

AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

May 6, 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 April 15, 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. 1514 – action
- ii. Warrant No. 1515 - action
- iii. Planning Commission Meeting Minutes, March 27, 2024 – receive
- iv. KABA 2024 April Permits Report - receive
- v. Kindleberger Park Reservation, Pavilion 5, Herman Birthday Party – action
- vi. Kindleberger Park Reservation, Pavilion 4, Baker Birthday Party – action
- vii. Kindleberger Park Reservation, Pavilion 4, Wayne Graduation Party – action
- viii. Kindleberger Park Reservation, Pavilion 4, Daniels Birthday Party – action
- ix. Kindleberger Park Reservation, Pavilion 1, Potts Family Reunion – action
- x. Kindleberger Park Reservation, Pavilion 1, Whitworth Baby Shower – action
- xi. Kindleberger Park Reservation, Pavilion 1, Tipton Grad Party – action
- xii. Kindleberger Park Reservation, Pavilion 1, Dunfield Birthday Party – action
- xiii. KATS Policy Committee Meeting Minutes, March 27, 2024 - receive

8. Public Hearing for the 2024-2025 Budget Year

9. Unfinished Business

- A. Urban Wildlife Corridor Agreement - action

10. New Business

- A. Presentation by Sean McBride, Central County Transportation Authority - receive
- B. Ordinance to Adopt the Amended C-3 General Business District - action
- C. Ordinance to Amend the Parchment City Code of Ordinances - Designating Flood Areas under the State Construction Code Act – action

11. Citizen Comments – Items ON or OFF the Agenda

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

12. Mayor and Commissioner Comments

13. City Manager Comments

14. Adjournment

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY, APRIL 15, 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 Madaras, supported by Commissioner Cooper to approve the minutes of the April 1, 2024 Regular meeting. **Motion Carried.**

4. Additions or changes to the agenda.

Add Credit Card statement to the consent agenda. Moved by Commissioner Mendoza, supported by Commissioner Conner to approve the agenda as amended. **Motion Carried.**

5. Citizen Comments – Items ON the Agenda

None.

6. Consent Agenda

A. Questions by Commissioners were answered regarding specific items. Moved by Commissioner Cooper, supported by Commissioner Mendoza, to approve the consent agenda items. **Motion Carried.**

7. Unfinished Business

A. Fire Department Proposals – action. Mayor Britigan provided a recap of where the renewal of the fire contract negotiations are. City Manager Stoddard explained the two proposals: 1) has administrative flat fee and per call charges, and includes \$30,000 for maintenance on the current 711 engine, 2) selling the department to Kalamazoo Township. Commissioner questions were answered by the City Manager and Attorney Soltis. Moved by Commissioner Fooy, supported by Commissioner Conner to accept proposal 1 as presented and to keep the 711 truck and authorize the City Manager to negotiate the contract. Some discussion took place, surrounding concern for the 711. Roll call vote was as follows:

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

Nays: Cooper.

Absent: None.

Abstain: None.

Motion Carried 6-1.

8. New Business

A. Purchase Agreement for 250 Wilson, Dan Bussema – action. Mayor Britigan reported that Mr. Bussema sent his apologies that he wasn't able to attend. He then detailed the purchase price of \$15,000, with earnest deposit, 60 day term for due diligence, adding that this agreement is "similar to the Coronado" purchase; intended use is for hydroponics. City Manager Stoddard noted that Mr. Bussema submitted information about vertical farming, and that the Planning Commission has vetted this purchase. Commissioner questions were answered. Moved by Commissioner Madaras, supported by Commissioner Mendoza to approve the purchase agreement as presented and authorize the City Manager to execute all documents related to this action. Roll call vote was as follows:

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

Nays: Cooper, Fooy.

Absent: None.

Abstain: None.

Motion Carried 5-2.

9. Citizen Comments

Lt. Scott Jackson, Kalamazoo Township Police Department, reported on the first quarter of the year as follows: 299 service calls, resulting in 102 reports. He gave other detail and answered commissioner questions.

10. Mayor and Commissioner Comments

Commissioner Mendoza mentioned he was glad that the commission was finally able to move forward on the purchase agreement. He also thanked Lt. Jackson for his report.

Commissioner Cooper said she wanted to explain her vote, saying she disagreed with keeping the fire truck as part of the motion. She said that was "premature".

Vice Mayor Jordan thanked Lt. Jackson.

Mayor Britigan reminded everyone of the budget work session following the meeting, and the subsequent public hearing for the budget on May 6.

11. City Manager Comments/Reports

City Manager Stoddard 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 8:07 p.m.

Shannon Stutz, City Clerk



City of Parchment
 Check Register Report
 Warrant 1514

Check	Check Date	Vendor Name	Description	Amount
38058	04/15/2024	CONSUMERS ENERGY	CITYWIDE MONTHLY ENERGY USE	3,245.46
38059	04/15/2024	CUSTOM SANDBLASTING	19 ENGRAVED BRICKS - VETERAN'S	532.00
38060	04/15/2024	ENGINEERED PROTECTION SYSTEMS	WATER TREATMENT PLANT 05/01 TO 07/31/24	192.42
38061	04/15/2024	FISHBECK	PARCHMENT MILL SITE #2 MULTIPURPOSE GRAN	13,458.68
38062	04/15/2024	FORD, KRIEKARD, SOLTIS & WISE	PROFESSIONAL SVCS MARCH Gen'l \$843.75; Police \$175.00	1,018.75
38063	04/15/2024	HARVEY CONSULTING	PLANNING & ZONING - FEBRUARY	975.00
38064	04/15/2024	J & H OIL COMPANY	FUEL CHARGES - 03/15 TO 03/31/24	63.42
38065	04/15/2024	JAMES DUBY	INS DEDUCTIBLE REIMB - FEBRUARY	482.50
38066	04/15/2024	KALAMAZOO CITY TREASURER	CITY HALL 1/2/24 TO 4/1/24	390.27
38067	04/15/2024	KNIGHT OF COLUMBUS COUNCIL 1616	BINGO LICENSE FEE 2024	25.00
38068	04/15/2024	MARANA GROUP	TRASH BILLS - MARCH 2024	253.69
38069	04/15/2024	MLIVE MEDIA GROUP	PLANNING COMMISSION NOTICE	912.00
38070	04/15/2024	NANCY STODDARD	ZOOM - ON LINE MEETING PLATFORM	50.58
38071	04/15/2024	O'BOYLE COWELL BLALOCK & ASSOC	URBAN WILDLIFE CORRIDOR/TRESTLE PROJECTS	180.00
38072	04/15/2024	PREIN & NEWHOF	GIS MAPPING 2022-2024 THRU 03/30/2024	541.50
38073	04/15/2024	REPUBLIC SERVICES #249	CITY WIDE PICKUP - APRIL - ACCT #3-0249-	9,640.25
38074	04/15/2024	SBIS	EMPLOYEE & RETIREE INSURANCE - MAY 2024	12,787.64
38075	04/15/2024	SEVERANCE ELECTRIC CO INC	TRAFFIC SIGNAL MAINT - MARCH 2024	120.00
38076	04/15/2024	SHANNON STUTZ	MILEAGE - JAN, FEB, MARCH	174.06
38077	04/15/2024	THE FOUNTAINS	DEPOSIT FOR 2025 BINGO FOR BAGS	800.00



City of Parchment
Check Register Report
Warrant 1515

Check	Check Date	Vendor Name	Description	Amount
38078	04/30/2024	BS & A SOFTWARE	SOFTWARE ANNUAL SUPPORT - 5/1/24 TO 25	2,962.00
38079	04/30/2024	COMPANION LIFE	LIFE & AD&D INS - MAY LIFC3712	28.50
38080	04/30/2024	CONSUMERS ENERGY	CITYWIDE MONTHLY ENERGY USE	2,336.85
38081	04/30/2024	VOID		0.00
38082	04/30/2024	HANDLEY'S TREE SERVICE	PLAYGROUND MULCH	100.00
38083	04/30/2024	HONIGMAN	BROWNFIELD REDEV - ISLAND AND G AVE THRU	3,682.50
38084	04/30/2024	IRENE KINDER	ARTS & CRAFTS VENDOR REFUND (FROM 2022)	40.00
38085	04/30/2024	JAMES DUBY	INS DEDUCTIBLE REIMB - FEBRUARY	299.55
38086	04/30/2024	KALAMAZOO CO. ROAD COMMISSION	ENERGY USAGE - JAN & FEB	57.77
38087	04/30/2024	KALAMAZOO COUNTY GOVERNMENT	HHW QTRLY FEES - JAN-MARCH	1,091.80
38088	04/30/2024	POINT AND PAY	CC MONTHLY SERVICE FEE - MARCH	50.00

Planning Commission Meeting Minutes
March 27, 2024

- 1. Call to Order at 6:00 pm**
- 2. Roll Call** – Chairperson DeBoer, Commissioners Lyon-Jenness, Brooks, Bliesener, and City Manager Stoddard.
 - Motion to excuse Commissioner Dean by Chairperson DeBoer and supported by Bliesener. All: Ayes
- 3. Approval of Minutes – February 28, 2024**
 - Motion to accept the minutes with amendments by Bliesener and supported by Lyon-Jenness. All: Ayes
- 4. Additions/Changes to the Agenda – None**
- 5. Citizen Comments**
 - No comments
- 6. Old Business - None**
- 7. Public Hearing**
 - Motion to open the Public Hearing by Chairperson DeBoer, support by Bliesener
 - 1. Article 15 – Signs**
 - No comments on the Sign ordinance were received
 - Motion was made by Bliesener and supported by Brooks to move the Sign ordinance to the City Commission. Roll call vote: All ayes
 - 2. C-3 District – Amendment to add artisan trade/custom manufacturing/assembly with conditions as an allowed use.**
 - Chairperson DeBoer stated that it seems to make sense with the general qualifications.
 - Motion by Bliesener, supported by Brooks, to amend the C-3 District to include artisan use/custom manufacturing/assembly with conditions as an allowed use.
 - Roll call vote: All ayes
 - Chairperson DeBoer motioned to close the Public Hearing, supported by Brooks. All ayes.
- 8. New Business**
 - A. Site Plan Review for 751 Commerce Lane** – A request by Josh Allen of EJ Allen properties for Site Plan Review of the proposed occupancy of an existing commercial building by Independent Drum Lab, LLC. The subject property is within the C-3 District.

- Chairperson DeBoer shared what ZA Harvey emailed about the landscaping: No more new areas of landscaping are needed. The existing landscaping needs to be updated. He noted the gravel in those areas.
- Lyon-Jenness asked if Mr. Allen knew what plants were in those areas.
- Mr. Allen (joining the meeting on ZOOM) stated that he has not seen it in the spring/summer months. His intent will be to remove the weeds and see what is growing. He will contact ZA Harvey with the results and improve the landscaping beds with guidance from her.
- Lyon-Jenness asked that he consider what is going on across the street from his site.
- Bliesener noted that the PC will not be telling him what to do.
- Brooks asked that Mr. Allen update the PC on the clean-up and updating of the landscaped areas.
- Chairperson DeBoer said that ZA Harvey should get involved with the site plan and offer comments/suggestions. He noted that the parking and dumpster placement was marked on the site plan.
- Brooks said that the planting areas addressed need to have a commitment to updating of plantings, after Mr. Allen speaks with ZA Harvey.
- Motion was made by Bliesener to conditionally approve the site plan, upon the adoption of the C-3 District amendment to add Artisan Trade and/or craft production by the City Commission. Brooks supported the motion. Roll call: All ayes.

9. Comments from Planning Commissioners

- Chairperson DeBoer commented on the need for Redevelopment Ready Communities (RRC) requirements to be completed. ZA Harvey had stated at the Joint Meeting that the PC would be working on these items. He would like to see them prioritized for the April meeting, an update of items to the existing Master Plan and an Action Plan. He would like ZA Harvey to draft the Action Plan for the PC to discuss.
- Brooks asked for a copy of the Parks and Rec Master Plan to be sent to him.
- The City Manager said that an example of an Action Plan from the RRC would be sent to the PC members.
- Bliesener said that a list of Action Plan items could be prepared by the members.
- Brooks said that they could put together a subset of the major plan that talks about the steps that can be taken.
- Bliesener announced that there will be a Kalamazoo River Clean-up on April 20. She said info will be sent to the PC members. Litter on the banks and in the river will be removed by volunteers.
- Lyon-Jenness stated that the Community Clean-Up Crew (CCC) was planning to meet at the river that day from 10a-12pm.
- City Manager Stoddard said that large sturdy waste bags will be provided by the City and that the PW staff will pick them up after the clean-up.

- Lyon-Jenness said that the CCC meets April through October for clean-ups in the Community.

10. Next Meeting – April 24, 2024 at 6pm

11. Adjournment – Motion by Lyon-Jenness, supported by Brooks. All: Ayes. Meeting ended at 6:53 pm.



2024 MONTHLY PERMITS BY JURISDICTION

MONTH OF APRIL 2024			
JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	16	4063.00
COMSTOCK	ELECTRICAL	18	3234.00
COMSTOCK	MECHANICAL	24	3663.00
COMSTOCK	PLUMBING	9	1423.00
COMSTOCK	SPECIAL - JURISDICTION	2	200.00
COMSTOCK	SPECIAL - HOMEOWNER	-	0.00
TOTAL COMSTOCK		69	\$ 12,583.00
KALAMAZOO	BUILDING	15	9048.00
KALAMAZOO	ELECTRICAL	20	4353.00
KALAMAZOO	MECHANICAL	14	2473.65
KALAMAZOO	PLUMBING	9	1472.00
KALAMAZOO	SPECIAL - JURISDICTION	7	700.00
KALAMAZOO	SPECIAL - HOMEOWNER	-	0.00
TOTAL KALAMAZOO		65	\$ 18,046.65
PARCHMENT	BUILDING	1	104.00
PARCHMENT	ELECTRICAL	1	120.00
PARCHMENT	MECHANICAL	2	266.00
PARCHMENT	PLUMBING	1	105.00
PARCHMENT	SPECIAL - JURISDICTION	-	0.00
PARCHMENT	SPECIAL - HOMEOWNER	-	0.00
TOTAL PARCHMENT		5	\$ 595.00
PINE GROVE	BUILDING	5	1732.00
PINE GROVE	ELECTRICAL	5	1059.00
PINE GROVE	MECHANICAL	3	655.00
PINE GROVE	PLUMBING	2	456.00
PINE GROVE	SPECIAL - JURISDICTION	-	0.00
PINE GROVE	SPECIAL - HOMEOWNER	-	0.00
TOTAL PINE GROVE		15	\$ 9,902.00
RICHLAND	BUILDING	16	6689.00
RICHLAND	ELECTRICAL	12	1811.00
RICHLAND	MECHANICAL	12	2115.00
RICHLAND	PLUMBING	8	1673.00
RICHLAND	SPECIAL - JURISDICTION	-	0.00
RICHLAND	SPECIAL - HOMEOWNER	-	0.00
TOTAL RICHLAND		48	\$ 12,288.00
RICHLAND VILLAGE	BUILDING	-	0.00
RICHLAND VILLAGE	ELECTRICAL	-	0.00
RICHLAND VILLAGE	MECHANICAL	-	0.00
RICHLAND VILLAGE	PLUMBING	1	105.00
RICHLAND VILLAGE	SPECIAL - JURISDICTION	-	0.00
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	-	0.00
TOTAL RICHLAND VILLAGE		1	\$ 105.00
TOTAL		203	\$ 47,519.65

REVENUE	REVENUE
APRIL 2023	% PREV YEAR MONTH
\$ 57,279.00	83.0%

PERMITS	PERMITS
APRIL 2023	% 2023 - YTD
211	96%



2024 MONTHLY PERMITS BY JURISDICTION

YEAR TO DATE AS OF APRIL

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	55	17231.00
COMSTOCK	ELECTRICAL	65	12399.00
COMSTOCK	MECHANICAL	139	32498.50
COMSTOCK	PLUMBING	70	13828.00
COMSTOCK	SPECIAL - JURISDICTION	4	400.00
COMSTOCK	SPECIAL - HOMEOWNER	1	55.00
TOTAL COMSTOCK		334	\$76,419.50
KALAMAZOO	BUILDING	47	14487.00
KALAMAZOO	ELECTRICAL	56	12890.00
KALAMAZOO	MECHANICAL	107	20390.45
KALAMAZOO	PLUMBING	39	6093.00
KALAMAZOO	SPECIAL - JURISDICTION	16	1650.00
KALAMAZOO	SPECIAL - HOMEOWNER	14	825.00
TOTAL KALAMAZOO		279	\$56,335.45
PARCHMENT	BUILDING	6	667.00
PARCHMENT	ELECTRICAL	6	696.00
PARCHMENT	MECHANICAL	6	719.00
PARCHMENT	PLUMBING	2	210.00
PARCHMENT	SPECIAL - JURISDICTION	1	100.00
PARCHMENT	SPECIAL - HOMEOWNER	0	0.00
TOTAL PARCHMENT		21	\$2,392.00
PINE GROVE	BUILDING	11	5615.00
PINE GROVE	ELECTRICAL	17	2951.00
PINE GROVE	MECHANICAL	15	2632.00
PINE GROVE	PLUMBING	7	1608.00
PINE GROVE	SPECIAL - JURISDICTION	0	0.00
PINE GROVE	SPECIAL - HOMEOWNER	1	55.00
TOTAL PINE GROVE		51	\$12,861.00
RICHLAND	BUILDING	60	32828.00
RICHLAND	ELECTRICAL	59	12984.00
RICHLAND	MECHANICAL	54	10820.00
RICHLAND	PLUMBING	34	6844.00
RICHLAND	SPECIAL - JURISDICTION	0	0.00
RICHLAND	SPECIAL - HOMEOWNER	1	50.00
TOTAL RICHLAND		208	\$63,526.00
RICHLAND VILLAGE	BUILDING	1	104.00
RICHLAND VILLAGE	ELECTRICAL	1	116.00
RICHLAND VILLAGE	MECHANICAL	0	0.00
RICHLAND VILLAGE	PLUMBING	2	210.00
RICHLAND VILLAGE	SPECIAL - JURISDICTION	0	0.00
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	0	0.00
TOTAL RICHLAND VILLAGE		4	\$430.00
TOTAL KABA	YTD	897	\$211,955.95

REVENUE	REVENUE
YTD - APRIL 2023	% 2023 - YTD
284,804.00	74.4%

REVENUE
% 2024 YTD BUDGET
84.0%

PERMITS	PERMITS
YTD - APRIL 2023	% 2023 - YTD
779	115.1%

2024 MONTHLY CUMULATIVE TOTALS			
# PERMITS	REVENUE		
204	\$ 38,815.00		JAN
232	\$ 56,847.50		FEB
258	\$ 68,773.80		MAR
203	\$ 47,519.65		APR
-	\$ -		MAY
-	\$ -		JUN
-	\$ -		JUL
-	\$ -		AUG
-	\$ -		SEP
-	\$ -		OCT
-	\$ -		NOV
-	\$ -		DEC
897	\$ 211,955.95		

Kindleberger Park Reservation Form

Sunken Garden/Gazebo (\$250 non-resident/\$150 resident) (3 hour block)
\$100 deposit required

Stage (\$350 non-resident/\$200 resident) (3 hour block) \$100 deposit required

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

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

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

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

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

Name: Stephanie Herman Phone: 269-270-2093

Address: 1502 E. Mosel ave. Kalamazoo, MI 49004

Email: stephanieherman1984@gmail.com Alternate Phone: _____

Date of Event: May 11, 2024 Time: 12pm - 4pm

Type of event: Birthday Party

Approximate number of attendees: 25

Will there be music as part of your event? just on my cell phone

Name of DJ, musical performer, sound technician: _____

Decorations, rental chairs/tents/tables? Describe: Balloons, banners, signs and table decorations

Name & address for deposit return: Stephanie Herman
1502 E Mosel ave. Kalamazoo, MI 49004

[Signature]
Signature

4-22-24
Date

*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: [Signature] Date: 4-23-24

Payment amount received: _____ Receipt # 85330

Check # _____ Cash _____ Credit

APPROVAL

Signature

Date

Kindleberger Park Reservation Form

Sunken Garden/Gazebo (\$250 non-resident/\$150 resident) (3 hour block)
\$100 deposit required

Stage (\$350 non-resident/\$200 resident) (3 hour block) \$100 deposit required

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

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

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

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

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

Name: Holly Baker Phone: 270-8848
Address: 147 Haymac Dr. Parchment, MI 49004
Email: thehollybakers@gmail.com Alternate Phone: 585-648-6162
Date of Event: May 19, 2024 Time: 3:00 pm

Type of event: Birthday party
Approximate number of attendees: 20
Will there be music as part of your event? no
Name of DJ, musical performer, sound technician: n/a

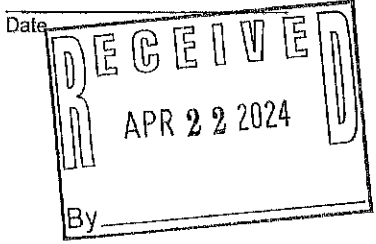
Decorations, rental chairs/tents/tables? Describe: Simple decorations: happy bday sign, flowers, balloons
Name & address for deposit return: Holly Baker: same as above

Signature: Holly Baker Date: April 22, 2024

*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: [Signature] Date: 4-22-24
Payment amount received: \$50 Receipt # _____
Check # 130 Cash _____ Credit _____

Signature _____



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 Pavillion 1 Upper (\$100 non-resident, \$50 resident) (4 hour block)

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

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

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

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

Name: Chanelle Wayne Phone: 269-217-3744

Address: 1715 Cameron St Kal. MI. 49001

Email: Well02288@gmail.com Alternate Phone: 269-806-1997

Date of Event: June 7th 2024 Time: 3-7 2-6 ~~8~~

Type of event: Graduation party

Approximate number of attendees: 75

Will there be music as part of your event? yes

Name of DJ, musical performer, sound technician: Q

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

Name & address for deposit return: Chanelle Wayne
1715 Cameron St Kal. MI 49001

Chanelle Wayne 4-16-24
Signature Date

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: [Signature] Date: 4-~~21~~¹⁶-24

Payment amount received: \$100 Receipt # 5240
Check # Cash Credit

APPROVAL

Signature Date

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: Jamie Neale-Daniels Phone: 269 419 6732

Address: 3232 Birch Lane Kalamazoo MI 49004

Email: relentless90@gmail.com Alternate Phone: _____

Date of Event: 6/1/24 Time: 3:00pm - 7pm

Type of event: Birthday

Approximate number of attendees: 20

Will there be music as part of your event? no

Name of DJ, musical performer, sound technician: _____

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

Name & address for deposit return: _____

Jamie Neale-Daniels
Signature

4-15-24
Date

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: [Signature] Date: 4-15-24

Payment amount received: _____ Receipt # 5234

Check # _____ Cash _____ Credit cc

APPROVAL

Signature

Date

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: Estella Potts Phone: 993-7697

Address: 550 Haymac #1

Email: potts.estella68@gmail.com Alternate Phone: _____

Date of Event: 7-20-24 Time: 12-4pm

Type of event: Family Reunion

Approximate number of attendees: 100

Will there be music as part of your event? yes- home speaker

Name of DJ, musical performer, sound technician: _____

Decorations, rental chairs/tents/tables? Describe: No - just lawn chairs

Name & address for deposit return: _____

Signature: on phone Date: 4-12-24

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: 4-12-24

Payment amount received: \$50 Receipt # _____
Check # _____ Cash _____ Credit X

APPROVAL

Signature _____ Date _____

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: Allyson Whitworth Phone: (269) 823-8658

Address: 143 N Riverview Dr. Apt 305, Parchment MI, 49004

Email: allyw1021@gmail.com Alternate Phone: (269) 812-1338

Date of Event: June 15th, 2024 Time: 2pm - 5pm

Type of event: Baby shower

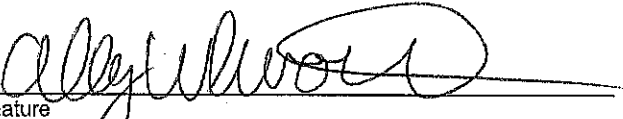
Approximate number of attendees: 30

Will there be music as part of your event? Maybe

Name of DJ, musical performer, sound technician: home speaker

Decorations, rental chairs/tents/tables? Describe: Streamers, etc.

Name & address for deposit return: _____

Signature:  Date: 4/29/24

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

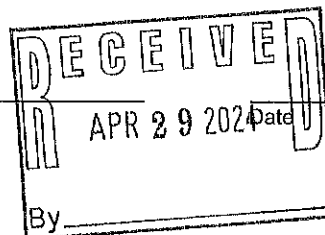
Application received by: KS Date: 4-29-24

Payment amount received: \$50 Receipt # _____

Check # _____ Cash Credit _____

APPROVAL

Signature _____



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: Tia Tipton Phone: 269.993.2483
 Address: 3312 Brookmont Dr Kal, MI 49004
 Email: sarahlynn259@gmail.com Alternate Phone: _____
 Date of Event: 06-28-24 Time: 4pm - 8pm
 Type of event: Graduation
 Approximate number of attendees: ≈ 10-15
 Will there be music as part of your event? NO
 Name of DJ, musical performer, sound technician: Ø

Decorations, rental chairs/tents/tables? Describe: Table signs, table, stools

Name & address for deposit return: Tia Tipton, 3312 Brookmont Dr Kal, MI 49004

Signature: Tia L. Tipton Date: 05-01-24

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: [Signature] Date: 5/1/24
 Payment amount received: \$ 100 Receipt #: 5427
 Check # _____ Cash _____ Credit
APPROVAL

Signature _____ Date _____

Kindleberger Park Reservation Form

_____ **Sunken Garden/Gazebo** (\$250 non-resident/\$150 resident) (3 hour block)
\$100 deposit required

_____ **Stage** (\$350 non-resident/\$200 resident) (3 hour block) \$100 deposit required

- Picnic Pavilion 1** (\$100 non-resident, \$50 resident) (4 hour block)
_____ **Picnic Pavilion 2** (\$100 non-resident, \$50 resident) (4 hour block)
_____ **Picnic Pavilion 3** (\$100 non-resident, \$50 resident) (4 hour block)
_____ **Picnic Pavilion 4** (\$100 non-resident, \$50 resident) (4 hour block)
_____ **Picnic Pavilion 5** (\$100 non-resident, \$50 resident) (4 hour block)

Name: Katrina Dunfield Phone: 269 569 1931
Address: 1109 Baker Dr. Kalamazoo MI 49008
Email: kahemenck@yahoo.com Alternate Phone: 269 488 8911
Date of Event: 5/19/2024 Time: 3:30

Type of event: Birthday party for 8 year old son
Approximate number of attendees: Roughly 50 between kids + adults
Will there be music as part of your event? NO
Name of DJ, musical performer, sound technician: N/A

Decorations, rental chairs/tents/tables? Describe: Just standard birthday balloons
we will have a pinata but will clean it all up when done
Name & address for deposit return: N/A flat rate of 100/4 hrs. No
deposit to be returned

Signature: Katrina Dunfield Date: 5/2/2024

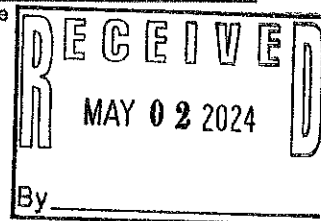
*This reservation form is your receipt, confirming your reserved area.
Should you experience any problem during your event, please contact the
Kalamazoo Township Police Department at 269-488-8911.*

FOR INTERNAL OFFICE USE:
Application received by: KS Date: 5-2-24
Payment amount received: \$100 Receipt # _____
Check # _____ Cash _____ Credit X

APPROVAL

Signature _____

Date _____



KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE

Minutes of the March 27, 2024 Meeting

CALL TO ORDER

The March 27, 2024 Policy Committee Meeting was called to order at approximately 9:00 a.m. at Metro in Kalamazoo, by Chairperson Thompson.

INTRODUCTIONS

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

ROLL CALL

Meeting attendance was recorded on the sign-in sheet.

MEMBERS PARTICIPATING

Curt Aardema	Central County Transportation Authority
David Anderson	City of Kalamazoo
Cheri Bell	Oshtemo Township
Heather Bowden	Michigan Department of Transportation, Planning
Rob Britigan	City of Parchment
Marsha Drouin	Richland Township
John Gisler	Kalamazoo County
Todd Hackenberg	Village of Lawton
Robert Henderson	Van Buren Public Transit
Jeff Heppler	Village of Augusta
Carl Keller	Village of Vicksburg
Greg Kinney	Van Buren County Road Commission
Judy Lemon	City of Galesburg
Pat McGinnis	City of Portage
Sherine Miller	Kalamazoo Township
Pete Pfeiffer	Michigan Department of Transportation, TSC
Jeff Sorensen	Cooper Township
Paul Sotherland	KATS Citizens' Advisory Committee
Randy Thompson, Chair	Comstock Township
Don Ulsh	Schoolcraft Township
Jerry VanderRoest	Charleston Township
Mark Worden	Road Commission of Kalamazoo County

MEMBERS ABSENT

Tracy Locey	Brady Township
Aditya Rama	Kalamazoo County Transportation Authority

OTHERS PARTICIPATING

Megan Mickelson	Kalamazoo Area Transportation Study
Elizabeth Rumick	Kalamazoo Area Transportation Study
Jon Start	Citizen
Steve Stepek	Kalamazoo Area Transportation Study
Ali Townsend	Kalamazoo Area Transportation Study
Bret Witkowski	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 Drouin, **“to approve the agenda of the March 27 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 FEBRUARY 28, 2024 MEETING

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

TITLE VI PLAN DRAFT

The Title VI Plan draft is included in the packet. Stepek explained no additional comments were received. The Technical Committee and Kalamazoo Area Transportation Study Staff recommend approval of the document. Britigan asked for reiteration of the process change incorporated into the plan. Stepek reminded attendees that that the Title VI plan was updated for the new Federal Highway Administration and Federal Transit Administration requirement that complaints filed with all local agencies that are subrecipients of federal funds be investigated at an agency one-level up.

Aardema moved, and it was duly seconded by Heppler, **“to accept and approve the Title VI Plan.”** MOTION CARRIED.

FY 2023-2026 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS

Referring to the amendments included in the meeting packet, Stepek highlighted the projects are mostly preventative maintenance, transit related job changes, bridge projects, and regional pavement markings. The largest project cost is for the Michigan Department of Transportation additional ramp installation from westbound I-94 to northbound US-131.

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

KATS CITIZENS’ ADVISORY COMMITTEE MEMBER REAPPOINTMENT

Steppek explained two members of the Kalamazoo Area Transportation Study (KATS) Citizens’ Advisory Committee (CAC) are up for reelection. They are Paul Sotherland and Kay Chase. Both are willing to continue serving. KATS Staff recommends their reelection. Please let KATS know of any other people interested in participating on the CAC.

Sorensen moved, and it was duly seconded by Worden, ***“to approve the reappointment of KATS Citizens’ Advisory Committee Members Paul Sotherland and Kay Chase.”*** MOTION CARRIED.

MEMORANDUM OF UNDERSTANDING WITH MICHIGAN DEPARTMENT OF TRANSPORTATION AND TRANSIT OPERATORS

The Memorandum of Understanding (MOU) is included in the meeting packet. Stepek explained the MOU outlines the federal planning responsibilities for Kalamazoo Area Transportation Study (KATS), transit, and the Michigan Department of Transportation. The only change is the addition of a couple words. KATS Staff recommend authorizing KATS Policy Committee Chairperson and KATS Executive Director to sign the agreement on the committee’s behalf. Then it will be forwarded to transit to sign.

Miller moved, and it was duly seconded by Sorensen, ***“to approve the Memorandum of Understanding with Michigan Department of Transportation and Transit Operators and for the Policy Committee Chairperson and the KATS Executive Director to sign the agreement.”*** MOTION CARRIED.

PUBLIC TRANSPORTATION UPDATES

Aardema reported St. Augustine students presented Metro drivers with gift certificates in celebration of Transit Appreciation Week. A banner outside Metro displays March 18, 2024 as National Transit Employee Appreciation Day. Aardema expressed appreciation for the entire Metro staff. Metro’s annual report is available on their kmetro.com website. Aardema invited attendees to Metro’s Microtransit presentation public meeting on April 8, 2024 at Comstock Township Hall. The Microtransit fare structure has been set. It will mirror the current bus system fare structure. The new service, named Metro Link, is an 18-month pilot program. Changes will be made after evaluation of program successes and areas for improvement. All aspects of the Microtransit program will be run by River North Transit, part of Via Transportation. The Central County Transportation Authority (CCTA) / Kalamazoo County Transportation Authority (KCTA) board entered into a unique partnership with the Oakland Drive and Winchell Avenue neighborhoods to install benches at Winchell Avenue and Whites Road bus stops. In 2021 and 2022, the board entered into two contracts to purchase five medium duty buses, each with 12 to 14 seats, for approximately \$100 thousand dollars each. The price of each bus has risen drastically, to approximately \$190 thousand dollars each. One cause of the price increase is fewer manufacturers. This price challenge is not only being experienced locally by Metro and other agencies purchasing large trucks, but nationally as well. Fewer buses will be purchased with less frequency because of the price. The lawsuit filed last year by Crossroads Mall against CCTA, KCTA, the City of Portage, and Kalamazoo County claimed that buses servicing the mall had damaged roads on the property. A judge has

dismissed the lawsuit. Crossroads Mall has now asked Metro to vacate the property. Discussion is ongoing for alternate locations to service the mall and surrounding retail hub.

EXECUTIVE DIRECTOR'S REPORT

As outlined in the memo in the meeting packet, Stepek pointed out that the April Policy Committee meeting will be held one week earlier than normal. The meeting will be held at the Road Commission of Kalamazoo County at 4400 South 26th Street instead of at Metro. Kalamazoo Area Transportation Study's (KATS) mid-year Unified Planning Work Program Amendment will be presented for adoption at the April meeting. It includes realignment of expenses and slightly more money for Region PASER Rating. At the May meeting, Federal Highway Administration and Federal Transit Administration will present the KATS Certification Review results. The Certification Review Report is available on the KATSmpo.org website.

NEW BUSINESS

No new business was brought forth.

PUBLIC COMMENTS

No Citizens' comments were made.

MEMBER COMMENTS

Pfeiffer of the Michigan Department of Transportation reported lots of projects will be starting up in April in the area.

Miller reported 63 acres in Kalamazoo Township on Douglas is in the process of being sold.

Worden thanked those that attended the recent open house for the new Road Commission of Kalamazoo County (RCKC) facility. RCKC looks forward to hosting the next meeting. RCKC was awarded a Department of Environment, Great Lakes, and Energy (EGLE) Scrap Tire Grant of approximately \$500 thousand dollars. Press releases will announce where and when the used tires will be used in the chip seal process. In response to Heppler's request for further information, Worden responded RCKC has used scrap tires in chip seal projects in 2018 and 2023. Evaluation of the use of tires showed the pavement did not fail. Results of the Safe Streets for All Study are available on the kalamazooountyroads.com website.

Sorensen reported Cooper Township is selling a 1991 model year 3,300-gallon tanker firetruck if anyone is interested in purchasing it. Replacement of the firetruck was planned for in the township's Capital Improvement Plan. Reconstruction of the Cooper Township Hall is ongoing. All attendees are welcome to attend this year's Kalamazoo County Chapter of the Michigan Township Association annual golf outing on June 28, 2024.

Anderson announced he has been reappointed as the City of Kalamazoo representative to the Kalamazoo Area Transportation Study Policy Committee.

Britigan reported the City of Parchment closed on a U.S. Department of Agriculture loan to repair, replace, and extend the useful life of its stormwater and wastewater pipe system throughout the city. Priority of the work will be based on the impact of failure as opposed to the age of the line. Three lift stations will be repaired, replaced, or refurbished.

Gisler has Avelo Airline coupons available for anyone interested. The downtown Kalamazoo Justice Center dedication ceremony will be held September 7, 2024.

Heppler reported the Village of Augusta continues working on the Washington Street Bridge project. The village is in the final phase of videotaping all sewer infrastructure lines to look for breaks. Most were installed in the 1980s. M-96 improvements are planned for the summer. A Comprehensive Rezoning Map Process is ongoing.

Aardema reminded attendees that construction is impacting key Metro bus routes. Refer to the kmetro.com website for route detours and pickup location adjustments.

McGinnis reported that the City of Portage will be wrapping up the Shaver Road project this year. The extensive Portage Road project will start on Monday and last all summer. The city is looking for an Assistant City Engineer.

Bell stated Oshtemo Township is looking for a Civil Engineer. The Private Streets and Mobility Ordinance and the Mixed-Use Ordinance both passed. The West Main and 7th Street sewer project is wrapping up. The township is awaiting a final decision by the Michigan Court of Appeals for its U.S. Department of Agriculture loans. Alternate funding will be pursued to continue progress on the sewer project. Microtransit was discussed at last night's board meeting. Also at the meeting, the Michigan Department of Transportation (MDOT) discussed major bridge projects planned in 2024, 2025, and 2026. Seeco Drive will be extended with the expectation that property to the east will develop significantly over the next year or two. The township is planning an extension of 8th Street. Staff have been working with MDOT for traffic calming on M-43.

Sotherland, Kalamazoo Area Transportation Study Citizens' Advisory Committee reported that bike corrals for bike parking will be installed in downtown Kalamazoo starting on April 10, 2024. At a prior meeting Gisler asked what percentage of people ride bikes and how many bicyclists are in Kalamazoo. In following up on the question, Sotherland responded that the answer is unknown, but an upcoming Commuter Challenge may help provide answers. Sotherland brought flyers for the Kalamazoo Commuter Challenge. This two-week event in May encourages as many people as possible to ride their bikes to work, shop, or dine. Riders will use the Love to Ride app to record rides. Data from the app can be collected and used to answer questions about ridership including the number of cyclists, and where people cycle.

Sorensen added he will be attending an Affordable Housing Meet and Greet tomorrow at the Kalamazoo County LandBank Office at 3:00 p.m. to discuss funds available to local units of government to help people in need. Members weighed in with their agency experiences related to housing assistance.

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, April 17, 2024 at 9:00 a.m.

Approved 4/17/24 (er)

**AGREEMENT FOR SERVICES TO PROVIDE A KALAMAZOO RIVER URBAN
WILDLIFE CORRIDOR PLAN**

by and between

Southwest Michigan Planning Commission
376 West Main Street Suite 130
Benton Harbor, MI 49022
(Hereinafter referred to as "SWMPC")

and

Parchment City
650 S Riverview Drive
Parchment, MI 49004
(Hereinafter referred to as "City")

THIS AGREEMENT shall enable the Southwest Michigan Planning Commission (SWMPC) to conduct a planning process and produce a Kalamazoo River Urban Wildlife Corridor Plan. This Agreement is entered into on this the ____ day of April, 2024. The Agreement exists by and between the Southwest Michigan Planning Commission (SWMPC) of 376 West Main Street, Suite 130 Benton Harbor, Michigan 49022, and Parchment City (City) 650 Riverview Drive, Parchment, MI 49004.

Terms and Conditions

THE PARTIES AGREE that the SWMPC will be retained to create a Kalamazoo River Urban Wildlife Corridor Plan with tasks detailed in Attachment A.

All work performed by the SWMPC pursuant to the terms of this Agreement shall be deemed "work for hire," and any intellectual property rights SWMPC may acquire by reason of the services performed pursuant to this Agreement shall be deemed assigned to the City upon performance of such work

Pursuant to the City of Parchment's ("City") agreement with the Michigan Department of Natural Resources, on behalf of the Kalamazoo River Natural Resources Trustee Council, entered into an agreement on October 30, 2023, for a grant for the performance of an Urban Wildlife Corridor

Plan Phase II, the City contracts with Southwest Michigan Planning Commission ("SWMPC") for them to conduct a planning process and produce the Kalamazoo River Urban Wildlife Corridor Plan Phase II. Accordingly, the SWMPC will provide the services listed in Attachment A at a cost not to exceed \$40,680. This amount includes any costs incurred for materials necessary to complete the tasks including but not limited to five copies of the final document, a USB flash drive with a word and pdf document, travel time and mileage costs incurred by the SWMPC to complete the Plan. The City (at their choosing) may be kept periodically informed of SWMPC expenses during the project. In the event that the City elects to expand the scope of work, the City will be provided invoices with a record of staff hours and the accompanying expenses to verify the additional amount. The SWMPC will invoice the City every quarter if expenses have accrued.

SWMPC agrees to conscientiously provide planning services outlined herein. SWMPC will devote all reasonable efforts to provide those services within a reasonable timeframe.

The City hereby agrees to indemnify and hold harmless SWMPC from any and all claims, damages or injury of any kind or nature whatsoever to all persons, and to all property, or loss of use thereof, caused by, resulting from, arising out of, or occurring in connection with the City's performance of or production of the Plan referenced herein.

Conversely, SWMPC agrees to indemnify and hold harmless the City from any and all claims, damages or injury of any kind or nature whatsoever to all persons, and to all property, or loss of use thereof, caused by, resulting from, arising out of, or occurring in connection with SWMPC's performance of or production of the Plan referenced herein.

This Agreement shall establish an independent contractor agreement between the City and the SWMPC, and shall not be construed as creating a partnership, joint venture, or any other business entity under which either party could take action to establish any obligation or liability for the other party. The SWMPC understands and agrees that it should be solely responsible for the timely reporting and payment of all income taxes and other governmental liabilities resulting from the performance of its services under this Agreement, which responsibility is not borne or shared by the City in any manner whatsoever.

Term of Agreement

This Agreement will be effective upon the signing by all parties. This Agreement shall be rendered null and void in the event that either the City or the SWMPC elects to end the Agreement. This Agreement will be terminated upon the receipt of written notice.

Southwest Michigan Planning Commission
376 West Main Street, Suite 130
Benton Harbor, Michigan 49022
Attention: K. John Egelhaaf, Executive Director
egelhaafj@swmpc.org

Parchment City
650 S Riverview Drive
Parchment, MI 49004
Attention: Nancy Stoddard
manager@parchment.org

This Agreement shall be governed by the laws of the State of Michigan. The effective date of this Agreement shall be the last date on which it is executed by the parties involved. IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the date below.

Southwest Michigan Planning Commission

Signature

Printed Name

Title

Date

Parchment City

Signature

Printed Name

Title

Date

Envisioning Our River: Kalamazoo River Urban Wildlife Corridor Plan

	JP	MH	Total
Write Introduction, Partnership, Planning Process, Background Sections		20	\$1,840.00
Inventory/Analysis Phase			\$18,360.00
Create additional maps (Wetland Functions, SWMLC data, etc)	40.00	10.00	\$3,840.00
Finalize maps, add data and narrative to the maps	20.00	40.00	\$5,140.00
Field inventories (SWMPC and SWMLC)			\$8,000.00
Steering Committee Meetings		15.00	\$1,380.00
Public Involvement			\$3,680.00
Public Meetings and Engagement		40.00	\$3,680.00
Goals, Objectives and Action Plan			\$5,980.00
Develop Goals and Objectives		20.00	\$1,840.00
Develop Implementation Actions		30.00	\$2,760.00
Steering Committee Meetings		15.00	\$1,380.00
Implementation Steps/Funding/Resources			\$4,140.00
Develop Timeline, First and Next Steps, Resources		30.00	\$2,760.00
Steering Committee Meetings		15.00	\$1,380.00
Finalize Draft and Format Document			\$3,680.00
Address comments/revisions		15.00	\$1,380.00
Final document editing/production		15.00	\$1,380.00
Transmittal letters/Distribution of Plan		10.00	\$920.00
Miscellaneous Expenses (Travel, Printing Final Plan, Meeting Supplies, etc.)			\$3,000.00
TOTAL	0	275	\$40,680.00

CITY OF PARCHMENT
KALAMAZOO COUNTY, MICHIGAN
ORDINANCE _____

AN ORDINANCE TO AMEND THE CITY OF PARCHMENT CODE OF ORDINANCES TO PROVIDE FOR DEFINITIONS OF ARTISAN TRADE AND CRAFT PRODUCTION; TO ADD A NEW SUB NUMBER 10 TO ARTICLE 10 (C-3 GENERAL BUSINESS DISTRICT), SECTION 10.2 (PRINCIPAL USES PERMITTED) OF APPENDIX A OF THE ZONING ORDINANCE, ALLOWING ARTISAN TRADE AND/OR CRAFT PRODUCTION ACTIVITIES; TO REPEAL ALL OTHER ORDINANCES OR PARTS THEREIN INCONSISTENT OR CONTRARY TO THIS ORDINANCE; AND TO PROVIDE FOR AN EFFECTIVE DATE FOR THIS ORDINANCE.

THE CITY OF PARCHMENT ORDAINS:

ARTICLE I

The definition of "Artisan Trade" is hereby added to Appendix A-Zoning Ordinance and shall now read:

Artisan Trade: A skilled craft worker who makes or creates material objects partly or entirely by hand, such as furniture, decorative art, tools, mechanisms such as clocks, clothing, etc.

ARTICLE II

The definition of "Craft Production" is hereby added to Appendix A-Zoning Ordinance and shall now read:

Craft Production: The manufacturing process of making products by hand, one by one, with or without the aid of tools. Typically reliant on a highly skilled craft worker. Examples include furniture, cabinetry, woodworking trades, metalsmith, pottery, etc.

ARTICLE III

Appendix A – Zoning Ordinance, Article 10, C-3 General Business District, Section 10-2, Principal Uses Permitted, Sub Number 10, is hereby added and shall now read:

ARTICLE 10. C-3 GENERAL BUSINESS DISTRICT

Sec. 10-2. Principal Uses Permitted

10. Artisan trade and/or craft production, subject the following conditions:
 - a. All activities shall occur within a completely enclosed building.
 - b. Outdoor storage of commodities shall be prohibited.
 - c. There shall be no external evidence, beyond the building, by way of dust, odor or noise of such activities.

ARTICLE IV

All Ordinances or parts thereof in conflict herewith are hereby repealed and shall be of no further force and effect. All Ordinances or parts thereof not amended or added to herein shall remain in force and effect.

ARTICLE V

Any and all sections, terms, provisions and/or clauses herein shall be deemed independent and severable. Should any court of competent jurisdiction hold any section, term, provision or clause void and/or invalid, all remaining sections, terms, provisions and/or clauses not held void and/or invalid shall continue in force and effect.

ARTICLE VI

This Ordinance shall take force and effect 30 days after publication after adoption by the City Commission.

CERTIFICATE

I, Shannon Stutz, City Clerk for the City of Parchment, do hereby certify that the foregoing City of Parchment Ordinance Number _____ was adopted by the City Commission at a regular meeting held on _____, 2024, and that the following is a record of the vote of the members of said City Commission on said Ordinance:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Shannon Stutz
City Clerk

CITY OF PARCHMENT

KALAMAZOO COUNTY, MICHIGAN

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE PARCHMENT CITY CODE OF ORDINANCES TO ADD CHAPTER 14, SECTIONS 14-42; DESIGNATE AN ENFORCING AGENCY TO DISCHARGE THE RESPONSIBILITY OF THE CITY OF PARCHMENT LOCATED IN KALAMAZOO COUNTY, AND TO DESIGNATE REGULATED FLOOD HAZARD AREAS UNDER THE PROVISIONS OF THE STATE CONSTRUCTION CODE ACT, ACT NO. 230 OF THE PUBLIC ACTS OF 1972, AS AMENDED.

THE CITY OF PARCHMENT ORDAINS:

ARTICLE I

Chapter 14, Sections 14-42 through 14-50 are hereby reserved.

ARTICLE II

Chapter 14, Sections 14-51 through 14-53 are hereby added and shall read:

SECTION 14-51. AGENCY DESIGNATED. Pursuant to the provisions of the State Construction Code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, the Kalamazoo Area Building Authority ("KABA") of the City of Parchment is hereby designated as the enforcing agency to discharge the responsibility of the City of Parchment under Act 230, of the Public Acts of 1972, as amended, State of Michigan. The City of Parchment assumes responsibility for the administration and enforcement of said Act through out the corporate limits of the community adopting this ordinance.

SECTION 14-52. CODE APPENDIX ENFORCED. Pursuant to the provisions of the State Construction Code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, Appendix G of the Michigan Building Code shall be enforced by the enforcing agency within the jurisdiction of the community adopting this Ordinance.

SECTION 14-53. DESIGNATION OF REGULATED FLOOD PRONE HAZARD AREAS. The Federal Emergency Management Agency (FEMA) Flood Insurance Study (FIS) Entitled "26077CY001B" (study title) and dated 7-31-2024 (Date) and the Flood Insurance Rate Map(s) (FIRMS) contained on index panel number(s) 179 (Number(s)) dated 7-31-2024 (Date) are adopted by reference for the purposes of administration of the Michigan Construction Code, and declared to be a part of Section 1612.3 of the Michigan

Building Code, and to provide the content of the "Flood Hazards" section of Table R301.2(1) of the Michigan Residential Code.

SECTION 14-54. MOST RESTRICTIVE STANDARDS. If another Ordinance contains standards inconsistent with the provisions of this Ordinance, the most restrictive standards shall apply.

ARTICLE III

PUBLICATION. This Ordinance duly adopted on _____ (Date) at a regular meeting of the Parchment City Commission and will become effective _____ (Date).

REPEALER. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SEVERABILITY. Any and all sections, terms, provisions and/or clauses herein shall be deemed independent and severable. Should any court or competent jurisdiction hold any section, term, provision or clause void and/or invalid, all remaining sections, terms, provisions and/or clauses not held void and/or invalid shall continue in force and effect.

EFFECTIVE DATE. This Ordinance shall take effect on _____.

CERTIFICATE

I, Shannon Stutz, City Clerk for the City of Parchment, do hereby certify that the foregoing City of Parchment Ordinance No. _____ was adopted by the City Commission at a regular meeting held on _____, 2024, and that the following is a record of the vote of the members of said City Commission on said Ordinance.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Shannon Stutz
City Clerk