

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY DECEMBER 7, 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 (at Midlink in Comstock Twp), Vice Mayor Jordan (at 904 Parchmount), Commissioners Bagley (at 1606 East G Ave), Conner (at 1150 Parchmount), Evans (at 221 Espanola), Fooy (at 415 E Glenguile), and Madaras (at 815 Parchmount). City Manager Stoddard, City Treasurer/Clerk Stutz, Attorney Soltis.

Absent: None.

3. Swearing in of New Commissioner

Michael Conner, 1150 Parchmount, by Clerk Stutz.

4. Minutes

Moved by Commissioner Madaras, supported by Commissioner Conner to approve the minutes of the November 16, 2020 Regular Meeting. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0.

5. Additions or changes to the agenda.

None. Moved by Commissioner Fooy, supported by Commissioner Evans to approve the agenda as written.

Motion Carried.

6. Citizen Comments – Items ON the Agenda

None.

7. Consent Agenda

A. Moved by Vice Mayor Jordan, supported by Commissioner Bagley to receive the consent agenda items. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0.

8. Unfinished Business

A. Capital Improvement Plan – Michael Schwartz, Prein & Newhof – receive. Mike Schwartz explained that this was a continuation of the report he gave the Commission 3 weeks ago. He laid out what he called a “road map” for the City’s future regarding the Sanitary Sewer and Storm Sewer lines, adding that this is a “living document” where priorities might change, other projects (e.g. roads) might influence timing, etc. He also said that there is a 20 year financial plan with a 10 year Capital Improvement Plan. He then turned it over to Andy Campbell. Discussion ensued.

B. Financials of SAW Grant, Sanitary Sewer – Andy Campbell, Baker Tilly – receive. Andy Campbell went over the financial end of the SAW Grant, including what the City’s sanitary sewer surcharge should be – the minimum to cover current expenses, and what’s needed to cover future expenses. He explained that communities all across the state are having similar issues, but Parchment has unique challenges. First, the age of the system – which is older than surrounding communities – and second, the city has been built out – no new growth. Other communities in the County are able to keep their rates artificially low because they are able to charge large fees for new hookups. Mr. Campbell explained the final steps to the SAW grant, reporting to EGLE by Dec. 31, 2020. And added that the City will not be able to cash fund all of the CIP, that debt is layered into the plan and that grant funding is possible through the USDA. Commissioners had questions that were answered, and the Mayor ended by asking that the rate committee convene to discuss this report and the implications on the surcharge.

9. New Business

A. Realtor Agreement for 122 N Riverview. Mayor Britigan explained that the agreement is with Doorlag Realty (local), listing the property for \$40,000 which will cover the City's costs incurred, and including a 6% commission. Attorney Soltis said the agreement is a standard realtor agreement. Moved by Vice Mayor Jordan, supported by Commissioner Fooy to approve the realtor agreement for 122 N Riverview with Doorlag Realty as provided, and authorize the City Manager to execute all documents related to the action. Roll call vote was as follows:

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

Motion Carried 7-0.

B. Defined Benefit Plan Adoption Agreement Addendum – approve. City Manager Stoddard began by explaining that our MERS representative contacted us about this. He stated that the addendum is to affirm what is in place and that there are no changes to the plan; their intent in the future is to use these addendums each year. The Mayor asked and it was confirmed that there are currently 5 full time employees paying into this program. Moved by Commissioner Madaras, supported by Commissioner Evans to approve the addendum as presented and authorize the City Manager to execute all documents related to this action. Roll call vote was as follows:

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

Motion Carried 7-0.

C. Defined Contribution Plan Adoption Agreement Addendum – approve. City Manager Stoddard noted that this plan is for future full time employees, and that it's more like a 401(k) where the city contributes a match. Moved by Commissioner Conner, supported by Commissioner Madaras to approve the addendum as presented and authorize the City Manager to execute all documents related to this action. Roll call vote was as follows:

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

Motion Carried 7-0.

D. 2021 Schedule of Meetings – approve. Moved by Commissioner Evans, supported by Commissioner Madaras to approve the Parchment City Commission 2021 meeting calendar. Roll call vote was as follows:

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

Motion Carried 7-0.

E. KABA Representative – discussion. Mayor Britigan explained that he's asking for a volunteer to represent the City Commission since there is currently a vacancy. He noted that currently KABA meets on Thursdays at 2 pm. Commissioner Bagley volunteered his time while he is off work temporarily. Commissioner Conner agreed to be secondary representative as long as he would have all necessary communications. Moved by Vice Mayor Jordan, supported by Commissioner Madaras to appoint Commissioner Bagley as primary KABA representative with Commissioner Conner as secondary KABA representative. Roll call vote was as follows:

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

Motion Carried 7-0.

10. Citizen Comments

None.

11. Mayor and Commissioner Comments

Commissioner Bagley welcomed Mike Conner to the Commission.

Commissioner Conner said he was excited to start this new experience, and hoped that he would do a good job.

Commissioner Evans welcomed Mike Conner to the “other side of the table” and thanked the commissioners for being KABA representatives as well.

Vice Mayor Jordan echoed those thanks, and added a welcome to Commissioner Madaras to the rate committee.

Mayor Britigan agreed with the sentiments and added his thanks.

12. 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.

13. Adjournment

There being no further business to come before the Commission, it was moved by Commissioner Conner and supported by all to adjourn the meeting at 8:59 p.m.

Shannon Stutz, City Clerk