

City Commission Meeting

Time: 7:00pm

Join Zoom Meeting

<https://us02web.zoom.us/j/527475091?pwd=Um9QWHc0cDcrcFYwN1RCbVFibk93Zz09>

Meeting ID: 527 475 091

Passcode: 705314

Or Call:

1 646 876 9923

1 301 715 8592



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

September 8, 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 August 17, 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. 1419 – approve
- ii. Warrant No. 1420 - approve
- iii. Kindleberger Park Pavilion 4 Rental – Rainey Memorial – approve
- iv. Kindleberger Park Stage – Fields Wedding – approve
- v. Kindleberger Park Sunken Garden – Daniels Wedding – approve
- vi. Kindleberger Park Stage – Boyd Wedding - approve

7. Unfinished Business

8. New Business

- A. Resolution to Move Precinct 1 Polling Place to the Parchment United Methodist Church - approve

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 AUGUST 17, 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.

Absent: None.

3. Minutes

Moved by Commissioner Bagley, supported by Vice Mayor Jordan to approve the Minutes of the August 3, 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 Vice Mayor Jordan, 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 Evans, supported by Vice Mayor Jordan to receive the consent agenda items. 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.

7. Unfinished Business

A. Development and Reimbursement Agreement, LC Howard Property - approve. Mayor Britigan gave background on this as well as an update from the last meeting, what's been completed, what's still outstanding. He mentioned that this was approved by the City's Brownfield Authority last week. Per Attorney Soltis, there are not major changes to this document – pages 2 and 5 have updates, including the agreement between the developer and City Commission (not just the BRA), and the addition of a processing fee. Moved by Vice Mayor Jordan, supported by Commissioner Evans, to approve the Development and Reimbursement Agreement as presented and authorize the Mayor to execute all related documents. 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.

8. New Business

A. 2019 Annual Report for Township of Kalamazoo Police Department - receive. Chief Ergang presented the 2019 annual report, highlighting that Parchment is a good place to raise a family, that the department shares a good relationship with Parchment Schools, as well as with City Manager Stoddard and staff. Commissioners had questions about recruiting challenges, traffic issues, how COVID 19 has changed their processes, as well as asking for a breakdown of tickets issued. Chief Ergang answered all of the Commission's questions and concerns. Mayor Britigan thanked him for his time, and said the City appreciates their work, preserving and protecting our citizens.

B. Sale of Parcel 39-06-02-140-988 - approve. Mayor Britigan explained where this parcel is, and how it came back to the City's possession. He added that the benefit of selling is getting this property back on the City's tax roll. City Manager Stoddard added that the resident is interested in adding a garage to her property, and is in the process of speaking with

Zoning Administrator Rebecca Harvey. Attorney Soltis prepared this quit claim deed and noted if the price is under \$100, there is no transfer tax to pay. Moved by Commissioner Emmons, supported by Commissioner Madaras to approve the sale of parcel 390-6-02-140-988 to Joan VanSickler of 230 E. Glenguile for \$1. 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. Master Plan – Commissioner Discussion and Comments – with Sandy Bliesener.

Commissioner Bagley asked about the land along the river, what is the intention? Sandy Bliesener responded that the master plan is not specific intentionally, adding that they wanted to be able to have guidelines but be flexible for future needs. She said that they definitely want public access, and with possible flooding issues, they wouldn't want "development" anyway.

Mayor Britigan expressed his appreciation for all the hard work that was put in to the Master Plan. He had several comments including:

- The vision statement "reads more like a mission statement". He noted that he thinks a vision statement is what we want to be - a reference to our future; the current vision statement includes Jacob Kindleberger which he questioned.
- In the housing section, he thought there should be an explanation of WHY the data is what it is.
- In the public transit section, an update of the names is warranted: Central County Transportation Authority, and Kalamazoo County Transportation Authority.
- He added that including the real estate community in the objectives would be a good idea.
- In the Rental housing section he thought the wording should be changed from "adopting" to "strengthening" rental housing properties.
- He thought the photography was good, but asked if there was a better picture of the stage, maybe one during the festival?

He then asked about how long comments would be accepted, and City Manager Stoddard said that all comments she receives will be forwarded to the Planning Commission, who will make changes then distribute to the public.

10. Citizen Comments

Mike Conner, 1150 Parchmount, asked whether staffing shortages affect the police contract, and coverage in Parchment. Chief Ergang explained that it hasn't affected anyone assigned to Parchment, as patrol is always the last to experience shortages.

11. Mayor and Commissioner Comments

Commissioner Madaras mentioned how impressed she was with how much information is in the Master Plan.

Commissioner Evans agreed, adding she's excited to see so many rentals in the park.

Commissioner Bagley also agreed about the Master Plan, and thanked Chief Ergang for his presentation today as well as the service of the entire department.

Commissioner Emmons echoed Commissioner Bagley's comments.

Vice Mayor Jordan thanked Chief Ergang for his report, and service as well. He then thanked Sandy Bliesener for representing the Planning Commission and the Master Plan. He also mentioned the Kindleberger Arts Commission has a new storage room, thanks to DPW Superintendent Phil Wolthuis.

Mayor Britigan reminded everyone of bulk trash pick up on August 19, and also noted that he received a letter from Cooper Township regarding a connection to water service – he wanted to let anyone else who received the same to ignore the letter.

12. City Manager Comments/Reports

City Manager Stoddard cited the work on the water main to Glendale was pushed out to October, due to needing the work on G Avenue done first. She was told the road would be paved enough to travel on during the work. The City Manager then thanked Chief Ergang for his time and report, as well as Sandy Bliesener, adding that the Master Plan is so interesting and has so much information. She then noted she will be working from home next week. She invited all who had questions or concerns to call City Hall to discuss with her.

13. Adjournment

There being no further business to come before the Commission, it was moved by Commissioner Madaras and supported by all to adjourn the meeting at 8:00 p.m.

Shannon Stutz, City Clerk



City of Parchment
Check Register Report
Warrant 1419

Check #	Check Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
35982	08/17/2020	MOLLY ANDREWS	Aug. Election & July Training	160.00
35983	08/17/2020	CINTAS	Uniform Rental & Towels	221.85
35984	08/17/2020	CLARK TECHNICAL SERVICES	July Computer Support	371.25
35985	08/17/2020	SARA COLLISON	Aug Election & July Training	160.00
35987	08/17/2020	CONSUMERS ENERGY	Monthly citywide energy use	4,938.27
35988	08/17/2020	CORELOGIC CENTRALIZED REFUNDS	PRE Assessor adjustment refund	1,698.74
35989	08/17/2020	CORNERSTONE TECHNOLOGIES	Monthly Contract to 8/3/20	175.98
35990	08/17/2020	JEANNE DRENTH	Aug Election & July Training	160.00
35991	08/17/2020	CHET EMMONS	Pulled Reservation- refund	300.00
35992	08/17/2020	FAITH LIFE CHURCH	Pavilion 4 - Reimbursement	50.00
35993	08/17/2020	FORD, KRIEKARD, SOLTIS & WISE	General Matters - July	3,075.00
35994	08/17/2020	FRANCOTYP-POSTALIA, INC.	Rental-Meter, Scale, Resets to	78.00
35995	08/17/2020	JOAN GRAVES	Pavilion Rental Refund	100.00
35996	08/17/2020	KAREN HEASLEY	Aug Election & July Training	160.00
35997	08/17/2020	SCOT HENDERSON	Aug Election & Feb & July Trai	185.00
35998	08/17/2020	BILLIE HERRICK	Aug Election & July Training	160.00
35999	08/17/2020	RALPH HERRICK	Aug Election & July Training	160.00
36000	08/17/2020	DERIC JORDAN	Aug Election & July Training	160.00
36001	08/17/2020	KALAMAZOO TOWNSHIP	Fire Services Contract-August	30,922.75
36002	08/17/2020	MARY KNECHTEL	Aug Election & July Training	160.00
36003	08/17/2020	LERETA, LLC	PRE Assessor adjustment refund	1,124.83
36004	08/17/2020	MLIVE MEDIA GROUP	Brownfield Public Hearing	137.74
36005	08/17/2020	DEANNA OMONIYI	Deposit Refund - 8/8/2020	100.00
36006	08/17/2020	KERRIE PETERSON	Deposit Refund - 8/8/2020	100.00
36007	08/17/2020	PREIN & NEWHOF	Commerce Lane to 07/31/2020	32,876.40
36008	08/17/2020	REPUBLIC SERVICES #249	City Wide Pickup - August	18,242.36
36009	08/17/2020	SEVERANCE ELECTRIC CO INC	Traffic Signal Maint-July	120.00
36010	08/17/2020	SHERNITA SMITH	Deposit Refund - 07/31/2020	100.00
36011	08/17/2020	STATE OF MICHIGAN-MDOT	Partial Payment - MDOT	10,000.00
36012	08/17/2020	NANCY STODDARD	Zoom-On Line Platform Meeting	15.89
36013	08/17/2020	ROSALIND STUTZ	Aug Election & July Training	160.00
36014	08/17/2020	TERESA VALDEZ	Deposit Refund-08/09/2020	100.00
36015	08/17/2020	CHARLES WHITE	Deposit Refund 08/092020	100.00



City of Parchment
Check Register Report
Warrant 1420

Check #	Check Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
36025	09/01/2020	CINTAS	Uniform Rental & Towels	354.51
36026	09/01/2020	COMPANION LIFE	Life & AD&D Ins-Sept.	57.00
36027	09/01/2020	CONSUMERS ENERGY	49004 LED Light Rd.	2,575.24
36028	09/01/2020	TIOMBIE COOPER	Deposit Refund-08/16/2020	100.00
36029	09/01/2020	DEVINE PAINTING	Ext Painting & Staining Stage	2,200.00
36030	09/01/2020	ENGINEERED PROTECTION SYSTEMS	Maint Bldg 9/1 to 11/30/20	175.50
36031	09/01/2020	KAL CO HEALTH & COMMUNITY SERV	HHW-1st & 2nd 1/4's 2020	175.66
36032	09/01/2020	KALAMAZOO COUNTY TREASURER ASC	Summer Deferment Ad - 2020	32.36
36033	09/01/2020	KALAMAZOO OIL CO.	Fuel Charges-8/01 to 8/15/20	476.23
36034	09/01/2020	CHERYL LYON-JENNESS	Roses for City Hall	85.73
36035	09/01/2020	MAINTENANCE MASTERS, INC.	Clear out south side of train trestle	2,000.00
36036	09/01/2020	LORIE OSBORNE	Deposit Refund-Gazebo 08/15/20	100.00
36037	09/01/2020	JOSHUA PITCHURE	Deposit Refund-08/22/20	100.00
36038	09/01/2020	PUBLIC MEDIA NETWORK	Charter-Apr-June-2% Pass Thru	3,275.96
36039	09/01/2020	STATE OF MICHIGAN-MDOT	Commerce Ln - City portion	23,965.56

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: Dawn Rainey / Renee Walls Phone: 616-457-4823

Address: 104 Espanola Apt DG

Email: wallsr112@gmail.com Alternate Phone: _____

Date of Event: 9-5-20 Time: 12-4

Type of event: memorial

Approximate number of attendees: 70

Will there be music as part of your event? NO

Name of DJ, musical performer, sound technician: None

Decorations, rental chairs/tents/tables? Describe: None

Name & address for deposit return: _____

on phone
Signature _____

8-31-20
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: 8-31-20

Payment amount received: \$50 Receipt # _____

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

4p-7p **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: Brian Fields Phone: 302-750-9293

Address: 1010 Clawmoor Dr Apt 2C

Email: bareat20@gmail.com Alternate Phone: _____

Date of Event: Friday, September 11th Time: 4p-7p

Type of event: Rehearsal (Wedding)

Approximate number of attendees: 50

Will there be music as part of your event? yes

Name of DJ, musical performer, sound technician: _____

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

Name & address for deposit return: same as primary contact

Signature 

Date 8/20/2020

*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: 8-20-20

Payment amount received: \$350 Receipt # 11932

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: Tamara Daniels Phone: 2079055

Address: 513 Dayton Ave Kalamazoo 49048

Email: Tamara.daniels@aspdenet.com Alternate Phone: _____

Date of Event: 9-19-20 Time: 4-7pm 3-6pm

Type of event: Wedding

Approximate number of attendees: 30

Will there be music as part of your event? home speaker

Name of DJ, musical performer, sound technician: _____

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

Name & address for deposit return: see above

Signature on phone

Date 8-31-20

*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: 8-31-20

Payment amount received: \$350 Receipt # 11941

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: Dessire Boyd Phone: 269-743-9707
Address: 1469 Concord place
Email: dessire.boyd@gmail.com Alternate Phone: 269-903-7204
Date of Event: 10/03/2020 Time: 1300

Type of event: wedding
Approximate number of attendees: 50
Will there be music as part of your event? _____
Name of DJ, musical performer, sound technician: NO

Decorations, rental chairs/tents/tables? Describe: Chairs, Decorations
Small floral bouquets, Chair covers, Ribbons
Name & address for deposit return: 1469 Concord place Apt 3D

Dessire Boyd
Signature

08/28/2020
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: 8-28-20

Payment amount received: \$450 Receipt # 11938
Check # _____ Cash _____ Credit

APPROVAL

Signature

Date



WHEREAS, State of Michigan code (MCL 168.659 as amended under PA 296 of 2004) allows the governing body to change polling places prior to a general election with written notice given; and

WHEREAS, considering the complexity of the ballot, the anticipated high turnout for the November 3, 2020 election, and the social distancing guidelines due to COVID-19; and

WHEREAS, having highly trained polling place managers and election workers will allow more control over polling place staff to ensure the integrity of the election process; and

WHEREAS, moving the polling place to ADA compliant facilities with better flow in and out for all people will ensure for a better and safer voting experience for all voters; and

WHEREAS, the City of Parchment can continue its operations at City Hall without unnecessary interruption.

NOW THEREFORE BE IT RESOLVED:

Precinct 1 polling place for the November 3, 2020 General Election is Parchment United Methodist Church, 225 Glendale, Parchment, MI 49004. Notice of the location move shall be published in accordance with Michigan state law.

Moved by _____, supported by _____. This resolution was adopted September 8, 2020.

Robert Britigan, III, Mayor

Attest:

Shannon Stutz, City Clerk

Date: _____