



## AGENDA

### REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

October 7, 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 September 16, 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. Special Presentation**

- A. Award Redevelopment Ready Community- Essential Status, Julia Turnbull, MEDC

## **8. 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 1525 – action
- ii. Warrant 1526 - action
- iii. Planning Commission Meeting Minutes, August 28, 2024 - receive
- iv. Kalamazoo Area Transit Study Meeting Minutes August 28, 2024 - receive
- v. Kindleberger Arts Commission Meeting Minutes June 10, 2024 – receive
- vi. KABA September 2024 Permits and Financial Reports - receive

## **9. Unfinished Business**

- A. Hazardous Materials Accident Reimbursement Ordinance, Second Reading – action
- B. Hazardous Materials Accident Reimbursement Ordinance, Adoption - action

## **10. New Business**

- A. Proclamation for James Duby’s Retirement - action
- B. Zoning Board of Appeals Appointment, Nick Lysdahl – action
- C. KABA 2025 Projected Budget, Commissioner Mendoza – action
- D. CCTA Boundaries in Parchment - 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, SEPTEMBER 16, 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.

Absent: None.

**3. Approval of Minutes**

Moved by Commissioner Cooper supported by Commissioner Mendoza to approve the minutes of the September 3, 2024 Regular meeting. **Motion Carried.**

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

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

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

None.

**6. Consent Agenda**

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

**7. Unfinished Business**

None.

**8. New Business**

A. Big Brothers Big Sisters of SW Michigan Proclamation – action. Mayor Britigan explained that this month is national Big Brothers Big Sisters month, adding that the organization does good work. City Manager Stoddard agreed, adding if anyone is interested, volunteering is a great opportunity to serve in the community. In recognition of the group's impact, the mayor presented the following proclamation:

**BIG BROTHERS BIG SISTERS OF SOUTHWEST MICHIGAN  
NATIONAL BIG BROTHERS BIG SISTERS' MONTH  
PROCLAMATION**

**WHEREAS:** the health and educational well-being of children is the responsibility of all citizens; and

**WHEREAS:** by strengthening our children through mentoring, we are building a stronger future for them, our communities, and our state; and

**WHEREAS:** the efforts of one citizen mentoring through Big Brothers Big Sisters of Southwest Michigan will help ensure that a child realizes their own personal value and potential, and instill within them the hope for a bright future; and

**WHEREAS:** relationships with caring Big Brothers and Big Sisters offer youth valuable encouragement, motivation, and support to guide them in making positive choices; and

**WHEREAS:** Big Brothers Big Sisters' success indicators show that youth with a Big Brother or a Big Sister in their lives are more likely to have a successful future and become a good citizen.

**WHEREAS:** in connection with the national mentoring effort, our local Big Brothers Big Sisters Agency is challenging residents of Parchment, Michigan to step forward to volunteer to become a mentor;

**NOW, THEREFORE:** I hereby proclaim the month September 2024, as:



#### **NATIONAL BIG BROTHERS BIG SISTERS' MONTH**

in Parchment, Michigan and urge citizens to use this time to better understand and recognize the need to help guide a local child to reach his or her full potential. Furthermore, I congratulate Big Brothers Big Sisters of Southwest Michigan for their continued success in helping meet the mentoring needs of children in our community.

Moved by Commissioner Mendoza, supported by Commissioner Cooper to approve the proclamation as presented, and authorize the Mayor to sign. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

**Motion Carried 7-0.**

B. Hazardous Materials Accident Reimbursement Ordinance #229 – action. Attorney Soltis noted that Kalamazoo Township has a similar ordinance that allows for recovery of costs associated with a hazardous materials accident. This means the city can look to the responsible party to collect costs. Some discussion took place. Moved by Commissioner Cooper, supported by Commissioner Conner to approve the Hazardous Materials Accident Reimbursement Ordinance as presented for first reading. **Motion Carried.**

C. Proposal for CM Search from the Michigan Municipal League - action. Mayor Britigan began by saying that the search for a new city manager will be necessary this coming year and that the personnel committee has recommended using the Michigan Municipal League's services to assist in that search. Commissioner Fooy went over the timeline proposed by the MML within the proposed contract. Questions were answered. Moved by Commissioner Madaras, supported by Vice Mayor Jordan to approve the contract with the MML as presented and authorize the mayor to sign. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

**Motion Carried 7-0.**

#### **9. Citizen Comments**

None.

#### **10. Mayor and Commissioner Comments**

Commissioner Mendoza offered his excitement about acknowledging Big Brothers Big Sisters as well as moving forward with the MML contract.

Commissioner Conner asked about KTwp moving their township hall.

Commissioner Madaras happily reported that the festival directors will be returning next year, that the KSF ended the year with a little extra money, and then extended her thanks to Alex and Izzy for a job well done this year.

Commissioner Fooy thanked the commissioners for the MML contract.

Mayor Britigan reported that the Parchment United Methodist Church ("an institution in place longer than the city has been incorporated") is hosting its 100<sup>th</sup> anniversary celebration this month. He noted that video he has seen is fascinating and that it has been covered by WoodTV 8.

#### **11. City Manager Comments/Reports**

City Manager Stoddard reported that this past week city staff came through the annual audit, and offered praise to Treasurer/Clerk Stutz for her management of the 11 funding opportunities awarded to the City of Parchment over the past

year. She then added that the city has been approved as a Redevelopment Ready Community! CM Stoddard then stated if there were any questions or concerns to not hesitate in contacting her.

**12. Adjournment**

There being no further business to come before the Commission, it was moved by Commissioner Mendoza and supported by all to adjourn the meeting at 7:36 p.m.

Shannon Stutz, City Clerk



City of Parchment  
Check Register Report  
Warrant 1525

Check	Check Date	Vendor Name	Description	Amount
38333	09/16/2024	ASPHALT RESTORATION, INC	THERMAL BONDING - PARCHGLEN, LOTTIE, HAM	8,440.00
38334	09/16/2024	CONSUMERS ENERGY	CITYWIDE MONTHLY ENERGY USE	3,568.18
38335	09/16/2024	CONSUMERS ENERGY	ANNUAL LEASE - LEAF PILE PAD - ACCT #300	50.00
38336	09/16/2024	DEYOUNG LANDSCAPE SERVICE	TURF TREATMENT #4 - GARDEN ACCT #5223	202.00
38337	09/16/2024	FORD, KRIEKARD, SOLTIS & WISE	ATTORNEY SERVICES - AUGUST genl \$1762.50, police \$262.50	2,025.00
38338	09/16/2024	J & H OIL COMPANY	FUEL CHARGES 8/16 TO 8/31/24	304.40
38339	09/16/2024	KALAMAZOO TOWNSHIP	FIRE SERVICES CONTRACT - AUGUST Fire contract \$2916.67; add'l \$5100.00	8,016.67
38340	09/16/2024	MLIVE MEDIA GROUP	ZONING ORD #228 - 3 & 4 FAMILY DWELLINGS	278.92
38341	09/16/2024	PERFORMANCE PIPELINING, INC.	USDA CONTRACT #3 - PIPE & MANHOLE REHAB	19,486.40
38342	09/16/2024	PETERS CONSTRUCTION CO.	USDA CONTRACT 2 STREET/UTILITY IMPROVEME	260,654.64
38343	09/16/2024	PREIN & NEUWHOF	ENGINEERING SERVICES AUGUST USDA \$21,875.75, TRESTLE \$3545.05; MAPPING \$228.00	25,648.80
38344	09/16/2024	PRINTING SYSTEMS INC.	ELECTION SUPPLIES	113.18
38345	09/16/2024	REPUBLIC SERVICES #249	CITY WIDE PICKUP - SEPTEMBER	12,048.50
38346	09/16/2024	ROBERT BRITIGAN	EXPENSES - MAYOR WORKSHOP	427.22
38347	09/16/2024	SBIS	EMPLOYEE & RETIREE INS - OCTOBER 2024	12,970.40
38348	09/16/2024	SEVERANCE ELECTRIC CO INC	TRAFFIC SIGNAL MAINT - AUGUST 2024	120.00



City of Parchment  
Check Register Report  
Warrant 1526

Check		Vendor Name	Description	Amount
38349	09/30/2024	CORPORATE TECHNOLOGIES LLC	COMPUTER SERVICES - JULY	1,402.50
38350	09/30/2024	DALE W. HUBBARD, INC.	CLEAN STORM DRAINS	2,583.49
38351	09/30/2024	FISHBECK	PARCHMENT MILL SITE #2 MULTIPURPOSE GRAN	50,086.31
38352	09/30/2024	HONIGMAN	BROWNFIELD REDEV-ISLAND & G AVE THRU 8/3	322.50
38353	09/30/2024	J & H OIL COMPANY	FUEL CHARGES - 9/1 TO 9/15/24	315.92
38354	09/30/2024	JAMES DUBY	INSURANCE DED REIMB - APRIL	59.30
38355	09/30/2024	MOSES FIRE EQUIPMENT, INC	BATTER - FIRE TRUCK	4,440.00
38356	09/30/2024	MOTOROLA SOLUTIONS, INC.	RADIO INSTALL ON 711	3,053.58
38357	09/30/2024	O'BOYLE COWELL BLALOCK & ASSOC	URBAN WILDLIFE CORRIDOR/TRESTLE PROJECTS	180.00
38358	09/30/2024	PARCHMENT FAMILY PRACTICE, PC	NEW EMP PHYSICAL (ALEX HALEY)	192.00
38359	09/30/2024	PIXELVINE LLC	ANNUAL WEBSITE SSL RENEWAL	95.00
38360	09/30/2024	POINT AND PAY	MONTHLY SERVICE FEES - AUGUST	50.00
38361	09/30/2024	PRINTING SYSTEMS INC.	ELECTION SUPPLIES	922.52
38362	09/30/2024	VANGEMERT & SONS EXCAVATING	PUT IN DRIVEWAY WATER TREATMENT BUILDING	11,328.61

Planning Commission Meeting Minutes  
August 28, 2024

**1. Call to Order at 6:00pm**

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

**3. Approval of Minutes—July 24, 2024**

- Motion by Bliesener with support by Lyon-Jenness to accept the minutes as read. All ayes.

**4. Additions/Changes to the Agenda**

- No changes

**5. Citizen Comments**

- None

**6. Old Business**

**1. Second Draft – Amendments of Zoning Ordinance related to Child Care Facilities**

- Bliesener was looking at the Day Care definition and noticed that page 1 A should state minor children instead of pre-school age children.
- Lyon-Jenness asked (page 1, Section 2.2 - Definition), that the words functionally impaired be moved so that the sentence reads as follows: A facility designed to provide a structured, comprehensive, non-residential program of health, social and related support services for functionally impaired adults, for periods of less than 24 hours a day.
- ZA Harvey stated that she included a table to show where the facilities would be allowed, but the PC did not need to include it with the ordinance.
- DeBoer offered that it would be handy to keep it in the ordinance.
- Bliesener said that she would like to see the table included with the ordinance.
- Bliesener made a motion, supported by Brooks, to accept the draft text as modified and schedule the public hearing for October 23. All Ayes
- ZA Harvey will prepare the public hearing notice and get a clean copy to the PC members along with a redline copy.

**7. New Business**

**1. Branding Session Results**

- Bliesener asked if Dean had a process for deciding on the project name
- DeBoer reiterated that the PC was naming the project, not the site
- Dean said that the PC can select a name without being married to it.



- Bliesener stated that it would take the pressure off the PC knowing that the name could be changed.
- DeBoer cited the Moors of Portage was branded to Woodbridge Hills by a marketing company.
- Brooks said that as the project advances the name could be changed.
- Dean said that there is value in restating the purpose of the project. It will need marketing/developing language to encourage developers to invest their money.
- Bliesener added that it would help lenders, too.
- Brooks stated that we form our own name to describe it, something that will be consistent.
- DeBoer said that it has to somehow refer to the importance of history with the name. We want to say something about the history.
- Brooks stated that the history and location should be in the name.
- DeBoer noted that Jake (Kindleberger) gave the City its start.
- Lyon-Jenness pointed out that Jake was a visionary; a person with an obscure background. Fame for the City of Parchment was because of Jake's ability to manifest this model community. We need to emphasize from where this community came. She shared some history with the PC. She mentioned that the following phrase was used in the Master Plan: Cherished past, sustainable future. This phrase brings it all together, paper industry, totally embracing of both.
- Bliesener stated that one offering said Jacob (Jake was put forth) which embraces the past and the future, making him more loveable. It means more to the general populace than outsiders.
- Brooks said that the project needs a tagline to draw people in.
- DeBoer asked if the PC wanted to use a generic name.
- Lyon-Jenness suggested that model be used or sustainable model.
- DeBoer said that they could table it to a later time, if the PC would like to do that.
- Lyon-Jenness felt that it was important to integrate action into the name. Would a name and a tagline serve the purpose?
- Dean felt that a tagline would show an action/intent phrase.
- Lyon-Jenness offered: Jake's Mill at the River – Modeling a sustainable future. Mentioning the river is important.
- Dean said the river is why the mill is here. Redeveloping the City of Parchment is because of the river.
- Brooks stated that developers will give it a life of its own. Simple is better.
- Dean said that the tagline could be pitched to developers and small businesses. A marketing firm could run with this.
- Motion made by Lyon-Jenness, supported by Bliesener to us Jake's Mill at the River – Model for a Sustainable Future.

**8. Additional Comment**

- DeBoer asked if the new Advia sign (current) was subject to the amended sign ordinance.
- ZA Harvey said that it was not because it was grandfathered in. The YWCA has asked about another sign proposal.
- DeBoer asked if the new sign proposal would be under the new sign ordinance.
- ZA Harvey said that it would and it will also help to see how the new sign ordinance is working.

**9. Next Meeting**—September 25, 2024 at 6pm

**10. Adjournment**—Motion by DeBoer, supported by Dean. All ayes. Meeting ended at 6:48pm

## KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE

Minutes of the August 28, 2024 Meeting

### CALL TO ORDER

The August 28, 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
Heather Bowden	Michigan Department of Transportation, Planning
Rob Britigan	City of Parchment
Kerry DenBraber	Michigan Department of Transportation, TSC
Dusty Farmer	Oshtemo Charter Township
Tim Frisbie	Village of Vicksburg
Robert Henderson	Van Buren Public Transit
Jeff Heppler	Village of Augusta
Judy Lemon	City of Galesburg
Tracy Locey	Brady Township
Pat McGinnis	City of Portage
Sherine Miller	Kalamazoo Township
Jeff Sorensen	Cooper Township
Paul Sotherland	KATS Citizens' Advisory Committee
Randy Thompson, Chair	Comstock Township
Don Ulsh	Schoolcraft Township
Jerry VanderRoest	Charleston Township
Bret Witkowski	Van Buren County Road Commission

### MEMBERS ABSENT

David Anderson	City of Kalamazoo
Marsha Drouin	Richland Township
John Gisler	Kalamazoo County
Lisa Imus	Village of Lawton
Joanna Johnson	Road Commission of Kalamazoo County
Aditya Rama	Kalamazoo County Transportation Authority

## OTHERS PARTICIPATING

Nathan Browning	Strong Towns Advocates for Kalamazoo
Jim Ferner	City of Kalamazoo Complete Streets Advisory Committee
Megan Mickelson	Kalamazoo Area Transportation Study
Steve Stepek	Kalamazoo Area Transportation Study
Ali Townsend	Kalamazoo Area Transportation Study
Michele Zawerucha	Michigan Department of Transportation, Local Agency Programs

## CHANGES OR ADDITIONS TO THE AGENDA

There were no changes or additions to the agenda.

## APPROVAL OF THE AGENDA

Sorensen moved, and it was duly seconded by Locey, **“to approve the agenda of the August 28, 2024 Policy Committee Meeting.”** MOTION CARRIED.

## PUBLIC COMMENTS

Nathan Browning, 2904 Wellington Road, Kalamazoo’s Winchell Neighborhood introduced himself. As a Complete Streets Advisory Committee Member in the City of Kalamazoo, he represents about 300 residents, businesses, and neighbors advocating for a safer West Main Street. The Committee developed a petition to implement a road diet on West Main from Kendall/Solon to Douglas converting it from four to three lanes. This effort requires multi-jurisdictional collaboration including the Michigan Department of Transportation, the City of Kalamazoo, Kalamazoo Township, and the Road Commission of Kalamazoo County. Browning thanked the Committee for the opportunity to speak. A QR Code to the petition was provided. Jim Ferner from the Kalamazoo Complete Streets Coalition added this is not the first time this issue has been brought up. It was also brought up over 10 years ago. Ferner opined the streets should be safe for everybody including pedestrians and cyclists. Ferner thanked the Committee for the opportunity to speak.

## CONSENT AGENDA

- ACCEPTANCE OF THE TREASURER REPORTS
- ACCEPTANCE OF THE TECHNICAL COMMITTEE REPORT
- ACCEPTANCE OF THE SOUTHCENTRAL MICHIGAN PLANNING COUNCIL REPORT
- APPROVAL OF THE MINUTES FROM THE JUNE 26, 2024 MEETING

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

## FY 2023-2026 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS

Stepek stated the amendments are included in the packet. Most of the projects are Michigan Department of Transportation maintenance jobs. One project is additional funding for Metro Transit. The last project is for the City of Portage increase in local funding.

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



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

Steppek stated this draft and two written comments Kalamazoo Area Transportation Study received from agencies regarding the proposed process is included in the packet. Stepek provided information that there was a lot of discussion on the process at the Technical Committee Meeting. The Technical Committee voted to recommend approval of the process with the vast majority of the members in support of the proposed approach. Oshtemo Township's representatives were in disagreement. They would like more than 5 points assigned to Complete Streets. This process will be used for the Call for Projects for 2027 – 2029. In two years, the process can be revised again. Farmer representing Oshtemo Township expressed she cannot support the 5 points available for Complete Streets as presented. Oshtemo Township would like 15 points assigned to Complete Streets but would settle for 10 points. McGinnis representing the City of Portage supports Farmer's opinion of assigning more points to Complete Streets. More focus on Complete Streets mobility and access for pedestrians and cyclists in addition to vehicular movement has saved lives and is important. Stepek fielded additional questions. Mickelson added details. Other members expressed opinions on the process. In response to Britigan's request, it was clarified that the National Functional Classification point value would be modified to 5, 4, 3, 2, 1.

McGinnis moved, and it was duly seconded by Farmer, **"to amend the FY 2026 – 2029 Transportation Improvement Program Prioritization Process recommended Complete Streets point value from 5 to 10 points and amend the recommended National Functional Classification (NFC) point value from 10 to 5 points."** MOTION CARRIED.

## **CONTRIBUTED SERVICES FISCAL YEAR TO DATE**

Steppek explained that the fiscal year-to-date July 2024 Contributed Services Report by agency is included in the meeting materials for your information and review.

## **PUBLIC TRANSPORTATION UPDATES**

Aardema reported the Central County Transportation Authority (CCTA) / Kalamazoo County Transportation Authority (KCTA) board Chair Rosine stepped down after serving over 18 years. He will remain on the board as a member. Per the Board's new governance process, Officer positions can only be decided in odd years. Aardema is serving as the interim Chair until March 2025 when a new one will be elected. The Board is in the midst of the budget planning process. Roughly \$25-million-dollars is budgeted to operate the system. The Board approved a one-year extension with First Student for Metro Connect services. This aligns with the pilot Metro Link program timeline. The Metro Link program is in its fifth month. Data is being collected to consider adjustments to the system. Metro's Western Michigan University (WMU) service began this week with WMU branded buses. Jurisdictional outreach is underway. Reach out if you would like CCTA/KCTA staff to present. Road construction continues to impact Metro bus routes. McGinnis complimented Metro for offering Metro shuttles to provide customer transportation to businesses that are hard to reach in heavy construction areas and asked if they had been effective. McBride reported the service has not been that successful in the Midtown Fresh area but has been very successful in the Southwest Michigan Cancer Center area.

McBride added that federal dollars regionally are flat or negative because of how the population was counted in the City of Kalamazoo. However, costs are increasing 20 to 25 percent. Funds from the state gas tax are flat. The region can no longer rely on only appropriated funds for public transit,

road, and bridge projects. It is imperative to consider how we can grow funding outside of appropriations. We need to be innovative and united as a region. There are Congressional Direct Spending opportunities, State Economic Development Project funds, and Competitive Grant Funding federal dollars. Stepek stated a Safe Streets for All Program proposed across the Metropolitan Planning Organization last year fell apart due to disagreement over financial responsibilities. Since Kalamazoo Area Transportation Study (KATS) does not receive cash match from member agencies, KATS cannot provide any funding. KATS program match is only through contributed service. Volunteers to come up with solutions can join the KATS Finance and Personnel Subcommittee. The Subcommittee can also discuss moving KATS from contributed service match to cash match. McGinnis volunteered and was accepted to join the KATS Finance and Personnel Subcommittee. The struggle to get businesses and freight shippers to participate in solutions was discussed. Aardema asked if it would be worthwhile to bring Southwest Michigan First participation to this Committee to represent the business community and contribute knowledge on the economic development of the region.

Aardema moved, and it was duly seconded by McGinnis, **“to appoint a representative from Southwest Michigan First for voting membership to this Kalamazoo Area Transportation Study Policy Committee.”** MOTION CARRIED.

Stepek reported that the Policy Committee Bylaws draft reflecting this change would be presented at the future meeting, most likely in October.

#### **EXECUTIVE DIRECTOR’S REPORT**

In addition to the memo in the meeting packet, Stepek requested those members of the Finance Personnel Subcommittee stay after this meeting to set up a meeting date. Members of the Subcommittee are Sorensen, Thompson, Britigan, Aardema, Anderson, and the new member McGinnis.

#### **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. An opening event was held a couple weeks ago for a new Snow Removal and Equipment Building at the airport. Air service is starting to normalize but requires continued local support.

Sotherland representing the Citizens’ Advisory Committee thanked the Michigan Department of Transportation for installation of the pedestrian and cyclist crossing at XY and 131 in Schoolcraft. In reference to the sidewalk upgrades in Kalamazoo Township on West Main reported by Miller at the last meeting, Sotherland thanked Miller and other constituents for their efforts to upgrade these crossings. Although the ineffectiveness of the flashing bar lights was discussed, upgrades, especially on Sage and Picadilly improve non-motorized connections.



Witkowski representing the Van Buren County Road Commission (VBCRC), introduced himself and provided his background before speaking for the first time. The VBCRC road millage passed. All of the VBCRC Township millages passed. A recent County Road Association report showed that since 1999 the state's funding shortage to agencies is \$6.6-billion-dollars short of inflation. Act 51 city and village funding is down 3.3 percent from last year. We are getting less money from the state every day. This is an ongoing problem. Attendees must push state senators and representatives to solve this problem. Townships should not be required to fund road maintenance with millages.

VanderRoest reported the Charleston Township project on I-94 Exit 92, the Emergency Route including MN Avenue and Mercury Drive is complete. Another traffic light will be installed where two new buildings are being constructed. 2025 projects are being planned. Over the past ten years, Charleston Township has been involved with the Michigan Department of Transportation over high-speed rail. A settlement was reached last month. They were given the go-ahead to cross the high-speed rail crossing down M-96 to Augusta.

McGinnis reported the City of Portage hired engineers to design the Meredith Street project. The City of Portage is in the process of condemnation action to obtain railroad property to connect a trail to Vicksburg. The property was appraised at \$150-thousand dollars. This value was countered at over \$3-million-dollars. A jury will decide how much the property is worth. Portage already owns it and has the deed to the property. A new path between Celery Flats and Latitude 42 is about half done.

Heppler provided the Kalamazoo County update. Development of a trail from Lake Michigan all the way to Calhoun County continues.

Heppler reported the Village of Augusta Washington Bridge project is scheduled to begin next week. Detour signs are going up. The Village continues updating its Comprehensive Zoning Policy.

DenBraber stated the Michigan Department of Transportation M-43 project in Richland is planned to begin September 9, 2024 and last approximately two weeks. Two lanes will be maintained on US-131 during the US-131 and KL project. KL will remain closed for the duration of the project. DenBraber detailed the numerous upcoming closures in Schoolcraft. Many projects are planned for 2025. The US-131 BR interchange project will begin in March 2025 and wrap up at the end of 2025. M-43 from 10<sup>th</sup> Street to Drake will be widened to 3-lanes. This project will begin in March 2025 and wrap up at the end of 2025. Work will be done to eliminate a loop ramp at US-131 and M-43.

Britigan reported the City of Parchment U.S. Department of Agriculture grant loan funded wastewater and stormwater infrastructure project is ongoing. The abandoned railroad truss over the Kalamazoo River has been removed. An observation point and kayak launch have been built. Everyone is invited to the public dedication ceremony that will be held October 12, 2024.

Ulsh provided the update that Schoolcraft Township is working on a water project from St. Joseph County to the Village of Schoolcraft. Engineering is complete. Plans will be presented to the Village of Schoolcraft at their next meeting. Lots of construction continues on US-131 through Schoolcraft Township.

Sorensen elaborated on Witkowski's point adding the recommendation to build social relationships with your state senators and representatives. Then they are more willing to listen and act on your behalf. Cooper Township is partnering with the Department of Natural Resources to pursue grant

money to expand the D Avenue trailhead at the river trail. Plans include expanding parking and a canoe and kayak launch. Construction may be two years out.

Farmer reported the Oshtemo Township U.S. Department of Agriculture (USDA) Neighborhood Sanitary Sewer Expansion Project litigation all been resolved. USDA Bonds for the project total \$30-million-dollars. Project costs are estimated at \$54-million-dollars. Three major projects in Oshtemo including sewer expansion, work on West Main Street, and the US-131/KL Avenue bridge, will disrupt travel there over the next two years. Sidewalks will be installed on 9<sup>th</sup> Street. There are numerous new housing developments and businesses along West Main Street. Non-motorized upgrades continue on Drake.

Bowden provided the Michigan Department of Transportation (MDOT) update. Bowden thanked attendees because as of August 15, 2024, 98.6 percent of our local non-rural funding is obligated or committed for projects that are to let before the fiscal year ends. Bowden reminded attendees of the upcoming Rural Task Force training to be held at the Road Commission of Kalamazoo offices on October 23, 2024. Contact Bowden for more information. MDOT's Statewide Transportation Improvement Program Public Participation Plan public comment period expired August 15, 2024. Kalamazoo's plan will roll up under the state's plan. The Call for Projects for Statewide Congestion Mitigation and Air Quality (CEMAQ) funding was released this week. The Call for Projects for the Rural Task Force will be going out today or tomorrow.

Lemon expressed appreciation that this generation is able to use the Kalamazoo River and that it is clean and safe.

Miller apologized for being late. The Squires Drive and Drake Road roundabout in Kalamazoo Township is open. Miller expressed appreciation for the project. Browning who spoke during the public comment portion of the meeting also spoke at the Kalamazoo Township board meeting on Monday. Kalamazoo Township plans to discuss his topic of a road diet on West Main.

#### **ADJOURNMENT**

There being no further business, Chairperson Thompson adjourned the meeting at 10:18 a.m.

*The next meeting of the Kalamazoo Area Transportation Study Policy Committee will be held on Wednesday, September 25, 2024 at 9:00 a.m.*

Approved 9/25/24 (er)



MINUTES OF THE REGULAR MEETING OF THE KINDLEBERGER ARTS COMMISSION HELD ON MONDAY,  
JUNE 10<sup>TH</sup>, 2024

1. Call to Order

The meeting was called to order by Caroline Garber at 6:03 PM.

2. Roll Call

Present: Alex Vader, Izzy Weir, Caroline Garber, Nancy Eaton, City Manager Nancy Stoddard, Mayor Rob Britigan, Holly Evans, Julie Heasley, Joan VanSickler

Absent: Robin Madaras

3. Approval of the Minutes from Monday, May 13<sup>th</sup>, 2024

A motion was made by Mayor Rob Britigan, supported by Nancy Eaton, to approve the minutes from the meeting on May 13<sup>th</sup>, 2024.

Ayes: All

Nays: None

Motion carried.

4. Old Business

None

5. New Business

Festival Directors' Report:

Theatre: Izzy reported that the preparations for the musical are going well. Two to three ensemble members have been added to the cast. The set build will take place on Saturday, June 15<sup>th</sup>.

Donations: Alex reported that they are working on getting donations of donuts, snacks, water, etc. Hardings will be donating the water and possibly the rest of the snacks.

Golf Carts: Julie reported that she has signed and returned the contract to Golf Cars Plus. She will ask Shannon to send the 20% deposit.

Pod: Alex reported that the storage pod has been ordered.

Parade: Izzy reported that parade letters have been sent and there have been a few sign-ups. By late June there will be a chairperson that will be available to help with the parade on Festival Day. The Bag Pipe band has contacted her and requested to play in the park during the Festival instead of in the parade. They were disappointed with parade attendance last year. After discussion, Izzy will encourage them to participate in the parade and to only play the pipes when there are parade viewers. Izzy indicated that Jon Heasley was asked to be the Grand Marshal, but he declined. The next ask will be Teresa Stannard, who is retiring from the library director position this year. Mayor Britigan asked Izzy to notify the City Commissioners via email of their participation in the parade. Izzy confirmed that the high school band will participate in the parade this year.

Police: Izzy reported that she has confirmed the date and traffic needs with the Township Police.

Media/Press: Izzy reported that she has done interviews with media outlets recently. Encore Magazine was one of the interviews. The reporter from Encore Magazine gave her ideas for how to recruit volunteers.

Volunteers: Alex reported that there is a volunteer sign-up on Facebook. They are looking for volunteers for the day of the Festival to commit to one to two hour shifts.

MINUTES OF THE REGULAR MEETING OF THE KINDLEBERGER ARTS COMMISSION HELD ON MONDAY,  
JUNE 10<sup>TH</sup>, 2024 – Page 2

Arts and Crafts: Nancy Eaton indicated that she currently has 132 paying booths signed up for the arts and crafts show. She also has fifteen non-profits signed up. She has her donations lined up for water, coffee, and donuts. She has followed up with the high school football coach to make sure his volunteers are still planning to help the crafters with set up and tear down.

Financial Report: Nancy Stoddard reported that two grants are awarded and that she is waiting to hear about another smaller grant for which she has applied. It was stressed that the amounts of the grants awarded are not to be made public.

Tents: Izzy has met with T&L to confirm the tents/tables/chairs needed. They are also adding tents and tables and chairs to the large lower ball diamond for more seating. They will work around the fire department and the fire hose.

6. Public Comments

Joan VanSickler: Joan shared two mock-up options for the playbill/festival handouts. It was agreed to go with the pennant/jersey cover and to reorganize some of the items in the contents of the playbill/handout. Alex and Izzy would like to see "class pictures" of actual cast members. Joan indicated that she will be able to do that if she gets the images soon. Alex indicated that she would have a firm answer by Wednesday, June 12<sup>th</sup>.

7. Member Comments

Mayor Britigan: Mayor Britigan indicated that he is happy that the high school band will be in the parade.

Nancy Stoddard: Nancy indicated that everything is coming together, she is happy with the budget, and she thanked everyone for their efforts.

Nancy Eaton: Nancy indicated that she is retiring from the KAC after this Festival. Mayor Britigan indicated that her term, as well as Julie Heasley's term, will run through the end of 2024.

Caroline Garber: No comment.

Holly Evans: Holly reported that the Kiwanis club is taking over in organizing the kids' craft area. She will also need one more dunk tank volunteer.

Julie Heasley: No comment.

8. Next Meeting Date

The next meeting of the KAC will be held on Monday, September 9<sup>th</sup> at 6:00 PM.

9. Adjournment

There being no further business to come before the KAC, Mayor Britigan made a motion to adjourn the meeting. This motion was supported by Nancy Stoddard. The meeting was adjourned at 6:40 PM.



**2024 MONTHLY PERMITS BY JURISDICTION**

**MONTH OF SEPTEMBER 2024**

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	12	2711.00
COMSTOCK	ELECTRICAL	14	2773.00
COMSTOCK	MECHANICAL	15	3420.00
COMSTOCK	PLUMBING	8	1150.00
COMSTOCK	SPECIAL - JURISDICTION	4	400.00
COMSTOCK	SPECIAL - HOMEOWNER	-	0.00
<b>TOTAL COMSTOCK</b>		<b>53</b>	<b>\$10,454.00</b>
KALAMAZOO	BUILDING	18	6662.00
KALAMAZOO	ELECTRICAL	23	4224.00
KALAMAZOO	MECHANICAL	20	3037.00
KALAMAZOO	PLUMBING	15	2248.00
KALAMAZOO	SPECIAL - JURISDICTION	3	300.00
KALAMAZOO	SPECIAL - HOMEOWNER	-	0.00
<b>TOTAL KALAMAZOO</b>		<b>79</b>	<b>\$16,471.00</b>
PARCHMENT	BUILDING	-	0.00
PARCHMENT	ELECTRICAL	-	0.00
PARCHMENT	MECHANICAL	6	780.00
PARCHMENT	PLUMBING	-	0.00
PARCHMENT	SPECIAL - JURISDICTION	-	0.00
PARCHMENT	SPECIAL - HOMEOWNER	-	0.00
<b>TOTAL PARCHMENT</b>		<b>6</b>	<b>\$780.00</b>
PINE GROVE	BUILDING	1	223.00
PINE GROVE	ELECTRICAL	2	251.00
PINE GROVE	MECHANICAL	5	621.00
PINE GROVE	PLUMBING	1	105.00
PINE GROVE	SPECIAL - JURISDICTION	-	0.00
PINE GROVE	SPECIAL - HOMEOWNER	-	0.00
<b>TOTAL PINE GROVE</b>		<b>9</b>	<b>\$1,200.00</b>
RICHLAND	BUILDING	5	927.00
RICHLAND	ELECTRICAL	8	1457.00
RICHLAND	MECHANICAL	21	3924.50
RICHLAND	PLUMBING	5	934.00
RICHLAND	SPECIAL - JURISDICTION	-	0.00
RICHLAND	SPECIAL - HOMEOWNER	-	0.00
<b>TOTAL RICHLAND</b>		<b>39</b>	<b>\$7,242.50</b>
RICHLAND VILLAGE	BUILDING	3	528.00
RICHLAND VILLAGE	ELECTRICAL	1	162.00
RICHLAND VILLAGE	MECHANICAL	5	772.00
RICHLAND VILLAGE	PLUMBING	2	278.00
RICHLAND VILLAGE	SPECIAL - JURISDICTION	-	0.00
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	-	0.00
<b>TOTAL RICHLAND VILLAGE</b>		<b>11</b>	<b>\$1,740.00</b>
<b>TOTAL</b>		<b>197</b>	<b>\$37,887.50</b>

REVENUE	REVENUE
SEPTEMBER 2023	% PREV YEAR MONTH
<b>81,225.00</b>	<b>46.6%</b>

PERMITS	PERMITS
SEPTEMBER 2023	% 2023 - YTD
<b>332</b>	<b>59%</b>



2024 MONTHLY PERMITS BY JURISDICTION

YEAR TO DATE AS OF: SEPTEMBER

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	135	48707.00
COMSTOCK	ELECTRICAL	146	30834.00
COMSTOCK	MECHANICAL	273	62377.30
COMSTOCK	PLUMBING	133	24853.00
COMSTOCK	SPECIAL - JURISDICTION	21	2050.00
COMSTOCK	SPECIAL - HOMEOWNER	4	220.00
<b>TOTAL COMSTOCK</b>		<b>712</b>	<b>\$169,041.30</b>
KALAMAZOO	BUILDING	135	33145.00
KALAMAZOO	ELECTRICAL	138	26394.00
KALAMAZOO	MECHANICAL	243	42404.75
KALAMAZOO	PLUMBING	119	16471.00
KALAMAZOO	SPECIAL - JURISDICTION	34	3350.00
KALAMAZOO	SPECIAL - HOMEOWNER	38	2145.00
<b>TOTAL KALAMAZOO</b>		<b>707</b>	<b>\$123,909.75</b>
PARCHMENT	BUILDING	11	1233.00
PARCHMENT	ELECTRICAL	13	1975.00
PARCHMENT	MECHANICAL	21	2645.00
PARCHMENT	PLUMBING	5	420.00
PARCHMENT	SPECIAL - JURISDICTION	5	500.00
PARCHMENT	SPECIAL - HOMEOWNER	0	0.00
<b>TOTAL PARCHMENT</b>		<b>55</b>	<b>\$6,773.00</b>
PINE GROVE	BUILDING	31	14427.00
PINE GROVE	ELECTRICAL	34	6087.00
PINE GROVE	MECHANICAL	39	6479.00
PINE GROVE	PLUMBING	13	2931.00
PINE GROVE	SPECIAL - JURISDICTION	1	100.00
PINE GROVE	SPECIAL - HOMEOWNER	2	110.00
<b>TOTAL PINE GROVE</b>		<b>120</b>	<b>\$30,134.00</b>
RICHLAND	BUILDING	110	61286.00
RICHLAND	ELECTRICAL	117	25265.00
RICHLAND	MECHANICAL	166	32055.50
RICHLAND	PLUMBING	69	13967.00
RICHLAND	SPECIAL - JURISDICTION	2	200.00
RICHLAND	SPECIAL - HOMEOWNER	3	160.00
<b>TOTAL RICHLAND</b>		<b>467</b>	<b>\$132,933.50</b>
RICHLAND VILLAGE	BUILDING	5	736.00
RICHLAND VILLAGE	ELECTRICAL	3	388.00
RICHLAND VILLAGE	MECHANICAL	13	1808.00
RICHLAND VILLAGE	PLUMBING	6	698.00
RICHLAND VILLAGE	SPECIAL - JURISDICTION	1	100.00
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	0	0.00
<b>TOTAL RICHLAND VILLAGE</b>		<b>28</b>	<b>\$3,730.00</b>
<b>TOTAL KABA</b>	<b>YTD</b>	<b>2089</b>	<b>\$466,521.55</b>

REVENUE	REVENUE
YTD - SEPTEMBER 2023	% 2023 - YTD
<b>723,785.00</b>	<b>64.5%</b>

REVENUE
% 2024 YTD BUDGET
<b>82%</b>

PERMITS	PERMITS
YTD - SEPTEMBER 2023	% 2023 - YTD
<b>2269</b>	<b>92.1%</b>

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
306	\$	64,501.00	MAY
218	\$	50,490.80	JUN
242	\$	54,285.00	JUL
229	\$	47,401.30	AUG
197	\$	37,887.50	SEP
-	\$	-	OCT
-	\$	-	NOV
-	\$	-	DEC
2,089	\$	466,521.55	



CITY OF PARCHMENT  
KALAMAZOO COUNTY, MICHIGAN

ORDINANCE \_\_\_\_\_

AN ORDINANCE TO AMEND THE PARCHMENT CITY CODE OF ORDINANCES, SPECIFICALLY TO ADD A CHAPTER 16 (FIRE DEPARTMENT), ARTICLE 1, SECTIONS 16.10 THROUGH 16.15; TO REPEAL ALL OTHER ORDINANCES OR PARTS THEREIN INCONSISTENT OR CONTRARY TO THIS ORDINANCE; AND TO ESTABLISH AN EFFECTIVE DATE FOR THIS ORDINANCE.

THE CITY OF PARCHMENT ORDAINS:

ARTICLE I

Chapter 16, Fire Department, Article 1, Sections 16.10 through 16.15 shall hereby be added and shall now read:

**Sec. 16.10 – Purpose.**

The purpose of Article 1, Sections 16.10 through 16.15 is to provide for defraying a portion of expenses of Kalamazoo Charter Township and the City of Parchment resulting from and necessitated by responding with emergency equipment and personnel to a hazardous materials accident or incident involving the release or threatened release of hazardous materials into the environment, addressing excessive response for medical purposes, chemical fires in commercial buildings, false alarms, arson or suspected criminal activity, the emergency response which is to protect the health, safety and welfare of the general public.

**Sec. 16.11 – Definitions.**

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Hazardous materials* means explosives, pyrotechnics, flammable gas, flammable compressed gas, nonflammable compressed gas, flammable liquid, combustible liquid, oxidizing material, poisonous gas, poisonous liquid, irritating material, etiologic material, radioactive material, corrosive material, liquified petroleum gas, battery liquids and other materials customarily considered dangerous to living beings or contaminating to the environment.

*Release* means any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, leaching, dumping, or disposing of hazardous materials into the environment.

*Responsible party* means any individual, firm, corporation, association, partnership, commercial entity, consortium, joint venture, government entity or any other legal entity that causes a release of a hazardous material, or whose action threatens such release; or who is an owner, tenant, occupant or party in control of property onto which or from which hazardous materials are released or threatened to be released.

#### **Sec. 16.12 – Charges Imposed Upon Responsible Party.**

Where the City Fire and/or Police Department responds to a release of hazardous materials or a threatened release of such materials, charges for the release or threatened release of hazardous materials with extenuating circumstances including, but not limited to vehicle crashes involving electric/hybrid vehicles, extrication of victims from harm, crashes relating to an automobile accident wherein the driver is either under the influence of alcohol or drugs or whose ability to drive is substantially impaired by alcohol or drugs, the responsible party shall be liable to the Township for the following costs incident to such Township response:

- (1) All personnel costs of personnel attending on behalf of and with the authority of the Township including their current hourly rate, fringe benefits, and salary apportioned to the length of time in attendance, calculated commencing one hour after receipt of the signal to respond and continuing for each person until those personnel have concluded his incident related responsibilities.
- (2) The equipment costs of all equipment attending as established by an itemized resolution of the Township Board setting forth the costs attributable to each piece of Township equipment which might be involved in such a response. This Resolution may be amended from time-to-time to reflect changes in equipment, inflation factors, and accounting records of past occurrences.
- (3) Other expenses incurred by the Township/City including, but not limited to, rental or purchase of additional machinery or equipment, retention of consultants, medical and hospitalization costs, replacement costs related to disposable personal protective equipment required to be disposed of, extinguishing chemicals, supplies and water purchased from water systems, and meals and refreshments for emergency personnel while responding to the hazardous materials incident.
- (4) Additional charges imposed by any other local, state, or federal government entities, related to the incident.
- (5) Administrative costs incurred in accounting for all expenditures for billing and collection of such expenditures which shall not exceed 25 percent of the costs set out in this section.

#### **Sec. 16.13. - Billing procedures.**



Following the conclusion of the hazardous materials incident, the Fire Chief, or his or her designee, shall submit a detailed listing of all known expenses to the Township/City Treasurer, who shall prepare an invoice to the responsible party for payment. The Treasurer's invoice shall demand full payment within 45 days of the receipt of the bill. Any additional expenses that become known to the Township/City Fire Chief, or his or her designee, following the transmittal of the bill to the responsible party shall be billed in the same manner on a subsequent bill to the responsible party. For any amounts due that remain unpaid after 45 days, the Township/City shall impose a late charge of one percent per month or fraction thereof.

**Sec. 16.14 – Non-exclusive charges.**

The rates and charges set out in this article shall not be exclusive of other charges that may be made by the Township/City for the costs and expense of maintaining a Fire and/or Police Department but shall only be supplemental thereto. Charges may additionally be collected by the Township/City through general taxation after a vote of the electors approving the charges, or by special assessments established under state statutes pertinent thereto.

**Sec. 16.15 - Other remedies.**

The Township/City may pursue any other remedy, or may institute any appropriate action or proceeding, in a court of competent jurisdiction to collect charges imposed under this article. The recovery of charges imposed under this article does not limit the further liability of responsible parties under local ordinance or state or federal law, rule, or regulation.

**ARTICLE II**  
**REPEALER**

All Ordinances or parts thereof in conflict herewith are hereby repealed and shall be of no further force and effect.

**ARTICLE III**  
**SEVERABILITY**

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 IV**  
**EFFECTIVE DATE**

This Ordinance shall take force and effect on \_\_\_\_\_,  
2024.

\* \* \* \* \*

**CERTIFICATE**

I, Shannon Stutz, City Clerk for the City of Parchment, do hereby certify that the foregoing 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





## City of Parchment *Proclamation*

*Whereas*, on October 1, 2024, Mr. James Duby celebrated over 23 years of service to the City of Parchment and that achievement is significant; and,

*Whereas*, James Duby started as a Public Works Laborer in September of 2001, he trained to become a Drinking Water Operator at the Water Treatment Plant in 2003, in 2018 he returned to Public Works, and in January of 2024 he was promoted to the position of Foreman; and,

*Whereas*, through his time as an employee of the Water Treatment Plant and the Department of Public Works, Jim's dedicated service is evident through his thoughtful and efficient deconstruction of the former Water Treatment Plant and his care of the City's infrastructure, facilities, equipment and assets which improve the appearance, functionality, and safety for City residents and staff alike; our City is better off because of Jim's work; and,

*Whereas*, Jim has distinguished himself as a steady, hard-working, dependable worker, who is quick to smile, lend a hand, and is dedicated to fulfilling his duties with pride and commitment while working as the Foreman for the City of Parchment; and,

*Whereas*, the constant, reliable support from employees like Jim is vital to the efficient operation of the Public Works Department's assigned tasks and services that ensure the City's upkeep, safety, and comfort; and,

*Whereas*, the City of Parchment greatly depends on the quality and effectiveness of Public Works staff like Jim who, day-in and day-out, often with little recognition, works to make this City, its staff, and residents better off because of his daily focus on doing his best; and,

*Now, Therefore*, I Robert D Britigan III, by virtue of the authority vested in me as Mayor of the City of Parchment, do hereby recognize James Duby for over 23 years of work on October 1, 2024, and join with the City staff, residents, and the City Commission to extend our appreciation and gratitude to Jim for his hard work, friendly demeanor, and commitment to reliable maintenance over the past 23+ years.

*In Testimony Whereof*, I have hereunto set my Hand and caused the Seal of the City of Parchment, Kalamazoo County, Michigan to be affixed this 7th day of October, 2024.

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Robert D. Britigan, III, Mayor



## CITY OF PARCHMENT

**To:** Parchment City Commissioners  
**From:** Robert D. Britigan III, Mayor  
**Cc:** Nancy Stoddard, City Manager  
**Date:** 9/17/2024  
**Re:** Zoning Board of Appeals (ZBA)

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Please be advised that Karen Martin-Halm has resigned her position on the Parchment Zoning Board of Appeals. It is recommended that Nick Lysdahl be appointed to serve the remainder of her term ending December 31, 2026

Your consideration of this appointment is greatly appreciated.

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

# KALAMAZOO AREA BUILDING AUTHORITY 2025 BUDGET

(Board Approved: 09.17.24)

**INCOME**

4010	BUILDING PERMITS	419,281.00
4015	SPECIAL PERMITS	8,169.00
2020	ELECTRICAL PERMITS	154,672.00
4030	MECHANICAL PERMITS	165,560.00
4040	PLUMBING PERMITS	64,558.00
4600	INVESTMENT INCOME	120.00
<b>Subtotal Income</b>		<u>812,360.00</u>
	RETAINED EARNINGS (Proposed at 12/31/2024)	<u>483,436.98</u>
<b>TOTAL INCOME</b>		<b><u>1,295,796.98</u></b>

**EXPENSE**

6010	ADVERTISING & MARKETING	2,000.00
6200	BANK FEES	890.00
6450	DUES & SUBSCRIPTIONS	720.00
6501, 03, 05	PAYROLL - WAGES	333,711.56
6510	PAYROLL TAXES	25,998.95
6511	LIFE/AD&D/STD/LTD	4,536.00
6512	401(a)	18,364.99
6513	HEALTH INSURANCE	58,323.66
6700	GENERAL INSURANCE	15,874.00
6800	LEGAL FEES	12,000.00
6810	COMPUTER SUPPORT (EXTERNAL)	17,705.00
6820	ACCOUNTING SERVICES	16,162.00
7100	OFFICE EQUIPMENT	5,867.00
7110	OFFICE SUPPLIES	3,600.00
7115	POSTAGE	3,000.00
7120	WATER COOLER	80.00
7125	COMPUTER (HARDWARE/SOFTWARE)	10,030.00
7130	RESOURCE MATERIALS	1,000.00
	MORTGAGE	84,000.00
7420	LAWN CARE/SNOW REMOVAL	7,100.00
7450	MAINTENANCE & REPAIRS - OFFICE	13,120.00
7500	UTILITIES	5,100.00
7550	TRASH REMOVAL	840.00
7600	SECURITY (OFFICE)	2,517.29
7610	TELEPHONE - OFFICE	2,880.00
7611	TELEPHONE - CELLULAR	2,400.00
7700	BUILDING BOARD OF APPEALS	375.00
7701	AT-LARGE/ALTERNATE BOARD MEMBER	900.00
7710	CONTRACTED BUILDING INSPECTOR	5,000.00
7711	CONTRACTED ELECTRICAL INSPECTOR	53,400.00
7712	CONTRACTED MECHANICAL INSPECTOR	45,600.00
7713	CONTRACTED PLUMBING INSPECTOR	31,200.00
7800	MILEAGE REIMBURSEMENT	15,600.00
7810	TRAINING EXPENSE	1,600.00
7920	CAPITAL OUTLAY	7,000.00
7999	MISC	2,000.00
<b>TOTAL EXPENSE</b>		<u>810,495.45</u>
<b>NET POSITION</b>		<b>485,301.53</b>



# **KALAMAZOO AREA BUILDING AUTHORITY BUDGET COMPARISON**

2025 to 2024

		2025	2024	Diff
<b>INCOME</b>				
4010	BUILDING PERMITS	419,281.00	404,607.00	14,674.00
4015	SPECIAL PERMITS	8,169.00	8,169.00	-
4020	ELECTRICAL PERMITS	154,672.00	141,192.00	13,480.00
4030	MECHANICAL PERMITS	165,560.00	153,060.00	12,500.00
4040	PLUMBING PERMITS	64,558.00	53,868.00	10,690.00
4600	INVESTMENT INCOME	120.00	120.00	-
<b>Subtotal Income</b>		<b>812,360.00</b>	<b>761,016.00</b>	<b>51,344.00</b>
NET RETAINED EARNINGS (Proposed at 12/31 of previous year)		483,436.98	528,101.47	(44,664.49)
<b>TOTAL INCOME</b>		<b>1,295,796.98</b>	<b>1,289,117.47</b>	<b>6,679.51</b>
<b>EXPENSE</b>				
6010	ADVERTISING & MARKETING	2,000.00	2,000.00	-
6200	BANK FEES	890.00	890.00	-
6450	DUES & SUBSCRIPTIONS	720.00	720.00	-
6501, 03, 05	PAYROLL - WAGES	333,711.56	305,883.67	27,827.89
6510	PAYROLL TAXES	25,998.95	25,017.61	981.34
6511	LIFE/AD&D/STD/LTD	4,536.00	4,536.00	-
6512	401(a)	18,364.99	17,670.95	694.04
6513	HEALTH INSURANCE	58,323.66	58,515.98	(192.32)
6700	GENERAL INSURANCE	15,874.00	14,102.59	1,771.41
6800	LEGAL FEES	12,000.00	12,000.00	-
6810	COMPUTER SUPPORT (EXTERNAL)	17,705.00	17,995.00	(290.00)
6820	ACCOUNTING SERVICES	16,162.00	15,984.50	177.50
7100	OFFICE EQUIPMENT	5,867.00	20,867.00	(15,000.00)
7110	OFFICE SUPPLIES	3,600.00	3,000.00	600.00
7115	POSTAGE	3,000.00	2,400.00	600.00
7120	WATER COOLER	80.00	80.00	-
7125	COMPUTER (HARDWARE/SOFTWARE)	10,030.00	8,965.29	1,064.71
7130	RESOURCE MATERIALS	1,000.00	1,000.00	-
7400	RENT EXPENSE (MORTGAGE)	84,000.00	19,200.00	64,800.00
7420	LAWN CARE/SNOW REMOVAL	7,100.00	7,100.00	-
7450	MAINTENANCE & REPAIRS - OFFICE	13,120.00	13,120.00	-
7500	UTILITIES	5,100.00	4,700.00	400.00
7550	TRASH REMOVAL	840.00	780.00	60.00
7600	SECURITY (OFFICE)	2,517.29	540.00	1,977.29
7610	TELEPHONE - OFFICE	2,880.00	3,600.00	(720.00)
7611	TELEPHONE - CELLULAR	2,400.00	2,400.00	-
7700	BUILDING BOARD OF APPEALS	375.00	375.00	-
7701	AT-LARGE/ALTERNATE BOARD MEMBER	900.00	900.00	-
7710	CONTRACTED BUILDING INSPECTOR	5,000.00	5,000.00	-
7711	CONTRACTED ELECTRICAL INSPECTOR	53,400.00	53,400.00	-
7712	CONTRACTED MECHANICAL INSPECTOR	45,600.00	45,600.00	-
7713	CONTRACTED PLUMBING INSPECTOR	31,200.00	31,200.00	-
7800	MILEAGE REIMBURSEMENT	15,600.00	15,600.00	-
7810	TRAINING EXPENSE	1,600.00	1,600.00	-
7920	CAPITAL OUTLAY	7,000.00	7,000.00	-
7999	MISC	2,000.00	2,000.00	-
<b>TOTAL EXPENSE</b>		<b>810,495.45</b>	<b>725,743.59</b>	<b>84,751.86</b>
<b>NET POSITION</b>		<b>485,301.53</b>	<b>563,373.88</b>	

**KALAMAZOO AREA BUILDING AUTHORITY  
2024 BUDGET & YTD ACTUALS**

		Budget	Actuals As of 8/31/24
<b>INCOME</b>			
4010	BUILDING PERMITS	404,607.00	146,887.00
4015	SPECIAL PERMITS	8,169.00	7,535.00
2020	ELECTRICAL PERMITS	141,192.00	83,817.00
4030	MECHANICAL PERMITS	153,060.00	134,658.05
4040	PLUMBING PERMITS	53,868.00	54,708.00
4100	ZONING ADMINISTRATION	0.00	5,688.75
4600	INVESTMENT INCOME	120.00	2,359.67
4700	OTHER INCOME	0.00	23.40
<b>Subtotal Income</b>		761,016.00	435,676.87
	RETAINED EARNINGS	528,101.47	431,650.35
		(Actual - As of 12/31/23)	(Actual - As of 08/31/24)
<b>TOTAL INCOME</b>		<b>1,289,117.47</b>	<b>867,327.22</b>
<b>EXPENSE</b>			
6010	ADVERTISING & MARKETING	2,000.00	694.22
6200	BANK FEES	890.00	430.00
6450	DUES & SUBSCRIPTIONS	720.00	-
6501, 03, 05	PAYROLL - WAGES	305,883.67	188,998.62
6510	PAYROLL TAXES	25,017.61	15,536.31
6511	LIFE/AD&D/STD/LTD	4,536.00	3,023.84
6512	401(a)	17,670.95	12,171.82
6513	HEALTH INSURANCE	58,515.98	42,496.65
6550	PREHIRING EXPENSE	-	-
6700	GENERAL INSURANCE	14,102.59	8,722.69
6800	LEGAL FEES	12,000.00	3,243.00
6810	COMPUTER SUPPORT (EXTERNAL)	17,995.00	7,866.78
6820	ACCOUNTING SERVICES	15,984.50	13,077.88
7100	OFFICE EQUIPMENT	20,867.00	17,869.11
7110	OFFICE SUPPLIES	3,000.00	2,553.30
7115	POSTAGE	2,400.00	1,210.80
7120	WATER COOLER	80.00	47.33
7125	COMPUTER (HARDWARE/SOFTWARE)	8,965.29	8,209.86
7130	RESOURCE MATERIALS	1,000.00	950.00
	MORTGAGE	19,200.00	-
7420	LAWN CARE/SNOW REMOVAL	7,100.00	3,548.75
7450	MAINTENANCE & REPAIRS - OFFICE	13,120.00	7,536.38
7500	UTILITIES	4,700.00	3,561.36
7550	TRASH REMOVAL	780.00	522.58
7600	SECURITY (OFFICE)	540.00	360.00
7610	TELEPHONE - OFFICE	3,600.00	2,240.01
7611	TELEPHONE - CELLULAR	2,400.00	1,404.15
7700	BUILDING BOARD OF APPEALS	375.00	-
7701	AT-LARGE/ALTERNATE BOARD MEMBER	900.00	225.00
7710	CONTRACTED BUILDING INSPECTOR	5,000.00	-
7711	CONTRACTED ELECTRICAL INSPECTOR	53,400.00	50,700.00
7712	CONTRACTED MECHANICAL INSPECTOR	45,600.00	47,000.00
7713	CONTRACTED PLUMBING INSPECTOR	31,200.00	41,150.00
7715	CONTRACTED ZONING ADMINISTRATOR	-	4,620.00
7721	PLAN REVIEW - ELECTRICAL	-	1,600.00
7722	PLAN REVIEW - MECHANICAL	-	8,586.60
7723	PLAN REVIEW - PLUMBING	-	150.00
7800	MILEAGE REIMBURSEMENT	15,600.00	9,114.68
7810	TRAINING EXPENSE	1,600.00	1,201.20
7830	INTEREST EXPENSE	-	3,643.39
7920	CAPITAL OUTLAY	7,000.00	-
7999	MISC	2,000.00	-
<b>TOTAL EXPENSE</b>		<b>725,743.59</b>	<b>514,266.31</b>
<b>NET POSITION</b>		<b>563,373.88</b>	<b>353,060.91</b>



**Central County Transportation Authority**  
530 N. Rose Street Kalamazoo, MI 49007  
269-337-8087 Ph. 269-337-8211 Fax  
[www.kmetro.com](http://www.kmetro.com)

September 10, 2024

Nancy Stoddard, City Manager  
650 South Riverview Drive  
Parchment, MI 49004

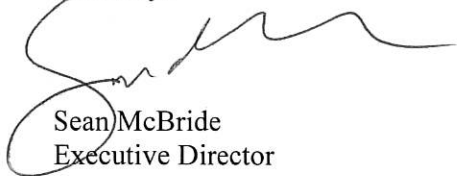
Dear Ms. Stoddard:

The CCTA is currently developing plans for the next millage election. It is anticipated the next millage election will occur either in August 2025 or November 2025. Any changes to the CCTA boundaries must be changed in the CCTA Articles of Incorporation and approved by the Kalamazoo County Board of Commissioners well before the 2025 election.

The City of Parchment is located in the boundaries of the CCTA. If the City Commission desires any changes to the areas included in the CCTA boundaries please provide me notification by November 1, 2024. If there are no changes to the current CCTA boundaries, no action will be needed by the Kalamazoo County Board of Commissioners.

Please let me know if you have any questions or thoughts as you review this matter. Thank you for your long-term partnership with Metro for providing essential public transit services to the community.

Sincerely,



Sean McBride  
Executive Director

c: Robert D. Britigan, III, Mayor, CCTA Boardmember