**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY, SEPTEMBER 18, 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, Evans, Fooy, Jordan, and Madaras. City Manager Stoddard, City Attorney Soltis, City Treasurer/Clerk Stutz.

Absent: None.

1. **Minutes**

Moved by Vice Mayor Jordan, supported by Commissioner Conner to approve the minutes of the September 5, 2023 Regular meeting. **Motion Carried**.

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

Change 9A from “action” to “receive”. Moved by Commissioner Evans supported by Commissioner Madaras to approve the agenda as amended. **Motion Carried**.

1. **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 Conner to receive the consent agenda items. **Motion Carried.**

**7. Unfinished Business**

A. Water Tower Painting - action. Mayor Britigan reminded all that this was tabled from last meeting. Mayor Britigan explained that Kalamazoo provided the color palette to choose from. City Manager Stoddard showed the commission the colors “fairway green” is closest to city signs and “Moroccan tile” as the closest to maroon of PHS colors. She mentioned historically the water tower has been green and even silver. Mayor Britigan noted concern for fading and whether there is a theme to be followed. Moved by commissioner Fooy, supported by Vice Mayor Jordan, to paint the water tower Fairway green with white lettering to carry on the tradition of the green park and city signs. **Motion Carried.**

**8. New Business**

A. City of Parchment Sewage Collection System Revenue Bond Ordinance #224, Ian Koffler, Thrun Law – receive. Mayor Britigan introduced Ian Koffler from Thrun Law, who has been shepherding us through the bond and loan process. Mr. Koffler explained that this is the final procedural step and is information only. Later, after the bids, the ordinance will be brought before the commission for full approval. He then explained that according to the Revenue Bond Act, only one reading of the ordinance is necessary; he then gave an overview of how the bond procedure works.

B. Notice of Intent to Issue Bonds, Ian Koffler, Thrun Law – action. Per Ian Koffler, Thrun Law, the intent enumerates a $5m ceiling, and publishing this is required for the USDA Loans and Grants. He mentioned it is merely a placeholder, the exact number will come in after the bids are received. He noted this document indicates a right of residents to hold a referendum. Moved by Commissioner Cooper, supported by Commissioner Madaras to approve the Resolution of Notice of Intent as presented. Roll call was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

**Motion Carried 7-0.**

C. Lease Agreement for Access, Odor Monitor at DPW Building – action. City Manager Stoddard explained that the City of Kalamazoo wants to place an odor monitor on our DPW building for the next 5 years, and will present the live data on their website. Moved by Commissioner Madaras, supported by Commissioner Conner, to approve the least agreement for the monitor on the DPW Building, and authorize the City Manager to execute all documents related to the action. Roll call was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

**Motion Carried 7-0.**

D. Lease Agreement for Access, Odor Monitor at City Hall – action. City Manager Stoddard noted this is the same agreement, the only difference being that the monitor will be placed at City Hall. Moved by Commissioner Madaras, supported by Vice Mayor Jordan, to approve the least agreement for the monitor on City Hall, and authorize the City Manager to execute all documents related to the action. Roll call was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

**Motion Carried 7-0.**

E. Leaf Ordinance #223, Second Reading – action. Mayor Britigan noted that the changes asked for at last meeting are now in the document. Attorney Soltis noted a small typographical error that will be fixed. Commissioner Madaras appreciates that the ordinance is more flexible, adding she thinks the penalty should remain. Moved by Commissioner Madaras, supported by Vice Mayor Jordan, to accept for second reading Leaf Ordinance #223. **Motion Carried.**

F. Leaf Ordinance #223, Adoption. Moved by Commissioner Madaras, supported by Vice Mayor Jordan, to adopt Leaf Ordinance #223 as presented. Commissioner Cooper expressed her disapproval of the penalties, adding she thought they were aggressive. Commissioner Fooy said he thinks this is unnecessary and will abstain. Roll call was as follows:

Ayes: Britigan, Conner, Evans, Jordan, and Madaras.

Nays: Cooper.

Absent: None.

Abstain: Fooy.

**Motion Carried 5-1.**

G. Urban Forestry Tree Grant Approval – action. Cheryl Lyon-Jenness, 294 Glendale and representing the Parks and Recreation Committee, referred to the memo in the packet which asks for approval to use Tree Funds as a match for a grant. She noted that the Parks and Rec plan from 2022 calls for enhancement of trees throughout the city. The grant will address doing an inventory of trees within the park, as well as a master plan for planting. Moved by Commissioner Cooper, supported by Commissioner Evans to approve the use of $7000 from the Tree Fund as matching funds for the Urban Forestry Grant. Roll call was as follows:

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

Nays: Fooy.

Absent: None.

Abstain: None.

**Motion Carried 6-1.**

**9. Citizen Comments**

Cheryl Lyon-Jenness, 294 Glendale, thanked the commission for approving the request for matching the grant.

**10. Mayor and Commissioner Comments**

Commissioner Cooper said she’s excited about the forestry grant, saying the Parks and Rec Committee has taken into account input from residents, a “great way to start”. She then added that while she’s happy to approve access to the City of Kalamazoo to get odor data, she thinks the air quality has been poor for years and this is to cover it up. She’s hoping for greater accountability going forward.

Commissioner Conner, agreed, then thanked Cheryl Lyon-Jenness.

Commissioner Madaras thanked Cheryl as well, and that she’s excited to see it come to fruition.

Commissioner Fooy noted his no vote was because he felt the money should be used to take care of dangerous city trees.

Mayor Britigan thanked everyone for their work on the Veterans Memorial, then said he had received compliments on the park from non-residents who attended the Scottish Festival. He added that there are opportunities in leadership to serve on the KAC next year – the festival director and theater chair – asking everyone to pass on the call to action.

**11. City Manager Comments/Reports**

City Manager Stoddard thanked everyone for attending the Veterans Memorial dedication. 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 8:13 p.m.

Shannon Stutz, City Clerk