



## AGENDA

### REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

December 21, 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

Commissioner Michael Conner

#### Officers

City Manager Nancy R. Stoddard

City Attorney Robert Soltis

City Treasurer/Clerk Shannon Stutz

**1. Call to Order**

**2. Roll Call** (including location address of each Commission member)

**3. Approval of Minutes**

From the City Commission Regular Meeting Minutes of December 7, 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. 1427 – approve
- ii. KAC Meeting Minutes from May 26, 2020 – receive
- iii. KAC Meeting Minutes from September 17, 2020 – receive
- iv. KATS Meeting Minutes from November 18, 2020 - receive
- v. Planning Commission Meeting Minutes from November 17, 2020 – receive
- vi. Committee Assignments and Appointments - receive

**7. Unfinished Business**

- A. SAW Grant Financials Report, Andy Campbell – discussion

**8. New Business**

- A. Rate Committee Memo for SAW Grant Report – approval
- B. Budget Amendment – approval

**9. Public Hearing for the 2020 City of Parchment Master Plan**

**10. Kalamazoo Area Building Authority Report – Commissioner Bagley - receive**

**11. 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.*

**12. Mayor and Commissioner Comments**

**13. City Manager Comments**

**14. Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY DECEMBER 7, 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 (at Midlink in Comstock Twp), Vice Mayor Jordan (at 904 Parchmount), Commissioners Bagley (at 1606 East G Ave), Conner (at 1150 Parchmount), Evans (at 221 Espanola), Fooy (at 415 E Glenguile), and Madaras (at 815 Parchmount). City Manager Stoddard, City Treasurer/Clerk Stutz, Attorney Soltis.  
Absent: None.

**3. Swearing in of New Commissioner**

Michael Conner, 1150 Parchmount, by Clerk Stutz.

**4. Minutes**

Moved by Commissioner Madaras, supported by Commissioner Conner to approve the minutes of the November 16, 2020 Regular Meeting. Roll call vote was as follows:

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

**Motion Carried 7-0.**

**5. Additions or changes to the agenda.**

None. Moved by Commissioner Fooy, supported by Commissioner Evans to approve the agenda as written.

**Motion Carried.**

**6. Citizen Comments – Items ON the Agenda**

None.

**7. Consent Agenda**

A. Moved by Vice Mayor Jordan, supported by Commissioner Bagley to receive the consent agenda items. Roll call vote was as follows:

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

**Motion Carried 7-0.**

**8. Unfinished Business**

A. Capital Improvement Plan – Michael Schwartz, Prein & Newhof – receive. Mike Schwartz explained that this was a continuation of the report he gave the Commission 3 weeks ago. He laid out what he called a “road map” for the City’s future regarding the Sanitary Sewer and Storm Sewer lives, adding that this is a “living document” where priorities might change, other projects (e.g. roads) might influence timing, etc. He also said that there is a 20 year financial plan with a 10 year Capital Improvement Plan. He then turned it over to Andy Campbell. Discussion ensued.

B. Financials of SAW Grant, Sanitary Sewer – Andy Campbell, Baker Tilly – receive. Andy Campbell went over the financial end of the SAW Grant, including what the City’s sanitary sewer surcharge should be – the minimum to cover current expenses, and what’s needed to cover future expenses. He explained that communities all across the state are having similar issues, but Parchment has unique challenges. First, the age of the system – which is older than surrounding communities – and second, the city has been built out – no new growth. Other communities in the County are able to keep their rates artificially low because they are able to charge large fees for new hookups. Mr. Campbell explained the final steps to the SAW grant, reporting to EGLE by Dec. 31, 2020. And added that the City will not be able to cash fund all of the CIP, that debt is layered into the plan and that grant funding is possible through the USDA. Commissioners had questions that were answered, and the Mayor ended by asking that the rate committee convene to discuss this report and the implications on the surcharge.

**9. New Business**

A. Realtor Agreement for 122 N Riverview. Mayor Britigan explained that the agreement is with Doorlag Realty (local), listing the property for \$40,000 which will cover the City's costs incurred, and including a 6% commission. Attorney Soltis said the agreement is a standard realtor agreement. Moved by Vice Mayor Jordan, supported by Commissioner Fooy to approve the realtor agreement for 122 N Riverview with Doorlag Realty as provided, and authorize the City Manager to execute all documents related to the action. Roll call vote was as follows:

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

**Motion Carried 7-0.**

B. Defined Benefit Plan Adoption Agreement Addendum – approve. City Manager Stoddard began by explaining that our MERS representative contacted us about this. He stated that the addendum is to affirm what is in place and that there are no changes to the plan; their intent in the future is to use these addendums each year. The Mayor asked and it was confirmed that there are currently 5 full time employees paying into this program. Moved by Commissioner Madaras, supported by Commissioner Evans to approve the addendum as presented and authorize the City Manager to execute all documents related to this action. Roll call vote was as follows:

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

**Motion Carried 7-0.**

C. Defined Contribution Plan Adoption Agreement Addendum – approve. City Manager Stoddard noted that this plan is for future full time employees, and that it's more like a 401(k) where the city contributes a match. Moved by Commissioner Conner, supported by Commissioner Madaras to approve the addendum as presented and authorize the City Manager to execute all documents related to this action. Roll call vote was as follows:

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

**Motion Carried 7-0.**

D. 2021 Schedule of Meetings – approve. Moved by Commissioner Evans, supported by Commissioner Madaras to approve the Parchment City Commission 2021 meeting calendar. Roll call vote was as follows:

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

**Motion Carried 7-0.**

E. KABA Representative – discussion. Mayor Britigan explained that he's asking for a volunteer to represent the City Commission since there is currently a vacancy. He noted that currently KABA meets on Thursdays at 2 pm. Commissioner Bagley volunteered his time while he is off work temporarily. Commissioner Conner agreed to be secondary representative as long as he would have all necessary communications. Moved by Vice Mayor Jordan, supported by Commissioner Madaras to appoint Commissioner Bagley as primary KABA representative with Commissioner Conner as secondary KABA representative. Roll call vote was as follows:

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

**Motion Carried 7-0.**

**10. Citizen Comments**

None.

**11. Mayor and Commissioner Comments**

Commissioner Bagley welcomed Mike Conner to the Commission.

Commissioner Conner said he was excited to start this new experience, and hoped that he would do a good job.

Commissioner Evans welcomed Mike Conner to the “other side of the table” and thanked the commissioners for being KABA representatives as well.

Vice Mayor Jordan echoed those thanks, and added a welcome to Commissioner Madaras to the rate committee.

Mayor Britigan agreed with the sentiments and added his thanks.

**12. 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.

**13. Adjournment**

There being no further business to come before the Commission, it was moved by Commissioner Conner and supported by all to adjourn the meeting at 8:59 p.m.

Shannon Stutz, City Clerk



City of Parchment  
 Check Register Report  
 Warrant 1427

Check #	Check Date	Vendor Name	Check Description	Amount
<b>MERCANTILE Checks</b>				
36190	12/08/2020	CINTAS	Uniform Rental & Towels	358.34
36191	12/08/2020	COMPANION LIFE	Life & AD&D Ins-Dec.	57.00
36193	12/08/2020	CONSUMERS ENERGY	Citywide Monthly Energy use	1,997.13
36194	12/08/2020	EMERGENCY VEHICLE PRODUCTS	Maintenance - 711	746.67
36195	12/08/2020	IMAGE TREND, INC.	Annual Fee-Records Mgmt-Fire	1,224.82
36196	12/08/2020	KALAMAZOO COUNTY CLERK	Nov. 3 2020-Election Supplies	605.97
36197	12/08/2020	KALAMAZOO COUNTY HAZ-MAT	2021 Annual Membership Fee	1,400.00
36198	12/08/2020	KALAMAZOO OIL CO.	Fuel Charges-11/1 to 11/152020	127.01
36199	12/08/2020	KALAMAZOO TOWNSHIP	Police/Fire 4th Q	35,747.61
36200	12/08/2020	MICHIGAN MUNICIPAL RISK	Annual Liab Insurance-Retention Fund	10,592.75
36201	12/08/2020	REPUBLIC SERVICES #249	DPW - December	353.75
36202	12/08/2020	RIVERRUN PRESS	1,000 Winter Tax Bills	544.60
36203	12/08/2020	STATE OF MICHIGAN-MDOT	Parital Payment - MDOT	10,000.00
36204	12/08/2020	STATE OF MICHIGAN	Brownfield Loan Payment	58,146.08
36205	12/08/2020	BEN TANIS	Deposit Refund-359 N Orient	1,000.00

MINUTES OF THE REGULAR MEETING OF THE KINDLEBERGER ARTS COMMISSION HELD ON TUESDAY, MAY 26TH, 2020 – VIA ZOOM

1. Call to Order

The meeting was called to order by Jon Heasley at 6:00 PM.

2. Roll Call

Present: City Manager Nancy Stoddard, Liz Emmons, Kris Jordan, Jon Heasley, Julie Heasley, Doug Fooy

Absent: Mayor Rob Britigan, Nancy Eaton

Nancy Stoddard made a motion to excuse the absences of Mayor Britigan and Nancy Eaton. Liz Emmons supported this motion.

Roll Call:

Liz Emmons: Aye

Doug Fooy: Absent for vote

Julie Heasley: Aye

Nancy Stoddard: Aye

Jon Heasley: Aye

Motion Carried.

3. Approval of the Minutes from Monday, April 13<sup>th</sup>, 2020

A motion was made by Liz Emmons, supported by Nancy Stoddard to approve the minutes from the meeting on Monday, April 13<sup>th</sup>, 2020.

Roll Call:

Liz Emmons: Aye

Doug Fooy: Absent for vote

Julie Heasley: Aye

Nancy Stoddard: Aye

Jon Heasley: Aye

Motion Carried.

4. Approval of the Minutes from Monday, April 27<sup>th</sup>, 2020

A motion was made by Nancy Stoddard, supported by Liz Emmons to approve the minutes from the meeting on Monday, April 27<sup>th</sup>, 2020.

Roll Call:

Liz Emmons: Aye

Doug Fooy: Absent for vote

Julie Heasley: Aye

Nancy Stoddard: Aye

Jon Heasley: Aye

Motion Carried.

5. New Business

A. Discussion Regarding 2020 Festival

1) Kris Jordan: Update Regarding Virtual Events

Kris reported that she is still discussing a virtual 5K with the 5K chairpersons. They would like it to be a fundraiser. The participants would register like a normal 5K and pay a registration fee.

The expenses for this event would be low. The participants would receive a shirt and/or medal.

The participants would run or walk 3.1 miles, record their times, and their shirts or medals would be mailed to them.

5. New Business, continued

2) Julie Heasley: Update Regarding Bingo for Bags

Julie reported that Bingo is now scheduled for Saturday, October 24<sup>th</sup>, 2020. There have not been many dropouts.

3) Gilmore Grant Update

Nancy Stoddard reported that the Gilmore Foundation is not planning to disperse funds in 2020 due to COVID-19, they have asked that the KAC reapply for next year.

B. Discussion Regarding 2021 Festival

1) Dates for 2021

Nancy Stoddard suggested July 7<sup>th</sup> through July 11<sup>th</sup> or July 15<sup>th</sup> through July 19<sup>th</sup> for the 2021 Festival. Kris Jordan indicated that the Richland Festival is usually 3rd Saturday in July. To avoid having the same date as Richland, that would make the 2021 Kindleberger Festival July 7<sup>th</sup> through 11<sup>th</sup>.

2) Marketing Moving Forward

Jon Heasley proposed the question of whether the 2021 Festival will be the 40<sup>th</sup> Anniversary since the 39<sup>th</sup> was not held. Kris Jordan indicated that she has spoken with festival chairpersons and the consensus is that we cannot disregard what happened this year. Doug Fooy indicated that maybe it should be phrased "Our 40<sup>th</sup> year celebrating Kindleberger Summer Festival of the Arts." Julie Heasley indicated that she likes that phrasing. Kris added that this will always be the 39<sup>th</sup> season that was cancelled. It was decided that 2021 would be the 40<sup>th</sup> season. Doug Fooy indicated that it would be fun to find people that have attended all 40 years. Jon Heasley added that we could do royalty like homecoming with the 40-year veterans of the Kindleberger Festival.

6. Member Comments

Liz Emmons: Liz asked Julie about Bingo for Bags, are we going to keep the "spring" for the fall event or do different bags? Julie answered that we will be using the bags that we have already purchased or that have already been donated.

Jon Heasley: Jon said that he will not hear of Kris Jordan not taking her salary in 2021. Kris will be paid.

Julie Heasley: No comment.

Doug Fooy: Doug indicated that everyone has done a good job. He feels that next year, the sky's the limit. Doug talked about how the City will be putting money into re-doing the stage. He wondered if there is any way the KAC could raise money to redo the stage to take burden from the City. Per Nancy Stoddard, this expense is approximately \$3000. Jon Heasley thinks that yes, the KAC should assist if we can.

Kris Jordan: Kris talked about moving the costuming and props to the water treatment storage. She is aiming to do this late June or early July. She will be ordering the clothing racks. Jon would like to include storage of electronics.

Nancy Stoddard: No comment.



6. Member Comments, Non-Members

Holly Evans: Holly asked if the KAC could do a virtual dunk tank as a fundraiser. It would start with a list of people to dunk on-line. People would vote with money on who they would like to see dunked. The person who “wins” goes in the dunk tank and they broadcast it. Watch it live and donate money toward it. Jon Heasley indicated that we could do this. It could be broadcast live on-line.

7. Adjournment

There being no further business to come before the KAC, Nancy Stoddard made a motion to adjourn the meeting. This motion was supported by Julie Heasley. The meeting was adjourned at 6:29 PM.

8. Next Meeting

The next meeting of the Kindleberger Arts Commission will be held on Monday, September 14<sup>th</sup> at 6:00 PM.

MINUTES OF THE REGULAR MEETING OF THE KINDLEBERGER ARTS COMMISSION HELD ON MONDAY,  
SEPTEMBER 14, 2020 – VIA ZOOM

1. Call to Order

The meeting was called to order by Jon Heasley at 6:00 PM.

2. Roll Call

Present: Kris Jordan, Mayor Rob Britigan, Nancy Eaton, City Manager Nancy Stoddard, Liz Emmons,  
Jon Heasley, Julie Heasley, Doug Fooy

Absent: None

Roll Call

Mayor Britigan:

Nancy Eaton:

Liz Emmons:

Doug Fooy:

Julie Heasley:

Nancy Stoddard:

Jon Heasley:

3. Approval of Minutes from Tuesday, May 26<sup>th</sup>, 2020

Liz Emmons made a motion to approve the minutes of May 26<sup>th</sup>, 2020. Nancy Eaton supported this motion, with the correction that Nancy Eaton did not attend the meeting of May 26<sup>th</sup> as was incorrectly reported in the minutes.

Roll Call:

Mayor Britigan: Abstain

Nancy Eaton: Aye

Liz Emmons: Aye

Doug Fooy: Not present for vote

Julie Heasley: Aye

Nancy Stoddard: Aye

Jon Heasley: Aye

Motion carried 5-2

4. New Business

A. Director's Report

Kris Jordan reported that there is disappointment that the KAC will not be presenting Mama Mia! in the park. Kris suggested a change: Declare 2021 to the 39<sup>th</sup> Festival, present Mama Mia in 2021, put off 40<sup>th</sup> Festival to 2022, and present The Music Man for the 2022 Festival. Other considerations to do it this way are the economic fallout due to the pandemic. Ken Holda and Claudia Britigan would be in favor of this decision. Mayor Britigan asked what would prevent Mama Mia! being the show for the 40<sup>th</sup> Kindleberger Festival. Kris answered that The Music Man is planned as an alumni show.

MINUTES OF THE REGULAR MEETING OF THE KINDLEBERGER ARTS COMMISSION HELD ON MONDAY,  
SEPTEMBER 14, 2020 – VIA ZOOM – Page 2

A. Director's Report – continued

The Music Man has a large cast for many return actors, and it was the first musical for the first Kindleberger Festival. Jon Heasley thinks that we need to rely on our theatre chair and our director, and that it would be appropriate to make that change.

Nancy Eaton made a motion to change the 2021 Festival to the 39<sup>th</sup> Festival. Liz Emmons supported this motion. Mayor Britigan clarified that his support of this was because of a need for a full recovery before a spectacular 40<sup>th</sup> anniversary performance.

Roll Call:

Mayor Britigan: Aye

Nancy Eaton: Aye

Liz Emmons: Aye

Doug Fooy: Aye

Julie Heasley: Aye

Nancy Stoddard: Aye

Jon Heasley: Aye

Motion carried.

Kris Jordan also reported that she would like to give the new storage area at the water treatment plant a fresh coat of paint. She is seeking approval for existing paint or the expense of new paint. Kris also reported that she has received the racks for the costumes. Racks and cornhole boards are now there, they will wait to move the costumes until after they have painted.

Kris would like approval of the budget for the festival in November instead of January/February for planning purposes.

Kris would like to honor Don Banner at the next festival. Mayor Britigan wants to consider a "missing man" formation, empty chair, post humus grand marshal, etc. Jon thinks that is appropriate.

Julie Heasley would be happy to help Kris with painting.

B. Scottish Festival Presentation –

Prefaced by Mayor Britigan: Mayor Britigan would like the Commission to entertain the idea of synergy of the Scottish Festival and Kindleberger Festival. Ethan McDonald, Lou Ann Schafer, Kate Boeve were in attendance as members of the Scottish Festival Committee.

Lou Ann Schafer presented an informational PowerPoint explaining the history of the Kalamazoo Scottish Festival and their idea for the use of Kindleberger Park for the Scottish Festival in 2021. The proposed dates are August 27<sup>th</sup> through August 29<sup>th</sup>.

B. Scottish Festival Presentation – continued

They may want to host a Celtic music concert on Sunday, August 29<sup>th</sup> as a Kindleberger Summer Concert Series concert.

Doug Fooy asked how many people are expected to be in the park over the weekend. Lou Ann and Ethan responded that it would be approximately 1000; however, they do not count since it is an open festival.

Kris Jordan likes the Celtic music idea in coordination with the Summer Concert Series. Kris wonders if we can collaborate for that.

Jon Heasley asked if there is a charge to attend the festival. The answer is no, they never have charged. They may sell VIP tickets that would include premier places to view the concert/games/exclusive parking, etc. General public would not be charged.

Kate Boeve commented that they are in favor of working together with the Concert Series.

Mayor Britigan indicated that he is looking for a consensus from the KAC. He does not want there to be a feeling that this competes with or dilutes the Festival of the Arts.

Jon Heasley thinks this is tremendous, and a great way to show off our park to people who have likely never been there. As the fundraising chair, if they sponsor KAC, it can cross over to sponsorship of the Scottish Festival. Jon took a poll of the KAC:

Julie Heasley: Yes

Nancy Eaton: Yes

Liz Emmons: Yes

Doug: Doug asked if this be a KAC sponsored event? Jon Heasley indicated that no, it would not. It would stand alone with synergistic promotion. Doug wondered if we would generate money for our own Festival. Jon Heasley indicated that no, it would not.

Nancy Stoddard: Yes.

Mayor Britigan: Yes, he is in support, although there are many details that will need to be worked out.

Kris Jordan: Kris indicated her support and added that the Scottish Festival could participate in the Kindleberger Festival on Festival day/booth/parade/etc.

Nancy Stoddard: Nancy indicated that the Scottish Festival would want to speak with the Fountains regarding an area for alcohol.

C. Moving Forward for 2021

Jon Heasley: Under the topic of the budget for the Festival, Jon thinks we should be able to give Kris a budget number for 2021, based on 2019's budget, but tempered a bit due to COVID-19.

Jon intends to thank past sponsors soon for their past support and letting them know that we intend to contact them in the spring regarding donations for Festival 2021.

Nancy Stoddard indicated that the Gilmore Foundation has indicated that they have said that their donation probably will not be as much as it has been in the past.

Mayor Britigan indicated that the City of Parchment budget is July 1 to June 30. The budget for KAC that is used for the grant is Oct 31 – Sept 1.

C. Moving Forward for 2021 – continued

Kris Jordan asked Julie Heasley about concert series, will we be trying to use the same acts in 2021? Julie indicated that yes, we are going to try.

5. Old Business

A. Bingo for Bags – Approval of Rescheduled Date

Mayor Britigan made a motion to approve March 20<sup>th</sup>, 2021 as the new date for the Bingo for Bags fundraiser. Nancy Stoddard supported this motion.

Roll Call:

Mayor Britigan: Aye

Nancy Eaton: Aye

Liz Emmons: Aye

Doug Fooy: Aye

Julie Heasley: Aye

Nancy Stoddard: Aye

Jon Heasley: Aye

6. Member comments.

None.

7. Adjournment

There being no further business to come before the Kindleberger Arts Commission, Nancy Stoddard made a motion to adjourn the meeting. Julie Heasley supported this motion. The meeting was adjourned at 7:04 PM.

8. Next Meeting

The next meeting of the KAC will be held on Monday, October 12<sup>th</sup> at 6:00 PM.

Planning Commission Meeting Minutes  
November 17, 2020 – Virtual Meeting

1. **Call to Order at 6pm**
2. **Roll Call** – All present – DeBoer, Andrews, Bliesener, Lyon-Jenness, Dean
3. **Approval of Minutes** –
  - Motion made by Bliesener to approve the minutes from October 28, 2020, support by Lyon-Jenness. Roll call vote with each Commissioner stating aye.
4. **Citizen Comments** - None
5. **Old Business** - None
6. **New Business**
  - A. **Planned Unit Development (PUD) Discussion for the Mill Site**

Zoning Administrator (ZA) Becky Harvey made notes from a general review standpoint of the former PUD. She also reviewed the notes of Molly Trueblood, taken from the brainstorming session. She commented that the PUD is very limiting and that she does not think that the Planning Commission (PC) wants to keep it.

Changes needed per ZA Harvey:

    - The Planning Commission needs to weigh in as to the proposed changes and then ZA Harvey will move forward with the new PUD. The Planning Commission has the right to exercise the former PUD as a use that is allowed in a certain district or they may create a new PUD.
    - The former PUD in Subsection 2, Scope – This tells how it was applied. Currently, it is only used in certain zoning classifications. The PC may make a PUD so it is placed as a zoning district on a property (it can only be developed as a PUD). We want to slate property to be that; creating a specific district for a specific property.
    - ZA Harvey said maybe name it the Mill Site Planned Unit Development District.
    - Lyon-Jenness asked if they needed to make another PUD for another property within the City. ZA Harvey explained that they could create a generic PUD district that could be applied to more than one property. There is only one real site available and that the PUD should be geared for the mill property. They may set standards to say it cannot be developed as one whole piece, but purchasing and developing in a piecemeal fashion.
    - Andrews stated that the mill site was the most notable property.
    - Bliesener mentioned that behind City Hall there are options for building.
    - DeBoer asked if the ZA Harvey could provide an example of a specific site plan? ZA Harvey cited a 50 acre area (previously industrial) in a Brownfield, where the

building had been demolished, as a great example from the City of VanBuren by Greg's Pond. The City wanted it to be a connector with mixed use development. They made a district with names, as the sites developed they connected it with a modified plan. The City of Parchment can construct a PUD any way that they want.

- DeBoer asked if piecemealing would allow individuals to develop within the PUD district. The PC really cares how it is developed.
- Lyon-Jenness confirmed that the PC creates the framework for the development.
- **ZA Harvey continued with needed changes:**

- 1) Purpose Statement, with design discretion, and the reasons why the statement is made. PC has a clear vision and that should be included in the purpose statement by describing items in greater detail.
- 2) Applicability Scope – the PUD district will be in place. Wording within the PUD would allow permitted and conditional uses. The PC will be creating a design district.
- 3) PUD Provisions – Eliminate the non-residential element of the former PUD. Ordinances allowed for the commercial element. Back then the thought of mixing use was considered dangerous. Residential and non-residential are now needed to prosper.

**Add in the following:** What does this look like and how do we deal with it? We have no care for 1<sup>st</sup> or last built, instead put in maximum building sizes. State in PUD – No acreage limitation. Limit percentage to a higher amount of mixed use. Currently, residential areas are subject to density in the former PUD. The PC needs to list building types and variety of residential housing.  
**Establish density standards:** Establish overall density for the project. (The residential component drives the amount of density) Apartments? Single family homes? The renovation of a building can be incentivized with density.  
**Open Space:** Add what you know you want them to do. If you want green buffers then state as much. Increase the open space to 10-15%. Developers can be open to density but PUD will give the open space needed.

- 4) Design Standards – Put in ordinance form standards. The form is more important than the use. We allow uses by what we understand to be their function. (Forms = Opposite of traditional size) Use the maximum size of building.

Facade Requirements – For residential and non-residential areas  
Put in anything else that that PC wanted to achieve in this PUD: walkability, trail routes, etc (make this part of the design statement) A generic PUD district has less specifics and more design discretion.

- 5) Review Criteria – Concept Plan and the Site Plan – Focus on the 1<sup>st</sup> four sections and what approach can be embraced.
  - DeBoer on Design Standard – Will there be address issues? Will more landscaping, pollinator gardens, wildflower plantings, and fewer parking places in the Design Standard? ZA Harvey stated yes. You

could modify the parking standards if they use pervious surface, incentivizing the developer.

- Andrews asked if a variance would be required. ZA Harvey stated that it is a design discretion that lies with the PC. Structural standards may be waived by the PC under certain situations. Set up the PUD with standards saying to developers that “other designs will be considered”.
- DeBoer said that’s a positive way of doing it.
- ZA Harvey stated that community’s like that it is a single design and developers like the creativity.
- Bliesener asked what is needed from the PC for a PUD? Can ZA Harvey make it happen in a PUD District for the City of Parchment?
- DeBoer asked ZA Harvey if she had enough information from the PC to write the PUD district. ZA Harvey said yes.
- ZA Harvey will explain different approaches and the PC will pick. Changes can be made to the code by ZA Harvey and the PC could review it to make changes. ZA Harvey stated that she would make a draft of the document for them to look over.
- DeBoer stated that having ZA Harvey make a draft is a good idea. It will be returned to the PC for review and amendments.
- Lyon-Jenness asked who is responsible for the non-motorized trail. Would individual developers take that on?
- ZA Harvey said the ordinances will have details framed so that a developer can use/design what they want as it meets the PC’s standards. The PUD states access by all, with developer design, maintenance, ownership, and responsibility are in buy/sell agreement details.
- DeBoer asked about internal developers. Sidewalks must attach to future sidewalks. We always talked about a walking area thru the property. ZA Harvey said to design it now because big developers need to know ahead of time. PC needs to state the nature of the design. Be as descriptive as you can without saying here is where the sidewalk has to go, with connectivity.
- DeBoer asked if they should task ZA Harvey with the draft of the PUD district, addressing the uses.

Andrews motioned to task ZA Harvey with the draft of the PUD district, addressing the uses. Support by Dean. Roll call vote: All Ayes – Motion carried.

## **7. Commissioner Comments**

- Planning Commissioner Andrews submitted a letter of resignation to the PC stating that he has appreciated all the others and the work that has been accomplished on this Commission.



- Chairperson DeBoer extended his thanks for all the help that Andrews has given and said that it was really appreciated.
- The Planning Commissioners all expressed their thanks to Andrews.

**8. Next Meeting** – December 16, 2020 at 6pm

**9. Adjournment** – 7:12pm. Motion to adjourn by DeBoer. All ayes, meeting adjourned.

**KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE**  
DRAFT Minutes of the November 18, 2020 Meeting

**CALL TO ORDER**

The November 18, 2020 Policy Committee Meeting was called to order remotely by Cooper Township Sorensen, substitute for Chair Randy Thompson, at 9:05 a.m.

**INTRODUCTIONS**

Participants in the remote meeting stated name and agency.

**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
Carol Daly	Village of Mattawan
Marsha Drouin, Treasurer	Richland Township
Jason Gatlin	Wakeshma Township
John Gisler	Kalamazoo County
Libby Heiny-Cogswell, Vice Chair	Oshtemo Township
Lisa Imus	Village of Lawton
Martin Janssen	Kalamazoo County Transportation Authority
Carl Keller	Village of Vicksburg
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
Chris Praedel	City of Kalamazoo
Patricia Randall	City of Portage
Jeff Sorensen	Cooper Township
Paul Sotherland	KATS Citizens Advisory Committee
Randy Thompson, Chair	Comstock Township
Jerry VanderRoest	Charleston Township
Mark Worden	Road Commission of Kalamazoo County

**MEMBERS ABSENT**

Jeff Heppler	Village of Augusta
John Hinkle	Texas Township
Pete Pfeiffer	Michigan Department of Transportation, TSC
Don Ulsh	Schoolcraft Township

**OTHERS PARTICIPATING**

Carrie DenBraber  
Fred Nagler  
Elizabeth Rumick  
Steve Stepek  
Ali Townsend

Michigan Department of Transportation  
Kalamazoo Area Transportation Study  
Kalamazoo Area Transportation Study  
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 Praedel, SECOND by VanderRoest, ***“to approve the agenda of the November 18, 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 (NOVEMBER 5, 2020)
- ACCEPTANCE OF THE SOUTHCENTRAL MICHIGAN PLANNING COUNCIL REPORT
- APPROVAL OF THE MINUTES FROM THE OCTOBER 28, 2020 MEETING

MOTION by Leigh, SECOND by Locey, ***“to accept and approve the items on the Consent Agenda.”*** MOTION APPROVED.

**REAFFIRMATION OF THE KATS 2045 METROPOLITAN TRANSPORTATION PLAN**

Referring to the resolution included in the meeting materials, Stepek highlighted that the Kalamazoo Area Transportation Study (KATS) had discussions with Michigan Department of Transportation, Federal Highway Administration, and the Federal Transit Administration regarding the development of the KATS 2050 Metropolitan Transportation Plan (MTP). All parties agree with the recommendation to reaffirm the 2045 Metropolitan Transportation Plan until November of 2021 from the currently planned approval date of April, 2021. Due to the ongoing pandemic, KATS staff has been limited in their ability to engage the public. Extending the current plan for an additional 7 months will give KATS staff and member agencies additional time to engage the public in the planning process. The KATS Technical Committee approved the reaffirmation.

MOTION by Daly, SECOND by Drouin, ***“to approve the Reaffirmation of the KATS 2045 Metropolitan Transportation Plan until November of 2021.”*** MOTION APPROVED.

**2021 SAFETY TRANSPORTATION PERFORMANCE MEASURES**

Included in the meeting materials is the Kalamazoo Area Transportation Study’s (KATS) Resolution to support State Safety Targets and a Michigan Department of Transportation guide on Safety Performance Measures and Targets. Annually, as part of the required federal performance measures, KATS is asked to either develop its own safety targets for the coming calendar year or to support the state targets. In previous years, KATS has chosen to support the state targets. Target predictions were hampered due to the COVID environment. As requested by the Technical Committee, KATS Staff is preparing and will share a one-page status summary report showing where

the KATS stands now. The Technical Committee supported the state safety targets at their November 5, 2020 meeting and recommended adoption. Staff recommends that the Policy Committee approve the state targets as documented and authorize the Chair to sign the Resolution of Support for 2021 Safety Targets on behalf of the Policy Committee.

MOTION by Britigan, SECOND by Drouin, ***“to approve 2021 Safety Transportation Performance Measures.”*** MOTION APPROVED.

#### **2021 POLICY COMMITTEE MEETING SCHEDULE**

The 2021 draft Policy Committee meeting schedule is included in the packet. Stepek explained the schedule maintains the last Wednesday of the month schedule, except for November and December when the meetings are moved to the prior week due to the holidays. KATS staff is recommending adjusting the start time of the meetings from 9:00 am to 9:30 am for a few reasons:

- When we begin to meet in person again, it will give additional time for room preparation at Metro Transit. Metro’s doors do not open until 8:00 am and it is often difficult to have the room prepared by 9:00 am.
- It will allow additional travel time for members.
- While meeting online, it is recommended to not start meetings at the top of the hour, to help alleviate potential bandwidth issues.

Britigan opined that keeping the meeting start time at 9:00 a.m. would be preferable to those with other day jobs. Locey of Brady Township, Praedel of City of Kalamazoo, and Sorensen of Cooper Township, stated preference to maintain the 9:00 a.m. meeting start time.

Roll call vote was taken on changing the meeting start time to 9:30 a.m. Of voting members in attendance, all voted “Nay” except Mayle of MDOT Planning and Moyer-Cale of Village of Paw Paw.

MOTION by Locey, SECOND by Drouin, ***“to maintain the current 9:00 a.m. Policy Committee Meeting Start Time.”*** MOTION APPROVED.

Regarding Policy Committee Meeting dates, Sorensen reported there is nothing concrete for township meetings yet. The Committee can amend meeting dates a month prior if needed.

MOTION by Keller, SECOND by Locey, ***“to approve the 2021 Policy Committee Meeting Date Schedule.”*** MOTION APPROVED.

#### **FY 2020 AUDIT ENGAGEMENT LETTER**

Stepek reported the Audit Engagement Letter is included in the packet for your information. The audit is underway and to the extent possible, will be virtual.

#### **ELECTION FOR 2021 POLICY COMMITTEE OFFICERS**

The Policy Committee elects officers to serve on an annual calendar year basis. Stepek stated Kalamazoo Area Transportation Study is looking for volunteers to serve on a Nominating Committee in order to take action on candidates at the December meeting. Current KATS Policy Committee Officers are Randy Thompson (Chairperson), Libby Heiny-Cogswell (Vice-Chairperson), and Marsha Drouin (Treasurer). Thompson, Drouin, and Jeff Sorensen, volunteered to serve on the Nominating Committee.

MOTION by Janssen, SECOND by Heiny-Cogswell, *"to approve Thompson, Drouin, and Sorensen to serve on the 2021 Policy Committee Officer Nominating Committee."* MOTION APPROVED.

#### **PUBLIC TRANSPORTATION UPDATES**

Janssen reported Kalamazoo County Transportation Authority is planning a millage request issuance for November 2021. Western Michigan University Metro routes have resumed after a temporary shut-down due to COVID. However, there will be no campus bus service when the University is shut down from November 20, 2020 through January 11, 2021. Metro's Duke Route is still not running.

Aardema from Central County Transportation Authority (CCTA) reported the Metro Safety Plan has been updated and reflects changes related to COVID. Discussions are on-going with legal consultants on how meetings will be held due to COVID. Virtual meetings have been approved for at least the next couple of months. Metro's previously discussed reduction of service due to COVID related issues, has been increased. Essential service continues.

#### **EXECUTIVE DIRECTOR'S REPORT**

Stepek stated that in addition to the memo included in the meeting materials, Kalamazoo Area Transportation Study staff member Megan Mickelson's baby girl was born today at 6:26 a.m.

#### **NEW BUSINESS**

No new business was brought forth.

#### **PUBLIC COMMENTS**

No public comments were made.

#### **MEMBER COMMENTS**

Britigan of the City of Parchment, and Randall of the City of Portage wished attendees a Happy Thanksgiving.

Representing Cooper Township, Sorensen congratulated Thompson on his close win of about 70 votes in the recent elections to continue as the Comstock Charter Township Supervisor. Sorensen wished all a Happy Thanksgiving.

Leigh of Kalamazoo Township reported this will be her last meeting. Kalamazoo Charter Township Supervisor Don Martin will be assigning a new representative. Leigh enjoyed participation in Kalamazoo Area Transportation Study Policy Committee meetings and may continue as a public citizen.

Heiny-Cogswell thanked Leigh for her service. Heiny-Cogswell reported the Oshtemo Township Sewer Bond proposal failed so further road work related to the project is suspended indefinitely.

Imus of the Village of Lawton gave a shout-out to local businesses reminding attendees to support them.

Gisler of Kalamazoo County recently attended a County Board of Canvassers sessions. Gisler encouraged meeting participants to attend a session as well. Gisler has confidence in the certification of the election returns. Contact Timothy Snow on the Kalamazoo County Board of County Canvassers for information.

Worden said "Go Bronco's" as Western Michigan University football plays rival Central Michigan University tonight. The Road Commission of Kalamazoo County (RCKC) opened O Avenue, the last of

the flooded roads in the County to open. RCKC is working on a paving job on 11<sup>th</sup> Street in Oshtemo Township.

Thompson thanked Sorensen for running today's meeting in light of technology issues. Thompson is appreciative for another term.

#### **ADJOURNMENT**

Steppek thanked Sorensen for running today's meeting. Steppek reminded participants that the December meeting will include both Transportation Improvement Program Amendments and action items making it important to meet quorum.

There being no other business, Sorensen adjourned the November 18, 2020 Policy Committee Meeting at 9:25 a.m.

**Next Meeting: Wednesday, December 16, 2020 - 9:00 a.m.**

DRAFT

Planning Commission Meeting Minutes  
November 17, 2020 – Virtual Meeting

1. **Call to Order at 6pm**
2. **Roll Call** – All present – DeBoer, Andrews, Bliesener, Lyon-Jenness, Dean
3. **Approval of Minutes** –
  - Motion made by Bliesener to approve the minutes from October 28, 2020, support by Lyon-Jenness. Roll call vote with each Commissioner stating aye.
4. **Citizen Comments** - None
5. **Old Business** - None
6. **New Business**
  - A. **Planned Unit Development (PUD) Discussion for the Mill Site**

Zoning Administrator (ZA) Becky Harvey made notes from a general review standpoint of the present PUD. She also reviewed the notes of Molly Trueblood, taken from the brainstorming session. She commented that the present PUD is very limiting and that she does not think that the Planning Commission (PC) wants to keep it.

Changes needed per ZA Harvey:

    - The Planning Commission needs to weigh in as to the proposed changes and then ZA Harvey will move forward with the new PUD. The Planning Commission has the right to exercise the present PUD as a use that is allowed in a certain district or they may create a new PUD.
    - The present PUD in Subsection 2, Scope – This tells how it was applied. Currently, it is only used in certain zoning classifications. The PC may make a PUD so it is placed as a zoning district on a property (it can only be developed as a PUD). We want to slate property to be that; creating a specific district for a specific property.
    - ZA Harvey said maybe name it the Mill Site Planned Unit Development District.
    - Lyon-Jenness asked if they needed to make another PUD for another property within the City. ZA Harvey explained that they could create a generic PUD district that could be applied to more than one property. There is only one real site available and that the PUD should be geared for the mill property. They may set standards to say it cannot be developed as one whole piece, but purchasing and developing in a piecemeal fashion.
    - Andrews stated that the mill site was the most notable property.
    - Bliesener mentioned that behind City Hall there are options for building.



- DeBoer asked if the ZA Harvey could provide an example of a specific site plan? ZA Harvey cited a 50 acre area (previously industrial) in a Brownfield, where the building had been demolished, as a great example from the Village of Paw Paw in Van Buren County by Greg's Pond. The City wanted it to be a connector with mixed use development. They made a district with names, as the sites developed they connected it with a modified plan. The City of Parchment can construct a PUD any way that they want.
- DeBoer asked if piecemealing would allow individuals to develop within the PUD district. The PC really cares how it is developed.
- Lyon-Jenness confirmed that the PC creates the framework for the development.
- **ZA Harvey continued with needed changes:**
  - 1) Purpose Statement, with design discretion, and the reasons why the statement is made. PC has a clear vision and that should included in the purpose statement by describing items in greater detail.
  - 2) Applicability Scope – the PUD district will be in place. Wording within the PUD would allow permitted and conditional uses. The PC will be creating a design district.
  - 3) PUD Provisions – Eliminate the non-residential element of the former PUD. Ordinances allowed for the commercial element. Back then the thought of mixing use was considered dangerous. Residential and non-residential are now needed to prosper.
    - Add in the following:** What does this look like and how do we deal with it? We have no care for 1<sup>st</sup> or last built, instead put in maximum building sizes. State in PUD – No acreage limitation. Limit percentage to a higher amount of mixed use. Currently, residential areas are subject to density in the former PUD. The PC needs to list building types and variety of residential housing.
    - Establish density standards:** Establish overall density for the project. (The residential component drives the amount of density) Apartments? Single family homes? The renovation of a building can be incentivized with density.
    - Open Space:** Add what you know you want them to do. If you want green buffers then state as much. Increase the open space to 10-15%. Developers can be open to density but PUD will give the open space needed.
  - 4) Design Standards – Put in ordinance form standards. The form is more important than the use. We allow uses by what we understand to be their function. (Forms = Opposite of traditional size) Use the maximum size of building.
    - Façade Requirements – For residential and non-residential areas
    - Put in anything else that that PC wanted to achieve in this PUD: walkability, trail routes, etc (make this part of the design statement) A generic PUD district has less specifics and more design discretion.
  - 5) Review Criteria – Concept Plan and the Site Plan – Focus on the 1<sup>st</sup> four sections and what approach can be embraced.
    - DeBoer on Design Standard – Will there be address issues? Will more landscaping, pollinator gardens, wildflower plantings, and fewer



parking places in the Design Standard? ZA Harvey stated yes. You could modify the parking standards if they use pervious surface, incentivizing the developer.

- Andrews asked if a variance would be required. ZA Harvey stated that it is a design discretion that lies with the PC. Structural standards may be waived by the PC under certain situations. Set up the PUD with standards saying to developers that “other designs will be considered”.
- DeBoer said that’s a positive way of doing it.
- ZA Harvey stated that community’s like that it is a single design and developers like the creativity.
- Bliesener asked what is needed from the PC for a PUD? Can ZA Harvey make it happen in a PUD District for the City of Parchment?
- DeBoer asked ZA Harvey if she had enough information from the PC to write the PUD district. ZA Harvey said yes.
- ZA Harvey will explain different approaches and the PC will pick. Changes can be made to the code by ZA Harvey and the PC could review it to make changes. ZA Harvey stated that she would make a draft of the document for them to look over.
- DeBoer stated that having ZA Harvey make a draft is a good idea. It will be returned to the PC for review and amendments.
- Lyon-Jenness asked who is responsible for the non-motorized trail. Would individual developers take that on?
- ZA Harvey said the ordinances will have details framed so that a developer can use/design what they want as it meets the PC’s standards. The PUD states access by all, with developer design, maintenance, ownership, and responsibility are in buy/sell agreement details.
- DeBoer asked about internal developers. Sidewalks must attach to future sidewalks. We always talked about a walking area thru the property. ZA Harvey said to design it now because big developers need to know ahead of time. PC needs to state the nature of the design. Be as descriptive as you can without saying here is where the sidewalk has to go, with connectivity.
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**7. Commissioner Comments**

- Planning Commissioner Andrews submitted a letter of resignation to the PC stating that he has appreciated all the others and the work that has been accomplished on this Commission.
- Chairperson DeBoer extended his thanks for all the help that Andrews has given and said that it was really appreciated.
- The Planning Commissioners all expressed their thanks to Andrews.

**8. Next Meeting** – December 16, 2020 at 6pm

**9. Adjournment** – 7:12pm. Motion to adjourn by DeBoer. All ayes, meeting adjourned.

## **Parchment City Commission Committee Assignments 2021**

The following are appointees to the various Boards, Authorities, Commissions and Standing Committees as required by ordinance, by-laws and/or approved by the City Commission. Ad hoc committees may be formed as needed.

### **Utility Rate Committee** (Meets during budget season to recommend water and sewer rates)

- Vice Mayor Jordan
- Commissioner Madaras
- Commissioner Bagley

### **Personnel Committee** (Creates manager's evaluation and makes compensation recommendations)

- Commissioner Fooy
- Commissioner Evans
- Commissioner Conner

### **Public Media Network Liaison (PMN)**

- Manager Stoddard
- Commissioner Fooy (Alternate)

### **Kalamazoo Area Transportation Study (KATS)**

- Mayor Britigan (Policy Committee)
- Commissioner Madaras (Alternate)
- Manager Stoddard (Technical Committee)

### **Kalamazoo Area Building Authority (KABA)**

- Commissioner Bagley
- Commissioner Conner (Alternate)

### **Public Safety Committee**

- Commissioner Bagley
- Commissioner Conner
- Jeff Koch (Citizen Representative)

### **Planning Commission**

- Kent DeBoer (Chair)
- Cheryl Lyon-Jenness
- Sandy Bliesener
- Sara Dean

- John Tecca (New appointee)

**Zoning Board of Appeals (ZBA)**

- Tim Lasher (Chair)
- Kirk Strehlow
- Dennis Collison
- Eric Cronin (New appointee)
- Karen Martin-Halm (New appointee)

**Tax Review Board (3 members)**

- Dennis Collison
- Lucas Harger
- Michael Jeffries

**Brownfield Redevelopment Authority (BRA) (9 total with up to 3 being officers or employees of City)**

- Rob Heasley (Chair)
- Jason Misner
- Ralph Herrick
- Jon Heasley
- Sandy Bliesener
- Tom Jordan

**Compensation Commission (5 members)**-Meets by March 1 of every other year to recommend Mayor, Vice Mayor and City Commissioner compensation.

- TBD

**Kindleberger Arts Commission (KAC)**

- Jon Heasley (Chair)
- Julie Heasley (Secretary)
- Mayor Britigan (Ex-officio)
- Commissioner Fooy (City Commission Appointee)
- Manager Stoddard (per By-Laws)
- Liz Emmons (Citizen At-large)
- Nancy Eaton (Citizen At-large)

**MEMORANDUM**

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

From: Rate Committee – Vice Mayor Jordan, Commissioners Fooy and Madaras

Date: December 18, 2020

Re: Recommendation to Accept the SAW Grant Financial Report and Approve the Financial Plan

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Motion – Motion to accept Baker Tilly SAW Grant Financial Report and to approve the Financial Plan by eliminating the operating shortfall in the Sanitary Sewer Fund, within five years.

The SAW Grant Financial Report is required to be accepted and the financial plan for the Sanitary Sewer Fund approved, to satisfy the operating shortfall within five years. Approval by the City Commission is required before the plan may be submitted to the department of Environment, Great Lakes, and Energy (EGLE). This will conclude the City of Parchment's final requirement for the SAW Grant.



# Memorandum

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**To:** Nancy Stoddard, City Manager and Parchment City Commission  
**From:** Shannon Stutz, Treasurer/Clerk  
**Date:** 12/18/20  
**Re:** Budget Amendment

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In looking over the revenue/expenditure report half way through our fiscal year ending 6/30/2021, I have identified accounts that require budget adjustments. I am proposing budget amendment increases for the General Fund. Please authorize the following:

General Fund

101-100.000-800.000	Legis.	\$ 22,000.00	Expense – Professional/contractual
101-100.000-970.000	Legis	3,305.00	Expense - Capital
101-000.000-695.000		\$ 5,000.00	Revenue – Other sources

**Parchment City Commission Meeting**  
**and**  
**Public Hearing for the Master Plan**

Due to Covid19 the meeting will be held virtually

The public is welcome to attend

Day: Monday, December 21, 2020

Time: 7:00pm

Join Zoom Meeting

<https://us02web.zoom.us/j/527475091?pwd=Um9QWHc0cDcrcFYwN1RCbVFlbk93Zz09>

Meeting ID: 527 475 091

Passcode: 705314

Or Call:

1 646 876 9923

1 301 715 8592

The Agenda packet for the City Commission Meeting is on the City of Parchment's website at [www.parchment.org](http://www.parchment.org)

Should a person with disabilities need to ask a question of the Commission, you may email the City Manager your questions or comments at [manager@parchment.org](mailto:manager@parchment.org) and they will be presented to the Commission during the Public Comment portion of the meeting.