



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

SEPTEMBER 19, 2016

7 P.M.

PARCHMENT CITY COMMISSION

MAYOR ROBERT B. HEASLEY

VICE MAYOR ROBERT D. BRITIGAN III

COMMISSIONER TERRY HAGEMAN

COMMISSIONER DOUGLAS FOODY

COMMISSIONER JON HEASLEY

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 September 6, 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. 1318 – Information Only

7. UNFINISHED BUSINESS

8. NEW BUSINESS

- A. Water Plant Painting – Approve
- B. Intergovernmental Fire Protection Hazardous Materials Incident Response Agreement – Approve
- C. DPW Uniform Rental Service Agreement – Approve
- D. Request to Host Homecoming Parade – Approve
- E. Request to Purchase Road Salt - 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 SEPTEMBER 6, 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, and Heasley.
Treasurer/Clerk Stutz, and City Attorney Soltis.

Absent City Manager Durham.

3. Minutes

Moved by Commissioner Heasley, supported by Commissioner Fooy to approve the Minutes of the August 15, 2016 regular meeting.

Motion Carried.

Moved by Vice Mayor Britigan, supported by Commissioner Hageman to approve the minutes of the closed session of the August 15, 2016 meeting.

Motion Carried.

4. Additions or Changes to the Agenda

None.

5. Citizen Comments

Deb Lawson, 507 Keyes, reminded everyone of the neighborhood watch meeting at 6 pm on Thursday, September 8, 2016 at the Library. She said she had invited KTownship Supervisor Ron Reid, and officer Darren Smith; she and others handed out fliers to local businesses. She is hoping for a good response.

Deb Hebner, 517 Keyes, asked about an update on changing a yield sign to a stop sign near her home. She also expressed her concern over her neighborhood "going bad", curfew being broken, etc.

6. Consent Agenda

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

Motion Carried.

Mayor Heasley requested that the Commissioners make every effort to attend the Library's event, Wish You Were Here: A Postcard Trip through Parchment History on Sunday September 25 from 2-3:30 pm.

7. Unfinished Business

A. None.

8. New Business

A. Draft Resolution Regarding Filling of Vacancies – information and discussion only. Attorney Soltis explained that he included the City of Galesburg's amendment regarding filling of vacancies because it

is a good example of what the City of Parchment could use. It addresses the change in election law and has been accepted by the state.

Discussion followed. Attorney Soltis assured the Commissioners that in filling Commissioner Kinsey's vacant seat, there is no timeline to follow.

9. Standing Board and Committee Reports

None.

10. Mayor and Commissioner Comments

Commissioner Heasley lamented that the police department's successes are not public knowledge. He suggested making such news public, perhaps a quarterly report to be published/shared.

Commissioner Fooy told Deb Lawson he was looking forward to the neighborhood watch meeting on Thursday.

Vice Mayor Britigan noted significant ordinance code enforcement activity. He also told those who may not be aware that Esther Drenth had passed away on August 19.

Mayor Heasley echoed the sadness at Mrs. Drenth's passing, calling it the "end of an era". The Mayor also praised the city for another great concert series, saying Shout! was very well attended.

11. City Manager Comments/Reports

A. City Manager's report for September 2016 – information only.

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 7:40 p.m.

Shannon S. Stutz
City Clerk



Warrants # 1318
September 19, 2016

City of Parchment

Attachment 1 - Check Register Report 1318

City of Parchment
Check Register Report
Warrant 1318

Check #	Check Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
33319	09/12/2016	ALEXANDER CHEMICAL CORPORATION	Chlorine, hydrofluorisilicic acid	1,535.00
33320	09/12/2016	ASPHALT RESTORATION, INC	Patches	3,680.00
33321	09/12/2016	ALEX BOOKER	Water cust - credit bal refund	34.58
33322	09/12/2016	THE CANOPEUM, INC	Tents for Festival	2,905.30
33323	09/12/2016	CINTAS CORPORATION LOC. 725	Uniform Rental & Towels	168.46
33324	09/12/2016	CLEAN EARTH ENVIRONMENTAL	Pump Upper RR Septic Tank	335.00
33325	09/12/2016	COMPANION LIFE	Life & AD&D Ins-September	57.00
33327	09/12/2016	CONSUMERS ENERGY	Monthly electric	8,050.38
33328	09/12/2016	CONSUMERS ENERGY	Annual Lease-Leaf Pile Pad	50.00
33329	09/12/2016	CORNERSTONE OFFICE SYSTEMS	Monthly Contract 9/4 to 10/3/1	100.62
33330	09/12/2016	CT ELECTRICAL SERVICES, INC.	Haymac Lift Stn-Replace Float	295.23
33331	09/12/2016	DEYOUNG LANDSCAPE SERVICE	Stage-Treatment #4	165.00
33332	09/12/2016	FORD, KRIEKARD, SOLTIS & WISE	August - police/general matters	2,215.90
33333	09/12/2016	KAL CO HEALTH & COMMUNITY SERV	HHW-2nd 1/4 2016	295.17
33334	09/12/2016	KAL KLEEN INC.	Carpet Cleaning - City Hall	301.00
33335	09/12/2016	KALAMAZOO OIL CO.	Fuel Charges 08/16 to 08/31/16	236.01
33336	09/12/2016	TREASURER CITY OF KALAMAZOO	Municipal Sewer - July	5,726.36
33337	09/12/2016	LINDE GAS NORTH AMERICA LLC	Monthly Comp Air & Compl Chg	27.23
33338	09/12/2016	MAINTENANCE MASTERS, INC.	Mowing of 426 Hercules-Hughes	263.00
33339	09/12/2016	NICHOLE MAXAM	Wedding Dep Refund-08/25/16	100.00
33340	09/12/2016	REPUBLIC SERVICES #249	Public Works - September	239.95
33341	09/12/2016	ROSE PEST SOLUTIONS	Pest Control - Contract	76.00
33342	09/12/2016	ROTO-ROOTER PLUMBING SERVICES	Auger Sewer Line Leaving Up RR	329.95
33343	09/12/2016	SEVERANCE ELECTRIC CO INC	Traffic Signal Maint-Aug 2016	120.00
33344	09/12/2016	ROCHELLE SOVA	Wedding Dep Refund-09/03/16	100.00

MEMORANDUM

To: Mayor Heasley, Vice-Mayor Britigan and City Commissioners
From: Dennis Durham, City Manager
Date: September 16, 2016
Subject: Water Plant Repainting

The Parchment water plant is in need of exterior repainting. The building was last painted in 2006 and is now suffering from severe paint flaking and cracking. The utility budget for FY2016/17 provided \$6,000 for this project.

Staff solicited pricing from three vendors to perform exterior power washing, caulking and two coats of paint. It is recommended that the City accept the low bid submitted by Devine Painting of Kalamazoo.

<u>Bidder</u>	<u>Cost</u>
Devine Painting	\$3,850.00
Palco	\$4,975.00
SBC Painting	\$7,500.00

Proposal

Devine Painting (269) 770-7762
 5125 Beverly Ave
 Kal. MI. 49001

PROPOSAL NO. 440
 SHEET NO.
 DATE 8.19.16

PROPOSAL SUBMITTED TO:

WORK TO BE PERFORMED AT:

NAME City of Parchment
 ADDRESS 650 S. Riverview
 Parchment MI 49001
 PHONE NO.

ADDRESS Brick building off 1120th St.
 DATE OF PLANS 2016
 ARCHITECT Exterior

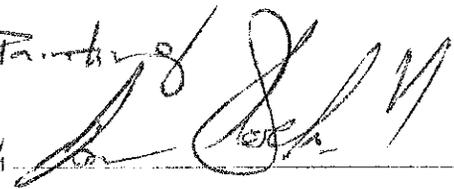
We hereby propose to furnish the materials and perform the labor necessary for the completion of

Prep - Powerwash Building w/ bleach solution
 Scrap areas where is needed + wire brush
 Conk cracks where is needed
 Spot prime with Exterior Black Filler
 Prime lintels where is needed
 Clean Up

Painting - 2 coats - Spray, Brush + Roll
 Main Building Color - Color of Choice
 Trim, 2 garage Doors, 4 Doors, + Sashes - Color to Match

Price includes Supplies + Labor Total \$3850.00
 Deposit \$1925.00
 Job Ending total 1925.00

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of Three Eight Hundred Fifty Dollars Dollars (\$ 3,850.00) with payments to be made as follows.

Checks to Devine Painting
 Respectfully submitted 

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon sinks, accidents, or delays beyond our control.

Respectfully submitted

Per

Note - This proposal may be withdrawn by us if not accepted within _____ days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature

Signature

Date

**INTERGOVERNMENTAL FIRE PROTECTION
HAZARDOUS MATERIALS INCIDENT RESPONSE AGREEMENT**

This Intergovernmental Fire Protection Hazardous Materials Incident Response Agreement, dated the ____ day of _____, ~~2010~~ 2016, between the undersigned municipalities, is as follows:

WHEREAS, the specialized services of a hazardous materials response team are above and beyond the normal response services provided on a reciprocal basis under the provisions of the Mutual Aid Fire Agreement entered into by the parties; and

WHEREAS, there is a need to facilitate and coordinate the recovery of the cost of response activity to hazardous materials incidents as permitted by Section 20126a (M.C.L. 324.20126a) of the Michigan Natural Resources and Environmental Protection Act, (NREPA) Public Act 451 of 1994; and,

WHEREAS, each party desires to enhance and improve responses to hazardous materials incidents occurring within Kalamazoo County, and,

WHEREAS, 1951 P.A. 35, as amended, being MCL 124.1 *et seq.*, provides that municipalities may enter into cooperative agreements to provide services to and for each other; and,

WHEREAS, this Hazardous Materials Incident Response Agreement is intended to assist the undersigned municipalities in providing timely and efficient responses to hazardous materials incidents within Kalamazoo County.

NOW, THEREFORE, in consideration of the mutual undertakings of the parties hereto, IT IS AGREED:

1. Definitions

- A. **Financial Custodian** means the custodian of response activity costs and annual dues as provided in paragraph 4 of this agreement.
- B. **Fire Chief** includes the fire chief, the fire chief's designated representative or such member of the fire department as is in charge of the fire department emergency and technical response personnel, or the chief of a public safety department or that official's designated representative.
- C. **Incident Management System:** The National Incident Management System (NIMS) required for managing a hazardous materials incident by state and federal regulation.
- D. **Member in Good Standing** means a municipality that has entered into this agreement and is current in the payment of dues and compliant with the obligations specified in this agreement.

4. Assisting personnel and units will be released and returned to their jurisdiction as soon as practical.

3. Membership Dues

Each municipal fire department serving a participating municipality or municipalities will be required to pay annual dues in the amount of ~~\$600.00~~ 1,400.00 per fiscal year.

- A. The municipal fire departments will be invoiced not later than October 1 for dues for the next calendar year. The department will be in arrears if the dues are not received by January 1.

4. Custodian of Dues and Recovered Costs

- A. The County of Kalamazoo will be the custodian of all dues and costs recovered pursuant to paragraph 9 of this agreement. The dues and recovered costs shall be placed in separate accounts and maintained in accordance with standard municipal accounting procedures.

5. Geographical Area of Coverage

The KCHMT shall provide assistance to any Requesting Department within Kalamazoo County. The KCHMT may also provide assistance to municipalities adjoining Kalamazoo County in which there is a written mutual aid agreement. All requests for KCHMT assistance outside of Kalamazoo County must be made by a requesting department that is on scene of the incident, or the Battle Creek Hazmat Team.

6. Personnel and Equipment Standards

KCHMT members and equipment shall meet the following minimal levels of training or recognized industry standards:

- A. All KCHMT members shall be certified to the Hazardous Materials Technician level by a representative of the municipality employing the member. However, the executive board of the KCHMT may approve team membership for individuals certified to the Hazardous Materials Operations level if such membership has been determined to provide a benefit to the team.
- B. Equipment used shall comply with all applicable rules and regulations including, but not limited to, CFR 1910.120, MIOSHA Part 432, and standards adopted by the executive board.

7. Training and Medical Examinations

This Agreement is effective as of _____, ~~2010~~ 2016, and shall continue in force until January 1, 2019, or dissolved by a majority vote of the governing bodies of the participating members. A participating member may terminate its membership with or without cause, upon thirty (30) days written notice to the other participating members. Such termination of membership shall not effectuate the dissolution of this agreement or the KCHMT.



STANDARD RENTAL SERVICE AGREEMENT

Location No. 725 Contract No. 8253 Customer No. 8253 Date
Customer CITY OF ARCHMONT Phone 616) 349-3285
Address 300 MAPLE ST City ARCHMONT State MI Zip 49004

UNIFORM RENTAL PRICING:

Table with 3 columns: Item #, Description, Unit Price. Rows include 00382 CARHARTT CARP JN (1.110) and 00935 COMFORT SHIRT (0.480).

- This agreement is effective as of the date of execution for a term of 60 months from date of installation.
The additional charges listed below are subject to adjustment by Company effective upon notice to Customer, which notice may be in the form of an invoice.
Name Emblem \$1.50 ea
Custom Emblem \$4.50 ea
COD Terms \$10.00 per week charge for prior service (if Amount Due is Carried to Following Week)
Credit Terms - Charge Payments due 10 Days After End of Month
Automatic Lost Replacement Charge: Item SM SHOP TWL-RED % of Inventory 9 \$0.53 ea.
Automatic Lost Replacement Charge: Item BATH TOWEL-WHITE % of Inventory 10 \$0.05 ea.
Minimum Charge \$25.00 per delivery.
Make-Up Charge \$2.75 per garment.
Non-Standard/Special Cut Garment (i.e., non-standard, non-stocked unusually small or large sizes, unusually short or long sleeve or length, etc.) premium \$0.15 per garment.
Seasonal Sleeve Change \$0.15 per garment.
Under no circumstances will the Company accept textiles bearing free liquid. Shop towels may not be used to clean up oil or solvent spills.
Shop Towel Container \$ per week.
Artwork Charge for LogoMat \$5.00
Uniform Storage Lockers: \$ ea/week, Laundry Lock-up: \$ ea/week Shipping: \$
Service Charge \$19.42 per delivery.
This Service Charge is used to help Company pay various fluctuating current and future costs including, but not limited to, costs directly or indirectly related to the environment, energy issues, service and delivery of goods and services, in addition to other miscellaneous costs incurred or that may be incurred in the future by Company.
Size Change: Customer agrees to have employees measured by a Cintas representative using garment "size samples". A charge of \$4.00 per garment will be assessed for employees size changed within 4 weeks of add-on or installation.
Uniform Advantage \$ per garment Premium Advantage \$ per garment
Uniform and Premium Advantage covers damaged garments needing to be replaced outside of normal wear. Uniform Advantage does not cover lost or unreturned garments. The Customer or Company may cancel Uniform Advantage at any time.
Other

FACILITY SERVICES PRODUCTS PRICING:

*Indicates bundled items/services

Table with 6 columns: Bundle*, Item #, Description, Rental Freq., Unit Price, Discount. Rows include 02160 SM SHOP TWL-RED (M, 0.330), 02720 BATH TOWEL-WHITE (W, 1.090), 09314 HVY DTY SCRUB SVC (M, 19.220), 09315 HVY DTY SCRUB REL (M), 09980 SOAP DISPENSER - WH (W).

- Initial and check box if Unilease. All garments will be cleaned by Customer.
Initial and check box if receiving Linen Service. Company may make periodic physical inventories of items in possession or under control of Customer.
Initial and check box if receiving direct embroidery. If service is discontinued for any employee, or Customer deletes any of the garments with direct embroidery for any reason, or terminates this agreement for any reason or fails to renew this agreement, Customer will purchase all direct embroidered garments at the time they are removed from service at the then current replacement values.
Initial and check box if declining the Uniform Advantage program.

Cintas Loc. No. 725 CUSTOMER: Please Sign Name
By BOWLE, Cameron Please Print Name
Title SSR Please Print Title
Accepted-GM: E-mail



Parchment School District
520 North Orient Street
Parchment, MI 49004
(269) 488.1050 PHONE
(269) 488.1060 FAX
www.parchmentschools.org

September 6, 2016

To Parchment City Council:

Parchment High School Student Council is seeking permission to host our annual Parchment Homecoming Parade on Friday, October 7 at 5 pm. We plan on starting at Kindleberger Park (arrange at 4 pm) work our way down Riverview, and travel up "G" Avenue finishing at Parchment High School.

We are also asking for permission to set off fireworks during half-time festivities of the homecoming game. We will be using the same fireworks company - American Traditions owned by Bill and Jerri Fayling.

If you have any questions or concerns, please contact our Student Council advisor Jodie Lugar-McManus at 488-1173.

Sincerely,

David Hoskins
Junior Class President

Parchment High School
Student Council
Attn: Jodie Lugar-McManus
1916 East G Avenue
Parchment, MI 49004
(269) 488-1173

Parchment High School
1916 East G Avenue
Parchment, MI 49004
(269) 488.1100

Parchment Middle School
307 North Riverview Drive
Parchment, MI 49004
(269) 488.1200

Central Elementary
516 North Orient Street
Parchment, MI 49004
(269) 488.1000

North Elementary
5535 Keyes Drive
Kalamazoo, MI 49004
(269) 488.1400

Northwood Elementary
600 Edison Street
Kalamazoo, MI 49004
(269) 488.1300

Barclay Hills
Education Center
1125 East Mosel Avenue
Kalamazoo, MI 49004
(269) 488.1470

Preschool &
Childcare Center
600 Edison Street
Kalamazoo, MI 49004
(269) 488.1360

MEMORANDUM

To: Mayor Heasley, Vice-Mayor Britigan and City Commissioners
From: Dennis Durham, City Manager
Date: September 16, 2016
Subject: Road Salt Delivery

RECOMMENDED MOTION

It is MOVED that the City Commission authorize the expenditure of \$4,500 for the first delivery of road salt from Marton Salt, Inc.

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 are scheduled to receive our first order of salt in the next 30 days.