

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY JANUARY 16, 2023.

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 Madaras, supported by Commissioner Cooper to approve the amended minutes of the January 3, 2023 Regular meeting. **Motion Carried.**

4. Additions or changes to the agenda.

9C. Appoint Planning Commission Members, and 9D. Appoint ZBA Members. Moved by Vice Mayor Jordan supported by Commissioner Madaras to approve the agenda as amended. **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 Conner, supported by Commissioner Evans to receive the consent agenda items. **Motion Carried.**

7. Unfinished Business

A. City of Parchment General Employee Manual, Parental Leave - action. Mayor Britigan began the discussion noting that the concept was approved last meeting, with final language presented today. City Manager Stoddard added that very little was changed, and that it was approved by the attorney who deemed it appropriate and sufficient. Commissioner Cooper said she thought it was a good policy, that it looked great and thanked everyone for their work. Moved by Commissioner Cooper, supported by Commissioner Madaras to approve the Parental Leave section of the employee manual as presented. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0.

8. New Business

A. 2021-2022 Audit Presentation, Joshua Gabrielse of Siegfried Crandall, PC – receive. Mr. Gabrielse went over the audit, highlighting the clean opinion among other things. He added that they spent half the amount of time as they did last year, which he thought spoke well of the staff. Moved by Commissioner Madaras, supported by Vice Mayor Jordan to receive the June 30, 2022 Audited Financial Statements. **Motion Carried.**

B. Budget Amendment, General Fund – action. Treasurer Stutz informed the Commission that there are budget amendments that need to be made to reflect grant monies spent and reimbursed for both the Wildlife Corridor Grant and the Water Plant Grant. The net effect on the budget is zero. Moved by Commissioner Evans, supported by Commissioner Cooper to approve the budget amendments as presented. Roll call vote was as follows:

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

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0.

C. Appointment of Planning Commission Members – action. Mayor Britigan noted that Sara Dean and Cheryl Lyon-Jenness have been serving diligently on this commission for some time already, and both expressed their desire to continue the work needed. This is a three year term ending 12/31/2025. Moved by Commissioner Evans, supported by Commissioner Conner to appoint Sara Dean and Cheryl Lyon-Jenness to the Planning Commission for the term expiring 12/31/25. **Motion Carried.**

D. Appointment of Zoning Board of Appeals – action. Mayor Britigan told all that Tim Lasher and Eric Cronin have served the previous term, and that John Madaras has agreed to serve for the next term. Moved by Commissioner Cooper, supported by Commissioner Conner to appoint Tim Lasher, Eric Cronin, and John Madaras to the ZBA for the term ending 12/31/25. **Motion Carried.**

9. Citizen Comments

None.

10. Mayor and Commissioner Comments

Commissioner Conner said he was glad to see that Glendale was finally finished, and that positive things were happening at the 415 address.

Commissioner Madaras thanked Treasurer Stutz for working on the KSF financials with her.

Commissioner Fooy said he had run into Greg from Building Restoration, thinks he's doing a great job with the property and glad he's doing business in our city.

Mayor Britigan reminded everyone that the next meeting (Feb 6) has the budget workshop afterward.

11. City Manager Comments/Reports

City Manager Stoddard reminded everyone about the joint commission and planning commission meeting on January 25 at City Hall. She then 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 7:44 p.m.

Shannon Stutz, City Clerk