**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY, FEBRUARY 19, 2024.**

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 Attorney Soltis, City Treasurer/Clerk Stutz.

Absent: None.

1. **Approval of Minutes**

Moved by Vice Mayor Jordan, supported by Commissioner Madaras to approve the amended minutes of the February 5, 2024 Regular meeting. **Motion Carried**.

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

8A. Parchment Vegetable Products remove. Moved by Commissioner Cooper, supported by Commissioner Mendoza 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 Conner, supported by Vice Mayor Jordan, to receive the consent agenda items. **Motion Carried.**

**7. Unfinished Business**

None.

**8. New Business**

A. Presentation of the Kayak Launch and Fishing Pier, Ryan Russell, Prein & Newhof – action. Mayor Britigan introduced civil engineer Ryan Russell from Prein & Newhof to explain the agreement. Mr. Russell reported that bids were opened on November 30, and the Kalamazoo River Trustees took their time reviewing the bids and then submitted their revisions. The revisions are essentially what the Trustees have decided they will pay for. Moved by Commissioner Madaras, supported by Commissioner Mendoza to approve the low bid of $534,500 to Riverworks Construction of Holland as presented and authorize city staff to sign all related documents. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

**Motion Carried 7-0.**

B. Planning Commission 2023 Annual Report – receive. City Manager Stoddard referenced the report, adding that it enumerates all the items that the Planning Commission has been working on all year.

C. Planning Commission 2024 Work Plan – receive. City Manager Stoddard explained that in order to be a “Redevelopment Ready Community", a few adjustments need to be made to the Master Plan; this document addresses those items. She noted that a good time to voice priorities would be at the joint meeting on February 28th. Commissioner Madaras commented on the tremendous amount of work the Planning Commission undertakes, and thanked them for it. Moved by Commissioner Mendoza, supported by Commissioner Cooper, to receive the Planning Commission 2023 Annual Report and 2024 Work Plan. **Motion Carried.**

**9. Citizen Comments**

 None.

**10. Mayor and Commissioner Comments**

Commissioner Mendoza mentioned that “it’s nice to be back” after missing the last meeting, and that it’s exciting to be moving forward with the trestle project.

Commissioner Cooper said she’s excited for the kayak launch, adding thank you to the Planning Commission for their continued work.

Commissioner Conner expressed his concern over juveniles in the mill property.

Mayor Britigan reminded everyone of the joint meeting of the Planning Commission, Zoning Board of Appeals, and the City Commission on Feb 28 at 6 pm, adding he hopes everyone makes an effort to attend.

**11. City Manager Comments/Reports**

City Manager Stoddard noted that KTPD had made arrests this past week of people in the mill, 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 7:21 p.m.

 Shannon Stutz, City Clerk