

AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

December 2, 2024

7 P.M.

Parchment City Commission

Mayor Robert D. Britigan III

Vice Mayor Thomas Jordan

Commissioner Michael Conner

Commissioner Doug Fooy

Commissioner Tammy Cooper

Commissioner Robin Madaras

Commissioner Justin Mendoza

Officers

City Manager Nancy R. Stoddard

City Attorney Robert Soltis

City Treasurer/Clerk Shannon Stutz

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Approval of Minutes

From the City Commission Meeting of November 18, 2024

5. Additions/Changes to the Agenda - Approval

6. Citizen Comments – Items ON the Agenda

If you wish to comment regarding items ON the agenda, please follow the format below:

- *State your name and address for the records*
- *You are allowed up to 5 minutes for your comments*
- *Please let us know if you require special accommodations by notifying the Clerk*

- *Reminder: You will be making a statement, without discussion from the Commission. You are always welcome to make an appointment with the City Manager to further discuss your comments.*

7. Consent Agenda

Items on the consent agenda will be dealt with one vote by the City Commission unless a Commissioner requests an item be dealt with individually.

Motion to RECEIVE OR APPROVE as indicated:

- i. Warrant 1530 – action

8. Unfinished Business

9. New Business

1. Letter to MI Dept of Treasury LAFD, Treasurer Stutz- receive
2. Letter of Intent, Linda Seeger - action

10. Citizen Comments – Items ON or OFF the Agenda

Persons wishing to comment on items that are on/off the agenda are instructed to please follow the same format as Citizen Comments for items on the agenda.

11. Mayor and Commissioner Comments

12. City Manager Comments

13. Adjournment

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY, NOVEMBER 18, 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.

Absent: None.

3. Approval of Minutes

Moved by Commissioner Cooper supported by Commissioner Conner to approve the minutes of the November 4, 2024 Regular meeting. **Motion Carried.**

4. Additions or changes to the agenda.

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

7. Unfinished Business

None.

8. New Business

A. Household Hazardous Waste Program Amendment to Agreement 1 – action. City Manager Stoddard explained that this is an annual contract, and then provided prior year numbers for comparison. Questions were asked and answered; Mayor Britigan noted he felt this agreement was a “great benefit” to residents. Moved by Commissioner Madaras, supported by Vice Mayor Jordan to approve the amendment as presented and authorize the City Manager 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

James Dally of Mavcon Construction noted he was “stopping by again” to express his interest in a second building in the mill. He asked about whether the first building he was interested in is still proceeding in its performance. He went on to say he is still interested in that building, if it were to be available again. He thanked the commission for their time.

Sarah Joshi, of the CCTA, mentioned that she hoped to bring good news from Metro Connect soon, and then congratulated the City on its new Redevelopment Ready Community status.

10. Mayor and Commissioner Comments

Commissioner Mendoza expressed his excitement at the start of the City Manager search process.

Commissioner Conner said he learned from Curtis Holt tonight.

Commissioner Madaras shared that the KAC is working on the festival director contract and the budget for next year.

Commissioner Fooy asked commissioners to please email their salary requirements and ideas to CM Stoddard as soon as possible.

Mayor Britigan said it was great to meet Curtis Holt from the MML today, adding his excitement for the process as well. He noted good community participation so far. He then asked Clerk Stutz for an election day report. Then he reported having the honor to attend the veterans' day celebration at the city's memorial.

11. City Manager Comments/Reports

City Manager Stoddard stated today's meetings with MML advisor Curtis Holt went well, and he reported feeling like he had "good intel". The city manager thanked everyone who took the time to meet with Mr. Holt, then added if there were any questions or concerns to not hesitate in contacting her.

12. Adjournment

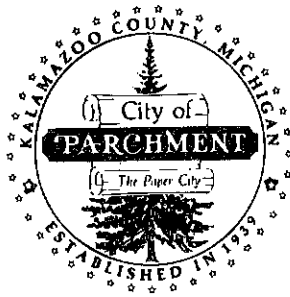
There being no further business to come before the Commission, it was moved by Commissioner Mendoza and supported by all to adjourn the meeting at 7:19 p.m.

Shannon Stutz, City Clerk



City of Parchment
Check Register Report
Warrant 1530

Check	Check Date	Vendor Name	Description	Amount
38438	11/22/2024	CONSUMERS ENERGY	5145 4751 - 49004 L4 LED LIGHT RD	40.21
38439	11/22/2024	DEYOUNG LANDSCAPE SERVICE	TURF TREATMENT #5 -- STAGE	202.00
38440	11/22/2024	DEYOUNG LANDSCAPE SERVICE	INSTALL BRICKS @ VETERAN'S MEMORIAL - AC	85.00
38441	11/22/2024	ELECTION SYSTEMS & SOFTWARE	BATTERY - TABULATOR	359.75
38442	11/22/2024	FISHBECK	PARCHMENT MILL SITE #2 MULTIPURPOSE GRAN	7,943.73
38443	11/22/2024	FORD, KRIEKARD, SOLTIS & WISE	GENERAL MATTERS - SEPTEMBER	593.75
38444	11/22/2024	HONIGMAN	BROWNFIELD REDEV - ISLAND AND G AVE THRU	186.25
38445	11/22/2024	JAMES DUBY	INS DED REIMB (APRIL & SEPT)	1,783.59
38446	11/22/2024	KALAMAZOO TOWNSHIP	FIRE SERVICES CONTRACT - OCTOBER	7,116.67
38447	11/22/2024	KATS	KATS MEMBERSHIP DUES - OCT 1, 2024 - SEP	60.00
38448	11/22/2024	MARTIN SPRING & DRIVELINE, INC.	REPLACE LEAKING CAP - 2008 FORD F 350	298.39
38449	11/22/2024	MLIVE MEDIA GROUP	ORD #229- HAZMAT ACCIDENT REIMB	1,103.83
38450	11/22/2024	PRECISION TREE CARE	MAPLE TREE BY THE RIVER	1,650.00
38451	11/22/2024	PUBLIC MEDIA NETWORK	DIRECT TV - FRANCHISE FEES - JULY - SEPT	2,249.39
38452	11/22/2024	REPUBLIC SERVICES #249	MONTHLY CITY WIDE PICKUP - NOV	12,048.50
38453	11/22/2024	RIVERWORKS CONSTRUCTION, INC.	KAYAK LAUNCH & FISHING PIER IMP - APPLIC	55,000.00
38454	11/22/2024	SEVERANCE ELECTRIC CO INC	TRAFFIC SIGNAL MAINT - SEPT 2024	120.00
38455	11/22/2024	SIEGFRIED CRANDALL P.C.	PROGRESS BILLING ON AUDITING SERVICES YE	1,000.00



650 S. Riverview Drive • Parchment, Michigan 49004
(269) 349-3785

November 18, 2024

To Whom It May Concern:

This letter is to address the Michigan Department of Treasury's LAFD concern over actual expenditures exceeding amounts authorized in budgets, with reference to FYE 6/30/24.

In one department, 101-200 (General Fund, Admin department), we exceeded budgeted expenses related to the timing of grant monies spent and received from the Michigan Department of Natural Resources. I had originally budgeted and accounted for these grant items within our current fiscal year (YE 6/30/25) that our auditors moved to FYE 6/30/24. Their adjustment was for \$324,866.75, and our over-budget amount was \$313,433.50. Total grant awarded was \$549,625.

The other overage was in 203-451 (Local Streets, construction department) where we exceeded budgeted expenses in the amount of \$120,435.61 related to paving three local streets. Once again, I had originally budgeted and accounted for these monies within the FYE 6/30/25, but our auditors moved the expense of \$126,750.00 to the FYE 6/30/24.

As both of these items were budgeted for within my current fiscal year and only moved to the prior year-end as a result of our audit, I don't feel it necessary to have a plan per se.

Please contact me if you have any questions about the above. I can be reached at 269-492-3262 or finance@parchment.org.

Sincerely,

Shannon Stutz
Parchment Treasurer/Clerk