



# Meeting Agenda & Minutes

Date: 1/8/2026

Location: Village Hall, Council Room

Type of Meeting/ Purpose (Regular, Special, Emergency): Property Personnel & Finance- Regular Meeting

Members Present: DJ Youngblood (Chair), Mark Hammer, Mayor Terry Lindeman

Members Absent: \_\_\_\_\_

Staff/ Officials Present: Christina Mambourg (Village Admin), Kristen Robison (Fiscal Officer)

## 1. Call to Order

- Motion & Time Called to Order: \_\_\_\_\_
- Introduction of Guests (if any): \_\_\_\_\_

## 2. Guest Comments & Presentations

- Scheduled Guests/Presentation Topics:
  - \_\_\_\_\_
  - \_\_\_\_\_

## 3. Staff Reports

- Insert any new proposals, community feedback, or committee concerns:
  - Standing Item: \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

## 4. Administrator Report

- Insert any new proposals, community feedback, or committee concerns:
  - Standing Item- Budget Utilization: TBA in Mtg (Cap Ex & General).
  - \_\_\_\_\_

## 5. Old Business

- **Insert any progress on prior proposals, community feedback, committee concerns, motions etc.:**
- **Minutes from 11/13/25 & 12/11/2025 were approved/denied (circle one) on 1/6/26, ayes, neighs, abstain.**
- **GDCC HVAC:** Status Update.
- **Uniforms:** Action Requested: “I move that Council accept and approve the revision to Section 2.8, Employee Uniforms, of the Employee Policy Manual, as written.”
- **Clinton Paving Project: Closed**
  - RFP template acknowledged by Council on 1/7/26
  - Streets SOP, including face-to-face outreach with business owners, reviewed by Streets Committee on 1/7/26
  - New street signage received
- **Streets Committee request to fund gazebo parking lot paving in 2026 budget. Parks Board has also approved.**: Streets Committee request to fund paving in the 2026 budget, Estimated cost: ~\$4,000 (Previously tabled; discussion requested)
- **Timecard System and proposed meal break punching enforcement:** Kristen Robison present for discussion. Note: State requirements still require some manual input. (Personnel issue; no process change proposed at this time)
- **Columns at V Hall:** Review of estimates. (Previously tabled; discussion requested)

- **New IT Vendor:** Go Live, 1/8/26, Status Update.
- **Tabled:** Basement waterproofing: Jetting in Feb 26', will monitor in rainy season.

## 6. New Business

- **Insert any new proposals, community feedback, committee concerns, motions etc.:**
- **Proposed Employee Manual Revisions to Performance and Discipline + Procedures:** Informational review; Solicitor feedback pending (no action requested)
- **Proposed Complaint Form Revisions:** Proposed additions: Date received by Village of Doylestown and Resolution field. (Per Whittaker Myers recommendation)
- **Proposed Employee Manual Additions to Office Operations & Employee Conduct:** Informational review; Solicitor feedback to be presented (no action requested).
- **Petty Cash:** Discussion with Fiscal Officer – pros and cons
- **Staff breaks (at home and otherwise) with use of Village Vehicles:** Discussion of staff breaks (at home and otherwise) – pros and cons

## 7. Public Comment

- Open floor for any members of the public who wish to speak (time limit may be applied as needed):
- \_\_\_\_\_
- \_\_\_\_\_

## 8. Adjournment

- **Confirm next meeting date: 2/12/2026**
- Motioned By / Second By / Vote:

\_\_\_\_\_

Motion Template Box: (Cut and paste this where you need a motion box)

<p>Motion (if needed):</p> <p>_____</p> <p>Motioned By / Second By / Vote:</p> <p>_____</p>
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