



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

March 2, 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 February 17, 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. 1406 – receive
- ii. Kindleberger Reservation – Picnic Pavilion #5 – Poznik, Bobby Jones CS Foundation - approve
- iii. Kindleberger Reservation – Picnic Pavilion #4 – Switalski Bridal Shower - approve
- iv. KATS Policy Committee Meeting Minutes 1-29-2020 – receive
- v. Planning Commission Meeting Minutes 1-14-2020 - receive

8. Unfinished Business

9. New Business

- A. Audit Presentation – Joe Verlin, Gabridge & Company
- B. Rate Committee - Bulk Tag Price – Increase - approve
- C. Rate Committee - Freedom of Information Act Request (FOIA) – Fees - approve
- D. Resolution of Support for US 131 Interchange - approve

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 17, 2020.

1. Call to order

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

2. Roll Call.

Present: Vice Mayor Jordan, Emmons, Evans, Fooy, and Madaras. City Manager Stoddard, City Treasurer/Clerk Stutz.

Absent: Mayor Britigan, Commissioner Bagley, Attorney Soltis.

Moved by Commissioner Fooy, supported by Commissioner Emmons to excuse the absence of the above commissioners.

Motion Carried.

3. Minutes

Moved by Commissioner Emmons, supported by Commissioner Evans to approve the Minutes of the February 3, 2020 Regular Meeting.

Motion Carried.

4. Additions or changes to the agenda.

None. Moved by Commissioner Emmons, supported by Commissioner Evans to accept the agenda. **Motion Carried.**

5. Citizen Comments – Items ON the Agenda

None.

6. Consent Agenda

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

Motion Carried.

7. Unfinished Business

None.

8. New Business

A. Purchase of a Can Am Defender Pro DPS for Parks/Public Works – approve. City Manager Stoddard explained that DPW staff have been replacing aged machinery and staff have done extensive research into a cost efficient replacement for the 1998 Chevy ½ ton truck. This vehicle will not have to be licensed, saving insurance premiums, and it comes with a large capacity dump box, roof kit, and heater system that will allow it to be used year round. Moved by Commissioner Evans, supported by Commissioner Madaras to approve the purchase of a 2020 Can-Am Defender Pro DPS for \$20,651.44 from US 27 Motorsports & Trailers. Roll call vote was as follows:

Ayes: Emmons, Evans, Jordan, and Madaras.

Nays: None.

Absent: Bagley, Britigan.

Abstain: None.

Motion Carried 4-1.

B. Sale of 1998 Chevrolet ½ ton truck and EZ Go. City Manager Stoddard continued the conversation about replacing aged machinery, adding that the Chevy has a blue book value of \$800-1000 and that it is not a 4x4. The funds will go to the General fund to be used as needed. She cited the Commission's policy to approve sales of City property/assets. Moved by Commissioner Evans, supported by Commissioner Fooy to appoint the members as presented. **Motion Carried.**

C. Deposit fee of \$1000 for Planning Commission/Zoning Board Applications – approve. City Manager Stoddard advised that the existing \$150 fee does not adequately cover the costs involved with processing applications for the Planning Commission and Zoning Board. The proposed deposit will be used to cover the expenses associated with such applications, with any remaining monies being refunded back to the applicant. Moved by Commissioner Evans, supported by Commissioner Emmons to approve \$1000 deposit for all Planning Commission and Zoning Board applications. **Motion Carried.**

9. Citizen Comments

Mike Conner, 1150 Parchmount, asked where the Can-Am was being purchased from. City Manager Stoddard answered St. Johns, Michigan.

10. Mayor and Commissioner Comments

Vice Mayor Jordan thanked everyone for their patience during tonight's meeting.

11. City Manager Comments/Reports

City Manager Stoddard reported that Gabridge & Company will present the audit on March 2 during the regular meeting. She encouraged everyone to "like" our Facebook page and watch for new outreach and interaction from City Hall. She then invited all who had concerns to call or visit City Hall to discuss with her, her door is always open.

12. 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 7:24 p.m.

Shannon Stutz
City Clerk



City of Parchment
Check Register Report
Warrant 1406

Check #	Check Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
35752	02/17/2020	APPROVED PROTECTION SYSTEMS	Annual Fire Ext Maint.	573.70
35753	02/17/2020	BS & A SOFTWARE	Building System-Annual Servic	655.00
35755	02/17/2020	CONSUMERS ENERGY	Monthly citywide energy usage	6,487.69
35756	02/17/2020	CORNERSTONE TECHNOLOGIES	Monthly Contract 2/4 to 3/3/20	153.03
35757	02/17/2020	ENGINEERED PROTECTION SYSTEMS	Maint Bldg to 5/31/2020	175.50
35758	02/17/2020	FORD, KRIEKARD, SOLTIS & WISE	General & Police Matters - January	1,587.50
35759	02/17/2020	KAL CO HEALTH & COMMUNITY SERV	HHW -4th 1/4 2019	292.48
35760	02/17/2020	KALAMAZOO AREA BUILDING AUTHOR	Prop Maint-Oak Grove & N River	165.00
35761	02/17/2020	KALAMAZOO OIL CO.	Fuel Chgs 1/16 to 1/31/2020	289.13
35762	02/17/2020	KALAMAZOO OIL CO.	Diesel Fuel-346.5 Gallons	834.87
35763	02/17/2020	KALAMAZOO TOWNSHIP	Police/Fire Services Contract-Feb	30,922.75
35764	02/17/2020	PARCHMENT SCHOOL DISTRICT #40	Damage caused from PFAS Water	5,250.00
35765	02/17/2020	PREIN & NEWHOF	MS4 Stormwater Permit to 1/31/	12,142.51
35766	02/17/2020	REPUBLIC SERVICES #249	City Wide Pickup-February	8,779.52
35767	02/17/2020	RIVERRUN PRESS	500 Car Show Flyers (10% Disco	209.65
35768	02/17/2020	SEVERANCE ELECTRIC CO INC	Traffic Signal Maint-January	240.00
35769	02/17/2020	STATE OF MICHIGAN	Annual Storm Water Fees-2020	1,000.00

Nancy B. 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: Cathy Poznik - chapter Coordinator Phone: (330) 573-5560
Address: 3075 Killingsworth Ln., Twinsburg, OH 44087
Email: cpoznik@bobbyjonescsc.org Alternate Phone: _____
Date of Event: 6/28/20 Time: 10 am - 2 pm.

How many attendees at your event? 40
Will there be music as part of your event? no
Name of DJ, Musical Performer, Sound Technician: N/A

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

***See park rules on reverse side of form

Signature: Cathy Poznik Date: 2/21/2020
Local Walk Champion: Christy Schmidt - chrityschmidt75@yahoo.com
Phone: (269) 447-3554

FOR INTERNAL OFFICE USE:

Application received by: KS Date: 2-21-20

Payment amount received: \$100.00 Receipt #: 11765
Check # _____ Cash credit

APPROVAL

Signature _____ Date _____

* please call me for credit card #.
Cathy - (330) 573-5560

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
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- 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: Kim Switalski Phone: 248-396-6783
Address: 179 Highpointe Gaylord 49735
Email: Kimswitalski@hotmail.com Alternate Phone: _____
Date of Event: 6-20-20 Time: 11-3pm

How many attendees at your event? 75
Will there be music as part of your event? None
Name of DJ, Musical Performer, Sound Technician: _____

Decorations, rental chairs/tents/tables? - describe: No - bridal shower

***See park rules on reverse side of form

Signature: on phone Date: 2-21-20

FOR INTERNAL OFFICE USE
Application received by: KS Date: 2-21-20
Payment amount received: \$100 credit Receipt # _____
Check # _____ Cash _____

APPROVAL

Signature _____ Date _____

COPY

KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE
DRAFT Minutes of the January 29, 2020 Meeting

CALL TO ORDER

The January 29, 2020 Policy Committee Meeting was called to order by Chair Randy Thompson at 9:02 a.m.

INTRODUCTIONS

Introductions were made by all present.

ROLL CALL

Meeting attendance was recorded on the sign-in sheet.

MEMBERS PRESENT

Curtis Aardema	Central County Transportation Authority
David Anderson	City of Kalamazoo
John Gisler	Kalamazoo County
Libby Heiny-Cogswell, Vice Chair	Oshtemo Township
Jeff Heppler	Village of Augusta
John Hinkle	Texas Township
Martin Janssen	Kalamazoo County Transportation Authority
Joanna Johnson	Road Commission of Kalamazoo County
Tom Jordan	City of Parchment
Carl Keller	Village of Vicksburg
Greg Kinney	Van Buren County Road Commission
Nicolette Leigh	Kalamazoo Township
Tracey Locey	Brady Township
Patricia Randall	City of Portage
Brian Sanada	MDOT, TSC
Jeff Sorensen	Cooper Township
Tom Swiat	Prairie Ronde Township
Randy Thompson, Chair	Comstock Township
Don Ulsh	Schoolcraft Township
Jerry VanderRoest	Charleston Township

MEMBERS ABSENT

Dan Bishop	Village of Lawton
Carol Daly	Village of Mattawan
Marsha Drouin, Treasurer	Richland Township
Jason Gatlin	Wakeshma Township
Don Mayle	MDOT, Planning
Sarah Moyer-Cale	Village of Paw Paw
Paul Schincariol	Van Buren County Road Commissioner

OTHERS PRESENT

Deb Buchholtz	Road Commission of Kalamazoo County
Vince Carahaly	Southcentral Michigan Planning Council
Megan Mickelson	KATS
Fred Nagler	KATS
Paul Sotherland	KATS Citizens Advisory Committee
Jonathan R. Start	KATS

Steve Stepek

KATS

CHANGES OR ADDITIONS TO THE AGENDA

Stepek added Nagler will demonstrate the Dashboard of the Transportation Asset Management Council Website after the Integrated Infrastructure Mapping Presentation.

APPROVAL OF THE AGENDA

MOTION by Hinkle, SECOND by Heppler, ***“to approve the agenda with the addition, of the January 29, 2020 Policy Committee Meeting.”*** MOTION APPROVED.

CITIZENS' COMMENTS

No citizens' comments were made.

CONSENT AGENDA

- ACCEPTANCE OF THE TREASURER'S REPORT
- ACCEPTANCE OF THE TECHNICAL COMMITTEE REPORT (JANUARY 9, 2020)
- ACCEPTANCE OF THE REGIONAL PROSPERITY INITIATIVE REPORT
- ACCEPTANCE OF THE SOUTHCENTRAL MICHIGAN PLANNING COUNCIL REPORT
- APPROVAL OF THE MINUTES FROM THE DECEMBER 18, 2020 MEETING

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

SOUTHCENTRAL MICHIGAN PLANNING COUNCIL INVOICE

Referring to the Southcentral Michigan Planning Council invoice for \$2,969.06 included in the meeting packet, Stepek explained Kalamazoo Area Transportation Study overbilled Southcentral Michigan Planning Council and are paying them back. Since the invoice amount exceeds the allowable \$2,000.00 approval limit of the Executive Director, it requires Policy Committee approval to pay.

MOTION by Sorensen, SECOND by Johnson, ***“to approve payment of the Southcentral Michigan Planning Council Invoice.”*** MOTION APPROVED.

APPOINTMENT OF CITIZEN ADVISORY COMMITTEE MEMBERS

Stepek reported the following two members of the Kalamazoo Area Transportation Study Citizen Advisory Committee (CAC) have terms expiring: Kay Chase and Paul Sotherland. Both are willing to extend their two-year term and Kalamazoo Area Transportation Study recommends they be reappointed. Michelle McGowen has decided to step down from the committee. If anyone would like to serve on the CAC, apply on the Kalamazoo Area Transportation Study website.

MOTION by Johnson, SECOND by Heiny-Cogswell, ***“to reappoint Kay Chase and Paul Sotherland to the Citizen Advisory Committee for another two-year term.”*** MOTION APPROVED.

INTEGRATED INFRASTRUCTURE MAPPING PRESENTATION

Mickelson explained Kalamazoo Area Transportation Study (KATS) continues to update the Asset Management Project Mapping and expects more data in February. The black lines are exports from JobNet so are outside the KATS area. The colors coordinate with those used for water and sewer. Zoom in to see overlapping projects, to better coordinate projects. Selection of a specific map area can be made with the polygon selection tool to display and obtain detail information on projects in that location. Since there is currently no buy in from private utilities, KATS is working with the

Michigan Infrastructure Council (MIC) to pursue this. The Integrated Infrastructure Map will be public on the KATS website in February. After review, give feedback to Mickelson.

Start requested demonstration of clicking on areas with more than one project. Scrolling through shows project agency name, the year of the project, the asset working on and a brief descriptor. The intent of the Infrastructure Mapping Project, is to map utilities and planned projects in the KATS area for the next three to five years, to assist all agencies with planning and coordinating. To answer Leigh's inquiry, Mickelson stated agencies submit Shapefiles for projects which would include the agency name, the year of the project, the asset working on and a brief descriptor. Johnson noted some projects are three years and some are five years depending on the Capital Improvement Plan. While Oshtemo Township, City of Kalamazoo, City of Portage, Village of Schoolcraft and Village of Augusta have submitted data, more agency participation is needed. Stepek noted federal-aid jobs across the state that go through Michigan Department of Transportation will also be on the map. Johnson stated the map provides opportunity to assist with detour routes and permit work. Mickelson reported the map will be updated annually.

TRANSPORTATION ASSET MANAGEMENT COUNCIL WEBSITE PRESENTATION

Nagler presented data accessible through the Michigan.gov/Transportation Asset Management Council (TAMC) website. Click on the 'Interactive Maps' menu to pull up the entire state with a lot of data. Under the Map Layers menu select 'Road and Bridges Ratings' where you can zoom into an area to see more data at a local level. Every road rated and reported is uploaded to this TAMC website. Map Layer menu 'NTFA' or Non-Trunkline Federal-Aid, shows traffic data when highlight an area. 'Traffic' menu provides Annual Average Daily Traffic. Selecting 'Planning Organizations' displays Metropolitan Planning Organizational areas across the state. Decrease opacity to view roads under the region color. Similarly selecting 'Prosperity Regions' is an overlay map. Going back to the website homepage, click on 'Dashboards,' then 'Pavement' submenu to view extensive pavement data with multiple viewer selection options. Additional menu options under 'Dashboards' include 'Bridge,' 'Traffic,' 'Finance' and more. Lots of statistics and data is here and attendees are encouraged to explore the website. Swiat inquired whether the website offers a glossary of terms and acronyms. Responses included there is some definition available currently but TAMC plans to add more detail soon. Johnson asked if local traffic count data such as what Kalamazoo Area Transportation Study receives, is shown on this TAMC website. Stepek answered in part it is and in the future it will all be transitioned.

KATS TITLE VI PLAN DRAFT

Stepek referred to the Kalamazoo Area Transportation Study (KATS) Title VI Plan Draft included in the meeting packet. The KATS 2011 Title VI Plan was holistically rewritten following recommendations received at the Certification Review last November. Report any comments or questions on the draft which will be presented at next month's meeting for adoption.

FEBRUARY MEETING DATE CHANGE

Stepek announced the Michigan Township Association Capital Conference conflicts with the February 26th meeting date so propose moving the meeting to February 19, 2020.

MOTION by Ulsh, **SECOND** by Johnson, ***"to approve the February Meeting Date Change from the 26th to the 19th."*** MOTION APPROVED.

PUBLIC TRANSPORTATION UPDATES

Aardema welcomed Martin Janssen, representing Kalamazoo County Transportation Authority replacing Pam Goodacre. Central County Transportation Authority (CCTA) renewed the successful bus-to-work program contract with Bronson for another year. Fully funded by Bronson, the program offers free buses to employees and assists with limited downtown parking. Metro continues updates to the Metro Youth Mobility Pilot Program which provides bus passes to Kalamazoo Public School

High School Students made possible by full funding from The Foundation of Excellence. Central County Transportation Authority continues public interface for its millage request for buses on the upcoming March 2020 ballot. Kalamazoo County Transportation Authority plans a millage request in 2021 to fund on-demand service including large and medium-duty buses that are outside Metro's service area and hence not funded by the CCTA millage.

Janssen reported Kalamazoo County Transportation Authority (KCTA) is clarifying to the public that its service area is outside of Metro's and therefore does not benefit from the CCTA millage. KCTA service area includes outlying Townships, Villages and the VA Hospital in Calhoun County. Therefore KCTA does not benefit from the CCTA millage.

EXECUTIVE DIRECTOR'S REPORT

Steppek announced Maner Costerian concluded its successful external audit of Kalamazoo Area Transportation Study (KATS) for FY2019 and will make an audit presentation at next month's meeting. In March, Federal Highway will present KATS Certification Review findings. KATS101 training classes continue and nearly 30 people have attended a session thus far. There are still spots left to sign-up by email. Gisler inquired if KATS101 includes TAMC Website navigation. Steppek answered it does not but KATS is able to add a session on the topic. The City of Kalamazoo continues its Street Planning Process with a meeting March 4th from 6:30 p.m. – 8:00 p.m. at the downtown library.

NEW BUSINESS

No new business was brought forth.

CITIZEN COMMENTS

No citizens' comments were made.

MEMBER COMMENTS

Leigh stated several government entities met as a collaborative board to discuss sustainability and climate change. In the future, this may involve streets and transportation. There will be continued discussion with this group.

Aardema, as a member of the Airport Board, reported the new Director started, held the first board meeting, has good ideas and is getting to know the community.

Randall reported City of Portage held the Stryker ribbon cutting ceremony Monday January 27, 2020. As Portage's largest employer, the extensive project included water and sewer infrastructure and road realignment resulting in a beautiful transformation. Stryker retained 966 jobs, with a promise of 105 new ones and may develop the remaining 200-acre site creating even more jobs. Companies continue to come to Portage to support Stryker. The City recently hired Byce & Associates for architecture of the Community Senior Center project and had already hired AVB Construction. Expected to launch in the fall, the City raised 4.1 million dollars of the 5.5-million-dollar campaign so far.

Heppler reported Village of Augusta approved 2020 road improvement projects and received bids low enough to add an extra road or two. The Village is still searching for money to fix water lines, working for support for a bridge improvement and talking with a developer to rebuild a retail facility.

VanderRoest reported Charleston Township is thankful for the road commission increasing funds.

Gisler stated he replaces Tracy Hall as the Kalamazoo County Policy Committee member and has submitted paperwork to remain a Kalamazoo County Commissioner.

Kinney stated the Van Buren County Road Commission public information meeting regarding its proposed county-wide road millage renewal on the March ballot will be January 30, 2020 at 6:00 p.m. at the Van Buren Conference Center in Lawrence. The County has had 1 mill since 1978. Lawton

Village Manager Daniel Bishop will be the next managing director of the Van Buren County Road Commission starting Monday February 3, 2020.

Hinkle reported Texas Township continues to have flooding issues but appreciates James Baker, City of Kalamazoo and Kalamazoo County's cooperation and assistance.

Johnson reported on March 13, 2020 at 9:00 a.m. Road Commission of Kalamazoo County (RCKC) will host the annual Utility and Plat Meeting with township partners and planning. The Road Commission has upgraded and updated its speed limit presentation which will be on March 19, 2020 at 9:30 a.m. The state police will attend and additional topics will include no parking and school zones. Transportation 101 will be on April 9, 2020 at 10:00 a.m. and include House Fiscal Agency Analyst William Hamilton discussing transportation funding. Recent updates to the Road Commission of Kalamazoo County website dashboard include surface condition map and graphs under road data. Last year's hot mix asphalt bid was extended resulting in favorable pricing. The Commission has quite a few federal aid projects in Michigan Department of Transportation bid letting in February. Rieth-Riley is still eligible to bid on projects. RCKC appreciates collaboration with county planning and 911 dispatch resolving road naming issues such as duplicate road names, spelling and addressing.

Heiny-Cogswell reported Oshtemo Township's meeting Tuesday January 28, 2020 regarding the estimated \$28 million sewer extension project, drew a crowd of about 60 with community members concerned and questioning the average resident cost of \$16,000. \$8.3 million Phase 1 of the United States Department of Agriculture sewer project went to bid on January 17, 2020. The board will make a decision on March 24, 2020.

Swiat reported the estimate for Prairie Ronde Township's new township hall at South 6th Street, West W Avenue is double the expected cost. Public hearing on draining and new drain installation will occur at tonight's 7:30 p.m. township meeting.

Thompson thanked Kalamazoo Area Transportation Study for today's presentations and Stepek for leading his first meeting.

ADJOURNMENT

There being no other business, Chair Randy Thompson adjourned the January 29, 2020 Policy Committee Meeting at 9:53 a.m.

Next Meeting: Wednesday February 19, 2020 - 9:00 a.m.

**Parchment Planning Commission
Meeting Minutes
Tuesday, January 14, 2020**

1. Call to Order

Chairperson Kent DeBoer called the meeting to order at 7:00 pm

2. Roll Call

Present: Kent DeBoer, Sandy Bliesener, Sara Dean, Cheryl Lyon-Jenness, Tom Andrews, and City Manager Stoddard

Absent: Motion to excuse by Bliesener and supported by Andrews to excuse Brian Sell. All ayes.

3. Approval of Minutes from November 13, 2019 – Motion made by Bliesener, 2nd by Lyon-Jenness, Ayes: All

4. Old Business- None

5. Public Comment – None

6. New Business

A. Stagger Terms of Commissioners (3 year terms)

- DeBoer 2023 term expires
- Bliesener 2023 term expires
- Lyon-Jenness 2022 term expires
- Sara Dean 2022 term expires
- Tom Andrews 2021 term expires
- Brian Sell 2021 term expires

B. Master Plan

a. Goals of the Meeting

- Review of the process - Adams spoke to the rough draft – intro, data
- Review format and design of the master plan – Microsoft Word will be used for the formal document as it can be amended very easily, in any community.
- Review draft chapters of the master plan – Andrews stated that he was pleasantly surprised at the look of the master plan. Adams stated that maps and pictures will be added to the document.

Discussion and comments from the Commissioners are as follows:

Andrews noted a typo and stated that the draft gives a real feel for where we would like to go. Mill property is the only place for expansion.

Adams stated that the mill chapter in draft form will be prepared for the next meeting.

Lyon-Jenness spoke to the Vision Statement and Goals. She felt the goals were very eloquently put and offered an alternate, expanded Vision Statement that was well received by the Commission.

Bliesener stated that she liked the alternate Vision Statement and she would like to see the use of bullet points to make it easier to read.

Andrews agreed that the bullet points are helpful.

Adams said that the Vision Statement will be amended and brought back to the Commission for approval.

Lyon-Jenness requested that the dates for the closing of the mill be confirmed. The statement about the park covering 40 acres should be changed to 38 acres. Page 16 – Wetland inventory for Kalamazoo County, perhaps a map on their website could be added to the Master Plan.

DeBoer asked about an Urban Soils map from the EGLE (formerly MDEQ) and the addition of their new name. Removal of A i. Short Term Rentals, VRBO. Change to Goal 4 on page 12 – Discourage will be used instead of prohibit. He would like to see various maps within the Master Plan – flood plain, street, etc

Adams stated that the Table for Soils would be removed on page 16. Provisions for housing through ordinances approved by the City Commission, including their comments.

Bliesener stated that the demand for diverse housing needed a differentiation between the types of housing. Also noted was a correction on page 13, the capitalization of the W, so that it looks the same as other headings. Check on Far Hills reference to see if it is in Parchment (City Manager will check). Page 15 – there is a significant grade change east of Riverview Drive. She would like to see photos throughout the Master Plan.

Dean would like to see some other photo on the front cover of the Master Plan. Something specific to Parchment, such as the Historical Marker.

7. Commissioner General Comments

DeBoer stated that redoing the zoning code is a must as well as the Recreation Plan.

Adams spoke about preemptively changing the zoning as it will encourage development. The City needs to be ready for developers. Mill zoning discussion will be held at the next meeting.

Bliesener agreed to the need to move the zoning discussion along so that the City does not miss out on opportunities.

Dean stated that the excitement needs to be harnessed and put into the planning.

Lyon-Jenness stated that the Envisioning Our River group needed to apply for NCR River Settlement monies to fund the project. This grant is good for areas along the river. Lots of suggestions from projects will be proposed.

Adams stated that a collective letter of support from the Planning Commission for the EOR project would be helpful to the cause. There was a water trail plan in the works years ago and it could be resurrected. Signs for the water trail were printed but not installed along the river.

8. Next Meeting – February 13, 2020 at 7pm

9. Adjournment – 7:58pm – Moved by Bliesener, 2nd by Andrews.

MEMORANDUM

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

From: Rate Committee

Date: March 2, 2020

Re: Bulk Tag Fee Increase

Recommended Motion

It is moved that the City Commission approve an increase of the bulk tag fee to \$25.

Currently, the City of Parchment is charging \$12 for the bulk tag fee. This was found to be inadequate as Republic Waste Disposal is charging \$25 to the City. The Rate Committee recommends the increase as it is necessary to collect the actual amount of fees that are being paid by the city.

Robert D Britigan, III, Mayor

Shannon Stutz, Clerk/Treasurer

CONTRACTOR PROPOSAL FOR TRASH AND RECYCLING SERVICES FOR THE CITY OF PARCHMENT

Rate per **large residential roll-out container** per month for trash:

Size: 95 Gallon Monthly Rate: \$ 7.97 per home

Rate per **small residential roll-out container** per month for trash:

Size: 65 Gallon Monthly Rate: \$ 7.97 per home

Rate per **large residential roll-out container** per month, **backdoor service**:

Size: 95 Gallon Monthly Rate: \$ 8.97 per home

Rate for **small residential roll-out container** per month, **backdoor service**:

Size: 65 Gallon Monthly Rate: \$ 8.97 per home

Rate for residential **recycle container** per month (specify weekly or bi-weekly service):

Size: 95 Gallon Monthly Rate: \$ 3.83 per home

Rate for **yard waste roll-out container** with weekly pick-up April 1-November 30:

Size: 95 Gallon Seasonal Rate: \$ 123.84 annually

Rate for one **bulk trash pick-up** for all residents annually, total sum: \$ 6,500.00

Rate for **possible second bulk pick-up** for all residents, total sum: \$ 6,000.00

Rate for **single yard waste bags** purchased from City Hall: \$ 3.00 each

Rate for **single bulk object pick-up tag** purchased from City Hall: \$ 25.00 each

Rate for **second roll-out trash container** at a residence: \$ 36.00 annually

Rate for **second roll-out recycling container** at a residence: \$ 36.00 annually

Rate for **Christmas tree pick-up**, total sum: \$ 750.00 per week

based on City of Parchment request

MEMORANDUM

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

From: Rate Committee

Date: March 2, 2020

Re: Freedom of Information Act (FOIA) Request Fees

Recommended Motion

It is moved that the City Commission approve the recommended fees for Freedom of Information Act requests.

The Rate Committee is recommending that the fees charged for FOIA requests be increased. The Rate Committee recommends the increase as it is necessary to collect the actual amount of fees that it takes to cover the time for the gathering, copying, and submitting of FOIA request information. The following rates are recommended:

- 30 minutes to acquire FOIA information will be without a charge
- After 30 minutes, the rate charged will be that of the lowest paid, full time employee that is doing the search/retrieval of information.
- Attorney/Engineering fees equal six times the minimum wage, equaling \$56.70 an hour
- The first 25 pages copied, will be provided without charge; every page over 25 will be charged .25 cents per page to copy.

Robert D Britigan, III, Mayor

Shannon Stutz, Clerk/Treasurer

City of Parchment

Public Summary of FOIA Procedures and Guidelines

It is the public policy of this State that all persons (except those persons incarcerated in state or local correctional facilities) are entitled to access to all non-exempt government documents regarding the affairs of government and the official acts of those who represent them as public officials and public employees so that they may fully participate in the democratic process.

Consistent with the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976, the following is the Written Public Summary of the City's FOIA Procedures and Guidelines relevant to the general public.

This is only a summary of the City's FOIA Procedures and Guidelines. For more details and information, copies of the City's FOIA Procedures and Guidelines are available at no charge at any City office and on the City's website: www.parchment.org.

1. How do I submit a FOIA request to the City?

- A request must sufficiently describe a public record so as to enable the City to find it.
- Please include the words "FOIA" or "FOIA Request" in the request to assist the City in providing a prompt response.
- Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the City may be submitted on the City's FOIA Request Form, in any other form of writing (letter, fax, email, etc.), or by verbal request.
 - Any verbal request may be documented by the City on the City's FOIA Request Form.
 - No specific form to submit a written request is required. However a FOIA Request Form and other FOIA-related forms are available for your use and convenience on the City's website at www.parchment.org, and at the City offices.
- Written requests may be delivered to the City Hall in person or by mail: 650 South Riverview Drive, Parchment, MI 49004.
- Requests may be faxed to: (269) 345-5441. To ensure a prompt response, faxed requests should contain the term "FOIA" or "FOIA Request" on the first/cover page.
- Requests may be emailed to: manager@parchment.org. To ensure a prompt response, email requests should contain the term "FOIA" or "FOIA Request" in the subject line.

2. What kind of response can I expect to my request?

- Within 5 business days after receiving a FOIA request the City will issue a response. If a request is received by fax or email, the request is deemed to have been received on the following business day. The City will respond to your request in one of the following ways:
 - Grant the request,
 - Issue a written notice denying the request,
 - Grant the request in part and issue a written notice denying in part the request,
 - Issue a notice indicating that due to the nature of the request the City needs an additional 10 business days to respond, or
 - Issue a written notice indicating that the public record requested is available at no charge on the City's website
- If the request is granted, or granted in part, the City will ask that payment be made for the allowable fees associated with responding to the request before the public record is made available.
- If the cost of processing the request is expected to exceed \$50, or if you have not paid for a previously granted request, the City will require a deposit before processing the request.

3. What are the City's deposit requirements?

- If the City has made a good faith calculation that the total fee for processing the request will exceed \$50.00, the City will require that you provide a deposit in the amount of 50% of the total estimated fee. When the City requests the deposit, it will provide you a non-binding best efforts estimate of how long it will take to process the request after you have paid your deposit.
- If the City receives a request from a person who has not paid the City for copies of public records made in fulfillment of a previously granted written request, the City will require a deposit of 100% of the estimated processing fee before it begins to search for the public record for any subsequent written request when all of the following conditions exist:
 - The final fee for the prior written request is not more than 105% of the estimated fee;
 - The public records made available contained the information sought in the prior written request and remain in the City's possession;
 - The public records were made available to the individual, subject to payment, within the best effort time frame estimated by the City to provide the records;

- Ninety (90) days have passed since the City notified the individual in writing that the public records were available for pickup or mailing;
 - The individual is unable to show proof of prior payment to the City; and
 - The City has calculated an estimated detailed itemization that is the basis for the current written request's increased fee deposit.
- The City will not require the 100% estimated fee deposit if any of the following apply:
 - The person making the request is able to show proof of prior payment in full to the City;
 - The City is subsequently paid in full for all applicable prior written requests; or
 - Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to the City.

4. How does the City calculate FOIA processing fees?

The Michigan FOIA statute permits the City to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the City.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the City.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the City's website if you ask for the City to make copies.
- The cost of computer discs, computer tapes or other digital or similar media when the requestor asks for records in non-paper physical media. This may include the cost for copies of records already on the City's website if you ask for the City to make copies.
- The cost to mail or send a public record to a requestor.

Labor Costs

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.

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- Labor costs will be charged at the hourly wage of the lowest-paid City employee capable of doing the work in the specific fee category, regardless of who actually performs work.
 - Labor costs will also include a charge to cover or partially cover the cost of fringe benefits. City may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.
 - Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.

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- Contracted labor costs (example: attorneys and engineers) will be charged at the hourly rate of \$48.90 (6 times the state minimum hourly wage).

A labor cost will not be charged for the search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the City. Costs are unreasonably high when they are excessive and beyond the normal or usual amount for those services compared to the City's usual FOIA requests, because of the nature of the request in the particular instance. The City must specifically identify the nature of the unreasonably high costs in writing.

Copying and Duplication

The City must use the most economical method for making copies of public records, including using double-sided printing, if cost-saving and available.

Non-paper Copies on Physical Media

- The cost for records provided on non-paper physical media, such as computer discs, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will be charged only if the City has the technological capability necessary to provide the public record in the requested non-paper physical media format.

Paper Copies

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- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper.
 - Copies for non-standard sized sheets will paper will reflect the actual cost of reproduction.

Mailing Costs

- The cost to mail public records will use a reasonably economical and justified means.
- The City may charge for the least expensive form of postal delivery confirmation.

- Expedited shipping and/or insurance will not be used unless you request it and agree to pay for it.

Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The City Commission may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

5. Who qualifies for an indigence discount on the fee, and what is necessary to prove indigence?

The City will discount the first \$20.00 of fees for a request if you submit an affidavit stating that you are:

- Indigent and receiving specific public assistance; or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

You are **not** eligible to receive the \$20.00 discount if you:

- Have previously received discounted copies of public records from the City twice during the calendar year; or
- Are requesting information on behalf of other persons who are offering or providing payment to you to make the request.

An affidavit is sworn statement. For your convenience, the City has provided an Affidavit of Indigence for the waiver of FOIA fees on the back of the City FOIA Request Form, which is available on the City's website: www.parchment.org.

6. May a nonprofit organization receive a discount on the fee?

A nonprofit organization advocating for developmentally disabled or mentally ill individuals that is formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, may receive a \$20.00 discount if the request meets all of the following requirements in the Act:

- Is made directly on behalf of the organization or its clients.
- Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
- Is accompanied by documentation of its designation by the state, if requested by the public body.

7. How may I challenge the denial of a public record or an excessive fee?

Appeal of a Denial of a Public Record

If you believe that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, you may appeal to the City Commission by filing a written appeal of the denial with the office of the City Commission.

The appeal must be in writing, specifically state the word "appeal," and identify the reason or reasons you are seeking a reversal of the denial. You may use the City FOIA Appeal Form (To Appeal a Denial of Records), which is available on the City's website: www.parchment.org.

The City Commission is not considered to have received a written appeal until the first regularly scheduled City Commission meeting following submission of the written appeal. However, the City Commission may, but is not required to, at its sole discretion, address the appeal at its first meeting following submission of the appeal. Within 10 business days of receiving the appeal the City Commission will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part.

Whether or not you submitted an appeal of a denial to the City Commission, you may file a civil action in Kalamazoo County Circuit Court within 180 days after the City's final determination to deny your request. If you prevail in the civil action the court will award you reasonable attorneys' fees, costs and disbursements. If the court determines that the City acted arbitrarily and capriciously in refusing to disclose or provide a public record, the court shall award you damages in the amount of \$1,000.

Appeal of an Excess FOIA Processing Fee

If you believe that the fee charged by the City to process your FOIA request exceeds the amount permitted by state law, you must first appeal to the City Commission by filing a written appeal for a fee reduction to the office of the City Commission.

The appeal must specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. You may use the City FOIA Appeal Form (To Appeal an Excess Fee), which is available at the City Hall and on the City's website: www.parchment.org.

The City Commission is not considered to have received a written appeal until the first regularly scheduled City Commission meeting following submission of the written appeal. Within 10 business days after receiving the appeal, the City Commission will respond in writing by:

- Waiving the fee;
- Reducing the fee and issue a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issue a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the City Commission will respond to the written appeal.

Within 45 days after receiving notice of the City Commission's determination of the processing fee appeal, you may commence a civil action in Kalamazoo County Circuit Court for a fee reduction. If you prevail in the civil action by receiving a reduction of 50% or more of the total fee, the court may award all or appropriate amount of reasonable attorneys' fees, costs and disbursements. If the court determines that the City acted arbitrarily and capriciously by charging an excessive fee, court may also award you punitive damages in the amount of \$500.

**THE CITY OF PARCHMENT
KALAMAZOO COUNTY, MICHIGAN**
RESOLUTION SUPPORTING PURSUIT OF ANY NEEDED APPROVALS AND FUNDING
TO DESIGN AND BUILD U.S. 131 INTERCHANGE AS RECOMMENDED BY MICHIGAN
DEPARTMENT OF TRANSPORTATION.

Whereas, in the spring of 2019 the respective Boards of the Townships of Kalamazoo, Oshtemo, Cooper and Comstock, and of Kalamazoo County; and the City Commission for the City of Parchment approved resolutions declaring a full interchange at U.S. 131 and Business Route 131 in the northeast corner of Oshtemo Township as a high priority; and

Whereas, the City of Kalamazoo and several local businesses and lawmakers provided letters of support for the above interchange; and

Whereas, the proposal of the expansion of the interchange is already spurring positive economic growth in these communities; and

Whereas, the expansion is integral to the transportation planning and changes underway in the City of Kalamazoo; and

Whereas, the Michigan Department of Transportation (MDOT) has done a preliminary study on the design and costs of such an interchange; and

Whereas, MDOT is recommending plans 1.1 and 2.1, (see attached report) which involve the least amount of right of way, the avoidance of powerlines and the KalHaven Trail tunnel; and the construction of the minimum number of bridges.

Now therefore be it hereby resolved that the Parchment City Commission supports pursuit of any needed approvals and funding to design and build an interchange based on plans 1.1 and 2.1 in the attached document as recommended by the Michigan Department of Transportation at a meeting with MDOT and local officials on Monday, February 24, 2020.

Motion was made by _____ and seconded by _____ to adopt the foregoing Resolution.

Upon roll call vote the following voted "Aye":

The following voted "Nay":

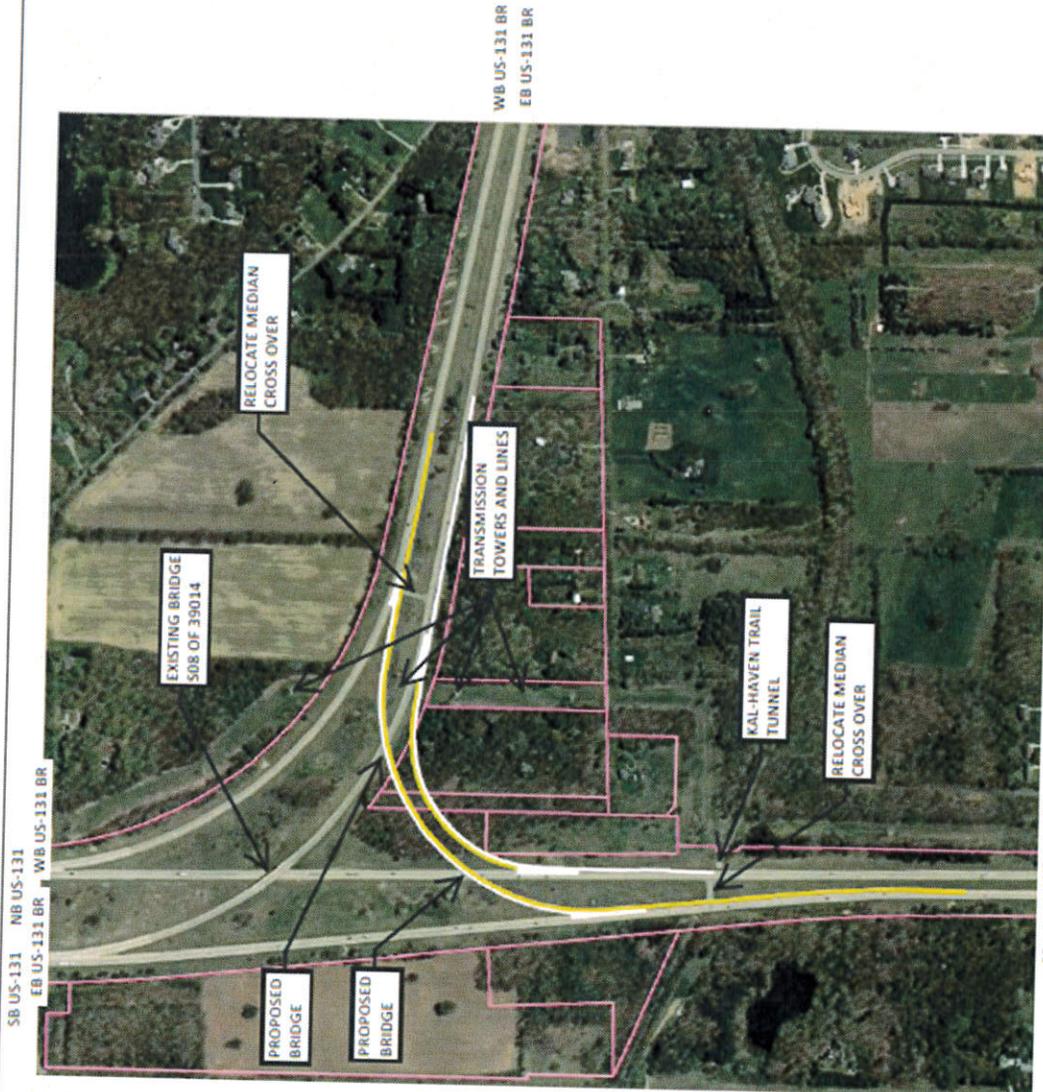
The following were absent:

The Mayor declared the motion carried and the resolution duly adopted.

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted at a regular meeting of the Parchment City Commission held on _____ that the meeting was conducted and public notice of the meeting was given pursuant to and in compliance with the Michigan Open Meetings Act; that a quorum of the Commission was present and voted in favor of the resolution; and that the minutes of the meeting will be or have been made available as required by the Open Meetings Act.

Shannon Stutz, Clerk
City of Parchment
Kalamazoo County, Michigan



SB US-131 NB US-131
 EB US-131 BR WB US-131 BR

WB US-131 BR
 EB US-131 BR

SB US-131 NB US-131

NO.	DATE	BY	DESCRIPTION

fishbeck | MDT | NO SCALE

DATE: 12/13/19
 DRAWN BY: TEO
 FILE: 19-14-REG-04

CS: 39014 & 39051
 JN: TEO

US-131 AND US-131 BR INTERCHANGE
 COMBINED EXHIBIT OF PREFERRED ALTERNATIVES
 I.I. & 2.11

SCALE: 3.0