

AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

November 4, 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 October 21, 2024

5. Additions/Changes to the Agenda - Approval

6. Citizen Comments – Items ON the Agenda

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

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

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

7. Consent Agenda

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

Motion to RECEIVE OR APPROVE as indicated:

- i. Warrant 1528 – action
- ii. Kalamazoo Area Transportation Study, October 30, 2024 - receive
- iii. Planning Commission Meeting Minutes September 25, 2024 – receive

8. Unfinished Business

9. New Business

1. Budget Amendments, Treasurer Stutz - 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

14. Adjournment

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY, OCTOBER 21, 2024.

1. Call to order

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

2. Roll Call.

Present: Mayor Britigan, Commissioners Cooper, Conner, Fooy, Jordan, Madaras, and Mendoza, City Manager Stoddard, City Treasurer/Clerk Stutz, City Attorney Soltis.

Absent: None.

3. Approval of Minutes

Moved by Vice Mayor Jordan supported by Commissioner Mendoza to approve the minutes of the October 7, 2024 Regular meeting. **Motion Carried.**

4. Additions or changes to the agenda.

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

5. Citizen Comments – Items ON the Agenda

None.

6. Consent Agenda

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

7. Personnel Committee Report

Commissioner Fooy said the next step is meeting MML facilitator Curtis Holt. His plan is to come into Parchment to talk with community leaders, city staff, commissioners, etc. to get a picture of our community. The date is Monday, November 18. Commissioner Fooy noted "it's exciting, and the personnel committee is meeting tonight" to put together thoughts and information to give Mr. Holt.

8. Unfinished Business

None.

9. New Business

A. Kalamazoo Valley Intergovernmental Ambulance Agreement – action. Mayor Britigan began by saying we have entered into this agreement before. Attorney Soltis noted the last agreement was dated October 19, 2020, and this is a continuation of that one, without substantial change. He explained that the current agreement is between 14 municipalities, the former was 8 communities. Commissioner Mendoza asked if Life EMS does "balance billing" which is the harmful practice of billing insurance an exorbitant fee, then billing individuals the balance. Discussion surrounding the "oversight board" and price schedule ensued. Moved by Commissioner Cooper, supported by Commissioner Madaras to approve the Kalamazoo Valley Intergovernmental Ambulance Agreement as presented and authorize the City Manager to sign all documents related to the action. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0.

10. Citizen Comments

None.

11. Mayor and Commissioner Comments

Commissioner Conner expressed his excitement to start the new city manager search.

Mayor Britigan gave an update from SWMI First and MDOT regarding the US 131 south exchange – the plan is to begin work in March 2025 and open to traffic in November 2025. He then reminded all the commissioners about a dinner invitation from the Michigan Townships Association for local government officials held at the Fountains.

12. City Manager Comments/Reports

City Manager Stoddard recounted last year's MTA gathering was well attended, adding that she hopes it will be this year as well. She then stated if there were any questions or concerns to not hesitate in contacting her.

13. 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 7:18 p.m.

Shannon Stutz, City Clerk



City of Parchment
Check Register Report
Warrant 1528

Check	Check Date	Vendor Name	Description	Amount
38393	10/28/2024	CUSTOM SANDBLASTING	VET BRICKS ENGRAVING	28.00
38394	10/28/2024	HARVEY CONSULTING	PLANNING & ZONING - JULY	1,125.00
38395	10/28/2024	HONIGMAN	BROWNFIELD RE-DEV - ISLAND & G AVE THRU	1,303.75
38396	10/28/2024	J & H OIL COMPANY	FUEL CHARGES - 10/01 TO 10/15/24	495.83
38397	10/28/2024	JENNIFER CAMBURN	GAZEBO DEPOSIT REFUND - 10/12/24	100.00
38398	10/28/2024	KALAMAZOO CO. ROAD COMMISSION	SIGNAL MAINT - MAR, JUNE, JULY, AUG - EN	291.85
38399	10/28/2024	MOTOROLA SOLUTIONS, INC.	RADIO INSTALL ON 711	647.25
38400	10/28/2024	PETERS CONSTRUCTION CO.	USDA - CONTRACT #2 - REQUEST #5	93,445.04
38401	10/28/2024	PRINTING SYSTEMS INC.	ELECTION SUPPLIES	93.46

KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE

DRAFT Minutes of the September 25, 2024 Meeting

CALL TO ORDER

The September 25, 2024 Policy Committee Meeting was called to order at approximately 9:00 a.m. at Metro, in Kalamazoo, by Chairperson Thompson.

INTRODUCTIONS

Introductions were made by all present.

ROLL CALL

Meeting attendance was recorded on the sign-in sheet.

MEMBERS PARTICIPATING

Curt Aardema	Central County Transportation Authority
David Anderson	City of Kalamazoo
Rob Britigan	City of Parchment
Kerry DenBraber	Michigan Department of Transportation, TSC
Marsha Drouin	Richland Township
Tim Frisbie	Village of Vicksburg
Jeff Heppler	Village of Augusta
Judy Lemon	City of Galesburg
Pat McGinnis	City of Portage
Sherine Miller	Kalamazoo Township
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
Bret Witkowski	Van Buren County Road Commission
Mark Worden	Road Commission of Kalamazoo County

MEMBERS ABSENT

Cheri Bell	Oshtemo Township
John Gisler	Kalamazoo County
Robert Henderson	Van Buren Public Transit
Lisa Imus	Village of Lawton
Tracy Locey	Brady Township
Don Mayle	Michigan Department of Transportation, Planning
Jerry VanderRoest	Charleston Township

OTHERS PARTICIPATING

Sean McBride	Metro
Megan Mickelson	Kalamazoo Area Transportation Study
Jon Start	Citizen
Steve Stepek	Kalamazoo Area Transportation Study
Ali Townsend	Kalamazoo Area Transportation Study

CHANGES OR ADDITIONS TO THE AGENDA

There were no changes or additions to the agenda.

APPROVAL OF THE AGENDA

Drouin moved, and it was duly seconded by Ulsh, **“to approve the agenda of the September 25, 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 AUGUST 28, 2024 MEETING

The August 28, 2024 draft minutes state Drouin is a member of the Finance Personnel Subcommittee. However, she is no longer a member of the Subcommittee. The minutes will be amended.

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

FY 2025 PASS THROUGH AGREEMENT BETWEEN KATS AND CCTA

Steppek stated the Pass-Through Agreement is included in the packet. This is required for the Central County Transportation Authority Micro Mobility study funded through Kalamazoo Area Transportation Study.

Drouin moved, and it was duly seconded by Aardema, **“to approve the FY 2025 Pass Through Agreement Between KATS and CCTA.”** MOTION CARRIED.

FY 2026-2029 TRANSPORTATION IMPROVEMENT PROGRAM CALL FOR PROJECTS

Steppek reported that the Fiscal Year 2026-2029 Call for Projects went out to local agencies via email on September 12, 2024. The call ends on October 18, 2024. Let Kalamazoo Area Transportation Study know if you have any questions.

DRAFT PUBLIC PARTICIPATION PLAN

A link to the Public Participation Plan is included in the meeting packet. Recommendations from the Kalamazoo Area Transportation Study (KATS) Certification Review were incorporated into the Plan. The draft is currently out for its 45-day public engagement period. KATS will present the Plan for adoption next month.

CONTRIBUTED SERVICES FISCAL YEAR TO DATE

Steppek explained that the fiscal year-to-date August 2024 Contributed Services Report by agency is included in the meeting materials for your information and review. Steppek reminded attendees that Kalamazoo Area Transportation Study fiscal year end is September 30. Please submit September time sheets as soon as possible.

PUBLIC TRANSPORTATION UPDATES

Rama reported that Kalamazoo County Transportation Authority (KCTA) reviewed and approved renewal of its Worker's Compensation Insurance and its Liability Insurance. KCTA approved the purchase of a bus lift. It will be the same make and model they currently use. Discussions are ongoing about how to evaluate Metro Connect service, especially comparing pre-Covid to post-Covid.

Aardema reported the Central County Transportation Authority (CCTA) / Kalamazoo County Transportation Authority (KCTA) board approved the fiscal year 2025-2026 budget. CCTA/KCTA Staff continue to do outreach. Let Aardema know if your municipality would like staff to present information on Metro Connect, the line haul bus service, or other related topics. In response to Drouin, Aardema explained there will be an inside millage in 2025. An inside millage is defined as the urbanized area inside the CCTA boundary. A KCTA countywide millage will follow the CCTA millage. McBride elaborated that the CCTA millage will include the City of Portage, City of Kalamazoo, City of Parchment, Kalamazoo Township, and most of Comstock and Oshtemo Townships. Boundaries will be finalized by the end of this year. The millage election is anticipated to be in November 2025. The millage ask will be determined by the CCTA board in early 2025. September and October are cyclically the busiest CCTA/KCTA service months of the year.

EXECUTIVE DIRECTOR'S REPORT

In addition to the memo in the meeting packet, Steppek thanked members for attending today's meeting, so quorum was met.

NEW BUSINESS

No new business was brought forth.

PUBLIC COMMENTS

No citizens' comments were made.

MEMBER COMMENTS

Heppler reported the Village of Augusta Washington Bridge project is underway. A Request for Proposal will be issued soon for a project engineer for the extension of the non-motorized trail from Galesburg to Battle Creek.

Witkowski reported the Van Buren County Road Commission (VBCRC) major road projects were completed ahead of schedule. 215 miles of fog seal and seal coat were completed. VBCRC Employee Recognition Day is scheduled for October 18, 2024. One employee will be celebrating a 45-year anniversary.

McGinnis reported the City of Portage road projects are wrapping up for the year. Three parks projects continue.

Britigan reported the City of Parchment observation point and kayak launch public dedication ceremony has been postponed until spring of 2025.

Aardema encouraged attendees to stay involved with other municipalities to coordinate projects that cross multiple jurisdictional lines.

Sorensen reported that Cooper Township received a \$50 thousand dollar grant to update its Master Plan. This process is expected to last well into 2025. Cooper Township is meeting with the Department of Natural Resources and Kalamazoo County on October 1, 2024 to discuss a canoe and kayak launch at the D Avenue bridge. Construction on the Township Hall is 90 percent complete. Cooper Township purchased a new tanker fire truck and sold their old one. All are welcome to attend the Michigan Townships Association banquet at The Fountains on November 9, 2024.

Drouin thanked the Michigan Department of Transportation (MDOT) for completing an improvement project in Richland Township they did not know was planned. Last year MDOT, the City of Kalamazoo, and Richland Township agreed to transfer ownership of the pathway along Gull Road from MDOT to Richland Township after improvements were made. Improvements were unacceptable so Richland Township did not sign the agreement. Stepek agreed to provide Drouin an update on MDOT's plans and progress on the trail.

Worden provided information that the Road Commission of Kalamazoo County (RCKC) chip seal projects are done for the year. The new salt barn is fully stocked with salt for winter. Most major projects are complete for the year except for an overlay project on D Avenue. Joanna Johnson is retiring on November 5, 2024. Sorensen stressed that RCKC is not at fault and cannot be blamed for the fatal accident in Cooper Township last week. The July 4, 2024 fatal accident in close proximity to this one, similarly cannot be blamed on RCKC.

DenBraber stated the Michigan Department of Transportation (MDOT) KL Avenue and US-131 project temporary structure is about halfway done. The M-40 project in Lawton is behind schedule. Paving is done on the M-43 project in Richland. The barrels should be gone this week. The second application of pavement markings is planned for next Friday. MDOT was able to extend the limits of this project a little further south. Extensive work continues on US-131 in Schoolcraft. The US-131 BR interchange project will begin in March 2025 and wrap up at the end of 2025. The project will be in the December letting.

Frisbie confirmed plans with McGinnis, on the non-motorized pathway connection from the City of Portage to the Village of Vicksburg.

Miller reported handicap access ramps were recently installed on several Kalamazoo Township sidewalks. Kalamazoo Township is reviewing several available plats for a potential new Township Hall. Kalamazoo Township Superintendent Traci Moored will be speaking with stakeholders on the West Main Street and M-43 road diets. More details of the road diets and jurisdiction over road segments was discussed.

Lemon invited attendees to the City of Galesburg celebration on Saturday September 28, 2024 from 1:00 p.m. to 4:00 p.m. to unveil a mural selected by Bike Friendly Kalamazoo. The mural depicting the joys of bicycling, will be painted on the east wall of the building at 16 East Michigan Avenue.

Thompson reported all nine counts of the lawsuit against Comstock Township were dismissed. One of Comstock Township's biggest employers, Landscape Forms, chose to expand its presence in the township after considering locations in three other states. The expansion is expected to provide 125 new jobs. Representing Kalamazoo County, Heppler congratulated Thompson and Comstock Township on this news.

ADJOURNMENT

There being no further business, Chairperson Thompson adjourned the meeting at 9:44 a.m.

*The next meeting of the Kalamazoo Area Transportation Study Policy Committee will be held on
Wednesday, October 30, 2024 at 9:00 a.m.*

Approved 10/30/24 (er)

Planning Commission Meeting Minutes
September 25, 2024

1. Call to Order at 6:05pm

- 2. Roll Call**—Chairperson DeBoer, Commissioners Bliesener, Lyon-Jenness, and Brooks, Zoning Administrator (ZA) Harvey, and City Manager (CM) Stoddard.
Motion to excuse Dean by Lyon-Jenness, supported by Bliesener. All ayes, motion carried.

3. Approval of Minutes—August 28, 2024

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

4. Additions/Changes to the Agenda

- Items were renumbered and the Renewable Webinar discussion was added.

5. Citizen Comments

- None

6. Old Business

- Chairperson DeBoer asked if the new sign ordinance had been utilized.
- ZA Harvey stated she had received an application from Biggby and also the Mobil gas station. She said that the ordinance clearly addressed what was missing. Both businesses sent completed applications. Requests were for a canopy and a panel replacement. The ordinance is easy to use now.

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7. New Business

1. Revised 2024 Work Plan

- ZA Harvey stated that as the Work Plan relates to the Master Plan, all was completed that was slated for this year except Commercial-Industrial Standards and Training. The Work Plan indicated fall for this work item.
- Chairperson DeBoer said that they would have the Child Care Ordinance Public Hearing and the Commercial/Industrial Overlay in October.
- ZA Harvey said that she would provide a draft outline for October to see how that works. PC can look the overlay approach over. This pulls in three of the implementation ideas.
- Bliesener, Brooks and Lyon-Jenness agreed with the October plan.

2. Renewable Webinar discussion

- Bliesener mentioned the Renewable Webinar that she attended regarding PA233 with Oshtemo, Texas Township, and Portage. Parchment was considered to be too small to be concerned about it.
- ZA Harvey said that the City of Parchment does not have to do anything about it. The webinar did give a better understanding of PA 233 which begins in November. It is based on a State mandate which removes local control. (Solar, wind, battery farms above a certain size). If a developer comes with a project, they can use the State's process. Some communities do it by zoning districts. Noise, fire, and setback standards are at the State level. The local unit may 1) Do nothing 2) Create an ordinance of its own with a review process 3) Local community may have an ordinance that parrots the State. This gives us a seat at the table to hear the State's review, but no voting rights.
- ZA Harvey continued – Communities of interest have people within the industry to help them craft the ordinance (Local review = 3 months, State review 1 year). The City of Parchment does not have the area to accommodate a facility of such a size so we are not worried about it.
- ZA Harvey stated that the City could accommodate a smaller one (solar farm), but the PC position is that we do not want a solar farm on the mill site. If PC changes its mind, they may amend the ordinance. If someone is proposing a solar farm the PC may amend the ordinance. Battery storage systems only use 20 acres but have to be next to a battery storage building. Townships know they are being scouted and they want to have standards in place.
- Chairperson DeBoer said that if the City had 200 acres of vacant land, they would want to get in front of it. What about solar panels on the LC Howard warehouse?
- ZA Harvey said that it would be possible to have solar panels on it as an accessory use. It would not be able to be added to the grid.

3. 2025-2026 Work Plan Discussion

- Chairperson DeBoer asked when the Work Plan for 2025-2026 should be constructed.
- ZA Harvey said that she would like to have this conversation in the fall. She asked that the PC think through the Master Plan to the Implementation Matrix
 - 1) Adopted Master Plan (like the Work Plan idea) – identified strategies to work from list
 - 2) Work Plan came from Master Plan, Redevelopment Ready Community process needed an Action Plan.
 - 3) Think about the Implementation Matrix as a Master List instead, as a better source to draw from for Work Plan items.

4) Strategic zoning – Should have a technical review of zoning ordinance. Make a list of what the ordinance lacks (clean-up). Master Plan = Guide, Zoning Ordinance = Implementation Guide. ~~Implementation guide should be in the ordinance, too.~~

5) ZA Harvey, Technical Review – How to do it? Ask staff to review it page by page with zoning ordinances to see if it matches. Pair to the Master Plan list, then we have a working list.

- DeBoer asked if they were to look for inconsistencies.
- ZA Harvey said that they may not have any inconsistencies between the Master Plan and the State laws. However, nonconformities need to be handled uniformly.
- Chairperson DeBoer said that the further we are out in front of the mill project, the better prepared we will be.
- ZA Harvey asked how does the PC see the mill development progressing? Do we have a sense of how it will sell?
- Chairperson DeBoer stated that the City did not want to have one entity in mind to purchase all of the site, as before.
- Lyon-Jenness asked how we promote the site.
- Bliesener asked if anyone has seen Comstock since they were certified as a RRC community. The grant monies that have been given has made their downtown area look good.
- Chairperson DeBoer asked how Mike Schwartz, Prein & Newhof, coordinated the two splits. CM Stoddard said that it was based on the number of splits allowed per the Assessor and the access to utilities on Wilson Avenue. He said that he would like to see real developers come in. He then asked if the PC would want ZA Harvey to do the technical review between the Master Plan and the Implementation Plan for November.
- ZA Harvey said that this would be a great discussion for November and asked if there were any other thoughts for the Work Plan.

4. Structural Engineering Report

- Chairperson DeBoer stated that a professional report from engineers will allow for legitimate developers to study its content.
- Bliesener stated that it will answer the question – Is it salvageable.
- DeBoer noted that each building was not tied back to the map and asked if that was possible. He inquired as to whether the wood decking came from the company's forest. He stated that it was a wonderful report.
- Lyon-Jenness mentioned that Denny Collison may know about the decking and roofs.

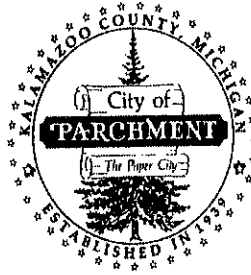
- DeBoer noticed that the photographs revealed the huge holes in the floor with the paper machines on each side.

8. Additional Comments

- Lyon-Jenness asked about the Administration Building
- CM Stoddard stated that they are still working on it.
- Lyon-Jenness asked about the outcome of the Branding Session with the City Commission.
- CM Stoddard stated that she would send the minutes of the meeting to the PC members.

9. Next Meeting—October 23, 2024 at 6pm

10. Adjournment—Motion by Lyon-Jenness, supported by Bliesener. All ayes. Meeting ended at 7:00pm.



MEMORANDUM

To: Nancy Stoddard, City Manager

From: Shannon Stutz, City Treasurer

Date: October 31, 2024

Subject: Budget Amendments

In reviewing the current financials, I have identified the following budget amendments necessary to avoid a negative budget variance at year end.

1. 101-540 (revenue) State Grants, 101-200-800.RIVER (expense) increase budget by \$426,000 for the River/Kayak launch improvements. This amendment is revenue neutral.
2. 101-540 (revenue) State Grants, 101-200-800.WILDLIFE (expense) increase budget by \$9000 for Urban Wildlife Corridor grant/clean up. This amendment is revenue neutral.
3. 101-544 (revenue) State grant – water plant, 101-591-800 (expense) increase budget by \$9800 for the remaining grant for Water Plant Building Improvements. This amendment is revenue neutral.
4. 203-451-800 (expense) local roads professional/contractual services, increase budget \$66,195 to reflect full payment of repaving Haymac, Link, and Island. TEDF funds of \$57k were received in June 2024, we were responsible for remainder.