



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

November 6, 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

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 October 16, 2017

4. Additions/Changes to the Agenda - Approval

5. Citizen Comments – Items ON the Agenda

If you wish to comment regarding items ON the agenda, please follow the format below:

- *Stand at the podium*
- *State your name and address for the record*
- *You are allowed up to 5 minutes for your comments*
- *Please let us know if you require special accommodations by notifying the Clerk*
- *Reminder: You will be making a statement, without discussion from the Commission. You are always welcome to make an appointment with the City Manager to discuss your comments further.*

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. 1347 - receive

7. Unfinished Business

- A. Ordinance to Amend Chapter 2, Section 2-34, Exception to Competitive Bidding; and to repeal all ordinances or parts thereof in conflict- (Second Reading)

8. New Business

- A. Quarterly Water/Sewer Dept Summary – Informational Only
- B. Re-Roofing Permits – Mike Alwine
- C. KABA Permit Report for October 2017 – City Manager

9. Board and Commission Reports/Minutes

- A. Kindleberger Arts Committee – Mayor Heasley
- B. Local Elected Officials Meeting w/Senator O’Brien – Mayor Heasley, Vice Mayor Britigan, and Commissioner Evans

10. Citizen Comments – Items NOT on the Agenda

Persons wishing to comment on items that are NOT on the agenda are instructed to please follow the same format as Citizen Comments for items on the agenda.

11. Mayor and Commissioner Comments

12. City Manager Comments

13. Adjournment

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY OCTOBER 16, 2017.

1. Call to order

Vice Mayor Britigan called the meeting to order at 7:00 p.m. He led those present in the “Pledge of Allegiance”.

2. Roll Call.

Present: Vice Mayor Britigan, Commissioners Cronin, Evans, Heasley, and Hageman. City Manager Stoddard, City Treasurer/Clerk Stutz, and City Attorney Soltis.

Absent: Mayor Heasley, Commissioner Fooy.

Moved by Commissioner Hageman, supported by Commissioner Heasley to excuse the absence of Mayor Heasley and Commissioner Fooy. **Motion Carried.**

3. Minutes

Moved by Commissioner Heasley, supported by Commissioner Cronin to approve the amended Minutes of the October 2, 2017 regular meeting.

Motion Carried.

4. Additions or changes to the agenda.

None.

5. Citizen Comments – Items ON the Agenda

Dodi Leckie, President of Parchment Little League, discussed plans to extend two dugouts to allow for storage of equipment, making it easier on LL volunteers. She noted the bathroom roof would be done before next season.

Judy Resler, 218 Maple, stated that she was unsure if the community needed any marijuana facilities in it.

6. Consent Agenda

A. Moved by Commissioner Cronin, supported by Commissioner Hageman to receive the consent agenda items.

Motion Carried.

7. Unfinished Business

A. Ordinance to Amend Chapter 2, section 2-34, Exception to Competitive Bidding; and to repeal all ordinances or parts thereof in conflict – First Reading. City Manager Stoddard explained the need to be able to waive the three bid process in the event of an emergency. Attorney Soltis further explained how the current ordinance was insufficient to address this problem. Moved by Commissioner Heasley, supported by Commissioner Hageman to accept for First Reading the Ordinance to Amend Chapter 2, section 2-34, Exception to Competitive Bidding and to repeal all ordinances or parts thereof in conflict. **Motion Carried.**

8. New Business

A. Little League – Proposed structure addition to dugouts – Dodi Leckie. See Citizen Comments for plans. Commissioner Hageman asked what the timeline was for completion – Dodi answered plans are to finish before winter. Per Joe Bonhomme, DPW Superintendent, there would be no issues mowing the area with the proposed changes. Vice Mayor Britigan remarked that the fields are the best in the state. Moved by Commissioner Heasley, supported by Commissioner Evans to approve the Parchment Little League proposed dugout additions. **Motion Carried.**

B. Medical Marijuana facilities presentation – Kalamazoo County Prosecuting Attorney Jeff Getting. Mr. Getting began by stating his intent is not to lead the Commission in either direction, just to inform. Among the statistics cited – 8 states have passed recreational marijuana use; 29 states have legalized medical marijuana use; as of 9/30/16 there were 4081 patients with medical marijuana cards in Kalamazoo County. See Public Act 281 for more information. Mr. Getting also explained that the current law requires an affirmative action on the Commission’s part, meaning no action would prohibit any dispensary or manufacture/growing of marijuana within the City limits. Attorney Soltis noted that the City would be able to use zoning to regulate where it would be allowed, if so moved.

C. KABA permit report – receive.

D. Parchment Fire Department Report – receive.

9. Standing Board and Committee Reports

A. Kalamazoo Area Transit Study, Technical Committee Meeting – City Manager Stoddard. City Manager Stoddard explained her position on the board, as opposed to the Vice Mayor being on the KATS policy committee. She noted that they discussed green ways, bike paths, and bus pickup areas whereby they are no longer picking up people who flag the bus down.

10. Citizen Comments

Mike Conner, 1150 Parchmount, expressed his displeasure at the idea of legalizing marijuana in any way in the City.

11. Mayor and Commissioner Comments

Commissioner Cronin said the next KABA meeting is 11/9/17.

Commissioner Heasley asked if there were any complaints about KABA – answer was only how they bill. He then shared a good story about the police and their quick response to a call at his home.

Commissioner Hageman asked about the 4 fire trainees and when the last Fire Department Open House was. Fire Chief Bonhomme said they had one in the Spring.

Vice Mayor Britigan mentioned the invitation the Commissioners received from the MTA; he also reminded everyone of the candidate forum on Thursday 10/19 at 7pm at the Library.

12. City Manager Comments/Reports

Manager Nancy Stoddard stated that while she could change the citizen comment sections per Roberts Rules of Order, she wanted citizens to have the opportunity to express their opinion on items the Commission would be voting on *prior* to them voting. She also advised that the last Consumers Energy audit was in 2014; the suggestions of replacing bulbs with LEDs; window replacements @ DPW; energy studies for usage at more cost effective times of day were all accomplished. Two items remaining – replacement of windows at the water treatment plant and the fire barn. City Manager Stoddard also announced that funds for the Veterans' Memorial have begun to come in; per the auditors, the money just has to be accounted for in its own fund.

She reminded all that citizens are always welcome at City Hall.

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 8:14 p.m.

Shannon Stutz
City Clerk



City of Parchment
Check Register Report
Warrant 1347

Check #	Check Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
34203	10/27/2017	MARTINA BIUNDO	Deposit Refund 10/21/17	100.00
34204	10/27/2017	CINTAS	Restock 1st Aid Cabinet	97.86
34205	10/27/2017	CINTAS CORPORATION LOC. 725	Uniform Rental & Towels	209.18
34206	10/27/2017	KALAMAZOO OIL CO.	Fuel Charges 10/1 to 10/15/17	343.70
34207	10/27/2017	DAVID LANTIS	Balance of Interior Painting	350.00
34208	10/27/2017	R.W. LAPINE INC.	HVAC-Maint Cont 1/4'ly Pmt	197.50
34209	10/27/2017	CITY OF PARCHMENT	Quarterly water - citywide	1,164.18
34210	10/27/2017	ROSE PEST SOLUTIONS	Pest Control - Contract	78.00
34211	10/27/2017	SBAM PLAN	Employee & Retiree Ins-Nov	11,272.69
34212	10/27/2017	SMALL BUSINESS ADMIN SERVICES	HRA - October	52.50
34213	10/27/2017	PAULA WHEATON	Park Refund - 10/14/17	275.00

**CITY OF PARCHMENT
KALAMAZOO COUNTY, MICHIGAN**

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND THE PARCHMENT CITY CODE OF
ORDINANCES TO AMEND CHAPTER 2, SECTION 2-34, EXCEPTION
TO COMPETITIVE BIDDING; AND TO REPEAL ALL ORDINANCES OR
PARTS THEREOF IN CONFLICT HEREWITH.**

THE CITY OF PARCHMENT ORDAINS:

ARTICLE I

Chapter 2, Section 2-34, Exception to Competitive Bidding, is hereby amended and shall now read:

Sec. 2-34. Exception to competitive bidding.

Competitive bidding shall not be required in respect to contracts for professional services. Where competitive bidding clearly is not practical or where no advantage would result to the City to require competitive bidding, the City Commission, upon written recommendation of the City Manager, may authorize the execution of a contract without competitive bidding. Where a contract is let without competitive bidding, the proposed contract shall be approved by the City Attorney as to form and content, unless prepared by him or her by direction of the City Commission and submitted to the City Commission. Where there has been an interruption of essential services, such as roads, water and sewer, where prompt City response is required to protect the health, safety and welfare of residents or their property, the City Manager may contract for repairs and/or replacement without competitive bidding. In all cases, the City Manager shall attempt to comply with the Local Preference Policy adopted by the City Commission.

**ARTICLE III
REPEALER**

All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

**ARTICLE IV
SEVERABILITY**

Any and all sections, terms, provisions and/or clauses herein shall be deemed independent and severable. Should any court or competent jurisdiction hold any section, term, provision or clause void and/or invalid, all remaining sections, terms, provisions and/or clauses not held void and/or invalid shall continue in force and effect.

ARTICLE V
EFFECTIVE DATE

This Ordinance shall take effect on _____, 2017.

CERTIFICATE

I, Shannon Stutz, City Clerk for the City of Parchment, do hereby certify that the foregoing City of Parchment Ordinance No. _____ was adopted by the City Commission at a regular meeting held on _____, 2017, and that the following is a record of the vote of the members of said City Commission on said Ordinance.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Shannon Stutz
City Clerk



650 S. Riverview Drive • Parchment, Michigan 49004
(269) 349-3785

QUARTERLY WATER DEPT. SUMMARY

	June 17th, 2017 Thru Sept. 15th, 2017	March 18th, 2017 Thru June 16th, 2017
Total Pumpage for the Quarter *	23,730,000 Gals.	20,127,000 Gals.
Non-revenue Water Pumped	2,330,468 Gals.	4,811,700 Gals.
Total Gallons Billed	21,399,532 Gals.	15,315,300 Gals.
Percent Lost Revenue Water	9.82 %	23.91 %
Max. Gallons Pumped per Day	421,000 Gals.	478,000 Gals.
Avg. Gallons Pumped per Day	261,000 Gals.	232,000 Gals.
Total Lbs. Chlorine Used	317 Lbs.	296 Lbs.
Total Lbs. Fluoride Used	500 Lbs.	399 Lbs.
Total Lbs. Phosphate Used	747 Lbs.	640 Lbs.
Total Accounts Billed	1,169	1,149
New Services Installed	0	0

QUARTERLY SEWER DEPT. SUMMARY

Total Gals. to Kalamazoo	9,194,000 Gals.	11,679,400 Gals.
Avg. Gals. to Kazoo Per Day	101,033 Gals.	128,345 Gals.
Total Ft. San. Sewer Cleaned	1,420 Ft.	2,540 Ft.
Total Sewer Customers Billed	672	665

Non-revenue water consist of usage from Fire Department use, main and service leaks, slow meters, hydrant flushing, & filling the sewer jet from hydrants.

* Total metered gallons minus backwash gallons

Nancy Stoddard

From: Mike Alwine <malwine@kaba-mi.org>
Sent: Tuesday, October 31, 2017 8:56 AM
To: Nancy Stoddard
Subject: Re-roof Ordinance
Attachments: Construction Codes roofing ordinance.doc

Nancy,

The Michigan Building Code is very vague on whether or not a re-roof permit is required for the re-roofing of a structure. Because of this, several years ago, the State Construction Code Commission was asked to provide a formal interpretation on the permit requirements for a re-roof.

This interpretation stood for over a decade, until recently, when the State pulled the interpretation from the LARA website.

The State has now remanded the re-roof permit requirements back to the individual jurisdictions. Sec. 125.1508(a) of P.A. 230 states that any jurisdiction that is authorized to enforce the State Construction Code must enforce it as adopted by the state, without additions deletions or amendments. In this case however, with the interpretation rescinded, the State Construction Code simply does not address the re-roofing permit requirements.

That being said, if a jurisdiction chooses to continue to require re-roofing permits, it must adopt an ordinance as such. When KABA discovered this, we suspended re-roof permit requirements until the jurisdictions made a formal decision on the subject. At that time, KABA board decided to have an ordinance drafted that the jurisdictions could adopt to continue the re-roof permit requirements if that jurisdictions board chose to do so. (Kalamazoo and Comstock townships use the same law firm, so they chose to have their attorneys draft the ordinance for them. The ordinance is a boiler plate format of their other ordinances.)

Will you please add this to the agenda for the cities next commission meeting please? I have attached the ordinance that the other jurisdictions are considering, you will probably want your attorney to review it as well to see if it would suit the city, if they choose to adopt it.

This is a decision for each individual jurisdiction. KABA has no opinion either way, but it is our duty to notify the jurisdictions of a change I the states requirements and to inform them of their options.

There are pros and cons to whether or not to require re-roof permits, but in the majority of the cases, I think they would be inconsequential. It is also no hurry for the commission to make the decision either way if they want to take it into consideration. As I said earlier, KABA has temporarily suspended the permitting requirements until an official decision has been reached by each jurisdiction.

Let me know if you have any questions.

Regards,

Mike Alwine

Building Official

2017 MONTHLY KABA PERMITS BY JURISDICTION

MONTH OF OCTOBER 2017

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	15	6,076
COMSTOCK	ELECTRICAL	16	2,624
COMSTOCK	MECHANICAL	13	1,685
COMSTOCK	PLUMBING	8	1,345
COMSTOCK	SPECIAL	2	110
TOTAL COMSTOCK		54	\$ 11,840
KALAMAZOO	BUILDING	25	7,187
KALAMAZOO	ELECTRICAL	21	4,050
KALAMAZOO	MECHANICAL	13	1,999
KALAMAZOO	PLUMBING	8	1,383
KALAMAZOO	SPECIAL	10	550
TOTAL KALAMAZOO		77	\$ 15,169
PARCHMENT	BUILDING	1	200
PARCHMENT	ELECTRICAL	1	347
PARCHMENT	MECHANICAL	1	106
PARCHMENT	PLUMBING	0	0
PARCHMENT	SPECIAL	1	55
TOTAL PARCHMENT		4	\$ 708
TOTAL KABA		135	\$ 27,717

REVENUE	REVENUE
OCTOBER 2016	% PREV YEAR MONTH
\$34,621	80.1%

PERMITS	PERMITS
OCTOBER 2016	% 2016 - YTD
135	100.0%

2017 MONTHLY KABA PERMITS BY JURISDICTION

YEAR TO DATE AS OF: OCTOBER 2017

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	191	\$ 110,074
COMSTOCK	ELECTRICAL	134	\$ 24,554
COMSTOCK	MECHANICAL	134	\$ 27,438
COMSTOCK	PLUMBING	86	\$ 16,636
COMSTOCK	SPECIAL	21	\$ 1,005
TOTAL COMSTOCK		566	\$ 179,707
KALAMAZOO	BUILDING	201	\$ 67,462
KALAMAZOO	ELECTRICAL	170	\$ 27,909
KALAMAZOO	MECHANICAL	151	\$ 23,614
KALAMAZOO	PLUMBING	114	\$ 17,405
KALAMAZOO	SPECIAL	38	\$ 1,955
TOTAL KALAMAZOO		674	\$ 138,345
PARCHMENT	BUILDING	12	\$ 1,540
PARCHMENT	ELECTRICAL	3	\$ 502
PARCHMENT	MECHANICAL	13	\$ 2,147
PARCHMENT	PLUMBING	2	\$ 155
PARCHMENT	SPECIAL	9	\$ 600
TOTAL PARCHMENT		39	\$ 4,944
TOTAL KABA	YTD	1279	322,996

REVENUE	REVENUE
YTD - OCT 2016	% 2016 - YTD
\$ 729,872	44.3%

REVENUE
% 2017 YTD BUDGET
98.0%

PERMITS	PERMITS
YTD - OCT 2016	% 2016 - YTD
2037	62.8%

2017 MONTHLY CUMULATIVE TOTALS # PERMITS	2017 MONTHLY CUMULATIVE TOTALS REVENUE	
109	\$ 25,081	JAN
83	\$ 24,707	FEB
122	\$ 27,555	MAR
113	\$ 27,234	APRIL
166	\$ 33,408	MAY
166	\$ 39,738	JUNE
125	\$ 20,980	JULY
143	\$ 29,807	AUG
117	\$ 66,770	SEPT
135	\$ 27,717	OCT
-	\$ -	NOV
-	\$ -	DEC
1,279	322,996	2017

Parchment
Residential

Permits Issued
Oct 2017

11/02/2017

Permit List

Building

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB17-18-395	1522 E G AVE	06-02-135-020	POST DOUGLAS		10/18/2017	\$200.00	\$35,000

Work Description: Replacing or enlarging windows, increasing the front door size, replacing floor joist and creating a laundry room.

Total Permits For Type: 1

Total Fees For Type: \$200.00

Total Const. Value For Type: \$35,000

Report Summary

Grand Total Fees: \$200.00

Grand Total Permits: 1

Grand Total Const. Value: \$35,000

Population: All Records

Permit.DateIssued Between
10/1/2017 12:00:00 AM AND
10/31/2017 11:59:59 PM AND

Permit.PermitType = Building
AND

Parcel.ParcelNumber Starts With
6 AND

Property.City = Parchment AND
Permit.BasicUsage = Residential