**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY, APRIL 1, 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, Fooy, Jordan, Madaras, and Mendoza. City Manager Stoddard, City Treasurer/Clerk Stutz.

Absent: Conner.

Moved by Commissioner Madaras, supported by Commissioner Fooy to excuse the absence of Commissioner Conner. **Motion** **Carried.**

1. **Approval of Minutes**

Moved by Commissioner Cooper, supported by Commissioner Mendoza to approve the minutes of the March 18, 2024 Regular meeting. **Motion Carried**.

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

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

**7. Unfinished Business**

None.

**8. New Business**

A. Parchment Community Library Summer Reading Kick-Off Request – action. Mayor Britigan began by stating the dates the library is requesting to use part of the lower park. City Manager Stoddard explained further that the hot air balloon will be inflated and tethered, and that two dates were discussed in the case of inclement weather. She noted that DPW Superintendent Cahill did not have concerns over damage to the field in question. Some discussion took place. Moved by Commissioner Madaras, supported by Commissioner Mendoza, to approve the library’s request as written, upon the condition that Little League doesn’t have anything scheduled and that the fire department is made aware of the event. **Motion Carried.**

B. Urban Wildlife Corridor Agreement – action. Mayor Britigan noted that this agreement is between the City of Parchment and the Southwest Michigan Planning Commission (SWMPC). City Manager Stoddard introduced Sandy Bliesener, Parchment resident and member of Envisioning the River. She chronicled the plan for work along the Kalamazoo River (from Merrill Park to D Avenue), funded by the River Trustees with the plan to fund “environmental restoration”. She mentioned this “phase 2” includes multiple public meetings, getting feedback, and setting goals and objectives. Commissioner questions were answered, though one legal question was not. Moved by Commissioner Madaras, supported by Commissioner Fooy, to table this matter until the City Attorney can address the question. **Motion Carried.**

C. Amendment to C-3 General Business District - action. Mayor Britigan referenced the Planning Commission’s request in the packet. He introduced Kent DeBoer, chair of the Planning Commission. Mr. DeBoer noted that section 10.2 spells out the permitted uses. The PC is requesting to add “artisan trade and/or craft production” subject to several conditions that are enumerated. This relates specifically to 751 Commerce, where a new owner will be moving his drum making business. Discussion took place. Moved by Commissioner Mendoza, supported by Commissioner Cooper to approve the amendment as written. Roll call vote was as follows:

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

Nays: None.

Absent: Conner.

Abstain: None.

**Motion Carried 6-0.**

D. Amendment to Sign Ordinance – action. Mayor Britigan handed the floor back to Mr. DeBoer, who explained that the PC has been poring over the city’s zoning code section by section over the last few years, trying to eliminate discrepancies and contradictions. He said this section was brought to their attention with the recent YMCA sign, adding that these changes will now make the sign ordinance consistent and legal. Commissioners had questions regarding specific items. Mr. DeBoer suggested that Zoning Administrator Harvey may be the best person to answer them. Moved by Vice Mayor Jordan, supported by Commissioner Madaras to table this item until the time when the Zoning Administrator can answer the questions. **Motion Carried.**

E. Budget Presentation, City Manager Stoddard – receive. City Manager Stoddard handed out the proposed budget for FY 2024-25, going over highlights. Mayor Britigan reminded everyone of the work session after next meeting (April 15), as well as the public hearing on May 6, and adoption on May 20.

**9. Citizen Comments**

Larry Edmonds (PHS 1984 grad), along with his wife, Dr. Elizabeth Edmonds, 2820 Arrowwood, came to inform the commissioners that Kindleberger Park has some unique features that make it a great place for athletic training – hills, stairs, pathways, etc. He has been training young kids agility skills and has used the park for some time, and now his adult son has a group of young men who will be using the park this way and he wanted to make the commissioners aware. He thanked them for their time.

**10. Mayor and Commissioner Comments**

Commissioner Cooper said she was excited about the Urban Wildlife Corridor grant, then expressed her support for bringing basketball courts back to Kindleberger Park.

Commissioner Madaras mentioned that going through the Planning Commission’s signage packet reminded her of how much work the PC puts in for our community. She thanked them and wanted to acknowledge their efforts.

Mayor Britigan agreed that the PC is the “hardest working committee in the city”. He then reported on his CapCon attendance, explaining each session he attended and highlights thereof. One in particular he mentioned included a website with a plethora of information that he wanted everyone to know about: www.mihousingdata.org

**11. City Manager Comments/Reports**

City Manager Stoddard reported that logs and debris were removed from around the trestle by the City of Kalamazoo at no cost to us. She then offered anyone with questions or other 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 8:16 p.m.

Shannon Stutz, City Clerk