

**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY DECEMBER 19, 2022.**

**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, Vice Mayor Jordan, Commissioners Conner, Cooper, Evans, Fooy, and Madaras. City Manager Stoddard, Treasurer/Clerk Stutz.

Absent: None.

**3. Minutes**

Moved by Commissioner Cooper, supported by Vice Mayor Jordan to approve the minutes of the December 5, 2022 Regular meeting. **Motion Carried.**

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

None. Moved by Commissioner Fooy supported by Commissioner Conner 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 Fooy, supported by Commissioner Evans to receive the consent agenda items. **Motion Carried.**

**7. Unfinished Business**

None.

**8. New Business**

A. 2023 Schedule of City Commission Meetings – action. Mayor Britigan noted that two meetings are on Tuesdays (Jan 3 and Sept 5); he pointed out the budget work session on Feb 6, the April 17 discussion about the budget, and the May 1 public hearing for the coming budget. Moved by Commissioner Madaras, supported by Vice Mayor Jordan to approve the 2023 meeting schedule as presented. 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.**

B. City of Parchment General Employee Manual. City Manager Stoddard began discussion by looking forward to the need for hiring new employees within the next five years. Putting together a hiring package to compete with not just private industry, but with other local governmental units is important. Knowing we may not be able to offer higher pay, benefits can be the way we make the difference for new hires.

1. Holiday schedule – action. City Manager Stoddard noted the preference for Veterans’ Day as a holiday. She also said the 2 floating holidays are a more inclusive way to offer holidays without closing city hall or services. She added that the floating days would have to be scheduled in advance with a supervisor or City Manager. Moved by Commissioner Cooper, supported by Commissioner Conner to swap Veterans’ Day for Good Friday, with no additional days added. Discussion included Vice Mayor Jordan saying he feels the city already manages time off, that this wouldn’t create a hardship on services so he won’t support this motion. Commissioner Madaras agreed, saying many businesses are already closed these holidays. More discussion ensued. Roll call vote was as follows:

Ayes: Conner, Cooper.

Nays: Britigan, Evans, Fooy, Jordan, and Madaras.

Absent: None.

Abstain: None.

**Motion failed 2-5.**

Moved by Vice Mayor Jordan, supported by Commissioner Madaras to table this action until January 3, 2023. **Motion Carried.**

2. Vacation – action. City Manager Stoddard proposed a new vacation schedule which would give a step in the 10<sup>th</sup> year of employment, again looking for more of an edge compared with other municipalities. Moved by Commissioner Cooper, supported by Commissioner Madaras to adopt the following vacation schedule: 1 yr – 40 hrs, 2 yrs – 80 hrs, 5 yrs – 120 hrs, 10 yrs – 140 hrs, 15 yrs – 160 hrs, 20 yrs – 220 hrs, 25 yrs – 240 hrs. Roll call vote was as follows:

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

Nays: Conner, Fooy.

Absent: None.

Abstain: None.

**Motion Carried 5-2.**

**9. Citizen Comments**

None.

**10. Mayor and Commissioner Comments**

Commissioner Cooper wished everyone a safe and happy holiday, and said she appreciates the work of all city employees and that she’s looking forward to the coming year.

Commissioner Conner also wished all a good Christmas.

Commissioner Madaras thanked city hall staff for their work all year long.

Commissioner Evans reported the sunken garden “looks amazing” and that she loves seeing it when she drives through.

Commissioner Fooy said it was interesting to listen to the vacation discussion, adding he thinks the city must be a good place to work because of all the long term employees. He then wished everyone a safe, happy holiday.

Vice Mayor Jordan asked about the performance bond of the developer at the former admin building, then hoped everyone has a happy safe holiday. He also mentioned looking forward to the coming year.

Mayor Britigan explained that the map in front of them is of the Central County Transportation Authority Comprehensive Operations Analysis phase 3 completed, and includes some route changes. He agreed with Commissioner Fooy that since the city has long term employees, “we must be doing something right”. And then he wished everyone a Merry Christmas and happy holiday.

**11. City Manager Comments/Reports**

City Manager Stoddard told everyone not to worry about the roads over the holidays, DPW will make sure they’re plowed, even if it meant leaving their family celebrations to ensure the work gets done. She wished everyone a Merry Christmas and 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 8:20 p.m.

Shannon Stutz, City Clerk