



## AGENDA

### REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

June 5, 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 May 15, 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:

- Warrant No. 1490 – action
- Warrant No. 1491 - action
- Chicken Permit, Ward – receive
- KATS, Policy Committee Meeting Minutes April 26, 2023 – receive
- EPA Multipurpose Grant Award - receive

**8. Unfinished Business**

**9. New Business**

- Resolution to Establish the 2023 Millage Rate 2023-4 – action
- Sewer Rate Resolution 2023-5 – action
- Parks & Rec Committee Memo - Parchment Tree Replacement Fund - action
- City Manager Contract - 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 MAY 15, 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, Commissioners Cooper, Conner, Fooy, and Madaras. City Manager Stoddard, Attorney Soltis, City Treasurer/Clerk Stutz.

Absent: Evans, Jordan.

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

**3. Minutes**

Moved by Commissioner Cooper, supported by Commissioner Madaras to approve the minutes of the May 1, 2023 Regular meeting. Commissioner Fooy abstained **Motion Carried.**

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

9D. Adoption of 2023-24 Budget. Moved by Commissioner Madaras supported by Commissioner Conner 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 Commissioner Fooy to remove item i. Warrant 1490 from the consent agenda. **Motion Carried.** Moved by Commissioner Madaras, supported by Commissioner Cooper to receive the remaining consent agenda items. **Motion Carried.**

**7. Unfinished Business**

A. Budget Discussion. Mayor Britigan noted this was the last time to address the future budget. Commissioner Cooper noted she was happy to see the direction the city is going. Other questions were asked and answered.

**8. New Business**

A. Public Utility Easement for Water Pressure Stations, City of Kalamazoo – action. City Manager Stoddard began by noting that the safety of water when the power goes out is in question; as a result, the CoK is asking to put a generator in place on a 6'x6' concrete pad, fenced in near the water tower. No digging is necessary, and the CoK will begin work ASAP. She added that this benefits all in the community, as it could prevent boil water advisories. Attorney Soltis added that this is a standard easement, with an additional indemnification and hold harmless paragraph added. Discussion took place. Moved by Commissioner Cooper, supported by Commissioner Madaras to approve the Public Utility Easement as presented and authorize the City Manager to execute all documents related to this action. Roll call vote was as follows:

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

Nays: None.

Absent: Evans, Jordan.

Abstain: None.

**Motion Carried 5-0.**

B. Resolution # 2023-2 to Apply for the Transportation Economic Development Fund (TEDF)- action. City Manager Stoddard explained that this grant application does not allow for already repaired roads. She noted that DPW staff reviewed the PASER study to decide which roads to apply for. The selection of Haymac, Link Lane, and Island Drive will benefit both residents and businesses. The grant is formula based, usually a 50/50 match; the City Manager noted that she was hoping that moving to 55/45 might “move the needle” in our direction. She added this would be for the 2024-25 fiscal year. Discussion took place.

A RESOLUTION TO ESTABLISH A REQUEST FOR FUNDING, DESIGNATE AN AGENT, ATTEST TO THE EXISTENCE OF FUNDS AND COMMIT TO IMPLEMENTING A MAINTENANCE PROGRAM FOR MILLING AND RESURFACING OF HAYMAC, LINK LANE AND ISLAND DRIVE, FUNDED BY THE TRANSPORTATION ECONOMIC DEVELOPMENT FUND CATEGORY B PROGRAM.

At a regular meeting of the City Commission of the City of Parchment, Kalamazoo County, Michigan, held in the Parchment City Hall, 650 S Riverview Drive, in said City, on May 15, 2023 at 7pm.

WHEREAS, the City of Parchment is applying for \$62,729.00 in funding through MDOT from the Transportation Economic Development Category B Program to construct the milling and repaving on Wilson Avenue, West Glenguile, and Roberts Lane.

WHEREAS, MDOT requires a formal commitment from the public agency that will be receiving these funds and will be implementing and maintaining these infrastructure projects.

NOW, THEREFORE, BE IT RESOLVED THAT, the City has authorized Nancy R Stoddard, Parchment City Manager, to act as agent on behalf of the City to request Transportation Economic Development Fund Category B Program funding, to act as the applicant's agent during the project development, and to sign a project agreement upon receipt of a funding award.

BE IT FURTHER RESOLVED THAT, the City attests to the existence of, and commits to, providing at least 55% toward the construction costs of the project, and all costs for design, permit fees, administration costs, and cost overruns.

BE IT FURTHER RESOLVED THAT, the City commits to owning operating, funding and implementing a maintenance program over the design life of the facilities constructed with Transportation Economic Development Fund Category B Program funding.

Moved by Commissioner Madaras, supported by Commissioner Fooy to adopt the forgoing resolution. Roll call vote was as follows:

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

**Resolution Declared Adopted 5-0.**

C. City Manager Review. Commissioner Fooy, as representative of the personnel committee, thanked all the commissioners for filling out the CM evaluations. He went over the results, noting the City Manager's overall score (on a scale of 1-5) was above 4. He explained their recommendation for a 2 year contract, and said the contract will be given to the City Manager this week. There was some discussion and constructive criticism given.

D. Budget Resolution #2023-3, Adoption. Mayor Britigan said this is the last step in the budget process, adding he felt the city was in a "good position". Moved by Commissioner Madaras, supported by Commissioner Conner to adopt the Proposed Budget for 2023-24 as follows:

WHEREAS, the City Manager did submit to the City Commission a proposed budget estimating revenues and expenditures for the 2023-2024 fiscal year on April 3, 2023 as required by Chapter VII, Section 7.4 of the City Charter; and

WHEREAS, the City Commission in accordance with Act 621 Michigan Public Acts of 1978, did hold a public hearing on May 1, 2023 at 7:00 P.M. to receive citizen comment on the proposed budget as presented herein. A copy of the affidavit of publication is on file with the City Clerk.

NOW THEREFORE BE IT RESOLVED THAT, the City Commission of the City of Parchment, does hereby adopt said budget as represented herein; and

BE IT FURTHER RESOLVED, that the City Treasurer be authorized and directed to make such transfers between the various funds in accordance with the adoption of the budget; and

BE IT FURTHER RESOLVED, that the City Manager be authorized to transfer up to \$ 5,000.00 from any function of this budget to any other function of the budget within the same fund without further approval.

General Fund

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Revenues

Expenditures

Taxes/Fees	\$875,721	Legislative	58,014
State Sales Tax	250,000	Administration	407,389
Solid Waste	140,080	Legal Services	26,574
Collect'ns			
Other Revenues		Police Services	449,335
	255,628		
Overhead fr Funds	120,000	Fire Department	128,740
State Grants	144,200	Public Works Department	458,538
		Water Plant Grant	58,000
		Parks, Recreation & Culture	191,329
<b>Total Revenues</b>	<b>\$1,785,629</b>	<b>Total Expenditures</b>	<b>\$1,777,919</b>

Major Street Fund

Revenues		Expenditures	
State Grants	\$186,500	Routine Maintenance	24,973
Transfers	0	Traffic Services	27,120
		Winter Maintenance	26,420
		Administration	22,504
		Capital/Construction	102,000
<b>Total Revenues</b>	<b>\$186,500</b>	<b>Total Expenditures</b>	<b>\$203,017</b>

Local Street Fund

Revenues		Expenditures	
State Grant/Interest	\$76,000	Routine Maintenance	26,356
Transfers	0	Traffic Services	19,028
		Winter Maintenance	23,350
		Administration	23,133
		Capital	12,000
<b>Total Revenues</b>	<b>\$ 76,000</b>	<b>Total Expenditures</b>	<b>\$103,867</b>

Brownfield Redevelopment Authority

Revenues		Expenditures	
Tax Revenue	\$540,000	Brownfield Debt Retirement	\$58,146
Transfers	0	Attorney Fees	10,000
		Transfer to other Fund	127,000
		Administrative Overhead	40,000
<b>Total Revenues</b>	<b>\$ 540,000</b>	<b>Total Expenditures</b>	<b>\$ 235,146</b>

Veteran’s Memorial Fund

Revenues		Expenditures	
Contributions	\$10,000	Bricks/supplies	\$10,000
Transfers	0	Professional/Contractual	0
<b>Total Revenues</b>		<b>Total Expenditures</b>	
	\$ 10,000		\$ 5,000

Roll call vote was as follows:

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

**Resolution Declared Adopted 5-0.**

**9. Citizen Comments**

Lieutenant Smith, TKPD, thanked the commission, saying it’s always a pleasure to watch government in action. He reported an uptick in trespassing at the mill, and other crimes, which they see with better weather. He reminded residents to keep cars and homes locked at night. He added they’ve added a new website for recruitment: tkpd.org

**10. Mayor and Commissioner Comments**

Commissioner Cooper said that she appreciates that CM Stoddard is open to constructive comments and looks forward to an additional 2 years with her. She added thanks to KTPD being active in our community.

Commissioner Conner commented that he’s seen tractor-trailers using G avenue to get to LC Howard.

Commissioner Madaras thanked CM Stoddard and her staff for all they do.

Commissioner Fooy added his thanks as well.

Mayor Britigan asked if the mowing ordinance could be emphasized regarding enforcement.

**11. City Manager Comments/Reports**

City Manager Stoddard said she appreciates all the input, thanked her “fabulous” staff both at Pubic Works and City Hall, and added she’s looking forward to the future together. She then invited anyone who has questions or concerns to call and discuss them with her.

**12. Adjournment**

There being no further business to come before the Commission, it was moved by Commissioner Cooper and supported by all to adjourn the meeting at 8:13 p.m.

Shannon Stutz, City Clerk



City of Parchment  
 Check Register Report  
 Warrant 1490

Check	Check Date	Vendor Name	Description	Amount
37546	05/16/2023	BS & A SOFTWARE	ANNUAL SUPPORT - 05/01/23 TO 05/01/24	2,817.00
37547	05/16/2023	COMPANION LIFE	LIFE & AD&D INS - MAY LIFC3712	66.50
37548	05/16/2023	CONSUMERS ENERGY	Citywide Monthly energy use	5,259.81
37549	05/16/2023	VOID		0.00
37550	05/16/2023	VOID		0.00
37551	05/16/2023	DEYOUNG LANDSCAPE SERVICE	TURF TREATMENT #1 - STAGE ACCT #3084	374.00
37552	05/16/2023	DIAMOND CONCRETE SAWING	SERVICE CALL - SAW CUT	352.50
37553	05/16/2023	EMERGENCY VEHICLE PRODUCTS	WORK ON 711 FIRE TRUCK	1,312.49
37554	05/16/2023	ENGINEERED PROTECTION SYSTEMS	CITY MAINT BLDG - 06/01 TO 08/31/23	180.78
37555	05/16/2023	FORD, KRIEKARD, SOLTIS & WISE	GENERAL MATTERS - APRIL	1,368.75
37556	05/16/2023	FRANCOTYP-POSTALIA, INC.	RENTAL - METER, SCALE, RESETS	78.00
37557	05/16/2023	HANDLEY'S TREE SERVICE	PLAYGROUND MULCH	100.00
37558	05/16/2023	HARVEY CONSULTING	PLANNING COMMISSION - MARCH	675.00
37559	05/16/2023	JEANNE DRENTH	MAY 2, 2023 - ELECTION	160.00
37560	05/16/2023	KAL CO HEALTH & COMMUNITY SERV	HHW MONTHLY FEES - JAN - MARCH	1,268.09
37561	05/16/2023	KALAMAZOO OIL CO.	FUEL CHARGES - 04/16 TO 04/30/23	436.71
37562	05/16/2023	KAREN HEASLEY	MAY 2, 2023 - ELECTION	160.00
37563	05/16/2023	LAKELAND ASPHALT CORP.	COLD MILL & HMA RESURFACE WILSON, W GLENGUILE, ROBERTS	120,325.00
37564	05/16/2023	MARY KNECHTEL	MAY 2, 2023 - ELECTION	160.00
37565	05/16/2023	MICHIGAN MUNICIPAL LEAGUE	MML DUES & LEGAL DEF TO 06/30/2024 ID#3	1,746.00
37566	05/16/2023	MOLLY ANDREWS	MAY 2, 2023 - ELECTION	160.00
37567	05/16/2023	NANCY STODDARD	ZOOM - ONLINE MEETING PLATFORM	16.95
37568	05/16/2023	PETERS CONSTRUCTION CO.	ROBERTS LANE STORM SEWER REMOVE & REPLACEMT	8,572.83
37569	05/16/2023	PLERUS PAYMENT CENTER	ELECTION SUPPLIES	140.13
37570	05/16/2023	PREIN & NEWHOF	April Engineering Sanitary \$5249.07, Commerce Trestle \$2240.80	7,489.87
37571	05/16/2023	REPUBLIC SERVICES #249	Citywide Monthly trash service	10,197.14
37572	05/16/2023	ROSALIND STUTZ	MAY 2, 2023 - ELECTION	160.00
37573	05/16/2023	SBIS	EMPLOYEE INS - JUNE 2023	12,258.49
37574	05/16/2023	SEVERANCE ELECTRIC CO INC	TRAFFIC SIGNAL MAINT - APRIL 2023	120.00
37575	05/16/2023	SIGNCRAFTERS	PAINTING OF SIGN @ CITY HALL	500.00
37576	05/16/2023	THRUN LAW FIRM P.C.	USDA LOAN - BILLING THRU 04/20/2023	444.00
37577	05/16/2023	TY WOLTHUIS	INS DED REIMBURSEMENT	450.00



City of Parchment  
Check Register Report  
Warrant 1491

Check	Check Date	Vendor Name	Description	Amount
37578	05/25/2023	JERRY LALONDE	REFUND - KSF FOOD TRUCK VENDOR	150.00
37579	05/25/2023	KAL CO HEALTH & COMMUNITY SERV	HHW MONTHLY FEES - APRIL 2023	52.30
37580	05/25/2023	KALAMAZOO CITY TREASURER	2023 ANNUAL MEMBERSHIP DUES - HHW	1,400.00
37581	05/25/2023	MARKEYA LEE	REFUND - KSF VENDOR BOOTH	38.11
37582	05/25/2023	MICHIGAN MUNICIPAL RISK	ANNUAL LIAB INSURANCE - RETENTION FUND -	23,616.00
37583	05/25/2023	MICHIGAN MUNICIPAL WC FUND	ANNUAL WORKMAN'S COMP FUND - 07/01/2023 TO 2024	5,461.00
37584	05/25/2023	RIVERRUN PRESS	ENVELOPES	256.85
37585	05/25/2023	VANGEMERT & SONS EXCAVATING	CATCH BASINS - W+ E SIDE RIVERVIEW + LIBRARY SDWLK	21,764.32



PERMIT TO KEEP CHICKENS AS PETS

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.

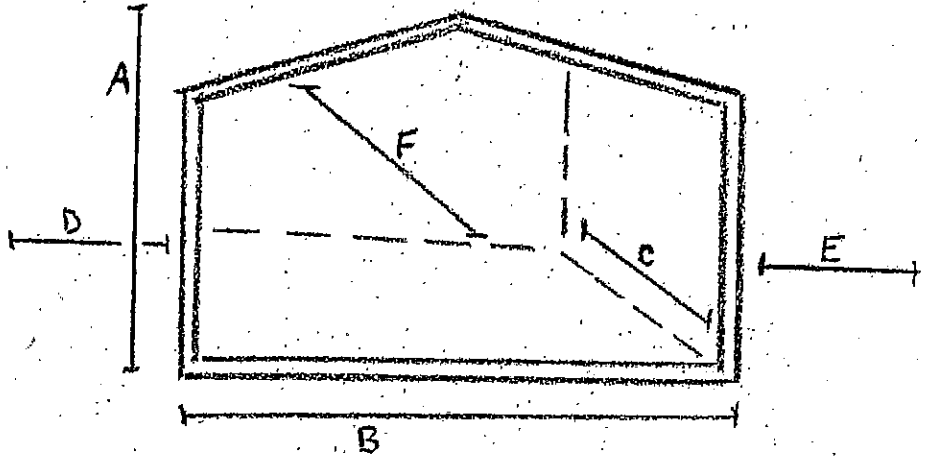
DATE: 05/18/2023  
NAME: Brooke Ward  
PHONE: 269 910 9231

\$65 FEE PAID: 5-17-2023 - CC Carol M.  
ADDRESS: 203 Glendale Blvd  
EMAIL: Brooke-damron@yahoo.com

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

- A. Height: 4ft 5 inches
- B. Width: 3ft 10in
- C. Depth: 29 in
- D. Setback from side lot line: 15.5ft
- E. Setback from side lot line: 52ft
- F. Setback from rear lot line: 60ft

Pen dimensions (if applicable): 7.75 x 10  
Tot. Calculated area: 77.5 sqft



\*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:  Denied:

Sherry R. Stallard  
City Manager

Date: 5/22/2023

## KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE

Minutes of the April 26, 2023 Meeting

### CALL TO ORDER

The April 26, 2023 Policy Committee Meeting was called to order at 9: 02 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

Rob Britigan	City of Parchment
Jeff Franklin	Michigan Department of Transportation, Planning
Libby Heiny-Cogswell	Oshtemo Township
Jeff Heppler	Village of Augusta
Carl Keller	Village of Vicksburg
Greg Kinney	Van Buren County Road Commission
Judy Lemon	City of Galesburg
Tracey Locey	Brady Township
Pat McGinnis	City of Portage
Sherine Miller	Kalamazoo Township
Pete Pfeiffer	Michigan Department of Transportation, TSC
Jeff Sorensen	Cooper Township
Paul Sotherland	KATS Citizens' Advisory Committee
Randy Thompson, Chair	Comstock Township
Jerry VanderRoest	Charleston Township
Don Ulsh	Schoolcraft Township

### MEMBERS ABSENT

Curtis Aardema	Central County Transportation Authority
Marsha Drouin	Richland Township
John Gisler	Kalamazoo County
Robert Henderson	Van Buren Public Transit
Lisa Imus	Village of Lawton
Joanna Johnson	Road Commission of Kalamazoo County
Chris Praedel	City of Kalamazoo
Aditya Rama	Kalamazoo County Transportation Authority

### OTHERS PARTICIPATING

Megan Mickelson  
Ryan Minkus  
Elizabeth Rumick  
Steve Stepek  
Ali Townsend

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

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

There were no changes or additional to the agenda.

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

Sorensen moved, and it was duly seconded by Locey, **“to approve the agenda of the April 26, 2023 Policy Committee Meeting.”** MOTION CARRIED.

#### **PUBLIC COMMENTS**

No public comments were made.

#### **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 MARCH 29, 2023 MEETING

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

#### **FY 2023 – 2026 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS**

Stepek explained the amendments are included in the meeting packet. The majority of the amendments represent new projects, primarily Michigan Department of Transportation’s upcoming safety and preservation programs. Another large project is the programming of the RAISE grant the City of Kalamazoo received for planning and design of the downtown street network. In response to Miller’s inquiry of the location of the addition of pedestrian crosswalk improvements on West Main and M-343, Stepek responded they will be installed on West Main between Sage and Solon and between Texel and Colgrove on Gull Road.

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

#### **DRAFT FISCAL YEAR 2024 UNIFIED PLANNING WORK PROGRAM**

The FY 2024 Unified Planning Work Program has been out for comment for over a month. Some spelling corrections were made. Michigan Department of Transportation Office of Economic Development Transportation Alternatives Program (TAP) verbiage was added. Kalamazoo Area Transportation Study (KATS) Staff and the Technical Committee recommend adoption of the FY 2024 Unified Planning Work Program. Britigan asked for clarification on the Central County Transportation Authority (CCTA) Software and Fare Study. Stepek responded, Metro CCTA purchases the Software annually. Metro approached KATS for their Bus Fare Study. The cost of both of these is split 80/20 with 20 percent as local match of the KATS program from Metro.

Heppler moved, and it was duly seconded by Miller, **“to approve the Fiscal Year 2024 Unified Planning Work Program.”** MOTION CARRIED.

#### **SOUTHCENTRAL MICHIGAN PLANNING COUNCIL AGREEMENT**

This agreement continues the contracted work arrangement between Kalamazoo Area Transportation Study (KATS) and the Southcentral Michigan Planning Council (SMPC) in place for over a decade. This agreement is for an additional three years, FY24-26. It aligns with each organization’s master agreement with Michigan Department of Transportation. The only change in the agreement is to allow SMPC to opt out of the contract if they have significant leadership structure changes. Both organizations appreciate the agreement and work well together.

Heppler moved, and it was duly seconded by Britigan, **“to approve the Southcentral Michigan Planning Council Agreement.”** MOTION CARRIED.

#### **VICE CHAIRPERSON NOMINATION**

With the forthcoming retirement of Libby Heiny-Cogswell, KATS needs a new Policy Committee Vice Chairperson. KATS has appreciated Libby’s participation and leadership over the last fifteen years. Curtis Aardema volunteered to serve as Vice Chairperson.

McGinnis moved, and it was duly seconded by Sorensen, **“to approve the nomination of Curt Aardema to serve as Vice-Chair.”** MOTION CARRIED.

#### **CONTRIBUTED SERVICE UPDATE**

Steppek explained with the fiscal year half over, a summary of the fiscal year-to-date contributed services for the fiscal year-to-date March 31, 2023 is included in the packet for your review.

#### **PUBLIC TRANSPORTATION UPDATES**

Steppek shared the Central County Transportation Authority (CCTA) / Kalamazoo County Transportation Authority (KCTA) updates provided by Aardema who could not attend the meeting. Aditya Rama is replacing Martin Janssen as the KCTA representative for Kalamazoo Area Transportation Study (KATS) Policy Committee. Implementation of the new board governance structure for the CCTA and KCTA continues. The first full board meeting under this new structure was conducted last month, and it went smoothly. The Comprehensive Operational Analysis is being reviewed by both staff and board members. As a result of the analysis, changes to the bus system will be implemented this year. The board has approved the purchase of a new in-ground bus lift for Metro's maintenance facility to replace one that has reached the end of its functional life. The board voted to levy the 2023 KCTA millage at a rate of 0.3110 mills, the same rate as 2022. The board voted to levy the 2023 CCTA millage at a rate of 0.8978 mills, the same rate as 2022. Bus route service post-COVID will continue growing with another group of services being restored in early May.

#### **EXECUTIVE DIRECTOR’S REPORT**

Steppek stated KATS staff will be out collecting sidewalk inventory and testing new pedestrian counters. Steppek thanked the City of Portage for assistance in pedestrian counter training. Kalamazoo

Area Transportation Study (KATS) is still waiting for our final allocation. Michigan is non-compliant with Federal Highway Administration repeat drunk driving sentencing minimums. Therefore, the Michigan Department of Transportation (MDOT) must use 2.5 percent of the state's Service Transportation Program (STP) and National Highway funds to allocate to safety. This will change the Metropolitan Planning Organization allocations. KATS anticipates an approximate \$200 thousand dollar cut in funding for next fiscal year. Once funding is determined, KATS Transportation Improvement Program Subcommittee will meet to determine where to trim projects and to program through 2026. Miller asked what is involved with sidewalk inventory. Stepek responded, it is creating a Global Positioning System (GPS) location mapping of sidewalks. Stepek elaborated in response to Sotherland's inquiry, it does not include rating the quality of them.

#### **NEW BUSINESS**

No new business was brought forth.

#### **PUBLIC COMMENTS**

No citizens' comments were made.

#### **MEMBER COMMENTS**

Sotherland reminded attendees of the upcoming Kalamazoo Bike Week from May 13, 2023 to May 20, 2023.

VanderRoest of Charleston Township reported M-96 needs attention and has many potholes, one being 10 inches deep. Pfeiffer later explained M-96 construction from Burgess Drive to the Village of Augusta will begin next month. Bigger signage is needed at the intersection of M-343 and Sprinkle Road.

Pfeiffer provided the Michigan Department of Transportation update. Road and bridge construction projects have started. The two biggest projects are on US-131 south of Schoolcraft and on M-40 in Lawton. Let Pfeiffer know if you would like to be added to the email listserv for project progress and construction updates.

Franklin of Michigan Department of Transportation, mentioned Kalamazoo Area Transportation Study Staff put together a quality Work Program and is happy to see it approved today.

Heppler reported the Village of Augusta submitted permit requests through the Michigan Department of Transportation (MDOT) System for the water project starting this summer. The \$2 million dollar project will occur on the south side of the village in partnership with MDOT. The Village of Augusta will work with the county on chip seal projects over the summer. On behalf of Kalamazoo County, Heppler said a downtown Kalamazoo Event Center arena will be built next to the new courthouse.

McGinnis is pleased to hear the committee's emphasis on the importance of transportation safety. Especially with the news of last night's tragic accident at Milham and Sprinkle Road in the City of Portage with two fatalities, and a third person in critical condition. The City of Portage is putting together a grant application for funding for a complete, intense safety study.

Britigan reported there are three local road projects underway in the City of Parchment. Britigan wished Heiny-Cogswell the best and expressed pleasure in working together.

Sorensen announced Cooper Charter Township's May 2, 2023 ballot will include voting on a special assessment to support the fire department capital improvement and operations. Bids opened today on the remodel of the Cooper Township Hall project. The main entrance will be moved to the rear and recently acquired adjacent property will be turned into a much needed parking lot.

Heiny-Cogswell reported Oshtemo Township is using some American Rescue Plan Act (ARPA) funds to manage non-motorized facility assets. Last night the board approved the \$12 million dollar Phase 1 of the Sewer Expansion project. Heiny-Cogswell thanked the group for their work. Stepek thanked Heiny-Cogswell for her 15 years of serving on the board and volunteering. Attendees echoed thanks and appreciation and wished Heiny-Cogswell well in retirement.

Miller reported Kalamazoo Township is doing drain work off Arlington Street. Kalamazoo Township is installing a lift station and connecting to city sewer on Winding Way. Stepek will follow up with the City of Kalamazoo to determine when the Patterson Street bridge will be complete.

Lemon reported the City of Galesburg is completing a sewer project on Washington Street.

Thompson reported a water project is ongoing on 33<sup>rd</sup> Street from G Avenue to M-96 in Comstock Township. A lift station is being installed at 35<sup>th</sup> Street. A sewer project is planned for South 26<sup>th</sup> Street for the new Road Commission of Kalamazoo County building. The new Comstock Township building should be ready to move into by late September. Midlink has expansion projects in Comstock Township.

#### **ADJOURNMENT**

There being no further business, Chairperson Thompson adjourned the meeting at 9:37 a.m.

*The next meeting of the Kalamazoo Area Transportation Study Policy Committee will be held on  
Wednesday, May 31, 2023 at 9:00 a.m.*

*Approved 5/31/23 (er)*

City of Parchment  
2023-2024

Resolution to Establish the 2023 Millage Rate #2023-4

At a regular meeting of the City Commission of the City of Parchment held on Monday, June 5, 2023 the following millage resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

WHEREAS, the City of Parchment Board of Review has completed its review and correction of the Assessment Roll for 2023; and

WHEREAS, said Assessment Roll shows the taxable value of all real and personal property in the City of Parchment subject to general Ad Valorem taxation to be as follows:

REAL PROPERTY	53,596,479
PERSONAL PROPERTY	2,741,100
TOTAL ASSESSMENT ROLLS	\$56,337,579

WHEREAS, the City Commission has adopted a budget for the 2023-24 fiscal year which will require the levy of 16.4701 mills in order to adequately fund the operations of the City of Parchment; and

WHEREAS, the City Commission has complete authority to establish that 16.4701 mills be levied in 2023 for operating purposes; and

WHEREAS, the City Commission of the City of Parchment did hold a public hearing Monday, May 15, 2023 at which time the property tax millage rate proposed to be levied to support the proposed budgets was a subject of that hearing.

NOW THEREFORE BE IT RESOLVED, that by the authority granted by the City Charter, Chapter IX, Section 9.1, the millage rate for 2023 is hereby set at 16.4701 mills to be levied against each dollar of Taxable Value of Real and Personal Property within the City of Parchment for general operating purposes.

BE IT FURTHER RESOLVED, pursuant to the authority of Parchment City Charter, Chapter IX, Section 9.6 the City Clerk is hereby directed to certify to the Assessor the total amount of \$875,721 to be raised by taxes.

FURTHER, when extensions have been made by the Assessor, that the City Assessor, pursuant to City Charter, Chapter IX, Section 9.8, shall execute the necessary warrant directing the City Treasurer to collect the tax set forth in said warrant, and that same when collected be credited to 2023-2024 GENERAL OPERATIONS in the amount of \$875,721.

The roll call vote was as follows:

Ayes:  
Nays: None.  
Absent: None.  
Abstain: None.

Resolution declared adopted this 5th day of June, 2023.

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Shannon Stutz  
Treasurer/Clerk

**CITY OF PARCHMENT**  
**SEWER RATE RESOLUTION 2023-5**

**CHARGES FOR SEWER SERVICES SUPPLIED BY THE SEWER DEPARTMENT**

WHEREAS, in accordance with the City of Parchment Compiled Ordinances, specifically section 58-61, the City Commission is empowered to set the rates charged to customers of the City of Parchment Sewer System for the efficient operation and maintenance of said system,

WHEREAS, the City of Parchment wastewater system has been shown to need improvements for structural concerns as identified by Prein & Newhof's *2021 Parchment Sanitary Engineering Report*,

WHEREAS, the City of Parchment has been awarded USDA Rural Development funding in the amount of \$3,750,000 to update the city's sewer infrastructure,

WHEREAS, said improvements will enhance the health and security of the system in addition to providing adequate capacity for future and current wastewater flows,

WHEREAS, the reserves are necessary to ensure that adequate funds are being generated to pay for the wastewater system expenses and the corresponding annual debt service,

NOW THEREFORE BE IT RESOLVED, effective July 1, 2023, the surcharges for sewer services supplied by the City of Kalamazoo for the City of Parchment Sewer System shall be computed as follows:

- A. The charges for sewer services shall be based upon the readings from the water system.
- B. Surcharge – Customers of all account classes located within the corporate limits of the City of Parchment shall pay 155% of the sewer services charged by the City of Kalamazoo.

Moved by Commissioner \_\_\_\_\_, supported by Commissioner \_\_\_\_\_ to approve the forgoing resolution.

The roll call vote was as follows:

Ayes: .  
Nays: .  
Absent: .  
Abstain: None.

Resolution declared adopted this 5th day of June, 2023.

\_\_\_\_\_  
Shannon Stutz



## MEMO

To: Parchment City Commission

From: Parchment Parks and Recreation Committee

Re: Parchment Tree Replacement Fund

As the Parks and Recreation Committee has discussed methods to enhance tree planting in Parchment's public areas including Kindleberger, Riverfront, Devon, and City Hall parks, the idea of establishing an on-going fund dedicated to tree maintenance and replacement seemed like a critical first step. The fund might be established with some budgeted resources from the City, but would then be open to community donations and fund raising efforts dedicated to tree enhancement in public areas. The Parks and Rec. Committee is planning, for example, to have a "tree information" booth at this year's Festival, and as a part of that activity, will sponsor a drawing for several donated trees. Proceeds from that drawing would go into the established City tree replacement fund. Information about the fund could also be disseminated at Festival, hence the need to get the fund structure in place.