**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY, DECEMBER 4, 2023.**

1. **Call to order**

Clerk Stutz called the meeting to order at 7:00 p.m. then led everyone in the Pledge of Allegiance.

1. **Swearing in of New Commissioners**

Clerk Stutz swore in Douglas Fooy, Robin Madaras, and Justin Mendoza.

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. **Elections**

Commissioner Jordan nominated Commissioner Robert Britigan III as Mayor for the next term; he accepted the nomination. There were no other nominations for Mayor. A voice vote was taken. **Motion Carried.**

Commissioner Madaras nominated Commissioner Jordan as Vice Mayor for the next term; he accepted the nomination. There were no other nominations for Vice Mayor. A voice vote was taken. **Motion Carried**.

1. **Minutes**

Moved by Commissioner Cooper supported by Commissioner Madaras to approve the minutes of the November 20, 2023 Regular meeting. Commissioner Fooy abstained. **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 Cooper to receive the consent agenda items. **Motion Carried.**

**7. Unfinished Business**

None.

**8. New Business**

A. EPA Multi-Purpose Grant Work Plan Update, David Stegink, Fishbeck – receive. Mayor Britigan introduced David Stegink of Fishbeck, our environmental consultant. Mr. Stegink noted that the grant was initiated in September of 2023 so it is just getting started. He mentioned the overall schedule is to conduct preliminary activities over the winter, execute sampling in the spring, develop clean-up plans at the end of 2024, then prepare bidding documents during winter of 2024 and then execute the clean-up in 2025. City staff will meet roughly monthly with Fishbeck to keep communication going; city commission will be updated on a quarterly basis by Fishbeck. Mr. Stegink also reported looking into other funding opportunities for the mill site from both the Kalamazoo County Land Bank and the Michigan Economic Development Corporation’s Strategic Site Readiness Grant.

B. City Commission Meeting Schedule 2024 – action. Mayor Britigan highlighted a few of the meetings due to their unusual nature, mainly being Tuesdays. Moved by Commissioner Mendoza, supported by Commissioner Madaras to approve the meeting schedule as presented. **Motion Carried.**

**9. Citizen Comments**

None.

**10. Mayor and Commissioner Comments**

Commissioner Mendoza thanked residents for putting their faith in him, and the commissioners for their kind words. He mentioned being “excited to serve” and having faith that this commission can help citizens.

Commissioner Cooper said it was exciting to hear that Fishbeck will be applying for more funding, adding that she’s ready to reach out to anyone if needed to help that along. She welcomed Commissioner Mendoza to the dais, and welcomed Commissioners Fooy and Madaras back.

Commissioner Conner welcomed Commissioner Mendoza and asked for an update on the old admin building.

Commissioner Madaras welcomed Commissioner Mendoza as well, thanking him for running; she congratulated Commissioner Fooy, then thanked all of the attendees for coming to the meeting.

Commissioner Fooy thanked the residents for electing him to a third term; he then congratulated Commissioners Madaras and Mendoza on their elections, adding that he’s excited to be a part of the city commission, that “it’s a privilege to serve”.

Vice Mayor Jordan welcomed the newly sworn in commissioners. He added that he appreciates the confidence of the commission, saying it’s an honor to be vice mayor.

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 welcomed the new commission saying she’s happy to work with them all, 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 7:34 p.m.

Shannon Stutz, City Clerk