



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

April 4, 2022

7 P.M.

Parchment City Commission

Mayor Robert D. Britigan III

Vice Mayor Thomas Jordan

Commissioner Holly Evans

Commissioner Tammy Cooper

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. Pledge of Allegiance

3. Roll Call

4. Approval of Minutes

From the City Commission Meeting of March 21, 2022

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.1460 – action
- ii. Kindleberger Park Stage Rental, Ballet Arts Recital – action
- iii. Kindleberger Park Sunken Garden Rental, Pearson Wedding – action
- iv. Planning Commission Meeting Minutes, January 26, 2022 – receive
- v. KATS Policy Committee Meeting Minutes, February 23, 2022 – receive
- vi. KATS Technical Committee Meeting Minutes, February 10, 2022 - receive

8. Unfinished Business

- A. Property Access Agreement, City of Parchment ROW, Georgia Pacific - action

9. New Business

- A. Child Abuse and Prevention Presentation, Erika Hamlet, Exec. Director - receive
- B. Kalamazoo County Commission Update, Commissioner Jen Strebs – receive
- C. Budget Presentation, City Manager Stoddard - receive

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 MARCH 21, 2022.

1. Call to order

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

2. Roll Call.

Present: Mayor Britigan, Vice Mayor Jordan, Commissioners Cooper, Evans, Fooy, and Madaras, City Manager Stoddard, Treasurer/Clerk Stutz, Attorney Soltis.

Absent: Commissioner Conner.

Moved by Vice Mayor Jordan, supported by Commissioner Cooper to excuse the absence of Commissioner Conner. **Motion Carried.**

3. Minutes

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

4. Additions or changes to the agenda.

Remove 9A – Child Abuse Prevention Presentation (due to illness). Moved by Commissioner Cooper, supported by Vice Mayor Jordan to approve the removal of item 9A and the amended agenda. **Motion Carried.**

5. Citizen Comments – Items ON the Agenda

None.

6. Consent Agenda

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

7. Unfinished Business

None.

8. New Business

A. Presentation for Waste Service, Michael Balkema, Best Way Account Mgr. – receive. Michael Balkema thanked the Commission for the opportunity to present, and began an overview of the company. He noted that Best Way is a family owned business that performs service for residential and commercial settings in MI, OH, IN, and KY. He added that their trucks have technology, in addition to the landfill they use has a methane collection system that uses green energy to power 3000 households. Commissioners asked questions, answered by Mr. Balkema. Treasurer Stutz commented that she has had their service in Cooper Township for 17 years and has only had to call twice – both issues rectified within one day. Mayor Britigan thanked Mr. Balkema for his presentation.

B. Quarterly Police Report, TKPD Lt. Scott Jackson – Receive. Mayor Britigan welcomed Lt Jackson. Lieutenant Jackson went over the quarterly police report, saying he appreciates the commission's time and the difficulties felt from the last couple years. He explained that call volumes have been up all over the county, including in Parchment, but that prosecution and the courts are experiencing a significant backlog in cases. He added that their cases have been reviewed so it's just waiting for the courts to process. He went over the city statistics, then answered questions from Commissioners. City Manager Stoddard reported to the commission that Lt. Jackson has been honored to be selected to participate in a 10 week FBI training in Quantico, VA starting in April.

C. 2021 Annual Report of the Parchment Planning Commission, Chair Kent DeBoer – receive. Kent DeBoer went over the highlights of the Planning Commission 2021 Annual Report, which he noted likely hasn't been done in the past ten years. He discussed how busy the PC has been of late, doing work that is required by ordinance and provides for an orderly future for the City of Parchment. Mr. DeBoer fielded questions from the Commission. The Mayor thanked him for his leadership, and added that the PC is the "hardest working committee in the city". Moved by Commissioner Cooper, supported by Vice Mayor Jordan to receive the 2021 Annual Report of the Parchment Planning Commission. **Motion Carried.**

D. Property Access Agreement, City of Parchment ROW, Georgia Pacific – Action. Mayor Britigan began by explaining that this agreement relates to the clean up of the river, removing sediment needs a staging area. City Manager Stoddard added that DPW staff was able to meet with superfund site remediation group south of Drug and Lab. The group will be removing PCB's, 20% of the Morrow silt that made its way downstream; they will put gravel down next to the pavement in the ROW near Nieboer using 4-8 trucks per day on Commerce to Mosel. Attorney Soltis noted that the

agreement is straightforward. Commissioners had questions that were answered, then the Mayor asked if the city needed indemnification language in the agreement. Moved by Commissioner Cooper, supported by Vice Mayor Jordan to table the agreement until April 4 pending the addition of indemnification language. **Motion Carried.**

9. **Citizen Comments**

None.

10. **Mayor and Commissioner Comments**

Commissioner Cooper said she appreciates the police report and TKPD's presence in our community. She said they've been doing a good job, and small changes could "benefit us both". She then said she's looking forward to the cleaning up of the river, adding that any work done to benefit the ecosystem is a good thing.

Commissioner Madaras attended KSF's Bingo for Bags and reported it was so much fun, recognizing the hard work done by Karen and Julie Heasley.

Mayor Britigan mentioned the KAC will be meeting Monday, March 28, reminded all that next year's proposed budget will be given on April 4. He strongly suggested all commissioners attend the joint meeting of the Commission/ZBA/PC on April 27 at 6 pm. Then he reported that he was elected Treasurer of KATS; which has Riverview on the docket for 2024. Finally the Mayor reported reaching out to County Commissioner Jen Strebs for a county update.

11. **City Manager Comments/Reports**

City Manager Stoddard stated that the software update at City Hall has been successful, and staff are embracing the change. She also commented on the joint Commission/ZBA/PC meeting saying that it's a unique learning opportunity for all. 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 1460

Check	Check Date	Vendor Name	Description	Amount
36925	03/22/2022	CITY OF OTSEGO	COLD PATCH	256.00
36926	03/22/2022	CLAUDIA BRITIGAN	LOGO ARTWORK-KSF-REIMB.	100.00
36927	03/22/2022	CONSUMERS ENERGY	Citywide Monthly Energy Use	2,754.54
36928	03/22/2022	DETROIT SALT COMPANY	50.36 TONS ROCK SALT	6,798.68
36929	03/22/2022	FORD, KRIEKARD, SOLTIS & WISE	GENERAL MATTERS - FEBRUARY	987.50
36930	03/22/2022	JAMES DUBY	INSURANCE DEDUCTIBLE REIMBURSEMENT	2,126.90
36931	03/22/2022	KALAMAZOO AREA BUILDING AUTHOR	PROP MAINT - 507 N RIVERVIEW APT#2 (REPEAT)	100.00
36932	03/22/2022	KALAMAZOO CITY TREASURER	DELINQ LIENS ON WINTER TAXES	988.23
36933	03/22/2022	KALAMAZOO OIL CO.	FUEL CHARGES - 02/16 TO 02/28/2022	323.62
36934	03/22/2022	KALAMAZOO OIL CO.	HYDRAULIC OIL-STREET SWEEPER, DUMP TRUCK	518.20
36935	03/22/2022	MLIVE MEDIA GROUP	BOARD OF REVIEW NOTICES	627.40
36936	03/22/2022	NANCY STODDARD	ZOOM - ONLINE MEETING PLATFORM	15.89
36937	03/22/2022	PLERUS PAYMENT CENTER	ELECTION SUPPLIES	1,220.99
36938	03/22/2022	PREIN & NEWHOF	MS4 STORMWATER PERMIT 1/30 TO 2/26/2022	505.30
36939	03/22/2022	RADARSIGN, LLC	RADARSIGN, BRACKETS, BATTERY ASSEMBLY, S	3,905.00
36940	03/22/2022	REPUBLIC SERVICES #249	MARCH Pickup	9,316.16
36941	03/22/2022	SBAM PLAN	EMPLOYEE INS - APRIL 2022 66992 188980	10,986.27
36942	03/22/2022	SEVERANCE ELECTRIC CO INC	TRAFFIC SIGNAL MAINT - FEBRUARY 2022	120.00

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: Ballet Arts / Judi Holland, contact Phone: 269-226-0962 (Judi's)
Address: 2018 Rambling Rd.
Email: holland.judi@yahoo.com Alternate Phone: 269-345-3433 (Studio's)
Date of Event: Friday, May 13, 2022 Time: 5:00 - 8:00

Type of event: Dance recital
Approximate number of attendees: 4300
Will there be music as part of your event? yes
Name of DJ, musical performer, sound technician: yes music. We will
provide want to use your sound system
Decorations, rental chairs/tents/tables? Describe: some decorations
that we will supply
Name & address for deposit return: Ballet Arts, 2018 Rambling Rd.,
Kalamazoo, MI 49008

Judi Holland
Signature

March 1, 2022
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: CS Date: 3-18-22

Payment amount received: \$450 Receipt # _____
Check # _____ Cash _____ Credit _____ \$100 check \$350 credit
APPROVAL

Signature

RECEIVED Date

MAR 18 2022

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

Name: Samantha Pearson Phone: 269-447-0653
Address: 5052 Coopers Landing Dr Apt 3B Kalamazoo MI 49004
Email: marapet.pearson1732@gmail.com Alternate Phone: _____
Date of Event: June 4th Time: 1pm 12-3p

Type of event: Wedding Ceremony
Approximate number of attendees: 11 Adults and 3 Kids
Will there be music as part of your event? maybe
Name of DJ, musical performer, sound technician: Just a phone with speaker

Decorations, rental chairs/tents/tables? Describe: maybe drapes, ribbons flowers

Name & address for deposit return: Samantha Pearson - ~~5052~~
5052 Coopers Landing Dr Apt 3B Kalamazoo MI 49004


Signature

3-22-22
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:  Date: 3-23-22

Payment amount received: \$350- Receipt # _____
Check # _____ Cash _____ Credit ☒

APPROVAL

Signature

Date

Planning Commission Meeting Minutes
January 26, 2022

1. Call to Order at 6pm

2. Roll Call – Chairperson DeBoer, Commissioners Lyon-Jenness, Dean, Tecca, Attorney Soltis, and City Manager Stoddard

3. Approval of Minutes – November 30, 2021

- Motion by Bliesener to accept the minutes with corrections, second by Dean.
Roll call vote: All ayes

4. Citizen Comments

- No comments

5. Old Business - none

6. Public Hearing

A. Conditional Rezoning of 116 S Riverview Drive from C-1, Central Business District, to C-2, Service Commercial District – Ordinance to amend the City Zoning map conditionally – action

- Motion to open the Public Hearing from Lyon-Jenness, support by Kent DeBoer. All ayes. Motion approved
- DeBoer opened up the hearing and asked if the attorney would explain what needed to be accomplished.
- Attorney Soltis explained that the zoning map needed to be updated to show the documentation of conditional re-zoning. Because there was an amendment to the zoning ordinance, the Planning Commission (PC) had to update the zoning map. It will reflect what property has been conditionally rezoned from C-1 to C-2. The new map will have shading for the C-2 designation. This will be the last portion of the process, getting the agreement signed and recorded.
- City Manager Stoddard stated there were no public comments received.
- DeBoer asked if there was any other discussion
- Motion to close the Public Hearing by Dean, supported by Tecca. All ayes. Motion carried.
- The Public Hearing was closed.

7. New Business

A. Parks and Recreation Master Plan Projects Discussion

- Lyon-Jenness said that she received an email from Commissioner Bliesener regarding her meeting with the Zoning Administrator (ZA) Rebecca Harvey. They had a discussion as to what to think about regarding the projects that were in

the Master Plan and who takes on the role of selection of projects. ZA Harvey stated that clearly the Planning Commission should not move projects forward.

This is the job of a Parks and Recreation Committee. A committee should be formed by the City Mayor and City Commission. Planning Commission members may be appointed to the Parks & Rec Committee. 3-5 projects should be planned for annually.

The Planning Commission could hold educational sessions 2-3 times a year in the absence of applications to the Commission. Also, zoning alignment with the City's Master Plan could be worked on. (A responsibility of the Planning Commission). In February, the PC should meet to elect the chairperson, provide a recap report for the City Commission, and to receive the goal setting from the Parks & Rec Committee.

- Lyon-Jenness reiterated what Bliesener had found out – The PC should not take on the role of fulfilling the Master Plan. The Parks & Rec Committee will bring projects to the PC for approval.
- Questions from the Commission members:
 1. Can PC members serve on the Parks and Rec Committee?
 2. Does the City Commission appoint PC members to do the work?
 3. What did the Mayor say regarding a Parks and Rec Committee?
 4. Would the ZA Harvey be instrumental in helping with the appointment of members to the Parks and Rec Committee?
 5. How many people serve on the Committee?
 6. Will PC members be included in the appointments?
 7. Will any Parchment Action Team members be included in the appointments?
 8. Who should serve?
 9. Could we get the steps of the process from ZA Harvey?
 10. Who will write the grants for the projects?
 11. Are joint meetings allowed with the PC and Parks and Rec Committee?
 12. Should ZA Harvey be at the next meeting?

8. Commissioner Comments

9. Next Meeting – February 23, 2022

10. Adjournment – Motion by Tecca, support by Dean. All ayes. Meeting ended at 6:38 pm.

KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE

Minutes of the February 23, 2022 Meeting

CALL TO ORDER

The February 23, 2022 Policy Committee Meeting was called to order at 9:00 a.m. at Kalamazoo Metro, by Chairperson Randy Thompson.

INTRODUCTIONS

Introductions were made by all present.

ROLL CALL

Meeting attendance was recorded on the sign-in sheet.

MEMBERS PARTICIPATING

Curt Aardema	Central County Transportation Authority
Rob Britigan, Treasurer	City of Parchment
Marsha Drouin	Richland Township
Tim Frisbie	Village of Vicksburg
Libby Heiny-Cogswell, Vice Chair	Oshtemo Township
Jeff Heppler	Village of Augusta
Adam Herringa	City of Portage
Sarah Joshi	City of Galesburg
Tracy Locey	Brady Township
Lisa Imus	Village of Lawton
Sherine Miller	Kalamazoo Township
Pete Pfeiffer	Michigan Department of Transportation, TSC
Chris Praedel	City of Kalamazoo
Jeff Sorensen	Cooper Township
Paul Sotherland	KATS Citizens Advisory Committee
Randy Thompson, Chair	Comstock Township
Terry Urban	City of Portage
Jerry VanderRoest	Charleston Township
Mark Worden	Road Commission of Kalamazoo County

MEMBERS ABSENT

Carol Daly	Village of Mattawan
Jeff Franklin	Michigan Department of Transportation, Planning
John Gisler	Kalamazoo County
Martin Janssen	Kalamazoo County Transportation Authority
William Joseph	Village of Paw Paw
Greg Kinney	Van Buren County Road Commission
Nick Loeks	Texas Township

OTHERS PARTICIPATING

Judy Lemon	City of Galesburg
Ryan Minkus	Road Commission of Kalamazoo County
Elizabeth Rumick	Kalamazoo Area Transportation Study
Jordan Smith	Maner Costerisan
Steve Stepek	Kalamazoo Area Transportation Study
Ali Townsend	Kalamazoo Area Transportation Study
Don Ulsh	Schoolcraft Township

CHANGES OR ADDITIONS TO THE AGENDA

There were no changes or additions to the agenda.

APPROVAL OF THE AGENDA

Sorensen moved, and it was duly seconded by Heppler, ***“to approve the agenda of the February 23, 2022 Policy Committee Meeting.”*** MOTION CARRIED.

PUBLIC COMMENTS

No public comments were made.

CONSENT AGENDA

- ACCEPTANCE OF THE TREASURER’S REPORT
- ACCEPTANCE OF THE TECHNICAL COMMITTEE REPORT (FEBRUARY 10, 2022)
- ACCEPTANCE OF THE SOUTHCENTRAL MICHIGAN PLANNING COUNCIL REPORT
- APPROVAL OF THE MINUTES FROM THE DECEMBER 15, 2021 MEETING

Sorensen moved, and it was duly seconded by Heppler, ***“to accept and approve the items on the Consent Agenda.”*** MOTION CARRIED.

TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS

Steppek provided information on the amendments included in the packet. Since the Transportation Improvement Program (TIP) will be locked after April for fiscal year 2023 changes, there are a large number of projects being added and adjusted. This makes sure they are ready to go when the new TIP is approved in October. Seven jobs represent the increase in allocation for Kalamazoo Area Transportation Study (KATS) due to the adoption of the Infrastructure Investment and Jobs Act (IIJA). The Technical Committee and KATS Staff recommend approval of the Transportation Improvement Program Amendments as presented. VanderRoest asked for clarification on Job Number 213296. Stepek responded this job is primarily within the Battle Creek Area Transportation Study area and was determined to be Regionally Significant. That determination forces the job to be listed in the Battle Creek TIP, which then means KATS must also amend it into our TIP. Heppler added the portion of the project that is within the Kalamazoo area is on the east side of the Village of Augusta at Armstrong Road.

Aardema moved, and it was duly seconded by Praedel, ***“to approve the Transportation Improvement Program Amendments.”*** MOTION CARRIED.

FISCAL YEAR 2023 – 2026 TRANSPORTATION IMPROVEMENT PROGRAM PRIORITIZED ROADWAY MASTER PROJECT LIST

Stepek mentioned this list is included in the meeting packet. The Roadway Master Project list represents the prioritized roadway project list for the Fiscal Year 2023-2026 Transportation Improvement Program. This prioritized list represents the projects that can move on for potential funding. The Prioritization Sub-Committee has held several meetings to score projects, and check data from the Call for Projects last summer. KATS Staff has already conducted Environmental Justice and public engagement on the entire master list so projects can quickly move into the TIP. Heppler complimented KATS Staff for their time and effort to develop this master project list from all the projects agencies submit. Aardema asked if there were any updates on the request for additional funding from Congressperson Upton for the 131 Business Loop connection project. Stepek answered earmarks are back on the table, but it is up to Congress to decide if any get into the Slimmer Build Back Better Bill.

Sorensen moved, and it was duly seconded by Drouin, ***“to approve the Fiscal Year 2023 – 2026 Transportation Improvement Program Prioritized Roadway Master Project List.”*** MOTION CARRIED.

FISCAL YEAR 2023 – 2025 AUDIT CONTRACT EXTENSION

Stepek explained the current Kalamazoo Area Transportation Study (KATS) financial audit services contract with Maner Costerisan expires with the completion of our Fiscal Year 2022 audit. KATS exercised the option written in the contract to extend it for the following three fiscal years. Maner is familiar with our operations and the proposed cost increases appear reasonable based on current inflation rates. The executed contract extension is included in the meeting materials showing estimated audit fees for the Years Ending September 30, 2023, 2024, and 2025 of \$9,500, \$10,100, and \$10,800, respectively. KATS Staff recommends approval of the extended contract. Britigan asked how the audit is paid for. Stepek responded the audit is paid by cash dues collected from local agencies. Over the summer KATS will be presenting a dues increase since they have not been adjusted since 2014.

Britigan moved, and it was duly seconded by Heiny-Cogswell, ***“to approve the Fiscal Year 2023 – 2025 Audit Contract Extension.”*** MOTION CARRIED.

FISCAL YEAR 2012 AND FISCAL YEAR 2015 MICHIGAN DEPARTMENT OF TRANSPORTATION CONTRACT CLOSURE

The contract closure is explained in the meeting memo. Stepek elaborated that Kalamazoo Area Transportation Study (KATS) has an old, outstanding debt to the Michigan Department of Transportation (MDOT) of \$4,225.74. Since MDOT has not billed us, KATS recommends that the Policy Committee approve the write-off.

Heppler moved, and it was duly seconded by Miller, ***“to approve Fiscal Year 2012 and Fiscal Year 2015 Michigan Department of Transportation Contract Closures.”*** MOTION CARRIED.

CITIZEN ADVISORY COMMITTEE APPOINTMENTS

Stepek explained Kay Chase and Paul Sotherland’s terms on the Citizen Advisory Committee (CAC) have ended. They have requested to be reappointed. As long-time serving candidates, KATS is very

appreciative of their efforts. They have both been a tremendous asset to the Committee. KATS Staff recommends the Policy Committee reappoint them as members. Let Stepek know if there are any other volunteers that would like to serve on the CAC. Thompson asked if there is a limit on how many people can serve on the CAC. Stepek responded there is no limit, but there is a minimum, which the Committee is currently at.

Heiny-Cogswell moved, and it was duly seconded by Worden, ***“to approve the reappointment of Kay Chase and Paul Sotherland to the Citizen Advisory Committee.”*** MOTION CARRIED.

FISCAL YEAR 2021 AUDIT PRESENTATION AND REPORT

Jordan Smith, audit engagement Senior Manager with Maner Costerisan LLC, public accounting firm, presented the financial audit overview and opinion. The audit governance letter and audited financial statements for the years ending September 30, 2021 and 2020 were included in the meeting packet. Smith explained preparation of the financial statements, internal controls and fraud detection is management’s responsibility. Based on the audit, Maner expresses the unmodified opinion, the highest level of assurance and a clean opinion, that the financial statements present fairly, in all material respects, the financial position of Kalamazoo Area Transportation Study as of and for the years ended September 30, 2021 and 2020 in accordance with Government Auditing Standards. The Current Ratio or ability to meet obligations, at September 30, 2021 was 5.40 up from 4.95 at September 30, 2020. The Unrestricted Net Position, or ability to operate without generating additional revenue is 30% or about 3 months, showing sound financial position. Graphs depicted 5-year trends of revenues, expenses, and total net position. Financial health is strong. Maner did not identify any material weaknesses in internal controls. The results of audit testing disclosed no instances of noncompliance. Upcoming accounting pronouncements to be aware of include changes in the accounting for leases and subscription-based information technology arrangements.

PUBLIC TRANSPORTATION UPDATES

Aardema reported the Central County Transportation Authority (CCTA) Comprehensive Operations Analysis is ongoing. The Kalamazoo County Transportation Authority (KCTA)/CCTA board recently reviewed feedback from the study which encompasses both the fixed-route Metro bus system and the County-wide on-demand service. The analysis occurs every 10 years and is a beneficial opportunity to institute best practices and make the system more efficient while meeting the needs of the community. Reach out to Metro Staff if you are interested in submitting feedback.

EXECUTIVE DIRECTOR’S REPORT

Stepek elaborated in addition to the memo included in the meeting materials, there was great turnout for the KATS 101 classes held last month. Stepek appreciates those who attended. Let Stepek know if you are interested in the training held on a smaller level. Agency Cost and Activity Reporting Training is also available upon request. The Finance and Personnel Sub-Committee has been meeting. Changes were made to the Executive Director review process. Member Dues to the Kalamazoo Area Transportation Study (KATS) will be increasing. With the new bipartisan infrastructure bill, KATS received an approximate 30 percent increase in funding which won’t be final until the new urban area boundaries are released. Past Michigan Governor Snyder implemented a Cybersecurity Initiative. In discussion with the Michigan Department of Transportation, KATS is interested in developing an internal digital security policy and would be appreciative if municipalities would share theirs. The KATS office space lease with Hinman expires June 2023. Hinman has reduced monthly rent on a five-year lease extension. KATS plans to present the lease extension to the Committee in

the future. Aardema asked if there was any update on the urbanized area boundary. Stepek responded a decision is supposed to be announced by the Census Bureau in late spring or summer.

NEW BUSINESS

No new business was brought forth.

PUBLIC COMMENTS

No public comments were made.

MEMBER COMMENTS

Sotherland, member of Kalamazoo Area Transportation Study Citizens Advisory Committee, echoed Stepek's positive comments on the first quarterly Non-Motorized Sub-Committee meeting. The meeting was very productive and promising.

Praedel reported the City of Kalamazoo alternate representative will change from Jack Urban to Qianna Decker. The Stadium Drive culvert project is underway. The Parkview project will be underway soon. The Inkster Bridge citizen input opportunity held on February 9, 2022 led to some surprising pushback from residents near the bridge. However, the city does not anticipate a project delay. Portage Road residual project work left over from last year will be completed in May.

Aardema, as a member of the Non-Motorized Subcommittee appreciates the opportunity to serve on the committee and looks forward to future accomplishments.

Pfieffer reported the Michigan Department of Transportation I-94 widening project is slowly moving forward. Drouin asked if the project is on schedule. Pfieffer responded it is more than one month behind.

Heppler announced preparations are underway to begin the Village of Augusta Washington Street bridge and Augusta Drive projects. Non-Motorized pathway improvements are also being discussed. Heppler appreciates partnerships with KATS and municipalities for projects.

Terry Urban introduced himself as a City of Portage City Council member and the new City of Portage Policy Committee representative.

Herrington reported the City of Portage is reviewing work on Portage Road in front of Pfizer. Lovers Lane from Milham to Kilgore will be reconstructed over the summer.

Tim Frisbie introduced himself as the new representative for the Village of Vicksburg. Carl Keller will continue as an alternate.

Worden of the Road Commission of Kalamazoo County announced weight restrictions go into place March 1, 2022.

Sorensen announced the passing of former Pavilion Township Supervisor Pat White. May he rest in peace. Funeral services will be held April 14, 2022 at 2:30 p.m.

Heiny-Cogswell reported work has begun on the Oshtemo Township Non-motorized projects. The township has discussed which projects have the most long-term regional impact.

Joshi explained the City of Galesburg is looking into budgeting for spring projects. The City will be reaching out to Metro for potential employer-paid bus route arrangements.

Imus reported the Village of Lawton is planning a 2023, \$12-million-dollar project with the Michigan Department of Transportation. The Village project portion of \$2-million-dollars will be used for streets, sewer, water, and streetscape.

Lemon, from the City of Galesburg, recommended members contact Consumers Energy before planning any projects. Consumers Energy recently ripped up a brand new non-motorized path in the City of Galesburg to replace a gas line.

VanderRoest reported the Charleston Township board approved a portion of funding for road projects since the road millage request did not pass last fall. The Township will participate in the Road Commission of Kalamazoo County's use of scrap tires for rubber chip seal.

Thompson reported Comstock Township purchased the Niko's Landing building to be used as a new Township Hall. The move is expected to occur near the end of the year. There will be an informational meeting the first week of April on the Sprinkle Road project from East Main to G Avenue. There are several other projects ongoing in Comstock Township.

ADJOURNMENT

There being no further business, Chairperson Thompson adjourned the meeting at 9:52 a.m.

*The next meeting of the Kalamazoo Area Transportation Study Policy Committee will be held on
Wednesday, March 30, 2022 at 9:00 a.m.*

Approved 3/30/22 (er)

KALAMAZOO AREA TRANSPORTATION STUDY

TECHNICAL COMMITTEE MEETING MINUTES FEBRUARY 10, 2022 - 9:30 A.M.

CALL TO ORDER

The February 10, 2022 Technical Committee Meeting was called to order at 9:30 a.m. at Kalamazoo Metro, by Vice-Chair Jodi Stefforia in substitution for Chair Ryan Minkus.

ROLL CALL

Meeting attendance was recorded on the sign-in sheet. Introductions were made by all present.

MEMBERS PRESENT

Christina Anderson	City of Kalamazoo
Muhammad Arif	City of Portage
Mickey Bittner	Village of Paw Paw
Kendra Gwin	City of Portage
Todd Hackenberg	Village of Lawton
Robert Henderson	Van Buren Public Transit
Jeff Heppler	Village of Augusta
Jim Hoekstra	Road Commission of Kalamazoo County
Anna Horner	Oshtemo Township
Anthony Ladd	City of Kalamazoo
Iris Lubbert	Oshtemo Township
Jodie Lynch	Central County Transportation Authority
Jim Mallery	Village of Vicksburg
Dennis Randolph	City of Kalamazoo
Ryan Russell	Village of Schoolcraft
Brian Sanada	Michigan Department of Transportation, Region
Jodi Stefforia, Vice-Chair	Comstock Township
Nancy Stoddard	City of Parchment
Greg Vlietstra	Kalamazoo County Transportation Authority
Luke Walters	Michigan Department of Transportation, Statewide Planning
George Waring	City of Kalamazoo
Mark Worden	Road Commission of Kalamazoo County

OTHERS PRESENT

Philip Doorlag	Wightman & Associates
Jamie Harmon	City of Portage
Fred Nagler	Kalamazoo Area Transportation Study
Elizabeth Rumick	Kalamazoo Area Transportation Study
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

Stefforia and Stepek agreed the Non-Motorized Subcommittee meeting update would be discussed during the New Business section of the meeting.

APPROVAL OF THE AGENDA

MOTION by Heppler, SECOND by Worden, ***“to approve the February 10, 2022 Technical Committee Agenda as amended.”*** MOTION APPROVED.

MINUTES FROM THE DECEMBER 2, 2021 MEETING

Draft minutes from the December 2, 2021 meeting were included in the meeting materials.

MOTION by Worden, SECOND by Heppler, ***“to approve the minutes from the December 2, 2021 Technical Committee Meeting.”*** MOTION APPROVED.

POLICY COMMITTEE REPORT

Stepek reported on behalf of the Kalamazoo Area Transportation Study (KATS) Policy Committee, all items recommended by the Technical Committee were approved, including the December Transportation Improvement Program Amendments.

PUBLIC COMMENTS

No public comments were made.

TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS

Stepek explained the Transportation Improvement Program (TIP) Amendments were an enclosure in the meeting packet. The newest version was updated to include recent changes related to the new federal transportation bill. KATS is in the middle of the TIP development process and preparing for the TIP lockdown in April. Stefforia asked what the limits are of the M-96 Michigan Department of Transportation job. Stepek responded this job barely comes into Kalamazoo County but since the Battle Creek Metropolitan Planning Organization designated it as regionally significant, KATS then is required to add it to the TIP.

MOTION by Sanada, SECOND by Heppler, ***“to approve the Transportation Improvement Program Amendments.”*** MOTION APPROVED.

FISCAL YEAR 2023-2026 PRIORITIZED PROJECT LIST

This draft list was included in the meeting materials. Stepek explained this is the full, master list of all projects which is then reviewed and scored by the TIP Sub-Committee and presented for public comment to determine the final TIP. Projects that are not funded become the Illustrative Project List.

MOTION by Worden, SECOND by Gwin, ***“to approve the Fiscal Year 2023-2026 Prioritized Project List.”*** MOTION APPROVED.

FISCAL YEAR 2023-2026 DRAFT PROJECTS

Stepek explained that since this project list is continually changing, a handout of the current list was made available as opposed to including it in the meeting packet. After scoring and review of the master project list, the TIP Sub-Committee creates this project list which assigns funds to projects. The TIP Sub-Committee will be meeting again directly following this meeting.

PUBLIC TRANSPORTATION UPDATES

Lynch reported Metro's Comprehensive Operations Analysis is in process. A presentation and public engagement are scheduled for February 14, 2022.

STATUS REPORTS

ROADS-

Ladd reported the City of Kalamazoo culvert replacement project on Stadium Drive will begin soon.

Harmon reported the City of Portage Lovers Lane Reconstruction project bids came in at 11 percent under estimate. Romence Road from Angling Road to Oakland Drive is out for bid. The Shaver Road and Portage Road projects scheduled for 2024 are under design. A Request for Proposals is being issued today for engineering for the South Westnedge project.

Hoekstra reported the Road Commission of Kalamazoo County has received several project bids under estimates, two jobs are planned for a March letting. Worden elaborated the Lake Street project has been postponed due to material shortages related to supply chain issues.

Heppler from the Village of Augusta announced Augusta Drive project bids are in. The Village's Washington Street and Washington Street bridge grant projects are moving forward.

Mallery updated that the Village of Vicksburg downtown project is expected to be complete in mid-March.

Sanada reported the Michigan Department of Transportation I-94 project Portage Road bridge deck will be poured soon.

LAND USE/PLANNING AND ZONING-

Anderson reported the City of Kalamazoo is performing zoning updates in-house.

Lubbert stated Oshtemo Township is hiring McKenna to do a 5G ordinance.

NEW BUSINESS

As previously discussed, Stepek reported on the first quarterly Non-Motorized Subcommittee meeting. Lots of feedback and comments were received on the non-motorized map which is also posted on the katsmpo.org website. Staff are working to make the map more usable with improvements to the legend and fields. An update on the next quarterly Non-Motorized Subcommittee meeting will be an agenda item for the Technical Committee meeting.

Stepek announced the new PASER training schedule is out and available and encouraged attendees to sign-up and attend the training.

PUBLIC COMMENTS

No public comments were made.

ADJOURNMENT

The meeting adjourned at 9:56 a.m.

The next meeting of the Kalamazoo Area Transportation Study Technical Committee will be held on Thursday, March 10, 2022 at 9:30 a.m.

Approved 3/10/22 (er)

Property Access Agreement

Allied Paper, Inc./Portage Creek/Kalamazoo River Superfund Site Operable Unit 5, Area 1

March 30, 2022

Dear Sir/Madam:

Effective March 9, 2017, the U.S. Environmental Protection Agency (USEPA) issued a Unilateral Administrative Order (UAO) for Remedial Design and Remedial Action (UAO [Docket No. V-W-17-C-002]) for work to be performed on a portion of the Kalamazoo River in Kalamazoo and Allegan Counties, Michigan. The work outlined in the UAO includes remediation of sediment containing polychlorinated biphenyls (PCBs). USEPA, in coordination with State agencies including the Michigan Department of Environment, Great Lakes, and Energy (EGLE), is providing oversight and support for this project.

Access to your property is needed to conduct remedial activities and allow USEPA and EGLE to monitor and assess such activities. These remedial activities are required by USEPA for compliance with the UAO and will be conducted under a USEPA-approved work plan. The work will be conducted by qualified contractors, procured through Wood Environment and Infrastructure Solutions, Inc. (Wood), on behalf of Georgia-Pacific, LLC and International Paper Company (collectively Respondents).

To complete the remedial activities, we are requesting confirmation of your ownership of, and your permission for Wood, USEPA, and Respondents, their representatives, contractors, and subcontractors (the Access Parties), to access, the property identified as former Canadian National Railway property located to the north and west of Commerce Lane and shown on **Figure 1 (Property)**, between April 5, 2022, and December 31, 2022, to complete remedial activities.

Specific construction activities and projected short-term Property modifications are described in **Attachment 1**. Project personnel will conduct themselves in a professional and courteous manner while on your Property and will follow approved procedures designed to protect your safety and the safety of the public, workers, and environment. Upon completion of the work, site conditions will be restored to existing conditions, or better, as described in **Attachment 2**.

The Respondents agree to defend, indemnify and hold harmless the City of Parchment, the City Commission and all City officials, employees, agents and/or representatives from any and all claims, lawsuits, demands and actions, including costs of litigation and actual attorney's fees, of any kind or nature, arising in any way due to activities of Respondents and their contractors and agents under this Property Access Agreement.

Your signature on this Agreement authorizes the activities as outlined in **Attachments 1 and 2** on your Property. Please provide your contact information below by April 5, 2022, so that we may notify you in advance of activities affecting your Property.

Thank you in advance for your cooperation on this important project to restore this segment of the Kalamazoo River. Please contact the following individuals if you have any questions about the activities being conducted or this request to access your Property:

Property Access Agreement

Chase Gerbig

Supervising Contractor
Wood
585- 704-8167
Chase.gerbig@woodplc.com

Jim Saric

Remedial Project
Manager
USEPA Region 5
312-886-0992
saric.james@epa.gov

Dan Peabody

Environmental Quality
Analyst
EGLE
517-284-5072
PeabodyD@michigan.gov

Property Address(es): Vacant Parcel with Gravel Driveway – Former
Canadian National Railway Parcel (See Figure 1)

Property Owner Name: City of Parchment

Owner Telephone No.:

Owner e-mail Address:

Preferred Communication: Phone? Email?

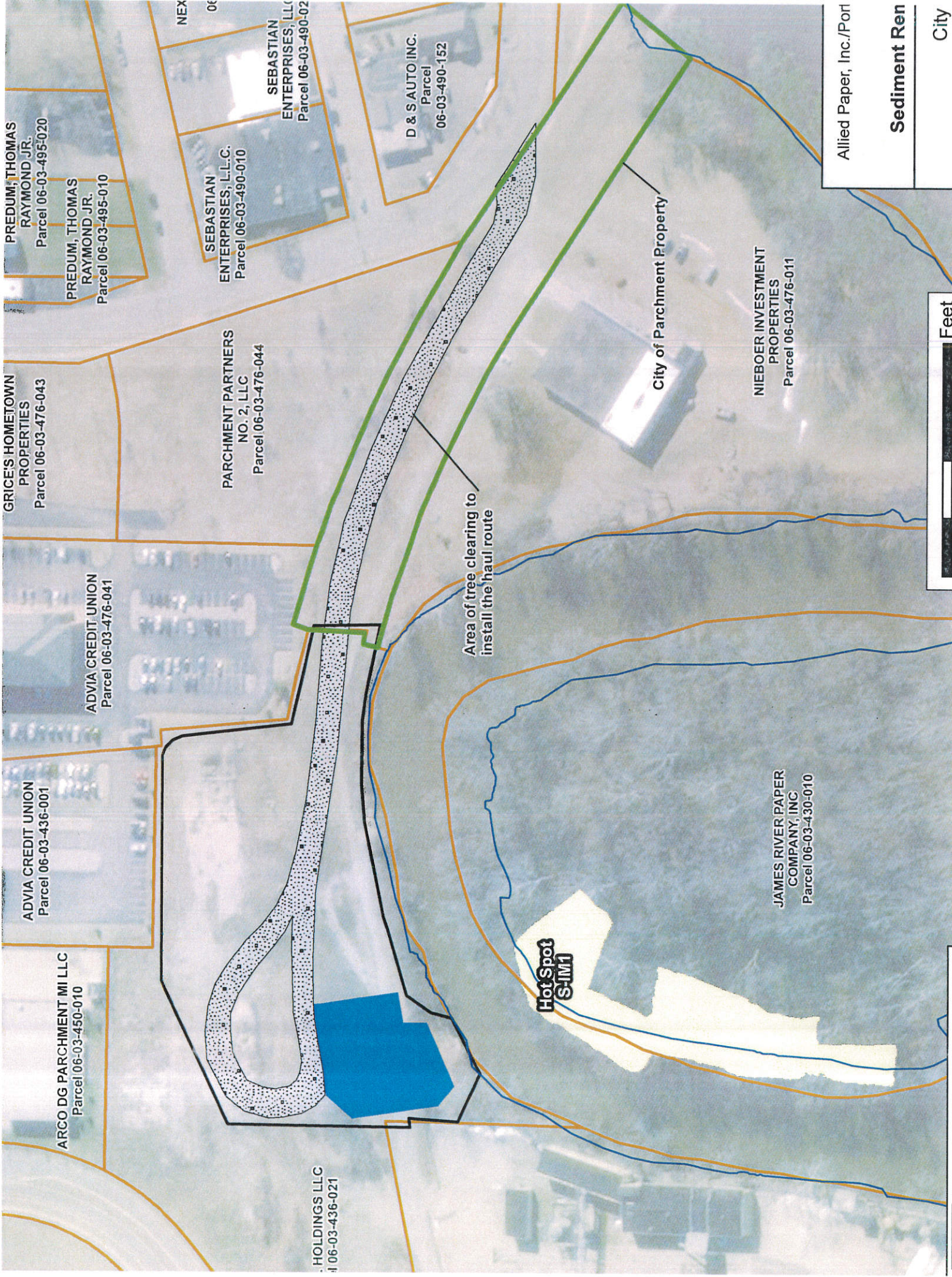
ACCESS GRANTED:

[Print]

[Sign]

[Date]

Figure 1 – City of Parchment Property for Access to S-IM1
Attachment 1 – Description of Short-Term Property Impacts
Attachment 2 – Description of Property Restoration Measures



Property Access Agreement

Attachment 1 – Description of Short-Term Property Impacts

Property Address:	Vacant Parcel with Gravel Driveway to Commerce Lane – Formerly Canadian National Railway Parcel
Property Parcel No.:	Figure 1

The referenced Property will be accessed for its use as a vehicle/truck route to and from the construction area adjacent to the Kalamazoo River as shown on **Figure 1**. The Contractor may enhance the haul road with additional gravel as needed to improve and restore the surface during construction activities. The removal and/or pruning of existing trees and shrubs on the Property will be required to allow for truck access. Tree debris will be chipped and hauled offsite at the completion of the work, unless otherwise directed by the Property owner. Efforts will be made to protect existing trees and vegetation that do not interfere with the haul route.

Construction related activities adjacent to the river are expected to begin March 18, 2022, with tree clearing activities. The remedial action construction work is expected to begin in June and continue through the end of 2022 (including restoration). Therefore, access to your Property for use of the driveway will generally extend from April 5, 2022 through December 31, 2022 with varying levels of activity. The period of heaviest use is expected to be June through October. We will notify you with additional schedule details as they become available. Pre and post construction photographic conditions surveys will be performed to document the condition of the Property before and after the project.

Property Access Agreement

Attachment 2 – Description of Property Restoration Measures

Property Address:	Vacant Parcel with Gravel Driveway to Commerce Lane – Formerly Canadian National Railway Parcel
Property Parcel No.:	Figure 1

Upon completion of construction work, the driveway on your parcel used for access to and from the work area will be restored to pre-construction conditions. Gravel applied for the truck route will be removed and disturbed areas will be seeded. If the paved walking path is damaged, repairs will be made consistent with its current design.