

# THIS IS YOUR CITY OF PARCHMENT

## A Citizens Handbook



Parchment is a city with a rich history and strong sense of community. You will find that Parchment's high level of services and spectacular Kindleberger Park provide for a high quality of life. Part of understanding the community means quickly learning about local rules that impact your daily life. This information packet is provided to help you become familiar with our services and to be a good neighbor. Remember, quality neighborhoods benefit everyone by keeping our City an attractive, clean, and safe place to visit, work, live and raise families. The following is information about some of our most common questions—or sources of complaints. If you have any questions feel free to visit the following links below.

[www.parchment.org](http://www.parchment.org). [www.ktwp.org](http://www.ktwp.org) will bring you directly to the Police Department's website.

January 2016 - First Edition

Any corrections or recommended changes to this booklet? Please call City Hall at 269-492-3260.

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**CITY COMMISSIONERS**

Robert Heasley, Mayor .....  
345-3337

Robert Britigan, Vice Mayor .....

381-5957  
Eric Cronin, Commissioner .....  
921-2083  
Holly Evans, Commissioner .....  
921-1093  
Doug Fooy, Commissioner .....  
385-2631  
Terry Hageman, Commissioner .....  
344-5828  
Jon Heasley, Commissioner .....  
207-5285

City Commission meetings are held at City Hall on the 1st and 3rd Mondays of the month at 7:00 pm.

**CITY DEPARTMENTS**

City Hall .....  
349-3785  
City Hall FAX .....  
345-5441  
City Manager Nancy R. Stoddard .....  
492-3263  
City Treasurer/Clerk Shannon Stutz .....  
492-3262  
DPW Superintendent Joseph Bonhomme .....  
349-3785  
Fire Chief Joseph Bonhomme .....  
342-1622  
Reception/Utility Billing, Wendy Gaul .....  
492-3260  
Assessor, Michael Richmond .....  
349-3785  
Police .....  
349-5921  
Silent Observer .....  
343-2100  
Emergencies - Dial 911

**GETTING INVOLVED IN YOUR COMMUNITY**

There are many great ways to get involved with your community, such as joining your neighborhood association, coaching, mentoring, Garden Club, Friends of the Library, volunteering with a human service organization, or serving on a citizen committee or advisory board.

Kalamazoo County Convention and Visitors Bureau, 488-9000 or toll free 800-888-0509, [www.DiscoverKalamazoo.com](http://www.DiscoverKalamazoo.com)

City Advisory Boards (\*see list below)

**ACTIVE CITIZEN BOARDS AND COMMISSIONS\***

Assessing Board of Review: Reviews property assessment rolls.

Zoning Board of Review: Assists with interpretations of zoning codes and appeals process.

Planning Commission: Recommends land use policy and helps implement the zoning ordinance.

Zoning Board of Appeals: Hears appeals regarding the zoning ordinance.

Election Workers: Assist during elections.

Kindleberger Arts Alliance: Assists on planning of the Kindleberger Summer Festival of the Performing Arts along with the free summer concert series.

Community Events. Volunteers are always needed for Wassailing, the Kindleberger Summer Festival of the Performing Arts along with the free summer concert series.

\*For more information on roles, meeting times and membership, consult the City Manager, or on the City's website. If you are interested in serving on one of these boards, contact the City Manager at 492-3263, or visit the City's website and fill out an Application.



A great city is built by the sacrifice of volunteers that give it a spirit of community. The City of Parchment encourages its citizens to find ways to make a difference in the Parchment community. Opportunities range from community beautification projects, event staffing, department assistance to board and commission openings. There are also opportunities to give financially to support non-core services such as operation of Kindleberger Summer Festival of the Performing Arts and Summer Concert Series and planting of City flowers.

**SCHOOLS**

Parchment Public Schools:

Parchment High School .....  
488-1100

Parchment Middle School .....  
488-1200

Parchment Central Elementary School .....  
488-1000

Parchment "Barclay" Community Alternative Education .....  
488-1470

Parchment North Elementary .....  
488-1400

Parchment Northwood Elementary .....  
488-1300

**PROPERTY MAINTENANCE STANDARDS & KEY POLICIES**

Part of understanding your community and being a good citizen means learning about local rules that impact your quality of life. Quality neighborhoods benefit everyone by keeping our City an attractive, clean, and safe place to live and raise families. The following is information on some of our most common questions and/or sources of complaints and the departments to call. (Area code for all listed phone numbers is 269). Parchment City government is here to serve you, and City administration is committed to making it as easy as possible for you to obtain the city services you need. Keeping citizens and businesses informed and involved makes the city a better place to live and do business.

City Hall Administration is open Monday through Friday 8 AM to 5 PM. The Fire Department is employed by paid on call volunteers and employees do not have regular office hours. For all police and fire emergencies dial 911. All non-emergency calls during 8-5 business hours are as follows, Kalamazoo Township Police Dispatch: 343-0551; Police Administration: 567-7523; Parchment Fire Department: 349-5118.

Kindleberger Park is open to the public from dawn until dusk from April to November depending on the weather. All citizens must follow established City policies, local Ordinances, and State Law. The following are examples of some rules that are enforced in the City of Parchment. If you would like additional information, you may contact Parchment City Hall at 269-349-3785.

**ADDRESSING:** To help friends, neighbors and emergency vehicles find you, all buildings should have address numbers posted on the building so that the numbers are visible from the street. The numbers should be at least two inches high and set on a contrasting background to make them stand out.

**ANIMALS and ANIMAL WASTE:** You may have up to three adult dogs and four adult cats in the City. Dogs must be licensed, and animals may not roam. Dogs must be leashed when off your property, and you must clean up after your pet at all times. City Ordinance requires collection and proper disposal of animal waste. Dog licenses are available for purchase at Parchment City Hall from January to March 1<sup>st</sup> only and you must show rabies vaccination within 6 months and proper spaying or neutering paperwork. Roosters are not permitted, however residents may keep up to three chickens on a non-commercial basis that are utilized exclusively by the person(s) occupying a one-family dwelling as a locally grown food source for the consumption of eggs or meat. No person shall keep chickens without first securing a permit from the City on a form provided and paying a permit fee as prescribed by the Parchment City Commission by Resolution. Ownership of livestock, wild and exotic animals is not permitted. For more information, contact City Hall at 349-3785. For additional restrictions on dangerous dogs, contact Kalamazoo County Animal Services at 383-8775.

**ANIMALS: NUISANCES, WASTE AND ODORS:** Any person in control of an animal within City limits is responsible to properly dispose of the animal’s waste. No person shall permit the odor of animal waste to emanate from their property. A nuisance shall be declared if the odor of animal waste is sufficiently strong so as to be smelled from neighboring properties or from the street in front of that person’s property. No person in control of, in possession of, or

being the owner of any dog shall permit said dog to utter a continued sound or frequent sound which shall cause disturbance, discomfort or inconvenience to any person in the vicinity of said continued or frequent sound.

**BICYCLES:** Bicycle theft is an ongoing problem in every community. Unlike car thefts, most bicycle thefts occur in broad daylight and in a matter of minutes. Most bicycle thefts can be prevented by taking simple precautions. You can also substantially increase the chances of recovering your bicycle should it be stolen.

Be sure to report your lost or stolen bicycle to the Kalamazoo Township Police Department by calling 269-349-5921 twenty-four hours a day, seven days a week. Be sure to include in your report details about color, make, model, bicycle serial number, registration number, and other unique identifiers. These details will aid in the identification and recovery of lost or stolen bicycles and return to their rightful owners. A valid state ID card or driver's license and proof of ownership will be required for a bicycle to be released to you. Proof of ownership includes a receipt of purchase; a serial or registration number; or a picture of the owner and the bike. Try following this simple common sense approach to prevent bicycle theft:

- **ALWAYS** lock your bike with a good quality lock even if it's not being used and sitting in your garage. Never leave your unlocked bicycle unattended even "just for a minute."
- Save the serial number and bike description in a safe place. The police will need this information in the case of a theft.
- Save the purchase receipt to prove ownership should the bike turn up in a pawn shop.



**BLIGHT:** What are the policies for ensuring Parchment properties are maintained and our neighborhoods clean? Parchment City Ordinance number 192 was adopted by the City Commission to promote and protect the health, safety and welfare of the residents and property owners of the City of Parchment by regulating, preventing, reducing or eliminating blight within its city limits. All ordinances are available for review on the City website at [www.parchment.org](http://www.parchment.org). Items like building materials, car parts, tires, household items, tools, appliances, dismantled machinery, scattered trash, cardboard, domestic waste, or yard waste may not be openly stored in yards. If such items are not disposed of properly, or properly stored (i.e. in a garage or shed), City Hall or the building inspector will initiate a violation notice by mail. If not taken care of by the property owner, the City may clean the property at the owner's expense and/or ticket the responsible party.

**BRUSH PICK UP:** The City will provide monthly brush pick up for residential properties from March through December. The dates for monthly brush pick up will be set by the City Commission for the first Monday of each month. Brush means trimmings from trees, bushes and hedges, including tree limbs and branches, from a person's property provided that they are not an entire tree. No person shall place brush for pick up in violation of the following regulations: (a) all brush to be picked up must be no longer than eight feet with a maximum diameter of six inches; (b) that brush must not block the sidewalk or protrude into the street;

(c) Brush may not be placed on the curb lawn more than seven days before the scheduled pick up date. Brush not placed on the curb lawn by 7 AM on the pickup date will not be picked up.

**BUILDING INSPECTOR.** Any questions regarding carports, sheds, raising chickens and/or fences may be directed to Parchment City Hall at 269-349-3785. The Building Inspector for the City of Parchment is KABA-Kalamazoo Area Building Authority, 269-216-9511 who is available to answer any questions.

**BURNING:** Open burning is strictly prohibited in the City, except as set forth: fires in portable outdoor fireplaces are permitted under the following conditions: the fireplace must be located in a clear area of the yard a sufficient distance from all structures and flammable materials and no closer than 20 feet of any property line, located on or close to the ground and shall be no larger than 30 inches in diameter under the direct supervision of the property owner or designee. Fires are not allowed when they create smoke or odor that causes a nuisance. The portable outdoor fireplace may only be used to burn seasoned firewood. Burning of trash, refuse, rubbish, garbage, brush, leaves, grass, paper, building materials and other debris is prohibited.

**CHRISTMAS TREES:** Unadorned trees are recyclable and should be placed next to recycling bins, but not inside any Republic bins. Trees will actually be picked up by the garbage driver but removed at the Transfer Station for Recycling as not to contaminate items already designated as recycling. You may put unadorned trees out for pickup each Wednesday of January, prior to January 30<sup>th</sup>. Trees cannot be placed inside of any carts or Republic will not be able to take it and as always, pickup ends the last Wednesday of January. Trees however must be cut to no more than 4 feet in length to fit into the garbage truck's hopper.

**CITY HALL HOLIDAYS:**

April 14, 2017- Good Friday

July 4, 2017 - Independence Day (observed)  
Day

November 23-24, 2017 - Thanksgiving  
- Christmas

May 29, 2017 - Memorial Day

September 4, 2017 - Labor

December 25-26, 2017

**CITY REMINDERS**

Remember to change the batteries in your smoke detectors.

Remember to cut your grass. Grass or weeds over ten inches is a violation of City Ordinance.

Remember to keep your sidewalks clear of all snow and ice.

Curfew: under 17 years of age 10pm in the City (11pm in the County)

**CITY HALL**

Everyone is welcome at City Hall. Commission Meetings and Elections are held here as well as the Planning Commission, Zoning Board of Appeals, Board of Review and Kindleberger Arts Commission. We respectfully ask that you park only in designated parking spots which are all relatively close to the front door and drop box. Parking anywhere else in the parking lot is dangerous due to the Fire Department. We wouldn't want an incident as one of our volunteer firefighters responds to an emergency call. It should be noted it is a misdemeanor to leave a running unattended vehicle. Also this private parking lot is not to be used as a thru-street. There have been many close calls that could cause serious injury if speeding through the parking lot, again, it is not a street. The City Marque and Bulletin Board are only for government use and at the discretion of the City Manager. Accepting credit cards has significantly increased our customer service time. If you are waiting in line to drop off a payment, please drop it into our drop-box located to the right of our front door. There is not enough room at the front counter for more than one person and dropping payments into the drop-box is the most safe and easy.

**CITY WEBSITE:** City of Parchment official website: [www.parchment.org](http://www.parchment.org). On the City website you will find contact information, a brief history of the City, local news, a community calendar, tax information, Commission Agendas and Minutes, Ordinances, water and sewer information, links to popular sites such as the Parchment Community Library, Parchment School District and Kindleberger Festival and much more. Photos of beautiful Kindleberger Park as well as reservation applications for the Gazebo/sunken garden, Stage and/or one of five Pavilions. There is also a link to report potholes and any other problems.

**CURB LAWNS:** (area between the street and sidewalk). This area is City-owned, but must be maintained by the property owner (mowed, kept free of trash, etc). Any trash, recycle or yard waste must be in approved containers and must not be placed out until 7:00 p.m. the night before your scheduled trash pick-up. Bulk trash items for pickup must have a bulk refuse sticker on each one (stickers for purchase at City Hall). Items not removed may be picked up by the City, with costs and fees charged to the property owner.

### **CURBSIDE COLLECTION**

The City of Parchment curbside collection services include monthly curbside brush collection, spring cleanup and fall leaf pickup. These programs are for single residential properties only. For additional information on any of the following services, contact City Hall at 349-3785.



This program includes the monthly collection of brush, a pickup of Christmas trees in January and the collection of leaves from October 1 to December 1 on an as-needed basis. Residents are asked to have brush at the curbside by 7 a.m. on the first Monday of the months April - November. Branches and brush must be no longer than eight (8) feet in length, no greater than 6 inches in diameter and stacked in neat piles along the street. Branches or brush in excess of 8 feet in length or 6 inches in diameter, lumber, timbers, roots, railroad ties, firewood, brush generated from large tree removal, building material or tree stumps will not be collected. The collection equipment cannot handle these items.

**GARAGE SALES:** Garage and yard sales shall only offer privately owned articles that shall not include merchandise for resale. A single dwelling unit shall not have more than two sales per year and each sale shall not be more than three days in length. A garage sale sign shall not be erected more than 24 hours in advance of the sale and must be removed at the conclusion of the sale. No signs are allowed on public property and can only be placed on private property with the owner's permission. Under no circumstances shall any sign be attached to utility poles, traffic or street light support poles, trees, etc.

**HOUSEHOLD HAZARDOUS WASTE:** The City of Parchment participates in the Kalamazoo County Government Household Hazardous Waste Program. This is a free service provided through the Kalamazoo County Human Services Department. For more information on drop off locations and accepted materials, please call the Information Hotline at 373-5211.

**HYDRANT FLUSHING PROGRAM:** The City of Parchment, Public Services Department, Water Division, would like to inform its customers and local residents that the 2016 Annual Hydrant Flushing Program will commence on May 11-12, 2017 in the spring and approximately October 12-13, 2016 in the fall. During this time period, Public Services Department personnel will flush the hydrants and mains to purge them of accumulated sediments. While flushing does not affect the safety of the water supply, tap water may appear cloudy or discolored immediately after flushing. The City is advising residents to run their taps until the water runs clear again, and is discouraging them from using their washing machines after the day of flushing for 24 hours, since clothing may become stained.

Periodic flushing is necessary to get rid of deposits that form inside the water mains. Over time, tuberculation (oxidation buildup) forms on the inside of water distribution pipes, narrowing the path that water can flow through to individual homes and businesses. Flushing stirs up water in the mains and forces water and sediments out. By widening the path that water can flow through the mains, the flushing program will improve water flow, thus enabling the City to better meet the needs of fire personnel. Another goal of this cleanup program is to make sure that all water supply systems work, including pumps, storage tanks, mains, valves and hydrants.



**JUNK VEHICLES:** Vehicles must be licensed, operable and in good repair. The Police Department may tow inoperable or unlicensed vehicles. To report unlicensed or junk vehicles, call the Police Department at 269-349-5921.

**LAWN CARE AND PROPERTY MAINTENANCE:** City Ordinance 150 requires grass and/or weeds to be cut if it exceeds ten (10) inches. The City reminds residents and businesses of the importance of keeping grass and weeds mowed during the spring, summer and fall seasons. Please take the time to properly maintain your property by controlling weeds and keeping lawns mowed on a regular basis. City ordinance requires it and your neighbors will appreciate it! Section 38-32 states no person shall deposit, dump, place or scatter any refuse within the City.

State law prohibits the commingling of yard waste and garbage. Contact Parchment City Hall for seasonal yard waste service or to purchase thirty gallon yard waste bags and special sticker to have the bag removed.

Continued maintenance of buildings (roof, paint, siding, porches, etc.) is the responsibility of the property owner. Fences and walls must also be kept in good repair. For information on the property maintenance code, call AGS - Associated Governmental Services at 269-629-0600.

**LEAF PICK UP:** The City will provide leaf pick up in the fall and spring. The dates of pick up will be determined by the City Commission. Notice of leaf pickup days will be provided in a manner approved by the Commission. No person shall place leaves for pick up contrary to regulations: only leaves shall be placed for pickup and cannot be combined with any other materials such as brush or yard waste.

**PARCHMENT FIRE DEPARTMENT.** Interested in becoming a paid on-call firefighter? Come learn about the Parchment Fire Department and what you can do to serve your community! Contact City Hall at 349-3785 for more information.

**PARCHMENT WATER SERVICES:** You are responsible for contacting City Hall to establish a water account when moving in to Parchment. You are also responsible for contacting City Hall when moving out, so your account may be closed and a final bill issued. Utility Bills are mailed the first of the following months: January, April, July, and October. If you do not receive a bill, please contact City Hall as the City is not responsible for mail that is not

delivered or received. Failure to receive a bill does not waive past due penalty. Bills not paid at time of final notice will have water services terminated until the account is brought into compliance. There is a \$30 shut off/turn on fee and you must make contact with City Hall to have services restored. For your convenience, we have provided a 24-hour drop box located next to the entrance of City Hall. You must include the stub with your payment for correct crediting of your account. You may now pay your utility bill on-line with a credit or debit card. All items may be paid via debit/credit card in person at City Hall. No surcharge with a debit card and only 2% with a credit card. (Mastercard, Visa, American Express and Discover). There is a lot of important information on your utility bill. Not only is it important for year-end tax purposes, keeping track of your water usage and as a comparison in case of leaks, but often notice of City events is written on your bill. If you are a regular yard waste customer, your seasonal fee will be on your April 1 utility bill each year. City Ordinance 126, Section 58-107, states it shall be unlawful for any person to obstruct free access to water meters or other fixture related to the providing of water service owned or operated by the City of Parchment. Tips: Trying to call at the end of the day on the due date does not guarantee you will get through due to the high volume of calls. It is never a good idea to drop your payment in the dropbox after 8am on the shutoff day. Shut off day is exactly that, the day your water will be shut off for non-payment, it does not mean it is the last day to pay your bill.

**PARK RESERVATIONS:** To reserve a picnic shelter for a private event, schedule a wedding either at our sunken garden and gazebo or at the Stage on Scout Hill in beautiful Kindleberger Park, contact City Hall at 349-3785. A Special Event Permit is required for a public event held on City property. Contact City Hall at 349-3785.

**PARKING AND STORAGE:** For safety reasons we ask that you only park in assigned parking spaces at City Hall. Should a rescue or fire call be dispatched, illegally parked vehicles could cause an accident or hamper the service time of a rescuer. This is a parking lot and not a street or short cut to get to Shoppers Lane.

There is no overnight parking on any City streets. This is enforced in the City of Parchment between the hours of 3 AM and 6 AM. Please help our snowplows and street sweepers keep our streets clear. Other ticketable offenses include parking against traffic, parking on a sidewalk, parking in front of a drive or on the curblawn. There is no parking on the grass in Kindleberger Park or within 15 feet of a fire hydrant. There is no parking on the South side of Parchment Avenue. No parking is ever allowed on any grass.

No motor vehicle shall be kept, parked or stored in any district zoned for residential use, unless the vehicle is in operating condition and properly licensed or is kept inside a building. Many homes have single car driveways so it is a good reminder to know it is a violation of City Ordinance to park in any grass; section 12.7 reads: Parking is allowed only on an improved and clearly designated driveway, and shall not be on lawn or landscaped areas. Utility trailers, RVs and other recreational vehicles cannot be parked on the grass or lawns. Parchment City Ordinance 186, Section 12.143 regulating parking and storage of recreational and utility vehicles on residential property states: There shall be no parking or storage of utility trailers outside a garage or wholly enclosed building within the front yard areas [only on a clearly designated driveway] for more than 96 hours within any 30 day period and never on the grass.

No person shall allow a vehicle to stand unattended without stopping the motor, locking the ignition and removing the keys. The complete City of Parchment Code of Ordinances is available for review at City Hall or on our website at [Parchment.org](http://Parchment.org).

**PERMITS:** Building Permits are needed to remodel, wire, plumb, change heating and cooling systems, construct buildings, install a pool over 24 inches deep, building inspections, and to work in the public right-of-way. Contact KABA - Kalamazoo Area Building Authority at

269-216-9511. Permits are not needed to change out roofing unless you are structurally changing any portion.

**PET WASTE AND WATER QUALITY:** Kindleberger Park is one of the most popular parks in Kalamazoo County. Visitors enjoy jogging and walking with their dogs. However pet waste has become an issue in the Park and throughout the City. When walking your pet, remember to pick up the waste and dispose of it properly. That means by placing it in a bag and then into a trash bag (double bagging).



Pet waste left to decay on sidewalks, lawns, or common areas is unhealthy for people and the environment. Rain and melting snow can wash waste into storm drains and streams making them unsafe. Pet waste frequently contains bacteria and parasites which can severely sicken people, pets, and wildlife. Flies may also spread diseases from animal waste. Most importantly, pet waste may carry disease-causing organisms, which make water unsafe for swimming or drinking. Picking up after your pet is the law [Parchment City Ordinance No. 167, Sec. 10-22], with a \$25 to \$200 fine for non-compliance. It's a law that is easy to comply: just bring along a plastic bag when you walk your dog. It's the pet owner's responsibility to leave no trace of his pet for others to step in or to foul sidewalks and gardens. Most of all - it's the law! No person shall permit the odor of animal waste to emanate from their property as well and dogs must be leashed at all times. Please remember, clean water must be everyone's responsibility.

**SCHOOL CROSSING SAFETY** - With a fresh start of the school year, let's take a moment to reflect on the safety of our children and how important the role is of School Crossing Guard. Adult school crossing guards play an important role in the lives of children who walk or bicycle to school. They help children safely cross the street at key locations and are role models in helping children develop the skills necessary to cross streets safely at all times. They also remind drivers of the presence of pedestrians. We need the help of every citizen to protect our school children and school crossing guards. Too many drivers are distracted by eating or drinking behind the wheel, using cell phones or simply not paying attention. There also are increasing incidents of aggressive driving. Unfortunately, most unsafe driving in school zones is by drivers who use the streets most often. An important reminder is that school crossing guards always have the right of way. The City of Parchment employs two school crossing guards who are presently deployed at two different intersections in town. Collectively, these individuals go above and beyond the call of duty—in all kinds of weather and faced with all types of drivers. They act as friend and educator, instilling principles of pedestrian and traffic safety as they shepherd the children safely on their way. Being a school crossing guard is rewarding, part-time work that makes a positive contribution to the safety of our children. If you'd like more information, contact Parchment City Hall at 349-3785.



**SEVERE WEATHER SIREN.** The Severe weather siren is tested on the first Saturday of every month at 1 PM. If you hear the siren at any other time, take cover.

**SIDEWALKS:** Sidewalk maintenance is the responsibility of the property owner. Sidewalks should be shoveled, free of overhanging shrubs or branches, and not blocked by vehicles. We are all pedestrians and benefit from having a safe, clear, and continuous path to travel. Local Ordinance requires property owners keep sidewalks clear of snow and ice. Please do your part this upcoming winter season.

**SKATEBOARDS, SCOOTERS, ETC.** Skateboards, scooters, roller skates, etc. are only allowable for use in Kindleberger Park. State law prohibits their use on any street or highway.

**SOLID WASTE RESOLUTION:** The City of Parchment is able to offer low cost garbage service due to the strict requirements set in the Solid Waste Resolution. Wednesday is the scheduled collection day unless the following holidays are observed on a Monday, Tuesday or Wednesday, whereby service will be delayed by one day. Those holidays are: Christmas, New Years Day, Memorial Day, Fourth of July, Labor Day and Thanksgiving. Loose garbage must be bagged within your cart. Keep the cart at least four (4) feet from any other objects such as other Republic carts, mailboxes, low hanging wires or tree limbs, with the opening toward the road.

Recycling is collected every other week on Wednesday unless an observed holiday delays it a day. Residential recycling is a mandatory charge if you chose to recycle or not. Cardboard boxes must be broken down and cut into 2 x 2 foot squares. Pizza boxes are an acceptable item to recycle if they are free of all food particles. Detailed brochures are available at City Hall.

State law prohibits the commingling of yard waste and garbage. Contact Parchment City Hall for seasonal yard waste service or to purchase thirty gallon yard waste bags and special sticker to have the bag removed.

While no refuse shall be placed for collection earlier than 8:00 PM on the day prior to the collection day, City Ordinance requires your cart at the curb by 8:00 AM on the day of collection and removed from the curbside no later than 8:00 PM the same day. If your bin is not to the curbside by 8:00 AM, Waste Services will not return to collect it. **Carts can never be permanently left at the curb.** Please bag as much trash as possible and put all trash in your cart. Waste Services will not pick up more trash than can fit in each bin with the lid closed. Any extra waste must be put into specially marked bags available at City Hall. Please keep your cart at least 3-4 feet from any object such as cars, light posts, other bins, trees and mailboxes. Placing your cart with the opening towards the road will help close the lid properly and help placement when setting the cart back down. Hazardous items are not picked up and you should call the Household Hazardous Waste Center at 373-5211 for information.

Residential Recycling Guidelines have broadened and additional items are now recyclable. **Recyclables are picked up every other Wednesday.** Recycle bins are covered under the same ordinance as garbage bins in that they cannot remain at the curbside, but placed at the curb by 8:00 AM on the day of collection and removed from the curbside no later than 8:00 PM the same day. All questions, comments and problems should be directed to Parchment City Hall by calling 349-3785. The Solid Waste Agreement contract calls for any issues to be handled within 48 hours.

**SPRING CLEANUP:** Each spring the City of Parchment conducts the Spring Cleanup Program, giving residents the opportunity to reduce household clutter and get rid of unwanted materials by placing them in the curblawn for pickup. Those pickup dates are usually the last Wednesday and Thursday of April, once through the City each day for all non-hazardous items. Anything placed at the curb after 8 AM on Thursday, will not be picked up and is your

responsibility to remove. Forget something? Come to City Hall for a bulk garbage tag and have that unwanted item removed on Wednesday for only \$12.

**STORM WATER SYSTEM:** Quick intense rainstorms can cause water ponding on streets and clogged storm drainage grates are a major cause of storm water ponding during rain storms. The City of Parchment reminds property owners of the need to inspect and clean street gutters and storm drainage grates abutting their property on a regular basis.

- Don't blow grass clippings, leaves or debris into the street. When it rains, storm water carries these materials down the gutter to the nearest drainage grate, oftentimes clogging the grate.
- Periodically inspect grates abutting your property and remove accumulated debris. Major maintenance needs can be reported to the Department of Public Works at 349-3785 or via email at [records@parchment.org](mailto:records@parchment.org).
- Never pour used motor oil, chemicals or foreign substances into drainage grates or street gutters.
- Never use a street drainage basin as "garbage collector" or for pet wastes.



These simple preventative actions will help to keep the storm water system functioning at a maximum level and minimize storm water ponding in the street and potentially onto private property. The City of Parchment thanks you for helping to maintain the integrity of the storm water system.

**STREETLIGHTS:** To report streetlight outages, contact Consumers Energy at [www.consumersenergy.com](http://www.consumersenergy.com) or 1-800-477-5050. You may also call City Hall at 349-3785 and they will report outages to Consumers Energy if you provide specific location information of the problem AND the pole number. City Hall is responsible for the green decorative lighting.

**SWIMMING POOLS:** For the protection of the general public, any swimming pool, fish pond or artificially constructed body of water which contains 18 inches or more of water in depth at any point shall be enclosed by a fence not less than four feet in height above grade level. It should be noted that according to the Michigan Residential Building Code, any swimming pool, hot tub or spa over 24 inches in depth requires a building permit. The building department may be reached at 269-629-0600. Fence permits are required and are available at Parchment City Hall or on the City's website.

**TAXES.** March 1 of each year you are mailed a property assessment from the City Treasurer. It is important that you maintain this document for year-end tax purposes. It is also advisable to maintain your utility stub, especially if you maintain a business within your residence such as daycare. Soon after receiving your Assessment is Board of Review, your only opportunity during the year to contest your Assessment. Tax bills are mailed July 1 due August 14 in the summer and mailed in the winter on December 1 due February 14.

**TREES:** Trees in the City right-of-way (generally the area between the sidewalk and curb) are planted and maintained by the City. Please report dangerous trees, downed limbs or diseased trees at 269-349-3785. Trees on public property may not be removed or trimmed. Fallen limbs from private trees onto public areas are the responsibility of the property owner.

**VACATION SERVICES:** Is there anything I should do if I intend to be absent from my home longer than two weeks or at least three months?

If you are taking an extended vacation or fly south for the winter, the City offers services to help protect your home in your absence.

- **Security Check** triggers officers to watch your house while driving by on patrol and to sometimes walk around to check closer. If we think there might be a problem at the house, we'll call your listed contact person. Contact the Kalamazoo Township Police Department.
- **Water Turn Off suggested inside your home**, if a leak occurs, a lot of damage could occur inside the house before your caretaker discovers the problem.
- **Trash Suspension** in three month increments will save you money to spend while on vacation.

**VOTING:** Please register at the City Clerk's Office or with the Secretary of State. Elections are held at Parchment City Hall.

**WASTE SERVICES:** All trash carts and yard waste carts must be out to the curblawn by 8:00 AM on Wednesdays. Republic does not return to the area if you do not have your trash out on time. The biggest reason for this is when a back-up drivers covers our route due to illness or scheduling. They may do the route differently and your trash will be left to sit another week if not out by 8am. I found it easier to put out the evening before. Republic also will not pick up more trash than can fit within the confines of your carts with the lid closed. Extra trash must be placed in Republic garbage bags which are available at City Hall. Please address any waste removal concerns to City Hall who will act as liaison with Waste Services if you were missed, have a cracked cart or missing or broken wheel. City Ordinance 151 section 38-31 states while no refuse shall be placed for collection earlier than 8:00 PM on the day prior to the collection day, it **MUST** be out by 8:00 AM on the day of collection and removed from the curbside no later than 9:00 PM the same day. Bins cannot be permanently left at the curb and can never be placed in the roadway.



**WINTER:** In preparation for winter, please remember to drain and store garden hoses. If snow covers them, a meter reader could stumble on them. Do not plow snow into or across a street, please keep it on the lot it falls upon. Hard-packed snow in the street could spin a vehicle out of control, potentially injuring someone. Leaving town for the winter or an extended vacation? Alerting our Police Department will help protect your home. You may also suspend your garbage service for extended absences of three months or more. Clearing sidewalks of snow is an important safety concern and Ordinance requirement for all business and residential customers. Garbage and recycle carts cannot be placed for pickup in the

roadway. A spot must be cleared away on the curblawn for these items as they also cannot teeter on snow piles. The City recognizes that residents and property owners may not be aware of these ordinance restrictions. This information is intended as a friendly reminder and your cooperation is appreciated.

**YARD WASTE:** means grass clippings, fallen leaves, weeds, flowers, leafy plants and other vegetation, dead, alive or dormant. The City of Parchment does not pick up yard waste. Yard waste may be disposed of by purchasing a yard waste tag and bag at City Hall or you may rent a yard waste container. Yard waste is collected weekly in a 95-gallon cart from April through November. The yard waste cart is picked up on your regular trash day and may not be placed at the curb until 7:00 p.m. the night before and never permanently left at the curb.

**UTILITY CONNECTIONS:** Water and Sewer Services are provided by the City of Parchment. You can sign up for service by contacting the Water Department at City Hall, which is located at 650 S. Riverview Drive., 269-349-3785. You will need to have a picture ID. If a land contract is involved, you will also need proof of the registered contract and a copy of your lease if you are renting. Please contact City Hall as soon as possible at 349-3785 with any water or sewer line problems. Call us first to avoid any unnecessary charges. For an afterhours emergency you will have to call the Police Department at 349-5921 who will dispatch the appropriate personnel.



Electric Service Provided by Consumers Energy, [www.consumersenergy.com](http://www.consumersenergy.com)

Local news: Kalamazoo Gazette, MLive Media Group [www.mlive.com](http://www.mlive.com).

*With a friendly home town atmosphere, Parchment invites you to visit, work, and raise your family. We have a vibrant downtown and offer many business opportunities. With our beautiful park, trails and abundant natural beauty, Parchment is the perfect place to enjoy Michigan's outdoors. In every season, Parchment is your place for outdoor adventure. Thank you for your interest in the City of Parchment.*