

**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY AUGUST 7, 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 Fooy, supported by Commissioner Madaras to approve the amended minutes of the July 17, 2023 Regular meeting. **Motion Carried.**

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

None. Moved by Commissioner Cooper supported by Commissioner Madaras 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 Madaras, supported by Commissioner Conner to receive the consent agenda items. **Motion Carried.**

**7. Unfinished Business**

A. None.

**8. New Business**

A. 2022 KTPD Annual Report, Chief Ergang – receive. Chief Ergang was welcomed, then took the podium to announce that Parchment is “a very safe community to live in”. He added that the officers really respect the community and enjoy working in it. The Chief went over the highlights of the year, noting that calls for service were down overall, and that while traffic crashes were up, none were fatal. Some questions were answered, and he then thanked the commission for their support, adding that the officers had a great time while working the festival.

B. Callander Commercial Sales Agency Agreement, 122 N Riverview Dr (former Bellisle Bldg lot) – action. City Manager Stoddard began by noting that because this property already has a parcel number and legal description it can be listed for market. Attorney Soltis added that this is a simple agency agreement, hiring the company to market properties for one year recommended asking price of \$39,000. Questions were answered, and Mayor Britigan noted he would be abstaining since Callander represents his employer. Commissioner Madaras said she supports this because Callander is a local, reputable company with good visibility. Moved by Commissioner Cooper, supported by Commissioner Madaras, to approve the contract as presented, and authorize the Mayor to sign all relevant documents related to the action. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: Britigan.

**Motion Carried 6-0.**

C. Callander Commercial Sales Agency Agreement, corner Bellisle Blvd and Riverview (property surrounding Twisters) – action. Mayor Britigan noted sales data from both Twisters and Dollar General, and added that “shovel readiness” should perhaps be a consideration on asking price. Attorney Soltis said this agreement is the “same concept, different property” as the previous action. Moved by Commissioner Cooper, supported by Commissioner Fooy to approve the contract as presented, and authorize the Mayor to sign all relevant documents related to the action. Roll call vote was as follows:

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

Nays: None.

Absent: None.  
Abstain: Britigan.

**Motion Carried 6-0.**

D. AT&T Metro Act Right of Way Permit Extension – action. Attorney Soltis reminded everyone that this permit is required by communities to pass due to the state changing the law several years ago. As such, this is just a formality, but it gives the company authority to use the city ROW for their purposes (cable, internet, telecom). Moved by Commissioner Cooper, supported by Commissioner Evans, to approve the permit extension as presented and authorize the City Manager to sign all 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.**

E. Resolution of Adoption of the 2022 Kalamazoo County Hazard Mitigation Plan – action. City Manager Stoddard explained that this plan is for all types of disaster, expires in 5 years, and the year reflects when the plan was written. She added that the county has resources for us to tap into. Discussion took place. Moved by Vice Mayor Jordan, supported by Commissioner Madaras, to approve the resolution as presented and authorize the City Manager to sign all relevant documents. Mayor Britigan said we lived this, and were able to overcome the situation with a lot of county assistance. 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 appreciated everyone who attended the Joint City Commission/Planning Commission meeting, adding that it was good information and a good start with a plan to move forward.

Commissioner Madaras thanked Chief Ergang for sharing the data/information.

Commissioner Fooy noted he was looking forward to listing the properties.

Vice Mayor Jordan thanked Chief Ergang for “joining us”.

Mayor Britigan mentioned three things: 1) he will be attending the Michigan Association of Mayors Conference and will report back, 2) acknowledge and thanks for attending the Joint City Commission/Planning Commission meeting with the next on August 23, and 3) MDOT 5 year plan has been released – the 131 SB interchange is missing - and they’re soliciting comments.

**11. City Manager Comments/Reports**

City Manager Stoddard said she felt the Joint City Commission/Planning Commission Meeting was very well done, and happy to hear all of the comments. She added she looks forward to the next meeting on August 23. She then offered anyone with questions or concerns to call or text 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 7:55 p.m.

Shannon Stutz, City Clerk