



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

June 3, 2024

7 P.M.

Parchment City Commission

Mayor Robert D. Britigan III

Vice Mayor Thomas Jordan

Commissioner Michael Conner

Commissioner Doug Fooy

Commissioner Tammy Cooper

Commissioner Robin Madaras

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 May 20, 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. 1517 - action
- ii. Kindleberger Park Reservation, Picnic Pavilion #4, Fire Fighter Family Picnic – action
- iii. KATS Policy Committee Meeting Minutes, April 17, 2024 – receive
- iv. Planning Commission Meeting Minutes, April 24, 2024 - receive

8. Unfinished Business

- A. Trash Rates 2024-2025 – action
- B. Recycling – Winter Tax Bill Special Assessment - action

9. New Business

- A. Kalamazoo Leaders, Lawrence Edmonds, Request to use Kindleberger Park - action
- B. Fire Contract July 1, 2024 - June 30, 2026 – action
- C. Resolution #2024-4 to Establish the 2024 Millage Rate – action
- D. Appointment of Bob Cox to the Zoning Board of Appeals – action
- E. Year End Budget Amendment for 2023-2024 - 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 20, 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 Treasurer/Clerk Stutz, City Attorney Soltis.

Absent: None.

3. Approval of Minutes

Moved by Commissioner Conner, supported by Vice Mayor Jordan to approve the minutes of the May 6, 2024 Regular meeting. **Motion Carried.**

4. Additions or changes to the agenda.

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

5. Citizen Comments – Items ON the Agenda

None.

6. Consent Agenda

A. Questions by Commissioners were answered regarding specific items. Moved by Vice Mayor Jordan, supported by Commissioner Fooy, to approve the consent agenda items. **Motion Carried.**

7. Unfinished Business

None.

8. New Business

A. Resolution #2024-3 Budget 2024-25 Fiscal Year – action. City Manager Stoddard stated that even though this budget has a decrease in the fund balance from year to year, the year end Fund Balance is at 20% of expenses, per the commission's requirement. She noted that 3 Link, Haymac, and Island will be repaved this year, along with the Little League back parking lot, tree work within the City, catch basins replaced and sidewalks replaced.

Budget Resolution #2024-3

At a regular meeting of the City Commission of the City of Parchment held on Monday, May 20, 2024 the following budget resolution was offered by Commissioner Mendoza and supported by Commissioner Cooper.

WHEREAS, the City Manager did submit to the City Commission a proposed budget estimating revenues and expenditures for the 2024-2025 fiscal year on April 1, 2024 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 6, 2024 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

| Revenues | | Expenditures | |
|-----------------------|--------------------|-----------------------------|--------------------|
| Taxes/Fees | \$906,207 | Legislative | 76,389 |
| State Sales Tax | 254,100 | Administration | 401,410 |
| Solid Waste | 145,000 | Legal Services | 19,000 |
| Collect'ns | | Police Services | 488,651 |
| Other Revenues | 114,791 | Fire Department | 174,350 |
| Overhead fr Funds | 132,560 | Public Works Department | 366,030 |
| State Grants | 144,000 | Water Plant Grant | 2,200 |
| | | Parks, Recreation & Culture | 195,655 |
| Total Revenues | \$1,696,658 | Total Expenditures | \$1,723,685 |

Major Street Fund

| Revenues | | Expenditures | |
|-----------------------|------------------|---------------------------|------------------|
| State Grants | \$190,700 | Routine Maintenance | 42,945 |
| Transfers | 0 | Traffic Services | 32,305 |
| | | Winter Maintenance | 33,960 |
| | | Administration | 87,635 |
| | | Capital/Construction | 16,115 |
| Total Revenues | \$190,700 | Total Expenditures | \$212,960 |

Local Street Fund

| Revenues | | Expenditures | |
|-----------------------|------------------|---------------------------|------------------|
| State Grant/Interest | \$78,000 | Routine Maintenance | 38,950 |
| Transfers | 60,555 | Traffic Services | 24,805 |
| | | Winter Maintenance | 32,180 |
| | | Administration | 27,090 |
| | | Capital | 60,555 |
| Total Revenues | \$138,555 | Total Expenditures | \$183,580 |

Brownfield Redevelopment Authority

| Revenues | Expenditures |
|----------|--------------|
|----------|--------------|

| | | | |
|-----------------------|--------------------|----------------------------|--------------------|
| Tax Revenue | \$675,410 | Brownfield Debt Retirement | \$58,147 |
| Federal Funding | 800,000 | Attorney Fees | 20,000 |
| | | Reimb to local | 524,330 |
| | | Administrative Overhead | 41,280 |
| | | Professional/EPA Costs | 800,000 |
| Total Revenues | \$1,475,410 | Total Expenditures | \$1,443,757 |

Tree Fund

| | | | |
|-----------------------|-----------------|---------------------------|------------------|
| Revenues | | Expenditures | |
| Transfers | \$ 10,000 | Professional/contractual | \$ 0 |
| Miscellaneous | 0 | Miscellaneous | 10,000 |
| Total Revenues | \$10,000 | Total Expenditures | \$ 10,000 |

Veteran's Memorial Fund

| | | | |
|-----------------------|-----------------|---------------------------|-----------------|
| Revenues | | Expenditures | |
| Contributions | \$2,500 | Bricks/supplies | \$ 2,500 |
| Transfers | 0 | Payroll | 1,500 |
| Total Revenues | \$ 2,500 | Total Expenditures | \$ 4,000 |

Moved by Commissioner Mendoza, supported by Commissioner Cooper, to approve Resolution 2024-3 Budget FY 2024-25 as presented. Roll call vote was as follows:

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

Nays: Fooy.

Absent: None.

Abstain: None.

Motion Carried 6-1.

B. Ordinance 225 – Amend C-3 General Business District – action. Mayor Britigan reminded commissioners of Planning Commissioner Chair Kent DeBoer’s presentation on this recently. City Manager Stoddard added that this new business wants to make drums, so this amendment is to add the definition of what’s allowed. Attorney Soltis noted that the Planning Commission did the work, he just added language in ordinance form. Moved by Commissioner Madaras, supported by Vice Mayor Jordan to accept Ordinance 225 – Amend C-3 Business District as presented for Second Reading.

Motion Carried.

Moved by Commissioner Madaras, supported by Commissioner Cooper to adopt Ordinance 225 – Amend C-3 General Business District as presented. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0.

C. Ordinance 226 – Amendment to the Parchment City Code of Ordinances, Designating Flood Areas under the State Construction Code Act – action. Mayor Britigan noted this designated flood areas within the city. City Manager Stoddard added that residents and companies can apply for flood insurance on their own, there is no deadline for the application. Attorney Soltis said this is good for both businesses and residents. Moved by Commissioner Cooper, supported by Commissioner Mendoza to accept Ordinance 226 – Amendment Designating Flood Areas under the State Construction Code Act as presented for Second Reading. **Motion Carried.**

Moved by Commissioner Fooy, supported by Commissioner Cooper to adopt Ordinance 226 – Amendment Designating Flood Areas under the State Construction Code Act as presented. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0.

D. Intergovernmental Agreement with KABA for FEMA - action. Mayor Britigan noted that this agreement makes the Kalamazoo Area Building Authority the official administrator for FEMA. Attorney Soltis explained that the city has to identify the building authority to enforce FEMA regulations. City Manager Stoddard added that KABA has a meeting tomorrow. Moved by Commissioner Madaras, supported by Vice Mayor Jordan to approve the Intergovernmental Agreement with KABA for FEMA as presented, and authorize the Mayor and City Clerk to sign any documents related to the action. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0.

E. Rate Committee Memo, Trash and Recycling – action. Vice Mayor Jordan, on behalf of the Rate Committee, explained that in the new Republic Contract for waste hauling, there are price increases that need to be reflected in the rates the city charges residents. He referenced the proposed rates in the memo, then City Treasurer Stutz suggested that the recycling charge be moved to a special assessment on the winter tax bill. Discussion took place. Moved by Commissioner Fooy, supported by Commissioner Conner to table action on this matter until the next meeting, June 3, 2024. **Motion Carried.**

F. Rescission of the Parchment Vegetable Products sales agreement offer – action. Mayor Britigan explained that the prospective buyer has decided they no longer want the property in question. Moved by Commissioner Madaras, supported by Commissioner Mendoza to rescind the approval of offer to purchase parcel 06-03-226-040. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0.

9. Citizen Comments

None.

10. Mayor and Commissioner Comments

Commissioner Madaras reported that the Kindleberger Arts Committee is in the “thick of it”, so check Facebook and the website www.kindlebergerarts.org to get all the information on the festival and concerts.

Commissioner Fooy praised the rate committee and Treasurer Stutz for presenting the trash rate information, adding that we will need to market the change well for residents.

Commissioner Cooper expressed her satisfaction that the city joined FEMA, noting that weather events and natural disasters are going to be more likely in the future, and that this opens up options for those in the city.

Commissioner Conner asked for an update on the property on Parchmount with only a garage.

Mayor Britigan reminded everyone that bulk trash pickup begins tomorrow and asked about the work being done on Link Lane.

11. City Manager Comments/Reports

City Manager Stoddard noted that work on Link Lane is the beginning of the USDA Sewer work. She then offered anyone with questions or other 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 8:12 p.m.

Shannon Stutz, City Clerk



City of Parchment
 Check Register Report
 Warrant 1517

| Check | Check Date | Vendor Name | Description | Amount |
|-------|------------|--------------------------------|---|-----------|
| 38101 | 05/23/2024 | ELECTION SOURCE | ELECTION SUPPLIES | 556.00 |
| 38102 | 05/23/2024 | FISHBECK | PARCHMENT MILL SITE #2 MULTIPURPOSE GRAN | 22,339.31 |
| 38103 | 05/23/2024 | FRANCOTYP-POSTALIA, INC. | POSTAL METER, SCALE, RESETS - 2/1 TO 4 | 156.00 |
| 38104 | 05/23/2024 | HONIGMAN | BROWNFIELD REDEV - ISLAND & G AVE THRU 0 | 1,773.75 |
| 38105 | 05/23/2024 | J & H OIL COMPANY | FUEL CHARGES - 5/1 TO 5/15/24 | 502.87 |
| 38106 | 05/23/2024 | MLIVE MEDIA GROUP | BUDGET HEARING | 167.14 |
| 38107 | 05/23/2024 | MULDER WATERPROOFING & SEALANT | DPW-GARAGE DOORS + THRESHOLD | 21,025.00 |
| 38108 | 05/23/2024 | POINT AND PAY | MONTHLY CC SERVICE FEE - APRIL | 50.00 |
| 38109 | 05/23/2024 | PREIN & NEWHOF | MS4 STORMWATER PERMIT THRU 03/30/24 | 7,000.55 |
| | | | Trestle \$1144.00; Mill \$822.25; USDA \$4363.05; stormwater \$671.25 | |
| 38110 | 05/23/2024 | PUBLIC MEDIA NETWORK | DIRECT TV FRANCHISE FEES - JAN-MARCH | 2,448.34 |
| 38111 | 05/23/2024 | PURITY CYLINDER GASES, INC. | QUARTERLY CYLINDER RENTAL | 87.59 |
| 38112 | 05/23/2024 | VANGEMERT & SONS EXCAVATING | SIDEWALKS, CATCH BASINS | 12,571.23 |

Kindleberger Park Reservation Form

_____ **Sunken Garden/Gazebo** (\$350 non-resident/\$250 resident) (3 hour block)
Includes \$100 refundable deposit

_____ **Stage** (\$450 non-resident/\$300 resident) (3 hour block) *Includes \$100 deposit*

_____ **Picnic Pavilion 1 Upper** (\$100 non-resident, \$50 resident) (4 hour block)

_____ **Picnic Pavilion 2 Upper** (\$100 non-resident, \$50 resident) (4 hour block)

_____ **Picnic Pavilion 3 Upper** (\$100 non-resident, \$50 resident) (4 hour block)

Picnic Pavilion 4 Lower (\$100 non-resident, \$50 resident) (4 hour block)

_____ **Picnic Pavilion 5 Lower** (\$100 non-resident, \$50 resident) (4 hour block)

Name: Tim Evan Phone: 269-330-6297

Address: 221 Espanola Parchment MI

Email: Timallen201@yahoo.com Alternate Phone: _____

Date of Event: 6-22-24 Time: 12:00 - 16:00

Type of event: fire fighter family picnic

Approximate number of attendees: 20

Will there be music as part of your event? Small Speaker

Name of DJ, musical performer, sound technician: _____

Decorations, rental chairs/tents/tables? Describe: _____

Name & address for deposit return: _____

[Signature] _____ Date: 5-24-24

This reservation form is your receipt, confirming your reserved area. Should you experience any problem during your event, please contact the Kalamazoo Township Police Department at 269-488-8911.

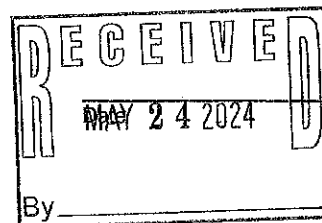
FOR INTERNAL OFFICE USE: Application received by: KS Date: 5-24-24

Payment amount received: N/C Receipt # _____

Check # _____ Cash _____ Credit _____

APPROVAL

Signature _____



KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE

Minutes of the April 17, 2024 Meeting

CALL TO ORDER

The April 17, 2024 Policy Committee Meeting was called to order at approximately 9:00 a.m. at the Road Commission of Kalamazoo County, in Kalamazoo, by Chairperson Thompson. Johnson welcomed attendees adding information about the facility.

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 |
| David Anderson | City of Kalamazoo |
| Mary Balkema | Kalamazoo County |
| Cheri Bell | Oshtemo Charter Township |
| Heather Bowden | Michigan Department of Transportation, Planning |
| Rob Britigan | City of Parchment |
| Marsha Drouin | Richland Township |
| Tim Frisbie | Village of Vicksburg |
| Jason Gaitlin | Wakeshma Township |
| Robert Henderson | Van Buren Public Transit |
| Jeff Heppler | Village of Augusta |
| Adam Herringa | City of Portage |
| Joanna Johnson | Road Commission of Kalamazoo County |
| Don Martin | Kalamazoo Township |
| Pete Pfeiffer | Michigan Department of Transportation, TSC |
| Aditya Rama | Kalamazoo County Transportation Authority |
| Paul Sotherland | KATS Citizens' Advisory Committee |
| Greg Thomas | Pavilion Township |
| Randy Thompson, Chair | Comstock Township |
| Don Ulsh | Schoolcraft Township |
| Jerry VanderRoest | Charleston Township |
| Bret Witkowski | Van Buren County Road Commission |
| Mark Worden | Road Commission of Kalamazoo County |

MEMBERS ABSENT

| | |
|---------------|-------------------|
| Lisa Imus | Village of Lawton |
| Judy Lemon | City of Galesburg |
| Tracy Locey | Brady Township |
| Jeff Sorensen | Cooper Township |

OTHERS PARTICIPATING

| | |
|------------------|-------------------------------------|
| Tim Culver | Rep. Hall |
| Lysanne Harma | Richland |
| Megan Mickelson | Kalamazoo Area Transportation Study |
| Ryan Minkus | Road Commission of Kalamazoo County |
| Fred Nagler | 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

Stepek reported agenda Item 11-Kalamazoo Commuter Challenge and Love-to-Ride Presentation will be moved up to directly follow Item 7-Consent Agenda.

APPROVAL OF THE AGENDA

Heppler moved, and it was duly seconded by Johnson, **“to approve the agenda of the April 17 Policy Committee Meeting.”** MOTION CARRIED.

PUBLIC COMMENTS

No citizens' comments were made.

CONSENT AGENDA

- ACCEPTANCE OF THE TREASURER REPORT
- ACCEPTANCE OF THE SOUTHCENTRAL MICHIGAN PLANNING COUNCIL REPORT
- APPROVAL OF THE MINUTES FROM THE MARCH 27, 2024 MEETING

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

KALAMAZOO COMMUTER CHALLENGE AND LOVE TO RIDE PRESENTATION

Sotherland provided information on the Kalamazoo Commuter Challenge program and Love to Ride app. The challenge will run from May 17, 2024 through May 30, 2024. All residents of Kalamazoo County are invited to participate using the free Love to Ride app available for download via the QR code on the flyer or the Love to Ride Kalamazoo County (lovetoride.net) website. The program encourages cycling to shop, dine, and commute to work. All rides, even short ones, will be tracked via the app. The tracking app will allow access to data dashboards, analytics, and exports. An anonymized heatmap of rides over the entire county can be used to assist with future nonmotorized planning. Soon riders will be able to rate the routes using the app. Further public outreach opportunities were discussed. Electronic versions of the event flyer and poster were emailed to committee members. Stepek added the City of Kalamazoo is funding the program for the first year. Then, cost sharing across entities may be explored. Additional questions were raised and answered.

FY 2024 UNIFIED PLANNING WORK PROGRAM AMENDMENT

A link to the Fiscal Year 2024 Unified Planning Work Program (UPWP) Amendment is included on the agenda. Stepek explained this is the annual midyear amendment. Costs are shifted to better

align with expected needs since the budget is initially approved several months prior to the beginning of the fiscal year. The proposed transit fare study was removed. Overall, there is no change in funding.

Johnson moved, and it was duly seconded by Heppler, **"to approve the FY 2024 Unified Planning Work Program Amendment."** MOTION CARRIED.

FY 2025 UNIFIED PLANNING WORK PROGRAM

Referring to the document linked in the meeting packet, Stepek explained the FY 2025 Unified Planning Work Program (UPWP) is issued for public comment and available on the katsmpo.org website. This represents the proposed budget and work activities for Kalamazoo Area Transportation Study (KATS) for FY 2025. Included in the budget is a microtransit implementation study for Metro. Please let KATS Staff know of any questions or comments you have. The UPWP will be presented for adoption next month.

EXECUTIVE DIRECTOR REVIEW

The members of the Finance and Personnel Subcommittee conducting the Executive Director Stepek review are Aardema, Britigan, Thompson, Anderson, and Sorensen. Aardema explained that the review process included gathering feedback from internal staff, external staff, other Metropolitan Planning Organizations, statewide and regional contacts, Technical Committee leadership, and the Finance and Personnel Subcommittee. Feedback was remarkably received from everyone asked. Attendees were thanked for submitting feedback. A great level of general respect was portrayed for what Stepek has done within Kalamazoo Area Transportation Study (KATS), the region, and the state. The Subcommittee reviewed comments and met with Stepek. Britigan explained based on Stepek's leadership, and consideration of cost-of-living adjustments, the Subcommittee recommends an increase of 6% effective on October 1, 2024, KATS new fiscal year. Stepek's performance was praised.

Ulsh moved, and it was duly seconded by Martin, **"to accept the Subcommittee's recommendation of KATS Executive Director Steve Stepek's six percent rate increase effective October 1, 2024."** MOTION CARRIED.

PUBLIC TRANSPORTATION UPDATES

Aardema reported the Central County Transportation Authority (CCTA) / Kalamazoo County Transportation Authority (KCTA) board met recently at the new Comstock Township Hall. External financial audit firm Maner Costerisan issued a clean audit opinion. The organization is well funded, well managed, and the budget is in good shape. The Metro Link 18-month pilot program started Monday, April 15, 2024. The Link minivan-type vehicles have an ADA accessibility component. The microtransit program operates in three zones within the current CCTA boundaries. Data collected will be analyzed to make tweaks to the program. The app-based service offers on-demand rides within zone boundaries and can connect riders to a main haul bus route. When signing up on the app, the first ten rides are free. After that, the fare is \$1.50, the same as a bus fare. Thompson added there were about 20 rides the first day. Even though some glitches can be expected, rollout went fairly well. The External Relations Committee has additional outreach planned after the soft opening trial is running smoothly. Since the entire microtransit program is run by River North Transit, part of Via Transportation, any issues can be addressed internally. Via has 12 similar programs in the state. Bell mentioned McBride made a presentation to the Oshtemo Charter

Township board and recommends other municipalities schedule one. For the safety of riders, Bell recommended cameras be installed in the vehicles.

EXECUTIVE DIRECTOR'S REPORT

In addition to the memo in the meeting packet, Stepek reported he had the pleasure of attending the grand announcement with the State Governor and the Federal Highway Administration for the \$38-million-dollar City of Kalamazoo PROTECT Grant award. Funding will be used for the Arcadia Creek storm management project from Westnedge Avenue to Waldo Stadium. Stepek added it is Notice of Funding Opportunity (NOFO) season. Reach out to Kalamazoo Area Transportation Study for any assistance with the grant process, letter of support, or other questions.

NEW BUSINESS

No new business was brought forth.

PUBLIC COMMENTS

No Citizens' comments were made.

MEMBER COMMENTS

Witkowski reported there is a Van Buren County Road Commission millage renewal coming up for the first time since 1978. The man who killed Rene Rangel in a construction work zone in March of 2023 was sentenced Monday, April 15, 2024 to a minimum of seven years and a maximum of 15 years in prison.

Pfeiffer noted that this is National Work Zone Safety Awareness Week. Michigan Department of Transportation has asked everyone to wear orange today, Wednesday, April 17, 2024 in support of all those who risk their lives working on the roads. Pfeiffer urged attendees to pass along the message, to use caution, and be aware of the dangers.

As a member of the Airport Board, Aardema clarified the recent news story that Avelo Airline discontinued service from Kalamazoo to Orlando. This is actually a planned seasonal cutoff due to lack of demand during the summer. The same cutoff occurred last year and is customary at many regional airports. As scheduled, service will resume in the fall.

Britigan congratulated Stepek for a positive review.

Johnson appreciated the public support and team effort for the Road Commission of Kalamazoo County's (RCKC) move to its new facility. RCKC is completely out of the old facility and will be closing on it tomorrow. Routine maintenance projects and Hot-Mix Asphalt Wedging are well underway. Paving started Monday, April 15, 2024. Hard copies of RCKC's 2023 Annual Report were made available. An electronic version of the report is available on the RCKC website kalamazoocountyroads.com. RCKC received \$700,000 grant funding from the Michigan Department of Environment, Great Lakes, and Energy (EGLE) for the rubber chip seal program that utilizes scrap tires. Partnership with townships is appreciated. RCKC is completing an application for the Safe Streets and Roads for All grant program. RCKC finished a Safety Transportation Plan highlighting ideas to help mitigate safety concerns in the county. As others mentioned, this is National Work Zone Awareness Week. In addition to wearing orange today, RCKC will pause for a moment of silence Friday, April 19, 2024 for the Van Buren County Road Commission worker Rene Rangel who was

killed on the job, and those across the state and nation that have lost their lives in public service on our roads. Share information on work zone awareness and practice safe driving.

Heppler appreciates awareness being brought for National Work Zone Awareness Week especially as his brother was hit on I-94. Heppler echoed for attendees to practice safe driving. Roadway engineering, education, and enforcement, or the "Three-E's" can impact road safety. Preparation is underway for the Village of Augusta Washington Street Bridge project. The Parks Department is planning the continuation of the Kal-Haven Trail from Galesburg to Battle Creek.

VanderRoest reported Charleston Township in partnership with the Michigan Department of Transportation, and the Road Commission of Kalamazoo County, is hosting a public hearing for the proposed \$1.4-million-dollar improvement on I-94. Phase 2 of the project at Exit 92 will begin soon.

Frisbie reported the Village of Vicksburg is hosting a Citizen's Academy. Tonight is the first of six free classes designed to teach citizens how their local government works.

Sotherland congratulated the City of Kalamazoo and staff for obtaining the \$38-million-dollar grant, noting the challenges of the process.

Bell reported Oshtemo Township is in the process of an easement acquisition. Design is underway to extend non-motorized pathways. Oshtemo Township is working internally on public notifications for road closures this season. Oshtemo's last dirt street will be paved this year. Bell thanked the many entities involved with the West Main corridor traffic improvements.

Anderson announced there is a power outage now on the north side of the City of Kalamazoo due to an equipment failure. Anderson recognized the major effort of the team to obtain the \$38-million-dollar PROTECT Grant award.

Ulsh mentioned the Township Supervisor's meeting immediately follows this meeting.

ADJOURNMENT

There being no further business, Chairperson Thompson adjourned the meeting at 10:03 a.m.

*The next meeting of the Kalamazoo Area Transportation Study Policy Committee will be held on
Wednesday, May 29, 2024 at 9:00 a.m.*

Approved 5/29/2024 (er)

Planning Commission Meeting Minutes
April 24, 2024

1. **Call to Order at 6:00 pm**
2. **Roll Call** – Chairperson DeBoer, Commissioners Lyon-Jenness, Brooks, Dean (6:08p), Bliesener, Zoning Administrator Rebecca Harvey and City Manager Stoddard.
3. **Approval of Minutes – March 27, 2024**
 - Motion to accept the minutes by Bliesener and supported by Lyon-Jenness. All: Ayes
4. **Additions/Changes to the Agenda** – None
5. **Citizen Comments**
 - No comments
6. **Old Business**
 - Sign Ordinance – Questions from City Commission
 - Chairperson DeBoer asked that the Zoning Administrator would run through the list of questions from the City Commission.
 - Section 15.2 Abandoned Sign – ZA Harvey stated that the new ordinance provides definition. The reasoning for doing it was to make it less vague, easier to interpret. Attorney Soltis added a few words to this section. The current ordinance is light on electronic signs. There are many new signs now so the PC needed to upgrade. She defined a rotating sign to be any sign that has pieces that move; the current ordinances has this so no change needed.
 - Mayor Britigan asked for the definition of an abandoned sign.
 - ZA Harvey said that an abandoned sign section deals with vacant signage on a closed business. As property changes hands, it is still considered to be abandoned.
 - ZA Harvey mentioned that Sign Maintenance does not have a message on it.
 - Mayor Britigan – said that a blank face is better than a broken face on a sign.
 - Section 15.2 Sign with 2 faces – ZA Harvey described this as a two faced sign with no back, when implemented. It addresses the bi-fold and tri-fold signs. Sign companies have been getting good at going around codes, so communities use this formula to explain this type of sign.
 - Section 15.4 Video Display. ZA Harvey stated that this question has come up before. Civic signs are appropriate with the ordinance. The electric graphic display sign does not have changing copy like watching a video. She went on to explain that there are four kinds of electric graphic display signs, but only 2 kinds are allowed in Parchment (2 are prohibited). She stated that the City sign has a constant movement, not a graphic display. The City does not want to

adopt something that will cause problems in the future. The parameters on electric signs are tight. The City could decide what it wants allowed and if they want all electric signs in the community to use the same rules.

- Lyon-Jenness asked if the sign can be programmed to do certain things.
- ZA Harvey asked the PC to look at an electronic sign and ask themselves if they like it. Would they like all the signs to do that? The ordinance is designed to serve all sign requests. The PC gets to decide what it wants for the City.
- Lyon-Jenness asked if the sign was doing the maximum that it does.
- ZA Harvey said that there is no physical movement only electronic movement. This text allows for about ½ of the ordinance (no fading allowed)
- Bliesener said that she liked what is written. Can the static message be held longer on the City Sign?
- Lyon-Jenness inquired about the Library sign.
- ZA Harvey static images may be held up to 12 seconds of messaging. Messages must appear in their entirety. No flashing, oscillating or rolling.
- Bliesener stated that she remembered when Parchment United Methodist Church requested an electronic sign.
- Section 15.5 General Sign Regulations (remove D1) BOCA codes are observed.
- Section 15.8 Lighting ZA Harvey said the current ordinance demonstrates difficulty with current standards. The residential reading is cumbersome in the old ordinance. Revising it makes the standards clear and enforceable and they mirror the current lighting standards. The old sign ordinance was hard to use.
 - Section 15.8a & b address the broken face maintained to not cause a hazard. She will amend this subsection to clarify what the Mayor had said previously about preventing disrepair.
 - Lyon-Jenness asked about the enforcement
 - Brooks asked if compliance within 2 weeks of the enforcement could be handled with a ticket
- Per ZA Harvey, internally lit signs – they are not allowed within 150' of residential areas. External lighting may be more controlled; the PC may want to add this to the ordinance.
- Section 15.5 Oscillating Signs – ZA Harvey stated that this was included in the current ordinance and new one, but not defined well in the current ordinance. Definition may be added to the new ordinance.
 - Mayor Britigan asked for a definition of Oscillating. He also asked if reasonable should be used in the place of 6 months for a vacated business. Sign condition was also mentioned.
 - ZA Harvey said that the City could execute maintenance of the sign or after 6 months, have it removed. She stated that the word reasonable should not be used.
 - DeBoer said if a sign is well maintained it could be acceptable. ZA Harvey will look at some wording to amend this section.

- City Commissioner Mendoza inquired about the Obscene Sign Language – Immoral? Is this language allowed/legal? ZA Harvey said that it was related to adult businesses in many legal cases. Cities are allowed to regulate this type of signage. Immoral was put into the current ordinance but ZA Harvey will speak with Attorney Soltis. She cannot speak to the “freedom of speech’, but the attorney can.
- City Commissioner Mendoza asked about content neutral signage. ZA Harvey shared that profanity cannot be regulated. Sexually lewd content is not allowed. ZA Harvey stated that it may only be addressed if outside the matrix content, may not be regulated. Attorney Soltis will inform the PC as to how they should proceed. Content of our new ordinance is perfectly sound.
- General Signs Section 15.5 the R-T District – Illumination Standards – ZA Harvey stated that there are 4 standards for illumination. External signs must be shielded for glare reduction when adjacent to residential property. Rules about flashing and internal sign illumination are within this section.
- Section 15.6 – Changeable Copy Sign Standards –ZA Harvey said that a new draft has been put into a table. The objective is to make no or few changes. Projecting signs have bolded standards in the table. Electricity has been added to Projecting Signs with no limits to the amounts.
- Section 15.8 Blank Face Panel – ZA Harvey talked about closed businesses and the need to enforce the blank panel/face within 30 days of the closing. We know the ordinance has an amount of time to panel the sign. It’s important to sync up the current abandoned signs with the ordinance.
 - Section 15.8c – Chairperson DeBoer asked if the shell of a sign panel should be revised.
 - Bliesener suggested 3 months for the sign paneling.
 - ZA Harvey looked at the strike version under Maintenance Provisions
 - Chairperson DeBoer stated 3 months was good. ZA Harvey will make the change
- Section 15.10 Sign fee – The City Manager stated that it was currently at \$40, but a deposit for \$1000 has been recommended to the Rate Committee to cover the cost of review. ZA Harvey said that the Sign Permit will need to have the deposit amount on file with the City before the review can begin. She stated that generally a sign permit costs about \$200 for the application; these permits are labor intensive and usually cost more, so a deposit is necessary to cover the costs.

7. New Business

1. Amendment to the Master Plan to include an Action Plan

- ZA Harvey explained that the Master Plan (MP) needs amending for the Redevelopment Ready Communities (RRC) Essentials status. One finding stated that the MP does not have an Action Plan. After reading through the MP, she see that it does have an Action Plan but calls it Implementation Plan. The City

has the bones of the Action Plan thru the Implementation Plan. She will make a policy document – Matrix - assigning the priorities, time frames, and those that do the work. PC does this each year at their annual assessment. The PC uses the MP strategies for the next year's Work Plan. The RRC's goal is to structure documents to move Planning and Zoning Plans forward. It also allows for the annual assessment by the PC. The RRC likes their terminology used in the documents. Subject categories included in the matrix will meet the requirements of the RRC. ZA Harvey will provide a draft of the Implementation Matrix and will have it attached to the MP, once approved by RRC. If the PC is ok with this structure, she will move forward to preparing the matrix. Because it is a policy document, the PC can go thru it and prioritize the items (1, 2, 3, rank) for the May meeting and make any suggestions for edits.

- Chairperson DeBoer sees it as a mirror of the Master Plan.
- ZA Harvey said that when the work has been completed in the Matrix, it will show the completed items. The MP is reviewed every 5 years.

2. Amendment to the Zoning Ordinance to provide for 'alternative, innovative housing types; beyond the Mill PUD

- Section 7.2 – ZA Harvey said that this is easy to address. The RRC evaluated and concluded that our ordinance had to allow for 2 or more housing uses. Currently the ordinance does not state it. The RRC felt that multi-family use was only for the Mill PUD. Row houses and attached single family homes should be added.
- ZA Harvey said that another option would be to point out that the Master Plan has an Implementation Strategy that states alternate housing types. Lists included what was on the RRC list. Quick amendments to the MP could be as follows:
 1. In RM District (currently multi-family dwelling) the mill PUD states multi-family dwellings. (one family attached dwelling, same language)
 2. Go into RT currently transitional zone to buffer single and 2 family from Commercial area. Low impact use such as offices, duplexes, 2-4 family dwellings. Add housing to this section (principle uses permitted as a use option) and could make it a special land use. The MP does not care if it is permitted or a special use.
- ZA Harvey stated that in this form, the PC could move forward with a public hearing in May. She sees a consensus of support to amend the R-M District in include attached single family as a permitted use and to amend the R-T District to include 3-4 Unit dwellings as a special land use. Also, to amend Section 2.4 to include definition of one family attached dwelling and 3-4 family dwellings.
- To recap the ZA will:
 - 1) Revise the Sign draft and resubmit to the City Manager.
 - 2) Complete the matrix for the Master Plan and give to the City Manager

3) Alternate housing – She will prepare a public hearing notice.

3. Parks and Recreation Committee Update – Lyon-Jenness

- Lyon-Jenness reported that there are 4 members of the Parks and Recreation Committee: Holly Evans, Dennis Collison, Cheryl Lyon-Jenness, and Sandy Bliesener. They meet one time a month and are directed by the Parks and Recreation Master Plan for projects.
- Purview of the Committee:
 - Trestle removal and kayak launch construction – summer 2024, funded by the River Trustees grant
 - Vegetation control removal along Commerce Lane. KNC does removal, funded by River Trustees grant – Spring 2024
 - On-going discussion of Urban Wildlife Corridor. Project funded by River Trustees grant
 - Grant applications in past years – unsuccessful
 - 2 Sparks Grant for infrastructure improvement in Kindleberger Park
 - Consumers Energy grant for upgrading/repair of overlooks along Commerce Lane
 - Consumers Energy grant for development of the paper trail
 - Development of Parchment Takes Root Tree Fund Program. General request for donations went out with the last tax bill. City Commission dedicates \$10,000. Donations are solicited. Fund used to develop plans, plant trees, maintain trees, provide matching funds, etc. Expenditure suggestions from Parks and Recreation Committee, approved by City Commission.
 - Efforts to develop tree inventory and assessment in Kindleberger Park. No responses to 3 RFP's. Parks and Rec members will develop a simplified park tree inventory. Discussion of planting plan is ongoing.
 - Commerce Lane enhancement. Work on tentative plans to enhance Riverfront Park along Commerce Lane. Current focus is on north end near new overlook and kayak launch, but will develop plan for entire park area along Commerce Lane and seek grant funding to support. Picnic areas, signage from River Valley Trail and plantings for the Riverfront area will be planned.

8. Comments from Planning Commissioners

- Chairperson DeBoer thanked the ZA for taking the lead, thanked the City Commission members for attending and for their interest, and thanked the City Manager for the Zoning Map notice.

9. Next Meeting – May 22, 2024 at 6pm

10. Adjournment – Motion by Lyon-Jenness, supported by Brooks. All: Ayes. Meeting ended at 7:48 pm.

Memo

To: Mayor Britigan and City Commission

From: City of Parchment Rate Committee

Date: May 7, 2024

Re: Trash and Recycling service rates

Annual Review of Trash and Recycling Rates

The City of Parchment's Rate Committee met to review the city's trash and recycling rates in order to set them for the coming year. We looked over the rate increases the Republic contract has enumerated for FY 2024 (\$7.50 per quarter per trash account, \$5.00 per yard waste account), as well as the costs city hall incurs in the billing of the service (approx. \$1.50 per quarter per bill) to arrive at the following rates:

Large Trash \$39.00 per quarter; Small Trash \$38.00; Senior Back door trash \$39.00; Back door trash \$54.00; Yard Waste \$150.00; Bulk Tag \$30.00

The intent is to have the rates accurately reflect the city's costs, without overcharging residents. The rates will be established at our next meeting via resolution, as is the annual practice.

In addition, we discussed the idea to move the recycling charge off of the quarterly billing and onto the winter tax bill. The practice would be in keeping with several of our municipal neighbors, would be spread more equitably across all residences (including duplexes (2 units), triplexes (3 units) etc., but not apartment complexes or businesses), and would only be paid on the winter tax bill. Charging each unit \$71.00 (as opposed to the current annual cost of \$80.00) in the coming fiscal year would cover costs for recycling, bulk pickup and HHW.

Recommended action: to authorize the City Treasurer/Clerk to move forward with the steps necessary to adopt the above rates and changes to recycling billing.

City of Parchment



| Pricing per quarter | Republic 2023 | Republic 2024 | Republic 2025 | Current City Pricing | Proposed City Pricing | Incr/(Dectr) |
|--|---------------|---------------|---------------|----------------------|-----------------------|--------------|
| Large Trash | \$ 30.00 | \$ 37.50 | \$ 39.75 | \$ 30.00 | \$ 39.00 | \$ 9.00 |
| Small Trash | \$ 30.00 | \$ 37.50 | \$ 39.75 | \$ 29.00 | \$ 38.00 | \$ 9.00 |
| Backdoor trash (senior rate will be \$39.00) | \$ 54.00 | \$ 61.50 | \$ 65.19 | \$ 32.00 | \$ 54.00 | \$ 22.00 |
| Recycling | \$ 12.90 | \$ 13.50 | \$ 14.31 | \$ 20.00 | \$ 20.00 | \$ - |
| Yard Waste | \$ 140.04 | \$ 150.00 | \$ 159.08 | \$ 125.00 | \$ 150.00 | \$ 25.00 |
| Bulk tag | \$ 30.00 | \$ 25.00 | \$ 26.50 | \$ 25.00 | \$ 30.00 | \$ 5.00 |

Quarterly Billing Expenses

| | Current | Per Unit Cost (585) | Per Unit Cost (629) |
|------------------------|-----------|---------------------|---------------------|
| Envelopes/paper/copies | \$ 114.08 | \$ 0.20 | \$ 0.18 |
| Postage | \$ 374.40 | \$ 0.64 | \$ 0.60 |
| City Staff | \$ 414.00 | \$ 0.71 | \$ 0.66 |
| Totals | \$ 902.48 | \$ 1.54 | \$ 1.45 |

RECYCLING BREAKDOWN

| | Current Trash Billing | 2024 Winter Tax Prop | 2025 Winter Tax Prop |
|-----------------------------------|-----------------------|----------------------|----------------------|
| Number of active recycling units | 563 | 629 | 629 |
| Annual Cost per unit | \$ 80.00 | \$ 71.00 | \$ 74.00 |
| Annual receipts per unit | \$ 45,040.00 | \$ 44,659.00 | \$ 46,546.00 |
| Annual Republic Recycling charges | \$ 30,496.00 | \$ 32,325.76 | \$ 34,265.31 |
| Annual Bulk Trash and HHW charges | \$ 12,000.00 | \$ 12,000.00 | \$ 12,000.00 |

| CITY LOSSES/GAINS | Current City Receipts | Current Republic Costs | GAIN/(LOSS) |
|---------------------------------|-----------------------|------------------------|-------------------|
| Backdoor | \$2,944.00 | \$4,968.00 | (\$2,024.00) |
| Yard Waste | \$18,250.00 | \$20,300.00 | (\$2,050.00) |
| Recycling | \$44,640.00 | \$30,495.60 | \$14,144.40 |
| Trash | \$44,283.63 | \$60,801.01 | (\$16,517.38) |
| TOTAL PER GENERAL LEDGER | 110,117.63 | \$116,564.61 | (6,446.98) |

MEMORANDUM

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

From: Nancy R Stoddard, Parchment City Manager

Date: May 30, 2024

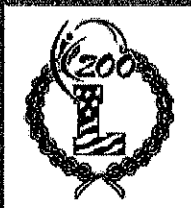
Re: Permission to Use Kindleberger Park for Training

Background: Lawrence Edmonds from the Kalamazoo Leaders, a non-profit organization spoke to the Commission about the training program that they would like to hold in Kindleberger Park for young people

Discussion: Please see the enclosed materials that have been provided by Mr. Edmonds. He will do a presentation for the City Commission and answer any questions that may arise. A video will be forwarded to the Commission members so that they may see what a training session looks like.

Recommendation:

Motion to grant permission to the Kalamazoo Leaders to hold training sessions in Kindleberger Park, June 11- July 18, 2024.



**KZOO LEADERS
PRESENTS**

SAND-HILLS- STAIRS

The Kalamazoo Area's Exclusive Speed & Agility
Training Program

Ages 7-18

PRICING

- \$250 *UPFRONT* FOR 6 WEEKS
- \$300 *INCREMENTAL*
PAYMENTS *OVER 6 WEEKS*
- \$25 *INDIVIDUAL SESSIONS*

PROGRAM DATES

EVERY TUESDAY & THURSDAY

STARTS: JUNE 11, 2024

ENDS: JULY 18, 2024

Activities

6:30PM

| Training Type | Benefits |
|----------------------------|-----------------------------|
| Hurdles, Jump Rope, Ladder | Improved agility |
| Hills | Strength, Power, Endurance |
| Plyometrics | Power, Speed, Agility |
| Sand | Balance, Coordination, Core |
| Stairs | Cardiovascular, Lower body |



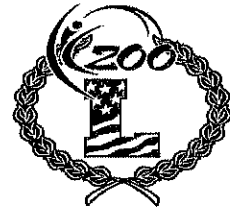
**SCAN QR CODE
HERE FOR MORE
INFORMATION**

**The Kzoo LEADERs program
has demonstrated its
effectiveness in training
Professional, Division-1 and
elite high school athletes.**



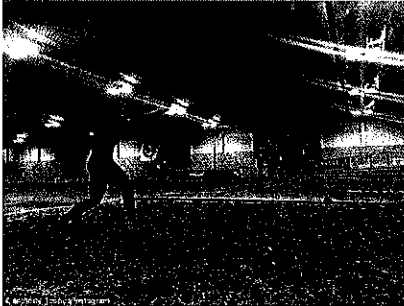
KZOO LEADERS

625 Harrison St. Kalamazoo, MI 49007
Tel (269) 744-8946 Fax (269) 276-0201
Email: Lawrence@Kzooleaders.org
www.Kzooleaders.org

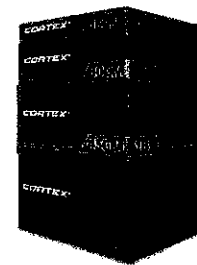
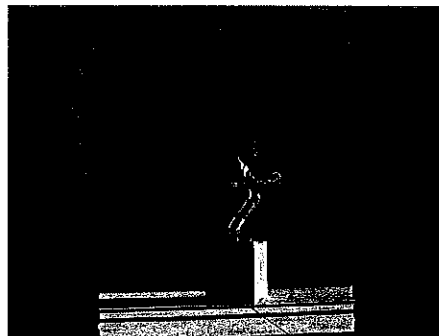
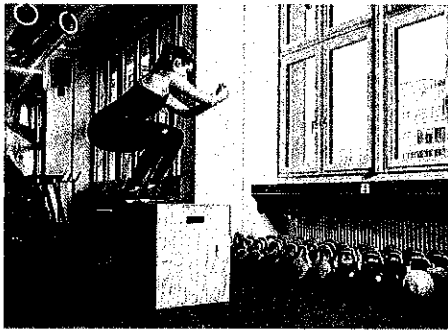


Kzoo LEADERS Add-on List for Kindleberger Park:

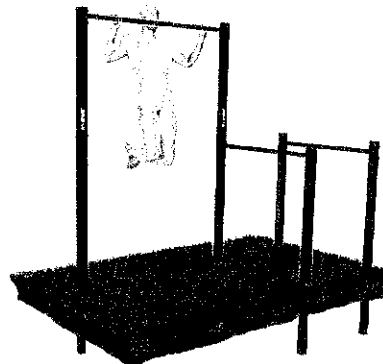
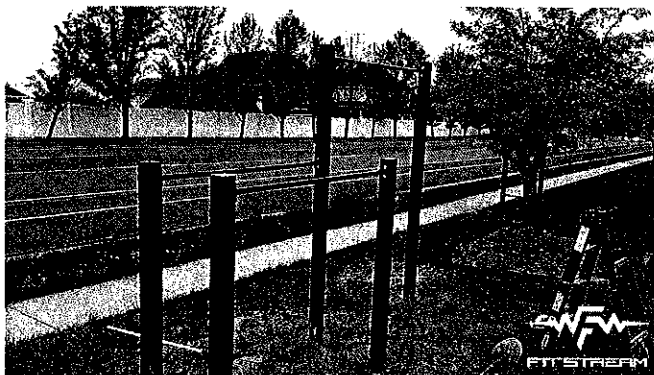
- Larger Sand Pit (25yds x 25yds)



- Plyometric Boxes (Inputted into the sand)



- Pull up bar & Dip Bars (Adult Size & Kid Size)



Kzoo LEADERS is a 501(c)3 Non-Profit Organization dedicated to enhancing the life and leadership skills of Kalamazoo youth and providing opportunities for competitors to continue to compete and hone their skills in their chosen sport year-round. All donations made to the Kzoo LEADERS or any of its affiliate organizations (teams) are tax deductible and greatly appreciated. EIN 26-1397992/Non-Profit ID#70309]

“Strength is in the mind, Courage from the heart!”

**FIRE CONTRACT
BETWEEN THE CITY OF PARCHMENT AND THE CHARTER TOWNSHIP
OF KALAMAZOO**

PARTIES

This Fire Protection and Service Agreement is made this 3rd day of June, 2024 by and between the City of Parchment, a Michigan home-rule city, (hereinafter "City") and the Charter Township of Kalamazoo, a Michigan Charter Township (hereinafter "Township") by and through the Charter Township of Kalamazoo Fire Department ("Fire Department"), the address of which is 1720 Riverview Drive, Kalamazoo, Michigan for the provision of fire protection and services by the Fire Department in the City.

RECITALS

WHEREAS, the parties are parties to Fire Services Agreements executed in December 2, 2019 as amended and renewed pursuant to which the Township has provided fire protection and other emergency services in the City; and

WHEREAS it is the desire of the City of Parchment to continue to contract with the Charter Township of Kalamazoo for the provision of fire services and protection within the boundaries of the City of Parchment; and

WHEREAS, the Charter Township of Kalamazoo has the manpower and facilities for the continued provision of such fire protection to the City of Parchment; and

WHEREAS, the parties hereto wish to continue such arrangement under the terms and conditions established within this Contract.

STATUTORY AUTHORITY

WHEREAS, MCL 124.2 provides that "(a)ny municipal corporation shall have power to join with any other municipal corporation, or with any number or combination thereof by contract, or otherwise as may be permitted by law, for the ownership, operation, or performance, jointly, or by any 1 or more on behalf of all, of any property, facility or service which each would have the power to own, operate or perform separately"; and

WHEREAS, MCL 124.3(1) provides that "(a) municipal corporation may contract for adequate consideration with a person or another municipal corporation to furnish to property outside the municipal corporate limits any lawful municipal service that it is furnishing to property within the municipal corporate limits"; and

WHEREAS, MCL 41.806 provides that "(i)f a township board, or the township boards of adjoining townships acting jointly, have organized and are maintaining a police or fire department, the board, or boards acting jointly, may also contract with townships, villages, or cities that also

maintain a police or fire department or with any other person, organization, or group to provide police or fire apparatus, equipment, or personnel or police or fire protection within the City”.

NOW, THEREFORE the Township and the City agree as follows:

Service Area:

The service area covered by this contract is the City of Parchment, as shown on Exhibit A, attached hereto.

Services Provided by Fire Department:

- Fire suppression including the suppression/fighting and mitigation of structure fires, electrical fires, appliance malfunctions, wood and brush fires, grass and field fires, smoke investigations, vehicle fires, controlled burned, illegal burns, burning of building materials, and trash/dumpster fires.
- Accident and Rescue Operations for personal injury accidents, vehicle accidents, industrial and agricultural accidents, crashes, and natural disasters.
- Medical First Responder services including medical assists, addressing medical emergencies, and patient stabilization but not including transport.
- Miscellaneous Other Services including carbon monoxide checks, downed power lines standby, addressing hazardous materials spills, the provision of mutual aid, proper handling of explosives; severe weather standby; and alarms/false alarm checking.
- Fire Department administration and management, including the provision of a Fire Chief and record keeping and training tracking.
- The Township shall be solely responsible for the structure and operation of the fire department.

Services not provided by the Fire Department:

Ambulance or patient transport, Advanced Life Support, Building Inspections.

No new services will be added, no services may be curtailed, and no alteration to the Service Area may occur except by an amendment to this agreement executed by both parties pursuant to a resolution adopted by the governing body of each party.

Costs borne by the Township:

The Township will pay all operational costs including the payment of salaries, incidental services such as administrative and legal services, utilities, budgeting, department auditing, records management, computer, administration and oversight of department operations, supplies and materials and training costs.

City Fire Barn, Equipment, Parades and Events:

City Fire Barn: The Fire Department shall have the right, authority and ability to store equipment and/or vehicles as deemed appropriate or necessary by the Fire Chief at the City Fire Barn located at: 650 S. Riverview Dr.

City Fire Engine:

The City shall keep and maintain at its expense a City of Parchment Fire Engine. The Township Fire Department is authorized to make use of such vehicle as shall be necessary to undertake its operations including in the provision of mutual and auto aid.

In anticipation of vehicle replacement of the City Fire Engine, the City shall make diligent effort to place money into a Capital Improvement Fund designated for Fire Engine replacement. The fund balance shall be shared by the City to the Fire Department Chief at the end of each calendar year. The Township Fire Chief shall approve any replacement apparatus prior to purchase which shall be based on the type of apparatus, age, condition and specifications.

In addition to the contract costs, if third-party maintenance and/or costs are needed for the City of Parchment Fire Engine, the City of Parchment shall be responsible for the payment thereof. The Township Fire Department shall provide an itemized bill of costs, which shall be paid within 30 days by the City.

The City of Parchment Fire Engine will be provided and staffed by Township fire department members for the following list of community events:

- a. Little League Parade
- b. Homecoming Parade
- c. Kindleberger Parade
- d. Wassailing Event

Before the City of Parchment Fire Engine appears at the community events described in the above paragraph, the Charter Township of Kalamazoo Fire Department shall ensure that all parade courses have been properly approved by the Charter Township of Kalamazoo Police.

Any additional costs associated to the participation of the Charter Township of Kalamazoo Fire Department with the community events described in this section (e.g. traffic control) shall be invoiced and paid separately from staffing costs.

Fees for Fire Protection Services to be Paid by the City of Parchment:

The City shall pay an annual \$35,000 fee to cover administrative work, reporting, in house maintenance, labor and miscellaneous items for the term of this contract payable in a lump sum billed by the Township and paid by January 31st each year with first annual payment due on January 31, 2025; and

The City shall budget for and set aside \$30,000 annually in each fiscal year of this contract (July 1 through June 30 of the following year) which shall be made available to the Fire Chief for purchase of upgraded equipment and other necessary items to be placed on the City Fire Engine. Any remaining funds at the close of the fiscal year shall be transferred to the City’s Capital Fund for apparatus replacement and reported to the Fire Chief.

Monthly Charges and Billing

Fire and EMS services. Fire and EMS calls in the City of Parchment will be billed at a rate of \$300 per call per hour, with each call exceeding 61 minutes being billed at the full hourly rate; and

Fire Marshal services. Fire Marshal services for site plan review such as for conceptual meetings requested by developers or prior to submitting plans for development will be billed at a rate of \$75.00 per hour. Fire Investigation services after the clearing of suppression members shall also be billed at a rate of \$75.00 per hour.

Billing and payment for Fire and EMS and Fire Marshal services. The Fire Department will bill these fees to the City monthly in conjunction with its report outlining responses and fire marshal services provided by it in the City for the prior month, which fees are due and payable 30 days after invoicing.

These fees are in addition to special event fees, maintenance fees, and City Fire Truck maintenance and repairs identified separately in this document.

City Fire Engine maintenance and equipment expenses. Because these charges are not regularly recurring costs, the Township will submit bills for equipment purchases and other third-party expenses directly to the City for processing.

Term and Termination

This Fire Protection Services Agreement is effective July 1, 2024 through June 30, 2026.

Either party may request early termination of this Agreement upon 120 days’ written notice to the other as follows :

| | |
|-----------------------|-------------------------------|
| City of Parchment | Charter Township of Kalamazoo |
| City Manager | Fire Chief |
| Mayor | Supervisor |
| (contact information) | (contact information) |

Structure and Operation of Fire Department while providing services in the City

The Charter Township of Kalamazoo shall have the right to store equipment and vehicles related to the operation of the Charter Township of Kalamazoo Fire Department at 650 South Riverview Drive, Parchment, Michigan 49004 in the building commonly known as the “Fire Barn” or “Fire Station.”

The City of Parchment shall provide for the preservation and securing of premises located within its community after the Charter Township of Kalamazoo Fire Department services are rendered and after the Charter Township of Kalamazoo Fire Department has left the scene.

It is further agreed that the Charter Township of Kalamazoo Fire Department shall not be liable to the City or any residents thereof for damages to persons or property necessarily or accidentally incurred at the scene of or while operating in conjunction with an emergency incident where members of the Charter Township of Kalamazoo Fire Department are engaged in any portion of the work associated with mitigating the incident. In like matter, the City shall not be held liable for damage to the Charter Township of Kalamazoo Fire Department equipment.

Fire investigations in the City of Parchment will be handled by the Kalamazoo County Fire Investigation Response Team. The Township Fire Marshal or his designee will coordinate all activities associated with fire investigations. The Township Fire Marshal shall not be responsible for any facility or building inspections, life safety inspections or pre-fire planning within the City of Parchment; however the Fire Marshal shall have the authority to enforce Fire Codes for the safety of residents and firefighters alike, should the Fire Department deem conditions warrant

That the Charter Township of Kalamazoo Fire Department shall maintain such insurance as will adequately protect it, the Township and the City from claim(s) under the Worker’s Compensation Disability Act and from claim(s) for damages because of bodily injury, including death, or from any other liability for its operation under this contract, whether such operation be by the Charter Township of Kalamazoo Fire Department or by anyone directly or indirectly employed by it.

The Charter Township of Kalamazoo Fire Department will be responsible for securing all insurance information for fires it responds to.

IN WITNESS WHEREOF City of Parchment and the Charter Township of Kalamazoo have executed this Agreement by authority of its City Council and Township Board, respectively this _____ day of _____, 2024.

CHARTER TOWNSHIP OF
KALAMAZOO

Donald D. Martin
Township Supervisor

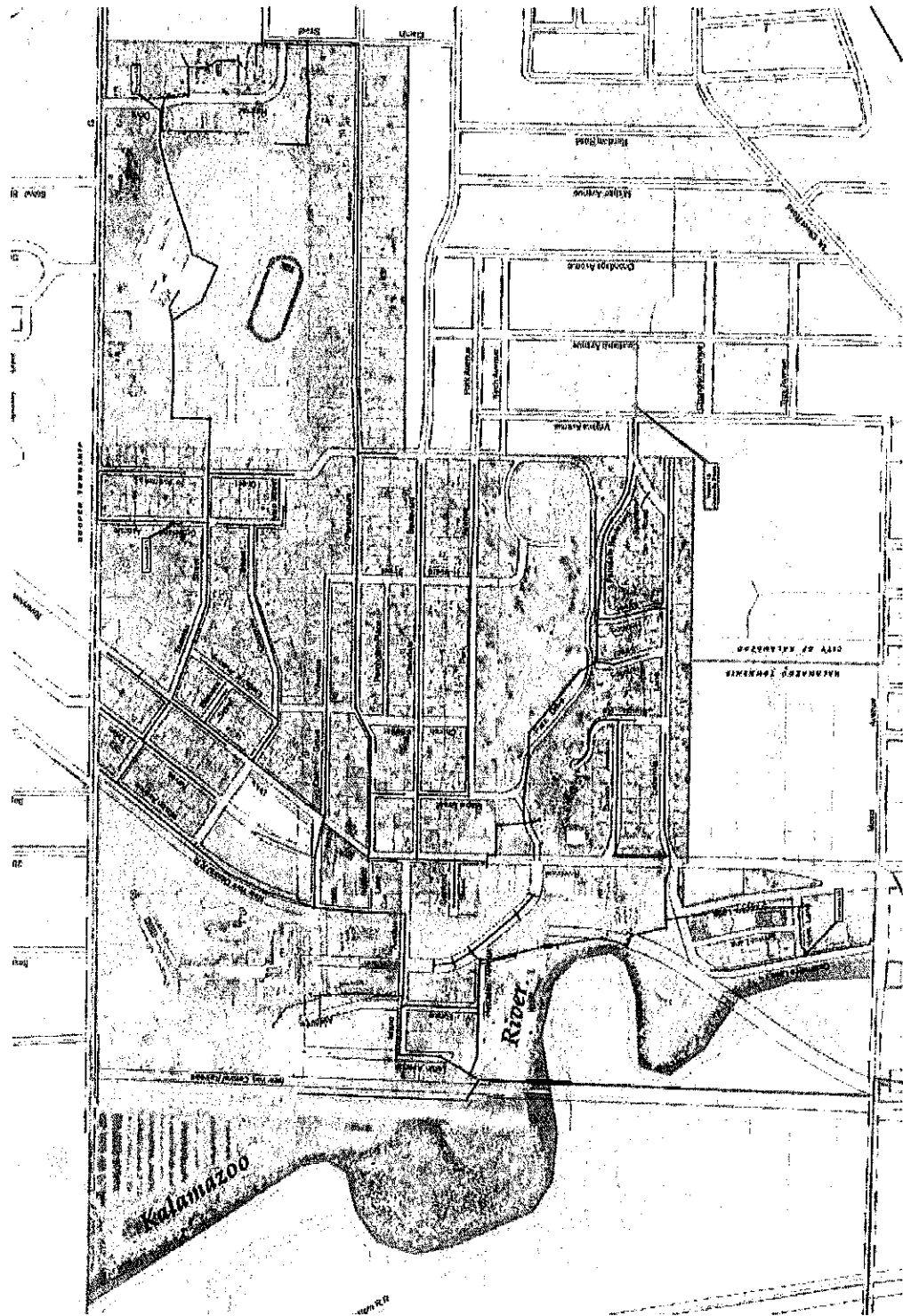
Lisa Mackie
Township Clerk

CITY OF PARCHMENT

Robert D. Britigan, III
Mayor

Nancy Stoddard
City Manager

Appendix A – City Limits of Parchment, MI



City of Parchment
2024-2025

Resolution to Establish the 2024 Millage Rate #2024-4

At a regular meeting of the City Commission of the City of Parchment held on Monday, June 3, 2024 the following millage resolution was offered by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City of Parchment Board of Review has completed its review and correction of the Assessment Roll for 2024; 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 | 56,816,971 |
| PERSONAL PROPERTY | 3,276,300 |
| TOTAL ASSESSMENT ROLLS | \$60,093,271 |

WHEREAS, the City Commission has adopted a budget for the 2024-2025 fiscal year which will require the levy of 16.2049 mills in order to adequately fund the operations of the City of Parchment; and

WHEREAS, the City Commission has complete authority to establish that 16.2049 mills be levied in 2024 for operating purposes; and

WHEREAS, the City Commission of the City of Parchment did hold a public hearing Monday, June 3, 2024 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 2024 is hereby set at 16.2049 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 \$906,207 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 2024-2025 GENERAL OPERATIONS in the amount of \$906,207.

The roll call vote was as follows:

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

Resolution declared adopted this 3rd day of June, 2024.

Shannon Stutz
Treasurer/Clerk

2024 TAX RATE REQUEST (This form must be completed and submitted on or before September 30, 2024.)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

Carefully read the instructions on page 2.

| | | | | | |
|-----------------------|----------------|--|--|--|------------|
| County | KALAMAZOO | | 2024 Taxable Value of All Properties in the unit as of 5/28/2024 | | 59,542,662 |
| Local Government Unit | PARCHMENT CITY | | Less Veterans | | |

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec. 211.119.

The following tax rates have been authorized for levy on the 2024 tax roll.

| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) |
|--------------------|------------------|--|-------------------|-------------------|-------------------------------------|-------------------|--|---------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| Purpose of Millage | Date of Election | Original Millage Authorized by Election, Charter, etc. | 2023 Millage Rate | 2024 Millage Rate | 2024 Current Year Millage Reduction | 2024 Millage Rate | Sec. 211.34 Truth in Assessing or Equalization | Maximum Allowable Millage Rate* | Millage Requested to be Levied July 1 | Millage Requested to be Levied Dec. 1 | Expiration Date of Millage Authorized |
| Operating | 5/2001 | 17.0000 | 16.4701 | 0.9839 | 16.2049 | 16.2049 | 1.0000 | 16.2049 | 16.2049 | 16.2049 | Unlimited |

| | | | | | | | |
|---|---------------|------------------|----------------|--------------------|-----------------------|------|-------------|
| Prepared by | Mathew Hansen | Telephone Number | (269) 383-8960 | Title of Preparer | Equalization Director | Date | May 7, 2024 |
| <p>CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary, to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary to comply with MCL Sections 211.24e, 211.34, and for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, MCL 380.121(3).</p> | | | | | | | |
| <input type="checkbox"/> | Clerk | Signature | | Print or Type Name | | Date | |
| <input type="checkbox"/> | Secretary | Signature | | Print or Type Name | | Date | |
| <input type="checkbox"/> | Chairperson | Signature | | Print or Type Name | | Date | |
| <input type="checkbox"/> | President | Signature | | Print or Type Name | | Date | |
| <p>*Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.</p> | | | | | | | |
| <p>** IMPORTANT: See instructions on page 2 regarding where to find the millage rate used in column (5).</p> | | | | | | | |

Local School Districts Only: Complete if requesting millage to be levied. See 570 Bill 17 of 2024 for instructions on completing this section.

| | |
|--|--|
| Total School District Operating Rates to be levied (HH/Supp and NH Oper ONLY) | |
| For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal. | |
| For Commercial Personal | |
| For All Other | |

HEADLEE & MCL 211.34 ROLLBACK COMPUTATIONS

| SOURCE AND PURPOSE OF OPERATING ONLY MILLAGE | PRIOR YEAR'S PERM REDUCED or REDUCED | CURRENT MILLAGE REDUCTION FRACTION | CURRENT PERM. REDUCED MILLAGE * | TRUTH IN ASSESSING or TRUTH IN EQUALIZATION FRACTION | CURRENT MAXIMUM ALLOWABLE MILLAGE RATE |
|--|--|------------------------------------|---|--|--|
| | NEWLY VOTED MILLAGE see MCL 211.34d(9) | | | | |
| Post debt & specials to L-4029. | Last year's L-4029 col. (7) | L-4029 col. (6) | L-4029 col. (7) | L-4029 col. (8) | L-4029 col. (9) |
| <u>Allocated</u> <u>Operating</u> | <u>16.4701</u> | x <u>0.9839</u> | = <u>16.2049</u> | x <u>1.0000</u> | = <u>16.2049</u> |
| <small>was the above millage approved since this April 30? Y = YES</small> | | <u>0.9839</u> | = <u>0.0000</u> | x <u>1.0000</u> | = <u>0.0000</u> |
| <small>was the above millage approved since this April 30? Y = YES</small> | | <u>0.9839</u> | = <u>0.0000</u> | x <u>1.0000</u> | = <u>0.0000</u> |
| <small>was the above millage approved since this April 30? Y = YES</small> | | <u>0.9839</u> | = <u>0.0000</u> | x <u>1.0000</u> | = <u>0.0000</u> |
| <small>was the above millage approved since this April 30? Y = YES</small> | | <u>0.9839</u> | = <u>0.0000</u> | x <u>1.0000</u> | = <u>0.0000</u> |
| <small>was the above millage approved since this April 30? Y = YES</small> | | <u>0.9839</u> | = <u>0.0000</u> | x <u>1.0000</u> | = <u>0.0000</u> |
| <small>was the above millage approved since this April 30? Y = YES</small> | | <u>0.9839</u> | = <u>0.0000</u> | x <u>1.0000</u> | = <u>0.0000</u> |
| <small>was the above millage approved since this April 30? Y = YES</small> | | <u>0.9839</u> | = <u>0.0000</u> | x <u>1.0000</u> | = <u>0.0000</u> |
| Total of newly voted & last year's perm reduced millage. | <u>16.4701</u> | | <u>16.2049</u> | | <u>16.2049</u> |
| | | | 2024 MAXIMUM ALLOWABLE OPERATING MILLAGE UNDER HEADLEE & MCL 211.34 = | | <u>16.2049</u> |

NOTE: The only way to levy more than your maximum millage due to the Headlee rollback is to have voters approve additional millage.

If you plan to levy the Base Tax Rate or less, you do not need to hold a Truth in Taxation Hearing.

TRUTH IN TAXATION COMPUTATIONS

| | | | |
|---|-------------------|----------------|--------------------|
| 2024 BASE TAX RATE FRACTION: | (from L-4034) | <u>0.9361</u> | (1) |
| 2023 OPERATING MILLAGE RATE: | (actually levied) | <u>16.4701</u> | (2) |
| 2024 BASE TAX RATE: | (w/out hearing) | <u>15.4176</u> | (1) x (2) = (3) |
| 2024 MAX. ALLOWABLE OPERATING MILLAGE RATE: | | <u>16.2049</u> | (from above) = (4) |
| MINUS 2024 BASE TAX RATE: | (B.T.R.) | <u>15.4176</u> | (3) = (5) |
| MILLAGE INCREASE: | (with a hearing) | <u>0.7873</u> | (4) - (5) = (6) or |
| | | | (7) - (5) = (6) |

If you plan to levy more than the B.T.R. but less than the Max. Allowable, enter the amount here.

| | | |
|-------------------------|---------------|--------------------------------|
| <u>MILLAGE INCREASE</u> | <u>0.7873</u> | |
| 2024 BASE TAX RATE | 15.4176 | = <u>5.11%</u> |
| | | MILLAGE INCREASE FROM HEARING* |

| | |
|--|-------------------------------|
| <u>2024 TV x .001 x MILLAGE INCREASE</u> | = \$ <u>46,878</u> |
| | REVENUE INCREASE FROM HEARING |

| | |
|--------------------------------------|---------------------------------------|
| (2024 TV x 2024 BASE RATE) -1 | <u>918,005</u> |
| (2023 TV x 2023 ACTUAL OPER RATE) = | 925,295 = <u>-0.79%</u> |
| | 2024 REVENUE INCREASE WITHOUT HEARING |

*Must be published in notice of public hearing on increasing property taxes. Your current year's millage cannot exceed your maximum under Truth in Taxation unless authorized by the governing body at the hearing. Your current year's millage cannot exceed your Headlee maximum without a millage election.

2024 MILLAGE REDUCTION FRACTION CALCULATIONS WORKSHEET

L-4034

INCLUDING MILLAGE REDUCTION FRACTION CALCULATIONS NOT SPECIFICALLY ASSIGNED TO THE COUNTY EQUALIZATION DIRECTOR BY LAW

KALAMAZOO COUNTY TAXING JURISDICTION: PARCHEMENT CITY

| | | |
|---|----------------|------------|
| 2023 Unit Total Taxable Value | (Prior TV) | 56,180,274 |
| 2024 Losses to prior Taxable Value (MCL 211.34d) | (Losses TV) | 1,038,707 |
| 2024 Additions (MCL211.34d) | (Additions TV) | 638,800 |
| 2024 Unit Total Final Taxable Value (based on S.E.V.) | (Current TV) | 59,542,662 |
| 2024 Unit Total Taxable Value based on Assessed Valuation | (AV based TV) | 59,542,662 |
| 2024 Unit Total Taxable Value based on C.E.V. | (CEV based TV) | 59,542,662 |
| 2023 Inflation Rate (for 2024 Calculations) | (2023 CPI) | 1.051 |

1. Section 211.34d, M.C.L., "Headlee" (for each unit of local government)

See STC Bulletins 3 of 1995, 3 of 1997 and 19 of 2002 regarding the calculation of additions and losses.

$$\begin{array}{r}
 (\text{2023 Total T.V.} - \text{2024 Losses}) \times \text{CPI} \\
 (\underline{56,180,274} - \underline{1,038,707}) \times 1.051 = 57,953,787 = \boxed{0.9839} \\
 (\underline{59,542,662} - \underline{638,800}) \\
 (\text{2024 Total T.V.} - \text{2024 Additions}) = 58,903,862 \quad \text{2024 Millage Reduction Fraction (Headlee)} \\
 \text{ACTUAL} \quad \quad \quad 0.9839 \quad \quad \quad \text{Round to 4 decimal places in the conventional manner.}
 \end{array}$$

2a. Section 211.34, M.C.L., "Truth in Assessing" (for cities and townships if S.E.V. exceeds A.V. for 2024 only)

$$\begin{array}{r}
 \underline{\text{2024 Unit Total Taxable Value based on AV}} = \underline{59,542,662} = \boxed{1.0000} \\
 \underline{\text{2024 Unit Total Final Taxable Value (based on S.E.V.)}} = \underline{59,542,662} \quad \text{2024 Rollback Fraction (Truth in Assessing)} \\
 \text{ACTUAL} \quad \quad \quad 1.0000 \quad \quad \quad \text{Round to 4 decimal places in the conventional manner.}
 \end{array}$$

See STC Bulletin No. 2 of 2024 for more information regarding this calculation.

2b. Section 211.34, M.C.L., "Truth in County Equalization" (for villages, counties and authorities if S.E.V. exceeds C.E.V. for 2024 only)

$$\begin{array}{r}
 \underline{\text{2024 Unit Total Taxable Value based on C.E.V.}} = \underline{59,542,662} = \boxed{1.0000} \\
 \underline{\text{2024 Unit Total Final Taxable Value (based on S.E.V.)}} = \underline{59,542,662} \quad \text{2024 Rollback Fraction (Truth in County Equalization)} \\
 \text{ACTUAL} \quad \quad \quad 1.0000 \quad \quad \quad \text{Round to 4 decimal places in the conventional manner.}
 \end{array}$$

See STC Bulletin No. 2 of 2024 for more information regarding this calculation.

3. Section 211.24e, M.C.L., "Truth in Taxation" (for each taxing jurisdiction that levied more than 1 mill for operating purposes in 2023 only)

$$\begin{array}{r}
 (\text{2023 Total T.V.} - \text{2024 Losses}) \\
 (\underline{56,180,274} - \underline{1,038,707}) = \underline{55,141,567} = \boxed{0.9361} \\
 (\underline{59,542,662} - \underline{638,800}) \\
 (\text{2024 Total T.V.} - \text{2024 Additions}) = \underline{58,903,862} \quad \text{2024 Base Tax Rate Fraction (Truth in Taxation)} \\
 \text{Use the same amounts for additions and losses as were used for the 211.34d ("Headlee") rollback.} \\
 \text{Round to 4 decimal places in the conventional manner.}
 \end{array}$$

NOTE: The truth in taxation BTRF is independent from the cumulative millage reductions provided by MCL sections 211.34d and 211.34. The Base Tax Rate equals the BTRF X last year's Operating Rate levied.



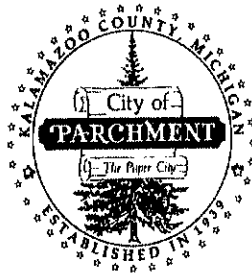
CITY OF PARCHMENT

To: Parchment City Commission
From: Robert D. Britigan III, Mayor
Cc: Nancy Stoddard, City Manager
Date: 5/30/2024
Re: Zoning Board of Appeals Appointment

Tim Lasher has moved away from the City and resigned his position on the Parchment Zoning Board of Appeals (ZBA). Please accept the appointment of Bob Cox to serve Tim's remaining term ending in February 2025.

Your consideration of this appointment is greatly appreciated.

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



MEMORANDUM

To: Nancy Stoddard, City Manager

From: Shannon Stutz, City Treasurer

Date: May 30, 2024

Subject: Year End Budget Amendments

In reviewing financials for the fiscal year end, I have identified the following budget amendments necessary to avoid negative budget variances.

1. 101-540 (revenue) increase budget \$24,100 and 101-200-800.river (expense), increase budget \$24,100 to record the revenue and expenses involved with the grant for trestle work. This is revenue neutral.
2. 401-702/775/800 (expense) increase budget \$34,000 for Veteran's Memorial expenses like benches, the plaque, tress, installation and costs for second installation of bricks.