AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

APRIL 17, 2017

7 P.M.

PARCHMENT CITY COMMISSION

MAYOR ROBERT B. HEASLEY
VICE MAYOR ROBERT D. BRITIGAN III
COMMISSIONER TERRY HAGEMAN
COMMISSIONER DOUGLAS FOOY
COMMISSIONER JON HEASLEY
COMMISSIONER HOLLY EVANS
COMMISSSIONER ERIC CRONIN

OFFICERS

INTERIM CITY MANAGER CURT FLOWERS
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 April 3, 2017 – Approve

4. ADDITIONS OR CHANGES TO THE AGENDA

5. PRESENTATION
   Jeff Troyer – Kalamazoo County Central Dispatch Millage

6. 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.

7. CONSENT AGENDA

Items on the consent agenda will be dealt with one vote by the City Commission unless a Commissioner requests an item be dealt with individually.

   A. Motion to RECEIVE OR APPROVE as indicated:
      i. Warrant No. 1333 – receive
      ii. Credit Card Statement – receive

8. UNFINISHED BUSINESS

9. NEW BUSINESS
   A. Michigan THRIVE Resolution – approve
   B. Solid Waste & Recycling Contract Renewal – approve
   C. 2017-2018 Solid Waste Rate Resolution - approve
   D. 2017-2018 Updated Revenue/Expenditure Projections – receive
   E. Set 2017-2018 Budget Meeting Dates

10. BOARD AND COMMISSION REPORTS/MINUTES
   A. KAC Minutes from April 3, 2017 – receive
   B. Personnel Committee – Vice Mayor Britigan

11. 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.

12. Mayor & Commissioner Comments

13. City Manager Comments

14. Adjournment

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY APRIL 3, 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. Interim City Manager Flowers, City Treasurer/Clerk Stutz, and City Attorney Soltis.

Absent: None.

3. Minutes

Moved by Commissioner Heasley, supported by Commissioner Hageman to approve the Minutes of the March 20, 2017 regular meeting.
Motion Carried.

4. Additions or Changes to the Agenda

8 C. Repair of catch basin on Glendale. 9 B. Personnel Committee report.

5. Citizen Comments

Deb Lawson, 507 Keyes, stated the next Neighborhood Watch meeting will be on Wednesday April 19, 2017 at 6:30 pm in the lower level of the library.

Deb Hebner, 517 Keyes, asked about the blight ordinance and whether it applied to a local property. Mayor Heasley replied that the information would be shared with the enforcement officer.

Priscilla Stewart, 210 S Riverview, asked if additional personnel changes would be made. Mayor Heasley explained not at this time.

6. Consent Agenda

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

7. Unfinished Business

A. None.

8. New Business

A. Plante Moran billing - approve. Moved by Commissioner Hageman, supported by Commissioner Cronin to approve payment to Plante Moran for professional services rendered in the amount of $8600.00 relating to the credit card spend analysis. Vice Mayor Britigan asked Attorney Soltis if in his professional judgment the charges were reasonable. Attorney Soltis stated they were. 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

B. 2017-18 Revenue Projections – receive.
C. Repair Catch Basin on Glendale – approve. Moved by Commissioner Hageman, supported by Commissioner Heasley to authorize the expenditure of $2780.99 to Peters Construction to repair the catch basin on Glendale and authorize the City Manager to execute all documents related to this matter. 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

9. Standing Board and Committee Reports

A. KAC Meeting Minutes of March 20, 2017 – Information only.
B. Personnel Committee Report. Vice Mayor Britigan explained that the committee recommended 3 candidates for final interviews (David Kowal, Nancy Stoddard, and Vester Davis) – then Mr. Kowal withdrew. Vice Mayor Britigan indicated there may be a subsequent application accepted but for confidentiality's sake he wouldn't say more. Interviews in front of the Commission will be held on Wednesday April 19, 2017 at 6 pm at City Hall. Commissioner Hageman thanked the citizens who joined in the interviews.

10. Citizen Comments

Karen Conner-Beck, 1124 Parchmount, thanked the Commissioners for the pot hole fixes that were done so far, then noted there was a "huge" one near Clarnin and Parchmount.

11. Closed Session

A. Requested by Shannon Stutz as allowed by Section 8 item a of the Open Meetings Act. Moved by Vice Mayor Britigan, supported by Commissioner Hageman to move into closed session. 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

Moved by Vice Mayor Britigan, supported by Commissioner Fooy to return to open session at 8:24 pm. **Motion Carried**. Attorney Soltis reminded all present that according to the City Charter, the Commissioners are unable to appoint or remove any City employee other than the City Manager.

12. Mayor and Commissioner Comments

Commissioner Cronin thanked everyone for their patience. He noted that it isn't lost on the Commission that this situation is a challenge, and that their obligation is to serve the City.

Commissioner Heasley thanked Treasurer Stutz for coming before the Commission to speak.

Commissioner Hageman echoed Commissioners Cronin and Heasley.

Vice Mayor Britigan expressed his sorrow at the passing of former City Manager Ron Fleckenstein on March 8, noting that he was a good man, a mentor and the City's sympathy and condolences were with his family.

Mayor Heasley thanked those in attendance, stating "this is how democracy works".

13. City Manager Comments/Reports

None.

14. 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 8:28 p.m.

Shannon S. Stutz
City Clerk

Commission 4-17-17

Manager

From: Jeff Troyer <jtroyer@kccda911.org>
Sent: Friday, March 17, 2017 3:21 PM
To: Manager
Subject: RE: Parchment

April 17th will work. I have a short powerpoint (no sound necessary) I would like to give. If it's not conducive for a visual presentation, I can always bring handout copies of the presentation and work off of those. Thank you for the opportunity!

Jeff Troyer
Executive Director
Kalamazoo County Consolidated Dispatch Authority
Moore Hall – Mailstop #5215
1903 W. Michigan Ave.
Kalamazoo, MI 49008-5215
Phone: (269) 718-2195

City of Parchment
Check Register Report
Warrant 1333

Check #	Check Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
33760	04/10/2017	APPROVED PROTECTION SYSTEMS	Hydrostatic Test of 30 SCBA Bo	1,778.00
33761	04/10/2017	CINTAS CORP	Restock 1st Aid Cabinet	82.58
33762	04/10/2017	CINTAS CORPORATION LOC. 725	Uniform Rental & Towels	224.23
33763	04/10/2017	CLEAN EARTH ENVIRONMENTAL	Clean Sewer Lines - Advia/Parchmou	2,729.28
33764	04/10/2017	COMPANION LIFE	Life & AD&D Ins - April	76.00
33766	04/10/2017	CONSUMERS ENERGY	Monthly electricity	7,176.63
33767	04/10/2017	DETROIT SALT COMPANY	50.18 Tons Road Salt	2,509.50
33768	04/10/2017	DEYOUNG LANDSCAPE SERVICE	Stage - Turf Treatment #1	165.00
33769	04/10/2017	ETNA SUPPLY	8 - 3/4" meters	2,826.74
33770	04/10/2017	FORD, KRIEKARD, SOLTIS & WISE	Police and General matters	2,956.25
33771	04/10/2017	GOODYEAR TIRE & RUBBER CO.	4 Rear Tires for 721	1,974.89
33772	04/10/2017	KALAMAZOO AREA BUILDING AUTHOR	Prop Maint Inspec-1710 East G	45.00
33773	04/10/2017	KALAMAZOO TOWNSHIP	Police Services Contract-March	24,412.67
33774	04/10/2017	TREASURER CITY OF KALAMAZOO	Municipal Sewer - February	6,110.61
33775	04/10/2017	CITY OF PARCHMENT	DPW water	104.54
33776	04/10/2017	PLANTE & MORAN	Credit Card Spend Analysis	8,600.00
33777	04/10/2017	PURITY CYLINDER GASES, INC.	Quarterly Cylinder Rental	45.20
33778	04/10/2017	REPUBLIC SERVICES #249	DPW - April	263.64
33779	04/10/2017	RIVERRUN PRESS	730 City Newsletters	931.98
33780	04/10/2017	SEVERANCE ELECTRIC CO INC	Fix school flasher on Riverview	283.56
33781	04/10/2017	SHANNON STUTZ	Mileage-Jan,Feb,March 2017	169.27
33782	04/10/2017	TRAFFIC SAFETY CORP.	Stop LED Paddle w/charger	192.00

Fifth Third Bank

FIFTH THIRD BANK
PO BOX 740523
CINCINNATI OH 45274-0523

ACCOUNT NUMBER	XXXX XXXX XXXX 1546
PAYMENT DUE DATE	04-21-17
AMOUNT DUE	$5,342.62
CURRENT BALANCE	$5,342.62

FIFTH THIRD BANK
PO BOX 740523
CINCINNATI OH 45274-0523

AMOUNT ENCLOSED $

CITY OF PARCHMENT
CORPORATE BILLING ACCT
C/O SHANNON STUTZ
650 S RIVERVIEW DR
PARCHMENT MI 49004-1219

**T0000859

5569260001911546 0005342621 0005342621

Please tear payment coupon at perforation.

STATEMENT MESSAGES

An Annual Program Fee is assessed to programs with less than $350,000 in purchases per year. This fee will be charged at the corporate level during the March 2017 cycle and is based on spend in 2016.

For questions/concerns, please contact your Treasury Management Officer, or the Fifth Third Commercial Support Center at 1-866-475-0729.

CORPORATE ACCOUNT SUMMARY

CORPORATE ACCOUNT NUMBER
XXXXXXXXXXXX1546

CLOSING DATE	03-27-17
PAYMENT DUE DATE	04-21-17
CREDIT LIMIT	25,000
AVAILABLE CREDIT	19,657

FOR CUSTOMER SERVICE CALL:
1-800-375-1747

SEND BILLING INQUIRIES TO:
FIFTH THIRD BANK
P.O. BOX 630781
CINCINNATI OH 45263-0781

PREVIOUS BALANCE	4,278.89
PURCHASES AND OTHER CHARGES	5,342.62
CASH ADVANCES	.00
CREDITS	.00
PAYMENTS	4,278.89-
LATE PAYMENT CHARGES	.00
CASH ADVANCE FEE	.00
FINANCE CHARGES	.00
NEW BALANCE	**5,342.62**
TOTAL PAYMENT DUE	5,342.62
DISPUTED AMOUNT	.00

ACCT. NUMBER: XXXX XXXX XXXX 1546			
CREDIT LIMIT	25,000.00	CASH ADVANCE BALANCE	.00
CURRENT BALANCE	5,342.62	MINIMUM PAYMENT DUE	5,342.62
AVAILABLE CREDIT	19,657.38	PAYMENT DUE DATE	04-21-17

CORPORATE ACCOUNT ACTIVITY

CITY OF PARCHMENT
XXXX-XXXX-XXXX-1546

TOTAL CORPORATE ACTIVITY
$4,278.89 CR

Post Date	Trans Date	Reference Number	Transaction Description	Amount
03-24	03-24		AUTO PAYMENT DEDUCTION	4,278.89 CR

INDIVIDUAL CARDHOLDER ACTIVITY

	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
PHIL WOLTHUIS XXXX-XXXX-XXXX-1793	$0.00	$238.12	$0.00	$238.12

Post Date	Trans Date	Reference Number	Transaction Description	Amount
03-01	02-27	05436847059100067440896	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI	31.59
03-01	02-28	55421067059004001083217	FERGUSON WATERWORKS #3 757-969-4165 MI	118.88
03-03	03-01	05436847061100064306146	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI	21.79
03-06	03-02	05436847062100065452054	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI	2.49
03-14	03-13	55432867072000537893213	LOWES #00765* KALAMAZOO MI	15.47
03-15	03-14	25536067074104009217290	BATTERIES PLUS #38 PORTAGE MI	47.90

	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
BILL CAHILL XXXX-XXXX-XXXX-1801	$0.00	$439.78	$0.00	$439.78

Post Date	Trans Date	Reference Number	Transaction Description	Amount
03-07	03-06	55506297065608741343351	ONE WAY PRODUCTS 02693433772 MI	330.18
03-13	03-09	05436847069100081150073	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI	52.00
03-23	03-22	55506297081608782385675	ONE WAY PRODUCTS 02693433772 MI	57.60

	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
JOE BONHOMME XXXX-XXXX-XXXX-1819	$0.00	$1,046.00	$0.00	$1,046.00

Post Date	Trans Date	Reference Number	Transaction Description	Amount
03-07	03-06	55436877066640661518160	STATE RENEWAL BY WEB 517-3221271 MI	17.00
03-15	03-14	85500397073900014420177	MI SECTION AWWA GRAND RAPIDS MI	115.00
03-21	03-20	55480777080207266800770	THE KNOX COMPANY 06236872300 AZ	914.00

	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
JIM DUBY XXXX-XXXX-XXXX-1892	$0.00	$160.00	$0.00	$160.00

Post Date	Trans Date	Reference Number	Transaction Description	Amount
03-22	03-21	85500397080900014920565	MI SECTION AWWA GRAND RAPIDS MI	160.00

	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
SHANNON STUTZ XXXX-XXXX-XXXX-8089	$0.00	$3,159.82	$0.00	$3,159.82

Post Date	Trans Date	Reference Number	Transaction Description	Amount
02-28	02-27	55432867058000925665304	IUL*RODGERS&HAMMERSTEI 212-699-6547 NY	1,970.00
03-02	03-02	55432867061000666429477	VZWRLSS*APOCC VISB 800-922-0204 FL	138.63
03-03	03-01	85101597061700917959301	PLAYSCRIPTS INC 866-639-7529 NY	50.00
03-09	03-08	05410197067105061513218	QUILL CORPORATION 800-982-3400 SC	159.14
03-14	03-11	55417347072150724188398	TLF VANDERSALMS FLOWER 269-3432671 MI	85.99
03-22	03-21	55480777080083207896007	TDS METROCOM 08665716662 WI	695.28

Continued on next page

ACCT. NUMBER: XXXX XXXX XXXX 1546			
CREDIT LIMIT	25,000.00	CASH ADVANCE BALANCE	.00
CURRENT BALANCE	5,342.62	MINIMUM PAYMENT DUE	5,342.62
AVAILABLE CREDIT	19,657.38	PAYMENT DUE DATE	04-21-17

INDIVIDUAL CARDHOLDER ACTIVITY

03-23	03-21	85504997081400800011010	CARROT TOP IND00 OF 00 919-7326200 NC	60.78

CAMRON J BOEKHOVEN XXXX-XXXX-XXXX-9114	CREDITS $0.00	PURCHASES $298.90	CASH ADV $0.00	TOTAL ACTIVITY $298.90

Post Date	Trans Date	Reference Number	Transaction Description	Amount
02-28	02-27	55546507058286794100060	EXTREME POWER EQUIPMEN KALAMAZOO MI	287.46
03-16	03-15	55309597075200488300099	RIDGE PARTS 0030721 KALAMAZOO MI	11.44

MIthrive
MICHIGAN ECONOMIC GROWTH COALITION

Michigan Thrive Initiative: Why It's Needed and How it Works

The Need and the Opportunity

- Every community across Michigan has challenging brownfield sites -- contaminated land, empty factories, or vacant malls -- that sit empty because they are too costly to redevelop. We need a way to close the financial gap on these large and complicated brownfield projects so that communities can bring these areas back to life as thriving new developments.

- Enacting this legislation is critical to our economic future. Talented young people, more than ever, are moving to vibrant cities – and businesses are following to attract the talent they depend on. Michigan today is ranked 46th in the nation in the percent of millennials in our population. Revitalizing our downtowns, waterfronts, and main streets is at the heart of how we keep our best and brightest in Michigan, attract talent and business to our state, and grow our economy.

- Given pent-up demand, we anticipate this legislation will unlock $5 billion in new investment that will transform empty brownfield sites across the state into vibrant new developments that bring jobs and growth.

The Approach

- This legislation is different from other tools that spend current tax dollars. It recognizes that these challenging redevelopment projects have financial gaps that make it impossible to move forward, and simply allows a project to keep part of the new tax revenue it generates in order to close that gap. This approach is known as Tax Increment Financing (TIF).

- At the beginning, there is a vacant site producing no benefit and no revenue. This legislation allows the project to keep a portion of the new tax revenue generated from bringing the site back to life – just enough to make the project feasible.

- At the end, the state and community get revenue they were not getting before, *because there was nothing before*. And an eyesore is transformed into a major development that has a positive impact on the community and the economy.

- This approach is entirely performance-based and puts all of the risk on the private sector. The investor gets nothing on the front end: they have to put up the capital, build the project, and fill it with people and jobs that generate new revenue. If the project does not generate the expected tax revenues, that risk is entirely on the investor.

The Legislation: How it Works

- The legislation builds on the current Brownfield TIF Act (PA381) to create a new category specifically for major projects that will transform challenging brownfield sites into vibrant new developments. To close the financial gap on these projects, the legislation allows the project to capture:
    - State sales and income taxes generated from the construction activities on-site;
    - Up to 50% of the state income taxes generated from new jobs and residents within the completed development, for a period not to exceed 20 years.
- The minimum investment to qualify as a "transformational" project ranges from $15 million in Michigan's smallest communities to $500 million in Detroit.

Caps and Protections

- This legislation includes some of the most rigorous caps and protections ever put in place in economic development legislation in Michigan. Both local and state approvals are required. The local government has to designate the plan as transformational, and then the state has to approve it based on the criteria below.
    - First, the state has to conduct a financial analysis to validate the financial need or "gap" to make the project economically viable. The state can then only approve as much tax capture as needed to close that gap – *not a dollar more or a year longer.*
    - Second, the state has to conduct a fiscal impact analysis, and can only approve a project if it determines the TIF will result in a net fiscal benefit to the state.
    - Third, for the largest projects, the legislation requires an independent, third party to conduct these analyses; and requires the State Treasurer to review and sign off.
- In addition to these project-specific caps and controls, there are strict overall caps:
    - Annual income tax capture from jobs and residents is subject to a hard cap of $40 million per year. $40 million is the most that can be reimbursed each year.
    - In addition, there is a separate cap of $200 million total on the amount of construction period tax captures that can be approved over the life of the bill.
    - The legislation also limits each city to one approved plan per year, guaranteeing that the program's benefits will be spread evenly across Michigan.

##

MIthrive is a coalition of leading economic development organizations, cities and chambers of commerce working in support of legislation to revitalize and redevelop contaminated sites into thriving economic development engines in communities across Michigan. In addition, statewide and regional organizations including the Michigan Municipal League (MML), Michigan Association of Realtors, Michigan Regional Council of Carpenters, and the Associated Builders and Contractors of Michigan (ABC) support the legislation.

CITY OF PARCHMENT

Michigan THRIVE Resolution

IN SUPPORT OF MICHIGAN SENATE BILLS 111-115

WHEREAS, Michigan Senate Bills 111-115 serve to amend the Brownfield Redevelopment Financing Act to allow a transformational brownfield plan to authorize the use of sales and use tax capture revenue, and income tax capture revenue for economic development purpose on a limited basis; and

WHEREAS, the proposed bills complement the City of Parchment's Brownfield Redevelopment Authority, and help facilitate the implementation of brownfield plans and create brownfield redevelopment zones to capture tax revenue attributable to increases in State income and sales tax levied within the area or district; and

WHEREAS, the proposed legislation is necessary to line up more financing options for projects that originators traditionally have a difficult time developing — those that involve cleanup of historically contaminated brownfield sites such as former paper mills and other industrial properties; and

WHEREAS, municipalities in Michigan can benefit from additional tools to foster large-scale economic developments of mixed-use properties within an urban core.

NOW, THEREFORE BE IT RESOLVED, the City Commission of the City of Parchment does support the passage of Michigan Senate Bills 111-115 and calls for their ratification.

The roll call vote was as follows:

AYES:
NAYS:
ABSTAIN:
ABSENT:

* * * * * * * *

State of Michigan
County of Kalamazoo
City of Parchment

I, Shannon Stutz, City Treasurer/Clerk in and for the City of Parchment, County and State aforesaid do hereby certify that the foregoing is true and complete copy of a resolution adopted by the City Commission of the City of Parchment on the 17th day of April, 2017. IN WITNESS THEREOF, I have hereunto affixed my signature and the seal of the City of Parchment, Michigan, on this 17th day of April, 2017.

Shannon Stutz
City Treasurer Clerk

MEMORANDUM

To: Mayor Heasley, Vice-Mayor Britigan and City Commissioners

From: John Frakes, Interim City Manager

Date: April 11, 2017

Subject: Renewal of Solid Waste and Recycling Contract

IT IS RECOMMENDED
That the City Commission approve and accept the Two Year Solid Waste and Recycling Renewal proposed by Republic Services.

BACKGROUND
The City of Parchment contracted with Republic Services for solid waste and recycling services on June 4, 2012. The contract was for a period of three years and was extended for an additional two years in 2015. Republic Services has offered to extend the existing contract for either a one year option or a two year option. The one year option includes an across the board increase of 5% for all services. The two year option includes an across the board increase for all services of 2% in year one and 4% in year two.

I am recommending the two year option.

REPUBLIC SERVICES

3432 Gembrit Circle Kalamazoo, MI 49001
www.republicservices.com 888-249-5112

April 3, 2017

City of Parchment

Robert Heasley, Mayor

650 S. Riverview Drive

Parchment, MI 49004

Mayor Heasley,

Thank you for the opportunity to present our proposal for the renewal of our waste and recycling program with the city. With our proposal you should expect to receive the same superior service and community support you have gotten from Republic over the years. We are presenting options for a One or Two year extension.

I would like to thank the City of Parchment for the professional relationship that we developed over the years. The entire Republic team takes great pride in providing the highest quality basic yet essential service to the residents of Parchment. We look forward to continuing that relationship as you work through your transition period and for many years to come.

Respectfully,

Bob DeOrsey

Municipal Services Manager

City of Parchment

Solid Waste and Recycling Renewal

One Year Option

July 1, 2017 – June 30, 2018

95 gallon carts – Curbside: $7.89 per month

65/32 gallon carts – Curbside: $7.84 per month

Single Stream Recycling - $3.79 per month

Yard Waste - $10.22 per month

Two Year Option

July 1, 2017 – June 30, 2018

95 gallon carts – Curbside: $7.66 per month

65/32 gallon carts – Curbside: $7.62 per month

Single Stream Recycling - $3.68 per month

Yard Waste - $9.92 per month

July 1, 2018 – June 30, 2019

95 gallon carts – Curbside: $7.97 per month

65/32 gallon carts – Curbside: $7.92 per month

Single Stream Recycling - $3.83 per month

Yard Waste - $10.32 per month

MEMORANDUM

To: Mayor Heasley, Vice-Mayor Britigan and City Commissioners

From: John Frakes, Interim City Manager

Date: April 11, 2017

Subject: Solid Waste Resolution

IT IS RECOMMENDED
That the City Commission adopt the attached Solid Waste Resolution establishing trash, yard waste and recycling pickup and disposal services for FY2017-18, and authorize the Interim City Manager to execute all documents related to this action.

BACKGROUND
As a result of the City soliciting a contract extension of the existing contract for trash, yard waste and recycling pickup and disposal services, the City Commission must now modify the current rate structure to accommodate the new contract terms. As a result of accepting the 2 year contract extension submitted by Republic Services, residential customers in Parchment will now pay the following fees for service:

Service	FY2017-18 Fee
Recycling (mandatory charge)*	$14/qtr
95 gallon curbside container	$28/qtr
65 gallon curbside container	$27/qtr
32 gallon curbside container	$27/qtr
95 gallon backdoor container	$30/qtr
65 gallon backdoor container	$29/qtr
32 backdoor container	$29/qtr
95 gallon yard waste container	$125/season
Metered bags	$3.50/bag
Yard waste bags	$6.50/bag
Bulk object pickup tag	$12/tag

City of Parchment
Solid Waste Resolution

WHEREAS, the City Commission of the City of Parchment did on February 7, 1994 adopt Ordinance No. 151 establishing a Solid Waste Ordinance for the purpose of regulating the collection and disposal of all refuse accumulated on public and private property within the city; and

WHEREAS, Ordinance No. 151 does require the City Commission to adopt a schedule of pickup dates and rates to be charged for the collection services;

NOW THEREFORE BE IT RESOLVED, that the City Commission of the City of Parchment does hereby adopt the following schedule of rates, fees, and pickup dates to be effective July 1, 2017 (yard waste rates April 1, 2017); and

BE IT FURTHER RESOLVED, that the City Commission of the City Of Parchment does hereby designate the fee for recycling to be a mandatory charge against all residential accounts covered by Ordinance No. 151.

PICKUP DATES

Trash/Garbage Container Pick-up	Every Wednesday
Recycling Pickup	Every Other Wednesday
City Curbside Leaf Pickup	October 1st thru November 30th
Spring Leaf Pickup Week	Announced as needed
Republic yard waste/composting pickup	Each Wednesday April 1st thru November 30th
Brush Pickup	1st Monday of each month April thru December
Household Hazardous Waste	By Appointment with County

RATES & FEES

Recycling (mandatory charge)	$14.00 per quarter
95 gallon curb side container	$28.00 per quarter
65 gallon curb side container	$27.00 per quarter
32 gallon curb side container	$27.00 per quarter
95 gallon back door service	$30.00 per quarter
65 gallon back door service	$29.00 per quarter
32 gallon back door service	$29.00 per quarter
95 gallon Yard Waste Container	$125.00 per season
Metered Bags	$3.50 per bag
Yard Waste Bags	$6.50 per bag
Bulk Object Pickup Tag	$12.00 per tag

The roll call vote was as follows:

Ayes:
Nays:
Absent:
Abstain:

Resolution declared adopted this th day of April 2017.

S:\Trashrates2017.doc

MEMORANDUM

To: Mayor Heasley, Vice-Mayor Britigan and City Commissioners

From: Curt Flowers, Interim City Manager

Date: April 11, 2017

Subject: Set 2017-2018 Budget Workshop & Public Hearing Dates

IT IS RECOMMENDED
That the City Commission set the following dates as part of the budget preparation process.

Monday – May 8, 2017 – 7:00 p.m. Budget Workshop

Monday – May 15, 2017 – 7:00 p.m. (or as soon thereafter as the agenda permits) for the Budget Public Hearing.

Monday – June 5, 2017 – 7:00 p.m. Adoption of 2017-2018 Budget.

Budgeted Fund Revenue

City of Parchment

4/17/2017

2017-18 Budget for Commission

	Prior Year Actual	Current Year Budget	Proposed FY 2017-18
General Fund 101			
Taxes/Fees	$791,983.00	$737,543.00	$733,436.00
State Sales Tax	$159,594.00	$175,000.00	$173,480.00
Solid Waste Collections	103,591.00	113,300.00	114,000.00
Reimbursement for Overhead	152,000.00	206,081.00	200,000.00 *
State Grants	30,717.00	-	50,900.00
Miscellaneous	41,842.00	7,800.00	29,400.00
Total	**$1,279,727.00**	**$1,239,724.00**	**$1,301,216.00**
Major Street Fund 202			
State Grants	$19,147.00	$90,000.00	$122,480.00
Transfer from Other Funds	29,339.00	250,787.00	75,000.00
Total	**$48,486.00**	**$340,787.00**	**$197,480.00**
Local Street Fund 203			
State Grants/Interest	$20,813.00	$36,000.00	$51,000.00
Transfer from Other Fund	49,353.00	25,000.00	-
Total	**$70,166.00**	**$61,000.00**	**$51,000.00**
Brownfield Redevelopment 251			
Taxes	$128,505.00	$53,045.00	$53,130.00
Transfer from General Fund	148,250.0	100,000.0	5,016.00
Total	**$276,755.00**	**$153,045.00**	**$58,146.00**
Sewer Fund 590			
Charges and Penalties	$312,738.00	$305,490.00	$315,000.00
Interest/Special Assessments	8,025.00	1,800.00	-
Total	**$320,763.00**	**$307,290.00**	**$315,000.00**
Water Fund 591			
Charges and Penalties	$345,083.00	$382,320.00	$399,400.00
Interest/Hydrant Rental	6,896.00	6,900.00	5,840.00
Total	**$351,979.00**	**$389,220.00**	**$405,240.00**
GRAND TOTAL REVENUE	**$2,347,876.00**	**$2,491,066.00**	**$2,328,082.00**

General Fund Expense

4/17/2017

City of Parchment

2017-18 Budget for Commission

	Prior Year Actual	Current Year Budget	Proposed FY 2017-18
Dept 100 - Legislative			
Payroll/Fringes	$16,134.00	$15,100.00	$17,770.00
Contracted Services	35,420.00	8,000.00	10,000.00
Memberships/Training/Dues	-	1,500.00	1,500.00
Community Promotion	2,819.00	2,000.00	7,000.00
Transfer to other fund	126,942.00	-	5,016.00
Miscellaneous	3,353.00	-	2,000.00
Total	**$184,668.00**	**$26,600.00**	**$43,286.00**
Dept 200 - Administration			
Payroll/Fringes	$257,195.00	$255,310.00	$203,725.00
Contracted Services	19,233.00	6,000.00	8,000.00
Memberships/Training/Dues	5,212.00	5,800.00	5,800.00
Community Promotion	10,054.00	6,500.00	9,500.00
Capital	9,374.00	5,500.00	-
Miscellaneous	27,851.00	17,200.00	23,000.00
Total	**$328,919.00**	**$296,310.00**	**$250,025.00**
Dept 210 - Legal Services			
Attorney - general and police	$16,019.00	$25,000.00	$25,000.00
Total	**$16,019.00**	**$25,000.00**	**$25,000.00**
Dept 300 - Police			
Payroll/Fringes	$32,381.00	$32,300.00	$20,200.00
Contracted Services	292,952.00	307,245.00	323,650.00
Total	**$325,333.00**	**$339,545.00**	**$343,850.00**
Dept 336 - Fire			
Payroll/Fringes	$37,127.00	$47,625.00	$48,575.00
Contracted Services	9,417.00	12,000.00	17,400.00
Memberships/Training/Dues	1,755.00	4,500.00	5,700.00
Community Promotion	3,580.00	3,500.00	3,575.00
Operating/repair & maintenance	7,183.00	5,500.00	8,100.00
Capital	-	-	-
Insurance/utilities/hydrant rental	21,033.00	22,640.00	22,440.00
Total	**$80,095.00**	**$95,765.00**	**$105,790.00**

General Fund Expense

4/17/2017

City of Parchment

2017-18 Budget for Commission

	Prior Year Actual	Current Year Budget	Proposed FY 2017-18
Dept 440 - Public Works			
Payroll/Fringes	$149,137.00	$115,240.00	$151,425.00
Contracted Services	$16,267.00	$10,900.00	35,375.00
Operating/repair & maintenance	$8,397.00	$13,400.00	13,200.00
Community Promotion	$1,719.00	$2,170.00	2,195.00
Rubbish Collection Charges	$98,354.00	$90,000.00	95,000.00
Capital	$7,691.00	$13,000.00	30,000.00
Utilities/Street Lighting	$33,998.00	$29,000.00	34,000.00
Debt Retirement/interest expens	$18,962.00	$19,050.00	18,964.00
Miscellaneous	$7,638.00	$8,800.00	8,400.00
Total	$342,163.00	$301,560.00	$388,559.00
Dept 751 - Parks, Recreation & Culture			
Payroll/Fringes	$40,697.00	$85,270.00	$92,543.00
Contracted Services	$14,661.00	$16,700.00	$13,175.00
Operating/repair & maintenance	$8,491.00	$10,500.00	$10,650.00
Capital	$0.00	$20,000.00	12,500.00
Utilities/Street Lighting	$3,572.00	$5,750.00	5,600.00
Miscellaneous	$6,018.00	$6,000.00	6,020.00
Total	$73,439.00	$144,220.00	$140,488.00
TOTAL GENERAL FUND	$1,350,636.00	$1,229,000.00	$1,296,998.00

Major Streets Fund Expenses

4/17/2017

City of Parchment

2017-18 Budget for Commission

	Prior Year Actual	Current Year Budget	Proposed FY 2017-18
Dept 463 - Routine Maintenance			
Payroll/Fringes	$7,902.00	$8,270.00	**$9,410.00**
Contracted Services	30,705.00	2,000.00	**2,000.00**
Miscellaneous	854.00	2,000.00	**2,450.00**
Total	**$39,461.00**	**$12,270.00**	**$13,860.00**
Dept 475 - Traffic Services			
Payroll/Fringes	$7,136.00	$7,910.00	**$8,962.00**
Repair/Maintenance/Gas&Oil	11,144.00	30,500.00	**14,640.00**
Total	**$18,280.00**	**$38,410.00**	**$23,602.00**
Dept 478 - Winter Maintenance			
Payroll/Fringes	$10,943.00	$21,200.00	**$11,620.00**
Gas&Oil/Salt	$10,105.00	$9,900.00	**$10,400.00**
Total	**$21,048.00**	**$31,100.00**	**$22,020.00**
Dept 482 - Administration			
Payroll/Fringes	$1,801.00	$0.00	**$2,143.00**
Overhead	$6,000.00	$22,500.00	**$18,000.00**
Transfer to other fund	-	25,000.00	
Total	**$7,801.00**	**$47,500.00**	**$20,143.00**
TO MAJOR STREETS FUND	**$86,590.00**	**$129,280.00**	**$79,625.00**

Local Streets Fund Expenses

4/17/2017

City of Parchment

2017-18 Budget for Commission

	Prior Year Actual	Current Year Budget	Proposed FY 2017-18
Dept 463 - Routine Maintenance			
Payroll/Fringes	$7,913.00	$5,900.00	$9,373.00
Contracted Services	4,130.00	3,000.00	1,000.00
Miscellaneous	986.00	1,750.00	3,250.00
Total	**$13,029.00**	**$10,650.00**	**$13,623.00**
Dept 475 - Traffic Services			
Payroll/Fringes	$7,022.00	$0.00	$8,831.00
Repair/Maintenance/Gas&Oil	1,944.00	3,500.00	5,450.00
Total	**$8,966.00**	**$3,500.00**	**$14,281.00**
Dept 478 - Winter Maintenance			
Payroll/Fringes	$11,184.00	$19,400.00	$11,619.00
Gas&Oil/Salt	$10,105.00	$9,900.00	$10,400.00
Total	**$21,289.00**	**$29,300.00**	**$22,019.00**
Dept 482 - Administration			
Payroll/Fringes	$1,801.00	$0.00	$2,141.00
Overhead	2,000.00	5,800.00	16,000.00
Total	**$3,801.00**	**$5,800.00**	**$18,141.00**
TOTAL LOCAL STREETS FUND	**$47,085.00**	**$49,250.00**	**$68,064.00**

Sewer Fund Expenses

4/17/2017

City of Parchment

2017-18 Budget for Commission

Dept 000	Prior Year Actual	Current Year Budget	Proposed FY 2017-18
Payroll/Fringes	$77,308.00	$88,540.00	**$90,772.00**
Contracted Services	12,215.00	29,000.00	**62,200.00**
Sewer Treatment Charges	79,378.00	75,000.00	**85,000.00**
Admin Overhead/Depreciation	96,281.00	105,760.00	**95,037.00**
Insurance & Bonds	9,786.00	9,950.00	**9,800.00**
Transfer to other fund	-	51,889.00	**25,000.00**
Miscellaneous	7,335.00	7,420.00	**7,775.00**
Total	**$282,303.00**	**$367,559.00**	**$375,584.00**

TOTAL SEWER FUND	**$282,303.00**	**$367,559.00**	**$375,584.00**

Water Fund Expenses

4/17/2017

City of Parchment

2017-18 Budget for Commission

	Prior Year Actual	Current Year Budget	Proposed FY 2017-18
Dept 000			
Payroll/Fringes	$84,117.00	$88,540.00	**$90,466.00**
Contracted Services	30,351.00	32,000.00	**38,210.00**
Admin Overhead/Depreciation	123,245.00	136,760.00	**113,278.00**
Utilities	56,204.00	64,000.00	**64,000.00**
Transfer to other Fund	-	198,898.00	**50,000.00**
Miscellaneous	34,996.00	51,000.00	**49,000.00**
Total	**$328,913.00**	**$571,198.00**	**$404,954.00**
TOTAL WATER FUND	**$328,913.00**	**$571,198.00**	**$404,954.00**

MINUTES OF THE REGULAR MEETING OF THE KINDLEBERGER ARTS COMMISSION HELD ON MONDAY APRIL 3, 2017.

1. **Call to Order**

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

2. **Roll Call**

Present: Chairman Heasley, Commissioners Fooy and Evans, Leah Ankney, Chris Falk, Wendy Gaul, Barb Steffler, Curt Flowers, Chester Emmons, and Molly Andrews

Absent None

3. **Minutes**

Moved by Molly Andrews, supported by Barb Steffler to approve the Minutes of the March 20, 2017 regular meeting.

Ayes: R. Heasley, D. Fooy, H. Evans, L. Ankney, B. Steffler, M. Andrews
Nays: None.
Absent: None
Abstain: None.

Motion Carried 6-0.

4. **Unfinished Business**

A. Chairman Heasley announced that the Board at the Irving S. Gilmore Foundation did not meet again until mid-May at their quarterly meeting so we would not know one way or the other about our Application until after that time.
B. Chairman Heasley also wished to thank Curt Flowers for stepping in during this busy time.

5. **New Business.** Leah Ankney brought up having specific Bylaws for food vendors which led to a discussion of Bylaws for the Kindleberger Arts Commission and Leah along with Wendy Gaul volunteered to research and bring ideas to upcoming meetings.

6. **Director's Update**

A. Chris Falk announced that the Kindleberger Website and FaceBook were all up to date.
B. Chris Falk introduced Chester Owens to the group. Chester will be handling food vendors giving high priority to charity vendors then Parchment businesses.
C. Publicity Plans were good to go and Commissioner Fooy requested a blurb for the parade.
D. Commissioner Evans asked about selling Girl Scout cookies at the Summer Concert Series which was put to a vote. Commissioner Fooy moved to allow the Girl Scouts to sell cookies at the Summer Concert Series which was supported by Barb Steffler to approve.

Ayes: R. Heasley, D. Fooy, H. Evans, L. Ankney, B. Steffler, M. Andrews
Nays: None.
Absent: None
Abstain: None.

Motion Carried 6-0.

7. **The next meeting is scheduled for April 17, 2017 at 6:00 pm.**

8. **Adjournment**

There being no further business to come before the Commission, it was moved by Leah Ankney and supported by Barb Steffler to adjourn the meeting at 6:32 p.m.

Wendy L. Gaul
Secretary