

**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY JUNE 5, 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, Evans, Fooy, Jordan, and Madaras. City Manager Stoddard, Attorney Soltis, City Treasurer/Clerk Stutz.

Absent: None.

**3. Minutes**

Moved by Commissioner Madaras, supported by Vice Mayor Jordan to approve the minutes of the May 15, 2023 Regular meeting. Vice Mayor Jordan abstained. **Motion Carried.**

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

None. Moved by Vice Mayor Jordan supported by Commissioner Conner to approve the agenda as presented. **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 Evans, supported by Commissioner Fooy to receive the consent agenda items. **Motion Carried.**

**7. Unfinished Business**

A. None.

**8. New Business**

A. Resolution #2023-4 to Establish the 2023-2024 Millage Rate – action. City Treasurer Stutz explained that this rate is the same as prior year, adding that it supports the budget as approved last meeting.

WHEREAS, the City of Parchment Board of Review has completed its review and correction of the Assessment Roll for 2023; and

WHEREAS, said Assessment Roll shows the taxable value of all real and personal property in the City of Parchment subject to general Ad Valorem taxation to be as follows:

REAL PROPERTY	53,596,479
PERSONAL PROPERTY	2,741,100
TOTAL ASSESSMENT ROLLS	\$56,337,579

WHEREAS, the City Commission has adopted a budget for the 2023-24 fiscal year which will require the levy of 16.4701 mills in order to adequately fund the operations of the City of Parchment; and

WHEREAS, the City Commission has complete authority to establish that 16.4701 mills be levied in 2023 for operating purposes; and

WHEREAS, the City Commission of the City of Parchment did hold a public hearing Monday, May 15, 2023 at which time the property tax millage rate proposed to be levied to support the proposed budgets was a subject of that hearing.

NOW THEREFORE BE IT RESOLVED, that by the authority granted by the City Charter, Chapter IX, Section 9.1, the millage rate for 2023 is hereby set at 16.4701 mills to be levied against each dollar of Taxable Value of Real and Personal Property within the City of Parchment for general operating purposes.

BE IT FURTHER RESOLVED, pursuant to the authority of Parchment City Charter, Chapter IX, Section 9.6 the City Clerk is hereby directed to certify to the Assessor the total amount of \$875,721 to be raised by taxes.

FURTHER, when extensions have been made by the Assessor, that the City Assessor, pursuant to City Charter, Chapter IX, Section 9.8, shall execute the necessary warrant directing the City Treasurer to collect the tax set forth in said warrant, and that same when collected be credited to 2023-2024 GENERAL OPERATIONS in the amount of \$875,721. Moved by Commissioner Madaras, supported by Commissioner Fooy to approve the forgoing resolution. 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.**

B. Resolution # 2023-5 to Establish the Sewer Rate for 2023-2024 – action. Mayor Britigan reminded everyone that this rate is already set as written, and that it can be changed at any time by commission action. This is only a formality at this time. Vice Mayor Jordan explained that while reducing the rate may be possible, it isn't prudent until we have bids in for the USDA project. Some discussion took place.

CHARGES FOR SEWER SERVICES SUPPLIED BY THE SEWER DEPARTMENT

WHEREAS, in accordance with the City of Parchment Compiled Ordinances, specifically section 58-61, the City Commission is empowered to set the rates charged to customers of the City of Parchment Sewer System for the efficient operation and maintenance of said system,

WHEREAS, the City of Parchment wastewater system has been shown to need improvements for structural concerns as identified by Prein & Newhof's *2021 Parchment Sanitary Engineering Report*,

WHEREAS, the City of Parchment has been awarded USDA Rural Development funding in the amount of \$3,750,000 to update the city's sewer infrastructure,

WHEREAS, said improvements will enhance the health and security of the system in addition to providing adequate capacity for future and current wastewater flows,

WHEREAS, the reserves are necessary to ensure that adequate funds are being generated to pay for the wastewater system expenses and the corresponding annual debt service,

NOW THEREFORE BE IT RESOLVED, effective July 1, 2023, the surcharges for sewer services supplied by the City of Kalamazoo for the City of Parchment Sewer System shall be computed as follows:

- A. The charges for sewer services shall be based upon the readings from the water system.
- B. Surcharge – Customers of all account classes located within the corporate limits of the City of Parchment shall pay 155% of the sewer services charged by the City of Kalamazoo.

Moved by Commissioner Madaras, supported by Vice Mayor Jordan to adopt the forgoing resolution. 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. Parks & Recreation Committee Memo, Parchment Tree Replacement Fund – action. Cheryl Lyon-Jenness, 294 Glendale, and representing the P&R committee gave an overview of the idea to establish a tree fund that would serve as

structure for replacing both residential and public trees in the city. She noted there will be an educational booth at the summer festival with a drawing to win a tree as one way to fundraise. Ms. Lyon-Jenness emphasized the need for this to be an “intelligent and environmentally-sound plan” that will be ongoing. Mayor Britigan noted the value in this, saying the commission’s action is to either support this now or not. Some questions were posed, suggestions made. Moved by Commissioner Cooper, supported by Commissioner Madaras to support the idea of a tree fund to be overseen by the Parks & Recreation Committee with details to be clarified by city staff. **Motion Carried.**

D. City Manager Contract – action. Mayor Britigan reminded all present that the city manager’s contract expires on 6/17/23, that her rating on the review completed by commissioners was 4+/5, with good comments. Commissioner Fooy, as representative of the personnel committee, stated that an offer was made to CM Stoddard, which was countered. Among the details of the counteroffer were expiration date of 6/17/2025, an increase in pay to \$75,000 per year, an 8% contribution to retirement, and a 90 day extension at commissioners’ discretion. Moved by Commissioner Cooper, supported by Commissioner Madaras to accept the counter offer as presented and authorize the city attorney to draft the contract amendment accordingly. Commissioner Madaras stated she supports this amendment, saying the value of the grants the CM has brought to the city is huge. Commissioner Cooper added that CM Stoddard has devoted herself to our community, that she deserves all of this, “offering less isn’t showing gratitude”. Commissioner Conner expressed his wishes that the commission doesn’t wait to the “11<sup>th</sup> hour” to conduct a search for the next city manager. He added that he thought 8% contribution into retirement was “a lot for municipalities”. Roll call vote was as follows:

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

**Motion Carried 6-1.**

**9. Citizen Comments**

None.

**10. Mayor and Commissioner Comments**

Commissioner Cooper thanked the personnel committee for the city manager’s contract, and said she’s looking forward to two more years working with CM Stoddard.

Commissioner Conner asked whose responsibility it is to trim resident-owned trees that have limbs in the roadway.

Commissioner Madaras noted that the summer concert series begins this weekend and she’s looking forward to it.

Commissioner Fooy added his thanks to the commission saying he’s excited to have CM Stoddard for another two years.

Commissioner Evans reported that the Parks & Recreation committee feels it’s good to establish a plan for the trees.

Vice Mayor Jordan thanked the personnel committee as well, and noted the new speakers have been reported to sound great. He said he is glad to have CM Stoddard working for the city for two more years. He also mentioned thinking the tree fund sounds like a great idea.

Mayor Britigan congratulated the city manager on her renewed contract, saying “it’s been a pleasure”. He noted that he will send the commissioners a RCKC survey that is worth filling out. He reminded all that there’s an Envision the River stakeholder meeting on 6/23/23, finally adding that it’s great the city was awarded the EPA grant.

**11. City Manager Comments/Reports**

City Manager Stoddard thanked the commission for a renewal of her contract, and added that good things are coming to the city. 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 8:06 p.m.

Shannon Stutz, City Clerk