



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

July 19, 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 June 21, 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. 1441 – action
- ii. Warrant No. 1442 - action
- iii. Credit Card Statement – action
- iv. Kindleberger Park Reservation, Pavilion 4, Verdries Picnic – action
- v. Kindleberger Park Reservation, Sunken Garden and Pavilion 5, Rush/Muniz Wedding/Reception – action
- vi. Kindleberger Park Reservation, Picnic Pavilion 4, Massey Graduation – action
- vii. Kindleberger Park Reservation, Sunken Garden, Prouty Wedding – action
- viii. Kindleberger Park Reservation, Pavilion 1, Berry Picnic – action
- ix. Kindleberger Park Reservation, Pavilion 4, Galvin Family Reunion – action
- x. Parchment High School Homecoming Parade, Sept 17 at 5pm - action
- xi. KABA June 2021 Permit Report – receive
- xii. KATS May 2021 Meeting Minutes - receive

7. Unfinished Business

8. New Business

- A. Food Truck Ordinance, First Reading – receive
- B. USDA Requirements for Grant – action
- C. Paving Projects on Church and Maple – action
- D. Resolution No. 2021-6 Acceptance of American Rescue Act Funds
- E. Future Meetings, virtual or in-person - Action

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 JUNE 21, 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 5200 E Cork St.), Vice Mayor Jordan (at 904 Parchmount), Commissioners Bagley (at 1606 East G Ave), Conner (at 1150 Parchmount), Evans (221 Espanola), Fooy (at 415 E Glenguile), and Madaras (at 815 Parchmount), City Manager Stoddard, Treasurer/Clerk Stutz, Attorney Soltis.

Absent: None.

3. Minutes

Moved by Vice Mayor Jordan, supported by Commissioner Madaras to approve the amended minutes of the June 7, 2021 Regular Meeting. Roll call vote was as follows:

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

Motion Carried 7-0.

4. Additions or changes to the agenda.

5. Citizen Comments – Items ON the Agenda

Sandy Bliesener, 260 Parchmount, read the following statement provided to the clerk: I have been a resident of this community for 18 years and since I moved to the City of Parchment in 2003 I have volunteered on the ZBA and the DDA before it was dissolved, and currently serve on the PC and Brownfield Authority. While things were pretty quiet through the first decade and a half, things have really started to heat up within the last few years. The Envision Our River meeting conducted by the City in 2018 brought representatives from 35 different agencies and organizations together to consider future opportunities along the Kalamazoo River corridor. We were rewarded by that effort in 2019 when the Kalamazoo River Natural Resources Trustees' program requested proposals for environmental repair and restoration projects. Of the more than 80 proposals submitted the Urban Wildlife Corridor from Kalamazoo to G Avenue was one of 14 projects selected for the initial round of funding. The Trustees also indicated support for a second proposal from the City of Parchment focusing on the railroad trestle and Commerce Lane riverbank improvement. There are millions of dollars to be spent by the River Partners over the next five years on the 14 projects they have chosen, and Parchment has two of those projects within the city limits. There are no strings attached, no matching funds required, and the money is waiting for the projects and or property acquisitions to be defined so it can be spent. While that was unfolding, the Planning Commission was hard at work on the Community Master Plan for the city that was recently approved by this commission. We painstakingly, over the course of two years, developed goals and objectives that focus on restoring a robust economy based on our natural resources: the extensive riverfront, proximity to the KRVT and other nearby recreation amenities, and Kindleberger Park; the crown jewel of Parchment. As this plan was being developed our small group of volunteers became increasingly focused on the potential for a trail to be developed along the river. This is actually a project that had been envisioned by my LA firm back in the 1980's, but the city did not own the property at that time, so it never stood a chance of becoming a reality. But now the city owns it, we have financial support from the River Partners, and we have the support of many other agencies and organizations as we decide how to move forward with restoring and enhancing the amazing natural resource that we have access to. I know the City of Parchment faces financial challenges, but I also know that the economic benefits of trails, parks and natural resources are well-documented, and that people relocate to be close to them, and property values increase when they are nearby. Thank you.

Sara Dean, 238 Glendale, read the following statement provided to the clerk: Thank you for your time. I wanted to bring to the attention of the city commission a terrible rumor spreading through Parchment currently. Rumor has it that the City Commission has not read the Parchment City Master Plan, and rather than take the recommendations laid out in that master plan for a vision for the city of Parchment and approved by that very commission, they have chosen to engage in opportunistic back alley deals to quickly sell land that has been recommended for conservation and revitalization efforts. If that were to be true, it would be devastating to learn that the city commission has not read the Master Plan, or just doesn't care what it says. A rumor like this can result in citizens losing faith, trust and respect in it's city commission, so you can see why I found it urgent to share this with you. About that master plan. If you are not familiar, the master plan was painstakingly developed over the past TWO YEARS by the Parchment Planning committee. The parchment planning committee is a group of dedicated volunteers that serve at the request of the City Commission. They are tasked with surveying the wants and needs of the community at large and forming it into a strategic vision and plan for the city, as a way

to help stakeholders make decisions for the future of Parchment that will represent the wants and needs of that community regarding zoning and land use. While we're talking about the Master Plan, it's important to mention that a reoccurring theme throughout the master plan is sustainability. It recognizes that a focus on industrial development is not in the best interest for Parchment. The number one goal is to enhance the natural resources, nearby trail systems for example, that Parchment has to bring people and eventually funding into our community. The river is our heritage and our future, and it is in our best interest to work with it rather than against it. Anyone who has read the Master Plan would know this. I strongly encourage you to read it, it's a fantastic glimpse into what can be done if people work together. Which brings me to this. As a member of the Parchment planning committee, I want the record to show that I am 100% against the sale of Kalamazoo county parcel #06-03-201-001. It is contradictory to everything the planning committee has worked on for the past few years. The fact that this is even being discussed makes me question what the point of planning committee is if you are going to ignore everything we do. And lastly, as a simple resident of the city of parchment, I want the record to show that you can take your parking lot and shove it. Thank you, I yield my time.

Ken DeBoer, 285 Glendale, Chair of the Planning Commission, noted that his comments are his own. He said that he does NOT support the sale of the lagoon property, because it completely ignores the guidance and direction of the Master Plan. He was not asked to weigh in on the sale, and that he had no knowledge of it until the 15th. He added that he resents that the Commission hasn't given the Planning Commission the courtesy.

Dan Schaafsma, Zeeland, introduced himself as the site design engineer for item 8 A and is available for questions.

Cheryl Lyon-Jenness, 294 Glendale, said the following (provided later to the clerk): My name is Cheryl Lyon-Jenness of 294 Glendale in Parchment. My comments are directed to the proposal to sell a section of City owned property called the "lagoons". This property is near the Kalamazoo River and G Avenue at the northern limits of Parchment's riverfront. I strongly urge you to vote no on this proposal and any other future proposed sales that involve the development of riverbank property. **Let me begin with a number of positive reasons to keep this natural area intact. The riverbank is an outstanding natural area within our city limits, and it is home to a very diverse population of plants and animals.** You've all noted and many of you have seen the heron rookery. The KNC birding researcher visited the area with us some months ago and noted the area is one of the really outstanding birding spots in the region. The river is of course home to many other animals, and the riverbank on our side is a diverse upland woods. For these reasons, is worth preserving. Once it is developed, it is gone. **The area offers unprecedented recreational opportunities for the Parchment community and the region.** These include: A proposed trail along the riverbank winding back through the Parchment community and linking Parchment with the KRVT; kayak launches; river and wildlife viewing platforms; opportunities for "Citizen Science projects with our schools; the possibility of a "paper trail" interpreting the paper industry, and much more. **The area offers opportunity for Parchment to be a real regional player.** We can't develop this river resource on our own but by forming coalitions with our neighbors and by using resources available for these purposes from the State, we have opportunity to become an important environmental and recreational resource for the entire region. **We have an opportunity to re-direct LC Howard to other available land.** My pleas here are not directed at being a "bad neighbor" to LC Howard. The company has obviously invested heavily in Parchment. It is my understanding that there are other areas that can meet their needs and not impact this river environment. **Now let me suggest the consequences of selling this riverfront for development.** There is the potential loss of all these opportunities. There is the potential of sending a very negative message to your own community, and to your own Planning Commission who take the Parchment Master Plan motto "Cherished Past, Sustainable Future" very seriously. Your actions in selling this land for development undermine your own Master Plan, Mill PUD, and the developing Parks and Recreation Plan. Perhaps most importantly, you are sending a message to potential funders. What do you think it means to entities like the River Trustees who have awarded us two grants to maximize the river as an environmental and recreational asset to have our own City Commission turn around and sell a portion for a most environmentally unsound use? I don't think that is the message we want to send. Let me end my plea in this way. I understand that we are all struggling to articulate and act in a way that not only recognizes Parchment's cherished past, but also offers a really sustainable future for our community. As you consider your actions tonight, please think of another challenging decision that a newly formed Village Commission had to make in 1930. Mr. Kindleberger offered the village 38 acres that was to become Kindleberger Park. It is hard to tell what the new village commission actually thought about that proposal as they tried to see into the future. I would say the prospect didn't look promising. They were in the midst of a worsening depression and were being offered a patch of land that couldn't grow much of anything. It would also be very costly to develop. But they did have Mr. Kindleberger's vision to guide them. Get out of your comfort zone, he urged, and act "for future generations who will bless you for your foresight." "I can foresee," Mr. Kindleberger continued, "that in time this parcel of ground will become very valuable for park and recreational purposes." We know the results of Mr. Kindleberger's vision. Parchment's riverfront offers a very comparable opportunity for our community. I urge you to take the long view, to send an appropriate message of support, and to act in a way that protects this invaluable community resource, for all of us, our children, and our sustainable future.

Dennis Collison, 121 Elsmere, wanted to express his bad feeling about the selling the “lagoon property”. He added that he doesn’t want to see the City lose a resource, and the opportunity we have of tying it into the River Trail. He asked the Commission to imagine Kindleberger Park as 3 acres instead of 38.

Clerk Stutz read the **following emails** received at City Hall:

From Maria Maki, Audubon Society of Kalamazoo Member – I am writing to urge the City of Parchment to protect its property adjoining the Kalamazoo River extending from Mosel Avenue North to G Avenue from any development that might impinge on the area’s diverse ecology. This riverine habitat features several natural ponds and wetland areas, wooded riverbanks and extraordinary views of the river itself and the Southwest Michigan Land Conservancy’s Allen Island Preserve. It is home to a large and very active Great Blue Heron rookery, has a nesting population of Pileated Woodpeckers and Wood Ducks, and provides habitat to many songbirds including Bluebirds, Baltimore Orioles, Yellow Warblers, and Scarlet Tanagers. Because the area was once isolated by the large paper mill complex to the east, it remains an essentially wild river and riverine habitat within an urban setting. Looking ahead, this riverfront property offers immense potential for trail development including an easily accessible birding trail, and for environmental remediation as part of the development of the Urban Wildlife corridor funded through the Kalamazoo River Trustees program. For all of these reasons, we urge you to consider the long term natural and recreational value of this unique river landscape and to refrain from selling any portion of it for development purposes.

From the Board Members of the Audubon Society of Kalamazoo – The Audubon Society of Kalamazoo, representing over 300 members, is writing to urge the City of Parchment to protect its property adjoining the Kalamazoo River extending from Mosel Avenue North to G Avenue from any development that might impinge on the area’s diverse ecology. This riverine habitat features several natural ponds and wetland areas, wooded riverbanks and extraordinary views of the river itself and the Southwest Michigan Land Conservancy’s Allen Island Preserve. It is home to a large and very active Great Blue Heron rookery, has a nesting population of Pileated Woodpeckers and Wood Ducks, and provides habitat to many songbirds including Bluebirds, Baltimore Orioles, Yellow Warblers, and Scarlet Tanagers. Because the area was once isolated by the large paper mill complex to the east, it remains an essentially wild river and riverine habitat within an urban setting. Looking ahead, this riverfront property offers immense potential for trail development including an easily accessible birding trail, and for environmental remediation as part of the development of the Urban Wildlife corridor funded through the Kalamazoo River Trustees program. For all of these reasons, we urge you to consider the long term natural and recreational value of this unique river landscape and to refrain from selling any portion of it for development purposes.

From Susan Craeger – I am writing to urge the City of Parchment to protect its property adjoining the Kalamazoo River extending from Mosel Avenue North to G Avenue from any development that might impinge on the area’s diverse ecology. This riverine habitat features several natural ponds and wetland areas, wooded riverbanks and extraordinary views of the river itself and the Southwest Michigan Land Conservancy’s Allen Island Preserve. It is home to a large and very active Great Blue Heron rookery, has a nesting population of Pileated Woodpeckers and Wood Ducks, and provides habitat to many songbirds including Bluebirds, Baltimore Orioles, Yellow Warblers, and Scarlet Tanagers. Because the area was once isolated by the large paper mill complex to the east, it remains an essentially wild river and riverine habitat within an urban setting. Looking ahead, this riverfront property offers immense potential for trail development including an easily accessible birding trail, and for environmental remediation as part of the development of the Urban Wildlife corridor funded through the Kalamazoo River Trustees program. For all of these reasons, we urge you to consider the long term natural and recreational value of this unique river landscape and to refrain from selling any portion of it for development purposes. It is imperative that we retain habitat and the biodiversity within it for future generations to enjoy.

From Thomas Jones – I am writing to urge the City of Parchment to protect its property adjoining the Kalamazoo River extending from Mosel Avenue North to G Avenue from any development that might impinge on the area’s diverse ecology. This riverine habitat features several natural ponds and wetland areas, wooded riverbanks and extraordinary views of the river itself and the Southwest Michigan Land Conservancy’s Allen Island Preserve. It is home to a large and very active Great Blue Heron rookery, has a nesting population of Pileated Woodpeckers and Wood Ducks, and provides habitat to many songbirds including Bluebirds, Baltimore Orioles, Yellow Warblers, and Scarlet Tanagers. Because the area was once isolated by the large paper mill complex to the east, it remains an essentially wild river and riverine habitat within an urban setting. Looking ahead, this riverfront property offers immense potential for trail development including an easily accessible birding trail, and for environmental remediation as part of the development of the Urban Wildlife corridor funded through the Kalamazoo River Trustees program. For all of these reasons, we urge you to consider the long term natural and recreational value of this unique river landscape and to refrain from selling any portion of it for development purposes.

From Tom Nehil and Gail Walter – We are writing to urge the City of Parchment to protect its property adjoining the Kalamazoo River extending from Mosel Avenue north to G Avenue from any development that might impinge on the area's diverse ecology. This riverine habitat features several natural ponds and wetland areas, wooded riverbanks and extraordinary views of the river itself. It is home to a large and very active Great Blue Heron rookery, has nesting populations of Pileated Woodpeckers and Wood Ducks, and provides habitat to many songbirds including Bluebirds, Baltimore Orioles, Yellow Warblers, and Scarlet Tanagers. There are three billion fewer birds in North America today than there were 50 years ago and roughly half of the riparian ecosystems and wetlands in the lower 48 states have already been lost. In January 2021, President Biden signed Executive Order 14008 which recognizes the opportunities that America's lands and waters offer and outlines the challenge to conserve at least 30% of our lands and waters by 2030. The President's vision also recognizes the vital importance of investing in trails and open space. Essential to the success of this endeavor is the need for locally led conservation. Because the area was once isolated by the large paper mill complex to the east, it remains an essentially wild river and riverine habitat within an urban setting. Looking ahead, this riverfront property offers immense potential for trail development including an easily accessible birding trail, and for environmental remediation as part of the development of the Urban Wildlife corridor funded through the Kalamazoo River Trustees program. For all of these reasons, we urge you to consider the long term natural and recreational value of this unique river landscape and to refrain from selling any portion of it for development purposes.

From Andrea Zinkus – the City of Parchment is foolish if they sell and develop this land. There are very few areas around that support wildlife and places that humans can walk and enjoy natural beauty. The City of Parchment will learn the hard way if they put \$\$\$\$\$ before a natural area.

From Russ Schipper – Though I am now a resident of the City of Kalamazoo, I have been a life-long resident of the county, with a genuine appreciation for this area. This note concerns the large block of land on the E side of the Kalamazoo River and North of Mosel Ave. Throughout the country riverfront land is becoming more and more treasured by the public and for good reason. Waterfront parkland offers much to local residents and draws others to the area. This large chunk of open land would also be very valuable for wildlife, both in its own right and as part of a natural corridor. An additional factor I would like to present is that in the early 1990's one of those projects was surveying the breeding birds on many sections of the Kalamazoo River for the Kalamazoo Natur Center and specifically this section from Verberg Park to D Avenue. While no rare birds were expected or located, my fellow paddler, Steve Allen, and I were impressed at what was present. Considering this opportunity, I would strongly urge the Parchment City Commission to leave at least a large portion of this space protected from development. Particularly the area adjacent to the river. Certainly future generations will be indebted to you for that responsible decision.

6. Consent Agenda

A. Moved by Commissioner Conner, supported by Commissioner Fooy 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. Community Policing Survey – action. Mayor Britigan reminded the group that the Kalamazoo Township Police Department has commissioned a policing survey through WMU and asked if Parchment wants to be included in the survey as a “neighborhood”. The cost is approximately \$1400 and questions are not able to be changed. Commissioner Fooy noted he was against this, that he wants the city to do its own survey. Commissioner Conner agreed. No action was taken for lack of a motion.

B. Community Policing Grant – action. The Mayor explained this grant that KTPD is applying for that allows for a community policing officer. It has a match for the first 3 years, but then the 4th year would have to be covered by the city in full. Treasurer Stutz put together an analysis of the General Fund budget going out 4 years for the Commission. No action was taken for lack of a motion.

C. Planned Unit Development – Second Reading, Adoption. Kent DeBoer, Chairperson of the Planning Commission, said there have been no changes to this since the first reading, and that this puts control back to the City. He added that it is a real source of pride and potential tax income. Moved by Vice Mayor Jordan, supported by Commissioner Fooy to accept the Second Reading of the Planned Unit Development as written. 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.

Moved by Commissioner Conner, supported by Commissioner Fooy to approve the PUD for final adoption. 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. Purchase Agreements for LC Howard and Global Remediation and Environmental Services, LLC. – action. Mayor Britigan asked the Commission if there were questions since the last meeting. Attorney Soltis noted that he was unable to speak/connect with Georgia Pacific’s attorney for any new information. The Mayor added that the LC Howard contract expired – and that he understands that they think other options will be able to accomplish both the City’s and LC Howard’s goals and objectives. City Manager Stoddard recounted a conversation she had with the Zoning Administrator on site – that the ability of using some of the mill property in the northeast section could make it a very good option for LC Howard. Discussion regarding the property continued, though no action took place.

8. New Business

A. Resolution for Amendment 1, Waste Not C&D Recycling Center – approve. Mayor Britigan explained that this resolution adds Waste Not to the County’s Solid Waste Management Plan, saying that all municipalities must act. Dan Schaafsma added that there is no impact on Parchment directly for either amendment, this is just a formality of the system which hasn’t been updated in 20 years. He said during public hearings there were some residents who attended, but the measure passed unanimously at the township and county level.

RESOLUTION FOR THE APPROVAL OF AMENDMENT 1 – WASTE NOT C&D
RECYCLING CENTER - TO THE
KALAMAZOO COUNTY SOLID WASTE MANAGEMENT PLAN

By action of the Commission of the City of Parchment,

It is hereby resolved that we Approve Amendment 1 - Waste Not C&D Recycling Center, to the Kalamazoo County Solid Waste Management Plan, prepared pursuant to the Natural Resources and Environmental Protection Act, 1994 PA451, as amended (NREPA) Part 115, Solid Waste Management, and its Administrative Rules.

Moved by Commissioner Madaras, Supported by Vice Mayor Jordan to approve the resolution above. 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. Resolution for Amendment 2, Miller Road Transfer Station – approve.

RESOLUTION FOR THE APPROVAL OF AMENDMENT 2 – MILLER ROAD
TRANSFER STATION - TO THE
KALAMAZOO COUNTY SOLID WASTE MANAGEMENT PLAN

By action of the Commission of the City of Parchment,

It is hereby resolved that we approve Amendment 2 – Miller Road Transfer Station, to the Kalamazoo County Solid Waste Management Plan, prepared pursuant to the Natural Resources and Environmental Protection Act, 1994 PA451, as amended (NREPA) Part 115, Solid Waste Management, and its Administrative Rules.

Moved by Commissioner Madaras, Supported by Commissioner Conner to approve the resolution above. 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. Public Safety Committee Survey Recommendation. Commissioner Conner said that the survey questions haven't changed but now there's a rating system that he hopes to get a response from citizens on. He feels the questions are straightforward and wants results prior to contract negotiations. City Manager Stoddard noted that it will be put in with residents tax bill at the beginning of July. Lengthy discussion took place over wording and intent of questions. Moved by Commissioner Fooy to table this survey until next meeting and to look for a different way to send the survey. The motion died for lack of support. Further discussion on questions took place. Moved by Commissioner Evans, supported by Commissioner Bagley to adopt the survey with changes made to questions 1, 5 and 6. 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. Year-End Budget Amendment - approve. City Treasurer Stutz said that in reviewing financials prior to fiscal year end, she has identified only one budget amendment necessary to avoid a negative budget variance. She said that increasing the budget in account 101-100-740 (General Fund Operating Supplies) to \$4700 will account for expenses incurred in the four elections during the year. She added that \$2000 in expenses will be reimbursed by the County. Moved by Commissioner Madaras, supported by Commissioner Evans to approve the Year End Budget Amendment as presented.

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

Motion Carried 7-0.

9. Citizen Comments

Cheryl Lyon-Jenness, 294 Glendale, offered a sincere thank you for listening to everyone's comments and for taking concerns seriously. She said she hopes all can work toward that end.

10. Mayor and Commissioner Comments

Commissioner Evans thanked everyone for their comments, and praised the Public Safety Committee on their work on the survey. She then voiced her support for in person meetings.

Commissioner Fooy said he remembered when the City didn't own the mill property, and now he's excited about a trail but is concerned about maintenance. Regarding police, he mentioned that even when we had our own police force, somethings happened that were never solved – we also have to think about all the costs involved like retirement.

Vice Mayor Jordan thanked the public for their comments, and the Public Safety Committee for their work on the survey.

Mayor Britigan noted meetings can be held in person now, but according to the county, virtual meetings can go through the end of the year. We will have an agenda item for this at the July 19 meeting. He then reminded everyone about the Kindleberger Summer Festival July 7-12, saying he's looking forward to it.

11. City Manager Comments/Reports

City Manager Stoddard stated that the Emergency Order from the County currently goes through the end of the year, but may be lifted in September. She added that City Hall will follow County hours starting July 1, 9a-4p. She then reminded everyone she would be on vacation and back for festival. She invited anyone who has questions or concerns to call Shannon and/or Phil.

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 9:01 p.m.

Shannon Stutz, City Clerk



City of Parchment
Check Register Report
Warrant 1441

Check #	Check Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
36436	06/21/2021	LAUREN CHASSE	Deposit Refund - 06/04/21	100.00
36437	06/21/2021	CINTAS	Uniform Rental & Towels	245.50
36438	06/21/2021	CONSUMERS ENERGY	Monthly Citywide energy use	3,223.43
36439	06/21/2021	CORNERSTONE TECHNOLOGIES	Monthly Contract-6/4 to 7/3/21	202.38
36440	06/21/2021	TAYLER CURRIE	Sidewalk cement work	2,489.00
36441	06/21/2021	DEYOUNG LANDSCAPE SERVICE	Turf Treatment #3-Garden	167.00
36442	06/21/2021	ENGINEERED PROTECTION SYSTEMS	Water Trtmt-Service Call	199.00
36443	06/21/2021	FORD, KRIEKARD, SOLTIS & WISE	Police/Gen'l Matters - May	2,861.63
36444	06/21/2021	SARA GRAY	Graphic Designer -2021 Festiva	400.00
36445	06/21/2021	GREG'S TREE SERVICE	Remove Trees in Park	2,900.00
36446	06/21/2021	KALAMAZOO AREA BUILDING AUTHOR	Prop Maint-415 Glendale	55.00
36447	06/21/2021	KALAMAZOO OIL CO.	Fuel Charges-5/16 to 5/31/21	362.69
36448	06/21/2021	LOY NORRIX FORENSICS	Costume Rentals-KSF	200.00
36449	06/21/2021	MLIVE MEDIA GROUP	Public Notices/Affidavits	294.93
36450	06/21/2021	MORTON SALT, INC.	111 Tons Road Salt	7,950.32
36451	06/21/2021	MUNICODE	Annual Admin Fee-6/1/21-5/31/	225.00
36452	06/21/2021	PANSE GREENHOUSES	Flowers for Garden Club Downto	222.00
36453	06/21/2021	AUSTIN PATTON	Mowing-Kal Photo	135.00
36454	06/21/2021	PODS ENTERPRISES,LLC	POD - Festival	367.00
36455	06/21/2021	PRECISION TREE CARE	Remove Tree @ PW	2,500.00
36456	06/21/2021	PREIN & NEWHOF	Sanitary Infrastructure	2,941.26
36457	06/21/2021	REPUBLIC SERVICES #249	City Wide Pickup-June	8,632.30
36458	06/21/2021	SBAM PLAN	Employee Ins - July 2021	9,962.17
36459	06/21/2021	SEVERANCE ELECTRIC CO INC	Traffic Signal Maint-May 2021	120.00
36460	06/21/2021	UNITED STATES POSTAL SERVICE	Bulk Mail #1576	2,000.00



City of Parchment
Check Register Report
Warrant 1442

Check #		Vendor Name	Check Description	Amount
MERCANTILE Checks				
36462	07/06/2021	HERMAN BLANCHARD	Full Refund-6/19/21	300.00
36463	07/06/2021	DJ BRANNAN	Stage Manager	700.00
36464	07/06/2021	LISA BRANNAN	Utility Supplies-Festival	72.01
36465	07/06/2021	CLAUDIA BRITIGAN	Batteries-Festival	295.17
36466	07/06/2021	CINTAS	Uniform Rental & Towels	221.85
36467	07/06/2021	COMPANION LIFE	Life & AD&D Ins-July	57.00
36469	07/06/2021	CONSUMERS ENERGY	City Monthly energy use	1,583.19
36470	07/06/2021	MATT ERVINE	Sound Designer	2,500.00
36471	07/06/2021	FARMERS ALLEY THEATRE	Entertainment - Festival	2,000.00
36472	07/06/2021	KEN HOLDA	Director	1,250.00
36473	07/06/2021	JONS TO GO	Portable Restroom-Festival	191.25
36474	07/06/2021	KRISTINA JORDAN	2021 Festival Director	2,000.00
36475	07/06/2021	KAL CO HEALTH & COMMUNITY SERV	HHW Monthly Fees-May	40.90
36476	07/06/2021	KALAMAZOO OIL CO.	Fuel Charges 6/1 to 6/15/21	552.58
36477	07/06/2021	KALAMAZOO SYMPHONY ORCHESTRA	Instrumental Petting Zoo	500.00
36478	07/06/2021	KB PRODUCITONS, INC.	concert on 7/12/21	3,300.00
36479	07/06/2021	ANDREW KNIBLOE	Pit Orchestra	385.00
36480	07/06/2021	KRESA PRINT CENTER	June Newsletter-2100	1,178.08
36481	07/06/2021	MATT LANDON	Pit Orchestra	70.00
36482	07/06/2021	RACHEL LOHRBERG	Costume Rentals/Purchase Fabri	1,110.22
36483	07/06/2021	ETHAN MARTIN	Pit Orchestra	315.00
36484	07/06/2021	MODERNISTIC	Carpet Cleaning-City Hall	288.75
36485	07/06/2021	JARED NORWOOD	Pit Orchestra	385.00
36486	07/06/2021	AUSTIN PATTON	Mowing-615 N Riverview	425.00
36487	07/06/2021	MICHAEL PETERMAN	Pit Orchestra	385.00
36488	07/06/2021	RIVERRUN PRESS	Festival/Summer Sch Postcards	1,487.71
36489	07/06/2021	SIRASA SCHONDER	Music Director	1,200.00
36490	07/06/2021	KARA SMITH	Mileage-April, May, June	100.91
36491	07/06/2021	RYAN SMITH	Air Brush Tattoos	400.00
36492	07/06/2021	KRIS ALLEMANG STAHL	Choreographer	1,200.00
36493	07/06/2021	MISTY STENBERG	Refund Deposit-06/27/2021	100.00
36494	07/06/2021	MARK TOMLONSON	Pit Orchestra	385.00
36495	07/06/2021	JJ TREADWAY	Pit Orchestra	385.00
36496	07/06/2021	KATIE TULIN	Paint & Supplies-Scenery	1,527.98
36497	07/06/2021	JACK VANDERBEEK	Clown for Festival	200.00

ACCT. NUMBER: XXXX XXXX XXXX 1546			
CREDIT LIMIT	15,000.00	CASH ADVANCE BALANCE	.00
CURRENT BALANCE	8,655.17	MINIMUM PAYMENT DUE	8,655.17
AVAILABLE CREDIT	6,344.83	PAYMENT DUE DATE	07-23-21

CORPORATE ACCOUNT ACTIVITY

CITY OF PARCHMENT XXXX-XXXX-XXXX-1546		TOTAL CORPORATE ACTIVITY \$6,230.52 CR		
Post Date	Trans Date	Reference Number	Transaction Description	Amount
06-16	06-16	75569261167000000001745	ANNUAL PROGRAM FEE	250.00
06-21	06-21		AUTO PAYMENT DEDUCTION	6,480.52 CR

INDIVIDUAL CARDHOLDER ACTIVITY

PHIL WOLTHUIS XXXX-XXXX-XXXX-1793	CREDITS \$141.29	PURCHASES \$3,838.40	CASH ADV \$0.00	TOTAL ACTIVITY \$3,697.11
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Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
05-28	05-27	55488721147206199000160	ZLS LBM LLC ZEELAND 6168791129 MI		141.29 CR
05-31	05-27	02305371149000586127305	TRACTOR SUPPLY #1272 KALAMAZOO MI		75.56
06-02	06-01	55436871152161526464134	ABC SUPPLY CO BRANCH 5 KALAMAZOO MI		36.04
06-03	06-01	02305371153100109821880	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		20.67
06-03	06-02	55547501154754226133764	CONSUMERS CONCRETE 301 KALAMAZOO MI		217.00
06-03	06-02	55432861153200182100006	IN *QUALITY PRECAST IN 269-3420539 MI		1,149.92
06-11	06-10	05227021161300257655846	RIETH RILEY KALAMAZOO 269-343-4525 MI		67.42
06-11	06-10	05436841161200056164289	WAANDERS CONCRETE COMP 269-673-6352 MI		750.00
06-16	06-15	85101651166980004925865	SHARP SHOP KALAMAZOO MI		27.96
06-16	06-15	05345881166300265774422	KENDALL ELECTRIC INC 269-978-3838 MI		61.21
06-17	06-16	05227021167300258102578	RIETH RILEY KALAMAZOO 269-343-4525 MI		69.84
06-21	06-18	55432861169200854209657	IN *SOYSOLV BIOSOLVENT 877-7697658 OH		362.78
06-23	06-22	55432861173200980834737	IN *ACE PARKING LOT ST 269-3498900 MI		1,000.00

BILL CAHILL XXXX-XXXX-XXXX-1801	CREDITS \$0.00	PURCHASES \$489.02	CASH ADV \$0.00	TOTAL ACTIVITY \$489.02
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Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
06-04	06-03	75500591154900011600053	J & J LOCKSMITHS KALAMAZOO MI		69.20
06-09	06-07	85179241159700609006986	ONE WAY PRODUCTS 269-343-3772 MI		295.93
06-16	06-14	02305371166100085183664	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		123.89

JIM DUBY XXXX-XXXX-XXXX-1892	CREDITS \$0.00	PURCHASES \$140.69	CASH ADV \$0.00	TOTAL ACTIVITY \$140.69
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Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
05-28	05-26	02305371147100206836699	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		34.48
05-31	05-28	05227021167300258103568	CARLS TIRE AND SMALL E KALAMAZOO MI		30.00
06-09	06-08	55446411159839142343545	FERGUSON WTRWRKS #3393 KALAMAZOO MI		34.01
06-17	06-15	02305371167100078121829	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		13.74
06-25	06-24	55446411175839143721756	FERGUSON WTRWRKS #3393 KALAMAZOO MI		28.46

CAMRON J BOEKHOVEN XXXX-XXXX-XXXX-9114	CREDITS \$0.00	PURCHASES \$765.12	CASH ADV \$0.00	TOTAL ACTIVITY \$765.12
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Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
05-27	05-26	75456671146900013000018	WOLVERINE LAWN MAINT KALAMAZOO MI		535.83
06-17	06-16	05227021167300258103568	RIETH RILEY KALAMAZOO 269-343-4525 MI		78.57
06-18	06-16	02305371168100101099157	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		19.98
06-28	06-25	5545370117704200061141	ADVANCE AUTO PARTS #17 KALAMAZOO MI		34.98
06-28	06-24	02305371176100104317234	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		45.95

ACCT. NUMBER: XXXX XXXX XXXX 1546			
CREDIT LIMIT	15,000.00	CASH ADVANCE BALANCE	.00
CURRENT BALANCE	8,655.17	MINIMUM PAYMENT DUE	8,655.17
AVAILABLE CREDIT	6,344.83	PAYMENT DUE DATE	07-23-21

INDIVIDUAL CARDHOLDER ACTIVITY					
06-28	06-25	05314611177500292998697	LEADERS MARINE KALAMAZOO MI		49.81
NANCY R STODDARD XXXX-XXXX-XXXX-7241		CREDITS \$0.00	PURCHASES \$667.17	CASH ADV \$0.00	TOTAL ACTIVITY \$667.17
Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
06-22	06-21	02305371173600064322929	USPS.COM EVERY DOOR DT 800-782-6724 DC		387.84
06-23	06-22	05227021173300251936214	MARANA GROUP 269-383-9333 MI		279.33
SHANNON STUTZ XXXX-XXXX-XXXX-9125		CREDITS \$0.00	PURCHASES \$2,646.06	CASH ADV \$0.00	TOTAL ACTIVITY \$2,646.06
Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
05-28	05-28	55432861148200659482281	SPECTRUM 855-707-7328 MO		119.98
06-08	06-07	82305091158000018481167	PIXELVINE FREEPORT MI		71.25
06-10	06-09	75500591160900014300018	OTTEN TROPHIES & AWARD KALAMAZOO MI		855.50
06-14	06-13	82305091164000012467800	PIXELVINE FREEPORT MI		65.00
06-16	06-14	85140511166900012300033	CORNERSTONE OFFICE SYS RCOLE@CORNERS MI		202.38
06-16	06-15	82301821166900018189542	CORPORATE TECHNOLOGIES 952-7153600 MN		425.00
06-22	06-21	55432861172200666300863	IN *MIDWEST CUSTOM EMB 269-3817660 MI		642.00
06-28	06-28	55432861179200521931780	SPECTRUM 855-707-7328 MO		119.98
06-28	06-26	55432861177200926940628	SPECTRUM 855-707-7328 MO		144.97

Kindleberger Park Reservation Form

- Sunken Garden/Gazebo** (\$250 non-resident/\$150 resident) (3 hour block)
\$100 deposit required
- Stage** (\$350 non-resident/\$200 resident) (3 hour block) \$100 deposit required
- Picnic Pavilion 1** (\$100 non-resident, \$50 resident) (4 hour block)
- Picnic Pavilion 2** (\$100 non-resident, \$50 resident) (4 hour block)
- Picnic Pavilion 3** (\$100 non-resident, \$50 resident) (4 hour block)
- Picnic Pavilion 4** (\$100 non-resident, \$50 resident) (4 hour block)
- Picnic Pavilion 5** (\$100 non-resident, \$50 resident) (4 hour block)

Name: Tim Verdries Phone: 269 823 4500
Address: 626 Parchment, Parchment, MI 49004
Email: bill.hutch@outlook.com Alternate Phone: 269 303 3113
Date of Event: July 21, 2021 Time: 10-2 pm

Type of event: Picnic
Approximate number of attendees: 15
Will there be music as part of your event? NO
Name of DJ, musical performer, sound technician: -

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

Name & address for deposit return: Same as above

Signature: Tim Verdries Date: 7.9.21

*This reservation form is your receipt, confirming your reserved area.
Should you experience any problem during your event, please contact the
Kalamazoo Township Police Department at 269-488-8911.*

FOR INTERNAL OFFICE USE:
Application received by: LS Date: 7-9-21
Payment amount received: \$50 Receipt # 12206
Check # _____ Cash _____ Credit ✓

APPROVAL
Signature _____ Date _____

Kindleberger Park Reservation Form

Area of park to be reserved:

- Sunken Garden/Gazebo (\$250 non-resident/\$150 resident)(3 hour block)
\$100 deposit required
- Stage (\$350 non-resident/\$200 resident)(3 hour block) \$100 deposit required
- Lower Softball Field (\$25 non-resident, \$10 resident)(only available after 7/31)
- Tennis Court 1 (\$25 non-resident, \$10 resident)(1 hour period)
- Tennis Court 2 (\$25 non-resident, \$10 resident)(1 hour period)
- Picnic Pavilion 1 (\$100 non-resident/\$50 resident for 4 hour block)
- Picnic Pavilion 2 (\$100 non-resident/\$50 resident for 4 hour block)
- Picnic Pavilion 3 (\$100 non-resident/\$50 resident for 4 hour block)
- Picnic Pavilion 4 (\$100 non-resident/\$50 resident for 4 hour block)
- Picnic Pavilion 5 (\$100 non-resident/\$50 resident for 4 hour block)

Name: Art Rush and Senaida Muniz Phone: 269-303-4293
Address: 52684 Timmer Ln, Mattawan MI 49071
Email: Senaidamhuizar@gmail.com/Dragon4ever21@yahoo.com
Alternate Phone: 269-312-4806
Date of Event: July 24, 2021 Time: 12 PM-3PM

How many attendees at your event? 15 to 30

Will there be music as part of your event? No

Name of DJ, Musical Performer, Sound Technician: _____

Decorations, rental chairs/tents/tables? - describe: 4-6 tables and 20 chairs

***See park rules on reverse side of form

Signature Art Rush / Senaida Muniz

Date 07/07/2021

FOR INTERNAL OFFICE USE:

Application received by: [Signature] Date: 7-7-21

Payment amount received: \$450 Receipt # 12201
Check # _____ Cash credit

APPROVAL

Signature _____

Date _____



Kindleberger Park Reservation Form

Sunken Garden/Gazebo (\$250 non-resident/\$150 resident) (3 hour block)
\$100 deposit required

Stage (\$350 non-resident/\$200 resident) (3 hour block) \$100 deposit required

Picnic Pavilion 1 (\$100 non-resident, \$50 resident) (4 hour block)

Picnic Pavilion 2 (\$100 non-resident, \$50 resident) (4 hour block)

Picnic Pavilion 3 (\$100 non-resident, \$50 resident) (4 hour block)

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

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

Name: Dawn Massey Phone: (269) 760-5454

Address: 3226 Butternut

Email: Dawnmassey6@gmail.com Alternate Phone: _____

Date of Event: July 24 2021 Time: 1-5

Type of event: Graduation

Approximate number of attendees: around 30

Will there be music as part of your event? from Bluetooth speaker

Name of DJ, musical performer, sound technician: none

Decorations, rental chairs/tents/tables? Describe: balloons and banner

Name & address for deposit return: _____

Dawn Massey
Signature

June 22nd 2021
Date

*This reservation form is your receipt, confirming your reserved area.
Should you experience any problem during your event, please contact the
Kalamazoo Township Police Department at 269-488-8911.*

FOR INTERNAL OFFICE USE:

Application received by: KS Date: 6-24-21

Payment amount received: \$100 NO Receipt # 12170

Check # _____ Cash _____ Credit _____

APPROVAL

Signature

Date

COPY

RECEIVED
JUL 1 2021
PAID

Kindleberger Park Reservation Form

Sunken Garden/Gazebo (\$250 non-resident/\$150 resident) (3 hour block)
\$100 deposit required

Stage (\$350 non-resident/\$200 resident) (3 hour block) \$100 deposit required

Picnic Pavilion 1 (\$100 non-resident, \$50 resident) (4 hour block)

Picnic Pavilion 2 (\$100 non-resident, \$50 resident) (4 hour block)

Picnic Pavilion 3 (\$100 non-resident, \$50 resident) (4 hour block)

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

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

Name: Tricia Prouty Phone: 269-830-3372
Address: 32 Maple St. Galesburg MI 49063
Email: triciamari91@gmail.com Alternate Phone: _____
Date of Event: 07/31/21 Time: 1:00 pm

Type of event: Wedding

Approximate number of attendees: 20

Will there be music as part of your event? NO

Name of DJ, musical performer, sound technician: N/A

Decorations, rental chairs/tents/tables? Describe: N/A

Name & address for deposit return: Tricia Prouty
32 Maple St Galesburg MI 49063

Signature: [Handwritten Signature] Date: 06/28/21

*This reservation form is your receipt, confirming your reserved area.
Should you experience any problem during your event, please contact the
Kalamazoo Township Police Department at 269-488-8911.*

FOR INTERNAL OFFICE USE:

Application received by: [Signature] Date: 7/1/21

Payment amount received: \$350 Receipt # 12690

Check # _____ Cash Credit

APPROVAL

Signature _____

Date _____

Kindleberger Park Reservation Form

Sunken Garden/Gazebo (\$350 non-resident/\$250 resident) (3 hour block)
Includes \$100 refundable deposit

Stage (\$450 non-resident/\$300 resident) (3 hour block) *Includes \$100 deposit*

Picnic Pavilion 1 Upper (\$100 non-resident, \$50 resident) (4 hour block)

Picnic Pavilion 2 Upper (\$100 non-resident, \$50 resident) (4 hour block)

Picnic Pavilion 3 Upper (\$100 non-resident, \$50 resident) (4 hour block)

Picnic Pavilion 4 Lower (\$100 non-resident, \$50 resident) (4 hour block)

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

Name: Gwen Berry Phone: 8705715841

Address: 550 Haymac

Email: None Alternate Phone: _____

Date of Event: August 21, 2021 Time: 11-3pm

Type of event: Family picnic

Approximate number of attendees: 50

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

Name of DJ, musical performer, sound technician: _____

Decorations, rental chairs/tents/tables? Describe: chairs, table cloths

Name & address for deposit return: _____

Signature on phone Date 7-9-21

This reservation form is your receipt, confirming your reserved area. Should you experience any problem during your event, please contact the Kalamazoo Township Police Department at 269-488-8911.

FOR INTERNAL OFFICE USE:

Application received by: KS Date: 7-9-21

Payment amount received: \$50 Receipt # 12207

Check # _____ Cash _____ Credit Y

APPROVAL

Signature _____ Date _____

Kindleberger Park Reservation Form

_____ **Sunken Garden/Gazebo** (\$250 non-resident/\$150 resident) (3 hour block)
\$100 deposit required

_____ **Stage** (\$350 non-resident/\$200 resident) (3 hour block) \$100 deposit required

_____ **Picnic Pavilion 1** (\$100 non-resident, \$50 resident) (4 hour block)

_____ **Picnic Pavilion 2** (\$100 non-resident, \$50 resident) (4 hour block)

_____ **Picnic Pavilion 3** (\$100 non-resident, \$50 resident) (4 hour block)

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

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

Name: Amanda Galvin Phone: 269-370-9259
Address: 332 Espanola ave, Parchment MI 49004
Email: amanda.galvin@stryker.com Alternate Phone: _____
Date of Event: Aug 21st 2021 Time: NOON - 1500

Type of event: Family Reunion

Approximate number of attendees: 15

Will there be music as part of your event? NO

Name of DJ, musical performer, sound technician: _____

Decorations, rental chairs/tents/tables? Describe: NO - just picnic tables

Name & address for deposit return: Amanda Galvin

Amanda Galvin _____
Signature Date

*This reservation form is your receipt, confirming your reserved area.
Should you experience any problem during your event, please contact the
Kalamazoo Township Police Department at 269-488-8911.*

FOR INTERNAL OFFICE USE:

Application received by: [Signature] Date: 6-22-21

Payment amount received: \$150 Receipt # 12100

Check # _____ Cash _____ Credit

APPROVAL

Signature Date



Parchment School District
520 North Orient Street
Parchment, MI 49004
(269) 488.1050 PHONE
(269) 488.1060 FAX
www.parchmentschools.org

June 24, 2021

To Parchment City Council:

Parchment High School Student Council is seeking permission to host our annual Parchment Homecoming Parade on **Friday, September 17 at 5 pm**. We plan on starting at Kindleberger Park (arrive at 4 pm) work our way down Riverview, travel up "G" Avenue, turn right at Orient, turn left on Thomas/Central Elementary and finish at Parchment High School.

We are also asking for permission to set off fireworks during half-time festivities of the homecoming game. We will be using the same fireworks company – American Traditions owned by Bill and Jerri Fayling. American Traditions has donated their service to Parchment High School and the community for almost 10 years!!

If you have any questions or concerns, please contact our Student Council advisor Jodie Lugar-McManus at 488-1173.

Sincerely,

Luke Penny
Parchment HS Student Council
Executive Board President

Parchment High School Student Council
Attn: Jodie Lugar-McManus
1916 East G Avenue
Parchment, MI 49004
(269)488-1173

Parchment High School
1916 East G Avenue
Parchment, MI 49004
(269) 488.1100

Parchment Middle School
307 North Riverview Drive
Parchment, MI 49004
(269) 488.1200

Central Elementary
516 North Orient Street
Parchment, MI 49004
(269) 488.1000

North Elementary
5535 Keyes Drive
Kalamazoo, MI 49004
(269) 488.1400

Northwood Elementary
600 Edison Street
Kalamazoo, MI 49004
(269) 488.1300

Barclay Hills
Education Center
1125 East Mosel Avenue
Kalamazoo, MI 49004
(269) 488.1470

Preschool &
Childcare Center
600 Edison Street
Kalamazoo, MI 49004
(269) 488.1360



2021 MONTHLY PERMITS BY JURISDICTION

MONTH OF JUNE 2021			
JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	15	\$ 4,859
COMSTOCK	ELECTRICAL	12	\$ 2,098
COMSTOCK	MECHANICAL	16	\$ 2,477
COMSTOCK	PLUMBING	7	\$ 1,114
COMSTOCK	SPECIAL - JURISDICTION	-	\$ -
COMSTOCK	SPECIAL - HOMEOWNER	1	\$ 55
TOTAL COMSTOCK		51	\$ 10,603
KALAMAZOO	BUILDING	10	\$ 1,350
KALAMAZOO	ELECTRICAL	12	\$ 2,053
KALAMAZOO	MECHANICAL	26	\$ 3,759
KALAMAZOO	PLUMBING	12	\$ 1,436
KALAMAZOO	SPECIAL - JURISDICTION	6	\$ 330
KALAMAZOO	SPECIAL - HOMEOWNER	1	\$ 55
TOTAL KALAMAZOO		67	\$ 8,983
PARCHMENT	BUILDING	1	\$ 3,013
PARCHMENT	ELECTRICAL	1	\$ 114
PARCHMENT	MECHANICAL	2	\$ 310
PARCHMENT	PLUMBING	-	\$ -
PARCHMENT	SPECIAL - JURISDICTION	2	\$ 110
PARCHMENT	SPECIAL - HOMEOWNER	-	\$ -
TOTAL PARCHMENT		6	\$ 3,547
PINE GROVE	BUILDING	5	\$ 5,434
PINE GROVE	ELECTRICAL	5	\$ 767
PINE GROVE	MECHANICAL	6	\$ 1,047
PINE GROVE	PLUMBING	4	\$ 760
PINE GROVE	SPECIAL - JURISDICTION	-	\$ -
PINE GROVE	SPECIAL - HOMEOWNER	-	\$ -
TOTAL PINE GROVE		20	\$ 8,008
RICHLAND	BUILDING	5	\$ 590
RICHLAND	ELECTRICAL	11	\$ 2,052
RICHLAND	MECHANICAL	14	\$ 2,730
RICHLAND	PLUMBING	2	\$ 478
RICHLAND	SPECIAL - JURISDICTION	-	\$ -
RICHLAND	SPECIAL - HOMEOWNER	2	\$ 110
TOTAL RICHLAND		34	\$ 5,960
RICHLAND VILLAGE	BUILDING	-	\$ -
RICHLAND VILLAGE	ELECTRICAL	-	\$ -
RICHLAND VILLAGE	MECHANICAL	1	\$ 130
RICHLAND VILLAGE	PLUMBING	-	\$ -
RICHLAND VILLAGE	SPECIAL - JURISDICTION	-	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	-	\$ -
TOTAL RICHLAND VILLAGE		1	\$ 130
TOTAL		179	\$ 37,231.00

REVENUE	REVENUE
JUNE 2020	% PREV YEAR MONTH
\$ 153,622	24.2%

PERMITS	PERMITS
JUNE 2020	% 2020 - YTD
220	81%



2021 MONTHLY PERMITS BY JURISDICTION

YEAR TO DATE AS OF: JUNE 2021

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	90	\$ 69,551
COMSTOCK	ELECTRICAL	84	\$ 14,968
COMSTOCK	MECHANICAL	84	\$ 14,731
COMSTOCK	PLUMBING	43	\$ 8,000
COMSTOCK	SPECIAL - JURISDICTION	15	\$ 825
COMSTOCK	SPECIAL - HOMEOWNER	6	\$ 330
TOTAL COMSTOCK		322	\$ 108,405
KALAMAZOO	BUILDING	83	\$ 13,948
KALAMAZOO	ELECTRICAL	80	\$ 12,741
KALAMAZOO	MECHANICAL	138	\$ 25,491
KALAMAZOO	PLUMBING	56	\$ 7,208
KALAMAZOO	SPECIAL - JURISDICTION	33	\$ 1,870
KALAMAZOO	SPECIAL - HOMEOWNER	8	\$ 440
TOTAL KALAMAZOO		398	\$ 61,698
PARCHMENT	BUILDING	4	\$ 3,533
PARCHMENT	ELECTRICAL	12	\$ 2,195
PARCHMENT	MECHANICAL	11	\$ 7,296
PARCHMENT	PLUMBING	2	\$ 674
PARCHMENT	SPECIAL - JURISDICTION	4	\$ 220
PARCHMENT	SPECIAL - HOMEOWNER	0	\$ -
TOTAL PARCHMENT		33	\$ 13,918
PINE GROVE	BUILDING	31	\$ 19,177
PINE GROVE	ELECTRICAL	23	\$ 3,248
PINE GROVE	MECHANICAL	26	\$ 4,490
PINE GROVE	PLUMBING	13	\$ 2,650
PINE GROVE	SPECIAL - JURISDICTION	3	\$ 165
PINE GROVE	SPECIAL - HOMEOWNER	0	\$ -
TOTAL PINE GROVE		96	\$ 29,730
RICHLAND	BUILDING	58	\$ 82,098
RICHLAND	ELECTRICAL	72	\$ 17,653
RICHLAND	MECHANICAL	86	\$ 19,089
RICHLAND	PLUMBING	44	\$ 9,677
RICHLAND	SPECIAL - JURISDICTION	1	\$ 55
RICHLAND	SPECIAL - HOMEOWNER	3	\$ 165
TOTAL RICHLAND		264	\$ 128,737
RICHLAND VILLAGE	BUILDING	5	\$ 2,102
RICHLAND VILLAGE	ELECTRICAL	6	\$ 809
RICHLAND VILLAGE	MECHANICAL	9	\$ 1,201
RICHLAND VILLAGE	PLUMBING	4	\$ 535
RICHLAND VILLAGE	SPECIAL - JURISDICTION	0	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	0	\$ -
TOTAL RICHLAND VILLAGE		24	\$ 4,647
TOTAL KABA	YTD	1137	347,134

REVENUE	REVENUE
YTD - JUNE 2020	% 2020 - YTD
\$ 289,775	119.8%

REVENUE
% 2021 YTD BUDGET
1.1%

PERMITS	PERMITS
YTD - JUNE 2020	% 2020 - YTD
831	136.8%

2021 MONTHLY CUMULATIVE TOTALS			
# PERMITS	REVENUE		
185	\$	91,435	JAN
157	\$	41,412	FEB
201	\$	73,173	MAR
227	\$	51,524	APRIL
188	\$	52,360	MAY
179	\$	37,231	JUNE
-	\$	-	JULY
-	\$	-	AUG
-	\$	-	SEPT
-	\$	-	OCT
-	\$	-	NOV
-	\$	-	DEC
1,137	\$	347,134	2021

Property Maintenance Inspections

Parchment

07/01/2021

Special Permit

Permit #	Job Address	Parcel Number	Owner	Contractor	Date Entere	Fee Total Due
PS21-18-064	103 DEVON Apt C4	06-02-320-750	JBS TREASURE TROVE		06/14/2021	55.00
✓ Work Description: Property Maintenance Request from City of Parchment Property Maintenance Inspectio Completed: 06/17/2021						
PS21-18-066	120 OAK GRV	06-02-154-140	120 OAK GROVE LLC		06/14/2021	55.00
✓ Work Description: Property Maintenance Request from City of Parchment Property Maintenance Inspectio Completed: 06/16/2021						

Total Permits: 2

Total Fees Due: \$110.00

Population: All Records
 Permit.Type = Special
 Permit AND
 Permit.Status = HOLD (FEE)
 AND
 Permit.Category = Jurisdiction
 Request AND
 GovernmentUnitList.UnitCode =
 18

Permit List

07/02/2021

Building

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB20-18-444	100 ISLAND	06-03-280-019	400 ISLAND AVENUE LI	Building Restoration,	06/30/2021	\$3,013.00	\$528,764

Work Description: Renovation of existing building 29496 s.f. mixed occupancy "F" group, 7768 s.f."B" group per plans.

FIRE SUPPRESSION REQUIRED AND PROVIDED

Total Permits For Type: 1

Total Fees For Type: \$3,013.00

Total Const. Value For Type: \$528,764

Report Summary

Population: All Records

Permit.DateIssued Between
6/1/2021 12:00:00 AM AND
6/30/2021 11:59:59 PM AND
Permit.PermitType = Building
AND
Permit.BasicUsage = Commercial
AND
GovernmentUnitList.UnitCode =

Grand Total Fees: \$3,013.00

Grand Total Permits: 1

Grand Total Const. Value: \$528,764

KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE
Minutes of the May 26, 2021 Meeting

CALL TO ORDER

The May 26, 2021 Policy Committee Meeting was called to order by Chair Randy Thompson at 9:09 a.m.

INTRODUCTIONS

Introductions were made by all present.

ROLL CALL

Meeting attendance and contact tracing data 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
Jim Frederick	Cooper Township
Todd Hackenberg	Village of Lawton
Libby Heiny-Cogswell, Vice Chair	Oshtemo 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
Tracy Locey	Brady Township
Don Martin	Kalamazoo Township
Nick Loeks	Texas Township
Sherine Miller	Kalamazoo Township
Dennis Olson	Village of Vicksburg
Pete Pfeiffer	Michigan Department of Transportation, TSC
Jeff Sorensen	Cooper Township
Paul Sotherland	KATS Citizens Advisory Committee
Jon Speeter	Pavilion Township
Randy Thompson, Chair	Comstock Township
Michael Tomlinson	Prairie Ronde Township
Don Ulsh	Schoolcraft Township
Jerry VanderRoest	Charleston Township
Mark Worden	Road Commission of Kalamazoo County

MEMBERS ABSENT

Carol Daly	Village of Mattawan
Jeff Franklin	Michigan Department of Transportation
Jason Gatlin	Wakeshma Township
John Gisler	Kalamazoo County
Jeff Heppler	Village of Augusta
Sarah Joshi	City of Galesburg
Sarah Moyer-Cale	Village of Paw Paw
Chris Praedel	City of Kalamazoo

Patricia Randall

City of Portage

OTHERS PARTICIPATING

Robert Henderson	Van Buren Public Transit
Nate Henschel	Congressman Upton's Office
Sean McBride	Metro
Megan Mickelson	Kalamazoo Area Transportation Study
Ryan Minkus	Road Commission of Kalamazoo County
Fred Nagler	Kalamazoo Area Transportation Study
Elizabeth Rumick	Kalamazoo Area Transportation Study
Kathy Schultz	Metro
Paul Selden	BFK
Jon Start	Retired Kalamazoo Area Transportation Study
Steve Stepek	Kalamazoo Area Transportation Study
Paul Selden	Bike Friendly Kalamazoo
Ali Townsend	Kalamazoo Area Transportation Study
Fred Upton	Congressman

CHANGES OR ADDITIONS TO THE AGENDA

Steppek mentioned Congressman Fred Upton is visiting today and will be speaking during the New Business portion of the meeting.

APPROVAL OF THE AGENDA

MOTION by Sorensen, SECOND by Janssen, ***"to approve the agenda of the May 26, 2021 Policy Committee Meeting."*** MOTION APPROVED.

PUBLIC COMMENTS

Selden of Bike Friendly Kalamazoo thanked all attendees, agencies, municipalities, and the community who participated in and supported the recently concluded Kalamazoo Bike Week.

CONSENT AGENDA

- ACCEPTANCE OF THE TREASURER'S REPORT
- ACCEPTANCE OF THE TECHNICAL COMMITTEE REPORT (MAY 13, 2021)
- ACCEPTANCE OF THE SOUTHCENTRAL MICHIGAN PLANNING COUNCIL REPORT
- APPROVAL OF THE MINUTES FROM THE APRIL 28, 2021 MEETING

MOTION by Johnson, SECOND by Sorensen, ***"to accept and approve the items on the Consent Agenda."*** MOTION APPROVED.

PRIORITIZATION PROCESS DISCUSSION

Steppek reported the draft Prioritization Process is included in the meeting packet. Prior to the development of the next Transportation Improvement Program, KATS reviews the prioritization process used to assign funding. The Prioritization Subcommittee of the Technical Committee met several times to discuss any potential changes to the currently adopted process. Overall, the changes are minor in scope. The committee felt it was important to incorporate Asset Management into the process. The draft removes 5 points from the multiple funding source category and adds

the points to a new preventive maintenance (PM) category. Submit questions or comments on this draft as soon as possible. The document and the process will be on June's agenda for adoption.

PUBLIC TRANSPORTATION UPDATES

Aardema reported the Metro five-year service agreement to provide service in Texas Township, mainly for Kalamazoo Valley Community College, has been extended. Metro's one year agreement to provide bus service for Western Michigan University was also renewed. Metro will begin a Comprehensive Operational Analysis in August with the assistance of a consultant. Citizens are able to provide comments on the system. Discussion for the planned county-wide Kalamazoo County Transportation Authority (KCTA) millage in November will occur at their June meeting. Janssen added KCTA plans to continue reduced service, free fare, and the use of Plexiglas barriers through the end of summer.

EXECUTIVE DIRECTOR'S REPORT

Steppek stated all updates are included in the meeting packet. Thompson invited recently retired Executive Director Jonathan Start to speak. Start noted when the results of the 2020 Census Data are known, some road functions included the Federal Aid System may change.

NEW BUSINESS – CONGRESSMAN FRED UPTON

Chair Thompson introduced Congressman Fred Upton. One big issue recently resolved is dredging of the St. Joseph Harbor. Freighters bringing construction materials for road projects were unable to pass through the shallow water from low lake levels. An emergency allocation of \$500,000 was found to complete the dredging. Freighters are now able to navigate the waterway. Congressional Committees have brought back earmarks. Upton supported bringing them back under the condition they are fully transparent and have local support. Upton supports earmarks for the highway bill, which authorizes spending on roads, bridges, rail and transit. Locally, this earmark would benefit construction on US-131 to divert semis from the Graphic Packaging expansion away from downtown Kalamazoo. Upton invited attendees to review past Kitchen Table updates on his website upton.house.gov, and to join future talks. Drouin asked if agencies can expect guidance on how to spend any potential American Rescue Plan (ARP) funds. The risk is that agencies may unknowingly spend the funds in an unallowed manner and have to repay them. Upton answered more guidance will be given on that. VanderRoest reported Charleston Township is working with architects for a building addition. The architects did not think Rescue funds were eligible for construction projects even though the addition is COVID-19 related. Henschel reported rules are in-process and will communicate further guidance. Pfeiffer asked if broadband updates can be funded with the Rescue money. Upton responded the American Rescue Plan can be used to upgrade broadband infrastructure. In addition, projects related to protecting the electric/energy grid are eligible. Johnson asked Upton's outlook on whether there would be a new Highway Bill, or an extension of the current bill. Upton stated the Surface Transportation law, one-year extension of the 2015 act expires September 30, 2021. We will know more next month. Johnson stated the Road Commission of Kalamazoo County is attempting to find a long-term funding solution for infrastructure. The American Recovery and Reinvestment Act can be used for water, sewer, and broadband infrastructure. Ush reported Cooper Township may receive 1 million dollars of ARP funds without guidance on how to spend them. Britigan pointed out President Biden is pro-electric vehicle (EV) and asked Upton where he sees the future of EV. Upton responded Biden plans to eliminate carbon emissions by 2035. Upton added that although there are lots of incentives offered for EV, a mere 2 percent of vehicles on the roads are EV. Upton pointed out the challenges of EV including:

- Infrastructure does not exist to support EV transportation
- Currently, state laws do not allow charging customers for the cost of electricity at charging stations making little incentive for businesses to support them.
- Installing enough charging stations will cost tens of millions of dollars

Even though many people have EVs, Upton is skeptical that a full transition will occur by 2035. Some of the hurdles include:

- Cars are more fuel efficient than they used to be
- Gas prices have not kept up with inflation
- People are driving less due to COVID

Sorensen mentioned new building codes are in the process of requiring an Electrical Vehicle ready infrastructure. Aardema asked for a status update on the Letter of Support written to Upton on the City of Kalamazoo Downtown one-way Street Conversion. Upton responded, there were not enough funds to cover all the earmark requests they received. Upton is instead moving forward with the US-131 project for the Highway Bill. Johnson added that whatever Upton could do to bring attention to the shortage of employees for skilled labor, skilled trade, or commercial drivers would be appreciated. Upton agreed the labor shortage is a huge issue not only here but all over America. Many restaurants and companies are struggling with staff shortages.

PUBLIC COMMENTS

Selden of Bike Friendly Kalamazoo, offered praise to Start for his involvement with KATS, positive leadership and other skills, and wished him luck on his retirement. Members echoed Selden congratulating, thanking, and applauding Start.

MEMBER COMMENTS

Sorensen reported he is Chair of a new Sub-Committee along with Township Supervisors, to work on community broadband needs. Richland and Cooper Townships have known broadband upgrade needs. The Sub-Committee is soliciting broadband information from agencies. The American Recovery and Reinvestment Act funds can support broadband upgrades and we are starting to see dollars allocated to that.

Pfeiffer suggested attendees refer to the Technical Committee Report in the packet for Michigan Department of Transportation updates. In addition, work has picked up on US-131 north of M-43. The M-343 and G Avenue Roundabout project is on-going. The traffic signal at M-96 and 33rd Street is functioning after a very long project delay due to complications with Amtrak. There is a traffic signal project at US-131 and D Avenue. The M-96 project funded with winter savings is from Augusta not Galesburg to the Kalamazoo/Calhoun County line as stated in the report.

Martin representing Kalamazoo Township, reported the \$600-million-dollar Graphic Packaging International LLC expansion is underway. Plans are being discussed to keep their anticipated increased semi-trucks away from downtown streets.

Olson representing the Village of Vicksburg, reported a major 12-million-dollar project on downtown streets will begin June 13, 2021 immediately following the Car Show on June 11-12, 2021. The project is expected to be completed by October. Thirty lead water lines in the city were replaced. The Village is hosting Flea Markets this summer as well as an Antique Show on Father's Day. A \$50-80 million-dollar project will transform the old papermill into a hotel and brewery.

Britigan reported the Kindleberger Summer Festival will take place in the City of Parchment July 7 – 12, 2021.

Heiny-Cogswell announced copper pipes were stolen in Oshtemo Township and advised attendees to use caution with theirs. A sidewalk project on Stadium Drive in Oshtemo is underway.

Sotherland from the KATS Citizens Advisory Committee, reminded attendees of the summer-long bicycling event in Kalamazoo County called Ride Our Routes 2021. The event will take place from June through September and invites bicyclists of any age and ability to enjoy the Kalamazoo County non-motorized routes that include both designated roads and shared-use paths. Pick up a contest entry form posted on the Kalamazoo Bicycle Club webpage. If you ride all the routes, you can win a t-shirt.

VanderRoest stated a \$400,000 grant will be used to fund an I-94 project through Charleston Township.

Johnson thanked Sotherland for mentioning the opportunity to win a t-shirt. Johnson mentioned Start is missed that the Transportation Asset Management Council meetings. The Road Commission of Kalamazoo County (RCKC) has over 200 projects scheduled for the season. Drivers should use patience as work has begun and orange barrels are everywhere. A test-run of chip-seal has been performed and will be fine-tuned. Dust control on gravel roads is delayed due to a driver shortage. VanderRoest asked if calcium chloride was being used. Johnson answered it is along with any options RCKC has. Material costs for culvert and guard rails is going up. Non-motorized "Move Over 5" signs are available upon request. RCKC has information sessions coming up. RCKC submitted bridge applications to the state for local bridge funding. For the first time, RCKC bundled the application to include the Augusta bridge project along with RCKC bridges. The application is under review by the state. The RCKC 2020 Annual Report was issued May 25, 2021 and is available on the website. Worden will be delivering copies to agencies. Feedback is appreciated.

RECOGNITION OF JONATHAN START'S RETIREMENT

Steppek explained Jon's retirement celebration was delayed a year due to the COVID-19 pandemic. Attendees expressed thanks and appreciation for Jon's 19 years of service at KATS, including as the Executive Director, and presented his gift.

Start opened an engraved clock, expressed thanks, appreciation, and enjoyment working with attendees. Start noted how far non-motorized progress has come and is pleased with City of Kalamazoo street projects.

ADJOURNMENT

Thompson invited attendees to the Comstock Township ribbon cutting ceremony today at Merrill Park at 4:30 p.m. along with the dedication of the Fire Fighter Memorial.

Chair Thompson adjourned the May 26, 2021 Policy Committee Meeting at 10:15 a.m.

Next Meeting: Wednesday, June 30, 2021 - 9:00 a.m.

CITY OF PARCHMENT
KALAMAZOO COUNTY, MICHIGAN

DRAFT

ORDINANCE _____

AN ORDINANCE TO REGULATE MOBILE FOOD TRUCKS AND VENDORS WITHIN THE CITY OF PARCHMENT; TO REPEAL ALL OTHER ORDINANCES OR PARTS THEREIN INCONSISTENT OR CONTRARY TO THIS ORDINANCE; AND TO PROVIDE FOR AN EFFECTIVE DATE FOR THIS ORDINANCE.

THE CITY OF PARCHMENT ORDAINS:

ARTICLE I

Chapter 18, Sections 18-76 through 18-80, are hereby reserved.

ARTICLE II

Chapter 18, Sections 18-81 through 18-90, are hereby added and shall now read:

Sec. 18-81. Short Title.

This Article may be referred to as the "City of Parchment Mobile Food Vehicle Ordinance."

Sec. 18-82. Definitions.

As used in this Article, the following terms shall have the meanings indicated:

Mobile Food Vehicle shall mean a motorized vehicle which, upon issuance of a license by the City Clerk and conformance with the regulations established by this Article, may temporarily park upon a public street and engage in the service, sale or distribution of ready-to-eat food for individual portion service to the general public directly from the vehicle. *Trailer?*

Mobile Food Vehicle Vendor shall mean the registered owner of a mobile food vehicle or the owner's agent or employee; and referred to in this Article as "vendor."

Sec. 18-83. Scope.

The provisions of this Article apply to mobile food vehicles engaged in the business of cooking, preparing and distributing food or beverage with or without charge upon or in public and private restricted spaces. This Article does not apply to vehicles which dispense food and that move from place-to-place and are stationary in the same location for no more than 15 minutes at a time, such as ice cream trucks or food vending pushcarts and stands located on sidewalks.

Sec. 18.84. License Required.

- A. It shall be unlawful for any person, including any religious, charitable or non-profit organization, to operate within the City a mobile food vehicle without having obtained from the City Clerk a license for that purpose.
- B. A person desiring to operate a mobile food vehicle shall make written application for such license to the City Clerk. The application for a license shall be on forms provided by the City Clerk and shall include the following:
 - 1. Name, signature, phone number, e-mail contact and business address of the applicant.
 - 2. A description of the preparation methods and food product offered for sale, including the intended menu.
 - 3. Information on the mobile food vehicle, to include year, make and model of the vehicle and dimensions, which shall not exceed 36 feet in length or 9 feet in width.
 - 4. Information setting forth the proposed hours of operation, area of operations, plans for power access, water supply and wastewater disposal.
 - 5. Copies of all necessary licenses or permits issued by the Kalamazoo County Health Department.
 - 6. Insurance coverage:
 - a. Proof of a general comprehensive liability policy with limits of no less than \$2,000,000 combined single limit coverage issued by an insurer licensed to do business in this state and which names the City as an additional insured.

- b. Proof of a public liability and property damage motor vehicle policy with limits of no less than \$1,000,000 issued by an insurer licensed to do business in this state.
- C. All vendors receiving a license under this Article shall pay the annual fee as set from time-to-time by the City Commission.
- D. The City Clerk shall issue no more than 10 active mobile food vehicle licenses for any calendar year. Each mobile food vehicle license shall expire on December 31 of each year.
- E. A license issued under this article shall not be transferable from person to person.
- F. A license is valid for one vehicle only and shall not be transferred between vehicles.

Sec. 18.85. Regulations.

- A. No operator of a mobile food vehicle shall park, stand or move a vehicle and conduct business within areas of the City where the license holder has not been authorized to operate. The City Commission shall, by Resolution, identify those streets and public areas where parking by mobile food vehicles is permitted.
- B. The customer service area for mobile food vehicles shall be on the side of the truck that faces a curb, lawn or sidewalk when parked. No food service shall be provided on the driving-lane side of the truck. No food shall be prepared, sold or displayed outside of mobile food vehicles.
- C. No mobile food vehicle vendor shall provide or allow any dining area within 10 feet of the mobile food vehicle, including, but not limited to, tables and chairs, booths, stools, benches or stand-up counters.
- D. Customers shall be provided with single-service articles, such as plastic utensils and paper plates, and a waste container for their disposal. All mobile food vehicle vendors shall offer a waste container for public use which the vendor shall empty at its own expense. All trash and garbage originating from the operation of mobile food vehicles shall be collected and disposed of off-site by operators each day. Spills of food or food by-products shall be cleaned up, and no dumping of gray water on the streets is allowed.
- E. No mobile food vehicle shall make or cause to be made any unreasonable or excessive noise. The operation of all mobile food vehicles shall meet the City

Noise Ordinance, including generators. No loud music, other high-decibel sounds, horns or amplified announcements are allowed.

- F. Signage is only allowed when placed on mobile food vehicles. No separate free-standing signs are permitted.
- G. No flashing or blinking lights or strobe lights are allowed on mobile food vehicles or related signage when the vehicle is parked and engaged in serving customers. All exterior lights with over 60 watts shall contain opaque hood shields to direct the illumination downward.
- H. Mobile food vehicles, when parked on public streets, shall be parked in conformance with all applicable parking restrictions and shall not hinder the lawful parking or operation of other vehicles.
- I. A mobile food vehicle shall not be parked on the street overnight or left unattended and unsecured at any time food is in the vehicle. Any mobile food vehicle found to be unattended shall be considered a public safety hazard and may be ticketed and impounded.
- J. A vendor shall not operate a mobile food vehicle within 500 feet of any fair, festival, special event or civic event that is licensed or sanctioned by the City unless the vendor has obtained permission from the event sponsor.
- K. The issuance of a mobile food vehicle license does not grant or entitle the vendor to the exclusive use of any service route or parking space to the license holder.
- L. A vendor shall not operate on private property without first obtaining written consent to operate from the affected private property owner. A private property owner shall not permit parking by a mobile food vehicle until a special use permit has been obtained to allow for use.
- M. No mobile food vehicle shall use external signage, bollards, seating or other equipment not contained within the vehicle. When extended, awnings for mobile food vehicles shall have a minimum clearance of seven feet between the ground level and the lowest point of the awning or support structure.
- N. Any power required for the mobile food vehicle located on a public way shall be self-contained, and a mobile food vehicle shall not use utilities drawn from the public right-of-way. Mobile food vehicles on private property may use electrical power from the property being occupied or an adjacent property, but only when the property owner provides written consent to do so. All power sources must be self-contained. No power cable or equipment shall be extended at or across any City street, alley or sidewalk.

- O. Mobile food vehicles shall not be parked within 150 feet of an existing brick-and-mortar restaurant during the hours when such restaurant is open to the public for business.

Section 18.86. Food Truck and Food Trailer Operational Safety.

In order to protect the public health, safety and welfare and in addition to the other requirements of this Ordinance, a food truck or food trailer operator of a food truck or food trailer in use in the City shall adhere by to following operational safety requirements:

- A. The operator shall not leave cooking equipment unattended while it is still hot.
- B. The operator shall only operate or permit the operation of cooking equipment only when all windows, service hatches, and ventilation sources are fully opened unless weather conditions require the retaining of interior heat.
- C. The operator shall ensure that all gas supply piping valves and gas container valves are fully closed when the equipment is not in use.
- D. The operator shall ensure that all cooking equipment, including the cooking ventilation system, is regularly cleaned and grease removed.
- E. All mobile or temporary cooking operations shall be separated from other mobile or temporary cooking operations by a clear space distance of 10 feet.
- F. The address of the current operational location for all food trucks or food trailers in use in the City shall be posted accessible to all employees.

Section 18.87. Fuel and Power Source Regulations Applicable to Food Trucks and Trailers.

In addition to the other requirements of this Ordinance, a food truck or trailer owner or operator of a food truck or trailer in use in the City of Parchment shall be required to adhere to the following regulations regarding the cooking fuel and power source(s):

- A. Prior to commencing cooking, the operator shall verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours.
- B. Refueling shall only be permitted during non-operating hours.

- C. Any engine-driven source of power shall be separated from the public by barriers, such as physical guards, fencing, or enclosures.
- D. Any engine-driven source of power shall be turned off and completely shut down prior to refueling from a portable container.
- E. Prior to refueling from a portable container, the operator shall verify that surfaces of engine-driven source of power are cool to the touch.
- F. An operator shall ensure that all electrical appliances, fixtures, equipment, and wiring comply with the NFPA 70®.
- G. An operator shall ensure that exhaust from engine-driven sources of power comply with the following:
 - 1. The source of exhaust shall be located at least 10 feet in all directions from openings and air intakes.
 - 2. The source of exhaust shall be located at least 10 feet from every means of egress.
 - 3. The source of exhaust shall be directed away from all buildings.
 - 4. The source of exhaust shall be directed away from all other cooking vehicles and operations.

Section 18.88. Propane System Integrity.

In addition to the other requirements of this Ordinance, a food truck or trailer owner or operator of a food truck or trailer in use in the City of Parchment which utilizes propane for cooking fuel shall adhere to the following regulations regarding the propane system integrity prior to placing such unit in use in the City:

- A. The operator shall ensure that the main shutoff valve on all gas containers is readily accessible at all times.
- B. The operator shall ensure that portable gas containers are in the upright position and secured to prevent tipping over.
- C. The operator shall perform leak testing on all new gas connections of the gas system.
- D. The operator shall perform leak testing on all gas connections affected by replacement of an exchangeable container.

- E. The operator shall ensure that where a gas detection system is installed, that it has been tested in accordance with the manufacturer's instructions.
- F. The operator shall document all leak testing and shall make documentation available for review by the authorized official.
- G. The operator shall ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system.

Section 18.89. Solid Fuel Regulations for Food Trucks and Food Trailers.

In addition to the other requirements of this Ordinance, a food truck or trailer owner or operator of a food truck or trailer in use in the City of Parchment which utilizes solid fuel (wood, charcoal, or other fuel) for cooking shall adhere to the following additional regulations prior to placing such unit in use in the City:

- A. Such fuel shall not be stored above any heat-producing appliance or vent.
- B. Such fuel shall not be stored closer than 3 feet to any cooking appliance.
- C. Such fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods.
- D. Such fuel is not stored in the path of the ash removal or near removed ashes.
- E. Ash, cinders, and other fire debris shall be removed from the firebox at regular intervals and at least once a day.
- F. Removed ashes, cinders, and other removed fire debris must be placed in a closed, metal container located at least 3 feet from any cooking appliance.

Section 18.90. Violation and Penalty.

Any person, firm, association, partnership, corporation, or governmental entity who violates any of the provisions of this Ordinance or fails to adhere to a site plan approved hereunder; fails to obtain a permit, or fails to provide fire safety equipment or inspections as required herein; fails to adhere to the parameters of a permit issued, fails to remove a temporary structure or otherwise violates any provision of this Ordinance shall be deemed to be responsible for a municipal civil infraction as defined by Michigan Statute which shall be punishable by civil fine determined in accordance with the following schedule:

Minimum Fine	Maximum Fine
--------------	--------------

1st Offense within 3-year period*	\$150.00	\$500.00
2nd Offense within 3-year period*	\$250.00	\$500.00
3rd Offense within 3-year period*	\$325.00	\$500.00
4th or More Offense within 3-year period*	\$500.00	\$500.00

* Determined on the basis of the date of commission of the offense(s).

Additionally, the violator shall pay costs which may include all expenses, direct and indirect, which the City of Parchment has incurred in connection with the municipal civil infraction. In no case, however, shall costs of less than \$10.00 nor more than \$500.00 be ordered. In addition, the City shall have the right to proceed in any court of competent jurisdiction for the purpose of obtaining an injunction, restraining order, or other appropriate remedy to compel compliance with this Ordinance. Each day that a violation of this Ordinance exists shall constitute a separate violation of this Ordinance.

Once a license has been issued, it may be revoked, suspended or not renewed by the City Clerk for failure to comply with the provisions of this Article and any rules or regulations promulgated by the City.

ARTICLE III

All Ordinances or parts thereof in conflict herewith are hereby repealed and shall be of no further force and effect.

ARTICLE IV

Any and all sections, terms, provisions and/or clauses herein shall be deemed independent and severable. Should any court of competent jurisdiction hold any section, term, provision or clause void and/or invalid, all remaining sections, terms, provisions and/or clauses not held void and/or invalid shall continue in force and effect.

ARTICLE V

This Ordinance shall take force and effect 30 days after publication of a summary hereof, after adoption by the City Commission.

CERTIFICATE

I, Shannon Stutz, City Clerk for the City of Parchment, do hereby certify that the foregoing City of Parchment Ordinance Number _____ was adopted by the City Commission at a regular meeting held on _____, 2020, and that the following is a record of the vote of the members of said City Commission on said Ordinance:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Shannon Stutz
City Clerk

MEMORANDUM

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

From: Nancy R Stoddard, City Manager

Date: July 13, 2021

Re: USDA Requirements for Grant

Motion to approve the cost of \$7,700 for title work to research easement/right-of-way (ROW) documentation.

Prein & Newhof (P&N) has reviewed all available data related to the City of Parchment's utilities and associated easements.

Reviewing the City's archives of easement documents, available county records, and P&N survey records, there are 25 parcels for which existing easements could not be found. This does not mean that easements do not exist. To verify if easements exist, an 80-year title search and last deed of record will need to be performed by a title company. There are 25 parcels that need to be researched; the cost to perform this work is \$7,700.

Prior to bidding the USDA project, proof must be provided that all existing utilities are in dedicated ROWs or easements. This is normally the longest lead time with this type of project and is why we are requesting this work to begin. In the event an easement does not exist on an existing parcel, a legal description and easement document will need to be prepared, signed by the current owner, and recorded at the County. Once the title work is completed, we can understand the level of effort and develop a cost to complete the easement work.

All these costs are reimbursable under the USDA program at the time of loan closing.

MEMORANDUM

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

From: Nancy R Stoddard, City Manager

Date: July 15, 2021

Re: Paving of Maple and Church Streets

Two local roads in the City of Parchment have reached a critical rating for maintenance: Maple Street between Riverview Drive and Park Avenue is the main route into Kindleberger Park and also the entrance to the Public Works facility. The road, just before the curve has broken down to the base and no amount of patching will preserve it.

Church Street between Park Avenue and Glendale. We have found that the same has happened to this portion of Church Street. No amount of patching will stave off the breaking down of this street. A 2" milling will be performed on the streets with additional gravel to be added to the worst parts, bonding agent will be put on, and bituminous materials will be applied and compacted to a 2" thickness.

The following budget adjustment will effectively split (\$25k/\$29k) paving costs between the General Fund and Local Streets Fund.

101-100-999 increase budget \$25,000 to authorize a transfer from General Fund to Local Streets
203-451-800 increase budget \$54,000 to account for the construction/paving of Church, Park, and Maple.

Motion to approve the cost of \$54,000 for the paving of Maple Street from Riverview Drive to Park Avenue, the paving of Church Street from Park Avenue to Glendale, approve the budget amendment as written, and authorize the City Manager to execute all documents related to this action.



Lakeland Asphalt Corp.
 548 Avenue A
 Battle Creek, MI 49037
 www.lakelandasphalt.com

Phone: 269-964-1720
 Fax: 269-964-8202

Submitted to: City of Parchment
 Attn: Phil Wolthuis
 650 S Riverview Dr.
 Parchment, MI 49004
 (269) 344-6400

Job: _____

Date: June 16, 2021

Job No. _____

superintendent@parchment.org

We hereby submit specifications and estimates for: Bituminous paving/resurfacing of Park Dr/Maple St and Church St as described below:

Park Dr/Maple St

1. Cold mill existing pavement two inches in depth (Approx 2800 sy).
2. Full Depth Section: Cold mill (remove) existing pavement (Approx. 530 sy).
3. Fine grade and compact existing gravel base in full depth section.
4. Prior to resurfacing, pave (HMA) leveling course in full depth section in one course application of bituminous material with a compacted thickness of two inches.
5. Clean and prepare area for resurfacing.
6. Apply bonding agent over area to be resurfaced.
7. Resurfacing is to be done in a one course application of bituminous materials with a compacted thickness not less than 2 inches.

NOTE: Some existing cracks may reappear after being resurfaced.

Church St

1. Cold mill (remove) existing pavement.
2. Fine grade and compact existing gravel. If unsuitable materials are found after pavement removal and new processed gravel is required for a stable foundation for new paving, this work will be additional to the contract price.
3. Paving is to be done in a two course application of bituminous materials with a compacted thickness not less than four inches.
 - a) Leveling Course: MDOT 13A - 2"
 - b) Wearing Course: MDOT 36A - 2"

NOTE: Place an 'x' in the appropriate box to indicate work to be done, and sign below.

Park Dr/Maple St
 \$ 35,400.00

Church St
 \$ 18,600.00

THIS CONTRACT INCLUDES ALL OF THE STANDARD CONDITIONS SET FORTH ON THE REVERSE SIDE.



 Authorized Signature

Note: This contract may be withdrawn by us if not accepted within 15 days.

PAYMENT IN FULL UPON RECEIPT OF INVOICE



NOTE: Credit Card Payments will be subject to a 3% processing fee.

ACCEPTANCE OF CONTRACT & STANDARD CONDITIONS

I (We) have read the above contract INCLUDING THE STANDARD CONDITIONS ON THE REVERSE SIDE, and hereby accept the prices, specifications, and standard conditions as stated. You are hereby authorized to begin the work as proposed at your earliest convenience. We also acknowledge receipt of this Contract and agree that it is accurate and as contracted.

Date: _____ **Signature:** _____ (owner/officer)
 _____ (owner/officer)

Please sign and return one copy of this Contract to Lakeland Asphalt Corp.

City of Trachment



Full Depth 4" Raving

2" Milling + Resurfacing



Lakeland Asphalt Corp.

548 Avenue A
Battle Creek, MI 49037
www.lakelandasphalt.com

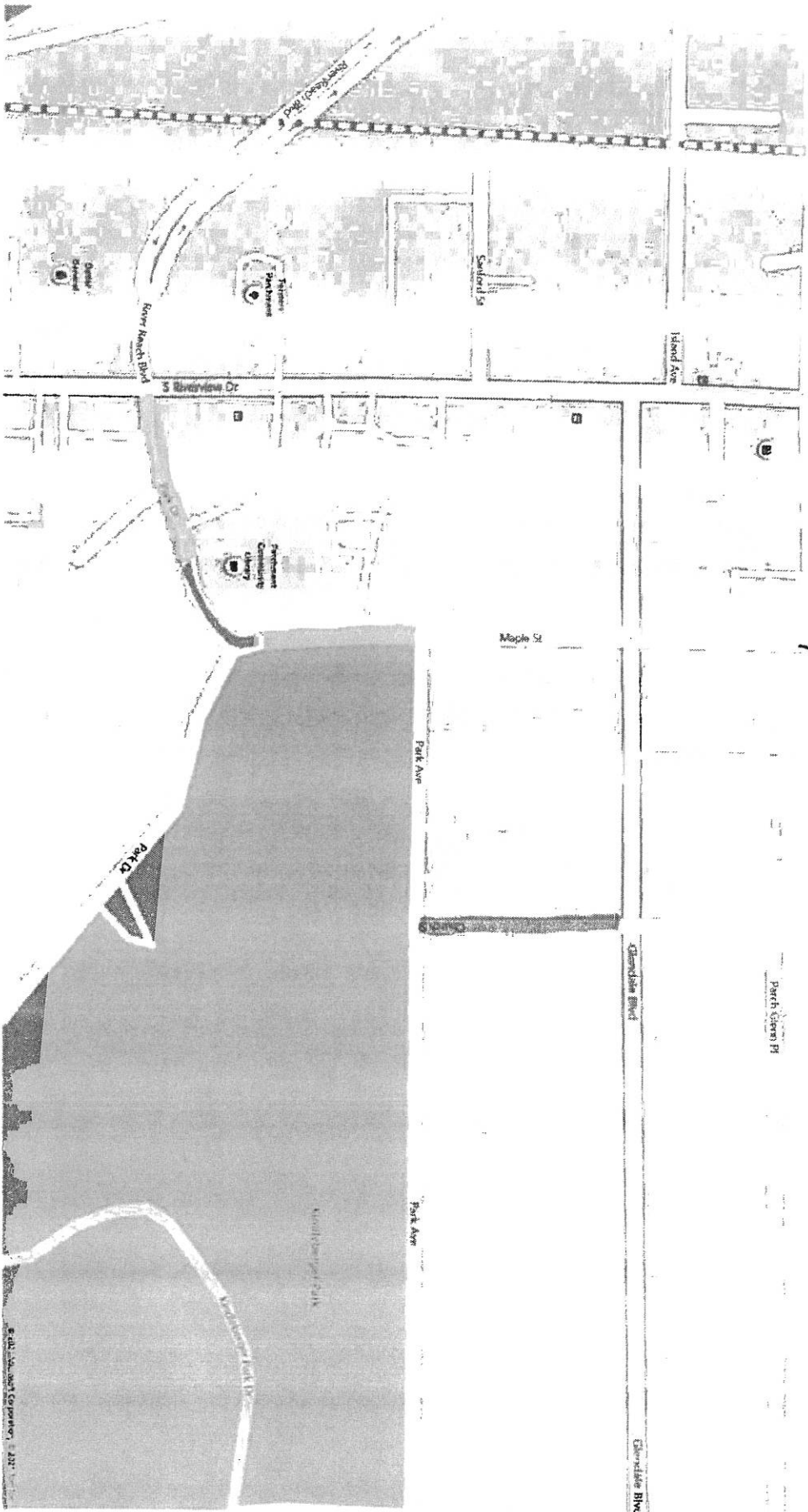
Phone: 269-964-1720
Fax: 269-964-8202

STANDARD CONDITIONS OF THIS CONTRACT

All terms and provisions of the conditions, as set forth below, shall be agreed to and accepted as being part of this Contract.

1. Lakeland Asphalt Corporation warrants and guarantees the quality of materials and workmanship to be free of any defects for a period of one year from the date of installation of asphalt driveway. All work is to be completed according to this contract. Unless otherwise provided in the contract, the customer is to provide a properly compacted and stable base upon which any material is to be placed. We make no warranty of the merchantability, and there are no warranties which extend beyond the description contained in this contract. For contracts that include removals, the phrase "Full Depth Removal" shall not exceed the depths of proposed new material depths unless otherwise specifically described so in the issued proposal or by written agreement by an authorized representative of owner/customer in the form of formal change order
2. We will not be liable for delays caused by labor disturbances, weather conditions, acts of God, accidents, shortages of necessary materials and/or supplies, or any other cause beyond our control.
3. Any damage to or caused by appurtenances, including but not limited to stumps, buried concrete slabs and footings, septic tanks, sprinkler systems or utilities not specifically described on the plans or accurately marked on the site so as to make us aware of the exact location and depth, will be the customer's responsibility; and any extra work involved will become an extra charge above the original quoted pricing.
4. Extra work not included in this Contract will be performed only upon written order by the customer of their authorized representative.
5. Work contracted under the terms of this Contract is subject to and includes applicable state sales tax if a valid sales tax exemption certificate is not provided by the customer.
6. Lakeland Asphalt Corporation will not proceed with the work as specified in this Contract until satisfied with the customer's ability and intent to pay according to the terms outlined herein.
7. PAYMENT IS DUE UPON CUSTOMER'S RECEIPT OF INVOICES issued per periodic progress estimates for work completed to date. If prompt payment is not received, Lakeland Asphalt Corporation will suspend work in progress.
8. Nothing herein contained shall be construed as a waiver of modification of Lakeland Asphalt Corporation's statutory lien rights, which lien rights Lakeland Asphalt Corporation will exercise if payment by customer is not properly made.

City of Fackment



Full Depth 4" Paving

2" Milling + Resurfacing

9. A SERVICE CHARGE OF 2% PER MONTH, which is an annual percentage rate of 24% per annum, will be made on all account balances not paid within 30 days of invoice date. In the event Lakeland Asphalt Corporation deems it necessary, a lien may be filed on the property subject to this contract. In such event, a charge of \$250.00 shall be added to the contract price. In the event litigation is required to collect monies owed on this contract, customer shall pay court costs and actual attorney fees.
10. Our workers are fully covered by workers compensation insurance.
11. Any signature on this contract for work on property shall be deemed to be signed by and on behalf of any other owner who does not sign. Likewise, service of process on one such owner shall bind and be deemed effective for all owners.

A residential builder or a residential maintenance and alteration contractor is required to be licensed under Article 24 of Act 299 of the Public Acts of 1980, as amended, being Sections 399.2401 to 399.2412 of the Michigan Compiled Laws. 338.881 to 338.892 of the Michigan Compiled Laws. That a plumber is required to be licensed under Act 266 of the Public Acts of 1929, as amended, being Sections 338.901 to 338.917 of the Michigan Compiled Laws. If the contractor is required to be licensed to provide the contracted improvements, that the contractor is so licensed. If a license is required, the contractor's license number is N/A.

I (We) have read the Standard Conditions and hereby accept the prices, specifications, and standard conditions as stated. You are hereby authorized to begin the work as proposed at your earliest convenience. We also acknowledge receipt of this Contract and agree that it is accurate and as contracted.

Date: _____ Signature: X _____ (owner/officer)

Signature: _____ (owner/officer)

Please sign and return one copy of these STANDARD CONDITIONS to Lakeland Asphalt Corp.



RESOLUTION NO. 2021-6
ACCEPTANCE OF AMERICAN RESCUE ACT FUNDS

At a regular meeting of the City of Parchment, Kalamazoo County, Michigan on the 19th day of July 2021 at 7:00 P.M.

PRESENT:

ABSENT:

MOTION BY:

SUPPORTED BY:

WHEREAS, The City Commission approve accepting the direct award of \$191,334.00 from the American Rescue Plan Act Fiscal Recovery Fund, authorize the City Manager and the City Treasurer to execute all documents related to the acceptance, and amend the budget accordingly by creating Fund 285 – Stimulus Grant Fund.

WHEREAS, On March 11, 2021, the Federal Government enacted Public Law 117-2, known as the “American Rescue Plan Act of 2021” or “ARPA” to provide additional relief to address the continued impact of the Coronavirus Disease of 2019 (“COVID-19”) pandemic on the economy, public health, state and local governments, individuals and businesses. On May 10, 2021, the United States Department of Treasury announced the launch of the Coronavirus State and Local Fiscal Recovery Funds, established by ARPA, to provide \$350 billion in emergency funding for eligible state, local, territorial, and Tribal governments to recover from the COVID-19 pandemic.

WHEREAS, the City of Parchment will receive its funding through the State of Michigan, which acts as a pass-through for smaller municipalities not entitled to receive funding directly from the federal government. The State has computed the City of Parchment’s allotment of Fiscal Recovery Funds to be \$191,334.00. This allotment will be paid to the City over two years. The ARPA permits the City to use the Fiscal Recovery Funds to cover eligible costs incurred during the period beginning March 3, 2021 and ending December 31, 2024. Eligible costs generally include recovery of revenue losses and negative economic impacts from the COVID-19 pandemic, and investments in water, sewer and broadband infrastructure. Final guidance is still being developed related to eligible costs. The City plans to have ongoing dialogue and transparency regarding appropriation of these funds.

WHEREAS, It is recommended that, in order to maximize and expedite the use of future funding made available under ARPA or any other state or federal economic stimulus law, the City Manager, or her designee, may file an application, supplement or amendment for a federal, state or other grant from Stimulus Funding, and that the Treasurer can amend the budget to create Fund 285, Stimulus Grant Fund, for all stimulus-related revenues and approved costs.

NOW THEREFORE BE IT RESOLVED, the Commission of the City of Parchment accepts the American Rescue Plan Act Funds on behalf of the City:

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED

STATE OF MICHIGAN
COUNTY OF KALAMAZOO

Certified by:

I, the undersigned, the duly qualified and acting Clerk of the City of Parchment, County of Kalamazoo, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Commission of the City of Parchment at a regular meeting held on the 19th day of July 2021 the original of which resolution is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Michigan Public Acts of 1976, including the case of a special or rescheduled meeting, notice by posting at least 18 hours prior to the time set for said meeting. IN WITNESS WHEREOF, I have hereunto set my official signature, this 20th day of July 2021.

Shannon Stutz
City Clerk / Treasurer

Date