



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

MONDAY JANUARY 18, 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 FOODY
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 January 4, 2016.
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. 1300 – Information Only
 - ii. Kindleberger Park Reservation Request – Approve
 - iii. MML Action Alert – Information Only

7. UNFINISHED BUSINESS

8. NEW BUSINESS

- A. Road Salt Purchase – Approve
- B. Amendment to KVIAA to Include Alamo Township - Approve

9. BOARD AND COMMISSION REPORTS/MINUTES

- A. KAC Meeting Minutes of January 6, 2016

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 JANUARY 4, 2016.**

1. Call to order

Mayor Heasley called the meeting to order at 7:01 p.m. He led those present in the "Pledge of Allegiance".

2. Roll Call.

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

Absent Commissioner J Heasley.

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

3. Minutes

Moved by Commissioner Hageman, supported by Commissioner Kinsey to approve the Minutes of the December 21, 2015 regular meeting.

Motion Carried.

4. Additions or Changes to the Agenda

Addition of item 8 (c) – request from the Parchment Schools Foundation for donation to t-shirt project.

5. Citizen Comments

None.

6. Consent Agenda

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

Motion Carried.

7. Unfinished Business

None.

8. New Business

A. Commission Goal Setting – date settled on was Saturday, February 20 from 9am to noon.

B. Commission Meeting Schedule for 2016 – moved by Vice-Mayor Britigan, supported by Commissioner Balmer to approve the regular meeting schedule of the Parchment City Commission for the calendar year 2016 as amended. **Motion Carried.**

C. Parchment Schools Foundation request for donation – Attorney Soltis advised commissioners that the City cannot legally use taxpayer money to contribute to charities/non-profits. The City Manager did encourage the foundation's representative to contact him later regarding personal donations from city employees.

9. Standing Board and Committee Reports

- A. KAC meeting Agenda – information only. Festival dates are July 6-11, 2016; the commission is actively searching for a festival manager.

10. Mayor and Commissioner Comments

Commissioner Fooy asked about the City's traffic lights, mentioning he thinks they should be reevaluated to show the Commission is actively addressing citizen concerns.

Commissioner Balmer feels people are speeding on Riverview more than ever; he noted a recent conversation with the city's new crossing guard. He suggested making this a priority when we renegotiate our contract with KTPD.

Vice-Mayor Britigan indicated he was reappointed to the CCTA for a 3 year term. He also noted that more holiday lights, especially near city hall, would be nice.

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

11. City Manager Comments/Reports

None.

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 7:48 p.m.

Shannon S. Stutz
City Clerk



Warrant # 1300
January 18, 2016

City of Parchment

Attachment 1 - Check Register Report 1300

City of Parchment
Check Register Report
Warrant 1300

Check Number	Check Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
32814	01/05/2016	CARTEGRAPH	YourGov app	9,997.20
32815	01/05/2016	CINTAS CORPORATION LOC. 725	Uniform Rental & Towels	186.84
32816	01/05/2016	COMPANION LIFE	Life & AD&D Ins - January	57.00
32817	01/05/2016	CORE LOGIC REAL ESTATE SERVICE	Refund Tax -128 Haymac	140.36
32818	01/05/2016	ESPER ELECTRIC, LTD.	Replace posts for Control Box@Haymac Lift station	1,930.00
32819	01/05/2016	DAVID HANDLEY'S TREE SERVICE	Multiple tree/river removal-Log Jam	5,025.00
32820	01/05/2016	KALAMAZOO CNTY FIRE CHIEFS ASC	2016 Dues-Bonhomme & Wheatley	20.00
32821	01/05/2016	KALAMAZOO OIL CO.	Fuel Charges 12/1 to 12/15/15	192.95
32822	01/05/2016	TREASURER CITY OF KALAMAZOO	Municipal Sewer - November	6,114.54
32823	01/05/2016	CITY OF PARCHMENT	DPW consumers energy	225.85
32824	01/05/2016	VANGEMERT & SONS EXCAVATING	Repair Storm Manhole-Thomas St	1,500.00

Kindleberger Park Reservation Form

Area of park to be reserved:

- Sunken Gardens/Gazebo (\$200 non-resident/\$100 resident)(3-hour block), non-refundable)(deposit required)
- Stage (\$300 non-resident/\$150 resident)(3-hour block)(deposit required)
- Lower Softball Fields (\$25 non-resident, \$10 resident)
- Tennis Court 1 (\$25 non-resident, \$10 resident)(1-hour period)
- Tennis Court 2 (\$25 non-resident, \$10 resident)(1-hour period)
- Picnic Pavilion 1 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 2 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 3 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 4 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 5 (\$100 non-resident/\$50 resident for 4-hour block)

Name: Rebecca Hemmer Phone: 269-207-1465
Address: 5421 Hayes Dr.
Email: rhemmer112@gmail Alt. Phone: _____
Date of Event: 7/23/16 Time: 4-8

How many attendees do you anticipate at your event? 50
Will there be music as part of your event? NO
Name of DJ, Musical Performer, Sound Technician: N/A
Will there be decorations, rental chairs/tents/tables: Grad decorations

**See park rules on reverse side*

Rebecca Hemmer Signature Date 7/7/16

FOR INTERNAL OFFICE USE:

Application received by: wlg Date: 1-8-16
Payment Received: \$100 Receipt #: 9770

APPROVAL

Signature Date

Manager

From: mml.activehosted.com@emsend7.com on behalf of Michigan Municipal League
<chackbarth@mml.org>
Sent: Friday, January 15, 2016 11:05 AM
To: Mr. Dennis G. Durham
Subject: Urge Your Legislators to Repeal PA 269!

[Web version of email](#) [Send to a friend](#)

Share:  

Action Alert



Urge Your Legislators to Repeal PA 269!

The Michigan Municipal League needs your help!

As you may have read from us earlier this week, there is a provision in a new law (PA 269) that places a gag order on ways you can communicate with your residents about local ballot questions within 60 days of an election. This gag order is currently in effect for those of you with ballot items in the March 8 election and in all subsequent elections. The League is adamantly opposed to this legislation because it puts an undue burden on communities and their residents, blocking access to unbiased, objective communication on the local issues that matter most to the residents in every community in Michigan.

The good news is that there are now two bills in Lansing calling for a repeal of this devastating language. In our [Action Center](#), we've set up sample letters you can send to your state Representatives and Senators encouraging them to support these repeal bills (SB 703 and HB 5221). The text in the sample letters (one to the House and one to the Senate) can be edited by you to make it specific to the issues and concerns you have with the new language in Section 57 of PA 269.

Read the League's [issue summary and sample resolution](#), [joint statement calling for repeal](#), and [Chris Hackbarth's blog](#) detailing this new law.

[Send your letters today through our Action Center](#). Thank you!

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[Michigan Municipal League, 1675 Green Road, Ann Arbor, MI 48105](#)

Best Communities. Best Michigan.

MEMORANDUM

To: Mayor Heasley, Vice-Mayor Britigan and City Commissioners
From: Dennis Durham, City Manager
Date: January 15, 2016
Subject: Road Salt Second Delivery

RECOMMENDED MOTION

It is MOVED that the City Commission authorize the expenditure of \$12,900 for the second delivery of road salt from Compass Minerals America.

BACKGROUND

The City of Parchment uses road salt to treat city roadways as an ice melting agent during the winter months. The Department of Public Works submits our annual salt order each year in April to reserve a minimum quantity and lock in rates based on the current MiDeal pricing. We received our first order of road salt in September. The second delivery of 200 tons at a cost of \$64.50 per ton (\$12,900 total) is needed and will be delivered pending City Commission approval.

MEMORANDUM

To: Mayor Heasley, Vice-Mayor Britigan and City Commissioners
From: Dennis Durham, City Manager
Date: January 15, 2016
Subject: KVIAA Amendment

RECOMMENDED MOTION

It is MOVED that the City Commission support amending the Kalamazoo Valley Intergovernmental Ambulance Agreement to allow entrance of the Charter Township of Alamo as a full member, and authorize the City Manager to execute all documents related to this matter.

BACKGROUND

The Charter Township of Alamo has requested entrance into the Kalamazoo Valley Intergovernmental Ambulance Agreement (KVIAA). The KVIAA governs the provision of ambulance service in member jurisdictions establishing minimum service levels, response protocols and performance expectations of Life EMS. Representatives from the member organizations (Cities of Kalamazoo and Parchment and Oshtemo, Kalamazoo and Cooper Townships) have recommended approval.

Kindleberger Arts Commission
January 6, 2016

MEETING MINUTES

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

2. Roll Call

Members Present: Robert Heasley, Dennis Durham, Molly Andrews, Barb Steffler and Tom Balmer.

Absent: Doug Fooy

3. Meeting Minutes

Motion by M. Andrews to accept the minutes from December 21, 2015 as written. Supported by T. Balmer. **Motion carried.**

4. Old Business

a. Festival Coordinator

Dennis reviewed the plan from December 21 to solicit candidates with the revised job description at a rate of pay of \$500 per month.

5. New Business

a. Musical and Youth Play Productions

Jan Watson presented a recommendation via email to appoint Ken Holda as the musical director for 2016 and Zac Thompson as the youth play director. It was also recommended that the musical be Brigadoon. The youth play is still being researched. Motion by Heasley and supported by Balmer to approve. Motion carried.

b. Festival Dates

Due to a scheduling issue with Ken Holda, the committee set July 6-11 for the Kindleberger Festival. Motion by Durham and supported by Heasley. Motion carried.

6. Commissioner Comments

None.

7. Adjourn

Being no further business before the KAC, the meeting was adjourned at 6:29 p.m. The next meeting of the KAC is scheduled for January 18, 2016.