

**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY APRIL 5, 2021.**

**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 5200 E Cork St.), 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 Glenguille), and Madaras (at 815 Parchmount). City Manager Stoddard, Clerk Stutz, Attorney Soltis.

Absent: None.

**3. Minutes**

Moved by Commissioner Conner, supported by Vice Mayor Jordan to approve the minutes of the March 15, 2021 Regular Meeting. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: Fooy.

**Motion Carried 6-0.**

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

None. Moved by Commissioner Evans, supported by Commissioner Bagley to approve the agenda as written. 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. Citizen Comments – Items ON the Agenda**

None.

**6. Consent Agenda**

A. Moved by Commissioner Conner, supported by Commissioner Madaras 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.**

**7. Unfinished Business**

None.

**8. New Business**

A. Resolution for Final Approval of Master Plan – approve. Mayor Britigan began by noting all of the work that has been put into this document, in addition to input from public comment periods. City Manager Stoddard explained that the cost of the plan was covered by a grant from the Upjohn Foundation and that the approval makes the document “official”, which leads to the ability to apply for grants among other things. Some discussion transpired. Moved by Commissioner Fooy, supported by Commissioner Evans to approve the Master Plan as presented with the addition of a “jurat” and subject to the southern city boundary being verified. 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. Professional Services Agreement for Sanitary Sewer Capital Improvement Projects, Prein & Newhof - approve. Mayor Britigan mentioned that this falls in line with implementing the SAW Grant findings, then turned it over to City

Manager Stoddard. She explained that this agreement covers both work that needs to be done in the sanitary sewer as well as application to the USDA Grant/Loan program. All engineering costs can be reimbursed within the USDA program. Vice Mayor Jordan commented that Prein Newhof noted that all work on the CIP can be completed within 6-8 months of beginning. Moved by Commissioner Conner, supported by Commissioner Madaras, to approve retaining Prein Newhof for Sanitary Sewer Capital Improvement Projects not to exceed \$19,500 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.**

C. Amendment of Conditional Rezoning to the Zoning Ordinance – 1<sup>st</sup> Reading. City Manager Stoddard gave some background on the property, 116 S Riverview. She discussed the drawbacks of “spot zoning”, and that together with Zoning Administrator Harvey and Attorney Soltis, this agreement has been reached. Attorney Soltis explained that this agreement (initiated by the developer) is between the city and the property owner, and allows for procedures to be used for individual situations. The agreement ends when the use changes. Mayor Britigan mentioned his support for this as a “reasonable revision” and an opportunity to make it easier to do business in the city. Moved by Commissioner Bagley, supported by Commissioner Connor to accept for First Reading Ordinance 218 To Amend the Parchment City Code of Ordinances and Add Conditional Zoning as written. 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. Budget Presentation – receive. City Manager Stoddard gave an overview of the proposed budget for 2021-2022, and noted the print copy will be emailed later in the week.

**9. Citizen Comments**

None.

**10. Mayor and Commissioner Comments**

Commissioner Madaras said she was excited to see the traffic light back up at Parchmount and Riverview.

Commissioner Bagley asked when potholes would be addressed.

Commissioner Evans thanked City Staff for their work, and is excited to have Biggby in town.

Commissioner Fooy noted he’s seen cars driving fast with police not reacting. He then noted how wonderful it is to see the community support the Leckie family.

Mayor Britigan said his thoughts and prayers go out to the Leckie family. He then mentioned that house bill #4115 would allow municipalities to permit bars and restaurants to be open until 4 am. He said it was “reckless and dangerous”, and it concerns him, and suggested people reach out to State Senator McCann.

**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 Conner and supported by all to adjourn the meeting at 8:02 p.m.

Shannon Stutz, City Clerk