



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

SEPTEMBER 6, 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

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 15, 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. Warrants No. 1316-17 – Information Only
 - ii. Parchment Community Library Announcement – Information Only

7. UNFINISHED BUSINESS

A. None

8. NEW BUSINESS

A. Draft Resolution Regarding Filling of Vacancies – Information and Discussion Only

9. BOARD AND COMMISSION REPORTS/MINUTES

10. MAYOR AND COMMISSIONER COMMENTS

11. CITY MANAGER COMMENTS/REPORTS

A. City Manager's Report for September 2016.

12. ADJOURNMENT



Warrants # 1316-17
September 6, 2016

City of Parchment

Attachment 1 - Check Register Report 1316
Attachment 2 - Check Register Report 1317

City of Parchment
Check Register Report
Warrant 1316

Check #	Check Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
33248	08/15/2016	MOLLY ANDREWS	Election Training	160.00
33249	08/15/2016	VICTORIA CAGE	Wed Deposit Refund-07/30/16	100.00
33250	08/15/2016	CINTAS CORPORATION LOC. 725	Uniform Rental & Towels	168.46
33251	08/15/2016	CLARK TECHNICAL SERVICES	Computer Support - July	178.75
33253	08/15/2016	CONSUMERS ENERGY	Monthly lights, energy citywide	8,212.42
33254	08/15/2016	CORNERSTONE OFFICE SYSTEMS	Monthly Contract to 09/03/16	107.74
33255	08/15/2016	MEGAN DOOLEY	Stage Concert - 08/21/16	600.00
33256	08/15/2016	ESTHER DRENTH	Election Training	160.00
33257	08/15/2016	JEANNE DRENTH	Election Training	160.00
33258	08/15/2016	ENGINEERED PROTECTION SYSTEMS	Maintenance Bldg to 11/30/16	126.69
33259	08/15/2016	FORD, KRIEKARD, SOLTIS & WISE	Police Matters - July	1,358.60
33260	08/15/2016	KAREN HEASLEY	Election Training	160.00
33261	08/15/2016	BILLIE HERRICK	Election Training	160.00
33262	08/15/2016	RALPH HERRICK	Election Training	160.00
33263	08/15/2016	NICHOLE HORNER	Wedding Dep. Refund 07/30/16	100.00
33264	08/15/2016	KALAMAZOO OIL CO.	Fuel Chgs - 07/16 to 07/31/16	143.72
33265	08/15/2016	KALAMAZOO TOWNSHIP	Monthly Police Services and Festival	26,321.80
33266	08/15/2016	KATS	2016 Membership Dues	50.00
33267	08/15/2016	SHIRLEY KISHPAUGH	Election Training	160.00
33268	08/15/2016	MARY KNECHTEL	Election Training	25.00
33269	08/15/2016	R.W. LAPINE INC.	1/4ly Maint Contract for HVAC	185.00
33270	08/15/2016	LINDE GAS NORTH AMERICA LLC	Monthly Comp Air & Compl Chg	25.38
33271	08/15/2016	MAINTENANCE MASTERS, INC.	Mowing-426 Hercules-03-290-100	302.50
33272	08/15/2016	MICHIGAN RURAL WATER ASSOCIATI	Annual Memb Dues to 6/30/17	740.00
33273	08/15/2016	MLIVE MEDIA GROUP	Ordinance - Panhandling	1,021.78
33274	08/15/2016	TAWI MOORE	Wedding Dep Refund-08/06/16	100.00
33275	08/15/2016	QUALITY PRECAST, INC.	1 Yard U-Cart	150.00
33276	08/15/2016	TOMMY REIFEL	Stage Concert - 08/14/16	1,500.00
33277	08/15/2016	REPUBLIC SERVICES #249	City Wide Pickup	8,280.48
33278	08/15/2016	RIVERRUN PRESS	Fest. brochure, concert cards, typeset	5,998.50
33279	08/15/2016	TUSTIN'S ASPHALT SEALING	Pave patch on Church St.	2,400.00
33280	08/15/2016	VANGEMERT & SONS EXCAVATING	Remove Sidewalk & Steps-City H	4,076.00

City of Parchment
Check Register Report
Warrant 1317

Check #	Check Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
33287	08/29/2016	ASSOCIATED GOVERNMENT SERVICES	July-Retainer,Permits,Ord.	1,748.00
33288	08/29/2016	BLUE CROSS BLUE SHIELD OF MI	Sept Health Insurance	11,035.88
33289	08/29/2016	JOE BONHOMME	Reimb for Food for Fire Dept A	101.09
33290	08/29/2016	CHICAGO TITLE	Taxes paid 2xs-829 Parchmount	1,801.27
33291	08/29/2016	CINTAS CORP	Restock 1st Aid Cabinet	73.43
33292	08/29/2016	CINTAS CORPORATION LOC. 725	Uniform Rental & Towels	199.81
33293	08/29/2016	CT ELECTRICAL SERVICES, INC.	Install alarm w/3 yrs Cell Ser	1,440.00
33294	08/29/2016	DECORATIVE THREAD	Fire Dept. T-Shirts	465.00
33295	08/29/2016	FRANCOTYP-POSTALIA, INC.	Rental-Meter,Scale, Resets to	78.00
33296	08/29/2016	KAREN HEASLEY	Reimb. for Festival	135.72
33297	08/29/2016	KALAMAZOO CNTY FIRE CHIEFS ASC	Thru the Lock Forcible Entry C	150.00
33298	08/29/2016	KALAMAZOO OIL CO.	Fuel Charges 08/01 to 08/15/16	322.46
33299	08/29/2016	LERETA	Taxes pd twice-Steven Tsarnas	2,253.51
33300	08/29/2016	MAINTENANCE MASTERS, INC.	Mowing of Right of Ways	175.00
33301	08/29/2016	MERS	Benefit E Analysis	150.00
33302	08/29/2016	PARCHMENT FAMILY PRACTICE, PC	Phil Wolthuis	215.00
33303	08/29/2016	PARCHMENT SERVICE CENTER	2016 Ford F-250-Oil Change (Sy	63.00
33304	08/29/2016	UNIKA PERRY	Wedding Dep. Refund-08/13/16	100.00
33305	08/29/2016	PREIN & NEWHOF	July- RR, Glendale, Water asset	8,276.00
33306	08/29/2016	PUBLIC MEDIA NETWORK	Charter-Apr,May,June-PEG Fees	3,844.55
33307	08/29/2016	SEVERANCE ELECTRIC CO INC	Traffic Signal Maint-July 2016	120.00
33308	08/29/2016	SHOUT LLC	Kindleberger Concert-08/28/16	2,000.00
33309	08/29/2016	SMALL BUSINESS ADMIN SERVICES	HRA - August	52.50
33310	08/29/2016	T-SHIRT PRINTING PLUS, INC.	Shirts for City Employees	346.00
33311	08/29/2016	TARYN THOMPSON	Wedding Dep Refund - 08/13/16	100.00

**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY
COMMISSION HELD ON MONDAY AUGUST 15, 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 Hageman, Fooy, Heasley, and Kinsey. Treasurer/Clerk Stutz, City Manager Durham and City Attorney Soltis.

Absent None.

3. Minutes

Moved by Vice Mayor Britigan, supported by Commissioner Fooy to approve the amended Minutes of the August 1, 2016 regular meeting.

Motion Carried.

4. Additions or Changes to the Agenda

Add item 8C City Manager Evaluation.

5. Citizen Comments

Deb Lawson, 507 Keyes, asked about reports of broken windows, cars broken into, kids out in the 2-3 a.m. hour. She asked isn't there a curfew in the ordinance and how can we enforce it without active patrol after 11 p.m. She also told the Commission of her conversation with Sergeant White regarding the Neighborhood Watch start up. City Manager Durham assured Ms. Lawson that the City will cover costs for signs and will help advertise any meetings she sets up, asking that she email him details when confirmed. Ms. Lawson indicated she is looking at holding an information meeting September 8 or 9. City Manager Durham suggested she contact the Library for a location for the meeting.

Karen Conner-Beck, 1124 Parchmount, said that after the last Commission meeting, she became concerned about the cost of restriping Riverview, wondering why Parchmount is still not a priority. She suggested that the intersection at Parchmount and Orient was "the worst" and that she is concerned for children crossing there to go to school.

Judy Resler, 218 Maple, asked the Commissioners if they were all in agreement regarding the prioritization of Riverview over Parchmount. All replied yes, they were. Commissioner Kinsey also commented that he took another look at Parchmount and didn't think it was that bad.

Nichole Parsons, 1109 Parchmount, asked if when the new striping is done on Riverview if it will include parking. City Manager Durham stated that Prein & Newhof will develop a schematic plan for the entire corridor which will include parking among other things.

6. Consent Agenda

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

Motion Carried.

7. Unfinished Business

A. None.

8. New Business

A. Commissioner Resignation – Accept and set election.

Commissioner Kinsey read his resignation, noting it was with regret and that he hopes to serve the City in the future. Discussion ensued regarding filling the vacancy. Attorney Soltis noted that the City's charter, amended in 1989 and before current election law, is silent in this particular instance and he recommends filling the vacancy by appointment now, with an election in May 2017 to fill the remainder of the unexpired term (2019). City Attorney Soltis also strongly recommends changing the Charter to address vacancies in light of current election law.

Moved by Vice Mayor Britigan, supported by Commissioner Heasley to accept Commissioner Kinsey's resignation effective 8/16/16 and to approve filling the vacancy by appointment.

Motion Carried.

B. November Election Poll Relocation – Approve.

Treasurer/Clerk Stutz enumerated the reasons for moving polling places, suggesting the City use Parchment United Methodist Church for the presidential election in November 8, 2016. Moved by Commissioner Heasley, supported by Commissioner Fooy 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 Parchment United Methodist Church Social Hall located at 225 Glendale Boulevard.

Motion Carried.

C. City Manager Evaluation

According to protocol, the City Manager requested his evaluation be completed in closed session. At 7:37 p.m. the Commission went to closed session.

9. Standing Board and Committee Reports

None.

10. Mayor and Commissioner Comments

Commissioner Hageman thanked Commissioner Kinsey for his service, noting that he will be missed.

Vice Mayor also wished Commissioner Kinsey well, and told of the new bus route times and enhancements to go into effect on 9/6/16.

Mayor Heasley thanked Commissioner Kinsey again for serving the City, and wished him good luck in his new endeavor.

11. City Manager Comments/Reports

City Manager Durham addressed the Commission regarding erroneous items about the City being posted on Facebook and offered that should Commissioners receive any calls regarding what is posted on social media, they can direct any calls to him personally, as he would like to correct misinformation being disseminated.

12. Closed Session

The Commission moved into closed session per the request of the City Manager at 7:37 p.m.

13. Reconvening

The City Commission reconvened their regular meeting at 9:30 p.m. wherein it was moved by

Commissioner Heasley and supported by Commissioner Hageman to complete the Manager's annual evaluation determining his performance to be satisfactory and awarding a one time performance bonus of \$4,000 per his employment contract. Roll call vote was as follows:

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

Nays: Fooy.

Absent: None.

Abstain: None.

Motion Carried 5-1

14. 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 9:32 p.m.

Shannon S. Stutz
City Clerk



401 S. Riverview Drive ♦ Parchment, MI 49004 ♦ Phone (269) 343-7747 Fax (269) 343-7749 ♦ www.parchmentlibrary.org

Parchment City Commissioners
Parchment City Hall
650 S. Riverview Drive
Parchment, MI 49004

August 29, 2016

Dear Parchment City Commissioners:

The Library Board and staff of the Parchment Community Library cordially invite you to attend *Wish You Were Here: A Postcard Trip through Parchment History* on Sunday, September 25, from 2:00pm-3:30pm. This journey back in Parchment's history will highlight an exhibit of over twenty enlarged postcards picturing Parchment during the days of the Kalamazoo Vegetable Parchment Paper Company. Local historian Lynn Houghton will discuss Parchment as a model company town, and the library will provide articles, cookbooks, photographs and video clips from their archives. There will even be sample treats from "The Four Hundred," a cookbook by the Ladies Society of Parchment that dates from the 1930's.

The public is invited to share and hear stories about Parchment during the years of the Kalamazoo Vegetable Parchment Paper Company and the Kindlebergers. It would enrich the event if you joined us in greeting and reconnecting longtime residents, teachers, business owners and employees to this remembrance of Parchment's noteworthy and, for many of us, hidden past.

We appreciate your consideration and all you do for our community.

Sincerely,

Marsha Meyer
Library Ambassador
Parchment Community Library
mjmeyerbooks64@gmail.com
269-370-7361

Teresa Stannard
Library Director
Parchment Community Library
teresa@parchmentlibrary.org
269-3437747

CITY OF GALESBURG

KALAMAZOO COUNTY, MICHIGAN

**RESOLUTION AMENDING SECTION 4.8(B) (FILLING OF VACANCIES)
OF THE CITY OF GALESBURG CHARTER**

Minutes of a special meeting held by the Galesburg City Council on May 14, 2014,
at the Galesburg City Hall.

Present: David Henson, Ken Kissinger, Doug Smith, Marian Doxey, Keith Diller, And
Carl Newton. Absent: Craig Newton

The following preamble and resolution were offered by Keith Diller and supported
by David Henson.

WHEREAS, Section 4.8 (Filling of Vacancies) of the City of Galesburg Charter
provides:

"SECTION 4.8. If a vacancy occurs, as set forth in section 4.7 the vacancy
shall be filled as follows:

- A. If a City election is scheduled within six (6) months or less, City
Council shall appoint a qualified person after application and review
within thirty (30) days of the effective date the vacancy occurred to fill
the remainder of the term of office.
- B. If the unexpired term of vacancy is more than six (6) months, City
Council shall call a special election to fill the remainder of the term of
office within ninety (90) days of the effective date of the vacancy
unless a City election is already scheduled within 120 days. If the
latter occurs the vacancy shall be filled at the scheduled election."

and,

WHEREAS, except in the case of recall, which is regulated by statute, the City
Council wishes to avoid the cost and expense of special elections to fill vacancies by
death, resignation, a Council Member ceasing to reside in the City, unexcused absence,

misconduct, misfeasance or malfeasance, neglect or negligence in the performance of an elected Official's duties by permitting the Council to fill such vacancy by appointment until the first Monday following the next regular City election; and

WHEREAS, the City Council finds that the proposed method of filling vacancies serves the best interests of the City and its residents.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the City Council proposes to amend Section 4.8(B) of the Galesburg City Charter as follows:

- B. If the unexpired term of vacancy is more than six months, the City Council shall fill the vacancy by appointment within 60 days thereafter. Each appointment after a vacancy shall end on the first Monday following the next regular City election. At that election, the remainder of the term, if any, for which there was an appointment shall be filled.

BE IT FURTHER RESOLVED that the following ballot shall be submitted to the electors of the City at the general election to be held on November 4, 2014, in the following form:

PROPOSED AMENDMENT TO GALESBURG CITY CHARTER, SECTION 4.8(B)

This amendment would do away with the requirement of a special election for the filling of vacant elective City offices.

SHALL SECTION 4.8(B) OF THE GALESBURG CITY CHARTER BE AMENDED TO PERMIT THE CITY COUNCIL TO APPOINT A PERSON TO FILL A VACANT ELECTIVE OFFICE UNTIL THE FIRST MONDAY FOLLOWING THE NEXT REGULAR CITY ELECTION, AT WHICH ELECTION THE REMAINDER OF THE TERM, IF ANY, SHALL BE FILLED?

YES

NO

IT IS FURTHER RESOLVED that before submitting the above stated ballot proposal to the City's electorate, this Resolution shall be presented to and approved by the Governor of the State of Michigan.

RESOLUTION DECLARED ADOPTED.

CERTIFICATE

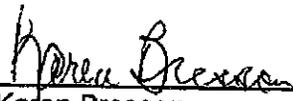
I, Karen Bresson, Galesburg City Clerk, do hereby certify that the foregoing Resolution was adopted by the Galesburg City Council at a special meeting held on May 14, 2014. Upon motion of Keith Diller, supported by David Henson, and the vote on said Resolution was as follows:

AYES Marian Doxey, Ken Kissinger, David Henson, Keith Diller, Doug Smith, Carl Newton

NAYS 0

ABSTENTIONS 0

ABSENT Craig Newton



Karen Bresson
Galesburg City Clerk

MEMORANDUM

To: Mayor Heasley, Vice-Mayor Britigan and City Commissioners
From: Dennis Durham, City Manager
Date: September 2, 2016
Subject: City Manager's Report

Economic Development

Unique Images – Unique Images will end business operations in Parchment on October 1, 2016. Owner BZ Dziewicki will retire on that date. Bookends will be moving into that location soon after.

School Crosswalk Painting – City crews painted school crossings on Riverview Drive and Orient Ave.

City Sign Planting Beds – The first load of decorative rocks was delivered and City staff will begin constructing planting beds around city signs in an effort to be ready for plantings in October.

City Financial Audit – City Treasurer Stutz has scheduled this year's financial audit for November 1-3, 2016.

DPW Employment Applications – Superintendent Bonhomme has received applications for the position of Public Services Laborer and has begun scheduling first interviews.

Neighborhood Watch Information Meeting – Deb Lawson has scheduled an informational meeting on forming a Parchment Neighborhood Watch for September 8 at the Parchment Community Library.

KTPD Ongoing Investigations – KTPD is investigating break-ins at the Cornerview Café, Geno's Pizza and PSD concession facility. Chief Bourgeois reports that KTPD has descriptions and are working to question potential suspects. KTPD is also continuing to work an investigation into theft at Renzema's Bakery. SWET (regional drug enforcement team) conducted knock-and-talk activity in August resulting in the arrest of a habitual meth producer/dealer in the 400 block of Glendale.

Kindleberger Festival Contractor Expenses – Each year the Kindleberger Festival pays a variety of workers to perform certain theatrical and stage concert duties. In 2016, the following payments were made:

Ken Holda (\$2,150)
Zac Thompson (\$1,900)

Stacy Bartell (\$1,000)
Anthony Hamilton (\$850)
Kimberly Hutchinson (\$450)
Lou Irwin (\$800)
Laurel Jordan (\$200)
Jake Kotarak (\$550)
Christopher Lewis (\$450)
Carrie Phillips (\$550)
Mark Tomlinson (\$350)
Morgan Arndt (\$350)
David Bernard (\$350)
Taylor Crow (\$350)
Brent Decker (\$1,100)
Amber Feltrin (\$350)
Craig Freeman (\$350)
Lisa Watson (\$500)
Jesse Williams (\$350)

Ordinance Enforcement – The city identified 12 new code violations over the past 15 days. The violations included vehicles parked on the grass, long grass/weeds, improperly parked recreational vehicles, blight – yard waste, trash outside dumpster, fence without permit, brush and junk vehicle. An additional four logged violations were referred to KTPD for citations.

Little League Draft Lease Agreement – Parchment Little League has been using the fields in Kindleberger Park the past few years without an active lease agreement. In late spring, City Attorney Soltis drafted a new agreement which was given to PLL to review. I met with the President of PLL last week and again presented a copy of the draft agreement for review. Additionally, PLL is interested in undertaking improvements to the lower ballfields (currently not used) to use for older division softball and baseball events. The City is now putting together cost estimates for renovations for PLL to consider.