

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY APRIL 17, 2023.

1. Call to order

Mayor Britigan called the meeting to order at 7:00 p.m. then led everyone in the Pledge of Allegiance.

2. Roll Call.

Present: Mayor Britigan, Vice Mayor Jordan, Commissioners Cooper, Conner, Evans, and Madaras. City Manager Stoddard, Treasurer/Clerk Stutz, Attorney Soltis.

Absent: Fooy.

Moved by Vice Mayor Jordan, supported by Commissioner Conner to excuse the absence of Commissioner Fooy. **Motion Carried.**

3. Minutes

Moved by Commissioner Cooper, supported by Vice Mayor Jordan to approve the minutes of the April 3, 2023 Regular meeting. **Motion Carried.**

4. Additions or changes to the agenda.

Add the following: 9C Proclamation Request, 9D Catch Basin Repair, 9E Personnel Committee Report, and 9F Little League Parade Route adjustment. Moved by Commissioner Madaras supported by Vice Mayor Jordan to approve the agenda as amended. **Motion Carried.**

5. Citizen Comments – Items ON the Agenda

None.

6. Consent Agenda

A. Questions by Commissioners were answered regarding specific items. Moved by Commissioner Conner, supported by Commissioner Madaras to receive the consent agenda items. **Motion Carried.**

7. Unfinished Business

None.

8. New Business

A. Scottish Festival contract - action. Mayor Britigan noted this is the group's third request to use Kindleberger Park, with scheduled dates as September 8-10, 2023. City Manager Stoddard explained that the contract is mostly the same as previous years, though they hope to increase vendors and food trucks. Attorney Soltis went over the changes from last year's contract. Moved by Commissioner Cooper, supported by Commissioner Madaras, to approve the Scottish Festival contract with revisions noted and authorize the City Manager to execute all documents related to the action. Roll call was as follows:

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

Nays: None.

Absent: Fooy.

Abstain: None.

Motion Carried 6-0.

B. KTPD Quarterly Report, Lt. Scott Jackson – receive. Lt. Jackson thanked the commissioners, then reported activity in the city from January 1 to March 31. He added that the School Resource Officer has been busy in Parchment Schools. Questions and answers followed.

C. Lending Hands Proclamation, Lucinda Stinson - action. Mayor Britigan introduced resident and CEO of Lending Hands, Lucinda Stinson. She went over how the volunteer-led Lending Hands got its start in 2005, how they've grown, and their recent move to a new facility at 4570 Commercial Avenue in Portage. Ms. Stinson noted that 3500 residents of Parchment have used their services over the years, adding \$215,000 of value to the City. Commissioner Madaras praised the group, as her mother Louise was a long-time volunteer for them. Vice Mayor Jordan added that groups like this allow people to convalesce and stay in their homes with dignity. Moved by Commissioner Madaras, supported by Commissioner Cooper to approve the Special Tribute to Lending Hands, LLC as presented. Roll call was as follows:

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

Nays: None.

Absent: Fooy.

Abstain: None.

Motion Carried 6-0.

D. Catch Basin Repair – action. City Manager Stoddard explained that within the milling and repaving project on Roberts Lane, a catch basin on Roberts has been identified as needing repair/replacement. Peters Construction, a company the city has engaged in the past, was able to fit the city’s narrow timeframe into their schedule. Moved by Commissioner Madaras, supported by Commissioner Evans to approve the Peters Construction bid of \$7913.36 and authorize the City Manager to execute all documents related to the action. Roll call was as follows:

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

Motion Carried 6-0.

E. Personnel Committee Report, Commissioner Evans. Commissioner Evans reported that the committee (with Commissioners Conner and Fooy) met, and then asked that everyone return their surveys this week.

F. Parchment Little League Parade Route Adjustment – action. Manager Stoddard reminded everyone that the previous parade approval was “subject to police department approval.” As the Little League did not contact KTPD in time to get shifts scheduled, the parade route has been changed by removing the major streets. This route has been approved by KTPD. Moved by Commissioner Evans, supported by Commissioner Conner to approve the new route for the Little League Parade on April 29, 2023. **Motion Carried.**

9. Citizen Comments

None.

10. Mayor and Commissioner Comments

Commissioner Cooper congratulated Lending Hands adding that taking care of senior citizens is essential.

Mayor Britigan told everyone that Envirologic submitted their work on our brownfield project and was selected to be a presenter at a national conference held in Detroit, adding that it’s great exposure to would-be developers. He then reminded all of the budget work session following this meeting.

11. City Manager Comments/Reports

City Manager Stoddard invited anyone who has questions or concerns to call and discuss them with her.

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 7:58 p.m.

Shannon Stutz, City Clerk