

**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON TUESDAY JANUARY 3, 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, Fooy, and Madaras. City Manager Stoddard, Treasurer/Clerk Stutz, Attorney Soltis.

Absent: Commissioner Evans.

Moved by Vice Mayor Jordan, supported by Commissioner Fooy to excuse the absence of Commissioner Evans. **Motion Carried.**

**3. Minutes**

Moved by Commissioner Conner, supported by Commissioner Madaras to approve the amended minutes of the December 19, 2022 Regular meeting. **Motion Carried.**

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

None. Moved by Vice Mayor Jordan, 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 Cooper, supported by Commissioner Madaras to receive the consent agenda items. **Motion Carried.**

**7. Unfinished Business**

A. City of Parchment General Employee Manual.

i. Holiday(s) and Floating Holidays – action. Mayor Britigan began by saying the idea is to offer diversity for employees, while keeping city services and offices open. City Manager Stoddard said the proposal is to add 2 floating holidays and swap Veterans' Day for Good Friday. Moved by Vice Mayor Jordan, supported by Commissioner Cooper to swap Veterans' Day for Good Friday and add 1 floating holiday for employees. Roll call vote was as follows:

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

Nays: Fooy.

Absent: Evans.

Abstain: None.

**Motion Carried 5-1.**

Commissioner Madaras noted she supports this because of the 3 personal days employees already get. Commissioner Cooper said she agreed with the flexibility this gives for observing other holidays such as MLK.

ii. Vacation – correction. Moved by Commissioner Cooper, supported by Commissioner Madaras to rescind the vacation schedule adopted 12/19/22. Roll call vote was as follows:

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

Nays: None.

Absent: Evans.

Abstain: None.

**Motion Carried 6-0.**

Discussion regarding management of time off, knowledge of employees ensued. Commissioner Cooper noted it doesn't currently seem to be a problem that things aren't getting done. City Manager Stoddard agreed, adding the City has been through a water crisis, festivals, the Covid crisis, without issue. Commissioner Madaras noted younger employees tend to "job hop" and we need to have incentives to keep people here. Vice Mayor Jordan echoed that, saying he sees it too, employees are harder to retain. Mayor Britigan said since we are a small municipality, we are kind of like a small business and need to be "nimble". Moved by Commissioner Cooper, supported by Vice Mayor Jordan 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 – 200 hrs, 25 yrs – 240 hrs. Roll call vote was as follows:

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

Nays: Fooy.

Absent: Evans.

Abstain: None.

**Motion Carried 5-1.**

iii. Parental Leave – action. City Manager Stoddard began by saying the old manual had no parental leave policy at all, so this addresses employees who are both birthing parents and non-birthing parents. The proposed policy gives all employees 2 weeks paid leave (see stipulations in policy) with an additional 4 or 6 weeks for a birthing parent for recovery. She noted the city does not carry short term disability for employees. Discussion ensued. Moved by Commissioner Cooper, supported by Commissioner Madaras to approve the concept as outlined, but with further clarification from Attorney Soltis on wording. Vice Mayor Jordan reported this policy seems familiar in the companies he’s worked for. Commissioner Cooper said this is a long time coming, and respectful to employees. She added that as a woman, the language and policy make a difference to the work environment. Commissioner Fooy noted he supports the policy “as is”, but not the motion. Mayor Britigan said he didn’t have a problem with the 2 week leave, but was struggling with the 6-8 week leave in total. Roll call vote was as follows:

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

Nays: Fooy.

Absent: Evans.

Abstain: None.

**Motion Carried 5-1.**

**8. New Business**

A. Prein & Newhof Engineering Services Letter of Engagement - action. Mayor Britigan noted the letter has new fee amounts as well as realignment of positions. Attorney Soltis explained that the options are to approve this, or look for a new engineering firm. City Manager Stoddard reported that P&N has always been attentive and quick to respond whenever the City has called on them. Mayor Britigan added that this is fee for service, so we don’t have to pay Moved by Vice Mayor Jordan, supported by Commissioner Madaras to approve the Prein & Newhof Engineering Services Letter of Engagement as presented and authorize the City Manager to execute all documents related to the action. Roll call vote was as follows:

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

Nays: None.

Absent: Evans.

Abstain: None.

**Motion Carried 6-0.**

**9. Citizen Comments**

None.

**10. Mayor and Commissioner Comments**

Commissioner Cooper said her thoughts are with the Tanis family in this difficult time. She added she was grateful for the time she knew Ben – he was an asset to the community, a good human being, and will be greatly missed.

Commissioner Madaras extended her sympathies to the Tanis family as well.

Vice Mayor Jordan echoed those thoughts, adding Ben Tanis worked 25 years with the festival building sets and always ready to help; he will be missed.

Mayor Britigan expressed his condolences to the Tanis family, saying it was a privilege to work with Ben on both the commission and festival.

**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 8:38 p.m.

Shannon Stutz, City Clerk