



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

FEBRUARY 20, 2017

7 P.M.

PARCHMENT CITY COMMISSION

MAYOR ROBERT B. HEASLEY
COMMISSIONER TERRY HAGEMAN
COMMISSIONER JON HEASLEY
COMMISSIONER ERIC CRONIN

VICE MAYOR ROBERT D. BRITIGAN III
COMMISSIONER DOUGLAS FOODY
COMMISSIONER HOLLY EVANS

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 February 6, 2017 – Accept
- B. City Commission Special Meeting Minutes of February 4, 2017 - 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. 1329 – Accept

7. UNFINISHED BUSINESS

8. NEW BUSINESS

- A. Draft Commission Goals & Objectives for FY2017/18 – Approve
- B. Resolution Designating Enforcing Agency and Building Official – Adopt
- C. Appointment of KABA Board Representatives - Approve

9. BOARD AND COMMISSION REPORTS/MINUTES

- A. KAC Meeting Minutes for February 6, 2017 – Information Only

10. 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.

11. MAYOR AND COMMISSIONER COMMENTS

12. CITY MANAGER COMMENTS/REPORTS

13. ADJOURNMENT

**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY
COMMISSION HELD ON MONDAY FEBRUARY 6, 2017.**

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 Cronin, Evans, Fooy, Hageman and Heasley. City Manager Durham, Treasurer/Clerk Stutz, and City Attorney Soltis.

Absent None.

3. Minutes

Moved by Commissioner Hageman, supported by Commissioner Heasley to approve the Minutes of the January 16, 2017 regular meeting.

Motion Carried.

4. Additions or Changes to the Agenda

Add item 8E – Appointment to Kindleberger Arts Committee.

5. Citizen Comments

Deb Lawson, 507 Keyes, thanked the City for the Neighborhood Watch signs. She reminded everyone of the next meeting on 2/13/17 at 6:30 pm in the Library. All are welcome, she was hoping for Lieutenant Ergang to be there.

Mike Conner, 1150 Parchmount, asked for an update on the Jeeps in disrepair on Parchmount. City Manager Durham explained that citations had been issued, and also that the property in on the delinquent tax list.

6. Consent Agenda

A. Moved by Vice Mayor Britigan, supported by Commissioner Cronin to receive the consent agenda items. **Motion Carried.**

Dave DeBack, representative of the Kalamazoo Bicycle Club, presented a copy of an ordinance that the Cities of Kalamazoo and Portage as well as Oshtemo Township have all passed similar ordinances ensuring safe passing of cyclists on local roads. He noted there has been no action yet at the state level to address safety of cyclists, so clubs are approaching local municipalities to enact the 5 foot passing ordinance. Per Mr. DeBack, ordinances have also been passed in Ann Arbor, Traverse City and Grand Rapids as well.

7. Unfinished Business

None.

8. New Business

A. Request to pay February credit card statement in the amount of \$3484.42 - approve. Moved by Commissioner Cronin, supported by Commissioner Hageman to approve the payment of the February credit card statement to 5/3 Bank. **Motion Carried.**

B. Request to enter into an agreement to purchase property with LC Howard LLC. Commissioner Hageman asked if the property becomes ours after 18 months, how will we take care of it when we already have Bellisle to tend? Commissioner Cronin suggested language for a mutual discussion at 18

months instead of purchasing for \$1. Commissioner Heasley shared Commissioner Cronin's concerns, and how it appears to the City's new property owner, but he noted "we were elected to protect taxpayers". He suggested first right of refusal instead. Discussion ensued, no action was taken.

- C. Request to join the Kalamazoo Area Building Authority - approve. Mike Alwine, KABA building official, was present to answer Commissioner questions regarding the agreement. Commissioner Heasley noted the fee schedule is higher than our previous vendor, but he was fine with that based on personal experience with said vendor. Vice Mayor Britigan expressed his full support of the agreement. Moved by Commissioner Hageman, supported by Vice Mayor Britigan to approve an agreement and by-laws to join the Kalamazoo Area Building Authority, and authorize the City Manager to execute all documents related to this action. Roll call vote was as follows:
Ayes: Britigan, Cronin, Evans, Fooy, Hageman, J Heasley, R Heasley.
Nays: None.
Absent: None.
Abstain: None.
Motion Carried 7-0
- D. Presentation of the February 2017 Financial Report – receive.
- E. Appointment to the Kindleberger Arts Commission – approve. Moved by Commissioner Heasley, supported by Commissioner Hageman to appoint Leah Ankney to the Kindleberger Arts Commission.
Motion carried.

9. Standing Board and Committee Reports

Kindleberger Arts Commission met tonight, Ken Holda was named director for this year's productions.

10. Citizen Comments

Rob Greene, 133 N. Riverview, noted that the demolition part of the maintenance quadrangle should allow trucks to use the road North, avoiding residential streets.

Mary Machinski, 222 W. Glenguile, complained about the last time demolition was done where loads were not covered and her home filled with dirt. She accused the City of not taking action at the time; City Manager Durham disagreed, explaining that when the City was notified, he called the appropriate people and tarps were used as well as buffalo water hose to prevent airborne particles. He also assured everyone that steps were being taken for residents' protection in the future.

Judy Resler, 218 Maple, regarding the previous demolition, asked if it was a state law to have trucks covered and what was the City's response to Ms. Machinski's complaint. Commissioner Heasley pointed out that the incident was 4 years go and the City Manager had already answered this question as well as how it will be handled in the future. Ms. Resler became agitated, saying she was "establishing a pattern" and that she has a right to ask questions.

Nikki Parsons, 1109 parchmount, asked about LC Howard's background. City Manager Durham explained that they warehouse and transfer products for other companies; they are the largest rail user in the state of Michigan and that they purchased Georgia Pacific/Dixie plant last summer and need to expand to parcels A & B on the map provided.

Rob Greene, 133 N. Riverview, suggested that "having worked there", parcels A&B shouldn't be high pollution problems.

11. Mayor and Commissioner Comments

Commissioner Fooy suggested that if LC Howard was looking to get out of Vine Street, then we should be excited.

12. City Manager Comments/Reports

City Manager Report for February 2017 - receive.

13. Adjournment

There being no further business to come before the Commission, it was moved by Commissioner Cronin and supported by all to adjourn the meeting at 8:25 p.m.

Shannon S. Stutz
City Clerk

**MINUTES OF THE SPECIAL MEETING OF THE PARCHMENT CITY COMMISSION
HELD ON SATURDAY, FEBRUARY 4, 2017.**

1. Call to order

Mayor Heasley called the meeting to order at 9 a.m.

2. Roll Call.

Present: Mayor Heasley, Vice Mayor Britigan, Commissioners Cronin, Evans, Fooy, Hageman and Heasley. City Manager Durham.

Absent None

3. Minutes

None

4. Commission Goals & Objectives FY2017/18

City Manager Durham provided an overview of the latest TIF projections for the Parchment Brownfield.

Mayor Heasley explained the importance of developing the Commission Goals & Objectives and how this relates to the City's budget development.

Commissioners discussed the need to focus on infrastructure going forward, particularly roads. There was general discussion about potential roadway projects.

Commissioners discussed changes to the current fiscal year G&O document and instructed City Manager Durham to draft a new document and present for approval.

5. Citizen Comments

None

Adjournment

There being no further business to come before the Commission, it was moved by Commissioner Cronin and supported by all to adjourn the meeting at 10:56 a.m.

Dennis Durham
City Manager



City of Parchment
Check Register Report
Warrant 1329

Check #	Check Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
33647	02/13/2017	APPROVED PROTECTION SYSTEMS	Annual Fire Ext Service	297.20
33648	02/13/2017	CINTAS CORP	Re-stock 1st Aid Cabinet	99.70
33649	02/13/2017	CINTAS CORPORATION LOC. 725	Uniform Rental & Towels	224.23
33650	02/13/2017	CLARK TECHNICAL SERVICES	January Computer Support	220.00
33651	02/13/2017	CLEAN EARTH ENVIRONMENTAL	Keyes sewer line, water main Thomas	4,940.94
33652	02/13/2017	COMPANION LIFE	Life & AD&D Ins - February	57.00
33654	02/13/2017	CONSUMERS ENERGY	Monthly electricity citywide	11,004.54
33655	02/13/2017	ELHORN ENGINEERING COMPANY	4-Liquified Aquadene	1,508.00
33656	02/13/2017	EMERGENCY VEHICLE PRODUCTS	Yrly Svc & Repair Pump Primer on 721	1,691.35
33657	02/13/2017	ENGINEERED PROTECTION SYSTEMS	Maintenance Bldg-3/1 to 5/31/1	126.69
33658	02/13/2017	FORD, KRIEKARD, SOLTIS & WISE	Police/General Matters - Jan	3,481.25
33659	02/13/2017	KALAMAZOO CO MEDICAL CONTROL	1 - AED Battery	170.95
33660	02/13/2017	KALAMAZOO CO. ROAD COMMISSION	Signal Energy to Dec-Mosel and G Ave	128.85
33661	02/13/2017	KALAMAZOO COUNTY TREASURER	2016 BOR Refund PRE-Admin	7.68
33662	02/13/2017	KALAMAZOO COUNTY TREASURER	PRE Denial Reversed	82.08
33663	02/13/2017	KALAMAZOO OIL CO.	Fuel Charges 1/16 to 1/31/17	455.57
33664	02/13/2017	KALAMAZOO TOWNSHIP	Police Services - January	24,412.67
33665	02/13/2017	TREASURER CITY OF KALAMAZOO	Municipal Sewer - December	6,137.18
33666	02/13/2017	LINDE GAS NORTH AMERICA LLC	Monthly Comp Air & Compl Chg	27.22
33667	02/13/2017	MICHIGAN CAT	Trouble Shoot & Repa Gear tran	668.70
33668	02/13/2017	PARCHMENT SERVICE CENTER	08 Ford F350- brakes, U joints, oil chg	786.57
33669	02/13/2017	PREIN & NEWHOF	MS4 Stormwater/Keyes watermain	449.85
33670	02/13/2017	REPUBLIC SERVICES #249	DPW - February	239.95
33671	02/13/2017	ROSE PEST SOLUTIONS	Pest Control - Contract	76.00
33672	02/13/2017	DALE ROWE	Refund of Taxes - Duplicate Pm	194.82
33673	02/13/2017	SEVERANCE ELECTRIC CO INC	Traffic Signal Maint-Jan 2017	120.00
33674	02/13/2017	TREASURER SHANNON STUTZ	1099 forms, UPS charge; petty cash	68.49
33675	02/13/2017	STEVE'S SEAMLESS GUTTERS	Repair Gutter @ City Hall	680.00
33676	02/13/2017	TERRYBERRY JEWELERS	Service Pins for Employees	233.35

Reviewed 2-14-17
DD



PARCHMENT CITY COMMISSION
GOALS & OBJECTIVES
FY2017/18

Adopted _____

1. **GOAL: REDEVELOPMENT OF MILL SITE**
 - a. Objective: Update strategy/vision for site
 - b. Objective: Identify new partners
 - c. Objective: Develop new funding alternatives

2. **GOAL: MAINTAIN QUALITY ROAD INFRASTRUCTURE**
 - a. Objective: Update PASER rating for all city roadways
 - b. Objective: Create long-term maintenance plan for major and local streets

3. **GOAL: ENSURE FINANCIAL SUSTAINABILITY**
 - a. Objective: Develop minimum budget targets
 - b. Objective: Distribute mid-year budget performance
 - c. Objective: Produce regular quarterly reports
 - d. Objective: Pursue intergovernmental cooperation to reduce future expenses
 - e. Objective: Equip staff with training and continuing education resources

4. **GOAL: ENSURE A SAFE AND HEALTHY QUALITY OF LIFE**
 - a. Objective: Complete an inventory of park/recreation assets
 - b. Objective: Adopt trailway/recreational asset plan
 - c. Objective: Improve walkability of Parchment community
 - d. Objective: Increase emphasis on code enforcement
 - e. Objective: Renew police services contract with Kalamazoo Township Police Department
 - f. Objective: Quantify and enact program to replace lead water services
 - g. Objective: Enact program for addressing aging housing stock



City of Parchment, Michigan
Resolution of the Parchment City Commission
February 20, 2017

**A RESOLUTION DESIGNATING THE KALAMAZOO AREA BUILDING
AUTHORITY (KABA) AS THE CITY'S BUILDING CODE ENFORCING AGENCY
AND MICHAEL R. ALWINE AS THE CITY'S BUILDING OFFICIAL.**

WHEREAS, the City of Parchment, Michigan is a KABA Member Municipality pursuant to the Interlocal State Construction Code Enforcement and Administration Agreement dated February 6, 2017; and

WHEREAS, KABA serves the City of Parchment and townships of Kalamazoo and Comstock; and

WHEREAS, KABA has hired a Building Official for purposes of overseeing KABA and enforcement of the State Construction Code registered in compliance with the Building Officials and Inspectors Registration Act, 1986 P.A. 54; and

WHEREAS, it is necessary for the local government unit to notify the State of Michigan of any change in its designation of the Building Official charged with administration and enforcement of the code.

NOW THEREFORE, BE IT RESOLVED that the City of Parchment, Michigan hereby designates the Kalamazoo Area Building Authority (KABA) as its enforcing agency and Michael R. Alwine as its Building Official.

The **RESOLUTION** was offered by _____ and supported by _____.

Ayes:

Nays:

Resolution declared adopted.

Mayor

Date

CERTIFICATE

I hereby certify that the above resolution was duly adopted by the Parchment City Commission at a meeting held on Monday, February 20, 2017. The meeting was properly noticed and held in accordance with the Michigan Open Meetings Act, being Public Act 267 of 1976, as amended.

Clerk

**MINUTES OF THE REGULAR MEETING OF THE KINDLEBERGER ARTS
COMMISSION HELD ON MONDAY FEBRUARY 6, 2017.**

1. Call to order

Mayor Heasley called the meeting to order at 6:00 p.m.

2. Roll Call

Present: Mayor Heasley, Commissioners Fooy and Evans, Leah Ankley, Chris Falk, Wendy Gaul, Ken Holda, and Jan Watson. City Manager Durham.

Absent: Barbara Steffler, Molly Andrews

3. Minutes

Moved by Commissioner Evans, supported by Commissioner Fooy to approve the Minutes of the January 16, 2017 regular meeting with the amended date change.

Motion Carried.

4. Unfinished Business

None.

5. New Business

A. Resolution to choose a director for the adult play. After a bit of discussion, Manager Durham moved to reappoint Ken Holda as director. The vote failed and there was more discussion wherein all parties promised 110% commitment and open communication. Manager Durham again moved to reappoint Ken Holda as director. Commissioners Fooy and Evans seconded, Ken Holda was named Director.

Motion Carried 4-0.

B. KAC Membership. Leah Ankley was named as the newest member of the Kindleberger Arts Commission.

Motion Carried 4-0.

C. Festival Chairpersons. Jan Watson was named head of Drama. JR and Suzie Dean were named to head the Car Show; Leah Ankley was named head of the Arts Festival and Doug Fooy was named Parade Director.

D. Car Show Location. After much discussion, Park Avenue was removed as a possible car show location as it could not be shut down. The Commission is still looking at Bellisle Blvd as the new location to grow the Car Show.

E. The Sunday Concert Subcommittee was tabled due to the absence of Barbara Steffler.

F. It was decided the Festival Adult Musical would be chosen at the next meeting.

G. It was decided that Chris Falk would be paid \$500 per month for two additional months for his work on the Kindleberger Festival as agreed upon by Mayor Heasley.

6. Other Business

At the suggestion of Chris Falk and Leah Ankley, all were in agreement to change the name Arts and Crafts Show to Kindleberger Arts Fair. Commissioner Fooy moved to change Arts and Crafts to Art Fair and the Motion was supported by Manager Durham and Mayor Heasley. Chris Falk would be making those changes to the website.

7. Comments

The next meeting is scheduled for February 20, 2017 at 6:00 pm.

8. Adjournment

There being no further business to come before the Commission, it was moved by Commissioner Heasley and supported by all to adjourn the meeting at 7:50 p.m.

Wendy L. Gaul
Secretary