



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

April 6, 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 March 16, 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:

- Warrant No. 1408 – receive
- Warrant No. 1409 - receive

8. Unfinished Business

9. New Business

- MDOT Contract for Commerce Lane (Separate Attachment) – approval
- Agreement with the City of Kalamazoo to Pave Parchmount, Riverview to Orient – Approval
- Agreement with the City of Kalamazoo to Pave Riverview Drive, 100 feet South of G Avenue to Oak Grove.

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 MARCH 16, 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 .

Absent: Attorney Soltis.

3. Minutes

Moved by Commissioner Emmons, supported by Vice Mayor Jordan to approve the Minutes of the March 2, 2020 Regular Meeting.

Motion Carried.

4. Additions or changes to the agenda.

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

5. Citizen Comments – Items ON the Agenda

Mayor Britigan dispensed with protocol and invited the one citizen to comment. Jason Misner, Superintendent of Parchment Schools, stopped by to take the opportunity to brag about our community. He said once school closures were announced, his staff began brainstorming ways to feed our students, as well as make school work available to them. Within 24 hours, he reported having so many volunteers that they have a site – foodhelp@parchmentschools.org – where people can go. He praised our community saying “obviously this community knows how to take care of each other”, adding he couldn’t be prouder of his staff, the families and children of Parchment. He then thanked the Commission for their part, saying “we will get through this together”.

6. Consent Agenda

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

7. Unfinished Business

None.

8. New Business

A. Agreement with Kalamazoo County Treasurer to Act as Collecting Unit - approve. City Manager Stoddard explained that the Michigan Department of Treasury has been auditing PREs throughout the state in an attempt to collect taxes due for up to three prior years. With this push, it has created difficulties for local treasurers to collect past years’ taxes. Because Kalamazoo County already collects delinquent taxes for local municipalities (Parchment included), collecting these denials of previous years is no additional burden. It is mutually beneficial for both parties for the County to calculate and collect adjusted PRE tax liabilities on behalf of our City. Moved by Commissioner Bagley, supported by Commissioner Madaras to approve the Agreement to Act as Collecting Unit with the Kalamazoo County Treasurer’s office 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.

9. Citizen Comments

None.

10. Mayor and Commissioner Comments

Commissioner Bagley mentioned he was feeling better, and thanked everyone for their concern.

Commissioner Evans asked about steps being taken to clean playground equipment in the park, and whether bathrooms would be kept open.

Commissioner Madaras noted she was excited to see the progress on Parchmount, saying “it looks like it’s coming together”.

Vice Mayor Jordan encouraged people to volunteer at the high school to help with food distribution, recalling how PHS helped us during our water crisis.

Mayor Britigan mentioned letting the City Manager discuss steps the City is taking to address COVID-19 issues. He then reported that \$450 thousand has been approved by the state legislature to assist us in decommissioning our water plant; still to be signed by the Governor. Regarding the proposed southbound business loop to US-131, the Mayor explained that Senator Hoadley secured \$1.8 million in funding for the preliminary engineering study needed to get on the MDOT 5 year plan. He commented that the estimated total cost for the project was \$20 million.

11. City Manager Comments/Reports

City Manager Stoddard added to the business loop items by saying that private and public funding were being looked at, creating partnerships within the local communities. She then went into the COVID-19 steps we are taking – keeping the park bathrooms closed, as well as talking with DPW about how to clean the playground equipment. She said DPW staff will go to two working and two on call starting March 23, and the office will likely have limited hours open to the public, and will take appointments as well, noting that we are still handing out water filters to residents and must be available. The City Manager reported that the KAC has decided to postpone Bingo for Bags until June 6, and the Ham Supper has just been canceled outright. She added that we will be posting updates to our website and our Facebook page, and invited all who had questioned or concerns to call City Hall to discuss with her.

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 7:28 p.m.

Shannon Stutz
City Clerk



City of Parchment
Check Register Report
Warrant 1408

Check #	Check Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
35791	03/13/2020	CINTAS	Uniform Rental & Towels	334.69
35792	03/13/2020	SARA COLLISON	Election & Training	160.00
35794	03/13/2020	CONSUMERS ENERGY	Citywide Monthly energy use	6,185.75
35795	03/13/2020	CORNERSTONE TECHNOLOGIES	Monthly Contract - 3/4 to 4/3/20	153.03
35796	03/13/2020	JEANNE DRENTH	Election & Training	160.00
35797	03/13/2020	FORD, KRIEKARD, SOLTIS & WISE	Police & Genl Matters - Feb	1,593.75
35798	03/13/2020	KAREN HEASLEY	Election & Training	160.00
35799	03/13/2020	BILLIE HERRICK	Election Worker - 03/10/2020	135.00
35800	03/13/2020	RALPH HERRICK	Election Worker - 03/10/2020	135.00
35801	03/13/2020	K-D SALES, INC.	Bingo Supplies	58.00
35802	03/13/2020	KALAMAZOO AREA BUILDING AUTHOR	Prop Maint-433 N Riverview-2A	55.00
35803	03/13/2020	KALAMAZOO CO. ROAD COMMISSION	Dec-Signal Maint-Riverview@Mo	13.88
35804	03/13/2020	KALAMAZOO OIL CO.	Fuel Charges 2/16 to 2/29/2020	193.89
35805	03/13/2020	MARY KNECHTEL	Election Worker - 03/10/2020	135.00
35806	03/13/2020	MICHIGAN ELECTION RESOURCES	Election Supplies-03/10/2020	210.00
35807	03/13/2020	MLIVE MEDIA GROUP	Fire Code Ord & BOR Notice	651.73
35808	03/13/2020	MUNICIPAL CODE CORPORATION	Online Code 3/1/20 to 2/28/21	900.00
35809	03/13/2020	PREIN & NEWHOF	SAW Grant & MS4 Stormwater Permit	22,429.02
35810	03/13/2020	REPUBLIC SERVICES #249	City Wide Pickup - March	8,725.40
35811	03/13/2020	SEVERANCE ELECTRIC CO INC	Traffic Signal Maint-Feb. 2020	120.00
35812	03/13/2020	SHERIFF-GOSLIN COMPANY	Repair Tree Damage-DPW Roof	5,481.00
35813	03/13/2020	STATE OF MICHIGAN-MDOT	Partial Payment - MDOT	10,000.00
35814	03/13/2020	ROSALIND STUTZ	Election Worker - 03/10/2020	135.00
35815	03/13/2020	TIM VERDRIES	Election Worker - 03/10/2020	135.00



City of Parchment
Check Register Report
Warrant 1409

Check #	Check Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
35824	03/27/2020	CINTAS	Uniform Rental & Towels	245.50
35825	03/27/2020	JULIE HEASLEY	Bingo for Bags reimbursement	2,152.68
35826	03/27/2020	DENE HENDRICKS	Stonework in K Park	800.00
35827	03/27/2020	KALAMAZOO CO. ROAD COMMISSION	Signal Energy & Maint-Jan 2020	24.42
35828	03/27/2020	KALAMAZOO OIL CO.	Fuel Charges 3/1 to 3/15/2020	255.31
35829	03/27/2020	KALAMAZOO TOWNSHIP	March 2020 Police & Fire contract	31,402.36
35830	03/27/2020	BRENDA LANSDALE	Refund-Arts & Crafts	38.25
35831	03/27/2020	MICHIGAN ELECTION RESOURCES	Election Supplies	198.50
35832	03/27/2020	PRECISION TREE CARE	Tree Removal & Stump-603 Parchment	900.00
35833	03/27/2020	SBAM PLAN	Employee & Retiree Ins-April	13,047.86
35834	03/27/2020	VARNUM LLP	Frontier Renewal Legal Serv-Fee	103.50



650 S Riverview Drive
Parchment MI 49004
269.349.3785

City of Parchment, Michigan
Resolution of the Parchment City Commission
April 6, 2020

A RESOLUTION AUTHORIZING THE EXECUTION OF NECESSARY DOCUMENTS
WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION RELATIVE TO MDOT
CONTRACT NO 20-5161, JOB NUMBER 206262CON
COMMERCE LANE FROM MOSEL TO S RIVERVIEW DRIVE

WHEREAS, the City of Parchment, Michigan has undertaken the milling and resurfacing of Commerce Lane, and

WHEREAS, the Kalamazoo Area Transportation Study (KATS) has programmed the Commerce Lane project and City of Parchment to receive _____ in federal highway funding, and

WHEREAS, without federal highway funding, the City of Parchment would need to contribute additional funds to make the project possible, and

NOW THEREFORE, BE IT RESOLVED that the City of Parchment, Michigan hereby authorizes the City Manager and the Clerk to sign for the execution of all necessary documentation with the Michigan Department of Transportation for the purpose of completing MDOT Job Number 206262CON.

The RESOLUTION was offered by _____ and supported by _____.

Date: _____

Roll Call Vote

Aye votes: _____

Nay votes: _____

Abstention: _____

Nancy R Stoddard, City Manager

Shannon Stutz, Treasurer/Clerk

MEMORANDUM

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

From: Nancy R Stoddard, City Manager

Date: April 6, 2020

Re: Pavement of Parchmount, from Riverview Drive to Orient

Recommended Motion

It is moved that the City Commission approve the project to mill and repave Parchmount, from Riverview Drive to Orient, subject to a contract being authorized and signed by both Commissions. Including authorizing the City Manager and Clerk to sign.

Due to the lead service line replacement work on Parchmount Avenue, the City of Kalamazoo was planning on milling and asphaltting those areas. They have offered us the opportunity to mill and repave Parchmount Avenue from Riverview to Orient. Because they have their own equipment, the project will cost considerably less than if hired out to a private firm. The estimated cost for the City of Parchment is approximately \$40,000.

Nancy R Stoddard, City Manager

Shannon Stutz, Clerk/Treasurer

Manual input required

Select from drop-down by clicking on cell

Invoice Type: Miscellaneous
MR Billing Item: MAJOR ST MISC REV

Costed by: Brianna Clawson
Date costed: 3/31/2020

Customer ID: 00060492
Customer Name: City of Parchment
Address: 650 S Riverview Dr
City, State, Zip: Parchment, MI 49004

Date of Loss/Event: TBD
Location: Parchment (Riverview to Orient)
Description: preparation and paving

Cost Summary	
Total	\$60,549.74
Labor/Fringe/OH	\$2,462.06
Equipment	\$7,935.68
Direct Costs	\$12,952.00
Materials	\$37,200.00

Labor:

Supervisor		\$26.46		
Date worked:	Name:	Hours worked:	R/O	Cost
prep work	1 EE	16	R	\$423.36
paving work	1 EE	16	R	\$423.36

Field Crew		\$20.17		
Date worked:	Name:	Hours worked:	R/O	Cost
prep work	9 EE	16	R	\$322.72
paving work	9 EE	16	R	\$322.72
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

Fringes 55% \$820.69
Overhead 10% \$149.22

Equipment:				
Number	Hours	Rate	Cost	
2-489	16	\$45.14	\$722.24	
2-228	16	\$31.13	\$498.08	
2-375	16	\$64.69	\$1,035.04	

2-374	16	\$64.69	\$1,035.04
2-598	16	\$48.47	\$775.52
2-597	16	\$34.33	\$549.28
2-673	16	\$0.00	\$0.00
2-176L	16	\$10.11	\$161.76
2-356	16	\$49.76	\$796.16
2-373	16	\$49.76	\$796.16
2-229A	16	\$56.66	\$906.56
2-037L	16	\$10.11	\$161.76
2-228	16	\$31.13	\$498.08

Direct Costs

5-axle truck rental	\$1,728.00
8-axle truck rental	\$2,224.00
milling	\$9,000.00

Materials

[illegible]

MEMORANDUM

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

From: Nancy R Stoddard, City Manager

Date: April 6, 2020

Re: Pavement of Riverview Drive, from G Avenue to Oak Grove

Recommended Motion

It is moved that the City Commission approve the project to mill and repave Riverview Drive, from 100 feet south of East G Avenue to Oak Grove, subject to a contract being authorized and signed by both Commissions. Including authorizing the City Manager and Clerk to sign all necessary documents.

Due to the lead service line replacement work on Riverview Drive, the City of Kalamazoo was planning on milling and asphaltting those areas. They have offered us the opportunity to mill and repave Riverview Drive from 100 feet south of East G Avenue to Oak Grove. Because they have their own equipment, the project will cost considerably less than if hired out to a private firm. The estimated cost for the City of Parchment is approximately \$60,000.

Nancy R Stoddard, City Manager

Shannon Stutz, Clerk/Treasurer

Manual input required

Select from drop-down by clicking on cell

Invoice Type: Miscellaneous
MR Billing Item: MAJOR ST MISC REV

Costed by: Brianna Clawson
Date costed: 3/31/2020

Customer ID: 00060492
Customer Name: City of Parchment
Address: 650 S Riverview Dr
City, State, Zip: Parchment, MI 49004

Date of Loss/Event: TBD
Location: Riverview Drive (Oak Grove to Thomas)
Description: preparation and paving

Cost Summary		Parchment
Total	\$74,739.70	\$58,296.97
Labor/Fringe/OH	\$3,077.58	\$2,400.51
Equipment	\$10,635.12	\$8,295.39
Direct Costs	\$29,952.00	\$23,362.56
Materials	\$31,075.00	\$24,238.50

Labor:

Supervisor		\$26.46			
Date worked:	Name:	Hours worked:	R/O	Cost	
prep work	1 EE	24 R		\$635.04	
paving work	1 EE	16 R		\$423.36	

Field Crew		\$20.17			
Date worked:	Name:	Hours worked:	R/O	Cost	
prep work	9 EE	24 R		\$484.08	
paving work	9 EE	16 R		\$322.72	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	

Fringes	55%	\$1,025.86
Overhead	10%	\$186.52

Equipment:				
Number	Hours	Rate	Cost	
2-489	24	\$45.14	\$1,083.36	
2-228	24	\$31.13	\$747.12	
2-375	24	\$64.69	\$1,552.56	

2-374	24	\$64.69	\$1,552.56
2-598	16	\$48.47	\$775.52
2-597	16	\$34.33	\$549.28
2-673	16	\$65.89	\$1,054.24
2-176L	16	\$10.11	\$161.76
2-356	16	\$49.76	\$796.16
2-373	16	\$49.76	\$796.16
2-229A	16	\$56.66	\$906.56
2-037L	16	\$10.11	\$161.76
2-228	16	\$31.13	\$498.08

Direct Costs

5-axle truck rental	\$1,728.00
8-axle truck rental	\$2,224.00
Milling	\$16,000.00
Traffic Control	\$2,500.00
Pavement Markings	\$7,500.00

Materials

[illegible]