



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

May 21, 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 May 7, 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 further discuss your comments.*

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. 1361 – receive
- ii. Quarterly Report for April 2018 - receive
- iii. Kindleberger Picnic Pavilion Reservation – Holmes – approve
- iv. Kindleberger Sunken Garden Reservation – Carlton Wedding – approve
- v. KABA Minutes of April 12, 2018- receive
- vi. Fire Report – receive

7. Unfinished Business

- A. Police Contract – approval
- B. Public Hearing for 2018-2019 Fiscal Year Budget
- C. Adoption of Budget for 2018-2019 FY

8. New Business

- A. Consumers Energy Co Gas Franchise Agreement, Presentation by Dennis McKee– approval
- B. Resolution Water and Sewer Rate – approval
- C. Resolution for Back-Billing Corrected Water/Sewer Charges - approval

9. Board and Commission Reports/Minutes

10. Citizen Comments – Items ON or OFF the Agenda

Persons wishing to comment on items that are on/off the agenda are instructed to please follow the same format as Citizen Comments for items on the agenda.

11. Closed Session – Legal Matter

12. Mayor and Commissioner Comments

13. City Manager Comments

14. Adjournment

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY MAY 7, 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.

Motion Carried.

3. Minutes

Moved by Commissioner Heasley, supported by Vice Mayor Jordan to approve the amended Minutes of the April 16, 2018 Regular Meeting.

Motion Carried.

4. Additions or changes to the agenda.

Moved by Commissioner Emmons, supported by Commissioner Bagley to approve the agenda. **Motion carried.**

5. Citizen Comments – Items ON the Agenda

Mike Conner, 1150 Parchmont, read the police agreement and wanted to mention two things. First he wanted to see the amount of time officers would be in Parchment spelled out; and second, he thought it would be good to have a public forum on the contract, saying the commission should listen to the people. He went on to say that the City Manager put to rest his other concerns.

Karen Conner-Beck, 1124 Parchmont, spoke of a specific problem with a speeding vehicle at or near a bus stop, saying she had video of the vehicle and that her primary concern is the kids.

Nicole Parsons, 1109 Parchmont, mentioned she had concerns with the police. She is particularly concerned with the speeding on Parchmont as well as Riverview, saying she fears for her kids walking to the Middle School.

6. Consent Agenda

A. Commissioner Emmons asked about a charge on the credit card statement. Treasurer Stutz noted that she would follow up the next day with the answer. Moved by Vice Mayor Jordan, supported by Commissioner Evans to receive the consent agenda items. **Motion Carried.**

7. Unfinished Business

A. Ordinance to Amend Appendix A (Zoning Ordinance) – second reading. Commissioners discussed the changes recommended by the Planning Commission. Moved by Commissioner Heasley, supported by Commissioner Emmons to approve for second reading the Ordinance to Amend Appendix A. **Motion Carried.**

Ordinance to Amend Appendix A (Zoning Ordinance) -- Final Adoption. Moved by Commissioner Heasley, supported by Vice Mayor Jordan to approve for final adoption the Ordinance to Amend Appendix A. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0.

8. New Business

A. Police Contract Approval – Chief Bryan Ergang. Chief Ergang introduced Lieutenant Jackson and Sergeant Bonfiglio and then said the relationship KTPD has with the City of Parchment is primary, the contract is secondary. He explained all of the things that were NOT in the contract including when additional forces were needed. He then went on to describe some of the highlights of the contract – decreased cost, reporting, the spelling out ordinance enforcement. Chief Ergang advised that the contract is “very efficient while giving effective service, making the community safe”. Questions by Commissioners were answered, then Attorney Soltis noted ambiguous language in item 8. Moved by Commissioner Heasley, supported by Commissioner Bagley to table the contract approval pending the resolution of vague language in item 8. **Motion Carried.**

9. Standing Board and Committee Reports

- A. KABA – Commissioner Emmons noted KABA has added Pine Grove to its jurisdictions and revenue seems to be increasing.
- B. Citizens Police Academy – Commissioner Bagley. Commissioner Bagley reported on a two day event that highlighted changes in the police force, presentations by dispatch and K9 units, SWAT and fire training, in addition to range shooting. He added that he enjoyed it and highly recommended the experience.

10. Citizen Comments

Elizabeth Emmons, 411 N Riverview, said she was speaking on behalf of the Kindleberger Arts Committee for kids activities and who is in need of volunteers for a dunk tank.

Dan Siebert, non-resident, said he is running for state representative of the 66th district. He mentioned his goal is to invest more in our communities.

11. Mayor and Commissioner Comments

Commissioner Heasley thanked Chief Ergang and KTPD for their presentation.

Commissioner Evans added her thanks to KTPD, praising them for their presence in the schools.

Commissioner Fooy thanked the KTPD and residents who came to the meeting.

Commissioner Bagley echoed Commissioner Fooy's thoughts.

Vice Mayor Jordan thanked and praised KTPD as well. He then recounted a call he made to the non-emergency dispatch and saw an officer within 7 minutes. He noted that dispatch had told him that officers were out on a call and would be sent as soon as they could.

Mayor Britigan thanked everyone for attending the meeting, saying the Commission doesn't dismiss any criticism or comments, all are heard. He praised the success of the LL parade as well as the marathon, and acknowledged the passing of Galesburg Mayor Carl Newton. The Mayor then reminded everyone about the upcoming budget workshop on Wednesday May 9 at 6pm.

12. City Manager Comments/Reports

Manager Nancy Stoddard thanked KTPD and 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 8:31 p.m.

Shannon Stutz
City Clerk



City of Parchment
Check Register Report
Warrant 1361

Check #	Check Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
34526	05/14/2018	ASPHALT RESTORATION, INC	Fix Several Spots in Town	825.00
34527	05/14/2018	BS & A SOFTWARE	Support to 5/1/19-Assess,Int,T	1,813.00
34528	05/14/2018	CDW GOVERNMENT	New Computer Shannon-3 Yr	779.66
34529	05/14/2018	CINTAS CORPORATION LOC. 725	Uniform Rental & Towels	104.59
34530	05/14/2018	CLARK TECHNICAL SERVICES	April Support	508.75
34531	05/14/2018	CLEAN EARTH ENVIRONMENTAL	Three diff runs -N 20th, Keyes, Riverv	4,143.29
34533	05/14/2018	CONSUMERS ENERGY	Citywide Monthly energy	11,411.02
34534	05/14/2018	DEYOUNG LANDSCAPE SERVICE	Turf Treatment #1 - Stage	165.00
34535	05/14/2018	ENGINEERED PROTECTION SYSTEMS	Maintenance Bldg to 08/31/18	130.50
34536	05/14/2018	FORD, KRIEKARD, SOLTIS & WISE	DDA-April-King DDA Bond	3,511.25
34537	05/14/2018	TREASURER CITY OF KALAMAZOO	Municipal Sewer - March	10,143.53
34538	05/14/2018	LINDE GAS NORTH AMERICA LLC	Monthly Comp Air & Compl Chg	29.32
34539	05/14/2018	LOY NORRIX PERFORMING ARTS	Festival - Puppets	1,050.00
34540	05/14/2018	MICHIGAN ELECTION RESOURCES	Election Supplies	164.54
34541	05/14/2018	MICHIGAN MUNICIPAL WC FUND	Work Comp Prem to 7/1/2019	8,897.00
34542	05/14/2018	MOSES FIRE EQUIPMENT	Canister Bracket	97.36
34543	05/14/2018	NATIONAL HOSE TESTING SPEC.	Annual Ladder Testing	203.40
34544	05/14/2018	PARCHMENT LITTLE LEAGUE	Reimburse Masonry Work	500.00
34545	05/14/2018	PREIN & NEWHOF	Saw Grant to 04/28/18	4,869.98
34546	05/14/2018	REPUBLIC SERVICES #249	Citywide - May	8,188.85
34547	05/14/2018	RIETH-RILEY CONSTRUCTION CO.	Cold Patch	1,103.20
34548	05/14/2018	ROTARY CLUB OF KALAMAZOO	Dues to 06/30/19	260.00
34549	05/14/2018	SEVERANCE ELECTRIC CO INC	Traffic Signal Maint-April	120.00
34550	05/14/2018	SHRED-IT USA	Shredding Service	298.00
34551	05/14/2018	NANCY STODDARD	Parking Receipts Rotary-Apr-Ma	13.25

pd \$100 cash

Kindleberger Park Reservation Form

~~_____~~
~~_____~~

Area of park to be reserved:

- Sunken Gardens/Gazebo (\$200 non-resident/\$100 resident)(3-hour block) (\$100 deposit required)
- Stage (\$300 non-resident/\$150 resident)(3-hour block)(\$100 deposit required)
- Lower Softball Field (\$25 non-resident, \$10 resident)(only available after 7/31)
- Tennis Court 1 (\$25 non-resident, \$10 resident)(1-hour period)
- Tennis Court 2 (\$25 non-resident, \$10 resident)(1-hour period)
- Picnic Pavilion 1 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 2 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 3 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 4 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 5 (\$100 non-resident/\$50 resident for 4-hour block)

Name: Kristi Holmes Phone: 269 8086082

Full Address: 699 Pickard St

Email: holmesk@bronsonhg.org Alt. Phone: _____

Date of Event: May 19, 2018 Time: 11p-3p

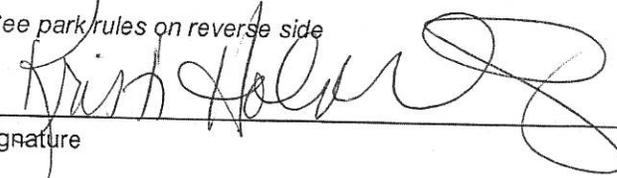
How many attendees do you anticipate at your event? 30

Will there be music as part of your event? No

Name of DJ, Musical Performer, Sound Technician: N/A

Will there be decorations, rental chairs/tents/tables: _____

**See park rules on reverse side*

Signature: 

Date: 5/7/18

FOR INTERNAL OFFICE USE:

Application received by: _____

Date: _____

Payment Received: _____

Receipt # _____

APPROVAL

Signature _____

Date _____

Kindleberger Park Reservation Form

RECEIVED
MAY 07 2018

PAID

Area of park to be reserved:

- Sunken Gardens/Gazebo (\$200 non-resident/\$100 resident)(3-hour block)
(\$100 deposit required)
- Stage (\$300 non-resident/\$150 resident)(3-hour block)(\$100 deposit required)
- Lower Softball Field (\$25 non-resident, \$10 resident)(only available after 7/31)
- Tennis Court 1 (\$25 non-resident, \$10 resident)(1-hour period)
- Tennis Court 2 (\$25 non-resident, \$10 resident)(1-hour period)
- Picnic Pavilion 1 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 2 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 3 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 4 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 5 (\$100 non-resident/\$50 resident for 4-hour block)

Name: Nicole Carlton (Radgers) Phone: (269) 348-2937

Full Address: 5566 Coddington Apt. 2A

Email: Nicole Lynn Carlton

Alt. Phone: (269) 352-2237

Date of Event: 8-28-18

Time: 5pm

How many attendees do you anticipate at your event? 50

Will there be music as part of your event? yes

Name of DJ, Musical Performer, Sound Technician: _____

Will there be decorations, rental chairs/tents/tables: chairs

*See park rules on reverse side

Nicole Carlton

Signature

5-7-18

Date

FOR INTERNAL OFFICE USE:

Application received by: [Signature]

Date: 5-7-18

Payment Received: \$ 300 cash

Receipt # 10855

APPROVAL

[Signature]

Signature

5-8-18

Date

**MINUTES OF THE REGULAR MEETING OF THE
KALAMAZOO AREA BUILDING AUTHORITY
KALAMAZOO, MI
APRIL 12, 2018**

Chairperson, Michelle Mohney called the regular meeting of the Kalamazoo Area Building Authority (KABA) Board to order at approximately 2:00 P.M. at the KABA offices, 2322 Nazareth Road.

Present: Michelle Mohney, Chairperson / Representative from Comstock Township
Sherine Miller, Treasurer / Representative from Kalamazoo Township
Jon Schurr, Secretary / Kalamazoo Resident Member
Denise Barrons, At-Large Board Member
Chester Emmons, Representative from City of Parchment
Scott Turner, Comstock Resident Member
Eric Cronin, Parchment Resident Member

Also present were Building Official, Mike Alwine; KABA Attorney, Robb Krueger; and Office Coordinator/Recording Secretary, Penny Cassidy.

Approval of Agenda – Mr. Alwine requested to amend the Agenda by adding 5(A) Pine Grove Township – New Member Application and 5(B) Temporary Contractual Services/Texas Township (Discussion) under Operational Decisions. A motion was made by Ms. Miller to approve the agenda as amended, seconded by Mr. Cronin and carried with a vote of 7-0.

Approval of Consent Agenda – A motion was made by Ms. Mohney to approve the consent agenda, seconded by Mr. Schurr and carried with a vote of 7-0.

Citizen Comments – There were no citizen comments.

5 (A) Pine Grove Township – New Member Application - Mr. Alwine announced Pine Grove Township Board has approved to join KABA at their last board meeting. The New Member Application from Pine Grove Township will be distributed to KABA Member Jurisdictions for approval. Pine Grove Township will become a member jurisdiction 30 days after all member jurisdictions' approval. KABA will be providing Building Department Services, Residential Zoning Approval and Ordinance Enforcement Services for Pine Grove Township.

5 (B) Temporary Contractual Services/Texas Township (Discussion) – Mr. Alwine informed the Board that Texas Township has initiated contact to discuss utilizing KABA's services on a temporary contractual basis. After lengthy discussion, Ms. Mohney motioned to authorize Mr. Alwine the ability to negotiate with Texas Township the fees and terms, with a minimum of 6-month term, for KABA's contractual services, seconded by Mr. Cronin and carried with a vote 7-0.

Financial Statements and Reports – Ms. Mohney requested clarification for 6810 – Computer Support (External) items listed on the 1st Quarter Budget Reports.

KABA Board Member Comments – Ms. Mohney offered appreciation of the Boards, herself and Staff's for the diligent effort that Mr. Alwine has put forward on obtaining new member jurisdictions.

KABA Staff Comments – Mr. Alwine provided an update of the incoming permit applications including a very large commercial project at the hospital in Kalamazoo Township. Ms. Cassidy updated the Board on the outcome from the CPA visit for preparing for the upcoming audit next week.

There was no further business and the meeting was adjourned at approximately 2:55 PM.

Next Meeting – May 10, 2018 at 2:00pm at the KABA Offices.

Drafted: April 12, 2018
Approved: May 10, 2018



Parchment Fire Department

650 S. Riverview Dr.
Parchment, MI 49004



MEMORANDUM

To: Parchment City Commission

From: Joe Bonhomme, Fire Chief

Date: May 4, 2018

RE: Fire Report for the first quarter of 2018

The members of the Parchment Fire Department responded to a total of 52 calls during the first quarter of 2018. The breakdown is as follows:

- **Fire Calls:** We had 3, a smoke investigation that turned out to be a problem with a dryer. The second was a small fire @ 621 Commerce that they put out before we arrived. Lastly, a structure fire in the old maintenance shop which is now owned by 400 Island Ave LLC.
- **EMS Calls:** We had 42 that resulted in 29 known transports.
- **Fire Service Calls:** We had 3, we started a search inside the paper mill. A mother received a third hand report that her son went in the mill earlier in the day and had not returned home yet. The boy was found elsewhere. The second, we responded to the 100 block of East Oakgrove for wires down. Lastly, we responded to the Kalamazoo River behind Dollar General for a kayaker who had fallen out and was stranded on a downed tree in the middle of the river.
- **Public Service Calls:** We had 1, I investigated a loud noise from the basement of 133 N. Riverview Dr. A handicap occupant thought the building was going to catch on fire.
- **False Alarm:** We had 3, there were 2 alarms @ 401 S. Riverview Dr. that turned out to be system malfunctions. The third was an alarm @ 400 Island Ave that turned out to be system malfunction.
- **Mutual Aid Requests:** We were requested by Cooper Township to assist on an EMS call on 20th St. We requested Kalamazoo Township Station assist us on 3 EMS calls and on the fire in the 400 Island Ave LLC building. We also requested Cooper Township on an EMS call.

There were 16 regularly scheduled training drills for the Department. We also had our quarterly Officer's training.

In January the Kalamazoo County Fire Chiefs sponsored a 1 day Seminar which took place at the KVCC. The subject matter was hose advancement and fire ground tactics. We sent 1 firefighter to this seminar.

We enrolled two of our firefighters in the Fire Academy sponsored by the Kalamazoo County Fire Chief's.

In February we hired a new firefighter. His employer will be sending him through their next MFR class.

We currently have 1 member of our Department that is on the Kalamazoo County Hazmat Response Team. He participated in a drill with the team.

Since the passing of Comstock Fire Chief Switalski there has been a county wide desire to have a Chaplin, at their disposal, for every Department in the County. This is a no cost ministry. We were able to meet our Chaplin. He introduced himself and gave an overview of the position.

In March the Kalamazoo County Hazmat Response Team was activated once in Vicksburg. Our team member did respond to the call.

We were requested by Central Elementary to come talk to a couple of their classes. We sent 2 firefighters along with 1 Engine.

City of Parchment
2018-2019

Budget Resolution

At a regular meeting of the City Commission of the City of Parchment held on Monday, May 21, 2018 the following budget resolution was offered by _____ and supported by _____.

WHEREAS, the City Manager did submit to the City Commission a proposed budget estimating revenues and expenditures for the 2018-2019 fiscal year on April 16, 2018, as required by Chapter VII, Section 7.4 of the City Charter; and

WHEREAS, the City Commission in accordance with Act 621 Michigan Public Acts of 1978, did hold a public hearing on May 21, 2018 at 7:00 P.M. to receive citizen comment on the proposed budget as presented herein. A copy of the affidavit of publication is on file with the City Clerk.

NOW THEREFORE BE IT RESOLVED THAT, the City Commission of the City of Parchment, does hereby adopt said budget as represented herein; and

BE IT FURTHER RESOLVED, that the City Treasurer be authorized and directed to make such transfers between the various funds in accordance with the adoption of the budget; and

BE IT FURTHER RESOLVED, that the City Manager be authorized to transfer up to \$ 5,000.00 from any function of this budget to any other function of the budget within the same fund without further approval.

General Fund

Revenues		Expenditures	
Taxes/Fees	\$731,200	Legislative	28,000
State Sales Tax	184,000	Administration	298,700
Solid Waste Collect'ns	114,000	Legal Services	42,000
Other Revenues	26,600	Police Services	333,710
From Fund Balance	230,000	Fire Department	126,840
State Grants	53,000	Public Works Department	353,770
		Parks, Recreation & Culture	153,775
Total Revenues	\$1,338,800	Total Expenditures	\$1,336,795

City of Parchment
2018-2019

Major Street Fund

Revenues		Expenditures	
State Grants	\$140,000	Routine Maintenance	14,350
Transfers	125,000	Traffic Services	24,070
		Winter Maintenance	22,575
		Administration	39,350
<hr/>		<hr/>	
Total Revenues	\$265,000	Total Expenditures	\$100,345
<hr/>		<hr/>	

Local Street Fund

Revenues		Expenditures	
State Grant/Interest	51,000	Routine Maintenance	14,150
Transfers	20,000	Traffic Services	14,800
		Winter Maintenance	22,700
		Administration	18,320
<hr/>		<hr/>	
Total Revenues	\$ 71,000	Total Expenditures	\$69,970

Kindleberger Summer Festival

Revenues		Expenditures	
Grants	\$32,000	Performance Expense	\$31,500
Sponsorships	10,500	Festival Day	6,250
Fundraising	-	Fundraising	-
Other Revenues	9,665	Administration	8,115
		Publicity	6,300
<hr/>		<hr/>	
Total Revenues	\$ 52,165	Total Expenditures	\$52,165

City of Parchment
2018-2019

Brownfield Redevelopment Authority

Revenues		Expenditures	
Tax Revenue	\$55,850	Brownfield Debt Retirement	58,150
Transfers	2,300	Environmental	0
		Administrative Overhead	0
Total Revenues	\$ 58,150	Total Expenditures	\$ 58,150

The roll call vote was as follows:

Ayes: .
Nays: .
Absent: .
Abstain: .

Resolution declared adopted this 21st day of May, 2018.

Shannon Stutz
City Clerk

CONSUMERS ENERGY COMPANY GAS FRANCHISE ORDINANCE

AN ORDINANCE, granting to CONSUMERS ENERGY COMPANY, its successors and assigns, the right, power and authority to lay, maintain and operate gas mains, pipes and services on, along, across and under the highways, streets, alleys, bridges, waterways, and other public places, and to do a local gas business in the CITY OF PARCHMENT, KALAMAZOO COUNTY, MICHIGAN, for a period of thirty years.

THE CITY OF PARCHMENT ORDAINS:

SECTION 1. GRANT, TERM. The CITY OF PARCHMENT, KALAMAZOO COUNTY, MICHIGAN, hereby grants to the Consumers Energy Company, a Michigan corporation, its successors and assigns, hereinafter called the "Grantee," the right, power and authority to lay, maintain and operate gas mains, pipes and services on, along, across and under the highways, streets, alleys, bridges, waterways, and other public places, and to do a local gas business in the CITY OF PARCHMENT, KALAMAZOO COUNTY, MICHIGAN, for a period of thirty years.

SECTION 2. CONSIDERATION. In consideration of the rights, power and authority hereby granted, said Grantee shall faithfully perform all things required by the terms hereof.

SECTION 3. CONDITIONS. No highway, street, alley, bridge, waterway or other public place used by said Grantee shall be obstructed longer than necessary during the work of construction or repair, and shall be restored to the same order and condition as when said work was commenced. All of Grantee's pipes and mains shall be so placed in the highways and other public places as not to unnecessarily interfere with the use thereof for highway purposes.

SECTION 4. HOLD HARMLESS. Said Grantee shall at all times keep and save the City free and harmless from all loss, costs and expense to which it may be subject by reason of the negligent construction and maintenance of the structures and equipment hereby authorized. In case any action is commenced against the City on account of the permission herein given, said Grantee shall, upon notice, defend the City and save it free and harmless from all loss, cost and damage arising out of such negligent construction and maintenance.

SECTION 5. EXTENSIONS. Said Grantee shall construct and extend its gas distribution system within said City and shall furnish gas to applicants residing therein in accordance with applicable laws, rules and regulations.

SECTION 6. FRANCHISE NOT EXCLUSIVE. The rights, power and authority herein granted, are not exclusive. Either manufactured or natural gas may be furnished hereunder.

SECTION 7. RATES. Said Grantee shall be entitled to charge the inhabitants of said City for gas furnished therein, the rates as approved by the Michigan Public Service Commission, to which Commission or its successors authority and jurisdiction to fix and regulate gas rates and rules regulating such service in said City, are hereby granted for the term of this franchise. Such rates and rules shall be subject to review and change at any time upon petition therefor being made by either said City, acting by its City Commission, or by said Grantee.

SECTION 8. REVOCAION. The franchise granted by this ordinance is subject to revocation upon sixty (60) days written notice by the party desiring such revocation.

SECTION 9. MICHIGAN PUBLIC SERVICE COMMISSION, JURISDICTION. Said Grantee shall, as to all other conditions and elements of service not herein fixed, be and remain subject to the reasonable rules and regulations of the Michigan Public Service Commission or its successors, applicable to gas service in said City.

SECTION 10. REPEALER. This ordinance, when accepted and published as herein provided, shall repeal and supersede the provisions of a gas ordinance adopted by the City Commission on July 19, 1988 entitled:

AN ORDINANCE, granting to CONSUMERS POWER COMPANY, its successors and assigns, the right, power and authority to lay, maintain and operate gas mains, pipes and services on, along, across and under the highways, streets, alleys, bridges and other public places, and to do a local gas business in the CITY OF PARCHEMENT, KALAMAZOO COUNTY, MICHIGAN for a period of thirty years.

and amendments, if any, to such ordinance whereby a gas franchise was granted to Consumers Energy Company.

SECTION 11. EFFECTIVE DATE. This ordinance shall take effect upon the day after the date of publication thereof; provided, however, it shall cease and be of no effect after sixty days from its adoption unless within said period the Grantee shall accept the same in writing filed with the City Clerk. Upon acceptance and publication hereof, this ordinance shall constitute a contract between said City and said Grantee.

We certify that the foregoing Franchise Ordinance was duly enacted by the City Commission of the CITY OF PARCHEMENT, KALAMAZOO COUNTY, MICHIGAN, on the ____ day of _____, 2018.

Robert Britigan III, City Mayor

Attest:

Shannon Stutz, City Clerk

CLERK CERTIFICATION

STATE OF MICHIGAN)
) ss.
COUNTY OF KALAMAZOO)

I, _____, City Clerk of the CITY OF PARCHEMENT, KALAMAZOO COUNTY, MICHIGAN, DO HEREBY CERTIFY that the annexed is a true and correct copy of the ordinance granting CONSUMERS ENERGY COMPANY, a gas franchise, as adopted by the City Commission at a regular meeting on the ____ day of _____, 2018, after said Ordinance had previously been introduced at a regular meeting of the City Commission on the ____ day of _____, 2018.

I FURTHER CERTIFY that the acceptance, a copy of which is attached hereto, was filed with me as City Clerk, on the ____ day of _____, 2018; that I have compared the attached copies with the original records in my office, and that the same are true and correct transcripts therefrom.

I FURTHER CERTIFY that a copy of the foregoing ordinance was published, as appears by proof thereof on file in my office, in *The Gazette*, a newspaper circulated in the CITY OF PARCHEMENT, KALAMAZOO COUNTY, MICHIGAN, on the ____ day of _____, 2018; and that all of said proceedings were regular and in accordance with all legal requirements.

Shannon Stutz, City Clerk

Dated: _____, 2018

CITY OF PARCHMENT RESOLUTION

CHARGES FOR WATER SUPPLIED BY THE WATER DEPARTMENT

WHEREAS, in accordance with City of Parchment Compiled Ordinances, specifically section 58-113, the City Commission is empowered to fix rates charged to customers of the City of Parchment Water System for efficient operation and maintenance of said system.

NOW THEREFORE BE IT RESOLVED, effective July 1, 2018, charges for water supplied by the City of Parchment Water System shall be computed as follows:

A. RATE SCHEDULE "A"

Demand Charge – The minimum charge, covering periods during which no water has been used, shall be referred to as the demand charge. The demand charge shall be based on the size of the meter installed. The demand charge shall apply whenever water service is on and available to the customer and shall be discontinued only after the meter has been removed by authorized City personnel.

Domestic and Commercial Size of Meter	Base Charge per quarter
Less than one inch	\$26.00
One inch	38.61
One and one half inch	57.15
Two inch	80.32
Three inch	154.70
Four inch	231.40
Six inch	231.40
Eight inch	231.40

Commodity Charge -- Customers of all account classes located within the corporate limits of the City of Parchment shall pay \$2.66 per 100 cubic feet of water usage.

Customers located outside the corporate limits of the City of Parchment and those customers not on the real property tax rolls of the City of Parchment shall pay one and one half the rate for demand and commodity charges.

Exceptions: Discount volume contracts in existence at the time of adoption of this resolution shall be entitled to the rate structures and/or formulas set forth within their respective contracts.

B. RATE SCHEDULE "B" - FIRE SPRINKLER

Fire Sprinkler Service Pipe Size	Ready to Serve Charge per Quarter
Four inch	\$ 231.40
Six inch	231.40
Eight inch	231.40

Commodity Charge: \$2.66 per 100 cubic feet

Rate schedule "B" shall apply to all service pipes furnishing water to fire protection sprinkler systems. It shall be unlawful to use water through such service pipes for any purpose other than extinguishing fires, testing or filling of the sprinkler system or its appurtenances. Customers using water under schedule "B" shall maintain their

sprinkler systems in a tight condition free from drips, leaks, and unlawful uses of water at all times and at such frequencies as to best protect the interests of the City of Parchment water system.

C. PENALTY

A penalty of ten (10) percent of the billing for services shall be charged on all accounts not paid on or before the due date as indicated on the billing.

D. TURN ON - TURN OFF CHARGES

A charge of \$15.00 shall be made whenever a meter is removed or service is turned off, and a charge of \$15.00 shall be made whenever a meter is reinstalled or service is turned on. No charge shall be made for the initial installation of a meter.

E. PARALLEL METERS

When two or more meters are connected parallel, the size for the purpose of billing shall be considered as the size meter having the next largest cross sectional area than the total of the cross sectional areas of the meters so connected.

Moved by Commissioner _____, supported by Commissioner _____.

The roll call vote was as follows:

Ayes: .
Nays: .
Absent: None.
Abstain: None.

Resolution declared adopted this 4th day of June, 2018.

Shannon Stutz
City Clerk

**CITY OF PARCHMENT
SEWER RATE RESOLUTION**

CHARGES FOR SEWER SERVICES SUPPLIED BY THE SEWER DEPARTMENT

WHEREAS, in accordance with the City of Parchment Compiled Ordinances, specifically section 58-61, the City Commission is empowered to set the rates charged to customers of the City of Parchment Sewer System for the efficient operation and maintenance of said system.

NOW THEREFORE BE IT RESOLVED, effective July 1, 2018, the charges for sewer services supplied by the City of Parchment Sewer System shall be computed as follows:

- A. The charges for sewer services shall be based upon the cubic feet readings from the water system. The charges for the October Billing shall be based on an average of the previous two winter quarters or the actual readings which ever is lower.
- B. Demand Charge - The minimum charge, covering periods during which no water usage has been recorded shall be referred to as the demand charge. The demand charge for all account classes shall be \$30.00 per quarter.

Commodity Charge - Customers of all account classes located within the corporate limits of the City of Parchment shall pay \$4.75 for sewer services per 100 cubic feet of water usage.

Customers located outside the corporate limits of the City of Parchment and those customers not on the real property tax rolls of the City of Parchment shall pay one and one-half the rate for demand and commodity charges.

Exceptions: Discount volume contracts in existence at the time of the adoption of this resolution shall be entitled to the rate structures and/or formulas set forth within their respective contracts.

C. PENALTY

A penalty of ten (10) percent of the billing for services shall be charged on all accounts not paid on or before the due date as indicated on the billing.

Moved by Commissioner _____, supported by Commissioner _____.

The roll call vote was as follows:

Ayes:
Nays: None.
Absent: None.
Abstain: None.

Resolution declared adopted this 4th day of June, 2018.

Shannon Stutz
City Clerk

MEMORANDUM

To: Mayor Britigan, Vice-Mayor Jordan, and Commissioners

From: Nancy R. Stoddard, City Manager

Date: May 14, 2018

Re: Back-Billing of Corrected Water/Sewer Charges

Recommended Motion

It is moved that the City Commission approve the back-billing of corrected water/sewer charges for 2 quarters from the 2017-2018 fiscal year.

As BS&A was converting our data over to the new software, it was discovered that the water/sewer rate increases that were to go into effect, on July 1, 2017, were not put into the system. Only the Demand Charges were put in on July 1, 2017. According to Attorney Soltis the billing should have gone into effect on October 1, 2017.

The Treasurer has been instructed to apply the water/sewer rate increases to the previously missed 2 quarters, calculate the difference from the demand fees paid early (July 2017 bill), which brings the unpaid amounts to \$12,512.44 (Approximately \$10.71 per customer).

Robert D. Britigan III, Mayor

Shannon Stutz, Clerk/Treasurer