



City of Parma, Idaho  
**City Council Workshop Minutes**  
305 N 3<sup>rd</sup> Avenue  
December 16<sup>th</sup>, 2025, 5:30pm

1. **Roll Call** – Mayor Lee called the meeting to order 5:30pm.

**Present Council Members:** Ransey Portenier, Joe Giardelli, Edith Hemmert, Jordon Hurd, Von Bowman, Mike Richard, and Mayor Angie Lee were present.

**Staff Present:** Dustin Riggs -Public Works Supervisor, Robert Topie – Police Chief, Melissa Klinge- City Clerk, Jacob Qualls – City Treasurer.

**Public Present:** Brett Laird

**Pledge of Allegiance**- Mayor Lee led the Pledge of Allegiance.

2. **Workshop Purpose & Overview- Review Resolution 2025 TBA- Employee Classification, Compensation and leave types in personnel policy manual; authorizing and directing the city treasurer to include this policy and remove conflicting clauses.**

Council President Giardelli would like your vacation to be time that you have earned, and on your anniversary date you get the credit/ earned amount, not the 1<sup>st</sup> of the year. Council member Hurd would like to see employees accrue every paycheck. Council member Richard would like employees to work 6 months before they allow them to use their earned vacation time.

New employees should start accruing vacation the day they start and be allowed to use beginning at their 6 months of employment.

Chief Topie would like to see that once vacation is maxed out then have the option to roll over into sick time to increase the sick bank to be able to use for a retirement plan or be able to cash out 1 week 40 hours of vacation.

Jacob Qualls stated the Insurance Company will only allow 120 days of approved leave of absence so the sick time wouldn't be able to use for retirement, and that sick time and leave of absence are not the same thing. Mayor Lee asked if we get Susan Lawson on the phone from the insurance company to confirm weather or not III-A has a retirement plan. Susan Lawson stated that Yes, there are retirement benefits the city can get. The employees can stay on the insurance until they are 65 years of age, but they must be Persi verified. III-A would leave it up the city to determine who would pay for the benefits. The employee could opt out if they didn't want the insurance. The maximum is 120 hours for Leave of Absence, FMLA Rules would apply and match up. If using your sick time hours, then that is considered the same as working. If someone quits, they are offered Cobra for 18 months and they would make payment directly to III-A. Mayor Lee told Susan Lawson thank you for taking our call and that there were no more questions for her.



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Chief Topie said there could be the option to roll vacation into the sick time bucket and then have a retirement plan and continue to pay for coverage. Chief Topie would like his Officers to be able to cash out 40 hours of vacation once they have reached their cap out.

The 2 hours of unfunded sick time Council President would like to see that go away. Chief Topie explained that is a benefit that staff gets and it looks good to new hires. It was discussed to allow 8 hours a year so 2 hours a quarter for a Doctors appointment.

Mayor Lee would like everyone to read over the resolution again, make their notes and this will be on the January 13<sup>th</sup> 2026 agenda and the council will have to make their decision at that point.

Council President Giardelli motion to adjourn the workshop meeting, Council member Bowman second the motion. **Roll Call** Raney-aye; Hemmert -aye; Giardelli – aye; Hurd -aye; Bowman-aye; Richard – aye; motion carried. Meeting Adjourned at 6:45pm.

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Angie Lee, Mayor

ATTEST: \_\_\_\_\_

Melissa Klinge, City Clerk