

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY DECEMBER 20, 2021.

1. Call to order

Mayor Britigan called the meeting to order via Zoom (online due to COVID-19 pandemic) at 7:00 p.m.

2. Roll Call.

Present: Mayor Britigan (at 5200 E Cork St.), Vice Mayor Jordan (at 904 Parchmount), Conner (1150 Parchmount), Cooper (510 Glendale), Evans (221 Espanola), Fooy (415 E Glenguile), and Madaras (815 Parchmount), City Manager Stoddard, Deputy Clerk Smith, Attorney Soltis.

Absent: None.

3. Minutes

Moved by Commissioner Conner, supported by Commissioner Madaras to approve the amended minutes of the December 6, 2021 Regular Meeting. Roll call vote was as follows:

Ayes: Britigan, Conner, Cooper, 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 Evans, supported by Commissioner Fooy to approve the agenda as written. Roll call vote was as follows:

Ayes: Britigan, Conner, Cooper, 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. Questions by Commissioners were answered regarding specific items. Moved by Vice Mayor Jordan, supported by Commissioner Conner to receive the consent agenda items. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0.

7. Unfinished Business

None.

8. New Business

A. Fire Department Contract with Kalamazoo Township – action. Chief Obreiter presented the contract noting that it was the same as the previous 2 year contract with slight increase in monthly rate and dates based on calendar year. He noted KTFD is currently working without a contract as the former contract ended recently. Mayor Britigan noted the early termination clause says either party can terminate the contract with 120 days notice and asked if this could be changed to mutual agreement. Chief Obreiter noted the township board approved the wording as written, and the contract would have to go back to the board to make the change. Commissioner Conner noted the good service the City has received and doesn't believe we would be interested in termination. Attorney Soltis suggested tabling the contract for now until the township could approve the new wording but noted the contract could be altered after signing with mutual agreement. Moved by Commissioner Fooy, supported by Commissioner Evans to adopt the contract 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.

B. Corporate Technologies – Babs Gunderson, Purchase of New Server – action. Presentation by Babs Gunderson of Corporate Technologies. The City previously purchased new financial software from BS&A, and the existing 8 year old server is not able to meet the technology requirements. City Manager Stoddard noted software training is scheduled to begin in January. She stated the City’s previous IT company did not do a good job of helping look ahead to needed upgrades and improvements which did not allow us to budget accordingly. Gunderson noted they were not involved in the purchase process for the BS&A software and that in the future, they would be able to advise us of major purchases before they are critical. Moved by Commissioner Conner, supported by Commissioner Madaras to purchase the new server and installation as quoted by Corporate Technologies. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0.

C. Committee Appointments, Mayor – receive. Mayor Britigan reviewed committee appointments for the 2022 calendar year. No discussion took place.

D. Engineering Services Agreement, Prein & Newhof – action. City Manager Stoddard noted there were some rate changes from 2021, but that she would like to stay with them for at least one more year as Prein & Newhof are actively working on the decommission of the water plant. After that, the City may want to bid out the service since there are several good engineering firms in the area. Attorney Soltis stated the contract can be terminated with 10 days notice and that pricing is subject to change. Moved by Vice Mayor Jordan, supported by Commissioner Evans to approve the agreement with Prein & Newhof and authorize City Manager Stoddard to sign the contract. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0.

9. Citizen Comments

None.

10. Mayor and Commissioner Comments

Commissioner Cooper thanked everyone for their comments at the meeting. She appreciates the Commission’s patience while she learns about IT.

Commissioner Conner thanked Chief Obreiter for attending and for his work on the fire contract. He is pleased with the department’s performance. He is finding out that infrastructure can’t be unattended for too long and hopes this is the start of forward thinking for funding.

Commissioner Madaras thanked the guests for their information. She has heard good things about KTFD and is glad they are covering the City. She says BS&A software is a good product, and she is glad the City is spending time and money to stay current.

Commissioner Evans thanked Chief Obreiter for attending and for working with the City. She wished Happy Holidays to all.

Commissioner Fooy said Happy Holidays and see everyone next year.

Vice Mayor Jordan thanked the visitors tonight for the good questions and conversation. Happy Holidays and see everyone in January.

Mayor Britigan reminded everyone that the next meeting is January 3. It is currently planned to be in person so bring a mask. Also Happy Holidays to all.

11. City Manager Comments/Reports

City Manager Stoddard wished everyone a Merry Christmas and a safe holiday. She then invited anyone with questions or concerns to contact her to discuss them.

12. Adjournment

There being no further business to come before the Commission, it was moved by Commissioner Cooper and supported by all to adjourn the meeting at 8:15 p.m.

Kara Smith, Deputy City Clerk