



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

December 4, 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. Swearing in of New Commissioners

3. Roll Call

A. Election of Mayor and Vice Mayor

4. Approval of Minutes

From the City Commission Regular Meeting Minutes of November 20, 2017

5. Additions/Changes to the Agenda - Approval

6. 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.*

7. 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. 1349 - receive
- Borgess Run for Health – Sunday, May 6, 2018
- ZBA Meeting Minutes of 11-21-17 -Variance for Boy Scouts Christmas Tree sales - receive
- KAC Meeting Minutes of 11-13-17 – receive

8. Budget Amendments

- Local Community Stabilization Authority, revenue increase – Action Required
- Pension – Increase Expense to Correct Typo in Budget – Action Required
- Membership/dues – informational only
- Computer Services – informational only

9. New Business

- Presentations by Senator Margaret O’Brien
- Appoint KABA Board Representatives-1 Commissioner and 1 Community Member

10. Board and Commission Reports/Minutes

- Kalamazoo Area Transit Study – Policy Committee – Rob Britigan

11. 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.

12. Mayor and Commissioner Comments

13. City Manager Comments

14. Adjournment

MINUTES OF THE SPECIAL WORK SESSION OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY NOVEMBER 20, 2017.

1. Call to order

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

2. Roll Call.

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

Absent: Commissioner Fooy.

3. Public Comment on Agenda items.

None.

4. Discussion of the re-conveyance of the Mill Property.

Attorney Soltis began by explaining that the last signed agreement with River Reach (RR) that he has a copy of is dated 12/21/2009. He has a secondary amendment that is signed, so in the absence of another agreement we can ask for the property back. City Manager Stoddard cited that the property currently has no tax liability, but there is an outstanding unpaid invoice that RR owes the City. Chief Bourgeois commented that there is virtually no security at the property despite DPW's diligence with the fence – there are frequent breaches. He explained that trespassing, malicious destruction of property and other laws that could be prosecuted must be helped along by the property owners. As the property currently stands, it is hazardous to many.

Questions were raised about whether the cost of demolition is greater than the value of the land, whether RR could be interested in the City's reconveyance and if a conversation could get started. Vice Mayor Britigan supported having a plan forward with this as an alternative. Commissioner Heasley suggested if we do acquire the property again, that we be prepared to enforce our own ordinances (blight, security etc.).

5. Joining/Special Project with Kalamazoo County Brownfield Redevelopment Authority

Vice Mayor Britigan recounted the main points of a meeting between key individuals at the County Brownfield Authority. He noted that we can join forces with them on a project by project basis, that they are very willing to partner with us, that they seem to have more access to good and reputable developers as well as creative ways to fund projects. All in all, he felt it was a productive meeting.

6. Medical Marijuana Forum at PUMC 7pm on 11/29/17

City Manager Stoddard encouraged all to attend, saying she had blank cards for anonymous questions. She then asked Chief Bourgeois to give some background information.

The Chief explained the history of the 2008 medical marijuana law that is currently in effect. He continued by spelling out how the state's Licensing and Regulatory Affairs department (LARA) has begun promulgating rules on processing – licensing, and seed to sale tracking. Chief Bourgeois stated that municipalities had to actively “opt in” to any of the 5 uses (grower, processor, transporter, lab, or dispensary), and reminded everyone that underlying all of this is the fact that marijuana is still a Level I controlled substance according to the federal government. He then reported that Kalamazoo Township has signaled to accept all 5 uses and that they will control them through zoning ordinances.

7. Broadcasting of Meetings

City Manager Stoddard asked for Commissioner feedback on broadcasting the meetings live. She mentioned that it is already included in our franchise fees and that PMN has a timeslot available.

Commissioner Heasley said he was “all for it”.

Vice Mayor Britigan recounted a discussion he had with someone from the City of Sterling Heights whose meetings tripled in length after they began to broadcast them. He also noted his concern that it could turn into campaigning, or airing our “dirty laundry” to the public. The Vice Mayor then conceded that it could force people to behave themselves.

City Manager Stoddard reported that during her time at the City of Wyoming has broadcasted their meetings and they were still very structured.

The Vice Mayor then suggested the new commission should decide.

8. Other Matters

None.

9. Citizen Comments – Items ON the Agenda

Bob Green, 133 N Riverview stated that he has enjoyed being able to see other municipal meetings on PMN and thinks it would be great in our city.

10. Adjournment

The work session was adjourned by Commissioner Heasley at 6:50 p.m.

Shannon Stutz
City Clerk



City of Parchment
Check Register Report
Warrant 1349

Check #	Check Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
34251	11/27/2017	AIS CONSTRUCTION EQUIPMENT	Repl Water Pump-444 John Deere Loader	2,498.43
34252	11/27/2017	B & B TRUCK EQUIPMENT	Repl Dump box on '04 Dump Truck	12,860.00
34253	11/27/2017	CINTAS	Restock 1st Aid Cabinet	55.53
34254	11/27/2017	CINTAS CORPORATION LOC. 725	Uniform Rental & Towels	209.18
34255	11/27/2017	CT ELECTRICAL SERVICES, INC.	High Service #2-Serv Call	95.00
34256	11/27/2017	FRANCOTYP-POSTALIA, INC.	Rental -Meter, Scale, Resets	78.00
34257	11/27/2017	WENDY GAUL	Mileage 10/3 to 11/10/17	36.38
34258	11/27/2017	KAL CO HEALTH & COMMUNITY SERV	HHW-3rd 1/4-7/1 to 9/30/17	332.60
34259	11/27/2017	KALAMAZOO OIL CO.	Fuel Charges11/1 to 11/15/17	393.67
34260	11/27/2017	MICHIGAN CAT	Yearly Maint-Water Plant Gen.	995.00
34261	11/27/2017	MOSES FIRE EQUIPMENT	Annual Pump Test-711 & 721	730.00
34262	11/27/2017	MULDER'S NURSERY	12 Assorted Trees (tree grant)	3,300.00
34263	11/27/2017	PREIN & NEWHOF	MS4 Stormwater Permit to 10/28	421.25
34264	11/27/2017	PUBLIC MEDIA NETWORK	Charter-PEG Fees-July-Sept.	3,519.35
34265	11/27/2017	ROSE PEST SOLUTIONS	Pest Control - Contract	78.00
34266	11/27/2017	SBAM PLAN	Employee & Retiree Ins-Dec.	11,272.69
34267	11/27/2017	STATE OF MICHIGAN-MDOT	Partial Pmt - MDOT reduce payable for RR	10,000.00
34268	11/27/2017	UNITED STATES POSTAL SERVICE	Bulk Mail deposit	1,000.00

**KALAMAZOO
MARATHON**

BORGESS

Run for the Health of It!



November 13, 2017

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

Dear City Manager:

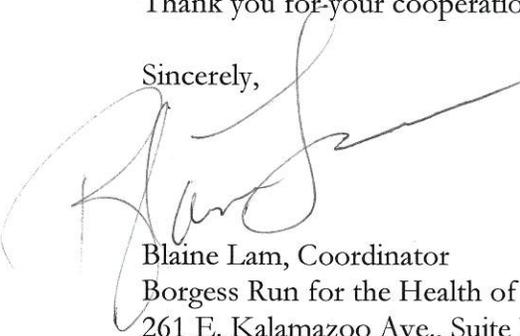
I am writing on behalf of the Borgess Run for the Health of It to request your authorization to use Parchment city streets from 8 a.m. through 3 p.m. on Sunday, May 6, 2018.

In this, the 39th year of the Borgess Run, we're including the following races in the lineup: Marathon, Half Marathon, 10K and 5K. Enclosed are copies of the course maps for your reference. All courses will remain the same as last year.

We would appreciate your approval, in writing, at your earliest convenience so that we may proceed with plans. We'd be happy to meet with the city commission if you think it would be beneficial.

Should you require additional information, please don't hesitate to contact us at 345-1913. Thank you for your cooperation and support.

Sincerely,



Blaine Lam, Coordinator
Borgess Run for the Health of It
261 E. Kalamazoo Ave., Suite L400
Kalamazoo, MI 49007

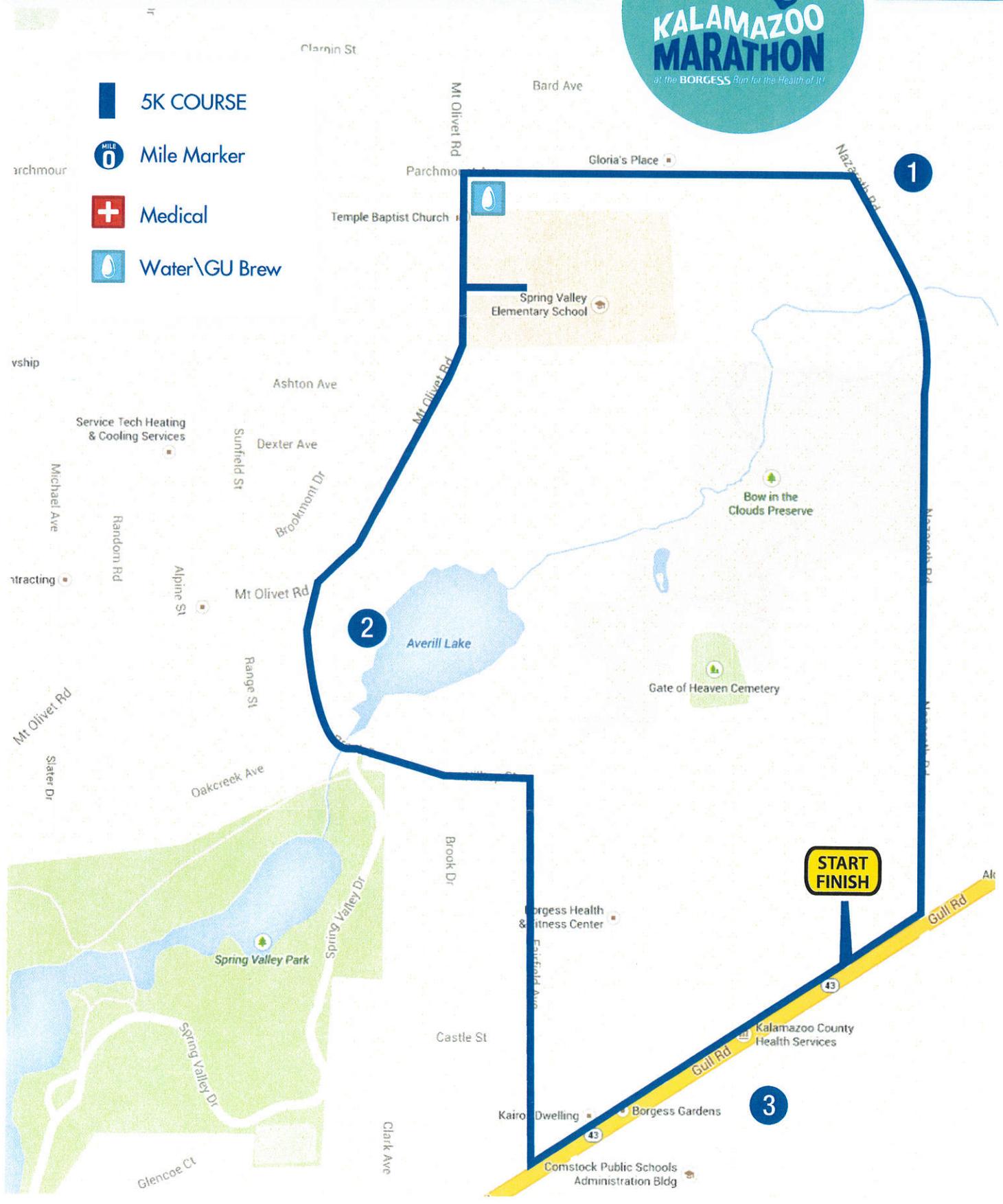
Enclosures

COURSE MAP • MAY 6, 2018

5K RUN / 5K WALK

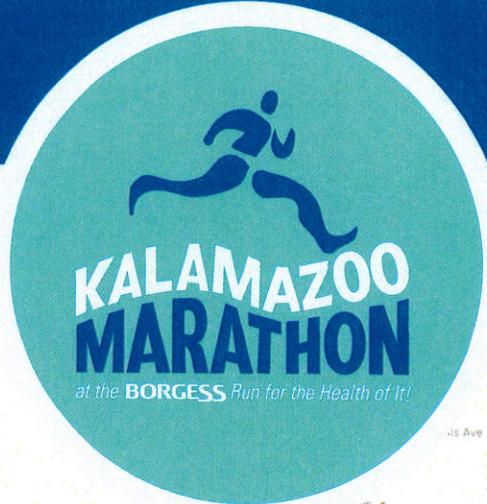


-  5K COURSE
-  Mile Marker
-  Medical
-  Water\GU Brew



COURSE MAP • MAY 6, 2018

10K RUN



- 10K COURSE
- Medical
- Mile Marker
- Water \ GU Brew



COURSE MAP

Kalamazoo Marathon and Half Marathon

MAY 6, 2018

KALAMAZOO MARATHON

BORGESS HALF MARATHON

Marathon & Half Shared Course

MILE 0 MARATHON Mile Marker

MILE 0 HALF MARATHON Mile Marker

Marathon/Half Course Merge

Marathon/Half Course Split

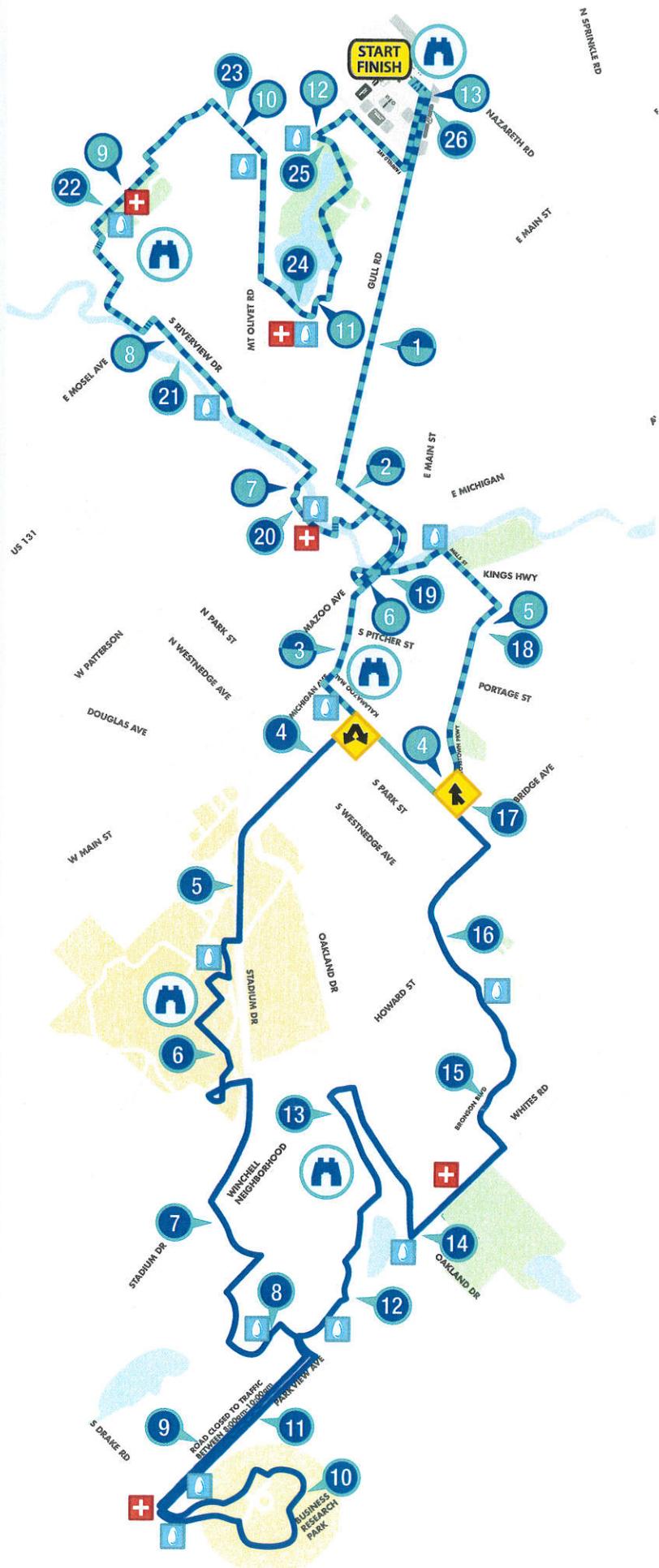
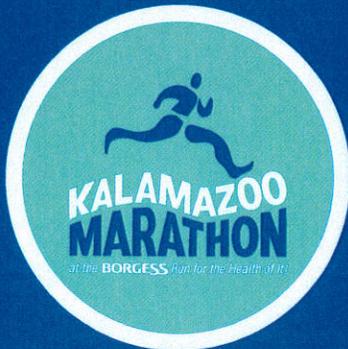
Medical

Water \ GU Brew



WHERE TO WATCH

- 8:00-9:00 Kalamazoo Mall
- 8:30-9:30 WMU
- 9:00-11:00 Winchell/Oakland/Bronson
- 9:00-1:00 Kindleberger Park
- 8:00-12:00 Start/Finish Line at Tent City



**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT ZONING BOARD HELD
ON TUESDAY NOVEMBER 21, 2017.**

1. Call to Order

Chairman Tim Lasher called the meeting to order at 5:30 p.m.

2. Roll Call

Present: Jason Headley, Tim Lasher, Robert Green, and Michael Kirvan

Absent Sandy Bliesener

3. Minutes

Moved by Board Member Headley, supported by Kirvan to approve the Minutes of the July 6, 2015 regular meeting.

Motion Carried.

4. New Business.

At 5:30 pm, the Board convened a scheduled public hearing to consider a variance request made by Steve Moskalik on behalf of the Boy Scouts Troup 218 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 Christmas Trees. 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 Jason Headley and supported by Robert Green to grant the variance.

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

Nays: None.

Absent: S. Bliesener

Abstain: None.

Motion Carried 4-0.

5. Adjournment

There being no further business to come before the Commission the meeting was adjourned at 5:32 p.m.

Wendy L. Gaul
Secretary

**MINUTES OF THE REGULAR MEETING OF THE KINDLEBERGER ARTS COMMISSION
HELD ON MONDAY NOVEMBER 13, 2017.**

1. Call to Order

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

2. Roll Call

Present: Chairman Heasley, Commissioners Jon Heasley and Evans, Chester Emmons, Liz Emmons, Molly Andrews, Wendy Gaul, Jan Watson, Nancy Stoddard, Kris Jordan, Barb Steffler; and, Commissioner Fooy arrived late.

Absent None

3. Minutes

Moved by Molly Andrews, supported by Barb Steffler to approve the Minutes of the September 25, 2017 regular meeting of the Kindleberger Arts Commission.

Ayes: R. Heasley, M. Andrews, B. Steffler, C. Emmons, D. Fooy, H. Evans, and Chester Emmons

Nays: None.

Absent: None

Abstain: None.

Motion Carried 7-0.

4. New Business.

- A. There was discussion of having more food options available at concerts thus bringing in more money.
- B. A Friday Food Night with food trucks was briefly discussed.
- C. More discussion on a beer tent along with City Ordinance of no alcohol in the Park.
- D. Kris Jordan has registered for free video conferences with ONEPlace at KPL which is a non-profit management resource to increase knowledge and expand one's network of community resources.
- E. Chester Emmons made Kris administrator on the City's Facebook page. Kris also knows a mom/daughter duo that specialize in digital marketing and website design she plans to speak with.
- F. Kris and Mayor Heasley spoke about inviting former Parchment choir teacher Dan Gillett to the Festival to direct groups of alumni choraliars to perform at the Stage.
- G. A group discussion ensued regarding costs and cutting the budget, one play vs two and fitting the director to the play vs fitting the play to the director. It was later decided KAC should decide what play to present then have directors apply to participate. Thus show approval is needed ASAP. Also needed are more community support and involvement in all aspects of the event.

5. Updates

Kris Jordan met with Car show Captains JR and Suzie Dean. They stated they were on board for 2018 and will work with Jordan VanBelle who will run the show in the event that JR and Suzie were unavailable on Festival Day. Jordan would also take over the car show when the Deans step down.

Kris Jordan met with Parade Captain Doug Fooy. Doug has a 2018 Grand Marshall in mind. Maybe have more volunteers to help with lining up. Doug will mentor Dean Luscomb in 2018 so hopefully he can step down in 2019 with Dean taking over the duties of Parade Captain in 2019.

- 6. Next Meeting:** The next KAC Meeting has been scheduled for December 11, 2017 at 6 pm.

7. Adjournment

There being no further business to come before the Commission, it was moved by Doug Fooy to adjourn the meeting at 7:05 p.m.



MEMORANDUM

To: Nancy Stoddard, City Manager

From: Shannon Stutz, City Treasurer

Date: November 29, 2017

Subject: Budget Adjustments

In reviewing the financials, the following budget amendments have been identified as necessary.

1. 101-000.000-441.000 Local Community Stabilization Authority – Need to increase to actual received of \$139,025. – Requires Commission Action.
2. 101-200.000-718.000 Pension – increase expense by \$18,000 to correct typo. Current budget reads \$2630, should read \$20,630. – Requires Commission Action.

The following do not require Commission action:

3. 101-100.000-830.000 Memberships/dues – increase expense by \$3,630 to account for 3 years of stormwater fees paid in August.
4. 101-200.000-805.000 Computer Services – increase expense by \$2,500 to better reflect average monthly expenses for remaining 8 months of fiscal year.

These changes have a positive net effect on the general fund bottom line of \$114,895.00