

**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY MAY 15, 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, Commissioners Cooper, Conner, Fooy, and Madaras. City Manager Stoddard, Attorney Soltis, City Treasurer/Clerk Stutz.

Absent: Evans, Jordan.

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

**3. Minutes**

Moved by Commissioner Cooper, supported by Commissioner Madaras to approve the minutes of the May 1, 2023 Regular meeting. Commissioner Fooy abstained **Motion Carried.**

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

9D. Adoption of 2023-24 Budget. Moved by Commissioner Madaras supported by Commissioner Conner 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 Cooper, supported by Commissioner Fooy to remove item i. Warrant 1490 from the consent agenda. **Motion Carried.** Moved by Commissioner Madaras, supported by Commissioner Cooper to receive the remaining consent agenda items. **Motion Carried.**

**7. Unfinished Business**

A. Budget Discussion. Mayor Britigan noted this was the last time to address the future budget. Commissioner Cooper noted she was happy to see the direction the city is going. Other questions were asked and answered.

**8. New Business**

A. Public Utility Easement for Water Pressure Stations, City of Kalamazoo – action. City Manager Stoddard began by noting that the safety of water when the power goes out is in question; as a result, the CoK is asking to put a generator in place on a 6’x6’ concrete pad, fenced in near the water tower. No digging is necessary, and the CoK will begin work ASAP. She added that this benefits all in the community, as it could prevent boil water advisories. Attorney Soltis added that this is a standard easement, with an additional indemnification and hold harmless paragraph added. Discussion took place. Moved by Commissioner Cooper, supported by Commissioner Madaras to approve the Public Utility Easement as presented and authorize the City Manager to execute all documents related to this action. Roll call vote was as follows:

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

Nays: None.

Absent: Evans, Jordan.

Abstain: None.

**Motion Carried 5-0.**

B. Resolution # 2023-2 to Apply for the Transportation Economic Development Fund (TEDF)- action. City Manager Stoddard explained that this grant application does not allow for already repaired roads. She noted that DPW staff reviewed the PASER study to decide which roads to apply for. The selection of Haymac, Link Lane, and Island Drive will benefit both residents and businesses. The grant is formula based, usually a 50/50 match; the City Manager noted that she was hoping that moving to 55/45 might “move the needle” in our direction. She added this would be for the 2024-25 fiscal year. Discussion took place.

A RESOLUTION TO ESTABLISH A REQUEST FOR FUNDING, DESIGNATE AN AGENT, ATTEST TO THE EXISTENCE OF FUNDS AND COMMIT TO IMPLEMENTING A MAINTENANCE PROGRAM FOR MILLING AND RESURFACING OF HAYMAC, LINK LANE AND ISLAND DRIVE, FUNDED BY THE TRANSPORTATION ECONOMIC DEVELOPMENT FUND CATEGORY B PROGRAM.

At a regular meeting of the City Commission of the City of Parchment, Kalamazoo County, Michigan, held in the Parchment City Hall, 650 S Riverview Drive, in said City, on May 15, 2023 at 7pm.

WHEREAS, the City of Parchment is applying for \$62,729.00 in funding through MDOT from the Transportation Economic Development Category B Program to construct the milling and repaving on Wilson Avenue, West Glenguile, and Roberts Lane.

WHEREAS, MDOT requires a formal commitment from the public agency that will be receiving these funds and will be implementing and maintaining these infrastructure projects.

NOW, THEREFORE, BE IT RESOLVED THAT, the City has authorized Nancy R Stoddard, Parchment City Manager, to act as agent on behalf of the City to request Transportation Economic Development Fund Category B Program funding, to act as the applicant's agent during the project development, and to sign a project agreement upon receipt of a funding award.

BE IT FURTHER RESOLVED THAT, the City attests to the existence of, and commits to, providing at least 55% toward the construction costs of the project, and all costs for design, permit fees, administration costs, and cost overruns.

BE IT FURTHER RESOLVED THAT, the City commits to owning operating, funding and implementing a maintenance program over the design life of the facilities constructed with Transportation Economic Development Fund Category B Program funding.

Moved by Commissioner Madaras, supported by Commissioner Fooy to adopt the forgoing resolution. Roll call vote was as follows:

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

**Resolution Declared Adopted 5-0.**

C. City Manager Review. Commissioner Fooy, as representative of the personnel committee, thanked all the commissioners for filling out the CM evaluations. He went over the results, noting the City Manager's overall score (on a scale of 1-5) was above 4. He explained their recommendation for a 2 year contract, and said the contract will be given to the City Manager this week. There was some discussion and constructive criticism given.

D. Budget Resolution #2023-3, Adoption. Mayor Britigan said this is the last step in the budget process, adding he felt the city was in a "good position". Moved by Commissioner Madaras, supported by Commissioner Conner to adopt the Proposed Budget for 2023-24 as follows:

WHEREAS, the City Manager did submit to the City Commission a proposed budget estimating revenues and expenditures for the 2023-2024 fiscal year on April 3, 2023 as required by Chapter VII, Section 7.4 of the City Charter; and

WHEREAS, the City Commission in accordance with Act 621 Michigan Public Acts of 1978, did hold a public hearing on May 1, 2023 at 7:00 P.M. to receive citizen comment on the proposed budget as presented herein. A copy of the affidavit of publication is on file with the City Clerk.

NOW THEREFORE BE IT RESOLVED THAT, the City Commission of the City of Parchment, does hereby adopt said budget as represented herein; and

BE IT FURTHER RESOLVED, that the City Treasurer be authorized and directed to make such transfers between the various funds in accordance with the adoption of the budget; and

BE IT FURTHER RESOLVED, that the City Manager be authorized to transfer up to \$ 5,000.00 from any function of this budget to any other function of the budget within the same fund without further approval.

General Fund

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Revenues

Expenditures

Taxes/Fees	\$875,721	Legislative	58,014
State Sales Tax	250,000	Administration	407,389
Solid Waste Collect'ns	140,080	Legal Services	26,574
Other Revenues		Police Services	449,335
	255,628		
Overhead fr Funds	120,000	Fire Department	128,740
State Grants	144,200	Public Works Department	458,538
		Water Plant Grant	58,000
		Parks, Recreation & Culture	191,329
<b>Total Revenues</b>	<b>\$1,785,629</b>	<b>Total Expenditures</b>	<b>\$1,777,919</b>

Major Street Fund

Revenues		Expenditures	
State Grants	\$186,500	Routine Maintenance	24,973
Transfers	0	Traffic Services	27,120
		Winter Maintenance	26,420
		Administration	22,504
		Capital/Construction	102,000
<b>Total Revenues</b>	<b>\$186,500</b>	<b>Total Expenditures</b>	<b>\$203,017</b>

Local Street Fund

Revenues		Expenditures	
State Grant/Interest	\$76,000	Routine Maintenance	26,356
Transfers	0	Traffic Services	19,028
		Winter Maintenance	23,350
		Administration	23,133
		Capital	12,000
<b>Total Revenues</b>	<b>\$ 76,000</b>	<b>Total Expenditures</b>	<b>\$103,867</b>

Brownfield Redevelopment Authority

Revenues		Expenditures	
Tax Revenue	\$540,000	Brownfield Debt Retirement	\$58,146
Transfers	0	Attorney Fees	10,000
		Transfer to other Fund	127,000
		Administrative Overhead	40,000
<b>Total Revenues</b>	<b>\$ 540,000</b>	<b>Total Expenditures</b>	<b>\$ 235,146</b>

Veteran’s Memorial Fund

Revenues		Expenditures	
Contributions	\$10,000	Bricks/supplies	\$10,000
Transfers	0	Professional/Contractual	0
<b>Total Revenues</b>		<b>Total Expenditures</b>	
	\$ 10,000		\$ 5,000

Roll call vote was as follows:

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

**Resolution Declared Adopted 5-0.**

**9. Citizen Comments**

Lieutenant Smith, TKPD, thanked the commission, saying it’s always a pleasure to watch government in action. He reported an uptick in trespassing at the mill, and other crimes, which they see with better weather. He reminded residents to keep cars and homes locked at night. He added they’ve added a new website for recruitment: tkpd.org

**10. Mayor and Commissioner Comments**

Commissioner Cooper said that she appreciates that CM Stoddard is open to constructive comments and looks forward to an additional 2 years with her. She added thanks to KTPD being active in our community.

Commissioner Conner commented that he’s seen tractor-trailers using G avenue to get to LC Howard.

Commissioner Madaras thanked CM Stoddard and her staff for all they do.

Commissioner Fooy added his thanks as well.

Mayor Britigan asked if the mowing ordinance could be emphasized regarding enforcement.

**11. City Manager Comments/Reports**

City Manager Stoddard said she appreciates all the input, thanked her “fabulous” staff both at Public Works and City Hall, and added she’s looking forward to the future together. She then 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 8:13 p.m.

Shannon Stutz, City Clerk