



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

March 6, 2023

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 February 20, 2023

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. 1484 – action
- ii. KABA 2023 February Report – receive
- iii. KATS Policy Committee Meeting Minutes 12-21-2022 – receive
- iv. Kalamazoo Area Bike Week, May 13-20 - receive

8. Unfinished Business

9. New Business

- A. Appointments to Kindleberger Arts Commission – action
- B. Approval of Additional ARPA Monies to Repave Wilson, W Glenguile, and Roberts Lane - action

10. Citizen Comments – Items ON or OFF the Agenda

Persons wishing to comment on items that are on/off the agenda are instructed to please follow the same format as Citizen Comments for items on the agenda.

11. Mayor and Commissioner Comments

12. City Manager Comments

13. Adjournment

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY FEBRUARY 20, 2023.

1. Call to order

Mayor Britigan called the meeting to order at 7:00 p.m. then 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 Vice Mayor Jordan, supported by Commissioner Fooy to approve the amended minutes of the February 6, 2023 Regular meeting. Commissioner Madaras abstained. **Motion Carried.**

4. Additions or changes to the agenda.

Remove 8A. 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 Cooper, supported by Vice Mayor Jordan to receive the consent agenda items. **Motion Carried.**

7. Unfinished Business

None.

8. New Business

A. Kindleberger Arts Commission Presentation, Jon Heasley, chairperson – action. Jon Heasley, 505 Hamilton and Chairperson of the KAC, explained that due to deficit spending in the past, the KAC has a liability to the city on paper. He noted that the festival has run “in the black” for the last 7 years after vigorous fundraising campaigns. He reports the KAC is asking the City Commission to write the debt off over two years in equal installments. He added that the KAC is the biggest asset the city has, noting the intangibles and goodwill garnered. Extensive discussion took place. City Manager Stoddard remarked that she has faith the KAC will continue to operate within its budget in the future. Moved by Commissioner Fooy, supported by Commissioner Evans to approve the write off in three equal installments (\$24,211.69) on 7/1/23, 7/1/24, and 7/1/25. Mayor Britigan and Commissioner Madaras abstained due to being members of the KAC. Roll call vote was as follows:

Ayes: Conner, Evans, Fooy, Jordan.

Nays: Cooper.

Absent: None.

Abstain: Britigan, Madaras.

Motion Carried 4-1.

B. Global Remediation & Environmental Services LLC, Access Agreement – action. Attorney Soltis said that this agreement has been reviewed at length with both the City Manager and Global Remediation and covers what we refer to as the “lagoon area”. He said access has been revised/changed to allow for the future trail, and allows them to clean up. Mayor Britigan said he was concerned about fencing after the remediation is completed. Moved by Commissioner Fooy, supported by Commissioner Conner to approve the access agreement as written and authorize the City Manager to sign all documents related to the action. Roll call vote was as follows:

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

Nays: Britigan.

Absent: None.

Abstain: None.

Motion Carried 6-1.

C. Resolution to Waive Penalty for Failure to File a Property Transfer Affidavit - action. City Manager Stoddard explained that current Audit of Minimum Assessing Requirements details that a municipality either detail how fees collected for late PTA filing be distributed, or waive the penalty altogether. She noted that distributing checks for small amounts is

labor intensive and costly, which is why Assessor Richmond is recommending to waive the fee. Moved by Commissioner Cooper, supported by Commissioner Madaras to approve the resolution as presented. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0.

9. Citizen Comments

Julie Heasley, 505 Hamilton, thanked the commissioners for their support of the KAC.

10. Mayor and Commissioner Comments

Commissioner Cooper said she realizes that everyone comes with different points of view. She feels that she represents voters that she speaks with, and appreciates everyone's input. She is looking forward to the next festival and thanked all the volunteers.

Commissioner Conner complimented the Heasleys on their work on the festival, saying it is a lot of work and a vital part of the city that needs to continue.

Commissioner Madaras also thanked the Heasleys, including helping the city commission understand and be reminded how much the KAC does and what it means to the city.

Commissioner Evans also thanked the Heasleys for coming tonight.

Vice Mayor Jordan thanked the Heasleys, appreciating how much work goes into the festival.

11. City Manager Comments/Reports

City Manager Stoddard reported that the Gilmore grant will be submitted tomorrow and thanked the Heasleys for their work on the KAC. 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 9:01 p.m.

Shannon Stutz, City Clerk



City of Parchment
Check Register Report
Warrant 1484

Check	Check Date	Vendor Name	Description	Amount
37442	02/21/2023	BS & A SOFTWARE	ANNUAL SOFTWARE SUPPORT-2/1/2023 TO 2/1/2024	2,505.00
37443	02/21/2023	CONSUMERS ENERGY	CITYWIDE MONTHLY ENERGY USE	3,267.74
37444	02/21/2023	ENGINEERED PROTECTION SYSTEMS	MAINT BLDG - 3/1 TO 5/31/23	180.78
37445	02/21/2023	ESPER ELECTRIC, LTD.	REPURPOSED WATER TREATMENT BLDG - FINAL	16,936.00
37446	02/21/2023	FORD, KRIEKARD, SOLTIS & WISE	LEGAL MATTERS - JANUARY General \$931.25, Police \$350.00	1,281.25
37447	02/21/2023	FRANCOTYP-POSTALIA, INC.	POSTAL METER RENTAL, SCALE, RESETS - 2/1 TO 4	78.00
37448	02/21/2023	KALAMAZOO OIL CO.	FUEL CHARGES 01/16 TO 01/31/2023	740.75
37449	02/21/2023	MLIVE MEDIA GROUP	PUBLIC NOTICE - PLANNING COMMISSION	247.70
37450	02/21/2023	NANCY STODDARD	ZOOM -ONLINE MEETING PLATFORM	15.89
37451	02/21/2023	POINT AND PAY	MONTHLY SERVICE FEE ONLINE CC - DECEMBER	50.00
37452	02/21/2023	PREIN & NEWHOF	ENGINEERING TO 01/28/2023 Stormwater \$170.00, Sewer \$8773.10, Trestle \$568.10	9,511.20
37453	02/21/2023	PUBLIC MEDIA NETWORK	DIRECT TV (OCT-DEC) FRANCHISE FEES	2,893.67
37454	02/21/2023	REPUBLIC SERVICES #249	CITY WIDE PICKUP - FEBRUARY	9,640.25
37455	02/21/2023	SBIS	EMPLOYEE INSURANCE - MARCH 2023	12,258.49
37456	02/21/2023	SEVERANCE ELECTRIC CO INC	TRAFFIC SIGNAL MAINTENANCE - JANUARY 202	120.00
37457	02/21/2023	STATE OF MICHIGAN	ANNUAL STORM WATER FEES - 2023 - MID0601	1,000.00
37458	02/21/2023	SUSAN DORNAN	REFUND - CRAFT SHOW	115.32
37459	02/21/2023	TRAFFIC TECH SERVICES LLC	TRUCK TRAFFIC STUDY - DECEMBER & JANUARY	1,810.60



2023 MONTHLY PERMITS BY JURISDICTION

MONTH OF FEBRUARY 2023			
JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	14	\$ 13,543
COMSTOCK	ELECTRICAL	11	\$ 1,877
COMSTOCK	MECHANICAL	14	\$ 2,612
COMSTOCK	PLUMBING	9	\$ 1,257
COMSTOCK	SPECIAL - JURISDICTION	-	\$ -
COMSTOCK	SPECIAL - HOMEOWNER	-	\$ -
TOTAL COMSTOCK		48	\$ 19,289
KALAMAZOO	BUILDING	6	\$ 851
KALAMAZOO	ELECTRICAL	14	\$ 1,527
KALAMAZOO	MECHANICAL	21	\$ 2,894
KALAMAZOO	PLUMBING	4	\$ 668
KALAMAZOO	SPECIAL - JURISDICTION	1	\$ 100
KALAMAZOO	SPECIAL - HOMEOWNER	1	\$ 55
TOTAL KALAMAZOO		47	\$ 6,095
PARCHMENT	BUILDING	-	\$ -
PARCHMENT	ELECTRICAL	1	\$ 110
PARCHMENT	MECHANICAL	-	\$ -
PARCHMENT	PLUMBING	-	\$ -
PARCHMENT	SPECIAL - JURISDICTION	-	\$ -
PARCHMENT	SPECIAL - HOMEOWNER	-	\$ -
TOTAL PARCHMENT		1	\$ 110
PINE GROVE	BUILDING	4	\$ 982
PINE GROVE	ELECTRICAL	4	\$ 502
PINE GROVE	MECHANICAL	2	\$ 265
PINE GROVE	PLUMBING	-	\$ -
PINE GROVE	SPECIAL - JURISDICTION	-	\$ -
PINE GROVE	SPECIAL - HOMEOWNER	-	\$ -
TOTAL PINE GROVE		10	\$ 1,749
RICHLAND	BUILDING	5	\$ 1,925
RICHLAND	ELECTRICAL	9	\$ 1,405
RICHLAND	MECHANICAL	13	\$ 2,381
RICHLAND	PLUMBING	5	\$ 1,565
RICHLAND	SPECIAL - JURISDICTION	-	\$ -
RICHLAND	SPECIAL - HOMEOWNER	-	\$ -
TOTAL RICHLAND		32	\$ 7,276
RICHLAND VILLAGE	BUILDING	1	\$ 104
RICHLAND VILLAGE	ELECTRICAL	1	\$ 140
RICHLAND VILLAGE	MECHANICAL	1	\$ 130
RICHLAND VILLAGE	PLUMBING	1	\$ 105
RICHLAND VILLAGE	SPECIAL - JURISDICTION	-	\$ -
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	-	\$ -
TOTAL RICHLAND VILLAGE		4	\$ 479
TOTAL		142	\$ 34,998.00

REVENUE	REVENUE
FEBRUARY 2022	% PREV YEAR MONTH
\$ 49,367	70.9%

PERMITS	PERMITS
FEBRUARY 2022	% 2021 - YTD
190	74.7%



2023 MONTHLY PERMITS BY JURISDICTION

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	30	\$ 21,287
COMSTOCK	ELECTRICAL	30	\$ 4,797
COMSTOCK	MECHANICAL	31	\$ 5,267
COMSTOCK	PLUMBING	18	\$ 2,317
COMSTOCK	SPECIAL - JURISDICTION	0	\$ -
COMSTOCK	SPECIAL - HOMEOWNER	0	\$ -
TOTAL COMSTOCK		109	
KALAMAZOO	BUILDING	13	\$ 20,795
KALAMAZOO	ELECTRICAL	23	\$ 2,807
KALAMAZOO	MECHANICAL	40	\$ 5,482
KALAMAZOO	PLUMBING	11	\$ 1,729
KALAMAZOO	SPECIAL - JURISDICTION	3	\$ 300
KALAMAZOO	SPECIAL - HOMEOWNER	2	\$ 110
TOTAL KALAMAZOO		92	
PARCHMENT	BUILDING	3	\$ 528
PARCHMENT	ELECTRICAL	3	\$ 496
PARCHMENT	MECHANICAL	0	\$ -
PARCHMENT	PLUMBING	0	\$ -
PARCHMENT	SPECIAL - JURISDICTION	0	\$ -
PARCHMENT	SPECIAL - HOMEOWNER	0	\$ -
TOTAL PARCHMENT		6	
PINE GROVE	BUILDING	4	\$ 982
PINE GROVE	ELECTRICAL	4	\$ 502
PINE GROVE	MECHANICAL	4	\$ 535
PINE GROVE	PLUMBING	1	\$ 276
PINE GROVE	SPECIAL - JURISDICTION	0	\$ -
PINE GROVE	SPECIAL - HOMEOWNER	0	\$ -
TOTAL PINE GROVE		13	
RICHLAND	BUILDING	10	\$ 3,962
RICHLAND	ELECTRICAL	15	\$ 2,457
RICHLAND	MECHANICAL	27	\$ 4,916
RICHLAND	PLUMBING	9	\$ 2,361
RICHLAND	SPECIAL - JURISDICTION	1	\$ 100
RICHLAND	SPECIAL - HOMEOWNER	0	\$ -
TOTAL RICHLAND		62	
RICHLAND VILLAGE	BUILDING	3	\$ 456
RICHLAND VILLAGE	ELECTRICAL	2	\$ 347
RICHLAND VILLAGE	MECHANICAL	2	\$ 290
RICHLAND VILLAGE	PLUMBING	2	\$ 210
RICHLAND VILLAGE	SPECIAL - JURISDICTION	1	\$ 100
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	0	\$ -
TOTAL RICHLAND VILLAGE		10	
TOTAL KABA		292	

REVENUE	REVENUE
YTD - FEBRUARY 2022	% 2022 - YTD
\$ 95,105	87.7%

REVENUE
% 2023 YTD BUDGET
77.00%

PERMITS	PERMITS
YTD - FEBRUARY 2022	% 2022 - YTD
366	79.8%

2023 MONTHLY CUMULATIVE TOTALS			
# PERMITS	REVENUE		
150	\$ 48,411		JAN
142	\$ 34,998		FEB
-	\$ -		MAR
-	\$ -		APR
-	\$ -		MAY
-	\$ -		JUN
-	\$ -		JUL
-	\$ -		AUG
-	\$ -		SEP
-	\$ -		OCT
-	\$ -		NOV
-	\$ -		DEC
292	\$ 83,409		2022

KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE

Minutes of the December 21, 2022 Meeting

CALL TO ORDER

The December 21, 2022 Policy Committee Meeting was called to order at 9:04 a.m. at Metro in Kalamazoo, by Chairperson 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
Tim Frisbie	Village of Vicksburg
Libby Heiny-Cogswell	Oshtemo Township
Robert Henderson	Van Buren Public Transit
Jeff Heppler	Village of Augusta
Lisa Imus	Village of Lawton
Martin Janssen	Kalamazoo County Transportation Authority
Joanna Johnson	Road Commission of Kalamazoo County
Greg Kinney	Van Buren County Road Commission
Judy Lemon	City of Galesburg
Tracy Locey	Brady Township
Pat McGinnis	City of Portage
Lisa Moaiery	Kalamazoo Township
Chris Praedel	City of Kalamazoo
Jeff Sorensen	Cooper Township
Paul Sotherland	KATS Citizens Advisory Committee
Randy Thompson, Chair	Comstock Township
Jerry VanderRoest	Charleston Township

MEMBERS ABSENT

Jeff Franklin	Michigan Department of Transportation, Planning
John Gisler	Kalamazoo County
Pete Pfeiffer	Michigan Department of Transportation, TSC
Don Uish	Schoolcraft Township

OTHERS PARTICIPATING

Sean McBride	Central County Transportation Authority
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Megan Mickelson
Ryan Minkus
Elizabeth Rumick
Kathy Schultz
Steve Stepek
Ali Townsend
Mark Worden

Kalamazoo Area Transportation Study
Road Commission of Kalamazoo County
Kalamazoo Area Transportation Study
Central County Transportation Authority
Kalamazoo Area Transportation Study
Kalamazoo Area Transportation Study
Road Commission of Kalamazoo County

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 Johnson, **“to approve the agenda of the December 21, 2022 Policy Committee Meeting.”** MOTION CARRIED.

PUBLIC COMMENTS

No citizens' comments were made.

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 OCTOBER 26, 2022 MEETING

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

FY 2023 – 2026 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS

Referring to the proposed amendments included in the meeting packet, Stepek reported the eight amendments are explained in the meeting memo. Most of the amendments are related to project changes for the additional Rural Task Force funding. Other changes include one for the Central County Transportation Authority. There was also a budget change for a City of Portage earmark project. KATS Staff and Technical Committee recommends approval of the proposed amendments.

Sorensen moved, and it was duly seconded by Drouin, **“to approve the FY 2023-2026 Transportation Improvement Program Amendments.”** MOTION CARRIED.

POLICY COMMITTEE OFFICER ELECTIONS

Nomination Subcommittee members Sorensen and Ulsh met and spoke with current Policy Committee officers. Sorensen reported all current officers are willing to serve for another one-year term beginning January 1, 2023. The Nomination Subcommittee recommends reelection of Chair, Randy Thompson (Comstock Township), Vice-Chair, Libby Heiny-Cogswell (Oshtemo Township), and Treasurer, Rob Britigan (City of Parchment).

Sorensen moved, and it was duly seconded by Johnson, ***“to approve the Nomination Subcommittee recommendations for Policy Committee Officers as: Randy Thompson-Chair, Libby Heiny-Cogswell-Vice-Chair and Rob Britigan-Treasurer.”*** MOTION CARRIED.

PUBLIC TRANSPORTATION UPDATES

Aardema reported the consultant presented ideas for streamlining the functioning and structure of the Central County Transportation Authority (CCTA)/ Kalamazoo County Transportation Authority/KCTA board at the November board meeting. Recommendations were approved at the December board meeting. Metro's Comprehensive Operational Analysis (COA) consultant presented recommendations in December. Metro staff will determine which recommendations to implement, how to implement changes, and a timeline of implementation with a goal of offering the most efficient, economical system within our urbanized area. Public outreach continues. Previously discussed changes including microtransit, plan to be implemented over the course of three phases. Janssen added microtransit will address the change in transportation habits due to COVID. Maps are available on the website and further data uncovered by the COA is available. Schultz elaborated not only will microtransit allow transportation between the planned four geographic zones, but also within each zone. Metro staff are available to present progress updates and plans. Johnson noted microtransit may involve a larger pool of staffing since commercial drivers' licenses may not be required for microtransit vehicles. The fee structure for microtransit may be different from the fixed route system. Microtransit is not expected to be used to transport school students as it is geared toward an irregular schedule on a smaller scale. Schultz agreed to schedule presentations at the Road Commission of Kalamazoo County and Comstock Township.

EXECUTIVE DIRECTOR'S REPORT

In addition to what was reported in the memo included in the meeting materials, Stepek highlighted the Kalamazoo Area Transportation Study Metropolitan Planning Organization fiscal year 2024 funding levels are anticipated to be received on December 29, 2022. At this time, local match contributed service contribution agreements will be reviewed to ensure compliance with the required minimum amount. If contributed service agreements require an increase, this will be an agenda item at next month's meeting. Changes in funding levels could result in National Classification changes which potentially impact road project funding.

NEW BUSINESS

No new business was brought forth.

PUBLIC COMMENTS

No citizens' comments were made.

MEMBER COMMENTS

Heppler announced he is serving on the Traffic Safety Committee with the State of Michigan police chiefs. The Committee is addressing the three "E's:" engineering, education, and enforcement due to the high number of fatal accidents. The Village of Augusta is planning a water main project in 2023 and a bridge project in 2024.

Praedel gave a shout-out to the Central County Transportation Authority/Kalamazoo County Transportation Authority boards for member and community engagement. The City of Kalamazoo posted a 2022 Year-in-Review video on LinkedIn.

McGinnis, City of Portage, suggested the idea of creating a traffic signal subcommittee to study optimization across regions. McGinnis distributed cards with a UPC code and a URL to access the City of Portage survey for its Comprehensive Master Plan update.

VanderRoest reported the Charleston Township building remodel is complete.

Kinney announced the Van Buren County Road Commission (VBCRC) interviewed five people and is in the process of making an offer to one candidate for the Managing Director position. The current director is leaving in February 2023.

Britigan, City of Parchment, thanked attendees for reelection as Policy Committee Treasurer.

Sorensen reported Cooper Township hired an architect to remodel the current township hall. Plans include moving the entrance to the rear, expanding parking, and increasing ADA compliance. Cooper Township applied for a Michigan Spark Grant to build a public pavilion and improve public recreation.

Johnson reminded attendees the Transportation Asset Management Council goal is to collect non-federal aid PASER data on all city, township, and village roads in 2023. This is in addition to federal aid PASER data. The Road Commission of Kalamazoo County (RCKC) prepared a 2022 recap video of the year's work and accomplishments. RCKC is ready for the forecasted upcoming winter storm. Local road fund information was recently released to township partners. It can also be found on kalamazoocountyroads.com under Township Connect. A January meeting is scheduled with EGLE contractors on the rubber trial that was initially delayed. Informational meetings are underway for 2023 projects. RCKC new facility construction is progressing. The County Board reappointed two of the Road Commissioners for six-year terms. Let Johnson know if you didn't receive an invitation to the January 19, 2023 1:00 p.m. RCKC session on working with railroads featuring Michigan Department of Transportation Office of Rail past and present staff. Similar to Metro, RCKC welcomes the invitation to make presentations at organization events.

Frisbie was pleased and surprised with the huge turnout for the Christmas in the Village hosted by the Village of Vicksburg.

Drouin thanked Stepek and the Michigan Department of Transportation for a long-awaited solution to the Gull Road pathway, with work anticipated for spring.

Heiny-Cogswell reported Oshtemo Township is moving forward with Phase One of the municipal sewer project. There is a 41 percent increase in the cost of the project originally slated for 2020.

Lemon thanked the Road Commission of Kalamazoo County (RCKC) for City of Galesburg road signs and speed bumps. The City of Galesburg issued a survey which will hopefully spark interest to serve and provide input to update the five-year plan. Johnson gave a shout-out and thanked the City of Galesburg for offering to assist RCKC with winter maintenance.

Thompson reported Comstock Township received eight bids for remodeling of the new township building. A bid decision will be made at next Wednesday's meeting. Construction is expected to be complete by July 2023. Comstock Township has sewer projects, along with lots of new development. Thompson appreciates working with everyone and re-election to the board.

ADJOURNMENT

There being no further business, Chairperson Thompson adjourned the meeting at 9:55 a.m.

*The next meeting of the Kalamazoo Area Transportation Study Policy Committee will be held on
Wednesday, January 25, 2023 at 9:00 a.m.*

Approved 2/22/23 (er)

Invitation to Participate in Kalamazoo Area Bike Week

Want an easy way for your organization to participate in Kalamazoo Area Bike Week -- just by offering useful information to motorists and bicyclists (such as maps and bike safety tips)? If so, please keep reading. The next page offers even more ideas.

1. Bike Week always runs from the Saturday before to the Saturday following Mother's Day. (example in 2023: May 13-20). If you are authorized to speak for your organization, please indicate that you would like to participate in making information available to motorists and bicyclists by printing your name, organization, then signing and dating here:

Printed Name/Organization	Signature	Date
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Bike Friendly Kalamazoo will post the information you intend to offer on the Announcements page at www.kalamazoobikeweek.org. We will also help you acquire it if you don't already have it available.

EXAMPLE ANNOUNCEMENTS FROM PREVIOUS YEARS

Bike Safety Tips, Brochures, Maps & Information ...

The following organizations will make helpful literature available during Bike Week on a first-come first-served basis while supplies last during normal business hours:

- JUST RIDE at Just Move (Indoor Cycling); 626 Romence Rd.; Suite 104; Portage MI 49024
- League of Michigan Bicyclists; 410 S. Cedar St.; Suite A; Lansing MI 48912
- Metro Transit Administration Office; 530 North Rose Street; Kalamazoo, MI 49007
- Metro Transit Transportation Center; 459 North Burdick Street; Kalamazoo, MI 49007
- Portage Department of Public Safety - Police Division; 7810 Shaver Rd.; Portage MI 49024

... the info above, plus, Emergency Whistles from Silent Observer [Again, examples from previous years -- we are not sure if Silent Observer has a supply this year. If not, your organization would be listed in the category above.]

Kalamazoo Silent Observer has donated a (limited) number of emergency whistles, which will be made available on the same as-available complimentary basis as the information mentioned above, here:

- Comstock Township Hall; 6138 King Highway; Kalamazoo, MI 49048
- Kalamazoo County Parks & Expo Center; 2900 Lake Street; Kalamazoo, MI 49048
- Kalamazoo Department of Public Safety; 150 E. Crosstown Parkway, Ste. A; Kalamazoo, MI 49001
- Kalamazoo Township Hall; 1720 Riverview Drive; Kalamazoo, MI 49004
- Oshtemo Township Hall; 7275 West Main Street; Kalamazoo, MI 49009
- Texas Township Hall; 7110 W Q Avenue; Kalamazoo, MI 49009.

2. If you have any other ideas, email to Paul Selden c/o bikeweek@bikefriendlykalamazoo.org or jot them down below and email a copy of this entire page. See the next page for additional ideas.

3. If you would like to participate in our next Event Organizers meeting, please provide your email:

Photograph, scan, or return your completed form to bikeweek@bikefriendlykalamazoo.org. Our mailing address is PO Box 22; Portage, MI 49002.

Thank you for helping to improve the quality of life in our greater community through bicycling!

Kalamazoo Area Bike Week Ideas

- Display bike themed outdoor banners - on street poles, etc. These can be purchased locally at <https://www.kalamazoobannerworks.com/public-bike-art-competition-banners>
- Unveil / announce plans or unveiling bike-related program progress
- Help distribute / print KBW posters
- Offer "Safe Passing Reminder" Yard Signs**
- Post photos and descriptions of your events on the Bike Week Facebook page
- Dignitaries Fun Ride (Mayor, Manager, President, etc.)
- Bike Rodeo (learning rules of the road for younger children)
- Bike Rodeo kits (BFK can supply a list of what is needed and possibly fund \$ through our Bike-Booster Mini-Grants)
- Promote an All Kids Bike event/school tour
- Encourage elementary school to apply for the All Kids Bike Kindergarten PE program -- see www.allkidsbike.org
- Contribute ideas for public bike mural sites -- to bikeart@bikefriendlykalamazoo.org
- Offer bike maps and safety literature at your location/to your group
- Host/Support Community Ride
- Announce / Help promote 5 foot safe passing ordinance
- Provide central location(s) for resupply of bike maps/safety literature
- Announce municipal/local/organizational plan related to bicycling
- Promote your event through Discover Kalamazoo
- Underscore support for bicycling in newsletters
- Re-use / link to / BFK's "Driving Change" public service/safety messages -- see <https://bikefriendlykalamazoo.org/drivingchange/>
- Announce your own media release surrounding your event or bike-related plans
- Help as KBW Co-Chair - attend events, take photos, "show the flag" as a bicycling ambassador
- Other?

[**With continued thanks to our partnership with the Kalamazoo Bicycle Club, we are again making available "Safe Passing Reminder" yard signs for distribution to the public at no charge. Supplies are limited.]

Bike Friendly Kalamazoo provides funding for qualified programs via our

Bike-Bike Booster-Mini Grants

see <https://bikefriendlykalamazoo.org/bike-booster-mini-grants/>

The next due date for applications is April 2.

Thank you for helping to improve the quality of life in our greater community through bicycling!



CITY OF PARCHMENT

To: Vice Mayor and Commissioners
From: Robert D. Britigan III, Mayor
Cc: Jon Heasley, KAC Chair and Nancy Stoddard, City Manager
Date: 3/3/2023
Re: KAC Appointments

Pursuant to Article III, Division, Section 2-73 of the City of Parchment Code of Ordinances, the following appointments to the Kindleberger Summer Festival of the Performing Arts Commission (KAC) are recommended for terms beginning January 1, 2023.

- Robin Madaras (City Commission member) - 1 year term
- Caroline Garber (At-Large member) – 3 year term

Your consideration of these appointments is greatly appreciated.

650 S. Riverview Drive
Parchment, MI 49004
(269) 349-3785

MEMORANDUM

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

From: Nancy R Stoddard, Parchment City Manager

Date: March 3, 2023

Re: Approval to budget ARPA Funds for Road Repaving Projects

Background:

Recently we have found that ARPA funds may be used to repave the roads within a community. The Public Works staff has used the PASER rating system to determine which roads in Parchment are in the worst condition, meaning those that have degraded down to their base structure. Roberts Lane, Wilson, and W Glenguile are the next three roads on the PASER list to be repaved. These roads were evaluated with the PASER rating by Kalamazoo Area Transportation Study staff and found to be some of the worst within the City.

Discussion:

Previously the City Commission approved the use \$116,000.00 of ARPA funds for the repaving of Roberts Lane, Wilson, and W Glenguile. These streets are connected directly to Parchment Middle School, a business district, and a proposed residential area on the west side of Wilson. Projects such as these support the school district, businesses, and the Master Plan vision for the community.

We requested an updated amount for the repaving project and found that the total had risen to \$119,225.00. This would be an additional \$3,225.00. We could lock this price in with Lakeland Asphalt, if approved. The previous other two bids were from MPM at \$133,953.75 and Rieth-Riley Construction at \$172,075.00

Recommendation:

Motion to budget an additional \$3,225.00 of ARPA funds for the repaving of local roads projects in the City of Parchment.

Parchment 2022 PASER Conditions

