**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY, JULY 15, 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 Treasurer/Clerk Stutz, City Attorney Soltis.

Absent: None.

1. **Approval of Minutes**

Moved by Commissioner Cooper, supported by Vice Mayor Jordan to approve the minutes of the June 17, 2024 Regular meeting. **Motion Carried**.

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

Remove 9B, Blight Ordinance, add 12. City Manager Comments, add 9G Personnel Committee Alternate. Moved by Commissioner Madaras, supported by Commissioner Fooy to approve the agenda as corrected. **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 Vice Mayor Jordan to approve the consent agenda items. **Motion Carried.**

**7. Unfinished Business**

A. Article 15 – Sign Ordinance 2nd Reading – action. City Manager Stoddard reminded the commission that at the last meeting there was a question posed regarding the legality of using the word “immoral” – she turned it over to Attorney Soltis for explanation. He noted the Supreme Court’s recent decision and as a result made changes in section 15.5 H on page 8. Moved by Commissioner Mendoza, supported by Commissioner Madaras, to approve for 2nd reading the Sign Ordinance as amended. Commissioner Mendoza thanked Attorney Soltis for looking into the language, adding he was “satisfied”. Discussion on the clarity of the ordinance and ease of use took place. **Motion Carried**.

B**.** Article 15 – Sign Ordinance, Adoption – action. Moved by Commissioner Cooper, supported by Vice Mayor Jordan, to adopt the amended Sign Ordinance with immediate effect. 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. Budget Amendment, Brownfield Fund Reimbursement – action. Treasurer Stutz noted that in order to prevent any budget variances, an amendment to the Brownfield Fund’s budget is needed – increasing the budget in account 251-000-967 by $412,000 to reflect the reimbursement to LC Howard for eligible expenses. Moved by Commissioner Madaras, supported by Commissioner Fooy to approve the budget amendment 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.**

B. Zoning Ordinance Amendments, Articles 12+13, 1st Reading – action. Mayor Britigan noted that this is to “tighten up” some ordinances that will make it easier for a developer to recognize what’s necessary to provide the city when looking to purchase parcels. City Manager Stoddard added that this was required by the Redevelopment Ready Community group and will align us for certification and therefore possible grant monies. Moved by Commissioner Cooper, supported by Commissioner Mendoza to approve the Zoning Ordinance Amendments, Articles 12+13 as presented for 1st Reading. **Motion Carried**.

C. Appointment to Public Media Network Board, Deputy Clerk Kara Smith – action. Mayor Britigan began by explaining that Deputy Clerk Smith’s background is suited to the appointment, that she is a “good fit” and that there’s been staff on committees in the past. He noted the appointment is through December of 2025. Moved by Commissioner Madaras, supported by Commissioner Conner to approve Deputy Clerk Kara Smith’s appointment to the PMN Board. **Motion Carried.**

D. MML Hiring Program, Personnel Committee – action. Mayor Britigan noted that the City Manager’s contract is expiring next summer, and as a result a search will be conducted. He invited the Personnel Committee to address the commission. Commissioner Fooy asked for approve to use the Michigan Municipal League to assist in the search. Commissioner Mendoza noted that the survey results point to the standard/typical package which includes the marketing of the position, 4 meetings, and assistance with criteria for the job. Some discussion took place; Commissioner Cooper said she felt it was “great for our needs”. Mayor Britigan stated that he “didn’t want to spend the money, but wanted to get it right”, and thanked the committee for their efforts. Moved by Commissioner Madaras, supported by Commissioner Cooper to approve the use of the MML “typical” program (cost at $18,500) subject to details and budgeting requirements. **Motion Carried.**

E. Unique Unity Request for Kindleberger Park use – action. Referencing the proposal from Unique Unity, Mayor Britigan said this group is asking to use the park on Saturday August 10, which is 3 ½ weeks away. He made note that this was “beyond our typical use” request. City Manager Stoddard added that there are some unanswered questions at this time including local police/fire scheduling, time to discuss with DPW, and the noted “vendor opportunities”. She also said that the current time allotment for rentals is 3 hours while this group is looking for at least double that time. Some discussion took place regarding whether liability insurance should be required, what kind of sound and whether utilities would be used, requiring clean up and if they’re charging admission. Commissioner Mendoza said he would be amenable to just the dance performance this year, and with enough time and communication perhaps the group could “hit the mark next year”. Attorney Soltis cautioned the commission on approving some of the request, noting “creep” could happen. He advised an all or nothing approach. Moved by Commissioner Fooy, supported by Commissioner Conner to deny the request this year, noting insufficient time. Several commissioners stated their support for a request with ample lead time for a future date. **Motion Carried.**

F. Personnel Committee, adding an alternate – action. Commissioner Fooy asked that the commission approve Vice Mayor Jordan as the alternate to the personnel committee, saying he wants to be sure that they have all their bases covered in the event of someone’s absence. Commissioner Madaras pointed out that this alternate would result in an all white male committee. She added that with the State of Michigan (her employer), hiring committees are purposefully diverse. She then expressed her support of Vice Mayor Jordan as a choice. Moved by Commissioner Madaras, supported by Commissioner Mendoza to add Commissioner Cooper as 1st alternate and Vice Mayor Jordan as 2nd alternate to the personnel committee. Vice Mayor Jordan agreed with the diversity issue. **Motion Carried**.

**9. Citizen Comments**

 Angelique Camfield, 821 Berkshire, told the commission that she’s running for 9th Circuit Court judge, for an 8 year term. She gave her background and thanked the commission for their time.

 Jeff Hepler, Kalamazoo County Commissioner, gave a quick update on the county. He noted he is also running again, and expressed his appreciation for the progress happening in the city of Parchment.

 Mason ?, representative for state congressman Matt Hall, said he was happy to sit in on the meeting and will report back to Representative Hall.

**10. Mayor and Commissioner Comments**

Commissioner Mendoza thanked those in the audience for their attendance, then gave a KSF report on behalf of the co-directors that he said he would email commissioners.

Commissioner Cooper thanked the festival directors for doing a wonderful job, there was great turn out. She thanked Angelique Camfield for coming tonight, adding she plans to support this nonpartisan candidate for judge.

Commissioner Conner said there was good participation at the cruise in.

Commissioner Madaras reported that the festival was well attended, and that the weather cooperated, adding that she thought things went well. She thanked Alex and Izzy, codirectors, for handling everything so well, saying it was “another great success”.

Commissioner Fooy thanked the personnel committee for their work, saying they have a “challenge in front of us” but they’re appreciated. He also said hats off to the festival committee.

Vice Mayor Jordan also thanked the guests, and echoed comments on the festival saying it was well run, and well attended, and he appreciated being able to watch it all this year.

Mayor Britigan congratulated Alex and Izzy, as well as chairpersons, and volunteers on a great festival. He then reported that the AxMI Tax group did not get enough signatures on petitions to get their item on the ballot.

**11. City Manager Comments/Reports**

City Manager Stoddard gave her heartfelt thanks to the festival co-directors; she reminded commissioners that she will be on vacation and thanked them for the time off.

**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 8:24 p.m.

 Shannon Stutz, City Clerk