



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

January 15, 2018

7 P.M.

Parchment City Commission

Mayor Robert D. Britigan III

Vice-Mayor Thomas Jordan

Commissioner Chester Emmons

Commissioner Richard Bagley

Commissioner Holly Evans

Commissioner Doug Fooy

Commissioner Robert B. Heasley

Officers

City Manager Nancy R. Stoddard

City Attorney Robert Soltis

City Treasurer/Clerk Shannon Stutz

1. Call to Order

2. Roll Call

3. Approval of Minutes

From the City Commission Regular Meeting Minutes of January 2, 2018

4. Additions/Changes to the Agenda - Approval

5. Citizen Comments – Items ON the Agenda

If you wish to comment regarding items ON the agenda, please follow the format below:

- *Stand at the podium*
- *State your name and address for the record*
- *You are allowed up to 5 minutes for your comments*
- *Please let us know if you require special accommodations by notifying the Clerk*

- *Reminder: You will be making a statement, without discussion from the Commission. You are always welcome to make an appointment with the City Manager to discuss your comments further.*

6. Consent Agenda

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

Motion to RECEIVE OR APPROVE as indicated:

- i. Warrant No. 1352 – receive
- ii. Kalamazoo Co Household Hazardous Waste Contract- approval
- iii. Credit Card Statement – approval
- iv. Quarterly Financial Report - receive

7. Unfinished Business

- A. Ordinance to Amend Chapter 38 (Solid Waste), Article IV – Ordinance to amend the pick-up days for brush to April through October (Second Reading) – approval
- B. Deficit Elimination Update – Treasurer Stutz - informational
- C. MDOT Invoice Status (related to same project) – City Manager - informational

8. New Business

- A. 25 Year Service Pin to Phil Wolthuis
- B. 20 Year Service Pin to Carol Maartens
- C. Five Foot Drive around Bicyclists - Doug Kirk
- D. SMBA Presentation – Jeff Sorenson and/or Crystal Bartel
- E. Car Show – Request to Close Commerce Lane on Saturday, July 14, 2018 – approval
- F. BS&A Utility Billing Software – approval
- G. Nancy Eaton as Kindleberger Arts Commission, Citizen at Large - approval

9. Board and Commission Reports/Minutes

- A. KABA Report – December 2017

10. Citizen Comments – Items NOT on the Agenda

Persons wishing to comment on items that are NOT on the agenda are instructed to please follow the same format as Citizen Comments for items on the agenda.

11. Mayor and Commissioner Comments

12. City Manager Comments

13. Adjournment

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY JANUARY 2, 2018.

1. Call to order

Mayor Britigan called the meeting to order at 7:00 p.m. He led those present in the “Pledge of Allegiance”.

2. Roll Call.

Present: Mayor Britigan, Vice Mayor Jordan, Commissioners Bagley, Evans, and R Heasley. City Manager Stoddard, City Treasurer/Clerk Stutz, and City Attorney Soltis.

Absent: Commissioners Emmons and Fooy.

Moved by Commissioner Heasley, supported by Commissioner Evans to excuse the absence of Commissioner Emmons.

Motion Carried.

Point of order called by Mayor Britigan at the end of the meeting to return to Roll Call. Moved by Commissioner Heasley, supported by Vice Mayor Jordan, to excuse the absence of Commissioner Fooy. **Motion Carried.**

3. Minutes

Moved by Commissioner Jordan, supported by Commissioner Bagley to approve the Minutes of the December 18, 2017 Regular Meeting.

Motion Carried.

4. Additions or changes to the agenda.

Add 8D. 2018 Meeting Schedule; remove items 8A and 8B for next meeting. Moved by Commissioner Heasley, supported by Commissioner Evans to approve the changes to the agenda. **Motion Carried.**

5. Citizen Comments – Items ON the Agenda

None.

6. Consent Agenda

A. Moved by Commissioner Evans, supported by Vice Mayor Jordan to receive the consent agenda items. **Motion Carried.**

7. Unfinished Business

None.

8. New Business

A. Ordinance to Amend Chapter 38, Article IV, section 55 regarding pickup days for brush -- (First Reading). Attorney Soltis explained that the only changes made to the existing ordinance on this reading is to replace “March through December” with “April through October”. After some discussion, the Commission asked Attorney Soltis to add or additional pickups as needed to the language. Moved by Commissioner Heasley, supported by Commissioner Bagley to accept Ordinance 211 to Amend Chapter 38, Article IV section 55 as amended for First Reading. **Motion Carried.**

B. Commission Meeting Schedule for 2018 - approve. For the 2018 calendar year, the Commission will meet on the first and third Mondays of each month with the following exceptions: Tuesday January 2, 2018, Tuesday September 4, and the month of July meet only on July 16. Moved by Commissioner Bagley, supported by Commissioner Heasley, to approve the 2018 Commission Meeting Schedule. **Motion Carried.**

9. Standing Board and Committee Reports

A. KATS policy meeting – Mayor Britigan. Mayor Britigan explained the change in leadership at KATS, invited any and all to attend the KATS open house on January 17 (fliers available), and detailed the workshops available for commissioners.

10. Citizen Comments

Bob Green, 133 N Riverview, thanked the City and Commissioners for supporting public transportation in our community, noting he appreciates the extra routes and Sunday services that are now provided.

11. Mayor and Commissioner Comments

Commissioner Heasley thanked the City Manager for the copy of the draft audit and noted he will expect to see our responses to their findings. He then commented on the retirement party for Chief Bourgeois, saying that he was pleased to see many in our community in attendance and that the accolades were well deserved.

Mayor Britigan called for a point of order (see Roll Call). He then echoed Commissioner Heasley's comments on Chief Bourgeois. He reminded residents and business owners to shovel their sidewalks. The Mayor then sent thoughts and prayers to the family of City employee Jim Duby at the recent passing of his father. Lastly, he asked that the auditors provide a presentation of the audit. City Manager Stoddard advised that a date had not yet been set.

12. City Manager Comments/Reports

Manager Nancy Stoddard welcomed citizens to come to her office with any questions or concerns.

13. Adjournment

There being no further business to come before the Commission, it was moved by Commissioner Bagley and supported by all to adjourn the meeting at 7:31 p.m.

Shannon Stutz
City Clerk



City of Parchment
Check Register Report
Warrant 1352

Check #	Check Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
34328	01/04/2018	CINTAS CORPORATION LOC. 725	Uniform Rental & Towels	244.60
34329	01/04/2018	KEVIN CLEAVELAND	Mailbox Reimbursement	47.00
34330	01/04/2018	COMPANION LIFE	Life & AD&D Ins-January	76.00
34331	01/04/2018	DEVON TITLE COMPANY	Duplicate Tax Payment	42.63
34332	01/04/2018	ELIZABETH HARRISON	Refund-Duplicate Tax Pmt	124.26
34333	01/04/2018	KALAMAZOO CNTY FIRE CHIEFS ASC	Bonhomme/Wheatley-2018 Dues	20.00
34334	01/04/2018	TREASURER CITY OF KALAMAZOO	Municipal Sewer-November	9,823.73
34335	01/04/2018	PRECISION TREE CARE	Removal of 2 dying Maple Trees	1,675.00
34336	01/04/2018	PURITY CYLINDER GASES, INC.	1/4ly Cylinder Rental	46.11
34337	01/04/2018	STATE OF MICHIGAN	Brownfield Loan Payment	58,146.08
34338	01/04/2018	SHANNON STUTZ	Mileage Reimb-Oct,Nov,Dec	111.40
34339	01/04/2018	WINTER EQUIPMENT COMPANY	10' Carbide Plow Blade	908.41

ACCT. NUMBER: XXXX XXXX XXXX 1546			
CREDIT LIMIT	25,000.00	CASH ADVANCE BALANCE	.00
CURRENT BALANCE	5,491.29	MINIMUM PAYMENT DUE	5,491.29
AVAILABLE CREDIT	19,508.71	PAYMENT DUE DATE	01-22-18

CORPORATE ACCOUNT ACTIVITY

CITY OF PARCHMENT XXXX-XXXX-XXXX-1546		TOTAL CORPORATE ACTIVITY \$2,550.71 CR		
Post Date	Trans Date	Reference Number	Transaction Description	Amount
12-22	12-22		AUTO PAYMENT DEDUCTION	2,550.71 CR

INDIVIDUAL CARDHOLDER ACTIVITY

PHIL WOLTHUIS XXXX-XXXX-XXXX-1793		CREDITS \$0.00	PURCHASES \$1,897.12	CASH ADV \$0.00	TOTAL ACTIVITY \$1,897.12
Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
12-08	12-07	05227027341300182158452	CENTRAL PARTS WAREHOUS 815-464-4800 IL		312.41
12-11	12-07	05436847342100078454222	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		3.56
12-11	12-08	55546507342207108500031	JIM MARTIN TIRE KALAMAZOO MI		795.00
12-18	12-15	05227027349200056101731	ELLIS SALES 269-375-3535 MI		567.13
12-19	12-18	55446417352207689900097	EDWARDS INDUSTRIAL KALAMAZOO MI		7.74
12-19	12-18	05436847353000536610132	TRACTOR SUPPLY #1272 KALAMAZOO MI		9.28
12-22	12-21	55546507355207108400012	JIM MARTIN TIRE KALAMAZOO MI		202.00
BILL CAHILL XXXX-XXXX-XXXX-1801		CREDITS \$0.00	PURCHASES \$229.75	CASH ADV \$0.00	TOTAL ACTIVITY \$229.75
Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
12-15	12-13	05436847348100089378638	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		49.92
12-18	12-14	05436847349100084966139	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		119.98
12-20	12-18	05436847353100096869076	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		5.85
12-22	12-21	25247807355003735064829	RATHCO SAFETY & SUPPLY PORTAGE MI		54.00
JOE BONHOMME XXXX-XXXX-XXXX-1819		CREDITS \$0.00	PURCHASES \$608.65	CASH ADV \$0.00	TOTAL ACTIVITY \$608.65
Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
12-06	12-04	05140487339710028860075	HARDING'S MARKET #36 PARCHMENT MI		8.99
12-07	12-04	85506477340700009920251	HACH COMPANY LOVELAND CO		129.09
12-18	12-15	55432867349200462307729	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA		15.43
12-18	12-13	85506477351700009920265	HACH COMPANY LOVELAND CO		135.97
12-19	12-18	55432867352200068871965	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA		219.17
12-20	12-19	55432867353200333741562	SQ *SQ *KALAMAZOO COUN GOSQ.COM MI		100.00
CAMRON J BOEKHOVEN XXXX-XXXX-XXXX-9114		CREDITS \$0.00	PURCHASES \$269.52	CASH ADV \$0.00	TOTAL ACTIVITY \$269.52
Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
12-04	11-30	05436847335100110635589	MENARDS KALAMAZOO EAST COMSTOCK TOWN MI		83.85
12-20	12-18	85179247353980005541098	STEENSMA LAWN AND POWE PLAINWELL MI		135.24
12-22	12-21	05436847356400063815251	WM SUPERCENTER #5064 KALAMAZOO MI		46.65
12-26	12-22	55309597356207288700048	RIDGE PARTS 0035763 KALAMAZOO MI		3.78

ACCT. NUMBER: XXXX XXXX XXXX 1546			
CREDIT LIMIT	25,000.00	CASH ADVANCE BALANCE	.00
CURRENT BALANCE	5,491.29	MINIMUM PAYMENT DUE	5,491.29
AVAILABLE CREDIT	19,508.71	PAYMENT DUE DATE	01-22-18

INDIVIDUAL CARDHOLDER ACTIVITY					
NANCY R STODDARD XXXX-XXXX-XXXX-7241		CREDITS \$0.00	PURCHASES \$455.00	CASH ADV \$0.00	TOTAL ACTIVITY \$455.00
Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
12-21	12-20	85500597354900011600065	MICHIGAN MUNICIPAL LEA 734-662-3246 MI		75.00
12-22	12-21	85500597355900011700021	MICHIGAN MUNICIPAL LEA 734-662-3246 MI		380.00
SHANNON STUTZ XXXX-XXXX-XXXX-0473		CREDITS \$0.00	PURCHASES \$2,031.25	CASH ADV \$0.00	TOTAL ACTIVITY \$2,031.25
Post Date	Trans Date	Reference Number	Transaction Description	VCN	Amount
11-28	11-27	55480777331083087333680	TDS METROCOM 08665716662 WI		713.21
11-29	11-28	05410197332105226399122	QUILL CORPORATION 800-982-3400 SC		55.94
12-01	11-30	05410197334105294199436	QUILL CORPORATION COLUMBIA SC		49.00
12-04	12-02	55432867336200739229586	VZWRLSS*APOCC VISB 800-922-0204 FL		80.02
12-08	12-07	55429507341637309435038	PIXELVINE 8007340751 MI		60.00
12-11	12-08	85138507342900019918935	LAKE MICHIGAN MAILERS 269-3839333 MI		415.33
12-12	12-11	75454917345900016100045	CROWN TROPHY #104 PORTAGE MI		40.00
12-14	12-13	55429507347637517993483	PIXELVINE 8007340751 MI		65.00
12-18	12-15	85140517351900012700028	MICHIGAN MUNICIPAL TRE 8102311000 MI		148.00
12-18	12-14	85101657349980004435912	SUPERIOR RECIEPT BOOK CENTREVILLE MI		349.90
12-21	12-21	55432867355200565057180	FACTORYOUTLETSTORE.COM 800-816-0810 NY		54.85



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

January 9, 2018

\$2200.00

City of Parchment
Attn.: Nancy Stoddard, Manager
650 South Riverview Drive
Parchment, MI 49004

Dear HHW Center Contract Partner:

Please find attached the amendment to the original contract for services for the 2018 calendar year. In 2017, the amount of funding allotted by your municipality was \$ 1,700.00 . When making allotments for 2018, please consider the following items:

1. The contract with ERG Environmental Services has been extended for another year and disposal costs increased from \$0.60/pound to \$0.64/pound.
2. The contract with Valley City has been extended for 2018 and the fees for recycling electronic waste were not increased. In the past, electronic recycling costs were extremely low because all the components were in demand. However, more CRT glass as well as plastic is being collected than is being re-used so there remains a high cost for recycling CRT monitors and TVs.
3. Operation costs for 2018 will be billed and subtracted in January from the funding allotment you provide. The remainder of the allotment is used for disposal costs and is billed to you each quarter. Participation has continued to steadily increase which in turn increases disposal costs. We recommend an increase in your 2018 allotment to prevent running out of funds later in the year. Remember, the County does not actually hold any of the allotment. If there is unused funding at the end of 2018, that money remains with your municipality.

Please return both copies filled out and signed. Once executed, we will return one signed amendment to you for your records. We look forward to another successful year of collections and working with your municipality toward the common goal of groundwater protection and landfill use reduction.

Sincerely,
Jennifer Kosak, REHS
Facility Manager, Kalamazoo County Household Hazardous Waste Center
269-383-8741
jlkosa@kalcounty.com

HEALTH AND COMMUNITY SERVICES DEPARTMENT

Environmental Health Unit - Household Hazardous Waste

1301 Lamont Avenue | Kalamazoo, MI 49048

Phone: 269.373.5211 | www.kalcounty.com/hcs

**AMENDMENT #2 TO THE AGREEMENT
BETWEEN THE COUNTY OF KALAMAZOO
BY AND THROUGH ITS HEALTH AND COMMUNITY SERVICES DEPARTMENT**

AND

City of Parchment

The County of Kalamazoo and City of Parchment having previously entered into an AGREEMENT dated 1/17/2017, for the purpose of providing household hazardous waste disposal services; said AGREEMENT was amended on 11/10/2017; do now hereby approve and agree to amend the existing AMENDMENT as follows:

a) Section C. FINANCIAL REQUIREMENTS

1. Under the terms of this Agreement, the MUNICIPALITY will provide funding to a maximum amount of \$ 2200.00 (C.1.) to the County for services at the HHW Center. Of this total, the following allocations will be made:
 2. a. \$ 693.00 of the total amount in C.1. will be invoiced in January of 2018 for operating costs. This amount equates to a per household equivalent participation rate of \$7.00 (20% of operational costs) applied to 2016 household equivalent participation volume. Operational costs are non-refundable regardless of actual participation at the HHW Center and shall be paid in full within thirty (30) days of receipt of HCS FMA billing invoice.
 - b. \$ _____ of the total amount in C.1. will be reserved for service fees and disposal costs of items directly from **MUNICIPALITY Buildings and Offices** which will be accepted by appointment only. HCS FMA will submit a quarterly invoice and will indicate charges, if any, for use of the HHW Center by the MUNICIPALITY. The MUNICIPALITY shall pay the invoice amount to the County within thirty (30) days of the invoice date.
 - c. The remainder of the total amount of C.1. minus amounts in C.2.a. and C.2.b. will be used for disposal costs associated with the disposal of household hazardous wastes from the MUNICIPALITY's **citizens**. Costs charged to the MUNICIPALITY for utilization of the household hazardous waste collection services by its citizens will be based upon the number of household equivalents from the MUNICIPALITY and disposal costs during the billing period.
3. The County will provide an itemized quarterly report to each participating MUNICIPALITY in the Household Hazardous Waste program. The report will serve as the basis for accounting of the funds provided to the County for the HHW Center. The quarterly report will be provided within forty-five (45) days of the end of the quarter.

b) Section K. PERIOD OF AGREEMENT

The term of this Agreement shall be from January 1, 2018 through December 31, 2018, unless terminated earlier as provided.

The individual or officer signing this AMENDMENT certifies by his/her signature that he/she is authorized to sign this AMENDMENT on behalf of the responsible governing board, official or agency. All other terms of the previously approved AGREEMENT remain unchanged and are reincorporated herein as if fully set forth in this AMENDMENT.

FOR THE MUNICIPALITY

Printed or Typed Name Title

Signature Date

Printed or Typed Name Title

Signature Date

FOR THE COUNTY OF KALAMAZOO

Chair, Board of Commissioners Date

Timothy A. Snow, County Clerk/Register Date

MEMORANDUM

To: Mayor Britigan, Vice-Mayor Jordan, and Commissioners

From: Nancy R. Stoddard, City Manager

Date: January 15, 2018

Re: Ordinance to Amend Chapter 38 (Solid Waste), Article IV Brush Pick Up

Recommended Motion

It is moved that the City Commission approve this amendment to the City of Parchment's Code of Ordinances to pick up brush from April through October.

In accordance to when brush can be picked up throughout the year, Joe Bonhomme, DPW Superintendent has asked that the months in the ordinance be revised to reflect the months when brush is removed from the City curb lawns. Attorney Soltis has amended the ordinance to read that brush pick up months will be April through October.

CITY OF PARCHMENT
KALAMAZOO COUNTY, MICHIGAN

ORDINANCE 211

AN ORDINANCE TO AMEND CHAPTER 38 (SOLID WASTE), ARTICLE IV (RESIDENTIAL BRUSH, YARD WASTE AND TREE REMOVAL), SECTION 38-55 (BRUSH PICK UP) OF THE PARCHMENT CITY CODE OF ORDINANCES; TO REPEAL ALL ORDINANCES AND PARTS THEREOF INCONSISTENT OR CONTRARY TO THIS ORDINANCE; AND TO ESTABLISH AN EFFECTIVE DATE.

THE CITY OF PARCHMENT ORDAINS:

ARTICLE I

Chapter 38, Article IV, Section 38-55 of the Parchment City Code of Ordinances, is hereby amended and shall now read:

Sec. 38-55. Brush pick up.

The City will provide monthly brush pick up for residential properties from April through October, and, in the event of special circumstances, as determined by the DPW. Christmas trees will be picked up in January. The dates for monthly brush pick up and Christmas tree pick up will be set by the City Commission. Notice will be provided in a manner approved by the city commission.

ARTICLE II

All other Ordinances or parts thereof in conflict herewith are hereby repealed and shall be of no further force and effect.

ARTICLE III

Any and all sections, terms, provisions and/or clauses herein shall be deemed independent and severable. Should any court of competent jurisdiction hold any section, term, provision or clause void and/or invalid, all remaining sections, terms, provisions and/or clauses not held void and/or invalid shall continue in force and effect.

ARTICLE IV

This Ordinance shall take force and effect on _____, 2018.

CERTIFICATE

I, Shannon Stutz, City Clerk for the City of Parchment, do hereby certify that the foregoing Parchment Ordinance No. 211 was adopted by the City Commission at a regular meeting held on _____, 2018, and that the following is a record of the vote of the members of said City Commission on said Ordinance.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Shannon Stutz
City Clerk



Memorandum

To: Nancy Stoddard, City Manager
From: Shannon Stutz, City Treasurer
Subject: Deficit Elimination update
Date: January 2, 2018

Following the Major Streets fund in the monthly financial reports will allow one to track how the City is adhering to the Deficit Elimination plan that was accepted (but not certified) by the State of Michigan. The budget to actual is as follows:

	Budget	Actual through 1/1/18
Unrestricted Deficit position June 30, 2017	(\$414,563)	(\$414,563)
Revenue	\$197,480	\$170,017
Expenses	\$ 99,625	\$ 19,429
Unrestricted Deficit position FYE 2018	(\$313,960)	(\$263,975)

Note that several of our largest expenses in the fund have not hit the general ledger yet (salt purchases, winter maintenance, as well as the transfer of administrative overhead expenses).



MEMORANDUM

To: Mayor Britigan, Vice-Mayor Jordan, and Commissioners

From: Nancy R. Stoddard, City Manager

Date: January 15, 2018

Re: Request to close Commerce Lane from Riverview to Link

Recommended Motion

It is moved that the City Commission approve this request to close Commerce Lane between Riverview and Link for the Car Show at the Kindleberger Festival of the Arts.

The Kindleberger Arts Commission has approved the plan to move the Car Show from Kindleberger Park to Commerce Lane on July 14, 2018, during the Kindleberger Festival of the Arts. They are requesting that Commerce Lane be closed from Riverview to Link for the Car Show. Permission has been granted by Sav-A-Lot for attendees to park their vehicles in their lot. Owners of the other businesses will be notified of the Commerce Lane closure in advance of the festival.

The Fire Chief has been consulted and he stated that the fire engines will access Riverview Drive by way of Shopper's Lane that day. There will be no parking on the west side of Shoppers Lane that day nor on the east side from City Hall's driveway north to Commerce Lane.

MEMORANDUM

To: Mayor Britigan, Vice-Mayor Jordan, and Commissioners

From: Nancy R. Stoddard, City Manager

Date: January 12, 2018

Re: Purchase of BS&A Utility Billing Software

Recommended Motion

It is moved that the City Commission approve the purchase of BS&A Utility Billing Software.

The need for new Utility and Finance software has been mentioned before. As we look to train either one full time or 2 part time employees in Utility Billing software, it makes more sense to have them train with the software that will be recommended to the Commission. Although we do not have three quotes back yet, I am asking that the Commission trust my experience with BS&A Utility software and allow the City to purchase it at this time. I have had 10 years of experience with the Utility Billing software and over 24 years of experience with BS&A's other software systems. They are well known by multiple governmental agencies and are widely used. Their professionalism, speed of response time, and excellent training speaks to their ability to work so well with cities.

We have just billed for water this past week and have a narrow three month window of time in which to hire and train new staff. BS&A has assured me that they can convert water history and train employees within two months, should the Commission agree to purchase the Utility Billing software at this time. The cost will be \$13,140.00 and these funds are available.

Another nice feature of this software is that the bills do not have to be printed on special card stock. They are printed on 8 1/2" X 11" paper, with plenty of room for messages/events/reminders for the residents.

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

January 12, 2018

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.*

Contents

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

Cost Summary; Totals.....	3, 4, 5
Annual Service Fees.....	6
Optional Items.....	7
Acceptance.....	8
Contact Information.....	9

Attachments

Please retain for your records.

Hardware Requirements
SQL Server Pricing



Cost Summary

Application and Annual Service Fee prices based on an approximate parcel count of 766 and 1,200 utility customers. 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

Utility Billing .NET	\$2,995
----------------------	---------

Data Conversions/Database Setup

Convert existing FundBalance data to BS&A format:

Utility Billing	\$2,400
-----------------	---------

BS&A
SOFTWARE

Project Management and Implementation Planning

Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

\$2,760

Implementation and Training

- \$850/day
- Days quoted are estimates; you are billed for actual days used

Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days: 1	\$850
Utility Billing .NET	Days: 4	\$3,400
	Total: 5	Subtotal \$4,250

Cost Totals

Not including Annual Service Fees

Applications	\$2,995
Data Conversions	\$2,400
Project Management and Implementation Planning	\$2,760
Implementation and Training	\$4,250

Total Proposed **\$12,405**

Travel Expenses **\$735**

Grand Total (with Travel Expenses) **\$13,140**



Payment Schedule

- 1st Payment: **\$5,160** to be invoiced upon execution of this agreement.
- 2nd Payment: **\$2,995** to be invoiced at start of training.
- 3rd Payment: **\$4,985** to be invoiced upon completion of training.

Annual Service Fees

Unlimited service and support during your first year with the program are included in your purchase price. Thereafter, Service Fees are billed annually. BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index (CPI).

Utility Billing .NET	\$600
----------------------	-------



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.



Acceptance

Signature constitutes...

1. An order for products and services as quoted
Quoted prices do not include Program Customization, training beyond the estimated number of days, or recommended Bank Reconciliation Consultation
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.

Key Contact for Implementation and Project Management

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____

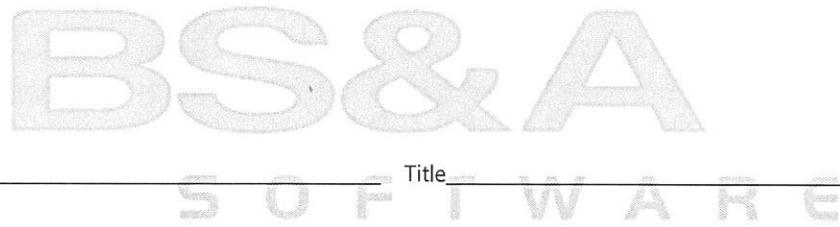
IT Contact

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____



MEMORANDUM

To: Mayor Britigan, Vice-Mayor Jordan, and Commissioners

From: Nancy R. Stoddard, City Manager

Date: January 12, 2018

Re: Approval of Nancy Eaton as Kindleberger Arts Commission Citizen at Large

Recommended Motion

It is moved that the City Commission approve Nancy Eaton as the Citizen at Large for the Kindleberger Arts Commission.

The Kindleberger Arts Commission voted to appoint Nancy Eaton as their Citizen at Large at the January 8, 2018 meeting.

2017 MONTHLY KABA PERMITS BY JURISDICTION

MONTH OF DECEMBER 2017

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	5	\$ 3,720
COMSTOCK	ELECTRICAL	10	\$ 2,229
COMSTOCK	MECHANICAL	16	\$ 2,828
COMSTOCK	PLUMBING	6	\$ 1,494
COMSTOCK	SPECIAL	7	\$ 385
TOTAL COMSTOCK		44	\$ 10,656
KALAMAZOO	BUILDING	7	\$ 828
KALAMAZOO	ELECTRICAL	5	\$ 862
KALAMAZOO	MECHANICAL	15	\$ 2,270
KALAMAZOO	PLUMBING	6	\$ 618
KALAMAZOO	SPECIAL	5	\$ 275
TOTAL KALAMAZOO		38	\$ 4,853
PARCHMENT	BUILDING	0	\$ -
PARCHMENT	ELECTRICAL	1	\$ 146
PARCHMENT	MECHANICAL	2	\$ 361
PARCHMENT	PLUMBING	0	\$ -
PARCHMENT	SPECIAL	0	\$ -
TOTAL PARCHMENT		3	\$ 507
TOTAL KABA		85	\$ 16,016

REVENUE	REVENUE
DECEMBER 2016	% PREV YEAR MONTH
\$18,370	87.2%

PERMITS	PERMITS
DECEMBER 2016	% 2016 - YTD
99	85.9%

2017 MONTHLY KABA PERMITS BY JURISDICTION

YEAR TO DATE AS OF: DECEMBER 2017

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	206	\$ 117,878
COMSTOCK	ELECTRICAL	164	\$ 35,630
COMSTOCK	MECHANICAL	167	\$ 32,993
COMSTOCK	PLUMBING	98	\$ 20,992
COMSTOCK	SPECIAL	32	\$ 1,610
TOTAL COMSTOCK		667	\$ 209,103
KALAMAZOO	BUILDING	219	\$ 69,660
KALAMAZOO	ELECTRICAL	190	\$ 31,239
KALAMAZOO	MECHANICAL	176	\$ 27,485
KALAMAZOO	PLUMBING	131	\$ 19,632
KALAMAZOO	SPECIAL	50	\$ 2,615
TOTAL KALAMAZOO		766	\$ 150,631
PARCHMENT	BUILDING	13	\$ 1,640
PARCHMENT	ELECTRICAL	4	\$ 648
PARCHMENT	MECHANICAL	15	\$ 2,508
PARCHMENT	PLUMBING	3	\$ 255
PARCHMENT	SPECIAL	11	\$ 710
TOTAL PARCHMENT		46	\$ 5,761
TOTAL KABA	YTD	1479	365,495

REVENUE	REVENUE
YTD - DEC 2016	% 2016 - YTD
\$ 773,363	47.3%

REVENUE
% 2017 YTD BUDGET
92.0%

PERMITS	PERMITS
YTD - DEC 2016	% 2016 - YTD
2272	65.1%

2017 MONTHLY CUMULATIVE TOTALS	2017 MONTHLY CUMULATIVE TOTALS	
# PERMITS	REVENUE	
109	\$ 25,081	JAN
83	\$ 24,707	FEB
122	\$ 27,555	MAR
113	\$ 27,234	APRIL
166	\$ 33,408	MAY
166	\$ 39,738	JUNE
125	\$ 20,980	JULY
143	\$ 29,807	AUG
117	\$ 66,770	SEPT
135	\$ 27,717	OCT
115	\$ 26,483	NOV
85	\$ 16,016	DEC
1,479	365,495	2017