



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

October 7, 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 September 16, 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. 1395 – receive
- ii. Warrant No. 1396 - receive
- iii. KABA Monthly & Year to Date Report – receive
- iv. Minutes from KAC Meeting 7-8-19 – receive
- v. KATS Meeting Minutes 8-28-19- receive

7. Unfinished Business

8. New Business

- A. Resolution to close the Defined Benefit Plan to New City Manager Hires– approval
- B. Resolution to Adopt Defined Contribution Plan for New Hires – approval
- C. MERS Retiree Health Funding Vehicle Uniform Resolution – approval
- D. Resolution Establishing Authorized Signatories for MERS - approval
- E. Festival Director Contract, Kris Jordan - approval
- F. Appointment of Julie Heasley, Member-at-Large to KAC – approval
- G. Water Treatment Plant Tank Cleaning - 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. Mayor and Commissioner Comments

11. City Manager Comments

- A. MML Convention - report

13. Adjournment

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY SEPTEMBER 16, 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, Evans, Fooy and Heasley. City Manager Stoddard, City Treasurer/Clerk Stutz.

Absent: Commissioners Emmons.

Moved by Commissioner Heasley, supported by Commissioner Evans to excuse the absence of Commissioner Emmons.

Motion Carried.

3. Minutes

Moved by Commissioner Heasley, supported by Vice Mayor Jordan to approve the amended Minutes of the September 3, 2019 Regular Meeting.

Motion Carried.

4. Additions or changes to the agenda.

Add 9B. Envision the River update by Commissioner Fooy. Moved by Commissioner Bagley, supported by Commissioner Heasley to accept the agenda. **Motion Carried.**

5. Citizen Comments – Items ON the Agenda

None.

6. Consent Agenda

A. Mayor Britigan requested that item iv. Homecoming Parade Request be removed from the consent agenda. Moved by Vice Mayor Jordan, supported by Commissioner Heasley to receive the consent agenda items. **Motion Carried.** Moved by Commissioner Fooy, supported by Vice Mayor Jordan to approve the parade route. **Motion Carried.** Commissioner Heasley then moved to approve the request for fireworks at halftime, which was supported by Commissioner Evans. **Motion Carried.**

7. Unfinished Business

None.

8. New Business

A. Traffic Signal Study Presentation, Scott Tezak, Prein & Newhof – receive. The study was funded by KATS, and involved evaluating 5 intersections with traffic, pedestrian and crash counts. Options to consider for improving traffic flow and allay public concerns throughout Riverview are vehicle detection sensors at intersections, and removing the light at Island. Mr. Tezak cautioned the Commission about unintended consequences of certain actions.

B. Proposed Traffic Control Order – discussion. Members discussed using Bellisle Blvd as a truck route, and the suggestion of removing the light at Island and Riverview and replacing it with a stop sign on the east end of Island. Further review was called for.

C. Action to close the Defined Benefit Plan/Open a Defined Contribution Plan for new hires – approval. City Manager Stoddard explained that due to market volatility and longer life span of employees, the City needs to reduce its future liability and risk associated with sponsoring a Defined Benefit Pension Plan. She recommends that the Commission close the Defined Benefit plan to new hires only and approve the Defined Contribution Plan for new hires. This action will not affect current Defined Benefit participants who will remain in their plan. Moved by Commissioner Heasley, supported by Commissioner Fooy to close the current MERS Defined Benefit Plan to new hires and adopt the MERS Defined Contribution Plan with a 2% employer contribution. Roll call vote was as follows:

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

Nays: None.

Absent: Emmons.

Abstain: None.

Motion Carried 6-0.

D. Corrective Action Plan – Employee Retirement Healthcare – approve. The State Treasury Department has determined the City’s retiree healthcare plan to be considered to have an underfunded status. City staff plan to transfer funds from the water department sale to increase retirement healthcare assets to reduce unfunded liabilities and allow for potential investment income. In addition, the City will continue to add funding to the annual budget to account for cost increases, as well as working with MERS to determine other appropriate solutions. Moved by Commissioner Heasley, supported by Vice Mayor Jordan to approve the Corrective Action Plan as presented. Roll call vote was as follows:

Ayes: Bagley, Britigan, Evans, Fooy, Heasley, Jordan.
Nays: None.
Absent: Emmons.
Abstain: None.

Motion Carried 6-0.

9. Standing Board and Committee Reports

A. KATS – Mayor Britigan said they met but nothing impacted our city at that meeting.

B. Envision the River – Commissioner Fooy said it was exciting to see all the people involved and their references to the river corridor as an asset. He made note that the trestle has been inspected and is suitable for a trail.

C. Kindleberger Arts Committee has a meeting on Monday, 9/30/19.

10. Citizen Comments

Mike Conner, 1150 Parchmount, expressed concern about the speeding on Parchmount, he thinks there should be a stop sign put at Orient and Clarnin.

Mike Schwartz, Prein & Newhof, gave a quick update on the work they’re continuing to do for the City. He mentioned that Commerce Lane is slated to be paved next year; they’re continuing with the trestle study; and the SAW grant smoke testing is done, results are encouraging.

11. Mayor and Commissioner Comments

Vice Mayor Jordan thanked Prein & Newhof for their presentation.

Mayor Britigan mentioned that the fire chief contract runs through the end of the calendar year. Since there hasn’t been success in finding a permanent chief, he is putting together an ad hoc group to consider long term solutions. Commissioner Bagley, Mike Conner and City Manager Stoddard will meet with Chief Obreiter to discuss options. The Mayor reminded everyone of the Historical Marker Dedication at 2 pm on Saturday 9/21 at the Gazebo/Sunken Garden area. He then mentioned Graphics Packaging expansion which could help with the future of a southbound US 131 interchange. He said they have MDOT’s ear now. Lastly, he asked City Manager Stoddard for a lead pipe replacement update.

12. City Manager Comments/Reports

City Manager Stoddard invited all who had concerns to call or visit City Hall to discuss with her, her door is always open.

13. Adjournment

There being no further business to come before the Commission, it was moved by Commissioner Bagley and supported by all to adjourn the meeting at 8:31 p.m.

Shannon Stutz
City Clerk



City of Parchment
 Check Register Report
 Warrant 1395

Check #	Check Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
35523	09/12/2019	CINTAS	Uniform Rental & Towels	245.50
35524	09/12/2019	CLARK TECHNICAL SERVICES	August Support	220.00
35526	09/12/2019	CONSUMERS ENERGY	Citywide Monthly energy use	4,518.79
35527	09/12/2019	CONSUMERS ENERGY	Annual Lease-Leaf Pile Pad	50.00
35528	09/12/2019	CORNERSTONE TECHNOLOGIES	Monthly Contract 9/4 to 10/3/1	306.06
35529	09/12/2019	DEYOUNG LANDSCAPE SERVICE	Treatment #4 - Stage	165.00
35530	09/12/2019	FORD, KRIEKARD, SOLTIS & WISE	Police Matters - August	1,906.25
35531	09/12/2019	KALAMAZOO AREA BUILDING AUTHOR	503 N Riverview #3-Prop Maint	55.00
35532	09/12/2019	KALAMAZOO CO. ROAD COMMISSION	Signal Energy Maint-May-June	66.32
35533	09/12/2019	KALAMAZOO COUNTY TREASURER	2013-2018 Juv Home Funds Captu	780.19
35534	09/12/2019	CHERYL LYON-JENNESS	Reimb - Roses for Parchment Sign	71.28
35535	09/12/2019	MICHIGAN MUNICIPAL RISK	Liab Ins-Gen Fund-2nd Pmt	11,133.00
35536	09/12/2019	MLIVE MEDIA GROUP	Public Notice	73.30
35537	09/12/2019	OVERHEAD DOOR COMPANY OF KALAM	Install Keypad on Fire Door	228.00
35538	09/12/2019	PIXELVINE CREATIVE	Annual Website SSL Renewal	95.00
35539	09/12/2019	PREIN & NEWHOF	Commerce Lane	3,617.50
35540	09/12/2019	REPUBLIC SERVICES #249	City Wide Pick-Up - September	8,792.74
35541	09/12/2019	SBAM PLAN	Employee & Retiree Ins-October	11,723.53
35542	09/12/2019	SEVERANCE ELECTRIC CO INC	Signal Maint - August 2019	120.00
35543	09/12/2019	SHRED-IT USA	Shredding Services	464.80
35544	09/12/2019	STATE OF MICHIGAN-MDOT	Partial Payment - MDOT	10,000.00



City of Parchment
Check Register Report
Warrant 1396

Check #	Vendor Name	Check Description	Amount
MERCANTILE Checks			
35546	09/26/2019 CINTAS	Uniform Rental & Towels	221.85
35547	09/26/2019 KRISTINA JORDAN	Reimb for Facebook Advert.	48.61
35548	09/26/2019 KALAMAZOO CO. ROAD COMMISSION	Signal Energy Maint-July	23.81
35549	09/26/2019 KALAMAZOO COUNTY TREASURER	July 2019 BOR-Refund PRE-16,17	63.91
35550	09/26/2019 KALAMAZOO OIL CO.	Fuel Charges-9/1 to 9/15/19	435.69
35551	09/26/2019 MEGAN MCLEAN	Gazebo Deposit Refund-9/20/19	100.00
35552	09/26/2019 PARCHMENT FIRE ASSOCIATION	Dues collected through 9/1/19	1,138.80
35553	09/26/2019 AUSTIN PATTON	Ordinance Mowing-850 S Rivervi	380.00
35554	09/26/2019 SHANNON STUTZ	1/4ly Mileage Reimb.	128.29
35555	09/26/2019 T & L RENTAL AND INFLATABLES	Historical Marker Dedication	150.00
35556	09/26/2019 VARNUM LLP	Frontier Renewal Legal Serv-Aug	4,237.25
35557	09/26/2019 VIPRE SECURITY	Vipre Antivirus to 7/1/2020	206.20

2019 MONTHLY PERMITS BY JURISDICTION

MONTH OF SEPTEMBER 2019

<u>JURISDICTION</u>	<u>PERMIT CATEGORY</u>	<u># PERMITS</u>	<u>PERMIT REVENUE</u>
COMSTOCK	BUILDING	11	\$ 15,587
COMSTOCK	ELECTRICAL	23	\$ 6,802
COMSTOCK	MECHANICAL	27	\$ 6,313
COMSTOCK	PLUMBING	18	\$ 3,443
COMSTOCK	SPECIAL - JURISDICTION	2	\$ 110
COMSTOCK	SPECIAL - HOMEOWNER	1	\$ 55
TOTAL COMSTOCK		82	\$ 32,310
KALAMAZOO	BUILDING	24	\$ 5,444
KALAMAZOO	ELECTRICAL	12	\$ 1,941
KALAMAZOO	MECHANICAL	19	\$ 2,818
KALAMAZOO	PLUMBING	6	\$ 1,050
KALAMAZOO	SPECIAL - JURISDICTION	4	\$ 220
KALAMAZOO	SPECIAL - HOMEOWNER	6	\$ 330
TOTAL KALAMAZOO		71	\$ 11,803
PARCHMENT	BUILDING	4	\$ 310
PARCHMENT	ELECTRICAL	-	\$ -
PARCHMENT	MECHANICAL	-	\$ -
PARCHMENT	PLUMBING	3	\$ 589
PARCHMENT	SPECIAL - JURISDICTION	1	\$ 55
PARCHMENT	SPECIAL - HOMEOWNER	-	\$ -
TOTAL PARCHMENT		8	\$ 954
PINE GROVE	BUILDING	4	\$ 1,254
PINE GROVE	ELECTRICAL	8	\$ 1,270
PINE GROVE	MECHANICAL	5	\$ 791
PINE GROVE	PLUMBING	3	\$ 642
PINE GROVE	SPECIAL - JURISDICTION	-	\$ -
PINE GROVE	SPECIAL - HOMEOWNER	-	\$ -
TOTAL PINE GROVE		20	\$ 3,957
RICHLAND	BUILDING	15	\$ 21,300
RICHLAND	ELECTRICAL	13	\$ 5,546
RICHLAND	MECHANICAL	13	\$ 3,155
RICHLAND	PLUMBING	9	\$ 2,419
RICHLAND	SPECIAL - JURISDICTION	1	\$ 55
RICHLAND	SPECIAL - HOMEOWNER	1	\$ 55
TOTAL RICHLAND		52	\$ 32,530
TOTAL		233	\$ 81,554

REVENUE	REVENUE
SEPTEMBER 2018	% PREV YEAR MONTH
\$ 24,116	338.2%

PERMITS	PERMITS
SEPTEMBER 2018	% 2018 - YTD
140	166.4%

2019 MONTHLY PERMITS BY JURISDICTION

YEAR TO DATE AS OF: SEPTEMBER 2019

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	135	\$ 132,046
COMSTOCK	ELECTRICAL	149	\$ 32,951
COMSTOCK	MECHANICAL	155	\$ 33,390
COMSTOCK	PLUMBING	132	\$ 24,047
COMSTOCK	SPECIAL - JURISDICTION	19	\$ 1,045
COMSTOCK	SPECIAL - HOMEOWNER	3	\$ 165
TOTAL COMSTOCK		593	\$ 223,644
KALAMAZOO	BUILDING	134	\$ 51,476
KALAMAZOO	ELECTRICAL	144	\$ 26,621
KALAMAZOO	MECHANICAL	178	\$ 32,462
KALAMAZOO	PLUMBING	78	\$ 11,868
KALAMAZOO	SPECIAL - JURISDICTION	81	\$ 4,455
KALAMAZOO	SPECIAL - HOMEOWNER	14	\$ 770
TOTAL KALAMAZOO		629	\$ 127,652
PARCHMENT	BUILDING	11	\$ 1,585
PARCHMENT	ELECTRICAL	2	\$ 260
PARCHMENT	MECHANICAL	12	\$ 1,430
PARCHMENT	PLUMBING	5	\$ 859
PARCHMENT	SPECIAL - JURISDICTION	12	\$ 660
PARCHMENT	SPECIAL - HOMEOWNER	1	\$ 55
TOTAL PARCHMENT		43	\$ 4,849
PINE GROVE	BUILDING	35	\$ 10,807
PINE GROVE	ELECTRICAL	32	\$ 4,931
PINE GROVE	MECHANICAL	25	\$ 3,568
PINE GROVE	PLUMBING	7	\$ 1,501
PINE GROVE	SPECIAL - JURISDICTION	1	\$ 55
PINE GROVE	SPECIAL - HOMEOWNER	2	\$ 110
TOTAL PINE GROVE		102	\$ 20,972
RICHLAND	BUILDING	147	\$ 81,833
RICHLAND	ELECTRICAL	127	\$ 21,062
RICHLAND	MECHANICAL	133	\$ 18,588
RICHLAND	PLUMBING	85	\$ 13,154
RICHLAND	SPECIAL - JURISDICTION	4	\$ 220
RICHLAND	SPECIAL - HOMEOWNER	3	\$ 165
TOTAL RICHLAND		499	\$ 135,022
TOTAL	YTD	1866	512,139

REVENUE	REVENUE
YTD - SEPTEMBER 2018	% 2018 - YTD
\$ 328,779	155.8%

REVENUE
% 2019 YTD BUDGET
131.67%

PERMITS	PERMITS
YTD - SEPTEMBER 2018	% 2018 - YTD
1328	140.5%

2019 MONTHLY CUMULATIVE TOTALS	2019 MONTHLY CUMULATIVE TOTALS	
# PERMITS	REVENUE	
111	\$ 22,393	JAN
282	\$ 58,331	FEB
137	\$ 37,487	MAR
208	\$ 48,515	APRIL
231	\$ 63,479	MAY
209	\$ 84,473	JUNE
228	\$ 56,508	JULY
227	\$ 59,399	AUG
233	\$ 81,554	SEPT
-	\$ -	OCT
-	\$ -	NOV
-	\$ -	DEC
1,866	512,139	2019

Building

Permit #	Contractor	Job Address	Fee Total	Const. Value
PB19-18-420	FWG ENTERPRISES LLC	714 SHOPPERS LN	\$210.00	\$0

Work Description: Interior renovation of existng portion of building per plans.

Administrative Site Plan Review approved.

Date Issued: 09/25/2019

Total Permits For Type:	1
Total Fees For Type:	\$210.00
Total Const. Value For Type:	\$0

Plumbing

Permit #	Contractor	Job Address	Fee Total	Const. Value
PP19-18-302	SEEFELDT MARIE	220 W THOMAS ST	\$216.00	\$0

Work Description: 2 1/2 bath, kitchen, water heater

Date Issued: 09/25/2019

PP19-18-304	FWG ENTERPRISES LLC	714 SHOPPERS LN	\$273.00	\$0
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Work Description: Install new plumbing for 2 ADA bathrooms, 1 Hi/Low drinking fountain, and break sink. Replace 2 toilets and lavatory faucets in 2 existing bathrooms

Date Issued: 09/26/2019

Total Permits For Type:	2
Total Fees For Type:	\$489.00
Total Const. Value For Type:	\$0

Report Summary

Population: All Records

Permit.DateIssued in <Previous week> [09/22/19 - 09/28/19]

AND

Property.City = Parchment

Grand Total Fees: \$699.00

Grand Total Permits: 3

MINUTES OF THE REGULAR MEETING OF THE KINDLEBERGER ARTS COMMISSION HELD ON MONDAY, JULY 8TH, 2019

1. Call to Order

The meeting was called to order by Jon Heasley at 6:06 PM.

2. Roll Call

Present: Jon Heasley, Barb Steffler, Molly Andrews, Nancy Eaton, Commissioner Doug Fooy, Mayor Rob Britigan, Kris Jordan, Julie Heasley, Claudia Britigan, Holly Evans, DeAnna Phillips, and Levi Pierpont.

Absent: City Manager Nancy Stoddard

Moved by Rob Britigan, supported by Doug Fooy to excuse City Manager Nancy Stoddard.

Motion Carried.

3. New Business

A. Approval of Minutes of June 10th, 2019

Rob Britigan asked for the correction of "Harold Ziegler Motorsports" to "Ziegler Motorsports" in the May and June Minutes.

With those changes, it was moved by Rob Britigan, supported by Doug Fooy to approve the minutes of the June 10th, 2019 meeting.

Motion Carried.

B. Director's Report – With Festival Chairpersons

Claudia Britigan, Theatre Chair: Claudia reported that the set design is still underway. There were issues with the paint drying due to the humidity. There were issues with sound on Tech Sunday so today is Tech Monday. Derek from Egg Media was brought in today to assist with the sound. The cast and crew are ready for the shows.

Kris Jordan gave an update on publicity. Mailers are out. This week Jon Heasley and Kris Jordan will be doing an interview with Ken Lanphear on WKZO.

Kris Jordan gave an update on the Shout! Concert. The concert was called for rain due to concern over the sound equipment. There was a complaint from a citizen about dancing on the stage and children doing cartwheels. Kris handled the complaint and in the future concerts, dancers and cart wheelers will be asked to use the grass to the sides of the stage.

Holly Evans, Kids' Area Chair: Holly Evans reported that the kids' area is ready to roll. She has secured Parchment cheerleaders as volunteers for the Festival day. The fire chief is ready to go with the fire truck/fire hose exhibit.

Nancy Eaton, Arts and Crafts Chair: Nancy Eaton reported that she has 101 vendors signed up. Nancy Eaton had an idea to ask craft show vendors to donate one of their crafts for a chance to win free booth space at next year's craft show. The items donated will then be used at Bingo for Bags 2020.

Car Show: Kris Jordan reported that the car show entries have been slow, but they normally will receive many “day of show” entries. The Facebook invitation has gone out.

Parade: Levi Pierpont reported that he has a nice mixed group of entries for the parade. He will update the list and will try to contact each entry personally prior to the parade. He will be trying to have the entries assemble earlier. Doug Fooy suggested to Levi that he contact Republic Waste so they can have a garbage truck in the parade. Levi reported that the parade will start at 10:00 AM. Rob Britigan inquired about the City Commissioners and if they are all participating in the parade. Levi responded that he received RSVPs from all except for Commissioner Bagley. Levi has three volunteers to hand out water at the end of the parade route.

Food Vendors: Kris reported that there will be four food trucks at the park and two at the car show. Kris received a threat from one food truck vendor, and she will be letting the police and the City Manager know of this threat so that everyone is aware.

Friday Night Event: DeAnna Phillips reported that the corn hole tournament currently has 12 teams entered. DeAnna will be borrowing corn hole boards. Corey Vines will be the referee. Rules will be discussed prior to the event. There was a discussion about if a KAC member won the Friday night event. It was agreed that no rules would be made regarding this, but that the money would be donated back to the festival should this happen.

Miscellaneous: Waivers were discussed. Volunteer vests were discussed. Chairpersons and cart drivers and people passing out play bills will wear them. Rob Britigan reported that Ziegler Motorsports will be delivering the golf carts Wednesday AM. There will be two golf carts and three “fun mobiles.” Theatre Kalamazoo was discussed. It was decided to discuss participation in Theatre Kalamazoo during the September wrap-up meeting. Members of the KAC were reminded that email group discussions that include more than three KAC members violate the Open Meetings Act. These discussions should take place at the KAC meetings.

4. Old Business
None.

5. Member Comments

Rob Britigan: Asked if the park would be sprayed for bugs. The answer was yes. Rob asked about a quantity of golf carts needed for the Matt Giraud concert. Kris indicate that four would be ideal. Kris also indicated that she will have security volunteers in the upper and lower parking areas for that concert.

Nancy Eaton: No comment.

Molly Andrews: Molly said that Encore magazine listed the Kindleberger Festival. Molly told Nancy Eaton that she will be happy to donate the donuts for Festival day.

Doug Fooy: Doug indicated that he agreed that the dancing in front of the stage during the concerts was disruptive. He feels we need to do a better job so that the audience can enjoy the show. He fielded complaints on the night of the Shout! concert as well. Doug indicated that he would like to use Bellisle Blvd. for parking for Festival patrons. Jon Heasley noted that Bellisle Blvd. is the new cart route to deliver people back and forth to the car show. Doug wondered about parking at the old bank. Kris indicated that she has a list of contacts to ask if this is possible. Doug thanked everyone for their hard work.

Barb Steffler: Barb indicated that she feels the solution to the dancers in front of the stage is to raise the stage.

Kris Jordan: Kris reminded the KAC members that they have the authority to address any issues that they see arise at the Festival or Concert Series.

Jon Heasley: Thanked everyone for their hard work and dedication to the Festival.

6. Adjournment

There being no further business to come before the KAC, Doug Fooy made a motion to adjourn the meeting at 6:47 PM. Nancy Eaton supported this motion.

Motion Carried.

7. Next Meeting

The next meeting of the Kindleberger Arts Commission will be held on Monday, September 23rd at 6:00 PM. Chairpersons will be invited for a debriefing on the Festival.

KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE
Draft Minutes of the August 28, 2019 Meeting

CALL TO ORDER

The August 28, 2019 Policy Committee Meeting was called to order by Chair Randy Thompson at 9:00 a.m.

INTRODUCTIONS

Introductions were made by all present. Start introduced Rumick new Office Manager and Accountant.

ROLL CALL

Meeting attendance was recorded on the sign-in sheet.

MEMBERS PRESENT

Curtis Aardema	Central County Transportation Authority
David Anderson	City of Kalamazoo
Dan Bishop	Village of Lawton
Rob Britigan	City of Parchment
Marsha Drouin, Treasurer	Richland Township
Tracy Hall	Kalamazoo County
Libby Heiny-Cogswell	Oshtemo Township
Pamela Goodacre	Kalamazoo County Transportation Authority
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
Patricia Randall	City of Portage
Jeff Sorensen	Cooper Township
Paul Sotherland	KATS Citizen Advisory Committee
Randy Thompson, Chair	Comstock Township
Don Ulsh	Schoolcraft Township
Jerry VanderRoest	Charleston Township

MEMBERS ABSENT

John Clement	Van Buren Public Transit
Carol Daly	Village of Mattawan
David Greve	Village of Richland
Keith Gunnett	Village of Schoolcraft
John Hinkle	Texas Township
Judy Lemon	City of Galesburg
Don Mayle	MDOT, Planning
Greg Rosine	Western Michigan University
Daniel Ruzick	Antwerp Township
Paul Schincariol	Van Buren County Road Commissioners
Laurence Shaffer	City of Portage
Jon Speeter	Pavillion Township
Tom Swiat	Prairie Ronde Township
Donald Stull	Paw Paw Township

Bill VanTassel

Almena Township

OTHERS PRESENT

Deb Buchholtz	Road Commission of Kalamazoo County Board
Jason Gatlin	Wakeshma Township
Sean McBride	Metro
Megan Mickelson	KATS
Elizabeth Rumick	KATS
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 Sorenson, SECOND by Locey, *“to approve the agenda of the August 28, 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 AMENDMENTS

Start summarized the proposed amendment to the FY 2017 – 2020 Transportation Improvement Program, which was included in the meeting packet.

MOTION by Johnson, SECOND by Goodacre, *“to approve the FY 2017-2020 Transportation Improvement Program Amendments.”* MOTION APPROVED.

KATS Administrative Policies and Procedures Update

Start gave an update to the topic of public engagement in Federally Funded Safety Projects. The Technical Committee and Subcommittee are addressing this and are expected to approve the document next month which will be subsequently brought before the Policy Committee for approval/ action as early as next month.

PUBLIC INFORMATION MEETINGS

Start noted both MDOT and City of Kalamazoo had public information meetings on the same day last week.

1. MDOT: to discuss I-94 widening and the interchange of Portage Road projects. Per Start, the new interchange layout will be a single point urban interchange similar to I-94 and Westnedge. The I-94 west-bound ramp to Kilgore would be removed.

Pfeiffer distributed graphics (Stepek has an electronic copy) of the construction that was shared with the public last Wednesday August 21, 2019. The \$85 Million project is expected to start in 2021 and be

completed in 2022. I-94 will be widened from approximately Loy Norrix High School east to Sprinkle with 3 lanes in each direction. Traffic will be shifted to one side of 94 with one lane each direction while work is done on the other side of 94. A challenge of the project includes reconstructing the Kilgore Road bridge over I-94 due to new standards and blocking airport take-off and landing zones, for the duration of the construction. A solution is to remove Kilgore Road and re-route it. Pfeiffer reported the public meeting was well attended and the audience was attuned with comments and concerns.

2. City of Kalamazoo: to discuss streets turned over from MDOT to the City of Kalamazoo. Start reported it was an initial kick-off meeting to discuss configurations, goals and desires people have for the operation of those streets. Per discussion with Rebecca Kick, they have no preconceived idea of what will happen. There will be additional meetings.

OFFICE MANAGER AND ACCOUNTANT POSITION

Start introduced Rumick.

PUBLIC TRANSPORTATION UPDATES

Aardema reported the Metro Annual Report went out to 90,000 households in the County. They are taking comments on the Metro Connect service. Youth Mobility Program for Kalamazoo Public High School Students has received positive feedback. Metro will be or has been present at the following events: Bronco Bash, KVCC Cougar Days, and Senior Expo. The purchase of 7 light duty vans was approved. Buses are now all primarily the new red/ grey fleet.

McBride stated that in March they are planning a Central County Transportation Authority millage election for buses which will impact many areas such as City of Portage, City of Parchment, Kalamazoo Township, Comstock Township, Oshtemo Township. The millage rate is expected to be finalized in October or November by the Board of Directors. This or next week, testing of new red bus stop signs will begin. The new signs will include information such as what routes are served at each stop, stop id number, route numbers, braille, and phone access to see when the bus is arriving. Testing will occur over next 1-2 months. Next fall/ summer all new signs will be up.

Goodacre stated that Bus Driver contract negotiations are ongoing.

EXECUTIVE DIRECTOR'S REPORT

Start explained KATS is reenergizing the Kalamazoo County Combined Infrastructure Map that is intended to show planned projects of streets and utilities. People will be able to coordinate utility and infrastructure projects better by mapping all infrastructure projects.

NEW BUSINESS

Steppek stated we have three projects that are in the que for what we call Redistribution for Federal Highway Funds. One is Portage Street in the City of Kalamazoo and two are TAP Projects, including Kalamazoo River Valley Trail and Vicksburg, which have not been obligated yet. We may be transitioning our TAP Projects because FY 2020 is our Rescission Year where we cannot carry over TAP dollars and we may not be able to fit them in with the budget we have.

Sorensen asked Johnson for update on the strike situation. Johnson stated Rieth-Riely Construction and Operators 324 are in disagreement and Operators 324 is on strike, which affects the Road Commission of Kalamazoo County projects in Cooper Township, and the huge D Avenue project. There has been no movement on the strike, no resolution to issues. All of Rieth-Riley's plants are operating and they have a few paving crews out, and they did some work on D Avenue.

Pfeiffer reported Rieth-Riely Construction, one of two pavers in Southwest Michigan, is in a labor

dispute with its operators. Not many MDOT Kalamazoo County projects have been impacted compared to other projects in the state.

CITIZEN COMMENTS

No Citizens' Comments were made.

MEMBER COMMENTS

Sotherland mentioned his preference for the reconfiguration of the Kalamazoo downtown streets is to make it easier to drive to and not just through Kalamazoo.

Aardema replied he and Sean serve on the Coalition for Downtown and in addition to traffic flow, consider pedestrian, car, transit and bike all together. They welcome comments.

Leigh stated she also attended the City of Kalamazoo Public Meeting and the City is adding Wednesday Walking and Biking Tours to get citizen and resident input for comments on bike and pedestrian safety. A follow-up meeting discussing the feedback will be on October 23rd.

Randall, City of Portage, stated Larry Shaffer is retiring at the end of his contract in Mid-November. Today they are beginning interviews at 1:00 p.m. and 5:00 p.m. sessions at City Hall in Portage, where participant questions from the audience will be allowed.

Heppler is very happy with the completed repaving project of VanBuren from 39th to Webster Street and North Lincoln is done. The Village of Augusta is looking at finishing the crossing at M-96 just inside and at the entrance of the Village, and McColm & 96 this year and completing the rest of trail in year or two.

Kinney reported at Van Buren County Road Commission August 21st meeting, they approved the job description and ad plan for Managing Director including a special requirement that the candidate live in Van Buren County or within 20 miles of the county.

Goodacre reported the Metro Bus Driver Contract Negotiation, called a "protest" not a strike, is a concern and will be going into arbitration at the end of October.

Drouin asked how street name changes are communicated such as M343 changing in Richland Township. Pfeiffer mentioned MDOT scheduled the changes of the signs, and it didn't happen as well as it should have and he would be open to comments or suggestions on how to get the information out. Start said the M43 redirection was discussed at both the Technical and Policy Meetings. Ulsh brought up if it would create any issues for emergency services/ central dispatch. Stepek mentioned the time between the planning/discussion and actual completion of the project may require refreshing people's memory.

Johnson reported the Road Commission of Kalamazoo County worked with County Planning and updated the Kalamazoo County maps. Chip seal is in progress and should be done next week. RCKC is working on their 2020 budget and capital improvement projects. Six roads are currently closed due to water over the road. The Road Commission will be celebrating a 110 Year Anniversary with a public open house on October 10th 3:00p.m. – 5:00 p.m. and a "Put the Brakes on Fatalities" presentation at 5:00 p.m.

Heiny-Cogswell stated Oshtemo Township is close to their 2020 budget which includes non-motorized. Phase 1 sewer project is set to go out to bid in September. The West Main Corridor Improvement

Authority is in the works.

Moyer-Cale informed the group that the PawPaw Wine and Harvest Festival is September 6th – 8th.

Bishop reported that M40 in Lawton at the railroad tracks supposed to open today.

ADJOURNMENT

There being no other business, Chair Randy Thompson adjourned the August 28, 2019 Policy Committee Meeting at 10:09 a. m.

Next Meeting: Wednesday, September 25, 2019 – 9a.m.

Kalamazoo Area Transportation Study (KATS) Technical Committee Meeting

Thursday, October 10, 2019 9:00AM

*Will include a presentation and update on the
Kalamazoo*

Infrastructure Mapping Project

Over the past year, a group of local government leaders have been meeting with the goal of improving infrastructure coordination now and for future generations in Kalamazoo County and Southwest Michigan. Inspired by the State of Michigan infrastructure asset management regional pilot programs, we set out to create a system for Southwest Michigan that combines the 3-5 year infrastructure plans for each municipality and infrastructure manager, maps the projects in a central database, creates a system of communication to prevent duplication and wasted resources, and promotes proactive collaboration. We believe this good stewardship of resources is the future of infrastructure asset management. **We are still looking for more participation and know we need your help to have the most effective tool for infrastructure management.**

It really is simple; all we need is: We are starting with the assets of roadways, storm sewers, water mains, and sanitary sewers.

1. the name of the organization
2. where you plan to be doing the work (a road segment or a point in the public easement)
3. what type of infrastructure project is planned (new asset or replacement)
4. what year you are planning to do it.

The data can be submitted in GIS format (ideally), or as a spreadsheet with the location as a coordinate, an address or a road intersection.

No other project or asset details are being requested.

Change to the Defined Benefit (DB) Contribution Plan
Pages 1-2 of Document – DB Contribution Plan excludes City Manager
Page 6 – Signatory Page

Defined Benefit Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711 www.mersofmich.com

The Employer, a participating municipality or participating court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Employer Name City of Parchment **Municipality #:** 3901

If new to MERS, please provide your municipality's fiscal year: _____ through _____.
Month Month

II. Effective Date

Check one:

A. If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of _____, 20__.

This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible employee shall be credited as follows (choose one):

- All prior service from date of hire
- Prior service proportional to assets transferred; all service used for vesting
- Prior service and vesting service proportional to assets transferred
- No prior service but grant vesting credit
- No prior service or vesting credit

Link this new division to division number _____ for purposes of determining contributions (Unless otherwise specified, the standard transfer/rehire rules apply)

B. If this is an **amendment** of an existing Adoption Agreement (Defined Benefit division number 01), the **effective date shall be the first day of** JUNE, 20 17. *Please note:* You only need to mark **changes** to your plan throughout the remainder of this Agreement.

C. If this is a **temporary benefit** that lasts 2-6 months, the effective dates of this temporary benefit are from ___/01/___ through ___/___/___ for Defined Benefit division number _____.
Last day of month
Please note: You only need to mark **changes** to your plan throughout the remainder of this Agreement.

D. If this is to **separate employees** from an existing Defined Benefit division (existing division number(s) _____) into a new division, the effective date shall be the first day of _____, 20__.

E. If this is to merge division(s) _____ into division(s) _____, the effective date shall be the first of _____, 20__.

Defined Benefit Plan Adoption Agreement

III. Eligible Employees

Only those Employees eligible for MERS membership may participate in the MERS Defined Benefit Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following groups of employees are eligible to participate:

General excluding City Manager

(Name of Defined Benefit division – e.g. All Full Time Employees, or General after 7/01/13)

Only retirees will be in this division.

These employees are (check one or both):

In a collective bargaining unit (attach cover page, retirement section, signature page)

Subject to the same personnel policy

To receive one month of service credit (check one):

An employee shall work 10 _____ hour days.

An employee shall work _____ hours in a month.

All employees as classified under eligible employees, whether full or part time, who meet this criteria must be reported to MERS. If you change your current day of work definition to be more restrictive, the new definition only applies to employees hired after the effective date.

To further define eligibility, check all that apply:

Probationary Periods are allowed in one-month increments, no longer than 12 months. During this introductory period, the Employer will not report or provide service time for this period, including retroactively. Service will begin after the probationary period has been satisfied.

The probationary period will be _____ month(s).

Temporary employees in a position normally requiring less than a total of 12 whole months of work in the position may be *excluded* from membership. These employees must be notified in writing by the participating municipality that they are excluded from membership within 10 business days of date of hire or execution of this Agreement.

The temporary exclusion period will be _____ month(s).

IV. Provisions

Valuation Date: _____, 20 ____

1. Review the valuation results

It is recommended that your MERS representative presents and explains the valuation results to your municipality before adopting. Please choose one:

Our MERS representative presented and explained the valuation results to the

_____ on _____
(Board, Finance Cmte, etc.) (mm/dd/yyyy)

As an authorized representative of this municipality, I _____
(Name)

_____ waive the right for a presentation of the results.
(Title)

Defined Benefit Plan Adoption Agreement

This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary that sets contribution rates.

Annually, the MERS actuary will conduct an actuarial valuation to determine the employers' contribution rates. Employers are responsible for payment of said contributions at the rate, in the form and at the time that MERS determines.

2. Benefit Multiplier (1%-2.5%, increments of 0.05%) _____ % (max 80% for multipliers over 2.25%)

Check here if multiplier will be effective for existing active members' future service only (Bridged Benefit as of effective date on page 1)

If checked, select one below:

- Termination Final Average Compensation (calculated over the members entire wage history)
- Frozen Final Average Compensation (FAC is calculated twice, once for the timeframe that matches the original multiplier, and once for the new multiplier)

3. Final Average Compensation (Min 3 yr, increments of 1 yr) _____ years
4. Vesting (5 -10 yrs, increments of 1 yr) _____ years
5. Normal Retirement Age will be the later of: _____ (any age from 60-70), or the vesting provision selected above (#4).
6. Required employee contribution (Max 10%, increments of 0.01%) _____ %
7. Compensation for the Defined Benefit Plan means the salary or wages paid to an employee for personal services rendered while a member of MERS. Compensation and any applicable employee contributions must be reported to MERS on a monthly basis.

Employers shall define compensation using the following options (choose one):

- Compensation including all items as allowed in the MERS Plan Document (Section 14).

If anything varies, specify here:

Included: _____

Excluded: _____

- Base wages only.

If any items should be included, specify here:

Included: _____

- Medicare taxable wages as reported on W2.

- Wages plus amounts otherwise not reported as gross compensation, such as elected amounts for Section 125(a) or 457(b) deferrals.

Defined Benefit Plan Adoption Agreement

8. Unreduced Early Retirement/Service Requirements:

<input type="checkbox"/> Age 50 – 54 _____ Service of either <input type="checkbox"/> 25 or <input type="checkbox"/> 30 years
<input type="checkbox"/> Age 55 – 65 _____ Service between 15 and 30 years _____
<input type="checkbox"/> Service only (must be any number from 20 – 30 years accrued service): _____
<input type="checkbox"/> Age + Service Points (total must be from 70 – 90): _____ points

9. Other

- Surviving Spouse will receive _____% of Straight Life benefit without a reduction to the employee's benefit
- Duty death or disability enhancement (add up to additional 10 years of service credit not to exceed 30 years of service)
- Deferred Retirement Option Program (DROP)
- Annuity Withdrawal Program (AWP)
 - Calculation of the actuarial equivalent of the lump sum distribution made under AWP will be done using:
 - Interest rate for employee contributions as determined by the Retirement Board, or
 - MERS' assumed rate of return as of the date of the distribution.

10. Cost-of-Living Adjustment

<input type="checkbox"/> All current retirees as of effective date	<input type="checkbox"/> Future retirees who retire after effective date
<input type="checkbox"/> Retirees who retire between _____/01/____ and _____/01/____	
Increase of _____% or \$_____ per month	Increase of _____% or \$_____ per month
Select one: <input type="checkbox"/> Annual automatic increase <input type="checkbox"/> One-time increase	<input type="checkbox"/> Annual automatic increase
Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding	Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding
Employees must be retired _____ months (6-12 months, increments of 1 month)	Employees must be retired _____ months (6-12 months, increments of 1 month)

- Check here if the existing COLA will be bridged for active participants as of the effective date selected on this form. Benefits accrued for service after the effective date will have no COLA increase applied.

Defined Benefit Plan Adoption Agreement

11. Service Credit Purchase Estimates are:

- Not permitted
- Permitted

V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Defined Benefit Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event of any conflict between the MERS Plan Document and the MERS Defined Benefit Plan Adoption Agreement, the provisions of the Plan Document control.

VI. Modification Of The Terms Of The Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired, and prohibits the use of the Employer's required current service funding to finance unfunded accrued liabilities.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency.
4. The Employer acknowledges that wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference.
5. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended.
6. The Employer acknowledges that changes to the Employer's MERS Defined Benefit Plan must be made in accordance with the MERS Plan Document and applicable law, and agrees that MERS will not administer any such changes unless the MERS Plan Document and applicable law permit same, and MERS is capable of administering same.

Defined Benefit Plan Adoption Agreement

VIII. Execution

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by Parchment City Council on
the ___ day of _____, 20___.
(Name of Approving Employer)

Authorized signature: _____

Title: TREASURER / CLERK

Witness signature: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20___. Signature: _____
(Authorized MERS Signatory)

Resolution to Adopt Defined Contribution Plan

Formal Requirement of MERS

Resolution Adopting the MERS Defined Contribution Plan



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711 www.mersofmich.com

This Resolution is entered into under the provisions of 1996 PA 220 and the Municipal Employees' Retirement System of Michigan ("MERS") Plan Document, as each may be amended.

WHEREAS, the participating entity desires to adopt the MERS Defined Contribution Plan for its designated employees;

WHEREAS, the participating entity has furnished MERS with required data regarding each eligible employee and retiree;

WHEREAS, as a condition of MERS membership, and pursuant to the MERS Retirement Board's power as plan administrator and trustee under Plan Document Section 71 and MCL 38.1536, as each may be amended, it is appropriate and necessary to enter into a binding agreement providing for the administration of the Defined Contribution Plan, the reporting of wages, and the payment of the required contributions of a participating entity and withholding of employee contributions; now, therefore,

IT IS HEREBY RESOLVED:

On behalf of the participating entity, the governing body of
City of Parchment adopts the MERS Defined Contribution Plan in accordance with Plan Section 4 for its eligible employees as described in the MERS Defined Contribution Adoption Agreement, subject to the MERS Plan Document and as authorized by 1996 PA 220, as both may be amended;

I hereby certify that the above is a true copy of the Defined Contribution Resolution adopted at the official meeting held by the governing body of this municipality:

Dated: _____, 20____. _____
(Signature of Authorized Official)

Printed name: SHANNON STUTZ
(Authorized Official - printed)

This Resolution shall have no legal effect under the MERS Plan Document until a certified copy of this adopting Resolution is filed with MERS, MERS determines that all necessary requirements under the Plan Document, the Adoption Agreement, and this Resolution have been met, and MERS certifies the Resolution below.

Received and Approved by the Municipal Employees' Retirement System of Michigan:

Dated: _____, 20____. _____
(Signature of Authorized MERS Representative)

MERS Retiree Health Funding Vehicle Uniform Resolution

OPEB Liability funds (\$29,000.00) from the Water Fund
Required to reduce the Unfunded OPEB Liabilities

MERS Retiree Health Funding Vehicle Uniform Resolution



1134 Municipal Way Lansing, MI 48917 | 800.767.6377 | Fax 517.703.9707

www.mersofmich.com

WHEREAS, Section 36(2)(a) of the Municipal Employees' Retirement Act ("MERA"), 1984 PA 427, MCL 38.1536(2)(a), and Section 71(2)(a) of the MERS Plan Document, authorized the Municipal Employees' Retirement Board ("Board") to establish additional programs;

WHEREAS, the Board has authorized MERS' establishment of a retiree health funding vehicle ("RHFV"), which a participating municipality or court, or another eligible public employer that constitutes a "municipality" under Section 2(23) of the Municipal Employees' Retirement System ("MERS") Plan Document and Section 2b(2) of MERA, MCL 38.1502b(2) ("Eligible Employer"), may adopt.

WHEREAS, the Board has established a governmental trust ("Trust Fund") under Section 115 of the Internal Revenue Code ("IRC") to hold the assets of the RHFV, which Trust Fund shall be administered under the discretion of the Board as fiduciary, directly by (or through a combination of) MERS or MERS duly-appointed Program Administrator (as defined in the MERS RHFV Plan Document), and is tax-exempt under Section 115 as confirmed by MERS' Private Letter Ruling from the Internal Revenue Service dated January 13, 2004;

WHEREAS, the Public Employee Health Care Fund Investment Act, 1999 PA 149, MCL 38.1211 et seq. ("PA 149") allows a public corporation to create a public employee health care fund, and provides for its administration, investment, and management, in order to accumulate funds to provide for the funding of health benefits for retirees and beneficiaries;

WHEREAS, a MERS RHFV health care trust fund created under PA 149 constitutes a governmental trust established by an Eligible Employer under IRC Section 115; provided that the PA 149 trust does not accept assets from any defined benefit health account established under IRC Section 401(h);

WHEREAS, the Board is the investment fiduciary of the Trust Fund under PA 149 and the Public Employee Retirement System Investment Act ("PERSIA"), 1965 PA 314, MCL 38.1132 et seq., and is responsible for the custody of assets in the Trust Fund, as well as the establishment and monitoring of the investment options that comprise the investment menu among which a participating Eligible Employer of the RHFV may select one or more for the investment of its assets;

WHEREAS, each participating Eligible Employer is also a fiduciary of the assets in the RHFV under PA 149, and is responsible for the allocation of its assets by use of the investment options offered within the RHFV investment menu, establishment of an investment policy for its RHFV assets, and compliance with PERSIA.

WHEREAS, adoption of this MERS Retiree Health Funding Vehicle Uniform Resolution ("Uniform Resolution") by the Eligible Employer is necessary and required in order that the benefits available under the RHFV may be extended to the Eligible Employer; and

WHEREAS, this Uniform Resolution has been approved by the Board under the authority of Section 36(2)(a) of MERA and Section 71(2)(a) of the MERS Plan Document. The RHFV shall not be implemented with respect to any Eligible Employer unless in strict compliance with the terms and conditions of this Uniform Resolution, the RHFV Plan Document, and Trust Agreement.

MERS Retiree Health Funding Vehicle Uniform Resolution

NOW, THEREFORE, BE IT RESOLVED that the governing body adopts the MERS Retiree Health

Funding Vehicle as provided below, with an effective date of: _____
(MM/DD/YYYY)

for the following covered employees: CITY of PARCHEMENT
(List covered employee groups)

I. MERS RETIREE HEALTH FUNDING VEHICLE

CONTRIBUTIONS shall be made only by the Eligible Employer, remitted to MERS by the Eligible Employer, and credited to the Eligible Employer's account as a bookkeeping entry within the Trust Fund for the RHFV. As this RHFV account is funded solely by the Eligible Employer on a cash or actuarial basis as determined by the Eligible Employer, there is no requirement for an agreement establishing the schedule of contributions. Amounts in an Eligible Employer's RHFV account shall be used to provide or subsidize the provision of health insurance for eligible retirees or their beneficiaries, to provide health benefits as defined by IRC Section 213 and are excludable from income under IRC Sections 105 and 106 as amended from time to time.

INVESTMENT of funds accumulated and held in the Trust Fund shall be held in a separate reserve and invested on a pooled basis by MERS subject to PERSIA, as provided by Section 76 of the MERS Plan Document, Section 39 of MERA, MCL 38.1539, and PA 149. However, each participating Eligible Employer shall be responsible for the asset allocation of its assets within the RHFV investment menu, in accordance with PERSIA as required by PA 149.

THE ELIGIBLE EMPLOYER shall abide by the terms of the RHFV, including the MERS RHFV Plan Document, RHFV Trust Agreement, all investment, administration, and service agreements, and all applicable provisions of the IRC, PERSIA, PA 149 and other law. It is affirmed that no assets from any defined benefit health account established under IRC Section 401(h) shall be transferred to, or accepted by MERS.

DISTRIBUTIONS In order to receive a distribution for allowable expenses, an Eligible Employer must complete the applicable form approved by MERS. The Program Administrator shall establish any procedures necessary to process distribution requests and transfer funds within the period set by the Program Administrator.

II. IMPLEMENTATION DIRECTIONS

- (A) The governing body of the Eligible Employer desires that all assets placed in its RHFV account (as a sub-fund of the pooled Trust Fund) be administered by MERS with respect to maintaining appropriate custody of the assets, and the establishment and monitoring of investment options included in the RHFV investment menu among which options the governing body may select one or more to invest its assets, and shall do so in compliance with PERSIA, PA 149, all applicable provisions of the IRC and other relevant law.
- (B) The RHFV is designed as an IRC Section 115 and PA 149 compliant trust. All assumptions, including the rate of investment return used in any OPEB valuation, are the responsibility of the Eligible Employer. The Eligible Employer acknowledges and affirms its fiduciary responsibility for selecting the investment allocation for its RHFV assets from the options in MERS' RHFV investment menu, and its obligation to comply with all applicable provisions of PERSIA as a co-fiduciary of its RHFV account.
- (C) All allocations must use a whole percentage, and the total percentage of allocated assets must equal 100%.

MERS Retiree Health Funding Vehicle Uniform Resolution

- (D) The Eligible Employer makes the following initial investment allocation election from MERS' RHFV investment menu:

Portfolios Built for You (Stocks/Bonds)		Funds to Build Your Own Portfolio	
MERS Total Market Portfolio	%	Large Cap Stock Index	%
MERS Global Stock Portfolio (100/0)	%	Mid Cap Stock Index	%
MERS Capital Appreciation Portfolio (80/20)	%	Small Cap Stock Index	%
MERS Established Market Portfolio (60/40)	%	International Stock Index	%
MERS Balanced Income Portfolio (40/60)	%	Emerging Market Stock	%
MERS Capital Preservation Portfolio (20/80)	%	Short-Term Income	%
MERS Diversified Bond Portfolio (0/100)	%		

Please refer to the Fund Summary Sheets for information regarding each investment option, including potential redemption fees, and restrictions (www.mersofmich.com).

- (E) Changes in the investment option(s) selected or allocations made in paragraph (D) may be made by the Eligible Employer in writing using the form approved and provided by MERS and submitted to the RHFV Program Administrator or online via the Eligible Employer's online RHFV account. The Eligible Employer chooses the following method to change its investment option(s) and/or allocation (choose only 1):
- Fund election changes will be made by submitting a completed RHFV Investment Change Form (RH-602) and supporting certified minutes identifying governing body approval.
- The employer will designate the RHFV Investment Contact in the manner required by MERS to make ongoing fund election changes through the online RHFV account.
- (F) All monies in the RHFV Trust Fund (and any earnings thereon, positive or negative) shall be held and invested for the sole purpose of paying health care benefits for the exclusive benefit of Eligible Employees who shall constitute "qualified persons" who have retired or separated from employment with the Eligible Employer or their beneficiaries, and for any administration expenses. RHFV Trust Fund monies shall not be used for any other purpose and shall not be distributed to the State.
- (G) Participation in and any coverage under the RHFV shall not constitute nor be construed to constitute an "accrued financial benefit" under Article 9, Section 24 of the Michigan Constitution of 1963, nor shall any contribution method for Eligible Employer funding other than "pay as you go" cash funding be required or imposed, and all benefits, rights, and obligations conferred by or arising under the RHFV shall be as provided under this Uniform Resolution and the RHFV Plan Document.
- (H) The Eligible Employer will determine who constitutes an "Eligible Employee" to receive retiree health care benefits subsidized under its RHFV account. The Eligible Employer will provide proof of liability for retiree health care benefits by way of the collective bargaining agreement and/or personnel policy, OPEB valuation, or most recent and active contract with its health insurer.

MERS Retiree Health Funding Vehicle Uniform Resolution

- (I) The Eligible Employer designates in writing an employer contact person who may request distributions of fund monies for the benefit of the Eligible Employees; makes investment allocations of the Eligible Employer's assets within the RHFV investment menu to the extent authorized in paragraph (D); receive necessary reports, notices, etc. using the MERS Contact Form and this document.
- (J) The Eligible Employer acknowledges its responsibility to create and comply with an investment policy with respect to its RHFV account assets, as required by PA 149.
- (K) It is expressly agreed and understood as an integral and nonseverable part of, extension or continuation of coverage under this Uniform Resolution Adopting MERS Retiree Health Funding Vehicle, that Section 43 of the MERS Plan Document regarding collective bargaining agreements shall not apply to this Uniform Resolution, the RHFV Plan Document, the Trust Agreement, or any administration or interpretation.
- (L) In the event any alteration of the language, terms or conditions stated in this Uniform Resolution is made or occurs under Section 43 of the MERS Plan Document, other plan provision or other law, it is expressly recognized that MERS and the Board, as fiduciary of the MERS Plan and its trust reserves, and whose authority is nondelegable, shall have no obligation or duty to administer (or to have administered) the RHFV or its Trust Fund, or to continue administration.

III. PLAN TERMINATION

Plan Termination may occur for any of the following reasons provided for in the RHFV Plan Document: Automatic Termination, Plan Asset Transfer, or Satisfaction of RHFV Liabilities. The Program Administrator shall determine what documentation is necessary to demonstrate termination of any of the above circumstances. After receipt of such documentation, and approval of the termination, the Program Administrator shall supply the Eligible Employer with the necessary forms to complete the termination.

IV. EFFECTIVE DATE OF THIS RHFV UNIFORM RESOLUTION

This Uniform Resolution shall have no legal effect until an executed copy is filed with MERS, and MERS determines that all necessary requirements under Section 71 of the MERS Plan Document, PA 149, this Uniform Resolution, and other relevant laws, have been met. Upon MERS' determination that all necessary documents have been completed (if necessary) and submitted, MERS shall execute this Uniform Resolution and return a copy to the Eligible Employer's designated contact person.

In the event an amendatory resolution or other action by the Eligible Employer is required by MERS, such resolution or action may be deemed effective as of the date of this Uniform Resolution or such action, if agreed to in writing by all of the parties, including, the Program Administrator, if necessary. Section 86 of the MERS Plan Document shall apply to this Uniform Resolution and all acts performed under MERS' authority. The terms and conditions of this Uniform Resolution supersede any prior resolution, and its terms are controlling on the parties.

MERS Retiree Health Funding Vehicle Uniform Resolution

This MERS Retiree Health Funding Vehicle Uniform Resolution is hereby adopted and approved

on the _____ day of _____, 20____

by the governing body of

(Eligible Employer)

Authorized Signature: _____

Name: _____

Title: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____

(Authorized MERS signatory)

Resolution Establishing Authorized Signatories for MERS Contracts

Naming Those with the ability to Sign MERS Contracts

Resolution Establishing Authorized Signatories for MERS Contracts and Service Credit Purchase Approvals



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

This Resolution is entered into under the provisions of 1996 PA 220 and the Municipal Employees' Retirement System of Michigan ("MERS") Plan Document, as each may be amended.

This resolution applies to reporting unit(s) # 01 of the participating municipality listed below.

WHEREAS, City of Parchment ("Employer") is a participating municipality with the Municipal Employees' Retirement System of Michigan ("MERS") and has adopted one or more retirement, insurance, investment or other post-employment benefit products administered by MERS;

WHEREAS, MERS requires signatures of an authorized representative of the Employer to execute contracts with MERS, the entry of which is authorized by the governing body and permitted under the applicable MERS Plan Document(s);

WHEREAS, the Employer wishes to designate certain job position(s), the holder(s) of which may sign MERS' contracts relating to the adoption, amendment and termination of MERS' products, and defined benefit service credit purchase approvals on behalf of Employer to implement decisions and actions of the governing body;

WHEREAS, this Resolution is not intended to apply to MERS forms or any other MERS document except as specifically mentioned herein,

Therefore, the Governing Body resolves:

The holders of the following job position(s) are hereby *Authorized Officials* that can sign: (1) MERS Adoption Agreements, Resolutions, Participation Agreements, Administrative Services Agreements, Withdrawal Agreements and any other contracts between MERS and the Employer with respect to Employer's participation in any MERS-administered product and any amendments and addendums thereto, and (2) MERS Defined Benefit service credit purchase approvals:

1. Treasurer

Optional additional job positions:

2. City Manager
3. Mayor

This Resolution may be revoked in writing or amended by the Governing Body at any time, provided that it will not be effective until such writing or amended Resolution is received by MERS. The Governing Body agrees that MERS may rely upon this Resolution as conferring signing authority upon the holders of the above job position(s) to bind Employer with respect to MERS.

Adopted at a regular/special meeting of the Governing Body on _____, 20_____.

Authorized signature (must be currently in a position named above): _____

Name: _____

Title: _____

Witness signature: _____

Witness name: _____

Witness title: _____

MEMORANDUM

To: Parchment City Commission

From: Kindleberger Art Commission

Date: October 1, 2019

Re: Appointment of the Kindleberger Arts Commission Festival Director

IT IS RECOMMENDED

The Kindleberger Art Commission recommends contracting Kris Jordan as the Festival Director.

BACKGROUND

On Monday, September 30, 2019 the Kindleberger Art Commission received a motion from Mayor Britigan, supported by Commissioner Fooy to recommend renewing the contract of Kris Jordan for the Festival Director position. Ayes: All

MEMORANDUM

To: Parchment City Commission

From: Kindleberger Art Commission

Date: October 2, 2019

Re: Appointment of Kindleberger Arts Commission Member-at-Large

IT IS RECOMMENDED

The Kindleberger Arts Commission recommends the appointment of Julie Heasley for the Commission Member-at-Large.

BACKGROUND

On Monday, September 30, 2019 the Kindleberger Art Commission received a motion from City Manager Stoddard, supported by Nancy Eaton to recommend appointment of Julie Heasley as a Kindleberger Arts Commission Member-at-Large. Ayes: All

MEMORANDUM

To: Parchment City Commission

From: Nancy R. Stoddard, City Manager

Date: October 4, 2019

Re: Draining and Cleaning of the Water Tanks at the Water Treatment Plant

IT IS RECOMMENDED

That we proceed with the draining and cleaning of the Water Treatment Plant tanks by Clean Earth.

BACKGROUND

It has come to the staff's attention that shutting off the electricity to the Water Treatment Plant building without the draining and cleaning of the tanks is not possible as the contents of the tanks will freeze. The staff then opted to turn down the temperature in the facility to reduce the cost and found that mold was forming on every surface in the building. The building has an electric heating and cooling system which is very expensive to operate. In order to shut down the heating and cooling system to this area, the tanks would have to be drained and cleaned.

The shutdown of the Water Treatment Plant has left the tanks in the building holding thousands of gallons of water (contaminated with PFAS) and media which consists of charcoal and other deposits. The Public Works staff consulted with Environment Great Lakes and Energy (EGLE) to discuss with them the procedure for emptying these tanks and properly disposing of the media that lies in the bottom of each tank. EGLE stated that the tanks should be drained, cleaned, and the media properly disposed of in an approved site by a company that is accustomed to working with these types of situations.

Two companies do this type of work in our area:

- Clean Earth \$23,464.00
- Taplin Group, LLC 128,982.50



March 22, 2019

City of Parchment
Attn: Jim Dubey
Email: water@parchment.org
650 S Riverview Dr.
Parchment, MI 49004

SITE LOCATION: 5661 N 20th St., Parchment, MI 49004

Dear Jim:

As per our onsite inspection of the above location, I am pleased to offer you the following proposal:

DESCRIPTION OF WORK TO BE COMPLETED:

- **(2) Vactors, Flex Hose, and Confined Space Entry along with (6) Technicians to Clean (2) Water Filter Media Tanks Containing Approximately 12,000 Gallons of Filter Media per Tank**

COST: \$ 14,944.00	Equipment and Labor
\$ 8,520.00	Disposal
\$ 23,464.00	Total

The above proposal includes all equipment and personnel necessary to complete the project in a timely and professional manner. Any problems that may arise due to unforeseen circumstances may be subject to a PRE-APPROVED change order. All waste will be transported to a licensed treatment facility and processed according to the Department of Environmental Quality regulations.

Thank you for the opportunity to present this proposal to you. Should you have any questions, concerns, and/or would like to schedule this service, please do not hesitate to contact me.

Sincerely,

Jerry McCauley
Field Consultant

GAM:jdn

I hereby accept the terms and conditions as outlined above:

Authorized Signature:

Date: