



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

January 2, 2018

7 P.M.

Parchment City Commission

Mayor Robert D. Britigan III

Vice-Mayor Thomas Jordan

Commissioner Chester Emmons

Commissioner Richard Bagley

Commissioner Holly Evans

Commissioner Doug Fooy

Commissioner Robert B. Heasley

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 December 18, 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:

- Warrant No. 1351 – receive
- Committee Assignments – Mayor
- MME, Michigan Municipal Executives – Ann Arbor – City Manager - approve
- Kindleberger Arts Commission (KAC) Minutes - December 11, 2017 - receive
- Wendy Gaul Resignation from (KAC) Secretary Post - receive

7. Unfinished Business

8. New Business

- 25 Year Service Pin to Phil Wolthuis
- 20 Year Service Pin to Carol Maartens
- Ordinance to Amend Chapter 38 (Solid Waste), Article IV – Ordinance to amend the pick-up days for brush to April through October (First Reading)

9. Board and Commission Reports/Minutes

- KATS Policy Meeting – Mayor Britigan

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 DECEMBER 18, 2017.

1. Call to order

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: Mayor Britigan, Vice Mayor Jordan, Commissioners Bagley, Emmons, Fooy, and R Heasley. City Manager Stoddard, City Treasurer/Clerk Stutz, and City Attorney Soltis.

Absent: Commissioner Evans.

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

3. Minutes

Moved by Commissioner Heasley, supported by Commissioner Emmons to approve the amended Minutes of the December 4, 2017 Regular Meeting.

Motion Carried.

4. Additions or changes to the agenda.

8E. Fire Reports.

5. Citizen Comments – Items ON the Agenda

None.

6. Consent Agenda

A. Moved by Commissioner Emmons, supported by Commissioner Heasley to receive the consent agenda items.

Motion Carried.

7. Transfer of Funds

A. Adjust Cash and Investment Balances – approval. Moved by Commissioner Fooy, supported by commissioner Heasley to approve the transfer of funds as presented by City Treasurer Stutz and recommended by Gabridge & Co. **Motion Carried.**

8. New Business

A. KABA Presentation – Mike Alwine. Mike Alwine explained that KABA is our building department and we share the department with Comstock and Kalamazoo Townships.

B. KABA Budget - approve. Mike explained the budget, then noted that both Comstock and Kalamazoo Township had already approved the budget. Moved by Commissioner Heasley, supported by Vice Mayor Jordan, to approve the KABA budget as presented. **Motion Carried.**

C. Prein & Newhof presentation – Dan Lewis. Mr. Lewis went into some detail on the Storm and Wastewater (SAW) grant where most of the work will begin next summer, with interns collecting data. He then explained the Water Asset Management Plan – noting that P&N was being as “efficient and cheap” as possible while making a replacement list (for assets over the next 30 years) and a financial forecast. He stated the Water Asset Management Plan has already been paid for and will be used in the grant application process in the future. Moved by Vice Mayor Jordan, supported by Commissioner Bagley to adopt Water Asset Management Plan as presented by Prein & Newhof. Roll call vote was as follows:

Ayes: Bagley, Britigan, Emmons, Fooy, Heasley, Jordan.

Nays: None.

Absent: Evans.

Abstain: None.

Motion Carried 6-0.

City of Parchment
Resolution to Adopt Water Asset Management Plan

WHEREAS, the Michigan Department of Environmental Quality has required a Water Asset Management Plan of all water utilities serving over 1000 in population by January 1, 2018, per the Michigan’s Safe Drinking Water Act, 1976 PA 399, R325.11606.Rule 1606.

WHEREAS, the City of Parchment has hired Prein & Newhof to perform this requirement.
WHEREAS, in cooperation with the City of Parchment staff, including the Department of Public Works staff, a final report meeting this requirement has been presented.
NOW, THEREFORE BE IT RESOLVED; that the City of Parchment Commission approved said Water Asset Management Plan dated November 2017.

Motion by Commissioner Jordan, Seconded by Commissioner Bagley.
Upon a roll call vote, the following voted Aye: Bagley, Emmons, Fooy, Heasley, Jordan, Britigan.
The following voted Nay: None.
The following abstained: None.
The following was absent: Evans.

The City Mayor declared the Resolution as adopted.

Shannon Stutz, City Clerk
December 18, 2017

D. Prein & Newhof ICE grant professional services agreement – Dan Lewis. Mr. Lewis explained that the Michigan Economic Development Corporation (MEDC) has Infrastructure Capacity Enhancement (ICE) grants each year that are available in March and due in April. He noted that the monies granted in the past are 90/10 matching and that most of the work needs to be done ahead of time in order to meet the deadlines. He suggested that the Water Asset Management Plan will be used for this, but the City will need a sanitary and storm plan as well. Mr. Lewis reported that the professional services agreement has a cap of \$5,000 which would cover the work to prepare for the grant as well as applying for the grant itself. Moved by Commissioner Heasley, supported by Commissioner Bagley, to approve the Professional Services Agreement between the City of Parchment and Prein & Newhof as presented. Roll call vote was as follows:

Ayes: Bagley, Britigan, Emmons, Fooy, Heasley, Jordan.
Nays: None.
Absent: Evans.
Abstain: None.

Motion Carried 6-0.

E. Fire Report – receive. City Manager Stoddard presented the Fire Department’s report on calls taken.

9. Standing Board and Committee Reports

A. KABA report – Commissioner Emmons/Eric Cronin. Commissioner Emmons reported that he attended the meeting where they discussed possible purchase of a building.

10. Citizen Comments

None.

11. Mayor and Commissioner Comments

Commissioner Heasley praised Mayor Britigan on his first full meeting as Mayor. He then thanked Dan Lewis of Prein and Newhof for being such a good partner to the City over the years. He encouraged new commissioners to reach out to Dan for more explanation if needed. Commissioner Heasley then wished everyone a great holiday.

Commissioner Fooy noted it is exciting to look ahead at the asset management plans because it means we are “moving forward”. He then told all to enjoy the holidays.

Vice Mayor Jordan thanked Dan Lewis as well, then wished everyone Happy Holidays.

Mayor Britigan wanted to publicly thank Leslie Hoff and Teresa Stannard for their work on Wassailing. He then let the commission know that in January, he will be handing out committee assignments for the coming year. The Mayor then announced Chief Bourgeois’s retirement party on Thursday, Dec 28 at The Fountains; he added that the Chief was taking a

new position as the Executive Director of Michigan Coalition on Law Enforcement Standards (MCOLES). Lieutenant Ergang has been named as his successor at KTPD. Mayor Britigan wished everyone a Merry Christmas and Happy Holidays.

12. City Manager Comments/Reports

Manager Nancy Stoddard welcomed citizens to come to her office with any questions or concerns.

13. Adjournment

There being no further business to come before the Commission, it was moved by Commissioner Emmons and supported by all to adjourn the meeting at 8:02 p.m.

Shannon Stutz
City Clerk



City of Parchment
Check Register Report
Warrant 1351

Check #	Check Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
34299	12/22/2017	CINTAS	Restock 1st Aid Cabinet	153.26
34300	12/22/2017	CINTAS CORPORATION LOC. 725	Uniform Rental & Towels	209.18
34301	12/22/2017	CLARK TECHNICAL SERVICES	Computer Support-November	495.00
34302	12/22/2017	CORELOGIC CENTRALIZED REFUNDS	Refund duplicate Tax Payment	216.69
34303	12/22/2017	CORNERSTONE OFFICE SYSTEMS	Monthly Contract-12/4 to 1/3/1	115.71
34304	12/22/2017	DAN FARNOL	Refund water overpayment-UB	240.29
34305	12/22/2017	FLAMM PROPERTIES	Refund of Summer Taxes-2017	746.36
34306	12/22/2017	KALAMAZOO AREA BUILDING AUTHOR	2 Prop Maint Inspec-1710 E G	210.00
34307	12/22/2017	KALAMAZOO COUNTY CLERK	Election Supplies-11/7/17	602.19
34308	12/22/2017	KALAMAZOO OIL CO.	Fuel Chgs 12/1 to 12/15/17	310.01
34309	12/22/2017	KALAMAZOO OIL CO.	287 Gallons Diesel Fuel	736.21
34310	12/22/2017	KALAMAZOO TOWNSHIP	Police Services Contract-Nov	26,887.50
34311	12/22/2017	MI MUNICIPAL TREASURERS ASSOC.	2018 MMTA Membership Dues	50.00
34312	12/22/2017	MICHIGAN MUNICIPAL LEAGUE	Newly elected Officials Traini	285.00
34313	12/22/2017	MLIVE MEDIA GROUP	Public notice announcement	255.28
34314	12/22/2017	PARCHMENT FAMILY PRACTICE, PC	Pre-EE Fire Physical-Dickman	243.00
34315	12/22/2017	PLUMBER'S PORTABLE TOILETS	3 Portable Toilets-Wassailing	255.00
34316	12/22/2017	PRECISION TREE CARE	Maple Tree removal - Elmhurst/E Thoma	1,750.00
34317	12/22/2017	PREIN & NEWHOF	Water Asset Mgmt Plan-11/25/17	2,544.25
34318	12/22/2017	REPUBLIC SERVICES #249	City Wide Pickup-December	7,964.10
34319	12/22/2017	RIETH-RILEY CONSTRUCTION CO.	Cold Patch	1,300.00
34320	12/22/2017	ROE-COMM INC.	15 Pagers w/Ext Warranty	7,412.00
34321	12/22/2017	ROSE PEST SOLUTIONS	Pest Control - Contract	78.00
34322	12/22/2017	SBAM PLAN	Employee & Retiree BCBS-January	11,272.69
34323	12/22/2017	SEVERANCE ELECTRIC CO INC	Replace Controller@Oak Grove S	588.00
34324	12/22/2017	RONALD SEXTON	Refund duplicate tax Payment	328.70
34325	12/22/2017	SHERIFF-GOSLIN COMPANY	Replace Roof DPW Building	32,600.00
34326	12/22/2017	SMALL BUSINESS ADMIN SERVICES	HRA-December	52.50
34327	12/22/2017	STATE OF MICHIGAN	Annual MiDeal Agrmt-2018	180.00

**MINUTES OF THE REGULAR MEETING OF THE KINDLEBERGER ARTS COMMISSION
HELD ON MONDAY DECEMBER 11, 2017.**

1. Call to Order

Mayor Britigan called the meeting to order at 6:00 p.m.

2. Roll Call

Present: Mayor Britigan, Commissioners Holly Evans, Doug Fooy and Chester Emmons; Liz Emmons, Claudia Britigan, Molly Andrews, Jon Heasley, Wendy Gaul, Nancy Stoddard, Kris Jordan, Barb Steffler, Jordan VanBelle and Dean Luscomb.

Absent None

3. Minutes

Moved by Commissioner Fooy, supported by Nancy Stoddard to approve the Minutes of the November 13, 2017 regular meeting of the Kindleberger Arts Commission.

Ayes: M. Andrews, B. Steffler, D. Fooy, H. Evans, N. Stoddard and Mayor Britigan

Nays: None.

Absent: None

Abstain: None.

Motion Carried 6-0.

4. Old Business.

- A. Kris Jordan read aloud the resignation letter of Robert Heasley which was accepted.
- B. The car show location being changed to be on Commerce Lane was discussed at length and agreed to with contingencies of safety concerns and parking issues/locations and upon approval of the City Commission.
- C. More discussion on a Friday night event during the festival including rental of trolleys by Commissioner Emmons, an expanded police presence and possibly the use of reserve officers and cadets. Kris Jordan stated the Friday night ideas would be new in hopes of upping attendance. She asked for Claudia Britigan's involvement. She liked the "farm to table" event, music, food trucks, etc. Commissioner Fooy suggested the potential of having the Bronk Brothers play and a venue, possibly an entry fee as a fundraiser. There was more discussion about the possibility of a beer tent and its location as alcohol was not allowed in Kindleberger Park per City Code.
- D. A play selection was tabled until the January meeting.
- E. A Kindleberger website would have to begin from scratch and would have to stay within the KAC budget.
- F. Last year there were nine concerts; this year we are starting with seven for the 2018 schedule.
- G. Sponsorship levels were discussed along with the use of banners, weblinks and Facebook. There would be no expensive booklets used any more. Individual donor letters were being prepared as part of the latest fundraiser

5. New Business.

Kris discussed several meetings with event captains, fundraising ideas from Karen and Julie Heasley. Kris announced that Nancy Easton would be the new Arts and Crafts Chairperson. Kris also met at RiverRun Press where 2018 printed materials were discussed. She also said it was \$8,800 to mail from the school mailing list.

6. Member Comments.

Mayor Britigan said he could get golf carts for the Festival. Chester Emmons discussed having food trucks at Sunday Concerts. Fees were discussed such as \$100 for food trucks; \$50 for those trucks at Sunday events; zero cost for informative non-profits with no sales but all would require commitments; otherwise all others would be free on Saturday. Any other dates would be \$40.

**MINUTES OF THE REGULAR MEETING OF THE KINDLEBERGER ARTS COMMISSION
HELD ON MONDAY DECEMBER 11, 2017. – PAGE 2**

Moved by Commissioner Fooy, supported by Mayor Britigan to approve the fees discussed for vendors.

Ayes: M. Andrews, B. Steffler, D. Fooy, H. Evans, N. Stoddard and Mayor Britigan

Nays: None.

Absent: None

Abstain: None.

Motion Carried 6-0.

7. **Next Meeting:** The next KAC Meeting has been scheduled for January 8, 2018 at 6 pm.

8. **Adjournment**

There being no further business to come before the Commission, it was moved by Nancy Stoddard and seconded by Molly Andrews to adjourn the meeting at 7:24 p.m.



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

January 8, 2018

Mrs. Nancy R. Stoddard
Parchment City Manager
650 S. Riverview Drive
Parchment, MI 49004

Dear Nancy:

Effective immediately, please accept this as my resignation from the Kindleberger Arts Commission (KAC). I was appointed to allow a smooth transition between Managers. Now to add to that, I have formed a new Board of Review, Planning Commission and Zoning Board of Appeals which previously I had no experience. While I enjoy attending the Town Hall Meetings, I also have other interests outside of Parchment which have been neglected during most of this difficult past year.

Sincerely,

Wendy L. Gaul
Parchment City Hall

CITY OF PARCHMENT
KALAMAZOO COUNTY, MICHIGAN

ORDINANCE _____

AN ORDINANCE TO AMEND CHAPTER 38 (SOLID WASTE), ARTICLE IV (RESIDENTIAL BRUSH, YARD WASTE AND TREE REMOVAL), SECTION 38-55 (BRUSH PICK UP) OF THE PARCHMENT CITY CODE OF ORDINANCES; TO REPEAL ALL ORDINANCES AND PARTS THEREOF INCONSISTENT OR CONTRARY TO THIS ORDINANCE; AND TO ESTABLISH AN EFFECTIVE DATE.

THE CITY OF PARCHMENT ORDAINS:

ARTICLE I

Chapter 38, Article IV, Section 38-55 of the Parchment City Code of Ordinances, is hereby amended and shall now read:

Sec. 38-55. Brush pick up.

The City will provide monthly brush pick up for residential properties from April through October. Christmas trees will be picked up in January. The dates for monthly brush pick up and Christmas tree pick up will be set by the City Commission. Notice will be provided in a manner approved by the city commission.

ARTICLE II

All other Ordinances or parts thereof in conflict herewith are hereby repealed and shall be of no further force and effect.

ARTICLE III

Any and all sections, terms, provisions and/or clauses herein shall be deemed independent and severable. Should any court of 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 IV

This Ordinance shall take force and effect on _____, 201__.

CERTIFICATE

I, Shannon Stutz, City Clerk for the City of Parchment, do hereby certify that the foregoing Parchment Ordinance No. ___ was adopted by the City Commission at a regular meeting held on _____, 201___, 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