



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

MAY 1, 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

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 17, 2017 – Approve

B. City Commission Special Meeting Minutes of April 19, 2017 - Approve

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 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. 1334 – receive

7. UNFINISHED BUSINESS

8. NEW BUSINESS

- A. Waiver & Release for 400 Island Avenue – approve

9. BOARD AND COMMISSION REPORTS/MINUTES

- A. KAC Minutes from April 17, 2017 – receive
- B. Personnel Committee – Vice Mayor Britigan

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.

12. MAYOR & COMMISSIONER COMMENTS

13. CITY MANAGER COMMENTS

- A. Law Day – May1, 2017
- B. Municipal Clerk’s Week May 7th – 13th, 2017

14. ADJOURNMENT

**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY
COMMISSION HELD ON MONDAY APRIL 17, 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 and Heasley.
Interim City Manager Flowers, City Treasurer/Clerk Stutz, and City Attorney Soltis.

Absent: Commissioner Hageman.

Moved by Commissioner Fooy, supported by Commissioner Heasley to excuse Commissioner Hageman.

Motion Carried.

3. Minutes

Moved by Vice Mayor Britigan, supported by Commissioner Heasley to approve the Minutes of the April 3, 2017 regular meeting.

Motion Carried.

Moved by Commissioner Cronin, supported by Commissioner Evans to approve the Minutes of the April 3, 2017 closed session. It was noted by Attorney Soltis that these minutes would be saved for one year and one day at which time they would be disposed of.

Motion Carried.

4. Additions or Changes to the Agenda

9F. KABA Committee Seat.

5. Presentation – 911 Consolidated Dispatch Proposal

Sheriff Rick Fuller, Ron Reid Kalamazoo Township Supervisor explained the reasoning behind the proposal as well as the costs involved. A copy of the presentation is available at Parchment City Hall for those interested.

6. Citizen Comments

None.

7. Consent Agenda

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

8. Unfinished Business

A. None.

9. New Business

A. Michigan THRIVE Resolution - approve. Moved by Vice Mayor Britigan, supported by Commissioner Heasley to support the passage of Michigan Senate Bills 111-115 and calls for their ratification. Roll call vote was as follows:

Ayes: Britigan, Cronin, Evans, Fooy, Hageman, J Heasley, R Heasley.

Nays: None.

Absent: Hageman.

Abstain: None.

Motion Carried 6-0

- B. Solid Waste & Recycling Contract Renewal - approve. Moved by Commissioner Heasley, supported by Commissioner Cronin to approve and accept the Two Year Solid Waste and Recycling Renewal proposed by Republic Services. Roll call vote was as follows:

Ayes: Britigan, Cronin, Evans, Fooy, Hageman, J Heasley, R Heasley.

Nays: None.

Absent: Hageman.

Abstain: None.

Motion Carried 6-0

- C. Solid Waste Rate Resolution for FY 2017-18 - approve. Moved by Commissioner Evans, supported by Commissioner Heasley to approve the Solid Waste Resolution establishing trash, yard waste, and recycling pickup and disposal services as recommended by Interim City Manager John Frakes, and authorize the City Manager to execute all documents related to this action. Roll call vote was as follows:

Ayes: Britigan, Cronin, Evans, Fooy, J Heasley, R Heasley.

Nays: None.

Absent: Hageman.

Abstain: None.

Motion Carried 6-0

- D. 2017-18 Updated Revenue Expenditure Projections – receive.

- E. 2017-18 Budget Meeting Dates – approve. Moved by Vice Mayor Britigan, supported by Commissioner Evans to set Monday, May 8, 2017 as budget workshop date, Monday May 15, 2017 for the Budget Public Hearing, and Monday June 5, 2017 for Adoption of 2017-18 Budget.

Motion Carried.

- F. KABA Committee Seat. Commissioner Fooy gave his resignation to the Commission. Commissioner Cronin volunteered to take his place. Moved by Commissioner Heasley, supported by Vice Mayor Britigan to accept Commissioner Fooy's resignation and appoint Commissioner Cronin to the KABA Committee.

Motion Carried.

10. Standing Board and Committee Reports

- A. KAC Meeting Minutes of April 3, 2017 – Information only.

- B. Personnel Committee Report. Vice Mayor Britigan explained that the second round of public interviews will be taking place on Wednesday, April 19, 2017. A City tour will start at 5 pm with interviews following at 6, 7, and 8 pm.

11. Citizen Comments

Mike Conner, 1150 Parchmount, said he thought the City shouldn't have to pay for the forensic audit and suggested "those involved" be sued.

Nicole Parsons, 1109 Parchmount asked about the partnership with RiverReach and is it still in "phase 2"? Mayor Heasley advised that LC Howard bought some of the property and RiverReach owns what's left. He also noted he's in the process of finding out exactly what the City's relationship is with RR.

Janan Harrison, 1009 Parchmount, asked for clarification from the Commission on two items. 1) Is the loan on the brownfield in arrears? Interim city Manager Flowers explained that in the building of Bellisle Blvd the City got a grant of \$1 million and a loan of \$1 million from the state of Michigan. The loan is being repaid on time. 2) Regarding the credit card use, will there be any employee action? Mayor Heasley noted it will be dealt with by the new Manager. It was explained that under the Charter, the Commission has no authority to hire or fire any employees other than the City Manager.

Bob Greene, 142 N Riverview, asked about the cost of a Knoxbox lockbox. Costs start around a couple hundred dollars.

12. Mayor and Commissioner Comments

Commissioner Fooy stated that he had “taken advantage of a hole in the fence” at the Mill property to take a tour and found 115 48’x8’ piece of concrete drain tiles that he would like the City Manager to get aggressive in trying to sell.

Mayor Heasley thanked those in attendance.

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 8:18 p.m.

Shannon S. Stutz
City Clerk

MINUTES OF THE SPECIAL MEETING OF THE PARCHMENT CITY COMMISSION
HELD ON WEDNESDAY, APRIL 19, 2017 AT 6:00 PM.

1. Call To Order

The meeting was called to order by Mayor Heasley at 6: 00 pm. He led those present in the "Pledge of Allegiance".

2. Roll Call

Present: Commissioners Doug Fooy, Jon Heasley, Terry Hageman, Hollie Evans, Eric Cronin, Vice-Mayor Robert Britigan and Mayor Robert Heasley.

Also Present: Teresa Stannard, Parchment Community Library and ten residents of the City.

3. Mayor Heasley stated the purpose of this meeting was to interview the three finalists for the position of City Manager. He further stated each candidate will be asked a preselected set of questions by the members of the Commission.

Vester Davis, Assistant City Manager for the City of Grand Haven was the 1st interviewee.

Nancy Stoddard, Finance, City of Wyoming, was the 2nd interviewee.

John Faul, Assistant County Administrator, County of Kalamazoo, was the 3rd interviewee.

4. After a brief break, Mayor Heasley reconvened the meeting at 8:32 pm.

5. Comments and questions were received from the audience after which the Commission as a whole discussed each of the candidates interviewed.

Upon motion of Commissioner Jon Heasley and second by Commissioner Hollie Evans it was moved to offer the position of City Manager to Vester Davis pending the appropriate background check and contract negotiation.

The roll call vote was as follows:

Ayes: Hageman, Evans, J. Heasley, Fooy, Britigan, R. Heasley
Nays: Cronin
Absent: None
Abstain: None

Motion Carried

6. Adjournment

There being no more business to come before the Commission, it was moved by Commissioner Cronin and seconded by all to adjourn the meeting at 9:15 p.m.

Curtis E. Flowers
Interim City Manager



City of Parchment
Check Register Report
Warrant 1334

Check #	Check Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
33783	04/21/2017	AMERICAN TEST CENTER	Annual Test & Inspec of Man Line	400.00
33784	04/21/2017	ASSOCIATED GOVERNMENT SERVICES	Final Bill - Permit	40.00
33785	04/21/2017	BLUE CROSS BLUE SHIELD OF MI	EE + Retiree Ins - May	10,852.04
33786	04/21/2017	CINTAS CORPORATION LOC. 725	Uniform Rental & Towels	192.88
33787	04/21/2017	CLARK TECHNICAL SERVICES	March Support	275.00
33788	04/21/2017	CLEAN EARTH ENVIRONMENTAL	Clean sewer line(private dr)-s	1,463.23
33789	04/21/2017	CONSUMERS ENERGY	Citywide Lights month	2,694.94
33790	04/21/2017	CORNERSTONE OFFICE SYSTEMS	Monthly Contract-4/4 to 5/3/17	100.62
33791	04/21/2017	EMERGENCY VEHICLE PRODUCTS	Install Knoxbox Lock Box in711	147.50
33792	04/21/2017	ENGINEERED PROTECTION SYSTEMS	Water Tower-5/1 to 7/31/17	255.81
33793	04/21/2017	KALAMAZOO OIL CO.	Fuel Charges 4/1 to 4/15/17	676.64
33794	04/21/2017	KALAMAZOO TOWNSHIP	Police Services Contract-April	24,412.67
33795	04/21/2017	KELLY WHITE DESIGN, INC.	Kindleberger Updates & Maint.	56.25
33796	04/21/2017	BRITANY LAMBERT	Wedding Cancellation-7/22/17	275.00
33797	04/21/2017	R.W. LAPINE INC.	HVAC-Maint Cont.1/4ly Pmt.	194.25
33798	04/21/2017	LINDE GAS NORTH AMERICA LLC	Monthly Comp Air & Compl Chg	28.75
33799	04/21/2017	STATE OF MICHIGAN	Water Supply Annual Fee-2017	1,000.00
33800	04/21/2017	MLIVE MEDIA GROUP	Final BOR Invoice	326.23
33801	04/21/2017	CITY OF PARCHMENT	City Hall	133.02
33802	04/21/2017	PRECISION TREE CARE	Remove fallen Maple@702 N Ori	2,275.00
33803	04/21/2017	PREIN & NEWHOF	River Reach MDOT to 3/31/17	399.95
33804	04/21/2017	REPUBLIC SERVICES #249	City Wide Pickup-April	7,809.77
33805	04/21/2017	SEVERANCE ELECTRIC CO INC	Traffic Signal Maint-March	120.00
33806	04/21/2017	SMALL BUSINESS ADMIN SERVICES	HRA - April	52.50

WAIVER AND RELEASE

The City of Parchment ("City") does hereby waive and release its Building Official, the Kalamazoo Area Building Authority ("KABA"), its agents, representatives, officials, officers and all those acting in concert therewith, from any and all claims or liability which may be made by the City as a consequence of the City agreeing and directing KABA to not require 400 Island Avenue, L.L.C., its agents, representatives, officials, officers and all those acting in concert therewith, to provide a \$10,000.00 performance bond with regard to the demolition of the property owned by 400 Island Avenue, L.L.C., in the City of Parchment.

CITY OF PARCHMENT

Dated: _____, 2017

By: Robert B. Heasley
Its: Mayor

Dated: _____, 2017

By: Shannon Stutz
Its: Clerk

**MINUTES OF THE REGULAR MEETING OF THE KINDLEBERGER ARTS COMMISSION
HELD ON MONDAY APRIL 17, 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, Curt Flowers, Chester Emmons, Jan Watson, and Molly Andrews

Absent Barb Steffler

3. Minutes

Moved by Molly Andrews, supported by Commissioner Evans to approve the Minutes of the April 3, 2017 regular meeting.

Ayes: R. Heasley, D. Fooy, H. Evans, L. Ankney, M. Andrews

Nays: None.

Absent: None

Abstain: None.

Motion Carried 6-0.

4. Unfinished Business. In regards to the Festival site plan, Chris Falk suggested a few changes to make the event flow better in regards to location of the food, arts, kids' area, theatre, car show, parade and signs. A hot air balloon was also suggested. Commissioner Fooy wanted to make sure that everyone that needed electricity was within range of receiving it during the event.

5. New Business. Leah and Wendy were still working on proposed bylaws; however Wendy had located the original Mission Statement for the Festival which was distributed for review and possible updates. Wendy also suggested a Kindleberger donation blurb in all City Newsletters.

6. Updates

- A. Chris Falk stated in regards to Entertainer Contracts, he was being very transparent with them.
- B. Jan Watson arrived with prepared audition flyers and stated she was fully staffed with contracts, a new sound person and new music director, Mary Kirseder.
- C. Carl Rizzuto of Papa Johns was discussed as a possible food vendor.
- D. Commissioner Fooy updated us in regards to the Parade that this year's Grand Marshall would be Mike O'Conner if he could attend or in the alternative Nancy Lenz.

7. The next meeting is scheduled for May 1, 2017 at 6:00 pm.

8. Adjournment

There being no further business to come before the Commission, it was moved by Commissioner Fooy and supported by Leah Ankney to adjourn the meeting at 6:40 p.m.

Wendy L. Gaul
Secretary