

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY JULY 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, 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 Commissioner Conner to approve the amended minutes of the June 19, 2023 Regular meeting. **Motion Carried.**

4. Additions or changes to the agenda.

Map added for item 9E. Moved by Vice Mayor Jordan supported by Commissioner Fooy 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 Conner, supported by Commissioner Cooper to receive the consent agenda items. **Motion Carried.**

7. Unfinished Business

A. None.

8. New Business

A. Block party request for Thomas Street – action. Mayor Britigan explained that this request was received on 7/6/23 for Saturday, 7/29/23. City Manager Stoddard said that she was unaware of the city ever approving one before. This would be on E Thomas, between Elmhurst and Groveland; adding that closing the street could be a cost concern due to overtime for employees. Kristen Capelli, resident of 318 E Thomas, explained that the idea was to be able to have a thru-way for emergency vehicles, but close the road between 6 and 10 pm. She added that she thought it would foster a sense of community, and allow for people with mobility problems and families with small children to take part near home. Discussion about insurance and liability took place, questions asked and answered. Moved by Commissioner Cooper, supported by Commissioner Conner to approve the block party conditional to the notification of police and fire services, and consultation with our insurance company. 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. Fishbeck (MI Deal) Professional Services Contract – action. Mayor Britigan introduced David Stegink of Fishbeck to go over the contract provided. Mr. Stegink said that his company is a MI Deal provider, so there's already a pricing discount. He added this is related to the EPA Grant that was awarded, and explained how the grant would be distributed, and that the money would be used on subcontractors for excavation, laboratory work, etc. He noted that this was "the biggest challenge" of his career and "is excited to get started". Questions were asked and answered. Moved by Commissioner Cooper, supported by Commissioner Fooy, to approve the contract as presented, and authorize the City Manager to sign all relevant documents related to the action. 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. Sanitary Sewer Easement Agreement, Parchment Partners – action. Mayor Britigan reminded everyone that the USDA loan/grant requires certain easements from landowners, and this is one from Parchment Partners, the property near Nieboer Heating and Cooling at the end of Shoppers Lane at Commerce. City Manager Stoddard explained that many easements are required (19), as they were not part of prior sales, and there are 5 outstanding. She mentioned the Thrun attorney says this agreement makes sense. Moved by Commissioner Fooy, supported by Commissioner Evans to approve the easement and authorize the City Manager to sign all relevant documents related to the action. 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.

D. Budget Amendments to 2023 Year End – action. City Treasurer Stutz explained that in her review of year end financials, two general ledger accounts exceeded their budgeted expense. She noted that each of the funds have ended the year in better position than we budgeted. Moved by Commissioner Madaras, supported by Vice Mayor Jordan to approve the budget amendments as presented. **Motion Carried.**

E. Access Agreement to Existing Monitor Wells, Arcadis of MI, Georgia Pacific – action. City Manager Stoddard explained that the previous agreement was with Tetra Tech, now Georgia Pacific has hired Arcadis for the work mandated them by EGLE. Discussion took place. Moved by Commissioner Madaras, supported by Commissioner Evans, to approve the agreement as presented and authorize the City Manager to sign all relevant documents. 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 said she was thrilled to have the contract with Fishbeck, adding special thanks to those on the commission when PFAS broke, saying “it must’ve been hard to be in the seat”. She then added her thanks to everyone for a successful festival.

Commissioner Conner discussed calculations on the water and sewer bills, saying that if people have questions, they should contact Kalamazoo City directly.

Commissioner Madaras expressed her excitement for the Veterans Memorial to break ground. She then relayed how much she enjoyed the festival, thanking Kris Jordan and all the chairpersons and volunteers, then adding that Kris will be difficult to replace.

Commissioner Evans echoed those comments, and asked people to volunteer!

Commissioner Fooy said he was looking forward to the block party, and said “hats off “ to the KAC, great job. He added that the city should consider a policy for block parties.

Vice Mayor Jordan thanked everyone for the successful festival, saying the plays were “tremendous”.

Mayor Britigan echoed those comments, adding thanks to city staff, saying things were “first rate”. He then asked about ordinance enforcement, and reminded everyone of the July 31 joint PC and City Commission meeting.

11. City Manager Comments/Reports

City Manager Stoddard said she was very impressed with the festival, expressing her many thanks to the volunteers and chairpersons, saying it takes everyone to pull it together. She added that she was thrilled to be a part of it, and that it was very enjoyable.

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 8:26 p.m.

Shannon Stutz, City Clerk