**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY, OCTOBER 16, 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.

1. **Roll Call**.

Present: Mayor Britigan, Commissioners Cooper, Conner, Fooy, and Madaras. City Manager Stoddard, Deputy Clerk Smith.

Absent: Evans and Jordan.

Moved by Commissioner Madaras, supported by Commissioner Fooy to excuse Commissioner Evans and Vice Mayor Jordan. **Motion carried**.

1. **Minutes**

Mayor Britigan noted a correction to Item 10-Mayor and Commissioner Comments. Commissioner Madaras had said “theater chair and festival director”. Moved by Commissioner Cooper, supported by Commissioner Madaras to approve the amended minutes of the October 2, 2023 Regular meeting. **Motion Carried**.

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

None. Moved by Commissioner Fooy, supported by Commissioner Cooper to approve the agenda as written. **Motion Carried**.

1. **Citizen Comments – Items ON the Agenda**

None.

**6. Consent Agenda**

A**.** No questions asked. Moved by Commissioner Cooper, supported by Commissioner Madaras to receive the consent agenda items. **Motion Carried.**

**7. Unfinished Business**

None.

**8. New Business**

A. Remaining ARPA Funds – Discussion. Mayor Britigan noted the city still has approximately $32,000 of the ARPA funds left to allocate by the end of 2023 with spending taking place before the end of 2024. City Manager Stoddard noted some needs in a memo including possible paving at Public Works barn, repaving lower Kindleberger Park parking lot, façade grants for businesses, refurbishing tennis courts, speed bumps in the north park entrance, tree fund, or sidewalk work. Commissioner Fooy noted some of the streetlights are dimmer than they should be and perhaps money could be spent to repair them. City Manager Stoddard said this is a Consumers Energy issue. Commissioner Cooper would like the money to go toward park improvements and mentioned the lower ballfield steps are a concern. Mayor Britigan suggested repaving the southeast lot near the Little League fields. Manager Stoddard will work with DPW to get quotes for some of the work, and the Commission will make decisions in November.

B. Honigman LLP Contract – Action. Due to the volume of work Attorney Soltis is handling with ordinances and other municipal needs, a real estate attorney was sought to handle real estate transactions. The city has used specialty attorneys in the past, and because of the complexity of the mill property, a specialist is needed. Honigman was a firm recommended to the city by neighboring municipalities. Two other recommended firms are not available. Hourly charges range from $250-$750, with each case ranging $10,000-$15,000 depending what’s needed. Money will come from the Brownfield fund as well as buyers paying a portion of the cost. Commissioner Cooper expressed concern about the fees, noting Parchment is a small community and perhaps needs a smaller local firm. Mayor Britigan reassured the fees are competitive and that Honigman has a strong reputation in the community. Moved by Commissioner Madaras, second by Commissioner Conner, to approve Honigman LLP to provide real estate attorney services to the city and authorize City Manager Stoddard to sign any contracts. Commissioner Cooper noted she believes specialty attorney services are needed. Commissioner Madaras stated the city does not have time to wait with the increased interested in city owned properties. Roll call was as follows:

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

Nays: None.

Absent: Evans and Jordan.

Abstain: None.

**Motion Carried 5-0**

**9. Citizen Comments**

 Michael Porath, 606 S Riverview, stated his family has used Honigman in the past and found them to be an excellent law firm. He thanked Mayor Britigan for validating his opinion.

**10. Mayor and Commissioner Comments**

Commissioner Cooper said she’s excited to see what interest we have in portions of the mill property. She appreciates the hard work of her fellow commissioners and engineers who have gone above and beyond.

Mayor Britigan congratulated those who participated in the City Commission candidate forum. He noted the commissioners have received invitations to the Michigan Township Association dinner at The Fountains on November 9 and hopes everyone can attend.

**11. City Manager Comments/Reports**

City Manager Stoddard 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 7:35 p.m.

 Kara Smith, Deputy City Clerk