# AGENDA

## REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

April 2, 2018
7 P.M.

**Parchment City Commission**

Mayor Robert D. Britigan III

Vice-Mayor Thomas Jordan
Commissioner Richard Bagley
Commissioner Doug Fooy
Commissioner Chester Emmons
Commissioner Holly Evans
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 March 19, 2018

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. 1357 – receive
ii. Quarterly Financial Report – receive

**7. Unfinished Business**

**8. New Business**

A. Presentation re: Historical Marker for Kindleberger Park – Resler & Lyons-Jenness
B. Engagement Letter w/Attorney Schubkegel – Approve
C. Resolution to Waive Penalty Fees/Interest for Failure to File a Property Transfer Affidavit - Approve

**9. Board and Commission Reports/Minutes**

A. Capital Conference – Mayor and Vice Mayor

**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 MARCH 19, 2018.

**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, Evans, Fooy, and R Heasley. City Manager Stoddard, City Treasurer/Clerk Stutz, and City Attorney Soltis.

Absent: None.

**3. Minutes**

Moved by Commissioner Heasley, supported by Commissioner Evans to approve the Minutes of the March 5, 2018 Regular Meeting.

**Motion Carried.**

**4. Additions or changes to the agenda.**

Add 8C. Change of Date for Budget Document submission. Remove 7A. Site Plan Ordinance. Moved by Commissioner Bagley, supported by Vice Mayor Jordan to approve the amended agenda. **Motion carried**.

**5. Citizen Comments – Items ON the Agenda**

None.

**6. Consent Agenda**

A. Moved by Commissioner Evans, supported by Commissioner Heasley to receive the consent agenda items. **Motion Carried.**

**7. Unfinished Business**

A. Ordinance to Provide for Stormwater Management (Second Reading) – approve. Commissioner Fooy asked Attorney Soltis about the cost of publishing the ordinance; Attorney Soltis noted he will be submitting an abridged/summary version to save on the high cost of publication. Moved by Commissioner Heasley, supported by Commissioner Bagley to approve for second reading the Ordinance to Provide for Stormwater Management. **Motion Carried**.

Ordinance to Provide for Stormwater Management (Final Adoption) – moved by Commissioner Bagley, supported by Commissioner Heasley to approve for final adoption the Ordinance to Provide for Stormwater Management. Roll call vote was as follows:

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

**Motion Carried 6-1.**

**8. New Business**

A. Resolution to proclaim April as Child Abuse Prevention Month. Moved by Commissioner Emmons, supported by Commissioner Heasley, to approve the resolution as written. Roll call vote was as follows:

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

**Motion Carried 7-0**.

B. Information to Increase Ready to Serve (RTS) Fees - receive. Vice Mayor Jordan explained that in response to our aging infrastructure, the City must make sure that we have the funds to address preventative maintenance as well as big projects. The rate committee is recommending a three year plan to increase the Ready to Serve fees by 30% which translates to $2 per month per household. This will ensure revenue to the Water and Sewer funds independent of usage that can be weather dependent. Moved by Commissioner Heasley, supported by Commissioner Bagley to adopt the recommendations of the rate committee. **Motion Carried.**

C. Change of Date for Budget Document submission – approve. City Manager Stoddard asked to change budget document submission to the second meeting in April (April 16) in order to give her more time to go over line item amounts

for more accuracy, this being her first budget process. Moved by Commissioner Fooy, supported by Commissioner Bagley to approve the change of date to April 16, 2018. **Motion Carried**.

**9. Standing Board and Committee Reports**

A. KABA Permits Report - receive. Commissioner Emmons reported that there were 3 permits issued in February (12 for the year so far) and that KABA seems to be moving in the right direction by picking up other communities. Commissioner Fooy asked that they provide a quarterly budget/financial report.

**10. Citizen Comments**

Cynthia Frakes, widow of John Frakes retired City Treasurer/Assessor, said she came representing her late husband. She stated that John always put the City first, even when signing his retiree health insurance contract. He agreed to take monthly installments instead of a lump sum knowing the City's financial position. She asked that John's contract be renegotiated to continue despite his passing.

David Frye, brother in law of John Frakes, expressed his view that the City hasn't done "what's right", but "what's legal". He asked the Commission to ask themselves what kind of board they want to be.

Linda Flowers, 5160 North Peak, commented that she felt John Frakes saved this city by coming back last year to do the budget and that she was hoping for a discussion on renegotiating his contract.

**11. Mayor and Commissioner Comments**

Commissioner Heasley thanked the Frakes family for coming, saying they're in our hearts.He then complimented Commissioner Fooy on the progress the Kindleberger Arts Commission's progress.

Commissioner Fooy said his heart goes out to the Frakes family. Then he announced that Matt Giraud is booked for our concert series this summer.

Commissioner Emmons thanked the Frakes family for sharing their story with the Commission.

Vice Mayor Jordan expressed his condolences to the Frakes family and said it was good to hear from all the speakers today.

Mayor Britigan shared his deep condolences as well, saying they will take the comments made under advisement. He reported his and the Vice Mayor's attendance at the MML Capitol Conference. The Mayor added that he and the City Manager participated in an interview with Public Media Network. He reminded everyone that there is a goal setting session directly after the meeting tonight and he acknowledged that the Governor was in Parchment visiting the Urban Alliance training center. Then Mayor Britigan informed the public that the City will be receiving $13k more in road funding.

**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 7:42 p.m.

Shannon Stutz
City Clerk

# City of Parchment

## Check Register Report

## Warrant 1357

| Check # | Check Date | Vendor Name | Check Description | Amount |
|---|---|---|---|---|
| **MERCANTILE Checks** | | | | |
| 34443 | 03/19/2018 | MARILYN BANASZAK | Travel to Training-Centerville | 61.41 |
| 34444 | 03/19/2018 | CINTAS | Restock 1st Aid Cabinet | 87.07 |
| 34445 | 03/19/2018 | CINTAS CORPORATION LOC. 725 | Uniform Rental & Towels | 209.18 |
| 34447 | 03/19/2018 | CONSUMERS ENERGY | Monthly citywide energy use | 10,000.94 |
| 34448 | 03/19/2018 | CORNERSTONE OFFICE SYSTEMS | Contract 3/4 to 4/3/18 | 115.71 |
| 34449 | 03/19/2018 | FORD, KRIEKARD, SOLTIS & WISE | Police& Gen'l Matters - February | 2,081.25 |
| 34450 | 03/19/2018 | K-D SALES, INC. | Bingo Supplies | 109.40 |
| 34451 | 03/19/2018 | KALAMAZOO COUNTY TREASURER ASC | Annual Dues-Shannon Stutz | 5.00 |
| 34452 | 03/19/2018 | KALAMAZOO OIL CO. | Fuel Charges - 2/16 to 2/28/18 | 181.96 |
| 34453 | 03/19/2018 | KALAMAZOO TOWNSHIP | Police Services Contract - Feb | 26,887.50 |
| 34454 | 03/19/2018 | LINDE GAS NORTH AMERICA LLC | Monthly Comp Air & Compl Chg | 28.16 |
| 34455 | 03/19/2018 | MLIVE MEDIA GROUP | March Board of Review | 336.23 |
| 34456 | 03/19/2018 | MUNICIPAL CODE CORPORATION | Annual Web Hosting to 2/28/19 | 900.00 |
| 34457 | 03/19/2018 | PREIN & NEWHOF | SAW & ICE Grant App to 2/24/18 | 16,605.87 |
| 34458 | 03/19/2018 | REPUBLIC SERVICES #249 | City Wide Pickup-March | 8,188.85 |
| 34459 | 03/19/2018 | SBAM PLAN | Employee & Retiree Ins-Apr | 14,742.89 |
| 34460 | 03/19/2018 | SEVERANCE ELECTRIC CO INC | Traffic Signal Maint-February | 120.00 |
| 34461 | 03/19/2018 | SMALL BUSINESS ADMIN SERVICES | HRA - March | 52.50 |
| 34462 | 03/19/2018 | NANCY STODDARD | Parking Receipts-Rotary-Jan-Mar | 12.25 |

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January 15, 2018

Ms. Nancy Stoddard
City Manager
City of Parchment
650 South Riverview Drive
Parchment, MI 49004

Re: **Legal Services**

Dear Nancy:

We are pleased that the City of Parchment has chosen to engage our firm to represent it in connection with its contracts with Frontier Development, LLC, as well as other matters as assigned by you from time to time in the future. This letter is intended to set forth our understanding of the legal services to be performed on your behalf, and the basis upon which we will be paid for those services.

I will oversee this matter and will be the Client Service Manager. I will use the services of other attorneys in the firm and non-attorney legal assistants as we deem necessary or appropriate to the tasks to be performed on your behalf. Our billing procedures and other important elements of our relationship are discussed in the Service and Billing Information Memorandum that accompanies this engagement letter.

As set forth in the attached Memorandum, we will keep you apprised of where you are at with respect to legal costs on a monthly basis. Please feel free to contact me if you ever have any question about any invoice or our legal services.

We believe that it is highly desirable at the outset of our representation to confirm by letter the terms of our engagement. We request that you examine this letter and the enclosed Memorandum carefully, and let us know promptly if you have any questions or concerns, or if this is not an acceptable basis for our representation of you. If this letter and the enclosed Memorandum are acceptable as a basis for our representation, we ask that you counter-sign this letter at the bottom and return it to us. A scanned and emailed copy of this letter is fine if that is most convenient for you.

Once again, we appreciate the opportunity to be of service to you and look forward to working with you. Please do not hesitate to call at any time with any questions or concerns regarding this matter, or if we can otherwise be of assistance.

Very truly yours,

VARNUM

**Alfred L. Schubkegel, Jr.**

VARNUM
ATTORNEYS AT LAW

ACCEPTED AND AGREED:

The City of Parchment

By: _____
Nancy Stoddard, City Manager

Date:_____

ALS/cku
Enclosure – Billing and Services Memorandum
12655827_1

City of Parchment
Kalamazoo County, Michigan

# RESOLUTION WAIVING PENALTY FEES AND INTEREST FOR FAILURE TO FILE A PROPERTY TRANSFER AFFIDAVIT

WHEREAS, section 211.27a of the General Property Tax Act requires the buyer, grantee or other transferee of property to file a property transfer affidavit as prescribed by the State Tax Commission, with the appropriate Assessing Officer in the local unit of government in which the property is located; and

WHEREAS, section 211.27b of the General Property Tax Act imposes penalties for the failure to file a property Transfer Affidavit after 45 days have elapsed; and

WHEREAS, Section 211.27b of General Property Tax Act provides that the local governing body may waive, by Resolution, the penalties levied for the failure to file a Property transfer Affidavit; and

WHEREAS, the City Of Parchment hereby waives the penalties for the failure to file a Property Transfer Affidavit within 45 days of transfer.

NOW THEREFORE BE IT HEREBY RESOLVED, that the Commission of the City Of Parchment hereby waive penalties under Section 211.27b of the General Property Tax Act.

IT IS FURTHER RESOLVED that the Clerk of the City Of Parchment is hereby directed to send a certified copy of this Resolution to the City Assessor and to the Director of Kalamazoo County Equalization Department.

IT IS FURTHER RESOLVED that all resolutions or parts of resolutions in conflict herewith are hereby repealed.

I, Shannon Stutz, City Clerk for the City of Parchment, do hereby certify that the foregoing City of Parchment Resolution was adopted by the City Commission at a regular meeting held on April 2, 2018, and that the following is a record of the vote of the members of said City Commission on said Resolution. Motion was made by_____ and seconded by _____ to adopt the foregoing Resolution. Roll call vote was as follows:

Ayes:
Nays:
Absent:
Abstain:

The Mayor declared the motion carried and the resolution duly adopted.

_____

Shannon Stutz, City Clerk