

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