



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

January 20, 2020

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 Robin Madaras

Officers

City Manager Nancy R. Stoddard

City Attorney Robert Soltis

City Treasurer/Clerk Shannon Stutz

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Approval of Minutes

From the City Commission Regular Meeting Minutes of January 6, 2020

5. Additions/Changes to the Agenda - Approval

6. 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.*

7. 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. 1403 – receive
- ii. Kindleberger Park Reservation – Brown Wedding – approve

8. Unfinished Business

9. New Business

- A. Andrew Alspach, Emergency Management Planner, Presentation – receive
- B. Sean McBride, Executive Director, Central County Transport Authority (CCTA) Presentation – receive
- C. Ordinance to Adopt 2018 NFPA Fire Code – First Reading
- D. Household Hazardous Waste Contract with Kalamazoo County – approve
- E. Food Truck Rally

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

12. City Manager Comments

13. Adjournment

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY JANUARY 6, 2020.

1. Call to order

Mayor Britigan called the meeting to order at 7:00 p.m. He led everyone saying the Pledge of Allegiance.

2. Roll Call.

Present: Mayor Britigan, Vice Mayor Jordan, Commissioners Bagley, Emmons, Evans, Fooy, and Madaras. City Manager Stoddard, Deputy Clerk Smith.

Absent: City Treasurer/Clerk Stutz, Attorney Soltis.

3. Approval of Minutes

Moved by Commissioner Bagley, supported by Commissioner Evans to approve the Minutes of the December 16, 2019 Regular Meeting.

Motion Carried.

4. Additions or changes to the agenda.

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

6. Citizen Comments – Items ON the Agenda

None.

7. Consent Agenda

A. Moved by Vice Mayor Jordan, supported by Commissioner Emmons to receive the consent agenda items. **Motion Carried.**

8. Unfinished Business

None.

9. New Business

None.

10. Citizen Comments

None.

11. Mayor and Commissioner Comments

Commissioner Fooy thanked City Manager Stoddard for providing thorough and timely information to the Commission even before the Commission can ask. He recently asked about SAW grant material and was impressed with what he received back.

Commissioner Madaras stated she would like to take a tour of the mill property. City Manager Stoddard noted Public Works would be giving a tour and invited Commissioner Madaras to attend.

Vice Mayor Jordan asked if the Commission could receive Planning Commission minutes in the agenda packets. City Manager Stoddard stated she will be bringing drafts of the new Master Plan this month and will include the minutes in the Commission agenda packets.

Mayor Britigan wished everyone a Happy New Year. He noted he is excited for the upcoming changes to the City now that the mill purchase has been completed.

12. City Manager Comments/Reports

City Manager Stoddard echoed the wishes for everyone to have a Happy New Year. She then 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 Madaras and supported by all to adjourn the meeting at 7:06 p.m.

Kara Smith
Deputy City Clerk

Check Register Report

Warrant 1403

Date: 01/13/2020

Time: 3:09 pm

Page: 1

City of Parchment

BANK: MERCANTILE

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
MERCANTILE Checks							
35699	01/13/2020	Printed		6100	CINTAS	Uniform Rental & Towels	225.68
35701	01/13/2020	Printed		0006	CONSUMERS ENERGY	49004 LED Light Road	6,097.22
35702	01/13/2020	Printed		0009	FORD, KRIEKARD, SOLTIS & WISE	Police Matters - December	1,687.50
35703	01/13/2020	Printed		8862	KALAMAZOO AREA BUILDING AUTHOR	Property Maint-143 N Riverview	55.00
35704	01/13/2020	Printed		0554	KALAMAZOO OIL CO.	Fuel Charges-12/1 to 12/15/19	376.70
35705	01/13/2020	Printed		6600	KALAMAZOO TOWNSHIP	Fire Services - December	28,847.75
35706	01/13/2020	Printed		0107	MICHIGAN MUNICIPAL WC FUND	Payroll Audit 7/1/18 to 7/1/19	350.00
35707	01/13/2020	Printed		0135	PARCHMENT SERVICE CENTER	2015 Ford F250-Multi Functiona	158.60
35708	01/13/2020	Printed		0079	PREIN & NEWHOF	Commerce Lane Resurf to 12/28	7,877.69
35709	01/13/2020	Printed		0001	REPUBLIC SERVICES #249	DPW - January	299.69
35710	01/13/2020	Printed		8823	KARA SMITH	Mileage 10/1 to 12/31/19	285.70
35711	01/13/2020	Printed		8718	NANCY STODDARD	Mileage 10/10-12/17/19 & Parki	73.88
35712	01/13/2020	Printed		8554	SHANNON STUTZ	Mileage 10/1 to 12/31/19	71.22
35713	01/13/2020	Printed		8746	VARNUM LLP	Frontier Renewal Legal Service	2,240.25

Total Checks: 14

Checks Total (excluding void checks):

48,646.88

Total Payments: 14

Bank Total (excluding void checks):

48,646.88

Total Payments: 14

Grand Total (excluding void checks):

48,646.88

Nancy R Stoddard

Kindleberger Park Reservation Form

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: Sandy Brown Phone: 269-501-9167
Address: 356 Parchmont
Email: sbrown3@rlrcm.com Alternate Phone: 269-568-3941
Date of Event: June 20, 2020 Time: 3:00 PM - 6:00 PM

How many attendees at your event? 70
Will there be music as part of your event? no
Name of DJ, Musical Performer, Sound Technician: _____

Decorations, rental chairs/tents/tables? - describe: a tent with no stakes
and 70 chairs
***See park rules on reverse side of form

Signature: Sandy R Date: 1-16-2020

FOR INTERNAL OFFICE USE:
Application received by: CS Date: 1-16-2020
Payment amount received: \$250.00 Receipt #: 11722
Check # _____ Cash

APPROVAL

Signature _____ Date _____

RECEIVED

JAN 16 2020

PAID



KALAMAZOO COUNTY HAZARD MITIGATION PLAN

LOCAL GOVERNMENT BRIEFING DOCUMENT

- The Kalamazoo County Hazard Mitigation Plan (KCHMP) is being updated. The KCHMP is a functional public document based on an “All-Hazards/Whole Community” approach to resiliency, as mandated at the State (MSP) and Federal (FEMA) levels. The current version of the Plan is outdated and did not have full local community participation during the last revision cycle. This has resulted in some communities needing pre-disaster mitigation and post-disaster relief assistance and not being eligible to receive it. These communities may face long-term, costly processes to rectify and recover.
- We don’t want to end up with communities left out of the updated plan and unable to get help when needed. If all local communities do not actively participate, our understanding of the Natural, Technological, and Human-caused threats and hazards and our capabilities for response to and recovery from potential events would remain incomplete.
- The KCHMP must also be updated to reflect recent and ongoing changes in the threats and hazards we face and the way they are prioritized, and to better address the needs of at-risk populations county-wide. We desire local jurisdictional participation to be as close to 100% as possible on this update/revision cycle.
- We request that The City of Parchment make a motion at this meeting to participate in the planning of and to eventually consider adopting the County’s Hazard Mitigation Plan. When the plan is approved by MSP and FEMA later in the year, we’ll ask that a formal resolution be voted on to actually adopt it.
- There is no monetary cost associated with signing on to this effort, and there are tremendous benefits to be realized in early identification of threats and hazards to people and property, businesses, and the environment. The Office of Emergency Management is available to guide and assist in substantive and meaningful ways in order to minimize time and effort on the part of participating jurisdictions.
- We would ask that this panel consider actively participating in this process, helping us to establish an ongoing dialog so that the Kalamazoo County can be a safer and more resilient community as a whole and in its parts. Your participation is vital to the process of identifying specific and general risks and greatly enhances our efforts towards mitigating the hazards we face as a community.

Contact:

Andrew M. Alspach, CPP

Planner

Kalamazoo County Office of Emergency Management

Phone: 269-383-8743 Fax: 269-383-8791 Desk: 269-383-8740 Cell: 269-823-8006

Email: oemofc@kalcounty.com Web: www.KCOEM.net Twitter: @KZOO_OEM

CITY OF PARCHMENT
KALAMAZOO COUNTY, MICHIGAN

ORDINANCE _____

AN ORDINANCE TO AMEND THE PARCHMENT CITY CODE OF ORDINANCES TO ADD A NEW CHAPTER 16 TO ADOPT THE NFPA 1/UNIFORM FIRE CODE, 2018 EDITION; TO REPEAL ALL OTHER ORDINANCES OR PARTS THEREIN INCONSISTENT OR CONTRARY TO THIS ORDINANCE; AND TO PROVIDE FOR AN EFFECTIVE DATE FOR THIS ORDINANCE.

THE CITY OF PARCHMENT ORDAINS:

ARTICLE I

A new chapter is added entitled, Chapter 16, Fire Regulations, is hereby added and shall now read:

Chapter 16

FIRE REGULATIONS

ARTICLE II

Chapter 16, Article I, 2018 Uniform Fire Code, Sections 16-1 through 16-15, is hereby added and shall now read:

Sec. 16-1. Title.

This Ordinance shall be known and cited as the "City of Parchment Uniform Fire Code Ordinance."

Sec. 16-2. Adoption of NFPA 1/Uniform Fire Code, 2018 Edition.

A certain document or booklet, which is marked and entitled as "NFPA 1/UNIFORM FIRE CODE, 2018 EDITION" and the annexes and index thereto and any amendments thereto, said Code being published by the National Fire Protection Association, official copies of which are on file in the office of the City Clerk and which may be examined by the general public during regular business hours or by appointment, is hereby adopted by reference as if fully set forth herein. Each and all of

the regulations, provisions, penalties, conditions and terms thereof, except as they may hereafter be modified, shall be deemed adopted and made a part hereof by this reference as if fully set forth in this Ordinance.

Sec. 16-3. Conflicts.

Section 1.3.3 of the said NFPA 1/UNIFORM FIRE CODE, 2018 EDITION, regarding "Conflicts" is hereby amended to add Section 1.3.3.3 as follows:

"1.3.3.3. Where a conflict between this document and the Michigan Construction Code occurs, the specific requirements of the Michigan Construction Code shall apply."

Sec. 16.4. Board of Appeals.

Section 1.10.1.1 of the said NFPA 1/UNIFORM FIRE CODE, 2018 EDITION, is hereby amended to read as follows:

"1.10.1.1. A Board of Appeals shall be established consisting of members and alternate members who shall be appointed by the City Commission and whom by reason of education, experience and knowledge and are deemed to be competent to sit in judgment on matters concerning this Code and its enforcement."

Sec. 16.5. Open Fires.

Section 10.10 of the said NFPA 1/UNIFORM FIRE CODE, 2018 EDITION, is hereby amended by the deletion of subsections 10.10.1 through 10.10.9 thereunder and by the addition of the following language:

"10.10 Open fires, incinerators and commercial fireplaces shall be regulated by separate City Ordinance."

Section 16.6. Premises Marking.

Section 10.11.1.2 of the said NFPA 1/UNIFORM FIRE CODE, 2018 EDITION, is hereby amended to read as follows:

"10.11.1.2 Address number (other than 1 or 2 family dwellings) shall be a minimum of 10 inches (254 mm) high with a minimum stroke width of 2 inches (50.8 mm)."

Section 16.7. Records.

Section 13.3.3.4.3.1.1 of the said NFPA 1/UNIFORM FIRE CODE, 2018 EDITION, is hereby amended to read as follows:

"13.3.3.4.3.1.1 Records of all system inspections, tests and maintenance required by the referenced standards shall be maintained on the premises for a minimum of three years and shall be copied to the Fire Marshal using a system as specified by the Fire Marshal."

Section 16.8. Existing Apartment Buildings.

Section 13.7.2.18.1 of the said NFPA 1/UNIFORM FIRE CODE, 2018 EDITION, is hereby amended to read as follows:

"13.7.2.18.1 Apartment buildings with more than two stories or with more than 11 dwelling units, other than those meeting 13.7.2.8.1.2 of NFPA 101, shall be provided with a fire alarm system in accordance with Section 13.7 and NFPA 101, except as modified by 31.3.4.5.4 of NFPA 101. (101:31.3.4.1.1)."

Section 16.9. Indication of Central Station Service.

Section 13.7.3.4 of the said NFPA 1/UNIFORM FIRE CODE, 2018 EDITION, is hereby amended to read as follows:

"13.7.3.4 Fire alarm systems required by this chapter or by the International Building Code shall be monitored by a listed central station as defined in NFPA 72. A Certificate or Placard shall be issued by a recognized listing organization that has listed the prime contractor for all newly installed fire alarm systems in commercial occupancies in accordance with NFPA 72. This regulation shall apply to all fire alarm systems that are newly installed in commercial occupancies for which permits are required. Any existing fire alarm system in a commercial occupancy wherein the fire alarm control panel and/or alarm system components are to be replaced shall be considered newly installed for the purposes of this section. Also, where there is reasonable cause due to non-compliance or faulty conditions, the Fire Marshal may require an existing fire alarm system meet the same requirement as a newly installed system. Central station service, in full compliance with the 2016 Edition of NFPA 72, shall be maintained at the protected property, so long as the requirement for the alarm system exists."

Section 16.10. Fire Department Access Roads.

Section 18.2.3.5.1.1. of the said NFPA 1/UNIFORM FIRE CODE, 2018 EDITION, is hereby amended to read as follows:

"18.2.3.5.1.1 Fire Department access road shall have an unobstructed width of not less than 25 ft. (7.62m)."

Section 16.11. Marking of Fire Department Access Roads.

Section 18.2.3.6.1 of the said NFPA 1/UNIFORM FIRE CODE, 2018 EDITION, is hereby amended to read as follows:

"18.2.3.6.1 Where required by the AHJ, Approved Signs, with the language of "FIRE LANE - NO PARKING, STOPPING OR STANDING" shall be provided and maintained to identify Fire Department access roads or to prohibit the obstruction thereof or both."

Section 16.12. Means of Egress Inspection.

Section 20.1.5.1.1 of the said NFPA 1/UNIFORM FIRE CODE, 2018 EDITION, is hereby amended to read as follows:

"20.1.5.1.1 Means of Egress Inspection. The building owner or agent of all public assembly occupancies shall inspect the means of egress to ensure it is maintained free of obstructions, and correct any deficiencies found, prior to each opening of the building to the public and prepare and maintain records of the date and time of each inspection on approved forms, listing any deficiencies found and any action taken to correct them."

Section 16.13. Fire Protection Services.

A new section designated 13.1.13 is hereby added to the NFPA 1/UNIFORM FIRE CODE, 2018 EDITION to read, in its entirety, as follows:

"13.1.13 Signage on Fire Department Connections. Fire Department Connections (FC) shall be signed/marked so as to be easily identified at the time of an emergency. Signage shall be white on red reflective signage and letters shall be at least 6 inches in height and approved by the AHJ. (Ord. No 610, Sec. 12, 8/26/2019)."

Section 16.14. Water Supplies and Fire Hydrants.

A new section designated 18.3.4.2 is hereby added to NFPA 1/UNIFORM FIRE CODE, 2018 EDITION, to read, in its entirety, as follows:

"18.3.4.2 Fire Hydrant and Stand Pipe Signage. All fire hydrants shall be identified by signage as utilized by the local water provider or approved by the AHJ. Stand Pipes shall be identified as such by signage approved by the AHJ. (Ord. No. 610, Sec. 12, 8/26/2019)."

Section 16.15. Violations.

Any person, firm, association, partnership, corporation or governmental entity who violates any of the provisions of this Ordinance or fails to comply with a duly authorized Order issued pursuant to this Ordinance shall be deemed to be responsible for a municipal civil infraction as defined by Michigan Statute which shall be punishable in accordance with the following schedule:

	<u>Minimum Fine</u>	<u>Maximum Fine</u>
1 st offense within 3 year period*	\$150.00	\$500.00
2 nd offense within 3 year period*	\$250.00	\$500.00
3 rd offense within 3 year period*	\$350.00	\$500.00
4 th or more offense within 3 year period*	\$500.00	\$500.00

*Determined on the date of commission of the offense(s).

Additionally, the violator shall pay costs which may include all expenses, direct and indirect, the City of Parchment has incurred in connection with the municipal civil infraction. In no case, however, shall costs of less than \$10.00 nor more than \$500.00 be ordered. In addition, the City shall have the right to proceed in any court of competent jurisdiction for the purpose of obtaining an injunction, restraining order or other appropriate remedy to compel compliance with this Ordinance. Each day that a violation of this Ordinance exists shall constitute a separate violation.

ARTICLE III

All Ordinances or parts thereof in conflict herewith are hereby repealed and shall be of no further force and effect.

ARTICLE IV

Any and all sections, terms, provisions and/or clauses herein shall be deemed independent and severable. Should any court of competent jurisdiction hold any section, term, provision or clause void and/or invalid, all remaining sections, terms, provisions and/or clauses not held void and/or invalid shall continue in force and effect.

ARTICLE V

This Ordinance shall take force and effect 30 days after publication of a summary hereof, after adoption by the City Commission.

CERTIFICATE

I, Shannon Stutz, City of Parchment Clerk, do hereby certify that the foregoing City of Parchment Ordinance Number _____ was adopted by the City Commission at a regular meeting held on _____, 2019, and that the following is a record of the vote of the members of said City Commission on said Ordinance:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Shannon Stutz
Clerk



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

January 8, 2020

City of Parchment
Attn: Nancy Stoddard
650 South Riverview Drive
Parchment, MI 49004

Dear HHW Center Contract Partner:

Please find attached the contract for services for the 2020 calendar year. In 2019, the amount of funding allotted by your municipality was \$2,200.00. When making allotments for 2020, please consider the following items:

1. The contract with ERG Environmental Services has been extended for another year. Disposal costs remained \$0.64/pound.
2. The contract with Valley City has been extended for 2020 and the fees for recycling electronic waste were not increased. However, previously electronic recycling costs were extremely low because all the components were in demand. Now more CRT glass as well as plastic is being collected than is being re-used so there remains a high cost for recycling CRT monitors and TVs.
3. Operational cost percentage remains at 20% while Kalamazoo County continues to cover 80%.
4. We highly recommend an increase in your 2020 allotment to prevent running out of funds later in the year as participation rates continue to climb. Remember, the County does not actually hold any of the allotment. If there is unused funding at the end of 2020, that money remains with your municipality.

We look forward to another successful year of collections and working with your municipality toward the common goal of groundwater protection and landfill use reduction.

Sincerely,

Jennifer Kosak, REHS
Facility Manager of Kalamazoo County Household Hazardous Waste Center
jjkosa@kalcounty.com

HEALTH AND COMMUNITY SERVICES DEPARTMENT
Environmental Health Unit - Household Hazardous Waste
1301 Lamont Avenue | Kalamazoo, MI 49048
Phone: 269.373.5211 | www.kalcounty.com/hww

**AMENDMENT #1 TO THE AGREEMENT
BETWEEN THE COUNTY OF KALAMAZOO
BY AND THROUGH ITS HEALTH AND COMMUNITY SERVICES DEPARTMENT**

AND

CITY OF PARCHMENT

The County of Kalamazoo and City of Parchment having previously entered into an AGREEMENT for the purpose of providing household hazardous waste disposal services; said AGREEMENT being for the period January 1, 2019 through December 31, 2019; do now hereby approve and agree to amend the existing AGREEMENT as follows:

a. Section C. FINANCIAL REQUIREMENTS

1. Under the terms of this Agreement, the MUNICIPALITY will provide funding to a maximum amount of \$ 2200 - (C.1.) to the County for HHW Center services.

C.1. (above) = C.2.a. + C.2.b. + C.2.c.

Of the total in C.1., the following allocations will be made:

2. a. **Operational Costs calculated on 2018 participation rates:**

\$ 621.00 of your total amount written in C.1. (above) will be invoiced in February of 2020 for operating costs.

Operational costs = 2018 household equivalent participation rates X \$7.00 (covering only 20% of the County's operational costs)

Operational costs are non-refundable regardless of actual participation at the HHW Center and shall be paid in full within thirty (30) days of receipt of HCS FMA billing invoice.

b. **Disposal Costs for Materials from Citizens:**

\$ 1579 - the remainder of the total amount of C.1. minus amounts in C.2.a. (above) and C.2.c. (below) will be used for disposal costs associated with the disposal/recycling of household hazardous wastes from the MUNICIPALITY's **citizens**.

This costs is based upon the number of household equivalents from the MUNICIPALITY and disposal costs during each quarter.

c. **Optional, this blank may be filled with a "0" if this service for the MUNICIPALITY is not needed:**

\$ 0 of the total amount in C.1. (above) to be reserved for service fees and disposal costs of items directly from **MUNICIPALITY Buildings and Offices**.

b. Section K. PERIOD OF AGREEMENT

The term of this Agreement shall be from January 1, 2020 through December 31, 2020, unless terminated earlier as provided.

The individual or officer signing this AMENDMENT certifies by his/her signature that he/she is authorized to sign this AMENDMENT on behalf of the responsible governing board, official or agency. All other terms of the previously approved AGREEMENT remain unchanged and are reincorporated herein as if fully set forth in this AMENDMENT.

FOR THE MUNICIPALITY

Printed or Typed Name Title

Signature Date

Printed or Typed Name Title

Signature Date

FOR THE COUNTY OF KALAMAZOO

Chair, Board of Commissioners Date

Timothy A. Snow, County Clerk/Register Date

To: Nancy Stoddard <manager@parchment.org>

Subject: Fwd: Food Truck on the Road Event!

----- Forwarded Message -----

Subject: Food Truck on the Road Event!

Date: Mon, 13 Jan 2020 18:35:38 +0000

From: Event Team <events@experientiallearningcenter.org>

To: DeputyClerk@parchment.org <DeputyClerk@parchment.org>

Good afternoon,

My name is Brianna and I am an event coordinator at KELC in Kalamazoo. I inquired last week some information regarding an event we would like to host in the summer months of June, July and August. This event is called "Food Truck on the Road" and it is exactly how it sounds.

In previous years, KELC has put on many successful events surrounding our food trucks, for 2020 we would like to expand to areas all over Kalamazoo County and really utilize the parks in the community. Food Truck on the Road will offer us the opportunity to be involved in community engagement in new communities with this fun pop-up event.

So here's the scoop...

We are asking to host Food Truck on the Road every Tuesday in the months of June, July and August from 5:00 p.m. to 8:00 p.m. in local parks where families, residents, business employees, etc. can stop by to our pop-up event and grab a bite to eat from a variety of three to five food trucks.

The event schedule will include two repeating Tuesday evenings at the park (or local school). For example, every first and third Tuesday will be at one location and every second and fourth Tuesday will be at another location. This will repeat all summer for a total of six events at each location. Visiting local parks, Food Truck on the Road brings this pop-up event to places where neighborhood residents can walk or ride their bikes (yes you can even drive) and stop by for a bite to eat and some community socialization.

In order for KELC to successfully put on Food Truck on the Road we need your help! We would love to choose your parks and would like to know which would be best. As we meet with our food truck association we will look to map out which park looks best for the means necessary to put on this event.

I would love to hear back to see what your community think of Food Truck on the Road and talk more!

Information we need:

- What park(s) are available for the first / third Tuesday of the month?
- What park(s) are available for the second / third Tuesday of the month?
- What is the cost for the park rental?
- Is there an application form? If so, is it online / may I have the link?
- If this is a special event, can the trucks participate without a city license?
 - Does each individual truck have to have a license since KELC is putting Food Truck on the Road? Or can the food trucks fall under KELC's special event application?
- What utilities are provided at the park (electric / water)?
- Are there available bathrooms on site and is this part of the rental?
- Are you part of the Kalamazoo County group that is working together with the licensing of trucks for the Fire Suppression Requirements and the Food Service classes?

KELC, as the managers can provide the following:

- Submission of the application
- Proof of Insurance
- Certificate of Insurance naming the city/village/township as additionally insured
- Emergency procedures
- And, of a reduction in the price of the rental/in-kind advertising of the city/village/township's logo

Hours:

- Tuesdays set up: 3:30 p.m. – 5:00 p.m.
- Tuesdays Hours of operation: 5:00 p.m. – 8:00 p.m.

Thank you!

Brianna McManus
Event Coordinator
Kalamazoo Experiential Learning Center
269-388-2830 (o)