



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

December 3, 2018

7 P.M.

Parchment City Commission

Mayor Robert D. Britigan III

Vice-Mayor Thomas Jordan

Commissioner Richard Bagley

Commissioner Doug Fooy

Commissioner Chester Emmons

Commissioner Holly Evans

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 November 19, 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. 1374 – receive
- KABA Budget - receive
- KTPD Quarterly Report - receive

7. Unfinished Business

8. New Business

A. Marijuana Sales in Parchment - Discussion

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 NOVEMBER 19, 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, Evans, Fooy and Heasley. City Manager Stoddard, Deputy Clerk Banaszak, Attorney Soltis

Absent: Commissioner Emmons

Comm. Heasley made a motion, supported by Vice Mayor Jordan to excuse Commissioner Emmons from the Meeting. **Motion Carried.**

3. Minutes

Moved by Vice Mayor Jordan, supported by Commissioner Heasley to approve the Minutes of the November 5, 2018 Meeting.

All yes. Motion carried.

4. Additions/Changes to the Agenda

Manager Stoddard requested that Item A under New Business (Master Plan of 1994) be removed from the agenda.

Moved by Commissioner Bagley, supported by Commissioner Evans to accept the agenda as amended. All yes. Motion carried.

5. Citizen Comments – Items ON the Agenda

None

6. Consent Agenda

Commissioner Fooy requested that item iv, KABA Budget, be removed from the Consent Agenda since Commissioner Emmons is absent. This will allow his input at the next meeting. Mayor Britigan questioned if this would interfere with KABA's timeline for the budget. City Manager Stoddard stated that she was not aware of a timeline.

Moved by Commissioner Fooy, supported by Commissioner Bagley, to remove the KABA budget from the consent agenda and move it to the next agenda.

All yes. Motion carried.

Moved by Commissioner Heasley, supported by Commissioner Fooy to receive the consent agenda. **Motion Carried.**

7. Unfinished Business

None

8. New Business

A. (Master Plan of 1994 deem invalid) **Removed**

B. Lee Adams, Master Planner Contract

Attorney Soltis summarized the contract for the Commission. He noted a difference on the fee stating that in Section III of the contract puts a total compensation fixed fee of \$7,750. Under Appendix A, page 8, indicates a cost between \$6,400 and \$7,750. He suggested that the contract be written in a not to exceed amount of \$7,750.

There was further discussion regarding the clause for disputes and termination of the contract and the fee structure.

Manager Stoddard explained that we would do the copying and mailings that helps to defray some of the costs.

Moved by Commissioner Heasley, supported by Commissioner Bagley, to amend the contract to a not to exceed amount of \$7,750.

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

Nays: None

Absent: Emmons

Abstain: None

Motion carried. 6-0

All yes. Motion carried.

C. **BSA Troop 218 Sell Tree sale recommendation by Planning Commission**

Manager Stoddard noted that Hardings has agreed to the use of their parking lot for this and explained that they will leave the trees on a tractor-trailer and take them off as they sell them.

Commissioner Fooy questioned if the site will be manned constantly during sale hours?

Manager Stoddard stated that it will be and it will also be locked when not available.

Moved by Commissioner Fooy, supported by Commissioner Jordan to approve. A

Motion carried.

D. **Tetra Tech – Hydrogeological Study Contract.**

Mayor Britigan stated that most of the work is outside of our city limits.

Attorney Soltis explained that the contract is for the purpose or soil borings and install monitoring wells. It allows them to enter the premises up to four (4) times per year until 12-31-19 and requires 22 hours notice prior to entry. All testing is their expense and they abide by MDEQ Plan. There is an indemnity clause as well as revocation. The contract can be renewed if agreed by the City and the contract cannot be modified except in writing.

Manager Stoddard stated there have been concerns with ground water contamination coming out with PFAS. The 55-gallon drums will be taken off site daily. Storage of soil samples will be removed in plastic bags and stored in 55 gallon drums. No equipment will be stored on the property. They will adhere to the State of Michigan statutes for proper storage. A metered backflow preventer will be put in place before any

water is used and they will be billed for the water. They have provided a certificate of insurance with the City named in the policy.

Motion by Commissioner Fooy, support by Commissioner Evans, to approve the Contract that is in front of us.

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

Nays: None

Absent: Emmons

Abstain: None

Motion carried. 6-0

9. Board and Commission Reports/Minutes

None

10. Citizen Comments – Items On or Off the Agenda

Mike Conner, 1150 Parchmount, noted that retired employee Rick Smith of the Water Department passed away last week. He then questioned where we with are with the attempt to get back the mill.

Tammy Cooper, 510 Glendale, felt that item D should have been discussed with citizens. She wanted to know why and how this will benefit the residents. She expressed that she was not in favor of this and wanted to know what they intend to do with the results.

Bruce Rzepczynski, 221 W Thomas Street, questioned what is being done about health issues as a result of the PFAS. He stated that his wife has many health problems and tests have narrowed the cause to a few things including PFAS and Teflon coating. He stated that the testing for these contaminates is limited and expensive. It is \$850 for a test and a special number is needed to do that. He knows other people that are having issues with medications not working. He also expressed concern that they will be hauling dirt and air quality while kids are playing in school. He expressed a need for help and wanted to know if the City was going to be examining cancer clusters.

11. Mayor and Commission Comments

Comm. Heasley stated that he does not agree with Tammy Cooper about Georgia Pacific. He explained that they spent millions remediating soil behind the credit union. They stepped up without being asked. He also expressed that we do have a lot to be thankful for, as this could have been much worse.

Commissioner Fooy felt that Georgia Pacific did not have to do this and that they were not doing it to just cover it up. They will be reporting to the State and he felt confident moving forward. He wished everyone a great Thanksgiving and passed on condolences to Rick Smith's family as well as to Shannon on her father passing.

Vice Mayor Jordan. Expressed a need to move forward on this issue in order to help the residents. He wished all a Happy Holiday.

Mayor Britigan stated that the hydrogeological study is part of what is expected from Georgia Pacific. Although the City cannot address health concerns the State Health Department will be doing a PFAS Exposure Assessment. Kent County is having one done first and then us.

The Exposure Assessment needs to be done before MDHHS can move forward. He then noted the Frontier Renewal agreement to remove 5 ½ acres from Brownfield TIF monies is moving forward. There have been a couple of prospective buyers but not sure if they are willing to sell it.

Manager Stoddard noted that the Exposure Assessment must be performed before there can be a Health Study. MDHHS stated that it will be done in a random way. The assessment will be a guide to formulate the right health questions to ask. In January 2019, MDHHS will start putting together all the questions for the assessment.

Mayor Britigan stated that he attended the Library Front Page and Donuts discussion with Junior High and High School students as well as two exchange students. He was happy to hear that the environment was their main concern. He then passed on condolences to the Stutz family and wished everyone a Happy Thanksgiving.

Manager Stoddard reminded residents that she is always available to answer questions and help in any way she is able.

12. Adjournment

There being no further business to come before the Commission, it was moved by Commissioner Bagley and supported to adjourn the meeting at 7:56 p.m.

Respectfully submitted.

Marilyn Banaszak

Deputy Clerk

Check Register Report

Warrant 1374

Date: 11/26/2018
Time: 11:55 am
Page: 1

City of Parchment

BANK: MERCANTILE

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
MERCANTILE Checks							
34955	11/26/2018	Printed		0689	5 ALARM	MSA-SCBA-Yearly flow test & Pa	1,004.25
34956	11/26/2018	Printed		0028	ASPHALT RESTORATION, INC	Heated Patch Work on Parchmoun	1,500.00
34957	11/26/2018	Printed		0376	CINTAS	Restock 1st Aid Cabinet	104.05
34958	11/26/2018	Printed		6100	CINTAS CORPORATION LOC. 725	Uniform Rental & Towels	421.06
34959	11/26/2018	Printed		0687	CLEAN EARTH ENVIRONMENTAL	Hydro Excavate Curb Stops	533.18
34960	11/26/2018	Printed		8640	SARA COLLISON	Election Worker 11/6/18	135.00
34961	11/26/2018	Printed		0006	CONSUMERS ENERGY	Traffic Lights	410.06
34962	11/26/2018	Printed		1032	CORNERSTONE TECHNOLOGIES	Monthly Contract & Overages to	270.16
34963	11/26/2018	Printed		0854	DEVON TITLE AGENCY	Overpmt of UB-616 N Orient	135.47
34964	11/26/2018	Printed		1030	DEYOUNG LANDSCAPE SERVICE	Turf Trtmt #6-Stage	165.00
34965	11/26/2018	Printed		0398	JEANNE DRENTH	Election Worker 11/6/18	135.00
34966	11/26/2018	Printed		0646	ENGINEERED PROTECTION SYSTEMS	Maint. Bldg-IGSM Monit to 2/28	175.50
34967	11/26/2018	Printed		0009	FORD, KRIEKARD, SOLTIS & WISE	General Matters - October	931.25
34968	11/26/2018	Printed		0295	FRANCOTYP-POSTALIA, INC.	Rental-Meter,Scale,Resets to 1	78.00
34969	11/26/2018	Printed		0807	GABRIDGE & COMPANY, PLC	Progress Billing for 2018 Audi	4,750.00
34970	11/26/2018	Printed		8806	REBECCA HARVEY	Zoning Admin for KABA on as ne	168.75
34971	11/26/2018	Printed		0396	BILLIE HERRICK	Election Worker 11/6/18	135.00
34972	11/26/2018	Printed		9211	RALPH HERRICK	Election Worker 11/6/18	135.00
34973	11/26/2018	Printed		8807	IMAGE TREND, INC.	Imagetrend Reporting Software	1,244.03
34974	11/26/2018	Printed		0739	K&K INSURANCE GROUP, INC.	Fire Ins to 12/15/2019	857.68
34975	11/26/2018	Printed		8862	KALAMAZOO AREA BUILDING AUTHOR	Property Maintenance Fees	440.00
34977	11/26/2018	Printed		0554	KALAMAZOO OIL CO.	Fuel Charges 10/15 to 10/31/18	374.07
34978	11/26/2018	Printed		0554	KALAMAZOO OIL CO.	272 Gallons Diesel Fuel	803.29
34979	11/26/2018	Printed		8919	KATS	Dues-10/1/18 to 9/30/19	50.00
34980	11/26/2018	Printed		0962	SHIRLEY KISHPAUGH	Election Worker 11/6/18	135.00
34981	11/26/2018	Printed		8575	MARY KNECHTEL	Election Chair 11/6/18	135.00
34982	11/26/2018	Printed		0022	LINDE GAS NORTH AMERICA LLC	Monthly Comp Air & Compl Chg	31.06
34983	11/26/2018	Printed		0735	STATE OF MICHIGAN	Water Supply Annual Fee-2019	1,338.05
34984	11/26/2018	Printed		0090	MLIVE MEDIA GROUP	Zoning & Public Hearing Notice	366.92
34985	11/26/2018	Printed		0140	PLUMBER'S PORTABLE TOILETS	2 Portable Toilets-Wassailing	270.00
34986	11/26/2018	Printed		0079	PREIN & NEWHOF	KATS-2020-2023 TIP App.	9,464.00
34987	11/26/2018	Printed		0047	PUBLIC MEDIA NETWORK	AT&T - PEG Fees-July-Sept.	3,358.63
34988	11/26/2018	Printed		0001	REPUBLIC SERVICES #249	City Wide Pickup-November	8,550.52
34989	11/26/2018	Printed		0007	RIVERRUN PRESS	500 Business Cards-Phil	291.90
34990	11/26/2018	Printed		0624	ROSE PEST SOLUTIONS	Pest Control - Contract	80.00
34991	11/26/2018	Printed		0119	SBAM PLAN	Employee & Retiree Ins-Decembe	14,382.89
34992	11/26/2018	Printed		0074	SEVERANCE ELECTRIC CO INC	Traffic Signal Maint-Oct. 2018	120.00
34993	11/26/2018	Printed		0722	SMALL BUSINESS ADMIN SERVICES	HRA - November	52.50
34994	11/26/2018	Printed		8666	ROSALIND STUTZ	Election Worker 11/6/18	135.00
34995	11/26/2018	Printed		0825	UNITED STATES POSTAL SERVICE	Permit Imprint Fee to 1/26/20	225.00
				8805	TIM VERDRIES	Election Worker 11/6/18	135.00

Total Checks: 41

Checks Total (excluding void checks): 54,027.27

Total Payments: 41

Bank Total (excluding void checks): 54,027.27

Total Payments: 41

Grand Total (excluding void checks): 54,027.27

Nancy R. Stoddard



Kalamazoo Area Building Authority

www.kaba-mi.org

2322 Nazareth Road, Kalamazoo, MI 49048

Phone: 269-216-9511 Fax: 269-250-9078

Malwine@kaba-mi.org

11/15/2018

To All Member Municipalities,

Greetings, as you may recall, last year the KABA board approved a 2018 budget that I presented to you for approval. This budget included an annual operating deficit of \$127,235.63. This would have exhausted our retained earnings and subsequently, in accordance with the KABA Interlocal Agreement, the Board directed me to request a total contribution, distributed accordingly among the member municipalities of \$10,000.00 to supplement the budget and carry KABA into 2019.

As of November 1, 2018 KABA met its total projected 2018 revenue, and actually exceeded it by approximately \$1,000.00. I am pleased to inform you that it will not be necessary for KABA to ask you provide these contributions to our 2018 Budget.

I am also pleased to announce that due to the membership of Pine Grove Township in July of 2018 and the upcoming membership of Richland Township in January 2019, the Budget approved by the KABA board for 2019 includes a profit of \$11,813.91, with a proposed beginning retained earnings balance of \$45,964.47 and ending balance of \$57,778.38.

I am asking for your consideration and approval of the attached 2019 KABA Budget approved by the KABA Board on 11/8/2018.

I speak on behalf of the entire KABA board and staff when I say that we are grateful for the support we have received from each member municipality. We look forward to serving our current and future members moving into 2019.

Respectfully,

Mike Alwine

Building Official

Kalamazoo Area Building Authority

**KALAMAZOO AREA BUILDING AUTHORITY
AMENDED 2019 BUDGET**

Approved by Board: November 8, 2018

INCOME		2019
4010	BUILDING PERMITS	279,432.00
4015	SPECIAL PERMITS	5,882.00
2020	ELECTRICAL PERMITS	90,240.00
4030	MECHANICAL PERMITS	92,190.00
4040	PLUMBING PERMITS	50,815.00
4090	ORDINANCE ENFORCEMENT	0.00
4600	INVESTMENT INCOME	120.00
Subtotal Income		<u>518,679.00</u>
	RETAINED EARNINGS	45,964.47
TOTAL INCOME		<u>564,643.47</u>
EXPENSE		
6010	ADVERTISING & MARKETING	2,000.00
6200	BANK FEES	200.00
6450	DUES & SUBSCRIPTIONS	575.00
6501, 03, 05	PAYROLL - WAGES	228,992.40
6510	PAYROLL TAXES	17,805.56
6511	LIFE/AD&D/STD/LTD	4,479.66
6512	401(a)	13,911.14
6513	HEALTH INSURANCE	30,188.19
6700	GENERAL INSURANCE	9,514.12
6800	LEGAL FEES	20,000.00
6810	COMPUTER SUPPORT (EXTERNAL)	10,739.76
6820	ACCOUNTING SERVICES	11,429.00
7100	OFFICE EQUIPMENT	5,603.88
7110	OFFICE SUPPLIES	3,800.00
7115	POSTAGE	1,000.00
7125	COMPUTER (HARDWARE/SOFTWARE)	2,635.50
7130	RESOURCE MATERIALS	1,000.00
7400	RENT EXPENSE	26,580.00
7420	LAWN CARE/SNOW REMOVAL	2,484.00
7450	MAINTENANCE & REPAIRS - OFFICE	3,000.00
7500	UTILITIES	3,540.00
7550	TRASH REMOVAL	480.00
7600	SECURITY (OFFICE)	539.88
7610	TELEPHONE - OFFICE	6,480.00
7611	TELEPHONE - CELLULAR	1,776.00
7700	BUILDING BOARD OF APPEALS	375.00
7701	AT-LARGE/ALTERNATE BOARD MEMBER	1,200.00
7711	CONTRACTED ELECTRICAL INSPECTOR	35,934.00
7712	CONTRACTED MECHANICAL INSPECTOR	26,602.00
7713	CONTRACTED PLUMBING INSPECTOR	22,100.00
7714	CONTRACTED ORDINANCE ENFORCEMENT	-
7800	MILEAGE REIMBURSEMENT	9,100.00
7810	TRAINING EXPENSE	800.00
7999	MISC	2,000.00
TOTAL EXPENSE		<u>506,865.09</u>
NET POSITION		57,778.38

Nancy Stoddard

From: Mike Alwine <malwine@kaba-mi.org>
Sent: Monday, November 19, 2018 10:29 AM
To: 'Nancy Stoddard'
Subject: RE: \$10,000 in Contract

Nancy,

The \$10,000 was the total the KABA board approved to request for the KABA budget for 2018, to be divided among the members in the amount that they contributed as revenue based upon permits issued in the respective jurisdiction. Parchment contributed 1.55% of the total revenue for the 2017 fiscal year. Which meant Parchment's contribution would have been \$155.00 had we not exceeded the revenue that was projected for 2018. The details of the contribution are in the Parchment city council agenda archive for 12-18-17.

Regards,

Mike Alwine

Building Official



O. 269-216-9861

C. 269-506-5967

From: Nancy Stoddard [mailto:manager@parchment.org]
Sent: Monday, November 19, 2018 10:19 AM
To: Mike Alwine
Subject: \$10,000 in Contract

Hi Mike,

The Mayor had a question:

- Was the \$10,000 payment referenced in the correspondence intended to be shared by all members of KABA combined or payed by each member?

Thank you,
Nancy



Township of Kalamazoo Police Department

City of Parchment Quarterly Report

July 1, 2018 through September 30, 2018

Calls for service: 453

Citations: (26 traffic / 1 parking)

Arrests: 20

Traffic Crashes: 4 Traffic crashes (3 property damage 1 personal injury)

Significant Events:

Case #: 18-002401 – Breaking and Entering

TKPD officers responded to an intrusion alarm at Twisters ice cream. When officers arrived they found the back door and drive through window had been damaged and the suspects fled the scene. Video surveillance shows two suspects in the building and upon activation of the audible alarm they were scared off. One suspect was identified and the investigation remains open.

Case #: 18-002500 – Retail Fraud

Harding's Market reported an unknown male subject stolen a case of beer and was leaving the store in a vehicle southbound Riverview Dr. TKPD officers stopped the vehicle on Riverview Dr. near Patterson Ave. The suspect was located in the vehicle and arrested on three outstanding shoplifting warrants. The stolen property was located in the vehicle and returned to Harding's Market. The suspect was lodged at the Kalamazoo County Jail on his warrants and charged with one additional count of felony retail fraud. The case was bundled with other pending charges and he was ordered to pay Harding's restitution.

Case#: 18-002615 – Violation of Controlled Substance Act

TKPD officers conducted a traffic stop in the 100 Block of N. Riverview Dr. The driver of the vehicle was suspended and taken into custody. A search of his vehicle revealed a marijuana derivative, "wax", and approximately 55 grams of methamphetamines. The case is open and awaiting review by the Kalamazoo County Prosecutors office. The suspect was released pending the prosecutors review.

Case#: 18-002742 – Embezzlement

The district manager of Speedway Gas Station called to report embezzlement by one of their employees. TKPD investigated the embezzlement and determined that approximately \$900.00 dollars had been taken from the store. The officer interviewed the suspect and obtained a confession. The Kalamazoo County Prosecutors office authorized two counts misdemeanor embezzlement. The suspect was arrested, posted bond, and is awaiting trial.

Case#: 18-003045 Bank Robbery

Advia Credit Union reported a bank robbery on 9-5-18. The suspect gave a note to a teller demanding money. The suspect fled the bank without money prior to TKPD arriving. A K-9 track and area search was unsuccessful. Video footage was obtained and sent out to the media asking for assistance to identify the suspect. TKPD detective bureau has received leads on the suspect's identity and they are collaborating with the FBI on the continuing investigation.