



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

September 6, 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 August 15, 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:

- Warrant No. 1471 – action
- Planning Commission Meeting Minutes July 27, 2022 - receive

8. Unfinished Business

9. New Business

- Resolution Establishing a Receiving Board for Elections - action
- ARPA Funds for Veterans' Memorial - 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 AUGUST 15, 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, Deputy Clerk Smith.

Absent: None.

3. Minutes

Moved by Commissioner Madaras, supported by Vice Mayor Jordan to approve the minutes of the August 1, 2022 Regular meeting. **Motion Carried.**

4. Additions or changes to the agenda.

City Manager Stoddard noted the addition of item 9G Dynasty Bullys Pavilion Rental. Moved by Commissioner Evans, supported by Vice Mayor Jordan to approve 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 Commissioner Cooper, supported by Commissioner Fooy to receive the consent agenda items. **Motion Carried.**

7. Unfinished Business

None.

8. New Business

A. Approval to Budget ARPA Funds to Reduce Blight at 221 W Thomas – action. City Manager Stoddard explained the City won a lawsuit against this property 5 years ago to have the property razed. At the time, the property owner was in a dispute with their insurance to rebuild but ultimately lost that case. Per ordinance, all buildings on the property will need to be razed. She explained the City could place a jeopardy assessment on the property and receive repayment for the costs when the property is sold. Commissioner Fooy noted the owners have been negligent on property maintenance, and he is glad to see it go. Commissioner Cooper agreed that the property is dangerous and a fire hazard. Moved by Commissioner Cooper, supported by Vice Mayor Jordan to budget ARPA funds to reduce blight at 221 W Thomas. 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. Approval of Demolition Company for 221 W Thomas – action. City Manager Stoddard sent an RFP to six demolition companies and received bids from two. Pitsch Companies was the lowest bid at \$13,000. Moved by Vice Mayor Jordan, supported by Commissioner Evans to approve the bid by Pitsch Companies to tear down the buildings located at 221 W Thomas for a total not to exceed \$13,000 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. Approval to Budget ARPA Funds for an Electronic Sign at City Hall – action. City Manager Stoddard noted a new street sign would be faster and easier to change for boil water advisories, event cancellations, etc, while allowing more information to be shared. Current sign is dangerous for employees to change and nearly impossible to change in inclement weather. Mayor Britigan asked about clarity and ease of reading a new digital sign. Manager Stoddard noted employees are aware of other signs in the area that are difficult to read and are already making plans to simplify the City's look. Moved by Commissioner Conner, supported by Vice Mayor Jordan to budget ARPA funds for the purchase of an electronic sign for City Hall. Roll call vote was as follows:

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

Motion Carried 6-1.

D. Approval of Sign Crafters Proposal for Purchase of Electronic City Hall Sign – action. Manager Stoddard polled neighboring communities who indicated they used Sign Crafters. Since the business is in Parchment and highly recommended, she did not ask for other quotes. Mayor Britigan noted Sign Crafters was able to lower the quote from \$20,000 to \$17,800 by retrofitting the current sign. Moved by Commissioner Madaras, supported by Commissioner Evans to approve Sign Crafter’s proposal for purchase of an electronic City Hall sign for \$17,800 and authorize the City Manager to sign any documents related to the action. Roll call vote was as follows:

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

Motion Carried 6-1.

E. Approval to Budget ARPA Funds to Repave Local Roads – action. City Manager Stoddard noted the Kalamazoo Area Transportation Study (KATS) is currently working on a PASER study to evaluate the condition of city roads. Based on a previous PASER study, the roads in worst condition are Roberts, Wilson, and West Glenguile. Budgeting now would allow City to apply for grants with matching funds to cover portions of road repair. Amount designated is full replacement cost. Actual roads to be paved will be determined by current PASER study with work taking place in 2023. Moved by Commissioner Cooper, supported by Commissioner Madaras to budget ARPA funds to repave local roads for the amount not to exceed \$116,000. 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. Parks and Recreation Committee Organizational Framework – discussion. The previously passed Parks and Rec plan called for creation of a volunteer committee to act as a clearinghouse for volunteer projects in the park. Chairperson Cheryl Lyon-Jenness reported that the committee had met and was looking for feedback on how best to report to the Commission. Mayor Britigan offered that committee reports could be added to the commission agenda and that Commissioner Evans is also on the Parks Committee. Lyon-Jenness stated the goal of the committee was to enact the content of the Parks and Rec plan, and the committee would report to the commission before applying for grants or making financial expenditures.

G. Approval to Dynasty Bullys’ Pavilion Rental – action. City Hall staff received an application for 2 picnic pavilions from this organization looking to host a car cruise in, dog show, audio competition, and other events. Manager Stoddard noted this seemed like a big event that may require a liability agreement, and the organizers had not provided a map of their set up or contacted DPW. Lt Jackson stated the organizer had contacted KTPD asking them to participate, not for security, but Dynasty Bullys’ did not return two phone calls for more information. Commissioner Madaras stated the park is our biggest asset, and lacking information could open it up to damage. Moved by Commissioner Cooper, supported by Commissioner Conner to deny the Dynasty Bully Pavilion Rental for 2022 based on the short time frame and lack of information provided by the Dynasty Bully organization. **Motion Carried.**

9. Citizen Comments

Lt Scott Jackson of the KTPD shared his 10 week experience at the FBI training center in Quantico. He noted the experience was both challenging and rewarding and was completed with a 34 mile swim and 10k timed obstacle course.

Cheryl Lyon-Jenness, 294 Glendale, spoke about the use of sunken garden in Kindleberger Park. She mentioned that while weddings and other similar small events are appropriate to that area, the City should consider creating a separate reservable grassy area for larger gatherings. She does not want to keep people away from the park but believes keeping the garden safe should be a priority.

10. Mayor and Commissioner Comments

Commissioner Cooper is also concerned about sunken garden use and feels a second reservable grassy area would be appropriate for the park.

Commissioner Conner asked if the Kindleberger car cruise would be likely to return in 2023 as many vendors expressed their desire to come back. He noted that organizer Jerry Vander Wheel's daughter has recently been diagnosed with cancer and asked for good thoughts.

Commissioner Madaras thanked Cheryl Lyon-Jenness for organizing history tours of the park which are fun and interesting for the community.

Commissioner Fooy reported attending KTPD active shooter training at Central Elementary and was impressed by the hard, thoughtful work of the officers. He also noted the Kalamazoo Township Fire Department had received the same training and is one of few fire departments who will enter a building during an active assailant scenario.

Vice Mayor Jordan thanked Lt Jackson and Cheryl Lyon-Jenness for attending the meeting.

Mayor Britigan attended the MAM (Michigan Association of Mayors) conference in Cadillac where he learned about pending state bills and budgets that could impact Parchment, about how to disagree civilly, and about public/private partnerships.

11. City Manager Comments/Reports

City Manager Stoddard mentioned the lower Kindleberger bathrooms had to be closed due to a sewer backup and asked Commissioners to spread the word. DPW is currently looking for the cause. 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 8:29 p.m.

Kara Smith, Deputy City Clerk



City of Parchment
 Check Register Report
 Warrant 1471

Check	Check Date	Vendor Name	Description	Amount
37197	08/12/2022	KARI LYNCH MUSIC LLC	KSF CONCERT 8.21.22	1,500.00
37198	08/23/2022	ACE PARKING LOT STRIPING INC	CROSSWALK & STOP BARS AT ORIENT/THOMAS	1,600.00
37199	08/23/2022	ANTWINAE MCNEIL	DEPOSIT REFUND - GAZEBO - 08/13/2022	100.00
37200	08/23/2022	BELL EQUIPMENT CO.	PARTS FOR SWEEPER	283.70
37201	08/23/2022	CONSUMERS ENERGY	CITY HALL, DPW, WATER PLANT ENERGY USE	1,058.61
37202	08/23/2022	DEREK MENCHINGER	CONCERT/KSF SOUND MANAGER - FINAL PMT	1,050.00
37203	08/23/2022	ENGINEERED PROTECTION SYSTEMS	MAINT BLDG - 9/1 TO 11/30/22	180.78
37204	08/23/2022	FORD, KRIEKARD, SOLTIS & WISE	GENERAL & POLICE MATTERS - JULY Genl \$800 Police \$236.25	1,036.25
37205	08/23/2022	HANDLEY'S TREE SERVICE	PLAYGROUND MULCH	90.00
37206	08/23/2022	KALAMAZOO OIL CO.	FUEL CHARGES - 08/01 TO 08/15/22	1,325.66
37207	08/23/2022	MATT ERVIN	CONCERT/KSF SOUND MANAGER - FINAL PMT	1,050.00
37208	08/23/2022	PREIN & NEWHOF	SANITARY INFRASTRUCTURE \$31,357.40 TRESTLE \$6872.10	38,229.50
37209	08/23/2022	PUBLIC MEDIA NETWORK	DIRECT TV (APRIL-JUNE) FRANCHISE FEES	2,985.60
37210	08/23/2022	REPUBLIC SERVICES #249	CITY WIDE PICKUP - AUGUST - 3-0249-92490	10,249.07
37211	08/23/2022	SBAM PLAN	EMPLOYEE INS - SEPTEMBER 2022 SBAM ID:	11,817.07

Planning Commission Meeting Minutes
July 27, 2022

1. Call to Order at 6:03pm

2. Roll Call – Chairperson DeBoer, Commissioners Lyon-Jenness, Dean, Tecca, Bliesener, City Manager Stoddard and ZA Harvey - All present

3. Approval of Minutes – June 22, 2022

- Lyon-Jenness stated that the wetland property was not Drug and Lab's. The minutes were changed to reflect that Hercules owned the wetlands.
- DeBoer moved to accept the amended minutes, support by Tecca - All ayes

4. Citizen Comments

- No comments

5. Old Business

A. Priority #1 – WP Item #3: Zoning Ordinance Amendments – Riverfront

- Review Revised Riverfront Property map (parcel layout/land use/zoning)
- ZA Harvey reported that the map was still being revised.

B. Priority #3 – WP Item #5: Zoning Ordinance Amendments – SPR

- Review Draft #2
- DeBoer noted that the changes were in red
- Bliesener saw discussion in the minutes re: number of copies from applicant.
- Lyon-Jenness asked about Page 7, j. Danger from Hazards section – She asked if there was a hazardous waste disposal emergency plan
- ZA Harvey stated that if there was a change of use, there would have been a plan review.
- Lyon-Jenness stated that dealing with an emergency of this nature would be a lot for this City's capacity. She asked if any plan was already in place.
- ZA Harvey said that the Fire Department plays a huge role in emergency planning for hazardous materials. If a company was expanding their operation or if there was a change in use, the emergency plan would have to be revisited.
- Lyon-Jenness asked if it was Drug & Lab's responsibility to come to the City of Parchment regarding the emergency plan.
- ZA Harvey stated that the Building Department may trigger the need for zoning approval. If it doesn't require a building permit, then the City of Parchment can look into it.
- CM Stoddard stated that she would check with Drug & Lab and the Fire Department for a plan.
- ZA Harvey noted that the draft, if accepted, would be waiting for a public hearing.

- Lyon-Jenness mentioned that a rail spur was going into the property. If they are planning an operational expansion, then they would need to apply to the City. She explained what Pete VanBruggen had shared with her regarding that area plan. It changed the trail plan for the Envisioning the River Group.
- Motion to approve was made by Bliesener and supported by Dean. All ayes

6. New Business

- A. Priority #3 – WP Item #4: Zoning Ordinance Amendments – Supplemental Standards (first 3 bullets)
- Review Draft #1

ZA Harvey stated that the next work planned is the following:

1) Sidewalks required

- ZA Harvey - Article 12, Section 12.31 Sidewalks - This portion will be finished for the August meeting. This amendment draft is complete except for the commercial property. Currently, there is a higher than average standard for sidewalks. The ordinance needs to state that sidewalks are needed.
- Lyon-Jenness asked about the Building Restoration's proximity of the sidewalk to the road. Is there a way to state that if it makes it unreasonable for a business to place a sidewalk, would it be necessary to make an exception to the rule?
- ZA Harvey said that it would need that modification to be stated in the ordinance language. Modifications are at the PC's discretion. The PC will need to describe what it will be looking at for the site. Reminder: Waiving for one person may mean you would have to waive it for another person without the language being stated.
- Bliesener asked if Mr. Terrill needed to come back to the PC regarding the sidewalk by his property.
- ZA Harvey stated that it could be administratively reviewed.
- Lyon-Jenness mentioned that it was an odd place for a sidewalk.
- ZA Harvey said that at the site plan review, the sidewalk was addressed as a deficiency. Mr. Terrill submitted a site plan with a sidewalk (12-30-2020)
- DeBoer said that they will make their final decision on the draft in August.

2) Standard bicycle racks

- ZA Harvey – Article 12, Section 12.8 Off-street parking space layout, standards, construction, and maintenance
- ZA Harvey stated that they would need to look at the miscellaneous parking lot standards. The bicycle racks are tied to the parking spaces.

3) Review of the parking standards

- Bliesener liked the standards that were presented in the draft.

4) Cap on the maximum allowable parking spaces

- ZA Harvey – Article 12, Section 12.7 Off-street parking requirements – She stated that the draft capped parking at not more than 125% of the minimum parking requirements.

- ZA Harvey – Article 12, Section 12.7 Off-street parking requirements – She stated that the draft capped parking at not more than 125% of the minimum parking requirements.
- B. Identify Next Three Work Plan Items
- Reference 2022 Planning Commission Work Plan
 - ZA Harvey said that the PC should return to the list of amendments needed from the May meeting.
 - DeBoer asked for suggestions from the ZA
 - ZA Harvey stated that they may choose any others. She said to be on the look-out for other items on the Riverfront map after the public hearing is held.
 - ZA Harvey said that in August the PC will finalize the Riverfront map and parking standards. The PC will hold a public hearing once there are a few amendments to be reviewed by the public. Also, in August, the PC will amend Article 12 with three sets of revisions.
 - Lyon-Jenness asked if the public hearing could be held with multiple items.
 - ZA Harvey said that the PC may put multiple items into the public hearing but it would be difficult to remember conversation that may have been held months earlier. It would be best to work through the process entirely on multiple items and then hold a public hearing to end the process.
 - DeBoer stated that they may have a good package of items to bring to the first public hearing.
 - ZA Harvey stated that the PC picked less cumbersome, easy movers, to accomplish. The next items may be more difficult. She also spoke to the east to west movement of solar farms in various communities across Michigan. The PC may want to do that subject soon. She has seen three months of study and conversation before a decision could be made in a community. Some communities don't care and have few regulations and other communities will be difficult with their regulations.
 - DeBoer said that in August the PC will name their next work items.
 - ZA Harvey stated that she would have the parking and map info to the PC members so that they are able to review it for a longer length of time.

Commissioner Comments

- DeBoer thanked the City Manager for her administrative work for the PC and he thanked ZA Harvey for all her guidance and materials throughout the meetings.

Next Meeting – The next meeting will be on Wednesday, August 24, 2022 at 6pm.

Adjournment – Motion by Lyon-Jenness, supported by Bliesener. All ayes. Meeting ended at 6:46 pm.

Resolution 2022-8

CITY OF PARCHMENT, MICHIGAN

**RESOLUTION ESTABLISHING A RECEIVING BOARD FOR ELECTIONS HELD
IN THE CITY OF PARCHMENT**

At a regular meeting of the City Commission of Parchment, Michigan, held at Parchment City Hall located at 650 S. Riverview Drive, Parchment, Michigan, on the 6th day of September, 2022 at 7 p.m.

WHEREAS, the city Clerk is responsible for conducting elections in the City of Parchment;
and

WHEREAS, MCL 168.679(a) provides the Election Commission of a city, township, or village shall, by resolution, provide that at an election at which the ballots are counted and certified at the precinct, one or more additional boards of election inspectors be appointed to serve as Receiving Boards; and

WHEREAS, the City of Parchment Receiving Board is responsible for the duties as outlined in Section 168.679(a) of the Michigan Election Law (Article 116 of 1954); and

WHEREAS, the board of election commissioners shall appoint two or more election inspectors, with an equal number from each major political party to the Receiving Board prior to each election;

NOW, THEREFORE, BE IT RESOLVED THAT:

The election Commission authorizes the establishment of a Receiving Board and the appointment of two or more election inspectors, with an equal number from each major political party, for all future elections beginning November 8, 2022.

Motion by _____, supported by _____ to adopt the Resolution authorizing the formation of a Receiving Board for Elections held in the City of Parchment.

AYES: ____.

NAYS: ____.

ABSENT: ____.

ABSTAINED: ____.

RESOLUTION DECLARED ADOPTED.

MEMORANDUM

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

From: Robert Heasley, Parchment Veterans Memorial Chairperson

Date: September 2, 2022

Re: Request for ARPA funds for the Parchment Veterans Memorial and US Flag relocated to the site

Background:

In 2018, the Parchment Veterans Memorial Committee, in response to the veterans and their families in the community of Parchment, decided to make plans to add a Veterans Memorial to the city. Research into the search for a landscape architect to do the work at a modest cost and gathering information from other communities in the surrounding area began.

Discussion:

By the end of 2019, a landscaper, design layout, and preliminary costs for materials were gathered. The committee had begun some rudimentary plans for fundraising. Bay Pointe at Gun Lake donated solar lighting for the pathway and benches were purchased by Mark Chutka. Information went out to the community, school groups, and the surrounding veteran's organizations in the area asking for their support of the project. Then in 2020, COVID shut down all the plans, bringing the fundraising to a complete halt as gatherings were not allowed. Although over \$15,000.00 was raised through the committee's efforts, there remained a need for about \$20,000.00 more to complete the project.

The Parchment Veterans Memorial Committee has answered the request of the community to honor the veterans of Parchment and the greater Parchment area with the planning for this memorial and the purchase of brick pavers and engraved bricks for the memorial. The committee respectfully asks the Parchment City Commission to consider giving \$20,000.00 from the ARPA funds, as this community wide project truly was impacted by the onset of the national pandemic.

The City Manager recommends that the United States flag at City Hall would be moved to the Veterans Memorial once it is completed. Raising and lowering of the flag would be accomplished by City staff members.

Recommendation:

Recommend that the City Commission approve the use of the \$20,000.00 of the ARPA funds to facilitate the completion of the Parchment Veteran's Memorial and to relocate the City Hall United States Flag to the memorial site.