**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY, FEBRUARY 5, 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, and Madaras. City Manager Stoddard, City Attorney Soltis, City Treasurer/Clerk Stutz.

Absent: Mendoza.

Moved by Vice Mayor Jordan, supported by Commissioner Madaras to excuse the absence of Commissioner Mendoza. **Motion Carried.**

1. **Approval of Minutes**

Moved by Commissioner Cooper supported by Vice Mayor Jordan to approve the minutes of the January 15, 2024 Regular meeting. Commissioner Fooy abstained. **Motion Carried**.

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

8A. Parchment Vegetable Products move to meeting on February 19, 2024. Moved by Commissioner Madaras, supported by Commissioner Fooy 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 Vice Mayor Jordan, supported by Commissioner Fooy to receive the consent agenda items. **Motion Carried.**

**7. Unfinished Business**

None.

**8. New Business**

A. Amendment to Owner-Engineer Agreement, Prein & Newhof – action. Mayor Britigan introduced Mike Schwartz from Prein & Newhof to explain the agreement. Mr. Schwartz began by recounting that the 2021 agreement states that the hourly rate charged is to be brought to the commission. He noted that all of the rates have changed as of January 1, and that it doesn’t change anything for USDA loan. Moved by Commissioner Madaras, supported by Commissioner Cooper to approve the amendment to the owner-engineer agreement as presented and authorize the mayor to sign all related documents. Roll call vote was as follows:

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

Nays: None.

Absent: Mendoza.

Abstain: None.

**Motion Carried 6-0.**

B. Approval of Low Bidder for 3 USDA Contracts- action. Mr. Schwartz stayed at the podium to report that bids were opened on January 18 – the results were 1 bid for contract 1, 1 bid for contract 2, and 6 bids for contract 3. One bid for contract 3 came in late and was thus not included in the “bid tab” procedure. He noted that bidders for contracts 1 and 2 are local and known to P&N and that they “do great work”. The low bidder for contract 3 is from out of state; P&N looked into their reputation and they are thought of highly. The USDA has concurred with all the P&N recommendations here. Mr. Schwartz reported that work for contracts 1 and 2 should be complete by May 31, then contract 3 will begin June 1.

Moved by Commissioner Cooper, supported by Vice Mayor Jordan, to approve contract 1 (Wastewater System Improvements) to L.C. Docsa Associates in the amount of $889,000.00 contingent on the concurrence of USDA’s review and approval of the bid award and subject to the availability of funds and completion of necessary financial arrangements with USDA rural development. Roll call vote was as follows:

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

Nays: None.

Absent: Mendoza.

Abstain: None.

**Motion Carried 6-0.**

Moved by Commissioner Madaras, supported by Commissioner Fooy, to approve contract 2 (Street and Utility System Improvements) to Peterson Construction Co. in the amount of $894,944.90 contingent on the concurrence of USDA’s review and approval of the bid award and subject to the availability of funds and completion of necessary financial arrangements with USDA rural development. Roll call vote was as follows:

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

Nays: None.

Absent: Mendoza.

Abstain: None.

**Motion Carried 6-0.**

Moved by Commissioner Conner, supported by Commissioner Cooper, to approve contract 3 (Citywide Pipe & Manhole Rehabilitation) to Performance Pipelining Inc. in the amount of $1,184,444.00 contingent on the concurrence of USDA’s review and approval of the bid award and subject to the availability of funds and completion of necessary financial arrangements with USDA rural development. Roll call vote was as follows:

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

Nays: None.

Absent: Mendoza.

Abstain: None.

**Motion Carried 6-0.**

C. Approval of City of Parchment Sewage Collection System Revenue Bond Ordinance, #224 – action. Mr. Schwartz explained that this ordinance allows the city to incur debt, provides for the collection of revenues and the paying of costs of operation as well as other matters relating to the sewer system. He said that Ian Koffler, Thrun Law, sent revisions that changed dates allowing the ability to close on the loan prior to April 1, 2024. Questions from commissioners were answered. Moved by Commissioner Madaras, supported by Vice Mayor Jordan, to approve Ordinance 224 with the revisions presented and authorize the mayor and clerk to execute all documents related to the action. Roll call vote was as follows:

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

Nays: None.

Absent: Mendoza.

Abstain: None.

**Motion Carried 6-0.**

D. Loan Resolution, USDA – action. Per Mike Schwartz, Prein & Newhof, this is a standard USDA document, on the city’s checklist for loan closing, that details the amount of loan and grant monies to be accepted. Moved by Commissioner Cooper, supported by Commissioner Conner, to approve Loan Resolution #24-2 as presented, and authorize the mayor and clerk to sign and provide certification at loan closing. Roll call vote was as follows:

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

Nays: None.

Absent: Mendoza.

Abstain: None.

**Motion Carried 6-0.**

E. Property Tax Poverty Exemption Guidelines – action. City Manager Stoddard explained that the income levels on the Poverty Tax Exemption guidelines are set by the state each year, and that is the only thing that has changed on the form. Treasurer Stutz noted that the city has one partial exemption. Moved by Commissioner Madaras, supported by Vice Mayor Jordan, to approve the poverty exemption guidelines for 2024 assessments as presented. Roll call vote was as follows:

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

Nays: None.

Absent: Mendoza.

Abstain: None.

**Motion Carried 6-0.**

**9. Citizen Comments**

John Spencer, district manager for Representative Matt Hall, stated some of the representative’s legislative concerns. He answered some questions from commissioners and said he would pass on their concerns to the representative.

**10. Mayor and Commissioner Comments**

Commissioner Cooper asked Mr. Spencer to pass on to Representative Hall her request for his support/focus on school safety. She went on to say that if legislation comes before him to ban semiautomatic weapons, she hopes he supports it, as well as other school resources such as free lunch/meals program.

Commissioner Conner reported that the personnel committee has begun the work necessary to find City Manager Stoddard’s replacement next year; he asked for commissioner input.

Commissioner Madaras thanked Mike Schwartz for all the work Prein & Newhof has done to date, and is very pleased to see the sewer project moving forward.

Commissioner Fooy lightheartedly mentioned that it was his first time “spending $3 million”.

Vice Mayor Jordan also thanked Mike Schwartz, adding that his explanations were helpful. He then thanked Mr. Spencer for coming to the meeting.

Mayor Britigan reminded everyone of the budget work session after tonight’s meeting.

**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 7:57 p.m.

Shannon Stutz, City Clerk