



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

June 18, 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 June 4, 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:

- Warrant No. 1363 – receive
- Kindleberger Park, Pavilion #1 (Aug 4)– Chapin – approve
- KABA Permits for May 2018 - receive

7. Unfinished Business

8. New Business

- Resolution to Authorize Pine Grove Township to Join KABA – approval
- Renewal of Intergovernmental Fire Protection Hazardous Materials Incident Response Agreement – approval
- MI Economic Developers Association Meeting in Frankenmuth, City Manager - 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. Mayor and Commissioner Comments

12. City Manager Comments

13. Adjournment

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY JUNE 4, 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 Bagley, supported by Commissioner Heasley to approve the Minutes of the May 21, 2018 Regular Meeting.

Motion Carried.

4. Additions or changes to the agenda.

Remove 7.A. Consumers Energy. Moved by Commissioner Emmons, supported by Commissioner Evans to approve the agenda. **Motion carried.**

5. Citizen Comments – Items ON the Agenda

None.

6. Consent Agenda

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

7. Unfinished Business

None.

8. New Business

A. Resolution to Establish the 2018 Millage Rate – approve. Mayor Britigan noted there was no change to the millage from last year.

Resolution to Establish the 2018 Millage Rate

At a regular meeting of the City Commission of the City of Parchment held on Monday, June 4, 2018 the following millage resolution was offered by Commissioner Heasley and supported by Commissioner Bagley.

WHEREAS, the City of Parchment Board of Review has completed its review and correction of the Assessment Roll for 2018; and

WHEREAS, said Assessment Roll shows the taxable value of all real and personal property in the City of Parchment subject to general Ad Valorem taxation to be as follows:

REAL PROPERTY	39,316,612
PERSONAL PROPERTY	1,790,000
TOTAL ASSESSMENT ROLLS	\$41,106,612

WHEREAS, the City Commission has adopted a budget for the 2018-19 fiscal year which will require the levy of 16.7239 mills in order to adequately fund the operations of the City of Parchment; and

WHEREAS, the City Commission has complete authority to establish that 16.7239 mills be levied in 2018 for operating purposes; and

WHEREAS, the City Commission of the City of Parchment did hold a public hearing Monday, May 21, 2018 at which time the property tax millage rate proposed to be levied to support the proposed budgets was a subject of that hearing.

NOW THEREFORE BE IT RESOLVED, that by the authority granted by the City Charter, Chapter IX, Section 9.1, the millage rate for 2018 is hereby set at 16.7239 mills to be levied against each dollar of Taxable Value of Real and Personal Property within the City of Parchment for general operating purposes.

BE IT FURTHER RESOLVED, pursuant to the authority of Parchment City Charter, Chapter IX, Section 9.6 the City Clerk is hereby directed to certify to the Assessor the total amount of \$731,200 to be raised by taxes.

FURTHER, when extensions have been made by the Assessor, that the City Assessor, pursuant to City Charter, Chapter IX, Section 9.8, shall execute the necessary warrant directing the City Treasurer to collect the tax set forth in said warrant, and that same when collected be credited to 2018-2019 GENERAL OPERATIONS in the amount of \$731,200.

Roll call vote was as follows:

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

Motion Carried 7-0.

9. Standing Board and Committee Reports

A. KATS (Kalamazoo Area Transportation Study). Mayor Britigan noted they met on May 30, explaining they are the agency that federal road funding comes through. He added that the policy committee approved their operating budget for the year which includes money to Parchment for a traffic light study. They also discussed electric bike legislation.

10. Citizen Comments

Karen Conner-Beck, 1124 Parchmount, reported potholes at 229 and 330 Parchmount.

Lucinda Stinson, 320 Glendale, stated that she was here on behalf of the Say YES to Seniors campaign, of which she is the chairperson. She said that many seniors in Kalamazoo County lack the means for essential services that would ensure their safety and dignity. She said the cost is 0.35 mills per 1000 dollars of taxable value. Ms. Stinson reminded everyone that this would be on the August 7 ballot and to vote in favor of it.

James Carden, owner of The Parchment Poodle, said his AKC approved dog grooming business is open, with grand opening on August 4.

Jason Scott, 2114 East G Avenue, commented about the police department.

11. Mayor and Commissioner Comments

Commissioner Emmons reminded everyone that the citywide garage sale is this weekend, encouraging people to get out and shop!

Commissioner Heasley echoed Commissioner Emmons' comments.

Commissioner Fooy added more information about the hot dog eating contest taking place Friday July 13. He then noted volunteers are needed for festival day.

Mayor Britigan added that after the garage sales, bulk trash pickup is happening on June 13 and 14. He then reminded everyone of the 85th anniversary party for Kindleberger Park on June 23 – you can see information on the website as well as PMN website. The Mayor also reported the first concert in the summer series is on June 24 at 6:30 pm.

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 7:28 p.m.

Shannon Stutz
City Clerk



City of Parchment
Check Register Report
Warrant 1363

Check #	Check Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
34575	06/11/2018	MARILYN BANASZAK	Travel to Training-Lansing	74.67
34576	06/11/2018	CDW GOVERNMENT	Computer Equipment	78.09
34577	06/11/2018	CHARTER COMMUNICATIONS	Internet & Voice 6/8 to 7/7/18	104.96
34578	06/11/2018	CINTAS CORPORATION LOC. 725	Uniform Rental & Towels	209.18
34579	06/11/2018	COMPANION LIFE	Life & AD&D Ins-June	66.50
34581	06/11/2018	CONSUMERS ENERGY	Monthly energy use	6,158.79
34582	06/11/2018	DEYOUNG LANDSCAPE SERVICE	Turf Trmt #2 - Stage	165.00
34583	06/11/2018	ELHORN ENGINEERING COMPANY	Rebuild Chem. Feed Pump	480.89
34584	06/11/2018	ETNA SUPPLY	Parts for Stock	266.06
34585	06/11/2018	WENDY GAUL	1.75 Hrs Overtime-1/8/18	45.43
34586	06/11/2018	TYLER HAMPTON	Work Boots	84.79
34587	06/11/2018	KALAMAZOO AREA BUILDING AUTHOR	Prop Maint Inspec-143 N River	55.00
34588	06/11/2018	KALAMAZOO TOWNSHIP	Police Services Contract-June	26,887.50
34589	06/11/2018	TREASURER CITY OF KALAMAZOO	Municipal Sewer - April	6,760.19
34590	06/11/2018	KRESA PRINT CENTER	Print 2100 City June Newsletter	306.27
34591	06/11/2018	R.W. LAPINE INC.	1/4ly Maint Cont for HVAC Equipmt	197.50
34592	06/11/2018	LINDE GAS NORTH AMERICA LLC	Monthly Comp Air & Compl Chg	31.06
34593	06/11/2018	MI ASSOCIATION OF MAYORS	Summer Workshop-Britigan	125.00
34594	06/11/2018	MOSES FIRE EQUIPMENT	2 Tool Mounting Brackets	73.32
34595	06/11/2018	PARCHMENT UNITED METHODIST CHU	Refund Festival-No Chg	80.00
34596	06/11/2018	PRECISION TREE CARE	Removal of Cherry Tree	1,600.00
34597	06/11/2018	PREIN & NEWHOF	SAW Grant thru 05/26/18	24,368.46
34598	06/11/2018	REPUBLIC SERVICES #249	DPW - June	224.75
34599	06/11/2018	RIETH-RILEY CONSTRUCTION CO.	Cold Patch	726.60
34600	06/11/2018	ROSE PEST SOLUTIONS	Pest Control - Contract	80.00
34601	06/11/2018	SHERIFF-GOSLIN COMPANY	Repair Roof-City Hall & Fire S	450.00
34602	06/11/2018	T-SHIRT PRINTING PLUS, INC.	Uniform Shirts	110.50

Kindleberger Park Reservation Form

PAID
JUN 13 2018
RECEIVED

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: Kelly Chapin Phone: 269-384-9908
Full Address: ~~11119 1/2 1st St~~ 5198 N RiverView Dr
Email: Kellycountyg@icloud.com Alt. Phone: 269-910-8754
Date of Event: August 4th Time: 2-4

How many attendees do you anticipate at your event? 20
Will there be music as part of your event? no
Name of DJ, Musical Performer, Sound Technician: no
Will there be decorations, rental chairs/tents/tables: decorations yes

**See park rules on reverse side*

Signature: Kelly Chapin Date: 6-13-18

FOR INTERNAL OFFICE USE:

Application received by: Paula Copeland Date: 6/13/18
Payment Received: \$50.00 Receipt #: _____
APPROVAL
Signature: Marcy B. Stoddard Date: 6/13/18

2018 MONTHLY KABA PERMITS BY JURISDICTION

YEAR TO DATE AS OF: MAY 2018

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	67	\$ 38,244
COMSTOCK	ELECTRICAL	90	\$ 15,279
COMSTOCK	MECHANICAL	77	\$ 18,976
COMSTOCK	PLUMBING	45	\$ 7,473
COMSTOCK	SPECIAL - JURISDICTION	17	\$ 935
COMSTOCK	SPECIAL - HOMEOWNER	10	\$ 605
TOTAL COMSTOCK		306	\$ 81,512
KALAMAZOO	BUILDING	61	\$ 62,719
KALAMAZOO	ELECTRICAL	66	\$ 9,536
KALAMAZOO	MECHANICAL	111	\$ 15,985
KALAMAZOO	PLUMBING	53	\$ 6,378
KALAMAZOO	SPECIAL - JURISDICTION	34	\$ 1,733
KALAMAZOO	SPECIAL - HOMEOWNER	29	\$ 1,650
TOTAL KALAMAZOO		354	\$ 98,001
PARCHMENT	BUILDING	5	\$ 560
PARCHMENT	ELECTRICAL	4	\$ 662
PARCHMENT	MECHANICAL	10	\$ 1,314
PARCHMENT	PLUMBING	3	\$ 494
PARCHMENT	SPECIAL - JURISDICTION	4	\$ 220
PARCHMENT	SPECIAL - HOMEOWNER	0	\$ -
TOTAL PARCHMENT		26	\$ 3,250
TOTAL KABA	YTD	686	182,763

REVENUE	REVENUE
YTD - MAY 2017	% 2017 - YTD
\$ 137,985	132.5%

REVENUE
% 2018 YTD BUDGET
48.20%

PERMITS	PERMITS
YTD - MAY 2017	% 2017 - YTD
593	115.7%

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
142	\$ 25,230	MAY
-	\$ -	JUNE
-	\$ -	JULY
-	\$ -	AUG
-	\$ -	SEPT
-	\$ -	OCT
-	\$ -	NOV
-	\$ -	DEC
686	182,763	2018

Building

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB18-18-111	411 N RIVERVIEW DR	06-02-110-030	EMMONS III CHESTER C		05/03/2018	\$100.00	\$0
Work Description: New 10' x 12' unattached deck.							
MIRC 2015 building codes.							
PB18-18-146	428 KEYES DR	06-02-110-170	LOCKE, LOREN & MARC	Hansons Windows &	05/30/2018	\$100.00	\$0
Work Description: Replace 43 sheets of OSB and reroof.							

Total Permits For Type: 2

Total Fees For Type: \$200.00

Total Const. Value For Type: \$0

Report Summary

Grand Total Fees: \$200.00

Grand Total Permits: 2

Population: All Records
 Permit.DateIssued Between
 5/1/2018 12:00:00 AM AND
 5/31/2018 11:59:59 PM AND
 Permit.PermitType = Building
 AND
 Permit.BasicUsage = Residential
 AND
 Parcel.ParcelNumber Starts With
 6 AND
 Property.City = Parchment

Grand Total Const. Value: \$0

Property Maintenance Inspections

05/31/2018

Special Permit

Permit #	Job Address	Parcel Number	Owner	Contractor	Date Entere	Fee Total
PS18-18-072	143 N RIVERVIEW DR 103	06-03-276-030	KALAMAZOO PROPER	5/21/18	05/18/2018	\$55.00

Work Description: Property Maintenance request from Parchment

Total Permits: 1

Total Fees: \$55.00

Population: All Records

Permit.Type = Special

Permit AND

Permit.Status = HOLD (FEE)

AND

Permit.Category = Jurisdiction

Request

AND

Property.City = Parchment AND

Parcel.ParcelNumber Starts With

2018 MONTHLY KABA PERMITS BY JURISDICTION

MONTH OF MAY 2018

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	12	\$ 3,893
COMSTOCK	ELECTRICAL	22	\$ 4,324
COMSTOCK	MECHANICAL	21	\$ 5,978
COMSTOCK	PLUMBING	14	\$ 2,450
COMSTOCK	SPECIAL - JURISDICTION	6	\$ 330
COMSTOCK	SPECIAL - HOMEOWNER	1	\$ 55
TOTAL COMSTOCK		76	\$ 17,030
KALAMAZOO	BUILDING	14	\$ 2,090
KALAMAZOO	ELECTRICAL	10	\$ 1,324
KALAMAZOO	MECHANICAL	15	\$ 2,024
KALAMAZOO	PLUMBING	10	\$ 1,472
KALAMAZOO	SPECIAL - JURISDICTION	9	\$ 495
KALAMAZOO	SPECIAL - HOMEOWNER	2	\$ 110
TOTAL KALAMAZOO		60	\$ 7,515
PARCHMENT	BUILDING	2	\$ 200
PARCHMENT	ELECTRICAL	0	\$ -
PARCHMENT	MECHANICAL	2	\$ 320
PARCHMENT	PLUMBING	1	\$ 110
PARCHMENT	SPECIAL - JURISDICTION	1	\$ 55
PARCHMENT	SPECIAL - HOMEOWNER	0	\$ -
TOTAL PARCHMENT		6	\$ 685
TOTAL KABA		142	\$ 25,230

REVENUE	REVENUE
MAY 2017	% PREV YEAR MONTH
\$ 33,408	75.5%

PERMITS	PERMITS
MAY 2017	% 2017 - YTD
166	85.5%

CITY OF PARCHMENT
KALAMAZOO COUNTY, MICHIGAN

**RESOLUTION AUTHORIZING PINE GROVE TOWNSHIP TO JOIN THE
KALAMAZOO AREA BUILDING AUTHORITY**

Adopted: _____

Effective: _____

WHEREAS, the Comstock Charter Township, the Kalamazoo Charter Township and the City of Parchment are the only members of the Kalamazoo Area Building Authority (“KABA”); and

WHEREAS, the Comstock Charter Township, the Kalamazoo Charter Township and the City of Parchment have approved the “Restated Interlocal State Construction Code Enforcement Agreement.” Dated: February 6, 2017 (“KABA Agreement”); and

WHEREAS, paragraph 7 of the KABA Agreement provides for the admission of additional local units with the approval by resolution of the governing body of each of the participating local units; and

WHEREAS, the Pine Grove Township wishes to join KABA; and

WHEREAS, the Comstock Charter Township, the Kalamazoo Charter Township and the City of Parchment wish to admit the Pine Grove Township as a member in accordance with Paragraph 7 of the KABA Agreement and the terms and conditions set forth in this resolution;

NOW THEREFORE IT IS HEREBY RESOLVED that the Pine Grove Township is hereby admitted as a member of KABA effective on July 2, 2018; and

IT IS FURTHER RESOLVED that the Pine Grove Township shall sign the KABA Agreement and this Resolution and thereby agrees to be bound by the terms and conditions set forth in the Agreement and in this Resolution, which is intended to satisfy the requirements of Section 7 of the Agreement; and

IT IS FURTHER RESOLVED that the Pine Grove Township may, but is not required to purchase BS&A Software to interface with KABA Software; and

IT IS FURTHER RESOLVED that the Pine Grove Township shall not be required to pay an initial membership fee and/or admission fee; and

IT IS FURTHER RESOLVED that the Pine Grove Township shall not be required to purchase additional or special equipment for the KABA office except as may be contemplated by the KABA Agreement when a fully participating member (after one year); and

IT IS FURTHER RESOLVED that the Pine Grove Township shall be permitted to participate in the distribution of excess funds in a proportional share related to the number of its permits versus those of existing KABA members from the date of the admission to KABA only; any excess gained prior to the date of admission of any new member shall be distributed only to the entities that belonged to KABA prior to the admission date; and

IT IS FURTHER RESOLVED that in the event of dissolution of KABA during the first 12 months of the admission of the Pine Grove Township , the Pine Grove Township shall not be permitted to share in the distribution of KABA assets; and

IT IS FURTHER RESOLVED that the Pine Grove Township shall be permitted to share in the distribution of KABA assets in accordance with the KABA Agreement only after the one-year waiting period contemplated in the paragraph above; after which the distribution shall be in accordance with the KABA Agreement.

A motion was made by _____, seconded by _____ to adopt the foregoing Resolution.

Upon roll-call vote, the following members voted "AYE":

Upon roll-call vote, the following members voted "NAY":

Abstained:

Absent:

The _____ declared the motion carried, and the Resolution duly adopted.

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted at a regular meeting of the _____ held at the _____ on _____ which meeting was preceded by required notices under the Michigan Open Meetings Act, being 1976 PA 267; that a quorum of the Board was present and voted in favor of said Resolution; and that minutes of said meeting were kept and will be or have been made available as required by said Open Meetings Act.

Shannon Stutz, City Clerk

City of Parchment

Attest:

Robert D. Britigan III, Mayor

City of Parchment

MEMORANDUM

To: Nancy Stoddard, City Manger
From: Joe Bonhomme, Fire Chief
Date: June 14, 2018
Subject: Renewal of Intergovernmental Fire Protection Hazardous Materials Incident Response Agreement

IT IS RECOMMENDED

That the City Commission approve the renewal of the Intergovernmental Fire Protection Hazardous Materials Incident Response Agreement.

BACKGROUND

This county wide agreement has been in place since 2010. The specialized services of a hazardous materials response team are above and beyond the normal response services provided by local fire departments. Specialized training and equipment are needed (and required) to mitigate hazardous materials spills and leaks. The Kalamazoo County Hazardous Materials Response Team (KCHMT) has proven to be a cost-effective and efficient means to protect the residents and visitors of Kalamazoo County.

The partner agencies include:

City of Kalamazoo	City of Galesburg
City of Portage	Pavilion Township
County of Kalamazoo	Ross Township
Charter Township of Kalamazoo	Climax Township
Charter Township of Oshtemo	City of Parchment
Charter Township of Comstock	Richland Township
Charter Township of Texas	Alamo Township
South Kalamazoo County Fire Authority	Village of Augusta
Charter Township of Cooper	Village of Climax
Charleston Township	Village of Richland

**INTERGOVERNMENTAL FIRE PROTECTION
HAZARDOUS MATERIALS INCIDENT RESPONSE AGREEMENT**

This Intergovernmental Fire Protection Hazardous Materials Incident Response Agreement, dated the 31 day of December, 2018, between the undersigned municipalities, is as follows:

WHEREAS, the specialized services of a hazardous materials response team are above and beyond the normal response services provided on a reciprocal basis under the provisions of the Mutual Aid Fire Agreement entered into by the parties; and

WHEREAS, there is a need to facilitate and coordinate the recovery of the cost of response activity to hazardous materials incidents as permitted by Section 20126a (M.C.L. 324.20126a) of the Michigan Natural Resources and Environmental Protection Act, (NREPA) Public Act 451 of 1994; and,

WHEREAS, each party desires to enhance and improve responses to hazardous materials incidents occurring within Kalamazoo County, and,

WHEREAS, 1951 P.A. 35, as amended, being MCL 124.1 *et seq.*, provides that municipalities may enter into cooperative agreements to provide services to and for each other; and,

WHEREAS, this Hazardous Materials Incident Response Agreement is intended to assist the undersigned municipalities in providing timely and efficient responses to hazardous materials incidents within Kalamazoo County.

NOW, THEREFORE, in consideration of the mutual undertakings of the parties hereto, IT IS AGREED:

1. Definitions

- A. **Financial Custodian** means the custodian of response activity costs and annual dues as provided in paragraph 4 of this agreement.
- B. **Fire Chief** includes the fire chief, the fire chief's designated representative or such member of the fire department as is in charge of the fire department emergency and technical response personnel, or the chief of a public safety department or that official's designated representative.
- C. **Incident Management System:** The National Incident Management System (NIMS) required for managing a hazardous materials incident by state and federal regulation.
- D. **Member in Good Standing** means a municipality that has entered into this agreement and is current in the payment of dues and compliant with the obligations specified in this agreement.

- E. **KCHMT member** means an employee of a participating municipality who becomes a member of the Kalamazoo County Hazardous Materials Response Team, (KCHMT) as established pursuant to this agreement.
- F. **Participating Municipality** means a municipality that has entered into this agreement and is a member in good standing.
- G. **Recovery Costs** mean the costs associated with recovery of response activity costs as defined by this Agreement, including, but not limited to attorney fees, court filing fees, witness fees and other costs of litigation and collection.
- H. **Requesting Department:** The fire department serving a participating municipality in which the hazardous materials incident exists and that requests aid under this Agreement.
- I. **Responding Department:** Any and all fire departments serving a participating municipality that provide personnel (including personnel who respond as a member of the Kalamazoo County Hazardous Materials Response Team) or equipment under this Agreement. The Kalamazoo County Office of Emergency Management and responding EMS providers are included in this definition.
- J. **Response Activity** means evaluation, interim response activity, remedial action, demolition, or the taking of other actions necessary to protect the public health, safety, or welfare, or the environment or the natural resources consistent with the rules relating to the selection and implementation of response activity promulgated under the Michigan Natural Resources and Environmental Protection Act.
- K. **Response Activity Costs** or **Costs of Response Activity** means all costs incurred by the requesting department and all responding departments, including the KCHMT, in taking or conducting a response activity, including all costs, that a municipality may recover pursuant to Section 20126a of the Michigan Natural Resources and Environmental Protection Act, MCL 324.20126a. These costs may include, but not be limited to, administrative fees assessed by the financial custodian to services provided relative to the collection of response activity costs, wages and/or salaries except for those employees who are already on duty and being paid; costs of vehicles responding at either the MEMAC reimbursement rate or another verified manner of calculating operating costs; costs of replacing equipment and supplies that are expended and not reusable; costs of decontaminating or cleaning equipment or other costs necessary to put that equipment back in service; costs of personnel support including, but not necessarily limited to, food, lodging, portable rest room facilities, or transportation; costs to rent, purchase or otherwise obtain equipment, supplies, or other material

necessary to mitigate the incident; costs to contract with specialized response personnel or organizations.

- L. **MEMAC Reimbursement Rate** means the reimbursement rates for apparatus and other equipment used to mitigate incidents contained in the Michigan Emergency Management Assistance Compact.

2. Kalamazoo County Hazardous Materials Response Team

- A. Participating municipalities agree to form and jointly operate the Kalamazoo County Hazardous Materials Response Team, (KCHMT) the purpose of which is to assist local fire departments by providing a trained, equipped team of on-scene support to the incident commander of the requesting department for the provision of response activity to a hazardous materials incident.
- B. The KCHMT shall be managed by an executive board as provided for in the by-laws.
- C. The executive board shall set all operating standards, policies and procedures and shall establish criteria for individual membership on the team.
- D. The executive board shall elect one member to serve as chair of the board and other such officers as may be required. Elected officers will serve a one-year term of office, corresponding to the fiscal year, and may serve consecutive terms.
- E. The KCHMT shall maintain By-laws, an Operations Manual and a listing of equipment owned by the team. An updated copy of each, along with a report of annual KCHMT activity shall be provided to any requesting municipality annually, by March 1.
- F. Response Procedures
 - 1. A Requesting Department may request the services of the KCHMT following dispatch and response procedures as outlined in the KCHMT Operations Manual.
 - 2. The KCHMT, when responding to an incident, shall operate within the Incident Management System put in place by the Requesting Department. Command of the incident shall remain with the Requesting Department.
 - 3. If a Responding Department's personnel arrive prior to the Requesting Department's units or personnel, the assisting personnel will establish "Incident Command" as prescribed in NIMS and proceed with emergency operations. Upon arrival of a command officer from the Requesting Department, "Incident Command" will be passed to the Requesting Department.

4. Assisting personnel and units will be released and returned to their jurisdiction as soon as practical.

3. Membership Dues

Each municipal fire department serving a participating municipality or municipalities will be required to pay annual dues in the amount of \$1,400.00 per fiscal year.

- A. The municipal fire departments will be invoiced not later than October 1 for dues for the next calendar year. The department will be in arrears if the dues are not received by January 1.

4. Custodian of Dues and Recovered Costs

- A. The County of Kalamazoo will be the custodian of all dues and costs recovered pursuant to paragraph 9 of this agreement. The dues and recovered costs shall be placed in separate accounts and maintained in accordance with standard municipal accounting procedures.

5. Geographical Area of Coverage

The KCHMT shall provide assistance to any Requesting Department within Kalamazoo County. The KCHMT may also provide assistance to municipalities adjoining Kalamazoo County in which there is a written mutual aid agreement. All requests for KCHMT assistance outside of Kalamazoo County must be made by a requesting department that is on scene of the incident, or the Battle Creek Hazmat Team.

6. Personnel and Equipment Standards

KCHMT members and equipment shall meet the following minimal levels of training or recognized industry standards:

- A. All KCHMT members shall be certified to the Hazardous Materials Technician level by a representative of the municipality employing the member. However, the executive board of the KCHMT may approve team membership for individuals certified to the Hazardous Materials Operations level if such membership has been determined to provide a benefit to the team.
- B. Equipment used shall comply with all applicable rules and regulations including, but not limited to, CFR 1910.120, MIOSHA Part 432, and standards adopted by the executive board.

7. Training and Medical Examinations

- A. KCHMT members shall meet all statutory and training requirements applicable to the team position being filled.
 - 1. The KCHMT will conduct regular training as approved by the Executive Board to allow KCHMT members to remain competent in necessary skills. KCHMT members are expected to comply with training requirements.
 - 2. KCHMT members who fail to maintain training requirements or required certifications, as established by the executive board of the KCHMT, may be removed from KCHMT membership by action of the executive board. Such action is not subject to appeal by the participating municipalities.
 - 3. Employees of the participating municipalities who are KCHMT members shall attend monthly training sessions of the team as part of their employment by the participating municipality that employs them.
- B. It is the responsibility of the participating member that is an employer of a KCHMT member to provide periodic physical examinations that meet the requirements of 29 CFR 1910.120. The frequency of these examinations may range from twelve to twenty-four months based on the recommendation of the physician. Prior to joining the KCHMT, KCHMT member applicants shall undergo a physical examination to identify any pre-existing medical conditions and to record baseline measurements that may change over time.

8. Liability and Mutual Release

- A. Each participating municipality providing KCHMT members to KCHMT shall be solely responsible for all costs and expenses associated with its employees who are KCHMT members and equipment utilized by its employees who are KCHMT members in responding to emergencies or participating in training under this Agreement, including without limitations, wages and fringe benefits, workers' compensation, disability or pension contributions, and the purchase, repair or maintenance of equipment and fire apparatus.
- B. Each participating municipality shall only be responsible for claims, demands, costs (including attorney fees) and damages, for death, bodily injury, or property damage arising directly from the acts or omissions of its individual personnel.
- C. Each participating municipality shall defend, indemnify and hold all other participating municipalities including the elected officials, agents and employees (hereinafter collectively as "Indemnitee") of the other participating municipalities harmless from all claims, demands, costs (including attorney's fees) and damages for death, bodily injury, or property damage arising directly from the acts or omissions of its individual personnel, employees or agents. Provided, however, that if such death, injury or damage is caused by personnel, employees or agents of multiple participating municipalities, each participating municipality shall then be responsible for its percentage of responsibility, and shall indemnify the other participating municipalities so that each pays in proportion to its responsibility.

- D. In providing the indemnification set forth above, the Indemnitor is not waiving any defense as is otherwise available to it by law, provided such defenses are also available and asserted by the Indemnitor for the benefit of the Indemnitee. The Indemnitor shall not be responsible for the indemnification obligation set forth above with respect to the Indemnitee to the extent that the Indemnitee has waived a defense that was otherwise available to it by law. The Indemnitor shall have the option to settle any claim, demand or liability on such terms as it shall determine.
- E. No fire fighter or emergency medical personnel from any Department shall be considered a drafted person of another Department when performing services in furtherance of this Agreement under MCL 123.401 through MCL 123.403.

9. Recovery or Reimbursement of Response Activity Costs

- A. As soon as practicable after providing response activity to a particular hazardous materials incident:
 - 1. The KCHMT executive board will submit an itemized statement of all response activity costs (excluding labor costs) incurred by the KCHMT in response to the particular incident to the Requesting Department, and provide a copy of such statement to each Responding Department and the County of Kalamazoo.
 - 2. Each Responding Department will submit an itemized statement of all response activity costs (including labor costs) incurred by the Responding Department in response to the particular incident to the Requesting Department, and provide a copy to all other Responding Departments, the KCHMT, and the County of Kalamazoo.
 - 3. The Requesting Department will submit an itemized statement of all recovery costs incurred by the Requesting Department pursuant to paragraph 9(C) below to all Responding Departments and the KCHMT prior to distribution of recovered costs pursuant to paragraph 9 (D) below.
- B. The Requesting Department will pay the response activity costs of the KCHMT with respect to materials owned and used by the KCHMT in connection with providing response activity to a particular hazardous materials incident within 30 days of receipt of the itemized statement from KCHMT or on a payment schedule agreed to by the Executive Board. The Requesting Department will be responsible for the payment of these costs irrespective of any recovery of response activity costs as provided in paragraph 9(C) below. The KCHMT will provide an accounting of all response activity costs paid to it by the Requesting Department pursuant to this paragraph to all Responding Departments and the County of Kalamazoo prior to distribution of recovered costs pursuant to paragraph 9 (D) below.

- C. Recovery of all response activity costs incurred by the Requesting Department, the KCHMT, and any Responding Department as provided by the Michigan Natural Resources and Environmental Protection Act (NREPA) will be the responsibility of the Requesting Department. The Requesting Department will be responsible for all recovery costs associated with recovery of the response activity costs. The obligation of the Requesting Department to recover response activity costs may be waived by a vote of at least two thirds of the executive board of the KCHMT upon a determination that the expense of cost recovery would not be cost effective. In that event, each participating municipality may elect to recover its own costs.
- D. All costs recovered by the Requesting Department as provided in paragraph C, will be deposited with the County of Kalamazoo as the custodian of such funds. Response activity costs will then be paid first to the KCHMT in accordance with its itemized statement, to the extent response activity costs of KCHMT have not been fully reimbursed by the Requesting Department as shown on the accounting for payment of same pursuant to paragraph 9 (B), above. The response activity costs of the Requesting Department and each Responding Departmental will then be paid from the remaining funds recovered. If the remaining funds recovered will not fully reimburse the Requesting Department and each Responding Department, then the remaining funds will be distributed to the Requesting Department and each Responding Department proportionate to the itemized statement prepared by each Department and each Department will be solely responsible for its unreimbursed costs.

10. Multiple Demands For Service

If any participating municipality is confronted with a simultaneous demand to assist a fire department of another governmental unit or respond to a fire/rescue call within that municipality's jurisdictional boundaries, the command officer in charge of that municipality's responding fire/rescue equipment and personnel shall have the discretion to deploy that equipment and personnel for their best utilization in the interest of public health, safety and welfare and with the recognition of that municipality's primary obligation to respond within its own jurisdiction.

11. Effect Upon Other Agreements

The participating municipalities have also entered into a Mutual Fire Protection Contract, dated March 6, 1987. That contract shall remain in effect and shall not be changed by this agreement.

12. Effective Date, Term, Dissolution, and Termination of Membership

This Agreement is effective as of December 31 2018, and shall continue in force until January 1, 2022, or dissolved by a majority vote of the governing bodies of the participating members. A participating member may terminate its membership with or without cause, upon thirty (30) days written notice to the other participating members. Such termination of membership shall not effectuate the dissolution of this agreement or the KCHMT.

IN WITNESS THEREOF, those parties hereto have executed this Agreement on the date indicated above.

CITY OF PORTAGE

By _____

Its _____

CITY OF KALAMAZOO

By _____

Its _____

CHARTER TOWNSHIP OF KALAMAZOO

By _____

Its _____

CHARTER TOWNSHIP OF OSHTEMO

By _____

Its _____

CHARTER TOWNSHIP OF COMSTOCK

By _____

Its _____

CHARTER TOWNSHIP OF TEXAS

By _____

Its _____

SOUTH KALAMAZOO COUNTY FIRE
AUTHORITY

By _____

Its _____

CHARTER TOWNSHIP OF COOPER

By _____

Its _____

CHARLESTON TOWNSHIP

By _____

Its _____

CITY OF GALESBURG

By _____

Its _____

PAVILION TOWNSHIP

By _____

Its _____

ROSS/AUGUSTA FIRE DEPARTMENT

By _____

Its _____

CLIMAX TOWNSHIP

By _____

Its _____

CITY OF PARCHMENT

By _____

Its _____

RICHLAND TOWNSHIP

By _____

Its _____

ALAMO TOWNSHIP

By _____

Its _____

COUNTY OF KALAMAZOO

By _____

Its _____

VILLAGE OF CLIMAX

By _____

Its _____

VILLAGE OF RICHLAND

By _____

Its _____



NON PROFIT ORG
U.S. POSTAGE
PAID
LANSING, MI
PERMIT NO 718

REGISTRATION FEES

EARLY REGISTRATION

MEDA Members: \$300
Non-Members: \$410

REGULAR REGISTRATION (AUG 8 - AUG 15)

MEDA Members: \$315
Non-Members: \$425

ACTIVITIES

Attendee/Guest Tours: \$10/tour/person

GUEST (SPOUSE, CHILDREN, ETC.)

FEES

Opening Reception: \$50/person
New Member & Awards Reception: \$50/
person

***The Opening Reception and New Member and Awards
Reception are included for registered attendees.



INTERNATIONAL
ECONOMIC DEVELOPMENT
COUNCIL

This event is recognized by the International
Economic Development Council (IEDC) as a
professional development event that counts toward
recertification for Certified Economic Developers
(CEd).



NDC Approved
Recertification
Provider

This program qualifies for continuing education credit
for Economic Development Finance Professional
(EDFP) certification from the National Development
Council (NDC).

REGISTER

Visit www.medaweb.org/annualmeeting for
a full agenda, an online registration form, and
other information.

RESERVE

Bavarian Inn Lodge
One Covered Bridge Lane
Frankenmuth, MI 48730
855-652-7200
Group Code: 12K6V4

Visit www.medaweb.org/annualmeeting for
pricing, an online reservation form, and other
information.

QUESTIONS?

Contract MEDA at meda@medaweb.org or by
calling us at 517-241-0011.



T9*S4056*****ALL FOR AADC 493

DENNIS DURHAM
CITY MANAGER
CITY OF PARCHEMENT
650 S RIVERVIEW DR
PARCHEMENT MI 49004-1298



AUGUST 22 - 24, 2018

FRANKENMUTH, MI
CENTER

BAVARIAN INN LODGE AND CONFERENCE

Join MEDA for an invigorating look at the
possibilities with economic development's
latest trends in talent, technology, and
preparing Michigan's communities for
tomorrow.



THURSDAY 8/23

8:00am Registration

BAVARIAN INN LODGE AND CONFERENCE CENTER

8:30am Prospective Economic Development

Fill your back pocket with ideas and knowledge of what is coming in the near - and far - future. Learn what futuristic thinkers are looking at for the economy, society, transportation, government, quality of life, and more.

Michael Lee Sherwood, DEPARTMENT OF INFORMATION TECHNOLOGIES, CITY OF LAS VEGAS – SMART CITIES

9:30am Networking Break

9:45am Concurrent Sessions 1

> PREPARING YOUR COMMUNITY FOR CONNECTED AND AUTONOMOUS VEHICLES

By now, you've heard the big picture about autonomous vehicles, so it's time to learn how to make your community into an open road for them. Parking, land use, land width, and zoning are all considerations to be covered.

Kevin Bopp, BEDROCK DETROIT

Valerie Sathe Brugeman, CENTER FOR AUTOMOTIVE RESEARCH

> THE GROWING POSSIBILITIES IN THE AGRICULTURE INDUSTRY

Michigan is the second most diverse agricultural state in the country. With the right partners and strategies, focusing efforts to leverage our diverse array will provide job and investment growth opportunities in rural and urban areas.

Peter Anastor, MICHIGAN DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

> IN-STORE SHOPPING: NOT DEAD - JUST CHANGING

With online shopping, consumers have choices beyond what was available when malls and big box stores were king! Discuss how communities and developers are managing acres of vacant retail, dark stores, and other white elephants.

Scott Aikens, Ph.D., ROBERT B. AIKENS & ASSOCIATES, LLC

10:45am Networking Break

11:00am Concurrent Sessions 2

> TRAFFIC AND PUBLIC SAFETY WITH CONNECTED AND AUTONOMOUS VEHICLES

How can Michigan become the leader of the mobility industry when so many people are still nervous about sharing the road with cars that are not being steered by a person? There is ongoing work to make that happen!

John Abraham, Ph.D., PE, PTOE, MACOMB COUNTY DEPARTMENT OF ROADS

Kirk Steudle, PE, MICHIGAN DEPARTMENT OF TRANSPORTATION

> HOW HIGH WILL WE GO?

The marijuana industry is constantly changing, challenging local governments and developers to stay informed and up to date on policy, process, and arguments for and against. Experts share their experiences in and outside of Michigan.

Jeff Mayes, CONSUMERS ENERGY

Jennifer Rigterink, MICHIGAN MUNICIPAL LEAGUE

Paul Weisberger, OASIS WELLNESS CENTER

> NEW AGE, NEW EXPERIENCES

Attracting today's consumers requires new tools and methods. Learn what the next generations are seeking, how experience is built into the program, and how communities are attracting them for a weekend or a lifetime.

Sheila Stamiris, CITY OF FRANKENMUTH DDA & EDC

Jamie Furbush FRANKENMUTH CHAMBER AND CVB

Jonathan Jarosz, HEART OF THE LAKES

Susan Pollay, ANN ARBOR DDA

12:00pm Lunch, Membership Meeting, and Invited Gubernatorial Candidates

2:00pm Concurrent Sessions 3

> HOW THE STATE OF MICHIGAN IS DRIVING THE CONNECTED AND AUTONOMOUS VEHICLE INDUSTRY

The State is making sure Michigan remains a top leader in the automotive industry as vehicle and transportation technologies continue to change. What programs are available? How does the State support the industry?

Craig Hoff, KETTERING UNIVERSITY

Michele Mueller, MICHIGAN DEPARTMENT OF TRANSPORTATION

Trevor Pawl, PLANETM

> FOOD INDUSTRY TRENDS IN YOUR COMMUNITY

The agricultural sector is experiencing a continuous shift in the way people want their food. Low carb, gluten-free, non-GMO, etc., must be considered to meet the demand. Learn how the current trends are being addressed.

Jim Byrum, MICHIGAN AGRI-BUSINESS ASSOCIATION

Mike Fassezke, STAR OF THE WEST MILLING COMPANY

Mark Flegenheimer, MICHIGAN SUGAR COMPANY

> THE MOVING WORLD OF DISTRIBUTION AND LOGISTICS

Transportation systems are in the top five most important factors in location and expansion. Learn about the changes in multi-modal transportation that are moving people, parts, and products faster and more efficiently than ever before.

Jen Bryan, FEDEX GROUND

Jeff Nagel, MBS INTERNATIONAL AIRPORT

Mike Stickel, LAKE STATE RAILWAY

William Webber, SARGENT DOCKS AND TERMINAL

- 3:00pm Tours
BRONNER'S FULFILLMENT CENTER TOUR • NEXTEER TOUR
- 5:00 – 6:30pm New Member & Awards Reception
FRANKENMUTH BREWERY
- 6:30pm Dinner Meet-ups (Optional)
FRANKENMUTH BREWERY • PROST! WINE BAR & CHARCUTERIE • TIFFANY'S FOOD & SPIRITS • ZEHNDER'S OF FRANKENMUTH RESTAURANT

FRIDAY 8/24

- 8:00am Registration
BAVARIAN INN LODGE AND CONFERENCE CENTER
- 8:30am The Future of the Economic Development Profession
 If one thing is for sure, things will not stay the same, and economic development work is no different. Let's keep ahead of the times and be prepared for the changes in our increasingly recognized and respected profession.
 Jeff Finkle, CEcD, INTERNATIONAL ECONOMIC DEVELOPMENT COUNCIL (IEDC)
- 9:15am Economic Development Around the Country
 Get a clear prospective - and perspective - from our friends and former Michigan economic developers that now work in other states. What is their current focus? How do we compare? This session will be an eye-opening good time.
 Jeff Finkle, CEcD, IEDC
 Maureen Donohue Krauss, INDY CHAMBER
 Jeff Kaczmarek, PRINCE WILLIAM COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT
 Margaret O'Riley, DUKE ENERGY
- 10:00am Networking Break
- 10:15am Concurrent Sessions 4
 > **SITE PREPAREDNESS AS AN ECONOMIC DEVELOPMENT STRATEGY**
 Attendees will learn how to use their understanding of their local sites inventory to optimize their capital expenditures for preparedness, maximize their marketing efforts, and align incentives to meet the needs of prospective users.
 Courtney Dunbar, CEcD, EDFP, AICP, OLSSON ASSOCIATES
- > **INDUSTRY 4.0: HOW THE NEXT INDUSTRIAL REVOLUTION IS RESHAPING INDUSTRY AND WORKFORCE**
 Tech takeover. Smart factories. Intergr8. Industry 4.0. What are these? How are government and industry organizations equipping companies for the latest industrial revolution as it reshapes the way things are made?
 Tom Kelly, AUTOMATION ALLEY
 John Paul Rea, MACOMB COUNTY DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT
- > **WINNING THE DIGITAL RACE: NEW TECHNOLOGIES FOR ECONOMIC DEVELOPMENT**
 Ever feel like you have been living in the digital age for a very long time, but you STILL can't keep up? Feel more comfortable with new technology, and learn some new ways to take advantage of tech trends in economic development.
 Alissa Sklar, GIS PLANNING, INC.
- 11:15am Networking Break
- 11:30am Concurrent Sessions 5
 > **KEEPING UP WITH WORKFORCE NEEDS**
 TED and Michigan Works! continuously evaluate what is coming next for our workforce and evolves to meet needs. What are statistics showing about upcoming needs? What unique ways are agencies around the state addressing issues?
 Angie Barksdale, WEST MICHIGAN WORKS!
 Kristen Wenzel, GREAT LAKES BAY MICHIGAN WORKS!
 Roger Curtis, MICHIGAN DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT (TED)
- > **SPECULATIVE BUILDING - IS IT AN OPTION?**
 We are experiencing a lack of available industrial and commercial space, not just in Michigan, but nationally. Has your economic development organization considered a program to promote spec or virtual buildings? Learn how!
 Karl Dehn, EDFP MICHIGAN ECONOMIC DEVELOPMENT CORP. Clarence Rivette, THE WIRT-RIVETTE GROUP
 Steve Scott, NORTHERN COMMERCIAL REAL ESTATE
- 12:30pm Adjournment

**THANK YOU
 ANNUAL
 MEETING
 COMMITTEE**

CHAIR: JoAnn Crary, CEcD
 Saginaw Future, Inc.
Kurt M. Brauer
 Warner, Narcross & Judd LLP
Steve Jonas, CEcD
 Saginaw Future, Inc.
Trevor M. Keyes, EDFP
 Bay Future, Inc.
Jeff Mayes

Joseph McCulloch
 Michigan Department of Agriculture and Rural Development
Pamela O'Laughlin
 Michigan Works! Region 7B Consortium
Nick Posavetz
 The Macomb County Department of Planning & Economic Development
Annette Rummel
 Great Lakes Bay Regional CDP

Emilie Sarratore
 Village of Cassopolis
Sheila Stamiris
 City of Frankenmuth DDA & EDC
Sarah Stanley
 Hoyden Creative Group
Alan Weber
 City of Novi
Sonja Wood, CMP, CTA, GMS