



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

June 3, 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 May 20, 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. 1387 – receive
- ii. Kindleberger Park, Pavilion #4 – Lewis/Ward Graduation Open House – approve
- iii. Kalamazoo Co Non-Motorized Summit – receive
- iv. KABA Weekly Report - receive
- v. Kalamazoo Twp Police Department 2018 Annual Report – receive
- vi. KATS Policy Meeting Minutes - receive

7. Unfinished Business

- A. Waste Hauling Contract – Republic Services – approval
- B. City Manager Contract Renewal - approval

8. New Business

- A. MEDA 2019 Annual Meeting – City Manager Attending – approval
- B. KCBRA Agreement to Assume Admin Functions – approval
- C. Resolution to Prohibit Dogs and Smoking during Little League – first reading
- D. Resolution to Establish the 2019 Millage Rate – approval
- E. KTFD – Fire Chief Contract Renewal – approval
- F. Parchment Fire Department – Boots and Helmets bid - approval
- G. Reaffirmation of CCTA Participation - 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. Closed Session – Real Estate Transaction

12. Mayor and Commissioner Comments

13. City Manager Comments

14. Adjournment



City of Parchment
Check Register Report
Warrant 1387

Check #	Check Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
35286	05/28/2019	PARCHMENT GARDEN CLUB	Refund for Historical Marker	1,521.07
35287	05/28/2019	AMERICAN CANCER SOCIETY	Deposit Refund - 05/17/19	100.00
35288	05/28/2019	CARROT-TOP INDUSTRIES, INC.	3 Flags	101.51
35289	05/28/2019	CINTAS	Uniform Rental & Towels	227.31
35290	05/28/2019	CORNERSTONE TECHNOLOGIES	Monthly Contract	245.60
35291	05/28/2019	FRANCOTYP-POSTALIA, INC.	Rental-Meter,Scale, Resets	78.00
35292	05/28/2019	KAL CO HEALTH & COMMUNITY SERV	HHW 1/4ly Collections-1st 1/4	83.34
35293	05/28/2019	KALAMAZOO OIL CO.	Fuel Charges 5/1/19 to 5/15/19	271.09
35294	05/28/2019	REBECCA LIGGINS	Deposit Refund - 05/18/19	100.00
35295	05/28/2019	MICHIGAN MUNICIPAL LEAGUE	MML Dues & Legal Def to 2020	1,558.00
35296	05/28/2019	NATIONAL HOSE TESTING SPEC.	2019 Ground Ladder Test & Heat	253.40
35297	05/28/2019	PREIN & NEWHOF	SAW grant work	122,176.37
35298	05/28/2019	PUBLIC MEDIA NETWORK	Charter-Jan-March-PEG Fees	3,364.76
35299	05/28/2019	REPUBLIC SERVICES #249	City Wide Pickup-May	8,285.31
35300	05/28/2019	SBAM PLAN	Employee & Retiree Ins-June	12,900.79
35301	05/28/2019	SMALL BUSINESS ADMIN SERVICES	HRA - May	52.50
35302	05/28/2019	STATE OF MICHIGAN-MDOT	4th Payment - MDOT	10,000.00

Kindleberger Park Reservation Form

RECEIVED
MAY 22 2019
PAID

Area of park to be reserved:

- Sunken Garden/Gazebo (\$250 non-resident/\$150 resident)(3 hour block)
\$100 deposit required
- Stage (\$350 non-resident/\$200 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: Vicki Lewis / Jessica Ward Phone: 269-873-2819
Address: 415 Espanola Parchment, MI 49004
Email: ward.jess9@gmail.com Alternate Phone: 269-873-2819
Date of Event: June 22nd 2019 Time: 1 - 5pm

How many attendees at your event? 100 Graduation Open House
Will there be music as part of your event? no
Name of DJ, Musical Performer, Sound Technician: no

Decorations, rental chairs/tents/tables? - describe: Decorations

***See park rules on reverse side of form

Vicki Lewis Signature Date 5/21/19

FOR INTERNAL OFFICE USE:
Application received by: [Signature] Date: 5-22-19
Payment amount received: \$50 Receipt # 11451
Check # _____ Cash cc paid [Signature]

APPROVAL

Signature Date



Kalamazoo County



Non - Motorized Summit

Bicycling and Pedestrian Facilities

Monday June 24, 2019
7:00 p.m. - 9:00 p.m.

Located at the Kalamazoo County Expo Center, Room A
2900 Lake Street Kalamazoo, MI 49048

Free, Open to the Public, Refreshments Provided

For more information contact: Kris Martin at
martink@swmpc.org or 269-925-1137 x1521



Attendees will accomplish the following:

- ⇒ **Help establish a non-motorized vision**
 - ⇒ **Discuss local priorities**
- Give your input for non-motorized transportation (trails, bike lanes, paved shoulders) in Kalamazoo County. Your input will contribute to the Southwest Michigan 7-County Non-Motorized Transportation Plan and Map.



Mechanical

Permit #	Contractor	Job Address	Fee Total	Const. Value
PM19-18-255	RODER JESSE & RIDINGS JENN	528 ESPANOLA	\$155.00	\$0
Work Description: Replace furnace and AC				
Date Issued: 05/23/2019				

Total Permits For Type: 1
Total Fees For Type: \$155.00
Total Const. Value For Type: \$0

Report Summary

Population: All Records
 Permit.DateIssued in <Previous week> [05/19/19 - 05/25/19]
 AND
 Property.City = Parchment

Grand Total Fees:	\$155.00
Grand Total Permits:	1
Grand Total Const. Value:	\$0

Township of Kalamazoo
Police Department

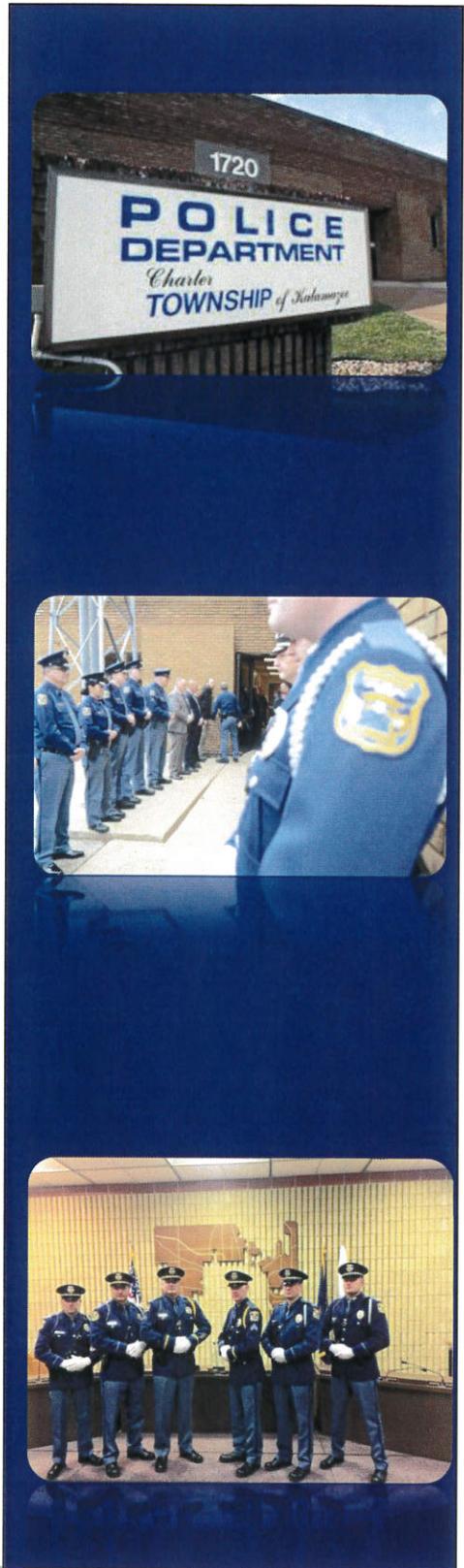


2018 Annual Report

Pride ~ Integrity ~ Compassion ~ Respect

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MISSION...

In partnership with our community, our purpose is to:

Preserve life,
Protect property,
Improve quality of life.



VISION...

We seek to be:

A progressive and successful police department that is respected by our community, its elected officials, and our colleagues in criminal justice.

VALUES...

To accomplish our mission and vision, we will:

- Model integrity and professionalism.
- Treat the diverse people we serve and each other with respect and fairness.
- Prioritize our actions in the interest of the:
 1. Community
 2. Department
 3. Individual employee

Introduction

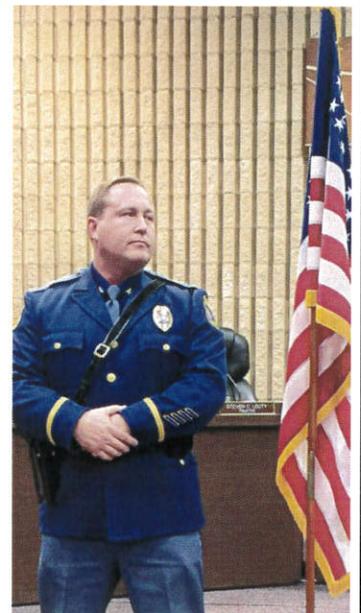
The men and women of the Township of Kalamazoo Police Department are proud to submit for your review, the 2018 TKPD Annual Report. The previous year has been a profoundly challenging and rewarding year. TKPD has undergone numerous changes, as it continues progress in serving our community. As part of our development, the staff and stakeholders participated in an organizational and strategic planning review. Through the process, we modified our Mission, Vision and Values statement to recognize and include not only the citizens who reside within the Township of Kalamazoo and City of Parchment, but also the diverse people who traverse our community. In this collaborative effort, we reaffirm our commitment to provide high quality professional police services to our community.

Although the topic of police legitimacy is discussed on the national level and through the media, TKPD has always been open and transparent in our endeavors. The use of in-car digital recording has long been used our department to promote officer safety, evidentiary submissions and citizen confidence. At the end of 2018, TKPD also purchased body-worn cameras for use by officers. The officers were appreciative of the Township Board decision to adopt this technology and have long anticipated this agency development.

The opioid epidemic continues to negatively affect our community. In addition to drug investigations and interdiction, TKPD has added Narcan (Naloxone) to a list of equipment carried by officers to combat the ill effects of drug abuse. This allows for officers to counteract the effects of overdoses, even when rescue personnel may not yet be on scene.

In the past year, it has been an honor to serve alongside some of the finest men and women law enforcement has to offer. These individuals sacrifice much of themselves in the service of our community. Quite simply, they come to work each and every day with the intention of creating the best police department possible.

Bryan N. Ergang
Chief of Police



Overview

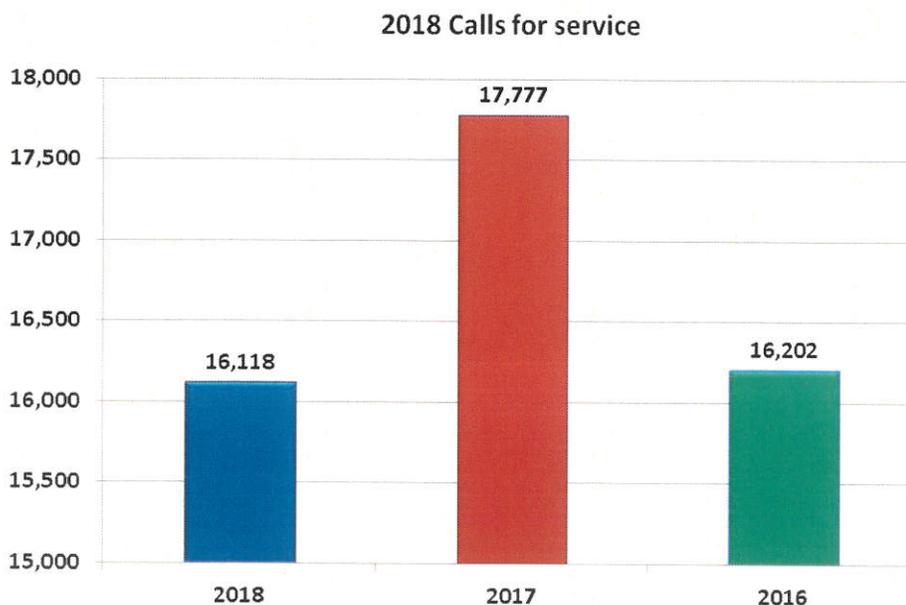
Founded in 1952, the Township of Kalamazoo Police Department strives to provide a full spectrum of police services to residents and visitors in both the Township of Kalamazoo and the City of Parchment. The Department and its employees have earned an excellent reputation in the community and among its criminal justice system peers as a highly skilled, compassionate, innovative and collaborative agency that puts service first. We strive to serve our citizens in a fashion that rises above and beyond those expected in each and every contact.



This report contains information on the activities of the Police Department in 2018. It is not meant to be a comprehensive report of all activities, but rather to provide information on certain key and frequently cited statistical data.

Calls for Service

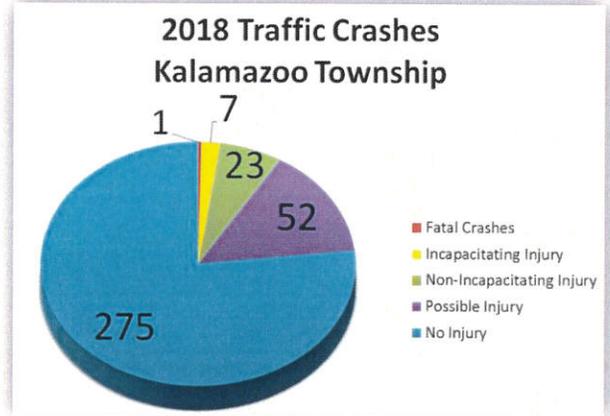
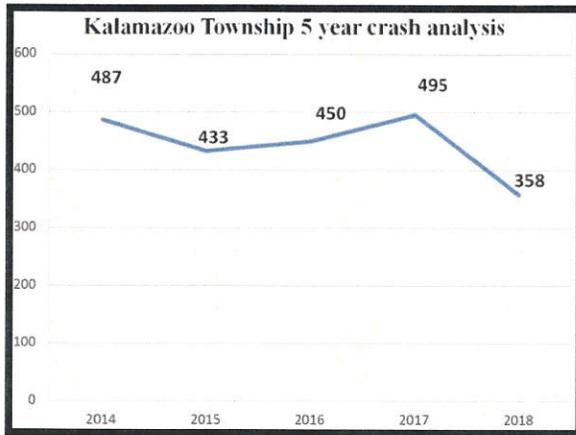
There were 16,118 police calls for service logged in the Township in 2018. These events are a mixture of citizen calls for service, calls referred from other agencies and officer generated on-view calls and activities.



Traffic Crash & Traffic Enforcement

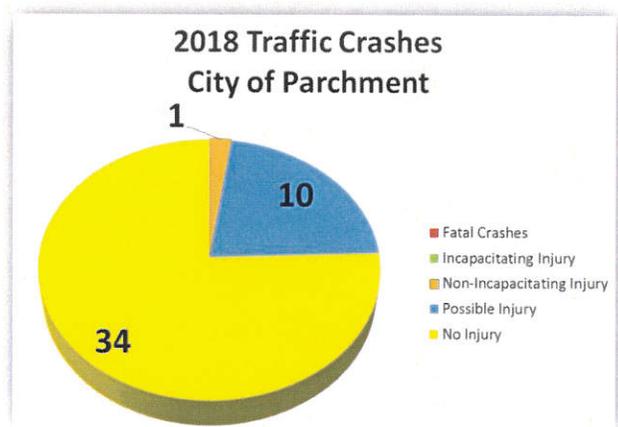
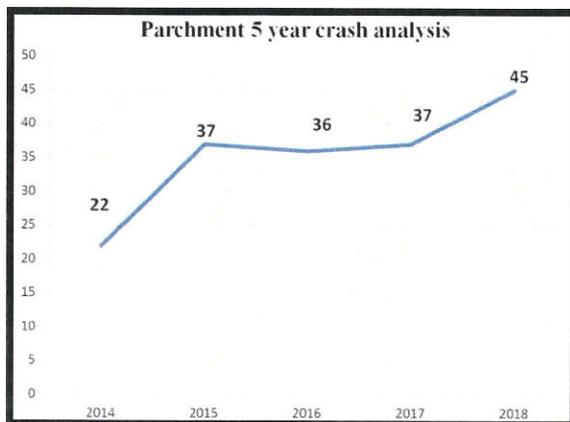
In 2018, in Kalamazoo Township there were:

- 275 property damage traffic crashes
- 52 had possible injury crashes
- 23 non-incapacitating injury crashes
- 7 incapacitating injury crashes
- 1 fatal crash



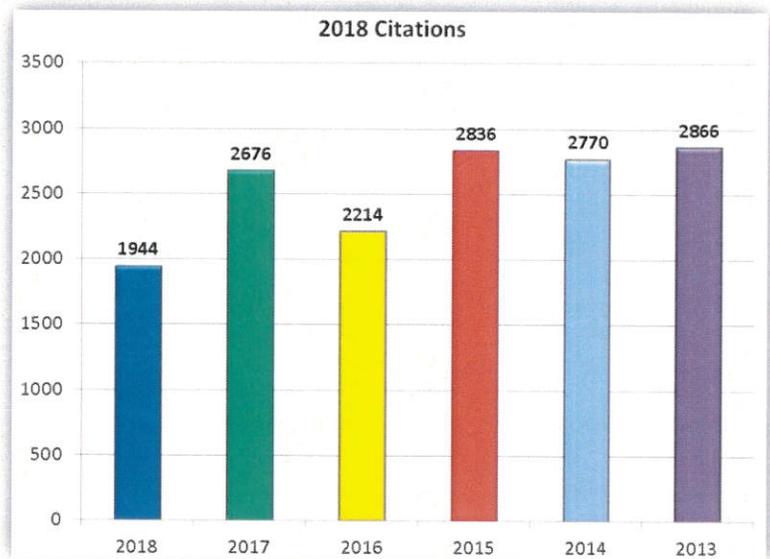
In 2018 in the City of Parchment there were:

- 34 property damage traffic crashes
- 10 had possible injury crashes
- 1 non-incapacitating injury crash
- 0 incapacitating injury crashes
- 0 fatal crashes



TKPD Officers issued 1,944 citations in 2018.

Officers made 59 Operating While Intoxicated (OWI) arrests in 2018. We continue to seek restitution through the courts as a part of the criminal prosecution in each OWI case charged by the prosecutor. Each judge has the option of ordering all, part or none of the expense reimbursement requested. Not all defendants ultimately pay the restitution ordered. In 2018, we received \$2,421.67 in restitution.



Officers also issued eight (8) citations for open intoxicants in a motor vehicle and four (4) citations for minors in possession of alcohol.

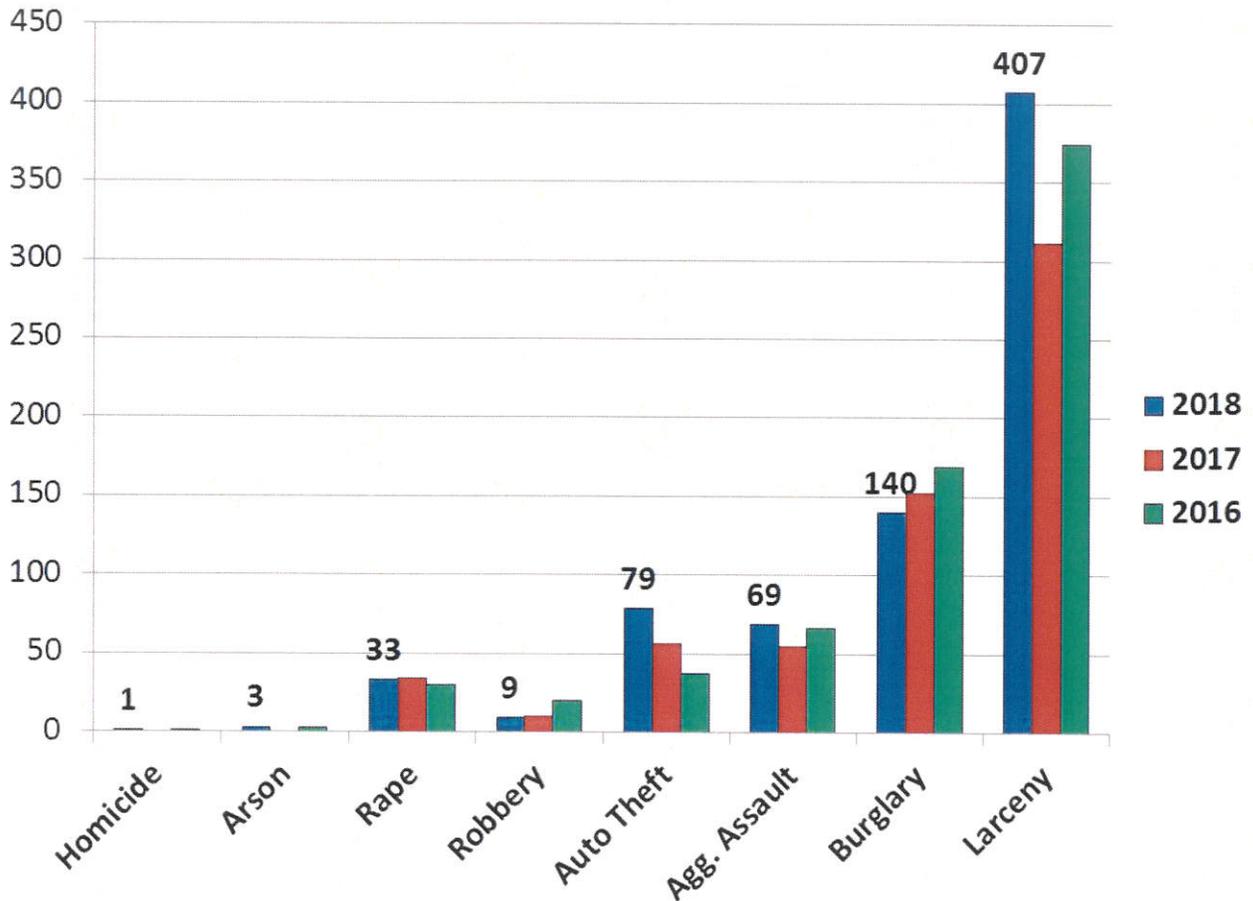
Crime

Information on crimes reported to or discovered by the Department is forwarded to the State of Michigan through the Michigan Incident Reporting System (MICR). Information is extrapolated from that system and sent to the Federal Bureau of Investigation (FBI) Uniform Crime Report (UCR). The method by which the UCR categorizes crime does not fit neatly with the way criminal acts are defined under Michigan law, so some conversion is necessary. The UCR divides crime into Part 1, or so-called serious crime (murder, robbery, forcible rape, burglary, aggravated assault, arson, and larceny-theft) and Part 2 crime (all other crime). On pages 16 and 17 I have included the FBI definitions for each of the Part 1 crimes. While this method of crime reporting is frequently criticized and perhaps misunderstood, it remains the basis for crime trend analysis today in the United States.

Kalamazoo Township 2018 Part 1 Crimes

Violent Crimes <i>Number of Victims</i>	2016	2017	2018	# Change 2017-2018
Aggravated Assault	66	55	69	14
Criminal Sexual Conduct	30	34	33	-1
Murder	1	0	1	1
Robbery	20	10	9	-1
Total	117	99	112	13

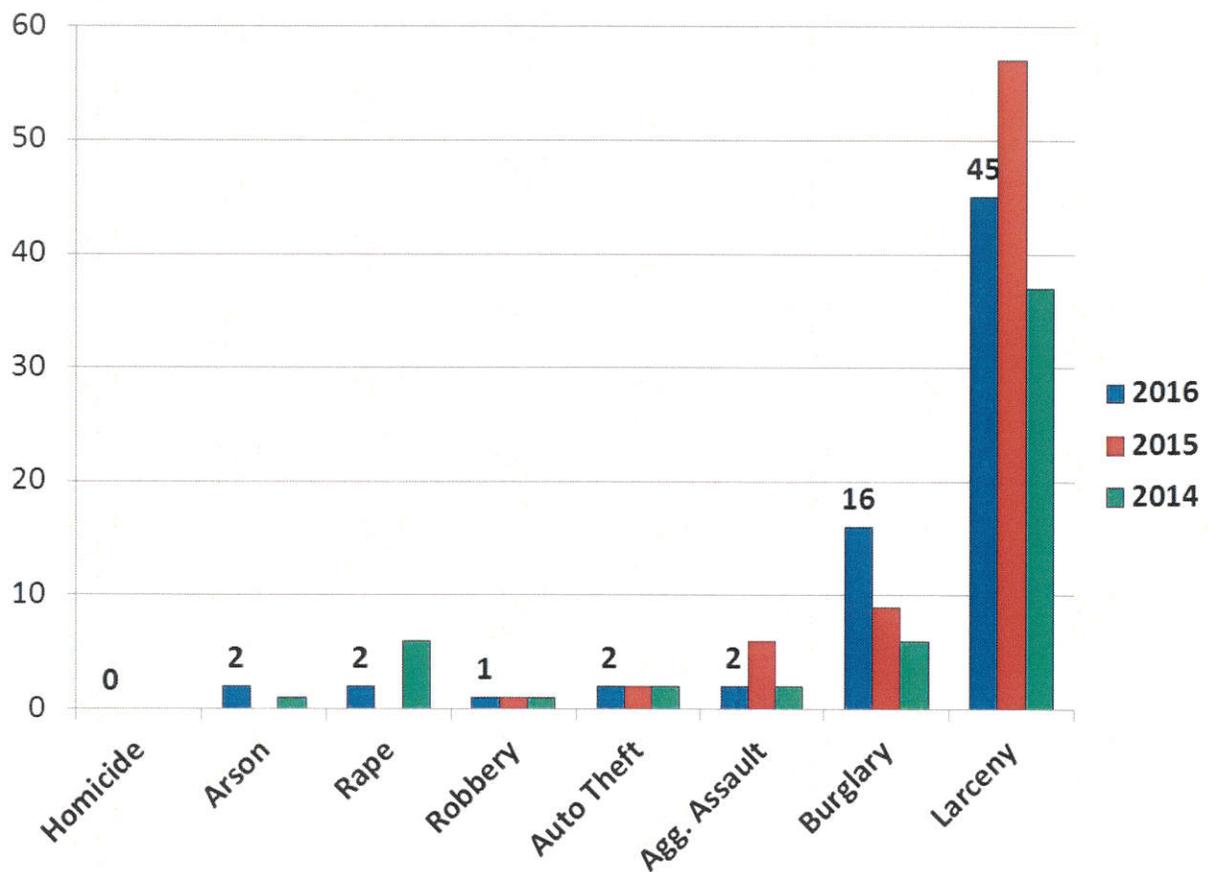
Property Crimes <i>Number of Offenses</i>	2016	2017	2018	# Change 2017-2018
Arson	3	0	3	3
Burglary	169	152	140	-12
Larceny	374	311	407	96
Motor Vehicle Theft	37	56	79	23
Total	583	519	629	110



City of Parchment 2018 Part 1 Crimes

Violent Crimes <i>Number of Victims</i>	2016	2017	2018	# Change 2017-2018
Aggravated Assault	2	6	2	-4
Criminal Sexual Conduct	2	0	6	6
Murder	0	0	0	0
Robbery	1	1	1	0
Total	5	7	9	2

Property Crimes <i>Number of Offenses</i>	2016	2017	2018	# Change 2017-2018
Arson	2	0	1	1
Burglary	16	9	6	-3
Larceny	45	57	37	-20
Motor Vehicle Theft	2	2	2	0
Total	65	68	46	-22



Criminal Investigations Unit (CIU)

The Criminal Investigation Unit is an integral part of the department's ability to follow up and fully investigate major crimes and investigations of a longitudinal nature. For example, the CIU investigated cases ranging from fraud, larceny and home invasion as well as incidents of bank robbery, criminal sexual conduct and homicide.

In 2018, our CIU was assigned 115 new cases. During the same period, the CIU was able to close 89 assigned cases. In addition to their criminal investigation responsibilities, the CIU was tasked with completing 13 background investigations of TKPD employee



applicants. Furthermore, the CIU liaisons with the courts for matters relating to TKPD: In 2018, the CIU signed over 364 warrants in relation to departmental investigations.

The CIU is critical to department operations, and often serve as a back-up to normal patrol division actions. During 2018, detectives were reassigned to assist patrol numerous times, and one detective was given a 60 day temporary reassignment to the patrol division to provide additional coverage.

TKPD's CIU also works diligently in collaborating with area agencies. Our CIU spearheads this collective by hosting a monthly meeting in which various federal, state, county and municipal agencies share intelligence and crime data.

Civil Forfeiture

The Township of Kalamazoo spends numerous resources combatting the many negative effects drugs have on our community. With the disparate impact drugs like methamphetamine and heroin have on our citizens, and the associated costs that inevitably come from investigating drug sales, the state legislature allows for civil forfeiture of assets to occur where a nexus to drug distribution can be made in the course of a criminal investigation.

The Department closed eight (8) narcotics related civil forfeitures in 2018 for a total of \$6,690.75 in cash. By state law, narcotics forfeiture funds may only be used for law enforcement purposes. We use them to supplement drug enforcement efforts and for equipment purchases. These cases were originated by patrol officers in the course of investigations of the Controlled Substances Act.

Staffing

The department began 2018 with 32 sworn officers and ended the year with 30. The hiring environment is extremely challenging and we continue to work toward our authorized strength of 34 sworn officers.

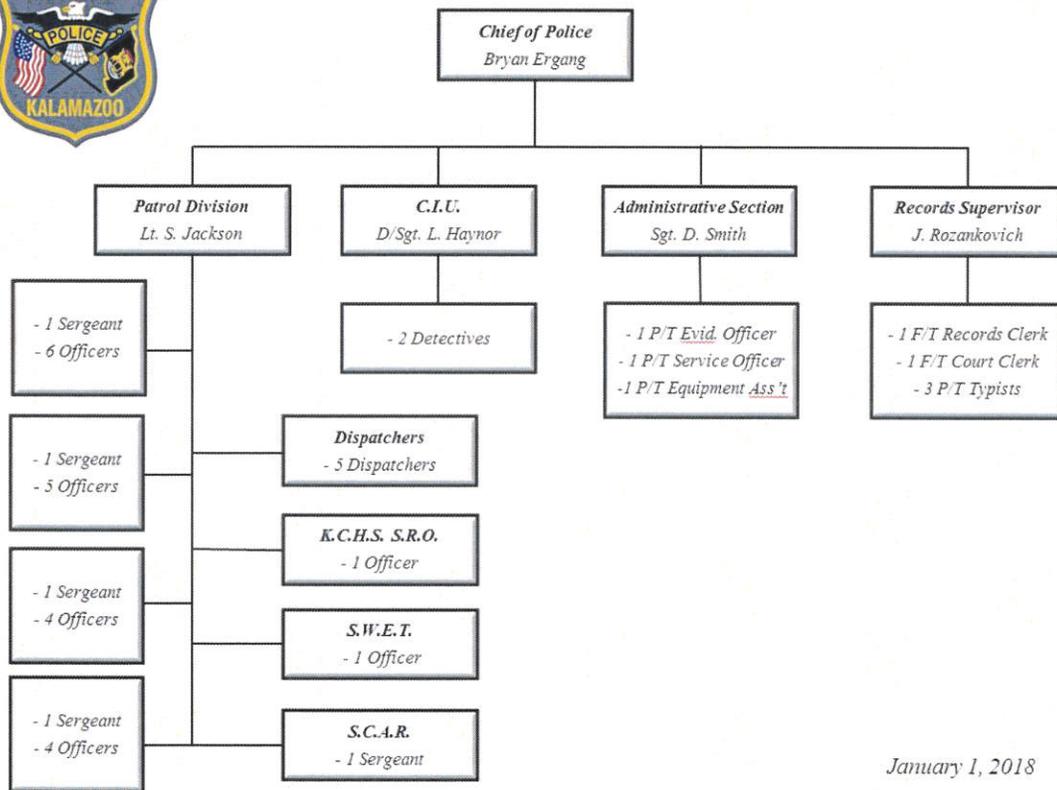
In 2018 we continued to participate with the Southwest Commercial Auto Recovery (SCAR) unit. A TKPD sergeant is assigned to the team on a grant and works auto theft and related cases on both the local and regional levels. This position was open for most of 2018 due to the hiring and training of new officers.

We also continued our participation with the Southwest Enforcement Team (SWET), a nine-county regional concept narcotics enforcement team supervised by the Michigan State Police. The officer assigned to SWET is on a partial grant and is our only dedicated narcotics enforcement officer. These assignments allow us to bring other police officers assigned to these teams into the Township to assist with investigations.



We work closely and collaboratively with our neighboring law enforcement agencies and other entities in the criminal justice system, to bring the very best service possible to our citizens.

➤ Organization



➤ Sworn Personnel by Seniority

Kamphuis, Randall
 Haynor, Larry
 DeYoung, Dale
 Ergang, Bryan
 Ergang, Georgeann
 White, Michael
 Hake, Brett
 Pietras, Mark
 Swift-Romo, Diana
 Kloosterman, Christian

Jackson, Scott
 Bachmann, Halley
 Smith, Darien
 Jerzyk, Jeff
 Cary, Justin
 Gruner, Craig
 Zuk, Zachary
 Staggs, Josh
 Burkett, Mark
 Benson, Mike

Salmon, Jeff
 Roberts, Chris
 Davis, Matt
 Howes, Andrew
 Thompson, Derek
 Nemecek, Robert
 Crock, David
 Hambright, Brandon
 Falcone, Whitney
 DeVries, John

➤ Non-Sworn Personnel by Seniority

Rozankovich, Jan
Justice, LuAnne
Albert, Eugene

Breier, Mary
Burr, Todd
Sams, Shelby

Lee, Samantha
Schaap-Farmer, Joy
Lilek, Michelle

➤ Promotions and Transfers

- Sgt. Zac Zuk was promoted on October 8, 2018, and was assigned to the Patrol Division. Sgt. Zuk is an 11 year veteran of TKPD and has served in various roles, most recently as member of the Southwest Enforcement Team, Kalamazoo Metro SWAT and field training officer.
- Sgt. Matt Davis was promoted on October 15, 2018, and was assigned to the Patrol Division. Sgt. Davis began his career at TKPD as an intern, before working for several years at the Parchment, Constantine and White Pigeon Police Department. Sgt. Davis has been an officer at TKPD since 2015, and has recently served as a field training officer and school resource officer.
- Officer Whitney Falcone was sworn in as a police officer on August 17, 2018. Officer Falcone previously served as a TKPD Service Officer and Cadet, prior to completing her police academy instruction at Grand Valley State University. As a graduate of Kalamazoo Central High School, Officer Falcone is representative of our endeavor to hire qualified local candidates from our community. Officer Falcone is also the first person to utilize the Kalamazoo Promise to attend a police academy.

➤ Retirement

- Steve Rickey retired from TKPD after 31 years of service. During his tenure, Steve served as a detective with SWET, KVET, SCAR, field training officer, detective sergeant, patrol division lieutenant, and patrol sergeant.
- John Bonfiglio retired from TKPD after 32 years of service. John was very well known within the community as a long-time D.A.R.E. Officer for the

elementary schools of Kalamazoo Township. John also spent several years career at TKPD as the lead firearms instructor, patrol sergeant and detective sergeant assigned to the Southwest Commercial Auto Recovery team (SCAR).

➤ Hiring

Hiring police officers has continued to be a nationally acknowledged problem. Although more difficult compared to past years, TKPD continues to attract and hire qualified candidates.

TKPD hired and retained the following employees in 2018:

- Officer Brandon Hambright
- Officer John DeVries
- Cadet Michelle Lilek

Training

TKPD reaffirms its commitment to provide continuous high-quality training that meets the needs of our officers and our community. Officers receive numerous hours of training in firearms, defensive tactics, scenario training, defensive driving and other forms of police related matters. In addition, all officers receive a 40-hour Crisis Intervention Team (CIT) training designed to help deescalate situations, particularly those involving people with mental health or emotional issues, and Fair and Impartial Policing (FIP) training, which is designed to make officers aware of issues surrounding the implicit bias innate to all human beings.



Honor Guard

TKPD's Honor Guard is a team of officers who represent the highest traditions of law enforcement and our department. The honor guard is made up of volunteers who commit themselves to rigorous training and discipline in order to represent our department in many official functions. These officers regularly represent TKPD at various parades, funerals and other community functions.



Commendations

Departmental standards and expectations of performance are always high. However, there are instances where officers distinguish themselves in acts that go above and beyond what is expected in the service to our community. The following is a list of personnel and the awards they earned:

- Recognition for 25 years or more of service:
 - N/A for 2018
- Meritorious Service Award
 - Sergeant Darien Smith (2)
 - Officer Dale DeYoung
 - Officer Chris Roberts (2)
 - Officer Jeff Salmon
 - Officer Derek Thompson (2)
 - Detective Georgeann Ergang
 - Officer Whitney Falcone
 - Sergeant Zac Zuk
 - Lieutenant Scott Jackson
- Professional Excellence Award
 - Evidence Officer Todd Burr



In addition to departmental awards, TKPD also recognizes citizens when their actions render assistance to the police department. The following were awarded TKPD Citizens Awards:

- Certificate of Appreciation
 - Jason Misner & Parchment Public Schools
 - Shannon Stutz
 - Margaret O'Brien
 - Jeff Parsons

Revenue

The Department received revenue from a number of external sources and entities in 2018 in the amount of \$758,255. The receipts include the following:

➤ Grants and Operational Income

We receive grant funds and revenue from the following sources including: City of Parchment police services contract, Kalamazoo Public Schools contract for a school resource officer, Byrne Memorial Grant (SWET wages); Auto Theft Prevention Authority (SCAR wages-state source); High Intensity Drug Trafficking Area (overtime for narcotics investigations, in particular methamphetamine); Office of Highway Safety Planning (traffic enforcement overtime); Michigan Township Participating Plan and the Bullet Proof Vest Grant.

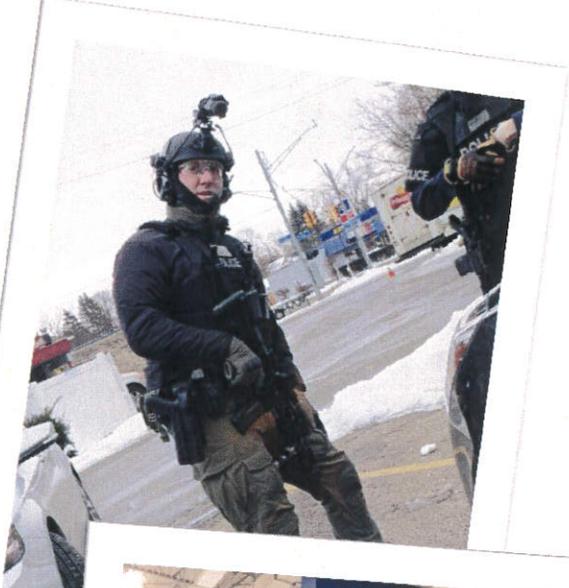
➤ Wage Reimbursement

The Department received wage reimbursement from a number of organizations, including: Western Michigan University and the Comstock Public Schools for overtime worked in conjunction with a variety of events requiring police overtime services, and the Kalamazoo Community Mental Health and Substance Abuse Services for staffing the Borgess Emergency Department during certain hours.

➤ Other Revenue

The Department also receives revenue to a lesser extent from a number of activities including: the sale of police reports, applicant fingerprint fees, district court fines,

the aforementioned OWI reimbursement, and a variety of other sources of miscellaneous revenue.



MICR CRIME ADDENDUM

The FBI's Uniform Crime Reporting (UCR) Program defines Part 1 criminal offenses as follows:

Murder is the willful (non-negligent) killing of one human being by another.

The classification of this offense is based solely on police investigation as opposed to the determination of a court, medical examiner, coroner, jury, or other judicial body. The UCR Program does not include the following situations in this offense classification: deaths caused by negligence, suicide, or accident; justifiable homicides; and attempts to murder or assaults to murder, which are scored as aggravated assaults.

Forcible Rape is the carnal knowledge of a person forcibly and against their will. Assaults and attempts to commit rape by force or threat of force are also included; however, statutory rape (without force) and other sex offenses are excluded.

Robbery is the taking or attempt to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. The Program further specifies that this type of assault is usually accompanied by the use of a weapon or by other means likely to produce death or great bodily harm. Attempted aggravated assault that involves the display of—or threat to use—a gun, knife, or other weapon is included in this crime category because serious personal injury would likely result if the assault were completed. When aggravated assault and larceny-theft occur together, the offense falls under the category of robbery.

Burglary is the unlawful entry of a structure to commit a felony or theft. To classify an offense as a burglary, the use of force to gain entry need not have occurred. The Program has three sub-classifications for burglary: forcible entry, unlawful entry where no force is used, and attempted forcible entry. The UCR definition of “structure” includes, for example, apartment, barn, house trailer or houseboat when used as a permanent dwelling, office, railroad car (but not automobile), stable, and vessel (i.e., ship).

Larceny-theft is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples are thefts of bicycles, motor vehicle parts and accessories, shoplifting, pocket-picking, or the stealing of any property or article that is not taken by force and violence or by fraud. Attempted larcenies are included. Embezzlement, confidence games, forgery, check fraud, etc., are excluded.

Motor vehicle theft is the theft or attempted theft of a motor vehicle. In the UCR Program, a motor vehicle is a self-propelled vehicle that runs on land surfaces and not on rails. Examples of motor vehicles include sport utility vehicles, automobiles, trucks, buses, motorcycles, motor scooters, all-terrain vehicles, and snowmobiles. Motor vehicle theft does not include farm equipment, bulldozers, airplanes, construction equipment, or water craft such as motorboats, sailboats, houseboats, or jet skis. The taking of a motor vehicle for temporary use by persons having lawful access is excluded from this definition.

Arson is any willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.



KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE
Draft Minutes of the April 24, 2019 Meeting

CALL TO ORDER

The April 24, 2019 Policy Committee Meeting was called to order by Chair Randy Thompson at 9:00 a.m.

INTRODUCTIONS

Introductions were made by all present.

ROLL CALL

Meeting attendance was recorded on the sign-in sheet.

MEMBERS PRESENT

Curt Aardema	Central County Transportation Authority
David Anderson	City of Kalamazoo
Rob Britigan	City of Parchment
Marsha Drouin, Treasurer	Richland Township
David Fairchild	Michigan Department of Transportation, Planning
John Gisler	Kalamazoo County
Todd Hackenberg	Village of Lawton
Libby Heiny-Cogswell	Oshtemo Township
Jeff Heppler	Village of Augusta
Joanna Johnson	Road Commission of Kalamazoo County
Carl Keller	Village of Vicksburg
Greg Kinney	Van Buren County Road Commission
Nicolette Leigh	Kalamazoo Township
Tracey Locey	Brady Township
Sarah Moyer-Cale	Village of Paw Paw
Pete Pfeiffer	Michigan Department of Transportation, TSC
Paul Schincariol	Van Buren County Road Commissioners
Laurence Shaffer	City of Portage
Jeff Sorensen	Cooper Township
Greg Thomas	Pavillion Township
Randy Thompson, Chair	Comstock Township

MEMBERS ABSENT

John Clement	Van Buren Public Transit
Carol Daly	Village of Mattawan
Pamela Goodacre	Kalamazoo County Transportation Authority
David Greve	Village of Richland
Keith Gunnett	Village of Schoolcraft
John Hinkle	Texas Township
Judy Lemon	City of Galesburg
Greg Rosine	Western Michigan University
Daniel Ruzick	Antwerp Township
Donald Stull	Paw Paw Township
Tom Swiat	Prairie Ronde Township

Bill Van Tassel
Don Ulsh
Jerry VanderRoest

Almena Township
Schoolcraft Township
Charleston Township

OTHERS PRESENT

Thom Brennan	Road Commission of Kalamazoo County
Grace Guan	KATS
Megan Mickelson	KATS
Fred Nagler	KATS
Paul Sotherland	KATS Citizens Advisory Committee
Jon Start	KATS
Steve Stepek	KATS

CHANGES OR ADDITIONS TO THE AGENDA

No changes or additions to the agenda were requested.

APPROVAL OF THE AGENDA

MOTION by Sorensen, SECOND by Johnson, ***“to approve the agenda of the April 24, 2019 Policy Committee Meeting.”*** MOTION APPROVED.

CITIZENS' COMMENTS

No citizens' comments were made.

CONSENT AGENDA

MOTION by Johnson, SECOND by Drouin, ***“to accept and approve the items on the Consent Agenda as listed.”*** MOTION APPROVED.

FY 2017-2020 TRANSPORTATION IMPROVEMENT PROGRAM PERFORMANCE MANAGEMENT SECTION AMENDMENT

Start noted that there is a revised portion of the FY 2017-2020 Transportation Improvement Program (TIP). The update contains targets that have been set by MDOT and adopted by KATS. It also includes current targets for Metro Transit. The Technical Committee recommended that the Policy Committee approves the amendment to the Performance Measures section of the FY 2017-2020 Transportation Improvement Program.

MOTION by Sorensen, SECOND by Johnson, ***“to approve the FY 2017-2020 Transportation Improvement Program Performance Management Section Amendment.”*** MOTION APPROVED.

FY 2017-2020 TRANSPORTATION IMPROVEMENT PROGRAM PROJECT AMENDMENTS

Start discussed proposed amendments for the FY 2017-2020 Transportation Improvement Program. The propose amendments include three Metro projects that are abandoned because they were programmed incorrectly. One project is the abandonment of an MDOT project for \$360.00 for the early preliminary engineering phase of specialty pavement markings.

MOTION by Aardema, SECOND by Sorensen, ***“to approve the FY 2017-2020 Transportation Improvement Program project amendments”*** MOTION APPROVED.

RESOLUTIONS OF SUPPORT FOR FY 2022 LOCAL BRIDGE PROGRAM APPLICATION FROM THE ROAD COMMISSION OF KALAMAZOO COUNTY

Start stated that the Road Commission of Kalamazoo County is asking KATS to support their applications

to the local bridge program. There are applications for Preventive Maintenance projects on 8 bridges. There is also one application for the replacement of the XY Avenue Bridge over Brown Creek.

Projects will be evaluated by a regional group whose recommendations will be evaluated for final approval at the State level. Any applications that are approved for funding will then come back to the Policy Committee for inclusion in the TIP.

MOTION by Sorensen, SECOND by Locey, *"to approve the Resolutions of Support for FY 2022 Local Bridge Program Application from the Road Commission of Kalamazoo County."* MOTION APPROVED.

DRAFT FY 2020-2023 TRANSPORTATION IMPROVEMENT PROGRAM PROJECT LIST

Start noted that a link was included in the packet, <http://katsmpo.org/draft-tip/>, which includes the full document and list of projects for the FY 2020-2023 Transportation Improvement Program. KATS held an Open House to discuss the development of the FY 2020-2023 Transportation Improvement Program after last month's Technical Committee Meeting. There was good attendance and discussion. KATS received two concerns about Metro Transit operating which were shared with Metro staff. KATS received no negative comments about projects. Staff will incorporate the comments received and bring a document forward to the Technical Committee and the Policy Committee to take action in May meetings.

DRAFT KATS ADMINISTRATIVE POLICIES AND PROCEDURES DOCUMENT

Start noted when a project in the TIP is amended, the State and our federal partners only want to see the projects that meet a certain amendment threshold. The draft Administrative Policies and Procedures documents current KATS operating procedures in regards to TIP and Metropolitan Transportation Plan amendments and aligns them with our TIP platform, JobNet.

Start stated that KATS is in attainment with the 1997 standard, but is still required to perform an analysis on projects when needed. So the that process is included in the draft document.

PUBLIC TRANSPORTATION UPDATES

Aardema made a correction to the previous minutes that only high school students in KPS can ride bus for free, not all the KPS students. Aardema noted it will have five new buses on the road with new painting and logo. Western Michigan University is doing transportation study involving their system and public transit. Aardema asked members to visit the website and give comment.

EXECUTIVE DIRECTOR'S REPORT

Start reported on May 22, 2019, there will be a joint Transportation Asset management Council (TAMC) and American Public Works Association (APWA) spring conference at Treetops in Gaylord, MI. If you are interested attending the meeting, please visit TAMC website www.michigan.gov/tamc.

Start noted KATS is scheduling road surface condition ratings on Federal Aid Eligible road using the Pavement Surface Evaluation and Rating (PASER) system. KATS has from April 1 to Mid-November 2019 to get the data collected. The Transportation Asset Management Council is encouraging local road agencies to gather and submit to the State through the Metropolitan Planning organization or Regional Planning Organization their surface ratings for their non-federal aid eligible roads. Agencies can use a template to process developed by Michigan Technological University that will help them develop an Asset Management Plan. KATS will work with City of Kalamazoo and City of Portage to gather the information.

Start noted the Annual Road and Bridge Condition Report for 2018 will be released in early May.

Start stated in January the Policy members approved if members miss three consecutive meetings, members will lose your voting. It is important to have your alternate attend.

NEW BUSINESS

No new business was discussed.

CITIZEN COMMENTS

No Citizens' Comments were made.

MEMBER COMMENTS

Johnson noted Asset Management report will come out at May 2. Asset Management Council has given awards to two Townships in Kalamazoo County, Ross Township and Wakeshma Township. On June 12 at 2pm the Road Commission has a regional summit to discuss coordinating regional projects. RCKC is starting projects cross the county. Cooper County has many detours during the construction. RCKC is hiring summer help.

Drouin questioned the 20 year transportation plan that KATS does and the location of the information. Drouin also asked if any of the other agencies can help with the current communication problem between agencies. Drouin explained Richland doesn't frequently know what is going on with road, water and sewer projects because Richland doesn't get notified. Start responded and assumed if Drouin referred to the 2045 Metropolitan Transportation Plan. The document is in the KATS's website. KATS is in the process reviewing and updating that plan.

Johnson asked that all the entities submit information to Kalamazoo County Planning for the online project map. The only information needed is when, where, and what work will be going on. Kalamazoo County Planning will post the information to a GIS map and coordinate with agencies doing the work. The state is also looking for that information for statewide perspective. Most of the Water and Sewer are in the local system, not in the transportation system, and often don't coordinate for.

Heppler noted Augusta will look at utilities under the road before fixing the road and coordinate to save taxpayer money. Augusta submitted a few projects for funding and appreciates support from this group.

Sorensen reported the annual MTA Golf Outing in Cooper Country Club on June 28. Everyone is welcome to come and have fun.

Gisler reported that Kalamazoo airport will be closed June 10 through June 26 for maintenance. He also noted that the new GIS system in the county is much improved and a lot faster.

Pfeiffer noted US 131 between Miller and M43 has project started last night. He wants drivers to pay additional attention to road construction. MDOT had an open house for the Gull Road roundabout project and received a lot of great comment.

Leigh noted May 11-15 is Kalamazoo Bike week. Please drive carefully.

ADJOURNMENT

There being no other business, Chair Randy Thompson adjourned the April 24, 2019 Policy Committee Meeting at 10:11 a.m.

Next Meeting: Wednesday, May 29, 2019 – 9a.m.

MEMORANDUM

To: Parchment City Commission

From: Nancy R. Stoddard, City Manager

Date: May 16, 2019

Re: Waste Hauler Bids

IT IS RECOMMENDED

That Republic Services be awarded the bid for waste hauling services as they have the lowest bid.

Three contractors were invited to the bid proposal; three returned a response. Republic Services, Waste Management, and Best Way.

Republic Waste – Offered the most economical prices for our residents. The first year will be at the quoted price and the next two years will have an increase of 3.5% each year. The original proposal was for five years but they will give us a three year contract with the same numbers in the proposal.

Waste Management – Their costs were higher than that of Republic.

Best Way – Stated that they would not be able to put in a bid as their new equipment may not be delivered until later this summer.

Please see all attachments.



April 12, 2019

Nancy Stoddard
City Manager
City of Parchment
650 S. Riverview Dr.
Parchment, MI 49004

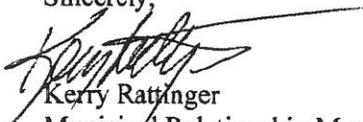
Dear Nancy,

Thank you for the opportunity to discuss an extension to the Solid Waste Pickup and Disposal Project Agreement between the City and Republic Services. Per our discussions, I am pleased to present the following proposal:

- 5-year contract extension
- Refuse pricing – no increase in year 1
 - \$7.92/month/unit for 65-gallon cart
 - \$7.97/month/unit for 95-gallon cart
- Recycling pricing – no increase in year 1
 - \$3.83/month/unit includes cart
- Yard Waste pricing – no increase in year 1
 - \$10.32/month/unit
- Annual CPI in years 2-5 will be 3.5%
- All other terms and conditions to remain the same

If I can be of assistance in explaining this proposal in detail, please do not hesitate to contact me at 231-206-8820. I look forward to continuing the relationship between Republic Services and the City of Parchment and its residents.

Sincerely,


Kerry Rattinger
Municipal Relationship Manager
Republic Services

Republic Services Item - 5 year contract	Cost	2019	2020	2021	2022	2023
Refuse - month/unit for 65-gallon cart	\$ 7.92	\$ 7.92	\$ 8.20	\$ 8.48	\$ 8.78	\$ 9.09
Refuse - month/unit for 95-gallon cart	\$ 7.97	\$ 7.97	\$ 8.25	\$ 8.54	\$ 8.84	\$ 9.15
Recycling - month/unit includes cart	\$ 3.83	\$ 3.83	\$ 3.96	\$ 4.10	\$ 4.25	\$ 4.40
Yard Waste - month/unit	\$ 10.32	\$ 10.32	\$ 10.68	\$ 11.06	\$ 11.44	\$ 11.84
Annual CPI in years 2-5 will be 3.50%						
Total Cost for 95 cart, Recycle, Yard Waste	\$	\$ 22.12	\$ 22.89	\$ 23.70	\$ 24.52	\$ 34.48

Waste Management Item - 3 year contract	Cost	2019	2020	2021
Refuse - month/unit for 65-gallon cart	\$ -	\$ -	\$ -	\$ -
Refuse - month/unit for 95-gallon cart	\$ 15.50	\$ 15.50	\$ 16.12	\$ 16.76
Recycling - month/unit includes cart	\$ 7.75	\$ 7.75	\$ 8.06	\$ 8.38
Yard Waste - month/unit	\$ 5.50	\$ 5.50	\$ 5.72	\$ 5.95
Annual CPI in years 2-3 will be 4%	4.00%			
Total Cost for 95 cart, Recycle, Yard Waste	\$	\$ 28.75	\$ 29.90	\$ 31.10

Best Way Disposal

The new equipment to expand their business will not arrive until the fall and they do not want to commit to us and find out that they are unable to provide us service because of equipment restraints.

Nancy Stoddard

From: Rattinger, Kerry <KRattinger@republicservices.com>
Sent: Thursday, May 16, 2019 4:29 PM
To: Nancy Stoddard
Subject: Re: Waste Service Contract

Nancy- Republic will be happy to offer the 3 year contract.

Sent from my iPhone

On May 16, 2019, at 2:08 PM, Nancy Stoddard <manager@parchment.org> wrote:

Note that (manager@parchment.org) is an external email. Report suspicious emails by clicking on "Report Phishing", or forward to "infosec.phishing@republicservices.com"

Hi Kerry,

The Mayor requested that the contract's length be 3 years long. The Commission likes to keep service contracts to a 3 year limit.

Is it possible to keep the same figures/increases as mentioned in the proposal? (1st year the same with an increase of 3.5% for each year after)

Thank you,

Nancy R. Stoddard
City Manager
City of Parchment MI
269.492.3263 Direct
269.349.3785 Office

Nancy Stoddard

From: Michigan Economic Developers Association <meda@medaweb.org>
Sent: Wednesday, May 15, 2019 10:44 AM
To: Nancy Stoddard
Subject: MEDA's 2019 Annual Meeting is Open for Registration - Join Us in Marquette in August for "We're Going UP!"

The graphic features the MEDA logo (Michigan Economic Developers Association) with a map of Michigan, social media icons for Twitter, Facebook, and LinkedIn, and logos for Corporate Sponsors: Consumers Energy (Count on Us), DTE, and MEDC (Michigan Economic Development Corporation). A dark banner at the bottom contains the text: 2019 Annual Meeting, August 13th - 16th, 2019.

\$ 725 TOTAL =
3 NIGHTS + CONFERENCE
+ EXPENSES

MEDA

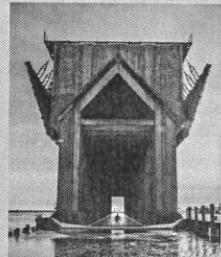
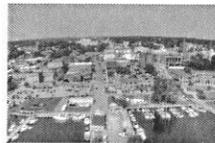
Michigan Economic
Developers Association

Annual Meeting

Holiday Inn, Marquette, MI

August 13-16, 2019

We're Going UP!



About the Annual Meeting

MEDA's biggest education and networking event of the year is its Annual Meeting. This three-day conference includes educational sessions covering the most important economic development topics and issues of the time as well as several networking opportunities.

This year's conference will be held Tuesday, August 13 - Friday, August 16, 2019, at the Holiday Inn in Marquette, MI.

Conference Website

For full information on the conference, including agenda, location, hotel reservations, award nominations, etc., visit www.medaweb.org/annualmeeting. Also, connect with us on Facebook, LinkedIn, and Twitter.

UPward and Onward

Michigan's economy has been on a continual upward swing over the last decade. To follow the lead "We're Going UP!" – literally – to historic and charming Marquette for our 2019 Annual Meeting. Not only is Marquette a great place to visit, but it has been a hub for economic growth, making it a great learning example for Michigan's economic development community.

During that learning, attendees will find that Marquette and other economic facets of the Upper Peninsula are not unlike those in the lower half of the state. Companies are constantly seeking skilled

The History Museum, formally known as the Marquette Regional History Center, will be the perfect setting for our awards ceremony. The awards presented include MEDA Medalist of the Year, Mike Conboy Professional Development, and Robert Sieghart Award.

See this page for details on how to nominate a deserving individual.

The Awards Reception is included for registered attendees. You can bring a guest (spouse, friend, colleague) for \$50.

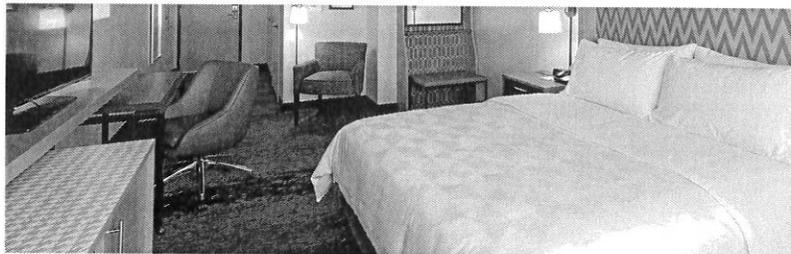


Go on a Discounted Pictured Rocks Cruise Before or After the Conference!

Our Friends of MEDA Sponsors, Pictured Rocks Cruises is offering a 10% discount to all attendees of this conference with proof of registration upon check-in. If you sign up in advance on their website and your discount will be applied upon check-in with proof.

Reserve Your Hotel Room

Location and Accommodations
Holiday Inn
1951 US 41 West
Marquette, MI 49855



Cost
August 13 - 16:
\$139.95++/night

Reservation Deadline
July 19th

See this page for pricing, reservation instructions, extended stay rates, and other things to know. Also, see our Travel Plans page for help deciding which day to arrive based on activities.

Certification Credits

Economic Development Finance Professionals

This program qualifies for continuing education credits for Economic Development Finance Professional (EDFP) certification from the National Development Council (NDC). Use the form on this page to claim your credit.

Certified Economic Developers

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

Registration and Fees

Cancellation Policy

Cancellations must be received in writing to cjorae@medaweb.org by August 6th to receive a full refund. Cancellations between August 7th and 12th will have a \$75 processing fee. There will be no refunds after the conference has started (August 13th). Those who do not cancel and do not attend will be charged the full price of registration.

Fees

Early Registration (Now - July 29): MEDA Members \$305/Non-Members \$415

Regular Registration (July 30 - August 6): MEDA Members \$320/Non-Members \$430

Optional Fee-Based Activities

Tours: \$15/tour/person

Guest (spouse, children, etc.) Fees

Early Arrivals Reception: \$35/person

Opening Reception: \$50/person

Awards Reception: \$50/person

Tours: \$15/tour/person

****The Early Arrivals Reception, Opening Reception, and Awards Reception are included for registered attendees.*

[Click Here to Register](#)

www.medaweb.org | meda@medaweb.org | 517-241-0011

P.O. Box 15096, Lansing, MI 48901-5096

[Forward This Email](#)

[Join Our Email List](#)

To: City of Parchment and its Brownfield Redevelopment Authority
From: Kalamazoo County Brownfield Redevelopment Authority
Re: Agreement to Assume Administrative Functions – 100 Island Ave. Redevelopment Project

Dear Ms. Stoddard:

It is our understanding that the City of Parchment has reached an **“Agreement to Amend”** (dated 1-7-19) with River Reach Partners, LLC which will allow the following:

1. Tax increment generated from the 100 Island, LLC redevelopment project to benefit the developer/investor of the subject property;
2. The City of Parchment Brownfield Redevelopment Authority to enter into a new Brownfield Reimbursement Agreement with 100 Island, LLC.

The “Agreement to Amend” (attached) is an amendment to the Redevelopment and Purchase Agreement (dated 12-2-08), as amended (dated 12-21-09) and the Brownfield Reimbursement Agreement (dated 9-8-09) between the City of Parchment and River Reach Partners, LLC. These agreements outline the responsibilities of the respective parties included in the River Reach Partners, LLC. Brownfield Plan and Act 381 Work Plan (adopted April 6, 2009 and October 27, 2009, respectively). The “Agreement to Amend” supersedes all other previous agreements with the intention of providing an incentive to the developer 100 Island, LLC to redevelop this portion of the former Crown Vantage Paper Mill Site. The subject site has significant brownfield conditions that require assistance as part of the redevelopment of the site.

The Kalamazoo County Brownfield Redevelopment Authority (KCBRA) is providing grant and technical assistance to the prospective developer of the 100 Island Ave. Redevelopment Site. Due to the KCBRA’s assistance with this project, the current “inactive” state of the City’s BRA and the KCBRA’s ability and willingness to provide support to the City of Parchment and its Brownfield Redevelopment Authority, the KCBRA has been requested to assume responsibility for the administrative functions of the City of Parchment BRA as it relates to the portion of the property (100 Island Ave.) covered by the Brownfield Plan/Act 381 Work Plan. Pursuant to the request by the City of Parchment through their Brownfield Redevelopment Authority, as approved at their January 8, 2019 meeting and as allowed by Act 381 of 1996, as amended, the KCBRA agrees to assume the administrative functions of the City of Parchment’s Brownfield Redevelopment Authority solely for the 100 Island Avenue redevelopment project. The following conditions shall apply to this agreement:

1. The City of Parchment Brownfield Redevelopment Authority will enter into a new Brownfield Reimbursement Agreement with the developer 100 Island, LLC. and the KCBRA.
2. Subject to a new Reimbursement Agreement, the KCBRA will be first in line to receive tax increment reimbursement for the funds expended by the KCBRA on behalf of the developer.

3. In its role as administrator of the City of Parchment Brownfield Redevelopment Authority as it relates to the subject project, the KCBRA will receive tax increment captured through the Brownfield Plan, from the subject parcel, to cover its annual "reasonable and actual administrative and operating expenses of the authority" as it relates to the subject project.
4. Due to certain milestones memorialized in the "Agreement to Amend" with River Reach Partners, LLC, the City of Parchment and its Brownfield Redevelopment Authority, agree to provide timely updates to the KCBRA related to the performance of and/or changes to that agreement as it relates to the 100 Island Ave. redevelopment project.
5. The City of Parchment and its Brownfield Redevelopment Authority will permit the KCBRA to cite or use any renderings or photographs or other materials of the project as an example of private/public partnership and brownfield site redevelopment including the ability to place a sign on the site during rehabilitation/redevelopment.

Therefore, in the interest of cooperation between the City of Parchment and its Brownfield Redevelopment Authority on this project, the KCBRA requests that the City and its Brownfield Redevelopment Authority commit, through its signature below, to the information, references and conditions outlined in this letter. This signed agreement would be subject to and included by reference in the final Brownfield Reimbursement Agreement between the City of Parchment, the City of Parchment Brownfield Redevelopment Authority, the KCBRA and the developer 100 Island, LLC.

The KCBRA looks forward to the successful completion of this project and the benefits it will bring to the community. We also look forward to furthering our cooperation and relationship with the City of Parchment finding opportunities to team when appropriate on brownfield sites throughout the City.

Respectfully submitted,

Kenneth W. Peregon, Chair
 Kalamazoo County Brownfield Redevelopment Authority

Cc:

Please indicate agreement with the terms included in this letter by signing and dating below:

By: _____
 Nancy Stoddard, City Manager
 City of Parchment, Michigan

 Chair
 City of Parchment Brownfield
 Redevelopment Authority

CITY OF PARCHMENT

KALAMAZOO COUNTY, MICHIGAN

**RESOLUTION PROHIBITING DOGS AND SMOKING WITHIN 100 FEET
OF THE FENCES WHEN LITTLE LEAGUE PLAYS GAMES OR
HAS PRACTICES AND TO POST SIGNS ACCORDINGLY**

Minutes of a regular meeting held by the Parchment City Commission on _____, 2019, at the Parchment City Hall.

Present: _____

Absent: _____

The following preamble and resolution were offered by _____ and supported by _____.

WHEREAS, Chapter 42, Article IV, Section 42-153 of the Parchment City Code of Ordinances permits the City Commission to make rules and regulations pertaining to the conduct in and use of the park as necessary to protect the health, safety and welfare of the public; and

WHEREAS, it has been brought to the attention of the City that there have been situations where dogs have bitten children during Little League games and/or practices; and

WHEREAS, because Little Leaguers are minors, there should be no smoking, including vaping, in and around Little League games and practices for the health of the Little Leaguers; and

WHEREAS, the City Commission desires to make certain rules and regulations pertaining to dogs and smoking in and around the Little League ball diamonds during games and practices.

NOW, THEREFORE, BE IT HEREBY RESOLVED that no dogs, leashed or unleashed, shall be permitted within 100 feet of the Little League ball diamonds fences during games and/or practices.

BE IT FURTHER RESOLVED that there shall be no smoking, including vaping, within 100 feet of the Little League ball diamonds fences during games and/or practices.

BE IT FURTHER RESOLVED that signage prohibiting dogs and smoking, including vaping, within 100 feet of the Little League ball diamonds fences during games and practices shall be placed in the area notifying the public of these prohibitions.

BE IT FURTHER RESOLVED that violation of the regulations set forth herein shall be deemed a municipal civil infraction punishable as set forth in Chapter 42, Article IV, Section 42-157 of the City of Parchment Code of Ordinances.

RESOLUTION DECLARED ADOPTED.

CERTIFICATE

I, Shannon Stutz, Parchment City Clerk, do hereby certify that the foregoing Resolution was adopted by the Parchment City Commission at a regular meeting held on _____, 2019. Upon motion of _____, supported by _____, and the vote on said Resolution was as follows:

AYES _____

NAYS _____

ABSTENTIONS _____

ABSENT _____

Shannon Stutz
Parchment City Clerk

City of Parchment
2019-2020

Budget Resolution

At a regular meeting of the City Commission of the City of Parchment held on Monday, May 20, 2019 the following budget resolution was offered by Commissioner Heasley and supported by Commissioner Fooy.

WHEREAS, the City Manager did submit to the City Commission a proposed budget estimating revenues and expenditures for the 2019-2020 fiscal year on April 15, 2019, as required by Chapter VII, Section 7.4 of the City Charter; and

WHEREAS, the City Commission in accordance with Act 621 Michigan Public Acts of 1978, did hold a public hearing on May 20, 2019 at 7:00 P.M. to receive citizen comment on the proposed budget as presented herein. A copy of the affidavit of publication is on file with the City Clerk.

NOW THEREFORE BE IT RESOLVED THAT, the City Commission of the City of Parchment, does hereby adopt said budget as represented herein; and

BE IT FURTHER RESOLVED, that the City Treasurer be authorized and directed to make such transfers between the various funds in accordance with the adoption of the budget; and

BE IT FURTHER RESOLVED, that the City Manager be authorized to transfer up to \$ 5,000.00 from any function of this budget to any other function of the budget within the same fund without further approval.

General Fund

Revenues		Expenditures	
Taxes/Fees	\$744,100	Legislative	28,570
State Sales Tax	196,500	Administration	325,130
Solid Waste Collect'ns	116,300	Legal Services	24,200
Other Revenues	27,100	Police Services	361,400
From Fund Balance	230,000	Fire Department	123,500
State Grants	54,100	Public Works Department	339,875
		Parks, Recreation & Culture	130,650
Total Revenues	\$1,368,100	Total Expenditures	\$1,333,325

City of Parchment
2019-2020

Major Street Fund

Revenues		Expenditures	
State Grants	\$142,800	Routine Maintenance	14,280
Transfers	0	Traffic Services	24,210
		Winter Maintenance	22,815
		Administration	39,750
		Construction	34,000
Total Revenues	\$142,800	Total Expenditures	\$135,055

Local Street Fund

Revenues		Expenditures	
State Grant/Interest	52,000	Routine Maintenance	16,900
Transfers	20,400	Traffic Services	17,410
		Winter Maintenance	23,100
		Administration	19,230
Total Revenues	\$ 72,400	Total Expenditures	\$76,640

Kindleberger Summer Festival

Revenues		Expenditures	
Grants	\$32,500	Performance Expense	\$35,500
Sponsorships	9,000	Festival Day	9,030
Fundraising	4,800	Fundraising	-
Other Revenues	17,570	Administration	14,380
		Publicity	4,960
Total Revenues	\$ 63,870	Total Expenditures	\$63,870

City of Parchment
2019-2020

Brownfield Redevelopment Authority

Revenues		Expenditures	
Tax Revenue	\$55,800	Brownfield Debt Retirement	58,150
Transfers	2,300	Attorney Fees	20,000
		Administrative Overhead	20,000
Total Revenues	\$ 58,100	Total Expenditures	\$ 99,200

The roll call vote was as follows:

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

Nays: None.

Absent: Emmons.

Abstain: None.

Resolution declared adopted this 20th day of May, 2019.

Shannon Stutz
City Clerk

City of Parchment
2019-2020

Resolution to Establish the 2019 Millage Rate

At a regular meeting of the City Commission of the City of Parchment held on Monday, June 3, 2019 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 2019; 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	39,932,269
PERSONAL PROPERTY	1,853,000
TOTAL ASSESSMENT ROLLS	\$41,785,269

WHEREAS, the City Commission has adopted a budget for the 2019-20 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 2019 for operating purposes; and

WHEREAS, the City Commission of the City of Parchment did hold a public hearing Monday, May 20, 2019 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 2019 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 \$744,100 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 2019-2020 GENERAL OPERATIONS in the amount of \$744,100.

The roll call vote was as follows:

Ayes: .
Nays: None.
Absent: None.
Abstain: None.

Resolution declared adopted this 3rd day of June, 2019.

Shannon Stutz
Treasurer/Clerk

MEMORANDUM

To: Parchment City Commission

From: Nancy R. Stoddard, City Manager

Date: May 29, 2019

Re: KTFD Fire Chief Contract Renewal

Recommended Motion

Motion to approve the renewal of a six month contract with the Kalamazoo Township Fire Department for their Fire Chief services.

The City of Parchment has not received an application for the fire chief position from any qualified candidates that are in a 3 mile radius of the City. Therefore we are seeking renewal of the same contract with the Kalamazoo Township Fire Department for the services of a Fire Chief. The City of Parchment continues to seek a qualified candidate at this time.

Only the dates on the contract have changed; everything else remains the same.

Robert D. Britigan III, Mayor

Shannon Stutz, Clerk/Treasurer

**FIRE CONTRACT
BETWEEN THE CITY OF PARCHMENT AND THE CHARTER TOWNSHIP
OF KALAMAZOO**

This agreement made _____, 2019, by and between the Charter Township of Kalamazoo (Township), and the City of Parchment (City) both in Kalamazoo County, Michigan.

WHEREAS, the Charter Township of Kalamazoo through the Charter Township of Kalamazoo Fire Department provides fire protection, and is possessed of equipment and personnel adequate to serve the fire protection needs of the City of Parchment; and

WHEREAS MCL 41.806 provides that “(i)f a township board, or the township boards of adjoining townships acting jointly, have organized and are maintaining a police or fire department, the board, or boards acting jointly, may also contract with townships, villages, or cities that also maintain a police or fire department or with any other person, organization, or group to provide police or fire apparatus, equipment, or personnel or police or fire protection within the City”; and

WHEREAS the City of Parchment has operated a fire department and is presently seeking a fire chief; and

WHEREAS in the absence of a chief, it is the desire of the City of Parchment to contract with the Charter Township of Kalamazoo for the provision of fire services and protection within the boundaries of the City of Parchment; and

WHEREAS, the Charter Township of Kalamazoo has the manpower and facilities for the provision of such fire protection to the City of Parchment while it seeks a new fire chief.

NOW, THEREFORE, it is agreed as follows:

1. The Charter Township of Kalamazoo through the Charter Township of Kalamazoo Fire Department agrees that it will provide fire protection for the people and property with the City of Parchment as established on the map attached hereto as Exhibit A for a period of six (6) months or until such time as City Manager notifies the Charter Township of Kalamazoo that the services under this contract are no longer needed. Such notice shall be provided not less than thirty days prior to the intended termination date of this contract.
2. The Charter Township of Kalamazoo agrees to furnish fire and emergency medical response services equivalent to the fire protection, management and administrative duties related to services ordinarily rendered by fire departments servicing communities of a size comparable to the Charter Township of Kalamazoo and the City of Parchment.

3. The Charter Township of Kalamazoo Fire Department represents that it has the necessary emergency equipment and trained personnel to adequately provide for the response to fire and emergency medical incidents. The City of Parchment will continue to use City of Parchment personnel and equipment for all responses within the City of Parchment and as specified in any Initial or Mutual Aid Agreements currently in place with the City of Parchment.
4. The Charter Township of Kalamazoo shall provide the City of Parchment the services of a Fire Chief. The City of Parchment firefighters will work under the supervision of the Township of Kalamazoo Fire Chief. The Township of Kalamazoo Fire Chief will be responsible for the following: administrative duties to include required reporting, fire department training, fire and medical responses and any other duties normally undertaken by the Fire Department's Fire Chief.
5. The Charter Township of Kalamazoo Fire Department shall use its best efforts to respond to all requests for response related to fire and emergency medical incidents. In the event that the Charter Township of Kalamazoo Fire Department shall be unable to respond to a request for service because of previous commitments which may prevent or delay the deployment of resources, there shall be no liability of any kind or nature on the part of the Charter Township of Kalamazoo Fire Department.
6. The City and Township shall execute such documents as are necessary to ensure that the Charter Township of Kalamazoo Fire Department is designated by 9-1-1 as the fire services provider for the City.
7. That for and in consideration of fire protection, City of Parchment agrees to provide a total monthly operating payment of three thousand five hundred (\$3,500) for each month commencing on the first day of each month for fire protection services for the following month.
8. That the Charter Township of Kalamazoo Fire Department shall maintain such insurance as will adequately protect it from claim(s) under the Worker's Compensation Disability Act and from claim(s) for damages because of bodily injury, including death, or from any other liability for its operation under this contract, whether such operation be by the Kalamazoo Charter Township Fire Department or by anyone directly or indirectly employed by them.
9. City shall provide for the preservation and securing of premises located within its community after the Charter Township of Kalamazoo Fire Department services are rendered and after the Kalamazoo Charter Township Fire Department has left the scene.
10. It is agreed that when any equipment or personnel from the Charter Township of Kalamazoo Fire Department responds to any call for service within the City of Parchment, all of the fire equipment and all of the personnel shall be under the command of the Charter Township of Kalamazoo Fire Department.

11. It is further agreed that the Charter Township of Kalamazoo Fire Department shall not be liable to the City or any residents thereof for damages to persons or property necessarily or accidentally incurred at the scene of or while operating in conjunction with an emergency incident where members of the Charter Township of Kalamazoo Fire Department are engaged in any portion of the work associated with mitigating the incident. In like matter, the City shall not be held liable for damage to the Charter Township of Kalamazoo Fire Department equipment and the City shall fully indemnify and hold the township, its officers, board's commissions, agents and employees harmless against any and all claims, demands, law suits, actions, liability and judgments for damages arising out of this agreement. Volunteer Firefighters, do so at their own risk and under the direction and control of the Charter Township of Kalamazoo Department.
12. The Charter Township of Kalamazoo Fire Department will be responsible for securing all insurance information for fires it responds to.
13. This agreement, upon execution, will become effective on the 1st day of July, 2019, at 12:01 a.m. by and between the Charter Township of Kalamazoo (Township), and the City of Parchment (City) both in Kalamazoo County, Michigan

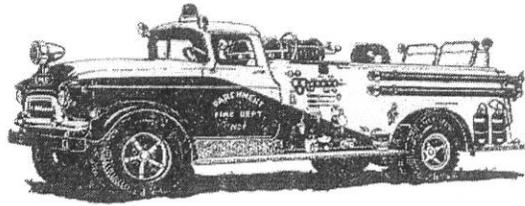
IN WITNESS WHEREOF City of Parchment and the Charter Township of Kalamazoo have executed this Agreement by authority of its City Council and Township Board, respectively this _____ day of _____, 2019.

CHARTER TOWNSHIP OF
KALAMAZOO

City of Parchment

Dexter A. Mitchell, Manager

Mark Miller, Clerk



Parchment Fire Department

650 S. Riverview Drive, Parchment, MI 49004

To: Nancy Stoddard, City Manager
From: Dave Obreiter, Fire Chief *DO*
Re: Purchase of Fire Helmets and Boots
Date: May 28, 2019

Over the past five months, I have been working with our firefighters to identify safety related shortfalls and equipment needs within the department operations. As the process moved forward, the replacement of firefighter helmets and boots quickly made the top of the list.

The fire helmets currently in use by our firefighters are nearly sixteen years old. The helmets are in varying degrees of repair and due to their age and years of use, are not able to be repaired or refurbished to bring them to a more current level of protection. Current personal protective equipment standards suggests that helmets be replaced every ten years or as needed due to use or damage.

The fire boots currently in use by our firefighters are a mixture of different manufacturers, age and condition. Upon inspection, the boots have exceeded their useable service life as indicated by wear, leaks and general condition. Current personal protective equipment standards suggest that boots be replaced as needed due to wear or damage.

I have researched pricing and availability from many of the different fire department equipment suppliers that we currently use. The most economical supplier is Moses Fire Equipment of Lawrence, Michigan. Moses Fire Equipment is our local supplier of fire department equipment and has provided us with quality equipment at fair prices for many years. There is currently sufficient funding in the fire department budget for this purchase.

I respectfully request a motion to purchase eight pair of firefighter boots and nine fire helmets for the total cost not to exceed \$5,334.56 from Moses Fire Equipment of Lawrence, Michigan.



MFE, Inc. (Moses Fire Equipment, Inc.)

P.O. BOX 690
LAWRENCE, MI 49064-0690

Voice: (269) 674-8655

Fax: (269) 674-8633

QUOTE

Quote Number:
Q19099

Quote Date:
05/24/19
5/28/2019

Quote for: **ACTING CHIEF DAVE OBREITER**
PARCHMENT FIRE DEPT.

Quote Valid: 30 Days

REVISED

Via Email

Prices quoted do not include freight - Freight Additional

Quoted by: Sheryl Moses, Office Mgr.

Salesperson: House

Quantity	Description	Price Each	Total Cost
9	CAIRNS 1010 TRADITIONAL HELMET WITH DELUXE LEATHER LINER SYSTEM, 4.00" TUFFSHIELD, BLACK NOMEX EARLAPS AND SILKSCREEN I.D. HOLDER COLORS: 7 - YELLOW / 1 - RED / 1 - WHITE Estimated Freight - Usually runs approximately \$13.89 / Helmet	\$ 289.95	\$ 2,609.55
8 PAIRS	STC MARSHALL LEATHER BUNKER BOOTS Ships "Freight Free" on 4 or more pairs ordered at one time	\$ 325.00	\$ 2,600.00
		SUB TOTAL	\$ 5,209.55
		SHIPPING	\$ 125.01
		TOTAL	\$ 5,334.56

Please review the above information, cross out any items that you do not want, verify quantities and sign below for acceptance of this order as listed above. Please RETURN the signed copy to us so your order can be processed.

Authorized by: _____

Date: _____

Print Name: _____

Customer PO # _____



Subscribe



CALL US: 1-800-568-2403 / 1-712-792-3143 EMAIL:



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PROCEED TO CHECKOUT

ITEMS

	ITEMS	QTY	PRICE	TOTAL	
	14" Knockdown Elite Structural Bunker Boot View/Hide options	<input type="text" value="8"/>	\$368.95	\$2,951.60	✕
		Update Cart			
	Cairns 1010 4" Faceshield Protection View/Hide options	<input type="text" value="1"/>	\$313.95	\$313.95	✕
		Update Cart			
	Cairns 1010 4" Faceshield Protection View/Hide options	<input type="text" value="1"/>	\$362.95	\$362.95	✕
		Update Cart			
	Cairns 1010 4" Faceshield Protection View/Hide options	<input type="text" value="7"/>	\$362.95	\$2,540.65	✕
		Update Cart			

Subtotal \$6,169.15

TOTAL \$6,169.15

INCLUDES SHIPPING

Apply Coupon

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If you have a promotion code enter it here.

Calculate Shipping

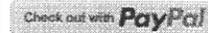
[CALCULATE](#)

Enter zip code to calculate shipping.

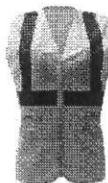
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Windbreaker



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Hey there! We just wanted to let you know...

SKU '1010FDY' only has 1 units left in-stock. The additional units will be ordered from the manufacturer and sent to you as soon as they are available.

	PRODUCT NAME	QTY	PRICE EA.	SUBTOTAL	REMOVE
	Cairns Yellow 1010 Traditional Fiberglass Helmet, NFPA, OSHA - 1010 w/4" Faceshield, Deluxe, Yellow In stock and ready to ship	<input type="text" value="7"/>	\$366.59	\$2566.13	
SKU: 1010FDY					
	Cairns Red 1010 Traditional Fiberglass Helmet, NFPA, OSHA - 1010 w/4" Faceshield, Deluxe, Red In stock and ready to ship	<input type="text" value="1"/>	\$366.59	\$366.59	
SKU: 1010FDR					
	Cairns White 1010 Traditional Fiberglass Helmet, NFPA, OSHA - 1010 w/4" Faceshield, Deluxe, White Item not in stock. In stock in approximately 4 weeks	<input type="text" value="1"/>	\$366.59	\$366.59	
SKU: 1010FDW					
	Thorogood 14" Knockdown Elite Structural Bunker Boot, NFPA - Black Waterproof Leather, Men's 10-1/2 Wide Item Ships Directly from Manufacturer. Expected delivery in 2 weeks	<input type="text" value="8"/>	\$389.00	\$3112.00	
SKU: 804-6369-105W					

Enter Promo Code or Gift Certificate here

Subtotal (before tax & shipping): \$6411.31

Estimated Economy Shipping: \$160.29

[Email Cart »](#)

Total (before tax): 6571.60

Sign in to your account now to earn \$128.22 FireBucks™ on this purchase!
Don't have an account? Register today to start earning credits on every purchase.

U.S. Checkout



Central County Transportation Authority
530 N. Rose Street Kalamazoo, MI 49007
269-337-8087 | www.kmetro.com

April 30, 2019

Ms. Nancy Stoddard, City Manager
City of Parchment
650 S. Riverview Drive
Parchment, MI 49004

Dear Ms. Stoddard:

The CCTA is currently developing plans for the next millage election. It is anticipated the next millage election will occur either in March 2020 or May 2020. Any changes to the CCTA boundaries must be changed in the CCTA Articles of Incorporation and approved by the Kalamazoo County Board of Commissioners well before the 2020 election.

All of the City of Parchment is located in the boundaries of the CCTA. If the Parchment City Commission desires any changes to the areas included in the CCTA boundaries please provide me notification by July 1, 2019. If there are no changes to the current CCTA boundaries, no action will be needed by the Kalamazoo County Board of Commissioners.

For your information, attached is a copy of the current CCTA Policy Regarding Fixed-Route Bus Service to Areas Outside Authority Boundaries.

Please let me know if you have any questions or thoughts as you review this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Sean McBride", is written over a faint, larger version of the signature.

Sean McBride
Executive Director

✓c: R. Britigan, Mayor

Attachments:

Updated CCTA Policy Regarding Fixed-Route Bus Service to Areas Outside Authority Boundaries

**CENTRAL COUNTY TRANSPORTATION AUTHORITY
POLICY STATEMENT AND IMPLEMENTING PROCEDURES**

**SUBJECT: CCTA Fixed-Route Bus
Service to Areas Outside
Authority Boundaries**

SECTION NO: 1.00.00

PAGE 1 OF 2

ORIGINAL EFFECTIVE DATE: 12/19/14

UPDATE DATE: 02/11/19

PURPOSE/APPLICATION:

To provide direction and parameters for providing fixed-route bus service to areas outside of the boundaries of the Authority.

POLICY STATEMENT:

The CCTA boundaries include the City of Kalamazoo, City of Portage, City of Parchment, Comstock Township, Kalamazoo Township and Precincts 4, 5, 6, 7 and 8 within Oshtemo Township. Fixed-route bus service at the time of this policy update is only provided within the boundaries of the CCTA or through service agreement. There are service agreements with Texas Township/Kalamazoo Valley Community College for service to Texas Township Precinct 3 and Oshtemo Township for service to Precinct 3. A map dated February 11, 2019 is attached that depicts the CCTA boundaries and precincts with a service agreements.

The CCTA will not provide fixed-route bus service outside of the boundaries of the Authority, however the CCTA may consider providing service(s) that meet the following:

1. Service to areas outside of the Authority boundaries will be limited to the following conditions:
 - a. A service contract must be entered into between the CCTA and the jurisdiction that includes the area outside of the boundary.
 - b. A service contract will only be entered into if there is a demonstrated demand for service.
 - c. The term of the agreement will only extend for the duration of the approved CCTA millage.
 - d. The cost will be set at the amount equal to the millage that would have been collected if the precinct where service is provided were included in the boundaries of the Authority.
 - e. The CCTA may enter into a service contract:
 - i. With a jurisdiction/organization that has an existing service contract at the time this policy is updated. The service contract will not contain any areas that are within the CCTA boundaries at the time of the policy update.
 - ii. A new service contract may be considered for areas outside the CCTA boundaries on case-by-case basis and will comply with parameters of this section. Areas inside the CCTA boundaries at the time of the policy update will not be considered for a service agreement.
 - f. Contracts to provide fixed-route bus service to Kalamazoo Valley Community College Main Campus and other countywide publicly funded educational facilities with significant student population and ridership demand may be entered with the educational agency if an agreement with the jurisdiction

**CENTRAL COUNTY TRANSPORTATION AUTHORITY
POLICY STATEMENT AND IMPLEMENTING PROCEDURES**

**SUBJECT: CCTA Fixed-Route Bus
Service to Areas Outside
Authority Boundaries**

SECTION NO: 1.00.00

PAGE 2 OF 2

ORIGINAL EFFECTIVE DATE: 12/19/14

UPDATE DATE: 02/11/19

where the facility is located cannot be agreed upon. Service will be provided strictly to the educational facility under contract and to no other areas outside the Authority boundaries.

- g. Board approval is required for all service contracts.
2. The CCTA in efforts to review and test future service delivery may want to conduct a pilot program that includes areas outside of current Authority boundaries. The purpose of the pilot is to analyze the demand for service and the operational feasibility of service. Any pilot program will have a specific time period, defined service metrics and will require CCTA Board approval. Areas with existing service at the time of passage of this Policy will not be considered for a pilot program.

POLICY IMPLEMENTATION:

The policy will not be implemented until such time a millage to fund fixed-route bus service is approved and levied.

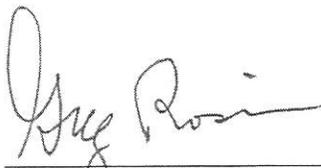
Any service decisions must comply with Federal Transit Administration (FTA) and Michigan Department of Transportation (MDOT) requirements, rules and regulations.

Any service decision impacting fixed-route bus service will impact required complimentary para-transit service provided as part of the Metro Connect service. Service decisions need to be coordinated with the Kalamazoo County Transportation Authority (KCTA), since this is the funding agency which provides the local match for Metro Connect.

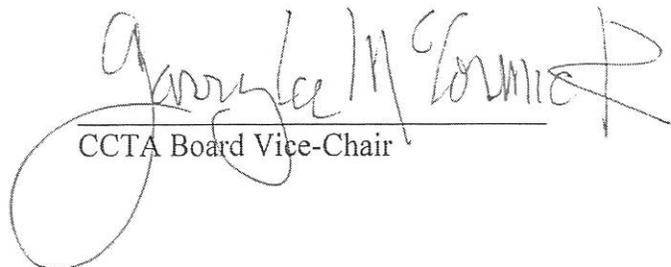
ATTACHMENT:

1. CCTA Service Area Map dated February 11, 2019

APPROVAL:



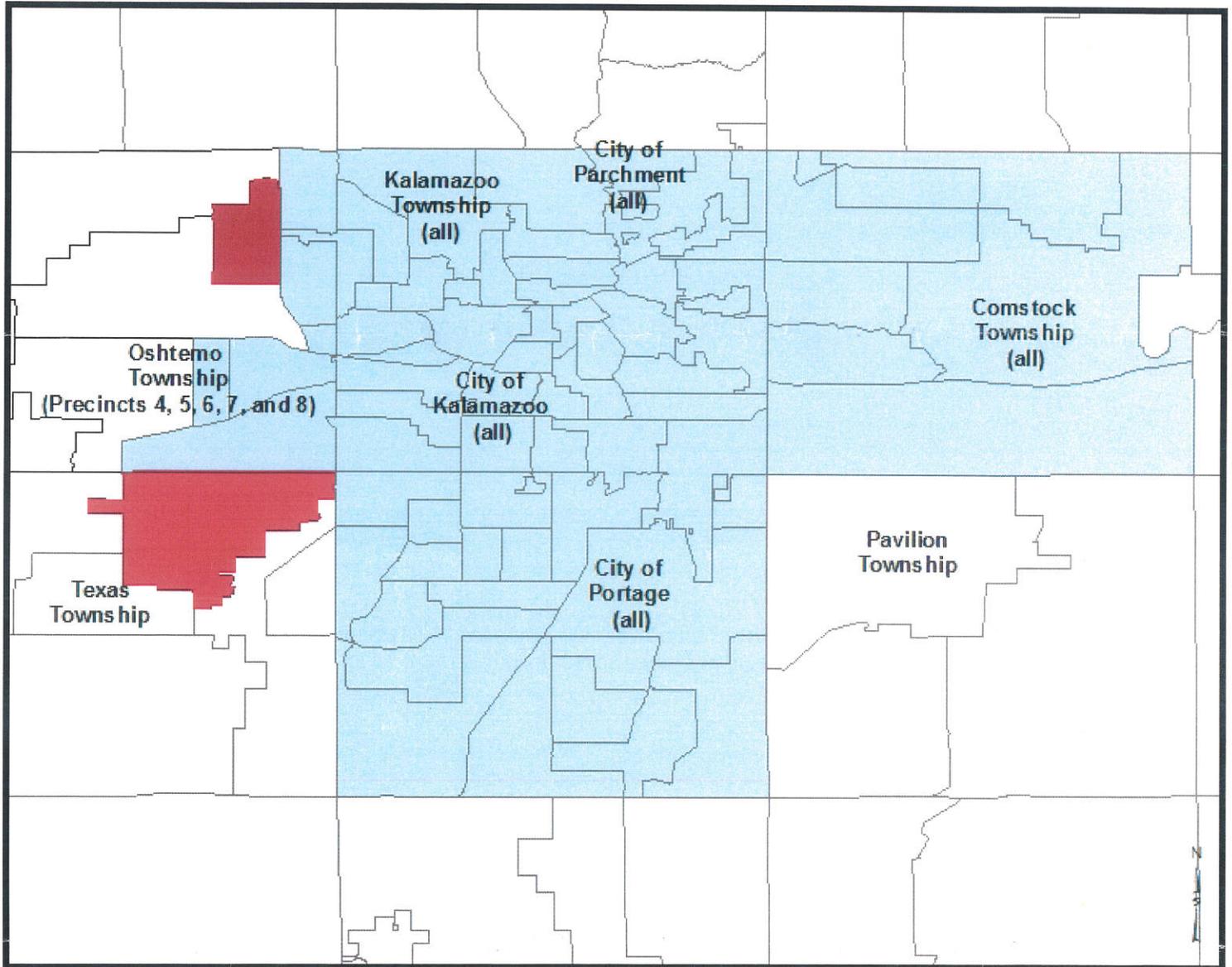
CCTA Board Chair



CCTA Board Vice-Chair

CCTA Service Area Map

Central County Transportation Authority
Public Transit Millage Election - February 11, 2019



Legend

- Service Agreement Area
- Included in Vote
 - >City of Kalamazoo
 - >City of Parchment
 - >City of Portage (all)
 - >Comstock Township (all)
 - >Kalamazoo Township (all)
 - >Oshtemo Township (partial)
 - Precinct 4
 - Precinct 5
 - Precinct 6
 - Precinct 7
 - Precinct 8
- Not Included in Vote

CCTA

CENTRAL COUNTY
TRANSPORTATION AUTHORITY