



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

December 17, 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 December 3, 2018

4. Additions/Changes to the Agenda – Approval

5. Citizen Comments – Items ON the Agenda

If you wish to comment regarding items ON the agenda, please follow the format below:

- *Stand at the podium*
- *State your name and address for the record*
- *You are allowed up to 5 minutes for your comments*
- *Please let us know if you require special accommodations by notifying the Clerk*

- *Reminder: You will be making a statement, without discussion from the Commission. You are always welcome to make an appointment with the City Manager to further discuss your comments.*

6. Consent Agenda

Items on the consent agenda will be dealt with one vote by the City Commission unless a Commissioner requests an item be dealt with individually.

Motion to RECEIVE OR APPROVE as indicated:

- i. Warrant No. 1375 – receive
- ii. Credit Card Statement - receive
- iii. KABA Permits – receive
- iv. Kindleberger Park Rental Reservation for Aukerman Wedding – approve
- v. Financial Report - receive

7. Unfinished Business

- A. Retail Water Contract with City of Kalamazoo – approve
- B. River Reach Agreement

8. New Business

- A. Fire Chief Joe Bonhomme Recognition
- B. Temporary Fire Contract with Kalamazoo Township Fire Dept – approve

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.

12. Mayor and Commissioner Comments

13. City Manager Comments

14. Adjournment

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY DECEMBER 3, 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” after a moment of silence for the passing of President George H.W. Bush that Commissioner Fooy requested.

2. Roll Call.

Present: Mayor Britigan, Vice Mayor Jordan, Commissioners Bagley, Emmons, Evans, Fooy, and Heasley. City Manager Stoddard, City Treasurer/Clerk Stutz, and City Attorney Soltis.

Absent: None.

3. Minutes

Moved by Vice Mayor Jordan, supported by Commissioner Heasley to approve the amended Minutes of the November 19, 2018 Regular Meeting.

Motion Carried.

4. Additions or changes to the agenda.

Add 8.B. Fire Department Status Report. Moved by Commissioner Evans, supported by Commissioner Emmons to accept the agenda changes. **Motion Carried.**

5. Citizen Comments – Items ON the Agenda

Mike Conner, 1150 Parchmount, said he was concerned about the deficit KABA had budgeted for last year.

6. Consent Agenda

A. Commissioner Fooy expressed his concern for KABA’s last year budget. Moved by Vice Mayor Jordan, supported by Commissioner Heasley to receive the consent agenda items. **Motion Carried.**

7. Unfinished Business

None.

8. New Business

A. Marijuana Sales. Attorney Soltis noted that according to the ballot passed on November 6, 2018, municipalities can restrict marijuana establishments in their jurisdiction. He thinks the ballot will be certified soon, but it could be some time before the state has the infrastructure in place to regulate the sales. Attorney Soltis suggested to the commission that they need to discuss the issue in order to decide how they want to proceed.

B. Fire Department Status Report. City Manager Stoddard reminded everyone that Chief Bonhomme’s last day is 12/31/18, and as such she has published the position for two months now. She has not gotten any qualified candidates for the position. In order to keep fire coverage on January 1, she has been having discussions with a local department to negotiate a temporary 6 month contract. It will include all reporting, fire and medical calls, and training required as we continue to search. Our firefighters would be kept on as usual.

9. Standing Board and Committee Reports

Commissioner Heasley attended the KATS meeting and reported that MDOT and the Road Commission are proposing rebuilding the railroad bridges over I-94.

10. Citizen Comments

Sherry Horrocks, 221 W Thomas, asked about where to get the PFAS blood test that her doctor ordered. She has called all the local hospitals without results, as well as the County Health Department.

Tammy Cooper, 510 Glendale, thinks that having passed Proposal 1 (Marijuana) could be great for new businesses in the area. She doesn’t think it’ll increase the number of users.

11. Mayor and Commissioner Comments

Commissioner Heasley appreciated the moment of silence for our 41st President, then added he’s looking forward to Wassailing on Wednesday.

Commissioner Evans also commented on Wassailing, hoping to see people there.

Commissioner Fooy mentioned that using marijuana was still a federal offense, so he’s having “a tough time with this one.”

Commissioner Emmons said he hopes everyone has fun at Wassailing, his chili will be at the fire barn.

Commissioner Bagley said he will be at Geno's during Wassailing, and hopes that everyone enjoys themselves.

Vice Mayor Jordan said Wassailing is a great Parchment tradition and he, too, is looking forward to it.

Mayor Britigan announced he will be lighting the tree at the Library at 6 pm Wednesday during Wassailing and encouraged all to come.

12. City Manager Comments/Reports

Manager Nancy Stoddard stated that she is looking forward to being able to walk around during Wassailing this year and that game boards are available at the Library and City Hall. She then said she was "here to help", and invited any or all to visit her at City Hall with questions or concerns, she always appreciates feedback.

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 7:46 p.m.

Shannon Stutz
City Clerk



City of Parchment
Check Register Report
Warrant 1375

Check #	Check Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
34998	12/10/2018	5 ALARM	Repair 1 SCBA Air Pack	370.40
34999	12/10/2018	APEX SOFTWARE	Apex Sketch Software to 1/1/20	235.00
35000	12/10/2018	CINTAS CORPORATION LOC. 725	Uniform Rental & Towels	96.56
35001	12/10/2018	COMPANION LIFE	Life & AD&D Ins-Dec..	66.50
35002	12/10/2018	DECORATIVE THREAD	Winter Hoodies Logos	98.00
35003	12/10/2018	HELMUS PLUMBING SERVICES, INC.	Paul Borgais/5360 Collingwood	2,954.40
35004	12/10/2018	KALAMAZOO CITY TREASURER	Municipal Sewer - October	6,044.66
35005	12/10/2018	KALAMAZOO OIL CO.	Fuel Charges 11/1 to 11/15/18	447.42
35006	12/10/2018	R.W. LAPINE INC.	Maint Cont-HVAC-1/4ly Pmt.	197.50
35007	12/10/2018	MICHIGAN MUNICIPAL RISK	Liab. Ins-Retention Fund-3rd P	12,357.00
35008	12/10/2018	MISS DIG SYSTEM, INC.	Annual Fees - 2019	1,074.77
35009	12/10/2018	ON STAFF GROUP	Michael Warren - 24 Hours	1,152.00
35010	12/10/2018	PRECISION TREE CARE	503 Groveland-Remove Tree & Gr	1,000.00
35011	12/10/2018	REPUBLIC SERVICES #249	DPW - December	265.21
35012	12/10/2018	VARNUM LLP	Frontier Renewal Legal Service	2,277.00
35013	12/10/2018	VIPRE SECURITY	Vipre Antivirus to 7/1/2019	233.70
35014-15	12/10/2018	CONSUMERS ENERGY	Citywide Energy Use	8,319.90

ACCT. NUMBER: XXXX XXXX XXXX 1546

CREDIT LIMIT	25,000.00	CASH ADVANCE BALANCE	.00
CURRENT BALANCE	4,232.35	MINIMUM PAYMENT DUE	4,232.35
AVAILABLE CREDIT	20,767.65	PAYMENT DUE DATE	12-21-18

CORPORATE ACCOUNT ACTIVITY

CITY OF PARCHMENT
XXXX-XXXX-XXXX-1546

TOTAL CORPORATE ACTIVITY
\$3,618.40 CR

Post Date	Trans Date	Reference Number	Transaction Description	Amount
11-20	11-20		AUTO PAYMENT DEDUCTION	3,618.40 CR

INDIVIDUAL CARDHOLDER ACTIVITY

PHIL WOLTHUIS
XXXX-XXXX-XXXX-1793

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
\$0.00	\$325.20	\$0.00	\$325.20

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
11-13	11-12	55432868316200197633743	SQ *SQ *POSTULA'S AUTO PORTAGE MI		325.20

BILL CAHILL
XXXX-XXXX-XXXX-1801

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
\$0.00	\$99.79	\$0.00	\$99.79

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
10-30	10-29	05436848303000397157016	TRACTOR SUPPLY #1272 KALAMAZOO MI		16.47
10-30	10-29	55483828303400005381793	WAL-MART #5064 KALAMAZOO MI		83.32

JIM DUBY
XXXX-XXXX-XXXX-1892

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
\$0.00	\$65.97	\$0.00	\$65.97

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
11-01	10-31	55546508304286794800040	EXTREME POWER EQUIPMEN KALAMAZOO MI		65.97

CAMRON J BOEKHOVEN
XXXX-XXXX-XXXX-9114

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
\$0.00	\$1,829.34	\$0.00	\$1,829.34

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
11-02	11-01	55546508305286794900013	EXTREME POWER EQUIPMEN KALAMAZOO MI		65.97
11-09	11-08	65230978313000000582597	GOODYEAR COMMERCIAL TI KALAMAZOO MI		755.44
11-21	11-19	05436848324100081600456	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		30.38
11-23	11-21	55446418325839706714846	FERGUSON WTRWRKS #3393 8448723857 MI		35.97
11-23	11-20	05436848325100075746009	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		125.22
11-23	11-21	65230978326000000634542	GOODYEAR COMMERCIAL TI KALAMAZOO MI		816.36

SHANNON STUTZ
XXXX-XXXX-XXXX-0473

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
\$0.00	\$1,912.05	\$0.00	\$1,912.05

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
10-29	10-27	05410198301105259247128	QUILL CORPORATION 800-982-3400 SC		172.95
10-29	10-27	55480778300083708952517	TDS METROCOM 8665716662 WI		632.92
11-01	10-31	55547508305034578184555	B AND W CHARTERS 2693454222 MI		720.00
11-05	11-04	55432868308200454804490	CHARTER COMM 888-438-2427 MO		74.98
11-08	11-07	55429508311637767376652	PIXELVINE 8007340751 MI		71.25
11-14	11-13	55429508317637038481954	PIXELVINE 8007340751 MI		65.00
11-19	11-19	55432868323200546692847	CHARTER COMM 888-438-2427 MO		99.97
11-23	11-23	55432868327200391935644	CHARTER COMM 888-438-2427 MO		74.98

2018 MONTHLY KABA PERMITS BY JURISDICTION

MONTH OF NOVEMBER 2018

<u>JURISDICTION</u>	<u>PERMIT CATEGORY</u>	<u># PERMITS</u>	<u>PERMIT REVENUE</u>
COMSTOCK	BUILDING	15	\$ 7,933
COMSTOCK	ELECTRICAL	13	\$ 1,924
COMSTOCK	MECHANICAL	9	\$ 1,472
COMSTOCK	PLUMBING	10	\$ 1,143
COMSTOCK	SPECIAL - JURISDICTION	2	\$ 110
COMSTOCK	SPECIAL - HOMEOWNER	0	\$ -
TOTAL COMSTOCK		49	\$ 12,582
KALAMAZOO	BUILDING	10	\$ 4,498
KALAMAZOO	ELECTRICAL	28	\$ 4,658
KALAMAZOO	MECHANICAL	14	\$ 2,794
KALAMAZOO	PLUMBING	7	\$ 763
KALAMAZOO	SPECIAL - JURISDICTION	13	\$ 715
KALAMAZOO	SPECIAL - HOMEOWNER	3	\$ 165
TOTAL KALAMAZOO		75	\$ 13,593
PARCHMENT	BUILDING	0	\$ -
PARCHMENT	ELECTRICAL	0	\$ -
PARCHMENT	MECHANICAL	4	\$ 500
PARCHMENT	PLUMBING	0	\$ -
PARCHMENT	SPECIAL - JURISDICTION	0	\$ -
PARCHMENT	SPECIAL - HOMEOWNER	0	\$ -
TOTAL PARCHMENT		4	\$ 500
PINE GROVE	BUILDING	2	\$ 270
PINE GROVE	ELECTRICAL	4	\$ 778
PINE GROVE	MECHANICAL	4	\$ 550
PINE GROVE	PLUMBING	1	\$ 176
PINE GROVE	SPECIAL - JURISDICTION	2	\$ 110
PINE GROVE	SPECIAL - HOMEOWNER	0	\$ -
TOTAL PINE GROVE		13	\$ 1,884
TOTAL KABA		141	\$ 28,559

REVENUE	REVENUE
NOVEMBER 2017	% PREV YEAR MONTH
\$26,483	107.8%

PERMITS	PERMITS
NOVEMBER 2017	% 2017 - YTD
115	123%

2018 MONTHLY KABA PERMITS BY JURISDICTION

YEAR TO DATE AS OF: NOVEMBER 2018

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	154	\$ 72,822
COMSTOCK	ELECTRICAL	176	\$ 30,850
COMSTOCK	MECHANICAL	176	\$ 38,813
COMSTOCK	PLUMBING	89	\$ 15,547
COMSTOCK	SPECIAL - JURISDICTION	34	\$ 1,870
COMSTOCK	SPECIAL - HOMEOWNER	12	\$ 715
TOTAL COMSTOCK		641	\$ 160,617
KALAMAZOO	BUILDING	151	\$ 119,164
KALAMAZOO	ELECTRICAL	184	\$ 35,114
KALAMAZOO	MECHANICAL	242	\$ 38,376
KALAMAZOO	PLUMBING	101	\$ 14,689
KALAMAZOO	SPECIAL - JURISDICTION	120	\$ 6,325
KALAMAZOO	SPECIAL - HOMEOWNER	39	\$ 2,200
TOTAL KALAMAZOO		837	\$ 215,868
PARCHMENT	BUILDING	9	\$ 1,252.00
PARCHMENT	ELECTRICAL	9	\$ 1,256.00
PARCHMENT	MECHANICAL	30	\$ 3,733.00
PARCHMENT	PLUMBING	5	\$ 784.00
PARCHMENT	SPECIAL - JURISDICTION	17	\$ 935.00
PARCHMENT	SPECIAL - HOMEOWNER	0	\$ -
TOTAL PARCHMENT		70	\$ 7,960
PINE GROVE	BUILDING	18	\$ 11,028.00
PINE GROVE	ELECTRICAL	22	\$ 3,478.00
PINE GROVE	MECHANICAL	28	\$ 3,741.00
PINE GROVE	PLUMBING	6	\$ 1,455.00
PINE GROVE	SPECIAL - JURISDICTION	4	\$ 220.00
PINE GROVE	SPECIAL - HOMEOWNER	0	\$ -
TOTAL PINE GROVE		78	\$ 19,922
TOTAL KABA	YTD	1626	404,367

REVENUE	REVENUE
YTD - NOVEMBER 2017	% 2017 - YTD
\$ 346,480	116.7%

REVENUE
% 2018 YTD BUDGET
118.00%

PERMITS	PERMITS
YTD - NOVEMBER 2017	% 2017 - YTD
1394	116.6%

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
146	\$ 33,130	JUNE
185	\$ 53,255	JULY
171	\$ 35,465	AUG
140	\$ 24,166	SEPT
157	\$ 47,030	OCT
141	\$ 28,559	NOV
-	\$ -	DEC
1,626	404,367	2018

Kindleberger Park Reservation Form

pd 12-11-18 mLB
\$300.00 / 100
CH1179

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: Michelle Aukerman Phone: 269-598-9249

Full Address: 1529 Seville Ave Kalamazoo MI 49004

Email: MichelleAukerman@gmail.com Alt. Phone: _____

Date of Event: 10/5/2019 Time: 2p - 5p

How many attendees do you anticipate at your event? 50-60

Will there be music as part of your event? No

Name of DJ, Musical Performer, Sound Technician: NA

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

*See park rules on reverse side

Michelle Aukerman
Signature

11/23/2018
Date

FOR INTERNAL OFFICE USE:

Application received by: MLB

Date: 12-11-18

Payment Received: \$300 check # 1179

Receipt # _____

APPROVAL
Manu R. Stoddard
Signature

12-12-18
Date