



CITY COUNCIL PACKET
MONDAY, JUNE 4, 2018

Prepared By:
Kris Vogel, CMMC/MMC, City Clerk
Kevin Catlin, City Manager



**CITY COUNCIL
REGULAR MEETING OF
MONDAY, JUNE 4, 2018, 7:30 P.M.
AGENDA**

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL: Mayor Burdett, Council Members Eib, Hollingsworth, Hoover, Morgan, Navarro, and Riley
- IV. APPROVAL OF MINUTES
 - A. Regular Meeting of May 21, 2018
- V. REPORTS
 - A. City Manager – Kevin Catlin
 - 1. Approve – BCATS FY 2019 Local Funding (res. #24-18)
 - 2. Approve – Building Without Permit Fee Increase (res. #25-18)
 - 3. Bills In Line
- VI. COUNCIL COMMENTS
- VII. CITIZEN COMMENTS
- VIII. ADJOURNMENT

NEXT MEETING: **Monday, June 18, 2018**
NEXT RESOLUTION: **26-18**
NEXT PROCLAMATION: **03-18**
NEXT ORDINANCE: **01-18**
NEXT TRAFFIC CONTROL ORDER: **2018-1**



**MINUTES OF THE REGULAR MEETING OF
THE COUNCIL OF THE CITY OF SPRINGFIELD
MAY 21, 2018**

I. CALL TO ORDER

Mayor Burdett called the regular meeting of the Council of the City of Springfield to order at 7:30 p.m.

II. PLEDGE OF ALLEGIANCE

Mayor Burdett led the pledge of allegiance.

III. ROLL CALL

Present: Council Members Eib, Hollingsworth, Hoover, Morgan, Riley and Mayor Burdett.

Also Present Kevin Catlin – City Manager and Kris Vogel – City Clerk.

Absent: Council Member Navarro.

It was moved by Hollingsworth, seconded by Eib and unanimous to excuse Council Member Navarro from the regular meeting of May 21, 2018.

IV. APPROVAL OF MINUTES

It was moved by Eib, seconded by Riley that the minutes of the May 7, 2018, regular meeting be approved subject to any additions or corrections.

Ayes: Council Members Eib, Hoover, Morgan, Riley and Mayor Burdett.

Nays: None.

Abstain: Council Member Hollingsworth.

V. REPORTS

A. Law Enforcement Department – April (K. Callahan/C. Childers)

Mayor Burdett asked if there were any questions regarding the Law Enforcement Department reports presented by Lt. Kevin Callahan and Public Safety Office Manager Cris Childers. Being none, the reports will be filed as presented.

B. Fire Department – April (J. Teixeira)

Mayor Burdett asked if there were any questions regarding the Fire Department report presented by Chief Joe Teixeira. Being none, the report will be filed as presented.

C. Public Services Department – April (T. Blaniar)

Mayor Burdett asked if there were any questions regarding the Public Services Department report presented by Terry Blaniar, Public Services Department Director. Being none, the report will be filed as presented.

D. Building/Code Enforcement Department – April (T. Seaman)

Mayor Burdett asked if there were any questions regarding the Building/Code Enforcement Department reports presented by Tina Seaman. Being none, the reports will be filed as presented.

E. City Manager – Kevin Catlin

1. Adopt – City-Owned Vehicles/Personal Use Policy

City Manager Catlin stated this resolution would adopt a policy for take home vehicles as presented by Interim City Manager Terry Blanair.

Council Member Riley asked for clarification on which vehicles this policy would include? Public Services Director Blaniar stated it would include the vehicles driven by the Fire Chief, Public Services Director, Public Services Supervisor, and it could include, in an emergency situation, other vehicles provided to staff to drive.

It was moved by Council Member Morgan and seconded by Council Member Eib that the following resolution be adopted:

Resolution #23-18

RESOLVED BY THE COUNCIL OF THE CITY OF SPRINGFIELD to adopt the Vehicle Take Home Policy as presented.

All ayes. Resolution adopted.

1. Proclaim – Older Americans Month

City Manager Catlin stated this proclamation is being presented on behalf of CareWell Services to designate Older Americans Month in Springfield as May, 2018.

Mayor Burdett presented the following proclamation:

Proclamation #02-18

Whereas, Calhoun County includes a thriving community that includes over 28,500 citizens aged 60 and over who enrich and strengthen our community – with nearly 7,500 seniors residing within the Springfield and Battle Creek area; and

Whereas, Calhoun County is committed to engaging and supporting older adults, their families, and caregivers; and

Whereas, CareWell Services Southwest - Area Agency on Aging, along with Calhoun County Senior Services are committed to raising awareness about issues faced by seniors age 60 and over, and to helping all individuals to thrive in communities of their choice for as long as possible; and

Whereas, organizations like CareWell Services, as the area agency on aging provides opportunities to enrich the lives of older adults by:

- Promoting and funding home- and community-based services that support independent living;
- Involving older adults in community planning, events, and other activities; and
- Providing opportunities for older adults to exercise, be as healthy and active as possible, work, volunteer, learn, lead, and mentor
- Advocating for the needs of older persons at the local, state and Federal level

As part of a national designation, Older Americans Month is celebrated with events that honor the contributions of older adults; and support their continued engage in the community. On May 16, 2018, the Older Michiganians Day rally of older adults and advocates was held at the Capitol Building in Lansing. Additionally, May 17, 2018, was designated as Calhoun County Centenarians' Day where all Calhoun County residents age 99 and over were recognized in a luncheon celebration at Schuler's Restaurant in Marshall. Therefore, in honor of our older citizens, the City of Springfield does hereby proclaim May 2018 as Older Americans Month.

2. Bills In Line

It was moved by Council Member Eib, seconded by Council Member Hollingsworth, and unanimously approved that the checks be drawn from the various accounts and the bills be paid.

VI. COUNCIL COMMENTS

Council Members and staff welcomed City Manager Catlin aboard.

Mayor Burdett thanked the American Legion Post 298 for asking him to participate in their Citizenship Awards they present to local 6th graders annually.

VII. CITIZEN COMMENTS

Matt Saxton, Calhoun County Sheriff, stated he looks forward to working with City Manager Catlin. Deputy Picketts has put together a K-9 training program that has become a huge success, which starts tomorrow with 35 K-9 teams attending.

VIII. ADJOURNMENT

The meeting was adjourned at 7:42 p.m.

Kris Vogel, CMMC/MMC
City Clerk

Harry Burdett
Mayor



Action Items:

Approve BCATS FY2019 Local Funding – Res #24-18

This resolution would approve Springfield's share of BCATS' local funding in the amount of \$2,578. This is \$37 more than last year.

Approve Building Without Permit Fee Increase – Res #25-18

This resolution would amend Springfield's current building without permit fee from \$42.00 to \$150.00. The AMSA Board approved this increase back in June 2017. The Building Administrator's standard is to charge all contractors caught doing work without permits in City limits. A letter is sent to contractors who are caught working without a permit to remind them that they need to come to City hall to file for one.

Bills in Line

INFORMATIONAL ITEMS

- I have been in contact with the State of Michigan Department of Environmental Quality's scrap tire coordinator to continue the removal of tires on from 700 N 20th St. Code compliance will continue to monitor the progress as set forth in the letter sent back in October of 2017 directing the property owner to remove all inoperable motor vehicles and tires. The scrap tire coordinator informed me there may be a scrap tire clean-up grant available in 2019. DEQ is also coordinating with the EPA to remove drums containing hazardous waste from the property. They have not provided me with a timeframe/schedule to remove said waste.

Respectfully submitted,
Kevin A. Catlin, City Manager



BATTLE CREEK AREA TRANSPORTATION STUDY

601 Avenue A □ Springfield, MI 49037 □ 269-963-1158 □ Fax 269-963-4951

May 24, 2018

Mr. Kevin Catlin, City Manager
City of Springfield
601 Avenue A
Springfield, MI 49037

Dear Mr. Catlin:

RE: BCATS FY 2019 Local Funding Resolution

Enclosed is a resolution for local funding of the Battle Creek Area Transportation Study (BCATS) for FY 2019 (October 1, 2018-September 30, 2019). This distribution of local share costs was recommended by the BCATS Policy Committee at its May 23, 2018 meeting and is provided for action by the Springfield City Council. The City of Springfield 2019 total local share is \$2,578. This total is \$37 more than last year's request.

Local funding is used to support the BCATS work program by matching available Federal transportation planning funds. The existence of BCATS makes it possible for local units of government to receive capital, operating, and planning funds from the U.S. Department of Transportation. This has been especially important in recent years for use of federal Surface Transportation, transit, rail, and CMAQ funds.

The requested local funds are consistent with a budget approved by the BCATS Policy Committee on May 23, 2018 for the 2019 fiscal year in the new FY 2019 Unified Work Program. The necessary local funding for the BCATS staff office is divided among the local financially participating units of government on the basis of population, based on the BCATS Policy Committee bylaws. The local share percent participation is based on the 2010 U.S. Census figures this year. The funding table included with this letter details the local share funding distribution for FY 2019.

Please schedule this resolution for action by the City Council as soon as possible. If you need any further information, or have any questions about this request, please feel free to contact me. BCATS appreciates Springfield's continuing support of the BCATS program.

Sincerely,
Patricia Karr
Patricia Karr
Executive Director

cc: Kris Vogel



June 4, 2018

R E S O L U T I O N

No. 24-18

2019 BCATS LOCAL FUNDING RESOLUTION

WHEREAS, the urban transportation planning regulations, implementing sections of the Fixing America's Surface Transportation (FAST) Act federal legislation, require that each urbanized area, as a condition of receipt of Federal capital or operating assistance, have a continuing, cooperative, and comprehensive urban transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized area; and

WHEREAS, in the Battle Creek urbanized area, the continuing, cooperative, and comprehensive transportation planning process is being conducted by the Battle Creek Area Transportation Study (BCATS) Policy Committee, a forum for cooperative transportation decision-making by principal elected officials of local government, developed under federal guidelines for purposes of urban transportation planning conduct; and

WHEREAS, the Battle Creek Area Transportation Study annually develops a Unified Work Program identifying activities and costs necessary for the conduct of the urban transportation planning process; and

WHEREAS, transportation planning funds, indirectly available from the U.S. Department of Transportation, are utilized to carry out the activities defined in the Unified Work Program; and

WHEREAS, these funds, available under the FAST Act as a Consolidated Planning Grant from the Federal Highway Administration (which includes funds flexed from the Federal Transit Administration to FHWA) require a local match of 18.15%, and

WHEREAS, the Policy Committee of the Battle Creek Area Transportation Study has recommended that the local match required to assure the timely conduct of the Study be determined and provided for in the following manner:

1. The reimbursement schedule to be used for participating agencies (those doing BCATS work will be paid 100% of their total charge). BCATS staff office costs will be reimbursed 100%.
2. The formula for computing the local funds will be based solely on population for the BCATS staff office portion of the local share requirement. The local agencies will contribute the local share for their own activities within the BCATS program as noted on the attached table (see 3. below).

3. Distribution for local match funding is shown on the attached table.

WHEREAS, it has been determined that the total local share requirements for the operation of the Battle Creek Area Transportation Study's work program for 2019 will be \$50,035;

NOW, THEREFORE BE IT RESOLVED,

the City of Springfield agrees to participate in the funding of the local share costs of the Battle Creek Area Transportation Study's work program for fiscal year 2019 (October 1, 2018 - September 30, 2019) by providing 5.6% of the local match required for BCATS' costs;

BE IT FURTHER RESOLVED,

the total local contribution for the City of Springfield for FY 2019 will be \$2,578;

BE IT FURTHER RESOLVED,

the City of Springfield agrees to submit to the Battle Creek Area Transportation Study office (601 Avenue A, Springfield, MI 49037 RE: Fund No. 232.29.2321) payment of local match share no later than January 1, 2019; or the City of Springfield shall have the option of making the payment in two (2) equal installments by January 1, 2019 and April 1, 2019, respectively, if so arranged in advance;

BE IT FURTHER RESOLVED,

the City of Springfield agrees this resolution becomes effective at such time as all other local Study participants providing financial support pass resolutions of financial commitment in the proportion and manner described in this resolution.

MOVED: _____

SECONDED: _____

BATTLE CREEK AREA TRANSPORTATION STUDY

LOCAL SHARE FUNDING TABLE FY 2019

UNIT	Federally Required Cash Contribution	Total Cash Contribution
City of Battle Creek (55.7%* of \$46,043 for cash, plus \$1,996 for CBC Public Works activity)	27,642	27,642
Calhoun County/Calhoun County Road Department (38.7%* of \$46,043 for cash plus, \$1,996 for CCRD specific activity)	19,815	19,815
City of Springfield (5.6%* of \$46,043 for cash)	2,578	2,578
TOTAL	50,035	50,035

NOTES:

1. *Shares based on U.S. Census 2010 population figures



June 4, 2018

R E S O L U T I O N

No. 25-18

WHEREAS, THE AREA METROPOLITAN SERVICE AGENCY (AMSA) approved an increase in June, 2017, to the fee for work being done without a permit from \$42.00 to \$150.00.

TEHREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SPRINGFIELD to approve said change within the City of Springfield.

MOVED: _____

SECONDED: _____

CITY OF SPRINGFIELD BILLS IN LINE
INVOICE GL DISTRIBUTION REPORT FOR INVOICE PAID 05/13/2018 NTO 05/26/2018

GL Number	GL Desc	Vendor	Amount
101-259-801.13	INCOME TAX COMPLIANCE	STATE OF MICHIGAN	8.00
101-259-801.13	INCOME TAX COMPLIANCE	STATE OF MICHIGAN	5.00
101-259-801.13	INCOME TAX COMPLIANCE	STATE OF MICHIGAN	8.00
101-259-801.13	INCOME TAX COMPLIANCE	STATE OF MICHIGAN	8.00
101-259-801.13	INCOME TAX COMPLIANCE	TENTH DISTRICT COURT	20.00
101-259-801.13	INCOME TAX COMPLIANCE	TENTH DISTRICT COURT	20.00
101-259-801.13	INCOME TAX COMPLIANCE	TENTH DISTRICT COURT	20.00
101-259-801.13	INCOME TAX COMPLIANCE	TENTH DISTRICT COURT	20.00
101-259-801.13	INCOME TAX COMPLIANCE	TENTH DISTRICT COURT	20.00
101-259-801.13	INCOME TAX COMPLIANCE	TENTH DISTRICT COURT	20.00
101-259-801.13	INCOME TAX COMPLIANCE	TENTH DISTRICT COURT	15.00
101-259-801.13	INCOME TAX COMPLIANCE	TENTH DISTRICT COURT	15.00
101-259-931.00	OFFICE EQUIPMENT/MAINTENANCE	STAPLES ADVANTAGE	294.57
101-259-964.10	CHARGEBACKS/BOR/MTT/REFUNDS	CALHOUN COUNTY TREASURER	2,360.94
101-259-964.10	CHARGEBACKS/BOR/MTT/REFUNDS	CALHOUN COUNTY TREASURER	96.71
101-259-980.15	C/O COMPUTER HARDWARE	VENTURE TECHNOLOGIES INC	7,087.50
		Total For Dept 259 FINANCE & ADMIN SERVICES	18,831.28
Dept 301 POLICE DEPARTMENT			
101-301-718.05	MEDICAL INSURANCE	BCBS OF MICHIGAN	57.52
101-301-724.10	LIFE INSURANCE	STANDARD INSURANCE COMPANY	12.75
101-301-801.43	POLICE SERVICE-COUNTY	CALHOUN COUNTY TREASURER	75,387.26
101-301-921.00	NATURAL GAS	SEMCO ENERGY	289.98
		Total For Dept 301 POLICE DEPARTMENT	75,747.51
Dept 336 FIRE DEPARTMENT			
101-336-718.05	MEDICAL INSURANCE	BCBS OF MICHIGAN	38.35
101-336-755.05	MEDICAL SUPPLIES	KCMCA	14.90
101-336-850.50	RADIO MAINTENANCE	RADIO COMMUNICATIONS	841.16
101-336-850.50	RADIO MAINTENANCE	RADIO COMMUNICATIONS	159.00
101-336-921.00	NATURAL GAS	SEMCO ENERGY	72.49
		Total For Dept 336 FIRE DEPARTMENT	1,125.90
Dept 532 PUBLIC SERVICES			
101-532-718.05	MEDICAL INSURANCE	BCBS OF MICHIGAN	3,379.79
101-532-724.10	LIFE INSURANCE	STANDARD INSURANCE COMPANY	140.25
101-532-724.35	UNIFORMS	CINTAS CORPORATION	69.74
101-532-724.35	UNIFORMS	SAFETY SERVICE INC	16.95
101-532-724.35	UNIFORMS	EMPLOYEE #97	95.39
101-532-724.35	UNIFORMS	CINTAS CORPORATION	69.74
101-532-752.00	OFFICE SUPPLIES	STAPLES ADVANTAGE	2.32
101-532-930.01	CITY HALL OPERATIONS & MAINT	SEMCO ENERGY	269.35
101-532-930.01	CITY HALL OPERATIONS & MAINT	STAPLES ADVANTAGE	64.51
101-532-930.01	CITY HALL OPERATIONS & MAINT	X-TREAM ROOFING LLC	650.00
101-532-930.01	CITY HALL OPERATIONS & MAINT	BOSKER BRICK CO	19.56
101-532-930.02	CEMETERY OPERATIONS & MAINT	BOSKER BRICK CO	282.60
101-532-930.02	CEMETERY OPERATIONS & MAINT	MENARDS-BATTLE CREEK	68.15
101-532-930.02	CEMETERY OPERATIONS & MAINT	UNITED STATES LUMBER CO	45.12
101-532-930.03	PARKS/RECREATION OPER & MAINT	FLASH SANITATION INC	95.00
101-532-955.05	MISCELLANEOUS EXPENSES	CITY OF BATTLE CREEK	6.00
101-532-955.05	MISCELLANEOUS EXPENSES	FASTENAL COMPANY	18.82
101-532-975.00	CAPITAL OUTLAY - IMPROVEMENTS	X-TREAM ROOFING LLC	2,010.50
101-532-975.00	CAPITAL OUTLAY - IMPROVEMENTS	ASSOCIATED CONSTRUCTION, INC	10,250.00
101-532-977.05	CAPITAL OUTLAY - DPW EQUIP	FASTENAL COMPANY	20.55
		Total For Dept 532 PUBLIC SERVICES	17,574.34

CITY OF SPRINGFIELD BILLS IN LINE
INVOICE GL DISTRIBUTION REPORT FOR INVOICE PAID 05/13/2018 NTO 05/26/2018

GL Number	GL Desc	Vendor	Amount
Dept 861 POST EMPLOYMENT BENEFITS			
101-861-723.05	MEDICAL INSURANCE-RETIREES	BCBS OF MICHIGAN	4,592.92
101-861-723.05	MEDICAL INSURANCE-RETIREES	BCBS OF MICHIGAN	4,523.76
101-861-723.15	LIFE INSURANCE-RETIREES	STANDARD INSURANCE COMPANY	161.40
Total For Dept 861 POST EMPLOYMENT BENEFITS			9,278.08
Total For Fund 101 GENERAL FUND			136,324.57
Fund 202 MAJOR STREET FUND			
Dept 463 ROUTINE MAINTENANCE			
202-463-775.60	STREET MAINTENANCE MATERIAL	LAKELAND ASPHALT CO	196.86
Total For Dept 463 ROUTINE MAINTENANCE			196.86
Dept 474 TRAFFIC SERVICE MAINTENANCE			
202-474-775.75	TRAFFIC SERV MAINT MATERIAL	DORNBOS SIGN & SAFETY INC	142.51
Total For Dept 474 TRAFFIC SERVICE MAINTENANCE			142.51
Total For Fund 202 MAJOR STREET FUND			339.37
Fund 203 LOCAL STREET FUND			
Dept 474 TRAFFIC SERVICE MAINTENANCE			
203-474-775.75	TRAFFIC SERV MAINT MATERIAL	DORNBOS SIGN & SAFETY INC	313.19
203-474-775.75	TRAFFIC SERV MAINT MATERIAL	FASTENAL COMPANY	6.92
203-474-775.75	TRAFFIC SERV MAINT MATERIAL	FASTENAL COMPANY	71.06
Total For Dept 474 TRAFFIC SERVICE MAINTENANCE			391.17
Total For Fund 203 LOCAL STREET FUND			391.17
Fund 508 FARMERS MARKET FUND			
Dept 755 FARMERS MARKET			
508-755-921.00	NATURAL GAS	SEMCO ENERGY	453.45
Total For Dept 755 FARMERS MARKET			453.45
Total For Fund 508 FARMERS MARKET FUND			453.45
Fund 590 SEWER FUND			
Dept 536 OPERATING EXPENSES-SEWER/WATER			
590-536-955.05	MISCELLANEOUS EXPENSES	CITY OF SPRINGFIELD	150.00
Total For Dept 536 OPERATING EXPENSES-SEWER/WATER			150.00
Total For Fund 590 SEWER FUND			150.00
Fund 591 WATER FUND			
Dept 000			
591-000-276.00	OVERPAYMENTS-UB	TIFFANY POMPEY	75.04
Total For Dept 000			75.04
Total For Fund 591 WATER FUND			75.04
Fund 661 VEHICLE FUND			
Dept 336 FIRE DEPARTMENT			
661-336-955.05	MISCELLANEOUS EXPENSES	REMINGTON CAR WASH	5.75
Total For Dept 336 FIRE DEPARTMENT			5.75
Dept 532 PUBLIC SERVICES			
661-532-752.25	REPAIR & MAINT SUPPLIES	FAMILY FARM & HOME	33.97
Total For Dept 532 PUBLIC SERVICES			33.97
Total For Fund 661 VEHICLE FUND			39.72

CITY OF SPRINGFIELD BILLS IN LINE
INVOICE GL DISTRIBUTION REPORT FOR INVOICE PAID 05/13/2018 NTO 05/26/2018

GL Number	GL Desc	Vendor	Amount
	Fund Totals:		
		Fund 101 GENERAL FUND	136,324.57
		Fund 202 MAJOR STREET FUND	339.37
		Fund 203 LOCAL STREET FUND	391.17
		Fund 508 FARMERS MARKET FUND	453.45
		Fund 590 SEWER FUND	150.00
		Fund 591 WATER FUND	75.04
		Fund 661 VEHICLE FUND	39.72
		Total For All Funds:	137,773.32