



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

February 4, 2019

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 January 21, 2019

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. 1378 – receive

7. Unfinished Business

- A. River Reach/Mill Property

8. New Business

- A. Road Salt Purchase, MI Deal (budgeted 2018-19) - 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 JANUARY 21, 2019.

1. Call to order

Mayor Britigan called the meeting to order at 7:00 p.m.

2. Roll Call.

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

Absent: Commissioner Fooy.

Moved by Commissioner Evans, supported by Vice Mayor Jordan to excuse Commissioner Fooy's absence. **Motion Carried.**

3. Minutes

Moved by Commissioner Heasley, supported by Commissioner Emmons to approve the Minutes of the January 7, 2018 Regular Meeting.

Motion Carried.

4. Additions or changes to the agenda.

None. Moved by Commissioner Heasley, supported by Vice Mayor Jordan to accept the agenda. **Motion Carried.**

5. Citizen Comments – Items ON the Agenda

None.

6. Consent Agenda

A. Moved by Commissioner Emmons, supported by Commissioner Bagley to receive the consent agenda items.

Motion Carried.

7. Unfinished Business

None.

8. New Business

A. Detour for D Avenue Project - approval. City Manager Stoddard explained the County Road Commission's request to designate Riverview as a detour during their D Avenue project during the summer of 2019 (exact dates TBD). Questions regarding impact on the festival will be addressed by the City Manager with the Road Commission and Police Department. Moved by Commissioner Heasley, supported by Commissioner Evans to accept and approve the detour. **Motion Carried.**

B. Recognition of Fire Chief Joseph Bonhomme. A Special Tribute by the Ninety-Ninth Legislature at Lansing, Michigan was received on Fire Chief Bonhomme's behalf. The framed tribute, signed by State Representative Beth Griffin, State Senator Margaret O'Brien, Lieutenant Governor Brian Calley, and Governor Rick Snyder details Chief Bonhomme's 29 years of dedicated and selfless service to our community on the occasion of his retirement.

9. Standing Board and Committee Reports

Commissioner Heasley spoke of the Brownfield Redevelopment Authority meeting where they approved a request from Terrell developers to keep TIF revenues. In addition, the BRA decided to have the County manage the brownfield property.

Mayor Britigan updated all on the Kindleberger Arts Committee meeting. Kris Jordan will be executive director for the festival which will be held July 10-14, 2019. Ideas, budget, musical acts were all discussed at the KAC meeting. In addition, Bingo for Bags will be held on March 23, 2019, with more details to follow.

10. Citizen Comments

None.

11. Mayor and Commissioner Comments

Commissioner Bagley asked about the G Avenue project.

Commissioner Heasley lamented about the blown call as he was rooting for the Saints! He had nothing else.

Commissioner Evans noted that the fire department was working smoothly during the transition.

Vice Mayor commended DPW for their snowplowing over the weekend. He mentioned that his family was out all over the surrounding area and could safely say our roads are the best-plowed. He then thanked those in attendance for coming.

Mayor Britigan reminded the Commissioners of the Capital Conference March 19-20, with registration due February 20, and that after the February 4 regular meeting there is a work session to kick off the budget process.

12. City Manager Comments/Reports

Manager Nancy Stoddard detailed the G Avenue project which includes restructuring the storm sewer, relocating gas lines, including curb and gutter replacement, along with a new traffic signal. City Manager Stoddard noted that a preliminary draft of the retail water contract with the City of Kalamazoo has been given to Attorney Soltis. She also reported that MDHHS has begun planning for the health exposure assessment related to PFAS. She then invited anyone with questions to contact her.

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 7:26 p.m.

Shannon Stutz
City Clerk



City of Parchment
Check Register Report
Warrant 1378

Check #	Check Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
35066	01/18/2019	CINTAS	Restock 1st Aid Cabinet	92.53
35067	01/18/2019	CINTAS CORPORATION LOC. 725	Uniform Rental & Towels	340.31
35068	01/18/2019	CLARK TECHNICAL SERVICES	Computer Support - December	220.00
35069	01/18/2019	CORNERSTONE TECHNOLOGIES	Monthly Contract-1/4/19-2/3/19	133.07
35070	01/18/2019	ENGINEERED PROTECTION SYSTEMS	Water Treatment-2/1 to 4/30/19	308.52
35071	01/18/2019	FORD, KRIEKARD, SOLTIS & WISE	Police Matters - December	1,818.75
35072	01/18/2019	J & J PAINT AND GLASS	3 Windows in Fire Station	9,700.00
35073	01/18/2019	KALAMAZOO CITY TREASURER	Municipal Sewer - November	7,557.32
35074	01/18/2019	KALAMAZOO OIL CO.	Fuel Charges 12/16/18-12/31/18	274.99
35075	01/18/2019	LINDE GAS NORTH AMERICA LLC	Monthly Comp Air & Compl Chg	28.74
35076	01/18/2019	CITY OF PARCHMENT	City Water Bills	233.55
35077	01/18/2019	PREIN & NEWHOF	MS4 Stormwater-12/1 to 12/29/18	8,806.79
35078	01/18/2019	PURITY CYLINDER GASES, INC.	1/4ly Cylinder Rental	46.11
35079	01/18/2019	REPUBLIC SERVICES #249	City Wide Pickup-January	8,285.31
35080	01/18/2019	SBAM PLAN	Employee & Retiree Ins-Februar	9,182.47
35081	01/18/2019	SEVERANCE ELECTRIC CO INC	Traffic Signal Maint-Dec. 2018	120.00
35082	01/18/2019	SMALL BUSINESS ADMIN SERVICES	HRA- January	52.50
35083	01/18/2019	STATE OF MICHIGAN-MDOT	Partial Payment - MDOT	20,000.00



MEMORANDUM

To: Nancy Stoddard, City Manager
From: Phil Wolthuis, Director of Public Services
Date: February 6, 2018
Subject: Road Salt Purchase

IT IS RECOMMENDED

That the City Commission authorize the expenditure of \$16,000 for up to 200 tons of road salt from Compass Minerals America, Inc per the MiDeal road salt contract.

BACKGROUND

The City purchases road salt through the Mideal road salt contract. We order our salt amounts in April for the following winter season. We can order salt for 2 separate amounts. The first is the "Early" amount which is usually delivered in late October. The second is the "Seasonal Back-up" amount which can be delivered as you need it. The City is obligated to receive at least 70% of the contracted amount. Due to the mild winter last year we had enough salt left over that we did not need to order any "Early" salt. We did order 200 tons for the "Seasonal Back-up" amount.

The City of Parchment is scheduled to receive its "Seasonal Back-up" shipment of road salt. This shipment is intended to provide enough salt to finish the 2018/19 winter season and provide an amount for starting 2019/20 winter season.

FUNDING

This is \$19,000 in this year's budget for the purchase of road salt.



AGENDA

WORK SESSION OF THE PARCHMENT CITY COMMISSION

February 4, 2019

Immediately following the City Commission Meeting at 7 pm

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. Goal Setting

a. Fiscal

b. Physical

c. Administrative

4. Citizen Comments

Persons wishing to comment on items that are on/off the agenda are instructed to:

- *Stand at the podium, state your name and address for the record*
- *You are allowed up to 5 minutes for your comments – Reminder: You will be making a statement, without discussion from the Commission.*
- *Please let us know if you require special accommodations by notifying the Clerk*

5. Adjournment