Agenda: Battle Creek City Commission

Meeting Date: August 11, 2026 - 7:00 PM
Location: City Commission Chambers
Chair: Mayor Mark A. Behnke
Title: Battle Creek City Hall - City Commission Chambers - 3rd Floor

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

CHAIR NOTES ADDED OR DELETED RESOLUTIONS

PETITIONS COMMUNICATIONS REPORTS

PUBLIC COMMENT REGARDING ANY REMAINING AGENDA ITEMS

COMMISSION COMMENT REGARDING MEETING BUSINESS

CONSENT AGENDA

Minutes

Minutes for the July 21, 2026 City Commission Administrative Hearings Bureau Workshop

Minutes for the July 21, 2026 City Commission Regular Meeting

Petitions, Communications, Reports

City Manager's Report for August 11, 2026

Ambulance Report for June 2026

Resolutions

438 - A Resolution appointing City Manager Amanda E. Zimmerlin as the City's representative and appointing Vice-Mayor Sherry L. Sofia as the City's alternate representative to the Firekeepers Local Revenue Sharing Board.

439 - A Resolution seeking to make permanent Temporary Traffic Control Order #1743.

440 - A Resolution seeking authorization for a contract amendment to contract 2023-005B for state-mandated elevator upgrades with Elevator Service, LLC, in a not-to-

exceed amount of $80,500.00.

441 - A Resolution seeking authorization to increase the 10% allowable contingency change order amount to 15% for Verona Valves and Electrical Improvements with John E. Green Company.

RESOLUTIONS NOT INCLUDED IN THE CONSENT AGENDA

442 - A Resolution seeking acceptance of the lowest responsive, responsible bid for Sodium Permanganate System Improvements from Shouldice Industrial Manufacturers and Contractors, Inc., in a not-to-exceed amount of $211,927.00.

443 - A Resolution seeking authorization of a contract for cloud-based software services from BS&A Software, LLC in an estimated first year amount of $128,445.00.

GENERAL PUBLIC COMMENT

(Limited to three minutes per individual)

COMMISSION COMMENTS

ADJOURNMENT

It is the desire of the City Commission to encourage public expression in the course of its meetings. Such expression can be integral to the decision-making process of the City Commission. It is the intention of the City Commission to respect the rights of persons addressing the Commission. Public comment periods are a time for citizens to make comments; they are not intended as a forum for debate or to engage in question-answer dialogues with the Commission or staff. Commissioners are encouraged not to directly respond to speakers during public comment periods. At the conclusion of the speaker's remarks, the Mayor or individual Commissioners may refer a question to City staff, if appropriate. Also, individual Commissioners may choose to respond to speakers during the "Commission Comment" period.

It is with these aims in mind, so as to promote decorum and civility and an orderly process for conducting its public business meetings, that the following rules concerning public comments, consistent with applicable law, are adopted by the City Commission.

(1) Persons attending a regular or special Commission Meeting shall be permitted to address the City Commission in conformity with this rule. The opportunity to address the Commission shall be limited to the following:

(a) Persons desiring to address the City Commission are encouraged, but shall not be required, to fill out and turn in to either the City Clerk, Mayor, or presiding Commissioner, prior to the meeting, a comment card disclosing the following information: The person's name, address, and telephone number; the specific issue, topic or resolution the individual wishes to address.

(b) During public hearings when scheduled, but only when the law requires a separate period of public comment, speakers may present facts and opinions on the specific matter being heard by the Commission. A three-minute time limit is imposed per speaker. In the discretion of the Mayor or presiding officer, the time limit for individual speakers may be lengthened or shortened when appropriate.

(c) During the public comment period on any specific agenda item, whether it be a public hearing, an ordinance introduction or adoption, a consent agenda item, or a resolution not on the consent agenda, each speaker may address the Commission once, regarding anything on the meeting agenda, for a total not to exceed four minutes regardless of how many agenda items the speaker is addressing, which time period may be lengthened or shortened by the Mayor or presiding officer when appropriate.

(d) During the General Public Comment portion of the meeting, speakers may address the City Commission on any matter within the control and jurisdiction of the City of Battle Creek. A speaker shall be permitted to address the City Commission once, for up to three minutes, during this portion of the meeting.

(e) Applicants or Appellants, as defined below, or an attorney retained to represent them, are not bound by the specific time limitations set out above but may have the amount of time deemed reasonably necessary by the Mayor or presiding official to present their case to the City Commission without violating the rules set out below in subsection 4(a) through (g), with which they are obligated to comply.

(i) Applicant is defined an individual or business entity seeking a City Commission final decision on a matter for which the individual has made application to the City based upon a specific provision in a City Ordinance or state statute for permission to take a specific action;

(ii) Appellant is an individual appealing a decision of a City official or an inferior body based upon a specific provision in City ordinances entitling the individual to appeal the decision to the City Commission.

(2) An individual wishing to address the City Commission shall wait to be recognized by the Mayor or presiding Commissioner before speaking. An individual who has not filled out a card requesting to address the City Commission shall raise their hand and wait to be recognized by the Mayor or presiding Commissioner before speaking and shall identify themselves by name and address and, if appropriate, group affiliation for the record.

(3) Speakers shall address all remarks to the Mayor, or the presiding Commissioner or official, and not to individual Commissioners or staff members. Speakers shall not address their remarks to members of the public in attendance at the meeting.

(4) A speaker will be ruled out-of-order by the Mayor or presiding Commissioner and the Commission will continue with its business, and the speaker may be required to leave the meeting after having been ruled out-of-order for a breach of the peace committed at the meeting as permitted by the OMA, when the speaker violates above sub-section 3 or the following:

(a) Becomes repetitive or speaks longer than the allotted time;

(b) Attempts to yield any unused portion of time to other speakers;

(c) Engages in a personal attack upon a city employee, administrator or Commissioner only if the personal attack is totally unrelated to the manner in which the employee, administrator or Commissioner carries out their public duties or office;

(d) Uses obscene or profane language;

(e) Engages in slanderous or defamatory speech;

(f) Uses derogatory racial, sexual or ethnic slurs or epithets relating to any individual or category of persons; or

(g) Engages in conduct that interrupts or disrupts the meeting.

(5) Individuals attending City Commission meetings or workshops, excluding City staff, shall not pass the commission chambers bar upon which the podium is affixed (and which divides the audience section from the well of the chambers) without having been invited to do so by the Mayor or official presiding over the meeting, or after requesting and explicitly being granted permission to do so. Any individual violating this subsection will be ruled out-of-order by the Mayor or presiding official and the individual may be required to leave the meeting for a breach of the peace committed at the meeting as permitted by the OMA.

Agenda: Battle Creek City Commission

Meeting Date: July 21, 2026 - 6:00 PM
Location: Battle Creek City Hall - City Commission Chambers - 3rd Floor
Chair: Mayor Mark A. Behnke

WELCOME AND INTRODUCTION

Amanda Zimmerlin, City Manager, noted she has received suggestions to bring review and enforcement of code, inspection, planning and zoning violations in house via an Administrative Hearing Bureau, eliminating the need to file with the Calhoun County District Court. Ms. Zimmerlin introduced Attorney Bill Kim and Community Services Director Jason Fransico, who would present the information.

ROLL CALL

City Commission

Mayor Mark Behnke
Commissioner Paige Katsarsky-Smith
Commissioner Jessica LaCosse (6:10)
Commissioner Patrick O'Donnell (6:28)
Commissioner Christopher Simmons, attending remotely

Absent: Commissioner Jenasia Morris
Commissioner Carla Reynolds
Commissioner Jim Lance
Vice Mayor Sherry Sofia

City Staff

Amanda Zimmerlin, City Manager
William Kim, City Attorney
Marcie Gillette, Assistant City Manager
Victoria Houser, City Clerk
Jason Francisco, Comm. Services Mgr
Helen Guzzo, Comm. Development Mgr.
Bush McCarthy, Fire Chief
Darcy Schmitt, Planning Manager

PUBLIC COMMENT - LIMITED TO 3 (THREE) MINUTES PER INDIVIDUAL

Autumn Smith expressed her concerns with the creation of an Administrative Hearing Bureau, stating there needs to be checks and balances, ensuring adequate oversight.

Joe Harris expressed his opinion the AHB official should be appointed by the Commission, not the City Manager, also suggesting the proposed candidates for the AHB be vetted at a public meeting with public input.

John Kenefick stated increasing the size of government disenfranchises residents, while making processes inefficient.

PRESENTATION

1. Proposed Administrative Hearing Bureau Overview - William Kim, City Attorney

Attorney Kim noted the Home Rule City Act allowed the City to establish an Administrative Hearings Bureau (AHB) to adjudicate and impose sanctions for violations of the charter or ordinances as blight violations. Attorney Kim noted an AHB could accept admissions of responsibility and collect civil fines and costs for blight violations pursuant to a schedule of fines and costs. Attorney Kim further explained the City would be responsible for funding an AHB's operations, that they must designate other ordinances that are within the jurisdiction of the AHB, but did not have jurisdiction over criminal offenses, traffic civil infractions, municipal civil infractions or state civil infractions, and had no authority to order incarceration or to impose civil fines over $10,000. Attorney Kim listed the various ordinance types that could be designated as blight violations. Attorney Kim stated the ordinance establishing an AHB needed to satisfy the following requirements: Procedures and due process, standards for the appointment, authority and duties of the AHB officers, conduct of hearings, imposition of penalties, enforcement of orders and judgements, and appellate review by the local circuit court.

Mr. Francisco noted Code Enforcement's current objectives and policies, which were to ensure residential and commercial properties met local housing and property maintenance standards, protect public health and safety, while supporting quality neighborhoods by addressing conditions that contribute to blight or unsafe living environments. Additional objectives include education, inspection and working with property owners to achieve compliance. Mr. Francisco noted Code Enforcement issues 250 - 350 citations a year. Prior to issuing citations, Mr. Francisco stated a 14-day notice is issued for junk/inoperable vehicle issues, while a 60-day notice is issued for exterior/housing issues before legal proceedings start. If the property owner does not remedy the issue within the 14 or 60-day period, citations are filed with the Calhoun County District Court, with the first pre-trial hearing occurring 45-60 days later. Mr. Francisco noted the current legal process is long, sometimes 6 - 12 months or longer, depending on the court's docket.

Attorney Kim reviewed the AHB process, noting the property owner may appeal the AHB determination to the Circuit Court, but they would need to pay an appeal bond in the amount of the assessed costs/fines. Attorney Kim stated the projected time from violation notice to final order/judgement could be reduced to 2 - 3 months. Attorney Kim noted the proposed jurisdiction and scope of the AHB would include Chapters 1230-1290 (Zoning), 1420 (State Construction Code), 1422 (Electrical), 1424 (Plumbing, Water Supply, Drainage & Gas Piping), 1426 (Mechanical), 1440 (Demolition & Moving of buildings), 1445 (numbering of buildings), 1450 (Property Maintenance Code), 1454 (Dangerous Buildings), 1456 (Vacant or Abandoned structures) and 1468 (House Trailers), 1022 (Sidewalks), 1026 (Trees), 1064 (Garbage & Rubbish Collection & Disposal), 818 (Hotel, Motel & Tourist Home), 827 (Garage Sales), 842 (Rental Housing) and 866 (Drop Boxes). Attorney Kim reviewed the penalties and enforcement responsibilities, noting within certain limitations, unpaid fines/costs could become a lien against the property and collected as unpaid taxes. As to staffing and administration, Attorney Kim stated the AHB officers would be appointed by the City Manager. Attorney Kim reviewed the implantation timeline of the proposed AHB.

COMMISSION COMMENT

Responding to Comm. LaCosse, Attorney Kim stated the City would post a request for proposal, with the expectation local attorneys, including municipalities surrounding the city, would apply. Attorney Kim stated in his past, they found they could develop a slate of attorneys, allowing attorneys to build their portfolio for future advancement. Attorney Kim stated the statute makes the bond costs for appeal mandatory, stating there may be exceptions with an indigency waiver. Attorney Kim noted the current cost to the city is the staff time utilized to complete the process, whereas in the city, the expectation is the time to resolution would be less, reducing city costs.

Mayor Behnke stated he did not believe there was universal support for an AHB, suggesting an ad-hoc committee, consisting of 4 commissioners and 9 residents chosen by the commission, to discuss and make recommendations regarding the Administrative Hearing Bureau.

Comm. Simmons, noting this was discussed with the prior city manager and city attorney, noting speedier due process, while allowing for a timely and efficient process. Comm. Simmons noted due process should be considered not just for the property owner issued the citation, but also for other residents who have expressed concerns for the blight and/or unsafe conditions. Comm. Simmons asked if other communities may have contracted with third parties to ensure independent attorneys, suggesting a different model that may ensure impartiality and undue influence.

Attorney Kim noted AHB officials would receive the necessary training to be a neutral arbitrator, who may be paid by the city, but do not represent the city. As an example, Attorney Kim noted the county prosecutor, circuit and district judges, and public defenders are paid by the county, but they all have different roles and are required to be impartial.

Responding to Comm. Simmons, Attorney Kim stated it would not be best to use current county judges, as a property owner's appeal would go to a county judge.

Comm. Simmons stated the AHB has merit if the city can address the impartiality of the official, suggesting more discussion take place so the elected leaders could provide additional direction.

Responding to Comm. Katsarsky-Smith, Mr. Francisco stated a junk and trash citation that would have taken the property owner only 2 hours to clean up was pushed out for almost 2 years due to court delays.

ADJOURNMENT

Mayor Behnke adjourned the meeting at 6:39 pm.

Agenda: Battle Creek City Commission

Meeting Date:	July 21, 2026 - 7:00 PM
Location:	City Commission Chambers
Chair:	Mayor Mark A. Behnke
Title:	Battle Creek City Hall - City Commission Chambers - 3rd Floor

INVOCATION

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Comm. O'Donnell.

ROLL CALL

City Commission

Mayor Mark Behnke
Commissioner Jessica LaCosse
Commissioner Jenasia Morris
Commissioner Jim Lance
Commissioner Paige Katsarsky-Smith
Commissioner Patrick O'Donnell
Commissioner Carla Reynolds
Commissioner Chris Simmons, attending remotely

Absent: Vice Mayor Sherry Sofia

City Staff

Amanda Zimmerlin, City Manager
Marcie Gillette, Assistant City Manager
Shannon Bagley, Police Chief
Aaron Kuhn, Revenue Services Director
Chad Frein, IT Director
Jason Francisco, Community Services Manager
William Kim, City Attorney
Victoria Houser, City Clerk
Bush McCarthy, Fire Chief
Darcy Schmitt, Planning Manager
Steve Skalski, Director of Public Works
Helen Guzzo, Community Development Manager

PROCLAMATIONS AWARDS

Beautiful Battle Creek Awards for July 2026

Mayor Behnke presented the Beautiful Battle Creek Awards.

Random Act of Kindness Certificate - Michele Vogel

Mayor Behnke presented a Certificate to Michele Vogel, recognizing her random act of kindness to prevent further injury to a resident and saving his life.

CHAIR NOTES ADDED OR DELETED RESOLUTIONS

There were no added or deleted resolutions.

PETITIONS COMMUNICATIONS REPORTS

There were no petitions, communications or reports.

PUBLIC COMMENT REGARDING ANY REMAINING AGENDA ITEMS

Joe Harris expressed opposition to the introduction of ordinance 16-2026, asking the commission to table the ordinance.

Autumn Smith expressed her opinion ordinance 16-2026 was a government overreach and the city benefits from the fines.

John Kenefick commented on the proposed Administrative Hearing Bureau and resolution 437 that was to amend water and sewer rates for surrounding municipalities.

INTRODUCTION OF ORDINANCES

#16-2026 - A Proposed Ordinance, #16-2026, to amend Chapter 298 of the Battle Creek Code of Ordinances to establish an Administrative Hearings Bureau.

THIS RESOLUTION WAS TABLED UNTIL FURTHER COMMISSION DISCUSSION.

Comm. Simmons, noting the City Charter only allowed the Commission to hire a city manager and city attorney, asked if would be appropriate to allow the Commission to hire an independent official.

Attorney Kim confirmed the ordinance proposal was drafted to follow the City Charter, which did not include an allowance for the Commission to hire other city staff or officials.

Mayor Behnke suggested the ordinance introduction be tabled to allow time to establish an ad hoc committee consisting of 4 commissioners and 9 residents chosen by each commissioner.

Comm. Simmons stated he would support a committee, but felt a 13 member committee was onerous, suggesting a smaller number of committee members.

Motion/Vote 1
Motion to Table
Moved By: Mark Behnke
Supported By: Jessica Lacosse

Ayes: Paige Katsarky-Smith, Jessica Lacosse, Jenasia Morris, Mark Behnke, Patrick O'Donnell, Carla Reynolds, Christopher Simmons, James Lance
Nays: None
Abstain: None

MOTION Passed

ADOPTION OF ORDINANCES

426 - A Resolution adopting Ordinance 14-2026 to amend Chapter 1240 Zoning Districts and Map, Chapter 1241 Schedule of Regulations, and Chapter 1250, Section 1250.04 Form-based development standards for T-3, T-4, and T-5 of the zoning code to add a T-6 zoning district that will encompass part of the Lakeview District; specifically, those properties that are currently zoned B-2 and make minor corrections to each Chapter. The new district will include regulations that reflect the recommendations of the Lakeview District Subplan to create a mixed-use walkable district.

Motion/Vote 1
Motion to Approve
Moved By: James Lance
Supported By: Paige Katsarky-Smith

Ayes: Paige Katsarky-Smith, Jessica Lacosse, Jenasia Morris, Mark Behnke, Patrick O'Donnell, Carla Reynolds, Christopher Simmons, James Lance
Nays: None
Abstain: None

MOTION Passed

427 - A Resolution adopting Ordinance 15-2026 to rezone 84 parcels located along the Beckley Road Corridor from B-2 Regional Commercial District to T-6 Lakeview Business District.

Motion/Vote 1
Motion to Approve
Moved By: James Lance
Supported By: Paige Katsarky-Smith

Ayes: Paige Katsarky-Smith, Jessica Lacosse, Jenasia Morris, Mark Behnke, Patrick O'Donnell, Carla Reynolds, Christopher Simmons, James Lance
Nays: None
Abstain: None

MOTION Passed

COMMISSION COMMENT REGARDING MEETING BUSINESS

There were no Commission comments.

CONSENT AGENDA

Motion/Vote 1
Motion to Approve
Moved By: James Lance
Supported By: Paige Katsarky-Smith

Ayes: Paige Katsarky-Smith, Jessica Lacosse, Jenasia Morris, Mark Behnke, Patrick O'Donnell, Carla Reynolds, Christopher Simmons, James Lance
Nays: None
Abstain: None

MOTION Passed

Minutes

Minutes for the July 7, 2026 City Commission Regular Meeting

Petitions, Communications, Reports

City Manager's Report for July 21, 2026

Review Committee Meeting Minutes for July 14, 2026

Resolutions

428 - A Resolution reappointing Kara Beer to the Battle Creek Downtown Development Authority.

Motion/Vote 1
Motion to Approve
Moved By: James Lance
Supported By: Paige Katsarky-Smith

Ayes: Paige Katsarky-Smith, Jessica Lacosse, Jenasia Morris, Mark Behnke, Patrick O'Donnell, Carla Reynolds, Christopher Simmons, James Lance
Nays: None
Abstain: None

MOTION Passed

429 - A Resolution reappointing Marcie Gillette as a member to the Battle Creek Housing Commission.

Motion/Vote 1
Motion to Approve
Moved By: James Lance
Supported By: Paige Katsarky-Smith

Ayes: Paige Katsarky-Smith, Jessica Lacosse, Jenasia Morris, Mark Behnke, Patrick O'Donnell, Carla Reynolds, Christopher Simmons, James Lance
Nays: None
Abstain: None

MOTION Passed

430 - A Resolution reappointing Mark Stephens and Clare Tanner to the Community Oversight Board.

Motion/Vote 1
Motion to Approve
Moved By: James Lance
Supported By: Paige Katsarky-Smith

Ayes: Paige Katsarky-Smith, Jessica Lacosse, Jenasia Morris, Mark Behnke, Patrick O'Donnell, Carla Reynolds, Christopher Simmons, James Lance
Nays: None
Abstain: None

MOTION Passed

431 - A Resolution appointing Loraine Smith as the Dangerous Building Hearings Officer.

Motion/Vote 1
Motion to Approve
Moved By: James Lance
Supported By: Paige Katsarky-Smith

Ayes: Paige Katsarky-Smith, Jessica Lacosse, Jenasia Morris, Mark Behnke, Patrick O'Donnell, Carla Reynolds, Christopher Simmons, James Lance
Nays: None
Abstain: None

MOTION Passed

432 - A Resolution reappointing Mark Stephens to the Sustainable Battle Creek Committee.

Motion/Vote 1
Motion to Approve
Moved By: James Lance
Supported By: Paige Katsarky-Smith

Ayes: Paige Katsarky-Smith, Jessica Lacosse, Jenasia Morris, Mark Behnke, Patrick O'Donnell, Carla Reynolds, Christopher Simmons, James Lance
Nays: None
Abstain: None

MOTION Passed

433 - A Resolution appointing Grace Hernandez to the Post Franklin Neighborhood Planning Council #1.

Motion/Vote 1
Motion to Approve
Moved By: James Lance
Supported By: Paige Katsarky-Smith

Ayes: Paige Katsarky-Smith, Jessica Lacosse, Jenasia Morris, Mark Behnke, Patrick O'Donnell, Carla Reynolds, Christopher Simmons, James Lance
Nays: None
Abstain: None

MOTION Passed

434 - A Resolution appointing Rochelle Hatcher to North Central Neighborhood Planning Council #2

Motion/Vote 1
Motion to Approve
Moved By: James Lance
Supported By: Paige Katsarky-Smith

Ayes: Paige Katsarky-Smith, Jessica Lacosse, Jenasia Morris, Mark Behnke, Patrick O'Donnell, Carla Reynolds, Christopher Simmons, James Lance
Nays: None
Abstain: None

MOTION Passed

435 - A Resolution seeking approval for the City of Battle Creek to participate in the funding of the FY 2027 local share cost of the Battle Creek Area Transportation Study.

Motion/Vote 1
Motion to Approve
Moved By: James Lance

Supported By: Paige Katsarky-Smith

Ayes: Paige Katsarky-Smith, Jessica Lacosse, Jenasia Morris, Mark Behnke, Patrick O'Donnell, Carla Reynolds, Christopher Simmons, James Lance
Nays: None
Abstain: None

MOTION Passed

436 - A Resolution seeking approval to distribute the proposed Housing Strategy Subplan of the Master Plan for review and comment, pursuant to the Municipal Planning Act (PA 33 of 2008). Upon approval to distribute, the Planning and Zoning staff will send notices to contiguous municipalities and townships, county and regional planning commissions, and utility and railroad companies.

Motion/Vote 1
Motion to Approve
Moved By: James Lance
Supported By: Paige Katsarky-Smith

Ayes: Paige Katsarky-Smith, Jessica Lacosse, Jenasia Morris, Mark Behnke, Patrick O'Donnell, Carla Reynolds, Christopher Simmons, James Lance
Nays: None
Abstain: None

MOTION Passed

RESOLUTIONS NOT INCLUDED IN THE CONSENT AGENDA

437 - A Resolution Amending Water and Sewer System Rates for Certain Non-City Customers for FY2026, 2027, 2028, 2029, and 2030.

Motion/Vote 1
Motion to Approve
Moved By: James Lance
Supported By: Paige Katsarky-Smith

Ayes: Paige Katsarky-Smith, Jessica Lacosse, Jenasia Morris, Mark Behnke, Patrick O'Donnell, Carla Reynolds, Christopher Simmons, James Lance
Nays: None
Abstain: None

MOTION Passed

GENERAL PUBLIC COMMENT

(Limited to three minutes per individual)

Katherine LaValley, NPC 5 chairperson, expressed concern the area storm sirens were not working properly. Ms. LaValley also invited everyone to the NPC meeting at Christ United Methodist Church, August 10th, to discuss the future of the church.

Mary Fields commented on potential future uses of Fire Station #3 and boarded up properties in the city. Ms. Fields also congratulated the commission on the success of the ballot proposal for 4-year terms.

Sharlene Van Luven urged realtors to better educate new homeowners of uncapping property values, resulting in tax increases, after a property is purchased.

Autumn Smith invited everyone to the Calhoun County Tea Party Patriots meeting on Thursday, July 23rd at 6:30 at the Base Bar & Grill in Springfield.

Damon Brown requested the Commission review the documents he shared regarding the ARPA grant funds that were designated for his organization.

John Kenefick commented on the rights of property owners, but the actions of city staff and city committees regarding properties.

Reece Adkins thanked the Commission and City Manager for the start of housing construction at the former K-Mart location.

Joe Harris commented on the Commission's power and authority as designated in the City Charter, which does not state they cannot hire an AHB official.

COMMISSION COMMENTS

Comm. Simmons advised Ms. Van Luven to appeal the new assessed value of her property with the Board of Review, recommending her realtor help her with comparable property values. Comm. Simmons, noting he has received many calls about recent high water bills, questioned the new software program and the lack of details on the bills.

Comm. O'Donnell reminded everyone of the important role the NPCs have in the community.

Comm. LaCosse thanked Ms. LaValley for reminding everyone of the issue with the storm notification sirens.

ADJOURNMENT

Mayor Behnke adjourned the meeting at 7:56 pm.

DATE: 08/06/2026

TO: Mayor, Vice Mayor and City Commissioners

FROM: Amanda Zimmerlin, City Manager

RE: City Manager's Report – August 11, 2026, Regular Meeting Agenda

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442 **A Resolution seeking acceptance of the lowest responsive, responsible bid for Sodium Permanganate System Improvements from Shouldice Industrial Manufacturers and Contractors, Inc., in a not-to-exceed amount of $211,927.00.**

This Resolution, if approved, would accept the lowest responsive responsible bid for Sodium Permanganate System Improvements from Shouldice Industrial Manufacturing. The project involves upgrading the Verona Pumping Station's chemical feed infrastructure by replacing the former potassium permanganate system with a new sodium permanganate feed system, including associated mechanical, electrical, and control improvements. The Invitation for Bids was issued on July 6, 2026, and widely advertised through the City's vendor network, plan houses, and public notices. Following a July 20 request from EGLE to accelerate the project, an addendum was issued moving the bid deadline from August 6 to July 31, and contractors were required to submit project schedules with their bids. A pre-bid meeting was held on July 22, and a subsequent addendum addressed contractor questions and updated project drawings. **Approval is Recommended.**

443 **A Resolution seeking authorization of a contract for cloud-based software services from BS&A Software, LLC in an estimated first year amount of $128,445.00.**

This Resolution, if approved, would authorize the City Manager to execute a contract with BS&A Software, LLC to implement a cloud-based service. Since implementing the BS&A .Net platform in 2010, the City has relied on the system to support key operations; however, BS&A has announced the retirement of the .Net platform and is transitioning customers to a cloud-based solution. In response, staff evaluated multiple software alternatives based on cost, functionality, accessibility, and compatibility with existing systems. Following a comprehensive review, staff determined that the BS&A Cloud platform provides the best overall value for the city, allowing for ease of integration among the Assessing, Income Tax, and Building departments while also supporting future expansion opportunities. **Approval is Recommended.**

CITY OF Battle Creek MICHIGAN

General Detail

Ambulance Report for June 2026

Battle Creek City Commission

Action Summary

Staff Member: Shawna Beach, Records/Election Clerk
Department: City Clerk's Office

Summary

st1\:*{behavior:url(#ieooui) } Life Care Ambulance Service is under Contract with the City of Battle Creek effective June 2, 1998. Under the Contract, they are requested to meet the following criteria at a minimum of 90% of all calls per month:

Life-threatening emergency runs throughout the City -- 10 Minutes
Life-threatening emergency runs per Ward – 11 Minutes
Priority 3 Responses -- 20 Minutes

Budgetary Considerations

History, Background and Discussion

Positions

Attachments

1. Ambulance Report June 2026 Ambulance Report June 2026.pdf

AMBULANCE SERVICES
MONTHLY PERFORMANCE REPORT

Report for the month of June 2026

Life Care Ambulance Service

Life Care Ambulance Service is under Contract with the City of Battle Creek effective June 2, 1998. Under the Contract, they are requested to meet the following criteria at a minimum of 90% of all calls per month:

Life-threatening emergency runs throughout the City -- 10 Minutes
Life-threatening emergency runs per Ward – 11 Minutes
Priority 3 Responses -- 20 Minutes

Life-threatening Emergencies City-wide

Number of runs for the month 627. Percentage of runs accomplished within guidelines 91.4%

Life-threatening Emergencies per Ward

	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5
Number of Runs	111	177	132	62	145
ALS Responses	198	304	208	129	236
BLS Responses	2	5	2	1	16
Percentage Achieved	91.0%	94.4%	95.5%	88.7%	85.5%

Priority 3 Responses

Number of runs for the month 471. Percentage of runs accomplished within guidelines 95.3%

330 Hamblin Avenue
Battle Creek, MI 49037
269.969.8844
Your nonprofit community service

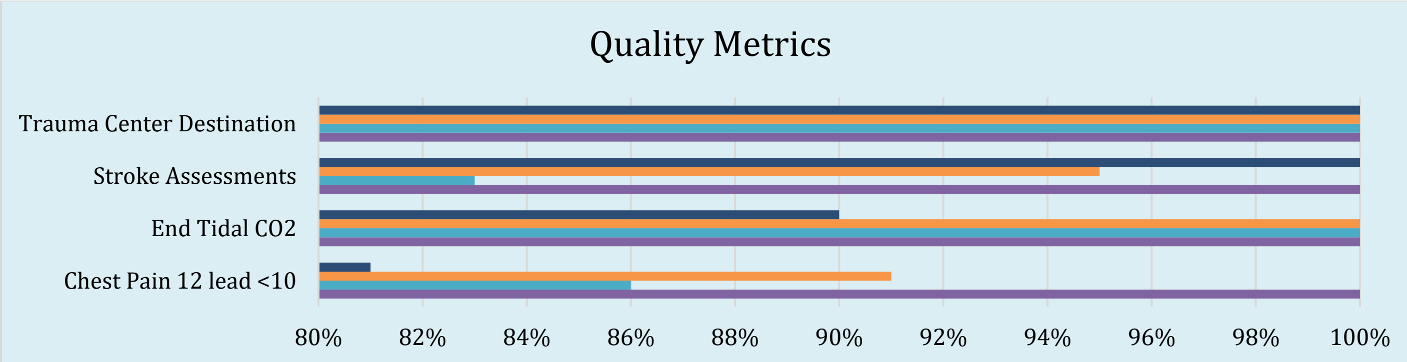
RESPONSE TIME PERFORMANCE
CITY OF BATTLE CREEK
June 2026

	Feb-26	Mar-26	Apr-26	May-26	Jun-26
PRIORITY 1 CALLS	91.1%	92.7%	90.2%	93.7%	91.4%
RESPONSES	542	615	640	670	627
PRIORITY 3 CALLS	92.1%	93.0%	91.0%	96.1%	95.3%
RESPONSES	378	440	413	461	471
WARD 1	89.5%	95.5%	92.6%	93.4%	91.0%
RESPONSES	105	111	122	122	111
WARD 2	96.4%	93.0%	96.4%	93.6%	94.4%
RESPONSES	192	201	192	235	177
WARD 3	88.4%	93.6%	92.3%	92.7%	95.5%
RESPONSES	86	108	133	123	132
WARD 4	90.7%	88.9%	94.4%	97.8%	88.7%
RESPONSES	54	72	71	92	62
WARD 5	85.7%	88.6%	88.5%	91.8%	85.5%
RESPONSES	105	123	122	98	145

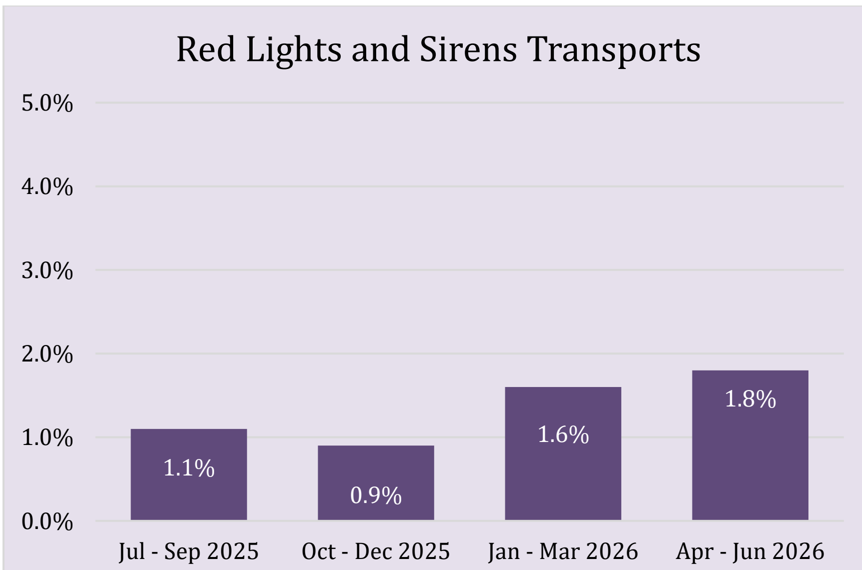
RESPONSE TYPES

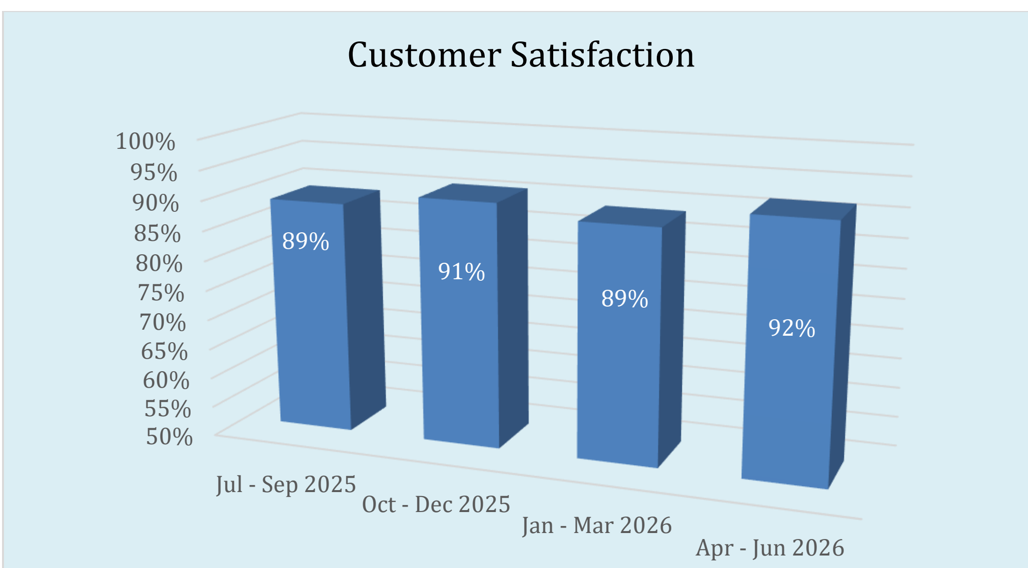
CITY OF BATTLE CREEK

	Feb-26	Mar-26	Apr-26	May-26	Jun-26
Priority 1 ALS Responses	541	608	631	654	619
Priority 1 BLS Responses	1	7	9	16	8
Priority 3 ALS Responses	369	429	404	451	453
Priority 3 BLS Responses	9	11	9	10	18
WARD 1					
ALS Responses	166	212	195	217	198
BLS Responses	4	6	4	5	2
WARD 2					
ALS Responses	312	342	305	368	304
BLS Responses	2	5	4	7	5
WARD 3					
ALS Responses	159	177	232	209	208
BLS Responses	2	1	4	2	2
WARD 4					
ALS Responses	103	125	117	146	129
BLS Responses	0	3	1	3	1
WARD 5					
ALS Responses	170	181	186	165	236
BLS Responses	2	3	5	9	16



	Chest Pain 12 lead <10	End Tidal CO2	Stroke Assessments	Trauma Center Destination
Apr - Jun 2026	81%	90%	100%	100%
Jan-Mar 2026	91%	100%	95%	100%
Oct-Dec 2025	86%	100%	83%	100%
Jul - Sep 2025	100%	100%	100%	100%





Resolution No: 438

City Commission Meeting 8/11/2026

438 - A Resolution appointing City Manager Amanda E. Zimmerlin as the City's representative and appointing Vice-Mayor Sherry L. Sofia as the City's alternate representative to the Firekeepers Local Revenue Sharing Board.

Battle Creek City Commission

Action Summary

Staff Member: William Kim, City Attorney
Department: City Attorney's Office

Summary

<u>RESOLUTION NO. 438</u>

Resolved by the Commission of the City of Battle Creek:

That as a participant in the Interlocal Agreement for Establishment of the Local Revenue Sharing Board, the Battle Creek City Commission, as the governing body of the City of Battle Creek, is entitled to appoint one member and an alternate to the Firekeepers Local Revenue Sharing Board; and

The Commission of the City of Battle Creek appoints City Manager Amanda E. Zimmerlin to serve as the City of Battle Creek's representative on the Firekeepers Local Revenue Sharing Board; and

The Commission of the City of Battle Creek appoints Vice-Mayor Sherry L. Sofia to serve as the alternate representative of the City of Battle Creek; and

If either of these appointments becomes vacant, the Mayor shall nominate a replacement, whose appointment shall be subject to the approval of the City Commission.

Budgetary Considerations
None.

History, Background and Discussion

As part of Nottawaseppi Huron Band of the Potawatomi's Compact with the State of Michigan that established Firekeepers Casino, a Local Revenue Sharing Board (LRSB) was created through an interlocal agreement that included the City of Battle Creek in 2009 & 2010. Pursuant to that agreement, the City of Battle Creek, through its City Commission, is entitled to appoint one of the members of the Firekeepers LRSB, as well as an alternate.

Made up of representatives from local governments, this LRSB approves the distribution of funds received from FireKeepers Casino and Hotel's annual net winnings each year. In addition to distributing money to local government units, the LRSB occasionally offers discretionary grants when the board agrees money is available to do so.

Positions

Attachments

Resolution No: 439
City Commission Meeting 8/11/2026

439 - A Resolution seeking to make permanent Temporary Traffic Control Order #1743.

Battle Creek City Commission

Action Summary

Staff Member: Darren Campbell, Traffic Engineering Manager
Department: Department of Public Works (DPW)

Summary

<u>RESOLUTION NO. 439</u>

Resolved by the Commission of the City of Battle Creek:

That the City Manager is authorized to approve and make permanent the Temporary Traffic Control Order (TTCO) at the location as noted in the attached TTCO #1743.

Budgetary Considerations
Not applicable.

History, Background and Discussion
The attached TTCO has been in effect for at least sixty (60) days and is recommended for approval for permanent status. The Traffic Engineering staff has verified the need for this modification and appropriate controls have been installed.

<u>TTCO #1743</u>
Establishment of parking restrictions along both sides of Golden Ave. between Capital Ave. and Brewer Dr.

This TTCO was issued after the DPW received concerns from NPC #11 regarding tenants from a nearby apartment complex parking along Golden Ave. This started in 2025 when the apartment complex closed its parking lots for resurfacing and required tenants to temporarily park on-street. After the parking lot resurfacing was complete, on-street parking continued and NPC #11 sent a letter to the DPW in May 2026 raising safety concerns. Engineering staff observed vehicles parking in the wrong direction along the north side of Golden Ave. and other parked *vehicles that impacted motorists traveling on Golden Ave.*

Positions

The Public Works Department supports this Resolution.

Attachments

1.	TTCO #1743 - Golden Ave. Parking Restrictions	TTCO #1743 - Golden Ave. Parking Restrictions.pdf
2.	Golden Ave. Parking Letter from NPC 11	Golden Ave. Parking Letter from NPC 11.pdf

Department of Public Works

MEMORANDUM

To: Victoria L. Houser, City Clerk

From: Darren Campbell, Traffic Engineering Manager

Date: May 20, 2026

Re: Golden Ave. Parking Restrictions TTCO #1743

Pursuant to the provisions set forth in Section R 28.1153 of the Uniform Traffic Code, the following regulations will become effective upon modification of the appropriate traffic control devices:

THAT, the north side and south side of Golden Ave., starting at Capital Ave. and extending east to Brewer Dr. be designated as "No Parking"

THAT, this temporary traffic control order hereby rescinds and supersedes all previous traffic control orders referring to the above location.

The traffic control devices will be modified in accordance with the provisions set forth in the "Michigan Manual of Uniform Traffic Control Devices."

Cc: Amanda Zimmerlin, City Manager
Shannon Bagley, Chief of Police
Steve Skalski, DPW Director
Ron Worthington, Signs/Signal Supervisor

To: City of Battle Creek – Darren Campbell; City Engineering Division, Darcy Schmitt; Zoning Department, and Shannon Bagley; Police Department

From: Brad Miller; Neighborhood Planning Commission (NPC) #11

Date: May 13, 2026

Subject: Request for Installation of No Parking Signs on Golden Avenue in Front of Forest Hills Apartment Complex

Dear City Officials,

In recent NPC 11 meetings concerns addressing parking on the south side of the Forest Hills Apartment Complex on Golden Avenue have been discussed. NPC11 members are respectfully requesting the installation of **No Parking** signs and parking enforcement along the street in front of the apartment complex located at 907 Capital Ave, SW. Although the complex provides an on-site parking lot for residents and visitors, many tenants and their guests regularly park along the street instead of using the designated parking area.

This situation has created several important safety and operational concerns:

School bus safety: Street parking obstructs visibility for children, parents, and bus drivers during student pick-up and drop-off times, creating a potentially hazardous situation.

Bicycle safety: Golden Ave, is a shared bike, auto route. Parked vehicles narrow the roadway and reduce visibility for individuals riding bicycles through the area, forcing bicyclists closer to moving traffic.

Emergency vehicle access: Parked vehicles can narrow the roadway, making it more difficult for emergency vehicles to access the area quickly if needed.

Snow removal operations: During winter months, on-street parking interferes with efficient snow plowing and removal, resulting in reduced roadway safety and accessibility.

General traffic flow and visibility: Excessive Street parking limits sight lines for motorists and pedestrians and can contribute to congestion. Vehicles are commonly parking on the north side of the street facing in both directions.

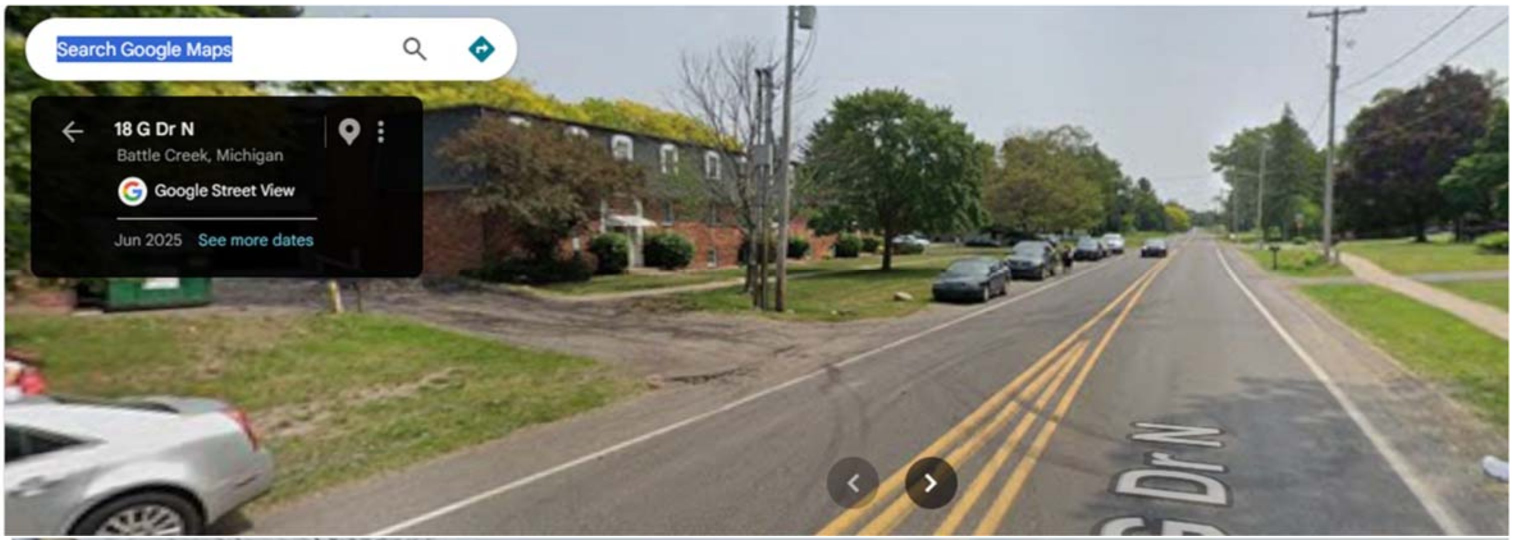
Given that adequate off-street parking is already available within the apartment complex, prohibiting parking along this section of the street would significantly improve public safety, traffic flow, bicycle safety, and winter maintenance operations.

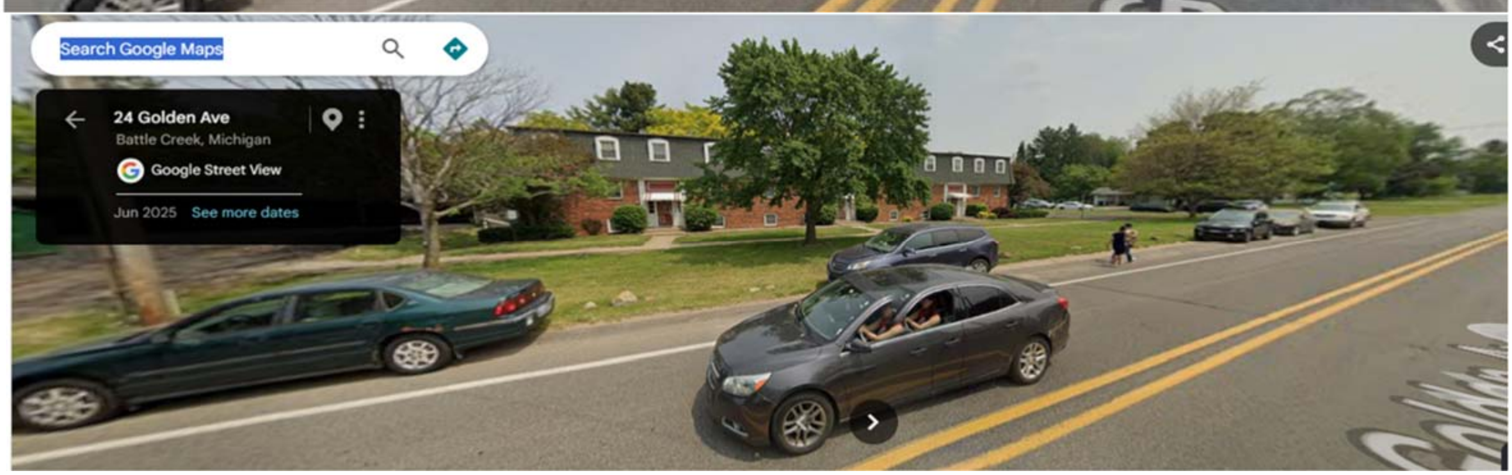
We respectfully ask that the city review this matter and consider installing appropriate **No Parking** signage in front of the apartment complex at its earliest convenience.

Thank you for your time and consideration. We appreciate your attention to this important NPC #11 community safety issue.

Sincerely;
Brad Miller (NPC#11 Chairperson)

Cc; NPC#11 Members, Amanda Zimmerlin, Jason Francisco, Sherry Sofia, Paige Katsarsky-Smith





CITY OF Battle Creek MICHIGAN

Resolution No: 440

City Commission Meeting 8/11/2026

440 - A Resolution seeking authorization for a contract amendment to contract 2023-005B for state-mandated elevator upgrades with Elevator Service, LLC, in a not-to-exceed amount of $80,500.00.

Battle Creek City Commission

Action Summary

Staff Member: Nils Vos, Sr. Buyer
Department: Purchasing

Summary

RESOLUTION NO. 440

Resolved by the Commission of the City of Battle Creek:

That the City Manager is authorized to execute a contract amendment to contract 2023-005B with Elevator Service, LLC, for state-mandated elevator upgrades in a not-to-exceed amount of $80,500.00, which will be paid from the budgets of the elevators' buildings.

The City Manager or designee is authorized to approve and execute change orders totaling up to 10% of the original contract amount to address unforeseen conditions or approved project modifications.

Budgetary Considerations

History, Background and Discussion

Michigan's elevator safety regulations (ASME A17.3-2017) require mandatory upgrades to City-owned elevators by January 2028. On June 3, 2025, the City Commission adopted Resolution No. 138, authorizing Phase I of the required upgrades in the amount of $41,910.00.

This request represents Phase II of the City's elevator compliance program and includes installation of door lock monitoring systems required under the Michigan Elevator Code at Fleet Services, Full Blast, Kellogg Arena, and the Verona Pump Station. Completion of these upgrades will bring the affected elevators into compliance with current state safety standards and will satisfy the remaining known upgrade requirements under the State's mandate for the foreseeable future.

The total cost of Phase II is $80,500.00, which includes four elevator upgrades at a cost of $20,125.00 each. The work will be performed by Elevator Service, LLC, the City's current elevator maintenance contractor and the firm that successfully completed Phase I of the project.

Elevator Service, LLC has maintained the City's elevators under Contract 2023-005B and has consistently demonstrated reliable performance, technical expertise, and familiarity with the City's facilities and equipment. Utilizing the same contractor for Phase II ensures project continuity, consistent workmanship, and efficient completion of this multi-phase compliance effort. The contractor remains in good standing with the City and continues to provide quality service at competitive pricing.

The City's Administrative Code permits exceptions to the sealed bid process when doing so is determined to be in the City's best interest. Given the contractor's successful completion of Phase I, established maintenance relationship, and specialized knowledge of the City's elevator systems, staff recommends waiving the competitive bidding requirement for this work. Because the total project cost exceeds $50,000.00, City Commission approval is required.

Positions

Attachments

Resolution No: 441
City Commission Meeting 8/11/2026

441 - A Resolution seeking authorization to increase the 10% allowable contingency change order amount to 15% for Verona Valves and Electrical Improvements with John E. Green Company.

Battle Creek City Commission
Action Summary

Staff Member: Elizabeth Riser, Manager of Risk and Procurement
Department: Purchasing

Summary

RESOLUTION NO. 441

Resolved by the Commission of the City of Battle Creek:

That the City Manager or their designee is authorized to increase the allowable contingency change order amount from 10% to 15% for Verona Valves and Electrical Improvements with John E. Green Company. These changes are for City-initiated and pre-approved changes for unforeseen field conditions that are not itemized in the contract.

Change orders will be paid from 591.901.5877.801310 – Water.

Budgetary Considerations

History, Background and Discussion
Resolution #567 dated 10/15/2024 approved a contract with John E. Green Company, in an amount of $1,130,000.00. The Resolution also had an allowance for 10% ($113,000.00) for City-initiated and pre-approved change orders for unforeseen conditions discovered in the field.

Engineering submitted Change Order #1 for $41,560.00 to the Purchasing Department, who review all change orders for compliance with approval processes.

Change Order #1 was approved and executed on 03/03/2025, as it fell under the allowable change order total of $113,000.00 approved by the Commission in the Resolution. This work was to fabricate and install modified spool pieces for HSP's 1-5 to match new valves and actuator fittings. This was not part of the original scope of work of the contract, and engineering determined it would be best to make this change.

That left $71,440.00 remaining in Commission pre-approved allowable change orders.

Engineering also submitted Change Order #2 for $92,245.49 to Purchasing staff for review. This change order includes additional wiring and conduit for P&F modules on HSP's 1-6 and additional wiring and conduit added to connect the valve actuators for HSP's 2 and 3. Engineering determined that these changes will improve the functionality of the pumps. Please see the attached Memo from Tad McCrumb, PE, Assistant City Engineer with additional information.

This change order would exceed the remaining pre-approved amount of $71,440.00 by $20,805.49. In case there are additional unforeseen repairs, an additional 5% approval for change orders is being sought with this Resolution.

Summary:

$113,000.00 (10% of $1,130,000) original allowable change orders
$ 56,500.00 (5% of $1,130,000) Additional change orders allowed per this Resolution
$169,500.00 (15% of $1,130,000) New TOTAL CONTRACT allowable change order amount

-$41,560.00 Change Order #1 (already executed)
-$92,245.49 Change Order #2 (not yet executed)
$35,694.51 Remaining allowed change orders to close out the project (may or may not be needed)

Positions

Attachments

1. Tad McCrumb CO#2 memo Tad McCrumb CO#2 memo.pdf

To: Elizabeth Riser, Purchasing Agent

From: Tad McCrumb, PE, Assistant City Engineer

CC: Stephen Skalski, PE, DPW Director

Date: July 21, 2026

Re: Verona Valves and Electrical Improvements Change Order #2

Brief Summary:

In conjunction with the improvements at Verona Pump Station for the supply of water to Marshall, The City of Battle Creek had the opportunity to improve functionality of the pump station by upgrading the control valves and adding VFDs to some of the existing pumps. Due to the need for nature of the electrical work and coordination needed for both projects, having one mechanical and electrical contractor perform all of the work would highly streamline and minimize the risk of a malfunction in the equipment installed.

This project is installing new motors and variable frequency drives (VFDs) for High Service Pumps (HSP) 2 and 3, removed existing discharge valves and actuators and placed with new valves with modulating actuators, and all necessary conduit and wire for motors, VFDs, actuator power, controls and feedback for Supervisory Control and Data Acquisition (SCADA).

For the project Change Order #2 comprises the following items:

Item 1: Additional wiring and conduit (raceways) for Pepperl+Fuchs modules on High Service Pumps 1-6 installed by the City. Pepperl+Fuchs modules are used to monitor and control the new valve actuators through the pressure transducers and new Motor Control Center gear installed as part of the MAEDA BlueOval improvements. Provides additional redundancy in the event of PLC1 failure. It is more cost effective for City to combine this work with this project that to contract separately.

Item 2: Additional wiring and conduit added to connect the valve actuators for HSPs 1-6 directly to the new Motor Control Center gear (in lieu of PLC1) installed as part of the MAEDA BlueOval improvements. Provides additional redundancy in the event of PLC1 failure. It is more cost effective for City to combine this work with this project that to contract separately.

Item 3: Fabricate new base plate mount and install new pump shafts for HSPs 2 & 3. Installation of the larger motors necessitated modifications to the pump assembly, including replacement of the pump shaft and base mounting components to accommodate the increased motor size and loading.

Budgetary Considerations:

This Change Order is in the amount of $56,257.14 which would be paid from the following Business Units:

591.901.5877.901310 – Verona Valves and Electrical Improvements - $56,257.14

If you have any questions, please contact either Stephen Skalski or myself at your convenience.

Resolution No: 442
City Commission Meeting 8/11/2026

442 - A Resolution seeking acceptance of the lowest responsive, responsible bid for Sodium Permanganate System Improvements from Shouldice Industrial Manufacturers and Contractors, Inc., in a not-to-exceed amount of $211,927.00.

Battle Creek City Commission

Action Summary

Staff Member: Elizabeth Riser, Manager of Risk and Procurement
Department: Purchasing

Summary

RESOLUTION NO. 442

Resolved by the Commission of the City of Battle Creek:

That the lowest responsive, responsible bid for Sodium Permanganate System Improvements is accepted from Shouldice Industrial Manufacturers and Contractors, Inc., in a not-to-exceed amount of $211,927.00.

The City Manager is authorized to execute Contract No. 2027-004B, which will be paid from 591.901.5877.801310 – Water Capital Improvements.

The City Manager or her designee is authorized to execute change orders up to 10% in aggregate for City-initiated and pre-approved increases in the scope of work.

Budgetary Considerations

History, Background and Discussion
The solicitation was issued July 6, 2026, for the above-mentioned project. This project consists of modification of infrastructure associated with the former potassium permanganate feed system to implement a new sodium permanganate feed system. Work includes removal of existing chemical feed equipment, piping, masonry, and related appurtenances, and installation of new chemical storage totes and spill containment, a day tank and scale, chemical metering pumps,

PVC piping, a safety shower, a new roll-up access door, and the electrical and control improvements necessary to place the system into operation.

Copies of the IFB were provided to all contractors and construction plan houses registered in our online vendor registration system. Construction companies and the trades subscribe to plan houses to be aware of all jobs being bid around the region. In addition, an advertisement was placed on the City's website and the Battle Creek Shopper. Bid responses were initially due on August 6, 2026, and they were to be submitted to our online secure website, and read aloud via Zoom.

On July 20, 2026, the City received correspondence from the Michigan Department of Environment, Great Lakes, and Energy (EGLE) requesting that the City evaluate ways to fast-track the sodium permanganate chemical feed installation. As a result of this request, an addendum was issued on July 21, 2026, changing the response due date from August 6, 2026, to July 31, 2026, and requiring vendor to submit a project timeline with their bid.

An advertised pre-bid conference was held at The Verona Pumping Station on July 22, 2026, to discuss the project, provide a walk-through, and answer contractors' questions.

A second addendum was issued on July 24, 2026, answering questions asked in the pre-bid conference and updating drawings. The addendum was distributed to all contractors.

Bids were open via Zoom on July 31, 2026.

We received one bid, from Shouldice. Due to the tight timeline on this project and vendor availability, it is not surprising to only get one bidder. The bid was reviewed by Stephen Skalski, DPW Director, and Cassandra Allen, Water Superintendent with the City of Battle Creek and a recommendation was made to accept the lowest responsive, responsible bid as indicated in the resolution.

For additional information regarding this project and its urgency, please see the attached memo from Cassandra Allen.

Positions

Attachments

1. SodiumPermanganateMemo SodiumPermanganateMemo.pdf

MEMORANDUM
To: Mayor and City Commission
From: Cassandra L. Allen, Water Superintendent
Date: July 31, 2026
Subject: Award Recommendation

The Water Department requests approval to award the Sodium Permanganate System Improvements Project at the Radon, Iron, and Manganese Removal Facility to Shouldice Brothers, Inc.
The project involves modification of infrastructure associated with the former potassium permanganate feed system to implement a new sodium permanganate feed system. Work includes removal of existing chemical feed equipment, piping, masonry, and related appurtenances, and installation of new chemical storage totes and spill containment, a day tank and scale, chemical metering pumps, PVC piping, a safety shower, a new roll-up access door, and the electrical and control improvements necessary to place the system into operation.

This project is a critical component of the City's ongoing efforts to address elevated total organic carbon (TOC) and disinfection byproduct (DBP) concentrations, including total trihalomethanes (TTHMs), within the water system. The City continues to work closely with the Michigan Department of Environment, Great Lakes, and Energy (EGLE), and its consulting engineers to evaluate treatment and operational improvements intended to reduce DBP formation and maintain high-quality drinking water.

EGLE has specifically requested that installation of the sodium permanganate feed system be treated as an urgent priority. Sodium permanganate is being introduced as an additional treatment tool to oxidize organic compounds that may contribute to DBP formation. By reducing organic material available to react with chlorine during disinfection, sodium permanganate may help reduce the formation of DBPs, including TTHMs, while improving overall treatment performance.

Although Shouldice Brothers, Inc. was the sole bidder, the company committed to an anticipated installation timeline of approximately three to four weeks, significantly shorter than the six months or more initially anticipated. Given EGLE's request that implementation of the sodium permanganate feed system be treated as an urgent priority, and recognizing the project's role in supporting the City's efforts to reduce DBP formation, maintain regulatory compliance, and protect public health, staff recommends awarding the contract to Shouldice Brothers, Inc. for the Sodium Permanganate System Improvements Project.

Sincerely,
Cassandra Allen
Water Superintendent
Battle Creek

Resolution No: 443
City Commission Meeting 8/11/2026

443 - A Resolution seeking authorization of a contract for cloud-based software services from BS&A Software, LLC in an estimated first year amount of $128,445.00.

Battle Creek City Commission

Action Summary

Staff Member: Elizabeth Riser, Manager of Risk and Procurement
Department: Purchasing

Summary

RESOLUTION NO. 443

Resolved by the Commission of the City of Battle Creek:

That the City Manager or her designee is authorized to execute Contract No. 2027-005C with BS&A Software, LLC for cloud-based software services, including upgrading modules and implementation in an estimated first year amount of $128,445.00, and any future renewals.

Upgrade Modules – Annual Fee:	$70,445.00
Upgrade Implementation:	$58,000.00

BS&A Software is a budgeted expense and will be charged to the appropriate departmental budget.

Budgetary Considerations

History, Background and Discussion
In 2010, the city transitioned from a BS&A Windows based platform to a .Net based platform. BS&A has now announced the retirement of the .Net platform and will be transitioning to a cloud-based system.

As a result of the retirement of the .Net platform, the city must transition from the software it has utilized since 2010.

Staff evaluated several alternative solutions, considering factors such as cost, functionality, accessibility, and compatibility with existing software systems. After a thorough review, staff determined that transitioning to the BS&A cloud-based platforms represents the best overall value for the city. The BS&A Cloud solution provides seamless integration between the Assessing, Income Tax, and Building departments and offers opportunities for future expansion.

The attached memo from Richard Bolek, Chief Building Official, provides further details on the project and recommendation.

The City's Administrative Code provides exceptions to the sealed bid requirement when it is in the City's best interest to do so, but requires City Commission approval for purchases exceeding $50,000.

Positions

Attachments

1.	Richard Bolek - Memo	Richard Bolek - Memo.pdf

Outlook

Fw: Cloud Upgrade Pricing

From Richard E. Bolek <rebolek@battlecreekmi.gov>
Date Tue 6/30/2026 4:41 PM
To Elizabeth Riser <MERiser@battlecreekmi.gov>
Cc Marcie M. Gillette <mmgillette@battlecreekmi.gov>; Jason L. Francisco <JLFrancisco@battlecreekmi.gov>

1 attachment (545 KB)
Battle Creek City Calhoun MI - Q4004 Customer Terms and Conditions 6.24.26.docx;

Elizabeth,

BS&A has announced the retirement of its BS&A NET platform. As a result, the City must transition from the software it has utilized since 2010.

Staff evaluated several alternative solutions, considering factors such as cost, functionality, accessibility, and compatibility with existing software systems. After reviewing the available options, staff determined that transitioning to the BS&A Cloud platform represents the best overall value for the City.

The BS&A Cloud solution provides seamless integration between the Assessing, Tax, and Building departments, which best meets the City's operational needs. In addition, the platform offers expanded permitting and licensing capabilities that can be implemented in the future, creating greater efficiency and enhancing service delivery across multiple City functions.

Staff recommends approval of the proposal submitted by BS&A and authorization for the appropriate City officials to execute the agreement prior to the September 22nd deadline.

It is recommended that this item be placed on the August 18 meeting agenda for consideration.

Richard E. Bolek
Inspection Supervisor
Chief Building Official
City of Battle Creek
Inspections
10 North Division Street
Battle Creek, Michigan 49014
Ph- 269.966.3319 x1235
rebolek@battlecreekmi.gov
http://www.battlecreekmi.gov

ICC Certified
Certified Building Official

ICC Certified
Building Code Specialist

From: Matt James <Matt.James@bsasoftware.com>
Sent: Tuesday, June 30, 2026 10:13 AM