



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

May 7, 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 April 16, 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. 1359 – receive
- ii. Warrant No. 1360 – receive
- iii. Credit Card Statement - approval
- iv. Investment Report - receive
- v. Planning Commission Minutes of April 12, 2018 – Amending of Zoning Ordinance

7. Unfinished Business

- A. Ordinance to Amend Appendix A (Zoning Ordinance) – Second Reading

8. New Business

- A. Police Contract - approval

9. Board and Commission Reports/Minutes

- A. KABA – April 2018 – Commissioner Emmons
- B. Citizens Police Academy – Commissioner Bagley

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 APRIL 16, 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, and Heasley. City Manager Stoddard, Deputy Clerk Banaszak, and City Attorney Soltis.

Absent: Commissioner Fooy

Moved by Commissioner Heasley, supported by Commissioner Bagley to excuse Commissioner Fooy's absence.

All yes. Motion Carried.

3. Approval of the Regular Meeting Minutes of April 2, 2018

Moved by Vice Mayor Jordan, supported by Commissioner Heasley to approve the Minutes of the April 2, 2018, Regular Meeting.

All yes. Motion Carried.

4. Additions or changes to the agenda.

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

All yes. Motion carried.

5. Citizen Comments – Items ON the Agenda

None.

6. Consent Agenda

(iii) Mayor Britigan stated the Parade will organize at the ^{Little League} High School at 8:00 a.m. He outlined the route of the parade.

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

All yes. Motion Carried.

7. Unfinished Business

A. Resolution to Waive Penalty Fees/Interest for Failure to File a Property Transfer Affidavit.

Mike Richmond, City Assessor, explained that on a penalty of \$1,000 the amount would be \$1.60. This amount would then have to be spread out among all of the taxing units. He explained that it will be labor intense and will cost the City more to collect the monies because of the processing, mailing, and check costs.

Comm. Bagley felt that it would be good to have something like that to keep people from not reporting the property sale.

Mr. Richmond explained that it is a rare occurrence and there are checks and balances at the State level. He looked back and found one instance in 1994. He also noted that would be a double check as banks and title companies follow the law pretty well.

Mayor Britigan questioned that since the law was established in 1994, is this a new requirement.

Mr. Richmond explained that it has been broken down into phases and this is phase III of the State Audit. If we do not opt out a new resolution would have to be in place.

A motion was made by Commissioner Bagley, supported by Commissioner Heasley to table the resolution until we find out about the State requirements.

All Yes. Motion to table carried.

8. New Business

A. KABA – New member application.

Comm. Bagley explained that Pine Grove is a small community and could be a benefit to KABA. They are also looking at Texas Township to join.

A motion was made by Commissioner Bagley supported by Vice Mayor Jordan to accept.

All yes. Motion Carried.

Emmons

City Collects

B. Budget Introduction

City Manager Stoddard distributed copies of the proposed budget to the Commission and provided highlights of the changes. She noted that there will be opportunity for questions at the work session to be held on May 9th that is open to the public. Mayor Britigan noted that the department heads will also be present at that meeting. He explained that there will be a public hearing and adoption of the budget on May 21. The budget needs to be adopted by June 1, to take effect in July.

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

A. KABA – March 2018 – Commissioner Emmons

Commissioner Emmons provided a brief summary of the meeting explaining that the deficit continues to get smaller. He expects that this will continue as the weather gets warmer and construction season begins. He detailed the possibility of Texas Township joining KABA and the benefits of this. He stated that their next meeting is ~~May 9th at 6:00 p.m.~~

May 10 2pm.

10. **Citizen Comments**

None.

11. **Mayor and Commissioner Comments**

Manager Stoddard stated that questions and concerns are welcome in her office.

12. **City Manager Comments/Reports**

None.

13. **Adjournment**

There being no further business to come before the Commission, it was moved by Commissioner Emmons and supported to adjourn the meeting.

All yes. Meeting Adjourned at 7:33 p.m.

Respectfully submitted by: Marilyn Banaszak
Deputy Clerk



**City of Parchment
Check Register Report
Warrant 1359**

Check #	Check Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
34492	04/13/2018	CINTAS	Restock 1st Aid Cabinet	90.15
34493	04/13/2018	CINTAS CORPORATION LOC. 725	Uniform Rental & Towels	209.18
34495	04/13/2018	CONSUMERS ENERGY	Monthly Citywide Energy	13,415.93
34496	04/13/2018	CORNERSTONE OFFICE SYSTEMS	Monthly Contract-4/4 to 5/3/18	115.71
34497	04/13/2018	CRIPPS FONTAINE EXCAVATING INC	Repair on Hercules 10" water main	2,931.70
34498	04/13/2018	ENGINEERED PROTECTION SYSTEMS	Water Tower-5/1 to 7/31/18	263.52
34499	04/13/2018	FORD, KRIEKARD, SOLTIS & WISE	March	2,168.75
34500	04/13/2018	KALAMAZOO AREA BUILDING AUTHOR	3 Prop Maint Inspec-E G & Haym	165.00
34501	04/13/2018	KALAMAZOO TOWNSHIP	Police Services Contract-April	27,367.11
34502	04/13/2018	TREASURER CITY OF KALAMAZOO	Municipal Sewer-February	15,245.57
34503	04/13/2018	LINDE GAS NORTH AMERICA LLC	Monthly Comp Air & Compl Chg	28.74
34504	04/13/2018	MLIVE MEDIA GROUP	2 x BOR & Ordinance	1,064.20
34505	04/13/2018	PREIN & NEWHOF	SAW Grant-Stormwater & Sanitary	2,551.15
34506	04/13/2018	PURITY CYLINDER GASES, INC.	1/4ly Cylinder Rental	45.45
34507	04/13/2018	REPUBLIC SERVICES #249	City Wide Pickup-April	7,964.10
34508	04/13/2018	SEVERANCE ELECTRIC CO INC	Traffic Signal Maint-March	120.00
34509	04/13/2018	STATE OF MICHIGAN-MDOT	Partial Payment-MDOT	10,000.00

34510

Fountains

Dep for KAC
Bingo for Bogo

750-



City of Parchment
Check Register Report
Warrant 1360

Check #	Check Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
34511	05/02/2018	CINTAS	Restock 1st Aid Cabinet	64.52
34512	05/02/2018	CINTAS CORPORATION LOC. 725	Uniform Rental & Towels	351.94
34513	05/02/2018	COMPANION LIFE	Life & AD&D Ins - May	66.50
34514	05/02/2018	CORNERSTONE OFFICE SYSTEMS	Shipping for Toner for Copier	9.50
34515	05/02/2018	ETNA SUPPLY	2 New Meter Readers	3,061.35
34516	05/02/2018	THIMGAN HAYDEN	Kindleberger Arts Web design	350.00
34517	05/02/2018	KALAMAZOO OIL CO.	Fuel Charges 4/1 to 4/15/18	433.04
34518	05/02/2018	MICHIGAN CAT	Serv Call-Transfer switch not	428.22
34519	05/02/2018	MICHIGAN ELECTION RESOURCES	Election Supplies	60.00
34520	05/02/2018	PARCHMENT LITTLE LEAGUE	Dugout reimbursement	3,005.00
34521	05/02/2018	PEERLESS-MIDWEST, INC.	Rebuild & work on Clay Valve#1	25,316.00
34522	05/02/2018	ROSE PEST SOLUTIONS	Pest Control - Contract	80.00
34523	05/02/2018	SBAM PLAN	Emp & Retiree Ins-May	14,382.89
34524	05/02/2018	SMALL BUSINESS ADMIN SERVICES	HRA - April	52.50
34525	05/02/2018	VARNUM LLP	Frontier Renewal Legal Serv-Ma	776.25

Name/ Bill/Acct	Post Date	Tran Date	Description/Merchant	Location	Reference Number	Amount	Sales Tax	Identifier
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CITY OF PARCHEMENT 02382								
BEGIN COMPANY								
ROCKHOVEN, CARON J	03/27	03/26	RIDGE PARTS 0030721	KALAMAZOO	55309598080852004683300145	8.61		
	03/27	03/26	TRACTOR SUPPLY #1272	KALAMAZOO	054368480860003595194345	25.58		
	03/27	03/26	EXTREME POWER EQUIPMEN	KALAMAZOO	55309598080852004683300338	66.00		
	03/28	03/27	EXTREME POWER EQUIPMEN	KALAMAZOO	55309598080852004683300338	97.94		
	03/29	03/28	BEST WAY MILLER TRNSFR	KALAMAZOO	55309598080852004683300019	150.00		
	04/16	04/13	RIDGE PARTS 0030721	KALAMAZOO	55309598080852004683300019	170.00		
	04/19	04/17	BATTERIES PLUS #38	KALAMAZOO	0543684811010000382719120	26.55		
	04/20	04/19	TRACTOR SUPPLY #1272	KALAMAZOO	0543684811010000382719120	16.99		
	04/23	04/20	MENARDS KALAMAZOO EAST	KALAMAZOO	0544664811010000544669541	11.94		
	04/23	04/20	ERBUDSON ENR #1474	KALAMAZOO	5544664811010839609946669	36.47		
	04/23	04/24	EXTREME POWER EQUIPMEN	KALAMAZOO	5544664811010839609946669	86.85		
								Camron
Previous Balance								
Purchases + Debits								
Cash Advances								
Purchases + Debits								
Cash Advances								
Ending Balance								

BONHOMME, JOE								
	04/09	03/23	KUILY SUPPLY/FRAUD ADJ	08005185368	555080808082200000573081	278.36		
	04/23	04/21	TRACTOR SUPPLY #1272	KALAMAZOO	054368480860003595194345	959.70		
	04/25	04/24	AMAZON.COM AMZN.COM/BI	AMZN.COM/BILL	5531073081150823023256708	97.12		
	04/26	04/25	HINTELL.COM	CONSTOCK TOWN	55309598080852004683300019	659.76		
	04/26	04/25	MENARDS KALAMAZOO EAST	AMZN.COM/BILL	0543684811010000544669541	8.27		
	04/26	04/25	AMAZON.COM AMZN.COM/BI	AMZN.COM/BILL	553102081160832131464566	100.76		
Previous Balance								
Cash Advances								
Purchases + Debits								
Cash Advances								
Ending Balance								

CAHILL, BILL								
	03/28	03/27	RAIHO SAFETY & SUPPLY	PORTAGE	2524780808086005591063551	473.25		
	03/28	03/27	TRACTOR SUPPLY #1272	KALAMAZOO	054368480860003595194345	898.00		
	03/28	03/27	RAIHO SAFETY & SUPPLY	PORTAGE	2524780808086005591063551	70.00		
	04/20	04/18	MENARDS KALAMAZOO EAST	CONSTOCK TOWN	0543684811010000544669541	21.47		
Previous Balance								
Cash Advances								
Purchases + Debits								
Cash Advances								
Ending Balance								

CITY OF PARCHEMENT								
	03/27	03/26	RIDGE PARTS 0030721	KALAMAZOO	55309598080852004683300145	8.61		
	03/27	03/26	TRACTOR SUPPLY #1272	KALAMAZOO	054368480860003595194345	25.58		
	03/27	03/26	EXTREME POWER EQUIPMEN	KALAMAZOO	55309598080852004683300338	66.00		
	03/28	03/27	EXTREME POWER EQUIPMEN	KALAMAZOO	55309598080852004683300338	97.94		
	03/28	03/27	BURNS EQUIPMENT	KALAMAZOO	55309598080852004683300019	150.00		
	03/29	03/27	TODS METROCOM	KALAMAZOO	55309598080852004683300019	170.00		
	03/29	03/27	BURNS EQUIPMENT	KALAMAZOO	0543684811010000382719120	26.55		
	03/29	03/28	EXTREME POWER EQUIPMEN	KALAMAZOO	0543684811010000382719120	16.99		
	03/29	03/28	VZIRISS*APROC VISA	KALAMAZOO	5544664811010839609946669	11.94		
	04/02	04/02	CARLETON EQUIP CO-KALA	KALAMAZOO	5544664811010839609946669	36.47		
	04/05	04/02	PIXELVINE	KALAMAZOO	5544664811010839609946669	86.85		
	04/09	03/23	KULY SUPPLY/FRAUD ADJ	KALAMAZOO	054368480860003595194345	278.36		
	04/09	03/23	MINTCELL.COM/FRAUD ADJ	KALAMAZOO	054368480860003595194345	959.70		
	04/11	04/10	QUILL CORPORATION	KALAMAZOO	5531073081150823023256708	97.12		
	04/12	04/11	USPS PO 2549110002	KALAMAZOO	55309598080852004683300019	659.76		
	04/12	04/11	ADULTING CORPORATION	KALAMAZOO	0543684811010000382719120	8.27		
	04/12	04/11	T-SHIRT PRINTING B US	KALAMAZOO	5544664811010839609946669	100.76		
	04/16	04/13	BEST WAY MILLER TRNSFR	KALAMAZOO	0543684811010000382719120	26.55		
	04/16	04/13	PIXELVINE	KALAMAZOO	0544664811010839609946669	36.47		
	04/17	04/16	TRACTOR SUPPLY #1272	KALAMAZOO	0543684811010000382719120	16.99		
	04/18	04/17	ETNA DISTRIBUTORS KALA	KALAMAZOO	5544664811010839609946669	78.19		
	04/18	04/17	RIDGE PARTS 0030721	KALAMAZOO	55309598080852004683300145	12.28		
Previous Balance								
Purchases + Debits								
Cash Advances								
Purchases + Debits								
Cash Advances								
Ending Balance								

CITY OF PARCHEMENT								
	03/27	03/26	RIDGE PARTS 0030721	KALAMAZOO	55309598080852004683300145	8.61		
	03/27	03/26	TRACTOR SUPPLY #1272	KALAMAZOO	054368480860003595194345	25.58		
	03/27	03/26	EXTREME POWER EQUIPMEN	KALAMAZOO	55309598080852004683300338	66.00		
	03/28	03/27	EXTREME POWER EQUIPMEN	KALAMAZOO	55309598080852004683300338	97.94		
	03/28	03/27	BURNS EQUIPMENT	KALAMAZOO	55309598080852004683300019	150.00		
	03/28	03/27	TODS METROCOM	KALAMAZOO	55309598080852004683300019	170.00		
	03/29	03/27	BURNS EQUIPMENT	KALAMAZOO	0543684811010000382719120	26.55		
	03/29	03/28	EXTREME POWER EQUIPMEN	KALAMAZOO	0543684811010000382719120	16.99		
	03/29	03/28	VZIRISS*APROC VISA	KALAMAZOO	5544664811010839609946669	11.94		
	04/02	04/02	CARLETON EQUIP CO-KALA	KALAMAZOO	5544664811010839609946669	36.47		
	04/05	04/02	PIXELVINE	KALAMAZOO	5544664811010839609946669	86.85		
	04/09	03/23	KULY SUPPLY/FRAUD ADJ	KALAMAZOO	054368480860003595194345	278.36		
	04/09	03/23	MINTCELL.COM/FRAUD ADJ	KALAMAZOO	054368480860003595194345	959.70		
	04/11	04/10	QUILL CORPORATION	KALAMAZOO	5531073081150823023256708	97.12		
	04/12	04/11	USPS PO 2549110002	KALAMAZOO	55309598080852004683300019	659.76		
	04/12	04/11	ADULTING CORPORATION	KALAMAZOO	0543684811010000382719120	8.27		
	04/12	04/11	T-SHIRT PRINTING B US	KALAMAZOO	5544664811010839609946669	100.76		
	04/16	04/13	BEST WAY MILLER TRNSFR	KALAMAZOO	0543684811010000382719120	26.55		
	04/16	04/13	PIXELVINE	KALAMAZOO	0544664811010839609946669	36.47		
	04/17	04/16	TRACTOR SUPPLY #1272	KALAMAZOO	0543684811010000382719120	16.99		
	04/18	04/17	ETNA DISTRIBUTORS KALA	KALAMAZOO	5544664811010839609946669	78.19		
	04/18	04/17	RIDGE PARTS 0030721	KALAMAZOO	55309598080852004683300145	12.28		
Previous Balance								
Purchases + Debits								
Cash Advances								
Purchases + Debits								
Cash Advances								
Ending Balance								

Name/ Bill/ Acct	Post Date	Trans Date	Description/Merchant	Location	Reference Number	Amount	Sales Tax	Identifier
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CITY OF PARCHEMENT CORP	04/18	04/17	QUILL CORPORATION	800-982-3400	SC USA 0541019810710513085540928	70.49		
	04/19	04/18	OVERHEAD DOOR OF KAZOO	KALAMAZOO	MI USA 55466481810922867588800028	20.00		
	04/19	04/18	BATTERIES PLUS #38	LOVELAND	CO USA 855966478108700009920210	556.75		473990
	04/19	04/18	HATCH COMPANY	PORTAGE	MI USA 25526068109104008879592	26.55		10921804
	04/19	04/18	MOUNTAIN TOWN STATION	MOUNT PLEASANT	MI USA 2524780810800319111202	20.00		Camron
	04/19	04/18	KONTAGE DENN HAZEL	MOUNT PLEASANT	MI USA 7536926811000091056556	20.00		
	04/20	04/19	AUTO PAPER DESTRUCTION	MOUNT PLEASANT	MI USA 0543684811000069102765	4787.46		
	04/20	04/19	MENARDS KALAMAZOO EAST	KALAMAZOO	MI USA 05436848110000382719120	21.47		
	04/23	04/22	TRACTOR SUPPLY #1272	CONSTOCK TOWN	MI USA 05436848110100054469341	16.99		
	04/23	04/22	MENARDS KALAMAZOO EAST	CONSTOCK TOWN	MI USA 0543684811083960946469	11.94		
04/23	04/22	FERGUSON ENT #1474	KALAMAZOO	MI USA 5544664811083960946469	36.47			
04/23	04/22	COMFORT INNS	MOUNT PLEASANT	MI USA 054368481117114763750	306.00			
04/23	04/22	TRACTOR SUPPLY CO #550	866-872-4650	MI USA 0543684811428679470018	397.42			
04/25	04/24	EXTREME POWER EQUIPMENT	KALAMAZOO	MI USA 0543684811428679470018	86.85		5.40	111-406734-9717
04/25	04/24	MENARDS.COM AMZN.COM/BI	MOUNT PLEASANT	MI USA 023402481159562523670	12.96		0.84	1438
04/25	04/24	MENARDS.COM MARKET #36	MOUNT PLEASANT	MI USA 85140898115980167426522	12.96			
04/25	04/24	MINTCEL.COM	CONSTOCK TOWN	MI USA 05436848115280065611555	659.70			
04/26	04/25	MENARDS KALAMAZOO EAST	CONSTOCK TOWN	MI USA 05436848115280065611555	8.27			
04/26	04/25	AMAZON.COM AMZN.COM/BI	AMZN.COM/BILL	WA USA 55310208116083213144566	100.76			

DUBY, JIM CORP	06/18	04/17	ETNA DISTRIBUTORS KALA	KALAMAZOO	MI USA 556664818108081670385817	78.19		
	04/19	04/18	HACH COMPANY	LOVELAND	CO USA 855066478108700009920210	556.75		
STANDARD, NANCY R CORP	04/26	04/24	HARDING'S MARKET #36	PARCHEMENT	MI USA 05140488115710030615671	14.99		
	04/12	04/11	USPS PO 2549110002	KALAMAZOO	MI USA 05436848102000383115021	363.83		

Previous Balance	4787.46							
Purchases + Debits	6727.32							
Cash Advances	0.00							
Payments	1600.46							
Ending Balance	5126.86							

Previous Balance	0.00							
Purchases + Debits	0.00							
Cash Advances	0.00							
Payments	0.00							
Ending Balance	0.00							

Previous Balance	0.00							
Purchases + Debits	0.00							
Cash Advances	0.00							
Payments	0.00							
Ending Balance	0.00							

Previous Balance	0.00							
Purchases + Debits	0.00							
Cash Advances	0.00							
Payments	0.00							
Ending Balance	0.00							

Previous Balance	0.00							
Purchases + Debits	0.00							
Cash Advances	0.00							
Payments	0.00							
Ending Balance	0.00							

Previous Balance	0.00							
Purchases + Debits	0.00							
Cash Advances	0.00							
Payments	0.00							
Ending Balance	0.00							

8 5126.86

**City of Parchment
Investment Report
March 31, 2018**

Maturity Date	Interest Rate	Institution	Type of Investment	Amount
9/22/2018	0.50%	Old National	Certificate of Deposit	\$ 50,000.00
2/26/2019	1.20%	MB - Wells Fargo	Certificate of Deposit	\$ 100,000.00
12/23/2020	1.25%	DA - FNMA	Note	\$ 100,000.00
9/28/2021	1.70%	DA - Wells Fargo	FDIC Step Coupon Bond	\$ 100,000.00
8/22/2022	1.25%	DA - Wells Fargo	FDIC Step Coupon Bond	\$ 92,000.00
		DA Davidson	Money Market Fund	\$ 4,234.71
		Huntington National/Invesco	Money Market Fund	\$ 1,814.10
		Multi Bank	Money Market Fund	\$ 394.52
Investment Total				\$ 448,443.33

**Parchment Planning Commission
Meeting Minutes
Thursday, April 12, 2018 at 7 p.m.**

1. Call to Order

Chairperson Kent DeBoer called the meeting to order at 7pm.

2. Roll call

Present: Sandy Bliesener, Kent DeBoer, Cheryl Lyon-Jenness, Sarah Dean

Absent: Brian Sell, ~~Matt Dean~~

3. Approval of Minutes

4. Citizen Comment – None

5. Old Business – None

6. New Business

a. Amend Appendix A (Zoning Ordinance)-to reduce the number of copies required to 10; add for filing and review fees, add requirement for architect/engineer's seal and any other info deemed necessary by Planning Commission, add requirement of an environmental checklist and a stormwater management plan and operation/maintenance agreement. Renumbering of sections 4, 5, 6, 7, and 8.

Planning Commission would ask to add:

- Submitting electronically any items for review
- Commission to review fees each year

It was moved by Bliesener and supported by Lyon-Jenness to amend Appendix A of the ordinance, to add electronic submissions, and to review the fees once a year for plan reviews.

Ayes: Sandy Bliesener, Cheryl Lyon-Jenness, Ken DeBoer, Sarah Dean

Nays: None

Absent: Brian Sell, Matt Dean

Abstain: None

Motion Carried 4-0

7. Commissioner Comments

- a. Need updated copies of the ordinance book
- b. Distribute to new members

8. Adjournment – 7:25 pm.

CITY OF PARCHMENT
KALAMAZOO COUNTY, MICHIGAN

ORDINANCE NO. _____

AN ORDINANCE TO AMEND APPENDIX A (ZONING ORDINANCE) OF THE PARCHMENT CITY CODE OF ORDINANCES (ZONING ORDINANCE) PERTAINING TO SITE PLANS; TO REDUCE THE NUMBER OF COPIES REQUIRED TO TEN (10); TO ADD A PROVISION FOR FILING AND REVIEW FEES; TO ADD THE REQUIREMENT OF AN ARCHITECT OR AN ENGINEER'S SEAL AND ANY OTHER INFORMATION DEEMED NECESSARY BY THE PLANNING COMMISSION; TO ADD A REQUIREMENT OF AN ENVIRONMENTAL CHECKLIST AND A STORMWATER MANAGEMENT PLAN AND OPERATION AND MAINTENANCE AGREEMENT AND TO RENUMBER SECTIONS 4, 5, 6, 7 AND 8; AND TO REPEAL ALL ORDINANCES OR PARTS THEREOF IN CONFLICT HEREWITH.

THE CITY OF PARCHMENT ORDAINS:

ARTICLE I

Appendix A, Article 13, Review and Approval Procedures, Section 13.1(2), Copies Required, is hereby amended and shall now read:

2. *Copies required.* Every site plan submitted to the Planning Commission shall be in accordance with the requirements of this Ordinance. Ten complete copies of all site plans shall be filed with the City Clerk who shall place the request on the next Planning Commission agenda. The required copies may be submitted electronically to the City Manager or Clerk.

ARTICLE II

A new Appendix A, Article 13, Section 13.3, is hereby substituted for the present Section 13.3 and shall now read:

Sec. 13.3 Fee.

A review fee, the schedule of which shall be determined and may be amended from time-to-time by the City Commission, will be paid for by the applicant to cover the costs of processing the site plan.

ARTICLE III

The prior Appendix A, Article 13, Section 13.3, shall be renumbered as

Section 13.4.

ARTICLE IV

The new Section 13.4 shall be amended to add new subsections (s) and (t) and shall read:

- s. Architects or Engineer's seal.
- t. Any other information deemed necessary by the Planning Commission.

ARTICLE V

A new Appendix A, Article 13, Section 13.5, is hereby substituted for the present Section 13.5 and shall now read:

5. Environmental Checklist. The applicant or owner shall submit to the City Clerk a completed Environmental Checklist.

ARTICLE VI

A new Appendix A, Article 13, Section 13.6, is hereby substituted for the present Section 13.5 and shall now read:

6. Stormwater Management Plan. The Applicant or owner shall submit to the City Clerk a Stormwater Management Plan and stormwater calculations.

ARTICLE VII

A new Appendix A, Article 13, Section 13.7, is hereby substituted for the present Section 13.7 and shall now read:

7. Stormwater Best Management Practices Operations & Maintenance Agreement. The applicant or owner shall submit to the City Clerk a signed Stormwater Best Management Practices Operations & Maintenance Agreement between the City and the landowner or designee together with the applicable recording fee.

ARTICLE VIII

The following sections of Section 13, Review and Approval Procedures, shall be renumbered as follows:

- a. Section 13.4 shall be renumbered to Section 13.8.
- b. Section 13.5 shall be renumbered to Section 13.9.

- c. Section 13.6 shall be renumbered to Section 13.10.
- d. Section 13.7 shall be renumbered to Section 13.11.
- e. Section 13.8 shall be renumbered to Section 13.12.

ARTICLE IX

All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

ARTICLE X

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

This Ordinance shall take effect on _____, 2018.

CERTIFICATE

I, Shannon Stutz, City Clerk for the City of Parchment, do hereby certify that the foregoing City of Parchment Ordinance No. _____ was adopted by the City Commission at a regular meeting held on _____, 2018, 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

POLICE SERVICES AGREEMENT

The Agreement is made this day of May 7, 2018, by and between the City of Parchment, a Michigan municipal corporation, 650 S Riverview Drive, Parchment, Michigan (hereinafter "City"), and Kalamazoo Charter Township, a Michigan municipal corporation, 1720 Riverview Drive, Kalamazoo, Michigan (hereinafter "Township").

Whereas, Act 35 of the Public acts of 1951 (MCL 124.1 et seq) in pertinent part authorizes a municipal corporation to contract with one or more other municipal corporations for the performance, jointly or by any one or more on behalf of all, of any service which each would have the power to perform separately; and

Whereas, the Parchment City Charter requires the City to provide police protection services within the City; and

Whereas, the City administration recommends and the City Commission finds that the most cost-effective method of continuing to provide police protection services within the City is to contract with the Kalamazoo Charter Township to have Township police officers be sworn as and serve as Parchment police officers on a contractual basis; and

Whereas, the City and Township have previously, entered into agreement(s) to allow the Township police department to provide and undertake police protection services in the City; which agreement(s) are due for renewal and which both the City and the Township have deemed to be satisfactory and mutually beneficial; as such the City and the Township reaffirm their commitment to one another in providing professional police services to our community, and

Whereas, the City wishes to enter into an agreement with the Township by which the Township would provide police protection services within the City.

NOW THEREFORE, in consideration of the promises, covenants and conditions hereinafter contained, it is hereby agreed by and between the parties hereto as follows:

1. The City hereby calls upon the Township to furnish, and the Township agrees to provide, police protection services within the City, subject to the terms and conditions contained in this Agreement.
2. Commencing July 1, 2018, the Township shall have a Township police officer assigned to patrol within the North District during the Township Police Department's day and afternoon patrol shifts on a daily basis. In addition, the Township's Police Department shall provide full police services to the City during the midnight shift. The Township agrees to provide the necessary associated personnel and equipment in support of the police services provided hereunder.

Furthermore, the Township agrees that there will be no additional charge to the City when more than one officer is needed on calls for service; for officers held past the end of their shift on overtime to complete work; for detectives; crime scene technicians, or when staffing allows for additional officers provided out of existing scheduled staff.

3. Township police officers providing police services pursuant to this Agreement shall also be sworn as officers of the City of Parchment.
4. Township officers assigned to provide police protection services pursuant to this agreement shall enforce City ordinances as well as State law. Officers will be assigned to perform ordinance enforcement in the City of Parchment. The assistance, at this time, will consist of identifying violations, resolving ordinance violations, issuing citations and appearing in court. The officers will be a liaison to the City on ordinance enforcement activities.
5. The police protection services provided hereunder shall include the continuation of community outreach and proactive programs directly to the Parchment Schools.
6. At the request of the City, the Township shall provide supplemental police services to the City. The City shall pay the Township over and above the sum set forth herein for such services in accordance with this paragraph. The rate for supplemental services, shall be one and a half (1 ½) times the assigned officers' regular rate and shall include a fringe benefit rate which shall include the additional fringe benefit amounts calculated on the basis of the police contract (FICA, work comp., etc.).
7. In an effort to identify any cost adjustments that occur with the negotiation of the collective bargaining agreement (CBA) with the Township and the Kalamazoo Township Police Officers Association (KTPOA), the parties agree that it is advantageous that this Agreement shall be for a term of four years. This agreement shall begin on July 1, 2018 and conclude on May 31, 2022. The City agrees to pay the Township \$304,173.00 for the first year of police service rendered hereunder, such sum to be paid in 12 equal monthly installments beginning July 1, 2018, and on or before the first day of each month thereafter until paid in full.
 - A. This cost reflects the officer's wage estimated at the CBA's Police Officer 4 (PO-04) rate, along with ancillary costs.
 - B. Future costs will reflect an annual step rate used for the estimated wage, up to the highest police officer rate within the CBA; currently PO6. This practice is used to provide some relief to the City, reflects past agreements and identifies good-faith and relationship building on behalf of the Township.
 - a. July 1, 2018 to June 30, 2019; PO4
 - b. July 1, 2019 to June 30, 2020; PO5
 - c. July 1, 2020 to June 30, 2021; PO6

d. July 1, 2021 to June 30, 2022; PO6

C. Not less than 150 days prior to July 1st of each year, the Township shall provide the City with a written statement of the cost to the City for police services for the upcoming term, which cost will be payable as prescribed in section B. The City shall pay the costs of police services in 12 monthly installments commencing on July 1st of each year as identified in this paragraph 7.

8. It is recognized and agreed that during the course of a term, the cost of the police services provided hereunder may have to be increased as a result of increased costs to the Township due to changes in the Township's police health care costs and/or changes in the Township's police CBA. The Township shall have the right to commensurately increase the cost to be paid by the City hereunder, subject to the following:
 - A. The Township shall give the City not less than 60 days' advance written notice of the increase in the costs of police services to be paid for the current term by the City hereunder.
 - B. The City, in lieu of paying such increases, shall have the right to immediately terminate this Agreement or to attempt to negotiate with the Township a mutually acceptable reduction in the level of police services provided hereunder.
9. If the City desires to extend this Agreement beyond the four-year term set forth above, the City shall notify the Township of this in writing not less than 90 days prior to the expiration of this Agreement. As soon as practicable after receiving the City's request, the Township shall provide the City with a written statement of the cost for such additional service. If the parties mutually desire to so proceed, they shall then enter into an Addendum to extend this Agreement accordingly. The extension shall be on an annual basis unless otherwise agreed to by the parties. Further extensions of this Agreement may be made in the same manner set forth in this section.
10. All Township police officers providing service to the City pursuant to this Agreement shall remain directly accountable to the Township through its Police Chief.
11. The Township agrees to prepare and present a quarterly and annual report of law enforcement activity performed by Township police officers within the City pursuant to this Agreement. The Township further agrees to prepare and submit to the State of Michigan such reports as the State may require with regard to the police services rendered under this Agreement. The Township further agrees that it will maintain and provide records of the police services rendered under this Agreement for the same time and in the same manner as it does for Township records.
12. The legal representation of the City in any judicial proceedings involving a violation of a

City ordinance shall be conducted by the City Attorney, the cost of such legal representation being borne solely by the City.

13. The Township covenants and agrees, to the greatest extent permitted by law, to defend, indemnify and hold harmless the City and its officers and employees from any and all claims, suites, damages, loss or liability which may occur arising out of any claims of negligence of wrongdoing by the Township, its officers or employees in connection with the performance of this Agreement. The City covenants and agrees, to the greatest extent permitted by law, to defend, indemnify and hold harmless the Township and its officers and employees from any and all claims, suits, damages, loss or liability which may occur arising out of any claims of negligence or wrongdoing by the City, its officers or employees in connection with the performance of this Agreement. The foregoing shall not be considered a waiver of governmental immunity attributed to the City or the township or its officers or employees.
14. The Township agrees that throughout the life of this Agreement it shall cause the City, its officials and employees to be named as additional insureds on the general liability, motor vehicle liability and police professional liability insurance coverage held by it. The City agrees that throughout the life of this Agreement it shall cause the Township and its officers and employees to be named as additional insureds on the general liability and police professional liability insurance coverage held by it. Both the City and the Township agree that they shall not reduce their aforementioned insurance coverage during the life of this Agreement.
15. This Agreement may be terminated for material breach only after the other party is given written notice of the alleged material breach and allowed 30 days to remedy the same.
16. Any waiver, alteration or modification of any of the provisions of this Agreement shall not be valid unless in writing and executed by the parties with the same formality as this Agreement. Any waiver by any party of any provision of the Agreement or any right or option under this Agreement shall not be controlling, nor shall it prevent or estop such party from thereafter enforcing such provision, right or option. The failure of any party to insist in any one or more instances upon the strict performance of any of the terms or provisions of this Agreement by another party shall not be construed as a waiver or relinquishment for the future of any such term or provision, and the same shall continue in full force and effect.
17. No provision in this Agreement is to be interpreted for or against any party because that party or that party's legal representative drafted the provision. This agreement was drafted in Michigan and it is agreed that Michigan law shall control.

18. This Agreement constitutes the entire agreement of the parties. All other prior or contemporaneous agreements, understandings, representations and statements, oral or written, are hereby terminated.
19. Any notices to be given under the terms of this Agreement shall be accomplished by either first-class mail or hand delivery to:

City of Parchment
City of Parchment Clerk
650 South Riverview Drive
Parchment MI 49004

Kalamazoo Charter Township
Kalamazoo Charter Township Clerk
1720 Riverview Drive
Kalamazoo MI 49004

IN WITNESS WHEREOF, the parties hereby have executed this Agreement the day and date first above written.

CITY OF PARCHMENT

By: _____

Its: Mayor Robert D. Britigan III

CHARTER TOWNSHIP OF KALAMAZOO

By: _____

Its: Supervisor Donald D. Martin

Approved as to form:

Robert A. Soltis
Attorney for City of Parchment

Roxanne C. Seeber
Attorney for Kalamazoo Charter Township

TO: Nancy Stoddard

RE: Comments for the May 7, 2018 consideration of the Kalamazoo Township Public Safety contract by the Parchment City Commission

DATE: 24 APR 2018

FROM: Teresa Stannard, Director of the Parchment Community Library

Nancy:

Officers from the Kalamazoo Township Public Safety have participated in library events this past year, most notably a Front Page discussion about preventing gun violence, the two Meet Your Muslim Neighbor events in October and November, and the Holiday Chocolate in December. I'm always delighted to see public safety officers joining us for civic events.

Chief (then Lt.) Bryan Ergang was present at both Meet Your Muslim Neighbor events, held at the Parchment Methodist Church. 300 people attended each event. Lt. Ergang was a reassuring presence, and his warm and engaging demeanor put everyone at ease.

The officers who attended the Holiday Chocolate handed out candy canes and chatted with the more than 800 people who came to the library for hot chocolate and cookies.

Chief Ergang and Sgt. Queen attended our April Town Hall meeting. He said that he or one of his officers would attend Town Hall as often as possible. I've heard that he has committed to sending officers to at least one school event every day as well.

The most frequent criticisms I've heard in the community regarding contracted police service is "They don't know us" and "They're never around." I am pleased by the noticeable efforts made by the Kalamazoo Township Public Safety officers in the past year to address these concerns. I would urge them to continue to do all they can to get to know the people, organizations, and business owners of Parchment and to keep those informal lines of communication strong.

Building

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB18-18-094	426 HERCULES	06-03-290-100	DAY ROBERT	Able Repairs Inc.	04/16/2018	\$210.00	\$0

Work Description: Demo portion of inside of house, reframe portion of existing roof to existing dimensions, rebuild 3 exterior walls. 2015 MRC.

Total Permits For Type: 1
Total Fees For Type: \$210.00
Total Const. Value For Type: \$0

Report Summary

Grand Total Fees: \$210.00
Grand Total Permits: 1

Population: All Records
 Property.City = Parchment AND
 Permit.DateIssued Between
 4/1/2018 12:00:00 AM AND
 4/30/2018 11:59:59 PM AND
 Permit.PermitType = Building
 AND
 Permit.BasicUsage = Residential
 AND
 Parcel.ParcelNumber Starts With
 6

Grand Total Const. Value: \$0

2018 MONTHLY KABA PERMITS BY JURISDICTION

MONTH OF APRIL 2018

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	17	\$ 13,358
COMSTOCK	ELECTRICAL	16	\$ 2,575
COMSTOCK	MECHANICAL	13	\$ 4,056
COMSTOCK	PLUMBING	10	\$ 1,531
COMSTOCK	SPECIAL - JURISDICTION	6	\$ 330
COMSTOCK	SPECIAL - HOMEOWNER	0	\$ -
TOTAL COMSTOCK		62	\$ 21,850
KALAMAZOO	BUILDING	16	\$ 56,056
KALAMAZOO	ELECTRICAL	10	\$ 1,299
KALAMAZOO	MECHANICAL	25	\$ 3,220
KALAMAZOO	PLUMBING	9	\$ 900
KALAMAZOO	SPECIAL - JURISDICTION	4	\$ 220
KALAMAZOO	SPECIAL - HOMEOWNER	4	\$ 220
TOTAL KALAMAZOO		68	\$ 61,915
PARCHMENT	BUILDING	1	\$ 210
PARCHMENT	ELECTRICAL	2	\$ 397
PARCHMENT	MECHANICAL	1	\$ 181
PARCHMENT	PLUMBING	1	\$ 178
PARCHMENT	SPECIAL - JURISDICTION	0	\$ -
PARCHMENT	SPECIAL - HOMEOWNER	0	\$ -
TOTAL PARCHMENT		5	\$ 966
TOTAL KABA		135	\$ 84,731

REVENUE	REVENUE
APRIL 2017	% PREV YEAR MONTH
\$ 27,234	311.1%

PERMITS	PERMITS
APRIL 2017	% 2017 - YTD
113	119.5%

2018 MONTHLY KABA PERMITS BY JURISDICTION

YEAR TO DATE AS OF: APRIL 2018

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	55	\$ 34,351
COMSTOCK	ELECTRICAL	68	\$ 10,955
COMSTOCK	MECHANICAL	56	\$ 12,998
COMSTOCK	PLUMBING	31	\$ 5,023
COMSTOCK	SPECIAL - JURISDICTION	11	\$ 605
COMSTOCK	SPECIAL - HOMEOWNER	9	\$ 550
TOTAL COMSTOCK		230	\$ 64,482
KALAMAZOO	BUILDING	47	\$ 60,629
KALAMAZOO	ELECTRICAL	56	\$ 8,212
KALAMAZOO	MECHANICAL	96	\$ 13,961
KALAMAZOO	PLUMBING	43	\$ 4,906
KALAMAZOO	SPECIAL - JURISDICTION	25	\$ 1,238
KALAMAZOO	SPECIAL - HOMEOWNER	27	\$ 1,540
TOTAL KALAMAZOO		294	\$ 90,486
PARCHMENT	BUILDING	3	\$ 360
PARCHMENT	ELECTRICAL	4	\$ 662
PARCHMENT	MECHANICAL	8	\$ 994
PARCHMENT	PLUMBING	2	\$ 384
PARCHMENT	SPECIAL - JURISDICTION	3	\$ 165
PARCHMENT	SPECIAL - HOMEOWNER	0	\$ -
TOTAL PARCHMENT		20	\$ 2,565
TOTAL KABA	YTD	544	157,533

REVENUE	REVENUE
YTD - APR 2017	% 2017 - YTD
\$ 104,577	150.6%

REVENUE
% 2018 YTD BUDGET
1.26%

PERMITS	PERMITS
YTD - APR 2017	% 2017 - YTD
427	127.4%

2018 MONTHLY CUMULATIVE TOTALS	2018 MONTHLY CUMULATIVE TOTALS	
# PERMITS	REVENUE	
124	\$ 23,820	JAN
147	\$ 23,931	FEB
138	\$ 25,051	MAR
135	\$ 84,731	APRIL
-	\$ -	MAY
-	\$ -	JUNE
-	\$ -	JULY
-	\$ -	AUG
-	\$ -	SEPT
-	\$ -	OCT
-	\$ -	NOV
-	\$ -	DEC
544	157,533	2018