AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

March 7, 2022

7 P.M.

The wearing of masks is required by all who enter Parchment City Hall

Parchment City Commission

Mayor Robert D. Britigan III

Vice Mayor Thomas Jordan
Commissioner Tammy Cooper
Commissioner Doug Fooy
Commissioner Holly Evans
Commissioner Robin Madaras
Commissioner Michael Conner

Officers

City Manager Nancy R. Stoddard
City Attorney Robert Soltis
City Treasurer/Clerk Shannon Stutz

1. **Call to Order**

2. **Pledge of Allegiance**

3. **Roll Call**

4. **Approval of Minutes**
   From the City Commission Meeting of February 21, 2021

5. **Additions/Changes to the Agenda - Approval**

6. **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.*

7. 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. 1458 – action
ii. Warrant No. 1459 - action
iii. KABA -2022 February Permits – receive
iv. KATS Technical Meeting Minutes, Dec 2, 2021 - receive

8. Unfinished Business

9. New Business

A. Adoption of the Poverty Exemption w/the Guidelines and Applications - action

10. 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.

11. Mayor and Commissioner Comments

12. City Manager Comments

13. Adjournment

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY FEBRUARY 21, 2022.

1. Call to order

Vice Mayor Jordan called the meeting to order at 7:00 p.m. The Vice Mayor led everyone in the Pledge of Allegiance.

2. Roll Call.

Present: Vice Mayor Jordan, Commissioners Conner, Cooper, Evans, Fooy, and Madaras, City Manager Stoddard, Treasurer/Clerk Stutz, Attorney Soltis.
Absent: Mayor Britigan.
Moved by Commissioner Madaras, supported by Commissioner Conner to excuse the absence of Mayor Britigan. **Motion Carried.**

3. Minutes

Moved by Commissioner Evans, supported by Commissioner Madaras to approve the minutes of the February 7, 2022 Regular meeting. **Motion Carried**.

4. Additions or changes to the agenda.

7.V. KATS Minutes removed. Moved by Commissioner Fooy, supported by Commissioner Evans to approve the agenda as revised. **Motion Carried.**

5. Citizen Comments – Items ON the Agenda

None.

6. Consent Agenda

A. Questions by Commissioners were answered regarding specific items. Moved by Commissioner Madaras supported by Commissioner Fooy to receive the consent agenda items. **Motion Carried.**

7. Unfinished Business

A. Amendment to the Zoning Ordinance for Conditional Rezoning. Attorney Soltis noted that this amends the zoning map, and briefly explained how conditional rezoning works. He answered other commissioner questions. Moved by Commissioner Conner, supported by Commissioner Madaras to accept the Amendment to the Zoning Ordinance for Conditional Rezoning for *Second Reading*. **Motion Carried.**

Moved by Commissioner Madaras, supported by Commissioner Cooper to adopt the Amendment to the Zoning Ordinance for Conditional Rezoning. Roll call vote was as follows:

Ayes: Cooper, Conner, Evans, Fooy, Jordan, and Madaras.
Nays: None.
Absent: Britigan.
Abstain: None.
Motion Carried 6-0.

8. New Business

A. Poverty Exemption Levels, Assessor Mike Richmond – receive. Vice Mayor Jordan gave the floor to City Assessor, Mike Richmond. City Assessor Richmond explained that the State Tax Commission enacted a new statute regarding poverty exemptions, and how municipalities are to use the guidelines. He noted that governing bodies will have to approve a resolution annually (that will have specific dollar amounts), and told the commissioners this year's resolution will be given them at the next meeting.

B. Appointments to Board of Review – action. Vice Mayor Jordan read Mayor Britigan's memo recommending Dennis Collison, Eric Cronin and Deric Jordan for Board of Review. Moved by Commissioner Cooper, supported by Commissioner Madaras to appoint Dennis Collison, Eric Cronin, and Deric Jordan to the Board of Review. **Motion Carried.**

C. Presentation by Waste Management, Brian Conaway. Vice Mayor Jordan welcomed and introduced Mr. Conaway, who thanked the commission for the opportunity to submit Waste Management's proposal for service. He explained where WM's smart trucks are located, how they've stabilized their employee base with increased wages and employee bonuses, and their process for correcting omissions/problems. He took questions from commissioners, then Vice Mayor Jordan thanked him for coming.

D. Auditor's Report Siegfried Crandall PC, Josh Gabrielse - accept. Josh Gabrielse gave an overview of the report findings, highlighting the unqualified opinion and going over certain financial statements. He noted there were no budget violations, and answered commissioner questions. Moved by Commissioner Evans, supported by Commissioner Conner to accept the Auditor's Report from Siegfried Crandall, PC. **Motion Carried**.

9. Citizen Comments

Justin Mendoza, 406 Parkdale, greeted everyone and said that he is running as representative for State House district 42, Parchment's new district based on the new map; he is excited and looks forward to figuring out ways to support our city at the state level.

10. Mayor and Commissioner Comments

Commissioner Cooper thanked all the commissioners for their support.

Vice Mayor Jordan thanked all of the attendees for their presentations, and reminded commissioners that CapCon is March 15-16, encouraging their attendance as there are many beneficial breakout sessions.

11. City Manager Comments/Reports

City Manager Stoddard thanked all city staff for their hard work during the year – being conscientious and conservative with spending led to a favorable audit. She then 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 Cooper and supported by all to adjourn the meeting at 8:18 p.m.

Shannon Stutz, City Clerk

City of Parchment
Check Register Report
Warrant 1458

Check #	Check Date	Vendor	Description	Amount
MERCANTILE Checks				
36884	02/21/2022	MONICA COLE	Bingo for Bags - Refund (Table)	375.00
36885	02/21/2022	CONSUMERS ENERGY	Municipal Pumping	38.96
36886	02/21/2022	ENGINEERED PROTECTION SYSTEMS	Maint. Bldg.-3/1 to 5/31/22	175.50
36887	02/21/2022	FRANCOTYP-POSTALIA, INC.	Mail meter rental,Scale, Resets	78.00
36888	02/21/2022	HANDLEY'S TREE SERVICE	Clear Retention Ponds-Orient/H	5,750.00
36889	02/21/2022	ALBERTA HOIKKA	Bingo for Bags-Refund-3 Ticket	140.55
36890	02/21/2022	DIANE JORDAN	Bingo for Bags Refund-6 Ticket	281.10
36891	02/21/2022	TRACY KEEGAN	Bingo for Bags Refund-1 Ticket	46.85
36892	02/21/2022	PREIN & NEWHOF	MS4 Stormwater Permit to 1/29/22	1,267.50
36893	02/21/2022	PUBLIC MEDIA NETWORK	Charter-Oct-Dec PEG Fees	3,141.01
36894	02/21/2022	REPUBLIC SERVICES #249	City Wide Pickup-February	8,887.78
36895	02/21/2022	SBAM PLAN	Employee Ins-March 2022	10,566.27
36896	02/21/2022	NANCY STODDARD	Zoom-On Line Meeting Platform	15.89

City of Parchment
Check Register Report
Warrant 1459

Check Date	Check	Vendor Name	Description	Amount
Mercantile Bank				
03/02/2022	36901	BS & A SOFTWARE	GL, AP, CR, PAYROLL - new software	8,820.00
03/02/2022	36902	COMPANION LIFE	LIFE & AD&D INS-MARCH	57.00
03/02/2022	36903	CONSUMERS ENERGY	Citywide monthly energy use	3,316.25
03/02/2022	36904	CONSUMERS ENERGY	Citywide monthly energy use	328.17
03/02/2022	36905	CORPORATE TECHNOLOGIES LLC	WINDOWS SOFTWARE, LICENSE for SERVEI	2,009.06
03/02/2022	36906	HARVEY CONSULTING	PLANNING/ZONING CONSULT - 7/1/19 to c	5,062.50
03/02/2022	36907	KALAMAZOO OIL CO.	FUEL CHARGES-2/1 TO 2/15/22	804.62
03/02/2022	36908	KALAMAZOO TOWNSHIP	POLICE/FIRE SVCS - MARCH 2022	35,268.00
			Police $29,693 fire $5,575	
03/02/2022	36909	SUE SHIELDS	BINGO FOR BAGS-REFUND	187.40
03/02/2022	36910	TAMELA WENZEL	BINGO FOR BAGS-REFUND	187.40

KABA
Kalamazoo Area Building Authority

2022 MONTHLY PERMITS BY JURISDICTION

MONTH OF FEBRUARY 2022

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	10	$ 5,057
COMSTOCK	ELECTRICAL	16	$ 2,993
COMSTOCK	MECHANICAL	11	$ 1,647
COMSTOCK	PLUMBING	5	$ 928
COMSTOCK	SPECIAL - JURISDICTION	3	$ 300
COMSTOCK	SPECIAL - HOMEOWNER	1	$ 55
TOTAL COMSTOCK		**46**	**$ 10,980**
KALAMAZOO	BUILDING	21	$ 6,224
KALAMAZOO	ELECTRICAL	22	$ 5,751
KALAMAZOO	MECHANICAL	19	$ 2,716
KALAMAZOO	PLUMBING	7	$ 950
KALAMAZOO	SPECIAL - JURISDICTION	6	$ 600
KALAMAZOO	SPECIAL - HOMEOWNER	1	$ 55
TOTAL KALAMAZOO		**76**	**$ 16,296**
PARCHMENT	BUILDING	2	$ 370
PARCHMENT	ELECTRICAL	4	$ 614
PARCHMENT	MECHANICAL	1	$ 130
PARCHMENT	PLUMBING	-	$ -
PARCHMENT	SPECIAL - JURISDICTION	1	$ 100
PARCHMENT	SPECIAL - HOMEOWNER	-	$ -
TOTAL PARCHMENT		**8**	**$ 1,214**
PINE GROVE	BUILDING	4	$ 3,573
PINE GROVE	ELECTRICAL	3	$ 653
PINE GROVE	MECHANICAL	5	$ 866
PINE GROVE	PLUMBING	1	$ 184
PINE GROVE	SPECIAL - JURISDICTION	-	$ -
PINE GROVE	SPECIAL - HOMEOWNER	-	$ -
TOTAL PINE GROVE		**13**	**$ 5,276**
RICHLAND	BUILDING	9	$ 8,147
RICHLAND	ELECTRICAL	14	$ 3,421
RICHLAND	MECHANICAL	5	$ 866
RICHLAND	PLUMBING	10	$ 1,939
RICHLAND	SPECIAL - JURISDICTION	-	$ -
RICHLAND	SPECIAL - HOMEOWNER	-	$ -
TOTAL RICHLAND		**38**	**$ 14,373**
RICHLAND VILLAGE	BUILDING	1	$ 170
RICHLAND VILLAGE	ELECTRICAL	3	$ 373
RICHLAND VILLAGE	MECHANICAL	4	$ 530
RICHLAND VILLAGE	PLUMBING	1	$ 155
RICHLAND VILLAGE	SPECIAL - JURISDICTION	-	$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	-	$ -
TOTAL RICHLAND VILLAGE		**9**	**$ 1,228**
TOTAL		**190**	**$ 49,367**

REVENUE	REVENUE
FEBRUARY 2021	% PREV YEAR MONTH
$ 41,412	119.2%

PERMITS	PERMITS
FEBRUARY 2021	% 2021 - YTD
157	121.0%

KABA

2022 MONTHLY PERMITS BY JURISDICTION

YEAR TO DATE AS OF: FEBRUARY 2022

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	22	$ 7,274
COMSTOCK	ELECTRICAL	33	$ 10,632
COMSTOCK	MECHANICAL	33	$ 11,558
COMSTOCK	PLUMBING	8	$ 1,403
COMSTOCK	SPECIAL - JURISDICTION	5	$ 500
COMSTOCK	SPECIAL - HOMEOWNER	1	$ 55
TOTAL COMSTOCK		102	$ 31,422
KALAMAZOO	BUILDING	38	$ 9,825
KALAMAZOO	ELECTRICAL	36	$ 7,761
KALAMAZOO	MECHANICAL	32	$ 4,773
KALAMAZOO	PLUMBING	13	$ 1,550
KALAMAZOO	SPECIAL - JURISDICTION	10	$ 1,000
KALAMAZOO	SPECIAL - HOMEOWNER	1	$ 55
TOTAL KALAMAZOO		130	$ 24,964
PARCHMENT	BUILDING	2	$ 370
PARCHMENT	ELECTRICAL	7	$ 961
PARCHMENT	MECHANICAL	3	$ 395
PARCHMENT	PLUMBING	1	$ 100
PARCHMENT	SPECIAL - JURISDICTION	2	$ 200
PARCHMENT	SPECIAL - HOMEOWNER	0	$ -
TOTAL PARCHMENT		15	$ 2,026
PINE GROVE	BUILDING	5	$ 3,943
PINE GROVE	ELECTRICAL	5	$ 1,013
PINE GROVE	MECHANICAL	12	$ 1,856
PINE GROVE	PLUMBING	1	$ 184
PINE GROVE	SPECIAL - JURISDICTION	0	$ -
PINE GROVE	SPECIAL - HOMEOWNER	0	$ -
TOTAL PINE GROVE		23	$ 6,996
RICHLAND	BUILDING	16	$ 13,401
RICHLAND	ELECTRICAL	28	$ 7,357
RICHLAND	MECHANICAL	22	$ 4,031
RICHLAND	PLUMBING	14	$ 2,598
RICHLAND	SPECIAL - JURISDICTION	0	$ -
RICHLAND	SPECIAL - HOMEOWNER	0	$ -
TOTAL RICHLAND		80	$ 27,387
RICHLAND VILLAGE	BUILDING	3	$ 555
RICHLAND VILLAGE	ELECTRICAL	4	$ 535
RICHLAND VILLAGE	MECHANICAL	6	$ 865
RICHLAND VILLAGE	PLUMBING	3	$ 355
RICHLAND VILLAGE	SPECIAL - JURISDICTION	0	$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	0	$ -
TOTAL RICHLAND VILLAGE		16	$ 2,310
TOTAL KABA	YTD	366	95,105

REVENUE	REVENUE
YTD - FEBRUARY 2021	% 2021 - YTD
$ 132,847	71.6%

REVENUE
% 2022 YTD BUDGET
91.80%

PERMITS	PERMITS
YTD - FEBRUARY 2021	% 2021 - YTD
342	107.0%

2022 MONTHLY CUMULATIVE TOTALS		
# PERMITS	REVENUE	
176	$ 45,738	JAN
190	$ 49,367	FEB
-	$ -	MAR
-	$ -	APRIL
-	$ -	MAY
-	$ -	JUNE
-	$ -	JULY
-	$ -	AUG
-	$ -	SEPT
-	$ -	OCT
-	$ -	NOV
-	$ -	DEC
366	$ 95,105	2022

Permit List

03/01/2022

Building

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB22-18-064	1102 E G AVE	06-02-110-380	ELWELL CHRIS		02/16/2022	$270.00	$0
Work Description:	Interior/ exterior renovation. Strip interior to structural framing perform structural repairs/modifications to accomodate altered floor plan for 3 bedroom 2 bath dwelling. New windows/doors, siding per plans						
	NOTE:						
PB22-18-069	406 PARKDALE	06-02-320-491	MENDOZA JUSTIN	Power Home Solar	02/22/2022	$100.00	$0
Work Description:	Install 14 panel 5.32 kW roof mounted solar array per plans						

Total Permits For Type: 2

Total Fees For Type: $370.00

Total Const. Value For Type: $0

Report Summary

Population: All Records

Permit.DateIssued Between
2/1/2022 12:00:00 AM AND
2/28/2022 11:59:59 PM AND
Permit.PermitType = Building
AND
Permit.BasicUsage = Residential
AND
GovernmentUnitList.UnitCode =
18

Grand Total Fees: $370.00

Grand Total Permits: 2

Grand Total Const. Value: $0

Property Maintenance Inspections

Parchment

03/01/2022

Special Permit

Permit #	Job Address	Parcel Number	Owner	Contractor	Date Entere	Fee Total Due
PS21-18-112	507 N RIVERVIEW Apt 2	06-02-110-081	R & J EQUITIES LLC		11/15/2021	100.00

Work Description: Property Maintenance request from Parchment

Property Maint. Re-inspection Completed: 02/17/2022
Property Maintenance Inspectio Completed: 11/17/2021

Total Permits: 1

Total Fees Due: $100.00

Population: All Records

Permit.PermitType = Special Permit AND
Permit.Status = HOLD (FEE) AND
Permit.Category = Jurisdiction Request AND
GovernmentUnitList.UnitCode = 18

KALAMAZOO AREA TRANSPORTATION STUDY

TECHNICAL COMMITTEE MEETING
DRAFT MINUTES DECEMBER 2, 2021 - 9:30 A.M.

CALL TO ORDER

The December 2, 2021 Technical Committee Meeting was called to order via a Zoom conference call in accordance with Kalamazoo County State of Emergency Declaration, at 9:30 a.m. by Chair Kathy Schultz.

INTRODUCTIONS

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

ROLL CALL

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

MEMBERS PRESENT

	Agency	Call-in Location
Chris Bessert	Kalamazoo County	Kalamazoo, MI
Mickey Bittner	Village of Paw Paw	Paw Paw, MI
Kerry DenBraber	Michigan Department of Transportation, Statewide Planning	Kalamazoo, MI
Eric Feldt	City of Portage	Portage, MI
Kendra Gwin	City of Portage	Portage, MI
Robert Henderson	Van Buren Public Transit	Bangor, MI
Jeff Heppler	Village of Augusta	Augusta, MI
Anna Horner	Oshtemo Township	Oshtemo Township
Robert Maffeo	Michigan Department of Transportation, Statewide Urban Travel Analysis	Meridian Township
Ryan Minkus, Vice-Chair	Road Commission of Kalamazoo County	Kalamazoo, MI
Jim Mallery	Village of Vicksburg	Vicksburg, MI
Dennis Randolph	City of Kalamazoo	Kalamazoo, MI
Brian Sanada	Michigan Department of Transportation, Region	Antwerp Township
Kathy Schultz, Chair	Central County Transportation Authority	Kalamazoo, MI
Jodi Stefforia	Comstock Township	Comstock Township
Nancy Stoddard	City of Parchment	Parchment, MI
Greg Vlietstra	Kalamazoo County Transportation Authority	Kalamazoo, MI
Luke Walters	Michigan Department of Transportation, Statewide Planning	Delton Township
Mark Worden	Road Commission of Kalamazoo County	Cooper Township

OTHERS PRESENT

	Agency
Curt Aardema	Central County Transportation Authority
Phil Doorlag	Wightman & Associates
Bart Franklin	Hubbell, Roth and Clark
Iris Luppert	Oshtemo Township
Jamie Harmon	City of Portage
Kathleen Hoyle	City of Portage
Robert Maffeo	MDOT, Statewide Urban Travel Analysis
Megan Mickelson	Kalamazoo Area Transportation Study

Sarah Phillips	Road Commission of Kalamazoo County
Elizabeth Rumick	Kalamazoo Area Transportation Study
Paul Selden	Bike Friendly Kalamazoo
Paul Sotherland	KATS Citizens Advisory Committee
Steve Stepek, AICP	Kalamazoo Area Transportation Study
Ali Townsend	Kalamazoo Area Transportation Study

CHANGES OR ADDITIONS TO THE AGENDA

There were no changes or additions to the agenda.

APPROVAL OF THE AGENDA

MOTION by Heppler, SECOND by Minkus, ***"to approve the December 2, 2021 Technical Committee Agenda."*** MOTION APPROVED.

MINUTES FROM THE NOVEMBER 4, 2021 MEETING

Minkus requested "Kalamazoo County Road Commission" on pages 2 and 3 of the minutes be corrected to "Road Commission of Kalamazoo County." Stoddard said she was present at the November meeting but was not included in the "Members Present" section. Gwin reported Muhammad Arif's name is misspelled as "Mohammad Arif."

MOTION by Heppler, SECOND by Minkus, ***"to approve the minutes from the November 4, 2021 Technical Committee Meeting with the corrections listed above."*** MOTION APPROVED.

POLICY COMMITTEE REPORT

Stepek reported the Kalamazoo Area Transportation Study (KATS) Policy Committee approved everything on the agenda including the Congestion Management Plan and the 2050 Metropolitan Transportation Plan with the directive that the Non-Motorized Subcommittee would meet in the first quarter of 2022 regarding the Road Commission of Kalamazoo County concerns. The Policy Committee also approved the Traffic Collection Contract covering the calendar years 2022 to 2024.

PUBLIC COMMENTS

Selden speaking as the Chair of the 11th annual Kalamazoo Bike Week that will be held May 7, 2022 through May 14, 2022, plans to reach out to agencies in the coming month or two so that by the end of January, Bike Week speakers will be determined. Contact Selden directly if you are interested or follow the KalamazooBikeWeek.org website for information on their January meeting.

Aardema stated as a member of the Kalamazoo Area Transportation Study Policy Committee representing the Central County Transportation Authority, he is participating in today's meeting because of interest in membership on the Non-Motorized Subcommittee which is an agenda item for this meeting.

TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS

After Schultz pointed out that the amendments are an enclosure in the meeting materials, Stepek provided information on the amendments that three are additions related to 2023 safety grants that were awarded and two are budget increases. Schultz asked Minkus if the mini-roundabout project on Parkview Avenue at 11th and 12th Street is one or two roundabouts and what defines a mini roundabout. Minkus explained it is two roundabouts. The mini designation means the entire circle will fit in the inner diameter of a standard roundabout and is designed for a 66-foot right-of-way intersection with 3 inch versus standard 6 inch curb height with the intention that large vehicles will drive over the center islands. Schultz noted this will impact a bus route in the area and will pass along the information to bus drivers. Minkus will follow-up with Schultz when the project concept progresses

and plans outreach to impacted parties and property owners. Heppler expressed first responder fire truck vehicles may have difficulty navigating the mini roundabout impeding rescue operations.

MOTION by Minkus, SECOND by Heppler, ***"to approve the Fiscal Year 2020 – 2023 Transportation Improvement Program Amendments."*** *MOTION APPROVED.*

STATE SAFETY TARGETS

Schultz stated the State Safety Targets, data, and supporting documentation is included in the meeting packet. Stepek elaborated that this is the annual state's 2022 calendar year target. The state uses the baseline condition for 5 years, up through 2020, to predict the State Safety Targets for 2022. As shown by the graphs from 2016 to 2020, the Kalamazoo Area Transportation Study (KATS) region is at a downward trend for bicyclist and pedestrian serious injuries, flat for serious injuries, and on a downward trend for fatalities with the exception in the uptick in 2020. KATS has traditionally supported state targets. If KATS develops its own safety targets, it must support both its own and the states. KATS Staff recommend supporting State Safety Targets. Heppler added that the increase in last year's fatalities and serious injuries was nation-wide. Traffic safety consists of the following three items: Engineering, Educating the public, and Enforcement of laws. Minkus echoed agreement with Heppler's "three E's": Engineering, Education, and Enforcement, and thanked KATS Staff for local data versus just state-wide trends.

MOTION by Heppler, SECOND by Mallery, ***"to approve the State Safety Targets."*** MOTION APPROVED.

LOMA OZONE CONFORMITY REPORT

Schultz noted the report is included in the meeting packet. Stepek explained this is the first time Kalamazoo Area Transportation Study (KATS) along with Battle Creek Area Transportation Study (BCATS) are considered a Limited Orphan Maintenance Area (LOMA) for ozone conformity. Conformity is based on fiscal constraint. KATS Staff recommend approval of the report and submission with the Metropolitan Transportation Plan to the Michigan Department of Transportation. Schultz asked why KATS is considered Orphan status. Stepek responded it is a federal designation which can cause confusion.

MOTION by Sanada, SECOND by Heppler, ***"to approve the LOMA Ozone Conformity Report."*** MOTION APPROVED.

METRO PRESENTATION

Schultz presented a PowerPoint presentation titled Bus Stop and Shelter Update for informational purposes and to give kudos for successful partnerships with local agencies. Metro is striving toward getting Bus Stops up to ADA Standards. ADA requirements include slope less than 2%, connection to sidewalk, street, or path, and a minimum of five feet wide and eight feet long. The next slide was a map identifying all Bus Stops, with those in red being updated stops. 250 of the over 750 stops are in compliance. Another map displayed the location of system-wide Bus Shelters. The 2014 Bus Stop Study showed only 7 percent of Metro Bus Stops to be ADA compliant. In 2021, 35 percent of Bus Stops are ADA compliant. A 2018 Bus Stop Study performed by Nelson Nygaard led to recommendations to remove stops and add others. Before and after pictures were shown as an example of safety and ADA upgrades at the Drake Road at Calvary Bible Church Bus Stop. Before and after pictures were shown of a new Bus Stop pad at Kilgore Service Road at Portage Road. HUD Funding was utilized in partnership with the City of Kalamazoo to install 37 new Bus Stop locations. Schultz showed before and after pictures of correcting slope over 2 percent at the Ransom and Church Street Bus Stop. This project was partially funded by the Foundation for Excellence. The recent Bus Stop Sign review identified stops to keep, stops to relocate, and the addition of new stops on undersigned routes. Bus Stop spacing was also considered to potentially improve on-time performance. The new Bus Stop Sign project with Rathco began in Fall of 2019, was divided into six phases, and cost of approximately $110,000. The next slide showed a picture of a newly installed bench at Park Street and Crosstown Pond for an example of improved passenger comfort. New Bus

Stop Shelters were installed in 8 locations during 2021 including a pictured new bus stop pad at Gull Road and Nazareth. Metro has partnered with nearby agencies such as the City of Portage, for many improvement projects. The next slide listed transit system challenges that include lack of sidewalk connections, placement of Bus Stop in the right-of-way not easily obtained, limited space for shelter or bench, and business/community support. Bus Shelter Locations are identified by the number of boardings. Metro also focuses on maintenance of shelters. Metro Utility Staff routinely cleans shelters of trash, power washes them, and removes snow. Minkus asked if Metro has experienced better on-time performance with the updates made. Schultz responded new data has not yet been determined, but compliments from bus drivers were received for the removal of stops that were very close together. Stoddard thanked staff for working with the City of Parchment for the new ADA compliant Bus Stop and Shelter. Hoyle asked if the addition of bike racks was discussed as part of the Bus Stop improvement plan. Schultz responded there are plans to install some bike racks, noting that larger concrete pads are required to accommodate them. Stefforia thanked Schultz for the presentation and asked if Arif's concerns about the City of Portage ridership have been addressed. Schultz said it takes time for people to recognize there is a Bus Stop sign and to understand which bus comes through and how often. Metro's ongoing Comprehensive Operations Analysis will study how areas can be better serviced. Schultz will get Arif data. Selden thanked Schultz for the presentation.

NON-MOTORIZED SUBCOMMITTEE MEMBERSHIP DISCUSSION

As previously discussed, Stepek reiterated the Non-Motorized Subcommittee will have regularly occurring meetings. Kalamazoo Area Transportation Study (KATS) has always used open forum which can continue to be used for this Subcommittee. The Subcommittee will reach consensus to bring proposals to the Technical Committee which will then bring proposals to the Policy Committee. More well-rounded plans will result if the Subcommittee has more than just Technical Committee members and includes other advocates such as Parks Departments. The next Non-Motorized Subcommittee meeting will most likely be held in January of 2022. Heppler asked if meeting information will be posted. Stepek responded it can be posted. Luppert expressed support of the Non-Motorized Subcommittee plan and interest in membership. Minkus asked the goal or purpose of this Subcommittee for attendees and documentation in the minutes. Stepek responded the Subcommittee will review the Metropolitan Transportation Plan nonmotorized map and chapter items per the directive from the Technical and Policy Committees. Then the Subcommittee will continue data development, project development and project coordination of the nonmotorized plan. By meeting regularly to discuss projects there is opportunity to better coordinate and collaborate projects between municipalities and more frequently update KATS nonmotorized data. As Schultz's last meeting as Chair, she requests the new Chair include on the Technical Committee agendas a Non-Motorized Subcommittee report when they meet. Harmon from the City of Portage asked if this Subcommittee will be working on the nonmotorized virtual map previously discussed. Mickelson of KATS stated the virtual nonmotorized map will be on the katsmpo.org website by the end of business today. Stepek added continually updating the nonmotorized map will make the process more accurate and smoother. Sotherland thanked KATS for the interactive map. Schultz summarized to contact Stepek if you are interested in participating in the Non-Motorized Subcommittee.

FEDERAL TRANSPORTATION AUTHORIZATION AND CENSUS URBANIZED AREA UPDATE

Stepek updated the committee that the recently received timeline is included in meeting materials. The importance is that the urbanized area determines funding. Based on comments that were received on proposed changes, it is sounding good overall. Federal Transportation Authorization funding has not yet been determined. The current federal authorization goes through the end of this week. After authorization is passed, the federal government must perform a separate appropriation of funding. Heppler asked if the recently passed federal Transportation Act will allow money to trickle down. Stepek clarified the federal government has to appropriate dollars in that Transportation Authorization in order to get funding.

FISCAL YEAR 2024 – 2026 PROJECT LIST

Referring to the enclosure in the meeting packet, Stepek explained this is the master project list for roads and flex money for transit. The list is presented for local agency feedback, public engagement, and will be mailed to outside consultation agencies. It is also posted on the katsmpo.org website. Although Kalamazoo Area Transportation Study (KATS) has already scored the projects, scoring is excluded so the scoring methodology process does not influence public opinion. The Subcommittee will start assigning dollars to projects in early 2022. Schultz asked if KATS would provide a map. Stepek responded there will be a link to a map in the letter that is mailed for consultation. Stepek elaborated after this month of engagement, the master list will be presented for action next month. Minkus asked if Michigan Department of Transportation projects could be overlayed on the KATS map to prevent issues. Stepek responded the data can be exported from JobNet and added.

PUBLIC TRANSPORTATION UPDATES

Schultz reported Metro's Comprehensive Operations Analysis is in process. Stakeholder meetings and public virtual meetings are being scheduled for the week of December 13, 2021. Current transportation in Kalamazoo County and future transportation will be discussed along with solicitation of recommendations. Vlietstra elaborated on the unfortunate news story of an active shooter incident on Saturday November 27, 2021. Three people were shot. The media reports that the event took place all on one bus were incorrect. The event took place throughout the Kalamazoo Transportation Center Area. Kalamazoo Public Safety arrived within two minutes and shot and killed the shooter. The three people that were shot do not have life threatening injuries. The incident has made the bus driver shortage worse. Metro's security contract with the Kalamazoo County Sheriff ended due to Sheriff staffing shortages. Metro continues to examine safety and security. Schultz complimented bus drivers and dispatchers for their response during the situation. Metro practiced active shooter drills and it most likely prevented a worse situation.

STATUS REPORTS

ROADS-

Heppler from the Village of Augusta announced the exciting news that the Michigan Department of Transportation selected the Village's Washington Street bridge to be replaced and gave the Village a $830,000 grant. The Augusta Drive project will be bid in the next one to two months.

Minkus added the Village of Augusta has been trying to obtain funding for the Washington Street bridge replacement for years. Minkus reported the Road Commission of Kalamazoo County (RCKC) was notified of funding for bridges preventative maintenance. Minkus introduced the Road Commission new staff including Sarah Phillips, Communications Administrator, and Kim Bodnar, Assistant Finance Director. RCKC continues to look for drivers. The Nichols Road project is done. Sprinkle Road will have rolling closures for punch list items. All other projects are done for the year. Design for 2023 projects is underway. Design of 2022 projects is complete and cost of 2022 projects has been turned into the Michigan Department of Transportation. Trucks are set up for plowing and sand and salt inventory has been delivered.

Mallery reported the Village of Vicksburg downtown project is ongoing with asphalt and sidewalk work. Streetlights are planned to be installed next week. Traffic signals should be up by the end of December. Twenty percent of the project will remain and be completed next spring.

Stoddard reported the Glendale water main project is complete.

Randolph stated the City of Kalamazoo Portage Road project will continue in spring but is back open to traffic. Studies have shown an impactful 2 mile-an-hour speed reduction in areas of recent traffic calming projects. Next year's projects are being designed and bid.

DenBraber echoed that the Michigan Department of Transportation (MDOT) is hiring CDL drivers in the Southwest Region and encourages people to apply at Michigan.gov. Portage Road at I-94 will be closed the weekend of December 11, 2021 for bridge beam installation. The MDOT US-131 Village of Schoolcraft project amendment budget increase resulted because the letting got pushed to Fiscal 2023 due to environmental concerns and the project was rebundled with other projects along the corridor. Survey work and design has begun on the US-131 Business Spur project to add a ramp from northbound 131 to eastbound on the Business Spur. Gwin asked what the detour route is for the Portage Road Closure. Schultz echoed the question due to a bus route there. After reviewing the midrive.com website, Denbraber answered the detour is Milham to Westnedge to Kilgore.

Harmon reported the City of Portage Lovers Lane Reconstruction and South Westnedge Avenue Microsurfacing projects are scheduled for February bid lettings. Romence Road from Angling Road to Oakland Drive is under design for construction during summer of 2022. Shaver Road Reconstruction from South City Limits to Vanderbilt Avenue including water main replacement is under design for 2023 construction. Portage Road Reconstruction from East Centre Avenue to Romence Road including traffic signal upgrades at Romence Road and the addition of island boulevards is under design for 2023 construction. Forest Drive Traffic Signal at Portage Road is under design.

LAND USE/PLANNING AND ZONING-

Bessert reported Kalamazoo County signed a contract for county-wide aerials to be flown in spring of 2022. 2019 and 2020 MiSAIL imagery is available. The County is in the process of putting together parcel data for this year. The County continues working with 911 Central Dispatch to update addresses. The Kalamazoo County GIS server is back up and running which will allow partner jurisdictions to not only access the data 24 hours a day, 7 days a week, 365 days a year but allow them to make direct edits. Noting the Pictometry data is updated once a year, Stefforia asked if Kalamazoo County will be coordinating with Frizzo at Prein and Newhoff to update data more often. Bessert responded the County has discussed and is aware of interest in more frequent updates, but budget constraints create limits.

Feldt representing the City of Portage announced Chris Forth, Deputy Director of Planning and Development Services will be retiring in January, 2022 after multiple decades with the City. Applications to fill the open position are available on the portagemi.gov and Michigan Association of Planning websites.

Stoddard reported the City of Parchment Parks and Recreation Master Plan is going out for public comment through the end of the month and will be online later today.

NEW BUSINESS

Minkus announced the Rural Task Force #3 meeting will be held on December 8, 2021 at 11:00 a.m. There is a link to the meeting on the katsmpo.org website. On November 22, 2021 the United States Department of Transportation (US DOT) published a four-page document outlining what the infrastructure law will deliver for Michigan. It is available online for further detail. The US DOT will also be hosting webinars to discuss more detailed aspects of the law and how it will impact specific groups.

PUBLIC COMMENTS

Selden reported the community-wide Bike Program Steering Community met yesterday. Results of the bike and pedestrian safety enforcement conducted by the Office of Highway Safety and Planning and the Michigan State Police were presented. Selden will post their press release of the data on the Bike Friendly Kalamazoo (BFK) Facebook page and the BFK website. At the meeting, Captain Jeff Christensen of the Kalamazoo County Sheriff's Office announced booster funding will be used to add another traffic enforcement officer to rural roads. Plans are underway for the spring Kalamazoo Bike Week with continued efforts planned for fall of 2022.

ADJOURNMENT

Schultz passed the gavel to Minkus who will be serving as Chair beginning with the January meeting with Stefforia as Vice-Chair. Schultz expressed appreciation and pleasure serving as Vice-Chair and Chair of the Technical Committee the past four years. Members thanked Schultz for service.

Following a motion by Minkus and a second by Heppler, Chair Schultz adjourned the December 2, 2021 Technical Committee Meeting at 10:56 a.m.

The next meeting of the Kalamazoo Area Transportation Study Technical Committee will be held on Thursday, January 13, 2022 at 9:30 a.m.

DRAFT

CITY OF PARCHMENT
PROPERTY TAX POVERTY EXEMPTION GUIDELINES

Pursuant to Public Act 390 of 1994. Adopted by the Parchment City Commission on ???Date
Adjusted to Federal Poverty Standards of 12-31-21 for 2022 Assessments

Filing Requirements

In order to file and qualify for the property tax poverty exemption, the claimant must do all of the following and meet each of the following requirements annually:

1. Own and occupy the homestead property for which the exemption is requested.
2. File a claim with the supervisor or board of review after January 1st but before the day prior to the last day of the board of review on a form provided by the local assessing unit. Note: The filing of this claim constitutes an appearance before the March board of review for the purpose of preserving the right to appeal to the Michigan Tax Tribunal.
3. Provide federal and state income tax returns for all persons residing in the home. These income tax returns may be those filed in the current year or in the immediate preceding year.
4. Produce a valid driver's license or other form of identification if requested by the supervisor or board of review.
5. Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is being requested if required by the supervisor or board of review.
6. Meet the federal poverty income standards as defined and determined annually by the United States Office of Management and Budget which will be discussed later in this bulletin under the heading "Federal Poverty Income Standards".
7. Report divestment of assets on the required application form.
8. Meet the asset levels set by the Parchment City Commission.
9. Meet any other tests that may be set by the Parchment City Commission

Income Standards

The following are current poverty threshold Income Standards provided by the United States Office of Management and Budget and issued to Michigan assessors by the Michigan State Tax Commission in Bulletin No. 5 of 1995.

In order to meet the requirement of the Income Standards the claimants annual gross household income cannot exceed the amounts stated below.

Number of Persons Residing in Household	Yearly Income
1	$12,880.00
2	$17,420.00
3	$21,960.00
4	$26,500.00
5	$31,040.00
6	$35,580.00
7	$40,120.00
8	$44,660.00

For each additional person, add $4,540.00

Ordinary income includes:

1. Money wages and salaries before any deductions.
2. Net receipts from non-farm self-employment. These are receipts from a person's own business, professional enterprise, or partnership, after deductions for business expenses.
3. Net receipts from farm self-employment. These are receipts from a farm which one operates as an owner, renter, or share cropper, after deductions for farm operating expenses.
4. Regular payments from Social Security, Railroad Retirement, unemployment compensation, strike benefits from union funds, workers compensation, veteran's payments, and public assistance.
5. Alimony, child support, and military family allotments or other regular support from an absent family member for someone not living in the household.
6. Private pensions, government employee pensions (including military retirement pay), and regular insurance or annuity payments.
7. College or university scholarships, grants, fellowships, and assistant ships.
8. Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings.

Ordinary income does not include the following, except as provided in number 6 above:

1. Money received from the sale or property, such as stocks, bonds, a house, or a car, unless the claimant is in the business of selling such property.
2. Withdrawals of bank deposits and borrowed money.
3. Income tax refunds and one-time insurance payments.
4. Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms.
5. Federal non-cash benefit programs such as Medicare, Medicaid, food stamps and school lunches.
6. Gifts and lump-sum inheritances are not considered as ordinary income; however dividends, interest, rental proceeds, royalties, inheritances, and other similar receipts received on a period basis, which may be in the form of a gift or other form, including receipts resulting from divestment of assets, and which may have the appearance of income, shall be considered as unearned income and shall be included in the determination of income eligibility.

Asset Standards

In order to meet the requirements for assets, the total current fair market value of the claimant's household assets cannot exceed $4,500.

Definition of Assets (Non-Inclusive)

Assets include, but are not limited to the cash value of savings accounts and shares, certificates of deposit, investments such as stocks, bonds, mutual funds, deferred compensation accounts, equity in real estate other than the homestead for which the exemption is claimed, motor vehicles other than one primary transportation vehicle, jewelry, coins and other collectibles, precious metals and other similar possessions which are not essential to the subsistence or health and well-being of the claimant, gifts lump-sum inheritances, dividends, interest, rental proceeds, royalties and other receipts received in the form of a gift or as a result of asset divestment shall be considered an asset if received on a one-time lump-sum basis and shall be included in the determination of asset eligibility.

Divestment of Assets

Divestment means a transfer of a resource. Transfer of a resource means giving up all or partial ownership in, or rights to, a resource. Examples include, but are not limited to, selling an asset, giving an asset away, refusing an inheritance, giving up the right to receive income, and other similar divestment actions.

If an application for property tax exemption has divested any assets during the period of 36 months preceding the date of the application, then such divestment shall be considered in the determination of eligibility.

Additional Standards

Full or Partial Poverty Exemptions

PA 253 of 2020 made changes related to granting full or partial poverty exemptions. MCL 211.7u(5) states that if a person claiming the poverty exemption meets all eligibility requirements, the Board of Review shall grant the poverty exemption, in whole or in part, as follows:

1. A full exemption equal to a 100% reduction in taxable value for the year in which the exemption is granted; or
2. A partial exemption equal to a 50% reduction in taxable value for the year in which the exemption is granted; or
3. A partial exemption equal to a 25% reduction in taxable value for the year in which the exemption is granted.

Partial Poverty Exemptions will be granted as follows:

A. 100% Exemption will be granted to property owners who meet the federal poverty income guidelines in this resolution and the asset level test in this resolution.
B. 50% Exemption for owners who exceed the guidelines by no greater than 15%
C. 25% Exemption for owners who exceed the guidelines by no greater than 30%

Appeal

A property owner may appeal the March Board of Review's decision on a poverty exemption claim to the Michigan Tax Tribunal by June 30 of that year. An appeal of a July or December board of review poverty exemption decision may be made to the Michigan Tax Tribunal within 30 days of the decision. Appeals are to be made in writing to Michigan Tax Tribunal, P.O. Box 30232, Lansing, MI 48909.

CITY OF PARCHMENT
APPLICATION FOR PROPERTY TAX POVERTY EXEMPTION

Pursuant to Public Act 390 of 1994. Adopted by the Parchment City Commission on ???Date

This application must be filed with the Assessor, City Manager, or Board of Review after January 1, but before the day prior to the last day of the Board of Review.

I,_____, being the owner and principal resident of the homestead property listed and described below hereby apply for property tax relief pursuant to the provisions of MCL 211.7u of the General Property Tax Act.

Property Code: _____

Property Description:_____

Property Address: _____

Applicant Phone Number: _____ Marital Status: _____

Age of Applicant: _____ Age of Spouse: _____

Total Number of Household Members: _____ Spouse Name: _____

List each and every member of your household:

Last Name	First Name	Age	Relationship	Employer	Contribution to Household	Household Income

EMPLOYMENT INFORMATION

Name & Address of Employer: _____

Employer Phone Number: _____ How long employed there? _____

Job Title: _____

PROPERTY INFORMATION

Is your home paid for? _____ If not, name of lender: _____

Balance Owed: _____ How long have you lived at this residence? _____

Do you own, or are you buying or have any interest in any other real property? If so, list below:

Address	Name of Owner	Assessed Value	Tax Amount	Date Tax Paid

Income received from all property: _____

HOUSEHOLD INCOME INFORMATION

List all household income from all sources for each member of the household. Attach a copy of each household member's most recent state and federal tax return forms:

Household Member	Income Source	Periodic or Annual Income

HOUSEHOLD ASSET INFORMATION

List all household savings and investments:

Name of Financial Institution	Amount of Deposit	Interest Rate	Name on Account	Value of Investment

List of all life insurance policies held by you and your spouse:

Insured	Policy Amount	Monthly Payment	Currently Paid?	Beneficiary	Relationship to Insured

List of all assets divested in the past 36 months:

Description Current Value

_____

_____

_____

List of all motor vehicles in household:

Make	Year	Owned by	Used for	Monthly Pmt	Balance Owed

List all other assets and their values:

Type of Asset	Owner	Value	Income Derived from Asset

PERSONAL DEBTS

List all household members' personal debts:

Creditor	Purpose of Debt	Date of Origin	Original Balance	Monthly Payment	Balance Owed

MONTHLY EXPENSES

Utilities: _____ Food: _____ Phone: _____ Clothing: _____

Heat: _____ Car: _____ Other (specify): _____

AUTHORIZATION FOR VERIFICATION

I, _____ , as an applicant to the City of Parchment for a Property Tax Poverty Exemption, hereby authorize, by virtue of my notarized signature below, City of Parchment to contact any person, firm or organization which I have identified in this Application in order to verify the information I have provided herein. Additionally, I authorize any person firm, or organization so contacted to provide any such information to City of Parchment as requested. I am aware that any willful inaccuracies, misstatements, or misrepresentation made by me in this application may constitute perjury, which under the law is a felony violation punishable by fine or imprisonment.

Notice to Applicant
Do not sign this application except in the presence of City of Parchment Manager, Assessor, and Board of Review member or notary public.

STATE OF MICHIGAN
COUNTY OF KALAMAZOO

The undersigned, being duly sworn, deposes and says that the statements made in the foregoing application are true and that he/she has no money, income, or property other than disclosed herein.

Signature of applicant: _____

Subscribed and sworn this _____ day of _____ , 2022

_____
Signature
(Supervisor, Assessor, Board of Review or Notary Public)

FOR BOARD OF REVIEW USE
Disposition by the Board of Review Date: _____

Denied: _____ Approved: _____ Assessment reduced to: _____
Supervisor: _____
Chairperson: _____
Second Member: _____
Third Member: _____