**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY NOVEMBER 7, 2022.**

1. **Call to order**

Mayor Britigan called the meeting to order at 7:00 p.m. The Mayor led everyone in the Pledge of Allegiance.

1. **Roll Call**.

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

Absent: None.

1. **Minutes**

Moved by Commissioner Cooper, supported by Commissioner Conner to approve the minutes of the October 17, 2022 Regular meeting. **Motion Carried**.

1. **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 Vice Mayor Jordan, supported by Commissioner Madaras to receive the consent agenda items. **Motion Carried.**

**7. Unfinished Business**

ReLeaf Program, tabled from Sept. 19, 2022. Mayor Britigan said that this is back on the agenda for an update, and noted that there may be business reasons that this program may not be best for the city. City Manager Stoddard explained that the program has been in place for 30 years, so it will likely be available in the future. There are also other tree grants to apply for – Consumers Energy and the Urban Forestry grant are both groups that use nurseries that guarantee the trees they plant. The city is aware of storms and disease, and needs to be wise about where we spend money. In addition, the Parks and Recreation Committee would like to engage with the community about where to increase the city’s canopy. More discussion took place. Moved by Commissioner Cooper, supported by Commissioner Fooy to include this in the city’s budget discussion for next year with collaboration from the Parks/Rec Committee. **Motion Carried.**

**8. New Business**

A. Proposed changes to the City of Parchment General Employee Manual - action. City Manager Stoddard explained that she and department heads have been in the process of figuring out a succession plan for all employees, noting that several employees are close to retirement. As such, she has been going over the employee manual and noted some points that need updating, and possibly change, in order to attract good talent. She presented a draft; discussion ensued. Moved by Commissioner Cooper, supported by Commissioner Madaras to approve the increase in longevity pay to $50 per year as presented. **Motion Carried.** Moved by Commissioner Cooper, supported by Commissioner Evans to table the remaining items for further review. **Motion Carried.**

B. Traffic Tech Services contract - action. City Manager Stoddard explained that the city needs approval from the commission in order to be eligible for KATS money; she went on to say that the consultant didn’t want to do any counts until the new trucking signs had been up for about two weeks. This data will help in establishing the best truck routes, stop lines, and traffic flow. Moved by Commissioner Fooy, supported by Commissioner Madaras to approve the contract with Traffic Tech Services not to exceed $5000, and authorize the City Manager to execute all documents related to this action. Roll call vote was as follows:

 Ayes: Britigan, Conner, Cooper, Evans, Fooy, Jordan, and Madaras.

Nays: None.

Absent: None.

Abstain: None.

**Motion Carried 7-0.**

C. Leaf Collection Ordinance – discussion. City Manager Stoddard noted that what’s written in the ordinance and what is now the practice of the DPW are not exactly aligned - part of it is due to equipment, part of it is just out of date. She mentioned it makes it difficult to know when and what to enforce. Discussion among the commissioners continued. The City Manager noted that this is not a “huge” issue, and that there’s time to make any changes, as well as wanting to update several ordinances at once to keep costs down.

**9. Citizen Comments**

 None.

**10. Mayor and Commissioner Comments**

Commissioner Fooy said remembering back to grade school, he learned that we need trees to give us oxygen; therefore the city needs to plant more trees no matter the cost of maintaining them. He then encouraged everyone to “be a good neighbor”.

Mayor Britigan reminded commissioners of their invitation to MTA for local elected officials. He then referenced a letter Representative Upton wrote to the current Postmaster General, Louis DeJoy. The Mayor also reminded everyone to vote tomorrow here at City Hall, polls open at 7 am.

**11. City Manager Comments/Reports**

City Manager Stoddard invited anyone who has questions or concerns to call and discuss them with her.

**12. Adjournment**

There being no further business to come before the Commission, it was moved by Commissioner Cooper and supported by all to adjourn the meeting at 8:58 p.m.

 Shannon Stutz, City Clerk