



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

OCTOBER 3, 2016

7 P.M.

PARCHMENT CITY COMMISSION

MAYOR ROBERT B. HEASLEY

VICE MAYOR ROBERT D. BRITIGAN III

COMMISSIONER TERRY HAGEMAN

COMMISSIONER DOUGLAS FOY

COMMISSIONER JON HEASLEY

OFFICERS

CITY MANAGER DENNIS DURHAM

CITY ATTORNEY ROBERT SOLTIS

CITY TREASURER/CLERK SHANNON STUTZ

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

A. City Commission Regular Meeting Minutes of September 19, 2016 - Accept

4. ADDITIONS OR CHANGES TO THE AGENDA

5. CITIZEN COMMENTS

Persons wishing to address the City Commission on items not already an agenda item, will be allowed five minutes. Please state your name and address for the record. If you require special accommodation, please notify the Clerk.

6. CONSENT AGENDA

Items included on the consent agenda will be dealt with upon one vote by the City Commissioner unless a Commissioner requests an item be dealt with individually.

A. Motion to APPROVE as indicated:

i. Warrant No. 1319 – Information Only

ii. Quarterly Investment Report – Information Only

iii. Quarterly Financial Report – Information Only

7. UNFINISHED BUSINESS

8. NEW BUSINESS

A. Appointment of City Commissioner to Fill Vacancy

i. Applications Submitted

B. Request to Spend \$5,780 to Upgrade City's Assessing and Tax Software – Approve

9. BOARD AND COMMISSION REPORTS/MINUTES

10. MAYOR AND COMMISSIONER COMMENTS

11. CITY MANAGER COMMENTS/REPORTS

12. ADJOURNMENT

**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY
COMMISSION HELD ON MONDAY SEPTEMBER 19, 2016.**

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. Roll Call.

Present: Mayor Heasley, Vice Mayor Britigan, Commissioners Hageman, Fooy, and Heasley. City Manager Durham, Treasurer/Clerk Stutz, and City Attorney Soltis.

Absent None.

3. Minutes

Moved by Commissioner Hageman, supported by Commissioner Heasley to approve the amended Minutes of the September 6, 2016 regular meeting.

Motion Carried.

4. Additions or Changes to the Agenda

Vice Mayor Britigan requested item 8F be added, Appointment of Commissioner.

5. Citizen Comments

Karen Conner-Beck, 1124 Parchmount, brought copies of a proposed Battle Creek ordinance regarding panhandling and loitering, saying it seemed like they addressed all of her concerns. She gave a copy to Attorney Soltis.

Judy Resler, 218 Maple, showed support of the BC ordinance, saying that the co-owner of Carl's Barber Shop had been concerned about people hanging around her business.

6. Consent Agenda

A. Moved by Vice Mayor Britigan and supported by Commissioner Heasley, to receive the consent agenda items.

Motion Carried.

7. Unfinished Business

A. None.

8. New Business

A. Water Plant Painting – approve. Commissioner Fooy expressed his disapproval of the cost associated with this task, when the City is having a "tough year". Commissioner Heasley disagreed, noting that maintenance of our buildings is important and that if these things aren't addressed we could "have bigger issues". He also noted the City's budget is balanced; he supports the painting of the water plant. Vice Mayor Britigan asked about the funds dedicated for the project, and was told by City Manager Durham that this is provided for in the 2016/17 budget of the water fund. Mayor Heasley stated he went over to the water plant and noticed black mold on the building, saying this is needed maintenance. Moved by Vice Mayor Britigan, supported by Commissioner Heasley to authorize the expenditure of \$3,850 to Devine Painting and authorize the City Manager to execute all documents related to this matter.

Roll call vote was as follows:
Ayes: Britigan, Hageman, J Heasley, R Heasley.
Nays: Fooy.
Absent: None.
Abstain: None.

Motion Carried 4-1

- B. Intergovernmental Fire Protection Hazardous Materials Incident Response Agreement – approve. Fire Chief Bonhomme explained the changes to the existing agreement and took questions from the Commissioners. Moved by Commissioner Heasley supported by Commissioner Fooy, to approve the Intergovernmental Fire Protection Hazardous Materials Incident Response Agreement amended as written, and authorize the City Manager to execute all documents related to this matter.

Roll call vote was as follows:
Ayes: Britigan, Fooy, Hageman, J Heasley, R Heasley.
Nays: None.
Absent: None.
Abstain: None.

Motion Carried 5-0.

- C. DPW Uniform Rental Service Agreement – approve. Moved by Commissioner Hageman supported by Commissioner Heasley to approve the Cintas standard rental service agreement as written and authorize the City Manager to execute all documents related to this matter.

Roll call vote was as follows:
Ayes: Britigan, Fooy, Hageman, J Heasley, R Heasley.
Nays: None.
Absent: None.
Abstain: None.

Motion Carried 5-0.

- D. Request to Host Homecoming Parade – approve. Noted by Fire Chief Bonhomme that the fire trucks will be present during the fireworks display. Moved by Vice Mayor Britigan supported by Commissioner Hageman, to approve Parchment High School Student Council's proposal for the Homecoming Parade and halftime fireworks display on Friday, October 7, 2016.

Motion Carried.

- E. Request to Purchase Road Salt – approve. Moved by Commissioner Heasley supported by Vice Mayor Britigan to authorize the expenditure of \$4,500 for the first delivery of road salt from Marton Salt, Inc. and authorize the City Manager to execute all documents related to this matter.

Roll call vote was as follows:
Ayes: Britigan, Fooy, Hageman, J Heasley, R Heasley.
Nays: None.
Absent: None.
Abstain: None.

Motion Carried 5-0.

- F. Appointment of Commissioner – discussion. Vice Mayor Britigan reminded all that the seat to be filled is the one vacated by former Commissioner Kinsey, which has two years left remaining on the term after next May's election. Vice Mayor Britigan stated that he had approached former Commissioner Sell to gauge his interest in filling the vacancy until the next election (May 2017). He said alternatively, the Commission could open the application process to residents. Discussion ensued. Moved by Commissioner Hageman, supported by Commissioner Fooy to solicit letters of interest for former Commissioner Kinsey's vacated seat with a deadline of Friday, September 30, 2016.

Motion Carried 5-0.

9. Standing Board and Committee Reports

None.

10. Mayor and Commissioner Comments

Vice Mayor Britigan thanked Deb Lawson for holding the Neighborhood Watch meeting, saying it was well attended. He reminded all that the CCTA is in the final stages of the transfer agreement, and congratulated the City Manager on his first grandchild.

Mayor Heasley echoed the praise for Deb Lawson, saying that's what makes "community". He also reminded everyone of the Library's history event, Wish You Were Here, on Sunday from 2-3:30 p.m.

11. City Manager Comments/Reports

A. Update on 3 burglaries – Kalamazoo Township Police have identified 3 suspects, believe them to be involved in all three matters, and are continuing their investigation.

12. Adjournment

There being no further business to come before the Commission, it was moved by Commissioner Fooy and supported by all to adjourn the meeting at 7:35 p.m.

Shannon S. Stutz
City Clerk



Warrants # 1319
October 3, 2016

City of Parchment

Attachment 1 - Check Register Report 1319

**City of Parchment
Check Register Report
Warrant 1319**

Check #	Check Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
33353	09/23/2016	ASSOCIATED GOVERNMENT SERVICES	August-Retainer,Permits, Ord V	814.00
33354	09/23/2016	BIO-CARE, INC.	Annual Fit Test&Water Dept Fit	1,320.10
33355	09/23/2016	BLUE CROSS BLUE SHIELD OF MI	EE/Retiree Ins. - October	11,035.88
33356	09/23/2016	CINTAS CORP	Restock 1st Aid Cabinet	79.03
33357	09/23/2016	CINTAS CORPORATION LOC. 725	Uniform Rental & Towels	202.56
33358	09/23/2016	CLEAN EARTH ENVIRONMENTAL	Clean Sewer Line behind Advia	1,324.98
33359	09/23/2016	CLEAN EARTH ENVIRONMENTAL	Clean Sewer Line on Glenguile	1,864.41
33360	09/23/2016	WENDY GAUL	Mileage 7/27 to 9/7-Code Viola	44.96
33361	09/23/2016	GRAINGER	Hooks for Salt Spreader	166.70
33362	09/23/2016	KALAMAZOO OIL CO.	Fuel Charges 9/1 to 9/15/16	282.32
33363	09/23/2016	KALAMAZOO TOWNSHIP	911 Fire Notif-3rd Q 2016	24,892.28
33364	09/23/2016	KELLY WHITE DESIGN, INC.	Troubleshooting-Police & Fire	37.50
33365	09/23/2016	MAINTENANCE MASTERS, INC.	Mowing - ROW and River Reach	385.00
33366	09/23/2016	PREIN & NEWHOF	Revised Plat of Glendale; maps	2,710.90
33367	09/23/2016	REPUBLIC SERVICES #249	City Wide Pickup-Sept.	7,809.77
33368	09/23/2016	SEVERANCE ELECTRIC CO INC	Repair Traf Sig-Riverview&Parc	1,256.00
33369	09/23/2016	SMALL BUS ASSOC OF MICHIGAN	SBAM Dues thr 11/30/17	219.00
33370	09/23/2016	SMALL BUSINESS ADMIN SERVICES	HRA-September	52.50

**City of Parchment
Investment Report
September 30, 2016**

Maturity Date	Interest Rate	Institution	Type of Investment	Amount
8/22/2022	1.25%	DA - Wells Fargo	FDIC Step Coupon Bond	\$ 92,000.00
11/29/2017	1.14%	MB - JP Morgan Chase Bank	Certificate of Deposit	\$ 114,000.00
8/22/2019	0.99%	Mercantile Bank	Muni Certificate of Deposit	\$ 125,000.00
9/22/2018	0.50%	Old National	Certificate of Deposit	\$ 50,000.00
2/26/2019	1.18%	MB - Wells Fargo	Certificate of Deposit	\$ 100,000.00
9/28/2021	1.70%	DA - Wells Fargo	FDIC Step Coupon Bond	\$ 100,000.00
12/11/2018	1.15%	DA - FHLB	Bond	\$ 150,000.00
		Huntington National/Invesco	Money Market Fund	\$ 1,796.65
		Multi Bank	Money Market Fund	\$ 4,444.06
Investment Total				\$ 737,240.71

EXPENDITURE REPORT

As of Sept 30, 2016

City of Parchment

For the Period: 7/2/2016 to 9/30/2016

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - GENERAL FUND							
Expenditures							
Dept: 100.000 Legislative							
703.000 Payroll - Part Time	14,000.00	14,000.00	1,360.00	810.00	0.00	12,640.00	9.7
715.000 Social Security	800.00	800.00	84.32	50.22	0.00	715.68	10.5
720.000 Worker's Compensation	100.00	100.00	0.89	0.29	0.00	99.11	0.9
722.000 Medicare	200.00	200.00	19.73	11.75	0.00	180.27	9.9
800.000 Professional/Contractual Serv.	8,000.00	8,000.00	13,973.90	2,748.40	0.00	-5,973.90	174.7
830.000 Memberships & Dues	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
880.000 Community Promotion	0.00	0.00	132.00	0.00	0.00	-132.00	0.0
880.001 Wassailing Contribution	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
955.000 Miscellaneous	0.00	0.00	65.54	0.00	0.00	-65.54	0.0
967.000 Property Development	0.00	0.00	210.00	210.00	0.00	-210.00	0.0
Legislative	26,600.00	26,600.00	15,846.38	3,830.66	0.00	10,753.62	59.6
Dept: 200.000 Administration							
702.000 Payroll - Full Time	147,420.00	147,420.00	38,285.65	11,116.62	0.00	109,134.35	26.0
703.000 Payroll - Part Time	23,580.00	23,580.00	5,075.29	1,166.12	0.00	18,504.71	21.5
704.000 CM Car Allowance	6,500.00	6,500.00	0.00	0.00	0.00	6,500.00	0.0
715.000 Social Security	11,100.00	11,100.00	3,013.05	882.12	0.00	8,086.95	27.1
716.000 Hospital/Life Insurance	30,100.00	30,100.00	7,055.12	2,325.12	0.00	23,044.88	23.4
716.001 Insurance Deductible	2,100.00	2,100.00	0.00	0.00	0.00	2,100.00	0.0
718.000 Pension	10,600.00	10,600.00	4,236.14	0.00	0.00	6,363.86	40.0
719.000 Hospital Insurance - Retirees	10,250.00	10,250.00	2,559.00	853.00	0.00	7,691.00	25.0
720.000 Worker's Compensation	700.00	700.00	126.68	33.68	0.00	573.32	18.1
721.000 Unemployment Compensation	0.00	0.00	60.00	0.00	0.00	-60.00	0.0
722.000 Medicare	2,400.00	2,400.00	704.73	206.32	0.00	1,695.27	29.4
724.000 ICMA Retirement Benefit	10,560.00	10,560.00	2,141.00	530.00	0.00	8,419.00	20.3
730.000 Postage	2,500.00	2,500.00	505.57	100.00	0.00	1,994.43	20.2
740.000 Operating Supplies	3,000.00	3,000.00	798.05	100.62	0.00	2,201.95	26.6
775.000 Repair & Maintenance Supplies	0.00	0.00	15.30	0.00	0.00	-15.30	0.0
800.000 Professional/Contractual Serv.	5,000.00	5,000.00	2,781.61	407.98	0.00	2,218.39	55.6
805.000 Computer Services	500.00	500.00	302.50	0.00	0.00	197.50	60.5
830.000 Memberships & Dues	1,800.00	1,800.00	269.00	219.00	0.00	1,531.00	14.9
850.000 Communications	4,000.00	4,000.00	482.62	0.00	0.00	3,517.38	12.1
860.000 Institutes & Training	4,000.00	4,000.00	200.91	44.96	0.00	3,799.09	5.0
900.000 Printing & Publishing	2,500.00	2,500.00	1,049.38	0.00	0.00	1,450.62	42.0
910.000 Insurance & Bonds	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.0
920.000 Utilities	5,200.00	5,200.00	652.77	0.00	0.00	4,547.23	12.6
930.000 Repair & Maint. Contractors	1,000.00	1,000.00	3,166.00	0.00	0.00	-2,166.00	316.6
955.000 Miscellaneous	0.00	0.00	273.00	0.00	0.00	-273.00	0.0
970.000 Capital	5,500.00	5,500.00	0.00	0.00	0.00	5,500.00	0.0
Administration	296,310.00	296,310.00	73,753.37	17,985.54	0.00	222,556.63	24.9
Dept: 210.000 Legal Services							
801.000 Attorney - General	16,000.00	16,000.00	4,210.80	1,340.90	0.00	11,789.20	26.3
802.000 Attorney-Police Matters	9,000.00	9,000.00	1,726.75	875.00	0.00	7,273.25	19.2
Legal Services	25,000.00	25,000.00	5,937.55	2,215.90	0.00	19,062.45	23.8
Dept: 300.000 Police							
715.000 Social Security	400.00	400.00	94.17	31.39	0.00	305.83	23.5
719.000 Hospital Insurance - Retirees	31,800.00	31,800.00	7,578.66	2,526.22	0.00	24,221.34	23.8
722.000 Medicare	100.00	100.00	22.02	7.34	0.00	77.98	22.0
800.000 Professional/Contractual Serv.	307,245.00	307,245.00	48,825.34	24,412.67	0.00	258,419.66	15.9
850.000 Communications	0.00	0.00	239.81	239.81	0.00	-239.81	0.0
Police	339,545.00	339,545.00	56,760.00	27,217.43	0.00	282,785.00	16.7
Dept: 336.000 Fire							
703.000 Payroll - Part Time	42,800.00	42,800.00	6,856.90	2,584.68	0.00	35,943.10	16.0
715.000 Social Security	2,750.00	2,750.00	425.16	160.26	0.00	2,324.84	15.5
717.000 Life Insurance	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
720.000 Worker's Compensation	450.00	450.00	134.99	37.72	0.00	315.01	30.0
722.000 Medicare	625.00	625.00	99.41	37.47	0.00	525.59	15.9

EXPENDITURE REPORT

As of Sept 30, 2016

City of Parchment

For the Period: 7/2/2016 to 9/30/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - GENERAL FUND							
Expenditures							
Dept: 336.000 Fire							
740.000 Operating Supplies	3,000.00	3,000.00	951.76	0.00	0.00	2,048.24	31.7
746.000 Gasoline & Oil	2,000.00	2,000.00	71.19	0.00	0.00	1,928.81	3.6
775.000 Repair & Maintenance Supplies	500.00	500.00	189.99	0.00	0.00	310.01	38.0
800.000 Professional/Contractual Serv.	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
830.000 Memberships & Dues	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
850.000 Communications	3,500.00	3,500.00	338.64	239.80	0.00	3,161.36	9.7
860.000 Institutes & Training	3,000.00	3,000.00	150.00	0.00	0.00	2,850.00	5.0
910.000 Insurance & Bonds	14,000.00	14,000.00	0.00	0.00	0.00	14,000.00	0.0
920.000 Utilities	2,800.00	2,800.00	336.29	0.00	0.00	2,463.71	12.0
930.000 Repair & Maint.Contractors	9,000.00	9,000.00	1,474.60	1,240.10	0.00	7,525.40	16.4
944.000 Hydrant Rental	5,840.00	5,840.00	0.00	0.00	0.00	5,840.00	0.0
Fire	95,765.00	95,765.00	11,028.93	4,300.03	0.00	84,736.07	11.5
Dept: 440.000 Public Services							
702.000 Payroll - Full Time	53,900.00	53,900.00	15,546.52	4,661.32	0.00	38,353.48	28.8
703.000 Payroll - Part Time	0.00	0.00	1,389.27	463.09	0.00	-1,389.27	0.0
715.000 Social Security	4,150.00	4,150.00	1,252.50	385.32	0.00	2,897.50	30.2
716.000 Hospital/Life Insurance	29,600.00	29,600.00	11,609.96	3,832.30	0.00	17,990.04	39.2
716.001 Insurance Deductible	2,600.00	2,600.00	0.00	0.00	0.00	2,600.00	0.0
718.000 Pension	9,800.00	9,800.00	2,065.13	0.00	0.00	7,734.87	21.1
719.000 Hospital Insurance - Retirees	11,800.00	11,800.00	2,945.01	981.67	0.00	8,854.99	25.0
720.000 Worker's Compensation	2,400.00	2,400.00	465.03	79.56	0.00	1,934.97	19.4
722.000 Medicare	990.00	990.00	292.92	90.10	0.00	697.08	29.6
740.000 Operating Supplies	500.00	500.00	0.00	0.00	0.00	500.00	0.0
746.000 Gasoline & Oil	5,000.00	5,000.00	62.38	0.00	0.00	4,937.62	1.2
775.000 Repair & Maintenance Supplies	7,500.00	7,500.00	729.78	234.18	0.00	6,770.22	9.7
780.000 Safety Supplies	400.00	400.00	115.75	35.56	0.00	284.25	28.9
800.000 Professional/Contractual Serv.	900.00	900.00	113.34	50.00	0.00	786.66	12.6
810.000 Rubbish Collection Charges	90,000.00	90,000.00	16,145.47	0.00	0.00	73,854.53	17.9
815.000 Uniform Rental	3,100.00	3,100.00	384.45	91.85	55.00	2,660.55	14.2
850.000 Communications	1,670.00	1,670.00	207.01	0.00	0.00	1,462.99	12.4
860.000 Institutes & Training	500.00	500.00	0.00	0.00	0.00	500.00	0.0
910.000 Insurance & Bonds	5,700.00	5,700.00	0.00	0.00	0.00	5,700.00	0.0
920.000 Utilities	8,000.00	8,000.00	462.79	0.00	0.00	7,537.21	5.8
926.000 Street Lighting	21,000.00	21,000.00	4,623.00	0.00	0.00	16,377.00	22.0
930.000 Repair & Maint.Contractors	10,000.00	10,000.00	479.90	0.00	0.00	9,520.10	4.8
955.000 Miscellaneous	0.00	0.00	86.85	0.00	0.00	-86.85	0.0
970.000 Capital	13,000.00	13,000.00	0.00	0.00	0.00	13,000.00	0.0
991.000 Debt Retirement-Principal	15,925.00	15,925.00	4,049.87	1,354.05	0.00	11,875.13	25.4
995.000 Interest Expense	3,125.00	3,125.00	690.79	226.17	0.00	2,434.21	22.1
Public Services	301,560.00	301,560.00	63,717.72	12,485.17	55.00	237,787.28	21.1
Dept: 751.000 Parks, Recreation & Culture							
702.000 Payroll - Full Time	53,620.00	53,620.00	5,585.40	1,964.74	0.00	48,034.60	10.4
715.000 Social Security	3,350.00	3,350.00	341.32	120.14	0.00	3,008.68	10.2
716.000 Hospital/Life Insurance	18,600.00	18,600.00	1,506.43	507.52	0.00	17,093.57	8.1
716.001 Insurance Deductible	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	0.0
718.000 Pension	6,975.00	6,975.00	737.37	0.00	0.00	6,237.63	10.6
720.000 Worker's Compensation	990.00	990.00	157.55	55.42	0.00	832.45	15.9
722.000 Medicare	535.00	535.00	79.85	28.11	0.00	455.15	14.9
746.000 Gasoline & Oil	3,500.00	3,500.00	232.25	55.86	0.00	3,267.75	6.6
775.000 Repair & Maintenance Supplies	6,700.00	6,700.00	800.93	0.00	0.00	5,899.07	12.0
780.000 Safety Supplies	300.00	300.00	90.41	19.75	0.00	209.59	30.1
800.000 Professional/Contractual Serv.	5,500.00	5,500.00	228.35	0.00	0.00	5,271.65	4.2
910.000 Insurance & Bonds	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.0
920.000 Utilities	5,750.00	5,750.00	251.04	0.00	0.00	5,498.96	4.4
930.000 Repair & Maint.Contractors	11,200.00	11,200.00	1,502.05	0.00	0.00	9,697.95	13.4
970.000 Capital	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
Parks, Recreation & Culture	144,220.00	144,220.00	11,512.95	2,751.54	0.00	132,707.05	8.0

EXPENDITURE REPORT
As of Sept 30, 2016

City of Parchment

For the Period: 7/2/2016 to 9/30/2016

Original Bud. Amended Bud. YTD Actual CURR MTH Encumb. YTD UnencBal % Bud

Fund: 101 - GENERAL FUND

Expenditures 1,229,000.00 1,229,000.00 238,556.90 70,786.27 55.00 990,388.10 19.4

EXPENDITURE REPORT

As of Sept 30, 2016

Page: 4

9/27/2016

1:47 pm

City of Parchment

For the Period: 7/2/2016 to 9/30/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 202 - MAJOR STREET FUND							
Expenditures							
Dept: 463.000 Routine Maintenance							
702.000 Payroll - Full Time	5,000.00	5,000.00	1,039.32	346.44	0.00	3,960.68	20.8
715.000 Social Security	400.00	400.00	63.58	21.19	0.00	336.42	15.9
716.000 Hospital/Life Insurance	1,000.00	1,000.00	265.25	89.44	0.00	734.75	26.5
716.001 Insurance Deductible	200.00	200.00	0.00	0.00	0.00	200.00	0.0
718.000 Pension	1,100.00	1,100.00	137.12	0.00	0.00	962.88	12.5
720.000 Worker's Compensation	470.00	470.00	69.96	23.32	0.00	400.04	14.9
722.000 Medicare	100.00	100.00	14.83	4.94	0.00	85.17	14.8
746.000 Gasoline & Oil	0.00	0.00	34.20	34.20	0.00	-34.20	0.0
775.000 Repair & Maintenance Supplies	2,000.00	2,000.00	75.00	0.00	0.00	1,925.00	3.8
930.000 Repair & Maint.Contractors	2,000.00	2,000.00	525.00	105.00	0.00	1,475.00	26.3
Routine Maintenance	12,270.00	12,270.00	2,224.26	624.53	0.00	10,045.74	18.1
Dept: 475.000 Traffic Services							
702.000 Payroll - Full Time	5,000.00	5,000.00	992.82	330.94	0.00	4,007.18	19.9
715.000 Social Security	350.00	350.00	60.70	20.23	0.00	289.30	17.3
716.000 Hospital/Life Insurance	1,000.00	1,000.00	253.22	85.42	0.00	746.78	25.3
716.001 Insurance Deductible	130.00	130.00	0.00	0.00	0.00	130.00	0.0
718.000 Pension	1,000.00	1,000.00	130.98	0.00	0.00	869.02	13.1
720.000 Worker's Compensation	350.00	350.00	66.84	22.28	0.00	283.16	19.1
722.000 Medicare	80.00	80.00	14.23	4.74	0.00	65.77	17.8
746.000 Gasoline & Oil	500.00	500.00	58.45	0.00	0.00	441.55	11.7
775.000 Repair & Maintenance Supplies	0.00	0.00	319.03	0.00	0.00	-319.03	0.0
930.000 Repair & Maint.Contractors	30,000.00	30,000.00	6,088.80	1,376.00	0.00	23,911.20	20.3
Traffic Services	38,410.00	38,410.00	7,985.07	1,839.61	0.00	30,424.93	20.8
Dept: 478.000 Winter Maintenance							
702.000 Payroll - Full Time	12,000.00	12,000.00	1,288.14	429.38	0.00	10,711.86	10.7
715.000 Social Security	850.00	850.00	78.82	26.27	0.00	771.18	9.3
716.000 Hospital/Life Insurance	4,600.00	4,600.00	325.61	110.47	0.00	4,274.39	7.1
716.001 Insurance Deductible	300.00	300.00	0.00	0.00	0.00	300.00	0.0
718.000 Pension	2,400.00	2,400.00	169.95	0.00	0.00	2,230.05	7.1
720.000 Worker's Compensation	850.00	850.00	86.70	28.90	0.00	763.30	10.2
722.000 Medicare	200.00	200.00	18.41	6.13	0.00	181.59	9.2
746.000 Gasoline & Oil	900.00	900.00	0.00	0.00	0.00	900.00	0.0
753.000 Salt	9,000.00	9,000.00	0.00	0.00	0.00	9,000.00	0.0
Winter Maintenance	31,100.00	31,100.00	1,967.63	601.15	0.00	29,132.37	6.3
Dept: 482.000 Administration							
702.000 Payroll - Full Time	0.00	0.00	248.82	82.94	0.00	-248.82	0.0
715.000 Social Security	0.00	0.00	15.22	5.07	0.00	-15.22	0.0
716.000 Hospital/Life Insurance	0.00	0.00	60.40	21.04	0.00	-60.40	0.0
718.000 Pension	0.00	0.00	32.83	0.00	0.00	-32.83	0.0
720.000 Worker's Compensation	0.00	0.00	16.74	5.58	0.00	-16.74	0.0
722.000 Medicare	0.00	0.00	3.55	1.18	0.00	-3.55	0.0
960.000 Administrative Overhead	22,500.00	22,500.00	0.00	0.00	0.00	22,500.00	0.0
999.000 Transfer to other Fund	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	0.0
Administration	47,500.00	47,500.00	377.56	115.81	0.00	47,122.44	0.8
Expenditures	129,280.00	129,280.00	12,554.52	3,181.10	0.00	116,725.48	9.7

EXPENDITURE REPORT
As of Sept 30, 2016

City of Parchment

For the Period: 7/2/2016 to 9/30/2016

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 203 - LOCAL STREET FUND							
Expenditures							
Dept: 463.000 Routine Maintenance							
702.000 Payroll - Full Time	3,000.00	3,000.00	1,039.32	346.44	0.00	1,960.68	34.6
715.000 Social Security	400.00	400.00	63.58	21.19	0.00	336.42	15.9
716.000 Hospital/Life Insurance	1,000.00	1,000.00	265.25	89.44	0.00	734.75	26.5
716.001 Insurance Deductible	100.00	100.00	0.00	0.00	0.00	100.00	0.0
718.000 Pension	900.00	900.00	137.12	0.00	0.00	762.88	15.2
720.000 Worker's Compensation	425.00	425.00	69.96	23.32	0.00	355.04	16.5
722.000 Medicare	75.00	75.00	14.83	4.94	0.00	60.17	19.8
746.000 Gasoline & Oil	250.00	250.00	34.20	34.20	0.00	215.80	13.7
775.000 Repair & Maintenance Supplies	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
930.000 Repair & Maint.Contractors	3,000.00	3,000.00	4,446.00	70.00	0.00	-1,446.00	148.2
Routine Maintenance	10,650.00	10,650.00	6,070.26	589.53	0.00	4,579.74	57.0
Dept: 475.000 Traffic Services							
702.000 Payroll - Full Time	0.00	0.00	992.82	330.94	0.00	-992.82	0.0
715.000 Social Security	0.00	0.00	60.70	20.23	0.00	-60.70	0.0
716.000 Hospital/Life Insurance	0.00	0.00	253.22	85.42	0.00	-253.22	0.0
718.000 Pension	0.00	0.00	130.98	0.00	0.00	-130.98	0.0
720.000 Worker's Compensation	0.00	0.00	66.84	22.28	0.00	-66.84	0.0
722.000 Medicare	0.00	0.00	14.23	4.74	0.00	-14.23	0.0
746.000 Gasoline & Oil	500.00	500.00	50.51	0.00	0.00	449.49	10.1
775.000 Repair & Maintenance Supplies	3,000.00	3,000.00	319.09	0.00	0.00	2,680.91	10.6
Traffic Services	3,500.00	3,500.00	1,888.39	463.61	0.00	1,611.61	54.0
Dept: 478.000 Winter Maintenance							
702.000 Payroll - Full Time	10,000.00	10,000.00	1,288.14	429.38	0.00	8,711.86	12.9
715.000 Social Security	850.00	850.00	78.77	26.26	0.00	771.23	9.3
716.000 Hospital/Life Insurance	4,600.00	4,600.00	325.49	110.42	0.00	4,274.51	7.1
716.001 Insurance Deductible	300.00	300.00	0.00	0.00	0.00	300.00	0.0
718.000 Pension	2,600.00	2,600.00	169.95	0.00	0.00	2,430.05	6.5
720.000 Worker's Compensation	850.00	850.00	86.70	28.90	0.00	763.30	10.2
722.000 Medicare	200.00	200.00	18.40	6.13	0.00	181.60	9.2
746.000 Gasoline & Oil	900.00	900.00	0.00	0.00	0.00	900.00	0.0
753.000 Salt	9,000.00	9,000.00	0.00	0.00	0.00	9,000.00	0.0
Winter Maintenance	29,300.00	29,300.00	1,967.45	601.09	0.00	27,332.55	6.7
Dept: 482.000 Administration							
702.000 Payroll - Full Time	0.00	0.00	248.82	82.94	0.00	-248.82	0.0
715.000 Social Security	0.00	0.00	15.22	5.07	0.00	-15.22	0.0
716.000 Hospital/Life Insurance	0.00	0.00	60.40	21.04	0.00	-60.40	0.0
718.000 Pension	0.00	0.00	32.83	0.00	0.00	-32.83	0.0
720.000 Worker's Compensation	0.00	0.00	16.74	5.58	0.00	-16.74	0.0
722.000 Medicare	0.00	0.00	3.55	1.18	0.00	-3.55	0.0
960.000 Administrative Overhead	5,800.00	5,800.00	0.00	0.00	0.00	5,800.00	0.0
Administration	5,800.00	5,800.00	377.56	115.81	0.00	5,422.44	6.5
Expenditures	49,250.00	49,250.00	10,303.66	1,770.04	0.00	38,946.34	20.9

EXPENDITURE REPORT

As of Sept 30, 2016

City of Parchment

For the Period: 1/2/2016 to 9/30/2016

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 250 - KINDLEBERGER SUMMER FESTIVAL							
Expenditures							
Dept: 000.000							
779.001 Performance Expense-Adult	18,850.00	18,850.00	18,320.05	0.00	0.00	529.95	97.2
779.004 Fest. Day - Arts & Crafts	300.00	300.00	135.72	0.00	0.00	164.28	45.2
779.005 Fest. Day-Childrens Area	1,100.00	1,100.00	1,248.83	0.00	0.00	-148.83	113.5
779.006 Fest. Day-Parade	200.00	200.00	0.00	0.00	0.00	200.00	0.0
779.007 Fest Day-Street Dance	1,100.00	1,100.00	1,065.00	0.00	0.00	35.00	96.8
779.011 Youth Events	1,000.00	1,000.00	1,856.00	0.00	0.00	-856.00	185.6
779.012 Festival - Administration	7,800.00	7,800.00	5,301.28	0.00	0.00	2,498.72	68.0
779.013 Stage Entertainment	14,000.00	14,000.00	13,050.00	0.00	0.00	950.00	93.2
779.014 Stage Manager	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.0
779.015 Stage Expenses	2,500.00	2,500.00	1,078.02	0.00	0.00	1,421.98	43.1
779.016 Car Show Expenses	1,150.00	1,150.00	1,295.72	0.00	0.00	-145.72	112.7
779.020 Publicity	9,175.00	9,175.00	7,407.49	0.00	0.00	1,767.51	80.7
Dept: 000.000	59,675.00	59,675.00	50,758.11	0.00	0.00	8,916.89	85.1
Expenditures	59,675.00	59,675.00	50,758.11	0.00	0.00	8,916.89	85.1

EXPENDITURE REPORT

As of Sept 30, 2016

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City of Parchment

For the Period: 7/2/2016 to 9/30/2016

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 251 - Brownfield Redevelopment							
Expenditures							
Dept: 000.000							
960.000 Administrative Overhead	13,261.00	13,261.00	0.00	0.00	0.00	13,261.00	0.0
991.000 Debt Retirement-Principal	54,000.00	54,000.00	0.00	0.00	0.00	54,000.00	0.0
999.000 Transfer to other Fund	58,000.00	58,000.00	0.00	0.00	0.00	58,000.00	0.0
Dept: 000.000	125,261.00	125,261.00	0.00	0.00	0.00	125,261.00	0.0
Expenditures	125,261.00	125,261.00	0.00	0.00	0.00	125,261.00	0.0

EXPENDITURE REPORT
As of Sept 30, 2016

City of Parchment

For the Period: 7/2/2016 to 9/30/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 590 - SEWER FUND							
Expenditures							
Dept: 000.000							
702.000 Payroll - Full Time	51,000.00	51,000.00	10,685.79	3,700.38	0.00	40,314.21	21.0
715.000 Social Security	3,340.00	3,340.00	650.98	225.49	0.00	2,689.02	19.5
716.000 Hospital/Life Insurance	19,800.00	19,800.00	3,932.01	1,333.76	0.00	15,867.99	19.9
716.001 Insurance Deductible	1,700.00	1,700.00	58.56	0.00	0.00	1,641.44	3.4
718.000 Pension	10,200.00	10,200.00	1,410.45	0.00	0.00	8,789.55	13.8
720.000 Worker's Compensation	1,710.00	1,710.00	192.14	64.64	0.00	1,517.86	11.2
722.000 Medicare	790.00	790.00	152.27	52.74	0.00	637.73	19.3
730.000 Postage	1,000.00	1,000.00	200.00	200.00	0.00	800.00	20.0
740.000 Operating Supplies	0.00	0.00	12.49	0.00	0.00	-12.49	0.0
775.000 Repair & Maintenance Supplies	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
800.000 Professional/Contractual Serv.	1,000.00	1,000.00	194.47	0.00	0.00	805.53	19.4
805.000 Computer Services	1,200.00	1,200.00	832.99	0.00	0.00	367.01	69.4
807.000 Sewer Treatment Charges	75,000.00	75,000.00	5,726.36	0.00	0.00	69,273.64	7.6
815.000 Uniform Rental	600.00	600.00	67.16	18.32	0.00	532.84	11.2
850.000 Communications	670.00	670.00	53.08	0.00	0.00	616.92	7.9
910.000 Insurance & Bonds	9,950.00	9,950.00	0.00	0.00	0.00	9,950.00	0.0
920.000 Utilities	2,450.00	2,450.00	343.84	0.00	0.00	2,106.16	14.0
930.000 Repair & Maint.Contractors	28,000.00	28,000.00	7,093.74	5,358.51	3,150.00	17,756.26	36.6
960.000 Administrative Overhead	77,760.00	77,760.00	0.00	0.00	0.00	77,760.00	0.0
968.000 Depreciation	28,000.00	28,000.00	0.00	0.00	0.00	28,000.00	0.0
999.000 Transfer to other Fund	51,889.00	51,889.00	0.00	0.00	0.00	51,889.00	0.0
Dept: 000.000	367,559.00	367,559.00	31,606.33	10,953.84	3,150.00	332,802.67	9.5
Expenditures	367,559.00	367,559.00	31,606.33	10,953.84	3,150.00	332,802.67	9.5

EXPENDITURE REPORT
As of Sept 30, 2016

City of Parchment

For the Period: 7/2/2016 to 9/30/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 591 - WATER FUND							
Expenditures							
Dept: 000.000							
702.000 Payroll - Full Time	51,000.00	51,000.00	11,626.31	3,933.79	0.00	39,373.69	22.8
715.000 Social Security	3,340.00	3,340.00	708.27	239.63	0.00	2,631.73	21.2
716.000 Hospital/Life Insurance	19,800.00	19,800.00	4,302.47	1,460.22	0.00	15,497.53	21.7
716.001 Insurance Deductible	1,700.00	1,700.00	58.56	0.00	0.00	1,641.44	3.4
718.000 Pension	10,200.00	10,200.00	1,545.88	0.00	0.00	8,654.12	15.2
720.000 Worker's Compensation	1,710.00	1,710.00	297.96	100.67	0.00	1,412.04	17.4
722.000 Medicare	790.00	790.00	165.66	56.09	0.00	624.34	21.0
730.000 Postage	1,000.00	1,000.00	200.00	200.00	0.00	800.00	20.0
740.000 Operating Supplies	0.00	0.00	532.59	0.00	0.00	-532.59	0.0
743.000 Chemicals	10,000.00	10,000.00	1,535.00	0.00	0.00	8,465.00	15.4
746.000 Gasoline & Oil	11,500.00	11,500.00	676.25	158.06	0.00	10,823.75	5.9
775.000 Repair & Maintenance Supplies	10,000.00	10,000.00	835.12	0.00	0.00	9,164.88	8.4
775.500 Water Meters	5,000.00	5,000.00	-545.00	0.00	0.00	5,545.00	-10.9
776.000 Vehicle Maintenance	1,000.00	1,000.00	63.00	0.00	0.00	937.00	6.3
780.000 Safety Supplies	0.00	0.00	94.38	23.72	0.00	-94.38	0.0
800.000 Professional/Contractual Serv.	5,000.00	5,000.00	3,576.51	90.83	0.00	1,423.49	71.5
805.000 Computer Services	1,600.00	1,600.00	832.99	0.00	0.00	767.01	52.1
815.000 Uniform Rental	700.00	700.00	67.15	18.31	0.00	632.85	9.6
830.000 Memberships & Dues	0.00	0.00	922.00	0.00	0.00	-922.00	0.0
850.000 Communications	1,600.00	1,600.00	119.95	0.00	0.00	1,480.05	7.5
860.000 Institutes & Training	600.00	600.00	0.00	0.00	0.00	600.00	0.0
910.000 Insurance & Bonds	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00	0.0
920.000 Utilities	64,000.00	64,000.00	8,800.27	0.00	0.00	55,199.73	13.8
930.000 Repair & Maint.Contractors	27,000.00	27,000.00	1,063.75	80.00	-1,820.00	27,756.25	-2.8
960.000 Administrative Overhead	77,760.00	77,760.00	0.00	0.00	0.00	77,760.00	0.0
968.000 Depreciation	59,000.00	59,000.00	0.00	0.00	0.00	59,000.00	0.0
999.000 Transfer to other Fund	198,898.00	198,898.00	0.00	0.00	0.00	198,898.00	0.0
Dept: 000.000	571,198.00	571,198.00	37,479.07	6,361.32	-1,820.00	535,538.93	6.2
Expenditures	571,198.00	571,198.00	37,479.07	6,361.32	-1,820.00	535,538.93	6.2
Grand Total Net Effect:	-2,531,223.00	-2,531,223.00	-381,258.59	-93,052.57	1,385.00	-2,148,579.41	

September 28, 2016

Parchment City Clerk
650 South Riverview Drive
Parchment, MI 49009

RE: Vacant Commission Seat

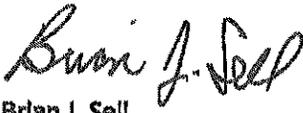
Dear Parchment City Clerk,

I am writing to express my interest in the vacancy on the Parchment City Commission created by the resignation of David Kinsey.

I believe my 12 years of experience on the Parchment City Commission would make for a seamless transition until an election to replace Mr. Kinsey is held. It is my understanding this appointed position on the commission would last until the end of May 2017.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Brian J. Sell". The signature is written in dark ink and is positioned above the printed name.

Brian J. Sell

MEMORANDUM

To: Mayor Heasley, Vice-Mayor Britigan and City Commissioners
From: Dennis Durham, City Manager
Date: September 30, 2016
Subject: BSA Software Upgrade

RECOMMENDED MOTION

It is MOVED that the City Commission authorize the expenditure of \$5,780 to upgrade the City's assessing and tax software modules provided by BS&A Software, and authorize the City Manager to execute all documents related to this action.

BACKGROUND

The City of Parchment, like most communities, utilizes the software products provided by BS&A Software to assist in the provision of services to the community. The city's tax and assessing modules have not been upgraded in many years leaving it lagging behind newer versions of the software. This often results in frequent requests for assistance from BS&A technicians to perform basic tasks and leaves unavailable to staff the benefits offered from newer software improvements. BS&A recently announced its intention to discontinue support services for older software version, and should this happen the City would incur added expense from IT maintenance professionals in addressing any software bugs or issues that might arise.

The City Commission allocated funds in the amount of \$5,780 for this action in the FY2016-17 Budget.

Proposal for Software and Services, Presented to...
City of Parchment, Kalamazoo County MI

September 28, 2016

Quoted by: Dan J. Burns, CPA



Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

BS&A Software
14965 Abbey Lane Bath MI 48808
(855) BSA-SOFT / fax (517) 641-8960
bsasoftware.com

Contents

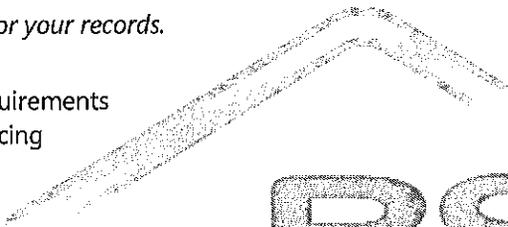
Please return all pages, retaining a copy for your records.

Cost Summary; Totals.....	3, 4, 5
Conversion from Pervasive to .NET	6
Annual Service Fees.....	6
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Acceptance.....	8
Contact Information.....	9

Attachments

Please retain for your records.

Hardware Requirements
SQL Server Pricing



BS&A
S O F T W A R E

Cost Summary

Application and Annual Service Fee prices based on an approximate parcel count of 766. Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing.

Prices subject to change if the actual count is significantly different than the estimated count.

Applications, Upgrade

Assessing .NET	\$2,890
Tax .NET	\$2,890
Subtotal	\$5,780

Installation

BS&A makes every attempt to perform installations remotely. This requires a high-speed internet connection. If you are unable to accommodate a remote installation, and require a BS&A representative to come on-site, installation is a separate charge of \$850/day.

Remote installation \$0

BS&A
SOFTWARE

Software Setup/Training

Training is available at \$850/day (plus travel) and will be quoted separately, upon request.



Cost Totals

Not including Annual Service Fees

Applications, Upgrade	\$5,780
Installation	\$0

Total Proposed	\$5,780
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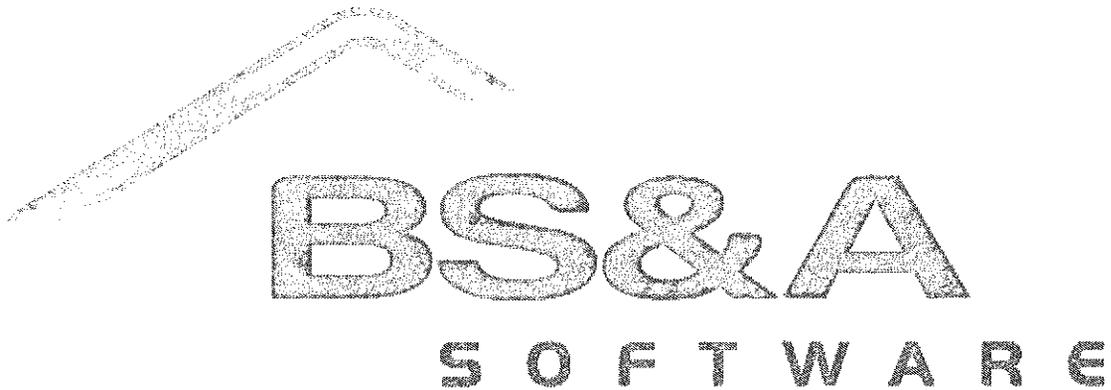
Conversion from Pervasive to .NET

Conversions from Pervasive to .NET are completed at no charge. If, however, a conversion is requested after our recommended scheduled time, and it requires after-hours or weekend attention, a fee of \$900 will be assessed.

Annual Service Fees, Upgrades

Annual Service Fees for .NET Upgrades are effective at your next renewal period. BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index (CPI).

Assessing .NET	\$580	To be billed at your next renewal period: 2nd quarter, 2017
Tax .NET	\$580	To be billed at your next renewal period: 2nd quarter, 2017



Optional Item(s)

Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- ˆ custom payment import/lock box import
- ˆ custom OCR scan-line
- ˆ custom journal export to an outside accounting system
- ˆ custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.

Apex Sketching Software for Use with Assessing/Equalization

Assessing/Equalization is compatible with Apex v4 Medina and Apex v5 Pro. Please visit <http://www.apexwin.com/us/> or call (800) 858-9958 to order the software.



The logo for BS&A Software features the letters 'BS&A' in a large, bold, serif font with a stippled or textured appearance. Below this, the word 'SOFTWARE' is written in a smaller, all-caps, sans-serif font, also with a stippled texture.

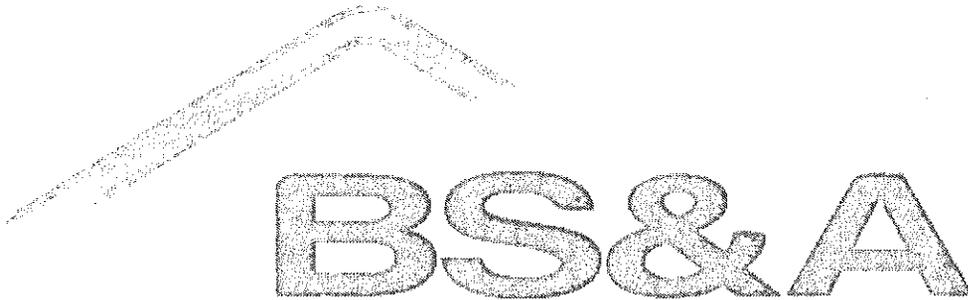
Acceptance

Signature constitutes...

1. An order for products and services as quoted
Quoted prices do not include Program Customization or training beyond the estimated number of days
2. Agreement with the proposed Annual Service Fees
3. Acceptance of BS&A's hardware recommendations required to efficiently run the .NET applications

Signature

Date



BS&A PLEDGE. We offer a one-year, risk-reversal pledge on our software. If, up to a year after installation, you are not happy with our software and service, you can return our software for a full refund.

Returning Accepted Proposal to BS&A

Please return the entire proposal, with signature/date (this page) and contact information (next page) filled out, by any of these methods:

Mail: BS&A Software
14965 Abbey Lane
Bath, MI 48808

Fax: (517) 641-8960

Email: dburns@bsasoftware.com

Once your proposal is received, a BS&A representative will contact you to begin the scheduling process.

Contact Information

If any mailing addresses are PO Boxes, please also provide a Street Address for UPS/Overnight mail.

If additional contacts need to be submitted, please make a copy of this page.

Support Contact

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____

IT Contact

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____