



## AGENDA

### REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

February 17, 2020

7 P.M.

#### Parchment City Commission

Mayor Robert D. Britigan III

Vice-Mayor Thomas Jordan

Commissioner Richard Bagley

Commissioner Doug Fooy

Commissioner Chester Emmons

Commissioner Holly Evans

Commissioner 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 February 3, 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. 1405 – receive
- ii. Investment Report, January 2020 – receive
- iii. Credit Card Statement - approve
- iv. Kindleberger Reservation – Sunken Garden - Snow Wedding – approve
- v. Kindleberger Reservation – Sunken Garden – Moorlag Wedding - approve
- vi. KATS Policy Committee Meeting Minutes 12-18-19 - receive
- vii. KABA – Monthly Permit Report, January 2020 – receive
- viii. KAC Minutes, December 9, 2020 - receive

## **8. Unfinished Business**

### **9. New Business**

- A. Purchase of a Can-Am for Parks/PW – approve
- B. Selling the 1998 Chevrolet ½ ton Truck and EZ Go – approval
- C. Deposit Fee for Planning Commission/Zoning Board Applications - approval

### **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 FEBRUARY 3, 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, City Treasurer/Clerk Stutz, Attorney Soltis.

Absent: None.

**4. Minutes**

Moved by Commissioner Bagley, supported by Commissioner Emmons to approve the Minutes of the January 20, 2020 Regular Meeting.

**Motion Carried.**

**5. Additions or changes to the agenda.**

Add 9.B. Appointment of Public Safety Advisory Committee. Moved by Commissioner Emmons, supported by Vice Mayor Jordan 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 Evans to receive the consent agenda items. **Motion Carried.**

**8. Unfinished Business**

A. Ordinance 218 – Adopt 2018 NFPA Fire Code. Attorney Soltis explained that only minor changes have been made since the first reading; namely removing all of the Township ordinance references. He added that it will become effective 30 days after publication. Moved by Commissioner Bagley, supported by Commissioner Emmons to accept for second reading the 2018 NFPA Fire Code. **Motion Carried.** Moved by Commissioner Emmons, supported by Commissioner Bagley to adopt Ordinance 218, 2018 NFPA Fire Code as presented. Roll call vote was as follows:

Ayes: Bagley, Britigan, Emmons, Evans, Fooy, Jordan, and Madaras.

Nays: None.

Absent: None.

Abstain: None.

**Motion Carried 7-0.**

B. Food Truck Discussion. Attorney Soltis provided all with a copy of Kalamazoo Township's food truck ordinance, noting that it mainly deals with fire and food safety. He added that surrounding municipalities have similar ordinances. Commissioners discussed issues surrounding special events, impact on area businesses, responsibility for clean up, distinctions between a trailer/truck and a food vendor. Attorney Soltis asked for input from the Kindleberger Arts Committee. It was decided that the issue will be put on the KAC agenda.

**9. New Business**

A. Tetra Tech Additional Request for Monitoring Wells – approve. City Manager Stoddard explained that Tetra Tech was requesting additional monitoring wells (3 at water plant and 1 other), as well as an extension in the dates from previous contracts. The parcel involved is in Cooper Township but owned by the City of Parchment (the water plant). Moved by Commissioner Fooy, supported by Commissioner Bagley to approve the additional request from Tetra Tech as presented. Roll call vote was as follows:

Ayes: Bagley, Britigan, Emmons, Evans, Fooy, Jordan, and Madaras.

Nays: None.

Absent: None.

Abstain: None.

**Motion Carried 7-0.**

B. Appointment to Public Safety Advisory Committee – approve. Per Mayor Britigan, it will be useful to have a Public Safety Advisory Committee to enhance citizen engagement and assist with oversight with our police and fire contracts. The committee will be advisory only, will meet quarterly at a minimum, and will have a 2 year term. He recommends appointing

City Manager Stoddard (ex-officio), Commissioner Bagley, Mike Conner and Jeff Koch (citizens at large). Moved by Vice Mayor Jordan, supported by Commissioner Emmons to appoint the members as presented. **Motion Carried.**

**10. Citizen Comments**

Mike Conner, 1150 Parchmount, commented on whose responsibility it is to clean up after any food trucks, as well as any liability. He then asked about ballots and election law and what things are public knowledge.

Mike Seals, Kalamazoo County Commissioner District 4, discussed the 911 breakdown that happened on 1/31/20, stating it seemed to be a fiber network breakdown and that a report will be released Thursday. He then reported that he will be attending NACO legislative conference in Washington, DC, including an invitation to a PFAS discussion. Commissioner Seals then announced his candidacy for reelection and has his petitions if anyone wanted to sign them.

**11. Mayor and Commissioner Comments**

Vice Mayor Jordan reported his attendance at the KATS meeting, that their website has mapping that includes layering, and adding that it is an informative resource. He then noted a March 19 Road Commission session on speeding. He then thanked those present for their attendance.

Mayor Britigan mentioned that the City's budget work session is directly after the regular meeting.

**12. City Manager Comments/Reports**

City Manager Stoddard reported that according to James Baker (City of Kalamazoo Water Department), 196 lead service lines have been replaced to date, the bidding for the water main replacement on Glendale will be in July 2020 (work beginning as soon as November), and that repaving of Glendale is Kalamazoo's responsibility. 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 7:52 p.m.

Shannon Stutz  
City Clerk



City of Parchment  
Check Register Report  
Warrant 1405

Check #	Check Date	Vendor Name	Check Description	Amount
<b>MERCANTILE Checks</b>				
35733	02/04/2020	CINTAS	Uniform Rental & Towels	245.50
35734	02/04/2020	COMPANION LIFE	Life & AD&D Ins. - Feb,	57.00
35735	02/04/2020	KALAMAZOO CITY TREASURER	Dq Water bill -303 Oak Grove	193.35
35736	02/04/2020	KALAMAZOO CO. ROAD COMMISSION	Sginal Energy Maint-Oct,Nov,F	570.21
35737	02/04/2020	KALAMAZOO COUNTY TREASURER ASC	Annual Dues-Shannon Stutz	5.00
35738	02/04/2020	KALAMAZOO OIL CO.	Fuel Charges 1/1 to 1/15/2020	280.33
35739	02/04/2020	KALAMAZOO TOWNSHIP	Police & Fire Services - January	30,922.75
35740	02/04/2020	LAKE MICHIGAN CREDIT UNION	Tax pmt refund- 2 properties	537.44
35741	02/04/2020	PARCHMENT FIRE ASSOCIATION	Dues collected thru 1/6/2020	260.00
35742	02/04/2020	PURITY CYLINDER GASES, INC.	1/4ly Cylinder Rental	47.78
35743	02/04/2020	SIGNCRAFTERS	Mill Property Parcels-Map	500.00
35744	02/04/2020	VARNUM LLP	Frontier Renewal Legal Serv-Ded	5,472.00

**City of Parchment  
Investment Report  
January 31, 2020**

Maturity Date	Interest Rate	Institution	Type of Investment	Amount
10/17/2020	1.83%	Mercantile Bank	Certificate of Deposit	\$ 256,574.66
9/22/2020	0.50%	Old National	Certificate of Deposit	\$ 50,000.00
2/27/2023	2.90%	MB - Wells Fargo	Certificate of Deposit	\$ 100,000.00
12/23/2020	1.25%	Oppenheimer - FNMA	Government Agency Bond	\$ 100,000.00 x
9/28/2021	1.70%	Oppenheimer - Wells Fargo	FDIC Step Coupon Bond	\$ 100,000.00 x
8/22/2022	2.00%	Oppenheimer - Wells Fargo	FDIC Step Coupon Bond	\$ 92,000.00 x
		Oppenheimer	Money Market Fund	\$ 11,776.47 x
		Huntington National/Invesco	Money Market Fund	\$ 1,877.75
		Mercantile Bank	Interest	\$ 6,786.41
		Old National	Interest	\$ 1,070.53
		Multi Bank	Money Market Fund	\$ 2,940.57
			<b>Investment Total</b>	<b>\$ 723,026.39</b>

ACCT. NUMBER: XXXX XXXX XXXX 1546

CREDIT LIMIT	15,000.00	CASH ADVANCE BALANCE	.00
CURRENT BALANCE	3,101.54	MINIMUM PAYMENT DUE	3,101.54
AVAILABLE CREDIT	11,898.46	PAYMENT DUE DATE	02-21-20

### CORPORATE ACCOUNT ACTIVITY

CITY OF PARCHMENT  
XXXX-XXXX-XXXX-1793

TOTAL CORPORATE ACTIVITY  
\$4,458.95 CR

Post Date	Trans Date	Reference Number	Transaction Description	Amount
01-21	01-21		AUTO PAYMENT DEDUCTION	4,458.95 CR

### INDIVIDUAL CARDHOLDER ACTIVITY

PHIL WOLTHUIS  
XXXX-XXXX-XXXX-1793

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
\$36.63	\$1,354.42	\$0.00	\$1,317.79

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
01-06	01-03	05436840004600035219232	MARTIN SPRING & DRIVE, 269-345-7091 MI		1,238.26
01-15	01-14	85454910014900019280913	1ST AYD CORP 847 622-0001 IL		116.16
01-16	01-14	55207390015910388599592	RADWELL INTERNATIONAL WILLINGBORO NJ		36.63 CR

BILL CAHILL  
XXXX-XXXX-XXXX-1801

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
\$0.00	\$242.68	\$0.00	\$242.68

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
01-14	01-13	75184120013900014800017	RATHCO SAFETY SUPPLY PORTAGE MI		138.00
01-16	01-14	85179240015700609000134	ONE WAY PRODUCTS 269-343-3772 MI		104.68

JIM DUBY  
XXXX-XXXX-XXXX-1892

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
\$0.00	\$74.50	\$0.00	\$74.50

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
01-08	01-07	55446410007839962282886	FERGUSON WTRWRKS #3393 2693831200 MI		23.30
01-22	01-20	02305370021100078148325	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		37.98
01-23	01-21	02305370022100071702689	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		1.67
01-27	01-24	02305370025100095913541	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		11.55

CAMRON J BOEKHOVEN  
XXXX-XXXX-XXXX-9114

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
\$0.00	\$508.00	\$0.00	\$508.00

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
01-02	12-30	02305379365100086984401	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		69.99
01-09	01-08	05436840009600021060157	MARTIN SPRING & DRIVE, 269-345-7091 MI		205.31
01-13	01-10	55309590010838000010135	RIDGE PARTS 0030721 KALAMAZOO MI		47.54
01-15	01-14	55429500014637704656056	SP * PESTICIDE TRAININ 9529251345 MN		63.45
01-17	01-15	02305370016100075066774	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		9.05
01-17	01-16	55309590016838000010089	RIDGE PARTS 0030721 KALAMAZOO MI		60.99
01-23	01-22	55453700023042000062980	ADVANCE AUTO PARTS #17 KALAMAZOO MI		51.67

SHANNON STUTZ  
XXXX-XXXX-XXXX-0473

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
\$0.00	\$958.57	\$0.00	\$958.57

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
12-30	12-28	55432869362200741333916	SPECTRUM 855-707-7328 MO		74.98
01-07	01-06	85138500006900011552841	LAKE MICHIGAN MAILERS 269-3839333 MI		430.43
01-08	01-07	55429500007637350919310	PIXELVINE 8007340751 MI		71.25

ACCT. NUMBER: XXXX XXXX XXXX 1546

CREDIT LIMIT	15,000.00	CASH ADVANCE BALANCE	.00
CURRENT BALANCE	3,101.54	MINIMUM PAYMENT DUE	3,101.54
AVAILABLE CREDIT	11,898.46	PAYMENT DUE DATE	02-21-20

### INDIVIDUAL CARDHOLDER ACTIVITY

01-13	01-11	55432860011200151323229	SPECTRUM 855-707-7328 MO	74.98
01-14	01-13	55429500013637646761031	PIXELVINE 8007340751 MI	65.00
01-22	01-20	02305370021100078183041	OFFICEMAX/OFFICEDEPT#3 KALAMAZOO MI	121.96
01-27	01-24	55429500024637216249406	SQUARESPACE INC. 6465803456 NY	20.00
01-27	01-26	55432860026200744394813	SPECTRUM 855-707-7328 MO	99.97



### Kindleberger Park Reservation Form

Area of park to be reserved:

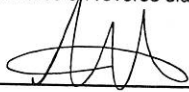
- Sunken Garden/Gazebo (\$250 non-resident/\$150 resident)(3 hour block)  
\$100 deposit required
- Stage (\$350 non-resident/\$200 resident)(3 hour block) \$100 deposit required
- Lower Softball Field (\$25 non-resident, \$10 resident)(only available after 7/31)
- Tennis Court 1 (\$25 non-resident, \$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: Gary Snow Phone: 810 845 2171  
Address: 3422 Virginia Ave. Kalamazoo, MI 49004  
Email: Wolberta@gmail.com Alternate Phone: \_\_\_\_\_  
Date of Event: July 19, 2020 Time: 8-11am

How many attendees at your event? \_\_\_\_\_ ~ 30 People  
Will there be music as part of your event? \_\_\_\_\_ Low Volume background music  
Name of DJ, Musical Performer, Sound Technician: \_\_\_\_\_ TBD

Decorations, rental chairs/tents/tables? - describe: \_\_\_\_\_ Will have decorations placed around gazebo and will have rental chairs place on grass

\*\*\*See park rules on reverse side of form

 \_\_\_\_\_ 2/3/2020  
Signature Date

FOR INTERNAL OFFICE USE:  
Application received by: KS Date: 2-3-2020  
Payment amount received: \$350 Receipt # \_\_\_\_\_  
Check # \_\_\_\_\_ Cash \_\_\_\_\_ credit

APPROVAL

\_\_\_\_\_

Return deposit to:

Kim Snow  
9327 Big Rock Drive  
Kalamazoo 49009

# 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: Alexis Moorlag Phone: (269) 447-5607  
Address: 310 Eunice Ave Parchment, MI 49004  
Email: moorlagalexis@yahoo.com Alternate Phone: \_\_\_\_\_  
Date of Event: May 23rd, 2020 Time: 1:30 pm - 9:30 pm

How many attendees at your event? 90-100  
Will there be music as part of your event? YES  
Name of DJ, Musical Performer, Sound Technician: \_\_\_\_\_  
(will be a bluetooth speaker)  
Decorations, rental chairs/tents/tables? - describe: rental chairs, linens, flowers, signs

\*\*\*See park rules on reverse side of form

Alexis Moorlag \_\_\_\_\_ 2/5/2020 \_\_\_\_\_  
Signature Date

## FOR INTERNAL OFFICE USE:

Application received by: NS Date: 2-5-2020

Payment amount received: \$150- Receipt # 11740

Check # \_\_\_\_\_ Cash

## APPROVAL

Nancy B. Stoddard \_\_\_\_\_ 2-5-2020 \_\_\_\_\_  
Signature Date

KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE  
DRAFT Minutes of the December 18, 2019 Meeting

**CALL TO ORDER**

The December 18, 2019 Policy Committee Meeting was called to order by Chair Randy Thompson at 9:01 a.m.

**INTRODUCTIONS**

Introductions were made by all present.

**ROLL CALL**

Britigan introduced Robin Madaras, the new City of Parchment alternate replacing Heasley. Meeting attendance was recorded on the sign-in sheet.

**MEMBERS PRESENT**

Curtis Aardema	Central County Transportation Authority
Dan Bishop	Village of Lawton
Rob Britigan	City of Parchment
Marsha Drouin, Treasurer	Richland Township
Libby Heiny-Cogswell, Vice Chair	Oshtemo Township
Jeff Heppler	Village of Augusta
Carl Keller	Village of Vicksburg
Greg Kinney	Van Buren County Road Commission
Nicolette Leigh	Kalamazoo Township
Tracey Locey	Brady Township
Don Mayle	MDOT, Planning
Sarah Moyer-Cale	Village of Paw Paw
Patricia Randall	City of Portage
Jeff Sorensen	Cooper Township
Tom Swiat	Prairie Ronde Township
Randy Thompson, Chair	Comstock Township
Jerry VanderRoest	Charleston Township
Mark Worden	Road Commission of Kalamazoo County

**MEMBERS ABSENT**

David Anderson	City of Kalamazoo
Carol Daly	Village of Mattawan
Jason Gatlin	Wakeshma Township
Pamela Goodacre	Kalamazoo County Transportation Authority
Tracy Hall	Kalamazoo County
Pete Pfeiffer	Michigan Department of Transportation, TSC
Paul Schincariol	Van Buren County Road Commissioners
Don Ulsh	Schoolcraft Township

**OTHERS PRESENT**

Jeff Breneman	Western Michigan University
John Hinkle	Texas Township
Robin Madaras	City of Parchment
Megan Mickelson	KATS
Fred Nagler	KATS
Josh Owens	Oshtemo Township

Elizabeth Rumick	KATS
Paul Sotherland	KATS Citizens Advisory Committee
Jon Start	KATS
Steve Stepek	KATS

#### **CHANGES OR ADDITIONS TO THE AGENDA**

No changes or additions to the agenda were requested.

#### **APPROVAL OF THE AGENDA**

MOTION by Drouin, SECOND by Heiny-Cogswell, ***“to approve the agenda of the December 18, 2019 Policy Committee Meeting.”*** MOTION APPROVED.

#### **CITIZENS’ COMMENTS**

No citizens’ comments were made.

#### **CONSENT AGENDA**

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

#### **FY 2020 – 2023 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS**

Start referred to the four proposed amendments included in the meeting materials. Two projects have budget adjustments over 24 percent. The Central County Transportation Authority amendment is an abandonment of a duplicate project. The I-94 at Exit 56 portion of the Michigan Department of Transportation project falls in the Kalamazoo Area Transportation Study area, so the project has been added. Kalamazoo Area Transportation Study along with the Technical Committee recommends the Policy Committee approve the proposed amendments.

MOTION by Drouin, SECOND by Sorensen, ***“to approve the FY 2020-2023 Transportation Improvement Program Amendments.”*** MOTION APPROVED.

#### **RESOLUTION OF SUPPORT FOR VILLAGE OF PAW PAW TRANSPORTATION ALTERNATIVES PROGRAM PROJECT APPLICATION**

Start referred to draft resolution in the packet, explaining the Village of Paw Paw application to Michigan Department of Transportation (MDOT) for use of the Statewide Transportation Alternative Program funds for its pedestrian safety improvements on Michigan Avenue. MDOT now requires Metropolitan Planning Organization support before granting funds. Kalamazoo Area Transportation Study Staff recommends the Policy Committee take action to approve the resolution and authorization of the Chair to sign on its behalf. Moyer-Cale detailed the project mainly involves reconstructing sidewalks by removing steps.

MOTION by Sorensen, SECOND by Hinkle, ***“to approve the Resolution of Support for the Village of Paw Paw Transportation Alternatives Program Project Application.”*** MOTION APPROVED.

#### **2020 POLICY COMMITTEE MEETING SCHEDULE**

Included in the meeting materials, Start noted the April 29, 2020 meeting will be moved to April 22, 2020 since it is in conflict with the Michigan Township Association conference. Meetings will continue to be held at Metro- 530 North Rose St. Kalamazoo. Kalamazoo Area Transportation Study recommends approval of the schedule.

MOTION by Heiny-Cogswell, SECOND by Sorensen, ***“to approve the 2020 Policy Committee Meeting Schedule with one change noted above.”*** MOTION APPROVED.

#### **ELECTION OF 2020 POLICY COMMITTEE OFFICERS**

As a member of the Nominating Committee, Sorensen explained current officers:

- Randy Thompson, Chair
- Libby Heiny-Cogswell, Vice Chair
- Marsha Drouin, Treasurer

Agreed to continue another year term and no nominations were received. The subcommittee recommends current officers continue.

MOTION by Sorensen, SECOND by Britigan, ***“to Reappoint the Policy Committee Officers for 2020.”***  
MOTION APPROVED.

### **AUDIT ENGAGEMENT LETTER**

Start stated per the auditor’s request, the engagement letter explaining the Fiscal 2019 financial audit of Kalamazoo Area Transportation Study by Maner Costerisam Certified Public Accountants was included the meeting materials for Policy Committee review.

### **PUBLIC TRANSPORTATION UPDATES**

Aardema reported basic maintenance and painting was approved at the Central County Transportation Authority’s last meeting. Central County Transportation Authority continues to prepare for its millage request on the upcoming March 2020 ballot by communicating to the public. The Metro Youth Mobility Pilot Program which provides bus passes to Kalamazoo Public School High School Students experienced high ridership challenges resulting in program adjustments. Apply on the county’s website for the open Kalamazoo County Transportation Authority board position if interested.

### **EXECUTIVE DIRECTOR’S REPORT**

Start updated City of Kalamazoo street planning continues with the consulting team and city staff working together. Another public meeting will be held in early 2020.

Kalamazoo Area Transportation Study (KATS) continues to receive shapefiles of Capital Improvement Projects for the Infrastructure Mapping Project. The map shows all major projects in Kalamazoo County at one time and can expand to the KATS area in Van Buren County. Although private utility project information has not been received, the map is a valuable tool to coordinate projects. KATS appreciates support of the Infrastructure Mapping Project and reminds attendees to continue to update KATS with all projects, including sewer projects, to add to the map.

### **NEW BUSINESS**

In January, Kalamazoo Area Transportation Study (KATS) will host a KATS 101 training session at their office and are open to offering other training as requested.

### **CITIZEN COMMENTS**

No citizens’ comments were made.

### **MEMBER COMMENTS**

Worden reminded attendees to drive carefully, snow plows are out. For townships that didn’t see the email, Road Commission of Kalamazoo County Parkland letter is delayed one week from the 20<sup>th</sup> to the 27<sup>th</sup>.

Britigan reported the City of Parchment continues lead water service line replacement which should be wrapped up by the end of January. The City is closing today on its purchase of a 65-acre former mill site property from River Reach Partners LLC.

Kinney stated the Van Buren County Road Commission’s interviews for the final two Managing Director candidates will be at the office in Lawrence at 325 West James Street December 19, 2019 at 4:00 p.m. and 4:30 p.m. Interviews are open to the public and the commission’s regular meeting will follow at 5:00 p.m.

Heppler reported Village of Augusta is working on its 2020 contract for road improvements and is pleased with previous progress and partnerships with Kalamazoo Area Transportation Study, the county and state. Augusta submitted and received back bids for 2020 projects and is looking at weight limit laws on streets.

Moyer-Cole thanked the committee for the resolution of support for the Village of Paw Paw.

Randall thanked attendees for last meeting's warm welcome to Joe La Margo, new City of Portage City Manager. La Margo brings Michael Carroll from Orland Park, who will start January 6, 2020 as the city's new Deputy Manager. The City has raised nearly 4 million dollars for the new proposed Senior Center. A ribbon cutting ceremony for the new Stryker facility on Portage Road will be held on January 27, 2020.

Thompson reported Michigan Avenue in Comstock Township is back open.

#### **ADJOURNMENT**

There being no other business, Chair Randy Thompson adjourned the December 18, 2019 Policy Committee Meeting at 9:30 a.m.

***Next Meeting: Wednesday January 29, 2020 - 9:00 a.m.***

DRAFT

**2020 MONTHLY PERMITS BY JURISDICTION**

**MONTH OF JANUARY 2020**

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	4	\$ 891
COMSTOCK	ELECTRICAL	17	\$ 4,264
COMSTOCK	MECHANICAL	22	\$ 5,586
COMSTOCK	PLUMBING	5	\$ 1,130
COMSTOCK	SPECIAL - JURISDICTION	2	\$ 110
COMSTOCK	SPECIAL - HOMEOWNER	0	\$ -
<b>TOTAL COMSTOCK</b>		<b>50</b>	<b>\$ 11,981</b>
KALAMAZOO	BUILDING	10	\$ 3,970
KALAMAZOO	ELECTRICAL	19	\$ 3,876
KALAMAZOO	MECHANICAL	15	\$ 1,992
KALAMAZOO	PLUMBING	13	\$ 1,702
KALAMAZOO	SPECIAL - JURISDICTION	4	\$ 220
KALAMAZOO	SPECIAL - HOMEOWNER	1	\$ 55
<b>TOTAL KALAMAZOO</b>		<b>62</b>	<b>\$ 11,815</b>
PARCHMENT	BUILDING	0	\$ -
PARCHMENT	ELECTRICAL	1	\$ 150
PARCHMENT	MECHANICAL	2	\$ 226
PARCHMENT	PLUMBING	0	\$ -
PARCHMENT	SPECIAL - JURISDICTION	3	\$ 165
PARCHMENT	SPECIAL - HOMEOWNER	0	\$ -
<b>TOTAL PARCHMENT</b>		<b>6</b>	<b>\$ 541</b>
PINE GROVE	BUILDING	1	\$ 246
PINE GROVE	ELECTRICAL	2	\$ 214
PINE GROVE	MECHANICAL	3	\$ 425
PINE GROVE	PLUMBING	0	\$ -
PINE GROVE	SPECIAL - JURISDICTION	0	\$ -
PINE GROVE	SPECIAL - HOMEOWNER	1	\$ 55
<b>TOTAL PINE GROVE</b>		<b>7</b>	<b>\$ 940</b>
RICHLAND	BUILDING	6	\$ 5,611
RICHLAND	ELECTRICAL	13	\$ 2,453
RICHLAND	MECHANICAL	15	\$ 2,471
RICHLAND	PLUMBING	8	\$ 1,229
RICHLAND	SPECIAL - JURISDICTION	0	\$ -
RICHLAND	SPECIAL - HOMEOWNER	1	\$ 55
<b>RICHLAND</b>		<b>43</b>	<b>\$ 11,819</b>
<b>TOTAL KABA</b>		<b>168</b>	<b>\$ 37,096</b>

REVENUE	REVENUE
JANUARY 2019	% PREV YEAR MONTH
\$ 22,393	165.7%

PERMITS	PERMITS
JANUARY 2019	% 2019 - YTD
111	151.4%



2019 MONTHLY PERMITS BY JURISDICTION

**YEAR TO DATE AS OF: JANUARY 2020**

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	4	\$ 891
COMSTOCK	ELECTRICAL	17	\$ 4,264
COMSTOCK	MECHANICAL	22	\$ 5,586
COMSTOCK	PLUMBING	5	\$ 1,130
COMSTOCK	SPECIAL - JURISDICTION	2	\$ 110
COMSTOCK	SPECIAL - HOMEOWNER	0	\$ -
<b>TOTAL COMSTOCK</b>		<b>50</b>	<b>\$ 11,981</b>
KALAMAZOO	BUILDING	10	\$ 3,970
KALAMAZOO	ELECTRICAL	19	\$ 3,876
KALAMAZOO	MECHANICAL	15	\$ 1,992
KALAMAZOO	PLUMBING	13	\$ 1,702
KALAMAZOO	SPECIAL - JURISDICTION	4	\$ 220
KALAMAZOO	SPECIAL - HOMEOWNER	1	\$ 55
<b>TOTAL KALAMAZOO</b>		<b>62</b>	<b>\$ 11,815</b>
PARCHMENT	BUILDING	0	\$ -
PARCHMENT	ELECTRICAL	1	\$ 150
PARCHMENT	MECHANICAL	2	\$ 226
PARCHMENT	PLUMBING	0	\$ -
PARCHMENT	SPECIAL - JURISDICTION	3	\$ 165
PARCHMENT	SPECIAL - HOMEOWNER	0	\$ -
<b>TOTAL PARCHMENT</b>		<b>6</b>	<b>\$ 541</b>
PINE GROVE	BUILDING	1	\$ 246
PINE GROVE	ELECTRICAL	2	\$ 214
PINE GROVE	MECHANICAL	3	\$ 425
PINE GROVE	PLUMBING	0	\$ -
PINE GROVE	SPECIAL - JURISDICTION	0	\$ -
PINE GROVE	SPECIAL - HOMEOWNER	1	\$ 55
<b>TOTAL PINE GROVE</b>		<b>7</b>	<b>\$ 940</b>
RICHLAND	BUILDING	6	\$ 5,611
RICHLAND	ELECTRICAL	13	\$ 2,453
RICHLAND	MECHANICAL	15	\$ 2,471
RICHLAND	PLUMBING	8	\$ 1,229
RICHLAND	SPECIAL - JURISDICTION	0	\$ -
RICHLAND	SPECIAL - HOMEOWNER	1	\$ 55
<b>TOTAL RICHLAND</b>		<b>43</b>	<b>\$ 11,819</b>
<b>TOTAL</b>	<b>YTD</b>	<b>168</b>	<b>37,096</b>

REVENUE	REVENUE
YTD - JANUARY 2019	% 2019 - YTD
\$ 22,393	165.7%

REVENUE
% 2020 YTD BUDGET
73.1%

PERMITS	PERMITS
YTD - JANUARY 2019	% 2019 - YTD
111	151.4%

2019 MONTHLY CUMULATIVE TOTALS	2019 MONTHLY CUMULATIVE TOTALS	
# PERMITS	REVENUE	
168	\$ 37,096	JAN
-	\$ -	FEB
-	\$ -	MAR
-	\$ -	APRIL
-	\$ -	MAY
-	\$ -	JUNE
-	\$ -	JULY
-	\$ -	AUG
-	\$ -	SEPT
-	\$ -	OCT
-	\$ -	NOV
-	\$ -	DEC
168	37,096	2019



**Special Permit**

Permit #	Job Address	Parcel Number	Owner	Contractor	Date Entere	Fee Total Due
PS20-18-001	120 OAK GRV	06-02-154-140	120 OAK GROVE LLC		01/06/2020	110.00
<p>Work Description: Property maintenance inspection per jurisdiction request.</p> <p>Property Maint. Re-inspection Completed: 01/29/2020</p> <p>Property Maintenance Inspectio Completed: 01/06/2020</p>						
PS20-18-006	433 N RIVERVIEW DR 2A	06-02-110-070	PARCHMENT RENTAL		01/21/2020	55.00
<p>Work Description: Property Maintenance request from Parchment</p> <p>Property Maintenance Inspectio Completed: 01/27/2020</p>						

**Total Permits: 2**

**Total Fees Due: \$165.00**

Population: All Records  
 Property.City = Parchment AND  
 Permit.Type = Special  
 Permit AND  
 Permit.Status = HOLD (FEE)  
 AND  
 Permit.Category = Jurisdiction  
 Request AND  
 Parcel.ParcelNumber Starts With 6

MINUTES OF THE REGULAR MEETING OF THE KINDLEBERGER ARTS COMMISSION HELD ON MONDAY,  
DECEMBER 9TH, 2019

1. Call to Order

The meeting was called to order by Jon Heasley at 6:00 PM.

2. Roll Call

Present: Kris Jordan, Jon Heasley, Mayor Rob Britigan, Commissioner Doug Fooy, Nancy Eaton, Josh Garcia, Julie Heasley

Absent: Nancy Stoddard, Liz Emmons

A motion was made Rob Britigan, supported by Doug Fooy to excuse the absence of Nancy Stoddard and Liz Emmons.

Ayes: All

Motion Carried.

3. Approval of Minutes of November 11th, 2019.

Kris Jordan asked for a correction of the minutes. She would like the minutes from November to read that she will be asking for resumes. She does not have resumes currently.

A motion was made by Julie Heasley, supported by Jon Heasley to approve the minutes from the meeting on November 11th, 2019 with Kris' corrections. Jon Heasley supported this motion.

Ayes: All

Motion carried.

4. New Business

A. Director's Report

Outdoor Theatre: The adult musical will be Mama Mia; contract rights have been received by Claudia. There will be a PG rating placed on the musical due to some of the subject matter. Zac Thompson has submitted his letter of resignation as the Youth show director. Kris will be asking Ken Holda for suggestions for a new director. Kris will also be attending a Theatre Kalamazoo meeting and can look there for a new director. Mayor Britigan suggested tapping into Parchment Schools for their theatre people. Doug Fooy suggested the director of the Adams Family musical that he recently attended. The storage space at the Department of Public Works is not yet ready, so the Z-racks have not yet been ordered. Zen Campbell researched acquiring rights for a revue, and it would be too difficult, so she has suggested presenting The Music Man for the 40th Anniversary. The Music Man was the first musical done at the Kindleberger Festival. Zen would like to include as many past directors as possible, and she would also assist in directing.

Website: Kris has updated dates on the website. She needs to update registration forms soon. Mayor Britigan suggested that the link on the City's website leads to the most current material on the Festival website.

Concert Series: Julie Heasley and Josh Garcia will co-chair the talent search committee. Josh has worked with the music program at Mattawan Schools, has worked at Meyer Music, and has many musical contacts in the area. Josh hopes to use those contacts to hire bands. Doug Fooy asked if there would be seven bands this year, or if there would be more. Josh answered that it will depend on the budget. Kris has given Josh and Julie a schedule of available Sundays.

5K Race/Fitness Walk: Micki Rossio and Andrew Slager are race/walk co-chairs. Kris is still searching for two additional people to assist with this. Mayor Britigan suggested Chris Crowell as a resource or a co-chair for the race.

Children's Area: There is no update on the children's area.

Arts and Crafts Show: Nancy Eaton does not have an update currently.

Car Show: Kris will try to meet with the car show chairpersons in January.

Parade: Levi Pierpont has the invitation letter ready. Don Banner has been asked to be the Grand Marshal. Levi may not be here in July. Kris will be looking for a co-chair for the parade to assist if Levi is unavailable.

Miscellaneous: New stationary has been received. Kris will be talking to Matt Ervin regarding sound needs. Kris is also meeting with Sarah Pressley to see if she can assist in some way with the Festival.

#### 5. Old Business

A. Beer Tent - Kris Jordan has asked us to table this discussion until the next meeting. Jon has reached out to The Fountains and they are on board with having a beer tent on their property.

B. Monday Concert - Josh and Julie hope to book a well-known act for the Monday after Festival.

#### 6. Member Comments

Nancy Eaton: Nancy will do mini cupcakes for Bingo for Designer Bags. Nancy asked about Bingo, the date, the start time, asked if the sound system will be improved.

Rob Britigan: Rob indicated that the KAC will need to work out details to proceed with the beer tent. He wants the KAC to start thinking about a Grand Marshal for the 40th Anniversary of the Kindleberger Festival.

Jon Heasley: Jon said that it was nice to meet Josh. He offered his thanks to Josh and his thanks Kris for her hard work.

Julie Heasley: Julie said that she is happy to meet Josh and she is looking forward to picking bands for the stage.

Doug Fooy: Doug asked Kris if she has concerns about the chairpersons on the 5K race that have not organized a race before. Kris stated that her intention is to find at least one person to chair that has organized a race before. Ray Brandon has said that he would assist. Doug offered his assistance if needed.

#### 7. Adjournment

There being no further business to come before the KAC, Rob Britigan made a motion to adjourn the meeting at 6:33 PM.

#### 8. Next Meeting

The next meeting of the Kindleberger Arts Commission will be held on Monday, January 27th at 6:00 PM. Kris will be presenting her proposed budget at this meeting.

**MEMORANDUM**

To: Mayor Britigan, Vice-Mayor Jordan, and Commissioners

From: Nancy R. Stoddard, City Manager

Date: February 20, 2020

Re: 2020 Can-Am Defender Pro DPS Purchase

---

**Recommended Motion**

It is moved that the City Commission approve the purchase of a 2020 Can-Am Defender Pro DPS for \$20,651.44 from US 27 Motorsports & Trailers.

The parks vehicle (1998 Chevrolet ½ ton) has expended its useful life for the City and it has become necessary to seek a replacement.

The Public Works staff has done extensive research into a cost efficient replacement that will not have to be licensed, saving approximately \$700 a year in insurance coverage. The Can-Am Defender Pro DPS will come with a large capacity dump box, roof kit, windshield with wipers, soft doors, rear window, mirrors, window harness and a heater system. They opted for this less expensive model as these were the only features that were truly needed.

---

Robert D Britigan, III, Mayor

---

Shannon Stutz, Clerk/Treasurer

2200

17899

20,099



Buyer City of Parchment <sup>IE</sup> Jim Duly

Co-Buyer \_\_\_\_\_

Date \_\_\_\_\_ County \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Buyer's Driver's License Number \_\_\_\_\_

Co-Buyer's Driver's License Number \_\_\_\_\_

Buyer's Phone 249-720-3471 Co-Buyer's Phone \_\_\_\_\_

Buyer's Birth Date \_\_\_\_\_ Co-Buyer's Birth Date \_\_\_\_\_

Email Superintendent@Parchment.org

A

Sales • Service • Parts • Accessories  
Polaris • Yamaha • Suzuki • Honda  
Ski-Doo • Sea-Doo • R & R • Karavan  
5301 N. U.S. 27 • St. Johns, MI 48879

(989) 224-8874 • Fax (989) 224-4907

New  Used  Demo

SUBJECT TO THE TERMS AND CONDITIONS BELOW AND ON THE REVERSE SIDE OF THE ORDER, THE DEALER AGREES TO SELL/LEASE AND THE BUYER(S) AGREE(S) TO PURCHASE/LEASE THE VEHICLE DESCRIBED BELOW.

ADDITIONAL VEHICLES

Vehicle #2	Brand	Color	Model/Year
Frame Number (I.D. Number)	<u>Catman</u>		<u>2020</u>
Model/Year	<u>2020 pro 1600 pro</u>		Stock #
Vehicle #3	Invoice/MSRP	Mileage	
Frame Number (I.D. Number)	Vehicle Price	\$ <u>14,999</u>	
Model/Year	Freight	<u>749</u>	
Vehicle #4	Labor	<u>600</u>	
Frame Number (I.D. Number)	Assembly		
Model/Year	Vehicle Preparation		
	Documentation Fees	84.50	

1 year warranty

ACCESSORIES	QTY	\$ AMOUNT	TAXABLE AMOUNT
<del>Fixed glass windshield</del>			
Tif roof glass wide wiper			
poly rear panel			
poly roof			
soft doors			
rear view mirror			
Heater kit			
<b>ACCESSORIES-SUBTOTAL</b>			<b>4,147.94</b>
			<b>20,640.44</b>

TRADE-IN			*****Used Machine Mileage*****		*****Used Machine CC's*****	
Brand	Color	Model/Year				
Model Description		Mileage				
Frame Number (I.D. Number)		Key #				
Trade-In Allowance	\$					
Less Financing Payoff						
Net Trade-In Allowance						
Cash Down						
<b>TOTAL DOWN</b>						
<b>BALANCE TO FINANCE</b>						

20,651.44

IMPORTANT BUYER INFORMATION

1B

# U.S.27 MOTORSPORTS & TRAILERS

5301 N. U.S. 27 HWY  
ST. JOHNS, MI 48879  
989-224-8874 989-224-8874

## Pick Ticket

Sold To: Counter Sale

Date: 02/05/2020 12:53 PM

Sold	S/O	Lay	P/U	Part Number	Sup	Description	Ext Price	Bin
0	1	0	0	715002430	SD	SPORT ROOF KIT	\$429.99	WASH BAY - R2
1	0	0	0	715006325	SD	SOFT DOORS	\$989.99	
1	0	0	0	715002922	SD	REAR WINDOW	\$359.99	WASH BAY - R3
0	1	0	0	715002441	SD	FLIP WINDSHIELD WITH WIPER	\$1,704.99	
1	0	0	0	715003638	SD	PANORAMIC CENTER MIRROR KIT	\$79.99	
1	0	0	0	715004916	SD	DEFROST, HEAT & VENTILATION SY	\$1,314.99	
Subtotal							\$4,879.94	
Sales Tax							\$292.80	
Pick Ticket Total							\$5,172.74	

(This is not an Invoice)

2

From: 2697203471@vzwpix.com  
Sent: Mon, Feb 10, 2020 at 7:19 am  
To: superintendent@parchment.org

---

text\_0.txt (< 1 KB)

---

Defender Pro DPS  
Glass flip windshield with wiper kit, soft doors, rear poly panel, roof , heat and defrost.

\$22600.25

*Leaders MARINE*

3

**Can Am**

From: Ted Avra &lt;ted.a@planet-powersports.net&gt;

Sent: Wed, Feb 5, 2020 at 10:54 am

To: superintendent@parchment.org

---

To whom it may concern,

Thank you for the opportunity to earn your business. At this time we do not have a Defender pro all we have is the XT so the quote reflects our current inventory. Also pricing is good for this month as rebates and incentives do change from month to month.

As requested the price is \$19,243 tax exempt with out parts

With parts requested installed \$23,783.94

Let us know how we can help!  
Thanks again

--  
**Ted Avra**  
***Sales Manager***  
**Planet Powersports**

**Office** 517-278-5557

**Fax** 517-278-6576



4a

# ZEIGLER MOTORSPORTS

5001 Park Circle Dr.  
Kalamazoo MI 49048  
269-381-5800

## Buyer's Order

Date 02/05/2020  
Deal No.  
Salesperson CHAD M BIENZ  
Lienholder NO LIEN

+  
H W C Email

I hereby agree to purchase the following unit(s) from you under the terms and conditions specified. Delivery is to be made as soon as possible. It is agreed, however, that neither you nor the manufacturer will be liable for failure to make delivery.

### Unit Information

New/U	Year	Make	Model	Serial No.	Stock No.	Price (Incl factory options)
New	2020		Temporary MU		TEMP	\$17,200.00

Defender PRO DPS

### Options:

Dealer Unit Price	\$17,200.00
Factory Options	\$0.00
Added Accessories	\$0.00
Freight	\$471.00
Dealer Prep	\$369.50
Title Fee	\$11.00

total price including parts + labor  
~~\$24,219.48~~  
**\$23,935.68**

### Notes:

Cash Price	\$18,051.50
Trade Allowance	\$0.00
Payoff	\$0.00
Net Trade	\$0.00
Net Sale (Cash Price - Net Trade)	\$18,051.50
Sales Tax	\$0.00
Title/License/Registration Fees	\$0.00
Document or Administration Fees	\$220.00
Credit Life Insurance	\$0.00
Accident & Disability	\$0.00
Total Other Charges	\$220.00
Sub Total (Net Sale + Other Charges)	\$18,271.50
Cash Down Payment	\$0.00
Amount to Pay/Finance	\$18,271.50

### Trade Information

Monthly Payment of \$371.70 For 60 Months at 8.00% Interest

NOTICE TO BUYER: (1) Do not sign this agreement before you read it or if it contains any blank spaces to be filled in. (2) You are entitled to a completely filled in copy of this agreement. (3) If you default in the performance of your obligations under this agreement, the vehicle may be repossessed and you may be subject to suit and liability for the unpaid indebtedness evidenced by this agreement.

TRADE-IN NOTICE: Customer represents that all trade in units described above are free of all liens and encumbrances except as noted.

\*With Approved Credit. Interest rates and monthly payment are approximate and may vary from those determined by the lender.

All purchases paid with a credit card are subject to a 3% transaction fee.

Customer Signature \_\_\_\_\_ Dealer Signature \_\_\_\_\_

Thank You for Your Business!

# MOTORSPORTS ZEIGLER

5001 Park Circle Dr.  
Kalamazoo, MI 49048  
269-381-5800

www.zeiglermotorsports.com www.cyclepartsnation.com

## Part Quote

Sold To: Counter Sale

Date: 02/06/2020 11:27 AM

Sold	S/O	Lay	P/U	Part Number	Sup	Description	Ext Price	Bin
1	0	0	0	715002430	SD	SPORT ROOF KIT .5	\$399.99	
0	1	0	0	715002441	SD	FLIP WINDSHIELD WITH WIPER .5	\$1,599.99	
0	1	0	0	715006325	SD	SOFT DOORS 1	\$959.99	
1	0	0	0	715002922	SD	REAR WINDOW .3	\$349.99	702899
0	1	0	0	715003638	SD	PANORAMIC CENTER MIRROR KIT .2	\$79.99	
1	0	0	0	710004462	SD	WINDOW HARNESS .75	\$59.99	
0	1	0	0	715004917	SD	HEATER SYSTEM KIT 4	\$1,279.99	

Subtotal \$4,729.93  
Sales Tax \$283.80  
Quote Total \$5,013.73

7.25 HRS

906.25 Labor  
28.00 Shop Sup.

\$ 934.25

(This is not an Invoice)

**MEMORANDUM**

To: Mayor Britigan, Vice-Mayor Jordan, and Commissioners

From: Nancy R. Stoddard, City Manager

Date: February 20, 2020

Re: Sale of Parks Vehicles - 1998 Chevrolet ½ Ton and an EZ Go

---

**Recommended Motion**

It is moved that the City Commission approve the sale of the Parks vehicles – a 1998 Chevrolet ½ ton and an EZ Go.

The Parks vehicle (1998 Chevrolet ½ ton and an EZ Go) have expended their useful lives for the City and it has become necessary to sell them and seek a replacement. The superintendent will look at the Kelly Blue Book for an approximate selling price. Dealerships do not sell EZ Go vehicles any longer so that price will be set accordingly.

The Public Works staff has chosen a vehicle that does not need licensing. This will save the City approximately \$700 a year in insurance coverage.

---

Robert D Britigan, III, Mayor

---

Shannon Stutz, Clerk/Treasurer

**MEMORANDUM**

To: Mayor Britigan, Vice-Mayor Jordan, and Commissioners

From: Nancy R. Stoddard, City Manager

Date: February 20, 2020

Re: Deposit Fee for Planning Commission/Zoning Board Applications

---

**Recommended Motion**

It is moved that the City Commission approve a \$1000.00 deposit for all Planning Commission and Zoning Board applications.

The existing \$150 fee is not adequately covering the costs that are involved with the processing of the applications for the Planning Commission and Zoning Board. The \$1000 deposit will be used to cover the costs of any fees that are associated with the application process (zoning administrator's review of the site plan, newspaper notices, attorney fees, etc.).

Any monies remaining after expenses are paid, from the deposit, will be refunded back to the applicant.

---

Robert D Britigan, III, Mayor

---

Shannon Stutz, Clerk/Treasurer