



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

September 7, 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

3. Approval of Minutes

From the City Commission Meeting of August 16, 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:

- Warrant No. 1445 – action
- KATS Policy Meeting Minutes 6-30-2021 – receive
- KABA Permits – August 2021 - receive

7. Unfinished Business

8. New Business

- Central County Transit Authority Presentation, Sean McBride – receive
- Multi-Site Health Study Presentation, Ellery Johnson, MDHHS – receive
- Catch Basin Clean-Outs for Haymac and Orient - 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 AUGUST 16, 2021.

1. Call to order

Mayor Britigan called the meeting to order via Zoom (online due to COVID-19 pandemic) 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 6783 N Riverview) Conner (at 1150 Parchmount), Evans (221 Espanola), Fooy (415 E Glenguile), and Madaras (via phone on the road), City Manager Stoddard, Treasurer/Clerk Stutz.

Absent: None.

3. Minutes

Moved by Vice Mayor Jordan, supported by Commissioner Conner to approve the minutes of the August 2, 2021 Regular Meeting. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: Bagley.

Motion Carried 6-0.

4. Additions or changes to the agenda.

None. Moved by Commissioner Evans, supported by Commissioner Madaras to approve the agenda 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.

5. Citizen Comments – Items ON the Agenda

None.

6. Consent Agenda

A. Moved by Commissioner Conner, supported by Commissioner Madaras 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

None.

8. New Business

A. Purchase of 1000 feet of 5” fire hose – approve. Per City Manager Stoddard, the hose on the 711 engine is one of the items identified as a safety shortfall. The hose is what is used to supply the fire truck water from the fire hydrant. Chief Obreiter has priced out replacements, with the most economical being from Moses Fire Equipment in Lawrence, MI. The City Manager added that there is adequate funding in the fire capital improvement budget for this purchase. Moved by Commissioner Conner, supported by Commissioner Fooy to approve the purchase of ten 100’ sections of 5” fire hose with locking Storz couplings for the total cost not to exceed \$6,080 from Moses Fire Equipment. 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.

9. Citizen Comments

None.

10. Mayor and Commissioner Comments

Commissioner Madaras praised the concert series, noting that she's been to the park each Sunday. She added there's been a great variety.

Commissioner Fooy mentioned he'd seen quite a few golf carts on the road recently, and wondered if there was any regulations about them. City Manager Stoddard said she will check with Chief Ergang.

Mayor Britigan said he was pleased to see the 2020 Census showed our city population increased 6.8% over the last decade. He also reminded Commissioners that the Michigan Municipal League Conference is in Grand Rapids September 22-24. Lastly he reported that he and the City Manager met with Southwest Michigan First to assist in marketing our mill property for development.

11. City Manager Comments/Reports

City Manager Stoddard reminded everyone that she would be out of the office beginning August 19 returning September 3, adding that concerns will be handled by Clerk/Treasurer Stutz. She invited anyone who has questions or concerns to call and discuss them with her.

12. Adjournment

There being no further business to come before the Commission, it was moved by Commissioner Conner and supported by all to adjourn the meeting at 7:13 p.m.

Shannon Stutz, City Clerk



City of Parchment
Check Register Report

Warrant 1445

Check #	Check Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
36578	08/19/2021	BS & A SOFTWARE	General Ledger Conversion	8,445.00
36579	08/19/2021	CONSUMERS ENERGY	49004 LED Light Road July	279.23
36580	08/19/2021	MEGAN DOOLEY	Concert-August 29, 2021	1,000.00
36581	08/19/2021	EGG MEDIA LLC	Final pmt-Stage Mgr - Concerts	2,100.00
36582	08/19/2021	ENGINEERED PROTECTION SYSTEMS	Maint. Bldg to 11/30/2021	175.50
36583	08/19/2021	KRISTIN FAUBLE	Deposit Refund - 08/07/2021	100.00
36584	08/19/2021	FORD, KRIEKARD, SOLTIS & WISE	Gen'l & Police Matters - July	2,287.50
36585	08/19/2021	FRANCOTYP-POSTALIA, INC.	Rental-Meter, Scale, Resets	78.00
36586	08/19/2021	IMAGE TREND, INC.	Annual Fee-Records Mgmt-Fire	1,261.57
36587	08/19/2021	CARLOS JAIME	Deposit Refund-08/06/2021	100.00
36588	08/19/2021	KALAMAZOO OIL CO.	Fuel Charges-7/16 to 7/31/21	434.80
36589	08/19/2021	KALAMAZOO TOWNSHIP	Police Services- July & Festival 2021	37,544.15
36590	08/19/2021	PATRICK MAHANNAH	Deposit Refund - 07/23/21	100.00
36591	08/19/2021	MLIVE MEDIA GROUP	Notice of Intent to File	35.74
36592	08/19/2021	PODS ENTERPRISES,LLC	POD - Festival Storage	189.50
36593	08/19/2021	PRECISION TREE CARE	Remove City tree-424 Keyes Dr.	900.00
36594	08/19/2021	PREIN & NEWHOF	Sanitary Infra.; KATS Application	3,951.30
36595	08/19/2021	PUBLIC MEDIA NETWORK	Charter-Apr-June-PEG Fees	3,044.13
36596	08/19/2021	REPUBLIC SERVICES #249	City Wide PickUp-August	9,189.66
36597	08/19/2021	STATE OF MICHIGAN-MDOT	Final Payment - MDOT loan	40,000.00
36598	08/19/2021	NANCY STODDARD	Zoom-Online Meeting Platform	15.89

KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE

Minutes of the June 30, 2021 Meeting

CALL TO ORDER

The June 30, 2021 Policy Committee Meeting was called to order remotely in accordance with Kalamazoo County State of Emergency Declaration, by Chair Randy Thompson at 9:00 a.m.

INTRODUCTIONS

Participants in the meeting stated name and location from which he/she is attending the meeting remotely.

ROLL CALL

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

MEMBERS PARTICIPATING

	<u>Agency</u>	<u>Call-In Location</u>
Curtis Aardema	Central County Transportation Authority	City of Portage
Rob Britigan	City of Parchment	Comstock Township
Marsha Drouin, Treasurer	Richland Township	Richland Township
Jeff Franklin	Michigan Department of Transportation, Planning	Owosso, MI
John Gisler	Kalamazoo County	Pavilion Township
Libby Heiny-Cogswell, Vice Chair	Oshtemo Township	Oshtemo Township
Jeff Heppler	Village of Augusta	Village of Augusta
Lisa Imus	Village of Lawton	Village of Lawton
Martin Janssen	Kalamazoo County Transportation Authority	Cooper Township
Joanna Johnson	Road Commission of Kalamazoo County	City of Kalamazoo
Sarah Joshi	City of Galesburg	City of Galesburg
Greg Kinney	Van Buren County Road Commission	Village of Decatur
Tracy Locey	Brady Township	Brady Township
Sean McBride	Central County Transit Authority	City of Kalamazoo
Sherine Miller	Kalamazoo Township	Kalamazoo Township
Sarah Moyer-Cale	Village of Paw Paw	Village of Paw Paw
Dennis Olson	Village of Vicksburg	Village of Vicksburg
Pete Pfeiffer	Michigan Department of Transportation, TSC	City of Kalamazoo
Chris Praedel	City of Kalamazoo	City of Kalamazoo
Jeff Sorensen	Cooper Township	Cooper Township
Paul Sotherland	KATS Citizens Advisory Committee	Kalamazoo Township
Randy Thompson, Chair	Comstock Township	Comstock Township
Don Ulsh	Schoolcraft Township	Schoolcraft Township

MEMBERS ABSENT

Carol Daly	<u>Agency</u> Village of Mattawan
Jason Gatlin	Wakeshma Township
Patricia Randall	City of Portage
Jerry VanderRoest	Charleston Township

OTHERS PARTICIPATING

	<u>Agency</u>
Megan Mickelson	Kalamazoo Area Transportation Study
Fred Nagler	Kalamazoo Area Transportation Study
Elizabeth Rumick	Kalamazoo Area Transportation Study
Steve Stepek	Kalamazoo Area Transportation Study
Paul Selden	Bike Friendly Kalamazoo
Ali Townsend	Kalamazoo Area Transportation Study

CHANGES OR ADDITIONS TO THE AGENDA

No changes or additions to the agenda were requested.

APPROVAL OF THE AGENDA

MOTION by Heppler, SECOND by Sorensen, ***“to approve the agenda of the June 30, 2021 Policy Committee Meeting.”*** MOTION APPROVED.

PUBLIC COMMENTS

Selden of Bike Friendly Kalamazoo announced the Kalamazoo area has one of only two school districts in the state implementing a program called All Kids Ride Bikes, to train kindergarten students how to ride a bike and ride it safely. Bike Friendly Kalamazoo is working with the President of the Michigan Society of Health and Physical Educators who is also a teacher in Vicksburg. The goal is to expand the program to all kindergarteners. Email Paul Selden at president@bikefriendlykalamazoo.org if you are interested in the school program or know educators or parks people that could assist with the program. Selden thanked Worden of the Road Commission of Kalamazoo County for announcing distribution of Five-foot Safe Passing Signs. Email Selden if you would like a sign.

CONSENT AGENDA

- ACCEPTANCE OF THE TREASURER’S REPORT
- ACCEPTANCE OF THE TECHNICAL COMMITTEE REPORT (JUNE 10, 2021)
- ACCEPTANCE OF THE SOUTHCENTRAL MICHIGAN PLANNING COUNCIL REPORT
- APPROVAL OF THE MINUTES FROM THE MAY 26, 2021 MEETING

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

FISCAL YEAR 2020-2023 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS

Steppek referred to the Transportation Improvement Program (TIP) Amendments included in the meeting packet. There are a couple of additions and one deletion. The Village of Augusta project is uses COVID Relief funding as discussed at previous meetings. The Stadium Drive project has a minor reduction in length, the addition of a non-motorized facility, and additional local construction cost.

MOTION by Britigan, SECOND by Drouin, ***“to approve the Fiscal Year 2020-2023 Transportation Improvement Program Amendments.”*** MOTION APPROVED.

PRIORITIZATION PROCESS DISCUSSION

Steppek reported the same draft document for the Prioritization Process was included in last month’s meeting packet. Prior to the development of the next Transportation Improvement Program, KATS reviews the prioritization process used to assign funding. Overall, the changes are minor in scope. Agencies will get an email for the Call for Projects the first week of July. Normally this is done in the fall, but with the combination of COVID Relief dollars and the hopeful passage of a new infrastructure bill, the process has been moved up to ensure readiness for potential additional funding. No additional comments were received on the document. The Technical Committee and KATS Staff recommend approval of the Prioritization Process as presented.

MOTION by Heppler, SECOND by Sorensen, ***“to approve the Prioritization Process Application and Instructions for the Transportation Improvement Program.”*** MOTION APPROVED.

CITIZEN ADVISORY COMMITTEE APPOINTMENT

Steppek stated as previously discussed, Kalamazoo Area Transportation Study (KATS) was recruiting volunteers for its Citizens Advisory Committee (CAC). KATS received one application for the CAC which is included in the meeting materials. Craig Williams is the Airport Director of the Kalamazoo/Battle Creek International Airport. KATS staff recommends appointment to the Citizen Advisory Committee.

MOTION by Johnson, SECOND by Janssen, ***“to approve the Appointment of Craig Williams to the KATS Citizen Advisory Committee.”*** MOTION APPROVED.

CONTRIBUTED SERVICES FISCAL YEAR-TO-DATE MAY 31, 2021

Steppek stated this data is included in the meeting packet for your review. Most agencies are far from meeting their required agreement amount and only one-quarter of the fiscal year remains. Agencies are allowed to go back a few months to calculate time. The report does not include traffic count Traffic Tech contract invoices. Steppek reminded members to fill out and turn in timesheets or KATS will have to bill agencies. Contact Steppek with any questions. Ulsh commented the townships are doing well with contributed service. Steppek answered consultant Prein and Newhof does a great job of turning in time sheets quarterly for contracted work they do for the townships.

PUBLIC TRANSPORTATION UPDATES

Aardema reported the Central County Transportation Authority (CCTA) and Kalamazoo County Transportation Authority (KCTA) board met. The primary discussion related to the KCTA millage proposal that will be on the November 2, 2021 ballot. The millage funds KCTA on-demand and

Metro-Connect service county-wide. The millage rate will be unchanged, so the request will be a renewal of the same rate. Metro continues to experience driver shortages which impact service in addition to the COVID environment challenges that have impacted Metro since March 2020. Metro hopes to resume normal service levels. If schools will be back to in-person learning in the fall, the Metro Youth Mobility Program will return. Drouin asked if ridership and detailed related data could be distributed to townships prior to the November millage vote, noting that it would be helpful and people will be asking for information. Aardema responded each board member has been assigned municipalities and is responsible for sharing ridership numbers and other service information prior to the vote. Contact Aardema or McBride with any other questions. Janssen reported KCTA is holding an Outreach Committee meeting July 1, 2021. The committee will be visiting municipalities and distributing a flyer on the millage along with discussing the annual report. McBride reported a target visit date of August/September to visit townships and cities. Drouin reiterated to bring as much detailed information as possible to Richland Township since there was no information regarding the May 2021 millage. Aardema answered KCTA will visit Richland Township prior to the November vote. The Outreach Committee is dedicated to figuring out the best format to get information out to everybody. Olson asked for an update on the possible addition of a Metro Fixed Route in Vicksburg or Schoolcraft. Aardema said that option is being reviewed. McBride added meetings have been held recently on that subject. The next step is to have targeted discussions with individuals in that area on the specific needs of the area. A fixed-bus route may not be a solution. Other options such as Metro Share, Metro Connect or Van Pull will be reviewed. Limited resources are available. Aardema clarified there are different boundaries for CCTA and KCTA. The CCTA boundary is the urbanized area that funds the fixed route system whereas the KCTA boundary is the whole county. Currently Vicksburg is not in that CCTA boundary so is not paying for CCTA service. There is discussion on bringing fixed-route busses outside of the CCTA boundaries. McBride offered to meet with Olson to further discuss options and nuances that exist. Heppler added there is interest in adding a bus route to Fort Custer although it is in Calhoun County. McBride responded the CCTA/KCTA service area is Kalamazoo County with the exception of service to the Veteran's Administration Hospital in Calhoun County. The state can get involved and lead a pilot program. Aardema added as a CCTA/KCTA board member, the agencies strive for a regional approach to public transportation in the long-range plan, inclusive of areas outside current service boundaries. Heppler echoed the need for regional collaborative effort.

EXECUTIVE DIRECTOR'S REPORT

Steppek stated all updates are included in the meeting packet. KATS Staff is transitioning back to the office as new rules are released. Steppek reiterated a reminder to please continue sending your contributed service timesheets to KATS. KATS continues to work on the 2050 Metropolitan Transportation Plan. The Non-motorized portion is posted on our website for comment. New chapters will be posted as they are completed. If you are interested, please subscribe to our website for email updates when new information is posted. PASER Ratings continue. As is generally the case in the past, the July meeting may be cancelled. The final decision will be made closer to Mid-July. The KATS July Technical Committee meeting has been cancelled.

NEW BUSINESS

No new business was brought forth.

PUBLIC COMMENTS

Selden of Bike Friendly Kalamazoo (BFK) modeled break-away safety vests donated to BFK and explained they are available for agencies to distribute to bicyclists. Email Selden at

Congressman Fred Upton and Senator Sean McCann to share concerns with hopes that smaller communities are able to secure funding for badly needed infrastructure improvements.

Moyer-Cale reported work continues on the Village of Paw Paw downtown street scape project. The project is expected to be completed in August, in time for the Wine and Harvest Festival in September. Paw Paw is abandoning a water main that is disintegrating in the ground. There have been seven water main breaks on the one main so far. Two boil alerts are still in place. Work is progressing on the project.

Olson reported progress is being made on the Village of Vicksburg \$12 million-dollar downtown streets project but have experienced delays due to the rain.

Gisler reported Kalamazoo County was able to float bonds for \$75 million-dollars to finish construction of a new justice center. The total project cost is \$95 million-dollars, with \$20 million-dollars from cash. The bonds are for a 30-year period at an interest rate of 2.18 percent. The County still has an AA+ credit rating. Gisler applauded previous county commissions for judiciously managing the County funds in a fiscally responsible manner which is now paying off. Gisler applauded the addition of Williams as a KATS Citizens Advisory Committee appointment.

Johnson echoed thanks to O'Neill for service and wished O'Neill luck in Lansing. Johnson shared the link to the recently released Michigan Transportation Asset Management Council (TAMC) Annual Report in the meeting chat, along with the press release.

https://www.michigan.gov/documents/tamc/2020_TAMC_Roads_Bridges_Annual_Report_WEB_723463_7.pdf

https://www.michigan.gov/documents/tamc/TAMC_Press_Release_2020_Michigans_Roads_and_Bridges_Annual_Report_4-28-21_723467_7.pdf

Johnson of the Road Commission of Kalamazoo County (RCKC) thanked KATS staff for work on PASER Ratings and asked for an update. Stepek responded Kalamazoo County is almost complete. Barry County will be next. KATS is also assisting Battle Creek Metropolitan Planning Organization with road ratings. Stepek thanked local agencies for assisting with ratings. Johnson confirmed KATS is collecting MDOT data as well. Local road plans are anticipated to be on the RCKC website next week. RCKC is cleaning up trees and water damage. Construction projects, including chip-seal, are being impacted by rain delays. Johnson echoed transit in the Road Commission's challenge in recruiting commercial drivers. RCKC has over 200 projects planned for the season. Beginning July 6, 2021, the MDOT detour will be in place on the Sprinkle Road project. Expect congestion and seek alternate routes. Get activity alerts from RCKC Connect.

Thompson echoed thanks for O'Neill's service and welcomed new representatives. Comstock Township resumes in-person meetings next month. Comstock Township offices fully opened within the last couple weeks.

ADJOURNMENT

Following a motion by Sorensen and a second by Drouin, chair Thompson adjourned the June 30, 2021 Policy Committee Meeting at 9:56 a.m.

Next Meeting: Wednesday, July 28, 2021 - 9:00 a.m.

president@bikefriendlykalamazoo.org if agencies have the ability to distribute the inventory of 50 vests to those that need them. As part of Kalamazoo Bike Week, BFK invested \$13,000-\$15,000 for a public media campaign using social media aimed at improving road relationships and safety for both bicyclists and motorists. Over 50,000 Facebook impressions were shared. The detailed results of the campaign will be posted on the BFK website meeting page for the Bike Program Steering Committee meeting held June 23, 2021. BFK is seeking an organization with deeper pockets to take over and continue this campaign that benefits all road users and citizens. Contact Selden for more information.

MEMBER COMMENTS

Pfeiffer announced Michelle O'Neill from the Michigan Department of Transportation (MDOT) Kalamazoo TSC office is taking a new job with MDOT in the bridge area, located in Lansing. Pfeiffer thanked O'Neill for many years of service as the Kalamazoo Area Transportation Study (KATS) Technical Committee representative, wished her the best, and stated Kerry DenBraber will be the new MDOT representative for KATS Technical Committee. Stepek echoed enjoyment working with O'Neill and added memories of O'Neill starting at MDOT the same time Stepek started at KATS and rating roads together. Stepek welcomed Jeff Franklin to the Policy Committee replacing Don Mayle.

Praedel reported the City of Kalamazoo is accepting feedback for how the city will spend the \$38 million dollars of federal stimulus funding. The survey, available in Spanish and English, is open to the community until July 18, 2021. It is available at Kalamazoocity.org/arp. Paper copies are available at 19 sites throughout the community. July 6, 2021 is the last virtual City Commission meeting. In-person meetings will resume July 19, 2021 with a possible hybrid format offering a call-in option.

Britigan reported a road construction project on G Avenue adjacent to the City of Parchment is on-going. A water main replacement project is planned on Glendale Boulevard. The City's Kindleberger Summer Festival will be held July 7, 2021 to July 12, 2021. Britigan shared the website kindlebergerarts.org for a schedule of events.

Sorensen of Cooper Township thanked those who planned to attend the Michigan Township Association Golf Outing that was cancelled due to the rain. The outing has been rescheduled for August 27, 2021. There were 13 foursomes signed up and now there is an opportunity to increase that number. The event offers a great networking opportunity for elected and appointed officials. Sorensen offered prayers and thoughts for Jerry VanderRoest who recently suffered a stroke. The Cooper Township Board will resume in-person meetings July 12, 2021. The Cooper Township offices will be open to the public beginning July 1, 2021.

Heiny-Cogswell reported Oshtemo Township is opening bids today for three sidewalk projects (Maple Hill Drive, Green Meadow, and Stadium Drive.) Heiny-Cogswell thanked O'Neill for service and welcomed DenBraber and Franklin. Related to transportation, last week in Seattle, teams had to hose off steel bridge structures so draw bridges could operate due to the extreme heat event.

Heppler thanked O'Neill and welcomed Franklin. The Village of Augusta is working on a 5-year rolling road project plan. Road construction is behind due to weather delays. Heppler expressed concern that smaller townships and villages must go through extreme measures to secure available CARES Act funding from the state and federal government. Heppler is reaching out to

2021 MONTHLY PERMITS BY JURISDICTION

MONTH OF AUGUST 2021			
JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	10	\$ 5,449
COMSTOCK	ELECTRICAL	22	\$ 5,562
COMSTOCK	MECHANICAL	14	\$ 2,198
COMSTOCK	PLUMBING	13	\$ 2,364
COMSTOCK	SPECIAL - JURISDICTION	1	\$ 55
COMSTOCK	SPECIAL - HOMEOWNER	-	\$ -
TOTAL COMSTOCK		60	\$ 15,628
KALAMAZOO	BUILDING	19	\$ 2,260
KALAMAZOO	ELECTRICAL	10	\$ 1,365
KALAMAZOO	MECHANICAL	21	\$ 2,798
KALAMAZOO	PLUMBING	7	\$ 710
KALAMAZOO	SPECIAL - JURISDICTION	5	\$ 275
KALAMAZOO	SPECIAL - HOMEOWNER	1	\$ 55
TOTAL KALAMAZOO		63	\$ 7,463
PARCHMENT	BUILDING	5	\$ 615
PARCHMENT	ELECTRICAL	3	\$ 526
PARCHMENT	MECHANICAL	3	\$ 414
PARCHMENT	PLUMBING	3	\$ 478
PARCHMENT	SPECIAL - JURISDICTION	1	\$ 55
PARCHMENT	SPECIAL - HOMEOWNER	-	\$ -
TOTAL PARCHMENT		15	\$ 2,088
PINE GROVE	BUILDING	3	\$ 2,178
PINE GROVE	ELECTRICAL	6	\$ 1,330
PINE GROVE	MECHANICAL	7	\$ 971
PINE GROVE	PLUMBING	5	\$ 1,179
PINE GROVE	SPECIAL - JURISDICTION	-	\$ -
PINE GROVE	SPECIAL - HOMEOWNER	-	\$ -
TOTAL PINE GROVE		21	\$ 5,658
RICHLAND	BUILDING	11	\$ 7,001
RICHLAND	ELECTRICAL	14	\$ 2,353
RICHLAND	MECHANICAL	18	\$ 2,767
RICHLAND	PLUMBING	4	\$ 752
RICHLAND	SPECIAL - JURISDICTION	-	\$ -
RICHLAND	SPECIAL - HOMEOWNER	-	\$ -
TOTAL RICHLAND		47	\$ 12,873
RICHLAND VILLAGE	BUILDING	1	\$ 170
RICHLAND VILLAGE	ELECTRICAL	2	\$ 322
RICHLAND VILLAGE	MECHANICAL	5	\$ 735
RICHLAND VILLAGE	PLUMBING	-	\$ -
RICHLAND VILLAGE	SPECIAL - JURISDICTION	-	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	-	\$ -
TOTAL RICHLAND VILLAGE		8	\$ 1,227
TOTAL		214	\$ 44,937.00

REVENUE	REVENUE
AUGUST 2020	% PREV YEAR MONTH
\$ 35,780	125.6%

PERMITS	PERMITS
AUGUST 2020	% 2020 - YTD
192	111%



2021 MONTHLY PERMITS BY JURISDICTION

YEAR TO DATE AS OF: AUGUST 2021

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	119	\$ 85,052
COMSTOCK	ELECTRICAL	128	\$ 24,311
COMSTOCK	MECHANICAL	115	\$ 19,640
COMSTOCK	PLUMBING	65	\$ 11,749
COMSTOCK	SPECIAL - JURISDICTION	16	\$ 880
COMSTOCK	SPECIAL - HOMEOWNER	7	\$ 385
TOTAL COMSTOCK		450	\$ 142,017
KALAMAZOO	BUILDING	117	\$ 18,498
KALAMAZOO	ELECTRICAL	109	\$ 17,106
KALAMAZOO	MECHANICAL	187	\$ 32,174
KALAMAZOO	PLUMBING	69	\$ 8,644
KALAMAZOO	SPECIAL - JURISDICTION	44	\$ 2,475
KALAMAZOO	SPECIAL - HOMEOWNER	11	\$ 605
TOTAL KALAMAZOO		537	\$ 79,502
PARCHMENT	BUILDING	12	\$ 4,748
PARCHMENT	ELECTRICAL	18	\$ 3,096
PARCHMENT	MECHANICAL	17	\$ 8,049
PARCHMENT	PLUMBING	7	\$ 1,357
PARCHMENT	SPECIAL - JURISDICTION	6	\$ 330
PARCHMENT	SPECIAL - HOMEOWNER	0	\$ -
TOTAL PARCHMENT		60	\$ 17,580
PINE GROVE	BUILDING	39	\$ 23,294
PINE GROVE	ELECTRICAL	35	\$ 5,788
PINE GROVE	MECHANICAL	40	\$ 6,576
PINE GROVE	PLUMBING	21	\$ 4,204
PINE GROVE	SPECIAL - JURISDICTION	3	\$ 165
PINE GROVE	SPECIAL - HOMEOWNER	1	\$ 55
TOTAL PINE GROVE		139	\$ 40,082
RICHLAND	BUILDING	84	\$ 99,726
RICHLAND	ELECTRICAL	101	\$ 23,377
RICHLAND	MECHANICAL	128	\$ 25,983
RICHLAND	PLUMBING	58	\$ 12,217
RICHLAND	SPECIAL - JURISDICTION	2	\$ 110
RICHLAND	SPECIAL - HOMEOWNER	3	\$ 165
TOTAL RICHLAND		376	\$ 161,578
RICHLAND VILLAGE	BUILDING	7	\$ 2,442
RICHLAND VILLAGE	ELECTRICAL	10	\$ 1,674
RICHLAND VILLAGE	MECHANICAL	21	\$ 3,197
RICHLAND VILLAGE	PLUMBING	7	\$ 1,045
RICHLAND VILLAGE	SPECIAL - JURISDICTION	0	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	0	\$ -
TOTAL RICHLAND VILLAGE		45	\$ 8,358
TOTAL KABA	YTD	1607	449,117

REVENUE	REVENUE
YTD - AUGUST 2020	% 2020 - YTD
\$ 365,519	122.9%

REVENUE
% 2021 YTD BUDGET
1.1%

PERMITS	PERMITS
YTD - AUGUST 2020	% 2020 - YTD
1237	129.9%

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
256	\$	57,046	JULY
214	\$	44,937	AUG
-	\$	-	SEPT
-	\$	-	OCT
-	\$	-	NOV
-	\$	-	DEC
1,607	\$	449,117	2021

Permit List

09/01/2021

Building

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB21-18-338	428 KEYES DR	06-02-110-170	LOCKE FAMILY PROTE	Mark Premer	08/10/2021	\$100.00	\$0
Work Description: Construct temporary wheelchair ramp per plans.							
PB21-18-347	344 ESPANOLA	06-02-320-190	JOHNSON, KEVIN M., C,	Foundation Systems	08/05/2021	\$100.00	\$0
Work Description: INstrall 50 LF of interior foundation drain and sump pump per plans.							
PB21-18-349	319 E THOMAS	06-02-140-870	MIHALEK, FRANK & RO	Mark Premer	08/10/2021	\$100.00	\$0
Work Description: Install temporary wheelchair ramp per plans.							
NOTE: Must meet section R311.8 code requirements.							
PB21-18-399	511 HAMILTON	06-02-320-570	STRAKALAITIS, GREG W	Advantage Roofing &	08/30/2021	\$100.00	\$0
Work Description: remove and reshingle home. 30sq decking anticipated.							

Total Permits For Type: 4
Total Fees For Type: \$400.00
Total Const. Value For Type: \$0

Report Summary

Population: All Records

Grand Total Fees: \$400.00
Grand Total Permits: 4

8/31/2021 11:59:59 PM AND
GovernmentUnitList.UnitCode =
18 AND
Permit.PermitType = Building
AND
Permit.BasicUsage = Residential

Grand Total Const. Value:

\$0

Permit List

09/01/2021

Building

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB21-18-254	116 S RIVERVIEW DR MURKIN/ EXTERIOR ALTERATION TO RECOMMENDATE CONCRE SUPPLY PER PLANS.	06-03-290-041	116 S RIVERVIEW LLC	Michael Armstrong	08/03/2021	\$215.00	\$170,000

Work Description:

Fire suppression not required not provided

Total Permits For Type: 1
Total Fees For Type: \$215.00
Total Const. Value For Type: \$170,000

Report Summary

Population: All Records
Permit.DateIssued Between 8/1/2021 12:00:00 AM AND 8/31/2021 11:59:59 PM AND GovernmentUnitList.UnitCode = 18 AND Permit.PermitType = Building AND Permit.BasicUsage = Commercial
Grand Total Fees: \$215.00
Grand Total Permits: 1
Grand Total Const. Value: \$170,000

Property Maintenance Inspections

Parchment

09/01/2021

Special Permit

Permit #	Job Address	Parcel Number	Owner	Contractor	Date Entered	Fee Total Due
PS21-18-081	415 GLENDALE BLVD	06-02-180-680	RAPACZ STANLEY & M		07/27/2021	55.00

Work Description: Property Maintenance request from Parchment

Property Maint. Re-inspection Completed: 08/03/2021

Property Maintenance Inspectio Completed: 07/27/2021

Total Permits: 1

Total Fees Due: \$55.00

Population: All Records

Permit.Type = Special

Permit AND

Permit.Status = HOLD (FEE)

AND

Permit.Category = Jurisdiction

Request AND

GovernmentUnitList.UnitCode =

18

MEMORANDUM

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

From: Nancy R Stoddard, Parchment City Manager

Date: September 7, 2021

Re: Proposal to Clean Out the Catch Basins at Haymac and Orient

It has been 15 years since the catch basins in the City of Parchment have been cleaned; the basins have become severely overgrown. It is recommended that the City move forward with the project immediately as it will end up costing the City a great deal more money if the work is put off any further.

Three estimates were sought of which two responses were received:

Soil Friends Excavating \$13,750.00

JTC Ventures \$ 5,750.00

Public Works Superintendent Phil Wolthuis stated that the 3rd company had gone out of business.

Recommended Motion:

Motion to accept the bid of JTC Ventures of \$5750.00 to clean the catch basins at Haymac and Orient, authorizing the City Clerk to sign/submit the paperwork for the project.

JTC Ventures, Inc
 Handley's Tree Service
 3265 S. 6th Street
 Kalamazoo, MI 49009

Estimate: 7/28/2021

City of Parchment
 Accounts Payable
 650 S Riverview Dr
 Kalamazoo, MI 49004

Customer Phone: 349-3785

Customer Contact:

Estimate good for 30 days.

Project:

Description	Rate	Total
#1) Clear retention pond on Orient Street in Parchment, MI	2,500.00	2,500.00
#2) Clear retention pond on Hay Mac Dr in Parchment, MI	3,250.00	3,250.00
#3) Clean up river front & river edge all undergrowth <i>River Front</i>	5,000.00	5,000.00
<p><i>orient 2500⁰⁰</i> <i>Hay Mac 3250⁰⁰</i> <hr/> <i>5750⁰⁰</i></p>		
<p>Handley's Tree Service will NOT be responsible for lawn damage or repair, and we do not remove stump chips.</p>		

Office: 269-375-4841 kalee@handleystreeservice.com

Estimate accepted by: _____

Date: _____

Subtotal	\$10,750.00
Sales Tax (6.0%)	\$0.00
Total	\$10,750.00