



CITY COUNCIL PACKET
MONDAY, MARCH 5, 2018

Prepared By:
Kris Vogel, CMMC/MMC, City Clerk
Nathan Henne, City Manager



**CITY COUNCIL
REGULAR MEETING OF
MONDAY, MARCH 5, 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 February 20, 2018
- V. REPORTS
 - A. City Manager – Nathan Henne
 - 1. Bills In Line
- VI. COUNCIL COMMENTS
- VII. CITIZEN COMMENTS
- VIII. ADJOURNMENT

NEXT MEETING: **Monday, March 19, 2018**
NEXT RESOLUTION: **05-18**
NEXT PROCLAMATION: **02-18**
NEXT ORDINANCE: **01-18**
NEXT TRAFFIC CONTROL ORDER: **2018-1**



**MINUTES OF THE REGULAR MEETING OF
THE COUNCIL OF THE CITY OF SPRINGFIELD
FEBRUARY 20, 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, Navarro, Riley and Mayor Burdett.

Also Present: Nathan Henne – City Manager, and Kris Vogel – City Clerk.

IV. APPROVAL OF MINUTES

It was moved by Eib, seconded by Hollingsworth and unanimous that the minutes of the February 5, 2018, regular meeting be approved subject to any additions or corrections.

V. SEWER COMMITTEE UPDATE – Nathan Henne, City Manager

City Manager Henne stated that Terry Blaniar, Public Services Director, and himself attended the Sewer Technical Review Committee meeting and provided an update to the City Council. The numbers for Pennfield and Springfield are upside down as far as what was predicted to be collected and what was collected. Springfield and Pennfield are paying a lot more than we should be and Bedford and Emmett Townships aren't paying enough. This issue will be addressed and rates adjusted in the near future.

V. REPORTS

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

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

B. Fire Department – January (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 – January (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 – January (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 – Nathan Henne
1. Approve – RFP for Sale of 768 Lafayette

City Manager Henne stated this resolution would approve a bid packet and bid notice for city-owned property located at 768 Lafayette. This property is formerly known as Choice Auto Parts.

Council Member Navarro stated for personal reasons he is leaving the room for further conversation on this topic.

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

Resolution #04-18

RESOLVED BY THE COUNCIL OF THE CITY OF SPRINGFIELD to approve the attached bid packet and bid notice for 768 Lafayette Street, city-owned property.

LEGAL DESCRIPTION:

SPRINGFIELD CITY T2S R8W SECTION 2

BEG AT A POINT ON THE NLY LINE OF LAFAYETTE ST DISTANT 659.77', SELY FROM THE CORNER OF THE INTERSECTION OF E LINE OF N 20TH ST & THE NLY LINE OF LAFAYETTE ST, TH NWLY 514' ALONG THE NLY LINE OF LAFAYETTE ST, N 25*26' E 169.76 FT, NWLY PARL WITH LAFAYETTE ST 83.57', TH N PARL WITH N 20TH ST 10.87', TH NWLY PARL WITH LAFAYETTE ST 140.77', TH N ALONG THE E LINE OF N 20TH ST 152', TH SELY PARL WITH LAFAYETTE ST 659.77', TH S TO POB.

City Manager Henne stated there two different minimum bids listed in the packet; the minimum bid should be \$25,000.

City Clerk Vogel asked for clarification on the bid deadline; City Manager Henne stated it will be changed to March 8, 2018. And the bid opening will be Monday, March 12, 2018, at 10:00 a.m.

Council Member Navarro did not vote.

All ayes. Resolution adopted.

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

City Manager Henne stated that we did have a snow emergency in the City this past weekend. It worked out really well, with a few cars needing to be towed. But once the cars were removed the Public Services staff were able to clear the snow much faster.

Council Member Hollingsworth noted the Public Services staff did a great job clearing the roads during the recent snow storm.

City Manager Henne read his letter of resignation, stating he accepted a position with the City of Owosso, and appreciates the opportunity he was given at the City of Springfield. The Springfield

City Manager position will be posted with Michigan Municipal League and International City Manager's Association.

VII. CITIZEN COMMENTS

None.

VIII. ADJOURNMENT

The meeting was adjourned at 7:48 p.m.

Kris Vogel, CMMC/MMC
City Clerk

Harry Burdett
Mayor



Action Items:

Bills In Line

INFORMATIONAL ITEMS

1. Mainstreet Planning held the second public workshop for the master plan at the Burma Center on February 27th. Turnout was very low but there were a few new faces who participated. Tim Johnson of Mainstreet was sent three updated zoning and land use maps that reflect our current zoning and land use plans. The online survey will close down on March 8 or 9. So far we have around 20 comments so please encourage your neighbors to participate before it closes!
2. I am drafting 3 transition memos to be handed out on my last day: one for the interim manager, one for the next permanent manager, and one for council members. Mainly, these will be to update you on any ongoing projects and to give a heads up on possible future projects and issues that may come your way during the transition process.
3. We are going to replace the master server before the fiscal year is over. The current one has shown us that it's got one foot in the techno-grave after its recent crash. The cost will be around \$20,000.

Respectfully submitted,

Nathan Henne - City Manager

CITY OF SPRINGFIELD BILLS IN LINE
INVOICE GL DISTRIBUTION REPORT FOR INVOICES PAID 02/11/2018 TO 02/24/2018

GL Number	GL Desc	Vendor	Amount
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
101-301-752.00	OFFICE SUPPLIES	ABSOPURE WATER COMPANY	18.00
101-301-752.00	OFFICE SUPPLIES	ABSOPURE WATER COMPANY	3.20
101-301-752.00	OFFICE SUPPLIES	STAPLES ADVANTAGE	31.79
101-301-752.20	OPERATING SUPPLIES	STAPLES ADVANTAGE	29.08
101-301-920.20	ELECTRICITY	CONSUMERS ENERGY	19.71
101-301-920.20	ELECTRICITY	CONSUMERS ENERGY	19.59
101-301-920.20	ELECTRICITY	CONSUMERS ENERGY	702.99
101-301-921.00	NATURAL GAS	SEMCO ENERGY	405.75
101-301-930.05	BUILDING MAINTENANCE	MEDLER ELECTRIC CO	187.81
		Total For Dept 301 POLICE DEPARTMENT	1,488.19
Dept 336 FIRE DEPARTMENT			
101-336-718.05	MEDICAL INSURANCE	BCBS OF MICHIGAN	38.35
101-336-724.35	UNIFORMS	PNC BANK VISA	426.00
101-336-752.00	OFFICE SUPPLIES	ABSOPURE WATER COMPANY	4.50
101-336-752.00	OFFICE SUPPLIES	ABSOPURE WATER COMPANY	0.80
101-336-752.00	OFFICE SUPPLIES	STAPLES ADVANTAGE	31.79
101-336-752.20	OPERATING SUPPLIES	GOLDEN WEST INDUSTRIAL SUPPLY	132.58
101-336-752.20	OPERATING SUPPLIES	STAPLES ADVANTAGE	7.27
101-336-752.20	OPERATING SUPPLIES	PNC BANK VISA	719.72
101-336-752.20	OPERATING SUPPLIES	SAMS CLUB DISCOVER/ SYNCHRONY BANK	26.94
101-336-752.30	EQUIPMENT PARTS & SUPPLIES	PNC BANK VISA	0.00
101-336-755.05	MEDICAL SUPPLIES	AIRWAY OXYGEN INC	90.00
101-336-755.05	MEDICAL SUPPLIES	PNC BANK VISA	41.89
101-336-920.20	ELECTRICITY	CONSUMERS ENERGY	4.93
101-336-920.20	ELECTRICITY	CONSUMERS ENERGY	4.90
101-336-920.20	ELECTRICITY	CONSUMERS ENERGY	175.75
101-336-921.00	NATURAL GAS	SEMCO ENERGY	101.44
101-336-930.05	BUILDING MAINTENANCE	MEDLER ELECTRIC CO	46.95
		Total For Dept 336 FIRE DEPARTMENT	1,853.81
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	G & K SERVICES	72.67
101-532-724.35	UNIFORMS	G & K SERVICES	72.67
101-532-752.00	OFFICE SUPPLIES	STAPLES ADVANTAGE	17.98
101-532-920.25	STREET LIGHTING	CONSUMERS ENERGY	14.92
101-532-920.25	STREET LIGHTING	CONSUMERS ENERGY	8,098.97
101-532-930.01	CITY HALL OPERATIONS & MAINT	CONSUMERS ENERGY	1,041.30
101-532-930.01	CITY HALL OPERATIONS & MAINT	CONSUMERS ENERGY	341.28
101-532-930.01	CITY HALL OPERATIONS & MAINT	INTEGRITY BUSINESS SOLUTIONS	28.42
101-532-930.01	CITY HALL OPERATIONS & MAINT	SEMCO ENERGY	377.94
101-532-930.01	CITY HALL OPERATIONS & MAINT	MENARDS-BATTLE CREEK	99.76
101-532-930.01	CITY HALL OPERATIONS & MAINT	STAPLES ADVANTAGE	67.39
101-532-930.03	PARKS/RECREATION OPER & MAINT	CONSUMERS ENERGY	39.58
101-532-930.03	PARKS/RECREATION OPER & MAINT	CONSUMERS ENERGY	24.22
101-532-977.05	CAPITAL OUTLAY - DPW EQUIP	AIRGAS USA	96.89
		Total For Dept 532 PUBLIC SERVICES	13,914.03
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	104.00
		Total For Dept 861 POST EMPLOYMENT BENEFITS	9,220.68
		Total For Fund 101 GENERAL FUND	48,917.51

CITY OF SPRINGFIELD BILLS IN LINE
INVOICE GL DISTRIBUTION REPORT FOR INVOICES PAID 02/11/2018 TO 02/24/2018

GL Number	GL Desc	Vendor	Amount
Fund 202 MAJOR STREET FUND			
Dept 474 TRAFFIC SERVICE MAINTENANCE			
202-474-920.20	ELECTRICITY	CONSUMERS ENERGY	214.27
Total For Dept 474 TRAFFIC SERVICE MAINTENANCE			214.27
Dept 478 WINTER MAINTENANCE			
202-478-775.80	SNOW REMOVAL MATERIAL	DETROIT SALT COMPANY	1,065.11
202-478-775.80	SNOW REMOVAL MATERIAL	DETROIT SALT COMPANY	974.78
Total For Dept 478 WINTER MAINTENANCE			2,039.89
Total For Fund 202 MAJOR STREET FUND			2,254.16
Fund 203 LOCAL STREET FUND			
Dept 463 ROUTINE MAINTENANCE			
203-463-775.60	STREET MAINTENANCE MATERIAL	FERGUSON ENTERPRISES INC	150.85
Total For Dept 463 ROUTINE MAINTENANCE			150.85
Dept 478 WINTER MAINTENANCE			
203-478-775.80	SNOW REMOVAL MATERIAL	DETROIT SALT COMPANY	1,065.12
203-478-775.80	SNOW REMOVAL MATERIAL	DETROIT SALT COMPANY	974.79
Total For Dept 478 WINTER MAINTENANCE			2,039.91
Total For Fund 203 LOCAL STREET FUND			2,190.76
Fund 244 ECONOMIC DEVELOPMENT FUND			
Dept 000			
244-000-672.05	SALE OF CITY PROPERTY	CITY OF SPRINGFIELD	318.00
244-000-672.05	SALE OF CITY PROPERTY	CITY OF SPRINGFIELD	318.00
Total For Dept 000			636.00
Dept 703 OPERATING EXPENSES			
244-703-801.38	MASTER PLAN	MAIN STREET PLANNING CO	3,981.91
244-703-930.10	COMMERCIAL SIGN MAINTENANCE	CONSUMERS ENERGY	46.10
Total For Dept 703 OPERATING EXPENSES			4,028.01
Total For Fund 244 ECONOMIC DEVELOPMENT FUND			4,664.01
Fund 508 FARMERS MARKET FUND			
Dept 755 FARMERS MARKET			
508-755-920.20	ELECTRICITY	CONSUMERS ENERGY	1,498.05
508-755-921.00	NATURAL GAS	SEMCO ENERGY	761.46
Total For Dept 755 FARMERS MARKET			2,259.51
Total For Fund 508 FARMERS MARKET FUND			2,259.51
Fund 591 WATER FUND			
Dept 536 OPERATING EXPENSES-SEWER/WATER			
591-536-752.25	REPAIR & MAINT SUPPLIES	WEST MICHIGAN INTERNATIONAL	707.18
Total For Dept 536 OPERATING EXPENSES-SEWER/WATER			707.18
Total For Fund 591 WATER FUND			707.18
Fund 661 VEHICLE FUND			
Dept 336 FIRE DEPARTMENT			
661-336-932.00	VEHICLE MAINTENANCE	PNC BANK VISA	6.65
661-336-955.05	MISCELLANEOUS EXPENSES	REMINGTON CAR WASH	5.75
Total For Dept 336 FIRE DEPARTMENT			12.40

CITY OF SPRINGFIELD BILLS IN LINE
INVOICE GL DISTRIBUTION REPORT FOR INVOICES PAID 02/11/2018 TO 02/24/2018

GL Number	GL Desc	Vendor	Amount
Dept 532 PUBLIC SERVICES			
661-532-752.25	REPAIR & MAINT SUPPLIES	TRUCK & TRAILER SPECIALTIES	183.02
661-532-752.25	REPAIR & MAINT SUPPLIES	B&B FLEET	114.20
661-532-758.00	DIESEL FUEL	CEREAL CITY AUTO PARTS	40.00
661-532-932.00	VEHICLE MAINTENANCE	B&B FLEET	128.06
		Total For Dept 532 PUBLIC SERVICES	465.28
		Total For Fund 661 VEHICLE FUND	477.68
Fund 703 CURRENT TAX COLLECTION FUND			
Dept 000			
703-000-214.05	DUE TO GENERAL FUND-OPER	GENERAL FUND-PROP TAX DISB	1,650.31
703-000-214.06	DUE TO GENERAL FUND-PENSION	GENERAL FUND-PROP TAX DISB	133.53
703-000-214.07	DUE TO GENERAL FUND-ADMIN FEE	GENERAL FUND-PROP TAX DISB	25.91
703-000-214.07	DUE TO GENERAL FUND-ADMIN FEE	GENERAL FUND-PROP TAX DISB	734.15
703-000-214.11	DUE TO UNITS-PENALTY/INTEREST	BATTLE CREEK PUBLIC SCHOOLS	9.42
703-000-214.11	DUE TO UNITS-PENALTY/INTEREST	BATTLE CREEK PUBLIC SCHOOLS	4.72
703-000-214.11	DUE TO UNITS-PENALTY/INTEREST	BATTLE CREEK PUBLIC SCHOOLS	36.31
703-000-214.11	DUE TO UNITS-PENALTY/INTEREST	CALHOUN COUNTY TREASURER	53.65
703-000-214.11	DUE TO UNITS-PENALTY/INTEREST	CALHOUN INTERM SCHOOL DIST	14.75
703-000-214.11	DUE TO UNITS-PENALTY/INTEREST	KELLOGG COMMUNITY COLLEGE	8.51
703-000-214.11	DUE TO UNITS-PENALTY/INTEREST	WILLARD DISTRICT LIBRARY	9.42
703-000-214.11	DUE TO UNITS-PENALTY/INTEREST	GENERAL FUND-PROP TAX DISB	70.75
703-000-222.00	DUE TO COUNTY-PROPERTY TAXES	CALHOUN COUNTY TREASURER	659.80
703-000-222.00	DUE TO COUNTY-PROPERTY TAXES	CALHOUN COUNTY TREASURER	4,453.40
703-000-222.00	DUE TO COUNTY-PROPERTY TAXES	TIFA D FUND-PROPERTY TAX DISB	5,507.69
703-000-222.01	DUE TO COUNTY-DRAIN ASSESS	CALHOUN COUNTY TREASURER	94.80
703-000-223.00	DUE TO WILLARD-PROPERTY TAXES	WILLARD DISTRICT LIBRARY	235.73
703-000-225.00	DUE TO BC SCH-PROPERTY TAXES	BATTLE CREEK PUBLIC SCHOOLS	248.25
703-000-225.00	DUE TO BC SCH-PROPERTY TAXES	BATTLE CREEK PUBLIC SCHOOLS	18,223.46
703-000-225.00	DUE TO BC SCH-PROPERTY TAXES	BATTLE CREEK PUBLIC SCHOOLS	117.86
703-000-225.00	DUE TO BC SCH-PROPERTY TAXES	BATTLE CREEK PUBLIC SCHOOLS	9,111.41
703-000-225.00	DUE TO BC SCH-PROPERTY TAXES	BATTLE CREEK PUBLIC SCHOOLS	907.56
703-000-225.00	DUE TO BC SCH-PROPERTY TAXES	BATTLE CREEK PUBLIC SCHOOLS	62,104.27
703-000-225.00	DUE TO BC SCH-PROPERTY TAXES	BROWNFIELD-BAKER OIL SITE	3,063.98
703-000-228.01	DUE TO STATE-PROPERTY TAXES	CALHOUN COUNTY TREASURER	858.86
703-000-234.00	DUE TO ISD-PROPERTY TAXES	CALHOUN INTERM SCHOOL DIST	415.70
703-000-234.00	DUE TO ISD-PROPERTY TAXES	CALHOUN INTERM SCHOOL DIST	26,978.06
703-000-234.00	DUE TO ISD-PROPERTY TAXES	BROWNFIELD-BAKER OIL SITE	1,047.09
703-000-235.00	DUE TO KCC-PROPERTY TAXES	KELLOGG COMMUNITY COLLEGE	250.54
703-000-235.00	DUE TO KCC-PROPERTY TAXES	KELLOGG COMMUNITY COLLEGE	7,356.51
703-000-235.00	DUE TO KCC-PROPERTY TAXES	TIFA D FUND-PROPERTY TAX DISB	9,106.36
		Total For Dept 000	153,492.76
		Total For Fund 703 CURRENT TAX COLLECTION FUND	153,492.76
Fund Totals:			
		Fund 101 GENERAL FUND	48,917.51
		Fund 202 MAJOR STREET FUND	2,254.16
		Fund 203 LOCAL STREET FUND	2,190.76
		Fund 244 ECONOMIC DEVELOPMENT FUND	4,664.01
		Fund 508 FARMERS MARKET FUND	2,259.51
		Fund 591 WATER FUND	707.18
		Fund 661 VEHICLE FUND	477.68
		Fund 703 CURRENT TAX COLLECTION FUND	153,492.76
		Total For All Funds:	214,963.57

**MINUTES OF THE SPECIAL MEETING OF
THE CITY OF SPRINGFIELD
PLANNING COMMISSION
JANUARY 8, 2018**

I. CALL TO ORDER

Chairman Folkema called the special meeting of the Springfield Planning Commission to order at 6:32 p.m.

II. ROLL CALL

Present: Commissioners Bauer, Brandt, Hall, Hollingsworth, Jessup, Wright, Mayor Burdett, and Chairman Folkema.

Also Present: Nate Henne - City Manager and Tim Johnson – MainStreet Planning.

III. BUSINESS

A. Master Plan – Tim Johnson – MainStreet Planning Company

Tim Johnson stated he wanted to go over the results of the work with visions, guiding principles and likes vs. dislikes. He reviewed the list of issues generated at the November 27, 2017, meeting and asked if there was anything they wanted to add?

City Manager Henne asked if this process would include a discussion of funding? Tim indicated after the Master Plan is completed funding would be discussed. The reason for waiting is because the Plan identifies issues and tries to come up with recommendations to present.

Tim reviewed the list of Guiding Principles that the Planning Commission came up with and stated those should be kept in mind when determining the future land use plan.

Commissioner Wright commented that the City of Springfield has no identify; no drug store or grocery store, etc. How do we set ourselves apart from the City of Battle Creek?

Chairman Folkema expressed a concern with Springfield having a central business area and that it could end up looking more like business “pockets” throughout the City.

Commissioner Hollingsworth stated maybe adding unique businesses that would draw people in and renaming the Guiding Principle to Unique Business Area/Neighborhood Retail Services?

Commissioner Bauer stated he thought those unique businesses shouldn’t just target the residents of Springfield, but also draw residents of other areas into the community.

City Manager Henne stated within the Plan we want to include the intent to protect our right of way.

Tim showed a video demonstrating the Community Remarks program used for surveys and asked what topics we wanted to include? The number of topics should be kept to 4-8 and then specific questions can be asked within each topic. Tim added that questions that we already know the answer to should not be included; an example would be do you want your taxes raised?

The Commission discussed the following categories to be used in the community survey:

- 1) City Image
- 2) Recreation/Culture (include non-motorized trails)
- 3) Development/Redevelopment Opportunities
- 4) Pedestrian Opportunities (include sidewalk issues/need, difficult areas to cross street, walkable areas, transportation and public transit)
- 5) Environment (include land use, possibly the question where would you like to see _____?)
- 6) Housing/Neighborhood

Commissioner Folkema asked City Manager Henne if he had survey questions for specific areas in mind and how much help would he want from Commissioners in coming up with questions? City Manager Henne stated he feels that it's after the community survey goes live that the info will be included/added to encourage open dialogue.

Commissioner Folkema stated that now that we have our topics, do we need specific questions for the dropdowns or do we let this go for a little while and then come back in a couple weeks to determine those questions? Tim stated that once the survey goes live we probably don't want to change it midstream.

Tim will bring information back to the next meeting including details on the six categories and some suggestions for sub-categories for approval. In addition, City Manager Henne can forward suggested questions on to Tim to be incorporated.

Commissioner Jessup stated that she feels people will only go to the survey site once to make their comments and not come back to see what others have said. Chairman Folkema noted that's unfortunate because the program allows for the opportunity to see what others are saying and add to it. It works best if you come back and see what others have said and make additional comments. Commissioner Jessup suggested we add to the postcard going out to property owners that the survey is interactive.

Tim distributed a tentative schedule for upcoming meetings and asked for input to set the community workshops. The dates will be February 15th at the Fire Station and February 27th at the Burma Center; both workshops will start at 6:30 p.m. It is not necessary for the Planning Commission members to come to the workshops, but they are welcome to participate if they'd like. City Manager Henne will coordinate the site locations. At the workshops Tim and Jan will inform the community of what is being done and have the

Master Plan available. There will be maps and other demographics on the screen to explain the background of the City. Typically people will go around to the 2-3 stations set up, meet their neighbors, and write down any comments they have on the maps. The workshops are actually an interactive version of the community website survey and some people may not have participated in that. Tim asked that the City provide refreshments at both workshops.

Postcards would be sent to property owners notifying them of the survey/community workshops; in addition, it will be listed on the City's website.

Tim stated that when results of the survey are available they will be posted and ask people to provide feedback.

IV. COMMISSIONER COMMENTS

None.

V. CITIZENS COMMENTS

None.

VI. ADJOURNMENT

Chairman Folkema adjourned the meeting at 8:06 p.m.

Kris Vogel, MMC/CMMC
City Clerk

**MINUTES OF THE REGULAR MEETING OF
THE CITY OF SPRINGFIELD
PLANNING COMMISSION
JANUARY 22, 2018**

I. CALL TO ORDER

Chairman Folkema called the regular meeting of the Springfield Planning Commission to order at 6:32 p.m.

II. ROLL CALL

Present: Commissioners Bauer, Hall, Hollingsworth, Jessup, Wright, Mayor Burdett, and Chairman Folkema.

Also Present: Nate Henne - City Manager and Tim Johnson – MainStreet Planning.

Absent: Commissioner Brandt.

It was moved by Commissioner/Mayor Burdett, seconded by Commissioner Hollingsworth and unanimously approved to excuse Commissioner Brandt from the regular meeting of January 22, 2018.

III. APPROVAL OF MINUTES

A. Regular Meeting of November 27, 2017

It was moved by Commissioner Hollingsworth, seconded by Commissioner/Mayor Burdett, and unanimously approved that the minutes of the regular meeting of November 27, 2017, be approved subject to additions and corrections.

B. Special Meeting of January 8, 2018

It was moved by Commissioner/Mayor Burdett, seconded by Commissioner Hollingsworth, and unanimously approved that the minutes of the special meeting of January 8, 2018, be approved subject to additions and corrections.

IV. BUSINESS

A. Master Plan – Tim Johnson – MainStreet Planning Company

1. Review Community Remarks Topics for Survey (Draft 1A)

Tim Johnson asked if the Commission has decided which topics to focus on for the community survey?

Chairman Folkema indicated there may be some overlap in comments within the categories, but getting comments is the goal and we can resort them.

Tim stated the postcards can be mailed out soon and the survey has been posted on the City website. City Manager Henne stated he will work with Allegra on a quick turn around on the postcards.

Tim stated that he will be coming up with the maps of the City and demographics for the

next meeting. These items will tell a new person who comes into the City about us. At the next meeting we will have one workshop under our belt that is scheduled for February 15, 2018. Tim will facilitate the workshop and Planning Commission Members can attend if they would like. The second workshop will be February 27, 2018, at the Burma Center.

2. Review Master Plan Guiding Principles (Draft 2)

Tim Johnson stated that the only change with the Guiding Principles was on #5; it previously read “central business area” and now it reads “unique neighborhood retail and service area”.

Tim noted that the Guiding Principles will be what we continue to refer back to over the process to see if we’re focusing on the core issues. Tim asked if the Commission was comfortable with the Guiding Principles? The Commission agreed that they were comfortable.

B. City Manager Report

1. Appoint – 2018 Officers

City Manager Henne stated this resolution will appoint Planning Commission Officers for 2018.

PC #01-18

It was moved by Commissioner/Mayor Burdett and seconded by Commissioner Hollingsworth that the following resolution be adopted:

WHEREAS, THE PLANNING COMMISSION bylaws indicate the Officers of the Commission must be appointed annually at their first regular meeting in January of each year and shall take office immediately, with said term being one year or until their successors be selected and assume office.

THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF THE CITY OF SPRINGFIELD that the following Commissioners be appointed to serve in the noted capacity for 2018:

Chair: Brent Folkema
Vice Chair: Shirley Jessup
Secretary: Marie Hall
Recording Secretary: City Clerk

All ayes. Resolution approved.

2. Recommend – Capital Improvement Program

City Manager Henne noted this resolution would recommend to the City Council the City’s 6-year Capital Improvement Plan encompassing fiscal years 2018-2023.

PC #02-18

It was moved by Commissioner Hollingsworth and seconded by Commissioner Hall that the following resolution be adopted:

WHEREAS, CITY OF SPRINGFIELD staff and Planning Commission members have reviewed and provided input for the Six (6) Year Capital Improvement Program for the period covering 2018 - 2023.

THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF THE CITY OF SPRINGFIELD to recommend to the City Council the attached projects for inclusion in the Six (6) Year Capital Improvement Program.

All ayes. Resolution approved.

V. INFORMATION ITEMS

City Manager Henne noted that the property located at 862 Lafayette is owned by the City of Springfield and has been since 1986. It's zoned Industrial, is relatively flat, is all wooded and has very little access from Lafayette. Several years ago the City Council limited where adult businesses could be located within the City and this parcel of land was identified for this use. To date, there hasn't been any interest expressed in 862 Lafayette and City Manager Henne doubts there ever will be.

Last week City Manager Henne was approached by a company named Synergy, who is working with Consumers Energy to assist them in meeting their renewable energy mandate. As part of this process they are looking for properties 8 acres or larger to put in solar energy farms. City Manager Henne checked zoning for the property at 862 Lafayette, which is zoned I-2 and allows power generation plants. It is expected that a site plan will be coming before the Planning Commission within the next couple months. They would offer a lease of up to 21 years for \$1,200 to \$1,500/acre. All their equipment is semi-permanent and can be easily removed should the lease be revoked.

VI. COMMISSIONER COMMENTS

None.

VII. CITIZENS COMMENTS

None.

VIII. ADJOURNMENT

Chairman Folkema adjourned the meeting at 7:14 p.m.

Kris Vogel, MMC/CMMC
City Clerk