



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

November 2, 2020 - Virtual

7 P.M.

Parchment City Commission

Mayor Robert D. Britigan III

Vice-Mayor Thomas Jordan

Commissioner Holly Evans

Commissioner Richard Bagley

Commissioner Robin Madaras

Commissioner Doug Fooy

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 October 19, 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. 1424 – approve
- ii. KATS Policy Meeting Minutes September 30, 2020 – receive

7. Unfinished Business

8. New Business

- A. IT Company Agreement – approval
- B. SCBA Purchase for Fire Department – approval
- C. Commissioner Candidate Interviews

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 OCTOBER 19, 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, Evans, Fooy, and Madaras. City Manager Stoddard, City Treasurer/Clerk Stutz, Attorney Soltis.

Absent: None.

3. Minutes

Moved by Commissioner Bagley, supported by Commissioner Madaras to approve the amended minutes of the October 5, 2020 Regular Meeting. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 6-0.

4. Additions or changes to the agenda.

Add 6.V. August Credit Card Statement. Moved by Commissioner Evans, supported by Vice Mayor Jordan to accept the changes. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 6-0.

5. Citizen Comments – Items ON the Agenda

None.

6. Consent Agenda

A. Commissioner Fooy asked where the SAW grant monies and expenses are, Treasurer Stutz explained that they are seen in the Water Fund. Moved by Commissioner Fooy, supported by Commissioner Madaras to receive the consent agenda items. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 6-0.

7. Unfinished Business

A. Kalamazoo Valley Intergovernmental Ambulance Agreement - approve. Chief Obreiter began by explaining that this group was formalized in 2014, when they sent out a Request for Proposals for EMS services. Three companies responded, went through the selection process, and the group chose Life EMS. This resulted in a 4 year contract with the option of three 2-year extensions. This is the second of the three extensions. Prior to 2014, Parchment (alone) contracted with Life EMS in order to be sure of service to residents. The Chief added that the goal is to rebid the process at the 10 year mark (2024). Commissioner Bagley asked about the January 2020 date on the agreement. Chief Obreiter corrected the Commissioner noting that the January 2020 date referred to the rate schedule, not the agreement itself which renews at the end of October 2020. Commissioner Bagley asked when a new rate schedule would be available, it was said that would be available in November or December. Chief Obreiter added that any change to prices goes through the oversight board made up of the fire chiefs. Attorney Soltis quoted the agreement saying “any modification in fees must be approved by ¾ of the municipalities”. Moved by Commissioner Madaras, supported by Vice Mayor Jordan to approve the KVIAA as written and authorize the City Manager or Mayor to sign and execute the agreement. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 6-0.

B. Master Plan – approve distribution to the public. City Manager Stoddard explained that the next step in this process is to send the current version of the Master Plan to the “public” which in this case is defined as local schools, surrounding communities, railroads, and utilities, seeking their input. This would begin the required 63 day period, then after that residents are allowed to weigh in. Commissioner Fooy asked if this would conflict with the holidays and the City Manager answered that it would allow people to peruse the document in their down time. Mayor Britigan asked about whether additional commissioner comments would be accepted, whereby City Manager Stoddard answered “yes, as residents”. Mayor Britigan renewed his objection to the current mission statement. Commissioner Fooy asked what the plan was for actual distribution to residents – City Manager Stoddard said that social media will be used, as well as electronic means on our website, and copies in the library, and using our newsletter for key information. Commissioner Bagley suggested using the trash bill. Vice Mayor Jordan asked about the procedure for changes; City Manager Stoddard noted that all comments would be accepted and taken under advisement, with the whole process being overseen by Lee Adams for guidance. Moved by Commissioner Bagley, supported by Vice Mayor Jordan to distribute the current Master Plan to the public. Roll call vote was as follows:

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

Motion Carried 6-0.

8. New Business

A. Interlocal Agreement for Kalamazoo County to Approve the Designated Assessor – approve. City Manager Stoddard introduced Kalamazoo County Assessor Matt Hansen who explained the agreement. He noted that this comes into play when a municipality is non-compliant after 2-3 audit reviews of processes. He said the state is trying to reform the process and allow for cleaning up of issues around the state. He added that he doesn’t foresee an issue in our county. When asked by Mayor Britigan what happens if this is not approved, Assessor Hansen said that it will pass if a majority of the municipalities in the county agree to it. Moved by Vice Mayor Jordan, supported by Commissioner Evans to approve the Interlocal Agreement for Kalamazoo County to Approve the Designated Assessor as presented, and authorize the Mayor or City Manager to execute the document. Roll call vote was as follows:

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

Motion Carried 6-0.

9. Citizen Comments

Mike Conner, 1150 Parchmount, said that he tried twice to turn left onto Riverview from Parchmount and was almost hit – asking if something should be done about the blind corner.

10. Mayor and Commissioner Comments

Vice Mayor Jordan asked about the open gate to the mill on G Avenue, and construction behind Geno’s. City Manager Stoddard asked that she be contacted via text if the mill gate is open.

Commissioner Bagley asked who owns the property behind Geno’s, for an update on the Scottish Festival, the Bellisle lot, and an explanation on ordinance enforcement in relation to a specific property. City Manager Stoddard noted that she will find the owner information for follow up: that nothing will happen with the Bellisle lot until it can be budgeted; Attorney Soltis is working on a draft agreement with the Scottish Festival. Regarding the specific ordinance concerns, she said she will follow up with them.

Commissioner Evans thanked Chief Obreiter for his attendance at the meeting.

Mayor Britigan said it might be helpful if there is a second report for ordinance enforcement, something like “resident complaints”. He then reminded everyone that City Hall is accepting Commission candidate letters of interest until 5 pm October 26 for the remainder of former Commissioner Emmons’ term, which expires November of 2021.

11. City Manager Comments/Reports

City Manager Stoddard invited all who had questions or concerns to call to discuss with her, she is happy to meet via zoom or in person with 6 feet of distance.

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 7:57 p.m.

Shannon Stutz, City Clerk



City of Parchment
Check Register Report
Warrant 1424

Check #	Vendor Name	Check Description	Amount
MERCANTILE Checks			
36117	10/22/2020 ROBERT BUTKIEWICZ	Refund Deposit from 10/9/20	100.00
36118	10/22/2020 CARLETON EQUIPMENT CO.	Repair Windshield-Front End Loader	2,849.03
36119	10/22/2020 CINTAS	Uniform Rental & Towels	221.85
36120	10/22/2020 CORNERSTONE TECHNOLOGIES	Monthly Contract 10/4 to 11/3/20	175.98
36121	10/22/2020 TAYLER CURRIE	Sidewalk work @ Library	727.00
36122	10/22/2020 GABRIDGE & COMPANY, PLC	Progress Billing for June 30,2020	5,312.50
36123	10/22/2020 ALISON GREEN	Refund Deposit for 10/10/2020	100.00
36124	10/22/2020 KALAMAZOO CITY TREASURER	Quarterly water usage	1,099.99
36125	10/22/2020 KALAMAZOO CO. ROAD COMMISSION	Traffic Signal Maint & Energy, Jun-Aug	163.01
36126	10/22/2020 KALAMAZOO OIL CO.	Fuel Charges 10/1 to10/15/2020	376.51
36127	10/22/2020 MARANA GROUP	Trash Bills - Oct 2020	129.52
36128	10/22/2020 MICHIGAN ELECTION RESOURCES	Election Supplies	402.92
36129	10/22/2020 PRECISION TREE CARE	Tree Removal on keys	1,100.00
36130	10/22/2020 PREIN & NEWHOF	SAW Grant Sept	51,967.75
36131	10/22/2020 REPUBLIC SERVICES #249	Regular and Bulk Pick Up - August	16,762.99
36132	10/22/2020 SBAM PLAN	EE & Retiree health Ins-November	12,627.86
36133	10/22/2020 STATE OF MICHIGAN-MDOT	Partial Payment - MDOT	10,000.00
36134	10/22/2020 SHANNON STUTZ	Insurance Ded. Reimb.	1,022.28

KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE
DRAFT Minutes of the September 30, 2020 Meeting

CALL TO ORDER

The September 30, 2020 Policy Committee Meeting was called to order remotely by Chair Randy Thompson at 9:00 a.m.

INTRODUCTIONS

Participants in the conference call stated name.

ROLL CALL

Remote meeting attendance was recorded on the sign-in sheet.

MEMBERS PARTICIPATING

Curtis Aardema	Central County Transportation Authority
Rob Britigan	City of Parchment
Marsha Drouin, Treasurer	Richland Township
Jeff Franklin	Michigan Department of Transportation, Planning
John Gisler	Kalamazoo County
Libby Heiny-Cogswell, Vice Chair	Oshtemo Township
John Hinkle	Texas Township
Lisa Imus	Village of Lawton
Martin Janssen	Kalamazoo County Transportation Authority
Joanna Johnson	Road Commission of Kalamazoo County
Greg Kinney	Van Buren County Road Commission
Nicolette Leigh	Kalamazoo Township
Tracey Locey	Brady Township
Don Mayle	Michigan Department of Transportation, Planning
Sarah Moyer-Cale	Village of Paw Paw
Pete Pfeiffer	Michigan Department of Transportation, TSC
Chris Praedel	City of Kalamazoo
Patricia Randall	City of Portage
Randy Thompson, Chair	Comstock Township
Jerry VanderRoest	Charleston Township

MEMBERS ABSENT

Jason Gatlin	Wakeshma Township
Jeff Heppler	Village of Augusta
Carl Keller	Village of Vicksburg
Jeff Sorensen	Cooper Township
Tom Swiat	Prairie Ronde Township
Don Ulsh	Schoolcraft Township

OTHERS PARTICIPATING

Sean McBride
Megan Mickelson
Fred Nagler
Michelle O'Neill
Elizabeth Rumick
Paul Sotherland
Steve Stepek
Ali Townsend

Central County Transportation Authority
Kalamazoo Area Transportation Study
Kalamazoo Area Transportation Study
Michigan Department of Transportation, TSC
Kalamazoo Area Transportation Study
KATS Citizens Advisory Committee
Kalamazoo Area Transportation Study
Kalamazoo Area Transportation Study

CHANGES OR ADDITIONS TO THE AGENDA

No changes or additions to the agenda were requested.

APPROVAL OF THE AGENDA

MOTION by Britigan, SECOND by Locey, ***“to approve the agenda of the September 30, 2020 Policy Committee Meeting.”*** MOTION APPROVED.

PUBLIC COMMENTS

No public comments were made.

CONSENT AGENDA

- ACCEPTANCE OF THE TREASURER'S REPORT
- ACCEPTANCE OF THE TECHNICAL COMMITTEE REPORT (SEPTEMBER 10, 2020)
- ACCEPTANCE OF THE SOUTHCENTRAL MICHIGAN PLANNING COUNCIL REPORT
- APPROVAL OF THE MINUTES FROM THE AUGUST 26, 2020 MEETING

Stepek noted there are two corrections on the Technical Committee Report, City of Kalamazoo status report. Main Street should say Bank Street referring to the realignment project. The KVRC acronym should be KRVT.

MOTION by Locey, SECOND by Drouin, ***“to accept and approve the items on the Consent Agenda as listed with the Technical Committee Report corrections.”*** MOTION APPROVED.

DRAFT GOALS AND OBJECTIVES FOR THE METROPOLITAN TRANSPORTATION PLAN

Referring to the Draft Goals and Objectives for the Metropolitan Transportation Plan enclosed in the meeting packet, Stepek commented the draft was expected to be presented for adoption. However, Kalamazoo Area Transportation Study prefers more comments and feedback. These Goals and Objects include required national performance measures and set the baseline for the KATS Metropolitan Transportation Plan. The draft will be presented next month for adoption. Johnson reiterated the importance of specifying exactly what the goal is and the tools used to measure progress. Stepek explained that the Goals and Objectives for the Metropolitan Transportation Plan are based on federal performance measures. Actual numeric value goals are constantly changing and updated on the website.

MICHIGAN DEPARTMENT OF TRANSPORTATION PROJECT PRESENTATION

Stepek reported that Kalamazoo Area Transportation Study (KATS) staff requested an informational presentation from the Michigan Department of Transportation on upcoming large projects. The presentation will be posted on KATS website katsmpo.org.

Pfeiffer of Michigan Department of Transportation (MDOT), Kalamazoo Transportation Service Center began the presentation titled Upcoming 2021 Work. The following three projects will be discussed: M-343 at G Avenue Roundabout, I-94 Widening, and I-94 Van Buren County.

Beginning with the M-343 G Avenue Roundabout project, noting that M-343 is also known as M-43 or Gull Road, Pfeiffer displayed aerial photos of the intersection including an overlay of where the roundabout will be added as well as an artist's rendering of the final design. The roundabout will be northeast of the current intersection. One lane in each direction will be open during this phase of the project. The 27th Street, Gull Road intersection will be moved further northeast. Motorists will be detoured during this portion of the project. The current non-motorized path on the west side of G Avenue remains after this project is complete. M-343 and 28th Street intersection turning lane improvements must be completed prior to the starting of the roundabout project. 28th Street improvements will cost an estimated \$1.25 million. Work is expected to begin in April 2021 and be complete in June 2021. The Roundabout project is expected to begin in June 2021 upon completion of the 28th Street project. The Roundabout project is expected to cost \$3.6 million and be completed in October 2021. Gisler summarized the total project would cost \$4.85 million. Pfeiffer responded this is the current estimate and will be more accurate when the project goes to bid. Leigh inquired how long the detour would last. Pfeiffer responded June through October 2021. Leigh asked for clarification on the exact detour route. O'Neill from MDOT elaborated the detour utilizes Sprinkle Road to East Main over to 33rd Street and then back up to G Avenue. The Eastern Hills Walmart will have ingress and egress. Thompson asked if MDOT has contacted the owner of a new business looking to build in that area. Pfeiffer answered that MDOT has been in contact with the Casey's Convenience Store owner as well as a developer discussing driveway locations. Sotherland discussed that bicyclists traveling east or west on G Avenue would use full lanes to navigate the roundabout. Aardema asked if there is any plan to repave part of the non-motorized path in the project area. Pfeiffer responded the trail vicinity disturbed by the project will be repaved and resurfaced. Although MDOT constructed the trail, maintenance is the responsibility of the local jurisdiction.

The I-94 Reconstruction and Widening project limits are Sprinkle Road on the east end to Love Lane on the west end. Work is currently going on in the area to prepare for the larger project to begin with the 2021 construction season. Preparatory work includes widening bridges westbound over railroads to accept two lanes of traffic in each direction and shoulder repaving to allow traffic from eastbound I-94 to be shifted onto westbound I-94. The estimated project cost is \$77 million and will be more accurate once bids are received. Construction will begin in April 2021 and wrap-up in October 2022. 2021 work will focus on eastbound I-94. 2022 work will be on westbound I-94. The project scope includes turning the current 4 lanes into 6, bridge reconstruction, box culvert replacement, noise wall replacement, removal of the Kilgore Road bridge, and a new interchange design at I-94 and Portage Road. Pfeiffer displayed aerial photos of the current and proposed I-94 and Portage Road interchange. The new interchange will be a single point urban interchange similar to I-94 at Westnedge Avenue. The Kilgore Road bridge over I-94 will be removed and not replaced. Bridge height and maintenance would interfere with airport regulations and take-off and landing airspace. Leigh inquired the route for westbound Kilgore with the bridge removed. Pfeiffer explained westbound Kilgore will use the Kilgore Service Road to Portage Road, travel north and pick-up Kilgore Road westbound. Travel eastbound would be just the opposite. Pfeiffer displayed slides outlining detailed project stages including ramp closures, detour routes, and traffic plans. Aardema questioned the impact this project will have on Metro buses including routes on Portage and Kilgore Roads. Pfeiffer explained extensive coordination is needed with public transit on how they will operate during construction. O'Neill added plans are underway between MDOT and Metro Transit staff to develop rerouting of bus routes impacted by this project. VanderRoest asked if the project is expected to be completed by November

2022 since Charleston Township has a \$0.5 million grant for tree removal in November 2022 in the project area. Pfeiffer answered an October 2022 completion date is anticipated. O'Neill added that if lane closure is needed, tree removal can be done at night so would not conflict with this project if there is a delay.

The last project Pfeiffer is detailing is the I-94 Van Buren County Variable Speed Limit project from Watervliet to Mattawan. The project utilizes signage and technology to advise motorists of safe travel speeds due to changing weather and road conditions. The project is currently in design and has an expected start date of winter 2021-2022. This area of I-94 was targeted because it receives the highest snowfall totals in Southwest Michigan, has a high number of commercial vehicles, and a crash rate 24 percent higher than other 70 mph roadways. Speed differentials play a large role in these crashes. Data shows 65 percent of crashes occurred because motorists are traveling too fast for conditions. Using an image and/or words, Dynamic Message Signs will display a speed advisory and a reason. Gisler asked how many signs would be installed since conditions can change drastically along that 25 mile stretch of I-94 from Exit 41 to Exit 66. Pfeiffer answered the number of signs is being discussed. One sign may be installed at every interchange where motorists would be betting on and off I-94 but the project budget will be a consideration. Pfeiffer's presentation will be emailed to members and posted on the KATS website. Thompson thanked Pfeiffer for the presentation and asked if there is something that could be posted on the township webpages. Pfeiffer stated the presentation can be shared. There will be media outreach including press releases and a construction open house on these projects.

PUBLIC TRANSPORTATION UPDATES

Aardema from Central County Transportation Authority and Kalamazoo County Transportation Authority reported the downtown Kalamazoo Transportation Center facility where buses congregate, is now open for business. Amtrak, Greyhound or Indian Trail tickets can be purchased there. Due to COVID, the facility is still closed for general public access. Buses continue to have rear entry and fares continue to be free. Metro is working on a plan to have safety and security screens in place between the driver and customers so the fare box can be accessed again. Metro has taken over Western Michigan University (WMU) service and has new routes for the Main, East, and Parkview Campuses. Gisler asked if the arrangement between Metro and WMU is permanent. Aardema stated it is short-term now but the intent is that it will be a long-term multi-year agreement once the COVID environment allows.

EXECUTIVE DIRECTOR'S REPORT

Referring to the memo included in the meeting materials, Stepek reminded agencies that the Call for Projects has been released. With the end of the fiscal year here, please submit agency timesheets to Kalamazoo Area Transportation Study (KATS) as soon as possible.

NEW BUSINESS

No new business was brought forth.

PUBLIC COMMENTS

No public comments were made.

MEMBER COMMENTS

Gisler reported the Kalamazoo County 2021 Budget will be presented for approval at the next meeting and is expected to pass. It is similar to the 2020 Budget but includes lots of guesses for COVID impact and State Revenue Sharing.

Pradel reported the following City of Kalamazoo project updates:

Oakland Drive:

Oakland Drive from Parkview to Howard should be open to traffic by the first full week of October with the project closing out the following week. This project has been a success from the standpoint that it was completed on time, under budget, and benefitting from new water main and road surface condition. Additional improvements to the pedestrian infrastructure will be a benefit to the local area.

Cork Street:

Cork Street water main replacement and road surfacing continues to remain on schedule after the installation of the new box culvert was completed in early September. Project should be complete by mid-November.

Howard Street Pathway:

All project documents have been submitted to MDOT for review. Hoping to be sent out for bid by December.

Portage Street:

Design on schedule and will be sent to MDOT for review soon. Hoping for a January bid letting.

Local Streets:

Paving program has one more street remaining to pave for the year. Considering the COVID-19 pandemic, budget concerns, and other emergency projects throughout the year that occurred, the City was able to complete the entire slate of local street projects that was finally set in June.

Traffic Calming:

The City continues to look further into traffic calming methods to be used Citywide in the months and years to come to make streets safer for motorists and pedestrians alike. The recent addition of in-street asphalt speed humps by City crews on Mabel Street were the first of four streets that the City intends to install this year. In addition to the speed humps and chicanes placed earlier this year, the City is looking into the future use of traffic circles and painted bump outs to be coordinated with residents in the area to promote better safer driving practices.

Downtown Streets Study:

The downtown street study consultants have completed focused intersection and traffic impact studies on selected alternatives. The data will be reviewed to select a preferred alternative to move forward with for more detailed design work.

Britigan from the City of Parchment thanked Pfeiffer and the Michigan Department of Transportation team for an outstanding and informative presentation.

Randall asked if the Michigan Department of Transportation Project presentation could be shared with the public. Pfeiffer responded it can be shared.

Leigh stated Kalamazoo Township speed limit increases on Nichols Road and 14th Street were not communicated by the Michigan Department of Transportation. There was chaos and disappointment that the limits were being raised because there are schools and churches on that road. Leigh thanked Pfeiffer for the informative presentation. Johnson corrected that the speed limit change was from the Kalamazoo County Road Commission and the Michigan State Police.

Moyer-Cale thanked all members for support of the Village of Paw Paw Transportation Alternatives Program Application for the downtown project on Michigan Avenue. Paw Paw received conditional commitment for that. The Village also received a Community Development Block Grant for just under

2 million dollars for the project as well. Project construction is expected to begin in early 2021 and will result in a huge benefit to the community.

Johnson reported speed studies that occur throughout the county and can be provided by a resolution of a township, by the Road Commission reviewing a specific project or from the Michigan State Police. The Road Commission of Kalamazoo County (RCKC) has had recent discussion on a variety of issues and concerns with raising speed limits, but state law is always followed. Next week, the Road Commission will be emailing Draft Neighborhood Management Policies to Township partners to get input on traffic calming measures. The busy construction season is winding down. There are a couple more projects. RCKC continues to monitor the Michigan Transportation Fund revenue and predict what impact it will have on the 2021 budget and Capital Improvement Program.

As an airport board member, Aardema updated that Delta service is back to half of what is normally provided. United will be resuming service in November. American has temporarily suspended service for the month of October. The airport continues on track with national trends.

Heiny-Cogswell reported that Oshtemo Township is appreciative that 8th Street, an important local road in the community, is reopened after a year-and-half.

Thompson thanked Pfeiffer for the excellent presentation.

ADJOURNMENT

There being no other business, Chair Randy Thompson adjourned the September 30, 2020 Policy Committee Meeting at 10:19 a.m.

Next Meeting: Wednesday, October 28, 2020 - 9:00 a.m.

MEMORANDUM

To: Parchment City Commission

From: Nancy R. Stoddard, City Manager

Date: October 28, 2020

Re: Replacing the IT Company

IT IS RECOMMENDED

Motion to approve a two year contract with Corporate Technologies for IT service and direct the City Manager or Clerk to sign the agreement.

BACKGROUND

The biggest concern with the current provider is that we are not finding out about issues until they are an emergency in nature – i.e., firewall is not going to be supported and it needs to be replaced now. This is a huge budget concern when it is mid-year.

The staff was able to review the City of Parchment's needs with each of the potential providers. All services requested were priced for comparison. It was found that Corporate Technologies had the best pricing for the services that were needed/provided.

Corporate Technologies is able to provide us with monthly reports with the status of our equipment and network. They also will notify us if any hacking attempts have been made to our system. 24/7 technical support is free. The fixed expenses will not vary widely as they have with our current provider. The price would be the same for a two year contract if we signed now, with a 30 day cancellation.

Three bids were obtained for this service:

- Corporate Technologies LLC \$5,700.00 a year, Grand Rapids
- Clark Technical \$10,560.00 a year, Kalamazoo
- Cornerstone Technologies \$14,880.00 a year, Kalamazoo

Help Desk Connect Program Agreement

By and Between



City of Parchment

Company Name

650 S Riverview Dr

Address
Parchment

MI

49004

City

State

Zip

269-349-5118

Phone Number

hereinafter known as the Customer

Corporate Technologies LLC

6210 Bury Drive

Eden Prairie, MN 55346

AND

hereinafter known as Corporate Technologies

DATE _____

Help Desk Connect:

WITH SIGNATURE, CUSTOMER AGREES TO A CREDIT CHECK. CUSTOMER WILL PROVIDE ADDITIONAL INFORMATION IF NECESSARY. HELP DESK CONNECT INSTALLATION FEE IS EQUIVALENT TO THE FIRST FULL MONTH FEE. MINIMUM MONTHLY SERVICE AND INSTALLATION FEE IS \$250. The term of the service program selected is 12 months from the first day of the month following the month of effective date. Effective Date is the date on which service installation occurs or services begin to be provided – whichever comes first. Help Desk Connect is a service offering under which Corporate Technologies provides service and support to the customer under an annual contract program as described under Program Terms as Help Desk Connect. The program has a Standard and Platinum level. Corporate Technologies can provide its services under this agreement for workstations, servers or network devices. The services purchased are billed to the customer per device on a monthly basis in advance. All services provided are pursuant to Technology Advantage® and Related Service Offering Program Terms and Conditions and Standard Terms and Conditions, which are available online at www.gocorpotech.com/resources/tcl/. With signature, Customer acknowledges these terms have been read and accepted. Service is provided on a monthly basis and there is no proration of services for partial months. The services purchased are billed to the customer on a monthly basis. Help Desk Connect does not include any free allotted hours in the monthly fee. Additional hours requested will be billed at \$125 per hour, subject to use as provided in the Program Terms. These charges will be in addition to your monthly charges for the Technology Advantage, Backup or other services provided by Corporate Technologies under this Agreement or otherwise.

SERVICE OFFERING	NUMBER OF DEVICES	MONTHLY PRICE PER DEVICE	MONTHLY ALLOTTED HOURS	TOTAL PER OFFERING
Tier 1 Help Desk Connect				
Help Desk Connect - Standard Edition	9	\$30.00		\$ 270.00
Help Desk Connect - Platinum Edition		\$55.00		
Help Desk Connect Server				
Help Desk Connect - Standard Edition	1	\$80.00		\$ 80.00
Help Desk Connect - Platinum Edition		\$155.00		
Managed Network				
Managed Network (Up to 5 Networking Devices)	1	\$125.00		\$ 125.00
Protect Local/Offsite Backup				
1-20 Total Users		\$400.00		
21-50 Total Users		\$600.00		
51-100 total Users		\$800.00		
Backup Monitoring + Local Backup Appliance		Included		
Over 4TB		Metered		
SERVICE CONTRACT TOTALS				\$ 475.00

Monthly Service Fee (Minimum \$250)	\$ 475.00	Total Monthly Free Allotted Hours	0
Assessment/Install Fee (Minimum of \$250)	\$ 475.00		
Total First Month's Fee	\$ 950.00		

1 year agreement

Payment Method: Monthly Billing (Net 15) Credit Card (For monthly billing a credit check is required. For Credit Card, please complete Credit Card Authorization form)

Billing Information

Primary Contact _____ Contact Phone Number _____ Fax Number _____ Email Address _____

Billing Address (if different than above) _____ City _____ State _____ Zip _____

Corporate Technologies LLC	Customer
Accepted by Service Provider	Accepted by Customer
Manager Name	Signature
Signature	Printed Name
Sales Rep	Title
Date Accepted	Date
	Technical/Installation Contact Name-Phone Number - Email

CORPORATE TECHNOLOGIES

All options include:

24/7 monitoring and maintenance of your server and Pcs. PROACTIVE responses

24/7 unlimited Help Desk where 90% of all issues are resolved)

Full monthly reporting

Comprehensive Review of your I.T. environment (Disaster Recovery Program)

Proactive Account Manager that will meet with you and ensure you will be given recommendations to optimize your I.T. infrastructure and ensure its performance.

Access to our buying power (several brands)

Onsite I.T. support as needed.

2 year contract:

\$425/month the install fee is waived

(We also can do 475.00/month for the 2 year option which includes 1 hour a month of Tier2/onsite hours...This is similar to what we gave you...its nice to have that hour in the event we need to come on site)

1 year contract:

\$475/month There is an install fee of \$475 charged to the first month invoice

Remember....there is a 30 day trial period as well for all options.

Clark Technical Services

1856 South Broadway Road
Hastings, Michigan 49058

269.945.3806
tclark@clarktechnical.com

32-0273206

Quotation 37

Date 04.02.2019

City of Parchment

650 South Riverview Drive
49004 - Parchment (Michigan), USA

City of Parchment - alternative monthly budget

Time and Materials	\$880.00
Balance Due	\$880.00 USD

Line Items

Product code	Net price	Qty./Hours	Description
CTS-BTS	\$880.00	16	Basic troubleshooting - 4 hours per week technical support and maintenance.
CTS-ATS	\$0.00	4	Advanced troubleshooting - Server and network maintenance, including updates, troubleshooting, analysis, backup upkeep. (DISCOUNTED at 100%)



City of Parchment

Thank you for giving us the opportunity to provide Managed Network Services to your organization. Unlike other service providers, Cornerstone Technologies offers a proactive approach to network services. We monitor your network, servers and workstations 24/7 to assure that they are functioning properly and have all necessary software patches and anti-virus definitions installed. We provide full onsite and remote support to all devices on your network. We monitor and test all backups for your system and provide onsite and well as offsite replication. We provide security protection against malware and ransomware attacks. In conjunction with our security software, we also provide in-house employee training to help your employees guard against attacks. We provide quarterly reports for our customers covering software patches, security updates and user generated tickets. We provide support to all industry-specific software applications. We have established good working relationships with many vendors and are always ready to work with new vendors as well. We routinely support Office 365 for our customers as well other Microsoft applications. We can also provide full assets and licensing management for your company. We will provide networking consulting on the current state of your network and consult on upgrades you may need or want in the future. We provide quality support for most VOIP phone systems.

Below is a more detailed list of the services we offer.

Workstation Support: \$70 workstation per month (Both PC and MAC)

8 Workstations: \$560/month

- Webroot anti-virus on each machine (monitored)
- Windows updates monitored and installed
- Hardware performance monitored
- Software installation verification to assure no unwanted software is installed
- Remote Help Desk support for all workstations
- On-Site support if needed

Server Support: \$250 server per month

2 Servers: \$500/month

- Advanced Performance Monitoring
- Key Application Maintenance

- Scheduled Remote Preventative Maintenance
- License & Asset Management
- Remote Help Desk support for all workstations
- On-Site support if needed

Network Support: \$75 per location per month *↖ Firewall*

1 Location: \$75/ month

- Monthly Network Health Reporting
- Remote Networking Control - Router & Switch Support
- Wireless connectivity issues
- Support for VOIP phone systems

Backup Solutions: \$105/ month

This price is for 1TB of offsite backup and replication. This is a standard option for unlimited number of backup agents. The only cap is how much data you are backing up.

- Offsite replication
- Bare metal and file level restoration for 1 year
- Encrypted backups
- Backup testing based on your requirements
- Full business continuity

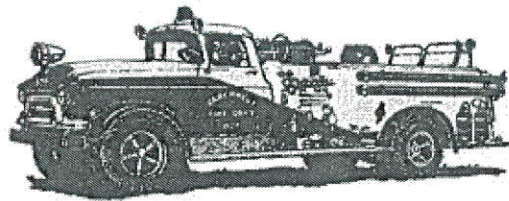
Total Monthly Charge for full MNS services: \$1,240/month

Optional Services:

Email Security Training: \$2.00/user/month


This price is for Email security testing and training.

- Simulated ransomware and phishing emails
- Reports to user's interactions with test emails
- Training via online video's and in-house training



Parchment Fire Department

650 S. Riverview Drive, Parchment, MI 49004

To: Nancy Stoddard, City Manager
From: Dave Obreiter, Fire Chief 
Re: Replacement of Self-Contained Breathing Apparatus
Date: October 28, 2020

Over the past few years, we have been working on the identification of fire department tools and equipment that are due to be replaced based on current industry standards and equipment condition. Great progress has been made over the past year by correcting many of the firefighter protective gear and small tool needs. The one priority project remaining is the replacement of the self-contained breathing apparatus (SCBA) that are currently in use by the fire department.

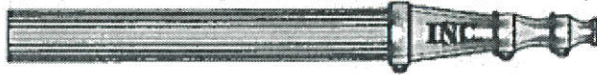
The fire department currently has 14 SCBA and 2 rapid intervention team (RIT) units available for use. With the replacement of Engine 721 with a rescue unit, the amount of SCBA units can be reduced and still remain at an effective level. It is suggested that the City of Parchment reduce the number of available breathing apparatus to 6 SCBA units and 1 RIT pack.

Over the past six months, we have been working with our regional Scott brand SCBA sales representative to obtain a quote for the replacement of the SCBA units currently in use by the City of Parchment. Some of the additional considerations in the selection process were the compatibility of SCBA units with Kalamazoo Township and the training and annual testing efficiencies that could be captured.

Each SCBA package as quoted includes 1 SCBA, 2 compressed breathing air cylinders and 1 mask. The RIT pack includes the pack assembly and 1 compressed breathing air cylinder.

In order to meet the budgeted amount, I respectfully request a motion to purchase 5 Scott X3Pro Self-Contained Breathing Apparatus packages and 5 masks for a total not to exceed \$37,422.48 from West Shore Fire Inc. of Allendale, Michigan and to include 1 additional SCBA unit and 1 Scott RIT-Pack for future budget consideration.

WEST SHORE FIRE



WHERE SALES SERVICE COME TOGETHER

West Shore Fire Inc.
 6620 Lake Michigan Dr.
 PO Box 188
 Allendale MI 49401
 Phone: 616-895-4347
 Watts: 800-632-6184
 Fax: 616-895-7158



Office of:
 Eric Johnson
ejohnson@westshorefire.com

QUOTATION

*****		*****	
Bill to Address	Kalamazoo Charter Twp Fire Department 1720 Riverview Drive Kalamazoo, MI 49004	PO #	
Ship to Address	Captain Todd J. Martin Kalamazoo Charter Twp Fire Department 1720 Riverview Drive Kalamazoo, MI 49004	Ship Via	Best Way
Name		Date:	10/6/2020
Phone #		County:	Kalamazoo
Fax #		QUOTE VALID FOR 45 DAYS	
E-mail			
QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
85	X8814025305304 Air-Pak X3Pro SCBA (2018 Edition NFPA) with CGA CylinderConnection, 4.5, Standard Harness with Parachute Buckles, Standard Belt with NoEscape Rope, E-Z Flo Regulator with Quick Connect Hose (Rectus fittings), EBSS Accessory Hose, Pak-Tracker	6,040.00	\$30,240.00 \$30,200
85	201215-xx AV-3000 HT, 4-Strap, Facepiece with Kevlar Headnet xx = 21 = Small xx = 22 = Medium xx = 23 = Large	264.00	\$4,584.00 \$1,320
85	804722-01 Cylinder & Valve, Carbon, 4.5, 45 min, CGA	1,066.00	\$6,396.00 \$5,330
85	804722-01 Cylinder & Valve, Carbon, 4.5, 45 min, CGA (promo spares)	0.00	\$0.00
10	200954-12 Scott Rit-PakIII Assembly, 4500 psi (No Cylinder) NFPA 2018 Rectus QD Fitting	3,022.50	\$3,022.50
10	804722-01 Scott RIT Cylinder 4500 psi, 45 min Carbon Cylinder & Valve Assy (RIT)	1,066.00	\$1,066.00
			\$36,850
15% RESTOCKING FEE ON RETURNS		Subtotal	\$48,308.50
NO RETURNS ON SPECIAL ORDERS		FREIGHT	\$572.48
		Tax (If Applicable)	\$37,472.48
		TOTAL QUOTE	\$48,880.98

To the Mayor and members of the Parchment City Commission:

- I, Michael E. Conner 1150 Parchmount am interested in being selected/ appointed to fill the vacant City Commission Seat that was created by the resignation of Commissioner Emmons. After running unsuccessfully for a seat in the last election I have still had an interest in Parchment City Government. I have reviewed the MML Handbook and the Parchment City Charter. I am a lifelong resident of the City of Parchment and attended Parchment Schools graduating in 1963. I have 37 years Military experience retiring in 2003 from the Michigan Air National Guard in Battle Creek, MI. as the Escape Systems (Ejection Seat) Shop Supervisor. I was also the Single Point of Contact for the entire Air National Guard Escape Systems Community, 40 Units, for Headquarters Air National Guard.
- Have attended more that 90% of commission meetings both in person and most recently the Zoom Meetings.
- Currently a sitting member of the Public Safety Committee and was instrumental in the current contract with Kalamazoo Township Fire Department with the City of Parchment.
- I am currently serving on the Zoning Board.
- Am very interested in seeing the City move forward.
- I am interested in becoming a "sitting member" of the Parchment City Commission.
- Am always willing to assist, when asked, whenever possible with issues brought before the commission.

I am hopeful that serious consideration will be given to appointing me to fill the vacancy.

Thank You:
Michael E. Conner
1150 Parchmount AV.
Parchment, MI 49004
269-569-4294

Michael E. Conner

October 21, 2020

Michael (Andy) Sanford
616 Haymac Drive
Parchment, MI 49004

Parchment City Commission &
Parchment City Clerk
c/o Mayor Robert Britigan
650 South Riverview Drive
Parchment, MI 49004

Dear Parchment City Leaders,

I am submitting this letter of interest to serve out the remainder of Commissioner Chester Emmons' term which is set to expire in November 2021.

My name is Andy Sanford, I am a father and 2-time resident of Parchment. My wife, children and I have lived at 616 Haymac Drive since Thanksgiving of 2014. Previously My daughter and I lived in Parchment at 343 Haymac Drive from 2002-2005. My wife and I are currently closing on the home at 123 Espanola and intend to be long term Parchment citizens.

Considering this, I want to serve my community on the City Commission. I am writing this letter of interest to hopefully be granted the honor of serving this great community. As far as a political platform for service with the Parchment City Commission, I first and foremost believe in being responsive to the needs of the citizens of our City. In addition to responsiveness to citizens I believe in fiscally responsible government, the taxes paid by our fellow citizens ought to be used judiciously in order to ensure that the citizens of our city receive maximal benefits at responsible costs.

I think that bringing some industry into our city is something we should strive for; the old mill site needs to be revitalized and I think that we can do so through public-private partnerships. Because the site is now a Brownfield Site, I intend to work closely with Mayor Robert Britigan and my fellow commissioners to ensure that we can successfully put the old mill to use as a multi-use commercial site. I will fight for jobs and local opportunities for the citizens of Parchment. I will fight for local businesses, trying to ensure that our community remains a place that people can happily live, work and play.

Having lived through the 2018 Parchment PFAS Crisis, I intend to make environmental concerns a prime focus of my service. Further I intend to work closely with local officials and the leaders of adjoining communities to provide for critical infrastructure safety and functionality, public roads and water systems are fundamental to the health of any community, I will not forget this!

If selected to serve as a Parchment City Commissioner I commit to conducting the business of our city in a rational and reasonable way, always committed to the health and welfare of our citizens. Where disagreements over the best way to address the issues of our city exist, I commit to seek agreement and compromise with the goal of making the City of Parchment the best city to call home. My focus will be to make Parchment a city that models the ideals of the United states of America, the State of Michigan and Kalamazoo County – making Parchment a great city to live, work and play!

I hope that the Parchment City Commission will favorably consider my letter of interest to serve the citizens of this great city. Thank you in advance for this opportunity!

Sincerely,



Michael (Andy) Sanford

Michael (Andy) Sanford
616 Haymac Drive
Parchment, MI 49004
Cell # 231-288-4779
e-mail: sanfordma13@mail.com

Intention: To serve the Citizens of Parchment, Michigan as a Commissioner-At-Large on the Parchment City Commission.

Education:

Western Michigan University, Kalamazoo, Michigan – **Master of Arts** 2013
Grand Valley State University, Allendale, Michigan – **Bachelor of Arts** 2011
Lake Michigan College, Benton Harbor, Michigan – **Associate of Arts** 2004

Community & Public Service Experience:

Private Security Officer and Supervisor: 20+ years of experience – Currently command officer for Allied Universal Security Services at the Stryker Corporation, Portage, MI.

Adjunct Philosophy Lecturer: 7.5 years of experience – Most recently for Lake Michigan College, Benton Harbor, MI.

Parks and Recreation Ranger (SW-4): 5 seasons – 2014-2018 Yankee Springs Recreation Area, Michigan Department of Natural Resources, Parks and Recreation Division, Middleville, MI.

Reserve Police Officer: 7 years of experience – 1995-2002 for Hartford Police Department, Hartford, MI.

United States and Michigan Military Service:

Michigan Volunteer Defense Force, Michigan Department of Military and Veterans Affairs: Currently serving the State of Michigan in the 4th Battalion under the command of Major Charles Pfister – subordinate to Michigan's Adjutant General and the Governor. Subject to Michigan Military Act 1967 and Michigan Code of Military Justice 1980.

United States Army: 2.5 years of experience – 1989-1992 U.S. Army Europe

Professional Military Education:

Military Emergency Management Specialist Course – SGAUS MEMS Academy 2020
Advanced Leaders Course – SGAUS PME Academy 2020
Primary (Warrior) Leaders Course – SGAUS PME Academy 2020
Michigan Volunteer Defense Force Sergeant Course – 2019
Petroleum Vehicle Operators Course 1990 – Fort Dix, NJ.
Petroleum Supply Specialist Course 1990 – U.S. Army Quartermaster School, Fort Lee, VA.
Basic Combat Training 1989 – Fort Leonard Wood, MO.