



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

August 3, 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 July 20, 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. 1417 – approve
- ii. Kindleberger Park Pavilion 5 Rental – Faith Life Church – approve
- iii. Kindleberger Park Sunken Garden – Blanco Wedding – approve
- iv. Kindleberger Park Stage – Valdez Graduation - approve

7. Unfinished Business

- A. Resolution 20-8 Terminating the Brownfield Plan - Parcel 06-03-226-038 – approval
- B. Resolution 20-9 Approving the Brownfield Plan, in Accordance with ACT 381-approval

8. New Business

- A. Master Plan Presentation – Chairperson Kent DeBoer - receive
- B. KABA New Member, City of Galesburg – approval

9. Public Safety Advisory Committee - report

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 JULY 20, 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 (arrival 7:04pm), Emmons, Fooy, and Madaras. City Manager Stoddard, City Treasurer/Clerk Stutz.

Absent: Evans.

Moved by Commissioner Bagley, supported by Commissioner Fooy to excuse the absence of Commissioner Evans. **Motion Carried.**

3. Minutes

Moved by Commissioner Emmons, supported by Commissioner Bagley to approve the Minutes of the June 15, 2020 Regular Meeting. Roll call vote was as follows:

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

Nays: None.

Absent: Evans.

Abstain: None.

Motion Carried 6-0.

4. Additions or changes to the agenda.

Remove item 6.viii; move item 6.ix. to 8.C; in 8.B. add Resolution to Terminate the Brownfield Plan. Moved by Commissioner Emmons, supported by Vice Mayor Jordan to accept the revised agenda. **Motion Carried.**

5. Citizen Comments – Items ON the Agenda

None.

6. Consent Agenda

A. Moved by Vice Mayor Jordan, supported by Commissioner Madaras to receive the revised consent agenda items.

Roll call vote was as follows:

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

Nays: None.

Absent: Evans.

Abstain: None.

Motion Carried 6-0.

7. Unfinished Business

None.

8. New Business

A. Rate Committee Recommendations for Sewer Surcharge Increase - approve. Vice Mayor Jordan began by discussing the nature of the sewer surcharge, that it is usage related, and the sewer agreement with the City of Kalamazoo. He explained that while Baker Tilly is doing a Capital Improvement Plan study that will lay out our future plans, we are already aware that revenues are not covering costs in the Sewer Fund. He noted that the rate committee discussed the increase, saying that the 35% increase equates to an average \$4 per month for residents, and that seems reasonable. Commissioner Bagley asked how the percentage was calculated and whether it could be reduced in the future. City Treasurer Stutz explained that the percentage is based on yearly expenses divided by recent usage and only *just* covers the expenses. She added that the rate committee is to consider rates on an annual basis. Roll call vote was as follows:

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

Nays: None.

Absent: Evans.

Abstain: None.

Motion Carried 6-0.

B. Public Hearing for the Brownfield Plan LC Howard Spec Building. Mayor Britigan started by saying that portions of the paper mill are being redeveloped to LC Howard warehouse facilities, and want to be enveloped into a new Brownfield Authority, per the memo from Envirologic in the handout.

Moved by Commissioner Bagley, supported by Vice Mayor Jordan, to open the floor for public hearing at 7:24 pm. **Motion Carried.**

Mayor Britigan noted there were no comments.

Moved by Commissioner Bagley, supported by Commissioner Emmons to close the public hearing at 7:25 pm. **Motion Carried.**

Mayor Britigan began discussion by noting that the reimbursement agreement is not an action item because it has not yet been approved by their authority. Commissioner Fooy asked what LC Howard's motivation is in removing one parcel from our Brownfield and moving it to a new BRA, as well as mentioning that he didn't want any properties off our tax rolls. LC Howard Attorney Steve Sielatycki explained the tax implications are only on any increase in value – the current rate of taxes would still be received by the City and other entities. That increase in tax is what's retained by the Brownfield Authority to be used for "eligible activities". He also noted that the new building straddles the two parcels. David Stegink, LC Howard representative, added that currently the project is straddling two different Brownfield plans, which creates difficulty in cost tracking and reimbursement, etc. City Attorney Soltis noted there was no reason not to combine the parcels, but added that he had questions regarding the length of the BRA agreement – the years on different documents need reconciling. Commissioner Madaras asked what the City's benefit is to the agreement. Mr. Sielatycki explained that moving forward there will be 15 new jobs, and that at the end of the agreement, the local community can capture 5 years to further other future Brownfield projects. He added that MEDC is supportive of the project. Mayor Britigan expressed his concern in giving up revenue to the general fund.

Moved by Commissioner Fooy, supported by Commissioner Bagley, to table the Resolution Approving a Brownfield Plan until the next meeting. Roll call vote was as follows:

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

Nays: Britigan.

Absent: Evans.

Abstain: None.

Motion Carried 5-1.

Resolution to terminate Brownfield Plan for specific property. Attorney Soltis explained that this is particular to one specific parcel, which is currently within the 2009 Brownfield plan. This termination carves out one property in advance of moving it to a new authority. He then noted he would like to see the documents have the parcel ID included to reduce confusion. Moved by Commissioner Fooy, supported by Commissioner Bagley, to table the Resolution Terminating the Brownfield Plan until the next meeting. Roll call vote was as follows:

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

Nays: None.

Absent: Evans.

Abstain: None.

Motion Carried 6-0.

C. Kindleberger Park Stage Reservation, Bennett Book Signing – approve. City Manager Stoddard explained that the event is a public event with unknown participants, estimated between 25 and 100; she then shared details of her conversation with the event coordinator. The Mayor expressed his concern about it being a public event, and reminded everyone that the Kindleberger Summer Festival was canceled over concerns for public health. Vice Mayor Jordan agreed, saying he had concerns about distancing. Commissioner Bagley suggested having handouts prior to the event saying they were following the state mandate. Moved by commissioner Fooy, supported by Vice Mayor Jordan, to reject/deny the Bennett application to reserve the stage. Roll call vote was as follows:

Ayes: Britigan, Fooy, Jordan, and Madaras.

Nays: Bagley, Emmons.

Absent: Evans.

Abstain: None.

Motion Carried 4-2.

9. Citizen Comments

Mike Conner, 1150 Parchmount, stated his concern that people using the park were not adhering to the Governor's Executive Order to socially distance and wear masks.

Jen Strebs, Kalamazoo Township Trustee, commended the Commission for its service, and keeping the community safe. She noted she's running for County Commissioner for the region that includes Parchment.

10. Mayor and Commissioner Comments

Commissioner Bagley asked about the water leaking on Thomas, wondering if we are liable if slippery.

Commissioner Madaras thanked city staff for the Mill tour, saying it gave her good perspective seeing everything in person.

Commissioner Emmons also went on the tour and thanked staff.

Commissioner Fooy expressed his view that he wants to give LC Howard advantages, but not at great cost to the City. He's concerned about our General Fund. He added that he's proposing a task force to look at properties on our southern border and whether we could annex them. He then expressed his sorrow at the passing of friend and former Commissioner Don Banner.

Vice Mayor Jordan added his condolences to the Banner Family, as well, saying Don was a huge part of the Parchment family, and his passing is a great loss to the community.

Mayor Britigan echoed VM Jordan's comments, adding that Don served on the Commission from 1995-2011, including as Vice Mayor. "He will be missed", and thoughts and prayers are with the Banner family. The Mayor then announced that we will be hearing more about PFAS exposure and health studies that will be taking place in the near future, be on the lookout for flyers and other information.

11. City Manager Comments/Reports

City Manager Stoddard said that she will have a bit more information on the two PFAS studies in the next newsletter. She then reported on an explosion at the Epic plant last Saturday, explaining that a fuse blew at the substation. There was a second explosion shortly thereafter, and according to Chief Obreiter, there were no injuries and minimal damage. The City Manager then added that private gatherings outdoors are still within the Governor's guidance. She said newsletter input was welcome, then she 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 8:30 p.m.

Shannon Stutz, City Clerk



City of Parchment
Check Register Report
Warrant 1417

Check #	Check Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
35940	07/21/2020	CINTAS	Uniform Rental & Towels	245.50
35941	07/21/2020	CLARK TECHNICAL SERVICES	Computer Support - June	495.00
35942	07/21/2020	CONSUMERS ENERGY	Citywide Monthly Energy use	3,017.91
35943	07/21/2020	CORNERSTONE TECHNOLOGIES	Monthly Contract-7/4 to 8/3/20	175.98
35944	07/21/2020	DEYOUNG LANDSCAPE SERVICE	Treatment #3 - Stage	166.00
35945	07/21/2020	REQWAL DUCKWORTH	Refund of Pavilion Reservation	100.00
35946	07/21/2020	ENGINEERED PROTECTION SYSTEMS	Water Treatment to 10/31/20	181.41
35947	07/21/2020	FORD, KRIEKARD, SOLTIS & WISE	General Matters - June	437.50
35948	07/21/2020	KALAMAZOO AREA BUILDING AUTHOR	Prop Maint Inspect-433 N River	55.00
35949	07/21/2020	KALAMAZOO CITY TREASURER	Water usage Apr-Jun	590.40
35950	07/21/2020	KALAMAZOO CO. ROAD COMMISSION	Traffic Sign Maint-Mar, Apr, May	119.66
35951	07/21/2020	KALAMAZOO OIL CO.	Fuel Charges 6/16 to 6/30/20	347.18
35952	07/21/2020	KALAMAZOO OIL CO.	370.1 Gal Diesel (Tank @ Barn)	707.82
35953	07/21/2020	KALAMAZOO TOWNSHIP	Police/Fire Services Contract - July	30,922.75
35954	07/21/2020	LOVELY'S GREENHOUSES, INC.	Flowers for Garden	224.88
35955	07/21/2020	MICHIGAN ELECTION RESOURCES	Election Supplies	246.82
35956	07/21/2020	SBAM PLAN	Employee & Retiree Ins-August	12,627.86
35957	07/21/2020	SEVERANCE ELECTRIC CO INC	Traffic Signal Maint-June 2020	120.00

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)

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

Name: _____ Faith Life Church Phone: _____ 2693661375

Address: _____ 310 S Riverview Drive

Email: _____ Visitflc@gmail.com

Alternate Phone: _____

Date of Event: _____ August 23, 2020

Time: _____ 9am

Type of event: _____ Picnic/ Church fellowship

Approximate number of attendees: _____ Between 50-100

Will there be music as part of your event? _____ Yes

Name of DJ, musical performer, sound technician: _____ Church musicians

Decorations, rental chairs/tents/tables? Describe: _____

Name & address for deposit return: Faith Life Church 310 S Riverview Drive Parchment,
Michigan 49004

_____ Lakisha Jones

_____ 7-15-2020

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: _____ JS

Date: _____ 7-17-20

Payment amount received: _____ \$100

Receipt # _____ 11873

Check # _____ Cash _____ Credit X

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: Ivan Blanco Phone: 6168086841
Address: 1340 32nd St. SW Wyoming MT 49509
Email: iblanco616@gmail.com Alternate Phone: _____
Date of Event: 9-25-2020 Time: 12p-3pm

Type of event: Wedding
Approximate number of attendees: 50
Will there be music as part of your event? No- speaker for microphone
Name of DJ, musical performer, sound technician: _____

Decorations, rental chairs/tents/tables? Describe: chairs only

Name & address for deposit return: Ivan Blanco listed above

on phone
Signature _____

7-17-2020
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: JS Date: 7-17-20

Payment amount received: \$350 Receipt # 11872

Check # _____ Cash _____ Credit X

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: Teresa Valdez Phone: (269) 599-8959

Address: 5120 Mount Olivet Rd. Kalamazoo MI 49004

Email: teresa_valdez77@yahoo.com Alternate Phone: _____

Date of Event: Aug. 9th 2020 Time: 4:00pm - 7:00pm

Type of event: graduation Open House

Approximate number of attendees: 50-75 (masks required) (over 3 hr permit)

Will there be music as part of your event? Yes

Name of DJ, musical performer, sound technician: personal speaker

Decorations, rental chairs/tents/tables? Describe: plastic tables and chairs (rentals) table decorations

Name & address for deposit return: Teresa Valdez 5120 Mount Olivet Rd.

Signature Teresa Valdez

Date 07/28/2020

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: CS Date: 7-27-20

Payment amount received: \$450 Receipt # 118841

Check # 2077 Cash _____ Credit _____

APPROVAL 2078

Signature _____

Date _____

RESOLUTION #20-8

RESOLUTION TERMINATING A BROWNFIELD PLAN FOR A PORTION OF THE FORMER RIVER REACH PARTNERS PROJECT IN ACCORDANCE WITH THE PROVISIONS OF ACT 381 OF THE PUBLIC ACTS OF THE STATE OF MICHIGAN OF 1996, AS AMENDED

At a regular meeting of the City of Parchment City Commission held in Commission Chambers, 650 S. Riverview Drive, Parchment, Michigan on Monday, the _____ day of _____, 2020 at 7:00 pm.

PRESENT:

ABSENT:

MOTION BY:

SUPPORTED BY:

Whereas the City of Parchment adopted a Brownfield Plan for the former River Reach Partners redevelopment project on April 6, 2009; and

Whereas the April 6, 2009 Brownfield Plan included a parcel of land currently identified as property identification number 06-03-226-038 (PID# 06-03-226-038); and

Whereas, the project described in the Brownfield Plan specific to this parcel (PID# 06-03-226-038) failed to occur within five years following adoption of the Plan; and

Whereas no tax increment has been collected from this parcel (PID# 06-03-226-038) under the previous Plan; and

Whereas, on _____, 2020 at a regularly scheduled and public-noticed meeting of the City of Parchment Brownfield Redevelopment Authority, the Authority Board unanimously recommended that the City Commission resolve to terminate the Plan specific to this Parcel (PID# 06-03-226-038).

Whereas, the Brownfield Plan, excluding this parcel (PID# 06-03-226-038), will remain in effect for all parcels, properties, eligible activities and terms as originally included in the Plan subject to any administrative modifications for clarification purposes.

NOW THEREFORE BE IT RESOLVED that the City of Parchment City Commission terminates the Brownfield Plan as it applies to the parcel of land identified as property identification number 06-03-226-038, a map of which is attached to this resolution.

AYES:

NAYES:

ABSTAINED:

RESOLUTION DECLARED ADOPTED

State of Michigan)
County of Kalamazoo) ss:

I, Shannon Stutz, the undersigned, the fully qualified Clerk of the City of Parchment, State of Michigan, do hereby certify that the foregoing is a true and complete story of a resolution adopted by the City of Parchment City Commission at a regular meeting held on the _____ day of _____, 2020, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereunto set my official signature this ____ day of _____, 2020.

Shannon Stutz, Clerk/Treasurer
City of Parchment

Resolution 20-9

CITY OF PARCHMENT, MICHIGAN

**RESOLUTION APPROVING A BROWNFIELD PLAN
BY THE CITY OF PARCHMENT
PURSUANT TO AND IN ACCORDANCE WITH
THE PROVISIONS OF ACT 381 OF THE PUBLIC ACTS
OF THE STATE OF MICHIGAN OF 1996, AS AMENDED**

At a regular meeting of the City Commission of Parchment, Michigan, held in the Commissioners Room, Parchment City Hall located at 650 S. Riverview Drive, Parchment, Michigan, on the 20th day of July, 2020 at 7 p.m.

PRESENT:

ABSENT:

MOTION BY:

SUPPORTED BY:

WHEREAS, the City of Parchment City Commission, pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended (the "Act"), have formally resolved to participate in the Brownfield Redevelopment Authority (BRA) of the City of Parchment (the "Authority") and have designated that all related activities shall proceed through the BRA; and

WHEREAS, the Authority, pursuant to and in accordance with Section 13 of the Act, has reviewed, adopted and recommended for approval by the City Commission, the Brownfield plan (the "Plan") attached hereto, to be carried out within the City of Parchment, relating to the redevelopment of two parcels of industrial property located at 100 Eunice Street and adjacent vacant land in Parchment, Michigan, (the "Site"), for redevelopment of the site as an industrial spec building, and more particularly described and shown in Figures 1 & 2 within the attached Plan; and

WHEREAS, the City Commission has reviewed the Plan, and has been provided a reasonable opportunity to express their views and recommendations regarding the Plan and in accordance with Section 14 of the Act; and

WHEREAS, the City Commission has noticed and held a public hearing in accordance with Section 14 of the Act, and

WHEREAS, the City Commission has made the following determinations and findings:

- A. The Plan constitutes a public purpose under the Act;
- B. The Plan meets all of the requirements for a Brownfield plan set forth in Section 13 of the Act;
- C. The proposed method of financing the costs of the eligible activities, as described in the Plan, was feasible and the Authority has the ability to arrange the financing;
- D. The costs of the eligible activities proposed in the Plan are reasonable and necessary to carry out the purposes of the Act; and

WHEREAS, as a result of its review of the Plan, the City Commission concurs with approval of the Plan.

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1. **Plan Approved.** Pursuant to the authority vested in the City Commission by the Act, the Plan is hereby approved in the form attached to this Resolution.
- 2. **Severability.** Should any section, clause or phrase of this Resolution be declared by the courts to be invalid, the same shall not affect the validity of this Resolution as a whole nor any part thereof other than the part so declared to be invalid.
- 3. **Repeals.** All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

AYES:

NAYES:

ABSTAINED:

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
COUNTY OF KALAMAZOO) ss:

I, the undersigned, the fully qualified Clerk of the City of Parchment, Kalamazoo County, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the County Board of Commissioners of Kalamazoo County at a regular meeting held on the 20th day of July, 2020, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto set my official signature this ____th day of July, 2020.

Shannon Stutz, City Clerk



NEW MEMBER APPLICATION

Jurisdiction City of Galesburg Applicant's Name Gabe Baracker, City Manager
Address 200 E Michigan Ave Galesburg, MI 49053
Phone Number 269-665-7000 E-mail Address citymgr@galesburgcity.org

1. Why are you interested in joining KABA?

**increased safety, uniformity and compliance with Building Code; City of Galesburg no longer has personnel to address administration of building permits and inspections

2. What services are you seeking from KABA? (Please check all that apply)

- ☒ Building Code Administration and Enforcement
☒ Zoning Administration and Planning
☒ Ordinance Enforcement

3. What is your targeted date to join? **July/August 2020

4. Do you currently subcontract your building, electrical, mechanical, or plumbing permits and inspections? If so, do you have a termination clause? What is the time frame?

**No



5. What was your previous year's building department budget, revenue and/or expenses (if applicable)?

____ **revenue for FY 7/1/18-6/30/20 estimated \$2,000 _____

6. What is your total parcel count at this time? ____ **residential parcels around 545 ____

Additional Information Requested, if available (See New Member Packet for more details):

- Document showing the number of permits issued during the previous year **unavailable
- Construction valuation for building permits issued during the previous year **unavailable
- Copy of the current fees charged for permits and inspections **attached

I understand that the application must be completed and all available documentation provided to begin our application process with KABA.

Signature of Applicant

Date

Charles Barrantes

____ 06/24/2020 ____

Signature of Supervisor of Applicant Jurisdiction

Date

Charles Barrantes, City Manager

____ 06/24/2020 ____

Signature of Comstock Township Representative

Date

Title

Signature of Kalamazoo Township Representative

Date

Title



Signature of City of Parchment Representative

Date

Title

Signature of Pine Grove Township Representative

Date

Title

Signature of Richland Township Representative

Date

Title

Signature of KABA Building Official

Date

**MINUTES OF THE REGULAR MEETING OF THE
KALAMAZOO AREA BUILDING AUTHORITY
KALAMAZOO, MI
June 11, 2020**

Chairperson, Michelle Mohney called the regular meeting of the Kalamazoo Area Building Authority (KABA) Board to order at approximately 2:00 P.M. at the KABA offices, 2322 Nazareth Road.

Present: Michelle Mohney, Chairperson / Representative from Comstock Township
Sherine Miller, Treasurer / Representative from Kalamazoo Township
Scott Hess, Representative from Pine Grove Township
Lysanne Harma, Representative from Richland Township
Denise Barrons, At Large Ex-Officio Board Member

Absent: Chester Emmons, Secretary / Representative from City of Parchment

Also present were Building Official, Mike Alwine; KABA Attorney, Robb Krueger; Office Coordinator/Recording Secretary, Penny Cassidy; a Representative with Maner Costerisan and one other interested party.

Approval of Agenda – Mr. Alwine requested to add KABA Covid-19 Response Plan as item f. under 6. Business. A motion was made by Ms. Harma to approve the agenda as amended, seconded by Ms. Miller, and carried with a vote of 4-0.

Approval of Consent Agenda - A motion was made by Ms. Miller to approve the minutes from the March 12, 2020 Board Meeting as presented, seconded by Mr. Hess, and carried with a vote of 4-0.

Citizen Comments – Mr. Krueger introduced his mentee/summer clerk to the Board Members.

Presentation /Maner Costerisan – Jordan Smith, CPA with Maner Costerisan presented the key highlights of the 2019 Audited Financial Statements.

BUSINESS:

- a. **Inter-local Agreement** – Mr. Alwine reflected on the changes to the Inter-local Agreement from the February 13th Board Meeting and agreed for the Board Members to present to their municipality Board Members on consideration for approval. Mr. Krueger offered to create a summary paragraph of changes for the Board Members to submit to their boards.
- b. **Office Security** – Mr. Alwine provided an update for office security. Estimates were presented as a handout. Ms. Harma motioned to authorize Mr. Alwine to proceed with the door replacement, door lock release & security estimates presented, not to exceed \$8500, and to authorize the necessary budget adjustment, seconded by Mr. Hess and carried with a vote 4-0.
- c. **Engagement Letter – Maner Costerisan** - Mr. Alwine addressed the Board Members of his approval to the engagement letter, due to the COVID-19 shut down and for the 2019 Audit to proceed on satisfying the State of Michigan deadline requirements. Ms. Miller motioned to approve the Maner Costerisan Engagement letter, seconded by Mr. Hess and carried a vote 4-0.
- d. **Approval of 2019 Audited Financial Statements** – Ms. Harma motioned to approve the 2019 Audited Financial Statements as presented, seconded by Ms. Miller and carried with a vote 4-0.
- e. **Approval of New Member Application** – Mr. Alwine briefed the Board Members for receipt of a New Member Application from the City of Galesburg. Discussion commenced for an addendum to be added to the New Member Application, which will include building authority and zoning administration; excluding ordinance enforcement; municipality to contract an outsource for planning; and trades to be serviced by KABA within 6 months of new membership acceptance. Ms. Harma motioned to approve the complete New Member Application from the City of Galesburg, subject to

the conditions the board discussed and to include applying to the state with those conditions, seconded by Ms. Mohnney and carried with a vote 4-0.

Mr. Krueger exited the meeting at 2:38pm and returned at 2:41pm.

- f. KABA COVID-19 Response Plan** – Mr. Alwine presented a handout to the Board Members of the KABA COVID 19 Response Plan, prepared by Mr. Krueger's office. Ms. Harma motioned to approve the KABA COVID-19 Response Plan, as a living document and recognized that changes could be made to it, seconded by Ms. Miller and carried with a vote 4-0.

Financial and Building Reports – Ms. Cassidy commented on the last statement/reconciliation for the Consumers Credit Union Savings Account is March 2020. No further reconciliations will be created, as the savings account includes only the credit union membership fee. Mr. Alwine provided an update of the upcoming revenue for commercial projects.

KABA Board Member Comments – Ms. Mohnney commended Mr. Alwine and KABA staff of the wonderful job throughout the Covid-19 Stay-at-home order. Ms. Barrons noted, with the new member, she will be once again a voting board member.

KABA Staff Comments – Mr. Alwine provided an update of the transitions while moving though the shut down during the pandemic. He also stated that incoming residential remains steady.

There was no further business and the meeting was adjourned at approximately 3:30 PM.

Drafted: June 12, 2020
Approved: July 9, 2020