



## AGENDA

### REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

JULY 17, 2017

7 P.M.

#### Parchment City Commission

Mayor Robert B. Heasley

Vice-Mayor Robert D. Britigan III

Commissioner Douglas Fooy

Commissioner Holly Evans

Commissioner Terry Hageman

Commissioner Jon Heasley

Commissioner Eric Cronin

#### Officers

City Manager Nancy R. Stoddard

City Attorney Robert Soltis

City Treasurer/Clerk Shannon Stutz

**1. Call to Order**

**2. Roll Call**

**3. Approval of Minutes**

From the City Commission Regular Meeting Minutes of June 19, 2017

**4. Additions/Changes to the Agenda - Approval**

**5. Citizen Comments**

*Persons wishing to address the City Commission regarding **items on the agenda** 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.*

Motion to RECEIVE OR APPROVE as indicated:

- i. Warrant No. 1339 – Receive
- ii. Warrant Festival 2017 – Receive
- iii. Credit Card Statement - Receive
- iv. Homecoming Parade on September 15 at 5 pm – Receive
- v. Drug & Lab – Kindleberger Park Reservation – Receive

7. UNFINISHED BUSINESS

- A. Air Conditioner installed for Water Treatment Plant

8. NEW BUSINESS

- A. Kalamazoo Country Drain Office – Jump on Board, a showcase of Green Infrastructure in Kalamazoo County
- B. Pixelvine – Website Management
- C. Appoint Board of Review Members
- D. Appoint Samuel Hunter to KABA Board
- E. KABA Meeting Report – Commissioner Cronin

9. BOARD AND COMMISSION REPORTS/MINUTES

- A. Zoning Board of Appeals Minutes from June 21, 2017.

10. CITIZEN COMMENTS

*Persons wishing to address the City Commission on items **not on the agenda**, 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 & COMMISSIONER COMMENTS

12. CITY MANAGER COMMENTS

13. ADJOURNMENT

**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY  
COMMISSION HELD ON MONDAY JUNE 19, 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, and Heasley. City Manager Stoddard, City Treasurer/Clerk Stutz, and City Attorney Soltis.

Absent: Commissioners Fooy and Hageman.

Moved by Commissioner Heasley, supported by Commissioner Cronin to excuse the absent Commissioners. **Motion Carried.**

**3. Minutes**

Moved by Vice Mayor Britigan, supported by Commissioner Heasley to approve the Minutes of the June 5, 2017 regular meeting.

**Motion Carried.**

**4. Additions or Changes to the Agenda**

8C. Replacement of AC Compressor at Water Plant. 8D. Resignation of Mike Conner from KABA Board.

**5. Citizen Comments**

Before accepting citizen comments, Mayor Heasley first welcomed City Manager Stoddard to the dais.

Bob Green, 133 N Riverview, noted regarding 8B that he thought a commissioner should go to the convention in Holland as well as the City Manager.

Judy Resler, 218 Maple, asked if there was any movement on the noise ordinance that she submitted awhile ago. The Commission directed Attorney Soltis to look into the matter.

**6. Consent Agenda**

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

**7. Unfinished Business**

A. Revised KABA and City of Parchment Waiver - approve. Commissioner Cronin presented a newly worded waiver, saying it was a compromise in language. Attorney Soltis noted Commissioner Cronin "did wonderfully", considering the waiver fair for all parties. Moved by Vice Mayor Britigan, supported by Commissioner Evans, to approve the Waiver and Indemnification Agreement between the City of Parchment and the Kalamazoo Area Building Authority and authorize the Mayor to execute all documents related to the action. Roll call vote was as follows:

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

Nays: None

Absent: Fooy, Hageman

Abstain: None

**Motion Carried 5-0**

**8. New Business**

A. Resolution to apply for grant to purchase new voting system - approve. Per Clerk Stutz, the state will be providing funding for the new voting system through a grant to Kalamazoo County. The

county will order all tabulators and accessible voting devices from Election Systems & Software. Moved by Commissioner Cronin, supported by Commissioner Heasley to authorize the City Clerk to submit the grant application on behalf of the Parchment City Commission. Roll call vote was as follows:

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

Nays: None

Absent: Fooy, Hageman

Abstain: None

**Motion Carried 5-0**

B. MML Convention in Holland, MI – September 13-15, 2017. City Manager Stoddard expressed an interest in going to this conference, however costs and registration had not yet been posted. Commissioner Cronin showed interest in attending as well. Tabled.

C. Purchase A/C compressor at water plant - approve. Superintendent of Public Works, Joe Bonhomme, explained that the air conditioning unit at the Water Treatment Plant is controlled by a humidity switch in order to keep condensation from forming on the piping. During yearly maintenance, a leak was found in the a/c compressor that was unable to be repaired. Bids for replacement were solicited; Mall City Mechanical was the lowest. Moved by Commissioner Heasley, supported by Commissioner Cronin, to approve the purchase of an A/C Compressor as quoted by Mall City Mechanical in the amount of \$13,435.00 and authorize the City Manager to execute all documents related to this purchase. Roll call vote was as follows:

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

Nays: None

Absent: Fooy, Hageman

Abstain: None

**Motion Carried 5-0**

D. KABA board resignation of Mike Conner - accept. City Manager Stoddard thanked Mr. Conner for his work and diligence, looking after the City. She explained there is now an opening that needs to be filled, further noting the small stipend for the volunteer. Moved by Vice Mayor Britigan, supported by Commissioner Heasley. **Motion Carried.**

**9. Standing Board and Committee Reports**

A. KAC Meeting Minutes of June 12, 2017 – Information only.

B. SMBA Meeting from June 15, 2017.

**10. Citizen Comments**

Mike Conner, 1150 Parchmount, asked when the fire hydrant at the corner of Glenguile and Riverview would be fixed/replaced. DPW Superintendent Bonhomme replied that it is on the schedule for the fall.

**11. Mayor and Commissioner Comments**

Commissioner Cronin thanked the Commission for guidance on the KABA waiver, and gave accolades to Commissioner Heasley for rounding up \$7900 in donations for the Kindleberger Festival.

Vice Mayor Britigan gave an update on the CCTA – ridership on the Parchment #6 bus increased by nine thousand rides between April of 2016 and 2017. There is a Dump the Pump promotion, encouraging people to use public transportation and save wear and tear on their vehicles. He also expressed sadness at the passing of Comstock Fire Chief Switalski in the line of duty. Details on the visitation and funeral were given.

Mayor Heasley reminded everyone about the November election, whereby several of the Commissioners' terms will expire. He noted the July 25 filing deadline. Interested people can contact City Hall for information.

**12. City Manager Comments/Reports**

- A. City Manager Stoddard thanked the Commissioners for helping her through her first meeting. She extended an invitation to residents and business owners to come to her with concerns, citing an "open door" policy. She also mentioned a "weight" that has been hanging over the City, saying that she knows that with stronger oversight, a change in personnel policy and strict guidelines, we are learning from the recent history and will be stronger going forward. No change will be made in personnel. She noted that "actions speak louder than words" and she is willing to discuss the situation with anyone, but said the City must move forward in order to heal.  
Mayor Heasley expressed his full support of this decision.

**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 7:47 p.m.

Shannon S. Stutz  
City Clerk



City of Parchment  
Check Register Report  
Warrant 1339

Check Number	Check Date	Vendor Name	Check Description	Amount
<b>MERCANTILE Checks</b>				
33910	06/29/2017	ASPHALT RESTORATION, INC	Patch Thomas for Dec 13 Watermain break	1,750.00
33911	06/29/2017	CINTAS CORPORATION LOC. 725	Uniform Rental & Towels	244.60
33912	06/29/2017	CLEAN EARTH ENVIRONMENTAL	Clean & root cut Sewer Line-Glendale	2,130.25
33913	06/29/2017	COMPANION LIFE	Life & AD&D Ins - July	83.92
33914	06/29/2017	FRANCOTYP-POSTALIA, INC.	Battery for Postage Machine	24.20
33915	06/29/2017	TORI HUGHES	Wedding Dep Refund-06/17/17	100.00
33916	06/29/2017	KALAMAZOO OIL CO.	Fuel Charges - 6/1 to 6/15/17	184.73
33917	06/29/2017	TREASURER CITY OF KALAMAZOO	Municipal Sewer - May	7,755.36
33918	06/29/2017	ELLY MCCARTY	Wedding Dep Refund-06/17/17	100.00
33919	06/29/2017	MICHIGAN RURAL WATER ASSOCIATION	Annual Mem Dues to 6/30/18	760.00
33920	06/29/2017	MUNICIPAL CODE CORPORATION	Annual Admin Fee to 5/31/18	225.00
33921	06/29/2017	RIVERRUN PRESS	Newsletter, rack cards, festival posters	1,935.08
33922	06/29/2017	MIKE WOLTHUIS	Cement West side of Dntrn Riverview	1,775.00



**City of Parchment**  
**Check Register Report**  
**Warrant - Festival 2017 (and Cons Energy)**

**MERCANTILE Checks**

33923	07/10/2017	STACY BARTELL	Technical Director-2017 Festival	1,000.00
33924	07/10/2017	BIG AIR BOUNCERS	Rental of Bounce House-2017 Festival	180.00
33925	07/10/2017	SHEILA BROWN	Children's Area - 2017 Festival	225.00
33927	07/10/2017	CONSUMERS ENERGY	Monthly utilities	5,276.56
33928	07/10/2017	GALESBURG 4-H	Petting Zoo - Festival 2017	50.00
33929	07/10/2017	SARAH HARRIER	Festival Day Entertainment	550.00
33930	07/10/2017	KEN HOLDA	Final Pmt-Director-2017 Festival	600.00
33931	07/10/2017	KIMBERLY HUTCHINSON	Youth Costume Designer-2017 Festival	450.00
33932	07/10/2017	LOU IRWIN JR.	Costume Designer-2017 Festival	800.00
33933	07/10/2017	KALAMAZOO SYMPHONY ORCHESTRA	Instrumental Petting Zoo-2017 festival	100.00
33934	07/10/2017	MARIE KERSTETTER	Music Director-2017 Festival	1,100.00
33935	07/10/2017	CHRISTOPHER LEWIS	Properties Master-2017 Festival	500.00
33936	07/10/2017	KENJI MARSHALL	Artist - Festival 2017	225.00
33937	07/10/2017	MATT SCHWARTZ	2017 Festival Day-Entertainment	600.00
33938	07/10/2017	TOMMY SINSHACK	Sound Designer-2017 Festival	900.00
33939	07/10/2017	KRIS ALLEMANG STAHL	Choreographer-2017 Festival	700.00
33940	07/10/2017	ZAC THOMPSON	Final Payment-Director-2017 Festival	700.00
33941	07/10/2017	PHIL VANORMAN	Asst Stage Mgr-Once Upon a Mattress	175.00
33942	07/10/2017	LISA WATSON	Stage Mgr-Brothers Grimm-2017	800.00
33943	07/10/2017	KIM WHITFIELD	Wedding Cancellation	650.00

ACCT. NUMBER: XXXX XXXX XXXX 1546

CREDIT LIMIT	25,000.00	CASH ADVANCE BALANCE	.00
CURRENT BALANCE	5,303.35	MINIMUM PAYMENT DUE	5,303.35
AVAILABLE CREDIT	19,696.65	PAYMENT DUE DATE	07-21-17

**CORPORATE ACCOUNT ACTIVITY**

CITY OF PARCHMENT  
XXXX-XXXX-XXXX-1546

TOTAL CORPORATE ACTIVITY  
\$3,650.32 CR

Post Date	Trans Date	Reference Number	Transaction Description	Amount
06-20	06-20		AUTO PAYMENT DEDUCTION	3,650.32 CR

**INDIVIDUAL CARDHOLDER ACTIVITY**

PHIL WOLTHUIS  
XXXX-XXXX-XXXX-1793

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
\$0.00	\$394.33	\$0.00	\$394.33

Post Date	Trans Date	Reference Number	Transaction Description	Amount
05-29	05-25	55421357146987109686446	MULDERS LANDSCAPE SUPP KALAMAZOO MI	84.00
06-05	06-02	55446417154200966500037	SIGN CENTER KALAMAZOO MI	35.00
06-12	06-08	05436847160100082126229	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI	5.99
06-13	06-12	85101657163980004925899	SHARP SHOP KALAMAZOO MI	89.85
06-15	06-14	55446417165207689000143	EDWARDS INDUSTRIAL KALAMAZOO MI	59.67
06-23	06-22	75500597173900012400010	KFS PERFORMANCE KALAMAZOO MI	60.00
06-26	06-22	05436847174100083837208	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI	59.82

BILL CAHILL  
XXXX-XXXX-XXXX-1801

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
\$0.00	\$757.86	\$0.00	\$757.86

Post Date	Trans Date	Reference Number	Transaction Description	Amount
05-29	05-25	55421357146987109686511	MULDERS LANDSCAPE SUPP KALAMAZOO MI	126.00
05-29	05-26	25247807146003018078359	RATHCO SAFETY & SUPPLY PORTAGE MI	270.00
05-31	05-30	55506297150608521377682	ONE WAY PRODUCTS 02693433772 MI	103.52
06-13	06-12	55506297163608381364700	ONE WAY PRODUCTS 02693433772 MI	258.34

JOE BONHOMME  
XXXX-XXXX-XXXX-1819

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
\$0.00	\$917.95	\$0.00	\$917.95

Post Date	Trans Date	Reference Number	Transaction Description	Amount
06-01	05-31	55480777151207318101288	THE KNOX COMPANY 06236872300 AZ	637.00
06-13	06-12	05436847163300149825477	W.S. DARLEY & CO. ITASCA IL	280.95

JIM DUBY  
XXXX-XXXX-XXXX-1892

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
\$0.00	\$809.85	\$0.00	\$809.85

Post Date	Trans Date	Reference Number	Transaction Description	Amount
06-02	06-01	55436877153731533544767	GOGGIN RENTAL CORP KALAMAZOO MI	231.00
06-21	06-20	05436847172000307601699	USPS PO 2549110002 KALAMAZOO MI	23.85
06-22	06-21	55446417173081395165825	ETNA DISTRIBUTORS KALA KALAMAZOO MI	541.72
06-23	06-21	05436847173100082436680	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI	13.28

SHANNON STUTZ  
XXXX-XXXX-XXXX-8089

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
\$0.00	\$1,873.63	\$0.00	\$1,873.63

Post Date	Trans Date	Reference Number	Transaction Description	Amount
05-29	05-26	05410197146105240978451	QUILL CORPORATION 800-982-3400 SC	240.94
06-02	06-02	55432867153000599524872	VZWLSS'APOCC VISB 800-922-0204 FL	74.25

ACCT. NUMBER: XXXX XXXX XXXX 1546			
CREDIT LIMIT	25,000.00	CASH ADVANCE BALANCE	.00
CURRENT BALANCE	5,303.35	MINIMUM PAYMENT DUE	5,303.35
AVAILABLE CREDIT	19,696.65	PAYMENT DUE DATE	07-21-17

**INDIVIDUAL CARDHOLDER ACTIVITY**

06-16	06-16	15270217167262372671244	FACEBK 3L4KRC6TR2 MENLO PARK CA	250.00
06-22	06-20	05436847172100078111926	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI	548.87
06-22	06-21	55480777172083137117572	TDS METROCOM 08665716662 WI	759.57

CAMRON J BOEKHOVEN XXXX-XXXX-XXXX-9114	CREDITS \$0.00	PURCHASES \$549.73	CASH ADV \$0.00	TOTAL ACTIVITY \$549.73
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Post Date	Trans Date	Reference Number	Transaction Description	Amount
05-29	05-25	55421357146987109686578	MULDERS LANDSCAPE SUPP KALAMAZOO MI	42.00
06-15	06-13	75337007165418500173386	BEST WAY DISPOSAL K-DI KALAMAZOO MI	140.00
06-20	06-19	55546507170286794900090	EXTREME POWER EQUIPMEN KALAMAZOO MI	14.00
06-20	06-19	55546507170286794900082	EXTREME POWER EQUIPMEN KALAMAZOO MI	25.98
06-23	06-22	55432867174100852023938	PURITY CYLINDER GASES KALAMAZOO MI	145.25
06-23	06-22	55436877173261730832720	ROE COMM INC PORTAGE MI	182.50



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

June 5, 2017

To Parchment City Council:

Parchment High School Student Council is seeking permission to host our annual Parchment Homecoming Parade on Friday, September 15<sup>th</sup> at 5 pm. We plan on starting at Kindleberger Park (arrange at 4 pm) work our way down Riverview, and travel up "G" Avenue finishing at Parchment High School.

\*\*\*NOTE: Homecoming is very early this year. It is the 2<sup>nd</sup> week of school.

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

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

Sincerely,

David Hoskins, Jordan Leh and Ty'Asia Edwards  
Student Council Co- Executive Board Presidents

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

Please Present at  
next Commission Meeting

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

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

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

North Elementary  
6635 Kayes Drive  
Kalamazoo, MI 49004  
(269) 488.1400

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

Barclay Hills  
Education Center  
1126 East Mossel Avenue  
Kalamazoo, MI 49004  
(269) 488.1470

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

# Kindleberger Park Reservation Form

Area of park to be reserved:

- Sunken Gardens/Gazebo (\$200 non-resident/\$100 resident)(3-hour block), non-refundable)(deposit required)
- Stage (\$300 non-resident/\$150 resident)(3-hour block)(deposit required)
- Lower Softball Fields (\$25 non-resident, \$10 resident)
- Tennis Court 1 (\$25 non-resident, \$10 resident)(1-hour period)
- Tennis Court 2 (\$25 non-resident, \$10 resident)(1-hour period)
- Picnic Pavilion 1 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 2 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 3 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 4 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 5 (\$100 non-resident/\$50 resident for 4-hour block)

Name: Drug + Laboratory Disposal Phone: 269-685-9874  
Address: 331 Broad St. Plainwell MI 49080  
Email: acrouch@dld-inc.com Alt. Phone: 269-806-8078  
Date of Event: Saturday, August 19 Time: 10<sup>am</sup> - 8 pm.

How many attendees do you anticipate at your event? 125-150

Will there be music as part of your event? possibly

Name of DJ, Musical Performer, Sound Technician: Alan Smith, magician

Will there be decorations, rental chairs/tents/tables: decorations, chairs, tents, tables, caterer (Free-standing)

\*See park rules on reverse side

Angie Crouch  
Signature

6-29-17  
Date

**FOR INTERNAL OFFICE USE:**

Application received by: W Gray Date: 6-30-2017

Payment Received: \$250 - ck Receipt # 10458

**APPROVAL**

Signature

Date



## SAVE THE DATE FOR JUMP ON BOARD

### Showcase of Green Infrastructure in Kalamazoo County

Choose either the afternoon or evening tour designed to demonstrate the trends in effective and economical green infrastructure, and how it can enhance community safety and quality of life. In practice, green infrastructure means simulating the hydrology of the pre-settlement condition rather than installing costly grey stormwater infrastructure.

#### TUESDAY, AUGUST 8

Western Michigan University

5:00 PM | Dinner

6:00 - 8:00 PM | Tour

Reception immediately following

#### THURSDAY, AUGUST 17

Riverview Launch

12:30 PM | Lunch

1:30 - 4:30 PM | Tour

Reception immediately following

There is no cost to attend the event thanks to the financial support of our sponsors. **Each tour is limited to the first 45 participants and pre-registration is required.** After sharing a meal, participants will board a charter bus for a tour of green infrastructure sites in Kalamazoo County. Project managers and local engineering and design firms will be on hand to explain each site and answer questions about green infrastructure policies, implementation, and maintenance. The tour is designed for elected officials, managers, planners, public works supervisors, and other local governmental decision makers.

Please RSVP to the Kalamazoo County Drain Commissioner's Office to reserve your spot on the tour (269-384-8117 or [pacrow@kalcounty.org](mailto:pacrow@kalcounty.org)). Feel free to pass along this information to anyone from your municipality who may be interested in green infrastructure. Formal invitations to follow.

Thank you to our sponsors and partners:



**MEMORANDUM**

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

From: Nancy R. Stoddard, City Manager

Date: June 29, 2017

Re: Proposal for Migration of Website, upgrade backend CMS, Hosting, Email

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As Kelly White will no longer be our website manager as of July 31, 2017, Pixelvine has been recommended by our Tony Clark IT Group, City of Hastings, and Barry Township. Pixelvine was cited with having exceptional response time for 'help calls' and with taking care of any concerns by the local government users.

The monthly charge customer care is comparable to Kelly White (\$65) with more included – helpdesk, security updates, backups, unlimited content updates.

The pricing is as follows:

One time migration charge	\$ 500.00
\$45 per box X 14 boxes	630.00
(Including all commissioners)	<u>          </u>
	\$ 1130.00

Per Kelly White, Parchment City Hall has been in need of updating their web software (current Word press is 4.8, we are on 3.0) for years. She tried to address this issue in past without success. As such, she is unable to troubleshoot current problems/errors.

We will be looking into updating the web software as well.



Office: 616.765.5000 | 143 Division Street, Freeport Michigan 49325

## City of Parchment

Proposal for Migration of Website, Upgrade backend CMS, Hosting, email

### Component #1 Website Move

1. Migrate existing website to enterprise hosting
2. Upgrade backend CMS
3. Optimize as needed

**Component #1 Total: \$500.00 one time charge**

### Component #2 Customer Care / Support / Hosting)

1. Monday-Friday support
2. After hours support
3. Helpdesk
4. Monthly review of program and security updates. Update as necessary
5. Monthly review of SEO. Modify as needed
6. **Unlimited simple content** updates as directed by client (meeting minutes)
7. Wordpress optimized hosting
8. Daily backups
9. Staging server for future updates
10. Elevated managed firewall
11. Scale on demand
12. 99.5% uptime

**Component #2 \$65 per month** (valid credit card required)

### Component #3 eMail Hosting and support

1. Secure IMAP (for Outlook & Mobile)
2. Premium spam & virus protection
3. Unlimited aliases and group lists
4. 25 GB mailboxes
5. Email forwarding
6. Easily recover deleted email
7. 50 MB attachments

**\$45 per year per box (\$3.75 per month per box)**

**7 email boxes would be \$315 per year**

**One time migration charge of \$225 for 7 boxes**

Thank you for the opportunity to gain your business. If you have any questions regarding this proposal please feel free to forward them to me. You can call our office at 800.734.0751 or my cell at 616.295.8982.

Please note this proposal is valid for 30 days from the date listed below.

Submit date: 06/22/2017



## MEMORANDUM

**To:** City Manager Stoddard

**From:** Shannon Stutz, City Treasurer

**Date:** July 12, 2017

**Subject:** Board of Review

### RECOMMENDED ACTION

It is MOVED that the City Commission appoint Donald Banner, Dan Closson, and Dennis Collison as members of the Board of Review for a two year term expiring in December of 2019 and authorize the City Manager to administer their oaths of office.

### BACKGROUND

Board of Review terms are for two years and expire in odd years. As such, it is time to reappoint members. One of the three current members agreed to renew and Wendy worked hard getting two other residents to volunteer. The three members will be Donald Banner, Dan Closson, and Dennis Collison; George Henry (former member) agreed to be an alternate if needed.

Today's Date: 7-10-17



## VOLUNTEER APPLICATION

### PERSONAL INFORMATION

NAME Samuel Hunter  
 PRESENT ADDRESS 415 Riverview Dr.  
yes TELEPHONE (248) 348-3679  
 ARE YOU 18 YEARS OLD OR OLDER? Yes

### EDUCATION

	NAME & LOCATION OF SCHOOL	YEARS ATTENDED	GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL	<u>Coby High</u> <small>Detroit Mi</small>	<u>1989</u>	<u>yes</u>	<u>Mathematics</u>
COLLEGE	<u>Some: Corner Stone</u> <small>Detroit Mi</small>	<u>1990</u>	<u>yes</u>	<u>Business Management</u>
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

### GENERAL

VOLUNTEER INTERESTS: To help out with my community  
To be a voice for Parchment

WHAT SPECIAL WORK EXPERIENCES HAVE YOU HAD THAT WOULD ASSIST YOU IN YOUR VOLUNTEER APPOINTMENT HERE IN PARCHMENT?

I'm working with District Attorney to bring about change to our schools and community activities.  
would love to be part of the voice for Parchment Community  
 WHAT DO YOU FEEL IS YOUR BEST ASSET? Unstoppable Honesty.

### EMPLOYMENT

Employer WKW Bowers Phone (269) 323 2565  
 Address 6565 Sprinkle Rd. City Portage State Mi Zip 49002  
 Position Team lead Duties OVER SEE EMPLOYEES  
and training them.

In case of emergency notify BANAH Hunter 269 3592389  
 Name Phone Number

Date: 7-10-17 Signature of Applicant: S. Hunter

*for KABA-wlg*

**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT ZONING BOARD HELD ON WEDNESDAY JUNE 21, 2017.**

**1. Call to Order**

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

**2. Roll Call**

Present: Sandy Bliesener, Tom Andrews, Jason Headley, Tim Lasher, Robert Green, and Michael Kirvan

Absent: None

**3. New Business.**

At 6:00 pm, the Board convened a scheduled public hearing to consider a variance request made by Jake's Fireworks, Inc. seeking permission to erect a tent in the parking lot of Harding's Market located at 618 N. Riverview Drive in the City of Parchment, County of Kalamazoo, State of Michigan, for the retail sales of consumer fireworks. In considering this variance, the Board found no objection and that granting the request would not cause the tent to be a nuisance or offensive to the public. It was moved by Tim Lasher, supported by Tom Andrews to grant the variance after proper proof of the registration permit is shown from the State of Michigan's Fire Marshall before the tent is set up.

Ayes: R. Bliesener, T. Andrews, J. Headley, T. Lasher, R. Green, M. Kirvan

Nays: None.

Absent: None

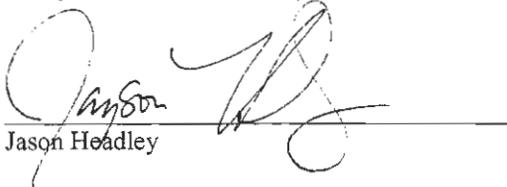
Abstain: None.

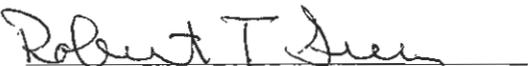
**Motion Carried 6-0.**

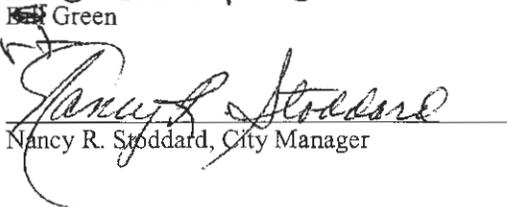
**4. Adjournment**

There being no further business to come before the Commission, it was moved by Tom Andrews and supported by Sandy Bliesener to adjourn the meeting at 6:06 p.m.

  
Sandy Bliesener

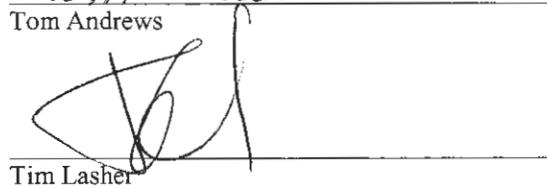
  
Jason Headley

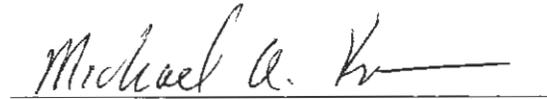
  
Robert T. Green

  
Nancy R. Stoddard, City Manager

Wendy L. Gaul  
Secretary

  
Tom Andrews

  
Tim Lasher

  
Michael Kirvan