



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

November 20, 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 November 6, 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. 1348 – receive
- ii. Credit Card Statement – receive
- iii. Financial Reports – Information only

7. Unfinished Business

8. New Business

- A. Michigan Municipal League – You Won! Now What?
- B. Cronin Letter of Resignation from KABA
- C. Kalamazoo Township Police Department Report

9. Board and Commission Reports/Minutes

- A. Kalamazoo Area Transit Study – Technical Committee Meeting – City Manager
- B. Margaret O’Brien – OPEB Meeting – City Manager
- C. MTA Elected Officials Reception – Mayor Heasley
- D. KAC Meeting – Mayor Heasley, 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 NOVEMBER 6, 2017.

1. Call to order

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

2. Roll Call.

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

Absent: None.

3. Minutes

Moved by Vice Mayor Britigan, supported by Commissioner Heasley to approve the amended Minutes of the October 16, 2017 regular meeting.

Motion Carried.

4. Additions or changes to the agenda.

None.

5. Citizen Comments – Items ON the Agenda

None.

6. Consent Agenda

A. Moved by Commissioner Hageman, supported by Commissioner Cronin 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 – Second Reading. Attorney Soltis explained how this amendment protects the health, welfare, and safety of residents by allowing prompt action by City staff to restore essential services without having to wait for Commission approval. Moved by Vice Mayor Britigan, supported by Commissioner Evans to accept for Second 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.**

Moved by Commissioner Cronin, supported by Commissioner Evans to adopt the Ordinance to Amend Chapter 2, section 2-34, Exception to Competitive Bidding; and to repeal all ordinances or parts thereof in conflict as presented through the Second Reading. Roll call vote was as follows:

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

Nays: Fooy.

Absent: None.

Abstain: None.

Motion Carried 6-1.

8. New Business

A. Quarterly Water/Sewer Dept Summary – Information Only.

B. Re-roofing permits - KABA. City Manager Stoddard explained that the State of Michigan has left it up to municipalities to decide what constitutes “re-roofing”. She added that our neighboring communities do not require permits to reroof homes. Discussion took place on what has been in practice here, what others have seen elsewhere. Moved by Commissioner Heasley, supported by Commissioner Fooy to abstain from action on this matter. **Motion Carried.**

C. KABA permit report October 2017 – receive.

9. Standing Board and Committee Reports

A. Kindleberger Arts Committee – Mayor Heasley noted the dates for next year. July 11-15, 2018. He also announced the festival director is now Kris Jordan, and that Commissioner Jon Heasley has agreed to secure corporate fundraising.

B. Local Elected Officials Meeting with State Senator O’Brien. Vice Mayor Britigan reported that the meeting was held at KVCC Groves complex with a presentation by the Director of Licensing and Regulatory Affairs Shelly Egerton spoke on medical marijuana. Vice Mayor Britigan reiterated that municipalities can decide for themselves what to do and that they

must opt in (default/no action is opting out). He noted that Cooper Township is opting out. He also reminded everyone of the public forum on medical marijuana on 11/29/17 at Parchment United Methodist Church.

10. Citizen Comments

Bob Green, 133 N Riverview, stated he wants to hear all of the information he can regarding the medical marijuana before he decides if he is for or against it. He also reported he attended the open house for the Urban Alliance Technical Center and is excited for it, saying “good things are happening here”.

11. Mayor and Commissioner Comments

Commissioner Fooy asked about the status on the SAW grant. City Manager Stoddard said there was no update on the timing but that she knows it is for 2018. Commissioner Fooy then commented that Upjohn has a planning committee that might help us finance a master plan. He then thanked Commissioners Heasley and Hageman for their service.

Commissioner Heasley wished the candidates luck in the election tomorrow.

Commissioner Hageman echoed Commissioner Heasley’s comments and said she hoped for a good turnout.

Commissioner Cronin stated he is hoping for another term, reminded everyone to vote.

Vice Mayor Britigan mentioned how many different people he saw from the greater Kalamazoo area at the UATC open house. He then reported on a survey of local leaders for their Top Ten issues – 100% reported economic development, 86% infrastructure, and 71% public safety. He reminded all to vote, and that the newly elected Commissioners will not be sworn in until the first meeting in December.

Mayor Heasley told everyone to vote early.

12. City Manager Comments/Reports

Manager Nancy Stoddard stated that 2 additional microphones will be in place for the December 3 meeting. 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 7:27 p.m.

Shannon Stutz
City Clerk



City of Parchment
Check Register Report
Warrant 1348

Check #	Check Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
34220	11/10/2017	5 ALARM FIRE & SAFETY EQUIP.	MSA SCBA Yearly flow test & Pa	898.00
34221	11/10/2017	MOLLY ANDREWS	Training/Election	160.00
34222	11/10/2017	CINTAS CORPORATION LOC. 725	Uniform Rental & Towels	244.60
34223	11/10/2017	CLARK TECHNICAL SERVICES	Computer Support-October	55.00
34224	11/10/2017	SARA COLLISON	Training/Election	160.00
34225	11/10/2017	COMPANION LIFE	Life & AD&D Ins-November	76.00
34227	11/10/2017	CONSUMERS ENERGY	Citywide energy usage- October	6,150.54
34228	11/10/2017	CORNERSTONE OFFICE SYSTEMS	Monthly Contract 11/4 to 12/3	115.71
34229	11/10/2017	DECORATIVE THREAD	Logo & Names on Jackets	56.00
34230	11/10/2017	DEYOUNG LANDSCAPE SERVICE	Turf Treatment #6-Garden	165.00
34231	11/10/2017	JEANNE DRENTH	Training/Election	160.00
34232	11/10/2017	ENGINEERED PROTECTION SYSTEMS	Maint Bldg 12/1 to 2/28/18	126.69
34233	11/10/2017	FORD, KRIEKARD, SOLTIS & WISE	Police/Gen'l Matters - October	2,343.75
34234	11/10/2017	KAREN HEASLEY	Training/Election	160.00
34235	11/10/2017	BILLIE HERRICK	Training/Election	160.00
34236	11/10/2017	RALPH HERRICK	Training/Election	160.00
34237	11/10/2017	K&K INSURANCE GROUP, INC.	Fire Dept. Ins to 12/15/2018	899.96
34238	11/10/2017	KALAMAZOO OIL CO.	Fuel Charges 10/16 to 10/31/17	341.41
34239	11/10/2017	KALAMAZOO TOWNSHIP	Police Services Contract-Oct	26,887.50
34240	11/10/2017	TREASURER CITY OF KALAMAZOO	Municipal Sewer - September	5,159.08
34241	11/10/2017	MARY KNECHTEL	Training/Election	160.00
34242	11/10/2017	R.W. LAPINE INC.	Service Call @ City Hall-Water	125.17
34243	11/10/2017	LINDE GAS NORTH AMERICA LLC	Monthly Comp Air & Compl Chg	29.32
34244	11/10/2017	STATE OF MICHIGAN	Water Supply Annual Fee-2018	1,291.55
34245	11/10/2017	NIEBOER HEATING & COOLING, INC	SC on furnace in Lower Garage	80.00
34246	11/10/2017	REPUBLIC SERVICES #249	City Wide Pickup-November	8,227.74
34247	11/10/2017	SEVERANCE ELECTRIC CO INC	Traffic Signal Maint-October	120.00
34248	11/10/2017	SMALL BUSINESS ADMIN SERVICES	HRA - November	52.50
34249	11/10/2017	NANCY STODDARD	Mileage & Parking-6/15-10/31	233.06
34250	11/10/2017	ROSALIND STUTZ	Training/Election	160.00



ACCT. NUMBER: XXXX XXXX XXXX 1546

CREDIT LIMIT	25,000.00	CASH ADVANCE BALANCE	.00
CURRENT BALANCE	2,387.60	MINIMUM PAYMENT DUE	2,387.60
AVAILABLE CREDIT	22,612.40	PAYMENT DUE DATE	11-20-17

CORPORATE ACCOUNT ACTIVITY

CITY OF PARCHMENT
XXXX-XXXX-XXXX-1546

TOTAL CORPORATE ACTIVITY
\$3,852.99 CR

Post Date	Trans Date	Reference Number	Transaction Description	Amount
10-23	10-23		AUTO PAYMENT DEDUCTION	3,852.99 CR

INDIVIDUAL CARDHOLDER ACTIVITY

PHIL WOLTHUIS
XXXX-XXXX-XXXX-1793

CREDITS \$0.00 PURCHASES \$25.00 CASH ADV \$0.00 TOTAL ACTIVITY \$25.00

Post Date	Trans Date	Reference Number	Transaction Description	Amount
10-20	10-19	55436877292262926083652	COSGROVE ENTERPRISES L PLAINWELL MI	25.00

BILL CAHILL
XXXX-XXXX-XXXX-1801

CREDITS \$0.00 PURCHASES \$47.17 CASH ADV \$0.00 TOTAL ACTIVITY \$47.17

Post Date	Trans Date	Reference Number	Transaction Description	Amount
10-16	10-12	05436847286100066279126	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI	7.98
10-16	10-12	05436847286100066279209	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI	8.99
10-19	10-17	05436847291100075370299	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI	12.20
10-26	10-25	05436847299500159973102	TRACTOR SUPPLY #1272 KALAMAZOO MI	18.00

JOE BONHOMME
XXXX-XXXX-XXXX-1819

CREDITS \$0.00 PURCHASES \$273.40 CASH ADV \$0.00 TOTAL ACTIVITY \$273.40

Post Date	Trans Date	Reference Number	Transaction Description	Amount
10-11	10-11	55432867284200401283442	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	81.33
10-17	10-16	55432867289200718585724	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	44.99
10-23	10-20	05436847294000388351878	TRACTOR SUPPLY #1272 KALAMAZOO MI	29.94
10-23	10-20	55432867293200624146474	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	32.35
10-25	10-24	55432867297200551801980	MCAFFEE *WWW.MCAFFEE.COM 866-622-3911 TX	84.79

CAMRON J BOEKHOVEN
XXXX-XXXX-XXXX-9114

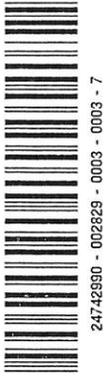
CREDITS \$0.00 PURCHASES \$401.08 CASH ADV \$0.00 TOTAL ACTIVITY \$401.08

Post Date	Trans Date	Reference Number	Transaction Description	Amount
09-28	09-27	55309597271200488300117	RIDGE PARTS 0030721 KALAMAZOO MI	131.68
10-12	10-10	05436847284100063281986	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI	12.61
10-17	10-16	25536067290104008585547	BATTERIES PLUS #38 PORTAGE MI	39.90
10-18	10-16	05140487290710028268417	HARDING'S MARKET #36 PARCHMENT MI	8.99
10-18	10-16	05436847290100070553601	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI	11.94
10-18	10-17	55309597291200488300014	RIDGE PARTS 0030721 KALAMAZOO MI	56.21
10-19	10-18	55453707292042000064041	ADVANCE AUTO PARTS #17 KALAMAZOO MI	15.99
10-20	10-18	55421357292627161830977	MULDERS LANDSCAPE SUPP KALAMAZOO MI	40.44
10-26	10-25	05436847299400046173679	WM SUPERCENTER #5064 KALAMAZOO MI	83.32

NANCY R STODDARD
XXXX-XXXX-XXXX-7241

CREDITS \$0.00 PURCHASES \$412.90 CASH ADV \$0.00 TOTAL ACTIVITY \$412.90

Post Date	Trans Date	Reference Number	Transaction Description	Amount
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ACCT. NUMBER: XXXX XXXX XXXX 1546			
CREDIT LIMIT	25,000.00	CASH ADVANCE BALANCE	.00
CURRENT BALANCE	2,387.60	MINIMUM PAYMENT DUE	2,387.60
AVAILABLE CREDIT	22,612.40	PAYMENT DUE DATE	11-20-17

INDIVIDUAL CARDHOLDER ACTIVITY

09-28	09-26	55421357270432530000261	DOUGLAS & SON INC KALAMAZOO MI	176.96
10-02	09-28	55421357272432530000111	DOUGLAS & SON INC KALAMAZOO MI	163.96
10-05	10-03	55421357277432530000314	DOUGLAS & SON INC KALAMAZOO MI	71.98

SHANNON STUTZ XXXX-XXXX-XXXX-0473	CREDITS \$0.00	PURCHASES \$1,228.05	CASH ADV \$0.00	TOTAL ACTIVITY \$1,228.05
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Post Date	Trans Date	Reference Number	Transaction Description	Amount
09-28	09-27	55480777270083077842149	TDS METROCOM 08665716662 WI	691.06
10-02	09-30	05410197274105282561516	QUILL CORPORATION 800-982-3400 SC	59.99
10-02	10-02	55432867275100805331972	VZWLSS*APOCC VISB 800-922-0204 FL	80.02
10-09	10-07	55429507280637283054659	PIXELVINE 8007340751 MI	60.00
10-16	10-13	55429507286637463421045	PIXELVINE 8007340751 MI	65.00
10-16	10-13	55547507287034099272586	B AND W CHARTERS 02693454222 MI	200.00
10-20	10-18	55421357292432530000133	DOUGLAS & SON INC KALAMAZOO MI	71.98

Dear Mrs. Nancy R. Stoddard:

Many communities will soon be holding local elections and welcoming new officials to their team. To help these new officials get off to the best start, the League is offering a specialized training entitled “You Won! Now What?”

The course covers core topics that will help educate first-time elected officials, as well as seasoned officials, on basic functions such as:

- Overview of basic local government roles and responsibilities of local elected officials
- Open Meetings Act (OMA)
- Freedom of Information Act (FOIA)
- Panel discussion with seasoned elected officials
- League services

The course will be held in a variety of locations across the state:

- Nov. 28 – Lansing
- Dec. 6 – Cadillac
- Dec. 12 – Rochester Hills
- Jan. 17 – Ann Arbor
- Jan. 23 – Coldwater

Please share this information with any newly elected officials in your community. To register, please visit www.mml.org or complete the registration form on the back of the enclosed flier.

We hope to see your newly elected officials at an upcoming training!

Sincerely,



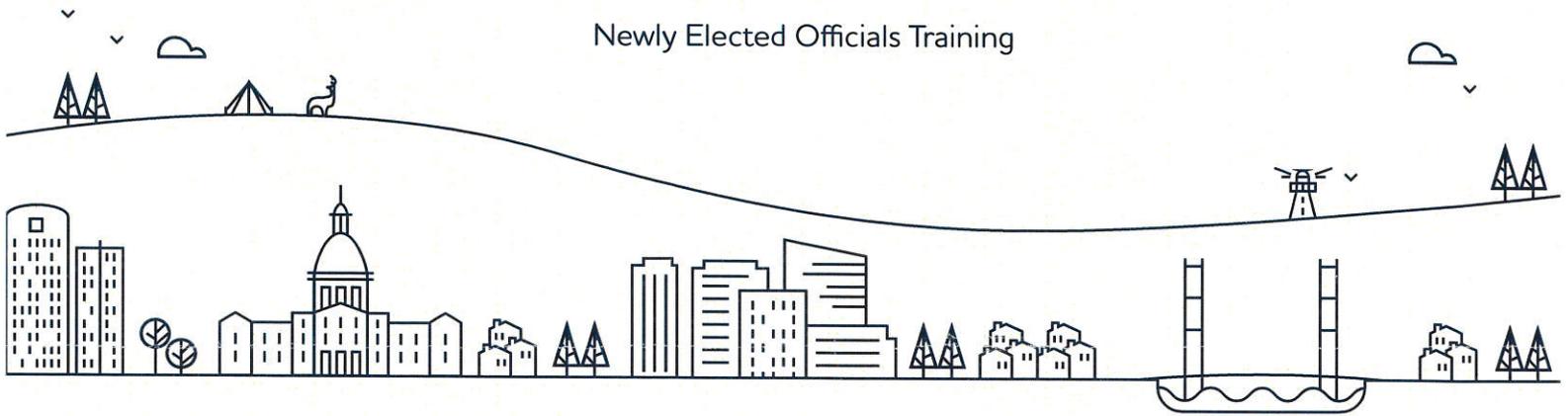
Kelly Warren
Director, Membership & Affiliate Engagement

We love where you live.



You Won! Now What?

Newly Elected Officials Training



This newly elected officials training consists of core topics that will help educate first-time elected officials, as well as seasoned officials, on the basic functions they will need to know in their roles as public leaders. Topics include: introduction to League services; an overview of basic local government; roles and responsibilities of elected officials; Open Meetings Act (OMA); Freedom of Information Act (FOIA); lobbying 101; and a panel discussion with seasoned elected officials.

NOV
28, 2017

Lansing, MI

DEC
06, 2017

Cadillac, MI

DEC
12, 2017

Rochester, MI

JAN
17, 2018

Ann Arbor, MI

JAN
23, 2018

Coldwater, MI

COST PER PERSON

League Member, \$95

League Nonmember

Government, \$155

ABOUT THE SPEAKERS

League Staff & Experienced
Elected Officials

AGENDA

Check-in & light dinner 5:30 pm

Begin 6:00 pm

Adjourn 9:00 pm

EDUCATION CREDITS

APPROVED

FOR THIS PROGRAM

3 EOA

TWO WAYS TO REGISTER!

1. Complete and return the form on the back of this flyer
2. Register online at mml.org!

You Won! Now What? Elected Officials Training

Cost: League Member: \$95; League Nonmember Government, \$155

Name of Municipality or Firm _____

Billing Address/State/Zip: _____

Phone #: _____

Fax #: _____

Please choose training location Lansing Cadillac Rochester Ann Arbor Coldwater

Name	Title	Email
1		
2		
3		
4		

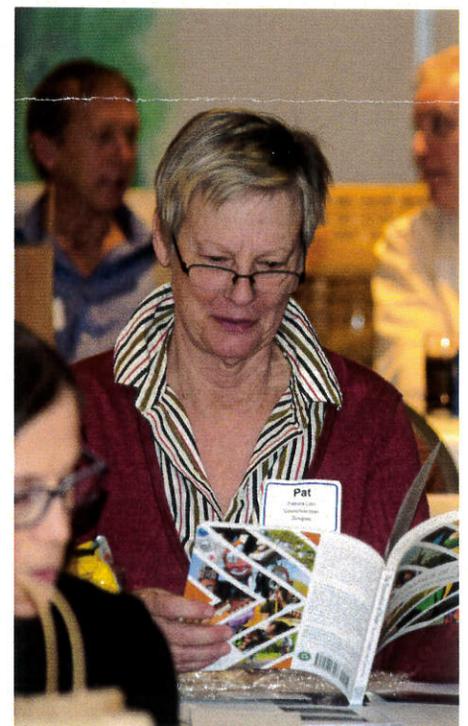
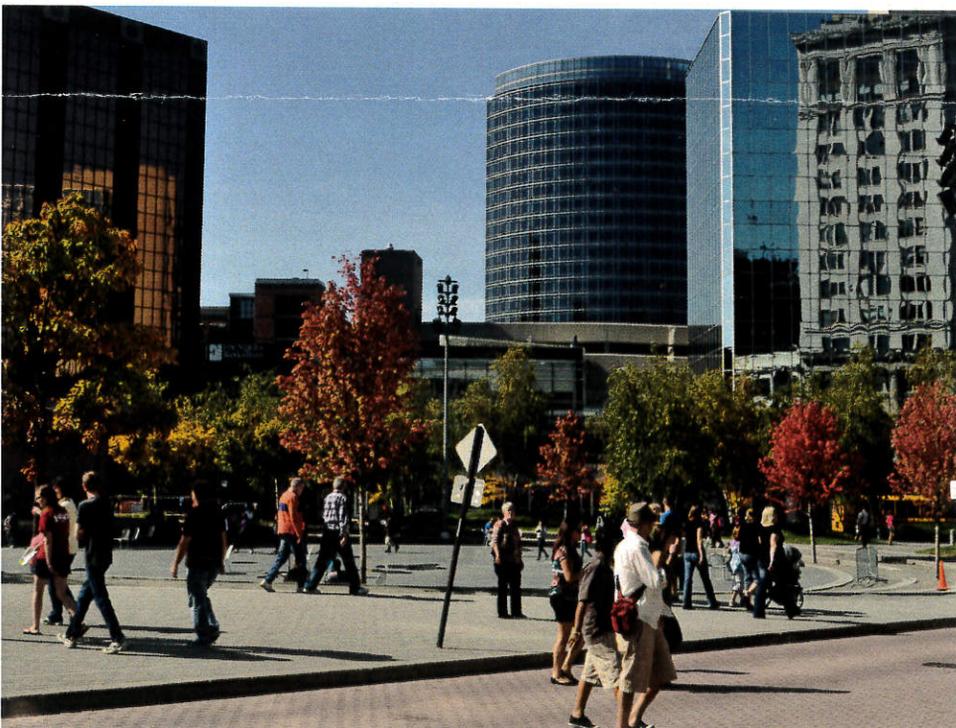
Payment Info: Cost: \$ _____ x Quantity: _____ = Total Due: \$ _____

Cancellation Policy

All cancellations must be submitted in writing either by fax, 734-669-4223 or email, registration@mml.org. No refunds will be given for cancellation requests received after (4 business days before event). For a full list of registration policies, please visit www.mml.org, then click on training/events.

To Register

1. If paying by credit card, register online by visiting www.mml.org. On the home page located on the right hand side under "My League," click on "View and Register for Events."
2. If paying by check, please mail this form along with a check payable to the Michigan Municipal League, P.O. Box 7409, Ann Arbor, MI 48107-7409.



Eric Cronin
120 Glendale Blvd
Parchment, MI 49004
12/01/17

Nancy Stoddard
City Manager
City of Parchment
650 S. Riverview Dr
Parchment, MI 49004

Dear Nancy:

It is with regret that I tender my resignation from the Kalamazoo Area Building Authority (KABA) effective December 1st, 2017 as an elected board member pursuant to the requirement of being an elected official for the City of Parchment.

I am grateful for having had the opportunity to serve on the board of this fine organization for the past year, and I offer my best wishes for its continued success.

Sincerely,

Eric Cronin
City Commissioner, Parchment



Township of Kalamazoo Police Department

City of Parchment Quarterly Report

July 1, 2017 – September 30, 2017

Calls for service: 639

Citations: 157 (91 traffic / 66 parking)

Arrests: 23

Traffic Crashes: 6; 5 property damage accidents and 1 minor injury accident
