



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

January 18, 2021 - 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 Virtual Meeting Minutes of January 4, 2021

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. 1429 – approve
- ii. Investment Report - receive
- iii. Credit Card Statement, December 2020– receive
- iv. KABA Report, December 2020 - receive

7. Unfinished Business

8. New Business

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 JANUARY 4, 2021.

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.

Absent: None.

3. Minutes

Moved by Commissioner Conner, supported by Vice Mayor Jordan to approve the minutes of the December 21, 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.

4. Additions or changes to the agenda.

None. Mayor Britigan noted that there was an email sent today by Manager Stoddard that replaced a page within the consent agenda; Manager Stoddard added that the change was made on the website. Moved by Commissioner Bagley, supported by Vice Mayor Jordan to approve the agenda as written.

Motion Carried.

5. Citizen Comments – Items ON the Agenda

None.

6. Consent Agenda

A. Moved by Commissioner Madaras, supported by Commissioner Conner 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.

7. Unfinished Business

A. Budget Amendment - approval. Treasurer Stutz presented budget amendments to both the General Fund, Legislative department, and Major Streets Fund, and explained the related expenses incurred. Moved by Commissioner Bagley, supported by Commissioner Madaras to approve the budget amendments as presented. 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. New Business

None.

9. Citizen Comments

None.

10. Mayor and Commissioner Comments

Commissioner Fooy wished everyone happy new year, and said he was looking forward to a “solid 2021”.

Commissioner Bagley echoed those thoughts.

Mayor Britigan reported that he received an update that the MDOT has the funding for a preliminary engineering study for the US131 exchange secured in the new budget. He complimented DPW on snow removal, saying he appreciates their efforts, especially after driving through other areas where they aren't as diligent. He reminded everyone on the February 1 meeting for goal setting. The Mayor then mentioned that the Governor signed an act that allows the county to levy a tax for a downtown arena, and he suggested to the commission that the body might want to publicly state their position on it. Lastly he asked Manager Stoddard for an update on the traffic light at Parchmount and Riverview.

11. City Manager Comments/Reports

City Manager Stoddard wished everyone a Happy New Year. She explained about the delay in replacing the traffic signal at Riverview and Parchmount. Originally, we were waiting for anchors to be delivered for the traffic light, and now it was determined that the poles need proper anchoring within the easement, which means an agreement is needed. Once a description of the anchor site is obtained and the easement signed by the owner of the property, the pole will be restored. She then 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 Conner and supported by all to adjourn the meeting at 7:17 p.m.

Shannon Stutz, City Clerk



City of Parchment
Check Register Report
Warrant 1429

Check #	Check Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
36236	01/04/2021	TYLER CHAMBERS	Duplicate Tax Payment	411.70
36237	01/04/2021	CINTAS	Uniform Rental & Towels	112.84
36238	01/04/2021	COMPANION LIFE	Life & AD&D Ins-Jan	57.00
36239	01/04/2021	CORELOGIC CENTRALIZED REFUNDS	Duplicate Tax Payment	33.60
36240	01/04/2021	KALAMAZOO CO. ROAD COMMISSION	Final Billing-G Ave & Traffic Light	18,694.29
36241	01/04/2021	MICHIGAN DEPT OF TREASURY	Coronavirus Grant Refund	2,906.33

**City of Parchment
Investment Report
November 30, 2020**

Maturity Date	Interest Rate	Institution	Type of Investment	Amount
9/15/2022	0.50%	Old National	Certificate of Deposit	\$ 51,264.82
2/27/2023	2.90%	MB - Wells Fargo	Certificate of Deposit	\$ 106,109.00
9/28/2021	1.70%	Oppenheimer - Wells Fargo	FDIC Step Coupon Bond	\$ 101,354.00
	1.25%	Oppenheimer	Advantage Bank Deposit	\$ 207,133.87
		Huntington National/Invesco	Money Market Fund	\$ 1,883.57
		Multi Bank	Money Market Fund	\$ 6,579.48
			Investment Total	\$ 474,324.74

ACCT. NUMBER: XXXX XXXX XXXX 1546

CREDIT LIMIT	15,000.00	CASH ADVANCE BALANCE	.00
CURRENT BALANCE	2,217.26	MINIMUM PAYMENT DUE	2,217.26
AVAILABLE CREDIT	12,782.74	PAYMENT DUE DATE	01-22-21

CORPORATE ACCOUNT ACTIVITY

CITY OF PARCHMENT
XXXX-XXXX-XXXX-1546

TOTAL CORPORATE ACTIVITY
\$2,186.02 CR

Post Date	Trans Date	Reference Number	Transaction Description	Amount
12-22	12-22		AUTO PAYMENT DEDUCTION	2,186.02 CR

INDIVIDUAL CARDHOLDER ACTIVITY

PHIL WOLTHUIS
XXXX-XXXX-XXXX-1793

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
\$0.00	\$77.60	\$0.00	\$77.60

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
12-15	12-14	05227020349300224484087	RIETH RILEY BENTON HAR 269-926-1111 MI		77.60

JIM DUBY
XXXX-XXXX-XXXX-1892

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
\$0.00	\$25.47	\$0.00	\$25.47

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
12-09	12-07	85309610343980013115211	JOHNSTONE SUPPLY-KA KALAMAZOO MI		25.47

SHANNON STUTZ
XXXX-XXXX-XXXX-0473

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
\$17.64	\$2,131.83	\$0.00	\$2,114.19

Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
11-30	11-28	55432860333200836507403	SPECTRUM 855-707-7328 MO		119.98
12-02	11-30	75225240336012772337369	MCCARTHY BURGESS AND W 440-735-5100 OH		69.00
12-07	12-04	05227020339300243180627	MARANA GROUP 269-383-9333 MI		455.37
12-08	12-07	55429500342637382891689	PIXELVINE 8007340751 MI		71.25
12-11	12-10	05436840345300216473157	BTS*QUILL 800-982-3400 MA		69.99
12-14	12-13	55429500348637909377208	PIXELVINE 8007772509 MI		65.00
12-17	12-15	02305370351500757890370	OFFICEMAX/OFFICEDEPT#3 KALAMAZOO MI		17.64 CR
12-18	12-17	55436870353643530430507	STATE OF MI MIDEAL 517-2847000 MI		180.00
12-22	12-21	82301820356900014838599	CORPORATE TECHNOLOGIES 952-7153600 MN		411.29
12-22	12-21	82301820356900014836346	CORPORATE TECHNOLOGIES 952-7153600 MN		425.00
12-28	12-28	55432860363200562822706	SPECTRUM 855-707-7328 MO		119.98
12-28	12-26	55432860361200113968976	SPECTRUM 855-707-7328 MO		144.97



2020 MONTHLY PERMITS BY JURISDICTION

MONTH OF DECEMBER 2020			
JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	9	\$ 2,450
COMSTOCK	ELECTRICAL	12	\$ 1,824
COMSTOCK	MECHANICAL	11	\$ 2,897
COMSTOCK	PLUMBING	5	\$ 908
COMSTOCK	SPECIAL - JURISDICTION	2	\$ 110
COMSTOCK	SPECIAL - HOMEOWNER	-	\$ -
TOTAL COMSTOCK		39	\$ 8,189
KALAMAZOO	BUILDING	15	\$ 5,497
KALAMAZOO	ELECTRICAL	14	\$ 2,673
KALAMAZOO	MECHANICAL	14	\$ 1,876
KALAMAZOO	PLUMBING	7	\$ 950
KALAMAZOO	SPECIAL - JURISDICTION	1	\$ 55
KALAMAZOO	SPECIAL - HOMEOWNER	1	\$ 55
TOTAL KALAMAZOO		52	\$ 11,106
PARCHMENT	BUILDING	-	\$ -
PARCHMENT	ELECTRICAL	-	\$ -
PARCHMENT	MECHANICAL	1	\$ 161
PARCHMENT	PLUMBING	-	\$ -
PARCHMENT	SPECIAL - JURISDICTION	-	\$ -
PARCHMENT	SPECIAL - HOMEOWNER	-	\$ -
TOTAL PARCHMENT		1	\$ 161
PINE GROVE	BUILDING	3	\$ 2,372
PINE GROVE	ELECTRICAL	9	\$ 1,454
PINE GROVE	MECHANICAL	6	\$ 676
PINE GROVE	PLUMBING	1	\$ 270
PINE GROVE	SPECIAL - JURISDICTION	-	\$ -
PINE GROVE	SPECIAL - HOMEOWNER	-	\$ -
TOTAL PINE GROVE		19	\$ 4,772
RICHLAND	BUILDING	12	\$ 5,861
RICHLAND	ELECTRICAL	13	\$ 3,052
RICHLAND	MECHANICAL	11	\$ 2,330
RICHLAND	PLUMBING	14	\$ 2,762
RICHLAND	SPECIAL - JURISDICTION	4	\$ 220
RICHLAND	SPECIAL - HOMEOWNER	-	\$ -
TOTAL RICHLAND		54	\$ 14,225
RICHLAND VILLAGE	BUILDING	1	\$ 100
RICHLAND VILLAGE	ELECTRICAL	1	\$ 116
RICHLAND VILLAGE	MECHANICAL	-	\$ -
RICHLAND VILLAGE	PLUMBING	-	\$ -
RICHLAND VILLAGE	SPECIAL - JURISDICTION	-	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	-	\$ -
TOTAL RICHLAND VILLAGE		2	\$ 216
TOTAL		167	\$ 38,669

REVENUE	REVENUE
DECEMBER 2019	% PREV YEAR MONTH
\$ 35,437	109.1%

PERMITS	PERMITS
DECEMBER 2019	% 2019 - YTD
150	111.3%



2020 MONTHLY PERMITS BY JURISDICTION

YEAR TO DATE AS OF: DECEMBER 2020

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	124	\$ 62,281
COMSTOCK	ELECTRICAL	139	\$ 26,281
COMSTOCK	MECHANICAL	181	\$ 39,787
COMSTOCK	PLUMBING	75	\$ 12,837
COMSTOCK	SPECIAL - JURISDICTION	14	\$ 770
COMSTOCK	SPECIAL - HOMEOWNER	13	\$ 715
TOTAL COMSTOCK		546	\$ 142,671
KALAMAZOO	BUILDING	140	\$ 39,987
KALAMAZOO	ELECTRICAL	162	\$ 34,501
KALAMAZOO	MECHANICAL	244	\$ 37,217
KALAMAZOO	PLUMBING	95	\$ 13,101
KALAMAZOO	SPECIAL - JURISDICTION	45	\$ 2,173
KALAMAZOO	SPECIAL - HOMEOWNER	28	\$ 1,430
TOTAL KALAMAZOO		714	\$ 128,408
PARCHMENT	BUILDING	12	\$ 89,634
PARCHMENT	ELECTRICAL	27	\$ 7,153
PARCHMENT	MECHANICAL	23	\$ 7,330
PARCHMENT	PLUMBING	8	\$ 1,181
PARCHMENT	SPECIAL - JURISDICTION	8	\$ 440
PARCHMENT	SPECIAL - HOMEOWNER	0	\$ -
TOTAL PARCHMENT		78	\$ 105,738
PINE GROVE	BUILDING	39	\$ 15,052
PINE GROVE	ELECTRICAL	70	\$ 10,916
PINE GROVE	MECHANICAL	64	\$ 9,433
PINE GROVE	PLUMBING	11	\$ 2,236
PINE GROVE	SPECIAL - JURISDICTION	1	\$ 55
PINE GROVE	SPECIAL - HOMEOWNER	6	\$ 212
TOTAL PINE GROVE		191	\$ 37,904
RICHLAND	BUILDING	113	\$ 80,728
RICHLAND	ELECTRICAL	121	\$ 25,743
RICHLAND	MECHANICAL	133	\$ 23,985
RICHLAND	PLUMBING	92	\$ 18,334
RICHLAND	SPECIAL - JURISDICTION	4	\$ 220
RICHLAND	SPECIAL - HOMEOWNER	2	\$ 110
TOTAL RICHLAND		465	\$ 149,120
RICHLAND VILLAGE	BUILDING	3	\$ 420
RICHLAND VILLAGE	ELECTRICAL	1	\$ 116
RICHLAND VILLAGE	MECHANICAL	6	\$ 1,145
RICHLAND VILLAGE	PLUMBING	5	\$ 801
RICHLAND VILLAGE	SPECIAL - JURISDICTION	0	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	0	\$ -
TOTAL RICHLAND VILLAGE		15	\$ 2,482
TOTAL	YTD	2009	566,324

REVENUE	REVENUE
YTD - NOVEMBER 2019	% 2019 - YTD
\$ 642,722	88.1%

REVENUE
% 2020 YTD BUDGET
93.0%

PERMITS	PERMITS
YTD - NOVEMBER 2019	% 2019 - YTD
2407	83.5%

2020 MONTHLY CUMULATIVE TOTALS			
# PERMITS	REVENUE		
168	\$	37,096	JAN
126	\$	28,390	FEB
125	\$	27,832	MAR
2	\$	305	APRIL
190	\$	42,490	MAY
220	\$	153,662	JUNE
214	\$	39,964	JULY
192	\$	35,780	AUG
185	\$	45,266	SEPT
219	\$	53,839	OCT
201	\$	63,031	NOV
167	\$	38,669	DEC
2,009		566,324	2020