



## AGENDA

### REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

September 3, 2024

7 P.M.

#### Parchment City Commission

Mayor Robert D. Britigan III

Vice Mayor Thomas Jordan  
Commissioner Doug Fooy  
Commissioner Robin Madaras

Commissioner Michael Conner  
Commissioner Tammy Cooper  
Commissioner Justin Mendoza

#### Officers

City Manager Nancy R. Stoddard  
City Attorney Robert Soltis  
City Treasurer/Clerk Shannon Stutz

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Roll Call**

**4. Approval of Minutes**

From the City Commission Meeting of August 19, 2024

**5. Additions/Changes to the Agenda - Approval**

**6. Citizen Comments – Items ON the Agenda**

*If you wish to comment regarding items ON the agenda, please follow the format below:*

- *State your name and address for the records*
- *You are allowed up to 5 minutes for your comments*
- *Please let us know if you require special accommodations by notifying the Clerk*

- *Reminder: You will be making a statement, without discussion from the Commission. You are always welcome to make an appointment with the City Manager to further discuss your comments.*

## **7. Consent Agenda**

*Items on the consent agenda will be dealt with one vote by the City Commission unless a Commissioner requests an item be dealt with individually.*

Motion to RECEIVE OR APPROVE as indicated:

- i. Planning Commission Meeting Minutes July 24, 2024 – receive
- ii. Kalamazoo Area Transportation Study, Policy Committee Meeting Minutes, June 26, 2024 - receive

## **8. Unfinished Business**

## **9. New Business**

- A. Kalamazoo Curling Club, Jerry Brownell – receive/action
- B. Memo - PHS Homecoming Parade, September 27 at 5pm - action
- C. Memo - 2025 Republic Bulk Trash Pick-Up – action
- D. Parchment Capital Improvement Plan for Redevelopment Ready Communities – action
- E. Memo - Proclamation Honoring Library Director Teresa Stannard - 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, AUGUST 19, 2024.**

**1. Call to order**

Mayor Britigan called the meeting to order at 7:00 p.m. then led everyone in the Pledge of Allegiance.

**2. Roll Call.**

Present: Mayor Britigan, Commissioners Cooper, Conner, Fooy (7:10pm), Jordan, and Madaras, City Manager Stoddard, City Treasurer/Clerk Stutz.

Absent: Mendoza.

Moved by Commissioner Cooper, supported by Commissioner Madaras to excuse the absence of Commissioner Mendoza.

**Motion Carried.**

**3. Approval of Minutes**

Moved by Commissioner Conner supported by Commissioner Cooper to approve the minutes of the August 5, 2024 Regular meeting. **Motion Carried.**

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

Add 9B. Kalamazoo Scottish Festival Contract - action. Moved by Commissioner Madaras, supported by Commissioner Conner to approve the agenda as amended. **Motion Carried.**

**5. Citizen Comments – Items ON the Agenda**

None.

**6. Consent Agenda**

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

**7. Unfinished Business**

A. Plainwell Kayak Company Letter of Request. Mayor Britigan gave a brief description of this request, then asked City Manager Stoddard to update the commission. Manager Stoddard noted that after discussion with Attorney Soltis, it is clear that any activity along the riverfront will be considered to be within a park, thus the people using the launch and pier are subject to our park ordinances. As such, no action is required.

**8. New Business**

A. Polling place change – action. Clerk Stutz explained that as in years past, she'd like to move the November election to a larger venue, namely PUMC. Many factors contribute to this, most relating to volume (parking, lines, voting stations) and ease for voters. Moved by Commissioner Madaras, supported by Commissioner Cooper to approve moving the polling place for the November 5, 2024 election to Parchment United Methodist Church, 225 Glendale, in Parchment. Roll call vote was as follows:

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

Nays: None.

Absent: Mendoza.

Abstain: None.

**Motion Carried 6-0.**

B. Kalamazoo Scottish Festival Contract – action. City Manager Stoddard presented the contract, noting it is almost identical to prior year's contract. She added that the commission had previously approved the group having live animals at their event, and indicated the location for them on the updated map. Commissioners had questions answered. Moved by Commissioner Cooper, supported by Commissioner Madaras to approve the Kalamazoo Scottish Festival contract as amended in item 13, and approving the exhibit to add live animals, authorizing the Mayor and City Clerk to execute all documents related to the action. Roll call vote was as follows:

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

Nays: None.

Absent: Mendoza.

Abstain: None.

**Motion Carried 6-0.**

**9. Citizen Comments**

Lisa Rodriguez, Vice President of Advancement at the YWCA, introduced herself and thanked the commission for approving their new signage at 550 S Riverview. She said she was excited to be in the community, adding that it's their operations and administrative teams that have moved to this location. Ms. Rodriguez recounted all of the ways that the YWCA is involved in the community, in addition to the ways they've intentionally been in \*this\* community.

**10. Mayor and Commissioner Comments**

Commissioner Cooper thanked Ms. Rodriguez for coming, adding that it's nice to have the YWCA in our community.

Commissioner Conner added his thanks to Ms. Rodriguez as well.

Commissioner Madaras also thanked Ms. Rodriguez and the YWCA for all the work they do in the greater Kalamazoo area. She then reminded everyone that the Summer Concert Series is coming to an end this weekend.

Commissioner Fooy apologized for being late, thanked Ms. Rodriguez, and then declared football season to have begun, inviting everyone to watch the Parchment Panthers on Thursday, the 29<sup>th</sup> for their first outing.

Vice Mayor Jordan echoed the thanks to the YWCA and Ms. Rodriguez for coming to the meeting and their work in the community.

Mayor Britigan welcomed and thanked Ms. Rodriguez, saying he was surprised at all the organization does. He then reported on his Michigan Mayors Conference, telling commissioners that he will send them a link that has lots of great learning opportunities. He then reminded everyone that the next commission meeting will be on Tuesday, September 3, the day after Labor Day.

**11. City Manager Comments/Reports**

City Manager Stoddard reminded everyone of the citywide survey done in 2017, and recounted all of the projects that were on the survey that have been completed since then (Veterans Memorial, coffee shop, demolish Bellisle Building, paving of Parchmount with speed bumps, acquiring mill property back from developers, new businesses on mill site, Redevelopment Ready Community status). She praised this commission for their efforts, adding that the kayak launch dedication will take place on October 12 at 11 am. The City Manager then offered if anyone had questions or concerns to contact her.

**12. Adjournment**

There being no further business to come before the Commission, it was moved by Commissioner Cooper and supported by all to adjourn the meeting at 7:40 p.m.

Shannon Stutz, City Clerk

## Planning Commission Meeting Minutes

July 24, 2024

### 1. Call to Order at 6:02pm

2. **Roll Call**—Chairperson DeBoer, Commissioners Bliesener, Dean, and Lyon-Jenness, Zoning Administrator (ZA) Harvey, Deputy Clerk Smith. Motion by DeBoer, second by Bliesener to excuse Brooks from the meeting due to illness. All ayes.

### 3. Approval of Minutes—June 26, 2024

- Lyon-Jenness stated the notes regarding Section 9-Branding of the Mill Site were not accurate. She suggested removing the third bullet entirely. DeBoer noted the fifth bullet should state the suggestions will be turned over to the Planning Commission.
- Motion by Lyon-Jenness to accept the minutes as written with the change of removing the third bullet in Section 9 and changing "City Commission" to "Planning Commission" as noted. Supported by Bliesener. All ayes.

### 4. Additions/Changes to the Agenda

- No changes

### 5. Citizen Comments

- Todd Kowalski, assistant fire chief and fire marshal of Kalamazoo Township addressed the Planning Commission. He has been talking to Manager Stoddard and wanted to introduce himself to the PC. He noted site plans come to him before they are presented to the PC so they can look for code compliance as well as other items that can help service a building in the event of fire. ZA Harvey added a fire review is an invaluable part of site plan review that some communities don't appreciate. Kowalski will provide the PC with his contact information, and he welcomes any comments or questions they may have for him.

### 6. Old Business

#### 1. 2024 Work Plan—Informational

- ZA Harvey stated she updates the work plan every couple of months as the PC completes items. She said they only have two items left on the list for the year, one of which should be completed tonight and the other August through November. She suggested adding more to the work plan for 2025 as they are moving quicker than planned. The PC will start the year with commercial and industrial design standards.

## 2. Implementation Matrix—Informational

- ZA Harvey went through the comments on the implementation matrix from the last meeting and added them to the plan. The plan was approved at the last meeting, but she wanted to provide the revised version for accuracy. Lyon-Jenness appreciated the addition of the parks and recreation committee to the trail plan section.

## 7. New Business

### 1. First Draft—Amendments to Zoning Ordinance related to Child Care Facilities—initial review/discussion

- ZA Harvey stated the goal of working on this ordinance is to bring it into compliance with state law. The ordinance will use definitions and standards from the state in the Zoning Enabling Act.
- There are 3 types of child care facilities—family childcare home, group childcare home, and day care center. Zoning Enabling Act states cities must allow family childcare home as a permitted accessory use in residential areas. There is more flexibility in group childcare homes or day care centers.
- The City can decide if group childcare home and daycare centers are allowed in all residential, under special use, or not at all. If they are added to RA single family zoning, it would also be added to RT and RM by default.
- Current City zoning allows “care centers” which are essentially day care centers as defined above in RA.
- ZA Harvey presumed the PC would want to specifically allow family childcare homes in RA one family. She presumed since group childcare is also home based like family childcare, just with a higher number of children allowed, she added it as a special land use in RA. Some municipalities choose to allow group childcare in medium and high density only and not in low.
- Regardless of the zoning or type of childcare, all childcare is required to be licensed and follow state guidelines for size, parking, adult ratios, etc. The City is allowed to regulate some design standards outside of state licensing.
- In C3, there is currently an accessory use for day care facilities, but it is redundant saying offices can have in house childcare. This should be changed.
- ZA Harvey noted some changes that should be made. Under child daycare center, it says “one or more preschool aged children”. In other sections, the term minor is used. Dean agreed it should say minor instead. ZA Harvey will make the change. Item 4 in section 12.31 is intended only to apply to group childcare homes. It should be moved under section 5 in a subsection. In section 5, she would like to change “shall” to “may”. “Day care center” has been changed to be “adult day care center” so the city can still consider zoning of these facilities. Adult day care is currently allowed in RA, RM, and RT.

- Lyon-Jenness stated in 5e the parking requirement seems too high. ZA Harvey stated the number of employees should be relatively low and would not require an excessive amount of parking.
- Bliesener asked why the PC would want to regulate about where childcare facilities are located. ZA Harvey noted some communities feel sensitive about having childcare in residential areas and may want more control. Currently the City does not keep track of family childcare locations.
- Lyon-Jenness asked for clarification on what is currently allowed in low density districts. ZA Harvey stated all types of childcare are currently allowed in low density in our ordinances including free standing day care centers for adults or children.
- DeBoer suggested non-home based childcare should not be located in RA. ZA Harvey said if someone is going to build a building for the purpose of a large day care, some communities feel that's better suited for commercial or office district. The PC could also allow it as a special land use in RT.
- ZA Harvey asked if the PC would like to allow free standing day care centers in RT, RM, and commercial as a special use. All agreed this is what they prefer and that family childcare and group childcare can remain in RA.
- DeBoer would like ZA Harvey to update the document with the changes discussed and review it again at the next meeting before potentially having a public hearing in September. ZA Harvey will make the changes listed.

## **2. Agenda/Outline for Branding Session—review**

- DeBoer stated he worked with Manager Stoddard to create an agenda for attendees to pick up at the door. The outline contains a list of who will do what task during the meeting.
- Lyon-Jenness asked if the library had been contacted about hosting the branding session. DeBoer will follow up with Manager Stoddard to ensure it had been booked and will clarify who will be responsible for the marketing of the event.
- Dean suggested the PC write down comments made by residents rather than having residents write it for themselves to facilitate better discussion. DeBoer would like the option for residents to write comments if they are too shy to verbalize them or if the meeting becomes too chaotic to do so.
- Dean suggested bringing in a list of suggested names for the mill area as a starting spot and letting meeting attendees express preferences for which they liked while noting there will not be an official vote taken at the meeting.
- Lyon-Jenness suggested not calling the meeting a "branding session" but rather "name the mill" or something similar to make the topic seem more simple for attendees.

8. **Next Meeting**—August 28, 2024 at 6pm

9. **Adjournment**—Motion by Lyon-Jenness, supported by Dean. All ayes. Meeting ended at 7:25pm.



## KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE

Minutes of the June 26, 2024 Meeting

### CALL TO ORDER

The June 26, 2024 Policy Committee Meeting was called to order at 9:00 a.m. at Metro, in Kalamazoo, by Chairperson Thompson.

### INTRODUCTIONS

Introductions were made by all present.

### 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 Charter Township
Heather Bowden	Michigan Department of Transportation, Planning
Rob Britigan	City of Parchment
Doug Burleson	Van Buren County Road Commission
Marsha Drouin	Richland Township
Todd Hackenberg	Village of Lawton
Jeff Heppler	Village of Augusta
Joanna Johnson	Road Commission of Kalamazoo County
Carl Keller	Village of Vicksburg
Judy Lemon	City of Galesburg
Tracy Locey	Brady Township
Sherine Miller	Kalamazoo Township
Pete Pfeiffer	Michigan Department of Transportation, TSC
Aditya Rama	Kalamazoo County Transportation Authority
Jeff Sorensen	Cooper Township
Paul Sotherland	KATS Citizens' Advisory Committee
Randy Thompson, Chair	Comstock Township
Don Ulsh	Schoolcraft Township
Jerry VanderRoest	Charleston Township

### MEMBERS ABSENT

John Gisler	Kalamazoo County
Robert Henderson	Van Buren Public Transit
Pat McGinnis	City of Portage

## OTHERS PARTICIPATING

Megan Mickelson  
Steve Stepek  
Ali Townsend  
Bret Witkowski

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

## CHANGES OR ADDITIONS TO THE AGENDA

There were no changes or additions to the agenda.

## APPROVAL OF THE AGENDA

Heppler moved, and it was duly seconded by Sorensen, **“to approve the agenda of the June 26, 2024 Policy Committee Meeting.”** MOTION CARRIED.

## PUBLIC COMMENTS

No citizens' comments were made.

## CONSENT AGENDA

- ACCEPTANCE OF THE TREASURER REPORT
- ACCEPTANCE OF THE TECHNICAL COMMITTEE REPORT
- ACCEPTANCE OF THE SOUTHCENTRAL MICHIGAN PLANNING COUNCIL REPORT
- APPROVAL OF THE MINUTES FROM THE MAY 29, 2024 MEETING

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

## FY 2023-2026 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS

Stepek stated the amendments are included in the packet. Stepek highlighted two abandoned projects as was described in the meeting informational memo. They were state federal aid buyout program projects. The projects will move forward but are removed from the Transportation Improvement Program Amendments because they will no longer have federal funds associated with them. They will be bid locally. The remaining projects are general maintenance projects such as signs and crack seal. KATS staff and the Technical Committee recommend approval of the amendments.

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

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

Stepek explained capacity change projects over one-mile require an update to the Limited Orphan Maintenance Area (LOMA) Ozone Conformity Document for Air Quality. The additional ramp lane project from westbound I-94 to northbound US-131 and the downtown Kalamazoo Avenue project are both capacity change projects. This updated Conformity Document summarizes the Inter-agency Work Group agreement on the designation of the projects for air quality conformity. No comments have been received during the public review period. KATS Staff and the Technical Committee recommend approval of the Conformity Document. If approved the report is submitted to the

Michigan Department of Transportation (MDOT) and then on to the Environmental Protection Agency (EPA) for a 90-day waiting period for public comment. In response to Johnson's inquiry, Stepek explained that the document has been out for our public comment. Johnson asked about an anticipated EPA adoption. Stepek said it could be anytime between the full 90-day period or next year. Bowden of MDOT added that she alerted the EPA of its potential coming next week. Stepek pointed out the importance of letting KATS know very early when there will be a capacity change project, so the public comment period does not delay the project. In response to Johnson's inquiry about how this changes our potential congestion mitigation measures, Stepek responded we are technically in attainment, but we are required to perform this operation. This may sunset in 2027. In response to Aardema's inquiry, Stepek responded this LOMA Document is only on those two projects.

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

#### **COMPLETE STREETS IMPLEMENTATION PLAN DRAFT**

Referring to the Plan included in the meeting packet, Stepek explained this was presented last month for comments. A couple of new comments were received from Metro. Comments are listed in Appendix A. This plan outlines how the Complete Streets scoring process fits into Kalamazoo Area Transportation Study's (KATS) Prioritization Process for funding. Johnson asked what impact non-motorized widened shoulders has on the Complete Streets Plan. Mickelson responded that shoulders must be at least four feet wide for scoring. Johnson opined there should be consideration to recognizing the required width in either the Roadway Lane section or listed as a design element. Stepek agreed to add that during the Prioritization Process.

Johnson moved, and it was duly seconded by Heppler, **"to approve the Complete Streets Implementation Plan Draft as discussed."** MOTION CARRIED.

#### **FY 2026-2029 TRANSPORTATION IMPROVEMENT PROGRAM PRIORITIZATION PROCESS DRAFT**

Stepek explained we are approaching Kalamazoo Area Transportation Study's (KATS) next Transportation Improvement Program (TIP) development. With each new TIP, the Prioritization Process for how funds are prioritized is updated. One of the largest changes is the addition of Complete Streets, using the Complete Streets Implementation Plan for a potential of five points. A significant improvement is transitioning the entire application process to an online format using Survey123 (an ESRI product). KATS staff is looking for any comments or feedback on the draft by July 12, 2024. Johnson asked for clarification on "most recent ratings and predicted ratings" in the condition section. Stepek stated that the most recent ratings refer to the last rating in Roadsoft and predicted ratings refer to the current rating in Roadsoft. Pavement Surface Evaluation and Rating (PASER) Condition uses the most recent rating which may be different from the current rating. In response to Bowden's inquiry Stepek responded that Transportation Performance Measures are included in the points available for Prioritization Process Factors. Sotherland asked how KATS will assess the effectiveness of the five points available for non-motorized. Stepek responded that the impact and number of points will be reviewed by the Subcommittee. Britigan asked for clarification on the "Goals and Objectives" section that "KATS will attempt to fund at least one project per Act 51 Agency every two TIP cycles." Stepek said TIP cycles are for four years and are redone every three years. A project would be attempted to be funded every six years within the eight year cycle.

## **PUBLIC TRANSPORTATION UPDATES**

Aardema reported the Central County Transportation Authority (CCTA) / Kalamazoo County Transportation Authority (KCTA) board is challenged with drastic price increases of 50 to 80 percent for medium-duty and van-size vehicles. Additionally, obtaining the vehicles has been challenging due to the fact that there is only one federally approved manufacturer. Transit timing and routes continue to be significantly impacted by road construction in the area. Members of CCTA or KCTA are providing Jurisdictional Outreach in communities over the next couple weeks. Rama echoed discussions are taking place regarding the high price of new vehicles. Alternative solutions are being explored. Chair Rosine stepped down but will remain on the board as a member. The Operations Committee will seek an interim Chair who will serve through Spring 2025 when Officers are elected for two-year terms. Ridership continues to grow on the new Metro Link service.

## **EXECUTIVE DIRECTOR'S REPORT**

In addition to the memo in the meeting packet, Stepek announced plans to cancel the July meeting as has been the tradition. Attendees did not offer objections.

## **NEW BUSINESS**

No new business was brought forth.

## **PUBLIC COMMENTS**

No Citizens' comments were made.

## **MEMBER COMMENTS**

Aardema reported on behalf of the Kalamazoo/Battle Creek International Airport. Passenger counts continue to rise. Avelo Airlines will restart non-stop flights to Orlando as scheduled in November.

Sotherland representing the Citizens' Advisory Committee expressed interest in the recent news that e-bikes will be sold at DeNooyer car dealerships. Attendees brought up the pros and cons of e-bikes and potential infrastructure needs for them.

Bell reported easement and acquisition projects are ongoing in Oshtemo Township for the 9<sup>th</sup> Street and Parkview projects. Plans are underway for the extension of Seeco Drive. Conceptual plans are under review for the Atlantic Avenue and Parkview Avenue and Parkview Avenue and Stadium Drive intersection improvements. Sewer may be extended on Chime Street and Erie Street.

Heppler reported the Michigan Department of Transportation M-96 project in the Village of Augusta is underway. The Washington Bridge project is scheduled to begin around Labor Day and continue until Thanksgiving. The Village is updating its Comprehensive Zoning Plan.

Heppler added Kalamazoo County is working on its budget for next year. Heppler relayed information he obtained from the Disaster Meeting on the tornado that affected the area in early May. Jurisdictions that provided assistance in the aftermath of the tornado must submit paperwork to the municipality they assisted. Everything must be submitted to the state by July 15, 2024.

VanderRoest reported the Charleston Township I-94 Emergency Route, and the MN and Mercury Drive projects are underway.

Hackenberg reported the Village of Lawton M-40 project through town is on schedule with an anticipated completion date of August 23, 2024.

Burleson reported the Van Buren County Road Commission County Road 388 project is underway. After completion, the road will extend all the way to South Haven. The County is performing 187 miles of sealcoating in-house this year. Road-side mowing is being done in-house this year after 10 years of outsourcing it.

Britigan reported the City of Parchment U.S. Department of Agriculture grant loan funded storm and wastewater upgrades are underway resulting in temporary road closures. An abandoned railroad trestle that crosses the Kalamazoo River at Commerce Lane is being removed. The project was funded by the Kalamazoo River Trustees. Removal will allow for more free flow use of the river and eliminate accumulated debris. It is halfway done and is expected to be completed by the end of August.

Pfeiffer announced that this is his last day at a Kalamazoo Area Transportation Study Policy Committee meeting as he is retiring from the Michigan Department of Transportation this week. Pfeiffer expressed pleasure in working with attendees, adding this is his favorite Metropolitan Planning Organization. DenBraber will replace Pfeiffer on the Committee. Attendees applauded and expressed pleasure working with Pfeiffer. In response to Thompson's question, Pfeiffer answered the US-131 BR interchange project is moving forward. It will be let in December with construction planned for 2025.

Sorensen reported Cooper Township applied for a Michigan State Housing Development Authority (MSHDA) grant for planning and zoning to update the Township Master Plan. Two new homes are expected to be built this year in the low-income area east of Cooper Township and North of the City of Parchment. Two houses are planned for next year on empty lots. The Township will also apply for a \$200-thousand-dollar neighborhood revitalization grant. This will provide \$50-thousand-dollars per home for replacement of roofing, siding, or windows on an Ordinance Enforcement Officer deemed dilapidated home. Cooper Township Hall construction began last August. The project is behind schedule. The Michigan Township Association Kalamazoo County golf outing is Friday June 28, 2024. So far there are 20 foursomes. Lots of prizes will be offered. You can show up at 1:00 p.m. for lunch and skip golf. Funds earned from the event will be used for educating new officials or for other conferences.

Johnson reported there are 200 Road Commission of Kalamazoo County (RCKC) projects going on. Johnson echoed Ulsh's report of crazy drivers with a reminder to relay to the public that orange barrels mean progress. Scrap tire projects are almost done. Let Johnson know if you are interested in touring them. RCKC will be hosting a statewide Michigan Department of Environment, Great Lakes, and Energy (EGLE) Summit on Scrap Tire and waste for road improvement projects. Johnson expressed thanks for first responders in clearing trees from another round of recent storms. As of this morning, there were 99 trees since yesterday. This along with rain has delayed road projects. Pink flags signalize drainage issues. Johnson thanked Kalamazoo Area Transportation Study for working on PASER data collection this year. RCKC is using cameras installed in eight vehicles to collect PASER road condition data. This innovation was used last year but adjusted for better results at speeds normally driven of 45 and 55 miles per hour. While a person was collecting PASER data, a Google type camera was installed on top of the same truck to collect data at same time. It was additionally collecting pavement marking and trees along the roadway. The results of these two

experiments will be reported at the statewide Transportation Asset Management Council (TAMC) conference in August. Currently, the most efficient and cost-effective way to collect PASER data is by personnel with a vehicle. The TAMC Annual Report is available on the TAMC website. Johnson will be presenting a Statewide Data Collection report at the State Transportation Commission Meeting in August. It is also available on the TAMC Website. Johnson thanked Van Buren County Road Commission for the use of their Emulsion Tank and expressed appreciation for their reciprocal cooperation when equipment is down. It will be returned soon. Johnson congratulated Pfeiffer and thanked him for his years of public service. VanderRoest reported Travis Bartholomew was appointed as the new Road Commission of Kalamazoo County Assistant Managing Director.

Keller reported Village of Vicksburg received a Federal Appropriations Grant for \$3.9-million-dollars for lead line replacement. Fiber Optics is being installed in the Village. The Master Plan was approved earlier this month. After the success of last year's inaugural 'BURG Days of Summer,' they have been brought back. The fun and festivities run every Wednesday from 5:30 p.m. to 8:30 p.m. through the end of August.

Miller thanked Pfeiffer for connecting her with a Michigan Department of Transportation Representative. He shared that there will be three cross walks upgraded in Spring of 2025. One is on M-343 near Big Bend Apartments. The other two are on M-43 at Sage Street and at Kalsec. They will feature an island in the center of the road. In response to Sotherland's inquiry, Pfeiffer responded that the new sidewalks will have Rectangular Rapid Flashing Beacons (RRFB). Sotherland opined these are generally ineffective in stopping motorists. There are bigger, brighter alternatives. The center island will enhance safety. There is concern about the amount of semi traffic on Mosel Avenue to access BUS-131. Reach out to Kalamazoo Township for alleviation ideas. Stepek added that Southwest Michigan First conducted a survey on anticipated use of US-131 BR. This data will be shared with agencies. Johnson pointed out that Mosel is considered a primary road in that commercial area. The new Kalamazoo Township Superintendent Tracie Moored will begin tomorrow. As the new owner of an e-trike, Miller expressed concern as to whether it would fit on road shoulders.

## **ADJOURNMENT**

There being no further business, Chairperson Thompson adjourned the meeting at 9:55 a.m.

*The next meeting of the Kalamazoo Area Transportation Study Policy Committee will be held on Wednesday, July 31, 2024 or August 28 at 9:00 a.m.*

*Approved 8/28/24 (er)*



# *Good Curling!*

## Introducing the Kalamazoo Curling Club





**WHO WE ARE** — The Kalamazoo Curling Club is a 501(c)(3) nonprofit organization founded in Kalamazoo, Michigan in 2008 by people interested in the Olympic sport of curling. The inaugural Fall 2008 season consisted of eight teams, and our league expanded to 13 teams the following season.

Presently the club has approximately 130 enthusiastic members and operates leagues 6 days a week. On Tuesday, Friday, and Sunday we have multiple leagues.

The Club is operated entirely by volunteers. We also host Learn -To - Curl and Corporate Team Building Events on a regular basis. Volunteers operate our social media presence, run our charity events, and plan and operate our annual bonspiel (curling tournament) that brings curlers from across the Midwest and Ontario to our lovely town every year.

The Kalamazoo Curling Club is well respected in the national curling community. Because of this reputation we have been chosen to host the USA Curling National Championships three times. We have also hosted the Mixed Doubles National Championship. These events bring Olympic-level curling here to Kalamazoo.



**MISSION STATEMENT AND VISION** — The Kalamazoo Curling Club is a non-profit, volunteer-based community organization whose mission is to build community, foster camaraderie, and promote competition through curling.

Our Vision:

- To develop a permanent home for curling in the Greater Kalamazoo area.
- To be a premier curling venue that hosts local, and regional curling events.
- To promote the sport of curling by offering a variety of curling programs that meet the needs of our diverse club members.



- To create a warm and welcoming community for everyone regardless of age, race, gender, athletic ability, or experience.
- To be a professional organization that is an asset to the community by hosting multiple charity events.



**THE SPORT OF CURLING** — Curling is a sport of tradition, honor, and respect for your fellow curlers. It supports camaraderie and fellowship before, during, and after a match. Curling centers are a place where families congregate, where lifelong friendships are formed between people of all ages, abilities, body make-up, and income levels. It is a relatively low-cost sport that can be played by virtually everyone. Curling is a sport that can help people remain healthy and engaged in athletic and social activity from ages 8 to 80.



From a gameplay standpoint, curling is a sport where teams of four people take turns sliding a 42 to 44 lb. rock down a specially-prepared 150 ft. long sheet of ice toward a 12-foot target,



or “house”. The team with their rock closest to the center of the house scores a point for every rock that is closer than the opponent’s closest rock. It is a game of strategy, balance, strength, and finesse. This continues for 6 to 10 “ends” (like innings in baseball). The team with the most points at the end of the game wins. The game begins and ends in a handshake and then teams normally retire to the “warm room” for a beverage and friendly banter and maybe some good-hearted ribbing.

## The Big Picture

What does the Kalamazoo Curling Club offer that is of benefit to the surrounding areas?

1. We bring visitors to the area several times a year for various bonspiels and national-level competitions. A 32-team tournament can easily fill 60 to 80 hotel rooms. We are required by the USA Curling charter to host at least two National and/or Regional events every year. These visitors will also eat and drink at local restaurants and bars.

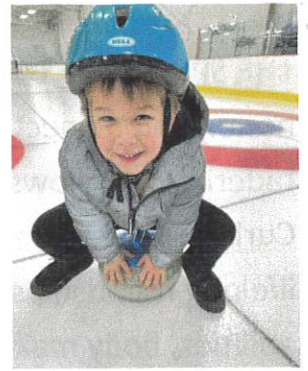


2. Leagues will be held every night of the week. Curlers often don't have time to grab dinner before they go, so you can expect restaurants and bars in the area to gain extra business from our presence.
3. We offer a low-cost venue for local companies to have physical team-building activities. Our corporate events are popular with companies like Stryker and Pfizer and sell out every year.
4. Curling is a low-cost winter activity that can be enjoyed by people of



all ages, abilities, and body types. Our curlers range from young children to 70+ year-olds. Future plans include adaptive and wheelchair curling. It is a sport that can positively impact the quality of life of your local community.

Curling has a substantial following in the United States. There are close to 200 curling clubs and over 24,000 curlers. With the recent U.S. Olympic and World Championship successes, the curling boom is being felt around the country. New curling centers have even sprung up in non-winter sports areas such



as Raleigh-Durham, Charlotte, Orlando, Dallas-Ft. Worth, Phoenix, and Los Angeles. The recent 2023 U.S. Men's Curling Championship had an attendance of 75,960 fans. Curling is broadcast on the world's top sports networks, such as ESPN, NBC Sports and TSN. All National-level events are currently being streamed on YouTube TV.

#### **COLLEGE AND YOUTH PROGRAMS** — The Kalamazoo Curling

Club is active with Western Michigan University and hosts a PE Class in curling. Curling is also taking off as a club sport at the University level. The Kalamazoo Curling Club is currently working with WMU to initiate club activity that would compete against other Universities from across the country. If successful, WMU would be only the 2nd University in the State of Michigan to have a club curling program, along with Michigan Tech University.



We have a robust youth program at KCC. Sunday afternoons are currently dedicated to our "Little Rocks" and "Juniors" programs for children from 8 to 18. Some of our youths have begun competing in U18 bonspiels. We expect that this program will grow to the point where KCC will soon field a U18 team for National-level competition.



Date: 5-22-24

Jerry Brownell  
The Kalamazoo Curling Club  
3600 Vanrick Drive  
Kalamazoo, MI 49001

Thank you for this opportunity to submit this proposal to the City of Parchment. The following proposal outlines the basic business terms under which the Kalamazoo Curling Club will buy approximately 2.5 acres of land in Parcel #06-03-280-030 of the former paper mill property.

1. SELLER: City of Parchment  
650 S. Riverview Dr.  
Parchment, MI 49004
2. BUYER: The Kalamazoo Curling Club
3. USE: This would be the new dedicated home of the Kalamazoo Curling Club and would include an ice surface, socializing space, mechanical room and social bar area (permit to be applied for). Planned opening would be late 2026.
4. LOCATION: Northwest corner (intersection of Island Ave. and Bellisle Blvd.) of the mill property parcel #06-03-280-030 consisting of approximately 2.5 acres. City of Parchment, Kalamazoo County, Michigan. See attached Exhibit A.
5. BUYER IMPROVEMENTS: Buyer will be responsible for their own building and site improvements. Land will be sold in its current "as-is" condition. Improvements to include, but are not limited to:

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  - Excavation of the 2.5-acre site to remove concrete.
  - Erect a building of approximately 17,500 to 20,000 square feet (approx. 200 x 88 to 200 x 100).
  - Pour "tubes in concrete" ice surface (similar to an ice hockey floor)
  - Add new paved parking lot with parking for up to 50 vehicles.
  - Add lawn and landscaping on the remainder of the property as to improve the aesthetics and present our club with a professional appearance.
  - Upgrade power distribution as required (600 amp @ 440V to operate ice plant)
  - Maintain the northeast corner of the site as a community basketball court which will be used for overflow parking for large events.

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6. CLOSING AND COMPLETION DATES: Closing: TBD  
Target Completion: late 2026
7. PURCHASE PRICE: \$7,500

8. TITLE INSURANCE                      Seller will provide the City of Parchment with a policy of title insurance at the time of closing.
9. PURCHASE  
CONTRACT/DEPOSIT:                      Following mutual execution of this letter of intent, the parties shall negotiate in good faith in an effort to consummate a purchase and sale agreement for the land (the "Purchase Contract") upon the basic business terms and conditions set forth in this letter of intent, and upon such other terms and conditions as are mutually agreed. If the parties are unable to consummate a Purchase Contract within 30 days of this letter of intent, then either party may terminate this letter of intent without obligation to the other party. The Purchase Contract shall provide that Buyer shall deposit \$1000 with Seller. Said deposit shall serve as liquidated damages in the event Buyer fails to close in default of the Purchase Contract, or shall be applicable to the Purchase Price at closing.
10. COMMISSION:                      The City of Parchment will not pay a sales commission. The City of Parchment and Buyer acknowledge that no other brokerage company is involved in this transaction.
11. NON-BINDING  
PROPOSAL:                      This is a non-binding proposal based on preliminary requirements submitted to the City of Parchment to date. The final terms and conditions will be subject to a more definitive purchase agreement to be agreed upon by the parties. If not executed within 30 days, this proposal expires.
12. TRAFFIC IMPACT STUDY                      A traffic impact study may be required by the City of Parchment for the intended use of the specific parcel under consideration, prior to site plan review and/or submittal of an offer to purchase land from the City. Traffic impact study shall be prepared by a traffic engineer licensed in the State of Michigan, by a Michigan based firm specializing in traffic studies, and acceptable to the City Commission. Cost of traffic impact study shall be borne by the purchaser.
13. Assignment Rights                      The terms and conditions relating to assignment will be set forth in the Purchase Agreement.

At the appropriate time, the Buyer will provide financial information that may be requested to help the City of Parchment better understand the financial situation of The Kalamazoo Curling Club.

Please contact me with questions and comments. Thank you for your consideration.

Sincerely,

Jerry Brownell (representative)  
The Kalamazoo Curling Club  
269-501-3833

ACKNOWLEDGED AND RECEIVED:

City of Parchment

By: \_\_\_\_\_ Date: \_\_\_\_\_

### **Addendum**

**Property Taxes:** We understand that this is a Brownfield Site and that The City of Parchment needs to recoup monies to repay a State of Michigan Brownfield loan. As a charitable 501(C)3 non-profit we would be exempt from property tax but would be willing to pay ad valorem tax at the same millage as is being applied to other businesses within the Brownfield site until the expiration of the Brownfield loan (through 2034). The taxable value shall be agreed upon prior to construction and shall not include the mechanicals needed to create ice.

We also understand that our offer is a small portion of the \$125,000 that The City is asking for the entire 5.23-acre property. We have chosen the least saleable/least commercially attractive portion of the property so that The City will be able to maximize profit on the remaining portion. We can also offer these

#### **Benefits to the Community:**

1. With our current league schedule, we would bring approximately 40 people to the City of Parchment every night for league play, more on Sundays (2 leagues plus our juniors program on Sundays). These members will spend money at local restaurants, gas stations, stores, etc. As membership grows, we will have multiple leagues per day, increasing the business we bring to your City.
2. Multiple times per year we would bring regional and national-level tournaments to Parchment. National-level events may include Olympic-level athletes and media coverage. This could be great for Parchment's image, potentially increasing property values and your tax base.
3. During summer months we currently do not curl. The facility could potentially be rented for community purposes, for example, meetings, arts and craft shows, cornhole (or other leisure sports) tournaments, senior gatherings, i.e. anything that does not pose a risk of damage to our facility or equipment.
4. The Kalamazoo Curling Club is an all-inclusive club that can provide health benefits of low-impact physical activity to members of all ages, abilities, races, gender identity and experience.
5. Curling is a low-cost sport that is accessible to people of most income levels. We provide all basic equipment for beginners.

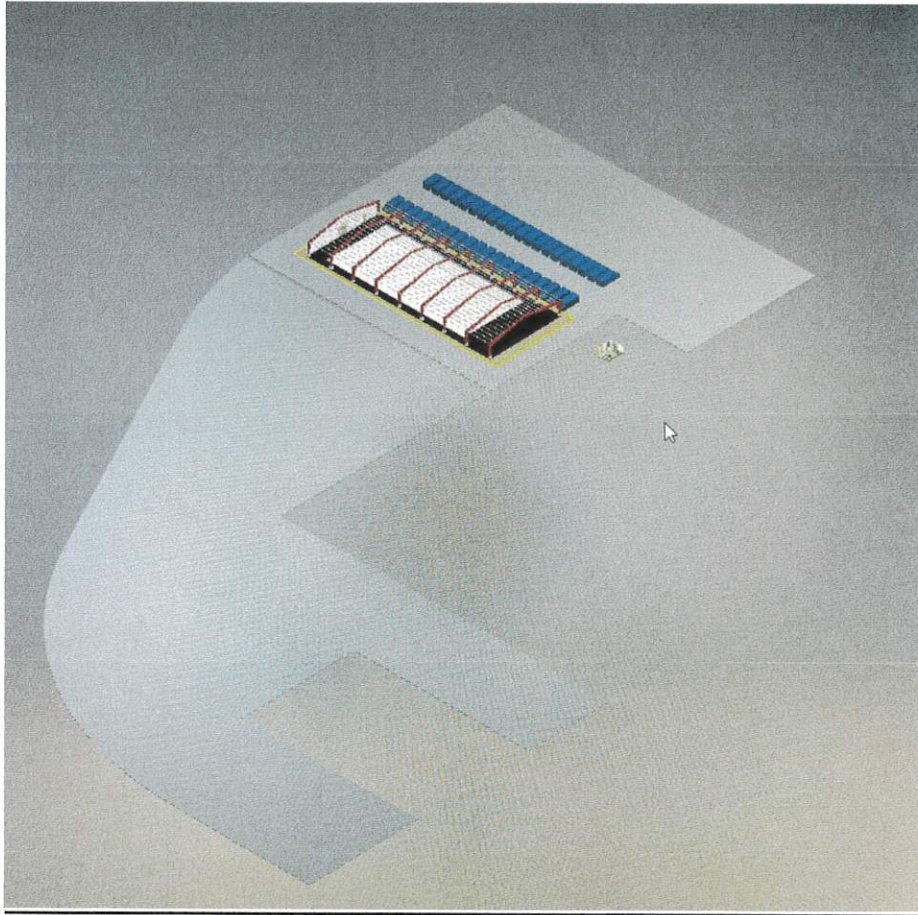


6. We would bring a level of professionalism to The City. We need to maintain our own image in order to attract new members. The City will benefit from that by adding our club as a good citizen of the City.
7. We would love to build advocacy with the Parchment school district to promote youth curling with students. This involvement could be in-school seminars, curling "field trips to the facility", after school programs, etc.
8. There are currently only six dedicated curling facilities in the entire State of Michigan. This is an opportunity for Parchment to be part of something unique that cannot be found anywhere within a 100-mile radius

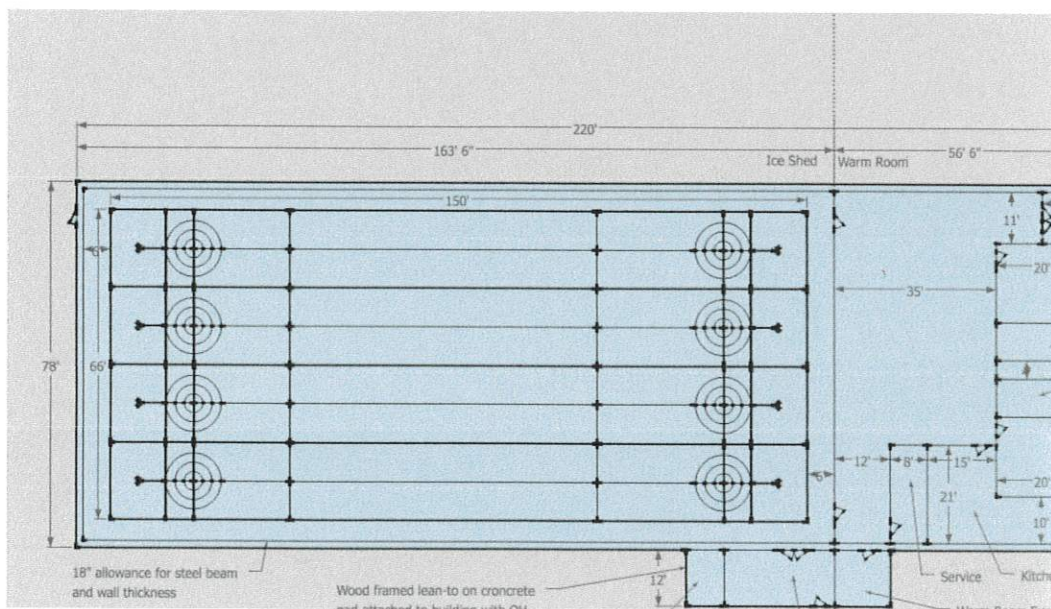
**Exhibit A: Site Plan**



Proposed 2.5-acre division



Rough Placement of Building



Example Curling Club Layout





## CITY OF PARCHMENT

**To:** Parchment City Commission  
**From:** Nancy Stoddard, City Manager  
**Date:** 8/30/2024  
**Re:** Parchment High School (PHS) Homecoming Parade Request

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**Background:** A letter was received from Jodie McManus, PHS Student Council Advisor regarding the request for a homecoming parade on Friday, September 27, at 5pm. The City Manager asked that she speak with Kalamazoo Township Police and Fire Departments about the route that was planned.

**Discussion:** Lt. Scott Jackson and School Officer Hailey confirmed that Jodie McMannus has discussed the parade route with the police and fire departments. The route that was decided upon is as follows:

- Top side of Kindleberger park to Orient
- Orient to E Thomas into the school property

The police and fire departments will provide traffic control. Chief Baird will authorize any engines used in the parade.

**Recommendation:**

Motion to approve the Parchment High School Homecoming Parade on Friday, September 27, 2024.



July 31, 2024

Parchment City Council

The Parchment High School Student Council is requesting permission from the Parchment City Council to hold our Homecoming Parade on **Friday, September 27th at 5 pm.**

We plan on staging the parade at Kindleberger Park at 4 pm. The route has been adjusted this year. Route: Start at Kindleberger, travel up Park Street, left on Orient and Return to HS. The parade will take approximately 30-45 minutes.

If you have any questions or concerns, please contact our Student Council advisor Jodie McManus at 488-1173.

Sincerely,

Jodie McManus

Parchment HS Student Council Advisor



## CITY OF PARCHMENT

**To:** Parchment City Commission  
**From:** Nancy Stoddard, City Manager  
**Date:** 8/30/2024  
**Re:** Republic Bulk Trash Pick Up in 2025

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**Background:** When the contract with Republic Waste was being negotiated last year, it was decided to wait until September 2024 to determine if they would be used for a Bulk Trash Pick-Up in 2025. Republic was not sure, at that time, if they would have back-loading trucks for the bulk pick-up. Other haulers have been contacted (Junk for Hunks and College Hunks Hauling Junk), pricing is the same as it is based on the dump site's tonnage costs. Bulk trash cost in 2024 \$12,050.

**Discussion:** Republic Waste reported that they do have back-loading trucks and would be able to provide a bulk trash pick-up in 2025. The date that is closest to this past year's pick-up is Tuesday, May 20, 2025. We have budgeted for one pick-up in 2025. The Commission needs to decide if they want to keep it in May or ask for a fall date instead.

**Recommendation:**

Motion to Schedule a Bulk Pick Up date with Republic in \_\_\_\_\_ 2025.  
(Exact date to be confirmed by Republic Waste).

Parchment Capital Improvement Plan

FY 2024-25 Budget Project /Action	Details/Location	Responsibility	Timeline	Supports	Approved Cost or (Proposed)
Trestle Removal	Remove the former train trestle (River Trustees Grant) and put in an observation deck for wildlife observing and fishing	COP	2024	River Trustees, Kalamazoo Nature Center	\$549,625.00 Completed
Kayak Launch	Build a kayak launch into the railing that leads to the waters edge	COP	2024	River trustees, Kayak Company	29,476.51
Little League SE Parking Lot Repaving	Little League parking lot will be milled down 4" and repaved	COP	2024	PW, ARPA Funds	\$9,000.00 Completed
Storm Drain Replacements	Replacing 3-4 Storm drains yearly	COP	2024	PW	\$15,000.00
Link Lane, Island Drive and Haymac Repaving	Haymac, Link, & Island paving - Each street will be milled down 2 inches and repaved due to the 45% of funding from the TEDF Grant. Haymac will also have 2 speed bumps built into it.	COP	2024	TEDF, COP	COP \$78000 Completed
Kindleberger Park Tree Evaluation and Plantings	Kindleberger Park will be evaluated by a arborist as to the condition of the trees, needed pruning, and removal of diseased trees. Determination of what kinds of trees to be planted.	COP	2024-25	Parks & Rec Committee, Tree Committee, PW, Private Donations	\$2,000.00
Sewer Improvements/Repairs	Through a USDA Loan/Grant sewer pipes will be lined to prevent plant life from growing through the clay pipes. Lift stations will be replaced with new ones.	COP	2024-25	COP, COK, USDA Grant	COP Loan Total \$2,571,000.00, \$81,825 USDA Grant Highlighted in sewer/water bills \$1,179,000.00
Removal of Paper Mill Blight	COP is working on developing the former paper mill site. Buildings that are reusable are being sold to developers, marketing	COP	2024-25	COP	\$10,000.00
Northeast side of Mill Property - Clean Up	The COP was granted a 3 year EPA Multi Purpose Grant which will be used to remove 1 fuel tank from mill site, testing for contaminants, removal of broken concrete, scrub trees, and bushes to make shovel ready for residential development.	COP, EPA	2024-25	COP, EPA	Testing for contaminants and scrub trees,bushes \$800,000 (total) removed
FY 2025-26 Budget Project /Action	A trail design that runs near to the Kalamazoo River on the west side of Parchment,the trail takes participants past a heron rookery and many other natural habitats - Phase II	COP	2025	River Trustees, Audobon Society, Great Lakes Adventure Club, Kal Parks & Rec, Drug & Lab, COP	\$40,680.00
Urban Wildlife Corridor					

Reactivate the DDA	We believe that there are projects that an active DDA could embrace for the COP (Christmas lighting, lamps in downtown area, etc)	COP	2025	COP	\$5,000.00
Water Main Replacement and Repaving Riverview	Water main replacement on Riverview Drive between Mosel and Espanola/Commerce Lane. Two lanes of the road will be milled 4" down and repaved	COK, COP	2025	COK, Kalamazoo Area Transit Study (Fed Funds), COP	no cost to COP
Purchase a fire engine (used)	\$42,000 will be budgeted for the purchase of a used fire truck.	COP	2025-26	COP	\$42,000
Removal of Paper Mill Blight	COP is working on developing the former paper mill site. Buildings that are reusable are being sold to developers; marketing The COP was granted a 3 year EPA Multi Purpose Grant which will be used to remove 1 fuel tank from mill site, testing for contaminants, removal of broken concrete, scrub trees, and bushes to make shovel ready for residential development.	COP	2025-26	COP, SWMI1st	\$10,000
Northeast side of Mill Property - Clean Up	The COP will put aside funds for the future paving of S Riverview Dr thru KATS federal funding	COP	2024-25	EPA, COP	\$800,000 (total)
Funding for S Riverview Drive		COP, KATS	2025-26	COP (20% + Engineering fees)	\$90,000
<b>FY 2026-27 Budget Project/Action</b>					
Purchase a fire engine (used)	\$42,000 will be budgeted for the purchase of a used fire truck.	COP	2026-27	COP	\$42,000
Northeast side of Mill Property - Clean Up	The COP was granted a 3 year EPA Multi Purpose Grant which will be used to remove 1 fuel tank from mill site, testing for contaminants, removal of broken concrete, scrub trees, and bushes to make shovel ready for residential development.	COP	2024-27	EPA, COP	\$800,000 (total)
Funding for S Riverview Drive	The COP will put aside funds for the future paving of S Riverview Dr thru KATS federal funding	COP, KATS	2026-27	COP (20% + Engineering fees)	\$90,000
<b>FY 2027-28 Budget Project/Action</b>					
Parchglen, Vale, and Orient Repaving	4" milling and repaving of Parchglen, Vale and Orient	COP	2027	COP	Estd \$170,000
Purchase a fire engine (used)	\$42,000 will be budgeted for the purchase of a used fire truck.	COP	2027-28		\$42,000

**FY 2028-29 Budget**

**Project/Action**

Keyes and Glenguille Repaving

2" milling and repaving

COP

2028

Estd \$130,000

Purchase a fire engine (used)

\$42,000 will be budgeted for the purchase of a used fire truck.

COP

2028-29

\$42,000.00

**FY 2029-2030 Budgets**

**Project/Action**

Purchase a fire engine (used)

\$42,000 will be budgeted for the purchase of a used fire truck.

COP

2029-30

\$42,000.00 year

2024-25 Total

\$285,825.00

2025-26 Total

\$57,000.00

2026-27 Total

\$132,000.00

2027-28 Total

\$212,000.00

2028-29 Total

\$212,070.00

2029-30 Total

\$42,000.00



## CITY OF PARCHMENT

**To:** Parchment City Commission  
**From:** Nancy Stoddard, City Manager  
**Date:** 8/30/2024  
**Re:** Proclamation Honoring Library Director Teresa Stannard

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**Background:** For 23+ years, Teresa Stannard has served as the Parchment Community Library's Director. Over these years she has been very supportive of Parchment City Hall with the providing of rooms for meetings and special events, supplying informational materials to the public, notary services, and hosting special events such as Wassailing.

**Discussion:** Because of all the great kindness and support, from Director Stannard, the City of Parchment would like to send a proclamation to honor her many years of service to the Open House that is planned on Saturday, September 7, 2024 at the Parchment Community Library.

**Recommendation:**

Motion to honor retiring Library Director Teresa Stannard with a Proclamation from the Parchment City Commission.