

AGENDA

Regular Meeting of the Parchment City Commission

Monday, December 19, 2011

7 p.m.

Robert B. Heasley, Mayor

Robert D. Britigan III, Vice Mayor
Wendy Fleckenstein, Commissioner
Terry Hageman, Commissioner

Thomas Balmer, Commissioner
Jim Justice, Commissioner
Brian Sell, Commissioner

Dennis G. Durham, City Manager

Robert Soltis, City Attorney

During citizen comment periods, each person wishing to address the Commission will be allowed five minutes. Please state your name and address for the record.

1. Call to Order
2. Roll Call
3. Approval of Minutes: 12-5-2011 regular meeting
4. Additions or Changes to the Agenda
5. Citizen Comments Not Related to the Agenda
(comments on agenda items will be received at the time of discussion)
6. Consent Agenda – Motion to Receive and/or Approve as Indicated:
 - A. Warrant 1195 – information only
7. Unfinished Business
8. New Business
 - A. City Commission Meeting Schedule 2012
9. Mayor and Commissioner Comments

10. City Manager Comments

11. Adjournment

MINUTES OF THE REGULAR MEETING OF THE PARCHEMENT CITY COMMISSION HELD ON
MONDAY DECEMBER 5, 2011 AT 7:00 P.M.

1. **Call to order**
Mayor Heasley called the meeting to order at 7:00 p.m. He led those present in the "Pledge of Allegiance."

2. **Swearing in of new Commissioners**
City Manager Durham took the oaths of office from Robert Heasley, Brian Sell and James Justice.

3. **Roll Call**

Present: Heasley, Britigan, Balmer, Justice, Fleckenstein, Hageman and Sell. City Manager
Durham.
Absent: None.

4. **Election of Mayor and Vice Mayor**

Nominations for Mayor

Commissioner Britigan nominated Robert Heasley for Mayor. Being no other nominations, a roll call vote was taken.

Ayes: Fleckenstein, Sell, Hageman, Justice, Balmer, Britigan and Heasley.
Nays: None

Heasley is elected Mayor.

Nominations for Vice-Mayor

Mayor Heasley nominated Commissioner Britigan for Vice-Mayor. Being no other nominations, a roll call vote was taken.

Ayes: Fleckenstein, Sell, Hageman, Justice, Balmer, Britigan and Heasley.
Nays: None

Britigan is elected Vice-Mayor.

5. **Approval of Minutes**

Moved by Sell and supported by Fleckenstein to approve the minutes of the November 21, 2011 regular meeting.

Motion Carried.

6. **Additions or Changes to the Agenda**

Addition of item 10B – appointment of KAC Commission representative.

7. **Citizen Comments**

Mr. Dan Lewis, Prein & Lewis, addressed the Commission wishing them a Merry Christmas and thanking the City for business as City Engineer.

8. **Consent Agenda**

Motion by Britigan and supported by Hageman to receive and/or approve as indicated the following consent agenda items:

- A. Correspondence from Georgia Pacific Plant Director Gene Bradley regarding changes to facility security – information only

B. Warrants 1193 and 1194 – information only

Motion Carried.

9. Unfinished Business

A. None.

10. New Business

A. Appointment of City Clerk – Recommendation to appoint City Manager Durham as Parchment City Clerk. Motion by Balmer and supported by Sell.

Motion Carried.

B. Appointment of KAC Commission representative. Motion by Hageman to appointment Commissioner Fleckenstein to serve in this capacity. Supported by Balmer.

Motion Carried.

9. Mayor and Commissioner Comments

City Commissioners welcomed Jim Justice to the City Commission.

Commissioner Sell asked the City Administration to investigate how a proposed Metro Transit millage will affect Parchment residents.

Commissioner Hageman noted there are trash barrels full in the park.

Commissioner Balmer noted a few decorative street lights out and need to be replaced.

Vice-Mayor Britigan complimented the Downtown Development Authority on the new city entrance signs.

Mayor Heasley thanked his fellow Commissioners for their continued support.

10. City Manager's Comments

None.

11. Adjournment

There being no more business to come before the Commission, it was moved by Balmer and supported by all to adjourn the meeting at 7:32 p.m.

Respectfully submitted by Dennis Durham, City Manager



Warrant # 1195
December 16, 2011

City of Parchment

Attachment 1 - Check Register Report
Attachment 2 - Purchasing Card Usage

Check Register Report

Warrant 1195

12/16/2011

City of Parchment

| Check Number | Check Date | Vendor Name | Check Description | \$ Amount |
|--------------------------------|------------|--------------------------------|---|--------------------|
| PNC Checks | | | | |
| 29909 | 12/07/2011 | LAVERNE YODER | Ponies for Wassailing | 150.00 |
| 29910 | 12/14/2011 | GRAND RAPIDS TROLLEY CO. | 2 Trolleys for Wassailing | 1,160.00 |
| 29911 | 12/20/2011 | 5 ALARM FIRE & SAFETY EQUIP. | 15 Flow Tests, O Rings - Fire Department | 832.35 |
| 29912 | 12/20/2011 | AFLAC | Monthly Payment | 44.00 |
| 29913 | 12/20/2011 | ASSOCIATED GOVERNMENT SERVICES | Retainer & Permits-November | 272.00 |
| 29914 | 12/20/2011 | CARRIAGE CLEANERS | Police Dry-Cleaning-Oct & Nov | 39.00 |
| 29915 | 12/20/2011 | CINTAS CORPORATION LOC. 725 | Uniform Rental & Towels | 174.89 |
| 29916 | 12/20/2011 | CLARK TECHNICAL SERVICES | Clean Up Elections Computer | 275.00 |
| 29917 | 12/20/2011 | CLEAN EARTH ENVIRONMENTAL | Hydro Excavate 6 Water Curb Boxes | 2,411.00 |
| 29918 | 12/20/2011 | CONSORT DISPLAY GROUP | 110 Digital Banners-Festival | 435.00 |
| 29919 | 12/15/2011 | | Void Check | 0.00 |
| 29920 | 12/20/2011 | CONSUMERS ENERGY | City Hall & Fire | 564.01 |
| | | | Public Works & Parks | 811.87 |
| | | | Municipal Pumping - Water | 2,883.52 |
| | | | Municipal Pumping - Sewer | 162.80 |
| | | | Decorative Street Lights | 245.64 |
| | | | Street & Traffic Lights | 3,906.71 |
| 29921 | 12/20/2011 | FORD, KRIEKARD, SOLTIS & WISE | General Matters-November | 1,264.40 |
| | | | Police Matters - November | 320.00 |
| | | | Glendale Plat | 125.00 |
| 29922 | 12/20/2011 | FRANCOTYP-POSTALIA, INC. | Postage Meter Rental | 74.85 |
| 29923 | 12/20/2011 | KALAMAZOO GAZETTE | ZBA Hearing Notice | 303.16 |
| 29924 | 12/20/2011 | KALAMAZOO OIL CO. | Fuel Charges 11/15 to 11/30/11 - Public | 493.38 |
| | | | Fuel Charges 11/15 to 11/30/11 - Police | 57.87 |
| 29925 | 12/20/2011 | KALAMAZOO TOWNSHIP | Police Services Contract - November | 11,750.00 |
| 29926 | 12/20/2011 | LAYNE CHRISTENSEN COMPANY | Retrofit Well #1 Pump & replace well casing | 29,565.00 |
| 29927 | 12/20/2011 | O'BOYLE COWELL BLALOCK & ASSOC | 1st Community Fed Credit Union - November | 1,260.00 |
| 29928 | 12/20/2011 | PANOPLATE LITHOGRAPHICS | Balance on DDA Sign Project | 15,200.00 |
| 29929 | 12/20/2011 | R & H THEATRICALS | Missing Materials-State Fair | 1,978.34 |
| 29930 | 12/20/2011 | REPUBLIC SERVICES #249 | City Wide Pickup-December | 6,123.15 |
| | | | Public Works Dumpster | 197.29 |
| 29931 | 12/20/2011 | RIVERRUN PRESS | 1500 Window Envelopes | 136.03 |
| 29932 | 12/20/2011 | ROSE PEST SOLUTIONS | Pest Control-Contract | 72.00 |
| 29933 | 12/20/2011 | UNIQUE IMAGES PHOTOGRAPHY | 4 - Executive Portraits | 300.00 |
| 29934 | 12/20/2011 | UNITED STATES POSTAL SERVICE | Permit Imprint-Yearly Fee | 190.00 |
| | | | | \$83,778.26 |
| Medical Reimbursements: | | | | |
| 1039 | 12/12/2011 | City Employee | Insurance Deductable Reimbursement | 214.20 |
| 1040 | 12/12/2011 | City Employee | Insurance Deductable Reimbursement | 1,694.72 |
| Direct Debits: | | | | |
| | 12/2/2011 | FRANCOTYP-POSTALIA, INC | Postage Meter Refill | 500.00 |
| | 11/30/2011 | MERS | October Pension Payment | 3,430.30 |
| Brownfield: | | | | |
| 1017 | 11/22/2011 | ERM, INC. | River Reach Brownfield Grant | 8,217.06 |
| Total Checks: | | | | \$97,834.54 |

Purchasing Card Usage
Warrant 1195
12/16/2011

City of Parchment

| Charge Date | Vendor Name | Charge Description | \$ Amount |
|-----------------------|---|--|--------------------------|
| 11/22/2011 | A-1 Printing & Copy | Wassailing Printing Charges | 13.50 |
| 10/28/2011 | Airgas | Radnor Regulator Acetylene | 135.63 |
| 11/4/2011 | Charter | Cable @ PW | 6.15 |
| 11/4/2011 | Charter | Cable @ Fire | 6.15 |
| 11/1/2011 | ETNA | 6 Couplings & 4 Curb Stops | 528.96 |
| 11/1/2011 | ETNA | 2 - 1" Meters | 470.00 |
| 11/2/2011 | Express Air Filters | 1 Case Furnace Filters | 61.75 |
| 10/27/2011 | Extreme Power Equipment | Valve for walk behind leaf blower | 4.50 |
| 11/9/2011 | Grainger | 2-Hose Reel Bumpers - Water Dept. | 19.80 |
| 11/17/2011 | Harding's | Batteries-9 Volt | 8.47 |
| 11/21/2011 | Harding's | Batteries-AA | 11.65 |
| 11/26/2011 | Home Depot | Cordless Tools: Impact Wrench, Drill, Sawzall, Circular Saw, Flashlight | 499.00 |
| 11/23/2011 | Home Depot | Cordless Tools: Hammer Drill & Impact Wrench | 279.00 |
| 11/4/2011 | ICMA | 2012 Dues - Durham | 673.92 |
| 11/7/2011 | Lowe's | Batteries & 1/4" Socket Set | 21.25 |
| 11/3/2011 | Lowe's | Electrical Supplies - Sewer Lift Station | 29.15 |
| 11/3/2011 | Mackenzie's Bakery | Staff Meeting | 7.20 |
| 11/11/2011 | Mail quick | Ink Cartridges - Postage Meter | 65.24 |
| 10/3/2011 | MI Governmental Finance Officers Assoc. | Frakes-Dues thru 09/30/12 | 75.00 |
| 10/27/2011 | Nextel | October Cell Phone Charges - Fire | 59.31 |
| | Nextel | October Cell Phone Charges - Manager | 53.81 |
| | Nextel | October Cell Phone Charges - Public Works | 157.39 |
| | Nextel | October Cell Phone Charges - Police | 32.52 |
| | Nextel | October Cell Phone Charges - Admin | 33.71 |
| 11/23/2011 | Nextel | November Cell Phone Charges - Fire | 59.38 |
| | Nextel | Nov. Cell Phone Charges - Manager - New Phone | 367.21 |
| | Nextel | November Cell Phone Charges Public Works | 157.55 |
| | Nextel | November Cell Phone Charges - Police Dept. | 32.62 |
| | Nextel | November Cell Phone Charges - Admin | 33.84 |
| 10/20/2011 | Otten Trophies | Name Plate for Fire Department | 17.50 |
| 11/11/2011 | Quill | Copy Paper, Marker Board, Env. Binder Clips | 201.09 |
| 11/3/2011 | Rapid Refill | 5 Ink Cartridges | 103.45 |
| 11/1/2011 | Rathco Safety Supply | 12 Signs to Upgrade to Current Standards | 358.50 |
| 11/23/2011 | Steensma Lawn | Center Link for John Deere Tractor | 216.90 |
| 10/27/2011 | TDS | October Phone Charges | 784.08 |
| 11/23/2011 | TDS | Phone Charges - November | 785.53 |
| 11/7/2011 | Verizon | On Board Computer-Phone Card | 43.01 |
| 11/7/2011 | Verizon | Internet @ Water | 43.01 |
| Total Charges: | | | <u>\$6,456.73</u> |

PARCHMENT CITY COMMISSION
SCHEDULE OF MEETINGS 2012

January 3, 2012
January 16, 2012
February 6, 2012
February 20, 2012
March 5, 2012
March 19, 2012
April 2, 2012
April 16, 2012
May 7, 2012
May 21, 2012
June 4, 2012
June 18, 2012
July 2, 2012
July 16, 2012
August 6, 2012
August 20, 2012
September 4, 2012
September 17, 2012
October 1, 2012
October 15, 2012
November 5, 2012
November 19, 2012
December 3, 2012
December 17, 2012