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

Absent: None.

1. **Approval of Minutes**

Moved by Vice Mayor Jordan supported by Commissioner Fooy to approve the minutes of the December 4, 2023 Regular meeting. **Motion Carried**.

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

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

**7. Unfinished Business**

None.

**8. New Business**

A. Update from Kalamazoo County Commission, Commissioner Jeff Heppler – receive. County Commissioner Heppler highlighted some of the accomplishments of the county including: the opening of the new courthouse, expansion of the jail facility, much-improved animal services building. He mentioned the state has mandated that each county have a plan for waste materials handling so he will be looking for municipalities’ cooperation for the project. Lastly, he said Kalamazoo County is a “great place to work and play”.

B. Appointments to Planning Commission, Zoning Board of Appeals, and Kindleberger Arts Commission – action. Moved by Commissioner Cooper, supported by Vice Mayor Jordan to approve the appointments as presented in the memos in the agenda packet. **Motion Carried.**

C. Consideration of Purchase Agreement for Mill Property parcel 06-03-226-050.

1. Parchment Vegetable Products Inc., Dan Bussema – action. Mayor Britigan went over how the commission got to this point, saying that for the southernmost buildings, the city solicited letters of intent from interested parties that went to the city’s Planning Commission. The PC then checks for whether the uses fit within the Master Plan, then sends along their recommendation to the City Commission. He indicated that these agreements are similar, adding that exhibit C spells out the use of the property and restrictions on resale. In this case, it is indoor urban farming of vegetables. City Manager Stoddard reported that Mr. Bussema is sick and unable to come to tonight’s meeting. Moved by Commissioner Cooper, supported by Commissioner Madaras to table any action on this item until the second meeting in January, 2024. **Motion Carried**.

D. Consideration of Purchase Agreements for Mill Property parcel 06-03-280-022. Mayor Britigan invited each of the parties interested to come to the podium to address the commission.

1. Purchase agreement, Fidel Coronado – action. Mr. Coronado says he’s had his commercial (interior) construction business on Wilson since 2012. His goal is to expand to exterior construction and needs space for materials, tools, etc. He would upgrade the outside, remodel restrooms, and have office space as well. He has 28-30 employees and would add more as needed. Questions from commissioners were answered. Moved by Commissioner Cooper, supported by Commissioner Mendoza to table action pending the next presentation to the January 2, 2024 meeting. **Motion Carried**.

2. Purchase agreement, Mavcon Properties, James Dally – action. Mr. Dally said he’d “never competed” for properties like these. He noted other projects he’s worked on throughout the county (e.g. Biddergy), saying this property would be used for his own office, and patents and products that are in the works. He, too, answered commissioner questions. Moved by Commissioner Mendoza, supported by Commissioner Conner to table action on this item to the January 2, 2024 meeting. **Motion Carried.**

E. Appointment of Fire Code Enforcement Officer – action. City Manager Stoddard explained that the city needs the fire marshall to be able to act immediately on issues that arise, not wait for manager approval each time. Attorney Soltis added that it will be much like how KABA runs, being able to issue citations based on the fire code already adopted. Commissioner questions were answered. Moved by Commissioner Madaras, supported by Commissioner Fooy to approve the appointment of Todd Kowalski as the Fire Code Enforcement Officer effective immediately. **Motion Carried.**

F. KATS Contributed Services Agreement – action. City Manager Stoddard detailed how this agreement works, saying that it is “in kind” which means that we can turn in the city’s hours or other vendor payments that would offset the city’s portion. She added that the calculated amount is $1380. She cited an example of the truck study the city paid for. Moved by Commissioner Mendoza, supported by Commissioner Conner to approve the KATS Contributed Services Agreement as presented. Roll call vote was as follows:

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

Nays: None.

Abstain: None.

Absent: None.

**9. Citizen Comments**

None.

**10. Mayor and Commissioner Comments**

Commissioner Mendoza said how excited he was to hear that multiple people are interested in the mill parcels, and that the city’s vision is coming to fruition.

Commissioner Cooper said she is similarly excited, adding that it’s especially nice to see both local people and “outsiders” be interested. She then wished everyone happy holidays.

Commissioner Conner told everyone happy holidays.

Commissioner Madaras was also enthusiastic that there are multiple interests in mill properties; she gave accolades to the planning commission for doing the work for the master plan that got us to this great spot. She thanked City Manager Stoddard for her part in that as well, then wished all a happy holiday.

Commissioner Fooy recommended a drive by Mr. Coronado’s property on Wilson before making any decisions. He then wished all a wonderful and safe holiday.

Vice Mayor Jordan wished everyone a Happy Holiday.

Mayor Britigan said he was honored and humbled to serve another term as City Mayor. He noted it is a privilege to work with city staff, highlighting some of the city’s recent accomplishments. He expressed looking forward to working with this commission, saying it’s a “team effort” between the commission and residents. He then thanked everyone for their confidence in his leadership.

**11. City Manager Comments/Reports**

City Manager Stoddard wished everyone a Merry Christmas, Happy Holidays and Happy New Year, 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 Mendoza and supported by all to adjourn the meeting at 8:20 p.m.

Shannon Stutz, City Clerk