



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

February 5, 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 15, 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. 1353 – receive
- ii. KABA – Accept Almena Township – approval
- iii. Harris-Moore Wedding @ Gazebo – approval
- iv. Vowels Wedding @ Gazebo – approval
- v. Capital Conference for Mayor, Vice Mayor, and City Manager - approval

7. Unfinished Business

- A. Car Show – Request to Close Commerce Lane on Saturday, July 14, 2018 – approval

8. New Business

- A. Town Hall Meeting Presentation – Mike Connor and Judy Resler
- B. First Amendment to City of Parchment General Employee Manual – adopt
- C. Sensus Meter Readers – budgeted for 2017-2018 - approval

9. Board and Commission Reports/Minutes

- A. KATS – Technical Committee – Mayor Britigan
- B. 2017 Crime Statistics for Parchment
- C. KABA Permit Report – Commissioner Emmons

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 15, 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, Emmons, Evans, Fooy, and R Heasley. City Manager Stoddard, City Treasurer/Clerk Stutz, and City Attorney Soltis.

Absent: None.

3. Minutes

Moved by Commissioner Heasley, supported by Commissioner Fooy to approve the Minutes of the January 2, 2018 Regular Meeting.

Motion Carried.

4. Additions or changes to the agenda.

Add 8G. 2018 Resolution for KAC gaming license; add 9B KAC update. Moved by Vice Mayor Jordan, supported by Commissioner Bagley to approve the changes to the agenda. **Motion Carried.**

5. Citizen Comments – Items ON the Agenda

None.

6. Consent Agenda

A. Moved by Commissioner Fooy, supported by Commissioner Evans to move the Household Hazardous Waste Contract to item 8H. Moved by Commissioner Heasley, supported by Commissioner Fooy to receive the amended consent agenda items. **Motion Carried.**

7. Unfinished Business

A. Ordinance to Amend Chapter 38, Article IV, section 55 regarding pickup days for brush -- (Second Reading). Moved by Commissioner Evans, supported by Vice Mayor Jordan to accept Ordinance 211 to Amend Chapter 38, Article IV section 55 for Second Reading. **Motion Carried.**

Moved by Commissioner Heasley, supported by Commissioner Fooy to accept Ordinance 211 to Amend Chapter 38, Article IV section 55 for final reading. Roll call vote was as follows:

Ayes: Bagley, Britigan, Emmons, Evans, Fooy, Heasley, Jordan.

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0.

B. Deficit Elimination Update – Treasurer Stutz – receive.

C. MDOT Invoice Status updated – City Manager Stoddard – receive.

8. New Business

A. Employee Service Recognition – Mayor Britigan first recognized Phil Wolhuis’s 25 years of service by noting his dedication and commitment to the City. Mr. Wolhuis has worked in the Department of Public Works since 1992 and “always looks out for the City first”. He then presented Mr. Wolhuis with a 25 year service pin from the City. Next, the Mayor spoke of Carol Maartens, who has worked as the Accounts Payable Clerk for 20 years. Ms. Maartens was described as friendly, dependable, honest, caring and humble. She was unable to attend so City Manager Stoddard said she would give her the service pin.

B. Bicyclist Right of Way – Doug Kirk. Mr. Kirk gave Commissioners copies of the ordinances that surrounding communities have passed (Oshtemo, Portage, Kalamazoo Township and City of Kalamazoo) that demands that drivers give bicyclists a 5 foot right of way. He asked the Commission to enact something to raise awareness because currently a driver would not commit a traffic offense if they hit a cyclist. He noted it would be more about education than enforcement, and that it would make all people safer.

C. SMBA Presentation – Jeff Sorensen. Mr. Sorensen gave a brief history of this building authority, explaining their cost of service fee structure, their Board, and their financial condition. He answered a few questions, then invited anyone to come to their meetings on the fourth Thursday of each month, at 8:30 am at Oshtemo Township hall.

D. Car Show request to close Commerce Lane on Saturday July, 14, 2018 – approval. After discussion about traffic, parking and businesses being notified, it was noted that the City Manager has a meeting with Chief Ergang on January 22. Commissioner Fooy moved that the item be tabled until after that meeting, supported by Commissioner Heasley. **Motion Carried.**

E. BS&A Utility Billing Software – approval. City Manager Stoddard explained the need for the update, the ease of use of the system, the capabilities the software has and the cost. She then advised that she has many years of experience with this product and highly recommends it. Commissioner Fooy expressed his concern regarding the price. Brief discussion followed. Moved by Commissioner Heasley, supported by Commissioner Bagley to approve the purchase of BS&A Utility Billing Software for the price of \$13,140 and authorize the City Manager to execute all documents related to this action. **Motion Carried.**

F. Appoint At Large member to Kindleberger Arts Commission. Moved by Commissioner Bagley, supported by Commissioner Fooy, to appoint Nancy Eaton as an At Large member of the KAC. **Motion Carried.**

G. Gaming License Resolution – approve. The Kindleberger Festival is planning a Bingo for Bags event to raise money for the festival and needs a license for the evening. Moved by Commissioner Fooy, supported by Commissioner Evans to approve the Gaming License Resolution for the State of Michigan. Roll call vote was as follows:

Ayes: Bagley, Britigan, Emmons, Evans, Fooy, Heasley, Jordan.

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0.

H. Kalamazoo County Household Hazardous Waste Contract – approval. City Manager Stoddard explained the contract amendment that increases the threshold of HHW monies to be spent by our community to \$2200, noting that any unused amounts will be rolled into the following year. Moved by Commissioner Heasley, supported by Commissioner Bagley to approve the HHW hazardous waste contract and authorize the City Manager to execute all documents related to this action. Roll call vote was as follows:

Ayes: Bagley, Britigan, Emmons, Evans, Fooy, Heasley, Jordan.

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0.

9. Standing Board and Committee Reports

A. KAC update. Commissioner Fooy announced the plays that have been chosen for 2018 – Little Shop of Horrors and The Adventures of Alice in Wonderland. He also reported many new members to the KAC and new events they will be rolling out.

B. KABA December 2017 Report. Commissioner Emmons noted they are looking at permit fees as well as options for financing the building.

10. Citizen Comments

None.

11. Mayor and Commissioner Comments

Commissioner Emmons thanked Mr. Sorensen and Mr. Kirk for coming in to speak to the Commission.

Commissioner Heasley reported that a sign for showing fundraising progress on the Veterans' Memorial is in the works.

Vice Mayor Jordan thanked and congratulated Phil Wolthuis and Carol Maartens on their years of service, saying “it is a real accomplishment”.

Mayor Britigan commented that he appreciates Commissioner Fooy's fiscal responsibility, and reminded everyone that the next meeting (Feb 5) will have the Town Hall presentation.

12. City Manager Comments/Reports

Manager Nancy Stoddard thanked Phil and Carol for being “good and faithful servants to the City” and 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 Emmons and supported by all to adjourn the meeting at 8:31 p.m.

Shannon Stutz
City Clerk



City of Parchment
Check Register Report
Warrant 1353

Check	Date	Vendor Name	Check Description	Amount
MERCANTILE Checks				
34344	01/12/2018	CONSUMERS ENERGY	Monthly citywide electric usage	14,167.29
34345	01/17/2018	STATE OF MICHIGAN	Raffle/Bingo Licenses - KSF	75.00
34346	01/22/2018	CINTAS	Restock 1st Aid Cabinet	53.33
34347	01/22/2018	CINTAS CORPORATION LOC. 725	Uniform Rental & Towels	209.18
34348	01/22/2018	CLARK TECHNICAL SERVICES	Computer Support - December	330.00
34349	01/22/2018	CORNERSTONE OFFICE SYSTEMS	Monthly Contract to 2/3/2018	115.71
34350	01/22/2018	ENGINEERED PROTECTION SYSTEMS	Water Tower-2/1 to 4/30/18	263.52
34351	01/22/2018	ESPER ELECTRIC, LTD.	Install New Sound System-Comm	2,355.00
34352	01/22/2018	FORD, KRIEKARD, SOLTIS & WISE	Police & Genl Matters - December	2,300.00
34353	01/22/2018	GABRIDGE & COMPANY, PLC	Audit Report, F-65 & Act 51 Rep	8,550.00
34354	01/22/2018	WENDY GAUL	Final Mileage Expense	23.43
34355	01/22/2018	J & J LOCKSMITHS	Re-key Front Door-City Hall	90.00
34356	01/22/2018	KALAMAZOO OIL CO.	Fuel Charges 12/15/17 to 12/30	732.16
34357	01/22/2018	R.W. LAPINE INC.	Gas leak on Heater-City Hall	123.74
34358	01/22/2018	LINDE GAS NORTH AMERICA LLC	Monthly Comp Air & Compl Chg	28.74
34359	01/22/2018	PARCHMENT SERVICE CENTER	'08 Ford F350-Oil Change	111.50
34360	01/22/2018	CITY OF PARCHMENT	DPW 9/14 to 12/12/17	261.80
34361	01/22/2018	PREIN & NEWHOF	SAW Grant; Stormwater Permit	17,376.44
34362	01/22/2018	REPUBLIC SERVICES #249	City Wide Pickup-January	8,188.85
34363	01/22/2018	ROSE PEST SOLUTIONS	Pest Control - Contract	78.00
34364	01/22/2018	SBAM PLAN	Employee & Retiree Ins-February	12,362.06
34365	01/22/2018	SEVERANCE ELECTRIC CO INC	Traffic Signal Maint-Dec. 2017	120.00
34366	01/22/2018	SMALL BUSINESS ADMIN SERVICES	HRA - January	52.50
34367	01/22/2018	STATE OF MICHIGAN-MDOT	Partial Payment - MDOT	10,000.00
34368	01/22/2018	NANCY STODDARD	Parking Receipts-Rotary-Nov&D	14.25



NEW MEMBER APPLICATION

Jurisdiction ALMENA TOWNSHIP Applicant's Name WILLIAM VANTASSEE

Address 27625 CR. 375 PAWPAW MI 49079

Phone Number 269-668-6910 E-mail Address atmenasupervisor@comcast.net

1. Why are you interested in joining KABA?

OUR CURRENT CONTRACT IS EXPIRING.

2. What services are you seeking from KABA? (Please check all that apply)

- Building Code Administration and Enforcement
- Zoning Administration and Planning
- Ordinance Enforcement

3. What is your targeted date to join?

MARCH 1, 2018

4. Do you currently subcontract your building, electrical, mechanical, or plumbing permits and inspections? If so, do you have a termination clause? What is the time frame?

YES - TEXAS TOWNSHIP TERMINATION - 60 DAYS



5. What was your previous year's building department budget, revenue and/or expenses (if applicable)?

2017	PERMIT FEES	\$37,215.00
	PAID ALIENA	\$28,263.09

6. What is your total parcel count at this time?

2,849

Additional Information Requested, if available (See New Member Packet for more details):

- Document showing the number of permits issued during the previous year
- Construction valuation for building permits issued during the previous year
- Copy of the current fees charged for permits and inspections



I understand that the application must be completed and all available documentation provided to begin our application process with KABA.

William A. ConTassel

1/22/18

Signature of Applicant

Date

William A. ConTassel

1/22/18

Signature of Supervisor of Applicant Jurisdiction

Date

Signature of Comstock Township Representative

Date

Title

Signature of Kalamazoo Township Representative

Date

Title

Signature of City of Parchment Representative

Date

Title

Signature of KABA Building Official

Date

Kindleberger Park Reservation Form

Area of park to be reserved:

- Sunken Gardens/Gazebo (\$200 for 3-hour block, non-refundable)(deposit required)
- Stage (\$300 for 3-hour block)(deposit required)
- Lower Softball Fields (\$25 non-resident, \$10 resident)
- Tennis Court 1 (\$25 non-resident, \$10 resident)
- Tennis Court 2 (\$25 non-resident, \$10 resident)
- Picnic Pavilion 1 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 2 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 3 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 4 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 5 (\$100 non-resident/\$50 resident for 4-hour block)

Name: Amber Harris-moore Phone: 249 207 7149
Address: 550 Hymac Dr. apt 3 Parchment MI 49004
Email: RollinThunder-89@yahoo.com Alt. Phone: _____
Date of Event: 8-11-18 Time: 2:00pm 1-4pm AMM

How many attendees do you anticipate at your event? 50-75

Will there be music as part of your event? NO

Name of DJ, Musical Performer, Sound Technician: _____

Will there be decorations, rental chairs/tents/tables: yes (chairs and flowers)

**See park rules on reverse side*

Amber Harris-moore 1-19-18
Signature Date

FOR INTERNAL OFFICE USE:

Application received by: NS Date: 1-19-18
Payment Received: 1-19-18 Receipt # 10696

APPROVAL

Signature Date

Kindleberger Park Reservation Form

Area of park to be reserved:

- Sunken Gardens/Gazebo (\$200 non-resident/\$100 resident)(3-hour block)
(\$100 deposit required)
- Stage (\$300 non-resident/\$150 resident)(3-hour block)(\$100 deposit required)
- Lower Softball Field (\$25 non-resident, \$10 resident)(only available after 7/31)
- Tennis Court 1 (\$25 non-resident, \$10 resident)(1-hour period)
- Tennis Court 2 (\$25 non-resident, \$10 resident)(1-hour period)
- Picnic Pavilion 1 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 2 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 3 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 4 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 5 (\$100 non-resident/\$50 resident for 4-hour block)

Name: Ashley Vowels Phone: 269-501-2146
Full Address: 3060 Sunnycrest Dr Kalamazoo 49048
Email: hardagirl21@live.com Alt. Phone: 269-312-3424
Date of Event: June 9th 2018 Time: 4:00 (3-6 Block time)

How many attendees do you anticipate at your event? 100

Will there be music as part of your event? yes

Name of DJ, Musical Performer, Sound Technician: Tyler

Will there be decorations, rental chairs/tents/tables: yes

**See park rules on reverse side*

Ashley Vowels Signature \$ 2-1-18 Date

FOR INTERNAL OFFICE USE:

Application received by: [Signature] Date: 2-1-18
Payment Received: \$ 300.00 cash Receipt # 10722

APPROVAL

Signature Date

Jan. 4, 2018

It's budget planning season for many Michigan communities right now and the Michigan Municipal League wants to help. As part of your planning, the League hopes you consider sending your staff, management team and elected officials to our two signature education and networking events taking place in the upcoming 2018-19 fiscal year. These two events are our 2018 Convention in Grand Rapids and our 2019 Capital Conference in Lansing.

Here are some key details to help in your budget planning:

2018 MML Convention (in partnership with Michigan Association of Planning)

- **Dates:** Sept. 20-22, 2018
- **Location:** Grand Rapids, Amway Grand Plaza Hotel
- **Anticipated member registration fee:** \$390 per person (full convention)
- **Anticipated hotel nightly rate (at Amway):** \$154/night

Registration and the special hotel block rate for the 2018 Convention is expected to start June 19, 2018.

2019 MML Capital Conference

- **Dates:** March 19-20, 2019
- **Location:** The Lansing Center and Radisson Hotel Lansing
- **Anticipated member registration fee:** \$250 per person (full conference)
- **Anticipated hotel nightly rate (at Radisson):** \$130.95/night

Registration and the special hotel block rate for the 2019 Capital Conference is expected to start January 7, 2019.

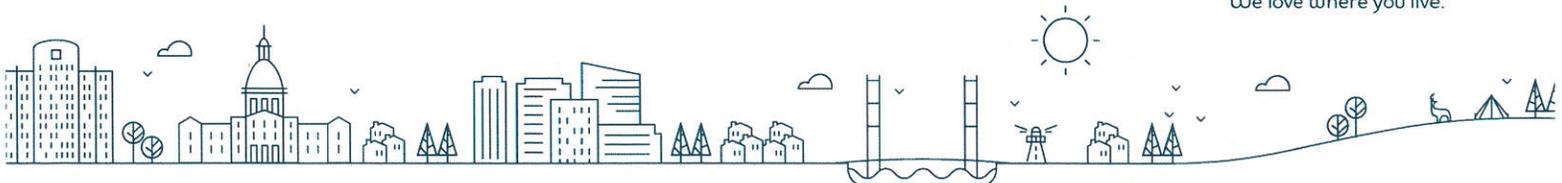
Thank you for hopefully including these events in your upcoming education and training budgets and feel free to contact us if you have any questions.

Sincerely,



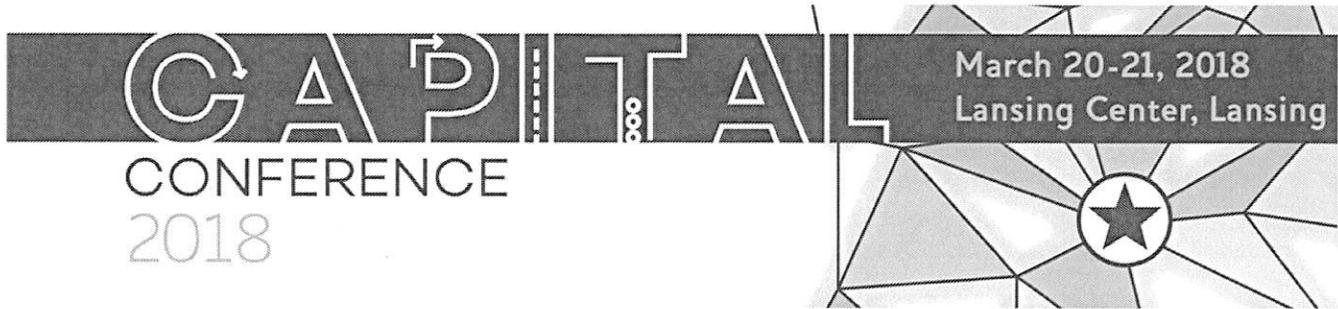
Summer Minnick
Deputy Executive Director & CMO

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Conference Agenda-at-a-glance

Tuesday, March 20, 2018

- 9:00 am – 12:00 pm Workshops
- 9:00 am – 4:30 pm MAMA Annual Advanced Institute (additional fee)
- 10:00 am – 1:00 pm MML Board of Trustees Meeting & Lunch
- Noon – 2:00 pm MAM Board Meeting & Lunch
- Noon – 5:00 pm Conference Registration
- 12:30 – 2:00 pm MWIMG Luncheon
- 1:30 – 2:30 pm Meet with Your State Representatives
- 3:00 – 4:30 pm Capital Conference Welcome
- 4:30 – 5:30 pm Elected Officials Academy Advisory Board Meeting
- 4:30 – 6:30 pm MML Liability & Property Pool
Capital Conference Welcome Reception
- 7:00 pm Awards Gala

Wednesday, March 21, 2018

- 7:30 am Conference Registration Open
- 8:30 am – 3:45 pm Annual Expo
- 7:30 – 8:30 am Legislative Breakfast
- 8:30 – 10:00 am General Session
- 10:00 – 10:30 am Networking Break in Expo Hall
- 10:45 -11:45 am Breakout Sessions
- Noon – 1:00 pm Networking Luncheon
- Noon – 1:00 pm MBC-LEO Meeting/Lunch
- 1:00 – 1:30 pm Dessert Break in Expo Hall
- 1:45 – 3:15 pm General Session
- 3:15 – 3:45 pm Networking Break in Expo Hall
- 3:45 – 4:45 pm Breakout Sessions

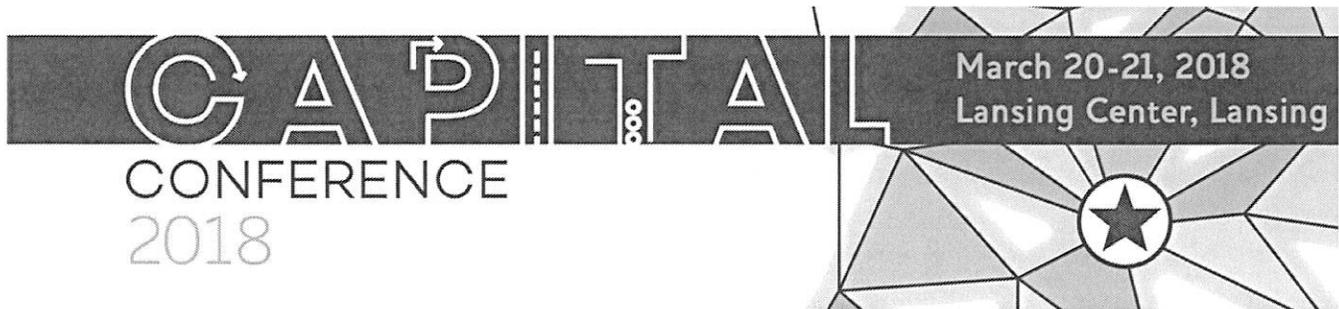
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2018 Capital Conference Workshops

Workshops are held on Tuesday morning before Capital Conference officially begins. They are designed to be longer sessions that enable attendees to dive deeper into a subject of interest. The length of the workshops often provides opportunities for more interaction between presenters and attendees.

9:00 am – 12:00 pm

Council-Manager Relations

This workshop, originally offered at the League's 2017 annual Convention, sold out and had such positive feedback we are offering it again.

When the relationship between the city manager and city council breaks down, forward motion slows; time and resources are wasted; trust and respect are damaged; and ultimately, the community will not get what it deserves. What are the signs that counseling may be in your future? What strategies should be in place to keep your municipality off this path in the first place? What steps can you take to mend or improve the way your executive team works together? Come hear from both sides of the equation and learn firsthand about the appropriate roles for elected officials and managers, what strategies can be put into place to help build a productive relationship, and hear examples from seasoned elected officials and managers.

9:00 am – 12:00 pm

Michigan Kids in Prison

Hosted by MBC-LEO

Join the Michigan Council on Crime and Delinquency (MCCD) for an important and timely look at legislation surrounding justice-involved youth. This interactive workshop features a 30-minute documentary, "Forgotten Youth: Inside America's Prisons," personal stories from adults who were impacted as youth, a panel of experts, and small group breakout discussions. Learn about the short- and long-term human and fiscal impacts of "raising the age" of adult criminal jurisdiction from 17 to 18 years of age, and how it impacts municipalities in Michigan.

9:00 am – 12:00 pm

Is Medical Marijuana Coming to Your Community?

The legalization of medical marijuana is here, but the rules and regulations for the industry have been a moving target. Now that we're three months into the new environment, come learn what these changes could mean. We'll also arm you with the information you need to make the best decision for your community. You'll hear from an expert municipal attorney, marijuana industry representatives, and community leaders who have already moved forward with license applications.

10:00 am – 12:00 pm

Cyber Security Awareness in the Digital Age

In this digital age, local governments are using computers, mobile devices, and Internet cloud services more than ever before. How would you community respond to a cyber attack if one were to occur? Discover what it means to be cyber aware, and learn strategies and best practices on how to prepare and plan for a potential cyber situation.

9:00 am – 4:30 pm

Michigan Association of Municipal Attorneys Annual Advanced Institute

Stay current on the latest legal issues affecting Michigan local governments. Attendees will hear presentations from experts who will review recent legislation and court decisions as well as current challenges, strategies, and examples. You will leave this session with a better understanding of current legal issues and the impact they have on the municipalities you represent. This is also the perfect opportunity to network with your colleagues and exchange ideas and experiences.

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michigan municipal league
liability and property pool

Capital Conference Blog



Exciting Array of Workshops!

January 23, 2018



2018 Capital Conference Registration Now Open!

January 8, 2018

Follow us on the web!



MEMORANDUM

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

From: Nancy R. Stoddard, City Manager

Date: February 2, 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. There will be no parking that day on the east side of Shopper's Lane from City Hall's driveway north to Commerce Lane.

ADDITION:

Police Chief Bryan Ergang has been consulted regarding the new venue and approves the shut-down of Commerce Lane for the Car Show on Saturday, July 14, 2018.

FIRST AMENDMENT TO CITY OF PARCHMENT GENERAL EMPLOYEE MANUAL

The City of Parchment General Employee Manual in effect on February ____, 2018, is hereby amended as follows:

ARTICLE I

"Salary Supplements - Fringe Benefits" is hereby amended and shall now read:

SALARY SUPPLEMENTS - FRINGE BENEFITS

All full-time employees shall receive all fringe benefits set forth herein. Part-time employees shall only be entitled to discretionary benefits. Seasonal employees shall not be entitled to any fringe benefits.

ARTICLE II

"Discretionary Fringe Benefits" shall be added and shall now read:

DISCRETIONARY FRINGE BENEFITS

At the end of each calendar year, the City Commission may offer to eligible full-time and part-time employees a discretionary fringe benefit in an amount and form determined by the City Commission. To be eligible to receive discretionary fringe benefits, a full-time or part-time City employee must have been continuously employed by the City from December 31st of the previous year. If the discretionary fringe benefit is in the form of money, all applicable withholdings shall be applied.

Approved by the City Commission on _____, 2018.



MEMORANDUM

To: Nancy Stoddard, City Manager
From: Joe Bonhomme, Director of Public Services
Date: February 2, 2018
Subject: Replacement of Meter reading equipment

IT IS RECOMMENDED

That we purchase 2 new Sensus FL6502-GB Hand-held Devices (HHD), 2 new Sensus AG6590 Autoguns, & related software from Etna Supply.

BACKGROUND

Both current HHD units that we use for reading water meters were purchased back in 2007. That model was discontinued May 1, 2015.

Currently one of our autoguns needs to be repaired. We were unable to use it during the December meter reading. That meant that 440 touch read meters needed to be manually entered into the HHD.

All of this equipment is compatible the BS&A software we are in the process of purchasing. The quote for all of this equipment and software \$19,000.00.

FUNDING

This is \$22,000 in this year's budget for this project.



ETNA SUPPLY - GRAND RAPIDS
 4901 CLAY AVENUE SW
 GRAND RAPIDS, MI 49548-3038
 616 241 5414
 Fax 616 241 4786



Quotation

QUOTE DATE	QUOTE NUMBER
01/24/2018	S102319575
ETNA SUPPLY PO Box 772107 DETROIT, MI 48277 P-616 248 9182 F-616 245 9940	PAGE NO.
	1 of 2

QUOTE TO:

SHIP TO:

CITY OF PARCHMENT
 650 S RIVERVIEW DR
 PARCHMENT, MI 49004-1298

CITY OF PARCHMENT
 650 SOUTH RIVERVIEW DR
 PARCHMENT, MI 49004-1298

CUSTOMER NUMBER	JOB NAME / PO NUMBER	JOB NAME / RELEASE NUMBER	SALESPERSON	
5411	QUOTE		Eric Carlin	
WRITER	SHIP VIA	TERMS	EXPIRE DATE	FREIGHT EXEMPT
Melissa Gale	BID	NET 25TH	03/02/2018	No
ORDER QTY	DESCRIPTION		UNIT PRICE	EXT PRICE
2ea	SENSUS FL6502-GB HHD TR/RR/M2 W/INTEGRATED GPS, BAR CODE SCANNER & CAMERA *Nonstock - Restock Policy Applies* Pn: 365579		7500.000/ea	15000.00
2ea	SENSUS FL6001 COMMUNICATION STAND *Nonstock - Restock Policy Applies* Pn: 365581		0.000/ea	0.00
2ea	SENSUS AG6590 AUTOGUN *Nonstock - Restock Policy Applies* Pn: 441993		1500.000/ea	3000.00
2ea	SENSUS FLEXNET COMMAND LINK SMART POINT COMMAND LINK *****5396353704404***** Pn: 17367		0.000/ea	0.00
1ea	SENSUS FIELD LOGIC SOFTWARE WALK BY HANDHELD (HHD-WALK BY) *** 5390714700007 *** *Nonstock - Restock Policy Applies* Pn: 370873		1000.000/ea	1000.00
1ea	SENSUS ANNUAL SUPPORT - AUTOREAD DATES: *Nonstock - Restock Policy Applies* Pn: 176212 PRICES ARE GOOD AS LONG AS		2500.000/ea	2500.00
** Continued on Next Page *			Subtotal	
			S&H Charges	
			Amount Due	

Prices are firm for 36 days. Price subject to change after 36 days.



ETNA SUPPLY - GRAND RAPIDS
 4901 CLAY AVENUE SW
 GRAND RAPIDS, MI 49548-3038
 616 241 5414
 Fax 616 241 4786



Quotation

QUOTE DATE	QUOTE NUMBER
01/24/2018	S102319575
ETNA SUPPLY PO Box 772107 DETROIT, MI 48277 P-616 248 9182 F-616 245 9940	PAGE NO.
	2 of 2

QUOTE TO:

SHIP TO:

CITY OF PARCHMENT
 650 S RIVERVIEW DR
 PARCHMENT, MI 49004-1298

CITY OF PARCHMENT
 650 SOUTH RIVERVIEW DR
 PARCHMENT, MI 49004-1298

CUSTOMER NUMBER	JOB NAME / PO NUMBER	JOB NAME / RELEASE NUMBER	SALESPERSON	
5411	QUOTE		Eric Carlin	
WRITER	SHIP VIA	TERMS	EXPIRE DATE	FREIGHT EXEMPT
Melissa Gale	BID	NET 25TH	03/02/2018	No
ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE	
	CUSTOMER IS ON SUPPORT.			

Taxes are not included!
 See Terms and Conditions on our website
<https://www.etnasupply.com/TermsandConditionsofQuotation>

Subtotal	21500.00
S&H Charges	0.00
Amount Due	21500.00

Prices are firm for 36 days. Price subject to change after 36 days.

Crime Statistics

City of Parchment
01/01/2017 - 12/31/2017

Violent Crimes <i>Number of Victims</i>	2015	2016	2017	# Change 2016-2017
Aggravated Assault	1	2	6	4
Criminal Sexual Conduct	2	2	0	-2
Murder	0	0	0	0
Robbery	1	1	1	0
Total	4	5	7	2

Property Crimes <i>Number of Offenses</i>	2015	2016	2017	# Change 2016-2017
Arson	3	2	0	-2
Burglary	14	16	9	-7
Larceny	36	45	56	11
Motor Vehicle Theft	5	2	2	0
Total	58	65	67	2

Arrests <i>Number of Arrest Reports</i>	2015	2016	2017	# Change 2016-2017
Total Arrests	63	93	80	-13

Calls for Service <i>Excluding DP and TS</i>	2015	2016	2017	# Change 2016-2017
Total Calls for Service	1,219	1,349	1,330	-19

Officer-Initiated Calls	2015	2016	2017	# Change 2016-2017
Directed Patrol	67	69	323	254
Traffic Stop	223	285	305	20
Total	290	354	628	274

EyeTek Citations	2015	2016	2017	# Change 2016-2017
Total Ticket Count	6,904	6,253	6,491	238
Total Violation Count	9,271	8,527	8,907	380

2018 MONTHLY KABA PERMITS BY JURISDICTION

MONTH OF JANUARY 2018

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	10	\$ 6,038
COMSTOCK	ELECTRICAL	19	\$ 3,250
COMSTOCK	MECHANICAL	14	\$ 2,515
COMSTOCK	PLUMBING	3	\$ 584
COMSTOCK	SPECIAL	1	\$ 55
TOTAL COMSTOCK		47	\$ 12,442
KALAMAZOO	BUILDING	11	\$ 2,033
KALAMAZOO	ELECTRICAL	6	\$ 1,042
KALAMAZOO	MECHANICAL	25	\$ 5,064
KALAMAZOO	PLUMBING	11	\$ 1,442
KALAMAZOO	SPECIAL	12	\$ 523
TOTAL KALAMAZOO		65	\$ 10,104
PARCHMENT	BUILDING	1	\$ 75.00
PARCHMENT	ELECTRICAL	1	\$ 150.00
PARCHMENT	MECHANICAL	6	\$ 678.00
PARCHMENT	PLUMBING	1	\$ 206.00
PARCHMENT	SPECIAL	0	\$ -
TOTAL PARCHMENT		9	\$ 1,109
TOTAL KABA		121	\$ 23,655

REVENUE	REVENUE
JANUARY 2017	% PREV YEAR MONTH
\$ 25,081	94.3%

PERMITS	PERMITS
JANUARY 2017	% 2017 - YTD
109	111.0%

2018 MONTHLY KABA PERMITS BY JURISDICTION

YEAR TO DATE AS OF: JANUARY 2018

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	10	\$ 6,038
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PARCHMENT	PLUMBING	1	\$ 206
PARCHMENT	SPECIAL	0	\$ -
TOTAL PARCHMENT		9	\$ 1,109
TOTAL KABA	YTD	121	23,655

REVENUE	REVENUE
YTD - JAN 2017	% 2017 - YTD
\$ 25,081	94.3%

REVENUE
% 2018 YTD BUDGET
6.3%

PERMITS	PERMITS
YTD - JAN 2017	% 2017 - YTD
109	111.0%

2018 MONTHLY CUMULATIVE TOTALS	2018 MONTHLY CUMULATIVE TOTALS	
# PERMITS	REVENUE	
121	\$ 23,655	JAN
-	\$ -	FEB
-	\$ -	MAR
-	\$ -	APRIL
-	\$ -	MAY
-	\$ -	JUNE
-	\$ -	JULY
-	\$ -	AUG
-	\$ -	SEPT
-	\$ -	OCT
-	\$ -	NOV
-	\$ -	DEC
121	23,655	2018

Permit List

02/01/2018

Building

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB18-18-012	117 S RIVERVIEW DR	06-02-165-151	BARTHELMMESS ANN E &		01/25/2018	\$75.00	\$0

Work Description:

Install illuminated wall sign

Total Permits For Type: 1

Total Fees For Type: \$75.00

Total Const. Value For Type: \$0

Report Summary

Grand Total Fees: \$75.00

Grand Total Permits: 1

Population: All Records
Permit.DateIssued Between
1/1/2018 12:00:00 AM AND
1/31/2018 11:59:59 PM AND
Permit.PermiTType = Building
AND
Permit.BasicUsage = Commercial
AND
Parcel.ParcelNumber Starts With
6 AND
Property.City = Parchment

Grand Total Const. Value: \$0