC) in July of 2009. River Reach Partners was informed by MEDC that they had allocated all three of their annual large credits for non-core communities in 2009 and the River Reach Project would have to reapply for a large MBT credit in 2010.
- Submitted final Act 381 work plan to MEGA and to the Michigan Department of Environmental Quality (MDEQ) on September 14, 2009.
  - Approval of this work plan is critical in order to capture state related taxes for the tax increment financing (TIF) component of the project. Approval is anticipated in the fourth quarter of 2009 from MEGA and MDEQ.

### Environmental & Demolition

- Worked with City of Parchment and Environmental Resources Management (ERM) to prepare work plans for MDEQ Grant and Loan programs, and participated in several project meetings and calls with MDEQ to provide more information and address concerns/questions from MDEQ related to work plans and project activities, relating to:
  - Preparation of Site Summary and Conceptual Site Model for the Project, which was submitted to MDEQ as an attachment to the Phase II Environmental Site Assessment Work Plan (which was previous submitted in Q2 2009)
  - Preparation of a project schedule and “road map” of anticipated project activities
  - Preparation of a Bid Package for Abandoned Container Removal (Work Plan # 2c)
  - Submittal of Work Plan #3b for Building Materials Characterization in September 2009
- Engaged ERM to evaluate project phasing opportunities and constraints from a demolition/environmental remediation/mass grading perspective, as well as provide cost estimates for various phasing options.
- Informed by ERM that slow response from MDEQ in review and approval of work plans has started to negatively impact the project schedule. Thus, activities that need to occur prior to obtaining demolition bids for the project (such as Building Materials

Assessments, etc) have extended beyond the initially forecasted timeframe. Due to the sequential nature of these project activities, the anticipated start time of future activities could be delayed.

### **Legal**

- Worked with Warner Norcross & Judd to draft a Brownfield Reimbursement Agreement, which was sent to City Parchment. This agreement was approved and signed by River Reach Partners and the City of Parchment in September 2009.
- Continued to work with ERM and Warner Norcross & Judd to prepare the ACT 381 work plan. Final work plan was submitted to the MEGA on September 14<sup>th</sup> 2009.

### **Public Relations & Marketing**

- Continued to work with Signature Associates in marketing efforts for the property

### **Builder/Developer Pursuit**

- Participated in conference calls and meetings with a couple of local developers who expressed an interest in various vertical components of the project. The initial meetings were positive and River Reach Partners continues to work with these interested parties to formulate a possible business arrangement (either a partnership or a future sale agreement).

### **Miscellaneous**

- Hired local contractor to perform mowing and landscaping on the property

### **Summary**

The project is proceeding according to the timeline presented in the Redevelopment and Purchase Agreement between River Reach Partners, LLC and The City of Parchment; however, delays in the MDEQ Grant and Loan activities due to a slower than expected response from MDEQ may potentially delay the commencement of demolition into 2010.



**CITY OF PARCHMENT POLICE DEPARTMENT**  
**Monthly Report: October 2009**

	<b>TOTAL 2008</b>	<b>OCTOBER 2009</b>	<b>YTD 2009</b>
Serious Crimes	14	0	12
Assaultive Crimes	60	2	38
Property Crimes	83	8	75
Juvenile Crimes	74	1	35
Traffic Violations	668	78	469
Traffic Crashes	35	3	24
Arrests	170	11	79
Violation of Controlled Substances Act	7	0	5
Alcohol Related Offenses	28	0	17
Assist to other Depts.	83	6	27
Assist by other Depts.	35	6	32
Ordinance Violations	50	28	157
Miscellaneous Crimes	19	9	68

<b>Targeted Traffic Enforcement</b>	<b>TOTAL 2008</b>	<b>OCTOBER 2009</b>	<b>YTD 2009</b>
Radar Hours	87.25 hr	91 hrs 48 mins	916 hrs 21mins
OWI Hours	6 hours	0 hrs 0 mins	12 hrs 38 mins
Code Enforcement Hours		4 hrs 1 mins	33 hrs 34 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



*Kalamazoo County*

# Health & Community Services

3299 Gull Road, P.O. Box 42, Nazareth, MI 49074-0042

November 5, 2009

Dear Township, Village or Municipality:

Enclosed you will find three (3) Amendment #2 documents for the continuation of the Household Hazardous Waste (HHW) services between your municipality and the Health and Community Services Department for 2010.

Please fill in your 2010 allocation in the blank space, sign and send back all three (3) documents to my attention at the address listed above. Your document will be signed at the next available County board meeting. I will return a fully executed document after the County Board approves.

Thank you for your assistance in completing these documents. Please contact Tom Dewhirst, HHW Facility Manager at 269-383-8741 if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Susan McLeod".

Susan McLeod  
Contract Administrator  
3299 Gull Road  
PO Box 42  
Nazareth, MI 49074-0042  
(269) 373-5197

Enclosures: (3 - Amendment #2 - 2010 HHW Services)

**AMENDMENT #2 TO THE AGREEMENT  
BETWEEN THE COUNTY OF KALAMAZOO  
AND  
CITY OF PARCHMENT**

The County of Kalamazoo and City of Parchment having previously entered into an AGREEMENT dated December 18, 2007, for the purpose of providing household hazardous waste disposal services; said AGREEMENT being for the period January 1, 2009 to December 31, 2009; do now hereby approve and agree to amend the existing AGREEMENT as follows:

- a) Section C.1. and C.1.a. FINANCIAL REQUIREMENTS is repealed and replaced with the following:
1. Under the terms of this Agreement, the MUNICIPALITY will provide funding to a maximum amount of \$ 1,500.00 to the County for services at the HHW Center. This funding will be allocated to support the HHW Center in the following manner:
    - a. \$497.00 of the total amount above to support general operating costs of the HHW Center. This amount is based on an 80%/20% split of operational costs where the County covers 80% and the municipalities collectively cover 20%. Based upon the MUNICIPALITY's participation during the most recently completed calendar year, the MUNICIPALITY's share of operational costs is 1.11%, resulting in the above amount.
- b) Section K. PERIOD OF AGREEMENT is amended by replacing the Agreement end date of December 31, 2009 with the end date of December 31, 2010.

The individual or officer signing this AMENDMENT certifies by his/her signature that he/she is authorized to sign this AMENDMENT on behalf of the responsible governing board, official or agency. All other terms of the previously approved AGREEMENT remain unchanged and are reincorporated herein as if fully set forth in this AMENDMENT.

**FOR THE CONTRACTEE**

\_\_\_\_\_  
Printed or Typed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR THE COUNTY OF KALAMAZOO**

\_\_\_\_\_  
David Buskirk, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Timothy A. Snow  
County Clerk/Register

\_\_\_\_\_  
Date

**RESOLUTION OF APPRECIATION**

**BEN HERBERT TANIS**

*WHEREAS, Ben Herbert Tanis, did not seek reelection this year and thus has completed his second term as a City Commissioner for the City of Parchment; and*

*WHEREAS, Ben Herbert Tanis for the last eight years has given many hours of personal time to the benefit of the City of Parchment and its residents through his service on the City Commission; and*

*WHEREAS, Ben Herbert Tanis has shown outstanding ability in sorting through myriad amounts of information to make decisions which are in the best interest of the residents of the City of Parchment; and*

*WHEREAS, Ben Herbert Tanis during his tenure as a City Commissioner has used his knowledge in construction to expedite the continued progress of the development of the abandoned Crown Vantage Mill property; and*

*WHEREAS, Ben Herbert Tanis by his service to the City of Parchment has shown a personal interest in continuing the preservation of the quality of life as we know it today.*

*NOW THEREFORE BE IT RESOLVED, that the City Commission of the City of Parchment does hereby extend their thanks and appreciation to **Ben Herbert Tanis** for exemplary service as a member of the City Commission of the City of Parchment; and*

*BE IT FURTHER RESOLVED, that this resolution be inscribed in the official minutes of the City Commission meeting held Monday, November 16, 2009 as a permanent record for this generation and generations to come.*

Signed \_\_\_\_\_  
Robert B. Heasley, Mayor

Attested \_\_\_\_\_  
Curtis E. Flowers, City Clerk

