

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY OCTOBER 19, 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, Evans, Fooy, and Madaras. City Manager Stoddard, City Treasurer/Clerk Stutz, Attorney Soltis.

Absent: None.

3. Minutes

Moved by Commissioner Bagley, supported by Commissioner Madaras to approve the amended minutes of the October 5, 2020 Regular Meeting. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 6-0.

4. Additions or changes to the agenda.

Add 6.V. August Credit Card Statement. Moved by Commissioner Evans, supported by Vice Mayor Jordan to accept the changes. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 6-0.

5. Citizen Comments – Items ON the Agenda

None.

6. Consent Agenda

A. Commissioner Fooy asked where the SAW grant monies and expenses are, Treasurer Stutz explained that they are seen in the Water Fund. Moved by Commissioner Fooy, supported by Commissioner Madaras to receive the consent agenda items. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 6-0.

7. Unfinished Business

A. Kalamazoo Valley Intergovernmental Ambulance Agreement - approve. Chief Obreiter began by explaining that this group was formalized in 2014, when they sent out a Request for Proposals for EMS services. Three companies responded, went through the selection process, and the group chose Life EMS. This resulted in a 4 year contract with the option of three 2-year extensions. This is the second of the three extensions. Prior to 2014, Parchment (alone) contracted with Life EMS in order to be sure of service to residents. The Chief added that the goal is to rebid the process at the 10 year mark (2024). Commissioner Bagley asked about the January 2020 date on the agreement. Chief Obreiter corrected the Commissioner noting that the January 2020 date referred to the rate schedule, not the agreement itself which renews at the end of October 2020. Commissioner Bagley asked when a new rate schedule would be available, it was said that would be available in November or December. Chief Obreiter added that any change to prices goes through the oversight board made up of the fire chiefs. Attorney Soltis quoted the agreement saying “any modification in fees must be approved by ¾ of the municipalities”. Moved by Commissioner Madaras, supported by Vice Mayor Jordan to approve the KVIAA as written and authorize the City Manager or Mayor to sign and execute the agreement. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 6-0.

B. Master Plan – approve distribution to the public. City Manager Stoddard explained that the next step in this process is to send the current version of the Master Plan to the “public” which in this case is defined as local schools, surrounding communities, railroads, and utilities, seeking their input. This would begin the required 63 day period, then after that residents are allowed to weigh in. Commissioner Fooy asked if this would conflict with the holidays and the City Manager answered that it would allow people to peruse the document in their down time. Mayor Britigan asked about whether additional commissioner comments would be accepted, whereby City Manager Stoddard answered “yes, as residents”. Mayor Britigan renewed his objection to the current vision statement. Commissioner Fooy asked what the plan was for actual distribution to residents – City Manager Stoddard said that social media will be used, as well as electronic means on our website, and copies in the library, and using our newsletter for key information. Commissioner Bagley suggested using the trash bill. Vice Mayor Jordan asked about the procedure for changes; City Manager Stoddard noted that all comments would be accepted and taken under advisement, with the whole process being overseen by Lee Adams for guidance. Moved by Commissioner Bagley, supported by Vice Mayor Jordan to distribute the current Master Plan to the public. Roll call vote was as follows:

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

Motion Carried 6-0.

8. New Business

A. Interlocal Agreement for Kalamazoo County to Approve the Designated Assessor – approve. City Manager Stoddard introduced Kalamazoo County Assessor Matt Hansen who explained the agreement. He noted that this comes into play when a municipality is non-compliant after 2-3 audit reviews of processes. He said the state is trying to reform the process and allow for cleaning up of issues around the state. He added that he doesn’t foresee an issue in our county. When asked by Mayor Britigan what happens if this is not approved, Assessor Hansen said that it will pass if a majority of the municipalities in the county agree to it. Moved by Vice Mayor Jordan, supported by Commissioner Evans to approve the Interlocal Agreement for Kalamazoo County to Approve the Designated Assessor as presented, and authorize the Mayor or City Manager to execute the document. Roll call vote was as follows:

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

Motion Carried 6-0.

9. Citizen Comments

Mike Conner, 1150 Parchmount, said that he tried twice to turn left onto Riverview from Parchmount and was almost hit – asking if something should be done about the blind corner.

10. Mayor and Commissioner Comments

Vice Mayor Jordan asked about the open gate to the mill on G Avenue, and construction behind Geno’s. City Manager Stoddard asked that she be contacted via text if the mill gate is open.

Commissioner Bagley asked who owns the property behind Geno’s, for an update on the Scottish Festival, the Bellisle lot, and an explanation on ordinance enforcement in relation to a specific property. City Manager Stoddard noted that she will find the owner information for follow up: that nothing will happen with the Bellisle lot until it can be budgeted; Attorney Soltis is working on a draft agreement with the Scottish Festival. Regarding the specific ordinance concerns, she said she will follow up with them.

Commissioner Evans thanked Chief Obreiter for his attendance at the meeting.

Mayor Britigan said it might be helpful if there is a second report for ordinance enforcement, something like “resident complaints”. He then reminded everyone that City Hall is accepting Commission candidate letters of interest until 5 pm October 26 for the remainder of former Commissioner Emmons’ term, which expires November of 2021.

11. City Manager Comments/Reports

City Manager Stoddard invited all who had questions or concerns to call to discuss with her, she is happy to meet via zoom or in person with 6 feet of distance.

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 7:57 p.m.

Shannon Stutz, City Clerk