

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY, MAY 20, 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.

2. Roll Call.

Present: Mayor Britigan, Commissioners Cooper, Conner, Fooy, Jordan, Madaras, and Mendoza. City Manager Stoddard, City Treasurer/Clerk Stutz, City Attorney Soltis.

Absent: None.

3. Approval of Minutes

Moved by Commissioner Conner, supported by Vice Mayor Jordan to approve the minutes of the May 6, 2024 Regular meeting. **Motion Carried.**

4. Additions or changes to the agenda.

None. Moved by Commissioner Cooper, supported by Commissioner Mendoza to approve the agenda as presented. **Motion Carried.**

5. 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 approve the consent agenda items. **Motion Carried.**

7. Unfinished Business

None.

8. New Business

A. Resolution #2024-3 Budget 2024-25 Fiscal Year – action. City Manager Stoddard stated that even though this budget has a decrease in the fund balance from year to year, the year end Fund Balance is at 20% of expenses, per the commission’s requirement. She noted that 3 Link, Haymac, and Island will be repaved this year, along with the Little League back parking lot, tree work within the City, catch basins replaced and sidewalks replaced.

Budget Resolution #2024-3

At a regular meeting of the City Commission of the City of Parchment held on Monday, May 20, 2024 the following budget resolution was offered by Commissioner Mendoza and supported by Commissioner Cooper.

WHEREAS, the City Manager did submit to the City Commission a proposed budget estimating revenues and expenditures for the 2024-2025 fiscal year on April 1, 2024 as required by Chapter VII, Section 7.4 of the City Charter; and

WHEREAS, the City Commission in accordance with Act 621 Michigan Public Acts of 1978, did hold a public hearing on May 6, 2024 at 7:00 P.M. to receive citizen comment on the proposed budget as presented herein. A copy of the affidavit of publication is on file with the City Clerk.

NOW THEREFORE BE IT RESOLVED THAT, the City Commission of the City of Parchment, does hereby adopt said budget as represented herein; and

BE IT FURTHER RESOLVED, that the City Treasurer be authorized and directed to make such transfers between the various funds in accordance with the adoption of the budget; and

BE IT FURTHER RESOLVED, that the City Manager be authorized to transfer up to \$ 5,000.00 from any function of this budget to any other function of the budget within the same fund without further approval.

General Fund

Revenues		Expenditures	
Taxes/Fees	\$906,207	Legislative	76,389
State Sales Tax	254,100	Administration	401,410
Solid Waste	145,000	Legal Services	19,000
Collect'ns			
Other Revenues	114,791	Police Services	488,651
Overhead fr Funds	132,560	Fire Department	174,350
State Grants	144,000	Public Works Department	366,030
		Water Plant Grant	2,200
		Parks, Recreation & Culture	195,655
Total Revenues	\$1,696,658	Total Expenditures	\$1,723,685

Major Street Fund

Revenues		Expenditures	
State Grants	\$190,700	Routine Maintenance	42,945
Transfers	0	Traffic Services	32,305
		Winter Maintenance	33,960
		Administration	87,635
		Capital/Construction	16,115
Total Revenues	\$190,700	Total Expenditures	\$212,960

Local Street Fund

Revenues		Expenditures	
State Grant/Interest	\$78,000	Routine Maintenance	38,950
Transfers	60,555	Traffic Services	24,805
		Winter Maintenance	32,180
		Administration	27,090
		Capital	60,555
Total Revenues	\$138,555	Total Expenditures	\$183,580

Brownfield Redevelopment Authority

Revenues	Expenditures
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Tax Revenue	\$675,410	Brownfield Debt Retirement	\$58,147
Federal Funding	800,000	Attorney Fees	20,000
		Reimb to local	524,330
		Administrative Overhead	41,280
		Professional/EPA Costs	800,000
Total Revenues	\$1,475,410	Total Expenditures	\$1,443,757

Tree Fund

Revenues		Expenditures	
Transfers	\$ 10,000	Professional/contractual	\$ 0
Miscellaneous	0	Miscellaneous	10,000
Total Revenues	\$10,000	Total Expenditures	\$ 10,000

Veteran’s Memorial Fund

Revenues		Expenditures	
Contributions	\$2,500	Bricks/supplies	\$ 2,500
Transfers	0	Payroll	1,500
Total Revenues	\$ 2,500	Total Expenditures	\$ 4,000

Moved by Commissioner Mendoza, supported by Commissioner Cooper, to approve Resolution 2024-3 Budget FY 2024-25 as presented. Roll call vote was as follows:

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

Nays: Fooy.

Absent: None.

Abstain: None.

Motion Carried 6-1.

B. Ordinance 225 – Amend C-3 General Business District – action. Mayor Britigan reminded commissioners of Planning Commissioner Chair Kent DeBoer’s presentation on this recently. City Manager Stoddard added that this new business wants to make drums, so this amendment is to add the definition of what’s allowed. Attorney Soltis noted that the Planning Commission did the work, he just added language in ordinance form. Moved by Commissioner Madaras, supported by Vice Mayor Jordan to accept Ordinance 225 – Amend C-3 Business District as presented for Second Reading.

Motion Carried.

Moved by Commissioner Madaras, supported by Commissioner Cooper to adopt Ordinance 225 – Amend C-3 General Business District as presented. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0.

C. Ordinance 226 – Amendment to the Parchment City Code of Ordinances, Designating Flood Areas under the State Construction Code Act – action. Mayor Britigan noted this designated flood areas within the city. City Manager Stoddard added that residents and companies can apply for flood insurance on their own, there is no deadline for the application. Attorney Soltis said this is good for both businesses and residents. Moved by Commissioner Cooper, supported by Commissioner Mendoza to accept Ordinance 226 – Amendment Designating Flood Areas under the State Construction Code Act as presented for Second Reading. **Motion Carried.**

Moved by Commissioner Fooy, supported by Commissioner Cooper to adopt Ordinance 226 – Amendment Designating Flood Areas under the State Construction Code Act as presented. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0.

D. Intergovernmental Agreement with KABA for FEMA - action. Mayor Britigan noted that this agreement makes the Kalamazoo Area Building Authority the official administrator for FEMA. Attorney Soltis explained that the city has to identify the building authority to enforce FEMA regulations. City Manager Stoddard added that KABA has a meeting tomorrow. Moved by Commissioner Madaras, supported by Vice Mayor Jordan to approve the Intergovernmental Agreement with KABA for FEMA as presented, and authorize the Mayor and City Clerk to sign any documents related to the action. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0.

E. Rate Committee Memo, Trash and Recycling – action. Vice Mayor Jordan, on behalf of the Rate Committee, explained that in the new Republic Contract for waste hauling, there are price increases that need to be reflected in the rates the city charges residents. He referenced the proposed rates in the memo, then City Treasurer Stutz suggested that the recycling charge be moved to a special assessment on the winter tax bill. Discussion took place. Moved by Commissioner Fooy, supported by Commissioner Conner to table action on this matter until the next meeting, June 3, 2024.

Motion Carried.

F. Rescission of the Parchment Vegetable Products sales agreement offer – action. Mayor Britigan explained that the prospective buyer has decided they no longer want the property in question. Moved by Commissioner Madaras, supported by Commissioner Mendoza to rescind the approval of offer to purchase parcel 06-03-226-040. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0.

9. Citizen Comments

None.

10. Mayor and Commissioner Comments

Commissioner Madaras reported that the Kindleberger Arts Committee is in the “thick of it”, so check Facebook and the website www.kindlebergerarts.org to get all the information on the festival and concerts.

Commissioner Fooy praised the rate committee and Treasurer Stutz for presenting the trash rate information, adding that we will need to market the change well for residents.

Commissioner Cooper expressed her satisfaction that the city joined FEMA, noting that weather events and natural disasters are going to be more likely in the future, and that this opens up options for those in the city.

Commissioner Conner asked for an update on the property on Parchmount with only a garage.

Mayor Britigan reminded everyone that bulk trash pickup begins tomorrow and asked about the work being done on Link Lane.

11. City Manager Comments/Reports

City Manager Stoddard noted that work on Link Lane is the beginning of the USDA Sewer work. 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 8:12 p.m.

Shannon Stutz, City Clerk