

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY MAY 18, 2020.

1. Call to order

Mayor Britigan called the meeting to order via Zoom (online due to Coronavirus shutdown) at 7:00 p.m.

2. Roll Call.

Present: Mayor Britigan, Vice Mayor Jordan, Commissioners Bagley, Emmons, Evans, Fooy, and Madaras. City Manager Stoddard, City Treasurer/Clerk Stutz; Attorney Soltis.

Absent: None.

3. Minutes

Moved by Commissioner Bagley, supported by Commissioner Emmons to approve the Minutes of the May 4, 2020 Regular Meeting. Roll call vote was as follows:

Ayes: Bagley, Britigan, Emmons, Evans, Fooy, Jordan, and Madaras.

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0.

4. Additions or changes to the agenda.

None. Moved by Commissioner Emmons, supported by Commissioner Bagley to accept the agenda. Roll call vote was as follows:

Ayes: Bagley, Britigan, Emmons, Evans, Fooy, Jordan, and Madaras.

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0.

5. Citizen Comments – Items ON the Agenda

None.

6. Consent Agenda

A. Vice Mayor Jordan asked that item iii. Monthly Financials be removed from the consent agenda for further discussion. Moved by Vice Mayor Jordan, supported by Commissioner Bagley to receive the revised consent agenda items.

Motion Carried.

7. Unfinished Business

A. 2020-2021 Fiscal Year Budget Adoption. Mayor Britigan began by noting that this budget includes fund balance of 17-18% of expenses. He went on to add that no changes had been made to revenue (based on COVID19 issues) nor trash rates. Commissioner Fooy had questions about the Brownfield properties. Vice Mayor Jordan asked about the Kindleberger festival fund as well.

At a regular meeting of the City Commission of the City of Parchment held on Monday, May 18, 2020 the following budget resolution was offered by Vice Mayor Jordan and supported by Commissioner Emmons.

WHEREAS, the City Manager did submit to the City Commission a proposed budget estimating revenues and expenditures for the 2020-2021 fiscal year on April 20, 2020 as required by Chapter VII, Section 7.4 of the City Charter; and

WHEREAS, the City Commission in accordance with Act 621 Michigan Public Acts of 1978, did hold a public hearing on May 4, 2020 at 7:00 P.M. to receive citizen comment on the proposed budget as presented herein. A copy of the affidavit of publication is on file with the City Clerk.

NOW THEREFORE BE IT RESOLVED THAT, the City Commission of the City of Parchment, does hereby adopt said budget as represented herein; and

BE IT FURTHER RESOLVED, that the City Treasurer be authorized and directed to make such transfers between the various funds in accordance with the adoption of the budget; and

BE IT FURTHER RESOLVED, that the City Manager be authorized to transfer up to \$ 5,000.00 from any function of this budget to any other function of the budget within the same fund without further approval.

General Fund

Revenues		Expenditures	
Taxes/Fees	\$754,125	Legislative	26,500
State Sales Tax	200,400	Administration	371,100
Solid Waste Collect'ns	118,600	Legal Services	24,700
Other Revenues	27,600	Police Services	380,400
From Fund Balance	141,000	Fire Department	120,800
State Grants	122,000	Public Works Department	363,800
		Parks, Recreation & Culture	173,300
Total Revenues	\$1,363,725	Total Expenditures	\$1,460,600

Major Street Fund

Revenues		Expenditures	
State Grants	\$163,300	Routine Maintenance	22,900
Transfers	0	Traffic Services	27,700
		Winter Maintenance	26,145
		Administration	19,440
		Capital	10,500
Total Revenues	\$142,800	Total Expenditures	\$106,685

Local Street Fund

Revenues		Expenditures	
State Grant/Interest	66,700	Routine Maintenance	24,275
Transfers	0	Traffic Services	20,520

		Winter Maintenance	26,620
		Administration	19,340
		Capital	10,500
Total Revenues	\$ 72,400	Total Expenditures	\$101,255

Brownfield Redevelopment Authority

Revenues		Expenditures	
Tax Revenue	\$56,900	Brownfield Debt Retirement	59,500
Transfers	0	Attorney Fees	0
		Administrative Overhead	20,400
Total Revenues	\$ 56,900	Total Expenditures	\$ 79,900

The roll call vote was as follows:

Ayes: Bagley, Britigan, Emmons, Evans, Fooy, Jordan, Madaras.
 Nays: None.
 Absent: None.
 Abstain: None.

Resolution declared adopted this 18th day of May, 2020.

8. New Business

Monthly Financial Statement - receive. Vice Mayor Jordan had several questions about specific line items on the financial statement. Treasurer Stutz addressed each, with some discussion about budget to actual variances, and likely adjustments. Moved by Commissioner Evans, supported by Commissioner Fooy to receive the Monthly Financial Statement. **Motion Carried.**

9. Citizen Comments

None.

10. Mayor and Commissioner Comments

Commissioner Bagley asked that he be alerted to any new information given to the Commission on meeting day via text, adding that his work schedule doesn't allow him to consistently check his email.

Commissioner Fooy mentioned the mill property, saying the he walked the fence and saw three different spots where it was open. He said he would send photos to City Manager Stoddard.

Vice Mayor Jordan thanked the City Manager as well as Treasurer Stutz for their work on the budget.

Mayor Britigan asked how the turnout was for the May election, then complimented the City Manager regarding the new pavement all over the city. He added that he's looking forward to seeing work done on Commerce Lane. The Mayor then asked that ordinance enforcement be a priority, as it is "that time of year".

11. City Manager Comments/Reports

City Manager Stoddard thanked Treasurer Stutz and Superintendent Wolhuis for their efforts on the budget. She then talked about our partnership with the City of Kalamazoo on the roads. She mentioned their pricing has been reasonable, and that it makes sense to spend some money now to save it in the long run. She added that we will be posting updates to our website and our Facebook page, and invited all who had questions or concerns to call City Hall to discuss with her.

12. Adjournment

There being no further business to come before the Commission, it was moved by Commissioner Madaras and supported by all to adjourn the meeting at 7:50 p.m.

Shannon Stutz, City Clerk