



# AGENDA

## REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

November 5, 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 October 15, 2018

#### **4. Additions/Changes to the Agenda – Approval**

#### **5. Public Hearing**

A. Retail Water Contract with City of Kalamazoo

#### **6. 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.*

**7. 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. 1372 – receive
- ii. Employee General Employee Manual – approve
- iii. Humphrey Wedding – Kindleberger Stage Reservation – approve
- iv. VanSickler Wedding – Kindleberger Sunken Garden - approve

**8. Unfinished Business**

- A. Retail Water Contract with City of Kalamazoo – discussion/agreement

**9. New Business**

- A. State Disaster Contingency Fund Grant Resolution - approve
- B. Resolution for Richland Township Acceptance into KABA - approve

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

**11. 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.*

**12. Mayor and Commissioner Comments**

**13. City Manager Comments**

**14. Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY OCTOBER 15, 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, and Evans. City Manager Stoddard, City Treasurer/Clerk Stutz.

Absent: Commissioners Fooy and Heasley.

Moved by Commissioner Evans, supported by Vice Mayor Jordan to excuse the absence of Commissioners Fooy and Heasley. **Motion Carried.**

**3. Minutes**

Moved by Commissioner Emmons, supported by Commissioner Bagley to approve the amended Minutes of the October 1, 2018 Regular Meeting.

**Motion Carried.**

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

Remove 6.V. Employee Manual. Moved by Vice Mayor Jordan, supported by Commissioner Evans to accept the agenda changes. **Motion Carried.**

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

None.

**6. Consent Agenda**

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

**7. Unfinished Business**

None.

**8. New Business**

A. Recommendation by Planning Commission to hire Site Plan Consultant. City Manager Stoddard began by saying that KABA notified us that we don't have a site plan administrator but need one. Rebecca Harvey was recommended by Sandy Bliesener, and gave the Planning Commission a presentation on services. CM Stoddard noted she has history with KABA and can work to help with the City's master plan. It was asked about the scope of her work and explained that the agreement is a fee for services only. Moved by Commissioner Bagley, supported by Commissioner Emmons to approve the hiring of Site Plan Review Consultant Rebecca Harvey on an as needed basis. Roll call vote was as follows:

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

Nays: None.

Absent: Fooy, Heasley.

Abstain: None.

**Motion Carried 5-0.**

B. Recommendation by Water/Sewer Rate Committee – Receive and set public hearing date. Vice Mayor Jordan reported that the rate committee met and discussed 3 options/rates: wholesale (current), wholesale with lead replacement, and retail. He explained that the retail contract would include 24 hour response, lead pipe replacement, among other advantages. Sanitary sewer maintenance would be a separate contract. No contract has been provided yet, nor has a rate, but the committee is being cautiously optimistic that rates for Parchment customers would go down. Moved by Commissioner Emmons, supported by Commissioner Evans, to schedule the Public Hearing to discuss the future water contract with the City of Kalamazoo for November 5 regular meeting of the Parchment City Commission. **Motion Carried.**

**9. Standing Board and Committee Reports**

None.

**10. Citizen Comments**

Mike Conner, 1150 Parchmount, asked that the Commission look at leaf ordinance. He noted it's difficult for people to clean their entire yards in the 48 hours given before a pickup date.

Tammy Cooper, 510 Glendale, seconded the recommendation to go with Kalamazoo water, saying she used to be one of their customers and that they had great service. She then asked whether there were any updates on the mill site. She wanted to remind commissioners to stay on top of them to clean up the contamination.

**11. Mayor and Commissioner Comments**

Vice Mayor Jordan thanked everyone for coming.

Mayor Britigan started with the mill, saying that the EPA is involved with remediation, and that the developers agreed to carve out the 5.5 acres that the Commission requested. He then switched to the PFAS crisis: a case study or national strategy is being developed to address like issues. He added that a health exposure assessment is to be done, hoping to start in November, more information is coming. Mayor Britigan recounted the flag presentation to PHS Football from Congressman Upton; he reminded commissioners about the MTA local governmental officials dinner, and then wished Joe well saying he was sorry to see him leave.

**12. City Manager Comments/Reports**

Manager Nancy Stoddard commented that she was happy for Joe but sad for us; adding that Phil Wolthuis has agreed to step up into the Superintendent position. The City Manager announced that the back billing has essentially been collected and no more will be billed. She then said she was “here to help”, and invited any or all to visit her at City Hall with 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 7:35 p.m.

Shannon Stutz  
City Clerk



**City of Parchment**  
**Check Register Report**  
**Warrant 1372**

Check	Check Date	Vendor Name	Check Description	Amount
<b>MERCANTILE Checks</b>				
34907	10/17/2018	BIO-CARE, INC.	Fire & Water Annual Fit Testing	951.10
34908	10/17/2018	CENTRAL COUNTY TRANS AUTH	Summer Tax Dist #6	273.15
34909	10/17/2018	CHARTER COMMUNICATIONS	Internet & Voice-City Hall	99.97
34910	10/17/2018	CINTAS	Restock 1st Aid Cabinet	112.55
34911	10/17/2018	CINTAS CORPORATION LOC. 725	Uniform Rental & Towels	258.49
34912	10/17/2018	CORNERSTONE OFFICE SYSTEMS	Monthly Contract-10/4 to 11/03	133.07
34913	10/17/2018	DEYOUNG LANDSCAPE SERVICE	Turf Treatment #5 - Stage	165.00
34914	10/17/2018	EHOVE CAREER CENTER	Oathkeeper Conference-Training	150.00
34915	10/17/2018	ENGINEERED PROTECTION SYSTEMS	Water Treatment-11/1 to 1/31/18	263.52
34916	10/17/2018	FORD, KRIEKARD, SOLTIS & WISE	General & Police Matters - Sept	1,675.00
34917	10/17/2018	FRANCOTYP-POSTALIA, INC.	2 Sets-Postage Ink Cartridges	253.30
34918	10/17/2018	SAMANTHA HENSEN	Gazebo Reservation Cancellation refund	275.00
34919	10/17/2018	KALAMAZOO CO. ROAD COMMISSION	Signal Energy Maintenance Jan-	140.01
34920	10/17/2018	KALAMAZOO COUNTY HAZ-MAT	2019 Annual Fee	1,400.00
34921	10/17/2018	KALAMAZOO COUNTY TREASURER	Summer Tax Dist #6	2,740.92
34922	10/17/2018	KALAMAZOO OIL CO.	Fuel Charges 9/16 to 9/30/18	408.44
34923	10/17/2018	KALAMAZOO VALLEY COM. COLLEGE	Summer Tax Dist #6	720.80
34924	10/17/2018	KRESA PRINT CENTER	2000 Newsletters-4 pages	297.74
34925	10/17/2018	K\RESA	Summer Tax Dist #6	1,643.07
34926	10/17/2018	LINDE GAS NORTH AMERICA LLC	Monthly Comp Air & Compl Chg	28.16
34927	10/17/2018	MI MUNICIPAL TREASURERS ASSOC.	2019 MMTA Membership Dues	50.00
34928	10/17/2018	MLIVE MEDIA GROUP	Ordinance Published 9/2/18	370.80
34929	10/17/2018	MOSES FIRE EQUIPMENT	Annual Pump Test-711 & 721	730.00
34930	10/17/2018	NIEBOER HEATING & COOLING, INC	Installation of Rooftop Unit-A/C	6,250.00
34931	10/17/2018	PARCHMENT SCHOOL DISTRICT #40	Summer Tax Dist #6	3,050.59
34932	10/17/2018	CITY OF PARCHMENT	Summer Tax Dist #6	6,973.97
34933	10/17/2018	PREIN & NEWHOF	SAW Grant & Water Emergency	2,446.93
34934	10/17/2018	REPUBLIC SERVICES #249	City Wide Pick-up-October	8,285.31
34935	10/17/2018	ROSE PEST SOLUTIONS	Pest Control - Contract	80.00
34936	10/17/2018	SBAM PLAN	Employee & Retiree Ins-November	14,382.89
34937	10/17/2018	PAIGE SCHULTZ	Park Garden Dep Refund-10/13/18	100.00
34938	10/17/2018	SEVERANCE ELECTRIC CO INC	Traffic Signal Maint-September	120.00
34939	10/17/2018	SMALL BUSINESS ADMIN SERVICES	HRA - October	52.50
34940	10/17/2018	VARNUM LLP	Frontier Renewal Legal Service	1,224.75

# 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: Carolyn Humphrey Phone: 269-330-4951

Full Address: 3707 Devonshire Ave, Kalamazoo, MI 49006

Email: carolin\_hum@hotmail.com Alt. Phone: 269-352-1296 (Jon)

Date of Event: 07/27/19. Time: 2:30-5:30 pm

How many attendees do you anticipate at your event? 200 max

Will there be music as part of your event? yes

Name of DJ, Musical Performer, Sound Technician: TBD

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

*\*See park rules on reverse side*

Signature: Carolyn A. Humphrey Date: 10/25/18

**FOR INTERNAL OFFICE USE:**

Application received by: [Signature] Date: 10-26-18

Payment Received: \$ 400 by CC Receipt # 11135

APPROVAL  
Signature: [Signature] Date: 10-29-18

# 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: JOAN VANSICKLER Phone: 269 370 4816  
Full Address: 230 E. GLENGWILE  
Email: JVANSICKLER@ATT.NET Alt. Phone: 269 492 7700 x 133  
Date of Event: AUG. 16, 2019 Time: 4pm

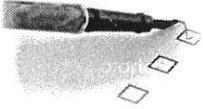
How many attendees do you anticipate at your event? 75  
Will there be music as part of your event? yes  
Name of DJ, Musical Performer, Sound Technician: Someone for the wedding march  
Will there be decorations, rental chairs/tents/tables: YES

\*See park rules on reverse side

Joan VanSickler Signature 10-26-18 Date

FOR INTERNAL OFFICE USE:

Application received by: Shannon Date: 10-29-18  
Payment Received: \$6 by CC Receipt # 11136  
APPROVAL  
Nancy R. Stoddard Signature 10.30.18 Date



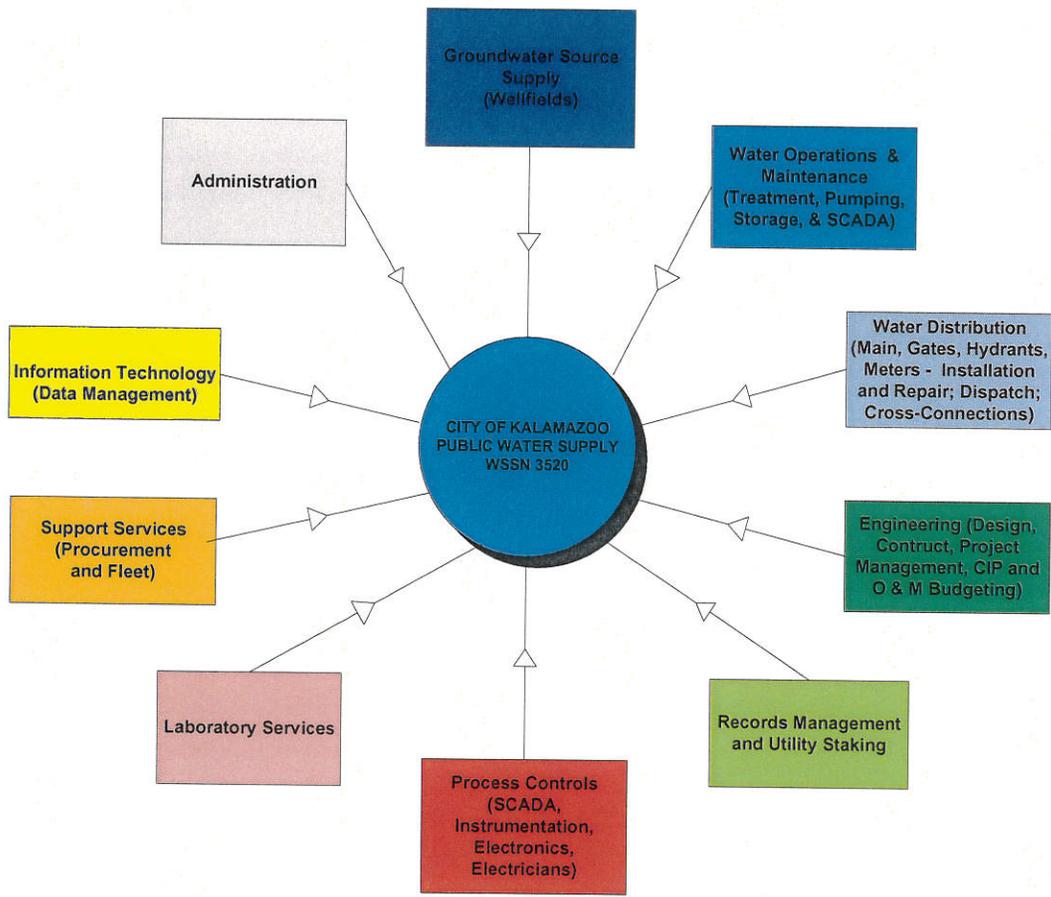
## City of Parchment Water Rate Scenarios

based on 5/8-3/4" meter

Scenario	Residential Commodity Rate	Equivalent Rate cubic meters	Ready to Serve Chg	Estimated Usage	Estimated Qrtly Bill
Current Parchment	\$2.66/100 cu ft	\$0.94/cu meter	\$26.00/ qtr	1000 cu ft	52.60
Kalamazoo Wholesale	(A)	\$0.438/cu meter			(A)
Kzoo Full Retail "outside"	\$1.72/100 cu ft	\$0.607/cu meter	\$30.64/qtr	1000 cu ft	47.84
Kzoo Full Retail "equalized" (B)	\$1.38/100 cu ft	\$0.485/cu meter	\$30.64/qtr	1000 cu ft	44.64

(A) City of Parchment still responsible for water mains, sanitary sewer, billing, readings, etc. Therefore price to customer will be the same as Current Parchment

(B) Possible "equalized" rate pending results of Service Agreement negotiations



**State Disaster Contingency Fund Grant Resolution**

BE IT RESOLVED by the Commission of the City of Parchment,

WHEREAS, the City of Parchment, Michigan, is a political subdivision within the State of Michigan with an official Emergency Operations plan in compliance with Section 19 of the Emergency Management Act, Act 390, Public Acts of 1976, as amended.

WHEREAS, the City of Parchment sustained severe losses of major proportions brought on by the PFAS Water Crisis resulting in the following conditions: PFAS contamination of the municipal water supply and the inability to drink or cook with the municipal water for 32 days; and

WHEREAS, the City Commission certifies that the Kalamazoo County Emergency Operations Plan was implemented at the onset of the disaster on July 26, 2018 and all the applicable disaster relief forces identified therein were exhausted; and

WHEREAS, as a direct result of the disaster, public damage and expenditures were extraordinary and placed an unreasonably great financial burden on the City of Parchment totaling \$212,529.75.

NOW THEREFORE BE IT RESOLVED that the Parchment City Commission requests the Governor authorize a grant to the City of Parchment from the State Disaster Contingency Fund pursuant to Section 19, Act 390, Public Acts of 1976, as amended.

FURTHERMORE, Shannon Stutz, Treasurer, is authorized to execute for an in behalf of the City of Parchment the application for financial assistance and to provide to the State any information required for that purpose.

Action taken and incorporated in the minutes of the meeting of the City of Parchment Commission dated this 5<sup>th</sup> day of November, 2018.

CITY OF PARCHMENT COMMISSION

\_\_\_\_\_  
Robert Britigan, III, Mayor

ATTEST:

\_\_\_\_\_  
Shannon Stutz, City Clerk

DATE: \_\_\_\_\_



**NEW MEMBER APPLICATION**

Jurisdiction Richland Township Applicant's Name Richland Township

Address  
7401 N 32nd Richland MI 49083

Phone Number 269 629-4921 E-mail Address Lharma@richlandtwp.net

1. Why are you interested in joining KABA?

Current building inspector will be retiring

2. What services are you seeking from KABA? (Please check all that apply)

- Building Code Administration and Enforcement
- Zoning Administration and Planning
- Ordinance Enforcement

3. What is your targeted date to join?

Early 2019

4. Do you currently subcontract your building, electrical, mechanical, or plumbing permits and inspections? If so, do you have a termination clause? What is the time frame?

30 days



5. What was your previous year's building department budget, revenue and/or expenses (if applicable)?

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6. What is your total parcel count at this time?

3620

Additional Information Requested, if available (See New Member Packet for more details):

- Document showing the number of permits issued during the previous year
- Construction valuation for building permits issued during the previous year
- Copy of the current fees charged for permits and inspections



I understand that the application must be completed and all available documentation provided to begin our application process with KABA.

Signature of Applicant

Date

\_\_\_\_\_

\_\_\_\_\_

Signature of Supervisor of Applicant Jurisdiction

Date

*Lizanne Huma*

*10/17/18*

Signature of Comstock Township Representative

Date

\_\_\_\_\_

\_\_\_\_\_

Title

\_\_\_\_\_

Signature of Kalamazoo Township Representative

Date

\_\_\_\_\_

\_\_\_\_\_

Title

\_\_\_\_\_

Signature of City of Parchment Representative

Date

\_\_\_\_\_

\_\_\_\_\_

Title

\_\_\_\_\_

Signature of Pine Grove Township Representative

Date

\_\_\_\_\_

\_\_\_\_\_

Title

\_\_\_\_\_

Signature of KABA Building Official

Date

\_\_\_\_\_

\_\_\_\_\_

Richland Township  
Permit Revenue  
October 2017 through September 2018

Building Permits	42,849.26
Electrical Permits	17,416.20
Mechanical Permits	16,444.52
Plumbing Permits	10,117.20
	<hr/>
	86,827.18

**CITY OF PARCHMENT**  
**KALAMAZOO COUNTY, MICHIGAN**

RESOLUTION AUTHORIZING RICHLAND TOWNSHIP TO JOIN THE KALAMAZOO AREA BUILDING  
AUTHORITY

Adopted: \_\_\_\_\_

Effective: \_\_\_\_\_

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

WHEREAS, Comstock Charter Township, Kalamazoo Charter Township, City of Parchment and Pine Grove Township have approved the “Restated Interlocal State Construction Code Enforcement Agreement:” dated July 2, 2018 (“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, Richland Township wishes to join KABA; and

WHEREAS, Comstock Charter Township, Kalamazoo Charter Township, City of Parchment and Pine Grove Township wish to admit Richland 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 Richland Township is hereby admitted as a member of KABA effective on January 1, 2019; and

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

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

IT IS FURTHER RESOLVED that Richland 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 Richland 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 Richland Township , Richland Township shall not be permitted to share in the distribution of KABA assets; and

IT IS FURTHER RESOLVED that Richland 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":

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Abstained:

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Absent:

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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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attest:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_