



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

June 1, 2020 - Virtual

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. Roll Call

3. Approval of Minutes

From the City Commission Regular Meeting Minutes of May 18, 2020

4. Additions/Changes to the Agenda - Approval

5. Citizen Comments – Items ON the Agenda

If you wish to comment regarding items ON the agenda, please follow the format below:

- *State your name and address for the records*
- *You are allowed up to 5 minutes for your comments*
- *Please let us know if you require special accommodations by notifying the Clerk*
- *Reminder: You will be making a statement, without discussion from the Commission. You are always welcome to make an appointment with the City Manager to further discuss your comments.*

6. Consent Agenda

Items on the consent agenda will be dealt with one vote by the City Commission unless a Commissioner requests an item be dealt with individually.

Motion to RECEIVE OR APPROVE as indicated:

- i. Warrant No. 1413 – approve
- ii. Kindleberger Park Reservation, Sunken Garden Wedding for Hawkey – approve
- iii. Kindleberger Park Reservation, , Sunken Garden Wedding for Blacker – approve

7. Unfinished Business

8. New Business

- A. Proposed Rate Increase for Trash and Recycling, Rate Committee – approval
- B. Resolution to establish the 2020 Millage Rate – approval
- C. Year End Budget Amendments - approval

9. 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.

10. Mayor and Commissioner Comments

11. City Manager Comments

12. Adjournment

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY MAY 16, 2020.

1. Call to order

Mayor Britigan called the meeting to order via Zoom (online due to Coronavirus shutdown) at 7:00 p.m.

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.

3. Minutes

Moved by Commissioner Bagley, supported by Commissioner Emmons to approve the Minutes of the May 4, 2020 Regular Meeting. 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.

4. Additions or changes to the agenda.

None. Moved by Commissioner Emmons, supported by Commissioner Bagley to accept the agenda. 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.

5. Citizen Comments – Items ON the Agenda

None.

6. Consent Agenda

A. Vice Mayor Jordan asked that item iii. Monthly Financials be removed from the consent agenda for further discussion. Moved by Vice Mayor Jordan, supported by Commissioner Bagley to receive the revised consent agenda items.

Motion Carried.

7. Unfinished Business

A. 2020-2021 Fiscal Year Budget Adoption. Mayor Britigan began by noting that this budget includes fund balance of 17-18% of expenses. He went on to add that no changes had been made to revenue (based on COVID19 issues) nor trash rates. Commissioner Fooy had questions about the Brownfield properties. Vice Mayor Jordan asked about the Kindleberger festival fund as well.

At a regular meeting of the City Commission of the City of Parchment held on Monday, May 18, 2020 the following budget resolution was offered by Vice Mayor Jordan and supported by Commissioner Emmons.

WHEREAS, the City Manager did submit to the City Commission a proposed budget estimating revenues and expenditures for the 2020-2021 fiscal year on April 20, 2020 as required by Chapter VII, Section 7.4 of the City Charter; and

WHEREAS, the City Commission in accordance with Act 621 Michigan Public Acts of 1978, did hold a public hearing on May 4, 2020 at 7:00 P.M. to receive citizen comment on the proposed budget as presented herein. A copy of the affidavit of publication is on file with the City Clerk.

NOW THEREFORE BE IT RESOLVED THAT, the City Commission of the City of Parchment, does hereby adopt said budget as represented herein; and

BE IT FURTHER RESOLVED, that the City Treasurer be authorized and directed to make such transfers between the various funds in accordance with the adoption of the budget; and

BE IT FURTHER RESOLVED, that the City Manager be authorized to transfer up to \$ 5,000.00 from any function of this budget to any other function of the budget within the same fund without further approval.

General Fund

Revenues		Expenditures	
Taxes/Fees	\$754,125	Legislative	26,500
State Sales Tax	200,400	Administration	371,100
Solid Waste Collect'ns	118,600	Legal Services	24,700
Other Revenues	27,600	Police Services	380,400
From Fund Balance	141,000	Fire Department	120,800
State Grants	122,000	Public Works Department	363,800
		Parks, Recreation & Culture	173,300
Total Revenues	\$1,363,725	Total Expenditures	\$1,460,600

Major Street Fund

Revenues		Expenditures	
State Grants	\$163,300	Routine Maintenance	22,900
Transfers	0	Traffic Services	27,700
		Winter Maintenance	26,145
		Administration	19,440
		Capital	10,500
Total Revenues	\$142,800	Total Expenditures	\$106,685

Local Street Fund

Revenues		Expenditures	
State Grant/Interest	66,700	Routine Maintenance	24,275
Transfers	0	Traffic Services	20,520

		Winter Maintenance	26,620
		Administration	19,340
		Capital	10,500
Total Revenues	\$ 72,400	Total Expenditures	\$101,255

Brownfield Redevelopment Authority

Revenues		Expenditures	
Tax Revenue	\$56,900	Brownfield Debt Retirement	59,500
Transfers	0	Attorney Fees	0
		Administrative Overhead	20,400
Total Revenues	\$ 56,900	Total Expenditures	\$ 79,900

The roll call vote was as follows:

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

Resolution declared adopted this 18th day of May, 2020.

8. New Business

Monthly Financial Statement - receive. Vice Mayor Jordan had several questions about specific line items on the financial statement. Treasurer Stutz addressed each, with some discussion about budget to actual variances, and likely adjustments. Moved by Commissioner Evans, supported by Commissioner Fooy to receive the Monthly Financial Statement. **Motion Carried.**

9. Citizen Comments

None.

10. Mayor and Commissioner Comments

Commissioner Bagley asked that he be alerted to any new information given to the Commission on meeting day via text, adding that his work schedule doesn't allow him to consistently check his email.

Commissioner Fooy mentioned the mill property, saying the he walked the fence and saw three different spots where it was open. He said he would send photos to City Manager Stoddard.

Vice Mayor Jordan thanked the City Manager as well as Treasurer Stutz for their work on the budget.

Mayor Britigan asked how the turnout was for the May election, then complimented the City Manager regarding the new pavement all over the city. He added that he's looking forward to seeing work done on Commerce Lane. The Mayor then asked that ordinance enforcement be a priority, as it is "that time of year".

11. City Manager Comments/Reports

City Manager Stoddard thanked Treasurer Stutz and Superintendent Wolhuis for their efforts on the budget. She then talked about our partnership with the City of Kalamazoo on the roads. She mentioned their pricing has been reasonable, and that it makes sense to spend some money now to save it in the long run. She added that we will be posting updates to our website and our Facebook page, and invited all who had questions 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 7:50 p.m.

Shannon Stutz, City Clerk



City of Parchment
Check Register Report
Warrant 1413

Check #	Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
35873	05/26/2020	APPROVED PROTECTION SYSTEMS	Badger 20# Extinguisher	195.00
35874	05/26/2020	CINTAS	Uniform Rental & Towels	354.51
35875	05/26/2020	SARA COLLISON	Election Worker-05/05/2020	135.00
35876	05/26/2020	JEANNE DRENTH	Election Worker-05/05/2020	135.00
35877	05/26/2020	FRANCOTYP-POSTALIA, INC.	Rental-Meter,Scale & Resets	78.00
35878	05/26/2020	HANDLEY'S TREE SERVICE	Wood mulch for Garden	80.00
35879	05/26/2020	DENE HENDRICKS	Mortar Work @ City Hall-Steps	4,640.00
35880	05/26/2020	J & J LOCKSMITHS	Service Call-City Hall	130.00
35881	05/26/2020	J & J PAINT AND GLASS	Tempered Safety Glass-City Hal	590.00
35882	05/26/2020	KALAMAZOO OIL CO.	Fuel Charges 5/01 to 05/15/20	305.47
35883	05/26/2020	MICHIGAN ELECTION RESOURCES	Election Supplies	25.30
35884	05/26/2020	MLIVE MEDIA GROUP	Public Notice	37.03
35885	05/26/2020	NATIONAL HOSE TESTING SPEC.	2020 Ground Ladder Testing	125.05
35886	05/26/2020	REPUBLIC SERVICES #249	City Wide Pickup - May	8,956.56
35887	05/26/2020	SBAM PLAN	Employee & Retiree Ins - June	12,627.86
35888	05/26/2020	SEVERANCE ELECTRIC CO INC	Replace signal shades-Damage	162.00
35889	05/26/2020	KIM SNOW	Refund -Reservation Cancel 07/19	350.00

Kindleberger Park Reservation Form

- 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
- Picnic Pavilion 1** (\$100 non-resident, \$50 resident) (4 hour block)
- Picnic Pavilion 2** (\$100 non-resident, \$50 resident) (4 hour block)
- Picnic Pavilion 3** (\$100 non-resident, \$50 resident) (4 hour block)
- Picnic Pavilion 4** (\$100 non-resident, \$50 resident) (4 hour block)
- Picnic Pavilion 5** (\$100 non-resident, \$50 resident) (4 hour block)

Name: Michelle Hawkey Phone: 269-870-6218
Address: 2134 Oakland Drive Kalamazoo, 49008
Email: Prismagirl5@gmail.com Alternate Phone: _____
Date of Event: Sat. June 6, 2020 Time: 5pm

Type of event: Wedding Ceremony only
Approximate number of attendees: 9 (including Bride & Groom)
Will there be music as part of your event? No
Name of DJ, musical performer, sound technician: None

Decorations, rental chairs/tents/tables? Describe: Most likely none, if so we would set up right before

Name & address for deposit return: 2134 Oakland Drive Kalamazoo, 49008

Michelle Hawkey 05/27/2020
Signature Date

*This reservation form is your receipt, confirming your reserved area.
Should you experience any problem during your event, please contact the
Kalamazoo Township Police Department at 269-488-8911.*

FOR INTERNAL OFFICE USE:

Application received by: LS Date: 5-28-20

Payment amount received: \$350 Receipt # _____

Check # _____ Cash _____ Credit

APPROVAL

Signature Date

Kindleberger Park Reservation Form

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

Picnic Pavilion 1 (\$100 non-resident, \$50 resident) (4 hour block)

Picnic Pavilion 2 (\$100 non-resident, \$50 resident) (4 hour block)

Picnic Pavilion 3 (\$100 non-resident, \$50 resident) (4 hour block)

Picnic Pavilion 4 (\$100 non-resident, \$50 resident) (4 hour block)

Picnic Pavilion 5 (\$100 non-resident, \$50 resident) (4 hour block)

Name: Brittany Blacker Phone: (269) 993-8230

Address: 588 Kaywood St. Plainwell MI

Email: emblacker6890@gmail.com Alternate Phone: (269) 929 0406

Date of Event: 10/10/2020 Time: 4 PM

Type of event: wedding - Ballay

Approximate number of attendees: 80

Will there be music as part of your event? Yes

Name of DJ, musical performer, sound technician: private speakers

Decorations, rental chairs/tents/tables? Describe: Yes / chairs out door

decor. nothing permanent

Name & address for deposit return: Alison Green 2508 McKinley

St Kalamazoo MI 49004

Brittany Blacker
Signature

9/5/16/2020
Date

*This reservation form is your receipt, confirming your reserved area.
Should you experience any problem during your event, please contact the
Kalamazoo Township Police Department at 269-488-8911.*

FOR INTERNAL OFFICE USE:

Application received by: LS Date: 5-16-20

Payment amount received: \$350 Receipt # 11811

Check # _____ Cash _____ Credit X

APPROVAL

Signature

Date

MEMO

To: Parchment City Mayor, Vice Mayor, and Commission Members

From: Rate Committee Proposal

Date: May 27, 2020

Subject: Proposed Rate Increase for Trash and Recycling

Motion: A motion to approve the proposed rate increase to the Trash and Recycling Fees of \$2 per trash container and \$6 per recycling fee per quarter.

The Rate Committee compared what was being charged by Republic Waste and the costs that the City of Parchment was incurring for trash collection, recycling, yard waste containers, back door service, and bulk trash pick-up. It was found that the rates needed to be adjusted to reflect what was being paid to Republic Waste.

The proposed charges are as follows:

Trash – Increase of \$2.00 a quarter

- 95 gallon container \$30/quarter, formerly \$28/quarter
- 65 gallon container \$29/quarter, formerly \$27/quarter

Backdoor Trash – No increase

- 95 gallon container \$30 quarter

Bi-Weekly Recycling – Increase of \$6.00 a quarter

- 95 gallon container \$20/quarter, formerly \$14/quarter

Yard Waste – No increase

- 95 gallon container \$125/season (April-November)

City of Parchment
2020-2021

Resolution to Establish the 2020 Millage Rate

At a regular meeting of the City Commission of the City of Parchment held on Monday, June 1, 2020 the following millage resolution was offered by _____ and supported by _____.

WHEREAS, the City of Parchment Board of Review has completed its review and correction of the Assessment Roll for 2020; and

WHEREAS, said Assessment Roll shows the taxable value of all real and personal property in the City of Parchment subject to general Ad Valorem taxation to be as follows:

REAL PROPERTY	40,683,369
PERSONAL PROPERTY	1,814,600
TOTAL ASSESSMENT ROLLS	\$42,497,969

WHEREAS, the City Commission has adopted a budget for the 2020-21 fiscal year which will require the levy of 16.7239 mills in order to adequately fund the operations of the City of Parchment; and

WHEREAS, the City Commission has complete authority to establish that 16.7239 mills be levied in 2020 for operating purposes; and

WHEREAS, the City Commission of the City of Parchment did hold a public hearing Monday, May 18, 2020 at which time the property tax millage rate proposed to be levied to support the proposed budgets was a subject of that hearing.

NOW THEREFORE BE IT RESOLVED, that by the authority granted by the City Charter, Chapter IX, Section 9.1, the millage rate for 2020 is hereby set at 16.7239 mills to be levied against each dollar of Taxable Value of Real and Personal Property within the City of Parchment for general operating purposes.

BE IT FURTHER RESOLVED, pursuant to the authority of Parchment City Charter, Chapter IX, Section 9.6 the City Clerk is hereby directed to certify to the Assessor the total amount of \$754,125 to be raised by taxes.

FURTHER, when extensions have been made by the Assessor, that the City Assessor, pursuant to City Charter, Chapter IX, Section 9.8, shall execute the necessary warrant directing the City Treasurer to collect the tax set forth in said warrant, and that same when collected be credited to 2020-2021 GENERAL OPERATIONS in the amount of \$754,125.

The roll call vote was as follows:

Ayes: .
Nays: None.
Absent: None.
Abstain: None.

Resolution declared adopted this 1st day of June, 2020.

Shannon Stutz
Treasurer/Clerk



MEMORANDUM

To: Nancy Stoddard, City Manager

From: Shannon Stutz, City Treasurer

Date: May 28, 2020

Subject: Year End Budget Amendments

In reviewing financials for the fiscal year end, I have identified the following budget amendments necessary to avoid negative budget variances.

1. Pension Budget needs to be reallocated between departments based on actual hours of payroll distribution:
 - 101-200-718 increase \$17,000
 - 101-440-718 decrease \$10,000
 - 101-751-718 decrease 7,000
2. 101-200-718 increase budget \$9,000 pension for admin due to one additional employee being eligible.
3. 101-200-800 increase budget \$39,850 for professional services used to tear down Bellisle Building.
4. 101-440-970 increase budget \$125,000 for purchase of Doosan front end loader.
5. 101-100-800 increase budget \$15,000 for Prein Newhof expenses related to Commerce Lane project.

With these changes, the General Fund budgeted expenses would increase by \$188,850. To date, our actual income exceeds expenses in the General Fund by \$34,630.

6. 203-451-800 increase Local Streets budget \$40,295 for repaving of Orient Avenue.