

AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

November 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 October 16, 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. 1501 – action
- ii. Warrant No. 1502 – action
- iii. KATS Policy Committee Meeting Minutes 9-27-2023 – receive
- iv. Planning Commission Meeting Minutes 9-27-2023 – receive
- v. Kindleberger Arts Commission Meeting Minutes – 9-12-23 – receive

8. Unfinished Business

- A. ARPA Funds Designation – action

9. New Business

10. Citizen Comments – Items ON or OFF the Agenda

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

11. Mayor and Commissioner Comments

12. City Manager Comments

13. Adjournment

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY, OCTOBER 16, 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, Deputy Clerk Smith.

Absent: Evans and Jordan.

Moved by Commissioner Madaras, supported by Commissioner Fooy Commissioner Evans and Vice Mayor Jordan. **Motion carried.**

3. Minutes

Mayor Britigan noted a correction to Item 10-Mayor and Commissioner Comments. Commissioner Madaras had said "theater chair and festival director". Moved by Commissioner Cooper, supported by Commissioner Madaras to approve the amended minutes of the October 2, 2023 Regular meeting. **Motion Carried.**

4. Additions or changes to the agenda.

None. Moved by Commissioner Fooy, supported by Commissioner Cooper to approve the agenda as written. **Motion Carried.**

5. Citizen Comments – Items ON the Agenda

None.

6. Consent Agenda

A. No questions asked. Moved by Commissioner Cooper, supported by Commissioner Madaras to receive the consent agenda items. **Motion Carried.**

7. Unfinished Business

None.

8. New Business

A. Remaining ARPA Funds – Discussion. Mayor Britigan noted the city still has approximately \$32,000 of the ARPA funds left to allocate by the end of 2023 with spending taking place before the end of 2024. City Manager Stoddard noted some needs in a memo including possible paving at Public Works barn, repaving lower Kindleberger Park parking lot, façade grants for businesses, refurbishing tennis courts, speed bumps in the north park entrance, tree fund, or sidewalk work. Commissioner Fooy noted some of the streetlights are dimmer than they should be and perhaps money could be spent to repair them. City Manager Stoddard said this is a Consumers Energy issue. Commissioner Cooper would like the money to go toward park improvements and mentioned the lower ballfield steps are a concern. Mayor Britigan suggested repaving the southeast lot near the Little League fields. Manager Stoddard will work with DPW to get quotes for some of the work, and the Commission will make decisions in November.

B. Honigman LLP Contract – Action. Due to the volume of work Attorney Soltis is handling with ordinances and other municipal needs, a real estate attorney was sought to handle real estate transactions. The city has used specialty attorneys in the past, and because of the complexity of the mill property, a specialist is needed. Honigman was a firm recommended to the city by neighboring municipalities. Two other recommended firms are not available. Hourly charges range from \$250-\$750, with each case ranging \$10,000-\$15,000 depending what's needed. Money will come from the Brownfield fund as well as buyers paying a portion of the cost. Commissioner Cooper expressed concern about the fees, noting Parchment is a small community and perhaps needs a smaller local firm. Mayor Britigan reassured the fees are competitive and that Honigman has a strong reputation in the community. Moved by Commissioner Madaras, second by Commissioner Conner, to approve Honigman LLP to provide real estate attorney services to the city and authorize City Manager Stoddard to sign any contracts. Commissioner Cooper noted she believes specialty attorney services are needed. Commissioner Madaras stated the city does not have time to wait with the increased interested in city owned properties. Roll call was as follows:

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

Nays: None.

Absent: Evans and Jordan.

Abstain: None.

Motion Carried 5-0

9. Citizen Comments

Michael Porath, 606 S Riverview, stated his family has used Honigman in the past and found them to be an excellent law firm. He thanked Mayor Britigan for validating his opinion.

10. Mayor and Commissioner Comments

Commissioner Cooper said she's excited to see what interest we have in portions of the mill property. She appreciates the hard work of her fellow commissioners and engineers who have gone above and beyond.

Mayor Britigan congratulated those who participated in the City Commission candidate forum. He noted the commissioners have received invitations to the Michigan Township Association dinner at The Fountains on November 9 and hopes everyone can attend.

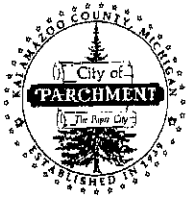
11. City Manager Comments/Reports

City Manager Stoddard offered anyone with questions or concerns to call or text her.

12. Adjournment

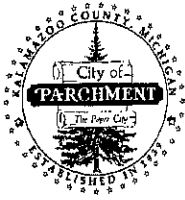
There being no further business to come before the Commission, it was moved by Commissioner Cooper and supported by all to adjourn the meeting at 7:35 p.m.

Kara Smith, Deputy City Clerk



City of Parchment
 Check Register Report
 Warrant 1501

Check	Check Date	Vendor Name	Description	Amount
37810	10/16/2023	ANDREA FREDERICK	DEPOSIT REFUND - GAZEBO - 09/30/2023	100.00
37811	10/16/2023	AUSTIN PATTON	422 WILSON CLEAN-UP - TRASH REMOVAL	450.00
37812	10/16/2023	CERTASITE, LLC	ANNUAL INSP FIRE EXT (4)	159.00
37813	10/16/2023	COMPANION LIFE	LIFE & AD&D INS - OCTOBER	66.50
37814	10/16/2023	CONSUMERS ENERGY	CITYWIDE MONTHLY ENERGY USE	4,637.44
37815	10/16/2023	VOID		0.00 V
37816	10/16/2023	VOID		0.00 V
37817	10/16/2023	DEYOUNG LANDSCAPE SERVICE	TURF TREATMENT #5 - STAGE - ACCT #3084	199.00
37818	10/16/2023	ENGINEERED PROTECTION SYSTEMS	WATER TRTMT PLANT - 11/2/23-01/31/24	186.84
37819	10/16/2023	ESPER ELECTRIC, LTD.	FESTIVAL/STAGE UPDATES (INCLUDING LABOR	3,426.70
37820	10/16/2023	FORD, KRIEKARD, SOLTIS & WISE	GENERAL MATTERS - SEPT & BEG OF OCT	1,630.00
37821	10/16/2023	J & H OIL COMPANY	FUEL CHARGES - 09/15 TO 09/30/2023	524.19
37822	10/16/2023	JONI KELLEY	DEPOSIT REFUND - GAZEBO - 10/07/23	100.00
37823	10/16/2023	KAL CO HEALTH & COMMUNITY SERV	HHW - AUGUST 2023 - CUSTOMER NUMBER 58	55.55
37824	10/16/2023	KALAMAZOO CITY TREASURER	WATER USAGE - 07/05/23 TO 10/03/23	2,481.44
37825	10/16/2023	NANCY STODDARD	MILEAGE - JULY, AUG, SEPT	23.76
37826	10/16/2023	PREIN & NEWHOF	SANITARY INFRASTRUCTURE IMP TO 09/30/23	6,667.75
37827	10/16/2023	PURITY CYLINDER GASES, INC.	QUARTERLY CYLINDER RENTAL - ACCT #36050	86.16
37828	10/16/2023	REPUBLIC SERVICES #249	CITYWIDE TRASH- OCTOBER - ACCT #3-0249-1048811	10,197.14
37829	10/16/2023	SBIS	EMPLOYEE INS - NOVEMBER 2023	12,258.49
37830	10/16/2023	SEVERANCE ELECTRIC CO INC	TRAFFIC SIGNAL MAINT-SEPTEMBER 2023	120.00
37831	10/16/2023	SIGNCRAFTERS	STEEL POSTS - VET'S MEMORIAL - DONATED S	100.00
37832	10/16/2023	SMALL BUS ASSOC OF MICHIGAN	SBAM DUES THRU 11/30/2024 - MEMBER #6699	269.00
37833	10/16/2023	THRUN LAW FIRM P.C.	USDA LOAN THRU 09/21/23	60.00



City of Parchment
Check Register Report
Warrant 1502

Check	Check Date	Vendor Name	Description	Amount
37834	10/30/2023	JAMES DUBY	CO-INSURANCE REIMBURSEMENT (JUNE-SEPTEMB	551.30
37835	10/30/2023	KALAMAZOO TOWNSHIP	NOVEMBER CONTRACT Police \$36,384.50, fire \$5575.00	42,259.50
37836	10/30/2023	MULDER WATERPROOFING & SEALANT	GRAFFITI REMOVAL - BAND SHELTER	400.00
37837	10/30/2023	POINT AND PAY	MONTHLY CC SERVICE FEE - SEPTEMBER	50.00
37838	10/30/2023	CUSTOM SANDBLASTING	27 ENGRAVED VETERAN'S BRICKS - \$28 @	756.00
37839	10/30/2023	HONIGMAN	BROWNFIELD REDEV - ISLAND & G AVENUE - R	5,000.00
37840	10/30/2023	J & H OIL COMPANY	FUEL CHARGES - 10/01 TO 10/15/23	529.64
37841	10/30/2023	KALAMAZOO CO. ROAD COMMISSION	TRAFFIC SIGNAL MAINT (JULY) & ENERGY USA	67.83
37842	10/30/2023	MARANA GROUP	TRASH NOTICES - OCTOBER 2023	129.15
37843	10/30/2023	PREMIER SAFETY	YEARLY ON SITE FLOW TESTING/SCBA - 6	360.00
37844	10/30/2023	RIVERRUN PRESS	500 BUSINESS CARDS - WILLIAM CAHILL	109.54
37845	10/30/2023	SIEGFRIED CRANDALL P.C.	PROGRESS BILILNG ON AUDITING SVCS	6,900.00

KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE

Minutes of the September 27, 2023 Meeting

CALL TO ORDER

The September 27, 2023 Policy Committee Meeting was called to order at 9:01 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

Curt Aardema	Central County Transportation Authority
Rob Britigan	City of Parchment
Clare Buszka	Oshtemo Township
Marsha Drouin	Richland Township
John Gisler	Kalamazoo County
Jeff Heppler	Village of Augusta
Joanna Johnson	Road Commission of Kalamazoo County
Judy Lemon	City of Galesburg
Don Martin	Kalamazoo Township
Pat McGinnis	City of Portage
Pete Pfeiffer	Michigan Department of Transportation, TSC
Chris Praedel	City of Kalamazoo
Aditya Rama	Kalamazoo County Transportation Authority
Randy Smith	Brady Township
Jeff Sorensen	Cooper Township
Paul Sotherland	KATS Citizens' Advisory Committee
Randy Thompson, Chair	Comstock Township
Jerry VanderRoest	Charleston Township
Bret Witkowski	Van Buren County Road Commission

MEMBERS ABSENT

Heather Bowden	Michigan Department of Transportation, Planning
Tim Frisbie	Village of Vicksburg
Robert Henderson	Van Buren Public Transit
Lisa Imus	Village of Lawton
Don Ulsh	Schoolcraft Township

OTHERS PARTICIPATING

Sean McBride	Metro
Megan Mickelson	Kalamazoo Area Transportation Study
Elizabeth Rumick	Kalamazoo Area Transportation Study
Steve Stepek	Kalamazoo Area Transportation Study
Ali Townsend	Kalamazoo Area Transportation Study

CHANGES OR ADDITIONS TO THE AGENDA

There were no changes or additions to the agenda.

APPROVAL OF THE AGENDA

McGinnis moved, and it was duly seconded by Sorensen, **“to approve the agenda of the September 27, 2023 Policy Committee Meeting.”** MOTION CARRIED.

PUBLIC COMMENTS

There were no public comments.

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 AUGUST 30, 2023 MEETING

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

FY 2023 – 2026 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS

Referring to the Transportation Improvement Program (TIP) Amendments included in the meeting packet, Stepek explained this is the second month in a row of amendments due to several projects being rushed in before fiscal year end. The TIP Amendments include cost increases on both the US-131 bridge over Amtrak and KL Avenue, and Augusta’s Washington Street bridge project. The City of Portage has shifted funding from their proposed Centre Avenue traffic signal project to their Portage Road project. Kalamazoo Area Transportation Study (KATS) Staff and the KATS Technical Committee recommend approval of the amendments as presented.

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

CENTRAL COUNTY TRANSPORTATION AUTHORITY PASS-THROUGH AGREEMENT

It was noted that the draft agreement is included in the meeting packet. This is an update of an annual agreement to continue the partnership Kalamazoo Area Transportation Study (KATS) has had with Metro to pass through funds to them for their software purchase. The agreement fulfills the Michigan Department of Transportation requirement. KATS staff recommend approval of the updated agreement and authorize the Policy Committee Chair to sign on your behalf.

McGinnis moved, and it was duly seconded by Sorensen, *"to approve the Central County Transportation Authority Pass-Through Agreement as presented."* MOTION CARRIED.

BIPARTISAN INFRASTRUCTURE LAW DISCRETIONARY PROGRAM PRESENTATION

Steppek gave a presentation on the Bipartisan Infrastructure Law (BIL) and the applicable discretionary programs for KATS.

DRAFT PUBLIC PARTICIPATION PLAN AND DRAFT TITLE VI PLAN

Links were provided to both the Kalamazoo Area Transportation Study (KATS) Public Participation Plan and the KATS Title VI Plan. They are also available on the KATS website at katsmpo.org. Copies of the plans were provided at the meeting. Steppek explained there were very little changes made to the draft plans. Let KATS Staff know of any feedback you have. A log of any comments and changes will be prepared. The finalized draft plans will then be presented for approval.

DRAFT ADJUSTED CENSUS URBAN BOUNDARY (ACUB) MAPS

The Adjusted Census Urban Boundary (ACUB) maps are included in the meeting packet. Contact Steppek if you would like digital forms of them. Kalamazoo Area Transportation Study (KATS) hosted a regional ACUB meeting in August. The Michigan Department of Transportation created these maps using feedback from the ACUB meeting. The maps represent the adjusted urban boundaries that were changed in the recent census. The ACUB maps are for planning purposes and do not impact funding. After the maps are out for feedback, they will be presented to the Policy Committee for approval. Please refer any questions or comments to KATS Staff.

PUBLIC TRANSPORTATION UPDATES

Aardema reported the two-year budget for 2024 and 2025 was approved at the last Central County Transportation Authority (CCTA) / Kalamazoo County Transportation Authority (KCTA) board meeting. Included in the budget is funding to implement Microtransit, an on-demand service intended to better service areas not fully linked to the fixed route system. Aardema may give a presentation on Microtransit at a future meeting. A successful hiring event held last month has led to new employees at Metro. Metro remains optimistic that service levels can be added back. Metro attended the Western Michigan University Bronco Bash to educate students on transportation services. Bus routes to serve the campus community have resumed. Metro hired a private security firm for the Kalamazoo Transportation Center. Metro has had success and a good working relationship with the new security provider so far. Rama added KCTA has successfully hired a full-time and a part-time driver. Two additional full-time drivers are being trained. McBride elaborated that due to the effort put into Metro's last Driver Hiring Fair in August, a record 70 applications were received. However, the challenge is getting applicants through the entire hiring process. Recently a group of 10 new hires were in the final phase of training when 7 dropped out. Hiring drivers remains a challenge. Metro plans to increase service in November. Ridership on both the fixed route and the Metro Connect system is getting closer to pre-COVID levels. McBride thanked agencies for support and for continuing to keep Metro informed of projects early in the planning process when bus routes will be impacted.

EXECUTIVE DIRECTOR'S REPORT

Although the updates are included in the meeting packet, Steppek highlighted the Kalamazoo Area Transportation Study (KATS) Certification Review will be in October. Steppek invited attendees to the

public participation portion of the review which will be during the KATS Technical Committee meeting on Thursday, October 12, 2023. The Federal Highway Administration and the Federal Transit Administration will give presentations.

NEW BUSINESS

No new business was brought forth.

PUBLIC COMMENTS

No citizens' comments were made.

MEMBER COMMENTS

Sotherland brought Friend to Cyclists vinyl window clings and informational cards with a QR code to the friendtocyclists.com website. The group grew out of concern about the pushback from the public on non-motorized improvements in the region, especially the addition of bike lanes on downtown streets. Friend to Cyclists collective will encourage and support bicycling for transportation, fitness, and pleasure. Many organizations and agencies have already become a Friend to Cyclists. Sotherland invited all agencies to become a Friend to Cyclists.

Aardema gave an update on the Kalamazoo/Battle Creek International Airport. Demand for airline seats is becoming closer to pre-pandemic levels, especially with the addition of the new carrier Avelo. Flights over the summer have been full or nearly full.

McGinnis reported housing availability and affordability in the City of Portage and surrounding areas remains in crisis mode. While incentivizing developers is difficult, public pushback on all proposed projects in Portage have made progress extremely challenging.

Pfeiffer thanked Stepek for the presentation noting that his Michigan Department of Transportation (MDOT) office has applied to two grants mentioned in the presentation. One is for a rural grant in the Paw Paw area and one is for an infrastructure grant in Benton Township. Yesterday MDOT announced a \$450 million dollar reduction in planning statewide over 5 years. The Southwest Michigan portion of the reduction is \$38 million dollars. The I-94 Portage Road project completion date continues to be pushed back. The project is now anticipated to be completed on October 18, 2023.

Gisler provided positive feedback on yesterday's Transportation Asset Management Council 2023 Conference he attended.

Sorensen announced this year's Michigan Township Association annual banquet will be held November 9, 2023 at The Fountains in Parchment. Invitations will be sent out soon.

Johnson congratulated City of Kalamazoo Traffic Engineer Dennis Randolph for receiving an award at yesterday's Transportation Asset Management Council 2023 Conference. The Road Commission of Kalamazoo County (RCKC) projects are continuing. RCKC is fielding many service requests and drainage related issues. RCKC is hiring and is getting ready for winter.

Heppler reported that the Village of Augusta water project is nearly complete. Paving will be completed over the next two weeks. Plans continue for next year's bridge project.

Lemon extended an invitation to attendees to develop two large properties in the City of Galesburg.

Thompson reported that Comstock Township has moved into its new Township Hall. An open house will be planned soon.

ADJOURNMENT

There being no further business, Chairperson Thompson adjourned the meeting at 10:00 a.m.

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

Approved 10/25/23 (er)

Planning Commission Meeting Minutes
September 27, 2023

1. Call to Order at 6:01pm

2. Roll Call – Chairperson DeBoer, Commissioners Dean, Tecca, Lyon-Jenness, and Bliesener, City Manager Stoddard, and Zoning Administrator (ZA) Harvey.

3. Approval of Minutes – July 26, 2023

- Bliesener noted that on Page 3, Section 15.4 needed to have the word states changed to stated.
- Tecca stated that he did not feel right about not working on the Short Term Rentals (STRs).
- Chairperson DeBoer reminded the PC about the costs and ability to monitor that were part of the previous discussion.
- ZA Harvey stated that the City of Parchment could be at some risk for the lack of a Short Term Rental Ordinance. Some may feel that it is not a concern and others may want some small portion like accessory building uses allowed.
- Chairperson DeBoer said that STR's could be revisited in 6 months, after the legislation has had time to sort out its concerns.
- Motion to accept the minutes with the revisions by Bliesener and supported by Dean. All ayes.

4. Additions/Changes to the Agenda – No changes

5. Citizen Comments

- No comments

6. Old Business – None

7. New Business

A. Purchase Agreement, Parchment Vegetable Products

- Dan Bussema, 133 Glendale, explained the photograph that he provided to the PC members. He spoke regarding Building 2-97.
- Chairperson DeBoer asked what the plan was for the building preparation.
- Bussema reported that the building would not take a lot of preparation as the structure is strong. He would add utilities, bathrooms, and offices to the building as well as paint. The front 3rd of the building would be suitable for a Farmer's Market with an artisan setting for retail use.
- Bussema went on to explain that Vertical Farming MI State is a closed system that uses very little water.
- Lyon-Jenness said that this appears to be a sophisticated/complicated process.
- Bussema stated that some systems are designed to clean the water.

- Dean mentioned Plant Chicago, a closed loop, aquaponics business. There is a grow garden for the brewery and winery that is in their building. Fish are grain fed and mushrooms are grown. People do Farm Camps.
- Bussema said that he intends to work with Parchment High School students; students will be able to get certification for working there.
- Dean stated that she is very supportive of this idea and that it could be used as a model. Space for business meetings, camps, and employee retreats.
- Bussema said that this building is a good asset and would be perfect for these kinds of business.
- DeBoer asked about lighting to which Bussema explained that LED lighting would be used.
- Tecca asked for a comparison to traditional sized farms. Bussema replied that it runs 24/7 and equals approximately 25-40 acres of potential productivity, which is substantial.
- Chairperson DeBoer made a motion to move the purchase agreement on to the City Commission, Commissioner Dean supported. Voice vote: Each PC member voted: Aye.

B. Review of Article 15

- ZA Harvey stated that this was a portion of the Article 15, Section 15.1 Intent – this is the portion that is most complicated to update, labor intensive.
- DeBoer asked about the brackets. ZA Harvey said that words were bracketed to reflect their removal or relocation in the ordinance.
- ZA Harvey said that the set of standards that gives the most trouble is the sign ordinances. As a planning consultant, there is an art to zoning ordinances. You could make a really nice sign ordinance and that makes it easier for the planning consultant. Purpose statements are easily read by the PC. Section 15.1 - Key things in the statement of purpose: Uniformity, balance for a good look, and the right to advertise.
- Article 15, Section 15.2 Definitions – ZA Harvey asked the PC to look at the changes. Sign regulations, case law in signs. The PC will want to set the City of Parchment up to have fewer problems. She tried to put in what is needed in the ordinance.
- DeBoer asked if pictures would be allowed in the ordinances.
- ZA Harvey stated that new ordinances now allow for graphics/ pictures. In directional sign language, some have logos – this would be considered as advertising.
- Electronic Signs, ZA Harvey narrowed the definition to be changed manually, 1 or 2 times. Three or more changes may be too much activity on a sign. Changing this wording addresses a sign company's arguments.
- Free standing and Ground signs are the same currently. Ground signs should be free standing. The definition of a free standing sign should be separate from a monument and ground signs. Monument signs should have individual standards.

- Murals – ZA Harvey said that the City of Parchment speaks to them, but more language should be added.
- Lyon-Jenness asked about a historical mural – she noticed one in which a historical saw mill was portrayed.
- ZA Harvey stated that this would not be considered an advertisement, just a picture.
- Ways to measure signs will be clarified in writing (re-worded). Surface area and square footage in particular.
- Section 15.3 – Exempt Signs – Some of the wording will be relocated and defined. This area was reworked to allow some signage. Name plates are new, historical signs, building markers, etc. are allowed.
- Section 15.4 – Prohibited Signs – ZA Harvey explained that this section speaks to the signs we do not want and a list of allowable temporary signs.
- Section 15.5 Sign Surface Area – This whole section needs to be deleted, as it is not needed.
- Section 15.6 – General Sign Regulations – ZA Harvey stated that this section speaks to the commercial and industrial sign’s language that is general to all signs, permits, materials, and lighting.
- DeBoer asked that if the PC needs to take a deeper dive on this, can this be on the next agenda.
- ZA Harvey said that the PC may share any modifications/opinions, any stand outs in the wording. The 2nd half of the next meeting will be used to discuss some specifics about the rewrite.
- Bliesener stated that the cleaned up language looks fine. She agrees an electronic display sign would be good with one or two changes and that three or more changes does not need to be addressed.
- Tecca said that the language for the sign area section was confusing.
- ZA Harvey explained that a certain amount of signage is allowed for walls, ground, etc. Example: A sign company is trying to meet the ordinance for 32 square feet. We define the sign area to include the poles and the flat surface. We need to explain the compliance with square footage of the sign and what has to be included in that measurement.
- Tecca asked about 2 faced signs. ZA Harvey said that if it is back to back, it is considered a single sign and only one side needs to be measured. If two sections are used, like a sign shaped into a V, then both sides need to be measured.
- DeBoer asked if adding a diagram to the ordinance would be helpful.
- ZA Harvey said that she is sure that there is a common one that could be used.
- Lyon-Jenness asked if the ordinance would say square footage. ZA Harvey said that she would not change the metrics; she would use the same numbers. She will fix things within the ordinance that give her trouble with sign approvals.
- ZA Harvey had no changes for free standing signs, directional signs and height of signs. She is defining the types of signage and what is allowed. Any changes that the PC wants can be made.

- Bliesener stated that ZA Harvey will be looking at the signs in town to see if they look okay and if there are any objectionable signs.
- DeBoer asked ZA Harvey if she had enough information from the PC to move forward. ZA Harvey agreed.

8. Comments from Planning Commissioners

- Chairperson DeBoer asked for a Graphics Packaging update from Dean. She said that there was talk about an expansion. Conversation about the air quality ensued.
- Chairperson DeBoer stated that he appreciated the Joint Meetings with the City Commission. He thanked City Manager Stoddard for her meeting minutes and ZA Harvey for her sign ordinance work.

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9. Next Meeting – October 25, 2023 at 6pm

10. Adjournment – Motion by Lyon-Jenness, supported by Tecca. All ayes. Meeting ended at 7:13 pm.

MINUTES OF THE REGULAR MEETING OF THE KINDLEBERGER ARTS COMMISSION HELD ON TUESDAY,
SEPTEMBER 12, 2023

1. Call to Order

The meeting was called to order by Jon Heasley at 6:00 PM at the FOP.

2. Roll Call

Present: City Manager Nancy Stoddard, Caroline Garber, Jon Heasley, Nancy Eaton, Robin Madaras,
Mayor Rob Britigan

Absent: Secretary Julie Heasley

A motion was made by Mayor Britigan, supported by Eaton, to excuse the absence of Julie Heasley.

Ayes: All

Nays: None

Motion carried.

2. Approval of the Minutes from June 12, 2023

Correction to the last name of the City Manager.

A motion was made by Eaton, supported by Garber to approve the minutes from the meeting on June 12,
2023 with the correction.

Ayes: All

Abstain:

Nays: None

Motion carried.

4. Old Business

a. Approval of Minutes – Chairperson Heasley stated that the minutes mentioned an August 14, 2023
meeting; this meeting was cancelled due to a lack of agenda items.

b. Spending Policy

A draft of the Spending Policy was emailed/read to the Commission. There were no changes to the policy
draft.

A motion was made Madaras, supported by Eaton to approve the Spending Policy

Ayes: All

Abstain:

Nays: None

Motion carried.

5. New Business

A. Director's Report

Kris Jordan emailed her Director's report to the KAC. Chairperson Heasley commented on how nice it
was; Commission members agreed.

B. Survey Results Review

The KAC reviewed the results and noted that the children's theater was particularly mentioned for more
funding. Parking was noted to be a challenge this past year because of the large attendances.

C. Financial Report - Madaras

Madaras reported that there was approximately \$5,000 to the good in the fund. She also noted that
Festival Director Jordan did not take her payment for the year. Bingo for Bags tickets will be sold starting
in January 2024. Madaras will do a recap of the fund and email a copy to all KAC members.

D. Director Search and Theater Chair

Both of these positions are open. There was a discussion about who could be asked to fill these seats. Chairperson Heasley will speak with Kristin at the Arts Council for suggestions. There was also conversation regarding a co-chair for the Director.

City Manager Stoddard offered to put the public request for applicants for the festival director and theater chair positions on the City's website, electronic sign, on the back of bills, and in the newsletter. The list of duties of the festival director will be made available to any interested parties.

E. Commissioner's Terms

Commissioners' terms were discussed. 2024 will be the last year that Eaton will chair the Arts and Crafts vendors. She will speak with some of her vendors to see if they have interest in taking over after 2024. A new food vendor chair will be needed for 2024 as she will not be chairing that portion of the festival.

Chairperson Heasley stated that he will no longer be the chairperson of the KAC as of January 2024. He will remain as a fund raiser for the festival and concert series. The Mayor said that the KAC will decide in January who will be the next chairperson.

F. Ideas for 2024

The survey results will help to shed light on the next season. The Scottish Concert will be eliminated as it is not of the same caliber as the Summer Concert Series. The KAC intends to scale down the costs of the 2024 theatrical offerings as this past year, although excellent, was pricey.

Chairperson Heasley asked that member of the KAC come to the next meeting with a list of candidates for the vacated positions.

6. Member Comments

Mayor Britigan: Stated that overall the festival was great! Big crowds on Sunday, Lynn nailed the parade as it was great. He had one concern and that was for the Summer Concerts: The responsibility of unlocking the stage boxes should not fall to the sound guy; the list of those responsible for stage speeches and stage box unlocking should be established before the season begins.

Nancy Eaton: The whole thing was great! It was a long week.

Caroline Garber: She loved the festival. Everything ran smoothly for the 5k. She would like to double the medals next year.

Robin Madaras: Things went pretty well. There are concern for the availability of handicapped parking, which some took very well and others did not. Next year there will be a plan in place for the handicapped parking area that barricades off the lot so that it may not be entered when at full capacity. Fencing was suggested. She stated that most people were ok with having to park elsewhere, because the golf carts could be utilized. Madaras suggested a tip box for each golf cart as many people asked if they could leave a tip with the golf cart driver. She also supported the discontinuance of the Scottish Concert from the Summer Concert Series.

Nancy Stoddard: She echoed the sentiments of other Commission members as to how enjoyable the festival and theater performances were this year.

Jon Heasley: For 2024, he suggested that drone footage of a Sunday performance be captured for advertising purposes on the Kindleberger website. Also, the possible use of a Bingo Passport which when completely stamped would allow a participant to take part in a drawing for a gift card.

7. Adjournment

There being no further business to come before the KAC, Madaras made a motion to adjourn the meeting. This motion was supported by all. The meeting was adjourned at 6:53 PM.

8. Next Meeting

The next meeting of the Kindleberger Arts Commission will be held on Monday, October 9 at 6:00 PM.

MEMORANDUM

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

From: Nancy R Stoddard, Parchment City Manager

Date: November 3, 2023

Re: American Rescue Plan Act Funds Discussion

Background: The City of Parchment received \$194,625.00 from the American Rescue Plan Act (ARPA). After thoughtful deliberation the City Commission approved the following projects: Repaving of Wilson Avenue, W. Glenguile, and Roberts Lane, the addition of an ADA approved entry door system at City Hall, an electronic sign at City Hall, and the Veterans Memorial.

Discussion: The remaining balance of the ARPA funds is \$31,890.60. The City Commission is required to make a decision on how these remaining monies will be used by the 2nd meeting in December. **Reminder:** We have until December 31, 2024 to use or lose the funds. We are trying to focus on projects that will not cause more maintenance costs to the City.

The following suggestions have been brought forward:

- Gravel pad 80' x 80', 0 inch deep, for the former water treatment plant which will be used to burn the brush piles (which is allowed in Cooper Twp – thus eliminating the \$5000 cost of a tub grinder to chip the brush). **\$9,000**
There is conversation currently about the delivery of loads of broken concrete to Consumers Concrete. We are asking if we could barter some extra loads of concrete to trade for the crushed concrete that is needed at the Water Treatment Plant for the burn pad. The delivery of the concrete to the crusher and back would cost \$1450 per one ton load.
- Repave the west side of the Public Works building (pavement to salt barn has broken down) **\$24,100**
- Repave the lower parking lot by the playground, pickleball and tennis courts **\$21,260.**
- Offer façade grants to local businesses (**\$10,000** grants to incentivize updating the outside of the businesses)
- Refurbishing the tennis courts (power cleaning, crack sealing and painting) **\$10,000** (2012 last refurbishment)
- Speed humps (2) in the north driveway entrance to Kindleberger Park. **\$6,000**
- Paving of the Little League parking lot – **waiting for quote**
- Tree fund
- Sidewalks

Other suggestions may be offered.