**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY, JANUARY 6, 2025.**

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: Commissioners Britigan, 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 Commissioner Mendoza supported by Commissioner Fooy to approve the minutes of the December 16, 2024 Regular meeting. **Motion Carried**.

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

None. Moved by Commissioner Cooper, 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 Conner, supported by Commissioner Mendoza to approve the consent agenda items. **Motion Carried.**

**7. Unfinished Business**

A. #230 Ordinance to Amend Child Care – Second Reading. Mayor Britigan reminded everyone that this ordinance is being amended in order to be in compliance with state regulations. City Manager Stoddard noted that Zoning Administrator Rebecca Harvey reported that adult care was not reviewed within this ordinance, only child care because of the change in state law. If commissioners want that reviewed, it can be brought before the PC into the work plan. Some questions were answered. Moved by Commissioner Mendoza, supported by Commissioner Madaras to approve Ordinance 230 to amend child care for second reading, with an addendum to update the Uses Allowed by District chart. **Motion Carried.**

B. #230 Ordinance to Amend Child Care – Adoption. Moved by Commissioner Cooper, supported by Vice Mayor Jordan to approve Ordinance 230 to amend child care for Final Adoption, with an addendum to update the Uses Allowed by District chart. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

**Motion Carried 7-0.**

**8. New Business**

A. 2024 Annual Report of Planning Commission, Chairperson DeBoer – receive. Chairperson Kent DeBoer stepped to the podium explaining that this annual report is required per the city ordinance. He noted it shows progress made, dates of completion, and the journal he does after each meeting, adding “it’s a real good picture of what’s been going on”. Mayor Britigan thanked the PC for their work, adding it is thorough, and diligent.

B. Prein & Newhof Engineering Services Agreement – action. Mayor Britigan said that this is an annual agreement for the civil engineering of the city, with updated rates. City Manager Stoddard explained the comparison chart given was created by city staff for commissioner information. She also explained that there are two agreements, one for hourly rates, and the other related to our USDA loan/grants. Commissioner Cooper said she thought PN does “wonderful work” at a “competitive rate”. Moved by Commissioner Cooper, supported by Commissioner Conner to approve the Professional Services Agreement with Prein & Newhof with the fee schedule as listed. 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. Amendment to Owner-Engineer Agreement (USDA/Prein & Newhof) – action. City Manager Stoddard noted there is no change to the bottom line, only in the fees per hour. Moved by Commissioner Mendoza, supported by Commissioner Cooper to approve the amendment to the Owner-Engineer Agreement (USDA-Prein&Newhof) as presented and authorize the Mayor to sign all 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.**

**9. Citizen Comments**

 Todd Kowalski, KTwp Fire Marshall, said he was finally able to come introduce himself to the commission. He has been 34 years at KTwp, with 20 being Fire Marshall, and is happy to be serving the City of Parchment. He noted some of the work he does – investigations, working with the Planning Commission, city festivals, and other activities in the park. He said he can be reached through City Manager Stoddard, and to not hesitate to contact him if there were questions.

 Kristen Capelli, 318 E Thomas, expressed concern over recent thefts and crime, asking if there were things residents could be doing to be “more proactive rather than reactive”. She noted how E Thomas is dark, asking whether increased lighting could be added. Again she wanted to make sure commissioners understood she is looking for solutions, and wants to help in that regard.

 Elizabeth Seeger, 310 E Thomas, stressed that lighting may have helped more when police officers had been in pursuit of the robbery suspects.

 Karen Conner, 1124 Parchmount, agreed about lighting, adding that she felt police response times have increased during the day, and are “worse overnight”, asking “what can we do to increase police presence” in the city.

 Joe Ross, 619 Parchmount, asked what citizens need to do in order to be annexed by the City of Kalamazoo.

**10. Mayor and Commissioner Comments**

Commissioner Mendoza thanked the residents for coming, saying “it was great to have input directly from citizens” and adding that he thought lighting was definitely worth looking into. He then mentioned he’d like to see data from KTPD regarding response times, saying any action taken should be “data-driven”.

Commissioner Cooper was also glad to have discussion on safety and lighting. She noted that officers spending time on the North Side can be considered a good thing, and she’s interested in the response time data as well. She mentioned the County Sheriff has even less staff and KTPD has better service in her opinion. She appreciated residents coming to the meeting and putting this on the commission’s radar.

Commissioner Conner said the police department’s response “was garbage”. He said overnight parking is not enforced, then said he wanted deer crossing signs on Parchmount.

Commissioner Madaras thanked the Planning Commission and Chairperson Kent DeBoer saying she’s always so impressed by their work and that they’ve put the city in a “good spot”. She then thanked the residents present and reported the Kindleberger Festival planning is underway and to check the website for volunteering opportunities.

Commissioner Fooy also thanked the residents, and mentioned there may be money from Consumers Energy for lighting if the Neighborhood Watch group gets going again. He said he’d like to help with that.

Vice Mayor Jordan echoed the ideas and thoughts about lighting saying he was in favor. He, too, is data-driven, and would like to see hard numbers. He said after the last commission meeting (right after the robbery) he went to Harding’s, and he reported seeing 5-6 police cars in the parking lot, saying it was “an impressive showing” despite not being able to be everywhere all at once.

Mayor Britigan thanked residents for coming, and “with solutions”. He explained that in order for Parchment to be annexed by another municipality, a vote would need to come before the people, adding that it’s a “cumbersome” process.

**11. City Manager Comments/Reports**

City Manager Stoddard thanked residents for coming and added if there were any concerns to not hesitate in contacting her at City Hall, stressing they don’t have to wait for a commission meeting.

**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 7:54 p.m.

 Shannon Stutz, City Clerk