



## AGENDA

### REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

November 7, 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 October 17, 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. 1475 – action
- Warrant No. 1476 - action
- Kalamazoo Area Building Authority 2022 October Permits – receive
- KATS Policy Committee Meeting Minutes, September 28, 2022- receive
- Parks and Recreation Committee Meeting – receive
- Planning Commission Meeting Minutes September 28, 2022 - receive

**8. Unfinished Business**

- ReLeaf Program, tabled from September 19, 2022

**9. New Business**

- Proposed changes to the City of Parchment General Employee Manual – action
- Approval of Contract with Traffic Tech Services – action
- Leaf Collection Ordinance - discussion

**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 OCTOBER 17, 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.

Absent: None.

**3. Minutes**

Moved by Commissioner Madaras, supported by Vice Mayor Jordan to approve the minutes of the October 3, 2022 Regular meeting. **Motion Carried.**

**4. Additions or changes to the agenda.**

Add item 9 C. KTPD Quarterly Report - receive. Moved by Commissioner Conner supported by Commissioner Cooper 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 Madaras, supported by Commissioner Fooy to receive the consent agenda items. **Motion Carried.**

**7. Unfinished Business**

None.

**8. New Business**

A. Purchase of 4 2-way Passive Speakers, Cables & Bolts – approve. City Manager Stoddard noted that at the last KAC meeting, the need for speakers was discussed. The current speakers have been in place for more than 15 years. The sound engineer recommended the Peavey speakers, with installation in the spring. The KAC recommends spending festival funds for this purchase. Moved by Commissioner Evans, supported by Vice Mayor Jordan to approve the purchase of speakers (as outlined in the memo) along with labor and materials and any installation costs using KAC funds, including the Festival Director's execution of all documents related. 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 ADA Electronic door at City Hall with ARPA Funds – approve. City Manager Stoddard stated that this item is a city improvement that removes barriers for differently-abled voters and residents to enter City Hall. She detailed the different proposals and recommendation from DPW. Moved by Commissioner Madaras, supported by Commissioner Conner to approve the expenditure of ARPA funds of \$6152.00 to install an ADA compliant door on City Hall, adjust the budget accordingly, and authorize the City Manager 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.**

C. KTPD Quarterly Report, Lt. Jackson – receive. Lt. Jackson noted for the period July 1 – September 30, 2022 there were 324 calls, 115 of which resulted in written reports, 54 citations, 6 arrests, and 8 crashes (property only, and result of distracted driving). He then went over some details of higher priority cases.

**9. Citizen Comments**

None.

**10. Mayor and Commissioner Comments**

Commissioner Cooper said that she was disappointed that the commission was not following up on planting trees with ReLeaf Michigan and thought that MaryAnn Renz was amenable to working with the city.

Commissioner Madaras reiterated her participation in the Citizen's Police Academy and encouraged everyone to take part if possible. She said she was especially thankful for KTPD after the experience and thanked Lt. Jackson for the opportunity.

Vice Mayor Jordan thanked Lt. Jackson for the police report.

Mayor Britigan reported there is an offer from LC Howard to buy some more mill property, and it is currently with the attorney. He then mentioned the tree opportunity is something the commission can keep in mind for the future. He also thanked the resident for his attendance and invited any and all to attend meetings.

**11. City Manager Comments/Reports**

City Manager Stoddard noted that DPW is hoping to have new truck signs in place next week, and that the traffic consultant recommended having them for two weeks before getting counts done. 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 7:44 p.m.

Shannon Stutz, City Clerk



City of Parchment  
Check Register Report  
Warrant 1475

Check	Check Date	Vendor Name	Description	Amount
37269	10/14/2022	CONSUMERS ENERGY	Traffic lights and DPW accounts, September	884.54
37270	10/14/2022	DEYOUNG LANDSCAPE SERVICE	TREATMENT #5 - GARDEN ACCT #5223	191.00
37271	10/14/2022	EARLEY & ASSOCIATES, INC.	WATER TANK DEMO - PARTIAL BILLING 75%	57,750.00
37272	10/14/2022	ENGINEERED PROTECTION SYSTEMS	WATER TREATMENT MONITORING -11/01 TO 01/	186.84
37273	10/14/2022	FORD, KRIEKARD, SOLTIS & WISE	GENERAL MATTERS - SEPTEMBER	1,836.25
			Gen'l \$1748.75; police \$87.50	
37274	10/14/2022	FRANCOTYP-POSTALIA, INC.	RENTAL - POSTAGE METER, SCALE, RESETS - AUG-SEP'	78.00
37275	10/14/2022	KALAMAZOO AREA BUILDING AUTHOR	PROP MAINT - 503 N RIVERVIEW #6	100.00
37276	10/14/2022	KALAMAZOO CITY TREASURER	CITY WATER/SEWER Bill 07/05 TO 10/03/22	1,786.10
37277	10/14/2022	KALAMAZOO OIL CO.	FUEL CHARGES - 09/16 - 09/30/2022	110.03
37278	10/14/2022	KRISTINA JORDAN	2022 FESTIVAL DIRECTOR	2,000.00
37279	10/14/2022	MARK DURREN	DEPOSIT REFUND - GAZEBO - 10/01/2022 - P	100.00
37280	10/14/2022	MICHIGAN PAVING & MATERIALS CO	COLD MILL AND HMA PAVING PARCHMOUNT AVE	103,350.00
37281	10/14/2022	MYESHA UNDERWOOD	DEPOSIT REFUND - GAZEBO - 09/30/2022	100.00
37282	10/14/2022	NANCY STODDARD	ZOOM - ON-LINE MEETING PLATFORM - 10/02-1	15.89
37283	10/14/2022	PLERUS PAYMENT CENTER	ELECTION SUPPLIES - GENERAL ELECTION	197.51
37284	10/14/2022	PREIN & NEWHOF	MS4 STORMWATER PERMIT TO 09/30/2022	19,387.80
			Stormwater \$154.00, Sanitary \$14,564.00, gen'l \$154.00, Trestle \$4515.80	
37285	10/14/2022	PURITY CYLINDER GASES, INC.	QUARTERLY CYLINDER RENTAL - ACCOUNT #360	51.08
37286	10/14/2022	REPUBLIC SERVICES #249	Citywide Trash Service + DPW	10,068.63
37287	10/14/2022	SBAM PLAN	EMPLOYEE INS - NOVEMBER 2022	11,817.07
37288	10/14/2022	SEVERANCE ELECTRIC CO INC	TRAFFIC SIGNAL MAINT - SEPTEMBER	120.00
37289	10/14/2022	SIEGFRIED CRANDALL P.C.	PROGRESS BILLING ON AUDITING SERVICE	6,500.00
37290	10/14/2022	THRUN LAW FIRM P.C.	USDA LOAN THRU 09/20/2022	806.50



City of Parchment  
Check Register Report  
Warrant 1476

Check	Check Date	Vendor Name	Description	Amount
37292	10/31/2022	ADAMS HEATING & COOLING	ROOFTOP UNITS @ WATER PLANT	46,174.00
37293	10/31/2022	CONSUMERS ENERGY	CITYWIDE MONTHLY ENERGY USE	1,974.22
37294	10/31/2022	HARVEY CONSULTING	PLANNING COMMISSION - MAY 2022	1,818.75
37295	10/31/2022	JENNIFER KELLER	DEPOSIT REFUND -GAZEBO WEDDING - 10/12/22	100.00
37296	10/31/2022	KAITLYN ALM	DEPOSIT REFUND - GAZEBO WEDDING - 10/16/22	100.00
37297	10/31/2022	KALAMAZOO CO. ROAD COMMISSION	SIGNAL MAINT-JUNE - ENERGY USE-JUNE, JUL	158.26
37298	10/31/2022	KALAMAZOO OIL CO.	FUEL CHARGES - 10/1 TO 10/15/2022	989.00
37299	10/31/2022	MARANA GROUP	TRASH NOTICES - OCTOBER 2022	129.33
37300	10/31/2022	OVERHEAD DOOR COMPANY OF KALAM	3 THERMACORD DOORS @ WATER PLANT	16,733.01
37301	10/31/2022	POINT AND PAY	MONTHLY SERVICE FEE - SEPTEMBER	50.00
37302	10/31/2022	SHANNON STUTZ	INS DEDUCTIBLE REIMB - SEPTEMBER	145.52
37303	10/31/2022	SIGNCRAFTERS	3 VETERAN'S PROPOSAL DISPLAY SIGNS	75.00



**2022 MONTHLY PERMITS BY JURISDICTION**

<b>MONTH OF OCTOBER 2022</b>			
<b>JURISDICTION</b>	<b>PERMIT CATEGORY</b>	<b># PERMITS</b>	<b>PERMIT REVENUE</b>
COMSTOCK	BUILDING	11	\$ 2,760
COMSTOCK	ELECTRICAL	18	\$ 2,514
COMSTOCK	MECHANICAL	15	\$ 3,125
COMSTOCK	PLUMBING	-	\$ -
COMSTOCK	SPECIAL - JURISDICTION	4	\$ 400
COMSTOCK	SPECIAL - HOMEOWNER	-	\$ -
<b>TOTAL COMSTOCK</b>		<b>48</b>	<b>\$ 8,799</b>
KALAMAZOO	BUILDING	7	\$ 1,356
KALAMAZOO	ELECTRICAL	20	\$ 2,662
KALAMAZOO	MECHANICAL	29	\$ 4,288
KALAMAZOO	PLUMBING	13	\$ 2,163
KALAMAZOO	SPECIAL - JURISDICTION	5	\$ 500
KALAMAZOO	SPECIAL - HOMEOWNER	1	\$ 55
<b>TOTAL KALAMAZOO</b>		<b>75</b>	<b>\$ 11,024</b>
PARCHMENT	BUILDING	1	\$ 176
PARCHMENT	ELECTRICAL	2	\$ 215
PARCHMENT	MECHANICAL	3	\$ 425
PARCHMENT	PLUMBING	1	\$ 105
PARCHMENT	SPECIAL - JURISDICTION	1	\$ 100
PARCHMENT	SPECIAL - HOMEOWNER	-	\$ -
<b>TOTAL PARCHMENT</b>		<b>8</b>	<b>\$ 1,021</b>
PINE GROVE	BUILDING	4	\$ 887
PINE GROVE	ELECTRICAL	11	\$ 1,526
PINE GROVE	MECHANICAL	5	\$ 756
PINE GROVE	PLUMBING	-	\$ -
PINE GROVE	SPECIAL - JURISDICTION	1	\$ 100
PINE GROVE	SPECIAL - HOMEOWNER	-	\$ -
<b>TOTAL PINE GROVE</b>		<b>21</b>	<b>\$ 3,269</b>
RICHLAND	BUILDING	11	\$ 5,129
RICHLAND	ELECTRICAL	9	\$ 1,958
RICHLAND	MECHANICAL	17	\$ 3,367
RICHLAND	PLUMBING	10	\$ 2,195
RICHLAND	SPECIAL - JURISDICTION	1	\$ 100
RICHLAND	SPECIAL - HOMEOWNER	-	\$ -
<b>TOTAL RICHLAND</b>		<b>48</b>	<b>\$ 12,749</b>
RICHLAND VILLAGE	BUILDING	-	\$ -
RICHLAND VILLAGE	ELECTRICAL	-	\$ -
RICHLAND VILLAGE	MECHANICAL	1	\$ 130
RICHLAND VILLAGE	PLUMBING	-	\$ -
RICHLAND VILLAGE	SPECIAL - JURISDICTION	-	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	-	\$ -
<b>TOTAL RICHLAND VILLAGE</b>		<b>1</b>	<b>\$ 130</b>
<b>TOTAL</b>		<b>201</b>	<b>\$ 36,992</b>

<b>REVENUE</b>	<b>REVENUE</b>
<b>OCTOBER 2021</b>	<b>% PREV YEAR MONTH</b>
<b>\$ 50,799</b>	<b>72.8%</b>

<b>PERMITS</b>	<b>PERMITS</b>
<b>OCTOBER 2021</b>	<b>% 2021 - YTD</b>
<b>202</b>	<b>100%</b>



2022 MONTHLY PERMITS BY JURISDICTION

YEAR TO DATE AS OF: OCTOBER 2022

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	137	\$ 185,332
COMSTOCK	ELECTRICAL	177	\$ 39,616
COMSTOCK	MECHANICAL	156	\$ 41,727
COMSTOCK	PLUMBING	58	\$ 9,830
COMSTOCK	SPECIAL - JURISDICTION	20	\$ 2,000
COMSTOCK	SPECIAL - HOMEOWNER	8	\$ 440
<b>TOTAL COMSTOCK</b>		<b>556</b>	<b>\$ 279,945</b>
KALAMAZOO	BUILDING	150	\$ 28,736
KALAMAZOO	ELECTRICAL	195	\$ 32,103
KALAMAZOO	MECHANICAL	250	\$ 39,379
KALAMAZOO	PLUMBING	98	\$ 13,539
KALAMAZOO	SPECIAL - JURISDICTION	52	\$ 5,200
KALAMAZOO	SPECIAL - HOMEOWNER	3	\$ 165
<b>TOTAL KALAMAZOO</b>		<b>748</b>	<b>\$ 129,022</b>
PARCHMENT	BUILDING	14	\$ 2,041
PARCHMENT	ELECTRICAL	22	\$ 2,958
PARCHMENT	MECHANICAL	22	\$ 2,814
PARCHMENT	PLUMBING	6	\$ 804
PARCHMENT	SPECIAL - JURISDICTION	9	\$ 900
PARCHMENT	SPECIAL - HOMEOWNER	1	\$ 55
<b>TOTAL PARCHMENT</b>		<b>74</b>	<b>\$ 9,572</b>
PINE GROVE	BUILDING	36	\$ 18,206
PINE GROVE	ELECTRICAL	61	\$ 9,858
PINE GROVE	MECHANICAL	62	\$ 10,053
PINE GROVE	PLUMBING	16	\$ 3,537
PINE GROVE	SPECIAL - JURISDICTION	1	\$ 100
PINE GROVE	SPECIAL - HOMEOWNER	0	\$ -
<b>TOTAL PINE GROVE</b>		<b>176</b>	<b>\$ 41,754</b>
RICHLAND	BUILDING	124	\$ 77,602
RICHLAND	ELECTRICAL	141	\$ 32,517
RICHLAND	MECHANICAL	165	\$ 35,048
RICHLAND	PLUMBING	94	\$ 18,669
RICHLAND	SPECIAL - JURISDICTION	4	\$ 400
RICHLAND	SPECIAL - HOMEOWNER	3	\$ 165
<b>TOTAL RICHLAND</b>		<b>531</b>	<b>\$ 164,401</b>
RICHLAND VILLAGE	BUILDING	13	\$ 2,425
RICHLAND VILLAGE	ELECTRICAL	10	\$ 1,313
RICHLAND VILLAGE	MECHANICAL	18	\$ 2,467
RICHLAND VILLAGE	PLUMBING	5	\$ 620
RICHLAND VILLAGE	SPECIAL - JURISDICTION	0	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	0	\$ -
<b>TOTAL RICHLAND VILLAGE</b>		<b>46</b>	<b>\$ 6,825</b>
<b>TOTAL KABA</b>	<b>YTD</b>	<b>2131</b>	<b>620,619.10</b>

REVENUE	REVENUE
YTD - OCTOBER 2021	% 2021 - YTD
\$ 544,793	113.9%

REVENUE
% 2022 YTD BUDGET
120.0%

PERMITS	PERMITS
YTD - OCTOBER 2021	% 2021 - YTD
2018	105.6%

2022 MONTHLY CUMULATIVE TOTALS			
# PERMITS	REVENUE		
176	\$ 45,738		JAN
190	\$ 49,367		FEB
217	\$ 52,589		MAR
201	\$ 77,431		APR
219	\$ 51,760		MAY
267	\$ 154,211		JUN
224	\$ 49,359		JUL
224	\$ 49,359		AUG
212	\$ 53,813		SEP
201	\$ 36,992		OCT
-	\$ -		NOV
-	\$ -		DEC
<b>2,131</b>	<b>\$ 620,619</b>		<b>2022</b>



Permit List

11/01/2022

Building

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB22-18-480	229 OAK GRV	06-02-154-010	WIENER, ROBERT & RA	Ayers Basement Syste	10/14/2022	\$176.00	\$0

Work Description: Install subfloor drainage system, sump and carbon armor foundation reinforcement per plans.

Total Permits For Type: 1

Total Fees For Type: \$176.00

Total Const. Value For Type: \$0

Report Summary

Population: All Records

Permit.DateIssued Between  
 10/1/2022 12:00:00 AM AND  
 10/31/2022 11:59:59 PM AND  
 Permit.PermitType = Building  
 AND  
 GovernmentUnitList.UnitCode =  
 18 AND  
 Permit.BasicUsage = Residential

Grand Total Fees: \$176.00

Grand Total Permits: 1

Grand Total Const. Value: \$0

# Property Maintenance Inspections

Parchment

11/01/2022

## Special Permit

Permit #	Job Address	Parcel Number	Owner	Contractor	Date Entere	Fee Total Due
PS22-18-058	507 N RIVERVIEW 4	06-02-110-081	NELMA LLC		10/05/2022	100.00

Work Description: Property Maintenance request from Parchment  
Property Maintenance Inspectio Completed: 10/06/2022

Total Permits: 1

Total Fees Due: \$100.00

Population: All Records  
Permit.Type = Special  
Permit.AND  
GovernmentUnitList.UnitCode =  
18 AND  
Permit.Status = HOLD (FEE)  
AND  
Permit.Category = Jurisdiction  
Request

# KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE

Minutes of the September 28, 2022 Meeting

## CALL TO ORDER

The September 28, 2022 Policy Committee Meeting was called to order at 9:00 a.m. at Metro in Kalamazoo, by Chairperson Randy Thompson.

## INTRODUCTIONS

Introductions were made by all present.

## ROLL CALL

Meeting attendance was recorded on the sign-in sheet.

## MEMBERS PARTICIPATING

Curtis Aardema	Central County Transportation Authority
Rob Britigan, Treasurer	City of Parchment
Marsha Drouin	Richland Township
Jeff Franklin	Michigan Department of Transportation, Planning
Tim Frisbie	Village of Vicksburg
John Gisler	Kalamazoo County
Robert Henderson	Van Buren Public Transit
Jeff Heppler	Village of Augusta
Lisa Imus	Village of Lawton
Martin Janssen	Kalamazoo County Transportation Authority
Sarah Joshi	City of Galesburg
Greg Kinney	Van Buren County Road Commission
Tracy Locey	Brady Township
Pat McGinnis	City of Portage
Sherine Miller	Kalamazoo Township
Chris Praedel	City of Kalamazoo
Pete Pfeiffer	Michigan Department of Transportation, TSC
Jeff Sorensen	Cooper Township
Paul Sotherland	KATS Citizens Advisory Committee
Randy Thompson, Chair	Comstock Township
Don Uish	Schoolcraft Township
Jerry VanderRoest	Charleston Township
Mark Worden	Road Commission of Kalamazoo County

## MEMBERS ABSENT

Libby Heiny-Cogswell	Oshtemo Township
Nick Loeks	Texas Township

## OTHERS PARTICIPATING

Sean McBride	Metro Central/Kalamazoo County Transportation Authority
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Megan Mickelson	Kalamazoo Area Transportation Study
Elizabeth Rumick	Kalamazoo Area Transportation Study
Paul Selden	Bike Friendly Kalamazoo, Kalamazoo Region Bike Route Committee
Jon Start	Citizen
Steve Stepek	Kalamazoo Area Transportation Study
Ali Townsend	Kalamazoo Area Transportation Study

#### **CHANGES OR ADDITIONS TO THE AGENDA**

There were no changes or additions to the agenda.

#### **APPROVAL OF THE AGENDA**

Sorensen moved, and it was duly seconded by Janssen, **“to approve the agenda of the September 28, 2022 Policy Committee Meeting.”** MOTION CARRIED.

#### **PUBLIC COMMENTS**

Selden of Bike Friendly Kalamazoo and head of the Kalamazoo Region Bike Route Committee called attention to the progress of the committee in the organization and development of the Southwest Michigan Bikeway. Selden distributed a survey seeking attendee input on what may potentially appear on the legends for wayfinding signs.

#### **CONSENT AGENDA**

- ACCEPTANCE OF THE TREASURER’S REPORTS
- ACCEPTANCE OF THE TECHNICAL COMMITTEE REPORTS
- ACCEPTANCE OF THE SOUTHCENTRAL MICHIGAN PLANNING COUNCIL REPORTS
- APPROVAL OF THE MINUTES FROM THE JUNE 29, 2022 MEETING

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

#### **TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS**

Stepek explained the six proposed amendments are included in the meeting packet. They are for the next FY 2023-2026 Transportation Improvement Program (TIP) which starts October 1, 2022. KATS will process the amendment once final approval is obtained from the Federal Highway and Federal Transit Administrations. Included in the TIP are new projects including an earmark in the City of Portage, and a Michigan Department of Transportation Intelligent Transportation System project.

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

#### **DRAFT FINANCIAL MANAGEMENT POLICIES**

Stepek explained the draft was first presented in the June Policy Committee meeting packet. Proposed changes are highlighted in the policies included in meeting materials. No comments were received. As previously discussed, the policies were updated to provide clarification to general purchasing and credit card policies. Other updates reflect Kalamazoo Area Transportation Study adoption of two new Governmental Accounting Standards, GASB 87 and GASB 96 for Leases and Subscription Based Information Technology arrangements, respectively.

Janssen moved, and it was duly seconded by Sorensen, **“to approve the Kalamazoo Area Transportation Study Financial Management Policies.”** MOTION CARRIED.

#### **PROPOSED MEMBER DUES INCREASE**

Stepek provided information that the member dues increase was similarly presented during the June Policy Committee meeting. Cash dues are used solely for the Kalamazoo Area Transportation Study (KATS) approved audit contract fees which have increased. This would be the first dues increase since the adoption of the fee structure in 2014. No comments were received.

Britigan moved, and it was duly seconded by Miller, **“to approve the Kalamazoo Area Transportation Study Member Dues Increase.”** MOTION CARRIED.

#### **PUBLIC TRANSPORTATION UPDATES**

Aardema reported a Central County Transportation Authority (CCTA)/Kalamazoo County Transportation Authority (KCTA) board meeting date for presentation of recommendations from Metro’s Comprehensive Operational Analysis (COA) will be announced soon. During a recent CCTA/KCTA board governance retreat, long-range vision and operation of the two boards was discussed. The board approved the 2023-2024 budget in early September.

Janssen added Metro approved Workers Compensation and Liability Insurance Policies. The Drug and Alcohol Policy was also updated. Hybrid bus battery refresh kits were purchased for a cost of about \$180,000. Janssen was complementary of the assistance offered by the federal government’s Federal Transit Administration (FTA) in the aftermath of the unfortunate November 2021 event on the Kalamazoo Transportation Center (KTC) campus area. Notable improvements were made to training programs, company policies, security, work processes, and operational knowledge. Metro is making progress on hiring staff. KCTA is facing significant delays with bus routes. Beyond the construction delays, some delays may be caused by poor traffic light timing, especially during peak travel times. Engineering studies on traffic lights may assist with delays impacting bus routes and citizens. Members discussed further areas of concern related to delays caused by traffic. In response to Drouin’s inquiry, Pfeiffer responded, Michigan Department of Transportation (MDOT) utilizes sensor “pucks” embedded in the pavement that detect vehicles and can adjust traffic light cycles. Worden commented the Road Commission of Kalamazoo County utilizes cameras to detect traffic levels which in turn adjust traffic light cycling. McBride answered Gisler by stating Metro’s annual operating budget is about \$21 million dollars and about \$6 million dollars in annual capital expenses.

#### **EXECUTIVE DIRECTOR’S REPORT**

As reported in the memo included in the meeting materials, Stepek highlighted the new Census urbanized boundaries release has been delayed until November/December. This is important since the population number for our urbanized area determines our funding. A shift or significant shift in the population could impact projects. The census results kick-off the Kalamazoo Area Transportation Study (KATS) process of designating our National Functional Classification System. Aardema brought up a question of the 2020 census accuracy in cities with large colleges and universities which had significantly fewer students on campus due to COVID. Janssen asked for an update on the KATS Safe Streets and Roads for All grant opportunity. Stepek responded it was determined that the cost of obtaining any potential grant money outweighed any potential benefit. The City of Kalamazoo can individually pursue funding under this grant.

## **NEW BUSINESS**

No new business was brought forth.

## **PUBLIC COMMENTS**

Selden of Bike Friendly Kalamazoo (BFK) reported that the All Kids Bike Kindergarten PE Program has been successfully introduced in about one-tenth of area elementary schools. One goal of the program is to educate elementary school students on bike safety. The first mural in BFK's Public Bike Mural Program will be painted on the Clark Logic building on Lovers Lane in Portage by artist Ellen VanderMyde. The mural will be 1,000 square feet and cost \$8,000. The goal of the program is to express the joys of bicycling throughout the area while beautifying public spaces.

## **MEMBER COMMENTS**

Miller happily reported that Kalamazoo Township's Barney Road project between Nichols and Douglas is complete.

Pfeiffer announced that the Michigan Department of Transportation hired Joshua Grab as a new Southwest Region Planner.

Frisbie, Village of Vicksburg, thanked Selden for commitment to safe bicycling.

Worden updated that the Road Commission of Kalamazoo County (RCKC) was able to take an Amtrak employee to the KRVT high-speed rail crossing project area and thanked VanderRoest for accompanying. RCKC continues to hire.

Heppler announced the Village of Augusta has been designated a Trailhead City on account of the North County Trail. Discussions are ongoing related to improvements at Fort Custer Park. The village plans to replace water lines and fix roads. Last week was Rail Safety Week which stresses the three E's: Engineering, education, and enforcement to keep people safe.

Britigan reported the Parchmont Avenue repaving and speed bump project in the City of Parchment is complete and was successful.

McGinnis introduced himself as the new City Manager in the City of Portage. McGinnis noted there are three locations in the City of Portage that utilize detection pucks which light up to indicate the detection system has noticed you. A traffic signal optimization study may be beneficial. Traffic challenges are a regional issue which cross numerous municipalities.

Gisler announced the Kalamazoo County new Courthouse building occupancy planned for May 1, 2023 has been delayed three to four months due to supply chain issues. The County was originally required to pay \$20,000 per month in rent on the current building if they weren't moved by May 1, 2023. However, an extension was granted. The county will not be charged rent on the current building until September 1, 2023. The Kalamazoo County 2023 budget was approved at the last meeting. The budget is \$262 million dollars with \$120 million dollars from fees and taxes and the remaining \$142 million dollars from revenue sharing and grants.

Franklin from the Michigan Department of Transportation (MDOT) reported in response to Stepek's previous comment the 2023 – 2026 Transportation Improvement Program and Statewide Transportation Improvement Program have been officially approved by Federal Highway and Federal Transit Administrations. MDOT is waiting for a combined letter from them which will include

the Environmental Protection Agency's response to Air Quality Conformity. The letter should be available Friday or Saturday.

VanderRoest reported the \$1.2 million dollar project partially located in Charleston Township is complete and is well done. VanderRoest asked the anticipated status of the I-94 widening project on Thanksgiving Day and the success of the functionality of the rumble strips. Pfeiffer responded the I-94 widening project will continue through May 2023. The current traffic pattern will remain in effect through the winter. Temporary rumble strips in construction zones are glued to the pavement and have mixed success on how long they stay in place depending on weather condition. The effectiveness of rumble strips reducing crashes is being evaluated statewide.

Praedel will follow-up with the City of Kalamazoo Public Service Department on traffic light studies discussed earlier. Portage Road has been repaved. Miller Road is complete. Stadium Drive is near completion. Parkview, Kilgore, and Rose Street projects should be wrapping up in the next month or so.

Sotherland of Kalamazoo Area Transportation Study Citizens Advisory Committee, echoed concern about education and enforcement related to traffic safety with so many drivers running red lights.

As an airport board member, Aardema provided an update on the Kalamazoo/Battle Creek International Airport. New air service will begin in October by Avelo Airlines with direct flights to Ft. Myers and Orlando.

Thompson reported Comstock Township is experiencing lots of new construction, including the new Road Commission of Kalamazoo County building.

#### **ADJOURNMENT**

There being no further business, Chairperson Thompson adjourned the meeting at 9:57 a.m.

*The next meeting of the Kalamazoo Area Transportation Study Policy Committee will be held on  
Wednesday, October 26, 2022 at 9:00 a.m.*

Approved 10/26/22 (er)

**MEETING NOTES**  
**PARCHMENT PARKS AND RECREATION COMMITTEE MEETING**  
**October 18, 2022, Meeting at City Hall, 6:00 p.m.**

- Dog Park development in Parchment was discussed; lots of information has been exchanged but no action taken yet..
- Parks and Rec Committee members would like to conduct a preliminary assessment of existing tree canopy in the city and have their time used as part of the local match for the Urban and Community Forestry grant available through the Michigan Department of Natural Resources.
- The overlook decks in Riverfront Park need maintenance and repair. Various local agencies and foundations might be able to provide grant funding for the improvements.
- Trail paving in Kindleberger Park would be an ideal recipient for funding with a SPARKS grant. Erosion at the stairs near the ballfields could be addressed as part of the project.
- The next meeting is Wednesday November 16 at 6 pm.



Planning Commission Meeting Minutes  
September 28, 2022

1. **Call to Order at 6:03pm**
2. **Roll Call** – Chairperson DeBoer, Commissioners Lyon-Jenness, Tecca, and Bliesener, City Manager Stoddard, and ZA Harvey - All present at 6:12pm when Dean arrived
  - Motion to excuse the late arrival of Dean by Bliesener, support by Tecca – All ayes, motion carried.
3. **Approval of Minutes – August 24, 2022**
  - Motion by Lyon-Jenness to accept the minutes as corrected, support by Tecca - All ayes
4. **Citizen Comments**
  - No comments
5. **Old Business – None**
6. **New Business**
  - A. WP Item #3: Zoning Ordinance Amendments – Riverfront
    - Review Revised Riverfront Property map (parcel layout/land use/zoning)
    - ZA Harvey explained that she had been working with Alex at Kalamazoo County regarding the existing land use column and the addition of the Mixed Use with color coding. COVID has held up the process, but Alex did make an effort to revise the map, but it still needed the existing land use data added. The future land use coloring was included but the Mixed Land use was needed. ZA Harvey went on to explain that the map needs to match the City of Parchment’s legend on their zoning map. She will speak with Alex on the phone to get the details correctly on the map. The County has few people to work on zoning maps, so it may take a little more time but the communication has been fine. The PUD District is correct on the map.
    - DeBoer asked if the City would get a large map for the wall.
    - ZA Harvey said that would be possible once the additions/corrections have been made. Any time a city asks for a land use data survey, the County only has tax classifications to make the map, so they need to manipulate the data to correct it for us. Most local communities do not have a GIS system. There are 21 parcels on this section of the map and she is hoping that the aerial views will help them to discern the data.
  - B. WP Item #4: Zoning Ordinance Amendments – Supplemental Standards
    - Review Draft Amendments to 12.7 (12) – Off Street Parking Space Standards

- ZA Harvey explained that the PC wanted to put their decisions in this area on hold until Bliesener could be present. Two specific amendments were investigated:
  - 1) Have a provision that gives the PC the ability to accept a maximum created parking standards for flexibility. The PC's ability to accept more or less parking on site instead of the applicant having to go to the Zoning Board of Appeals. They need to develop the present parking that is needed. (15)
  - 2) They need to work on a mechanism for on-street parking to be used for required parking spaces.
- ZA Harvey stated that in 1) 12.10 – The PC could use nearby parking facilities, such as a parking ramp, public parking lot, etc for the site. 2) 12.11 – The PC could acknowledge in the central business district that the Public parking may be used to meet standards. If the PC had a central business district, no parking space requirements would be needed. Currently, the City's zoning map does not show a parking district that allows Sec.12.11.
- Per ZA Harvey, based on 12.10 and 12.11 and if the PC accepts the new 15, with those three options in standards, it would allow for the inclusion of public parking. The PC would be able to say that it is acceptable. Having 12.10 and 12.11 is good for "wiggle room".
- DeBoer asked if it would be in the downtown area.
- ZA Harvey stated that she could not see it on the map. When 12.11 was adopted, it was established for public parking. The PC should find the official zoning map (when adopted). The City should make sure that the zoning map is on the City's website.
- Bliesener talked about the need for the PC to determine a set of standards for applicants regarding off street parking.
- ZA Harvey noted that the Master Plan's charge was to reduce parking. Use of industry standards and area standards, anything in red is common and a reduction from the City of Parchment standards. The PC may look at those; some communities have strong opinions about parking standards. The PC may want to adjust.
- DeBoer noted that the red inked comments are more up-to-date thinking.
- Bliesener stated that the APA standards are in red.
- DeBoer said that he is not sure how old the standards are. How do we make the adjustments appropriately?
- Bliesener noted that the APA standards are current and up to speed. Do we want to reduce the parking spaces in multi family dwelling parking? With the PUD, we could have various businesses such as roller rinks, dance halls, etc
- Tecca said that when the PC thinks about the number of parking spaces available, it should take into consideration the on-street parking on both sides of Parchmount.
- Bliesener stated that the ¼ mile where the speed bumps have been placed have been helpful.

- Tecca expressed the desire to add more speed bumps as he is worried about the speeding.
- Lyon-Jenness reiterated that there is no overnight parking on the streets.
- Bliesener was concerned that the lot parking is only good during the day. Multi-family units should have 2 places per unit.
- DeBoer asked if they should go through the chart.
- Dean asked if this is retroactive or if it is going forward.
- DeBoer talked about the language – Housing for elderly. He asked if the revision had to be made.
- ZA Harvey stated that it can be left as red writing. Senior living – Some communities are changing their ordinances to interpret what assisted living and senior living are. May called a multi-unit dwelling or convalescent homes with a parking space limit in some cities.
- Bliesener asked if the language could be combined, senior living and assisted living.
- Tecca said that the language appeared to be the same.
- Dean asked why if convalescent homes is separate from nursing homes.
- ZA Harvey stated that home for the aged, supervised care, personal care could be combined. City of Parchment doesn't use the term "housing". The PC may want to use Home for the Aged (HFA's)
- Bliesener asked if this was the current language used, if so, the PC should use it.
- ZA Harvey stated that convalescent homes and nursing homes are special uses. Multiple dwelling, housing for the elderly, 24 hour care, and Home for the Aged (HFA) are mixed uses and all are used in ordinances. The term nursing home is not used. These facilities make parking spaces an interesting situation as they are dealt with differently because the parking spaces are used by visitors.
- Bliesener agrees with the changes in red except for reducing multi-family parking spaces. The ZA will sort it out on the chart so that it matches the zoning map. Do we all agree that we want to increase parking spaces in our nursing homes, etc. to 1 parking spot per employee for all staffing needs? Page 6 – we would increase 1 space for a certain amount of square feet.
- DeBoer asked if a business was like Twisters, where would that business fall.
- Dean said that usable floor/patio space applies to parking spaces.
- DeBoer requested that the senior housing wording would be cleared up.
- Lyon-Jenness asked if the warehouse parking on page 8 could be reduced.
- Bliesener stated that the Dollar General was busy, but never full.
- Lyon-Jenness asked that 1 parking space would be removed for every 2000 square feet. Leave 1 parking space for every 2 employees.
- ZA Harvey stated that it would be a common standard to use what Lyon-Jenness suggested.
- Bliesener asked what is a wholesale establishment.
- ZA Harvey said that no individual retail customers come in to this facility which is likely to be a storage and distribution business.

- Lyon-Jenness would hope that there would be reduced parking spaces in the ordinance.
  - Bliesener agreed that there should be less parking spaces.
  - DeBoer stated that one parking space per 2000 square feet is good.
  - ZA Harvey wants to make sure the senior housing element is clear and there is consistent term usage.
- C. Identify next 3 Work Plan Items
- ZA Harvey asked if the PC picked #4 and 1<sup>st</sup> three bullet points and #5 and all its bullet points.
  - DeBoer mentioned solar power usage on rooftops.
  - ZA Harvey said that the City's stance is that solar panels are accessory structures which is allowed in the current ordinances. The PC could set standards such as aesthetic appeal and screening if wanted. And/or free standing solar panels. She also noted that solar farms take a lot of space.
  - Bliesener spoke to putting solar panels on the roofs on buildings as an environmentally friendly addition.
  - Tecca asked if solar panels would be used within the mill site.
  - Bliesener stated that solar panels are clean, quiet, and green.
  - DeBoer said that the solar farm would generate tax monies.
  - Lyon-Jenness mentioned that WMU has a modest solar farm as part of a cooperative effort.
  - DeBoer stated that the Solar Panels would be the next Work Plan Item #1. He stated that Residential Housing could be Work Plan Item #2.
  - Bliesener asked if they would be doing the Residential Districts and the Design standards afterward.
  - ZA Harvey suggested that the PC not work on the entire section at once. They could work on the multi-family district (last bullet point). Two districts could be created: 1) low density housing and 2) high density housing (examining this possibility).
  - DeBoer stated that there could be development with multiple kinds of housing but he does not want to see high density housing in Parchment.
- D. Parks and Recreation Committee Report, Lyon-Jenness – receive
- Lyon-Jenness stated that the group tried to articulate the structure of the committee and the charge of the committee. Copies have been sent to the City Manager and the Mayor with frequency of meetings, adding oversight of the City Commission, and that the Committee will implement the Parks & Rec Master Plan. The group met for the first time in July. The August meeting was cancelled but they were able to meet in September. They have planned to meet on the 3<sup>rd</sup> Tuesday of every month at 6pm in City Hall.

Members of the Parks and Recreation Committee are Sandy Bliesener, Cheryl Lyon-Jenness, Holly Evans, Denny Collison, and Andy Sanford.

At the first meeting, the group worked on the framework and charge of the Committee. They will be looking at the low hanging fruit – forestry grant and a non-motorized transportation trail.

At the second meeting, the Committee received a presentation about a proposal for a dog park in Parchment. Ideas were shared, questions were taken and the group will eventually move the proposal to the City Commission when ready.

This Committee is a mechanism to get things done: funding projects (Forestry Grant), planning for tree planting and assessment. They are clarifying what they want to plan for, going forward. Evans is the liaison to the City Commission.

- Bliesener said that they are reviewing Master Plans from other cities. They found that our City Master Plan needs to have a future land use map added.

**7. Next Meeting** – The next meeting will be on Wednesday, October 26, 2022 at 6pm.

**8. Adjournment** – Motion by Lyon-Jenness, supported by Tecca. All ayes. Meeting ended at 7:24pm.

**MEMORANDUM**

To: Mayor Britigan, Vice-Mayor Jordan, and Commissioners  
From: Nancy R Stoddard, Parchment City Manager  
Date: October 18, 2022  
Re: Proposed changes to the City of Parchment General Employee Manual

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**Background:** The Department Heads and the City Manager met to discuss ways that would incentivize hiring in the City of Parchment. The City has been fortunate enough to have kept multiple employees in the Public Works Department for over 25 years. As we move forward with plans to hire in the future, we need to think about a hiring package that would be appealing to a new hire. We are in full knowledge that some of these changes will affect the existing employees, but only for a very limited time as they near retirement age. The areas that had proposed changes to them, were the following: Holidays, Longevity Pay, Additional Personal Days, Paternity Leave, and a clarification to the City Retiree Health Insurance Program.

**Discussion:** Looking forward to the need for hiring within the next 5 years, we looked at these specific areas, knowing that we are competing not only with private industry, but with other governmental units within our county to hire quality employees with a willingness to serve in their greater community. Quite often, we take our lead from the Kalamazoo County Administration and from our neighboring communities.

1) Holidays that are acknowledged at Kalamazoo County Administration are as follows:

- \*New Year’s Day
  - Martin Luther King Day
  - President’s Day
  - \*Memorial Day
  - Election Day
  - Veterans Day
  - \*Labor Day
  - \*Thanksgiving
  - \*Independence Day
  - \*Day after Thanksgiving
  - \*Christmas Eve
  - \*Christmas Day
  - New Year’s Eve –left to the discretion of the City Manager
- \* 8 Holidays observed by the City  
13 Holidays observed by Kalamazoo County

Not always is the level of pay in municipal government as high as in the private sector, but the ability to provide holidays that encompass many different aspects of today’s society is one way in which we can incentivize a person to work for us.

2) Longevity Pay is another way that encourages employees to stay with municipal government. Since 1994 the City has given employees \$25 a year for every year past the first 5 years of employment. Looking at what \$25 is worth today compared to 1994, we see that it is now equaling \$50. Going forward, we would like to increase Longevity Pay to \$50 a year, past the first 5 years, to bring the

number to a more realistic amount for 2022. The amount that is currently given is a total of \$2300; the total, with the increase would elevate the amount given to \$4600. Reviews for inflationary increases would be performed every 5 years. Bear in mind that as our personnel retire over the next 5 years, this amount will reduce greatly.

3) Vacation - The previous chart was updated to include additional vacation hours into the chart. No changes appear until the 10<sup>th</sup> year.

1 year of service	40 hours
2 years of service	80 hours
5 years of service	120 hours
10 years of service	160 hours
15 years of service	200 hours
20 years of service	240 hours
25 years of service	280 hours

#### 4) Paternity Leave

An employee, who has completed their probationary period, shall be granted one (1) week's leave with pay, to attend to needs directly related to the birth or new adoption of their child. At the employee's option, such leave shall be granted on the week of, or the week following the birth of their child, or the day of the mother's admission to, or discharge from hospital.

#### 5) Maternity Leave

An employee, who has completed their probationary period, may be granted 6 weeks of paid leave time to recover from the birth or 8 weeks if a surgical delivery is necessary. At the employee's option, such leave shall be granted on the first day after delivery or in advance of the birth if necessary. Additional unpaid time off will be granted with the written recommendation of the employee's doctor. During the period of disability, an employee on approved maternity leave shall have access to unused sick leave accruals. In the event sick leave accruals are exhausted, the employee may use other available leave accruals prior to being placed on leave without pay. Previous to the birth, and employee may remain on the job for as long as health permits.

## MEMORANDUM

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

From: Nancy R Stoddard, Parchment City Manager

Date: October 5, 2022

Re: Approval of Contract with Traffic Tech Services

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**Background:** With all the truck traffic coming through the City of Parchment, residents have become concerned about misguided trucks that are entering the residential areas of the city. Signage has been placed on Riverview Drive, both north and southbound, by the traffic signals. A barrier was put up at the mouth of Island Drive, from Riverview Drive to prevent trucks from entering. This was in response to the residents and business that have their driveways out to Island Drive. The Mayor and City Manager met with LC Howard representatives to discuss remedies.

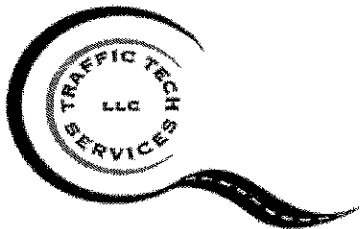
**Discussion:** The City of Parchment met with a traffic consultant to discuss what was happening with the trucks that travel through the city. Brian Burlingham from Traffic Tech Services met with staff to talk about truck traffic counts, stop lines on Riverview Drive, traffic flow, and an alternate route for truckers that miss the Bellisle Boulevard turn. Initially, the consultant looked at the traffic system in the city and came back to us with a plan to observe and record the trucking activity.

We have found that these costs qualify to be used through the Kalamazoo Area Transportation Study (KATS) as in-kind services performed for the City of Parchment. Steve Stepek, AICP with KATS, advised that the City of Parchment must first request the study and then approve a contract with Traffic Tech Services before the truck traffic study can be performed. Traffic Tech Services submits their work/costs to KATS for payment and then KATS bills the City of Parchment.

**Recommendation:**

**Motion to approve the request that Traffic Tech Services perform a truck traffic study, including contracting with the City of Parchment, and that the City Manager is to execute all documents needed.**





# PROPOSAL

2-Nov-22

City of Parchment  
650 S. Riverview Drive  
Parchment MI 49004

	Quantity		Rate
24 Hour Four Lane Count	TBD	each	\$200.00
24 Hour Two Lane Count	TBD	each	\$100.00
Counts to be paid through the KATS Contract			
Consulting Services	TBD	hourly	\$55.00
Consulting Services will not be paid through the KATS Contract			

A handwritten signature in black ink, appearing to read "B. Burlingham", is written over a horizontal line.

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Brian Burlingham, Traffic Tech Services, LLC

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**NOTICE TO PROCEED:**

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City of Parchment  
650 S. Riverview Drive, Parchment MI 49004

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Date

Sec. 38-53. - Placing leaves in curb lawn or public street prohibited; exception.

No person shall place leaves on a public street or within the curb lawn except if the city has scheduled leaf pick up. In that event, leaves, only, may be placed on the curb lawn no more than three days before the scheduled pick up and may be placed on a public street no more than 24 hours before the scheduled pick up.

(Ord. No. 176, § 3, 12-18-00)

Sec. 38-57. - Leaf pick up.

The city will provide leaf pick up in the fall and spring. The dates of pick up will be determined by the city commission. Notice of leaf pick up days will be provided in a manner approved by the city commission. No person shall place leaves for pick up contrary to the following regulations:

- (a) Only leaves shall be placed for pick up.

(Ord. No. 181, § III, 7-1-02)