



# AGENDA

## REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

MONDAY FEBRUARY 15, 2016

7 P.M.

### PARCHMENT CITY COMMISSION

MAYOR ROBERT B. HEASLEY

VICE MAYOR ROBERT D. BRITIGAN III

COMMISSIONER THOMAS BALMER

COMMISSIONER DOUGLAS FOOS

COMMISSIONER TERRY HAGEMAN

COMMISSIONER JON HEASLEY

COMMISSIONER DAVID KINSEY

### OFFICERS

CITY MANAGER DENNIS DURHAM

CITY ATTORNEY ROBERT SOLTIS

CITY TREASURER/CLERK SHANNON STUTZ

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

A. City Commission Regular Meeting Minutes of February 1, 2016 - 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. 1302 – Information Only

7. UNFINISHED BUSINESS

8. NEW BUSINESS

A. KCTA Presentation – Mr. Jeff Breneman

B. Special Meeting Agenda - Receive

C. BOARD AND COMMISSION REPORTS/MINUTES

a. KAC Meeting Minutes February 1, 2016 – Information Only

D. MAYOR AND COMMISSIONER COMMENTS

E. CITY MANAGER COMMENTS/REPORTS

F. ADJOURNMENT

**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY  
COMMISSION HELD ON MONDAY FEBRUARY 1, 2016.**

**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, J Heasley, and Kinsey.  
Treasurer/Clerk Stutz, City Manager Durham and City Attorney Soltis.

Absent Commissioners Hageman and Fooy.

Moved by Commissioner Kinsey, supported by Commissioner Heasley to excuse commissioners Hageman and Fooy. **Motion carried.**

**3. Minutes**

Moved by Commissioner Heasley, supported by Vice-Mayor Britigan to approve the Minutes of the January 18, 2016 regular meeting.

**Motion Carried.**

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

None.

**5. Citizen Comments**

Cheryl Balmer, resident of 336 Parchmount and Parchment School District Board of Education member, wanted to thank the City Manager for the employee appreciation dinner in January – she thought it was well attended, had good food and was well received. She also wanted to express her concern for the safety of Parchment Middle School kids and crossing guard at Riverview and Glenguile. Mrs. Balmer noted her support of going to three lanes on Riverview Drive, saying that it could serve to slow drivers down.

**6. Consent Agenda**

- A. Discussion regarding the warrant took place, with follow up promised by the City Manager.  
Moved by Commissioner Balmer, supported by Commissioner Kinsey to receive the consent agenda items.  
**Motion Carried.**

**7. Unfinished Business**

None.

**8. New Business**

- A. Water Quality and Lead Service Lines – information only. Vice-Mayor Britigan requested information regarding the cost to study our city's water infrastructure.

**9. Standing Board and Committee Reports**

- A. KAC meeting minutes of January 18, 2016 – information only. Note: KAC is currently searching for a Festival Coordinator.

**10. Mayor and Commissioner Comments**

Commissioner Balmer suggested the Commission invite Parchment School District's Board of Education to attend the work session on February 20.

Commissioner Heasley asked for follow up on the list of code violations and asked to be notified when a fire in the city takes place.

Mayor Heasley seconded the request to be notified of a fire; it was decided notification by text was best.

**11. City Manager Comments/Reports**

City Manager Durham showed the Commission the new flashing, handheld, LED stop signs for the crossing guards. He noted this was only our immediate plan to address concerns previously noted.

Kalamazoo Township's 4<sup>th</sup> Quarter Report was given for information only. Ongoing code enforcement was discussed. The City Manager also informed the Commission of Drug and Lab's progress toward occupying the buildings.

**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 7:33 p.m.

Shannon S. Stutz  
City Clerk



Warrant # 1302  
February 15, 2016

City of Parchment

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Attachment 1 - Check Register Report 1302

**City of Parchment**  
**Check Register Report**  
**Warrant 1302**

City of Parchment

MERCANTILE

Check Numb	Check Date	Vendor Name	Check Description	Amount
32870	02/01/2016	CINTAS CORPORATION LOC.	Uniform Rental & Towels	186.84
32871	02/01/2016	JB'S TREASURE TROVE LLC	Refund of Delinq Util Paid twi	79.00
32872	02/01/2016	KALAMAZOO CNTY FIRE	2016 Winter Seminar-Fox	60.00
32873	02/01/2016	KALAMAZOO COUNTY HAZ-	2016 Annual Membership	600.00
32874	02/01/2016	KALAMAZOO COUNTY	PRE Denial Reversal	84.25
32875	02/01/2016	KALAMAZOO OIL CO.	Fuel Charges 1/1 to 1/15/16	500.27
32876	02/01/2016	R.W. LAPINE INC.	Repaired Gas Leak @ City Hall	112.42
32877	02/01/2016	PARCHMENT SERVICE	1998 Park Truck - Brakes	304.13
32878	02/01/2016	PREMIUM TITLE SERVICES	Refund of Delinq Util pd twice	167.79
32879	02/01/2016	MARK ROEDER	Duplicate Tax Payment	128.34
32880	02/01/2016	ROSE PEST SOLUTIONS	Pest Control - Contract	76.00
32881	02/01/2016	SAM'S CLUB	Sam's Club Dues-	135.00
32882	02/01/2016	SEVERANCE ELECTRIC CO INC	Upgrade-School Flashing Lights	890.00
32883	02/01/2016	SIGNCRAFTERS	Balance on LL Park Sign	2,550.00
32884	02/01/2016	SMALL BUSINESS ADMIN	HRA - January	55.00
32885	02/01/2016	SHANNON STUTZ	Mileage-Oct,Nov,Dec 2015	67.82



# AGENDA

## **SPECIAL MEETING OF THE PARCHMENT CITY COMMISSION**

SATURDAY, FEBRUARY 20, 2016

9 a.m.

### PARCHMENT CITY COMMISSION

MAYOR ROBERT B. HEASLEY

VICE MAYOR ROBERT D. BRITIGAN III

COMMISSIONER THOMAS BALMER

COMMISSIONER DOUGLAS FOY

COMMISSIONER TERRY HAGEMAN

COMMISSIONER JON HEASLEY

COMMISSIONER DAVID KINSEY

### OFFICERS

CITY MANAGER DENNIS DURHAM

CITY ATTORNEY ROBERT SOLTIS

CITY TREASURER/CLERK SHANNON STUTZ

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. CITIZEN COMMENTS**
- 4. REVIEW OF CITY OPERATIONS**
- 5. IDENTIFYING A COMMUNITY VISION**
  - A. Where we have been
  - B. Areas of concern
  - C. Developing a unified direction
  - D. Potential building blocks
- 6. REVIEW OF BUDGET PROCESS**
- 7. ADJOURNMENT**

Kindleberger Arts Commission  
February 1, 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 Balmer to accept the minutes from January 18, 2016 as amended. Supported by Steffler. **Motion carried.**

**4. Old Business**

**a. Festival Coordinator**

There has been one application received.

**b. Concert Series Update**

Molly and Barb have finished up a proposed schedule. They are working to get a few more performers and to schedule performers for the Festival Area (behind PNC).

**5. New Business**

**a. Youth Play Production**

Nothing new on the Youth Play

**b. Establish Coordinator Interview Date**

Set date for Feb. 15.

**c. Budget presentation**

Dennis will try to have a draft budget prepared for the next meeting on Feb. 15.

**6. Commissioner Comments**

None.

**7. Adjourn**

Being no further business before the KAC, the meeting was adjourned at 6:22 p.m. The next meeting of the KAC is scheduled for February 15, 2016.

*Minutes submitted by Dennis Durham, City Manager*