

AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

May 1, 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 April 17, 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. 1489 – action
- ii. Permit for Chickens, Paxon at 614 Keyes Drive – receive
- iii. Planning Commission Meeting Minutes 4-22-2023 – receive
- iv. Planning Commission Meeting Schedule 2023 – receive
- v. Planning Commission Annual Report 2022 - receive
- vi. KATS Policy Committee Minutes March 29, 2023 - receive

8. Unfinished Business

9. New Business

10. Public Hearing for the 2023-2024 Proposed Budget

11. 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.

12. Mayor and Commissioner Comments

13. City Manager Comments

14. Adjournment

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY APRIL 17, 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 Cooper, Conner, Evans, and Madaras. City Manager Stoddard, Treasurer/Clerk Stutz, Attorney Soltis.

Absent: Fooy.

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

3. Minutes

Moved by Commissioner Cooper, supported by Vice Mayor Jordan to approve the minutes of the April 3, 2023 Regular meeting. **Motion Carried.**

4. Additions or changes to the agenda.

Add the following: 9C Proclamation Request, 9D Catch Basin Repair, 9E Personnel Committee Report, and 9F Little League Parade Route adjustment. 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 Conner, supported by Commissioner Madaras to receive the consent agenda items. **Motion Carried.**

7. Unfinished Business

None.

8. New Business

A. Scottish Festival contract - action. Mayor Britigan noted this is the group's third request to use Kindleberger Park, with scheduled dates as September 8-10, 2023. City Manager Stoddard explained that the contract is mostly the same as previous years, though they hope to increase vendors and food trucks. Attorney Soltis went over the changes from last year's contract. Moved by Commissioner Cooper, supported by Commissioner Madaras, to approve the Scottish Festival contract with revisions noted and authorize the City Manager to execute all documents related to the action. Roll call was as follows:

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

Nays: None.

Absent: Fooy.

Abstain: None.

Motion Carried 6-0.

B. KTPD Quarterly Report, Lt. Scott Jackson – receive. Lt. Jackson thanked the commissioners, then reported activity in the city from January 1 to March 31. He added that the School Resource Officer has been busy in Parchment Schools. Questions and answers followed.

C. Lending Hands Proclamation, Lucinda Stinson - action. Mayor Britigan introduced resident and CEO of Lending Hands, Lucinda Stinson. She went over how the volunteer-led Lending Hands got its start in 2005, how they've grown, and their recent move to a new facility at 4570 Commercial Avenue in Portage. Ms. Stinson noted that 3500 residents of Parchment have used their services over the years, adding \$215,000 of value to the City. Commissioner Madaras praised the group, as her mother Louise was a long-time volunteer for them. Vice Mayor Jordan added that groups like this allow people to convalesce and stay in their homes with dignity. Moved by Commissioner Madaras, supported by Commissioner Cooper to approve the Special Tribute to Lending Hands, LLC as presented. Roll call was as follows:

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

Nays: None.

Absent: Fooy.

Abstain: None.

Motion Carried 6-0.

D. Catch Basin Repair – action. City Manager Stoddard explained that within the milling and repaving project on Roberts Lane, a catch basin on Roberts has been identified as needing repair/replacement. Peters Construction, a company the city has engaged in the past, was able to fit the city’s narrow timeframe into their schedule. Moved by Commissioner Madaras, supported by Commissioner Evans to approve the Peters Construction bid of \$7913.36 and authorize the City Manager to execute all documents related to the action. Roll call was as follows:

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

Motion Carried 6-0.

E. Personnel Committee Report, Commissioner Evans. Commissioner Evans reported that the committee (with Commissioners Conner and Fooy) met, and then asked that everyone return their surveys this week.

F. Parchment Little League Parade Route Adjustment – action. Manager Stoddard reminded everyone that the previous parade approval was “subject to police department approval.” As the Little League did not contact KTPD in time to get shifts scheduled, the parade route has been changed by removing the major streets. This route has been approved by KTPD. Moved by Commissioner Evans, supported by Commissioner Conner to approve the new route for the Little League Parade on April 29, 2023. **Motion Carried.**

9. **Citizen Comments**
None.

10. **Mayor and Commissioner Comments**
Commissioner Cooper congratulated Lending Hands adding that taking care of senior citizens is essential.

Mayor Britigan told everyone that Envirologic submitted their work on our brownfield project and was selected to be a presenter at a national conference held in Detroit, adding that it’s great exposure to would-be developers. He then reminded all of the budget work session following this meeting.

11. **City Manager Comments/Reports**
City Manager Stoddard 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 7:58 p.m.

Shannon Stutz, City Clerk



City of Parchment
Check Register Report
Warrant 1489

Check	Check Date	Vendor Name	Description	Amount
37538	04/27/2023	ACE PARKING LOT STRIPING INC	STRIPING RIVERVIEW AND G AVE	1,860.00
37539	04/27/2023	DETROIT SALT COMPANY	150.75 TONS ROAD SALT	10,021.86
37540	04/27/2023	KALAMAZOO OIL CO.	FUEL CHARGES - 04/01 TO 04/15/23	149.40
37541	04/27/2023	KALAMAZOO TOWNSHIP	POLICE FIRE SERVICES CONTRACT - MAY Police \$36,684.50, Fire \$5,575.00	42,259.50
37542	04/27/2023	MARANA GROUP	TRASH BILLS APRIL 2023	157.53
37543	04/27/2023	NATIONAL HOSE TESTING SPEC.	2023 GROUND LADDER TESTING	183.00
37544	04/27/2023	POINT AND PAY	MONTHLY CC SERVICE FEE - MARCH	50.00
37545	04/27/2023	PRECISION TREE CARE	TREE REMOVAL	3,000.00

PERMIT TO KEEP CHICKENS AS PETS

COPY

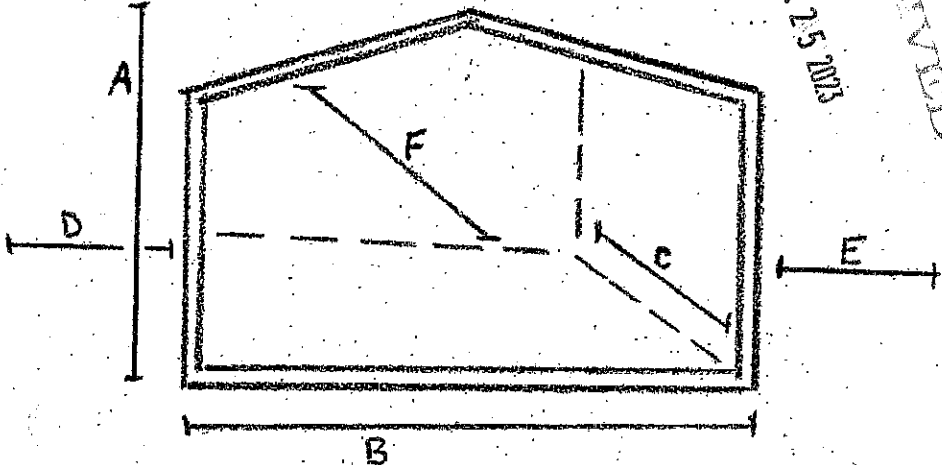
Please read the City of Parchment regulations regarding the keeping of chickens as pets on the back of this permit application. Applicant must meet all requirements of the ordinance as set out by the Parchment City Commission relative to coop and pen size/height, setbacks from property lines and neighboring residential structures and conditions to be maintained while chickens are present.

DATE: 4/13/23 \$65 FEE PAID: _____
NAME: John Paxson ADDRESS: 614 Keyes Dr
PHONE: (269) 382-1691 EMAIL: JKPAXSON@CHARTERM1.NET

Please fill in all information regarding your chicken coop or pen:

A. Height: 50.4"
B. Width: 81"
C. Depth: 33.5"
D. Setback from side lot line: 39'
E. Setback from side lot line: 20.5'
F. Setback from rear lot line: 10'

Pen dimensions (if applicable): 22.5 ft²
Tot. Calculated area: 22.5 ft²



RECEIVED
APR 25 2023

*The City of Parchment Zoning Ordinance requires chicken coops be no taller than 6 feet in height and a maximum of 80 square feet in total area for a coop/pen. A coop/pen must be located at least 10 feet from lot lines and 30 feet from the nearest adjacent residential structure.

**The City of Parchment Zoning Ordinance allows a maximum of three chickens to be kept on a residential property. Roosters are not allowed.

The City of Parchment may revoke this permit at any time if the requirements of the Zoning Ordinance are not met by the permit holder. Upon submission of this application for permit, the City Manager will review within 10 business days.

Approved: *Nancy R. Stoddard* Denied: _____
City Manager Date: 4-19-2023

Completed applications should be turned in to the City of Parchment, Parchment City Hall, 650 S. Riverview Drive, Parchment, MI 49004.

Planning Commission Meeting Minutes
March 22, 2023

1. Call to Order at 6:00pm

2. Roll Call – Chairperson DeBoer, Commissioners Lyon-Jenness, Dean, and Bliesener, ZA Harvey, and Deputy Clerk Smith. Absent Tecca.

- Motion to excuse John Tecca by DeBoer, support by Bliesener – All ayes, motion carried.

3. Approval of Minutes – November 30, 2022

- Lyon-Jenness noted on page 2 of the minutes, “evolvment” should be changed to “evolving design” to better illustrate the conversation.
- Motion by Bliesener to accept the minutes with the correction, support by Dean. – All ayes, motion carried.

4. Citizen Comments

- No comments

5. Public Hearing – Open

1. Zoning Ordinance text amendments to Article 13, Review and Approval Procedures, including Section 13.1 – Review and Approval of Site Plans subsections 1.-3 and 5.-8
 2. Zoning Ordinance text amendments to Article 12, General Provisions, including Section 12.7 – Off-Street parking Requirements, subsection 12, and so as to add subsections 14. And 15.
 3. Zoning Ordinance text amendments to Article 12, General Provisions, including Section 12.8 – Off-Street Parking Space Layout, Standard, Construction, and maintenance so as to add subsection 13.
 4. Zoning Ordinance text amendments to Article 12, General Provisions, so as to add Section 12.31 – Sidewalks
 5. Zoning Ordinance text amendments to Article 12 – General Provisions, so as to add Section 12.32 – Solar Panels and Section 12.33 – Solar Farms.
 6. Zoning Ordinance text amendments to Article 2, Construction of Language and Definitions, including Section 2.2 – Definitions, so as to add definitions for ‘solar panel’ and ‘solar farm’.
- Public hearing for all sections listed above opened at 6:09pm with the reading of all section titles. Due to no citizens or interested parties in attendance, public hearing was closed at 6:10pm.
 - Motion by Bliesener to approve items 1, 2, 3, and 4 of the public hearing. Supported by Lyon-Jenness. Roll Call vote as follows:

Ayes: Bliesener, Dean, DeBoer, Lyon-Jenness
Nays: None
Absent: Tecca
Abstain: None

- Motioned by Dean, supported by DeBoer, to postpone discussion of Items 5 and 6 until the April 26, 2023, meeting. – All ayes, motion carried.
- Solar panel discussion, items 5 and 6:
 - Lyon-Jenness stated the updated zoning ordinance didn't reflect the discussions that had taken place in meetings.
 - ZA Harvey mentioned she had notes that Lyon-Jenness and Bliesener did not want freestanding solar panels and they felt panels should be only on a building.
 - DeBoer stated he does not want freestanding solar panels in front yards in residential areas, only backyards or in solar farms. Bliesener agreed.
 - Dean suggested the PC keep the guidelines as open as possible since solar technology is still developing. DeBoer, Bliesener, and Lyon-Jenness agreed.
 - ZA Harvey noted the PC could remove items from the zoning ordinance without having a second public hearing, but that adding items would require another hearing.
 - DeBoer stated the PC would like to see the original paperwork regarding solar panels from the November meeting so they could review the issue again for the April meeting.

6. Old Business

A. Status of Fishbeck (formerly Envirologic) grant application. Due to Manager Stoddard's sudden absence, there is no one at the meeting who can provide updates about this grant.

B. Status of Zoning Ordinance amendments. DeBoer believes this is in reference to Item G in New Business and will hold the discussion on this item until that time.

7. New Business

A. Election of Officers — Chairperson, Vice-Chairperson, Secretary

- DeBoer offered to be chairperson for another term if there was no disagreement from the committee. Dean stated she would continue in the vice-chairperson position if the committee would approve her. Lyon-Jenness stated she would also return as secretary. DeBoer noted he spoke to Tecca via text earlier in the week, and Tecca would not like to be an officer on the PC. Motioned by Bliesener, supported by DeBoer, to renew all officers of the Planning Commission for another session. All ayes, motion carried.

B. 2022 Annual Report Review

- Lyon-Jenness noted the future meeting dates in the annual report are not accurate due to meeting postponement due to weather. This should be changed to 3/22. Also, the year on the last page is incorrect.
- ZA Harvey stated the solar energy portion of the annual report could be listed as being "in progress" rather than having a specific date associated with it.
- Motioned by Lyon-Jenness, supported by Bliesener, to approve the annual report with the noted changes. All ayes, motion carried.
- DeBoer thanked ZA Harvey for keeping track of all the dates for the annual report.

C. 2023 Planning Commission Meeting Schedule

- Bliesener mentioned she would not be able to attend the proposed November 2023 meeting. She suggested moving the November meeting to November 29 and not having a meeting in December at all.
- Motioned by Bliesener, supported by Dean, to move the November meeting to November 29 and cancel the December 2023 meeting. All ayes, motion carried.

D. 2023 Work Plan for Planning Commission

- ZA Harvey stated she reviewed the 2022 work plan and removed the items the PC had accomplished that year. She also added items the PC had discussed as priorities over the past year but that hadn't begun work. There is still a lot left on the chart for the PC to do, but it doesn't all have to be completed in 2023. She suggested starting with residential component since that's what they have been working on recently, but the work could begin anywhere.
- Bliesener asked if zoning ordinances needed to be updated for the mill property or if the PUD was enough to allow for development to begin. ZA Harvey stated the PUD sets the groundwork for the mill property and further zoning changes are not needed.
- Bliesener suggested beginning work on something other than residential to allow for some variety, perhaps on the riverfront. Lyon-Jenness was unsure if there is still work to be done on the riverfront category and would like to investigate this further.
- DeBoer suggested commercial/industrial would be a good priority for the year.
- ZA Harvey noted the point of the work plan is to have a to-do list so nothing gets missed, but it doesn't have to be completed in order. Dean suggested bouncing around on a list and working on issues in order of importance rather than by category.
- PC agreed the first priority should be commercial/industrial district due to commercial properties currently for sale outside the PUD. ZA Harvey will add

some specific points to the work plan so the PC can decide how it wants to handle the scope of work.

E. Driveways within Mill Site – Discussion

- Bliesener provided the PC with a diagram of possible layout for a driveway and buildings within the mill site. She was unsure if this was something the PC should be doing or if this was already part of the PUD.
- DeBoer stated a rough framework would keep the area from looking like a patchwork quilt while still being flexible to change depending on specific intended uses.
- ZA Harvey stated the PUD allows for one large project or several smaller projects. Because the City owns the property, they can lay out the idea for the area. If someone is interested in purchasing, the City can provide an idea of what it wants, and buyers can show how they intend to operate within the guidelines. Theoretically, the City would not entertain any plans unless buyers follow a conceptual plan.
- Lyon-Jenness expressed the need for a conceptual plan that includes green space in the mill site.
- DeBoer agreed there is a need for a conceptual plan for the mill site but is unsure how the PC should take on this task. Bliesener offered to bring markers and maps so the PC could draw out a plan together at the next meeting that could be presented to the City Commission. Dean suggested involving a high school or college class to help re-envision the space or perhaps offering a prize.
- ZA Harvey is unsure if the PC could lay everything out on their own because it takes expertise and could cause conflicts. The PC could spend time creating something very specific that ends up not being able to stand due to differing buyer needs.
- Dean requested more specific information from the city before the driveway on mill property conversation continues since it's unclear how much detail the city wants.
- PC tabled this conversation until they could get more clarification from Manager Stoddard or possibly from Mayor Britigan. They will discuss this issue again at following meetings.

F. Parks and Recreation Committee Update – Lyon-Jenness

- Lyon-Jenness noted she had presented the commission with a recommendation for a tree enhancement program in Parchment. The program would seek grants for tree planting in public areas, educate residents on the benefits of trees, and perhaps start a fund to accept donations toward the purchase of trees. The

commission received the information well, and the library is on board to host an educational series.

- Lyon-Jenness continued saying the Parks and Rec committee is interested in updating the overlooks on Commerce Lane. There may be grants to pay for this work as well.
- Lyon Jenness told the PC about the Consumers Energy Put Your Town on the Map grant that could be used to begin work on the Paper Trail, possibly including an art piece dedicated to paper employees. Georgia Pacific is doing work in the area and asked if the city wanted them to clear the proposed Paper Trail area. This is the beginning step to the trail and would allow promotion of the project and an opportunity to see its potential. GP also surveyed the area.

G. Zoning Amendments – Residential Districts

- DeBoer stated the PC has already talked about residential districts in the meeting, and there is nothing more to discuss at this time. He thanked ZA Harvey for her continued advice and for attending the meeting.

8. Next Meeting – April 26, 2023

9. Adjournment – Motion by Lyon-Jenness, supported by Bliesener. All ayes. Meeting ended at 7:43pm.

**2023 Planning Commission Schedule of Meetings
Wednesday at 6pm**

January 25, 2023	Planning Commission Meeting
February 22, 2023	Meeting Canceled due to Inclement Weather
March 22, 2023	Planning Commission Meeting
April 26, 2023	Planning Commission Meeting
May 24, 2023	Planning Commission Meeting
June 28, 2023	Planning Commission Meeting
July 26, 2023	Planning Commission Meeting
August 23, 2023	Planning Commission Meeting
September 27, 2023	Planning Commission Meeting
October 25, 2023	Planning Commission Meeting
November 29, 2023	Planning Commission Meeting – Thanksgiving week
No December meeting	

2022 Annual Report of the Parchment Planning Commission

Planning commissions are created by authority given to local units of government (City Commission) by the Michigan Planning Enabling Act.

This Annual Report is required by Parchment Ordinance Chapter 34, Article IV, Sections 34-51 thru 34-62.

The Planning Commission (PC) meets on the 4th Wednesday of each month at 6pm at Parchment City Hall. During 2022, the PC met 11 times. The PC did not meet in December.

One public hearing was conducted.

The Planning Commission established a 2022 Work Plan.

2022 Work Plan Items

- 1) Zoning Ordinance Amendments-Residential Districts
- 2) Zoning Ordinance Amendments-Commercial/Industrial Districts
- 3) Zoning Ordinance Amendments-Riverfront
- 4) Zoning Ordinance Amendments-Supplemental Standards
- 5) Zoning Ordinance Amendments-Site Plan Review
- 6) Zoning Map Amendments
- 7) Subarea Plans/Studies

Zoning Amendments for Consistency with Master Plan

Master Plan/Zoning Ordinance Review-select/prioritize work items for 2022.

Status: Completed 5.25.22

3) Riverfront-Riverfront Map.

Status: Completed	Map Review	6.22.22
	Revised map	7.27.22
	Revised map	10.26.22
	Accepted	10.26.22

4) Supplemental Standards-Sidewalks.

Status:	Draft #1	7.27.22
	Public hearing	3.23

4) Supplemental Standards-Bike Racks.

Status:	Draft #1	7.27.22
	Public hearing	3.23

- 4) Supplemental Standards-Off Street Parking Requirements. Status: Assessment 8.24.22
Draft#1 9.28.22
Draft#2 10.26.22
Public hearing 3.23
- 4) Supplemental Standards-Solar Energy Facilities. Status: Draft#1 10.26.22
Draft#2 11.30.22
Public hearing postponed until 4/23
- 5) Site Plan Review Standards. Status: Draft#1 6.22.22
Draft#2 7.27.22
Public hearing 3.23

Planning Commission Education/Training

- 1) Planning Commission Training Session. Status: Completed 2.23.22
- 2) Joint City Commission/Planning Commission/
Zoning Board of Appeals Training Session
Status: Completed 4.27.22

The following is an outline of Planning Commission activities:

January

- Master Plan projects discussion.
- Public hearing to amend City's zoning map, conditionally, due to PC conditionally re-zoning 116 So. Riverview (Bigby's).

February

- Zoning Administrator Harvey conducted training session with PC.

March

- Elected chair, established PC meeting schedule, discussion-bylaws/develop work plan, annual report presented to CC.

April

- Joint training session with ZBA, CC, PC-presented by Zoning Administrator Harvey.

May

- Determine PC work items for 2022: Amendments to Zoning Ordinance, Riverfront, Supplemental Standards.

June

- Review "Site Plan Review Standards"-coordinate with Master Plan.
- Review map of City owned property along river.
- Determine which Supplemental Standards to be reviewed in July.

July

- Reviewed final draft of amendments/revisions to Section 13.1, "Review & Approval of Site Plans.
- Reviewed first draft of Article 12, "General Provisions", Section 12.31 "Sidewalks", 12.8 "Off Street Parking Layouts, Standards, Construction & Maintenance", 12.7 "Off Street Parking Requirements".

August

- Presentation by Envirologic.
- Review off street parking space standards.
- Discuss next work items for PC in upcoming months.

September

- Reviewed draft of Section 12.7 "Off Street Parking Requirements".
- Reviewed revised riverfront property map (indicating parcel layout).
- Presentation by Cheryl re: Activities by Parks Committee since its formation.

October

- Reviewed revised riverfront property map.
- Reviewed Supplemental Standards for sidewalks, bicycle racks, reductions to parking lot requirements.
- Confirm boundaries of special parking district, establish on zoning map.

November

- Reviewed Supplemental Standards, Section 12.32, "Solar Panels"-Draft#2.
- Reviewed Supplemental Standards, Section 12.33, "Solar Panels"-Draft#1.
- Began review of "Residential Districts".

In March, 2023, public hearings will be held for work items completed during 2022;

- 1) Sidewalks.
- 2) Bike Racks.
- 3) Off Street Parking Requirements.
- 4) Solar Energy Facilities-in progress.
- 5) Siteplan Review Requirements.

A joint City Commission/Zoning Board of Appeals/ Planning Commission meeting is tentatively scheduled for February 2023-topic:"How the Master Plan works in tandem with PUD zoning for redevelopment at the mill site" -presentation by Zoning Administrator Harvey.

Respectfully Submitted,

Kent R. DeBoer, Planning Commission Chairperson, 2023

KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE

Minutes of the March 29, 2023 Meeting

CALL TO ORDER

The March 29, 2023 Policy Committee Meeting was called to order at 9:03 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
David Anderson	City of Kalamazoo
Kerry DenBraber	Michigan Department of Transportation, TSC
Marsha Drouin	Richland Township
Jeff Franklin	Michigan Department of Transportation, Planning
John Gisler	Kalamazoo County
Robert Henderson	Van Buren Public Transit
Jeff Heppler	Village of Augusta
Lisa Imus	Village of Lawton
Carl Keller	Village of Vicksburg
Greg Kinney	Van Buren County Road Commission
Tracey Locey	Brady Township
Pat McGinnis	City of Portage
Robin Madaras	City of Parchment
Don Martin	Kalamazoo Township
Paul Sotherland	KATS Citizens' Advisory Committee
Randy Thompson, Chair	Comstock Township
Jerry VanderRoest	Charleston Township
Mark Worden	Road Commission of Kalamazoo County

MEMBERS ABSENT

Martin Janssen	Kalamazoo County Transportation Authority
Sarah Joshi	City of Galesburg
Jeff Sorensen	Cooper Township
Don Ulsh	Schoolcraft Township

OTHERS PARTICIPATING

Anthony Ladd	City of Kalamazoo
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Sean McBride	Central County Transportation Authority
Megan Mickelson	Kalamazoo Area Transportation Study
Ryan Minkus	Road Commission of Kalamazoo County
Dennis Randolph	City of Kalamazoo
Elizabeth Rumick	Kalamazoo Area Transportation Study
Paul Selden	Bike Friendly Kalamazoo
Steve Stepek	Kalamazoo Area Transportation Study
Ali Townsend	Kalamazoo Area Transportation Study

CHANGES OR ADDITIONS TO THE AGENDA

There were no changes or additional to the agenda.

APPROVAL OF THE AGENDA

Heppler moved, and it was duly seconded by Aardema, **“to approve the agenda of the March 29, 2023 Policy Committee Meeting.”** MOTION CARRIED.

PUBLIC COMMENTS

Selden of Bike Friendly Kalamazoo (BFK) brought samples of bike related literature. Selden encouraged agencies to display the literature or make it available to the public. This year’s annual Bike Week will be held May 13, 2023 through May 20, 2023.

CONSENT AGENDA

- ACCEPTANCE OF THE TREASURER REPORT
- ACCEPTANCE OF THE TECHNICAL COMMITTEE REPORT
- ACCEPTANCE OF THE SOUTHCENTRAL MICHIGAN PLANNING COUNCIL REPORT
- APPROVAL OF THE MINUTES FROM THE FEBRUARY 22, 2023 MEETING

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

FISCAL YEAR 2025 CONTRIBUTED SERVICES INCREASE

Stepek explained the contributed service in-kind match is no longer enough to cover the required match. The Finance and Personnel Subcommittee met and agreed to a uniform 15% increase to the amount in the Contributed Services agreements. The current structure has been in place with no increases since 2014. The spreadsheet included in the meeting packet shows Kalamazoo Area Transportation Study (KATS) estimated program revenue, corresponding match needed, and detail by agency. KATS will consider use of cash match in the future since it currently operates about 20 percent under budget due to the in-kind match. The contributed service increase will allow KATS to match the future program for several years.

Aardema moved, and it was duly seconded by Drouin, **“to approve the Contributed Services Increase.”** MOTION CARRIED.

DOWNTOWN KALAMAZOO PROJECT UPDATE PRESENTATION

Randolph provided the downtown Kalamazoo project update in a presentation titled “Kalamazoo Street Redesign Benefit-Cost Analysis: FY2023 Rebuilding American Infrastructure with Sustainability and Equity Discretionary Grant Program (February 28, 2023).” The presentation was emailed to committee members. Four major downtown roadways will be converted from one-way to two-way streets. The multi-year project is intended to reduce speeds, increase safety, and provide more multi modal connections in a regrowing downtown area. The City of Kalamazoo received three grants to fund the project:

- RAISE Grant for \$6 million dollars for final planning and engineering design for Michigan Ave., Lovell, South St., and Stadium Dr.
- Safe Streets for All Grant for \$.7 million dollars for safety planning and pilot project implementation
- Reconnecting Communities Grant for \$12.2 million dollars for reconstruction of Kalamazoo Ave., Douglas Ave., Michikal St., and Michigan Ave.

The City of Kalamazoo with the assistance of consultants, performed Benefit Cost Analysis as required for the grants. Graphs depicted results of the analysis, showing that benefits of the project would exceed the cost within 20 years. Equity impact was also assessed. Heppler reiterated the importance of the three E’s: engineering, education, and enforcement to combat traffic safety. McGinnis thanked Randolph for the presentation. In response to McGinnis’s inquiry, Randolph discussed more details about the RAISE Grant. Randolph explained to Sotherland, traffic condition data before and after the project will be gathered and compared. In response to VanderRoest’s inquiry, Randolph stated traffic light optimization will be tweaked. Gisler asked if the city anticipates an increase in the number of bicyclists upon completion of the project. Information on the number of bicyclists currently riding on downtown streets will be gathered over the summer. Aardema provided information that he has seen this type of project have very successful results in small towns all the way up to big cities. Aardema asked if transit accommodations are part of the project. Randolph stated transit will be considered during the design process and will be addressed during public engagement in May. Aardema pointed out the importance of dedicated transit routes from the university to downtown. McBride echoed Aardema that transit routes from Western Michigan University to downtown would be of great significance and value. McBride voiced concern about operating the 30 Metro buses on an hourly basis from 6:00 a.m. to midnight during the construction. McBride pointed out the importance of maintaining Metro’s uninterrupted operation during the project. Drouin asked how increasing the number of cross intersections downtown will increase safety. Randolph explained that roundabouts won’t fit in most intersections downtown unless buildings are torn down. Experimental “Free-For-Alls” where pedestrians have the right-of-way in all directions may be utilized.

DRAFT FISCAL YEAR 2024 UNIFIED PLANNING WORK PROGRAM

The FY 2024 Unified Planning Work Program is available via the link on the agenda or the katsmpo.org website. Please review and submit any comments to KATS by April 5, 2023.

The Unified Planning Work Program represents the work activities and budget for KATS. Highlights for FY 2024 include:

- Inclusion of funding for a Fare Study for Metro.
- Continued use of Contributed Services for match.
- Continued funding for a pedestrian counter.

PUBLIC TRANSPORTATION UPDATES

Aardema reported the Kalamazoo Area Transportation Study (KATS) Policy Committee Kalamazoo County Transportation Authority (KCTA) representative Martin Janssen has taken a new job out of the state. The board is working on a replacement representative. Metro's Comprehensive Operational Analysis (COA) final draft plan has been issued. There will be changes to the bus system and an introduction of Microtransit as a result of the COA. The Central County Transportation Authority (CCTA)/KCTA board governance is operating with a new structure to improve overall operation, increase efficiency and productivity of the board. Four subcommittees operate within the joint CCTA/KCTA board. The KCTA board is seeking to fill three seats.

EXECUTIVE DIRECTOR'S REPORT

As Randolph pointed out, Stepek summarized a lot of money is coming into the Kalamazoo area. Funding requests are available from the U.S. Senate Congressionally Directed Spending (the new earmarks). There has been a lot of interest in grant writing from agencies. As a result, Kalamazoo Area Transportation Study (KATS) has been assisting with grant applications and working on letters of support for multiple agencies so they can apply for additional funds. As reported in the memo, The Michigan Infrastructure Council is hosting regional workshops. There is a link to sign up as well as a public input survey. Let KATS Staff or Chair Thompson know if you are interested in serving as KATS Policy Committee Vice-Chair since Libby Heiny-Cogswell will be retiring. Let Stepek know if you are interested in the KATS 101 Training Course. Anderson asked if the new earmark requests require support from Senator Mark Huizenga. Stepek responded they do not. Stepek agreed we have not gotten a positive response from Huizenga in support of transportation related earmarks. Aardema added the importance of following-up to ensure dialogue continues with Huizenga and his constituents. McBride met recently with Huizenga who said he was not going to participate this year, but to keep an open mind for next year. With Stabenow's retirement, funding may be lost. Members agreed that KATS Staff should extend an invitation to Huizenga or his district representative to visit or attend a meeting. Stepek reminded members that the new Bipartisan Infrastructure law is shifting to more grant money than in the past and it is a long, arduous process.

NEW BUSINESS

No new business was brought forth.

PUBLIC COMMENTS

Selden of Bike Friendly Kalamazoo applauded the City of Kalamazoo for its effort in making downtown Kalamazoo more walkable, bikeable, and safe. The deadline to submit the application for the Bike Booster Mini-Grant is April 2, 2023. The grant can be used to fund the purchase of bike racks, fix-it stations, bike light, and bike lock giveaways.

MEMBER COMMENTS

Aardema pointed out that Jackson, Michigan successfully converted downtown one-way streets to two-way streets.

Franklin agreed with Aardema's comment on the favorable result of Jackson's street conversion.

McGinnis recently returned from the National Cities Conference in Washington D.C. and spent some time in Huizenga's office. Huizenga's local representatives would entertain an invitation.

Heppler reported the Village of Augusta is now a Trailhead Town. The Village continues to look at linking trails to surrounding areas. A \$2 million dollar water project with corresponding road construction is planned for the summer.

Gisler reported the announcement of plans for a downtown Kalamazoo Event Center on land owned by Kalamazoo County. The center will be entirely privately funded and will pay taxes. Gisler invited attendees to his April 10, 2023 meeting at The Crew Family Restaurant at 3810 East Cork Street from 8:30 a.m. to 9:30 a.m. Lake Effect Group, a cannabis company, owner Jevin Weyenberg will speak at the meeting.

Worden stated the Road Commission of Kalamazoo County (RCKC) Sprinkle Road project from I-94 to Kilgore Road will begin April 3, 2023. The road will be completely closed to traffic during the two-three weeks of Amtrak Railroad upgrades. The Lake Street project from the Business Loop to Olmstead will begin next week. Check the RCKC website for construction updates and the notice of informational meetings on projects. All meetings are recorded and available on the website.

VanderRoest reported Charleston Township adopted their budget. At least half of the budget is going toward roads.

DenBraber from the Michigan Department of Transportation provided an update on the I-94 at Portage Road project. Paving of westbound I-94 is underway. Portage Road ramps remain closed with no opening date yet. Ramps are being paved now. The south wall is being installed. The project may last through the summer. In response to Heppler's inquiry, DenBraber responded that the M-89 mill and fill project will be done this summer.

Thompson reported a Comstock Township water project on 33rd Street from M-96 to G Avenue is underway. Staff are expected to move into the new Township facility in August.

ADJOURNMENT

There being no further business, Chairperson Thompson adjourned the meeting at 10:32 a.m.

*The next meeting of the Kalamazoo Area Transportation Study Policy Committee will be held on
Wednesday, April 26, 2023 at 9:00 a.m.*

Approved 4/26/23 (er)