

**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY FEBRUARY 15, 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 – arrived at 7:11pm), Evans (at 221 Espanola), Fooy (415 E Glenguile), and Madaras (at 815 Parchmount). City Manager Stoddard, Clerk Stutz, Attorney Soltis.

Absent: None.

**3. Minutes**

Moved by Commissioner Bagley, supported by Vice Mayor Jordan to approve the minutes of the February 1, 2021 Regular Meeting. Roll call vote was as follows:

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

Nays: None.

Absent: Conner.

Abstain: None.

**Motion Carried 6-0.**

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

None. Moved by Vice Mayor Jordan, supported by Commissioner Evans to approve the agenda as written. Roll call vote was as follows:

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

Nays: None.

Absent: Conner.

Abstain: None.

**Motion Carried 6-0.**

**5. Citizen Comments – Items ON the Agenda**

None.

**6. Consent Agenda**

A. Moved by Commissioner Madaras, supported by Commissioner Fooy 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. Audit Presentation – Joe Verlin, Gabridge & Co. – receive. Mr. Verlin thanked the commission for the opportunity to serve as auditors, and praised city staff for the additional time and effort this year’s work took due to Covid challenges. He then gave financial highlights for the fiscal year ending 6/30/20, including the “unmodified opinion”, and answered commissioners’ questions.

B. Fund Balance Policy - approve. Mayor Britigan noted that the state is encouraging municipalities to establish a policy. City Manager Stoddard explained that the policy states that the General Fund Balance should be no less than 20% of 3 months’ worth of General Fund expenses. She noted currently we are at 15.2%, but we can raise that this year by bringing the water fund into the general fund. Moved by Commissioner Bagley, supported by Commissioner Madaras to approve the Fund Balance Policy 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.**

C. Traffic Light Pole Easement Agreement – approve. Mayor Britigan began by stating that this document is related to the intersection at Parchmount and Riverview. He said the easement is necessary to replace the traffic light pole. Attorney Soltis explained that the pole is in the Right of Way, but the anchoring/guy wires need to be placed within the property of Mr. Singh at 101 S Riverview. He added that installation and maintenance will be the City’s responsibility, and this easement will be recorded at the Register of Deeds at the County. Mayor Britigan asked if the easement is “perpetual”, and it was answered that yes it was. There was no other discussion. Moved by Commissioner Conner, supported by Commissioner Madaras, to approve the easement as written. Roll call vote was as follows:

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

D. CapCon 2021 Conference, March 16, 2021 – notification. Mayor Britigan reminded Commissioners that the conference is a Michigan Municipal League event and this year is virtual. He noted that they usually take registrations right up until the day of the event.

**9. Citizen Comments**

None.

**10. Mayor and Commissioner Comments**

Commissioner Madaras said she is looking forward to the traffic light getting fixed.

Commissioner Fooy congratulated city staff on their work on the audit.

Commissioner Bagley echoed the congratulations.

Commissioner Evans also thanked and congratulated staff.

Commissioner Conner asked who is responsible for the traffic signal at Mosel, and then praised DPW for their good snow plowing.

Vice Mayor Jordan also congratulated staff on the audit and said DPW plowing is appreciated.

Mayor Britigan added his congratulations as well, and that new software will make the process even better. He then made note that he’s had residents comment about the Parchmount light that’s out and it’s been about 50/50 – those who like the light gone, and those who want it replaced. He then reminded Commissioners that the rate committee will need to meet regarding sewer rates.

**11. City Manager Comments/Reports**

City Manager Stoddard thanked Shannon and Carol for their hard work on the audit, and said with new software, and policies and procedures in place for year end, the process will be smooth. She said she will pass praise on to DPW. The City Manager then reported great news – that late last Friday, she was told that the state has appropriated \$450,000 for our city to decommission the water plant. She then 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 7:53 p.m.

Shannon Stutz, City Clerk