



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

August 1, 2022

7 P.M.

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 July 18, 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. 1469 – action
- ii. Kindleberger Park Sunken Garden, Falcon & Jones Wedding - action
- iii. Kindleberger Park Sunken Garden, Buck Wedding - action
- iv. Kindleberger Park Pavilion 4, Logan Family BBQ - action
- v. Kindleberger Park Pavilion 2, Kristill LaMountain Grad Party – action
- vi. Kindleberger Park Stage, Celebration for Carl Buck- action
- vii. Planning Commission Meeting Minutes June 22, 2022 - receive

8. Unfinished Business

9. New Business

- A. Cat Nap Lodge Community Center Pawtoberfest Kindleberger Park Sunken Garden Rental – action
- B. Catch Basin Repairs on Riverview Drive – action
- C. Grad Bash, Cornhole Tournament Fundraiser, Lower Kindleberger Park – 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 JULY 18, 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 Conner, Cooper, Evans, Fooy, and Madaras. City Manager Stoddard, Treasurer/Clerk Stutz, Attorney Soltis.

Absent: None.

3. Minutes

Moved by Commissioner Cooper, supported by Commissioner Conner to approve the minutes of the June 20, 2022 Regular meeting. **Motion Carried.**

4. Additions or changes to the agenda.

Add 9D KTPD Quarterly Report, moving D and E to E and F. Moved by Commissioner Madaras supported by Vice Mayor Jordan to approve the agenda as amended. **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 Fooy, supported by Commissioner Evans to receive the consent agenda items. **Motion Carried.**

7. Unfinished Business

None.

8. New Business

A. Amendment to Purchase Agreement, JDS Historical/Dean Sutton - action. Mayor Britigan noted this is in regard to the former "admin building" of the mill – a couple of items needed to be renegotiated. Attorney Soltis reported the amendment addresses performance bond difficulties (reducing it down to \$50k) in exchange for a decrease in years to true cash value (down to 50 yrs). Moved by Commissioner Cooper, supported by Vice Mayor Jordan to approve the amendment to Purchase Agreement with JDS Historical as presented. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0.

B. Purchase of Dump/Plow Truck, DPW Bill Cahill - action. City Manager Stoddard reported our current plow truck is 20 years old, and while DPW has taken good care of the truck, it's time to consider replacement. She explained if we order today, it will be approximately 18 months before the chassis can even be delivered, at which time they will build the remainder of it for receipt in 2024. Bill Cahill, DPW, noted we've already replaced the box on the current truck twice (due to rust from salt), and the new one will be stainless steel and undercoated to last longer. The plan is to use the current truck as back up. Questions were answered, including that the price will be locked in except for any surcharge (variable until delivery). Moved by Commissioner Cooper, supported by Commissioner Conner to approve the purchase of the Dump/Plow Truck as presented, and authorize the City Manager to sign any documents related to the action. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0.

C. Envirologic Presentation, David Stegink and Hailey Cantrell – receive. Mayor Britigan welcomed David Stegink and Hailey Cantrell, saying they would give us an update on the work they're doing in the city. Mr. Stegink explained they're an environmental consulting firm in Kalamazoo County who is on contract with the Kalamazoo County Brownfield Authority. He noted the federal government passed an infrastructure bill that is a one-time opportunity for the city to get

funding – usually the EPA has \$70 million budgeted for brownfield properties, this bill has increased that to \$1.2 billion over the next 5 years. Hailey Cantrell reported that public engagement is a requirement for federal grant monies, and they've already got dates for public engagement nights at the library (8/23/22 and 9/20/22), with open public comment for several weeks before. The rough timeline is this – 2022 writing grants and applying through the end of the year, then May of 2023 announcements are made with money available in October 2023.

D. KTPD Quarterly Report, Chief Ergang – receive. Chief Ergang reported the Kindleberger Festival and Matt Giraud concert went well, then gave updates on calls/arrests for the April 1 – June 30 quarter. He added an update to the Glendale house, saying many parts are still under investigation but that a criminal enterprise was uncovered with perpetrators awaiting sentencing.

E. Scottish Festival Contract - action. Attorney Soltis reported the contract is essentially the same as last year's contract except that the number of food trucks increases to six, and the map is more precise including using the upper part of the park. Dates are Friday Sept 10-12, 2022. Moved by Commissioner Cooper, supported by Commissioner Madaras to approve the Scottish Festival Contract as presented and authorize the Mayor and Clerk to execute all documents related to this action. Roll call vote was as follows:

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

Motion Carried 7-0.

F. Budget Amendment for FYE 6/30/22 - action. Treasurer Stutz presented a revenue neutral budget amendment to avoid a variance at year end, related to expenses to be reimbursed through the RAP Grant. Moved by Commissioner Madaras, supported by Commissioner Evans to approve the budget amendment as presented. Roll call vote was as follows:

Ayes: Britigan, Conner, Cooper, 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 Cooper said she is excited about the admin building project by Dean Sutton. She also noted special thanks to Mulders for tree donation, and all the festival volunteers. Commissioner Cooper said that federal grant monies for the mill site is a big opportunity and she's grateful to have City Manager Stoddard on staff for the process.

Commissioner Conner expressed his concern about truck traffic, and asked about Wilson repaving.

Commissioner Madaras also expressed her thanks to Mulders, and DPW workers who go "above and beyond" for the festival, she appreciates their efficiency.

Commissioner Evans thanked those presenting tonight, adding thanks to KSF volunteers and DPW staff.

Commissioner Fooy thanked the Vice Mayor and his wife for their countless hours working on the festival. He then noted the financial report seems to show the city has investments.

Vice Mayor Jordan thanked all of the volunteers and DPW for their festival work, and added thanks for the presentations as well.

Mayor Britigan congratulated and thanked all of the festival workers (volunteer and otherwise) on a great festival.

11. City Manager Comments/Reports

City Manager Stoddard reported on the "fabulous fortieth festival", thanking everyone for their hard work and input leading up to festival day as well as post-festival, adding that it couldn't be done without all of the people on the dias. 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 8:05 p.m.

Shannon Stutz, City Clerk



City of Parchment
Check Register Report
Warrant 1469

Check	Check Date	Vendor Name	Description	Amount
37108	07/21/2022	BLUE WATER RAMBLERS	CONCERT - 07/31/2022	900.00
37109	07/21/2022	CAITLIN HULL	DEPOSIT REFUND - 07/16/2022	100.00
37110	07/21/2022	CLASSIC RACE MANAGEMENT & CLAS	2022 RACE SERVICES	2,369.20
37111	07/21/2022	CONSUMERS ENERGY	CITYWIDE MONTHLY ENERGY USE	2,744.18
37112	07/21/2022	ENGINEERED PROTECTION SYSTEMS	WATER TREATMENT - 8/1 TO 10/31/22	186.84
37113	07/21/2022	ENVIROLOGIC	CLEANUP PLANNING ACTIVITIES TO 07/03/22	1,995.00
37114	07/21/2022	ESPER ELECTRIC, LTD.	MICROPHONE JOB - PER QUOTE	2,816.00
37115	07/21/2022	HANDLEY'S TREE SERVICE	5 YARDS PLAYGROUND MULCH (GARDEN CLUB)	90.00
37116	07/21/2022	HOLLY EVANS	CHILDREN'S AREA	70.83
37117	07/21/2022	JACK PEARL'S TEAM SPORTS	FESTIVAL T-SHIRTS (FOR SALE)	750.00
37118	07/21/2022	KAL CO HEALTH & COMMUNITY SERV	HHW MONTHLY FEES - JUNE 2022 ACCOUNT #00	77.49
37119	07/21/2022	KALAMAZOO CITY TREASURER	CITY HALL 3/25 TO 7/5/2022	920.19
37120	07/21/2022	KALAMAZOO OIL CO.	FUEL CHARGES 6/15 TO 6/30/2022	911.27
37121	07/21/2022	KEN HOLDA	WIZARD OF OZ - SCENERY/PROPS	252.95
37122	07/21/2022	MARANA GROUP	TRASH BILLS JUNE 2022	127.86
37123	07/21/2022	MICHAEL CONNER	REIMB OF DJ SERVICES @ CAR SHOW (JON MOR	300.00
37124	07/21/2022	MICKI ROSSIO	5K REFRESHMENTS & MEDALS	1,053.21
37125	07/21/2022	NANCY EATON	SUPPLIES - ARTS & CRAFTS	80.49
37126	07/21/2022	NANCY STODDARD	ON LINE ZOOM PLATFORM 6/2 TO 7/1/2022	31.78
37127	07/21/2022	NANCY STODDARD	INS DED REIMB - MAY	1,729.73
37128	07/21/2022	REPUBLIC SERVICES #249	CITY WIDE PICKUP - JULY ACCT #3-0249-924	9,031.43
37129	07/21/2022	SBAM PLAN	EMPLOYEE INS - AUGUST 2022 SBAM ID 66992	12,901.09
37130	07/21/2022	SEVERANCE ELECTRIC CO INC	PARCHMENT & RIVERVIEW REPAIR DAMAGE (WIL	319.48
37131	07/21/2022	SIGNCRAFTERS	CORNHOLE - 1 THRU 14 RED NUMBERED SIGNS	140.00
37132	07/21/2022	SUNDOWN PRODUCTIONS, LLC	CONCERT 07/24/2022 (GORDON LIGHTFOOT TRI	3,500.00

Kindleberger Park Reservation Form

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

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

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

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

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

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

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

Name: Courtney Falcon & Kenneth Jones Phone: 757-547-6801

Address: 5029 Coopers Landing Dr Apt 5 Kalamazoo, MI 49004

Email: Courtneyfalcon96@gmail.com Alternate Phone: 757-232-0689

Date of Event: September 3, 2022 Time: 12:00pm - 3:00pm

Type of event: Wedding Ceremony

Approximate number of attendees: 80 guests

Will there be music as part of your event? yes

Name of DJ, musical performer, sound technician: unknown

Decorations, rental chairs/tents/tables? Describe: Chairs (80), tents
(depends on size)

Name & address for deposit return: Stephanie Falcon
5735 East G Ave Apt 5 Kalamazoo, MI 49004

Signature: Courtney Falcon Date: 6/7/22

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: 6-20-22

Payment amount received: \$400 Receipt # _____

Check # _____ Cash _____ Credit _____ NO 22-003205310

APPROVAL

Signature

Date

still owes \$250 all paid
CS

Kindleberger Park Reservation Form

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

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

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

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

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

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

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

Name: Bonnie Buck Phone: 423-213-8014

Address: 901 Dwight Ave, Kalamazoo, MI 49048

Email: tempestxinxateacupe@yahoo.com Alternate Phone: 269-270-1467

Date of Event: 7-12-2023 Time: 9 a.m. - 12 p.m.

Type of event: Wedding

Approximate number of attendees: 7

Will there be music as part of your event? No

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

Decorations, rental chairs/tents/tables? Describe: 4-5 rental chairs, no decor, tents, etc.

Name & address for deposit return: Bonnie Buck
901 Dwight Ave, Kalamazoo, MI 49048

Signature: Bonnie Buck Date: 7-15-22

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: ES Date: 7-15-22

Payment amount received: \$350 Receipt #

Check # Cash Credit X

APPROVAL

Signature

Date

Kindleberger Park Reservation Form

COPY

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

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

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

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

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

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

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

Name: Angela Logan Phone: (269) 806-5624

Address: 1013 E. Crosstown Pkwy

Email: gaddie74@yahoo.com Alternate Phone: (269) 343-2211

Date of Event: Sat. July 30, 2022 Time: 1:00 pm

Type of event: Family bbq

Approximate number of attendees: 12

Will there be music as part of your event? a small speaker

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

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

Name & address for deposit return: Angela Logan

1013 E. Crosstown Pkwy Kalamazoo, MI 49001

Signature

Date

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

FOR INTERNAL OFFICE USE:

Application received by: [Signature] Date: 7/14/22

Payment amount received: 7/14/22 \$100- Receipt # 807

Check # _____ Cash _____ Credit X

APPROVAL

Signature

Date

Kindleberger Park Reservation Form

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

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

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

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

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

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

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

Name: Kristill LaMountain Phone: 269-366-5105

Address: 247 E OAK GROVE PARCHEMENT MT 49004

Email: KristillLaMountain@yahoo.com Alternate Phone: 269-615-5942

Date of Event: 8-13-2022 Time: 1:30-4:30pm

Type of event: Graduation Party

Approximate number of attendees: 30


Will there be music as part of your event? NO

Name of DJ, musical performer, sound technician: _____

Decorations, rental chairs/tents/tables? Describe: Balloons, 1 small banner

Name & address for deposit return: Kristill LaMountain

247 E OAK GROVE PARCHEMENT MT 49004

Signature:  Date: 7-18-22

*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: NS Date: 7-18-2022

Payment amount received: \$50 Receipt # 12435

Check # _____ Cash ☒ Credit ☐

APPROVAL

Signature: _____ Date: _____

Kindleberger Park Reservation Form

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

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

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

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

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

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

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

Name: Pamela Buck Phone: 269 217-1537

Address: 751 Commerce Ln.

Email: PAMMRESUE724@icloud.com Alternate Phone:

Date of Event: 9-22-2022 Time: 5:00-8:00

Type of event: Celebration Carl's (Buck) 60yrs Barbe in Parchment

Approximate number of attendees: 200-300 + 80 BrLhday

Will there be music as part of your event? Yes

Name of DJ, musical performer, sound technician: Bronks Bros.

Decorations, rental chairs/tents/tables? Describe:

Name & address for deposit return: Pamela

Pamela Buck
Signature

7-25-2022
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: Date:

Payment amount received: Receipt #

Check # Cash Credit

APPROVAL

Signature

Date

Planning Commission Meeting Minutes
June 22, 2022

1. Call to Order at 6:00pm

2. Roll Call – Chairperson DeBoer, Commissioners Lyon-Jenness and Tecca

- Motion to excuse Bliesener and Dean by Lyon-Jenness, support by Tecca – All ayes, motion carried

3. Approval of Minutes – May 25, 2022

- DeBoer suggested changing “access building units” on page 2 of the minutes to “accessory dwelling units (ADU)”. Motion to approve amended minutes by Tecca, support by Lyon-Jenness - All ayes

4. Citizen Comments

- No comments

5. Old Business - none

6. New Business

A. Priority #1 - #3 Zoning Ordinance Amendments – Riverfront (map)

- A Review of the Riverfront Property Layout/Use/Zoning. Zoning Administrator (ZA) Harvey reminded everyone the PC requested a usable map to work from when laying out priorities. Manager Stoddard worked with the county to create the map. The map allows a visual of what properties have river frontage. Tecca requested a larger chart, perhaps printing on 11x17 paper as the current one is difficult to read. ZA Harvey would like to see a notation of current land use such as vacant parcels and a column in the chart to indicate zoning well as the coloration. DeBoer noted the mapmaker did not use the current zoning. ZA Harvey has noted the changes the PC has requested and will contact the mapmaker to have adjustments made to their specifications.
- Lyon-Jenness asked about the color differences in #18 and #19 on the map. ZA Harvey stated mixed zoning is common on properties. The PC has said area next to the river is zoned conservation area even if the rest of a parcel is for other use. Lyon-Jenness noted the PC is unaware of how Drug and Lab intends to use their property near the river because it is wetland, and the level of contamination is unknown. Parcel #16 on the map is not owned by D&L but by an absent owner the PC cannot reach. She asked if this property is protected because of its zoning. Could a trail pass through this area as that is where the heron rookery is located? ZA Harvey answered if the PC wanted to use the parcel to have a trail cross over, they can't do it without property owner consent regardless of zoning. The riverfront is only used for conservation if the property

owner wants that. They are not bound to open their property to the public. Currently the riverfront zoning serves as a bit of protection because it's zoned different from the rest of the parcel, meaning they can only put parking lot or building in the other portion not zoned recreational.

B. Priority #2 - #5 Zoning Ordinance Amendments – Site Plan Review

- DeBoer noted Commissioner Bliesener provided PC a letter with comments in her absence that he would add to the discussion as relevant. ZA Harvey noted the preliminary changes she made to Section 13.1. Changed “building official” to “zoning official” to make it clear who needs to sign off on the plan. Subsection C gives opportunity for administrative review. She believes if parking or driveway needs change on a property, it should come back to PC for review. Otherwise reoccupancy can be approved administratively without site plan review. PC cannot pick and choose what changes happen outside of what is and isn't allowed on the master plan. Changed number of copies required to 10. Bliesener suggested reducing to 7. ZA Harvey cautioned not to be too detailed in processes so a denial can't complain later that the exact administrative process wasn't followed. City processes do not need to be detailed.
- Section 3 contains what information should be in the site plan. Section 5 is the criteria for reviewing plans. ZA Harvey stated it was cleaner to rewrite section 5 than to edit. Bliesener asked if it the PC should add something about green infrastructure and encourage natural drainage. DeBoer states this has already been done with new rewrite. ZA Harvey will modify the section to be more specific about the green infrastructure using specific terms and examples.
- Section 6, Planning commission actions. ZA Harvey removed the procedural details and stated what PC can do.
- Section 7, Performance guarantees. ZA Harvey made minor wording changes for clarity and brevity.
- Section 8, Term of approval. The City has time limit listed for completing the project which is unusual and would be an impediment to a builder who can't finish for reasonable reasons such as materials shortage. City reserves the right to give plan a new review after a period of inactivity without having to go over the whole thing again. Tecca asked if the city has any recourse on a project started but not completed. ZA Harvey noted posting a bond is unusual and is typically only done if a portion of the project is crucial and it's unclear if it will be completed. The City cannot force someone to finish a project, but it can create

nuisance ordinances do deal with abandoned projects or try to purchase the property.

- **Diagram.** ZA Harvey noted the point of the diagram is to show progression to an applicant. It could be posted on the city website or in the zoning ordinance. Tecca stated the diagram is clean and simple to read. DeBoer agreed and added that the diagram should be included in the application packet.
- **ZA Harvey** stated the papers here account for the first draft. There are currently just two changes: number of copies and green infrastructure. PC could postpone consideration of the draft until the July meeting or if they are happy except for the small changes, they can move forward with a public hearing in July. Tecca noted there is no particular timeframe for approval, so reviewing the document with all PC members present would be a good idea. Lyon-Jenness asked if the public hearing would need publication. ZA Harvey stated it would and that it would be more cost efficient to have one public hearing covering multiple items. The PC's third priority was supplemental standards, and DeBoer suggested the public hearings be publicized together. DeBoer stated the next PC meeting would review the second draft of this document and cover supplemental standards in July with the plan to have a public hearing in August.

Commissioner Comments - None

Next Meeting – The next meeting will be on Wednesday, July 27, 2022 at 6pm.

Adjournment – Motion by Tecca, supported by Lyon-Jenness. All ayes. Meeting ended at 7:19pm.



Cat Nap Lodge Community Center
10418 N 32nd St
Richland, MI 49083
269-567-0328

July 26, 2022

Parchment City Commission,

Greetings! My name is Joni Kelley, and I am the Executive Director of Cat Nap Lodge, a local cat and kitten rescue based out of Richland. We have been a 501(c)(3) nonprofit since 2013 and have rescued and adopted out hundreds of cats since then.

October is pet wellness month, and we are planning **Pawtoberfest** on Saturday October 1 from 12-3! Our hopes are that this will become an annual fundraiser for local rescues and a fun filled community event with the focus on pet wellness.

We are hoping you will agree that Kindleberger Park would be the **purrfect** venue for our event!

As part of this event we are planning:

- Informational tables from local veterinarians, pet supply stores, pet groomers, and pet sitters, etc.
- Informational tables from local pet rescues
- Fun family activities such as corn hole, duck pond, face painting, ring toss, giant jenga, candy corn bowling, and other carnival like games
- A pet costume parade to take place at 2:00 (families will be invited to bring their costumed and leashed pets to walk the indicated route in the park circumventing the event space)
- Bake sale
- Craft sale
- Live music
- Licensed food trucks

Cat Nap Lodge and our rescue partners would be responsible for set up and clean up making sure to leave the park clean and free of any debris or waste. We will also monitor that our guests treat the park well and respect the beautiful gardens.

Please let me know if you have any questions or concerns.

Looking forward to hearing from you,

Joni Kelley
Executive Director
Cat Nap Lodge
jonikelley@catnaplodgecc.org

Kindleberger Park Reservation Form

 X **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: Mark Durren Phone: 269-532-5628

Address: 337 Parchmount

Email: gettunes@sbcglobal.net Alternate Phone: (Chris Durren) 269-501-8561

Date of Event: October 1, 2022 Time: 12:00 – 3:00

Type of event: Pawtoberfest, pet health fair, fundraiser for animal rescues

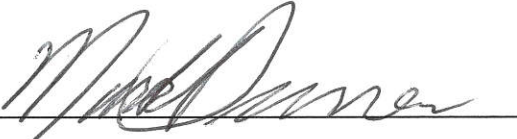
Approximate number of attendees: This is our first event estimating 25-50

Will there be music as part of your event? Yes

Name of DJ, musical performer, sound technician: Mark Durren and the band DPO live performance

Decorations, rental chairs/tents/tables? Describe: We will provide tables and chairs, some outdoor games in the grass, perhaps a food truck in the parking lot

Name & address for deposit return: Mark Durren, 337 Parchmount, Parchment, MI 49004


Signature

7/28/2022
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:  Date: 7/28/22

Payment amount received: \$250-

Receipt # _____ Check # 2043

Cash _____ Credit _____

APPROVAL

Signature

Date

RECEIVED

JUL 28 2022

PAID

Kindleberger Park Information

Rules

- Change of dates or times must be made in person.

MEMORANDUM

To: Mayor Britigan, Vice-Mayor Jordan, and City Commission

From: City Manager Nancy Stoddard

Date: July 12, 2022

Re: Repair of Two Catch Basins on Riverview Drive by the Library

Background:

The catch basins on the east and west sides of Riverview Drive in front of the Library have deteriorated to the point of a practical emergency. The storm grates are seriously compromised by the deterioration. This has been steadily becoming more of a danger of breakdown to a major thoroughfare over the past few years.

Discussion:

The necessity to repair these catch basins has become critical. It was originally thought that the storm pipe beneath Riverview Drive was breaking down. Through the examination of the storm pipes with the SAW Grant, the Prein & Newhof engineers were able to report that the storm pipe is in good condition and it has not broken down. Only the catch basins will need to be replaced. Treasurer Stutz stated that there are currently monies in the Major Street Fund to pay for the work.

Three companies were contacted for quotes; the response to our request is as follows:

- VanGemert & Sons Excavating \$ 10,870.00 and an estimated \$ 2000.00 for pavement repair
- H & K Excavating, Kalamazoo \$ 16,100.00, includes pavement repair
- Cripps & Fontaine No response

Recommendation:

Recommend that the City Commission approve the bid of \$10,870.00 to replace the two catch basins and \$2000.00 to repair the asphalt on the east and west sides of Riverview Drive by the Library and to authorize the City Manager to sign for the work.

VanGemert & Sons Excavating

Steve VanGemert

Phone # (269) 344-7386

Proposal For The City of Parchment

Job location: River view Drive (By Library)

Job description: Repair Storm Sewer MANholes (2)

1 on East side of Road

1 on West side of Road

Remove Necessary curb
Cur Road & Haul Away

Dig around MANhole

Replace Detiorated concrete
Back fill & compact

Re pour curb

MACHINE Time, Labor, MATERIALS

\$ 5,435.⁰⁰
Each

TOTAL \$10,870.⁰⁰

THANK YOU





7504 Stadium Drive
Kalamazoo, MI 49009
(269) 459-6773
office@hkexcavating.com

*Two Catch Basins on Riverview
in Front of library (west and East side)*

To: Phil Walhiest

May 27, 2022

Re: Parchment Manhole Issue

We are pleased to submit the following quotation for the above-mentioned project for the amount of **\$16,100** Includes the following scope of work:

MOBOLIZE		\$1,700
SAW CUTTING		\$1,000
REMOVE CONCRETE/ASPHALT		\$800
REPAIR MANHOLES	3,100/EA	\$6,200
REPLACE CONCRETE		\$2,600
PATCH ASPHALT		\$2,800
GRADE 22A		<u>\$1,000</u>
		\$16,100

Clarifications

No permits, fees, or bonds are included

Thank you for the opportunity to bid this project. If you have any questions or concerns, please feel free to contact me at 269-210-5083.

Respectfully,

Mike Jones

To Whom it May Concern,

The Grad Bash Committee for Class of 2023 is looking to host a cornhole tournament at the lower park of Kindleberger. We are starting our fundraising events to raise money to support the Grad Bash event the night of graduation for our Class of 2023 Seniors. This cornhole tournament is scheduled for Sunday, August 28th from around 10am to 3pm which includes set up and tear down. We are specifically looking to set up on the outside area of the lower baseball field or possibly in the sunken garden area by the gazebo. We will NOT be on the baseball field but in the grass area behind the field.

Thanks so much and please let me know if you have any further questions!

Jennifer Ellard (Parent of a Senior and Parchment Resident)

269.910.8257

GRAD BASH Class of 2023

BACKYARD SOCIAL

Cornhole Tournament Fundraiser

(Backyard Social- No PRO's here 😊)

ALL AGES WELCOME

When: Sunday, August 28th

Just \$30 per Team

Lower Kindleberger Park

Time: Practice-11:30am, Bags Fly at Noon

Top 3 Winners Pay-Out \$\$\$\$\$\$

Thank you DeAnna Phillips of Five Star Real Estate

*Sponsoring our
CASH payouts!!*



Register via
the QR Code.



Spectators Welcome!!

Event Coordinators:

Lola Appelgren 269-348-4750 & Jennifer Ellard 269-910-8257

Interested in being a Lane Sponsor

\$100 Lane Sponsor- Will be advertised throughout the event

Interested Give Lola or Jennifer a call!!