



## AGENDA

### REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

MONDAY DECEMBER 7, 2015

7 P.M.

#### PARCHMENT CITY COMMISSION

MAYOR ROBERT B. HEASLEY

COMMISSIONER THOMAS BALMER

COMMISSIONER JON HEASLEY

COMMISSIONER DAVID KINSEY

VICE MAYOR ROBERT D. BRITIGAN III

COMMISSIONER TERRY HAGEMAN

COMMISSIONER BRIAN SELL

#### OFFICERS

CITY MANAGER DENNIS DURHAM

CITY ATTORNEY ROBERT SOLTIS

CITY TREASURER/CLERK SHANNON STUTZ

1. CALL TO ORDER

A. Swearing In of New Commissioners

2. ROLL CALL

A. Election of Mayor and Vice-Mayor.

3. APPROVAL OF MINUTES

A. City Commission Regular Meeting Minutes of November 16, 2015.

4. ADDITIONS OR CHANGES TO THE AGENDA

5. CITIZEN COMMENTS

*Persons wishing to address the City Commission on items not already an agenda item, will be allowed five minutes. Please state your name and address for the record. If you require special accommodation, please notify the Clerk.*

**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY  
COMMISSION HELD ON MONDAY NOVEMBER 16, 2015.**

**1. Call to order**

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

**2. Roll Call**

Present: Mayor Heasley, Vice Mayor Britigan, Commissioners Hageman, Heasley, and Kinsey.  
Treasurer/Clerk Stutz, City Manager Durham and City Attorney Soltis.

Absent Commissioners Balmer and Sell.

Moved by Commissioner Hageman, supported by Vice Mayor Britigan to excuse the absent commissioners. **Motion Carried.**

**3. Minutes**

Moved by Commissioner Kinsey, supported by Commissioner Heasley to approve the Minutes of the November 2, 2015 regular meeting.

**Motion Carried.**

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

None.

**5. Citizen Comments**

Doug Fooy said Happy Thanksgiving to all.

**6. Consent Agenda**

Moved by Vice-Mayor Britigan, supported by Commissioner Heasley to receive the consent agenda items. Discussed the clock, noting the repair included new inner-workings and a warranty.

**Motion Carried.**

**7. Unfinished Business**

None.

**8. New Business**

- A. Purchase of new 2016 F250 Truck. Moved by Commissioner Heasley, supported by Commissioner Hageman, to approve the purchase of a 2016 F250 truck at a cost of \$28,236 from Signature Ford Lincoln in Owosso and authorize the City Manager to execute all documents related to this action. Roll call vote was as follows:

Ayes: Britigan, Hageman, J Heasley, R Heasley, Kinsey.

Nays: None.

Absent: Balmer, Sell.

Abstain: None.

**Motion Carried 5-0.**

- B. Local Preference Policy Discussion – no action. Commissioner Heasley supported concept marked number 5, noting he thinks “local” should mean “county” in our case. He said all other things being equal, we should support businesses that are nearby; he noted the goodwill generated by doing so can go a long way. Vice Mayor Britigan expressed his opposition to all “local preference” policies – he thinks it decreases competition, increases administrative costs, and doesn’t support fairness or “best value”. Mayor Heasley supports local preference, mentioning there aren’t many local businesses and we should support them. Mayor Heasley is in favor of concept number 5. Commissioner Hageman suggested that in her job she figures the state is local. Commissioner Kinsey said there is benefit to the city to support local businesses, keeping the residents’ tax dollars here. He also prefers concept 5.

**9. Standing Board and Committee Reports**

None.

**10. Mayor and Commissioner Comments**

Mayor Heasley thanked Commissioner Heasley for pursuing the “local” policy.

**11. City Manager Comments/Reports**

In addition to his report, City Manager Durham mentioned Wassailing is Wednesday December 2 from 6-8 pm.

**12. Adjournment**

There being no further business to come before the Commission, it was moved by Commissioner Kinsey and supported by all to adjourn the meeting at 7:34 p.m.

Shannon S. Stutz  
City Clerk

**KALAMAZOO  
MARATHON**

**BORGESS**

*Run for the Health of It!*



November 19, 2015

Dennis Durham  
City Manager  
City of Parchment  
650 S. Riverview Dr.  
Parchment, MI 49004

Dear Dennis:

I am writing on behalf of the Borgess Run for the Health of It to request your authorization to use Parchment city streets from 8 a.m. through 3 p.m. on Sunday, May 8, 2016.

In this, the 37th year of the Borgess Run, we're including the following races in the lineup: Marathon, Half Marathon, 10K and 5K. Enclosed are copies of the course maps for your reference. All courses will remain the same as last year.

We would appreciate your approval, in writing, at your earliest convenience so that we may proceed with plans. We'd be happy to meet with the city commission if you think it would be beneficial.

Should you require additional information, please don't hesitate to contact us at 345-1913. Thank you for your cooperation and support.

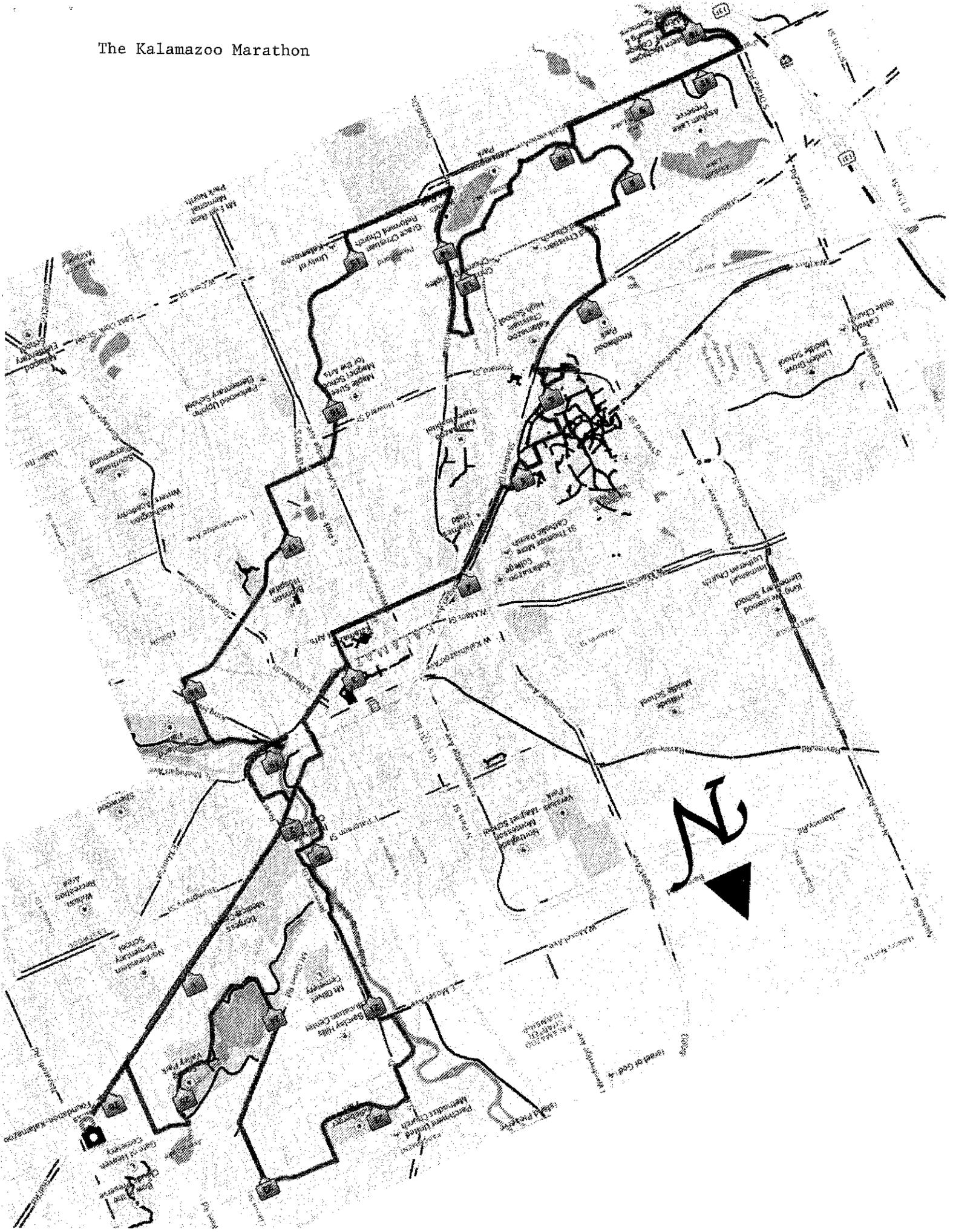
Sincerely,

A handwritten signature in black ink, appearing to read 'Blaine Lam', written in a cursive style.

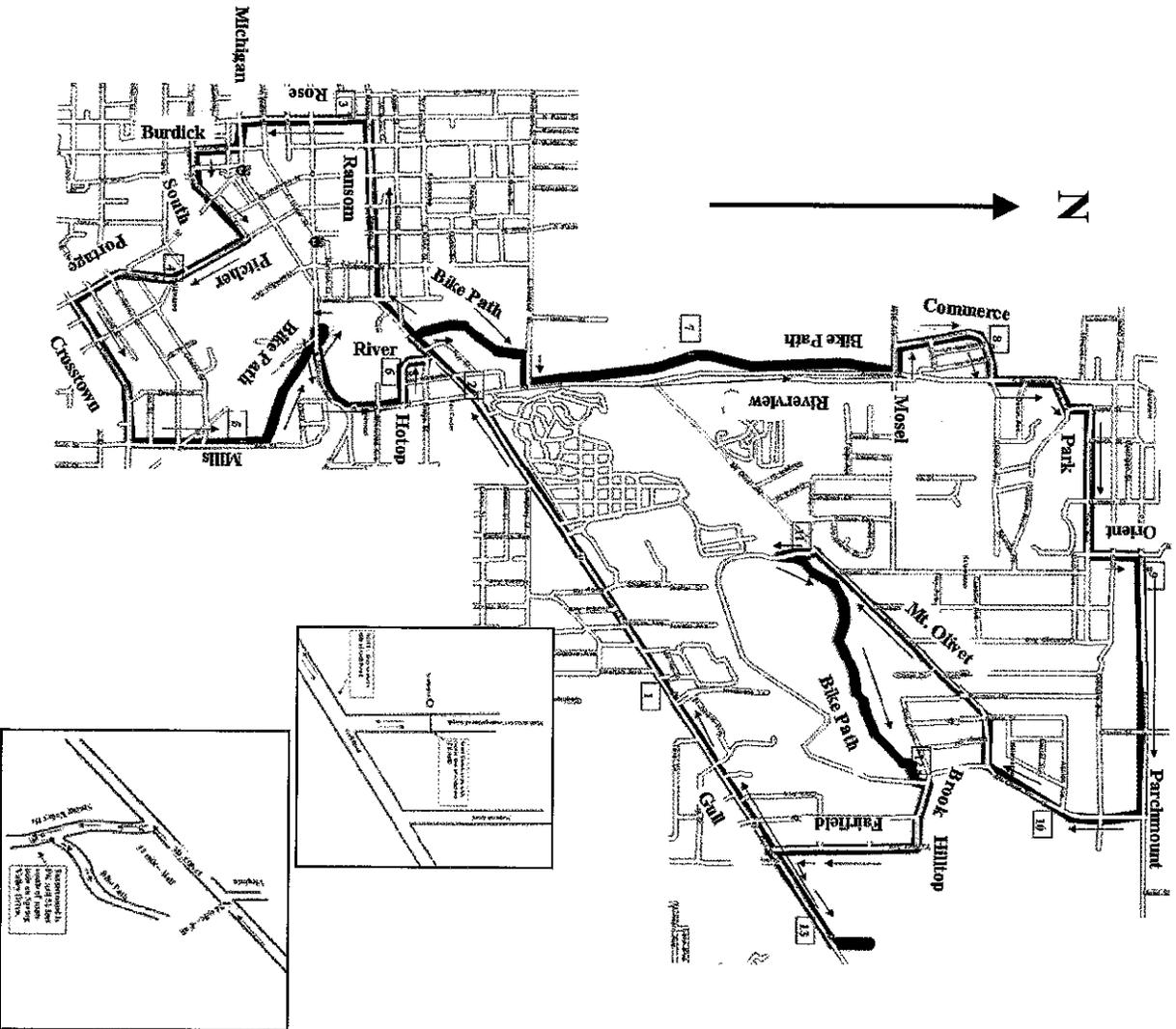
Blaine Lam, Coordinator  
Borgess Run for the Health of It  
261 E. Kalamazoo Ave., Suite L400  
Kalamazoo, MI 49007

Enclosures

The Kalamazoo Marathon



# Kalamazoo Marathon—Half Marathon



Turn by turn  
Start south from the sculpture near the driveway of the Congregation of St. Joseph.

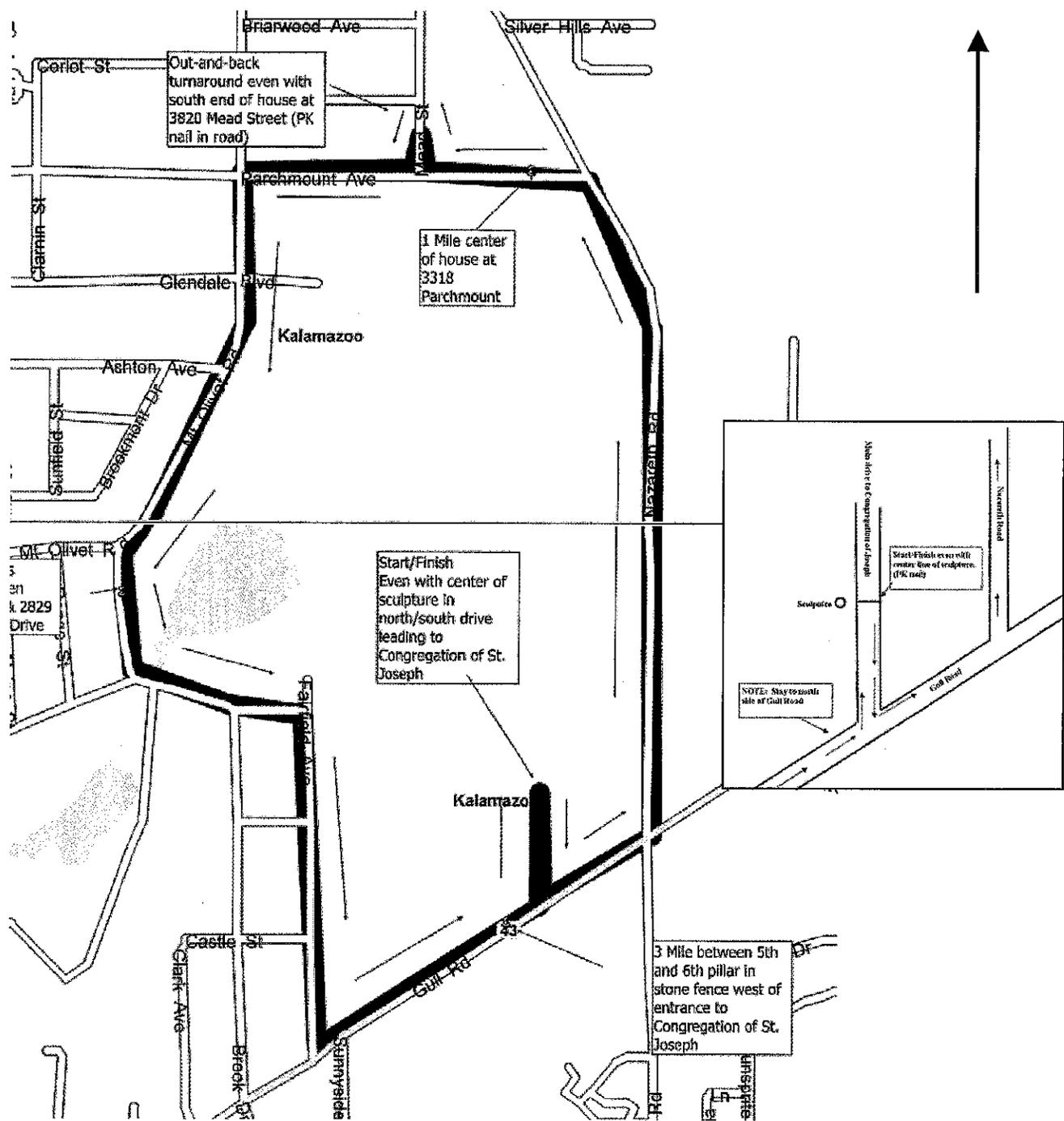
- Turn right on Gull Road (staying on the north side). (cone right lane)
- Veer right onto Ransom. Stay on the right side of Ransom (cone right line)
- Turn left on Rose, staying on the East side of the road (cone left lane)
- Left on Michigan (cone right lane)
- South on Burdick to South.
- Cross to the south side of South and turn left. (cone right lane)
- Cross to east side of Pitcher and turn left (cone left lane)
- Veer left onto Portage (cone left lane)
- Turn left onto Crowsdown, stay in left lane
- Turn left onto Mills, stay in left lane
- Across from Mayor's Park, turn left onto bike path. Head north on the path, loop under the river, come up and around the war memorials, then onto Michigan. Stay in left lane on the street.
- Turn left on Hotop
- Turn right on River
- Cross Gull Road and turn left to cross the bridge (stay on right side of road)
- Turn onto the trail into Verburg Park. Follow the trail all the way to Mosel.
- Cross Mosel and turn left on the trail alongside Mosel.
- Exit trail to street, turn right on Commerce
- Left on Riverview run on east side of road (cone right lane)
- Right on Park, left on short stretch of Maple and Right on Park, heading east.
- Left on Orient
- Right on Parchmount. (cone right lane)
- At Mt. Oliver, cross road, turn right and run in left lane.
- At southwest entrance to Spring Valley Park, turn right.
- Down the hill approx. 300 feet past the bottom of hill turn around, come back and veer right onto bike path. (cone at turnaround point)
- Follow bike path along north shore of lake until it intersects with road.
- Veer right on road to park exit at Brook Street.
- Right on Brook, crossing to left side.
- Continue straight onto Hilltop
- turn right onto Fairfield
- Turn left onto Gull Road (cone left lane)
- At the entrance of the Congregation of Joseph turn left to Finish Line

## Mile Marker Descriptions

- 1 Mile Even with spruce tree in front of 2285 Gull Road
- 2 Miles West corner of Gull Road and Riverview
- 3 Miles Rose Street on south edge of driveway into train station
- 4 Miles Corner of Pitcher and Edger
- 5 Miles 30' east of double sewer grate on Mills across from Mayor's Park
- 6 Miles Hotop, 15' west of manhole between Ampersse and River
- 7 Miles Behind FOP Hall, even with AC unit
- 8 Miles Commerce at east corner of Service Lane
- 9 Miles Driveway of 620 Parchmount
- 10 Miles 3347 Mt. Oliver Driveway
- 11 Miles 50' after turning into west entrance to Spring Valley Park
- 12 Miles Near exit from Spring Valley Park, 138' east of manhole
- 13 Miles 6th stone pillar of stone fence west of drive to Finish Line



# Kalamazoo Marathon 5K



**CITY OF PARCHMENT**

**KALAMAZOO COUNTY, MICHIGAN**

**RESOLUTION ESTABLISHING MORATORIUM ON  
THE INSTALLATION OF AN OUTDOOR FURNACE**

Minutes of a regular meeting held by the Parchment City Commission on \_\_\_\_\_, 2015, at the Parchment City Hall.

Present: \_\_\_\_\_

Absent: \_\_\_\_\_

The following preamble and resolution were offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

**WHEREAS**, research conducted by the United States Environmental Protection Agency ("EPA") indicates that outdoor furnaces cause emission problems which can cross property lines and affect human health and safety. Smoke generated by outdoor furnaces can cause visibility problems, worsen cardiovascular disease, irritate eyes and lungs, trigger headaches and contribute to respiratory diseases such as asthma, emphysema and bronchitis. In addition, emissions from outdoor furnaces contain harmful air pollutants such as sulfur, oxides, nitrogen oxides, carbon monoxide and other potentially disease-causing compounds such as polycyclic aromatic hydrocarbons, benzene, formaldehyde and dioxins; and

**WHEREAS**, persons living and working within the City of Parchment and its surrounding environs are entitled to clean air and an environment free of unreasonable smoke, odors and fumes, as well as the proper storage of debris and combustible fuels; and

**WHEREAS**, to ameliorate and/or prevent the problems caused or exacerbated by the use of outdoor furnaces and their emissions, a large amount of acreage is necessary between residences and buildings using outdoor furnaces, such as a minimum of three to five acres; and

**WHEREAS**, there are no parcels of three to five acres within the City of Parchment which are suitable for the use of an outdoor furnace; and

**WHEREAS**, in order to protect the health, safety and welfare of the residents of the City of Parchment, and those who live and work in or near the City from excessive

smoke, pollution, soot, contamination and other pollutants causing or contributing to health problems and respiratory diseases, the Parchment City Commission is enacting this date an Ordinance prohibiting the installation and use of outdoor furnaces; and

**WHEREAS**, such Ordinance will not be effective until adoption and publication; and

**WHEREAS**, it is necessary to declare a moratorium on the installation of outdoor furnaces until the above described Ordinance becomes effective.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that a moratorium on the installation of outdoor furnaces is and shall be adopted, effective immediately, and continuing until Ordinance \_\_\_\_\_ banning the installation and operation of outdoor furnaces becomes effective or 60 days from this date, whichever occurs first.

**RESOLUTION DECLARED ADOPTED.**

\* \* \* \* \*

**CERTIFICATE**

At the regular City Commission meeting held on \_\_\_\_\_, 2015, it was moved by \_\_\_\_\_ and supported by \_\_\_\_\_ that the Resolution as set forth above be adopted. The roll call vote was as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Shannon Stutz  
City Clerk

**CITY OF PARCHMENT  
KALAMAZOO COUNTY, MICHIGAN**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO AMEND THE PARCHMENT CITY CODE OF ORDINANCES TO ADD A NEW CHAPTER 28, FIRE PREVENTION AND PROTECTION, TO ADD A NEW ARTICLE I, OUTDOOR FURNACES, TO ADD SECTIONS 28-1 THROUGH 28-6 DEFINING AND PROHIBITING OUTDOOR FURNACES; TO PROVIDE PENALTIES FOR VIOLATION THEREOF, AND TO REPEAL ALL ORDINANCES OR PARTS THEREOF IN CONFLICT HEREWITH.**

**THE CITY OF PARCHMENT ORDAINS:**

The City of Parchment Code of Ordinances is hereby amended as follows:

**ARTICLE I**

Chapter 28, Article I, Outdoor Furnaces, Sections 28-1 through 28-6, are hereby created and shall read as follows:

**ARTICLE I. OUTDOOR FURNACES**

**Sec. 28-1. Definitions.**

"Outdoor Furnace", sometimes referred to as an "Hydronic Heater" shall mean any boiler, stove, furnace or other device designed, intended or used to provide heat and/or hot water to any residence or structure, which operates by the burning of wood, coal, corn or other type of solid food and which is located outside the building which it is designed, intended or used to provide heat and/or hot water. "Outdoor Furnace" shall not mean any device which is fueled by natural gas, propane or fuel oil, provided that it has been inspected and improved by the City's Building Official or his or her designee.

**Sec. 28-2. Installation and/or Use of an Outdoor Furnace Prohibited.**

It shall be unlawful to install or operate an outdoor furnace within the City of Parchment.

**Sec. 28-3. Existing Outdoor Furnaces to be Removed.**

On or after the effective date of this Ordinance, all outdoor furnaces within the City of Parchment shall be removed and shall be no longer permitted to operate after 20 days of notification by the City.

Section 28-4. Nuisance.

Any installation or operation of an outdoor furnace in violation of this Article is declared to be a nuisance per se. Nothing in this Article shall be deemed to bar, limit or otherwise affect the rights of any person to take private legal action regarding damage or nuisance caused by the installation or use of an outdoor furnace.

Section 28-5. Enforcement.

The Kalamazoo Township Police, acting on behalf of the City, and/or the City's Building Official or his or her designee are authorized and designated to issue notices and citations for violation of this Ordinance.

Section 28-6. Penalty.

Any person who violates this Article shall be responsible for a municipal civil infraction punishable by a fine not to exceed \$500.00 for each violation plus court costs. Each day that a violation occurs shall be deemed a separate offense. In addition, the City shall have the right to proceed in any court of competent jurisdiction to obtain equitable relief or any other appropriate remedy to compel compliance with this Article.

**ARTICLE II**  
**REPEALER**

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

**ARTICLE IV**  
**SEVERABILITY**

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

**ARTICLE V**  
**EFFECTIVE DATE**

This Ordinance shall take effect on \_\_\_\_\_, 2015.

**CERTIFICATE**

I, Shannon Stutz, City Clerk for the City of Parchment, do hereby certify that the foregoing City of Parchment Ordinance No. \_\_\_\_\_ was adopted by the City Commission at a regular meeting held on \_\_\_\_\_, 2015, and that the following is a record of the vote of the members of said City Commission on said Ordinance.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Shannon Stutz  
City Clerk

**CITY OF PARCHMENT**

**KALAMAZOO COUNTY, MICHIGAN**

**RESOLUTION ADOPTING LOCAL PURCHASING PREFERENCE POLICY**

Minutes of a regular meeting held by the Parchment City Commission on \_\_\_\_\_, 2015, at the Parchment City Hall.

Present: \_\_\_\_\_

Absent: \_\_\_\_\_

The following preamble and resolution were offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

**WHEREAS**, the City Commission of City of Parchment believes that its Purchasing Policy should encourage local vendors to provide goods and/or services to the City of Parchment, resulting in increased economic activity through more local jobs, tax revenues and expenditures, and to entice businesses to relocate locally; and

**WHEREAS**, as such, the City of Parchment amends its Purchasing Policy to include a purchasing preference to qualified local suppliers/bidders, as defined herein, for the purchase of goods and/or services by the City of Parchment.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the City of Parchment Local Purchasing Preference Policy be adopted:

**LOCAL PURCHASING PREFERENCE POLICY**

Definitions.

1. "Local Bidder" shall be defined as a bidder who meets both criteria:
  - A. Has a physical presence in Kalamazoo County by maintaining a permanent office, factory or other facility in Kalamazoo County with employees working in Kalamazoo County.
  - B. Has paid real or personal property taxes related to its business to the City of Parchment, County of Kalamazoo and any other taxing authority within Kalamazoo County in the previous tax year. A non-profit entity need not meet this requirement.

- C. If more than 50% of the contract is subcontracted to suppliers and firms located outside of Kalamazoo County, that bid does not qualify for the Local Purchasing Preference Policy outlined hereinafter.
2. "Southwest Michigan Bidder" shall be defined as a bidder who meets both criteria:
- A. Has a physical presence in Southwest Michigan within the physical presence in Southwest Michigan by maintaining a permanent office, factory or other facility in those Counties listed herein with employees working in those Counties:
- Allegan
  - Barry
  - Calhoun
  - Branch
  - St. Joseph
  - Cass
  - Berrien
  - Van Buren
  - Kent
- B. Has paid real or personal property taxes related to its business to its municipality and County and any other taxing authority within Kalamazoo County in the previous tax year. A non-profit entity need not meet this requirement.
- C. If more than 50% of the contract is subcontracted to suppliers and firms located outside of Southwest Michigan, that bid does not qualify for the Local Purchasing Preference Policy outlined hereinafter.

Applicability.

This Policy shall only apply to purchases which are over the amount of \$\_\_\_\_\_.

Local Purchasing Preference Policy.

Preference to local bidders and businesses, as defined herein, shall be given to the purchase of goods and/or services as follows:

<b>Total Project Costs</b>	<b>Local Bidder</b>	<b>Southwest Michigan Bidder</b>
\$ to \$	5%	2%

Application of Local Purchasing Preference Policy.

If the lowest bidder is not a local bidder, then the lowest responsive and responsible local bidder within 5% of the lowest bid shall be awarded the contract if it agrees to reduce its bid to match the bid of the lowest bidder.

If the lowest responsive and responsible local bidder does not agree to reduce its bid to match the bid of the lowest bidder, the next lowest responsive and responsible local bidder within 5% of the lowest bid shall be awarded the contract if it agrees to reduce its bid to match the bid of the lowest bidder.

If the local bidder is not the lowest bidder, or if any local bidder within 5% of the lowest bid refuses to match the bid of the lowest bidder, the lowest responsive and responsible Southwest Michigan bidder within 2% of the lowest bid shall be awarded the contract if it agrees to reduce its bid to match the lowest bidder.

If no local or Southwest Michigan bidder within 5% or 2%, respectively, of the lowest bid does not agree to match the lowest bid, the contract shall be awarded to the lowest responsive and responsible bidder irrespective of where it is located.

Right to Accept or Refuse Any or All Bids and to Waive Irregularities.

Bidders shall be informed that the City reserves the right to accept or reject any and all bids in whole or in part and to waive irregularities in any bids which the City, in its sole discretion, deems in the best interests of the City. The bid will be evaluated and awarded on the basis of the best value to the City and in accordance with this Policy.

**RESOLUTION DECLARED ADOPTED.**

**CERTIFICATE**

At the regular City Commission meeting held on \_\_\_\_\_, 2015, it was moved by \_\_\_\_\_ and supported by \_\_\_\_\_ that the Resolution as set forth above be adopted. The roll call vote was as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Shannon Stutz  
City Clerk

# MEMORANDUM

**To:** Mayor Heasley, Vice-Mayor Britigan and City Commissioners  
**From:** Dennis Durham, City Manager  
**Date:** December 4, 2015  
**Subject:** Western Plow Purchase

## RECOMMENDED MOTION

It is MOVED that the City Commission authorize the expenditure of \$4,985.00 to Arista Truck Systems for the purchase of a Western Pro-Plus Straight-Blade Plow.

## BACKGROUND

Replacement of a truck-mounted snow plow was planned for in the FY2015-16 budget (along with replacement of the Superintendent truck). The City has \$5,264 set aside for this purchase.

Price quotations were solicited from three vendors (two are certified Western dealers quoting government discount pricing), as follows:

<u>Vendor</u>	<u>Price Quoted</u>
Arista Truck Systems	\$4,985.00
Steensma Lawn & Power	\$5,188.00
Martin Spring & Drive	\$5,518.00



**Equipment & Design for Commercial Trucks**

sales@aristatrucksystems.com

Grand Rapids, MI  
Ph. 616-530-6000  
Ph. 800-858-3659  
Fax 866-703-8598

**5125 Clay Ave. Grand Rapids, MI 49548**

**REVISED QUOTATION**

City of Parchment  
Attn: Joel  
Email: superintendent@parchment.org

Quote Date: 11/23/2015  
Order Date:  
Terms: Net on receipt  
F.O.B. Grand Rapids, MI

Chassis : 2016 Ford F-250  
V.I.N.

Chassis arrival date:

- 1) Western Pro Plus Contractor Grade commercial snow plow
  - 8' 6" - 12 gauge powdercoated steel blade - 31.5" high
  - UltraMount system for easy one piece removal of plow from truck
  - Nighthawk halogen headlights provide greater visibility
  - Isolation Module electronics make for reliable operation
  - Hand held controller in cab.
  - Tubular Quadrant and 3" tubular steel A-Frame
  - 1" diameter pivot bolt toe ease nose plate stress
  - Power Bar provides torsional strength and rigidity to eliminate blade twisting
  - Includes cast iron disc shoes
  - (2) Shock absorbers are standard on Pro Plus models
  - Two winter parts and labor warranty.

	\$	4,393.00	Uninstalled
	\$	450.00	Labor to install plow
Optional rubber snow deflector kit	\$	99.50	Uninstalled
	\$	42.50	Labor to install snow deflector

Price valid for 30 days  
No taxes have been included in this price

Quote accepted as an order \_\_\_\_\_ Date \_\_\_\_\_

**Thank you very much, Kevin Johns**

# MEMORANDUM

**To:** Mayor Heasley, Vice-Mayor Britigan and City Commissioners  
**From:** Dennis Durham, City Manager  
**Date:** December 4, 2015  
**Subject:** Park Sign Replacement

## RECOMMENDED MOTION

It is MOVED that the City Commission authorize the expenditure of \$5,100.00 to Sign Crafters, Inc. for replacement of a damaged park sign.

## BACKGROUND

A directional sign located at the Hubbard entrance to Kindleberger Park was damaged by a falling tree limb recently. A claim was submitted to the City's insurance carrier and replacement of the sign has been approved.

The installer of the sign, Sign Crafters, Inc., provided a price quotation for replacement of the sign (attached). No other price quotations were solicited as Sign Crafters was the original low-bidder for the work, they are local and the cost of the repair is covered by the City's insurance policy.



**PROPOSAL SUBMITTED TO**

NAME _____	CITY OF PARCHMENT _____	PHONE _____	349-3785
STREET _____	S. RIVERVIEW DR.	FAX _____	
CITY _____	PARCHMENT, MI	DATE OF PLANS _____	<b>11/20/15</b>
ZIP CODE _____	49004	TIME TO COMPLETE _____	4 TO 6 Weeks

We hereby propose to furnish all of the materials, and perform all of the labor necessary for the completion of the following:

MAKE NEW LITTLE LEAGUE ENTRANCE MONUMENT SIGN 72" X 74" X 24" SAME  
AS LAST TO REPLACE EXISTING SIGN ON PARK ST. DESTROYED BY TREE.  
50% DOWN PAYMENT REQUIRED

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

All materials are guaranteed to be as specified and the above work will be performed in accordance with the drawings and specifications submitted. Work will be completed in a professional manner for the sum of: **\$5100**

\_\_\_\_\_ Dollars (\$ **5100** )

Respectfully submitted,

+ tax & permits

**Bob Cox**

Date **11/20/15**

**PAYMENT: 50% DOWN; REMAINDER UPON RECEIPT.**

(This proposal may be withdrawn by us if not accepted within 30 days)

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. All products are custom made and non-refundable.

Signature \_\_\_\_\_ Date \_\_\_\_\_