



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

AUGUST 15, 2016

7 P.M.

PARCHMENT CITY COMMISSION

MAYOR ROBERT B. HEASLEY
COMMISSIONER TERRY HAGEMAN
COMMISSIONER JON HEASLEY

VICE MAYOR ROBERT D. BRITIGAN III
COMMISSIONER DOUGLAS FOODY
COMMISSIONER DAVID KINSEY

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 August 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. 1315 – Information Only
- ii. Picnic Pavilion Reservation - Approve

7. UNFINISHED BUSINESS
 - A. None

8. NEW BUSINESS
 - A. Commissioner Resignation – Accept and Set Election
 - B. November Election: Poll Relocation - Approve

9. BOARD AND COMMISSION REPORTS/MINUTES

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

Absent Mayor Heasley.

Moved by Commissioner Hageman, supported by Commissioner Fooy to excuse Mayor Heasley.

Motion carried.

3. Minutes

Moved by Commissioner Heasley, supported by Commissioner Hageman to approve the amended Minutes of the July 18, 2016 regular meeting.

Motion Carried.

4. Additions or Changes to the Agenda

None.

5. Citizen Comments

Cheryl Lyon-Jennness, 294 Glendale, came with other members of the Parchment Garden Club and spoke on their behalf. She provided a brief history of their organization and purpose, and recounted their dealings with the City Manager in their attempts to make some capital improvements around the signs in the park. Ms. Lyon-Jennness asked for the Commission's help in moving the project along.

Ann Barthelmess, 117 S. Riverview, asked if the paper mill admin building was available for redevelopment. She also informed everyone that the gas station at 101 S. Riverview moved out on 7/24/16 and is no longer doing business.

Karen Conner-Beck, 1124 Parchmount, complained that the crosswalks on Riverview are still out. Vice-Mayor Britigan explained that there is an inventory to be done by electricians.

Nichole Parsons, 1109 Parchmount, said she saw an ad for a "national night out" in Kalamazoo and asked if we had something like that for our children.

Aaron Parsons, 1109 Parchmount, informed the Commission that his vehicle was broken into while parked in the street in front of the house during the lunch hour, and wondered if there were similar events reported.

Bruce Kraiss, owner of Haymac apartments and apartments at 1700/1710 East G Ave, asked the Commission if they were aware that their treasurer has changed the water billing, lumping his apartments into one bill in his name.

6. Consent Agenda

- A. Moved by Commissioner Heasley, supported by Commissioner Hageman to receive the consent agenda items.

Motion Carried.

7. Unfinished Business

- A. None.

8. New Business

- A. Prein & Newhof Design Services – Approve.

Moved by Commissioner Heasley, supported by Commissioner Fooy, to approve the proposal submitted by Prein & Newhof for project design services at a cost not to exceed \$10,500 relative to the planned transition of Riverview Drive from four to three lanes (road diet), and authorize the City Manager to execute all documents related to this activity. Mike Conner interjected comments referring to what he sees as a decrease in police presence and “what needs to be fixed vs. what (the commission) would like done”, and suggested involving the media and a recall was in order. Commissioner Fooy defending KTPD, saying we have a top quality police department, that he has seen an increased presence on Riverview, and that we now have access to advanced training. Judy Resler interrupted and was called out of order by Vice-Mayor Britigan. Roll call vote was as follows:

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

Nays: None.

Absent: R Heasley.

Abstain: None.

Motion Carried 5-0

9. Standing Board and Committee Reports

- A. Personnel Committee Update – the City Manager’s annual evaluation is scheduled for August 15. It’s his prerogative to go into closed session during that time, if so desired.

10. Mayor and Commissioner Comments

Commissioner Heasley suggested to Mr. Conner that he didn’t need a recall, that there’s an open seat on the Commission and he could run to effect change.

Vice Mayor Britigan reminded everyone to vote tomorrow. He also commented on the recent news from the City of Kalamazoo regarding a \$70 million donation, hoping a “rising tide raises all ships”.

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 7:29 p.m.

Shannon S. Stutz
City Clerk



Warrant # 1315
August 15, 2016

City of Parchment

Attachment 1 - Check Register Report 1315

City of Parchment
Check Register Report
Warrant 1315

Check Number	Vendor Name	Check Description	Amount
33214	08/01/2016 AMERICAN WATER WORKS ASSN	Bonhomme-Dues thru 9/30/17	182.00
33215	08/01/2016 BARN ON FIRE	Stage Concert - 07/31/16	1,000.00
33216	08/01/2016 CINTAS CORP	Restock 1st Aid Cabinet	107.73
33217	08/01/2016 CINTAS CORPORATION LOC. 725	Uniform Rental I& Towels	199.81
33218	08/01/2016 CLEAN EARTH ENVIRONMENTAL	Hydro Excavate Curb Stop Tubes	831.75
33219	08/01/2016 COMPANION LIFE	Life & AD&D Ins - August	57.00
33220	08/01/2016 DECORATIVE THREAD	Parchment Fire-#'s Logo & Name	156.00
33221	08/01/2016 LINDSAY DESMARAI	Stage Cancellation 9/24/16	375.00
33222	08/01/2016 DEYOUNG LANDSCAPE SERVICE	Hydro Seed @ City Hall	300.00
33223	08/01/2016 KIM EDWARDS	Wed Deposit Refund-7/23/16	100.00
33224	08/01/2016 EMERGENCY VEHICLE PRODUCTS	711-Repair Pump Leak & ck valv	234.50
33225	08/01/2016 ETNA SUPPLY	Fire Hyd Extension	424.65
33226	08/01/2016 WENDY GAUL	Mileage Reimb-Nov-July	39.68
33227	08/01/2016 KEN HOLDA	Return Mailing of Scripts	44.17
33228	08/01/2016 KALAMAZOO CIVIC THEATRE	Prop Rental - Plays	265.00
33229	08/01/2016 KALAMAZOO COUNTY TREASURER ASC	Summer Deferment Ad	27.60
33230	08/01/2016 KALAMAZOO OIL CO.	Fuel Charges 07/01 to 07/15/16	234.92
33231	08/01/2016 TREASURER CITY OF KALAMAZOO	Municipal Sewer - June	6,899.28
33232	08/01/2016 KAR LABORATORIES, INC.	Annual Water Testing	590.00
33233	08/01/2016 WILLIAM LAVALLEY	Stage Concert-Big Boss Blues	800.00
33234	08/01/2016 MAINTENANCE MASTERS, INC.	Mowing of Right of Ways	175.00
33235	08/01/2016 MOBILE MUSIC ENTERTAINMENT	Kindleberger Street Dance DJ	700.00
33236	08/01/2016 NORFOLK SOUTHERN RAILWAY CO	Lease of Sewer Pipe	777.88
33237	08/01/2016 ROSE PEST SOLUTIONS	Pest Control - Contract	326.00
33238	08/01/2016 SENSUS USA	Annual Software Sup to 9/20/17	1,665.98
33239	08/01/2016 GREG TRIEMSTRA	Reimb for Tire Damage	86.85
33240	08/01/2016 SARAH TYLER	Deposit Refund-7/16/16	100.00

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 Pavllion 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: FIRST UNITED BAPTIST Phone: 269-381-3926

Address: 821 S. BUREDET

Email: LORI.BELL@WMICH.EDU Alt. Phone: 269-760-3719

Date of Event: 8/20/16 Time: NOON - 4pm

How many attendees do you anticipate at your event? 100

Will there be music as part of your event? _____

Name of DJ, Musical Performer, Sound Technician: _____

Will there be decorations, rental chairs/tents/tables: BALLOONS, TENTS, CHAIRS

**See park rules on reverse side*

Lori A. Bell
Signature

8/8/16
Date

FOR INTERNAL OFFICE USE:

Application received by: WJ Date: 8-8-16

Payment Received: 100 Receipt # 10062

APPROVAL

Signature Date



Memorandum

To: Dennis Durham, City Manager
From: Shannon Stutz
Date: 8/3/2016
Re: November Election

The November 8, 2016 Presidential Election is forecasted to be a busy one. There will be more people voting than the City Commission Chambers can accommodate. In the past we have used the fire station for large Presidential elections. While it gives us more room, the accommodations are truly a garage. The heating and lighting are inadequate, tables and rugs for the floors have to be rented, fire trucks need to be parked outside for the day exposing the trucks to rain and the water tanks to freezing weather.

In talking with retired City Clerk Flowers, County Clerk Tim Snow and our seasoned election officials about other possibilities, we recommend using the social hall at Parchment United Methodist Church. It is centrally located within the City and is completely handicap accessible. Tables and chairs are provided, there is good lighting, there will be a better flow in and out of the venue as there are two doors, and it provides ample space. The cost for use of the room is \$150.00 for the day. Each registered voter within the City will be notified by postcard the first week of October by our ballot printer Michigan Election Resources, and we will post a message on our website and the marquee noting the change of venue.

I encourage the City Commission to approve the following motion.

Moved by Commissioner _____ and supported by Commissioner _____ to move the polling location for the November 8, 2016 Presidential Election for the City of Parchment Precinct One from Parchment City Hall, 650 S. Riverview Drive to the Parchment United Methodist Church Social Hall located at 225 Glendale Blvd.