

AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

March 4, 2024

7 P.M.

Parchment City Commission

Mayor Robert D. Britigan III

Vice Mayor Thomas Jordan

Commissioner Doug Fooy

Commissioner Robin Madaras

Commissioner Michael Conner

Commissioner Tammy Cooper

Commissioner Justin Mendoza

Officers

City Manager Nancy R. Stoddard

City Attorney Robert Soltis

City Treasurer/Clerk Shannon Stutz

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Approval of Minutes

From the City Commission Meeting of February 19, 2024

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. 1510 – action
- ii. KATS – Policy Committee Meeting Minutes, 1-31-2024 - receive
- iii. Planning Commission Meeting Minutes, 1-24-2024 - receive

8. Unfinished Business

9. New Business

- A Memo - Rate Committee Recommendations – Sewer Surcharge – action
- A. Republic Services Waste Removal Proposals - action

10. Citizen Comments – Items ON or OFF the Agenda

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

11. Mayor and Commissioner Comments

12. City Manager Comments

13. Adjournment

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY, FEBRUARY 19, 2024.

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, Jordan, Madaras, and Mendoza. City Manager Stoddard, City Attorney Soltis, City Treasurer/Clerk Stutz.

Absent: None.

3. Approval of Minutes

Moved by Vice Mayor Jordan, supported by Commissioner Madaras to approve the amended minutes of the February 5, 2024 Regular meeting. **Motion Carried.**

4. Additions or changes to the agenda.

8A. Parchment Vegetable Products remove. Moved by Commissioner Cooper, supported by Commissioner Mendoza 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 Vice Mayor Jordan, to receive the consent agenda items. **Motion Carried.**

7. Unfinished Business

None.

8. New Business

A. Presentation of the Kayak Launch and Fishing Pier, Ryan Russell, Prein & Newhof – action. Mayor Britigan introduced civil engineer Ryan Russell from Prein & Newhof to explain the agreement. Mr. Russell reported that bids were opened on November 30, and the Kalamazoo River Trustees took their time reviewing the bids and then submitted their revisions. The revisions are essentially what the Trustees have decided they will pay for. Moved by Commissioner Madaras, supported by Commissioner Mendoza to approve the low bid of \$534,500 to Riverworks Construction of Holland as presented and authorize city staff to sign all related documents. Roll call vote was as follows:

Ayes: Britigan, Cooper, Conner, Fooy, Jordan, Madaras, Mendoza.

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0.

B. Planning Commission 2023 Annual Report – receive. City Manager Stoddard referenced the report, adding that it enumerates all the items that the Planning Commission has been working on all year.

C. Planning Commission 2024 Work Plan – receive. City Manager Stoddard explained that in order to be a "Redevelopment Ready Community", a few adjustments need to be made to the Master Plan; this document addresses those items. She noted that a good time to voice priorities would be at the joint meeting on February 28th. Commissioner Madaras commented on the tremendous amount of work the Planning Commission undertakes, and thanked them for it. Moved by Commissioner Mendoza, supported by Commissioner Cooper, to receive the Planning Commission 2023 Annual Report and 2024 Work Plan. **Motion Carried.**

9. Citizen Comments

None.

10. Mayor and Commissioner Comments

Commissioner Mendoza mentioned that "it's nice to be back" after missing the last meeting, and that it's exciting to be moving forward with the trestle project.

Commissioner Cooper said she's excited for the kayak launch, adding thank you to the Planning Commission for their continued work.

Commissioner Conner expressed his concern over juveniles in the mill property.

Mayor Britigan reminded everyone of the joint meeting of the Planning Commission, Zoning Board of Appeals, and the City Commission on Feb 28 at 6 pm, adding he hopes everyone makes an effort to attend.

11. City Manager Comments/Reports

City Manager Stoddard noted that KTPD had made arrests this past week of people in the mill, then 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 Mendoza and supported by all to adjourn the meeting at 7:21 p.m.

Shannon Stutz, City Clerk



City of Parchment
 Check Register Report
 Warrant 1510

Check	Check Date	Vendor Name	Description	Amount
37977	02/20/2024	ADVIA CREDIT UNION	2023 Win Tax Refund 06-03-476-041	5,095.12
37978	02/20/2024	COMPANION LIFE	LIFE & AD&D INS - FEB	66.50
37979	02/20/2024	CONSUMERS ENERGY	CITYWIDE MONTHLY ENERGY USE	2,745.84
37980	02/20/2024	CORPORATE TECHNOLOGIES LLC	SOFTWARE - 3 YEAR LIC RENEWAL TO 03/09/2	926.41
37981	02/20/2024	DETROIT SALT COMPANY	50.27 TONS ROAD SALT	10,211.62
37982	02/20/2024	ELECTION SYSTEMS & SOFTWARE	MAINT FOR VOTING MACHINE - WARRANTY TO 0	395.00
37983	02/20/2024	ENGINEERED PROTECTION SYSTEMS	MAINT BLDG 3/1 TO 5/31/24	186.18
37984	02/20/2024	FORD, KRIEKARD, SOLTIS & WISE	GENERAL MATTERS - JANUARY	450.00
37985	02/20/2024	HARVEY CONSULTING	PLANNING & ZONING - NOV & DEC	1,050.00
37986	02/20/2024	HONIGMAN	BROWNFIELD REDEV - ISLAND A G AVENUE THR	2,027.50
37987	02/20/2024	J & H OIL COMPANY	FUEL CHARGES - 1/16 TO 1/31/2024	512.39
37988	02/20/2024	J & H OIL COMPANY	406 GALLONS DIESEL FUEL ACCT #12320151	1,242.97
37989	02/20/2024	KALAMAZOO AREA BUILDING AUTHOR	PROP MAINT - 450 HAYMAC #614 (2ND INSPEC	100.00
37990	02/20/2024	KALAMAZOO CITY TREASURER	2024 ANNUAL MEMBERSHIP DUES - HAZARDOUS	1,400.00
37991	02/20/2024	PRECISION TREE CARE	2 TREES REMOVED - 503 & 415 E. THOMAS	3,300.00
37992	02/20/2024	PREIN & NEUWHOF	SANITARY INFRASTRUCTURE IMP - USDA	8,469.50
37993	02/20/2024	REPUBLIC SERVICES #249	CITY WIDE PICKUP - DPW - FEB - 3-0249-92	9,640.25
37994	02/20/2024	SBIS	EMPLOYEE & RETIREE INS - MARCH 2024	12,970.40
37995	02/20/2024	SEVERANCE ELECTRIC CO INC	TRAFFIC SIGNAL MAINT - JANUARY	120.00
37996	02/20/2024	STATE OF MICHIGAN	ANNUAL STORM WATER PERMIT FEES - 2024	1,000.00

KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE

Minutes of the January 31, 2024 Meeting

CALL TO ORDER

The January 31, 2024 Policy Committee Meeting was called to order at 9:00 a.m. at Metro in Kalamazoo, by Chairperson Thompson.

INTRODUCTIONS

Introductions were made by all present. Greg Kinney, Van Buren County, joined the meeting virtually.

ROLL CALL

Meeting attendance was recorded on the sign-in sheet.

MEMBERS PARTICIPATING

Curt Aardema	Central County Transportation Authority
Heather Bowden	Michigan Department of Transportation, Planning
Rob Britigan	City of Parchment
Marsha Drouin	Richland Township
Tim Frisbie	Village of Vicksburg
John Gisler	Kalamazoo County
Todd Hackenberg	Village of Lawton
Robert Henderson	Van Buren Public Transit
Jeff Heppler	Village of Augusta
Adam Herringa	City of Portage
Greg Kinney	Van Buren County Road Commission
Judy Lemon	City of Galesburg
Traci Locey	Brady Township
Sherine Miller	Kalamazoo Township
Pete Pfeiffer	Michigan Department of Transportation, TSC
Chris Praedel	City of Kalamazoo
Aditya Rama	Kalamazoo County Transportation Authority
Jeff Sorensen	Cooper Township
Paul Sotherland	KATS Citizens' Advisory Committee
Randy Thompson, Chair	Comstock Township
Don Ulsh	Schoolcraft Township
Jerry VanderRoest	Charleston Township
Mark Worden	Road Commission of Kalamazoo County

OTHERS PARTICIPATING

Megan Mickelson	Kalamazoo Area Transportation Study
Fred Nagler	Kalamazoo Area Transportation Study
Elizabeth Rumick	Kalamazoo Area Transportation Study
Jordan Smith	Maner Costerisan

Jon Start
Steve Stepek
Ali Townsend
Bret Witkowski

Citizen
Kalamazoo Area Transportation Study
Kalamazoo Area Transportation Study
Van Buren County Road Commission

CHANGES OR ADDITIONS TO THE AGENDA

There were no changes or additions to the agenda.

APPROVAL OF THE AGENDA

Heppler moved, and it was duly seconded by Sorensen, **"to approve the agenda of the January 31, 2024 Policy Committee Meeting."** MOTION CARRIED.

PUBLIC COMMENTS

No citizens' 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 DECEMBER 20, 2023 MEETING

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

FY 2023-2026 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS

Referring to the amendments enclosed in the meeting packet, Stepek explained there are only four proposed amendments to the Transportation Improvement Program (TIP) this month. Two are Road Commission of Kalamazoo County cost adjustments. There is a Sprinkle Road railroad project and removal of a Michigan Department of Transportation project at Sprinkle Rd and M-343 (Gull Road).

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

AMENDED LIMITED ORPHAN MAINTENANCE AREA (LOMA) OZONE CONFORMITY DOCUMENT FOR THE TRANSPORTATION IMPROVEMENT PROGRAM

Documents are included in the meeting materials. With the addition of the US-131 BR project to last month's Transportation Improvement Program, Kalamazoo Area Transportation Study (KATS) was required to prepare a new Conformity Document. An Interagency Work Group met and agreed on the designation of the projects for air quality conformity. No public comments were received on the document that has been out for public review. KATS Staff and the Technical Committee recommend approval of the Conformity Document.

Heppler moved, and it was duly seconded by Aardema, **"to approve the Limited Orphan Maintenance Area (LOMA) Ozone Conformity Document for the Transportation Improvement Program."** MOTION CARRIED.

2024 SAFETY PERFORMANCE MEASURE TARGETS

Referring to the safety documents and resolution in the packet, Stepek reminded attendees this was discussed at last month's meeting. Stepek reiterated Kalamazoo Area Transportation Study (KATS) is required to adopt the statewide safety performance targets every year. The safety targets are not goals but are predictions of what is expected. KATS Technical Committee added verbiage to the resolution of support showing decreasing trends of death and injury in our Metropolitan Planning Organization region. The Technical Committee approved the revised resolution. KATS staff and the Technical Committee recommend approval of the resolution.

Heppler moved, and it was duly seconded by Drouin, ***"to approve the 2024 Safety Performance Measure Targets and for the Chairperson to Sign the Resolution on Behalf of the Committee."***
MOTION CARRIED.

FY 2024 FINANCIAL AUDIT PRESENTATION AND REPORT

The Audit Governance Letter is included with the meeting materials along with a link to the Fiscal Year 2023 Audited Financial Statements. Jordan Smith, Principal Auditor from Maner Costerisan presented Kalamazoo Area Transportation Study (KATS) financial highlights and audit results for the fiscal year ending September 30, 2023. Upon completion of the audit, Maner Costerisan issued a clean opinion, the highest level of assurance, that the financial statements present fairly in all material respects, the financial position of Kalamazoo Area Transportation Study as of and for the year ended September 30, 2023 in accordance with accounting principles generally accepted in the United States of America. There were no audit findings nor adjusting journal entries. The current ratio or ability to meet obligations at September 30, 2023 was 3.04 percent. Unrestricted Net Position, or the ability to operate without generating additional revenue is 26%. Graphs depicted 5-year trends of revenues, expenses, and total net position. During the audit, material deficiencies in internal controls were not identified. Upcoming accounting pronouncements to be aware of include reporting of accounting changes and error corrections, compensated absences liability reporting, and risk disclosures, GASB No. 100, No. 101, and No. 102, respectively. In responding to Britigan's question, it was discussed that it is difficult to compare KATS Net Position to other Metropolitan Planning Organizations due to differing organizational structures, size, and program support requirements and policies.

PUBLIC TRANSPORTATION UPDATES

Aardema reported Metro continues development of its microtransit program. Earlier this month, the Central County Transportation Authority (CCTA) / Kalamazoo County Transportation Authority (KCTA) board approved River North Transit as the vendor for the program. River North is part of Via Transportation. Muskegon, Grand Rapids, and metro Detroit are already using River North for their microtransit services. It was noted that River North would have a local presence and handle all aspects of the program with in-house staff, marketing, vehicles, reservation systems, and technology. The 18-month pilot program will start with eight leased minivan vehicles branded as Metro, housed at Avis. Adjustments will be made depending on the successes and opportunities for improvement of the pilot program. The service is expected to be rolled out before the end of the year. Details of the program, including its name, are still being planned. The program will be a technology-based service intended to complement the existing metro service. Further discussion ensued.

EXECUTIVE DIRECTOR'S REPORT

The updates are included in the meeting packet. Stepek added his biannual review is underway. Email any comments to Chair Randy Thompson. The Finance and Personnel Committee will meet immediately following this meeting. Kalamazoo Area Transportation Study (KATS) received a draft of the Certification Review document. No corrective actions were discovered. The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) provided recommended corrections to KATS Public Participation Plan. All agencies in the state, including KATS are required to update their Title VI plans to adhere to new FHWA/FTA guidelines. Instead of self-investigating any complaints, complaints must be transferred to agencies one level up. Local community agencies and KATS complaints would be referred to the Michigan Department of Transportation. KATS will present an updated Title VI plan next month. KATS Technical Committee Prioritization Subcommittee will begin meeting next month. Changes will be incorporated into the KATS prioritization process to prepare for the call for the Transportation Improvement Program (TIP) this fall. Stepek reminded attendees to return their agency FY 2025 contributed service agreements if you haven't already.

NEW BUSINESS

No new business was brought forth.

PUBLIC COMMENTS

No citizens' comments were made.

MEMBER COMMENTS

Sotherland announced the Kalamazoo Bike Club is starting to feature 'cycling shorts' presentations about cycling. They are held the second Tuesday of the month at 7:00 p.m. at the Oshtemo Township City Center. The February 13, 2024 presentation will feature guest speaker George Waring, Civil Engineer with the City of Kalamazoo. He will discuss Kalamazoo's quest for safe access to all streets.

Praedel reported that the City of Kalamazoo water main project on Westnedge Avenue will be a very impactful traffic project in 2024. Alternate north/south travel routes are recommended. Expect delays on Whites Road since traffic will be down to one lane during the project there. Bronson Blvd will be closed intermittently during bridge reconstruction. As a follow-up to Gisler's question on safety progress resulting from road projects, an email from Praedel was forwarded to all members. It included links to the City of Kalamazoo live webinar presentations on Major Streets and Engineering. Attendees discussed parking in the city.

Heppler reported plans are underway for the Village of Augusta 2024 Washington Street bridge project. The road will be totally closed during construction. Repair on M-96 is anticipated in summer. Sotherland and Heppler discussed trail expansion in and around the village.

VanderRoest announced Charleston Township approved road projects for this year. VanderRoest expressed appreciation to the Road Commission of Kalamazoo County for holding the joint meeting with Charleston Township and Ross Township regarding the M-96 and D Avenue concerns. VanderRoest expressed concern about the Michigan Department of Transportation (MDOT) paying people to complete and submit a survey on future roadway funding.

Gisler stated the Kalamazoo County Board of Commissioners is seeking a replacement for Angelina Barnes who served as Corporation Counsel. Her last day is Friday, February 2, 2024. Contact Gisler if you are interested in Avelo Airline coupons for roundtrip flights taken through the end of June 2024.

Sorensen reported progress continues on the Cooper Township Hall renovation. Tresses that were too long are being re-engineered on site. Their installation is planned to begin tomorrow.

Worden reminded attendees to continue to drive for conditions during the winter season. The Road Commission of Kalamazoo County (RCKC) is seeking feedback via a 'safe streets for all' survey. The survey is available on the kalamazooountyroads.com website. RCKC's 2024 schedule of joint meetings with townships is available on the website. RCKC is hosting an open house for its new location from 4:00 – 7:00 p.m. on March 21, 2024. Seasonal weight restrictions went into effect at 6:00 a.m. this morning, January 31, 2024 for Kalamazoo County roads not designated as all season roads.

Frisbie announced the Village of Vicksburg's council meeting was held this past month for the first time at the village's new municipal building which was paid for in cash. An open house is anticipated in spring.

Pfeiffer reported that the Michigan Department of Transportation (MDOT) spring weight restrictions will be in effect starting Friday, February 2, 2024 at 6:00 a.m. for statewide seasonal roads. There is only one state road in the Kalamazoo Area Transportation Study Metropolitan Planning Organization area that is a seasonal road. It is M-89 and M-43 west of Richland toward the Barry County line. All other roads are all season roads.

ADJOURNMENT

There being no further business, Chairperson Thompson adjourned the meeting at 10:07 a.m.

Approved 2/28/24 (er)

The next meeting of the Kalamazoo Area Transportation Study Policy Committee will be held on Wednesday, February 28, 2024 at 9:00 a.m.

Planning Commission Meeting Minutes
January 24, 2024

1. **Call to Order at 6:05pm**
2. **Roll Call** – Chairperson DeBoer, Commissioners Dean, Lyon-Jenness, and Brooks, City Manager Stoddard, and Zoning Administrator (ZA) Harvey.
3. **Approval of Minutes – November 29, 2023**
 - Motion to accept the minutes by Lyon-Jenness and supported by Dean. Brooks abstained. DeBoer, Lyon-Jenness and Dean voted affirmatively.
4. **Additions/Changes to the Agenda** – Date of the minutes from November 2023 was corrected.
5. **Citizen Comments**
 - No comments
6. **Old Business**
 - A. **Article 15, Signs**
 - Chairperson DeBoer turned the conversation over to ZA Harvey after noting that questions from Attorney Soltis were included in the packet.
 - ZA Harvey gave a summary overview of the work that was completed in November 2023 including the revisions that the PC made.
 - B. **City Attorney Review of Draft Amendments**
 - ZA Harvey made changes to the ordinance per the suggestions of the Attorney Soltis. The changes in blue to the document were in response to the Attorney's suggestions. Some items will have to be decided upon by the PC.
 - She stated that she went through the definitions and added Feather Banners and a picture example of them.
 - The size of billboards was questioned – The ordinance already prohibits them (15.4 - listing of what is not allowed) Billboards are off premise signs. Video display signs are billboards and are not allowed. Heights were added to the ordinance – all communities want to measure sign height based on roadways. They are not measured by the height of a hill.
 - No change was needed to abandoned signs (15.4) as it is in the ordinance already.
 - Temporary signs in the City are not allowed in the right-of-way nor on utility poles. The City is within its rights to remove them.
 - 15.5 Illumination – Illumination is based on the adjacency to a Residential District. Attorney Soltis said that it should say based on use, adjacent to a Residential District. ZA Harvey made this change to the document.

- Lyon-Jenness explained to the new PC member the request for an electronic sign that had been brought before the PC/ZBA in the past. ZA Harvey explained that they had wanted to put up an electronic sign but it was not allowed in that district. Lyon-Jenness asked if it would be possible there.
- ZA Harvey explained that sign illumination can be internally lit or lit with landscape lighting. It does have to be in consideration of adjacent zoning or use. If internal letters are lit, and it doesn't exceed a certain wattage and if there is no district to be considered, then it would be allowed.
- ZA Harvey talked about use vs. district – This is a matter of preference
- DeBoer said that he liked “use”, very much.
- Limitations 15.5, d. – String lights are in the ordinance. 15.3 does allow for items to be sold that are surrounded by string lights temporarily. This exemption is because of the language for temporary signs – Clarified by ZA Harvey.
- Changeable copy signs are defined in the ordinance. (15.6) ZA Harvey made sure the difference was clearly defined. No changes were made to the standards.
- ZA Harvey said that the PC decided to not require type 1 murals to be reviewed. Type 2 murals must be reviewed by the PC.
- Attorney Soltis asked if tagging was considered to be a mural. ZA Harvey said that it could be considered to be art from a zoning perspective. Tagging is addressed as a mural.
- A non-conforming sign may not be made bigger. In 15.9 the word aggravate was replaced with increase.

C. Revised Amendments for PC/Attorney Soltis Review

- ZA Harvey reiterated that having a legal review of the ordinance was important. She will send the revisions to Attorney Soltis for a final review. She will also let him know about the PUD structure. Attorney Soltis will prepare the notice for the Public Hearing.
- DeBoer asked if all questions had been answered; ZA Harvey confirmed the same.

D. Schedule for Public Hearing – February 2024

- Chairperson DeBoer made a motion to schedule the Public Hearing in March, Dean supported. All ayes.

7. New Business

A. Election of Officers

- ZA Harvey explained that under the statute, at the January meeting, the PC would need to appoint a Chairperson, Vice Chairperson, and a Secretary. She noted that if a City Commission member sat on the Planning Commission, they would not be allowed to chair it.
- Dean nominated DeBoer to be Chairperson, supported by Lyon-Jenness. Roll call vote – Each PC member voted aye.

- Lyon-Jenness nominated Dean to be the Vice Chairperson, supported by DeBoer. Roll call vote – Each PC member voted aye.
 - DeBoer nominated Lyon-Jenness to be the Secretary, supported by Dean. Roll call vote – Each PC Member voted aye.
- B. 2023 Planning Commission Annual Report
- DeBoer stated that he keeps a log of activity during the year for the Planning Commission.
 - ZA Harvey stated that it had been a very productive year for the PC.
 - DeBoer asked if there were any changes to the report. None were reported.
 - Motion by Lyon-Jenness, supported by Brooks, to send the Annual Report to the City Commission. All ayes.
- C. 2024 Planning Commission Work Plan
- ZA Harvey explained that there were four documents related to the Work Plan in the packet. A draft Work Plan which was composed of the items from the 2023 Work Plan that remained. She noted that the Short Term Rentals item was left on hold, per the November 2023 meeting. There is an update to Child Care facilities. Commercial/Industrial discussion was needed regarding design standards. The final two choices for the 2024 Work Plan could be changes from the large planned items.
 - ZA Harvey stated that the new Master Plan had a list of action items that were tasked to the PC. The PC could pick from this list. The 2024 Work Plan is the compilation of what was left to do from the Master Plan. The reasons for the changes could be that the State laws are changed so the ordinance needs to be brought into compliance. It may be something that the PC/ZA notices that shows a change is needed. Some changes are discovered at a later time.
 - ZA Harvey checked off what was done in 2023 and showed what was finished, such as: site plan review, Short term rentals, and signs. This shows what progress has been made.
 - This Work Plan is the list the PC will work from. The Master Plan listed 5 ideas Residential area work (housing). PC felt that this should be prioritized. ZA Harvey broke the residential work down into the actual work outline, so that the PC could choose what to do first.
 - The Industrial/Commercial work was broken down to tasks that the PC can prioritize. #5 may be more comfortable to do first.
 - DeBoer said that as of now, the Child Care facility inconsistencies with the State rules should be the first thing that the PC works on.
 - ZA Harvey listed the priorities that the PC suggested: 1) Child Care – a draft amendment will be put together with a Public Hearing after discussion. 2) Industrial/Commercial outline. PC selected #2 to conform to existing businesses. ZA Harvey stated that this is more complex, but the same process. She will put together the amendment.

- DeBoer asked if a design standard overlay was needed.
- ZA Harvey will evaluate what is needed from the Master Plan, the processes, and ordinances to point out what is right or wrong. She will put together a check list of things that need to be fixed.
- The Redevelopment Ready Community work had some items that needed some assistance from the PC. ZA Harvey said that she will look at those and define what is needed. These changes will be put in after the Child Care work.
- DeBoer asked if there was enough for the Work Plan.
- ZA Harvey felt that there was enough and she would prepare the Work Plan list for the March meeting.

D. 2024 Planning Commission Meeting Schedule

- Dean stated the correction needed to the year on the schedule.
- DeBoer asked for a motion. Dean motioned to approve the 2024 Planning Commission Meeting schedule with the corrections, DeBoer supported.

8. Comments from Planning Commissioners

- DeBoer mentioned that the next meeting would be a Joint meeting with the City Commission and the Zoning Board of Appeals (ZBA). There the groups will review what they do in the City and how they interact with each other, led by the ZA. He asked if the PC would like to talk through the Work Plan with the group.
- ZA Harvey stated that the 2023 Annual Report, required by State law demonstrated to the elected body what has been done by the PC.
- ZA Harvey said that the 2024 Work Plan shows what the PC will be doing in 2024. The City Commission may need to budget for some things. This will help the City Commission understand the PC's workload. (The Work Plan does not need City Commission approval)
- By bringing the present Annual Report to the City Commission and ZBA at the Joint Meeting, it will allow for a great opportunity for them to ask questions. ZA Harvey said that she would try to keep the meeting to a one hour time frame.
- DeBoer asked if there was an update to the Graphics Packaging odor concern. Dean stated that there was nothing at this time.

9. Next Meeting – Joint Meeting with the Planning Commission, City Commission and Zoning Board of Appeals Wednesday, February 28, 2024 at 6pm

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

Memo

To: City Manager Stoddard
Parchment City Commission

From: City Rate Committee

Date: February 21, 2024

Re: Sewer Surcharge

Revising the City of Parchment's Sewer Surcharge Rate

The City of Parchment's Rate Committee met with City Treasurer Stutz to discuss the state of the sewer fund and the surcharge rate. The current rate of the Sewer Surcharge is 155%, set back in October of 2021. We deliberated over the cash flow analysis provided by Baker Tilly, the 6/30/23 audited financial statements of the Sewer Fund, and the current Sewer Fund trial balance and revenue expenditure report. We considered projected changes to city of Kalamazoo rates, projected and current cash balances, and future budget when making this recommendation. We feel that reducing the surcharge to 110% will meet the needs of the fund, while providing some relief to residents at the same time.

Recommended action: to set the sewer surcharge to 110% effective immediately, and authorize the Treasurer to notify the City of Kalamazoo Treasurer of the change prior to the April 1 water/sewer bill.

MEMORANDUM

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

From: Nancy R Stoddard, Parchment City Manager

Date: February 27, 2024

Re: Approval of Republic Services for Trash Removal

Background: The contract for waste disposal will expire on July 1, 2024. The following three waste disposal companies were contacted with Request for Proposals:

- 1) Republic Waste – Provided two options for billing
- 2) Waste Management – no response
- 3) Best Way – Declined providing a RFP response due to the lack of equipment

Discussion:

The contract proposed is for 2 years with the 2nd year of the contract increasing by 6%.

Per the Republic Services Price History, they have provided two options for proposals for waste pick up.

Proposal #1 – Offers a flat rate that does include an individual charge for bulk trash pickup (currently these are paid by the City's General Fund)

Proposal #2 – Includes a fee for bulk trash pickup, which will be charged to each household. (\$10,640 extra collected in trash fees)

Page 2 of the Republic Services Price History reflects a quarterly charge per household

Recommendation:

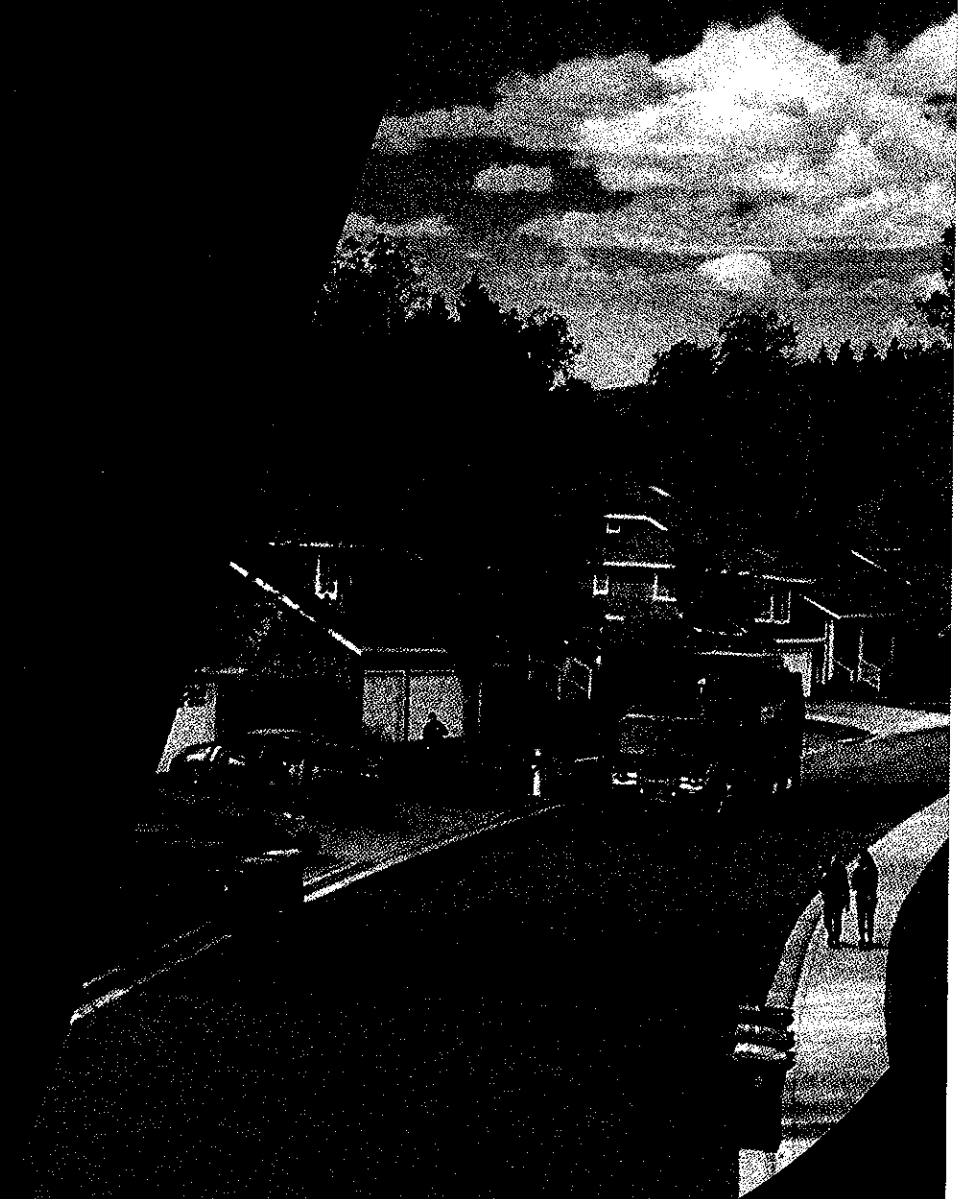
Motion to approve Proposal # _____ for the two year contract with Republic Services and to allow the City Manager to execute all documents needed.

City of Parchment



REPUBLIC
SERVICES

Sustainability in Action





2/12/2024

City of Parchment
Attn: Nancy Stoddard
650 S. Riverview Drive
Parchment, MI 49004

Nancy,

We appreciate the opportunity to provide you with a quote to continue our relationship with you and the City of Parchment. Below are the responses to your "Additional Information Requested":

1. Days of Service for trash? Trash - Wednesday
2. Holiday Service? Next day, we observe all major holidays including, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas, and New Year's.
3. Exclusions of material that are not consider part of normal pickup. Anything that will not fit into the cart we service with the lid closed.
4. Do you allow for additional trash bags or yard waste bags? Yes, we allow up to 3 additional bags, trash is bags no larger than a standard 35-gallon kitchen bags and yard waste is 3 additional paper kraft bags.
5. How you prefer to handle the billing of residential customers and customers service requests? For billing we prefer to continue to bill the City for the services on a Monthly basis. For service requests other than new startup customers, we would prefer to have them contact our service center for those requests, this will take your staff out of the mix for most situations.
6. Payments from City to contractor? We prefer monthly payments for the services rendered.

"Other information Requested"

1. Do you have the capabilities, experience, and expertise to handle he City of Parchment? See Attached "About Republic Services" document, we are a \$10 Billion dollar company, with 35K employee's and 16K trucks, we have the capabilities, experience, and expertise to handle your needs.

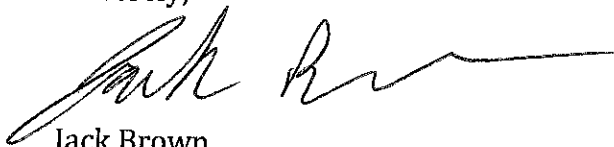
2. Can you provide Service through the length of the contract? Yes, we can continue to provide the service requested for the entire length of the contract as well as any future extensions.
3. Are you able to with stand equipment failures and/or personnel issues that may affect services to the City of Parchment? Yes, locally we operate over 30 residential service trucks and more than 40 personnel just in our residential line of business.

Bulk pickup rate includes, Republic driving each street once and picking up items at the curb and on the ground, no trailers will be allowed. Any items that are on the exclusion list (see Attached) will be left at the curb for the residents to find alternate disposal options.

Contractor will maintain and replace carts for reasons of normal wear and tear, normal wear and tear does not include the cleaning of said carts. Carts that show evidence of misuse or abuse will be replaced at the resident expense for \$65 per cart.

If you have any questions, feel free to reach out to me at 616-662-6842.

Sincerely,



Jack Brown
Municipal Sales Manager – Republic Services
3432 Gembrit Circle
Kalamazoo, MI 49001

**CONTRACTOR PROPOSAL FOR TRASH AND
RECYCLING SERVICES FOR THE CITY OF PARCHMENT**

Rate per large residential roll-out container per month for trash:

Size: 96-Gallon Monthly Rate: \$ 12.50

Rate per small residential roll-out container per month for trash:

Size: 64-Gallon Monthly Rate: \$ 12.50

Rate per large residential roll-out container per month, backdoor service:

Size: 96-Gallon Monthly Rate: \$ 20.50 per container

Rate for small residential roll-out container per month, backdoor service:

Size: 64-Gallon Monthly Rate: \$ 20.50 per container

Rate for residential recycle container per month (specify weekly or bi-weekly service):

Size: 96-Gallon Monthly Rate: \$ 4.50

Rate for yard waste roll-out container with weekly pick-up April 1-November 30:

Size: 96-Gallon Seasonal Rate: \$ 150.00 per season

Rate for one bulk trash pick-up for all residents annually, total sum: \$ 195/hour & \$65 per ton

Rate for possible second bulk pick-up for all residents, total sum: \$ 195/hour & \$65 per ton

Rate for single yard waste bags purchased from City Hall: \$ 25.00

Rate for single bulk object pick-up tag purchased from City Hall: \$ 25.00

Rate for second roll-out trash container at a residence: \$ 6.00 per month

Rate for second roll-out recycling container at a residence: \$ 6.00 per month

Rate for seven small container pick up throughout city: \$ 15.00 per container / per month

* Year 2 rates will be increased by 6%

ALTERNATIVE OPTION

Residential Rate includes one cleanup

CONTRACTOR PROPOSAL FOR TRASH AND RECYCLING SERVICES FOR THE CITY OF PARCHMENT

Rate per large residential roll-out container per month for trash:

Size: 96-Gallon Monthly Rate: \$ 14.00

Rate per small residential roll-out container per month for trash:

Size: 64-Gallon Monthly Rate: \$ 14.00

Rate per large residential roll-out container per month, backdoor service:

Size: 96-Gallon Monthly Rate: \$ 22.00 per container

Rate for small residential roll-out container per month, backdoor service:

Size: 64-Gallon Monthly Rate: \$ 22.00 per container

Rate for residential recycle container per month (specify weekly or bi-weekly service):

Size: 96-Gallon Monthly Rate: \$ 4.50

Rate for yard waste roll-out container with weekly pick-up April 1-November 30:

Size: 96-Gallon Seasonal Rate: \$ 150.00 per season

Rate for one bulk trash pick-up for all residents annually, total sum: \$ Charge included in Monthly rate

Rate for possible second bulk pick-up for all residents, total sum: \$ 195/hour & \$65 per ton

Rate for single yard waste bags purchased from City Hall: \$ 25.00

Rate for single bulk object pick-up tag purchased from City Hall: \$ 25.00

Rate for second roll-out trash container at a residence: \$ 6.00

Rate for second roll-out recycling container at a residence: \$ 6.00

Rate for seven small container pick up throughout city: \$ 15.00 per container

* Year 2 rates will be increased by 6%

Republic Services Price History

	Proposal #1	Proposal #2	2022 Rates	2020 Rates
Large Trash Can	\$12.50	\$14.00	\$9.00	\$8.25
Small Trash Can	\$12.50	\$14.00	\$8.95	\$8.20
Large Backdoor	\$20.50	\$22.00	\$18.00	\$8.78
Small Backdoor	\$20.50	\$22.00	\$18.00	\$8.78
Recycling	\$4.50	\$4.50	\$4.30	\$3.97
Seasonal Yard Waste Bin	\$150.00	\$150.00	\$140.00	\$132.66
Yard Waste Bag	\$25.00	\$25.00	\$30.00	\$3.21
Single Bulk Item	\$25.00	\$25.00	\$35.00	\$26.78
Bulk Trash Pick Up	\$195/hour & \$65 per ton	Included in monthly rate	\$170/hour & 60 per ton, \$9,998 in 2023	\$5,921 in 2021
Second Trash Bin	\$6.00	\$6.00	\$3.00	n/a
Second Recycling	\$6.00	\$6.00	\$3.00	n/a
Downtown Trash Cans (7)	\$105	\$105	\$63	n/a

- Monthly rate unless otherwise noted
- Contract includes 6% increase year 2
- Proposal #2 charges approx. \$10,640 extra in trash collection fees

	Current City Rate	Proposal #1	Proposal #2
Small Trash	\$29	\$37.50	\$42
Large Trash	\$30	\$37.50	\$42
Small Trash-Backdoor	\$31	\$61.50	\$66
Large Trash-Backdoor	\$32	\$61.50	\$66
Recycling	\$20	\$13.50	\$13.50
Yard Waste (Seasonal)	\$125	\$150	\$150