



450 North Avenue, Battle Creek, MI 49017-3397 PHONE 269 965 3931 WEB [www.kellogg.edu](http://www.kellogg.edu)

May 28, 2015

Rebecca Fleury, City Manager  
10 N Division St  
Battle Creek, MI 49014

In a follow up to our recent conversation, as I had stated it is the normal practice that the College's Board of Trustees appoint a representative when a request to fill a vacant seat on a community board is received by the College. Last evening the College's board passed a motion to recommend its current board chair, Steven Claywell, be appointed by the City Manager of Battle Creek, subject to approval of the Battle Creek City Commission, to serve out the remainder of the terms of Richard Scott on both the Battle Creek Tax Increment Finance Authority and Battle Creek Brownfield Redevelopment Authority.

My understanding is that Mr. Scott would need to resign his seat on both boards. Please find attached his letter of resignation. According to the TIFA bylaws, and assuming similar provisions for the BRA, Article II, Section 4, states that appointments to fill a vacancy "...shall be made by the City Manager of the City of Battle Creek subject to the approval of the governing body, for the unexpired term only." The governing body is defined as the City Commission. I am requesting, on the direction of my board, that you make the appointment as outlined in the bylaws and as requested by the KCC board.

Please let me know if that is not the correct procedure. Please contact me at your earliest convenience to discuss this matter if you have questions so we can get you anything else required to fulfill this request.

Sincerely,

**KELLOGG COMMUNITY COLLEGE**

A handwritten signature in blue ink that reads "Mark O'Connell".

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Mark O'Connell  
Interim President

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