



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

MONDAY JANUARY 4, 2016

7 P.M.

PARCHMENT CITY COMMISSION

MAYOR ROBERT B. HEASLEY
COMMISSIONER THOMAS BALMER
COMMISSIONER TERRY HAGEMAN
COMMISSIONER DAVID KINSEY

VICE MAYOR ROBERT D. BRITIGAN III
COMMISSIONER DOUGLAS FOOY
COMMISSIONER JON HEASLEY

OFFICERS

CITY MANAGER DENNIS DURHAM
CITY TREASURER/CLERK SHANNON STUTZ

CITY ATTORNEY ROBERT SOLTIS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
 - A. City Commission Regular Meeting Minutes of December 21, 2015 - Accept
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.
6. CONSENT AGENDA

Items included on the consent agenda will be dealt with upon one vote by the City Commissioner unless a Commissioner requests an item be dealt with individually.

A. Motion to APPROVE as indicated:

i. Warrant No. 1299 – Information Only

7. UNFINISHED BUSINESS

A.

8. NEW BUSINESS

A. Commission Goal Setting – Discuss

B. Commission Meeting Schedule for 2016 - Approve

9. BOARD AND COMMISSION REPORTS/MINUTES

A. KAC Meeting Agenda January 4, 2016 – Information Only

10. MAYOR AND COMMISSIONER COMMENTS

11. CITY MANAGER COMMENTS/REPORTS

12. ADJOURNMENT

**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY
COMMISSION HELD ON MONDAY DECEMBER 21, 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 Balmer, Fooy, and Heasley,
Treasurer/Clerk Stutz, City Manager Durham and City Attorney Soltis.

Absent Commissioners Hageman and Kinsey.

Moved by Commissioner Balmer, supported by Commissioner Heasley to excuse the absent commissioners. **Motion Carried.**

3. Minutes

Moved by Vice Mayor Britigan, supported by Commissioner Balmer to approve the Minutes of the December 7, 2015 regular meeting.

Motion Carried.

4. Additions or Changes to the Agenda

Addition of item 8 (c) – the appointment of Barb Steffler to the Kindleberger Arts Commission.

5. Citizen Comments

None.

6. Consent Agenda

A. Moved by Vice Mayor Britigan, supported by Commissioner Heasley to receive the consent agenda items.

Motion Carried.

7. Unfinished Business

A. Outdoor Furnaces Ordinance – Moved by Commissioner Heasley, supported by Commissioner Balmer to accept for second reading and final adoption the amendment to the Parchment City Code of Ordinances to add a new Chapter 28, Fire Prevention and Protection, to add a new Article 1, 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. Roll call vote was as follows:

Ayes: Balmer, Britigan, Fooy, J Heasley, R Heasley.

Nays: None.

Absent: Hageman, Kinsey.

Abstain: None.

Motion Carried 5-0.

8. New Business

A. Agreement with Kalamazoo County Health & Community Services – moved by Commissioner Balmer, supported by Vice-Mayor Britigan approve the contract with Kalamazoo County Health &

Community Services Department for Household Hazardous Waste at an annual cost of \$1600.00. Roll call vote was as follows:

Ayes: Balmer, Britigan, Fooy, J Heasley, R Heasley.

Nays: None.

Absent: Hageman, Kinsey.

Abstain: None.

Motion Carried 5-0.

B. 2016 Employee Healthcare Insurance – moved by Commissioner Balmer, supported by Commissioner Heasley to accept the recommendation of the City Administration to engage the services of Blue Cross Blue Shield of Michigan for the provision of employee medical, dental, and vision insurance coverage with the CB HRA Platinum plan beginning February 1, 2016. **Motion Carried.**

C. Kindleberger Arts Commission – moved by Vice Mayor Britigan, supported by Commissioner Fooy to accept the KAC's recommendation of Barb Steffler as a new member.

Motion Carried.

9. Standing Board and Committee Reports

None.

10. Mayor and Commissioner Comments

Commissioner Balmer wished everyone a Merry Christmas and Happy New Year.

Commissioner Heasley echoed Commissioner Balmer's sentiments.

Commissioner Fooy said Merry Christmas to all.

Vice-Mayor Britigan agreed.

Mayor Heasley mentioned new committee appointments within the commission and wished everyone a great and safe holiday season.

11. City Manager Comments/Reports

City Manager Durham reported that storm drain cleaning was completed for fall and that the employee appreciation dinner is scheduled for January 23 at the Fountains. Tickets are \$10 each, invitations will be mailed out soon.

12. Adjournment

There being no further business to come before the Commission, it was moved by Commissioner Fooy and supported by all to adjourn the meeting at 7:27 p.m.

Shannon S. Stutz
City Clerk



Warrant # 1299
January 4, 2016

City of Parchment

Attachment 1 - Check Register Report 1299

City of Parchment
Check Register Report
Warrant 1299

Check #	Check Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
32771	12/10/2015	THE FOUNTAINS	Event Deposit - 1/23/16	350.00
32772	12/15/2015	SIGNCRAFTERS	Replacement Sign Deposit	2,550.00
32773	12/21/2015	BLUE CROSS BLUE SHIELD OF MI	Retiree Ins - Januarv	11,058.44
32774	12/21/2015	BOY SCOUT TROOP 218	3 Christmas Trees	90.00
32775	12/21/2015	JUAN AND STELLA CAHUE	Refund per Tax Tribunal	83.77
32776	12/21/2015	CINTAS CORP	Restock 1st Aid Cabinet	41.73
32777	12/21/2015	CINTAS CORPORATION LOC. 725	Uniform Rental & Towels	226.22
32778	12/21/2015	CLARK TECHNICAL SERVICES	Computer Support - November	275.00
32779	12/21/2015	COMPANION LIFE	Life & AD&D Ins - Dec.	57.00
32781	12/21/2015	CONSUMERS ENERGY	Traffic Lights	8,646.37
32782	12/21/2015	CORNERSTONE OFFICE SYSTEMS	Monthlv Contract - 12/4-1/3/16	87.50
32783	12/21/2015	KATHRYN CRAWFORD	Tax Refund per Dec. Board of R	910.50
32784	12/21/2015	CT ELECTRICAL SERVICES. INC.	Troubleshoot High Service Pump	95.00
32785	12/21/2015	FARM "N" GARDEN	Fence for Wassailing	184.00
32786	12/21/2015	FORD, KRIEKARD, SOLTIS & WISE	Police Matters - November	2,820.00
32787	12/21/2015	GABRIDGE & COMPANY. PLC	Audit - Progress Billing	3,575.00
32788	12/21/2015	JACK AND DEBRA GALBREATH	Refund Per Tax Tribunal	1,689.74
32789	12/21/2015	KALAMAZOO COUNTY CLERK	Gen. Elections Exp-11/3/15	385.17
32790	12/21/2015	KALAMAZOO COUNTY TREASURER	Winter Tax Dist #1	6,952.43
32791	12/21/2015	KALAMAZOO OIL CO.	363 Gallons Diesel Fuel	657.12
32792	12/21/2015	KALAMAZOO TOWNSHIP	Police Services Contract-Decem	24,412.67
32793	12/21/2015	TREASURER CITY OF KALAMAZOO	Municipal Sewer - October	5,823.77
32794	12/21/2015	KELLY WHITE DESIGN. INC.	Website Updates & Maint-Nov.	18.75
32795	12/21/2015	LINDE GAS NORTH AMERICA LLC	Montlv Comp Air & Compliance C	21.73
32796	12/21/2015	MI MUNICIPAL TREASURERS ASSOC.	2016 Dues & Gongwer-Shannon	85.00
32797	12/21/2015	MICHIGAN MUNICIPAL WC FUND	Pavroll Audit 7/1/14 to 7/1/1	304.00
32798	12/21/2015	PARCHMENT COMMUNITY LIBRARY	Winter Tax Dist #1	7,682.10
32799	12/21/2015	CITY OF PARCHMENT	Winter Tax Dist #1	146.00
32800	12/21/2015	NICHOLE PARSONS	Tax Refund per Dec Board of Re	1,037.83
32801	12/21/2015	PLUMBER'S PORTABLE TOILETS	3 Portable Toilets-Wassailing	210.00
32802	12/21/2015	PRECISION TREE CARE	Trim Oak Tree Near Stage	450.00
32803	12/21/2015	PREIN & NEWHOF	Parchmount to G Ave-Ct. F Appl	1,263.70
32804	12/21/2015	REPUBLIC SERVICES #249	Citv Wide Pickup-December	7,809.85
32805	12/21/2015	ROSE PEST SOLUTIONS	Pest Control - Contract	76.00
32806	12/21/2015	SEVERANCE ELECTRIC CO INC	Traffic Signal Maint-November	120.00
32807	12/21/2015	TREASURER SHANNON STUTZ	Pettv Cash	77.95
32808	12/21/2015	SMALL BUSINESS ADMIN SERVICES	HRA - December	55.00
32809	12/21/2015	TRUCK & TRAILER SPECIALTIES	Spreader & Latch Kit-Monroe	8,569.68
32810	12/21/2015	VANGEMERT & SONS EXCAVATING	Park St. & Maple-Repair Manhol	1,500.00
32811	12/21/2015	LARRY BAILEY & NOREENE WALSH	Tax Refund per Dec Board of Re	889.20

Commission Meeting Schedule 2016

Regular Meetings:

January 4, 2016
January 18, 2016
February 1, 2016
February 15, 2016
March 7, 2016
March 21, 2016
April 4, 2016 (NO MEETING)
April 18, 2016
May 2, 2016
June 6, 2016
June 20, 2016
July 4, 2016 (NO MEETING)
July 18, 2016
August 1, 2016
August 15, 2016
September 6, 2016 (TUESDAY MEETING)
September 19, 2016
October 3, 2016
October 17, 2016
November 7, 2016
November 21, 2016
December 5, 2016
December 19, 2016

Special Meetings:

_____ - Annual Goal Setting

Quarterly Workshop – May 2, 2016
Quarterly Workshop – August 1, 2016
Quarterly Workshop – November 7, 2016

Kindleberger Arts Commission

Meeting Agenda
Monday, January 4, 2016
6 p.m.
Parchment City Hall

- I. Call to Order
- II. Approval of Meeting Minutes: December 21, 2015
- III. Old Business
 - a. Festival Coordinator
- IV. New Business
 - a. Musical and Youth Play Productions
 - b. Festival Dates July 13-18, 2016
- V. Other Items
- VI. Adjourn

Kindleberger Arts Commission
December 21, 2015
MEETING MINUTES

1. Meeting was called to order at 6 p.m.

2. Roll Call

Members Present: Robert Heasley, Dennis Durham and Doug Fooy.

Absent: Molly Andrews and Tom Balmer.

3. Meeting Minutes

Accepted as presented.

4. Old Business

None.

5. New Business

a. KAC Vacancy

Committee members interviewed Barb Steffler who was interested in serving on the KAC.

Motion by Heasley and supported by Fooy to recommend Barb Steffler for appointment to the KAC. Motion carried.

b. Concert Selection Committee

Molly, Barb and Doug have volunteered to serve on the committee.

c. Festival Coordinator

There was general discussion about the position announcement created by Dennis. The group agreed to advertise the position as a contract position paying \$500 per month from April 1 – August 31.

d. Festival Dates

Not wanting to hold the festival so close to the Fourth of July holiday, the group selected July 13-18 for the 2016 festival – contingent upon discussion with the car show organizers (Deans).

6. Commissioner Comments

None.

7. Adjourn

Being no further business before the KAC, the meeting was adjourned at 6:29 p.m.

Minutes submitted by Dennis Durham, City Manager