



Agenda: Battle Creek City Commission

Meeting Date: March 18, 2025- 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

PROCLAMATIONS AWARDS

Proclamation for American Red Cross Month 2025

Proclamation for Colorectal Cancer Awareness Month 2025

Proclamation for National Donate Life Month 2025

CHAIR NOTES ADDED OR DELETED RESOLUTIONS

PETITIONS COMMUNICATIONS REPORTS

PUBLIC COMMENT REGARDING ANY SPECIFIC AGENDA ITEM

(Limited to four minutes per individual)

COMMISSION COMMENT REGARDING MEETING BUSINESS

CONSENT AGENDA

Minutes:

Minutes for the March 4, 2025 City Commission Regular Meeting

Petitions, Communications, Reports:

City Manager's Report for March 18, 2025

Review Committee Meeting Minutes for March 11, 2025

Resolutions:

- 88 A Resolution appointing Ethan Moody as a new member to the Airport Advisory Committee and reappointing Kara Beer, Nathan Darlington, Ted Dearing, Phil Kroll, Amy Marciano-Ratliff, Kelli Scott, Thomas "T.R." Shaw and Joe Sobieralski to the Airport Advisory Board.

- 89 A Resolution reappointing Lester Johnson II and Peter Pontoni to the Board of Appeals (Housing).
- 90 A Resolution seeking authorization for a change order to contract #2025-053B for bathroom renovations project with Schweitzer Incorporated for unforeseen electrical and plumbing work in a not-to-exceed amount of \$44,149.15.
- 91 A Resolution seeking acceptance of the proposal of best value for consulting services related to community housing shortages with Aligned Planning, LLC, in a not-to-exceed amount of \$50,000.
- 92 A Resolution seeking authorization for the City Manager to enter into a second Option Contract with UP Development, LLC, for the sale of vacant land for permanent supportive housing development use.

RESOLUTIONS NOT INCLUDED IN THE CONSENT AGENDA

- 93 A Resolution seeking support for the rehabilitation and preventative maintenance of four Battle Creek bridges and authorizing the City Manager or City employee designee to seek Federal and/or State financial participation for these projects.
- 94 A Resolution authorizing Ted Dearing, Interim City Manager for the City of Battle Creek, to sign Contract #25-5080 from Michigan Department of Transportation (MDOT) for Shared Streets and Spaces Grant funding awarded to Battle Creek Transit (BCT) and any additional documentation necessary moving forward.
- 95 A Resolution seeking approval to direct staff to fly the Donate Life flag at City Hall from noon on April 1, 2025 through April 30, 2025.
- 96 A Resolution to go into Closed Session to review confidential employment applications for the position of City Manager.

GENERAL PUBLIC COMMENT

(Limited to three minutes per individual)

COMMISSION COMMENTS

RECESS

CLOSED SESSION

RETURN FROM RECESS

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.



General Detail

NO.

Proclamation for American Red Cross Month 2025

BATTLE CREEK, MICHIGAN - 3/18/2025

Battle Creek City Commission
3/18/2025

Action Summary

Staff Member: Patti Worden, Executive Assistant

Department: City Manager

SUMMARY

Proclamation for American Red Cross Month 2025

BUDGETARY CONSIDERATIONS

HISTORY, BACKGROUND and DISCUSSION

DISCUSSION OF THE ISSUE

POSITIONS

ATTACHMENTS:

File Name	Description
<input type="checkbox"/> American_Red_Cross_Month_-_2025.pdf	Proclamation for American Red Cross Month 2025

Proclamation

- WHEREAS,** in March, we celebrate American Red Cross Month by recognizing the compassionate acts of people in our community and by renewing our commitment to lend a helping hand to our neighbors in need; and
- WHEREAS,** since Clara Barton founded the American Red Cross more than 140 years ago, generation after generation has stepped up to deliver relief and care across our country and around the world, bringing out the best of humanity in times of crisis; and
- WHEREAS,** advancing this noble mission, the volunteers, blood donors and supporters who now give back through the American Red Cross of Southwest Michigan remain unwavering in their commitment to prevent and alleviate human suffering in the face of today's emergencies; and
- WHEREAS,** in Battle Creek and surrounding areas just this past year, hundreds of Red Crossers in the community provided relief to nearly 150 people displaced by disasters; installed smoke alarms to make 58 residents safer from fires; supplied lifesaving CPR, First Aid, swim safety or other trainings to more than 1,550 residents; connected 27 local U.S. service members with assistance to be with their families during times of crisis; and held 155 blood drives that provided more than 4,600 units of critical blood to people in need; and
- WHEREAS,** this work to uplift our community is truly made possible by those who selflessly answer the call to help, whenever and wherever it's needed. We hereby recognize this month of March in honor of their remarkable service, and ask everyone to join in their commitment to care for one another;

NOW, THEREFORE, I, Mark A. Behnke, Mayor of the City of Battle Creek, Michigan, do hereby proclaim *March 2025*, as

"AMERICAN RED CROSS MONTH"

in the Greater Battle Creek Area and encourage all neighbors to reach out and support its humanitarian mission.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Logo of the City of Battle Creek, Michigan to be affixed this 18th day of March 2025.



Mark A. Behnke, Mayor





General Detail

NO.

Proclamation for Colorectal Cancer Awareness Month 2025

BATTLE CREEK, MICHIGAN - 3/18/2025

Battle Creek City Commission
3/18/2025

Action Summary

Staff Member: Patti Worden, Executive Assistant

Department: City Manager

SUMMARY

Proclamation for Colorectal Cancer Awareness Month 2025

BUDGETARY CONSIDERATIONS

HISTORY, BACKGROUND and DISCUSSION

DISCUSSION OF THE ISSUE

POSITIONS

ATTACHMENTS:

File Name	Description
<input type="checkbox"/> Colorectal_Cancer_Awareness_Month_2025.pdf	Proclamation for Colorectal Cancer Awareness Month 2025

Proclamation

- WHEREAS,** colorectal cancer is the second leading cause of cancer related deaths in the United States among men and women combined; and
- WHEREAS,** it is estimated that almost 154,270 people in the United States will be diagnosed with colorectal cancer, and over 52,900 people are estimated to die of colorectal cancer in 2025; and
- WHEREAS,** although colorectal cancer is one of the most preventable cancers by removing polyps during a colonoscopy, it is now the most diagnosed cancer and the most common cause of cancer deaths among men younger than 50 years old in the United States; and
- WHEREAS,** American Indian/Alaska Native and African American males have significantly higher incidence rates for colorectal cancer compared to other racial and gender groups; and
- WHEREAS,** the American Cancer Society recommends beginning screening at 45 for average risk individuals and high-risk individuals being screened earlier and more often; and
- WHEREAS,** the national goal established by the National Colorectal Cancer Roundtable is to strive to increase timely colorectal cancer screening rates to 80 percent in every community, for all Americans eligible for screening; and,
- WHEREAS,** in Calhoun County the average colorectal cancer screening rate for the past ten years of both men and women, age 50 to 75, is 63.9 percent; and
- WHEREAS,** observing Colorectal Cancer Awareness Month provides a special opportunity to offer education on the importance of early detection and screening; and
- WHEREAS,** the 5Cs, Connecting Communities Cancer Control Coalition, will be holding a family-fun bike ride event, Get Your Colon Rollin' at Mill Race Park on May 17, 2025, to help bring awareness to colorectal cancer prevention;


NOW, THEREFORE, I, Mark A. Behnke, Mayor of the City of Battle Creek, Michigan, do hereby proclaim *March 2025*, as

"COLORECTAL CANCER AWARENESS MONTH"



in the Greater Battle Creek Area and encourage the community to join me in bringing awareness to the importance of prevention of colorectal cancer by attending the Get Your Colon Rollin' event on May 17, 2025, at Mill Race Park.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Logo of the City of Battle Creek, Michigan to be affixed this 18th day of March 2025.


Mark A. Behnke, Mayor



General Detail

NO.

Proclamation for National Donate Life Month 2025

BATTLE CREEK, MICHIGAN - 3/18/2025

Battle Creek City Commission
3/18/2025

Action Summary

Staff Member: Patti Worden, Executive Assistant

Department: City Manager

SUMMARY

Proclamation for National Donate Life Month 2025

BUDGETARY CONSIDERATIONS

HISTORY, BACKGROUND and DISCUSSION

DISCUSSION OF THE ISSUE

POSITIONS

ATTACHMENTS:

File Name	Description
 National_Donate_Life_Month_-_2025.pdf	Proclamation for National Donate Life Month 2025

Proclamation

WHEREAS, more than 100,000 Americans and over 2,400 of those patients in the State of Michigan are currently on the national transplant waiting list; and

WHEREAS, another person is added to the waiting list every eight minutes, and, on average, seventeen people die each day while waiting for a lifesaving organ transplant; and

WHEREAS, the most effective way to address this health crisis is to educate and to encourage neighbors to commit to the following actions: register your decision to be an organ, eye and tissue donor in the National Donate Life Registry at RegisterMe.org or the State of Michigan Donor Registry at michigan.gov or at your local Secretary of State and learn more about living donation at DonateLife.net; and

WHEREAS, the Donate Life cause of saving and healing lives through organ, eye and tissue donation is of such immediate and worthwhile importance, those who can donate are encouraged to make this worthwhile life changing commitment;

NOW, THEREFORE, I, Mark A. Behnke, Mayor of the City of Battle Creek, do hereby proclaim the month of April 2025, as

“NATIONAL DONATE LIFE MONTH”

in the Greater Battle Creek Area, a time to educate about organ, eye and tissue donation and to honor and remember donors and the lives they have saved and healed. The decision to be an organ, eye and tissue donor gives hope to the 100,000 people on the national organ transplant waiting list who are waiting for a second chance at life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Logo of the City of Battle Creek, Michigan to be affixed this 18th day of March, 2025.



Mark A. Behnke, Mayor



General Detail

NO.

Minutes for the March 4, 2025 City Commission Regular Meeting

BATTLE CREEK, MICHIGAN - 3/18/2025

Battle Creek City Commission
3/18/2025

Action Summary

Staff Member: Patti Worden, Executive Assistant

Department: City Manager

SUMMARY

Minutes for the March 4, 2025 City Commission Regular Meeting

BUDGETARY CONSIDERATIONS

HISTORY, BACKGROUND and DISCUSSION

DISCUSSION OF THE ISSUE

POSITIONS

ATTACHMENTS:

File Name	Description
☐ Minutes_for_the_March_4__2025_City_Commission_Regular_Meeting.pdf	Minutes for the March 4, 2025 City Commission Regular Meeting



Agenda: Battle Creek City Commission

Meeting Date: March 4, 2025- 7:00 PM

Location: City Commission Chambers

Chair: Mayor Mark A. Behnke

Title: Battle Creek City Hall - City Commission Chambers - 3rd Floor

ATTENDANCE

COMMISSIONERS

Mayor Mark Behnke

Commissioner Jessica LaCosse

Commissioner Jenasia Morris

Commissioner Carla Reynolds

Vice Mayor Sherry Sofia

Commissioner Paige Katsarsky-Smith

Commissioner Jim Lance

Commissioner Patrick O'Donnell

Commissioner Christopher Simmons

CITY STAFF

Ted Dearing, Interim City Manager

Victoria Houser, City Clerk

Steve Skalski, DPW Director

Aaron Kuhn, Revenue Services Director

Marcie Gillette, Community Services Director

William Kim, City Attorney

Shannon Bagley, Police Chief

Michelle Hull, HR Director

Chad Frein, IT Director

INVOCATION

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Comm. Lance.

ROLL CALL

PROCLAMATIONS AWARDS

Proclamation for Meals on Wheels Month 2025

Mayor Behnke presented the proclamation declaring the month of March 2025 as "Meals on Wheels Month," urging every community member to take this month to honor our senior nutrition programs, the individuals they serve and the volunteers who care for them. Mayor Behnke noted the community's recognition of, and involvement in, the national March for Meals celebration can enrich our entire community and help combat senior hunger and isolation in America.

Taylor Benthin, Director of Nutrition, Milestone Senior Services, shared information on their services, noting over 20 years of meal delivery to seniors who are homebound, and on site lunches for seniors who are able to come to the Kool Family Community Center, promoting socialization, while preventing isolation. For assistance, residents are encouraged to call 269-382-0515

Proclamation for National Women's History Month 2025

Commissioner Morris, on behalf of Mayor Behnke, presented a proclamation recognizing the month of March 2025 as "National Women's History Month" in the greater Battle Creek area, encouraging all neighbors to honor the role of women in our community and families, and to recognize the significant contributions women make to not only our city, but also our lives on a daily basis.

PRESENTATIONS

Presentation - Gina Randle-Mouton, President, Delta Sigma Theta Sorority

Gina Randle-Mouton, President, Delta Sigma Theta Sorority, Battle Creek Chapter, presented information to the commission and the community. Ms. Randle-Mouton noted the sorority was founded January 1913, with 12 members, sharing they have grown both nationally and internationally. Ms. Randle-Mouton requested the Commission and the community to R.I.S.E (Resilient, Impactful, Steadfast and Empowered) with them, to recognize the impact their services have had on the community. Ms. Randle-Mouton shared the organizations five principals: Economic Development, Educational Development, International Awareness and Involvement, Physical and Mental Health, and Political Awareness and Involvement.

CHAIR NOTES ADDED OR DELETED RESOLUTIONS

Clerk Houser noted Resolution 87 was pulled from the agenda.

PETITIONS COMMUNICATIONS REPORTS

There were no petitions, communications or reports.

PUBLIC COMMENT REGARDING ANY SPECIFIC AGENDA ITEM

John Kenefick commented on resolution 82, regarding Ordinance 01-2025, a PILOT for the Blue Light Redevelopment Project.

(Limited to four minutes per individual)

ADOPTION OF ORDINANCES

- | | |
|----|---|
| 82 | A Resolution adopting Ordinance, #01-2025, amending Section 21 of Chapter 882 Real Estate Taxation by amending the terms of the Payment in Lieu of Taxes (PILOT) to reflect the restructuring for the "Blue Light Redevelopment Project." |
|----|---|

Motion to Approve

Moved By: JESSICA LACOSSE

Supported By: SHERRY SOFIA

Ayes: KATSARSKYSMITH, LACOSSE, LANCE, MORRIS, BEHNKE, REYNOLDS,
O'DONNELL, SIMMONS, SOFIA

MOTION PASSED

COMMISSION COMMENT REGARDING MEETING BUSINESS

There were no Commission comments.

CONSENT AGENDA

Motion to Approve

Moved By: JESSICA LACOSSE

Supported By: SHERRY SOFIA

Ayes: KATSARSKYSMITH, LACOSSE, LANCE, MORRIS, BEHNKE, REYNOLDS,
O'DONNELL, SIMMONS, SOFIA

MOTION PASSED

Minutes for the February 18, 2025 City Commission Regular Meeting

City Manager's Report for February 4, 2025

Ambulance Report for January 2025

CONSENT RESOLUTIONS

- 83 A Resolution appointing Revenue Services Director, Aaron Kuhn as an alternate for the City of Battle Creek representative on the Firekeepers Local Revenue Sharing Board.

Motion to Approve

Moved By: JESSICA LACOSSE

Supported By: SHERRY SOFIA

Ayes: KATSARSKYSMITH, LACOSSE, LANCE, MORRIS, BEHNKE, REYNOLDS,
O'DONNELL, SIMMONS, SOFIA

MOTION PASSED

- 84 A Resolution seeking approval to distribute the proposed Lakeview District Subplan-Beckley Road Corridor for review and comment, pursuant to Municipal Planning Act (PA 33 of 2008).

Motion to Approve

Moved By: JESSICA LACOSSE

Supported By: SHERRY SOFIA

Ayes: KATSARSKYSMITH, LACOSSE, LANCE, MORRIS, BEHNKE, REYNOLDS,
O'DONNELL, SIMMONS, SOFIA

MOTION PASSED

RESOLUTIONS NOT INCLUDED IN THE CONSENT AGENDA

- 85 A Resolution seeking authorization for a change order to contract #2025-030B for Parking Structures improvements project with RAM Construction Services of Michigan, Inc., for painting the Hamblin tower stairwells in a not-to-exceed amount of \$121,749.00.

Motion to Approve
Moved By: JESSICA LACOSSE
Supported By: SHERRY SOFIA

Ayes: KATSARSKYSMITH, LACOSSE, LANCE, MORRIS, BEHNKE, REYNOLDS,
O'DONNELL, SIMMONS, SOFIA

MOTION PASSED

- 86 A Resolution seeking acceptance of the lowest responsive, responsible bid for Brigden East and Emmett Township Tank Rehabilitation project from L and T Painting Company Inc., in a not-to-exceed amount of \$186,680.00.

Motion to Approve
Moved By: JESSICA LACOSSE
Supported By: SHERRY SOFIA

Ayes: KATSARSKYSMITH, LACOSSE, LANCE, MORRIS, BEHNKE, REYNOLDS,
O'DONNELL, SIMMONS, SOFIA

MOTION PASSED

- 87 A Resolution seeking authorization for the Interim City Manager to execute a contract with LifeCare Ambulance to provide paramedic ambulance services to the City of Battle Creek.

Motion to
Moved By:
Supported By:

This resolution was pulled from the agenda, to be rescheduled for a future Commission meeting.

MOTION

GENERAL PUBLIC COMMENT

Ryan Leonard, Emmett Township Trustee, questioned the need and related costs to repair Lift Station #38, down Michigan Avenue, from the casino to the City of Battle Creek, when the engineers' design is to eliminate this lift station in a few months.

Autumn Smith discussed an incident that occurred in Kalamazoo, similar to an incident by the same individual, who attempted to first hit someone in Battle Creek, questioning the follow-up from the Police Department.

Reece Adkins reminded the commission of his previous request for rental assistance, stating he has also submitted an application to DHS, but was not yet qualified for assistance.

John Kenefick commented on the compounding impact of millages, such as the 2.66 mills for the TACC and the recent 3.1% increase in property taxes, which businesses then pass along to residents and customers.

(Limited to three minutes per individual)

COMMISSION COMMENTS

Comm. Reynolds recognized Tim Elliott, congratulating him for a magnificent performance for the opera Tangled Roots.

ADJOURNMENT

Mayor Behkne adjourned the meeting at 7:37 pm.

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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.

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if the personal attack is totally unrelated to the manner in which the employee,

administrator or Commissioner carries out their public duties or office;

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General Detail NO.

City Manager's Report for March 18, 2025

BATTLE CREEK, MICHIGAN - 3/18/2025

Battle Creek City Commission
3/18/2025

Action Summary

Staff Member: Patti Worden, Executive Assistant

Department: City Manager

SUMMARY

City Manager's Report for March 18, 2025

BUDGETARY CONSIDERATIONS

HISTORY, BACKGROUND and DISCUSSION

DISCUSSION OF THE ISSUE

POSITIONS

ATTACHMENTS:

File Name	Description
<input type="checkbox"/> City_Manager_Report_03182025.pdf	City Manager's Report for March 18, 2025

MEMO

Date: 03/18/2025
To: Mayor and City Commission
From: Ted Dearing, Interim City Manager
RE: City Manager's March 18, 2025, Agenda Report

93 **A Resolution seeking support for the rehabilitation and preventative maintenance of four Battle Creek bridges and authorizing the City Manager or City employee designee to seek Federal and/or State financial participation for these projects.**

This Resolution, if approved, indicates the city's intent to seek support for the rehabilitation and preventative maintenance of four Battle Creek bridges and authorizes the City Manager or City employee designee to seek Federal and/or State financial participation for these projects. Passage of this Resolution is necessary to secure financial assistance through the State of Michigan. **Approval is Recommended.**

94 **A Resolution authorizing Ted Dearing, Interim City Manager for the City of Battle Creek, to sign Contract #25-5080 from Michigan Department of Transportation (MDOT) for Shared Streets and Spaces Grant funding awarded to Battle Creek Transit (BCT) and any additional documentation necessary moving forward.**

This Resolution, if approved, authorizes the Interim City Manager for the City of Battle Creek, to sign Contract #25-5080 from Michigan Department of Transportation (MDOT) for Shared Streets and Spaces Grant funding awarded to Battle Creek Transit (BCT) and any additional documentation necessary moving forward. **Approval is Recommended.**

95 **A Resolution seeking approval to direct staff to fly the Donate Life flag at City Hall from noon on April 1, 2025 through April 30, 2025.**

If approved, this Resolution, in accordance with the revised flag policy, hereby authorizes staff to fly the Donate Life flag at City Hall from noon on April 1, 2025 through April 30, 2025. This request comes to the City Commission by way of Mayor Behnke with the support of Commissioners Morris, O'Donnell and Reynolds.

96 **A Resolution to go into Closed Session to review confidential employment applications for the position of City Manager.**

This Resolution sets a Closed Session immediately following commission comments at the Regular City Commission Meeting on Tuesday, March 18, 2025, in Room 302A, Battle Creek, Michigan to review and consider the contents of applications for the position of Battle Creek City Manager for the applicants who have requested confidentiality. **Approval is Recommended.**



General Detail

NO.

Review Committee Meeting Minutes for March 11, 2025

BATTLE CREEK, MICHIGAN - 3/18/2025

Battle Creek City Commission
3/18/2025

Action Summary

Staff Member: Patti Worden, Executive Assistant

Department: City Manager

SUMMARY

Review Committee Meeting Minutes for March 11, 2025

BUDGETARY CONSIDERATIONS

HISTORY, BACKGROUND and DISCUSSION

DISCUSSION OF THE ISSUE

POSITIONS

ATTACHMENTS:

File Name	Description
❑ 03.11.2025_-_Review_Committee_Minutes_.pdf	Review Committee Meeting Minutes for March 11, 2025
❑ Boards-Committees_Application_Report_-_1.9.2025_-_3.12.2025.pdf	Boards-Committees Application Report - 1.9.2025 - 3.11.2025

CITY OF BATTLE CREEK REVIEW COMMITTEE AGENDA

Tuesday, March 11, 2025 at 10:30 AM

(Zoom Meeting)

[Click Here to Join Meeting](#)

Meeting ID: 873 7575 7455

Passcode: 559908

One call in: 1-312-626-6799

MINUTES

The Review Committee Meeting started at 10:31am.

Attendees

- *Mayor Mark Behnke
- *Sherry Sofia, Vice Mayor
- *Ted Dearing, Interim City Manager
- *Phil Kroll, Aviation Director
- *Jason Francisco, Code Compliance Manager
- *Patti Worden, Executive Assistant

I. AIRPORT ADVISORY COMMITTEE

- a. 9 applications, 8 reappointments, 1 new appointment
 - i. Kara Beer – Reappointment – Term to expire 05/04/2027
 - ii. Nathan Darlington – Reappointment – Term to expire 05/04/2027
 - iii. Amy Marciano-Ratliff – Reappointment – Term to expire 05/04/2027
 - iv. Kelli Scott – Reappointment – Term to expire 05/04/2027
 - v. Thomas “T.R.” Shaw – Reappointment – Term to expire 05/04/2027
 - vi. Joe Sobieralski – Reappointment – Term to expire 05/04/2027
 - vii. Ethan Moody – New Appointment – Term to expire 05/04/2027
(replacing Vester Davis Jr.)
 - viii. Ted Dearing – Ex-Officio Reappointment – Term to expire 05/04/2027
 - ix. Phil Kroll – Ex-Officio Reappointment – Term to expire 05/04/2027
- b. Discussion: Behnke, Sofia, Dearing, Liaison (Phil Kroll), Chair (Jim Lance)

Board – (Appointing Authority) City Commission. (Purpose) To make policy recommendations regarding airport matters in order to support the continued development of the airport and economic growth of the community and acts as an advocate for the current and potential future economic value of the airport.

Dearing: ☒ Yes ☐ No **Comment: Next Commission Meeting for approval**
Behnke: ☒ Yes ☐ No Comment:
Sofia: ☒ Yes ☐ No Comment:

II. BOARD OF APPEALS (HOUSING)

- a. 2 applications, 2 reappointments
 - i. Lester Johnson, II – Reappointment – Term expired 02/01/2028
 - ii. Peter Pontoni – Reappointment – Term to expire 02/01/20208
- b. Discussion: Behnke, Sofia, Dearing, Liaison (Jason Francisco), Chair (Eric Blair)

Board – (Appointing Authority) Mayor and City Commission. (Purpose) Hearing and deciding appeals concerning the application or interpretation of the provisions and standards of the Housing Code.

Dearing: ☒ Yes ☐ No **Comment: Next Commission Meeting for approval**
Behnke: ☒ Yes ☐ No Comment:
Sofia: ☒ Yes ☐ No Comment:

The Meeting ended at 10:38am.

Boards/Committees Applications
(Received January 9, 2025 – March 11, 2025)

***February 12, 2025 Meeting Cancelled**

Rebecca Squires

License Review Board

James Eldridge

License Review Board

Karen Roebuck

Board of Review (Assessing)

License Review Board

Amy Jo Marciano-Ratliff

Airport Advisory Committee

Kelli Scott

Airport Advisory Committee

Thomas Shaw, Jr.

Airport Advisory Committee

Historic District Committee

Lakeview Downtown Development Authority

Ethan Moody

Airport Advisory Committee

Nathan Darlington

Airport Advisory Committee

Lester Johnson, II

Board of Appeals (Housing)

Kara Beer

Airport Advisory Committee
Battle Creek Downtown Development Authority
Battle Creek Transit Local Advisory Council

Joe Sobieralski

Airport Advisory Committee

John Sims, Jr.

Construction Board of Appeals

Bryan Mayes

Construction Board of Appeals

Sharon Miller

License Review Board

Peter Pontoni

Board of Appeals (Housing)
Board of Review

Cody Newman

Construction Board of Appeals

Celeste Tuttle

Battle Creek Housing Commission
Airport Advisory Committee
Battle Creek Area International Relations Committee
Battle Creek Downtown Development Authority

Brandon Upston

Construction Board of Appeals

Tom Beuchler

Construction Board of Appeals



Resolution

NO. 88

A Resolution appointing Ethan Moody as a new member to the Airport Advisory Committee and reappointing Kara Beer, Nathan Darlington, Ted Dearing, Phil Kroll, Amy Marciano-Ratliff, Kelli Scott, Thomas "T.R." Shaw and Joe Sobieralski to the Airport Advisory Board.

BATTLE CREEK, MICHIGAN - 3/18/2025

Resolved by the Commission of the City of Battle Creek:

That Ethan Moody is appointed as a new member to the Airport Advisory Committee with a term to expire on 05/04/2027.

That the following members are reappointed to the Airport Advisory Board with a term to expire on 05/04/2027:

Kara Beer
Nathan Darlington
Ted Dearing
Phil Kroll
Amy Marciano-Ratliff
Kelli Scott
Thomas "T.R." Shaw
Joe Sobieralski

Battle Creek City Commission
3/18/2025

Action Summary

Staff Member: Patti Worden, Executive Assistant

Department: City Manager

SUMMARY

A Resolution appointing Ethan Moody as a new member to the Airport Advisory Committee and

reappointing Kara Beer, Nathan Darlington, Ted Dearing, Phil Kroll, Amy Marciano-Ratliff, Kelli Scott, Thomas "T.R." Shaw and Joe Sobieralski to the Airport Advisory Board.

BUDGETARY CONSIDERATIONS

There are none.

HISTORY, BACKGROUND and DISCUSSION

Resolution no. 70 was approved by the City Commission at the 02/16/2021 meeting to reestablish the Airport Advisory Committee as the Airport Advisory Board at the Battle Creek Executive Airport at Kellogg Field for the following purposes.

1. Make policy recommendations to the City Commission, City Manager and/or Aviation Director regarding airport matters in order to support the continued development of the airport and economic growth of the community.

2. Act as an advocate for the current and potential future economic value of the airport.

Members, or their designee, will be appointed for a two-year term with one optional renewal term, and meet on a quarterly basis or more frequently if necessary.

Resolution no. 123 was approved at the 5/4/2021 meeting which amended the number of voting positions, and appointed members to the board with an initial focus in the following areas:

1. Future development of the airport with an emphasis on the Westside Airport
2. Governance model review/assessment

DISCUSSION OF THE ISSUE

POSITIONS

The Review Committee is supportive of the new appointment and reappointments.

ATTACHMENTS:

File Name	Description
Moody__Ethan_-_2025.pdf	Ethan Moody Application
Beer__Kara_-_2025.pdf	Kara Beer Application
Darlington__Nate_-_2025.pdf	Nathan Darlington Application
Ratliff__Amy_-_2025.pdf	Amy Marciano-Ratliff Application
Scott__Kelli_-_2025.pdf	Kelli Scott Application
Shaw__Jr__Thomas_R_-_2025.pdf	Thomas "TR" Shaw Application
Sobieralski__Joe_-_2025.pdf	Joe Sobieralski Application



Boards, Committees, Commissions, & Councils Application

City of Battle Creek

10 N. Division St.
Battle Creek, MI 49014
269-966-3311

Please check the top three boards, committees, commissions, or councils on which you are interested in serving.

(This application will remain active for one year from the date of receipt and will be posted on the City website.)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Airport Advisory Board | <input type="checkbox"/> Goguc Lake Board |
| <input type="checkbox"/> Battle Creek Area International Relations Committee | <input type="checkbox"/> Historic District Commission |
| <input type="checkbox"/> Battle Creek Downtown Development Authority | <input type="checkbox"/> Human Relations Board |
| <input type="checkbox"/> Battle Creek Housing Commission | <input type="checkbox"/> Income Tax Board of Review |
| <input type="checkbox"/> Battle Creek TIFA/Brownfield Development Authority | <input type="checkbox"/> Lakeview Downtown Development Authority |
| <input type="checkbox"/> Battle Creek Transit Local Advisory Council | <input type="checkbox"/> License Review Board |
| <input type="checkbox"/> Battle Creek Transit Local Coordinating Committee | <input type="checkbox"/> Local Development Financing Authority |
| <input type="checkbox"/> Board of Appeals (Housing) | <input type="checkbox"/> Local Officers' Compensation Commission |
| <input type="checkbox"/> Board of Review (Assessing) | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Civil Service Commission | <input type="checkbox"/> Police/Fire Retirement System Board |
| <input type="checkbox"/> Construction Board of Appeals | <input type="checkbox"/> Sustainable BC Committee |
| <input type="checkbox"/> Community Oversight Board | <input type="checkbox"/> Technical Review Committee |
| <input type="checkbox"/> Dangerous Buildings Hearing Officer | <input type="checkbox"/> Tree Advisory Council |
| <input type="checkbox"/> Development Area Citizens Council | <input type="checkbox"/> Water System Advisory Council |
| <input type="checkbox"/> Dickman Road Business Improvement District | <input type="checkbox"/> Youth Advisory Board |
| <input type="checkbox"/> Downtown Parking System Advisory Committee | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Economic Development Corporation | |

Please tell us how you found out about our boards, etc. and/or vacancies _____

Name Moody Ethan
Last First M.I.
Home Address 601 Avenue A Email emoody@springfieldmich.com

Telephone Home _____ Work 2694419274 Cell _____

Are you at least 18 years of age? Yes X No _____

Current occupation (students, list school activities) Interim City Manager

Employer/work address (students, list school) City of Springfield

Educational background/degrees (students, list year in school) Bachelor's Degree in Finance from WMU

List any appointive positions or boards/committees/commissions/councils on which you have served and year(s) of service _____

List any organizations to which you belong (professional, technical, community, nonprofit; students, list school organizations) _____

Briefly indicate your interest, experience, and/or qualifications for the board, etc. for which you are applying. Please be specific (use back of form if needed.) I am applying as the City of Springfield's City Manager representative on the board. With Springfield bordering the airport, the airport's success is also success for the City of Springfield.

I understand that any or all information on this form may be verified. I consent to the release of this information for publicity purposes.

Signature Ethan Moody Date 2/18/25

Return application to: City Manager's Office, 10 N. Division St.,
Room 206, Battle Creek, MI 49014

City of Battle Creek Boards, Commissions and Committees – Descriptions

Please check experience for up to three boards and commissions on which you are interested in serving.

Airport Advisory Board – Appointing authority: Mayor and Commission.

The committee makes policy recommendations regarding airport matters in order to support the continued development of the airport and economic growth of the community, and acts as an advocate for the current and potential future economic value of the airport. Meets quarterly.

Contact: Battle Creek Executive Airport at Kellogg Field, 269-966-3470

Experience: ☐ Airport operations ☐ Economic development ☐ Live in city limits

Battle Creek Area International Relations Committee – Appointing authority: Mayor, with Commission approval.

To foster cultural promotion of the city and provide a positive environment toward foreign industrialists and their families. Meets as needed.

Contact: City Manager's Office, 269-966-3311

Experience: ☐ Live in city limits

Battle Creek Downtown Development Authority – Appointing authority: City Manager, with Commission approval.

The Downtown Development Authority, Public Act 57 of 2018, is designed to be a catalyst in the development of the city's downtown district. The DDA provides for a variety of funding options including a tax increment financing mechanism, which can be used to fund public improvements in the downtown district. Meets quarterly.

Contact: City Manager's Office, 269-966-3311

Experience: ☐ Property owner ☐ Business representative ☐ Live in city limits

Battle Creek Housing Commission – Appointing authority: Mayor and Commission.

Manages all public housing facilities and rental voucher (Section 8) programs in the city. Public housing facilities include scattered site rental housing, home purchase programs and senior residential developments. Meets monthly.

Contact: Community Services Director, 269-966-3387

Experience: ☐ Public housing ☐ Live in city limits

Battle Creek TIFA/Brownfield Redevelopment Authority – Appointing authority: City Manager, with Commission approval.

To halt a decline of property values, increase property tax valuation, eliminate causes of decline in value, and promote growth in the Fort Custer Industrial Park. Meets quarterly.

Contact: City Manager's Office, 269-966-3311

Experience: ☐ Property owner ☐ Business owner ☐ Live in city limits

Battle Creek Transit Local Advisory Council – Appointing authority: Mayor and Commission.

Public Act 51 of 1951, as amended, required there to be a Local Advisory Council whose legal function is to review and comment on the applicant Vehicle Accessibility Plan and annual updates to that plan. Meets annually, with special meetings scheduled if necessary.

Contact: Battle Creek Transit, 269-966-3374

Experience: ☐ Public transportation ☐ Live in city limits

Battle Creek Transit Local Coordinating Committee – Appointing authority: Mayor and Commission.

Public Act 51 of 1951, as amended, required there to be a local coordination of transportation services to the elderly and disabled. Because of this requirement, the Michigan Department of Transportation directed that each transit agency have a "local coordinating committee" whose legal function is to determine annually how the Specialized Services funds will be allocated among the various sub-recipients. Meets Quarterly.

Contact: Battle Creek Transit, 269-966-3474

Experience: ☐ Public transportation ☐ Live in city limits

Board of Appeals (Housing) – Appointing authority: Mayor, with Commission approval.

Board members hear and decide on appeals concerning the application or interpretation of the provisions and standards of the Building Code, the International Property Maintenance Code and Chapter 842 of these Codified Ordinances, and to hear appeals of decisions of the Dangerous Buildings Hearing Officer. Meets monthly.

Contact: Code Compliance Manager, 269-966-3387

Experience: ☐ Building construction/engineering ☐ Zoning ☐ Real estate/development/law ☐ Live in city limits

Board of Review (Assessing) – Appointing authority: Mayor and Commission.

Members serve for five years and must be city electors and property owners. Members may correct/amend assessment rolls and increase or decrease taxable property assessment or valuation. Meets for a minimum of five days in March; one day in July; and one day in December.

Contact: City Assessor, 269-966-3311

Experience: ☐ Banking/finance ☐ Property appraisal/assessing ☐ Real estate/development/law ☐ Live in city limits

City Commission – Appointing authority: Elected by City of Battle Creek voters.

City Commissioners serve two-year terms. City voters elect the mayor as a separate office to serve a two-year term. After an election, the vice mayor is selected by their fellow commissioners to serve a two-year term. The commission is comprised of five ward commissioners, representing geographic wards within the city, and four at-large commissioners.

All interested City Commission candidates must collect signatures, and submit nominating petitions. See more information about commissioner candidate requirements at battlecreekmi.gov/elections. In the case of a position vacancy, the commission will follow a special process, about which information will be released separately.

Contact: City Clerk, 269-966-3348

Civil Service Commission – Appointing authority: Mayor and Commission appoint one member, Fire Department appoints one member, and those two members appoint a third member.

Establishes rules applicable to all regular and full-time Fire Department personnel, excluding civilian employees.

Members must reside in the city limits for one year, reside within the county for three years, and hold no other government office. There may be no more than two members of the same political party. Meets monthly.

Contact: City Clerk, 269-966-3348

Experience: ☐ Live in city limits

Community Oversight Board – Appointing authority: Mayor and Commission

Serves in an advisory capacity to the City Manager in reviewing appeals of investigations and findings of community complaints made against the Battle Creek Police Department. Creates bridges between community and law enforcement by supporting community education and transparency, providing community perspective on practices and policies of the department, and working to build credibility and community trust. There are nine members (two are non-voting city staff) and two alternates, reflecting the city's demographics as closely as possible. Meets at least quarterly.

Contact: DEI Officer, 269-966-3311

Experience: ☐ Live in city limits ☐ Live in other municipality with city police service ☐ NAACP representative ☐ Voces of Battle Creek representative ☐ The Burma Center representative

Construction Board of Appeals – Appointing authority: Mayor and Commission.

To hear appeals on building permit denials, and from any other decision pursuant or related to the Act or the State Construction Code. There are five members and one alternate. Members serve two-year terms. A member of the board shall be qualified by experience or training to perform the duties of the board. The board meets as needed.

Contact: Chief Building Official, 269-966-3311

Experience: ☐ Construction or related experience

Dangerous Buildings Hearing Officer – Appointing authority: Mayor, with Commission approval.

Identifies those structures within the city confines that are considered to be a public nuisance; serves written notice of a hearing to the owner or party of interest at the address shown on the tax records; and shows cause why the structure(s) should not be ordered demolished, otherwise made safe, or properly maintained. Must have expertise in housing matters, including, but not limited to: an engineer, architect, building contractor, building inspector, or member of a community housing organization. Meets monthly.

Contact: Code Compliance Manager, 269-966-3311

Experience: ☐ Building construction/engineering ☐ Real estate/development/law ☐ Housing

Development Area Citizens Council – Appointing authority: City Commission

An advisory body to a development authority and, ultimately, the City Commission, related to updates to the authority's development plan.

Contact: City Manager's Office, 269-966-3311

Experience: ☐ Lives within authority boundaries

Dickman Road Business Improvement District – Appointing authority: City Manager, with Commission approval; City of Springfield

Undertakes functions, objectives, and powers enumerated in Section 1 of Public Act 49 of the Public Acts of 1999, including the promotion of economic activity in the BID along Dickman Road and providing or contracting for the administration, security, and operation of the District, to include physical improvements and joint marketing. Meets quarterly.

Contact: City Manager's Office, 269-966-3311

Experience: ☐ Non-automotive business representative ☐ Automotive business representative

Downtown Parking System Advisory Committee – Appointing authority: Mayor appoints commissioners; City Manager appoints owners and members at large with Commission approval.

Advises city staff and the city's parking administrator on issues related to the municipally-owned and operated parking system. Meets as needed.

Contact: Public Works Director, 269-966-3490

Experience: ☐ Downtown business/property owner ☐ Live in city limits

Economic Development Corporation – Appointing authority: Mayor, with Commission approval.

Alleviates unemployment conditions, assists in industry retention and promotes the general welfare of Battle Creek. Meets as needed.

Contact: City Manager's Office, 269-966-3311

Experience: ☐ Economic development ☐ Live in city limits

Goguac Lake Board – Appointing authority: Two representatives and a Goguac Lake property owner by the Mayor and City Commission; a county commissioner by the Calhoun County Board of Commissioners chairperson; the county drain commissioner; a representative of the Michigan Department of Environment, Great Lakes, and Energy.

Pursuant to Public Act 451 of 1994, as amended by Public Act 59 of 1995, formed to protect the public health, safety and welfare, and conserve the natural resources and preserve property values around Goguac Lake. Meets quarterly.

Contact: Utility Administrator, 269-966-3343

Experience: ☐ Own property on Goguac Lake

Historic District Commission – Appointing authority: Mayor, with Commission approval.

Charged under state law and local ordinance with reviewing plans for exterior modifications or demolition of buildings within the federal, state or local historic districts. Meets monthly.

Contact: Planning Division, 269-966-3320

Experience: ☐ Construction/building trades ☐ History ☐ Architecture ☐ Live in city limits

Human Relations Board – Appointing authority: Mayor, with Commission approval.

To increase constructive communication among all people regardless of actual or perceived race, ethnicity, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, gender identity, or socioeconomic status. To also increase constructive communication between community members, public officials, and community organizations, thereby promoting harmonious and productive relationships within the community, and equitable access to community resources for all. Board shall be representative of management and labor, various religions, various races, and others who have an interest in human relations. Meets monthly.

Contact: City Manager's Office, 269-966-3311

Experience: ☐ Live in the metropolitan area

Income Tax Board of Review – Appointing authority: Mayor, with Commission approval.

Pursuant to State Act 284 of 1964, attempts to settle city income tax disputes. Meets as needed.

Contact: Income Tax Division, 269-966-3345

Experience: ☐ Income tax/accounting ☐ Live in city limits

Lakeview Downtown Development Authority – Appointing authority: City Manager, with Commission approval.

The LDDA's activities shall include, but are not limited to, the definition of a development area; the origination of a development plan; and the implementation of a development program as provided in Act 197 of PA 1975. Meets bi-annually.

Contact: City Manager's Office, 269-966-3311

Experience: ☐ District property owner/business representative ☐ Live in city limits

License Review Board – Appointing authority: Mayor, with Commission approval.

Provides an opportunity to appeal when an application to operate as a vendor within the city limits is denied or a current Vendor's License becomes subject to suspension or revocation. Meets as needed.

Contact: City Clerk, 269-966-3348

Experience: ☐ Live in city limits

Local Development Financing Authority – Appointing authority: City Manager, with Commission approval.

To conduct those activities authorized under Act 281, Public Acts of 1986, and as amended from time to time (MCLA Section 125.2151 et seq.; MSA Section 3.540 (351) et seq.), and to otherwise govern the affairs of the I-94 Business Park and Certified Technology Park (SmartZone) established by the City of Battle Creek, Michigan, pursuant to an Agreement (The Battle Creek Aviation and E-Learning SmartZone Agreement) with the Michigan Economic Development Corporation. Meets as needed.

Contact: City Manager's Office, 269-966-3311

Experience: ☐ Live in city limits ☐ Calhoun County Commission/KCC/MEDC appointment

Local Officers' Compensation Commission – Appointing authority: Mayor, with Commission approval.

Determine salaries of elected officials. Shall meet for at least one, and not more than 15, session days in each odd-numbered year. "Session day" is a calendar day on which the commission meets and for which a quorum is present.

Contact: City Clerk, 269-966-3348

Experience: ☐ Live in city limits

Planning Commission – Appointing authority: Mayor, with Commission approval.

Charged under state law with the adoption of plans for the city. Also considers requests for zoning classifications and special use permits, and makes recommendations to the City Commission on amendments to the planning and zoning code. Meets monthly.

Contact: Planning Division, 269-966-3320

Experience: ☐ Civil/engineering/landscape architecture ☐ Land use planning ☐ Real estate/development ☐ Law

Police/Fire Retirement System Board - Appointing authority: Two members by City Commission, one member by Fire Department, one member by Police Department.

Make rules and regulations necessary to properly conduct the business of the police/fire pension system, as directed by law.

Contact: Finance Division, 269-966-3311

Experience: ☐ Finance and/or investing ☐ Live in city limits

Sustainable BC Committee – Appointing authority: City staff by City Manager; remaining members by Mayor, with Commission approval.

Increase the city's efforts to incorporate environmentally-responsible policies in the management of its facilities and services, including initiatives outlined in the Climate Protection Act Policy, adopted in August 2006, and the "15 percent by '15" renewable energy policy goal, adopted in March 2007. Will review and recommend environmental/conservation policy for the city, including recommendations for action to the City Commission. Meets as needed.

Contact: Utility Administrator, 269-966-3343

Experience: ☐ Environmental ☐ Live in city limits ☐ Business representative

Technical Review Committee – Appointing authority: City staff by City Manager; remaining members by contributing jurisdictions.

Provides review, input, and recommendations to the City and the City Commission regarding various aspects of the Wastewater Treatment system and rates. Meets quarterly.

Contact: Public Works Director, 269-966-3490

Experience: ☐ Engineering ☐ Other technical expertise ☐ Industry representative

Tree Advisory Council – Appointing authority: Mayor, with Commission approval.

Members serve in an advisory capacity to the Department of Public Works and the City Manager in developing the annual Tree Work Plan and the issuance of rules and regulations supplementary to the city's tree ordinance. Establishment meets a Tree City USA criterion. Meets at least once a year, in September.

Contact: City Engineer, 269-966-3343

Experience: ☐ Horticulture ☐ Forestry

Water System Advisory Council – Appointing authority: Mayor and Commission.

To advise and assist with the creation of materials and plans to educate the community about the dangers of lead in drinking water, assist with development of public awareness campaign materials, advise and consult on the development of appropriate plans for remediation and public education to be implemented if a lead action level is exceeded, advise and consult on efforts to replace private lead service lines, assist in promoting transparency of data and documents related to lead in drinking water, and collaborate with local community groups to ensure those living in the city have the opportunity to be involved in efforts to educate the community about lead in drinking water. Meets annually.

Contact: Public Works Director, 269-966-3490

Experience: ☐ Interest/knowledge about lead in drinking water and its effects ☐ Live in city limits

Youth Advisory Board – Appointing authority: Mayor, with Commission approval.

Established by Resolution 117 dated April 1, 2003 to involve area youth in local government policy development and administrative procedures that will improve the leadership development of the community's youth. Meets monthly.

Contact: City Manager's Office, 269-966-3311

Experience: ☐ Live in city limits ☐ Age 14-20

Zoning Board of Appeals – Appointing authority: Mayor, with Commission approval.

Considers requests for variances to the requirement of the planning and zoning code. Typical variance requests include yard setback reductions and the size of commercial signage. Meets monthly.

Contact: Planning Division, 269-966-3320

Experience: ☐ Land use planning ☐ Real estate/development/law ☐ Building construction/engineering
☐ Live in city limits



Boards, Committees, Commissions, & Councils Application

City of Battle Creek

10 N. Division St.
Battle Creek, MI 49014
269-966-3311

Please check the top three boards, committees, commissions, or councils on which you are interested in serving.

(This application will remain active for one year from the date of receipt and will be posted on the City website.)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Airport Advisory Board | <input type="checkbox"/> Goguac Lake Board |
| <input type="checkbox"/> Battle Creek Area International Relations Committee | <input type="checkbox"/> Historic District Commission |
| <input checked="" type="checkbox"/> Battle Creek Downtown Development Authority | <input type="checkbox"/> Human Relations Board |
| <input type="checkbox"/> Battle Creek Housing Commission | <input type="checkbox"/> Income Tax Board of Review |
| <input type="checkbox"/> Battle Creek TIFA/Brownfield Development Authority | <input type="checkbox"/> Lakeview Downtown Development Authority |
| <input checked="" type="checkbox"/> Battle Creek Transit Local Advisory Council | <input type="checkbox"/> License Review Board |
| <input type="checkbox"/> Battle Creek Transit Local Coordinating Committee | <input type="checkbox"/> Local Development Financing Authority |
| <input type="checkbox"/> Board of Appeals (Housing) | <input type="checkbox"/> Local Officers' Compensation Commission |
| <input type="checkbox"/> Board of Review (Assessing) | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Civil Service Commission | <input type="checkbox"/> Police/Fire Retirement System Board |
| <input type="checkbox"/> Construction Board of Appeals | <input type="checkbox"/> Sustainable BC Committee |
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| <input type="checkbox"/> Dangerous Buildings Hearing Officer | <input type="checkbox"/> Tree Advisory Council |
| <input type="checkbox"/> Development Area Citizens Council | <input type="checkbox"/> Water System Advisory Council |
| <input type="checkbox"/> Dickman Road Business Improvement District | <input type="checkbox"/> Youth Advisory Board |
| <input type="checkbox"/> Downtown Parking System Advisory Committee | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Economic Development Corporation | |

Please tell us how you found out about our boards, etc. and/or vacancies _____

Name Beer Kara E
Last First M.I.
Home Address 14188 Helmer Rd S Email kbeer@battlecreek.org

Telephone Home 5179369506 Work 2699624076 Cell 5179369506

Are you at least 18 years of age? Yes ☒ No ☐

Current occupation (students, list school activities) President CEO

Employer/work address (students, list school) Battle Creek Area Chamber of Commerce 34 W Jackson Street Suite 3A

Educational background/degrees (students, list year in school) Bachelor of Public Health, Master of Public Administration Central Michigan University

List any appointive positions or boards/committees/commissions/councils on which you have served and year(s) of service

Renewal of all three listed. _____

List any organizations to which you belong (professional, technical, community, nonprofit; students, list school organizations) Michigan Association

Michigan Association of Chamber Professionals, Association of Chamber of Commerce Executives, Battle Creek Rotary,

Briefly indicate your interest, experience, and/or qualifications for the board, etc. for which you are applying. Please be specific (use back of form if needed.) _____

I understand that any or all information on this form may be verified. I consent to the release of this information for publicity purposes.

Signature Kara E. Beer  Date 3/3/25

Return application to: City Manager's Office, 10 N. Division St.,
Room 206, Battle Creek, MI 49014

City of Battle Creek Boards, Commissions and Committees – Descriptions

Please check experience for up to three boards and commissions on which you are interested in serving.

Airport Advisory Board – Appointing authority: Mayor and Commission.

The committee makes policy recommendations regarding airport matters in order to support the continued development of the airport and economic growth of the community, and acts as an advocate for the current and potential future economic value of the airport. Meets quarterly.

Contact: Battle Creek Executive Airport at Kellogg Field, 269-966-3470

Experience: ☐ Airport operations ☒ Economic development ☒ Live in city limits

Battle Creek Area International Relations Committee – Appointing authority: Mayor, with Commission approval.

To foster cultural promotion of the city and provide a positive environment toward foreign industrialists and their families. Meets as needed.

Contact: City Manager's Office, 269-966-3311

Experience: ☐ Live in city limits

Battle Creek Downtown Development Authority – Appointing authority: City Manager, with Commission approval.

The Downtown Development Authority, Public Act 57 of 2018, is designed to be a catalyst in the development of the city's downtown district. The DDA provides for a variety of funding options including a tax increment financing mechanism, which can be used to fund public improvements in the downtown district. Meets quarterly.

Contact: City Manager's Office, 269-966-3311

Experience: ☐ Property owner ☒ Business representative ☒ Live in city limits

Battle Creek Housing Commission – Appointing authority: Mayor and Commission.

Manages all public housing facilities and rental voucher (Section 8) programs in the city. Public housing facilities include scattered site rental housing, home purchase programs and senior residential developments. Meets monthly.

Contact: Community Services Director, 269-966-3387

Experience: ☐ Public housing ☐ Live in city limits

Battle Creek TIFA/Brownfield Redevelopment Authority – Appointing authority: City Manager, with Commission approval.

To halt a decline of property values, increase property tax valuation, eliminate causes of decline in value, and promote growth in the Fort Custer Industrial Park. Meets quarterly.

Contact: City Manager's Office, 269-966-3311

Experience: ☐ Property owner ☐ Business owner ☐ Live in city limits

Battle Creek Transit Local Advisory Council – Appointing authority: Mayor and Commission.

Public Act 51 of 1951, as amended, required there to be a Local Advisory Council whose legal function is to review and comment on the applicant Vehicle Accessibility Plan and annual updates to that plan. Meets annually, with special meetings scheduled if necessary.

Contact: Battle Creek Transit, 269-966-3374

Experience: ☒ Public transportation ☒ Live in city limits

Battle Creek Transit Local Coordinating Committee – Appointing authority: Mayor and Commission.

Public Act 51 of 1951, as amended, required there to be a local coordination of transportation services to the elderly and disabled. Because of this requirement, the Michigan Department of Transportation directed that each transit agency have a "local coordinating committee" whose legal function is to determine annually how the Specialized Services funds will be allocated among the various sub-recipients. Meets Quarterly.

Contact: Battle Creek Transit, 269-966-3474

Experience: ☐ Public transportation ☐ Live in city limits

Dangerous Buildings Hearing Officer – Appointing authority: Mayor, with Commission approval.

Identifies those structures within the city confines that are considered to be a public nuisance; serves written notice of a hearing to the owner or party of interest at the address shown on the tax records; and shows cause why the structure(s) should not be ordered demolished, otherwise made safe, or properly maintained. Must have expertise in housing matters, including, but not limited to: an engineer, architect, building contractor, building inspector, or member of a community housing organization. Meets monthly.

Contact: Code Compliance Manager, 269-966-3311

Experience: ☐ Building construction/engineering ☐ Real estate/development/law ☐ Housing

Development Area Citizens Council – Appointing authority: City Commission

An advisory body to a development authority and, ultimately, the City Commission, related to updates to the authority's development plan.

Contact: City Manager's Office, 269-966-3311

Experience: ☐ Lives within authority boundaries

Dickman Road Business Improvement District – Appointing authority: City Manager, with Commission approval; City of Springfield

Undertakes functions, objectives, and powers enumerated in Section 1 of Public Act 49 of the Public Acts of 1999, including the promotion of economic activity in the BID along Dickman Road and providing or contracting for the administration, security, and operation of the District, to include physical improvements and joint marketing. Meets quarterly.

Contact: City Manager's Office, 269-966-3311

Experience: ☐ Non-automotive business representative ☐ Automotive business representative

Downtown Parking System Advisory Committee – Appointing authority: Mayor appoints commissioners; City Manager appoints owners and members at large with Commission approval.

Advises city staff and the city's parking administrator on issues related to the municipally-owned and operated parking system. Meets as needed.

Contact: Public Works Director, 269-966-3490

Experience: ☐ Downtown business/property owner ☐ Live in city limits

Economic Development Corporation – Appointing authority: Mayor, with Commission approval.

Alleviates unemployment conditions, assists in industry retention and promotes the general welfare of Battle Creek. Meets as needed.

Contact: City Manager's Office, 269-966-3311

Experience: ☐ Economic development ☐ Live in city limits

Goguac Lake Board – Appointing authority: Two representatives and a Goguac Lake property owner by the Mayor and City Commission; a county commissioner by the Calhoun County Board of Commissioners chairperson; the county drain commissioner; a representative of the Michigan Department of Environment, Great Lakes, and Energy.

Pursuant to Public Act 451 of 1994, as amended by Public Act 59 of 1995, formed to protect the public health, safety and welfare, and conserve the natural resources and preserve property values around Goguac Lake. Meets quarterly.

Contact: Utility Administrator, 269-966-3343

Experience: ☐ Own property on Goguac Lake

Historic District Commission – Appointing authority: Mayor, with Commission approval.

Charged under state law and local ordinance with reviewing plans for exterior modifications or demolition of buildings within the federal, state or local historic districts. Meets monthly.

Contact: Planning Division, 269-966-3320

Experience: ☐ Construction/building trades ☐ History ☐ Architecture ☐ Live in city limits

Police/Fire Retirement System Board – Appointing authority: Two members by City Commission, one member by Fire Department, one member by Police Department.

Make rules and regulations necessary to properly conduct the business of the police/fire pension system, as directed by law.

Contact: Finance Division, 269-966-3311

Experience: ☐ Finance and/or investing ☐ Live in city limits

Sustainable BC Committee – Appointing authority: City staff by City Manager; remaining members by Mayor, with Commission approval.

Increase the city's efforts to incorporate environmentally-responsible policies in the management of its facilities and services, including initiatives outlined in the Climate Protection Act Policy, adopted in August 2006, and the "15 percent by '15" renewable energy policy goal, adopted in March 2007. Will review and recommend environmental/conservation policy for the city, including recommendations for action to the City Commission. Meets as needed.

Contact: Utility Administrator, 269-966-3343

Experience: ☐ Environmental ☐ Live in city limits ☐ Business representative

Technical Review Committee – Appointing authority: City staff by City Manager; remaining members by contributing jurisdictions.

Provides review, input, and recommendations to the City and the City Commission regarding various aspects of the Wastewater Treatment system and rates. Meets quarterly.

Contact: Public Works Director, 269-966-3490

Experience: ☐ Engineering ☐ Other technical expertise ☐ Industry representative

Tree Advisory Council – Appointing authority: Mayor, with Commission approval.

Members serve in an advisory capacity to the Department of Public Works and the City Manager in developing the annual Tree Work Plan and the issuance of rules and regulations supplementary to the city's tree ordinance. Establishment meets a Tree City USA criterion. Meets at least once a year, in September.

Contact: City Engineer, 269-966-3343

Experience: ☐ Horticulture ☐ Forestry

Water System Advisory Council – Appointing authority: Mayor and Commission.

To advise and assist with the creation of materials and plans to educate the community about the dangers of lead in drinking water, assist with development of public awareness campaign materials, advise and consult on the development of appropriate plans for remediation and public education to be implemented if a lead action level is exceeded, advise and consult on efforts to replace private lead service lines, assist in promoting transparency of data and documents related to lead in drinking water, and collaborate with local community groups to ensure those living in the city have the opportunity to be involved in efforts to educate the community about lead in drinking water. Meets annually.

Contact: Public Works Director, 269-966-3490

Experience: ☐ Interest/knowledge about lead in drinking water and its effects ☐ Live in city limits

Youth Advisory Board – Appointing authority: Mayor, with Commission approval.

Established by Resolution 117 dated April 1, 2003 to involve area youth in local government policy development and administrative procedures that will improve the leadership development of the community's youth. Meets monthly.

Contact: City Manager's Office, 269-966-3311

Experience: ☐ Live in city limits ☐ Age 14-20

Zoning Board of Appeals – Appointing authority: Mayor, with Commission approval.

Considers requests for variances to the requirement of the planning and zoning code. Typical variance requests include yard setback reductions and the size of commercial signage. Meets monthly.

Contact: Planning Division, 269-966-3320

Experience: ☐ Land use planning ☐ Real estate/development/law ☐ Building construction/engineering

☐ Live in city limits

Patricia Worden

From: noreply@civicplus.com
Sent: Thursday, February 20, 2025 3:48 PM
To: Rebecca D. Forbes; Patricia Worden
Subject: Online Form Submittal: Current City of Battle Creek Boards, Committees, Commissions, and Councils Application

Email sent from outside of the City of Battle Creek. Use caution before clicking links/attachments.

Current City of Battle Creek Boards, Committees, Commissions, and Councils Application

City of Battle Creek Boards, Committees, Commissions, & Councils Application

Please select the **top 3** boards, committees, commissions, or councils on which you would like to serve. This application will remain active for one year from the date we receive it and will be posted on the City's website. Thank you for applying!

Name	Nathan Darlington
Are you 18 years or older?	Yes
Home address	252 Minges Rd E
City	Battle Creek
State	[object Object]
Zip code	49015
Email address	nate.darlington@duncanaviation.com
Home phone	2694206772
Work phone	Field not completed.
Cell phone	Field not completed.
Current occupation (students should list school activities)	MRO Business Aviation
Employer and work address (students should list school)	Duncan Aviation, 15745 South Airport Road, Battle Creek, MI 49015
Educational background/degrees (students should list current year in school)	Some college (no degree) / Yale School of Management

List any appointed positions or boards/committees/commissions/councils on which you have served, and year(s) of service	Battle Creek Unlimited - 6yrs, Voces - 1yr, Calhoun Area Career Center Aviation Advisory Board - 6yrs, Aviation Electrical Association - Steering committee for workforce development 1yr
List any organizations to which you belong (professional, technical, community, nonprofit; students should list school organizations)	St Philip Catholic Church
Briefly explain your interest, experience, and/or qualifications for the boards for which you are applying	I want to continue my role on the Airports Advisory Committee to promote one of our community's greatest assets. With advancements in the aviation industry and the potential economic growth from EVTOL and drone operations, I see a bright future for our airport and our community.
Attach additional information	<i>Field not completed.</i>
Please tell us how you found out about our boards, etc. and/or vacancies	Current committee member
Electronic Signature Agreement	I agree.

By signing this form, you acknowledge that any or all information on this form may be verified, and consent to the release of this information for publicity purposes.

Electronic Signature	Nathan S. Darlington
Date	2/20/2025

(Section Break)

Accessibility

The City of Battle Creek is committed to making our volunteer opportunities accessible to everyone. If you require a reasonable accommodation to fully participate on a board/committee/commission/council, please note your accommodation request(s) here:

Accommodation request(s):	None
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Boards, Committees, Commissions, & Councils Interest

Please rank your first, second, and third choices for boards, committees, commissions, and councils on which you would like to serve. Please check the boxes to indicate your experience and/or credentials for each of your three choices. Thank you!

Airport Advisory Board

Makes policy recommendations to support continued airport development and community economic growth; acts as advocate for current and potential economic value of the airport.

Rank	1
Experience	Airport operations, Economic development, Live in BC city limits

BC Area International Relations Committee

To foster cultural promotion of the city, and provide a positive environment toward foreign industrialists and their families

Rank	<i>Field not completed.</i>
Experience	<i>Field not completed.</i>

BC Downtown Development Authority

Provides for a variety of funding options, including tax increment financing mechanism, which can be used to fund public improvements in the downtown district.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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BC Housing Commission

Manages all public housing facilities and rental voucher (Section 8) programs in the city. Public housing facilities include scattered site rental housing, home purchase programs and senior residential developments.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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BC TIFA/Brownfield Redevelopment Authority

BC Tax Increment Finance Authority. Works to halt a decline of property values, increase property tax valuation, eliminate causes of decline in value, and promote growth in the Fort Custer Industrial Park.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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BC Transit Local Advisory Council

Advises the City in areas relating to planning, delivery, and operation of public transportation in the community and to provide recommendations and input regarding accessibility including the annual approval of Battle Creek Transit's Vehicle Accessibility Plan.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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BC Transit Local Coordinating Committee

Determines annually how the Specialized Services funds will be allocated among the various sub-recipients, related to transportation services for the elderly and those with disabilities.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
Board of Appeals (Housing)	
Hears and decides on appeals concerning application or interpretation of the provisions and standards of the Building Code, the International Property Maintenance Code and Chapter 842 of these Codified Ordinances, and to hear appeals of decisions of the Dangerous Buildings Hearing Officer.	
Rank	<i>Field not completed.</i>
Experience	<i>Field not completed.</i>
Board of Review (Assessing)	
Members serve for five years, and must be city electors and property owners. Members may correct/amend assessment rolls, and increase or decrease taxable property assessment or valuation.	
Rank	<i>Field not completed.</i>
Experience	<i>Field not completed.</i>
Civil Service Commission	
Establishes rules applicable to all regular and full-time Fire Department personnel, excluding civilian employees. Members must reside in the city limits for one year, reside within the county for three years, and hold no other government office. There may be no more than two members of the same political party.	
Rank	<i>Field not completed.</i>
Experience	<i>Field not completed.</i>
Community Oversight Board	
Serves in an advisory capacity to the City Manager in reviewing appeals of investigations and findings of community complaints made against the Battle Creek Police Department. Creates bridges between community and law enforcement by supporting community education and transparency, providing community perspective on practices and policies of the department, and working to build credibility and community trust. There are seven members and two alternates, reflecting the city's demographics as closely as possible. Meets at least quarterly.	
Rank	<i>Field not completed.</i>
Experience	<i>Field not completed.</i>

Construction Board of Appeals

To hear appeals on building permit denials, and from any other decision pursuant or related to the Act or the State Construction Code. There are five members and one alternate. Members serve two-year terms. A member of the board shall be qualified by experience or training to perform the duties of the board. The board meets as needed.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Dangerous Buildings Hearing Officer

Identifies structures in the city considered to be a public nuisance; serves written notice of a hearing to the owner or party of interest at the address shown on the tax records; and shows cause why the structure(s) should not be ordered demolished, otherwise made safe, or properly maintained. Must have expertise in housing matters, including, but not limited to: engineer, architect, building contractor, building inspector, or member of a community housing organization.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Development Area Citizens Council

An advisory body to a development authority and, ultimately, the City Commission, related to updates to the authority's development plan.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Dickman Road Business Improvement District

Promotes economic activity in the BID along Dickman Road, and provides or contracts for the administration, security, and operation of the district, to include physical improvements and joint marketing.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Downtown Parking System Advisory Committee

Advises city staff and the city's parking administrator on issues related to the city-owned and operated parking system.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Economic Development Corporation

Alleviates unemployment conditions, assists in industry retention and promotes the general welfare of Battle Creek.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Goguac Lake Board

Formed to protect the public health, safety and welfare, and conserve the natural resources and preserve property values around Goguac Lake.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Historic District Commission

Reviews plans for exterior modifications or demolition of buildings within the federal, state, or local historic districts.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Human Relations Board

To increase constructive communication among all people regardless of actual or perceived race, ethnicity, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, gender identity, or socioeconomic status. To increase constructive communication between community members, public officials, and community organizations, thereby promoting harmonious and productive relationships within the community, and equitable access to community resources for all. Board shall be representative of management and labor, various religions, various races, and others who have an interest in human relations.

Rank	Field not completed.
Experience	Field not completed.
Income Tax Board of Appeals	
Attempts to settle city income tax disputes.	

Rank	Field not completed.
Experience	Field not completed.
Lakeview Downtown Development Authority	
The definition of a development area; the origination of a development plan; and the implementation of a development program	

Rank	Field not completed.
Experience	Field not completed.
License Review Board	
Provides an opportunity to appeal when an application to operate as a vendor within the city limits is denied or a current Vendor's License becomes subject to suspension or revocation.	

Rank	Field not completed.
Experience	Field not completed.
Local Development Financing Authority	
To govern the affairs of the I-94 Business Park and Certified Technology Park (SmartZone) established by the City of Battle Creek, pursuant to an Agreement (The Battle Creek Aviation and E-Learning SmartZone Agreement) with the Michigan Economic Development Corporation.	

Rank	Field not completed.
Experience	Field not completed.
Local Officers' Compensation Commission	

Determine salaries of elected officials. Shall meet for at least one, and not more than 15, session days in each odd-numbered year. "Session day" is a calendar day on which the commission meets and for which a quorum is present.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Planning Commission

Adopts plans for the city. Also considers requests for zoning classifications and special use permits, and makes recommendations to the City Commission on amendments to the planning and zoning code.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Police/Fire Retirement System Board

Make rules and regulations necessary to properly conduct the business of the police and fire pension system, as directed by law.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Sustainable BC Committee

Increase the city's efforts to incorporate environmentally-responsible policies in the management of its facilities and services, including initiatives outlined in the Climate Protection Act Policy, adopted in August 2006, and the 15 percent by '15 renewable energy policy goal, adopted in March 2007. Will review and recommend environmental/conservation policy for the city, including recommendations for action to the City Commission.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Technical Review Committee

Provides review, input, and recommendations to the city and the City Commission regarding various aspects of the wastewater treatment system and rates.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
Tree Advisory Council	
Helps develop the annual Tree Work Plan, and issue rules and regulations supplementary to the city's tree ordinance. Establishment meets a Tree City USA criterion.	
Rank	<i>Field not completed.</i>
Experience	<i>Field not completed.</i>
Water System Advisory Council	
Advises and assists with creation of materials and plans to educate the community about the dangers of lead in drinking water, assist with development of public awareness campaign materials, advise and consult on the development of appropriate plans for remediation and public education to be implemented if a lead action level is exceeded, advise and consult on efforts to replace private lead service lines, assist in promoting transparency of data and documents related to lead in drinking water, and collaborate with local community groups to ensure those living in the city have the opportunity to be involved in efforts to educate the community about lead in drinking water.	
Rank	<i>Field not completed.</i>
Experience	<i>Field not completed.</i>
Youth Advisory Board	
To involve area youth in local government policy development and administrative procedures that will improve the leadership development of the community's youth.	
Rank	<i>Field not completed.</i>
Experience	<i>Field not completed.</i>
Zoning Board of Appeals	
Considers requests for variances to the requirement of the planning and zoning code. Typical variance requests include yard setback reductions and the size of commercial signage.	
Rank	<i>Field not completed.</i>
Experience	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)

Patricia Worden

From: noreply@civicplus.com
Sent: Sunday, February 2, 2025 10:20 PM
To: Rebecca D. Forbes; Patricia Worden
Subject: Online Form Submittal: Current City of Battle Creek Boards, Committees, Commissions, and Councils Application

Email sent from outside of the City of Battle Creek. Use caution before clicking links/attachments.

Current City of Battle Creek Boards, Committees, Commissions, and Councils Application

City of Battle Creek Boards, Committees, Commissions, & Councils Application

Please select the **top 3** boards, committees, commissions, or councils on which you would like to serve. This application will remain active for one year from the date we receive it and will be posted on the City's website. Thank you for applying!

Name	Amy Jo Marciano-Ratliff
Are you 18 years or older?	Field not completed.
Home address	118 Whisperwood Lane
City	Battle Creek
State	MI
Zip code	49015
Email address	ronandamyratliff@comcast.net
Home phone	2699648009
Work phone	Field not completed.
Cell phone	2694204867
Current occupation (students should list school activities)	Global Travel Manager
Employer and work address (students should list school)	NielsenIQ/work from home
Educational background/degrees (students should list current year in school)	High School Diploma/Associates Degree

List any appointed positions or boards/committees/commissions/councils on which you have served, and year(s) of service	Airport Advisory Committee Battle Creek, currently serving; Kalamazoo/Battle Creek Airport Advisory Committee, served 2008-2010
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List any organizations to which you belong (professional, technical, community, nonprofit; students should list school organizations)	Global Business Travel Association
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Briefly explain your interest, experience, and/or qualifications for the boards for which you are applying	I currently serve on the Board and would like to continue.
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Attach additional information	<i>Field not completed.</i>
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Please tell us how you found out about our boards, etc. and/or vacancies	<i>Field not completed.</i>
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Electronic Signature Agreement	I agree.
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By signing this form, you acknowledge that any or all information on this form may be verified, and consent to the release of this information for publicity purposes.

Electronic Signature	Amy Marciano-Ratliff
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Date	February 2, 2025
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Accessibility

The City of Battle Creek is committed to making our volunteer opportunities accessible to everyone. If you require a reasonable accommodation to fully participate on a board/committee/commission/council, please note your accommodation request(s) here:

Accommodation request(s):	<i>Field not completed.</i>
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Boards, Committees, Commissions, & Councils Interest

Please rank your first, second, and third choices for boards, committees, commissions, and councils on which you would like to serve. Please check the boxes to indicate your experience and/or credentials for each of your three choices. Thank you!

Airport Advisory Board

Makes policy recommendations to support continued airport development and community economic growth; acts as advocate for current and potential economic value of the airport.

Rank

1

Experience

Live in BC city limits

BC Area International Relations Committee

To foster cultural promotion of the city, and provide a positive environment toward foreign industrialists and their families

Rank

Field not completed.

Experience

Field not completed.

BC Downtown Development Authority

Provides for a variety of funding options, including tax increment financing mechanism, which can be used to fund public improvements in the downtown district.

Rank

Field not completed.

Experience

Field not completed.

BC Housing Commission

Manages all public housing facilities and rental voucher (Section 8) programs in the city. Public housing facilities include scattered site rental housing, home purchase programs and senior residential developments.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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BC TIFA/Brownfield Redevelopment Authority

BC Tax Increment Finance Authority. Works to halt a decline of property values, increase property tax valuation, eliminate causes of decline in value, and promote growth in the Fort Custer Industrial Park.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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BC Transit Local Advisory Council

Advises the City in areas relating to planning, delivery, and operation of public transportation in the community and to provide recommendations and input regarding accessibility including the annual approval of Battle Creek Transit's Vehicle Accessibility Plan.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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BC Transit Local Coordinating Committee

Determines annually how the Specialized Services funds will be allocated among the various sub-recipients, related to transportation services for the elderly and those with disabilities.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Board of Appeals (Housing)

Hears and decides on appeals concerning application or interpretation of the provisions and standards of the Building Code, the International Property

Maintenance Code and Chapter 842 of these Codified Ordinances, and to hear appeals of decisions of the Dangerous Buildings Hearing Officer.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Board of Review (Assessing)

Members serve for five years, and must be city electors and property owners. Members may correct/amend assessment rolls, and increase or decrease taxable property assessment or valuation.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Civil Service Commission

Establishes rules applicable to all regular and full-time Fire Department personnel, excluding civilian employees. Members must reside in the city limits for one year, reside within the county for three years, and hold no other government office. There may be no more than two members of the same political party.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Community Oversight Board

Serves in an advisory capacity to the City Manager in reviewing appeals of investigations and findings of community complaints made against the Battle Creek Police Department. Creates bridges between community and law enforcement by supporting community education and transparency, providing community perspective on practices and policies of the department, and working to build credibility and community trust. There are seven members and two alternates, reflecting the city's demographics as closely as possible. Meets at least quarterly.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Construction Board of Appeals

To hear appeals on building permit denials, and from any other decision pursuant or related to the Act or the State Construction Code. There are five members and one alternate. Members serve two-year terms. A member of the board shall be

qualified by experience or training to perform the duties of the board. The board meets as needed.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Dangerous Buildings Hearing Officer

Identifies structures in the city considered to be a public nuisance; serves written notice of a hearing to the owner or party of interest at the address shown on the tax records; and shows cause why the structure(s) should not be ordered demolished, otherwise made safe, or properly maintained. Must have expertise in housing matters, including, but not limited to: engineer, architect, building contractor, building inspector, or member of a community housing organization.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Development Area Citizens Council

An advisory body to a development authority and, ultimately, the City Commission, related to updates to the authority's development plan.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Dickman Road Business Improvement District

Promotes economic activity in the BID along Dickman Road, and provides or contracts for the administration, security, and operation of the district, to include physical improvements and joint marketing.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Downtown Parking System Advisory Committee

Advises city staff and the city's parking administrator on issues related to the city-owned and operated parking system.

Rank	<i>Field not completed.</i>
------	-----------------------------

Experience

Field not completed.

Economic Development Corporation

Alleviates unemployment conditions, assists in industry retention and promotes the general welfare of Battle Creek.

Rank

Field not completed.

Experience

Field not completed.

Goguac Lake Board

Formed to protect the public health, safety and welfare, and conserve the natural resources and preserve property values around Goguac Lake.

Rank

Field not completed.

Experience

Field not completed.

Historic District Commission

Reviews plans for exterior modifications or demolition of buildings within the federal, state, or local historic districts.

Rank

Field not completed.

Experience

Field not completed.

Human Relations Board

To increase constructive communication among all people regardless of actual or perceived race, ethnicity, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, gender identity, or socioeconomic status. To increase constructive communication between community members, public officials, and community organizations, thereby promoting harmonious and productive relationships within the community, and equitable access to community resources for all. Board shall be representative of management and labor, various religions, various races, and others who have an interest in human relations.

Rank

Field not completed.

Experience

Field not completed.

Income Tax Board of Appeals

Attempts to settle city income tax disputes.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Lakeview Downtown Development Authority

The definition of a development area; the origination of a development plan; and the implementation of a development program

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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License Review Board

Provides an opportunity to appeal when an application to operate as a vendor within the city limits is denied or a current Vendor's License becomes subject to suspension or revocation.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Local Development Financing Authority

To govern the affairs of the I-94 Business Park and Certified Technology Park (SmartZone) established by the City of Battle Creek, pursuant to an Agreement (The Battle Creek Aviation and E-Learning SmartZone Agreement) with the Michigan Economic Development Corporation.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Local Officers' Compensation Commission

Determine salaries of elected officials. Shall meet for at least one, and not more than 15, session days in each odd-numbered year. "Session day" is a calendar day on which the commission meets and for which a quorum is present.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Planning Commission

Adopts plans for the city. Also considers requests for zoning classifications and special use permits, and makes recommendations to the City Commission on amendments to the planning and zoning code.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Police/Fire Retirement System Board

Make rules and regulations necessary to properly conduct the business of the police and fire pension system, as directed by law.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Sustainable BC Committee

Increase the city's efforts to incorporate environmentally-responsible policies in the management of its facilities and services, including initiatives outlined in the Climate Protection Act Policy, adopted in August 2006, and the 15 percent by '15 renewable energy policy goal, adopted in March 2007. Will review and recommend environmental/conservation policy for the city, including recommendations for action to the City Commission.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Technical Review Committee

Provides review, input, and recommendations to the city and the City Commission regarding various aspects of the wastewater treatment system and rates.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Tree Advisory Council

Helps develop the annual Tree Work Plan, and issue rules and regulations supplementary to the city's tree ordinance. Establishment meets a Tree City USA criterion.

Rank	Field not completed.
Experience	Field not completed.
Water System Advisory Council	
Advises and assists with creation of materials and plans to educate the community about the dangers of lead in drinking water, assist with development of public awareness campaign materials, advise and consult on the development of appropriate plans for remediation and public education to be implemented if a lead action level is exceeded, advise and consult on efforts to replace private lead service lines, assist in promoting transparency of data and documents related to lead in drinking water, and collaborate with local community groups to ensure those living in the city have the opportunity to be involved in efforts to educate the community about lead in drinking water.	

Rank	Field not completed.
Experience	Field not completed.
Youth Advisory Board	
To involve area youth in local government policy development and administrative procedures that will improve the leadership development of the community's youth.	

Rank	Field not completed.
Experience	Field not completed.
Zoning Board of Appeals	
Considers requests for variances to the requirement of the planning and zoning code. Typical variance requests include yard setback reductions and the size of commercial signage.	

Rank	Field not completed.
Experience	Field not completed.

Email not displaying correctly? [View it in your browser.](#)

Patricia Worden

From: noreply@civicplus.com
Sent: Wednesday, February 5, 2025 3:51 PM
To: Rebecca D. Forbes; Patricia Worden
Subject: Online Form Submittal: Current City of Battle Creek Boards, Committees, Commissions, and Councils Application

Email sent from outside of the City of Battle Creek. Use caution before clicking links/attachments.

Current City of Battle Creek Boards, Committees, Commissions, and Councils Application

City of Battle Creek Boards, Committees, Commissions, & Councils Application

Please select the **top 3** boards, committees, commissions, or councils on which you would like to serve. This application will remain active for one year from the date we receive it and will be posted on the City's website. Thank you for applying!

Name	Kelli Scott
Are you 18 years or older?	Yes
Home address	4391 Council Crest Ln
City	Battle Creek
State	MI
Zip code	49014
Email address	kjscott@calhouncountymi.gov
Home phone	2698416853
Work phone	2697810966
Cell phone	2698416853
Current occupation (students should list school activities)	County Administrator/Controller
Employer and work address (students should list school)	Calhoun County, 315 W. Green St., Marshall, MI 49068
Educational background/degrees (students should list current year in school)	BBA Accounting, MPA, CPA license

List any appointed positions or boards/committees/commissions/councils on which you have served, and year(s) of service

Current: 50CADC Board of Directors, MAEDA Board of Directors, Battle Creek CVB Board of Directors, BCCF Finance Committee, County EDC, Summit Pointe Board of Directors, Battle Creek Rotary Club Board, Battle Creek Airport Advisory Committee, County Hospital Finance Authority

List any organizations to which you belong (professional, technical, community, nonprofit; students should list school organizations)

MICPA, MACAO, NACo, MIGFOA, GFOA, ICMA, NACA,

Briefly explain your interest, experience, and/or qualifications for the boards for which you are applying

As a county level appointed official, I have experience with municipal budgets, operations and strategies for development. I have interest in furthering the success of the BC Executive Airport as a wonderful community asset!

Attach additional information

Field not completed.

Please tell us how you found out about our boards, etc. and/or vacancies

City of BC management reached out to me to ask for my participation.

Electronic Signature Agreement

I agree.

By signing this form, you acknowledge that any or all information on this form may be verified, and consent to the release of this information for publicity purposes.

Electronic Signature

Kelli D. Scott

Date

2/5/2025

Accessibility

The City of Battle Creek is committed to making our volunteer opportunities accessible to everyone. If you require a reasonable accommodation to fully participate on a board/committee/commission/council, please note your accommodation request(s) here:

Accommodation

Field not completed.

request(s):

Boards, Committees, Commissions, & Councils Interest

Please rank your first, second, and third choices for boards, committees, commissions, and councils on which you would like to serve. Please check the boxes to indicate your experience and/or credentials for each of your three choices. Thank you!

Airport Advisory Board

Makes policy recommendations to support continued airport development and community economic growth; acts as advocate for current and potential economic value of the airport.

Rank

1

Experience

Economic development

BC Area International Relations Committee

To foster cultural promotion of the city, and provide a positive environment toward foreign industrialists and their families

Rank

Field not completed.

Experience

Field not completed.

BC Downtown Development Authority

Provides for a variety of funding options, including tax increment financing mechanism, which can be used to fund public improvements in the downtown district.

Rank *Field not completed.*

Experience *Field not completed.*

BC Housing Commission

Manages all public housing facilities and rental voucher (Section 8) programs in the city. Public housing facilities include scattered site rental housing, home purchase programs and senior residential developments.

Rank *Field not completed.*

Experience *Field not completed.*

BC TIFA/Brownfield Redevelopment Authority

BC Tax Increment Finance Authority. Works to halt a decline of property values, increase property tax valuation, eliminate causes of decline in value, and promote growth in the Fort Custer Industrial Park.

Rank *Field not completed.*

Experience *Field not completed.*

BC Transit Local Advisory Council

Advises the City in areas relating to planning, delivery, and operation of public transportation in the community and to provide recommendations and input regarding accessibility including the annual approval of Battle Creek Transit's Vehicle Accessibility Plan.

Rank *Field not completed.*

Experience *Field not completed.*

BC Transit Local Coordinating Committee

Determines annually how the Specialized Services funds will be allocated among the various sub-recipients, related to transportation services for the elderly and those with disabilities.

Rank *Field not completed.*

Experience

Field not completed.

Board of Appeals (Housing)

Hears and decides on appeals concerning application or interpretation of the provisions and standards of the Building Code, the International Property Maintenance Code and Chapter 842 of these Codified Ordinances, and to hear appeals of decisions of the Dangerous Buildings Hearing Officer.

Rank

Field not completed.

Experience

Field not completed.

Board of Review (Assessing)

Members serve for five years, and must be city electors and property owners. Members may correct/amend assessment rolls, and increase or decrease taxable property assessment or valuation.

Rank

Field not completed.

Experience

Field not completed.

Civil Service Commission

Establishes rules applicable to all regular and full-time Fire Department personnel, excluding civilian employees. Members must reside in the city limits for one year, reside within the county for three years, and hold no other government office. There may be no more than two members of the same political party.

Rank

Field not completed.

Experience

Field not completed.

Community Oversight Board

Serves in an advisory capacity to the City Manager in reviewing appeals of investigations and findings of community complaints made against the Battle Creek Police Department. Creates bridges between community and law enforcement by supporting community education and transparency, providing community perspective on practices and policies of the department, and working to build credibility and community trust. There are seven members and two alternates, reflecting the city's demographics as closely as possible. Meets at least quarterly.

Rank

Field not completed.

Experience

Field not completed.

Construction Board of Appeals

To hear appeals on building permit denials, and from any other decision pursuant or related to the Act or the State Construction Code. There are five members and one alternate. Members serve two-year terms. A member of the board shall be qualified by experience or training to perform the duties of the board. The board meets as needed.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Dangerous Buildings Hearing Officer

Identifies structures in the city considered to be a public nuisance; serves written notice of a hearing to the owner or party of interest at the address shown on the tax records; and shows cause why the structure(s) should not be ordered demolished, otherwise made safe, or properly maintained. Must have expertise in housing matters, including, but not limited to: engineer, architect, building contractor, building inspector, or member of a community housing organization.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Development Area Citizens Council

An advisory body to a development authority and, ultimately, the City Commission, related to updates to the authority's development plan.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Dickman Road Business Improvement District

Promotes economic activity in the BID along Dickman Road, and provides or contracts for the administration, security, and operation of the district, to include physical improvements and joint marketing.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Downtown Parking System Advisory Committee

Advises city staff and the city's parking administrator on issues related to the city-owned and operated parking system.

Rank *Field not completed.*

Experience *Field not completed.*

Economic Development Corporation

Alleviates unemployment conditions, assists in industry retention and promotes the general welfare of Battle Creek.

Rank *Field not completed.*

Experience *Field not completed.*

Goguac Lake Board

Formed to protect the public health, safety and welfare, and conserve the natural resources and preserve property values around Goguac Lake.

Rank *Field not completed.*

Experience *Field not completed.*

Historic District Commission

Reviews plans for exterior modifications or demolition of buildings within the federal, state, or local historic districts.

Rank *Field not completed.*

Experience *Field not completed.*

Human Relations Board

To increase constructive communication among all people regardless of actual or perceived race, ethnicity, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, gender identity, or socioeconomic status. To increase constructive communication between community members, public officials, and community organizations, thereby promoting harmonious and productive relationships within the community, and equitable access to community resources for all. Board shall be representative of management and labor, various religions, various races, and others who have an interest in human relations.

Rank *Field not completed.*

Experience *Field not completed.*

Income Tax Board of Appeals

Attempts to settle city income tax disputes.

Rank *Field not completed.*

Experience *Field not completed.*

Lakeview Downtown Development Authority

The definition of a development area; the origination of a development plan; and the implementation of a development program

Rank *Field not completed.*

Experience *Field not completed.*

License Review Board

Provides an opportunity to appeal when an application to operate as a vendor within the city limits is denied or a current Vendor's License becomes subject to suspension or revocation.

Rank *Field not completed.*

Experience *Field not completed.*

Local Development Financing Authority

To govern the affairs of the I-94 Business Park and Certified Technology Park (SmartZone) established by the City of Battle Creek, pursuant to an Agreement (The Battle Creek Aviation and E-Learning SmartZone Agreement) with the Michigan Economic Development Corporation.

Rank *Field not completed.*

Experience *Field not completed.*

Local Officers' Compensation Commission

Determine salaries of elected officials. Shall meet for at least one, and not more than 15, session days in each odd-numbered year. "Session day" is a calendar day on which the commission meets and for which a quorum is present.

Rank *Field not completed.*

Experience *Field not completed.*

Planning Commission

Adopts plans for the city. Also considers requests for zoning classifications and special use permits, and makes recommendations to the City Commission on amendments to the planning and zoning code.

Rank *Field not completed.*

Experience *Field not completed.*

Police/Fire Retirement System Board

Make rules and regulations necessary to properly conduct the business of the police and fire pension system, as directed by law.

Rank *Field not completed.*

Experience *Field not completed.*

Sustainable BC Committee

Increase the city's efforts to incorporate environmentally-responsible policies in the management of its facilities and services, including initiatives outlined in the Climate Protection Act Policy, adopted in August 2006, and the 15 percent by '15 renewable energy policy goal, adopted in March 2007. Will review and recommend environmental/conservation policy for the city, including recommendations for action to the City Commission.

Rank *Field not completed.*

Experience *Field not completed.*

Technical Review Committee

Provides review, input, and recommendations to the city and the City Commission regarding various aspects of the wastewater treatment system and rates.

Rank *Field not completed.*

Experience	<i>Field not completed.</i>
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Tree Advisory Council

Helps develop the annual Tree Work Plan, and issue rules and regulations supplementary to the city's tree ordinance. Establishment meets a Tree City USA criterion.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Water System Advisory Council

Advises and assists with creation of materials and plans to educate the community about the dangers of lead in drinking water, assist with development of public awareness campaign materials, advise and consult on the development of appropriate plans for remediation and public education to be implemented if a lead action level is exceeded, advise and consult on efforts to replace private lead service lines, assist in promoting transparency of data and documents related to lead in drinking water, and collaborate with local community groups to ensure those living in the city have the opportunity to be involved in efforts to educate the community about lead in drinking water.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Youth Advisory Board

To involve area youth in local government policy development and administrative procedures that will improve the leadership development of the community's youth.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Zoning Board of Appeals

Considers requests for variances to the requirement of the planning and zoning code. Typical variance requests include yard setback reductions and the size of commercial signage.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Patricia Worden

From: noreply@civicplus.com
Sent: Thursday, February 6, 2025 5:24 PM
To: Rebecca D. Forbes; Patricia Worden
Subject: Online Form Submittal: Current City of Battle Creek Boards, Committees, Commissions, and Councils Application

Email sent from outside of the City of Battle Creek. Use caution before clicking links/attachments.

Current City of Battle Creek Boards, Committees, Commissions, and Councils Application

City of Battle Creek Boards, Committees, Commissions, & Councils Application

Please select the **top 3** boards, committees, commissions, or councils on which you would like to serve. This application will remain active for one year from the date we receive it and will be posted on the City's website. Thank you for applying!

Name	Thomas R. Shaw Jr.
Are you 18 years or older?	Yes
Home address	935 Hillbrook Dr., Battle Creek
City	Battle Creek
State	MI
Zip code	49015
Email address	Trsbcmi@gmail.com
Home phone	2692095555
Work phone	Field not completed.
Cell phone	2692095555
Current occupation (students should list school activities)	Public Affairs, Self Employed
Employer and work address (students should list school)	Shaw Communication, 935 Hillbrook Dr., Battle Creek
Educational background/degrees (students should list current year in school)	BAA Central Michigan University, MS Wayne State University, Military Schools

List any appointed positions or boards/committees/commissions/councils on which you have served, and year(s) of service	Airport Advisory Board; LDDA; KCC Trustee; BCCF; BC Chamber; RWB Foundation; Regional History Museum Board, Brass Band of Battle Creek
List any organizations to which you belong (professional, technical, community, nonprofit; students should list school organizations)	Rotary; AMBUCS; American Legion; Boy Scouts; Commanders Club of Michigan; Navy League
Briefly explain your interest, experience, and/or qualifications for the boards for which you are applying	Presently serve on AAB and LDDA; desire to continue serving Battle Creek
Attach additional information	<i>Field not completed.</i>
Please tell us how you found out about our boards, etc. and/or vacancies	Present Member of AAB
Electronic Signature Agreement	I agree.

By signing this form, you acknowledge that any or all information on this form may be verified, and consent to the release of this information for publicity purposes.

Electronic Signature	T. R. Shaw Jr.
Date	FEB 5, 2025

Section Break

Accessibility

The City of Battle Creek is committed to making our volunteer opportunities accessible to everyone. If you require a reasonable accommodation to fully participate on a board/committee/commission/council, please note your accommodation request(s) here:

Accommodation request(s):	<i>Field not completed.</i>
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Boards, Committees, Commissions, & Councils Interest

Please rank your first, second, and third choices for boards, committees, commissions, and councils on which you would like to serve. Please check the boxes to indicate your experience and/or credentials for each of your three choices. Thank you!

Airport Advisory Board

Makes policy recommendations to support continued airport development and community economic growth; acts as advocate for current and potential economic value of the airport.

Rank

1

Experience

Airport operations, Economic development, Live in BC city limits

BC Area International Relations Committee

To foster cultural promotion of the city, and provide a positive environment toward foreign industrialists and their families

Rank

Field not completed.

Experience

Field not completed.

BC Downtown Development Authority

Provides for a variety of funding options, including tax increment financing mechanism, which can be used to fund public improvements in the downtown district.

Rank

Field not completed.

Experience

Field not completed.

BC Housing Commission

Manages all public housing facilities and rental voucher (Section 8) programs in the city. Public housing facilities include scattered site rental housing, home purchase programs and senior residential developments.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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BC TIFA/Brownfield Redevelopment Authority

BC Tax Increment Finance Authority. Works to halt a decline of property values, increase property tax valuation, eliminate causes of decline in value, and promote growth in the Fort Custer Industrial Park.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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BC Transit Local Advisory Council

Advises the City in areas relating to planning, delivery, and operation of public transportation in the community and to provide recommendations and input regarding accessibility including the annual approval of Battle Creek Transit's Vehicle Accessibility Plan.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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BC Transit Local Coordinating Committee

Determines annually how the Specialized Services funds will be allocated among the various sub-recipients, related to transportation services for the elderly and those with disabilities.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Board of Appeals (Housing)

Hears and decides on appeals concerning application or interpretation of the provisions and standards of the Building Code, the International Property

Maintenance Code and Chapter 842 of these Codified Ordinances, and to hear appeals of decisions of the Dangerous Buildings Hearing Officer.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Board of Review (Assessing)

Members serve for five years, and must be city electors and property owners. Members may correct/amend assessment rolls, and increase or decrease taxable property assessment or valuation.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Civil Service Commission

Establishes rules applicable to all regular and full-time Fire Department personnel, excluding civilian employees. Members must reside in the city limits for one year, reside within the county for three years, and hold no other government office. There may be no more than two members of the same political party.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Community Oversight Board

Serves in an advisory capacity to the City Manager in reviewing appeals of investigations and findings of community complaints made against the Battle Creek Police Department. Creates bridges between community and law enforcement by supporting community education and transparency, providing community perspective on practices and policies of the department, and working to build credibility and community trust. There are seven members and two alternates, reflecting the city's demographics as closely as possible. Meets at least quarterly.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Construction Board of Appeals

To hear appeals on building permit denials, and from any other decision pursuant or related to the Act or the State Construction Code. There are five members and one alternate. Members serve two-year terms. A member of the board shall be

qualified by experience or training to perform the duties of the board. The board meets as needed.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Dangerous Buildings Hearing Officer

Identifies structures in the city considered to be a public nuisance; serves written notice of a hearing to the owner or party of interest at the address shown on the tax records; and shows cause why the structure(s) should not be ordered demolished, otherwise made safe, or properly maintained. Must have expertise in housing matters, including, but not limited to: engineer, architect, building contractor, building inspector, or member of a community housing organization.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Development Area Citizens Council

An advisory body to a development authority and, ultimately, the City Commission, related to updates to the authority's development plan.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Dickman Road Business Improvement District

Promotes economic activity in the BID along Dickman Road, and provides or contracts for the administration, security, and operation of the district, to include physical improvements and joint marketing.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Downtown Parking System Advisory Committee

Advises city staff and the city's parking administrator on issues related to the city-owned and operated parking system.

Rank	<i>Field not completed.</i>
------	-----------------------------

Experience

Field not completed.

Economic Development Corporation

Alleviates unemployment conditions, assists in industry retention and promotes the general welfare of Battle Creek.

Rank

Field not completed.

Experience

Field not completed.

Goguac Lake Board

Formed to protect the public health, safety and welfare, and conserve the natural resources and preserve property values around Goguac Lake.

Rank

Field not completed.

Experience

Field not completed.

Historic District Commission

Reviews plans for exterior modifications or demolition of buildings within the federal, state, or local historic districts.

Rank

2

Experience

History, Live in BC city limits

Human Relations Board

To increase constructive communication among all people regardless of actual or perceived race, ethnicity, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, gender identity, or socioeconomic status. To increase constructive communication between community members, public officials, and community organizations, thereby promoting harmonious and productive relationships within the community, and equitable access to community resources for all. Board shall be representative of management and labor, various religions, various races, and others who have an interest in human relations.

Rank

Field not completed.

Experience

Field not completed.

Income Tax Board of Appeals

Attempts to settle city income tax disputes.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Lakeview Downtown Development Authority

The definition of a development area; the origination of a development plan; and the implementation of a development program

Rank	3
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Experience	District property owner/business representative, Live in BC city limits
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License Review Board

Provides an opportunity to appeal when an application to operate as a vendor within the city limits is denied or a current Vendor's License becomes subject to suspension or revocation.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Local Development Financing Authority

To govern the affairs of the I-94 Business Park and Certified Technology Park (SmartZone) established by the City of Battle Creek, pursuant to an Agreement (The Battle Creek Aviation and E-Learning SmartZone Agreement) with the Michigan Economic Development Corporation.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
------------	-----------------------------

Local Officers' Compensation Commission

Determine salaries of elected officials. Shall meet for at least one, and not more than 15, session days in each odd-numbered year. "Session day" is a calendar day on which the commission meets and for which a quorum is present.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Planning Commission

Adopts plans for the city. Also considers requests for zoning classifications and special use permits, and makes recommendations to the City Commission on amendments to the planning and zoning code.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Police/Fire Retirement System Board

Make rules and regulations necessary to properly conduct the business of the police and fire pension system, as directed by law.

Rank	<i>Field not completed.</i>
------	-----------------------------

Experience	<i>Field not completed.</i>
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Sustainable BC Committee

Increase the city's efforts to incorporate environmentally-responsible policies in the management of its facilities and services, including initiatives outlined in the Climate Protection Act Policy, adopted in August 2006, and the 15 percent by '15 renewable energy policy goal, adopted in March 2007. Will review and recommend environmental/conservation policy for the city, including recommendations for action to the City Commission.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Technical Review Committee

Provides review, input, and recommendations to the city and the City Commission regarding various aspects of the wastewater treatment system and rates.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Tree Advisory Council

Helps develop the annual Tree Work Plan, and issue rules and regulations supplementary to the city's tree ordinance. Establishment meets a Tree City USA criterion.

Rank	<i>Field not completed.</i>
Experience	<i>Field not completed.</i>

Water System Advisory Council

Advises and assists with creation of materials and plans to educate the community about the dangers of lead in drinking water, assist with development of public awareness campaign materials, advise and consult on the development of appropriate plans for remediation and public education to be implemented if a lead action level is exceeded, advise and consult on efforts to replace private lead service lines, assist in promoting transparency of data and documents related to lead in drinking water, and collaborate with local community groups to ensure those living in the city have the opportunity to be involved in efforts to educate the community about lead in drinking water.

Rank	<i>Field not completed.</i>
Experience	<i>Field not completed.</i>

Youth Advisory Board

To involve area youth in local government policy development and administrative procedures that will improve the leadership development of the community's youth.

Rank	<i>Field not completed.</i>
Experience	<i>Field not completed.</i>

Zoning Board of Appeals

Considers requests for variances to the requirement of the planning and zoning code. Typical variance requests include yard setback reductions and the size of commercial signage.

Rank	<i>Field not completed.</i>
Experience	<i>Field not completed.</i>

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Boards, Committees, Commissions, & Councils Application

City of Battle Creek

10 N. Division St.
Battle Creek, MI 49014
269-966-3311

Please check the top three boards, committees, commissions, or councils on which you are interested in serving.

(This application will remain active for one year from the date of receipt and will be posted on the City website.)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Airport Advisory Board | <input type="checkbox"/> Gogua Lake Board |
| <input type="checkbox"/> Battle Creek Area International Relations Committee | <input type="checkbox"/> Historic District Commission |
| <input type="checkbox"/> Battle Creek Downtown Development Authority | <input type="checkbox"/> Human Relations Board |
| <input type="checkbox"/> Battle Creek Housing Commission | <input type="checkbox"/> Income Tax Board of Review |
| <input type="checkbox"/> Battle Creek TIFA/Brownfield Development Authority | <input type="checkbox"/> Lakeview Downtown Development Authority |
| <input type="checkbox"/> Battle Creek Transit Local Advisory Council | <input type="checkbox"/> License Review Board |
| <input type="checkbox"/> Battle Creek Transit Local Coordinating Committee | <input type="checkbox"/> Local Development Financing Authority |
| <input type="checkbox"/> Board of Appeals (Housing) | <input type="checkbox"/> Local Officers' Compensation Commission |
| <input type="checkbox"/> Board of Review (Assessing) | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Civil Service Commission | <input type="checkbox"/> Police/Fire Retirement System Board |
| <input type="checkbox"/> Construction Board of Appeals | <input type="checkbox"/> Sustainable BC Committee |
| <input type="checkbox"/> Community Oversight Board | <input type="checkbox"/> Technical Review Committee |
| <input type="checkbox"/> Dangerous Buildings Hearing Officer | <input type="checkbox"/> Tree Advisory Council |
| <input type="checkbox"/> Development Area Citizens Council | <input type="checkbox"/> Water System Advisory Council |
| <input type="checkbox"/> Dickman Road Business Improvement District | <input type="checkbox"/> Youth Advisory Board |
| <input type="checkbox"/> Downtown Parking System Advisory Committee | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Economic Development Corporation | |

Please tell us how you found out about our boards, etc. and/or vacancies _____

Name SOBIERALSKI JOE A.

Last First M.I.

Home Address 4950 W. Dickman Road, Suite 1, Battle Creek, MI 49037 Email Sobieralski@bcunlimited.org

Telephone Home N/A Work 269-962-7526 Cell 269-924-2443

Are you at least 18 years of age? Yes ☒ No ☐

Current occupation (students, list school activities) President & CEO

Employer/work address (students, list school) Battle Creek Unlimited, 4950 W. Dickman Road, Suite 1, Battle Creek, MI 49037

Educational background/degrees (students, list year in school) Bachelor of Arts from MSU; Master of Public Administration from WMU. With a concentration in Local Govt Admin.

List any appointive positions or boards/committees/commissions/councils on which you have served and year(s) of service

Battle Creek City Planning Commission (4); Airport Advisory Committee (3)

List any organizations to which you belong (professional, technical, community, nonprofit; students, list school organizations)

Administrator to BCTIFA, BCBRA; BCLDFA; Battle Creek Rotary; Harper Creek Optimist Club, Michigan Economic Development Corporation; Southwest Michigan Regional Partners

Briefly indicate your interest, experience, and/or qualifications for the board, etc. for which you are applying. Please be specific (use back of form if needed.) Domestic and international economic development; focusing on generating investment and job growth; BCU is developing MICH-AIR, an advanced air mobility hub at Battle Creek Executive Airport.

I understand that any of all information on this form may be verified. I consent to the release of this information for publicity purposes.

Signature [Signature]

Date 3-4-2025

Return application to: City Manager's Office, 10 N. Division St.,
Room 206, Battle Creek, MI 49014

City of Battle Creek Boards, Commissions and Committees – Descriptions

Please check experience for up to three boards and commissions on which you are interested in serving.

Airport Advisory Board – Appointing authority: Mayor and Commission.

The committee makes policy recommendations regarding airport matters in order to support the continued development of the airport and economic growth of the community, and acts as an advocate for the current and potential future economic value of the airport. Meets quarterly.

Contact: Battle Creek Executive Airport at Kellogg Field, 269-966-3470

Experience: ☒ Airport operations ☒ Economic development ☒ Live in city limits

Battle Creek Area International Relations Committee – Appointing authority: Mayor, with Commission approval.

To foster cultural promotion of the city and provide a positive environment toward foreign industrialists and their families. Meets as needed.

Contact: City Manager's Office, 269-966-3311

Experience: ☐ Live in city limits

Battle Creek Downtown Development Authority – Appointing authority: City Manager, with Commission approval.

The Downtown Development Authority, Public Act 57 of 2018, is designed to be a catalyst in the development of the city's downtown district. The DDA provides for a variety of funding options including a tax increment financing mechanism, which can be used to fund public improvements in the downtown district. Meets quarterly.

Contact: City Manager's Office, 269-966-3311

Experience: ☐ Property owner ☐ Business representative ☐ Live in city limits

Battle Creek Housing Commission – Appointing authority: Mayor and Commission.

Manages all public housing facilities and rental voucher (Section 8) programs in the city. Public housing facilities include scattered site rental housing, home purchase programs and senior residential developments. Meets monthly.

Contact: Community Services Director, 269-966-3387

Experience: ☐ Public housing ☐ Live in city limits

Battle Creek TIFA/Brownfield Redevelopment Authority – Appointing authority: City Manager, with Commission approval.

To halt a decline of property values, increase property tax valuation, eliminate causes of decline in value, and promote growth in the Fort Custer Industrial Park. Meets quarterly.

Contact: City Manager's Office, 269-966-3311

Experience: ☐ Property owner ☐ Business owner ☐ Live in city limits

Battle Creek Transit Local Advisory Council – Appointing authority: Mayor and Commission.

Public Act 51 of 1951, as amended, required there to be a Local Advisory Council whose legal function is to review and comment on the applicant Vehicle Accessibility Plan and annual updates to that plan. Meets annually, with special meetings scheduled if necessary.

Contact: Battle Creek Transit, 269-966-3374

Experience: ☐ Public transportation ☐ Live in city limits

Battle Creek Transit Local Coordinating Committee – Appointing authority: Mayor and Commission.

Public Act 51 of 1951, as amended, required there to be a local coordination of transportation services to the elderly and disabled. Because of this requirement, the Michigan Department of Transportation directed that each transit agency have a "local coordinating committee" whose legal function is to determine annually how the Specialized Services funds will be allocated among the various sub-recipients. Meets Quarterly.

Contact: Battle Creek Transit, 269-966-3474

Experience: ☐ Public transportation ☐ Live in city limits

Board of Appeals (Housing) – Appointing authority: Mayor, with Commission approval.

Board members hear and decide on appeals concerning the application or interpretation of the provisions and standards of the Building Code, the International Property Maintenance Code and Chapter 842 of these Codified Ordinances, and to hear appeals of decisions of the Dangerous Buildings Hearing Officer. Meets monthly.

Contact: Code Compliance Manager, 269-966-3387

Experience: ☐ Building construction/engineering ☐ Zoning ☐ Real estate/development/law ☐ Live in city limits

Board of Review (Assessing) – Appointing authority: Mayor and Commission.

Members serve for five years and must be city electors and property owners. Members may correct/amend assessment rolls and increase or decrease taxable property assessment or valuation. Meets for a minimum of five days in March; one day in July; and one day in December.

Contact: City Assessor, 269-966-3311

Experience: ☐ Banking/finance ☐ Property appraisal/assessing ☐ Real estate/development/law ☐ Live in city limits

City Commission – Appointing authority: Elected by City of Battle Creek voters.

City Commissioners serve two-year terms. City voters elect the mayor as a separate office to serve a two-year term. After an election, the vice mayor is selected by their fellow commissioners to serve a two-year term. The commission is comprised of five ward commissioners, representing geographic wards within the city, and four at-large commissioners.

All interested City Commission candidates must collect signatures, and submit nominating petitions. See more information about commissioner candidate requirements at battlecreekmi.gov/elections. In the case of a position vacancy, the commission will follow a special process, about which information will be released separately.

Contact: City Clerk, 269-966-3348

Civil Service Commission – Appointing authority: Mayor and Commission appoint one member, Fire Department appoints one member, and those two members appoint a third member.

Establishes rules applicable to all regular and full-time Fire Department personnel, excluding civilian employees. Members must reside in the city limits for one year, reside within the county for three years, and hold no other government office. There may be no more than two members of the same political party. Meets monthly.

Contact: City Clerk, 269-966-3348

Experience: ☐ Live in city limits

Community Oversight Board – Appointing authority: Mayor and Commission

Serves in an advisory capacity to the City Manager in reviewing appeals of investigations and findings of community complaints made against the Battle Creek Police Department. Creates bridges between community and law enforcement by supporting community education and transparency, providing community perspective on practices and policies of the department, and working to build credibility and community trust. There are nine members (two are non-voting city staff) and two alternates, reflecting the city's demographics as closely as possible. Meets at least quarterly.

Contact: DEI Officer, 269-966-3311

Experience: ☐ Live in city limits ☐ Live in other municipality with city police service ☐ NAACP representative
☐ Voces of Battle Creek representative ☐ The Burma Center representative

Construction Board of Appeals – Appointing authority: Mayor and Commission.

To hear appeals on building permit denials, and from any other decision pursuant or related to the Act or the State Construction Code. There are five members and one alternate. Members serve two-year terms. A member of the board shall be qualified by experience or training to perform the duties of the board. The board meets as needed.

Contact: Chief Building Official, 269-966-3311

Experience: ☐ Construction or related experience

Dangerous Buildings Hearing Officer – Appointing authority: Mayor, with Commission approval.

Identifies those structures within the city confines that are considered to be a public nuisance; serves written notice of a hearing to the owner or party of interest at the address shown on the tax records; and shows cause why the structure(s) should not be ordered demolished, otherwise made safe, or properly maintained. Must have expertise in housing matters, including, but not limited to: an engineer, architect, building contractor, building inspector, or member of a community housing organization. Meets monthly.

Contact: Code Compliance Manager, 269-966-3311

Experience: ☐ Building construction/engineering ☐ Real estate/development/law ☐ Housing

Development Area Citizens Council – Appointing authority: City Commission

An advisory body to a development authority and, ultimately, the City Commission, related to updates to the authority's development plan.

Contact: City Manager's Office, 269-966-3311

Experience: ☐ Lives within authority boundaries

Dickman Road Business Improvement District – Appointing authority: City Manager, with Commission approval; City of Springfield

Undertakes functions, objectives, and powers enumerated in Section 1 of Public Act 49 of the Public Acts of 1999, including the promotion of economic activity in the BID along Dickman Road and providing or contracting for the administration, security, and operation of the District, to include physical improvements and joint marketing. Meets quarterly.

Contact: City Manager's Office, 269-966-3311

Experience: ☐ Non-automotive business representative ☐ Automotive business representative

Downtown Parking System Advisory Committee – Appointing authority: Mayor appoints commissioners; City Manager appoints owners and members at large with Commission approval.

Advises city staff and the city's parking administrator on issues related to the municipally-owned and operated parking system. Meets as needed.

Contact: Public Works Director, 269-966-3490

Experience: ☐ Downtown business/property owner ☐ Live in city limits

Economic Development Corporation – Appointing authority: Mayor, with Commission approval.

Alleviates unemployment conditions, assists in industry retention and promotes the general welfare of Battle Creek. Meets as needed.

Contact: City Manager's Office, 269-966-3311

Experience: ☐ Economic development ☐ Live in city limits

Goguac Lake Board – Appointing authority: Two representatives and a Goguac Lake property owner by the Mayor and City Commission; a county commissioner by the Calhoun County Board of Commissioners chairperson; the county drain commissioner; a representative of the Michigan Department of Environment, Great Lakes, and Energy.

Pursuant to Public Act 451 of 1994, as amended by Public Act 59 of 1995, formed to protect the public health, safety and welfare, and conserve the natural resources and preserve property values around Goguac Lake. Meets quarterly.

Contact: Utility Administrator, 269-966-3343

Experience: ☐ Own property on Goguac Lake

Historic District Commission – Appointing authority: Mayor, with Commission approval.

Charged under state law and local ordinance with reviewing plans for exterior modifications or demolition of buildings within the federal, state or local historic districts. Meets monthly.

Contact: Planning Division, 269-966-3320

Experience: ☐ Construction/building trades ☐ History ☐ Architecture ☐ Live in city limits

Human Relations Board – Appointing authority: Mayor, with Commission approval.

To increase constructive communication among all people regardless of actual or perceived race, ethnicity, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, gender identity, or socioeconomic status. To also increase constructive communication between community members, public officials, and community organizations, thereby promoting harmonious and productive relationships within the community, and equitable access to community resources for all. Board shall be representative of management and labor, various religions, various races, and others who have an interest in human relations. Meets monthly.

Contact: City Manager's Office, 269-966-3311

Experience: ☐ Live in the metropolitan area

Income Tax Board of Review – Appointing authority: Mayor, with Commission approval.

Pursuant to State Act 284 of 1964, attempts to settle city income tax disputes. Meets as needed.

Contact: Income Tax Division, 269-966-3345

Experience: ☐ Income tax/accounting ☐ Live in city limits

Lakeview Downtown Development Authority – Appointing authority: City Manager, with Commission approval.

The LDDA's activities shall include, but are not limited to, the definition of a development area; the origination of a development plan; and the implementation of a development program as provided in Act 197 of PA 1975. Meets bi-annually.

Contact: City Manager's Office, 269-966-3311

Experience: ☐ District property owner/business representative ☐ Live in city limits

License Review Board – Appointing authority: Mayor, with Commission approval.

Provides an opportunity to appeal when an application to operate as a vendor within the city limits is denied or a current Vendor's License becomes subject to suspension or revocation. Meets as needed.

Contact: City Clerk, 269-966-3348

Experience: ☐ Live in city limits

Local Development Financing Authority – Appointing authority: City Manager, with Commission approval.

To conduct those activities authorized under Act 281, Public Acts of 1986, and as amended from time to time (MCLA Section 125.2151 et seq.; MSA Section 3.540 (351) et seq.), and to otherwise govern the affairs of the I-94 Business Park and Certified Technology Park (SmartZone) established by the City of Battle Creek, Michigan, pursuant to an Agreement (The Battle Creek Aviation and E-Learning SmartZone Agreement) with the Michigan Economic Development Corporation. Meets as needed.

Contact: City Manager's Office, 269-966-3311

Experience: ☐ Live in city limits ☐ Calhoun County Commission/KCC/MEDC appointment

Local Officers' Compensation Commission – Appointing authority: Mayor, with Commission approval.

Determine salaries of elected officials. Shall meet for at least one, and not more than 15, session days in each odd-numbered year. "Session day" is a calendar day on which the commission meets and for which a quorum is present.

Contact: City Clerk, 269-966-3348

Experience: ☐ Live in city limits

Planning Commission – Appointing authority: Mayor, with Commission approval.

Charged under state law with the adoption of plans for the city. Also considers requests for zoning classifications and special use permits, and makes recommendations to the City Commission on amendments to the planning and zoning code. Meets monthly.

Contact: Planning Division, 269-966-3320

Experience: ☐ Civil/engineering/landscape architecture ☐ Land use planning ☐ Real estate/development ☐ Law

Police/Fire Retirement System Board - Appointing authority: Two members by City Commission, one member by Fire Department, one member by Police Department.

Make rules and regulations necessary to properly conduct the business of the police/fire pension system, as directed by law.

Contact: Finance Division, 269-966-3311

Experience: ☐ Finance and/or investing ☐ Live in city limits

Sustainable BC Committee – Appointing authority: City staff by City Manager; remaining members by Mayor, with Commission approval.

Increase the city's efforts to incorporate environmentally-responsible policies in the management of its facilities and services, including initiatives outlined in the Climate Protection Act Policy, adopted in August 2006, and the "15 percent by '15" renewable energy policy goal, adopted in March 2007. Will review and recommend environmental/conservation policy for the city, including recommendations for action to the City Commission. Meets as needed.

Contact: Utility Administrator, 269-966-3343

Experience: ☐ Environmental ☐ Live in city limits ☐ Business representative

Technical Review Committee – Appointing authority: City staff by City Manager; remaining members by contributing jurisdictions.

Provides review, input, and recommendations to the City and the City Commission regarding various aspects of the Wastewater Treatment system and rates. Meets quarterly.

Contact: Public Works Director, 269-966-3490

Experience: ☐ Engineering ☐ Other technical expertise ☐ Industry representative

Tree Advisory Council – Appointing authority: Mayor, with Commission approval.

Members serve in an advisory capacity to the Department of Public Works and the City Manager in developing the annual Tree Work Plan and the issuance of rules and regulations supplementary to the city's tree ordinance. Establishment meets a Tree City USA criterion. Meets at least once a year, in September.

Contact: City Engineer, 269-966-3343

Experience: ☐ Horticulture ☐ Forestry

Water System Advisory Council – Appointing authority: Mayor and Commission.

To advise and assist with the creation of materials and plans to educate the community about the dangers of lead in drinking water, assist with development of public awareness campaign materials, advise and consult on the development of appropriate plans for remediation and public education to be implemented if a lead action level is exceeded, advise and consult on efforts to replace private lead service lines, assist in promoting transparency of data and documents related to lead in drinking water, and collaborate with local community groups to ensure those living in the city have the opportunity to be involved in efforts to educate the community about lead in drinking water. Meets annually.

Contact: Public Works Director, 269-966-3490

Experience: ☐ Interest/knowledge about lead in drinking water and its effects ☐ Live in city limits

Youth Advisory Board – Appointing authority: Mayor, with Commission approval.

Established by Resolution 117 dated April 1, 2003 to involve area youth in local government policy development and administrative procedures that will improve the leadership development of the community's youth. Meets monthly.

Contact: City Manager's Office, 269-966-3311

Experience: ☐ Live in city limits ☐ Age 14-20

Zoning Board of Appeals – Appointing authority: Mayor, with Commission approval.

Considers requests for variances to the requirement of the planning and zoning code. Typical variance requests include yard setback reductions and the size of commercial signage. Meets monthly.

Contact: Planning Division, 269-966-3320

Experience: ☐ Land use planning ☐ Real estate/development/law ☐ Building construction/engineering
☐ Live in city limits



Resolution

NO. 89

A Resolution reappointing Lester Johnson II and Peter Pontoni to the Board of Appeals (Housing).

BATTLE CREEK, MICHIGAN - 3/18/2025

Resolved by the Commission of the City of Battle Creek:

That this Resolution reappoints Lester Johnson II and Peter Pontoni to the Board of Appeals (Housing) with terms to expire on February 1, 2028.

Battle Creek City Commission
3/18/2025

Action Summary

Staff Member: Patti Worden, Executive Assistant

Department: City Manager

SUMMARY

A Resolution reappointing Lester Johnson II and Peter Pontoni to the Board of Appeals (Housing).

BUDGETARY CONSIDERATIONS

None.

HISTORY, BACKGROUND and DISCUSSION

The Board of Appeals shall consist of not less than three members who are qualified by experience and training to pass on matters pertaining to property maintenance and who are not employees of the jurisdiction. The *code official* shall be an ex-officio member but shall have no vote on any matter before the board. The board shall be appointed by the chief appointing authority, and shall serve staggered and overlapping terms.

DISCUSSION OF THE ISSUE

POSITIONS

The Review Committee is supportive of these reappointments.

ATTACHMENTS:

File Name	Description
📎 Johnson__LE_-_2025.pdf	Lester Johnson II Application
📎 Pontoni__Peter_-_2025.pdf	Peter Pontoni Application



Boards, Committees, Commissions, & Councils Application

City of Battle Creek

10 N. Division St.
Battle Creek, MI 49014
269-966-3311

Please check the top three boards, committees, commissions, or councils on which you are interested in serving.

(This application will remain active for one year from the date of receipt and will be posted on the City website.)

- | | |
|--|--|
| <input type="checkbox"/> Airport Advisory Board | <input type="checkbox"/> Goguc Lake Board |
| <input type="checkbox"/> Battle Creek Area International Relations Committee | <input type="checkbox"/> Historic District Commission |
| <input type="checkbox"/> Battle Creek Downtown Development Authority | <input type="checkbox"/> Human Relations Board |
| <input type="checkbox"/> Battle Creek Housing Commission | <input type="checkbox"/> Income Tax Board of Review |
| <input type="checkbox"/> Battle Creek TIFA/Brownfield Development Authority | <input type="checkbox"/> Lakeview Downtown Development Authority |
| <input type="checkbox"/> Battle Creek Transit Local Advisory Council | <input type="checkbox"/> License Review Board |
| <input type="checkbox"/> Battle Creek Transit Local Coordinating Committee | <input type="checkbox"/> Local Development Financing Authority |
| <input type="checkbox"/> Board of Appeals (Housing) | <input type="checkbox"/> Local Officers' Compensation Commission |
| <input type="checkbox"/> Board of Review (Assessing) | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Civil Service Commission | <input type="checkbox"/> Police/Fire Retirement System Board |
| <input type="checkbox"/> Construction Board of Appeals | <input type="checkbox"/> Sustainable BC Committee |
| <input type="checkbox"/> Community Oversight Board | <input type="checkbox"/> Technical Review Committee |
| <input type="checkbox"/> Dangerous Buildings Hearing Officer | <input type="checkbox"/> Tree Advisory Council |
| <input type="checkbox"/> Development Area Citizens Council | <input type="checkbox"/> Water System Advisory Council |
| <input type="checkbox"/> Dickman Road Business Improvement District | <input type="checkbox"/> Youth Advisory Board |
| <input type="checkbox"/> Downtown Parking System Advisory Committee | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Economic Development Corporation | |

Please tell us how you found out about our boards, etc. and/or vacancies _____

Name _____

Last

First

M.I.

Home Address _____ Email _____

Telephone Home _____ Work _____ Cell _____

Are you at least 18 years of age? Yes _____ No _____

Current occupation (students, list school activities) _____

Employer/work address (students, list school) _____

Educational background/degrees (students, list year in school) _____

List any appointive positions or boards/committees/commissions/councils on which you have served and year(s) of service _____

List any organizations to which you belong (professional, technical, community, nonprofit; students, list school organizations) _____

Briefly indicate your interest, experience, and/or qualifications for the board, etc. for which you are applying. Please be specific (use back of form if needed.) _____

I understand that any or all information on this form may be verified. I consent to the release of this information for publicity purposes.

Signature Rester E. Johnson Date _____

Return application to: City Manager's Office, 10 N. Division St.,
Room 206, Battle Creek, MI 49014

City of Battle Creek Boards, Commissions and Committees – Descriptions

Please check experience for up to three boards and commissions on which you are interested in serving.

Airport Advisory Board – Appointing authority: Mayor and Commission.

The committee makes policy recommendations regarding airport matters in order to support the continued development of the airport and economic growth of the community, and acts as an advocate for the current and potential future economic value of the airport. Meets quarterly.

Contact: Battle Creek Executive Airport at Kellogg Field, 269-966-3470

Experience: ☐ Airport operations ☐ Economic development ☐ Live in city limits

Battle Creek Area International Relations Committee – Appointing authority: Mayor, with Commission approval.

To foster cultural promotion of the city and provide a positive environment toward foreign industrialists and their families. Meets as needed.

Contact: City Manager's Office, 269-966-3311

Experience: ☐ Live in city limits

Battle Creek Downtown Development Authority – Appointing authority: City Manager, with Commission approval.

The Downtown Development Authority, Public Act 57 of 2018, is designed to be a catalyst in the development of the city's downtown district. The DDA provides for a variety of funding options including a tax increment financing mechanism, which can be used to fund public improvements in the downtown district. Meets quarterly.

Contact: City Manager's Office, 269-966-3311

Experience: ☐ Property owner ☐ Business representative ☐ Live in city limits

Battle Creek Housing Commission – Appointing authority: Mayor and Commission.

Manages all public housing facilities and rental voucher (Section 8) programs in the city. Public housing facilities include scattered site rental housing, home purchase programs and senior residential developments. Meets monthly.

Contact: Community Services Director, 269-966-3387

Experience: ☐ Public housing ☐ Live in city limits

Battle Creek TIFA/Brownfield Redevelopment Authority – Appointing authority: City Manager, with Commission approval.

To halt a decline of property values, increase property tax valuation, eliminate causes of decline in value, and promote growth in the Fort Custer Industrial Park. Meets quarterly.

Contact: City Manager's Office, 269-966-3311

Experience: ☐ Property owner ☐ Business owner ☐ Live in city limits

Battle Creek Transit Local Advisory Council – Appointing authority: Mayor and Commission.

Public Act 51 of 1951, as amended, required there to be a Local Advisory Council whose legal function is to review and comment on the applicant Vehicle Accessibility Plan and annual updates to that plan. Meets annually, with special meetings scheduled if necessary.

Contact: Battle Creek Transit, 269-966-3374

Experience: ☐ Public transportation ☐ Live in city limits

Battle Creek Transit Local Coordinating Committee – Appointing authority: Mayor and Commission.

Public Act 51 of 1951, as amended, required there to be a local coordination of transportation services to the elderly and disabled. Because of this requirement, the Michigan Department of Transportation directed that each transit agency have a "local coordinating committee" whose legal function is to determine annually how the Specialized Services funds will be allocated among the various sub-recipients. Meets Quarterly.

Contact: Battle Creek Transit, 269-966-3474

Experience: ☐ Public transportation ☐ Live in city limits

Board of Appeals (Housing) – Appointing authority: Mayor, with Commission approval.

Board members hear and decide on appeals concerning the application or interpretation of the provisions and standards of the Building Code, the International Property Maintenance Code and Chapter 842 of these Codified Ordinances, and to hear appeals of decisions of the Dangerous Buildings Hearing Officer. Meets monthly.

Contact: Code Compliance Manager, 269-966-3387

Experience: ☐ Building construction/engineering ☐ Zoning ☐ Real estate/development/law ☐ Live in city limits

Board of Review (Assessing) – Appointing authority: Mayor and Commission.

Members serve for five years and must be city electors and property owners. Members may correct/amend assessment rolls and increase or decrease taxable property assessment or valuation. Meets for a minimum of five days in March; one day in July; and one day in December.

Contact: City Assessor, 269-966-3311

Experience: ☐ Banking/finance ☐ Property appraisal/assessing ☐ Real estate/development/law ☐ Live in city limits

City Commission – Appointing authority: Elected by City of Battle Creek voters.

City Commissioners serve two-year terms. City voters elect the mayor as a separate office to serve a two-year term. After an election, the vice mayor is selected by their fellow commissioners to serve a two-year term. The commission is comprised of five ward commissioners, representing geographic wards within the city, and four at-large commissioners.

All interested City Commission candidates must collect signatures, and submit nominating petitions. See more information about commissioner candidate requirements at battlecreekmi.gov/elections. In the case of a position vacancy, the commission will follow a special process, about which information will be released separately.

Contact: City Clerk, 269-966-3348

Civil Service Commission – Appointing authority: Mayor and Commission appoint one member, Fire Department appoints one member, and those two members appoint a third member.

Establishes rules applicable to all regular and full-time Fire Department personnel, excluding civilian employees.

Members must reside in the city limits for one year, reside within the county for three years, and hold no other government office. There may be no more than two members of the same political party. Meets monthly.

Contact: City Clerk, 269-966-3348

Experience: ☐ Live in city limits

Community Oversight Board – Appointing authority: Mayor and Commission

Serves in an advisory capacity to the City Manager in reviewing appeals of investigations and findings of community complaints made against the Battle Creek Police Department. Creates bridges between community and law enforcement by supporting community education and transparency, providing community perspective on practices and policies of the department, and working to build credibility and community trust. There are nine members (two are non-voting city staff) and two alternates, reflecting the city's demographics as closely as possible. Meets at least quarterly.

Contact: DEI Officer, 269-966-3311

Experience: ☐ Live in city limits ☐ Live in other municipality with city police service ☐ NAACP representative
☐ Voces of Battle Creek representative ☐ The Burma Center representative

Construction Board of Appeals – Appointing authority: Mayor and Commission.

To hear appeals on building permit denials, and from any other decision pursuant or related to the Act or the State Construction Code. There are five members and one alternate. Members serve two-year terms. A member of the board shall be qualified by experience or training to perform the duties of the board. The board meets as needed.

Contact: Chief Building Official, 269-966-3311

Experience: ☐ Construction or related experience

Dangerous Buildings Hearing Officer – Appointing authority: Mayor, with Commission approval.

Identifies those structures within the city confines that are considered to be a public nuisance; serves written notice of a hearing to the owner or party of interest at the address shown on the tax records; and shows cause why the structure(s) should not be ordered demolished, otherwise made safe, or properly maintained. Must have expertise in housing matters, including, but not limited to: an engineer, architect, building contractor, building inspector, or member of a community housing organization. Meets monthly.

Contact: Code Compliance Manager, 269-966-3311

Experience: ☐ Building construction/engineering ☐ Real estate/development/law ☐ Housing

Development Area Citizens Council – Appointing authority: City Commission

An advisory body to a development authority and, ultimately, the City Commission, related to updates to the authority's development plan.

Contact: City Manager's Office, 269-966-3311

Experience: ☐ Lives within authority boundaries

Dickman Road Business Improvement District – Appointing authority: City Manager, with Commission approval; City of Springfield

Undertakes functions, objectives, and powers enumerated in Section 1 of Public Act 49 of the Public Acts of 1999, including the promotion of economic activity in the BID along Dickman Road and providing or contracting for the administration, security, and operation of the District, to include physical improvements and joint marketing. Meets quarterly.

Contact: City Manager's Office, 269-966-3311

Experience: ☐ Non-automotive business representative ☐ Automotive business representative

Downtown Parking System Advisory Committee – Appointing authority: Mayor appoints commissioners; City Manager appoints owners and members at large with Commission approval.

Advises city staff and the city's parking administrator on issues related to the municipally-owned and operated parking system. Meets as needed.

Contact: Public Works Director, 269-966-3490

Experience: ☐ Downtown business/property owner ☐ Live in city limits

Economic Development Corporation – Appointing authority: Mayor, with Commission approval.

Alleviates unemployment conditions, assists in industry retention and promotes the general welfare of Battle Creek. Meets as needed.

Contact: City Manager's Office, 269-966-3311

Experience: ☐ Economic development ☐ Live in city limits

Goguac Lake Board – Appointing authority: Two representatives and a Goguac Lake property owner by the Mayor and City Commission; a county commissioner by the Calhoun County Board of Commissioners chairperson; the county drain commissioner; a representative of the Michigan Department of Environment, Great Lakes, and Energy.

Pursuant to Public Act 451 of 1994, as amended by Public Act 59 of 1995, formed to protect the public health, safety and welfare, and conserve the natural resources and preserve property values around Goguac Lake. Meets quarterly.

Contact: Utility Administrator, 269-966-3343

Experience: ☐ Own property on Goguac Lake

Historic District Commission – Appointing authority: Mayor, with Commission approval.

Charged under state law and local ordinance with reviewing plans for exterior modifications or demolition of buildings within the federal, state or local historic districts. Meets monthly.

Contact: Planning Division, 269-966-3320

Experience: ☐ Construction/building trades ☐ History ☐ Architecture ☐ Live in city limits

Human Relations Board – Appointing authority: Mayor, with Commission approval.

To increase constructive communication among all people regardless of actual or perceived race, ethnicity, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, gender identity, or socioeconomic status. To also increase constructive communication between community members, public officials, and community organizations, thereby promoting harmonious and productive relationships within the community, and equitable access to community resources for all. Board shall be representative of management and labor, various religions, various races, and others who have an interest in human relations. Meets monthly.

Contact: City Manager's Office, 269-966-3311

Experience: ☐ Live in the metropolitan area

Income Tax Board of Review – Appointing authority: Mayor, with Commission approval.

Pursuant to State Act 284 of 1964, attempts to settle city income tax disputes. Meets as needed.

Contact: Income Tax Division, 269-966-3345

Experience: ☐ Income tax/accounting ☐ Live in city limits

Lakeview Downtown Development Authority – Appointing authority: City Manager, with Commission approval.

The LDDA's activities shall include, but are not limited to, the definition of a development area; the origination of a development plan; and the implementation of a development program as provided in Act 197 of PA 1975. Meets bi-annually.

Contact: City Manager's Office, 269-966-3311

Experience: ☐ District property owner/business representative ☐ Live in city limits

License Review Board – Appointing authority: Mayor, with Commission approval.

Provides an opportunity to appeal when an application to operate as a vendor within the city limits is denied or a current Vendor's License becomes subject to suspension or revocation. Meets as needed.

Contact: City Clerk, 269-966-3348

Experience: ☐ Live in city limits

Local Development Financing Authority – Appointing authority: City Manager, with Commission approval.

To conduct those activities authorized under Act 281, Public Acts of 1986, and as amended from time to time (MCLA Section 125.2151 et seq.; MSA Section 3.540 (351) et seq.), and to otherwise govern the affairs of the I-94 Business Park and Certified Technology Park (SmartZone) established by the City of Battle Creek, Michigan, pursuant to an Agreement (The Battle Creek Aviation and E-Learning SmartZone Agreement) with the Michigan Economic Development Corporation. Meets as needed.

Contact: City Manager's Office, 269-966-3311

Experience: ☐ Live in city limits ☐ Calhoun County Commission/KCC/MEDC appointment

Local Officers' Compensation Commission – Appointing authority: Mayor, with Commission approval.

Determine salaries of elected officials. Shall meet for at least one, and not more than 15, session days in each odd-numbered year. "Session day" is a calendar day on which the commission meets and for which a quorum is present.

Contact: City Clerk, 269-966-3348

Experience: ☐ Live in city limits

Planning Commission – Appointing authority: Mayor, with Commission approval.

Charged under state law with the adoption of plans for the city. Also considers requests for zoning classifications and special use permits, and makes recommendations to the City Commission on amendments to the planning and zoning code. Meets monthly.

Contact: Planning Division, 269-966-3320

Experience: ☐ Civil/engineering/landscape architecture ☐ Land use planning ☐ Real estate/development ☐ Law

Police/Fire Retirement System Board - Appointing authority: Two members by City Commission, one member by Fire Department, one member by Police Department.

Make rules and regulations necessary to properly conduct the business of the police/fire pension system, as directed by law.

Contact: Finance Division, 269-966-3311

Experience: ☐ Finance and/or investing ☐ Live in city limits

Sustainable BC Committee – Appointing authority: City staff by City Manager; remaining members by Mayor, with Commission approval.

Increase the city's efforts to incorporate environmentally-responsible policies in the management of its facilities and services, including initiatives outlined in the Climate Protection Act Policy, adopted in August 2006, and the "15 percent by '15" renewable energy policy goal, adopted in March 2007. Will review and recommend environmental/conservation policy for the city, including recommendations for action to the City Commission. Meets as needed.

Contact: Utility Administrator, 269-966-3343

Experience: ☐ Environmental ☐ Live in city limits ☐ Business representative

Technical Review Committee – Appointing authority: City staff by City Manager; remaining members by contributing jurisdictions.

Provides review, input, and recommendations to the City and the City Commission regarding various aspects of the Wastewater Treatment system and rates. Meets quarterly.

Contact: Public Works Director, 269-966-3490

Experience: ☐ Engineering ☐ Other technical expertise ☐ Industry representative

Tree Advisory Council – Appointing authority: Mayor, with Commission approval.

Members serve in an advisory capacity to the Department of Public Works and the City Manager in developing the annual Tree Work Plan and the issuance of rules and regulations supplementary to the city's tree ordinance. Establishment meets a Tree City USA criterion. Meets at least once a year, in September.

Contact: City Engineer, 269-966-3343

Experience: ☐ Horticulture ☐ Forestry

Water System Advisory Council – Appointing authority: Mayor and Commission.

To advise and assist with the creation of materials and plans to educate the community about the dangers of lead in drinking water, assist with development of public awareness campaign materials, advise and consult on the development of appropriate plans for remediation and public education to be implemented if a lead action level is exceeded, advise and consult on efforts to replace private lead service lines, assist in promoting transparency of data and documents related to lead in drinking water, and collaborate with local community groups to ensure those living in the city have the opportunity to be involved in efforts to educate the community about lead in drinking water. Meets annually.

Contact: Public Works Director, 269-966-3490

Experience: ☐ Interest/knowledge about lead in drinking water and its effects ☐ Live in city limits

Youth Advisory Board – Appointing authority: Mayor, with Commission approval.

Established by Resolution 117 dated April 1, 2003 to involve area youth in local government policy development and administrative procedures that will improve the leadership development of the community's youth. Meets monthly.

Contact: City Manager's Office, 269-966-3311

Experience: ☐ Live in city limits ☐ Age 14-20

Zoning Board of Appeals – Appointing authority: Mayor, with Commission approval.

Considers requests for variances to the requirement of the planning and zoning code. Typical variance requests include yard setback reductions and the size of commercial signage. Meets monthly.

Contact: Planning Division, 269-966-3320

Experience: ☐ Land use planning ☐ Real estate/development/law ☐ Building construction/engineering
☐ Live in city limits

Patricia Worden

From: noreply@civicplus.com
Sent: Wednesday, March 5, 2025 4:17 PM
To: Rebecca D. Forbes; Patricia Worden
Subject: Online Form Submittal: Current City of Battle Creek Boards, Committees, Commissions, and Councils Application

Email sent from outside of the City of Battle Creek. Use caution before clicking links/attachments.

Current City of Battle Creek Boards, Committees, Commissions, and Councils Application

City of Battle Creek Boards, Committees, Commissions, & Councils Application

Please select the **top 3** boards, committees, commissions, or councils on which you would like to serve. This application will remain active for one year from the date we receive it and will be posted on the City's website. Thank you for applying!

Name	Peter Pontoni
Are you 18 years or older?	Yes
Home address	301 Wah-Wah-Tay-See-Way
City	Battle Creek
State	Mi
Zip code	49015
Email address	peterpontoni@yagoo.com
Home phone	269 275 1119
Work phone	Same
Cell phone	Same
Current occupation (students should list school activities)	Real estate broker
Employer and work address (students should list school)	Field not completed.
Educational background/degrees (students should list current year in school)	Field not completed.

List any appointed positions or boards/committees/commissions/councils on which you have served, and year(s) of service	Tax board of review, code board of appeal
---	---

List any organizations to which you belong (professional, technical, community, nonprofit; students should list school organizations)	Field not completed.
---	----------------------

Briefly explain your interest, experience, and/or qualifications for the boards for which you are applying	Field not completed.
--	----------------------

Attach additional information	Field not completed.
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Please tell us how you found out about our boards, etc. and/or vacancies	Field not completed.
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Electronic Signature Agreement	I agree.
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By signing this form, you acknowledge that any or all information on this form may be verified, and consent to the release of this information for publicity purposes.

Electronic Signature	Peter D Pontoni
----------------------	-----------------

Date	March 5 2025
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(Section Break)

Accessibility

The City of Battle Creek is committed to making our volunteer opportunities accessible to everyone. If you require a reasonable accommodation to fully participate on a board/committee/commission/council, please note your accommodation request(s) here:

Accommodation request(s):	Field not completed.
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(Section Break)

Boards, Committees, Commissions, & Councils Interest

Please rank your first, second, and third choices for boards, committees, commissions, and councils on which you would like to serve. Please check the boxes to indicate your experience and/or credentials for each of your three choices. Thank you!

Airport Advisory Board

Makes policy recommendations to support continued airport development and community economic growth; acts as advocate for current and potential economic value of the airport.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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BC Area International Relations Committee

To foster cultural promotion of the city, and provide a positive environment toward foreign industrialists and their families

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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BC Downtown Development Authority

Provides for a variety of funding options, including tax increment financing mechanism, which can be used to fund public improvements in the downtown district.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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BC Housing Commission

Manages all public housing facilities and rental voucher (Section 8) programs in the city. Public housing facilities include scattered site rental housing, home purchase programs and senior residential developments.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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BC TIFA/Brownfield Redevelopment Authority

BC Tax Increment Finance Authority. Works to halt a decline of property values, increase property tax valuation, eliminate causes of decline in value, and promote growth in the Fort Custer Industrial Park.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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BC Transit Local Advisory Council

Advises the City in areas relating to planning, delivery, and operation of public transportation in the community and to provide recommendations and input regarding accessibility including the annual approval of Battle Creek Transit's Vehicle Accessibility Plan.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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BC Transit Local Coordinating Committee

Determines annually how the Specialized Services funds will be allocated among the various sub-recipients, related to transportation services for the elderly and those with disabilities.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Board of Appeals (Housing)

Hears and decides on appeals concerning application or interpretation of the provisions and standards of the Building Code, the International Property

Maintenance Code and Chapter 842 of these Codified Ordinances, and to hear appeals of decisions of the Dangerous Buildings Hearing Officer.

Rank	2
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Experience	<i>Field not completed.</i>
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Board of Review (Assessing)

Members serve for five years, and must be city electors and property owners. Members may correct/amend assessment rolls, and increase or decrease taxable property assessment or valuation.

Rank	1
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Experience	<i>Field not completed.</i>
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Civil Service Commission

Establishes rules applicable to all regular and full-time Fire Department personnel, excluding civilian employees. Members must reside in the city limits for one year, reside within the county for three years, and hold no other government office. There may be no more than two members of the same political party.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Community Oversight Board

Serves in an advisory capacity to the City Manager in reviewing appeals of investigations and findings of community complaints made against the Battle Creek Police Department. Creates bridges between community and law enforcement by supporting community education and transparency, providing community perspective on practices and policies of the department, and working to build credibility and community trust. There are seven members and two alternates, reflecting the city's demographics as closely as possible. Meets at least quarterly.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Construction Board of Appeals

To hear appeals on building permit denials, and from any other decision pursuant or related to the Act or the State Construction Code. There are five members and one alternate. Members serve two-year terms. A member of the board shall be

qualified by experience or training to perform the duties of the board. The board meets as needed.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Dangerous Buildings Hearing Officer

Identifies structures in the city considered to be a public nuisance; serves written notice of a hearing to the owner or party of interest at the address shown on the tax records; and shows cause why the structure(s) should not be ordered demolished, otherwise made safe, or properly maintained. Must have expertise in housing matters, including, but not limited to: engineer, architect, building contractor, building inspector, or member of a community housing organization.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Development Area Citizens Council

An advisory body to a development authority and, ultimately, the City Commission, related to updates to the authority's development plan.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Dickman Road Business Improvement District

Promotes economic activity in the BID along Dickman Road, and provides or contracts for the administration, security, and operation of the district, to include physical improvements and joint marketing.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Downtown Parking System Advisory Committee

Advises city staff and the city's parking administrator on issues related to the city-owned and operated parking system.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
Economic Development Corporation	
Alleviates unemployment conditions, assists in industry retention and promotes the general welfare of Battle Creek.	
Rank	<i>Field not completed.</i>
Experience	<i>Field not completed.</i>
Goguac Lake Board	
Formed to protect the public health, safety and welfare, and conserve the natural resources and preserve property values around Goguac Lake.	
Rank	<i>Field not completed.</i>
Experience	<i>Field not completed.</i>
Historic District Commission	
Reviews plans for exterior modifications or demolition of buildings within the federal, state, or local historic districts.	
Rank	<i>Field not completed.</i>
Experience	<i>Field not completed.</i>
Human Relations Board	
To increase constructive communication among all people regardless of actual or perceived race, ethnicity, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, gender identity, or socioeconomic status. To increase constructive communication between community members, public officials, and community organizations, thereby promoting harmonious and productive relationships within the community, and equitable access to community resources for all. Board shall be representative of management and labor, various religions, various races, and others who have an interest in human relations.	
Rank	<i>Field not completed.</i>
Experience	<i>Field not completed.</i>
Income Tax Board of Appeals	

Attempts to settle city income tax disputes.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Lakeview Downtown Development Authority

The definition of a development area; the origination of a development plan; and the implementation of a development program

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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License Review Board

Provides an opportunity to appeal when an application to operate as a vendor within the city limits is denied or a current Vendor's License becomes subject to suspension or revocation.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Local Development Financing Authority

To govern the affairs of the I-94 Business Park and Certified Technology Park (SmartZone) established by the City of Battle Creek, pursuant to an Agreement (The Battle Creek Aviation and E-Learning SmartZone Agreement) with the Michigan Economic Development Corporation.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Local Officers' Compensation Commission

Determine salaries of elected officials. Shall meet for at least one, and not more than 15, session days in each odd-numbered year. "Session day" is a calendar day on which the commission meets and for which a quorum is present.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Planning Commission

Adopts plans for the city. Also considers requests for zoning classifications and special use permits, and makes recommendations to the City Commission on amendments to the planning and zoning code.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Police/Fire Retirement System Board

Make rules and regulations necessary to properly conduct the business of the police and fire pension system, as directed by law.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Sustainable BC Committee

Increase the city's efforts to incorporate environmentally-responsible policies in the management of its facilities and services, including initiatives outlined in the Climate Protection Act Policy, adopted in August 2006, and the 15 percent by '15 renewable energy policy goal, adopted in March 2007. Will review and recommend environmental/conservation policy for the city, including recommendations for action to the City Commission.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Technical Review Committee

Provides review, input, and recommendations to the city and the City Commission regarding various aspects of the wastewater treatment system and rates.

Rank	<i>Field not completed.</i>
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Experience	<i>Field not completed.</i>
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Tree Advisory Council

Helps develop the annual Tree Work Plan, and issue rules and regulations supplementary to the city's tree ordinance. Establishment meets a Tree City USA criterion.

Rank	<i>Field not completed.</i>
Experience	<i>Field not completed.</i>

Water System Advisory Council

Advises and assists with creation of materials and plans to educate the community about the dangers of lead in drinking water, assist with development of public awareness campaign materials, advise and consult on the development of appropriate plans for remediation and public education to be implemented if a lead action level is exceeded, advise and consult on efforts to replace private lead service lines, assist in promoting transparency of data and documents related to lead in drinking water, and collaborate with local community groups to ensure those living in the city have the opportunity to be involved in efforts to educate the community about lead in drinking water.

Rank	<i>Field not completed.</i>
Experience	<i>Field not completed.</i>

Youth Advisory Board

To involve area youth in local government policy development and administrative procedures that will improve the leadership development of the community's youth.

Rank	<i>Field not completed.</i>
Experience	<i>Field not completed.</i>

Zoning Board of Appeals

Considers requests for variances to the requirement of the planning and zoning code. Typical variance requests include yard setback reductions and the size of commercial signage.

Rank	<i>Field not completed.</i>
Experience	<i>Field not completed.</i>

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Resolution

NO. 90

A Resolution seeking authorization for a change order to contract #2025-053B for bathroom renovations project with Schweitzer Incorporated for unforeseen electrical and plumbing work in a not-to-exceed amount of \$44,149.15.

BATTLE CREEK, MICHIGAN - 3/18/2025

Resolved by the Commission of the City of Battle Creek:

That the City Manager or their designee is authorized to execute a change order to contract #2025-053B for unforeseen electrical and plumbing work in a not-to-exceed amount of \$44,149.15, which will be funded by CIP PROJECT - GASB - RESTROOM – CONTRACT, GL 401.901.4200.971040.

Battle Creek City Commission
3/18/2025

Action Summary

Staff Member: Christine Huff, Purchasing Agent

Department: Purchasing

SUMMARY

A Resolution seeking authorization for a change order to contract #2025-053B for bathroom renovations project with Schweitzer Incorporated for unforeseen electrical and plumbing work in a not-to-exceed amount of \$44,149.15.

BUDGETARY CONSIDERATIONS

HISTORY, BACKGROUND and DISCUSSION

Resolution #27 dated 12/3/24 approved contract #2025-053B with Schweitzer Incorporated in a not-to-exceed amount of \$121,000.00 for City Hall bathroom renovations. This work consists of adding an ADA-compliant, single-user restroom next to the existing women's restrooms on the first floor of City Hall. It also includes demolishing and filling in two existing doorways, adding a new entrance to the women's restroom, and replacing the drinking fountain. Given that this is a historic building, it's crucial to

reuse the existing door trims, match the crown molding, carefully remove the existing marble, and return it to the owner.

After work started on the site, multiple electrical conduits were discovered, along with a sewer line that were not shown in any existing building drawings. This will require additional work to safely relocate these utilities, and it makes sense for the contractor working in that confined space be the contractor to coordinate the work. As well, the work is the same contracted prevailing wages, and covered under the contractor's bonds and insurance.

The original Resolution has a provision for a 10% change order for unforeseen conditions, which is ordinarily adequate. This work for the electrical and plumbing will not be charged against that original 10% contingency.

DISCUSSION OF THE ISSUE

POSITIONS

ATTACHMENTS:

File Name	Description
📎 Norton_memo.pdf	Norton memo
📎 Schweitzer_change_order_cover_letter.pdf	Schweitzer cover letter
📎 Schweitzer_change_order_detail.pdf	Schweitzer detail



CITY OF BATTLE CREEK

FACILITIES DEPARTMENT - CITY HALL

TO: Battle Creek City Commission
FROM: Katie Norton, Chief Facilities Officer
DATE: March 10, 2025
SUBJECT: ADA Restroom Renovation Project - Change Order #003

BACKGROUND

The City of Battle Creek is currently undertaking renovations to create an ADA-compliant family restroom in City Hall. The project requires relocating a door to the women's restroom to accommodate the new ADA-compliant space. During construction, contractors discovered multiple electrical conduits and a sewer line that were not shown in any existing building drawings, requiring additional work to safely relocate these utilities.

DISCUSSION

Upon opening the wall where the new door is to be installed, contractors discovered:

1. Three 2-inch and three 1-inch electrical conduits with wiring that feed:
 - Electrical panels on various floors
 - Two air handler units
 - One elevator
2. A 4-inch sanitary pipe that requires demolition and rerouting around the new door opening
3. A domestic water line that supplies the bathrooms on both the first and second floors

These undocumented utilities must be relocated to accommodate the new door opening. To minimize disruption to City Hall operations, this work must be performed on weekends and after hours, requiring:

- Complete power shutdown on various floors, affecting two air handler units and the elevator for two days on consecutive weekends
- After-hours replacement of the water line to avoid shutting down multiple bathrooms during business hours

The work is expected to add 5 days to the overall project schedule.

RECOMMENDATION

Staff recommends approval of Change Order #003 from Schweitzer Incorporated in the amount of \$44,149.15 for the Battle Creek City Hall Bathroom Renovation Project. This change order addresses unforeseen electrical and plumbing obstacles encountered during construction.

Respectfully submitted,

Katie Norton
Chief Facilities Officer

Attachments:

- Schweitzer Incorporated Change Order #003 dated March 5, 2025

March 05, 2025

Katie Norton

Battle Creek City Hall
10 N Division Street,
Battle Creek, MI 49014

Re: City of Battle Creek – Bathroom Renovation

Potential Change Order 003

Katie:

Schweitzer Incorporated is pleased to provide the following potential change order to provide all labor, material, tools, equipment, and supervision to rework the existing electrical and plumbing around the new door opening. The following work is to be performed on weekends and after hours.

Our scope of work is as follows:

- Mobilize
- Schweitzer onsite supervision.
- Relocation of three (3) 2" and three (3) – 1" conduits and wiring. Wiring feeds electrical panels on various floors, two (2) air handler units and one (1) elevator.
- Installation of troughs as needed.
- Demolition of 4" sanitary pipe.
- Furnish and install new pipe and fitting.
- Reroute pipe around new door opening.
- Install new valve on domestic water line.
- Clean-up and Demobilize

Our total cost for the work described above is: \$ 44,149.15

Impact to overall schedule: 5 days

Clarifications:

- If Schweitzer onsite supervision is not needed during work completed on the weekend the total price would be \$40,429.00.
- This work will take place over 2 weekends. Work must be completed on the weekend to avoid interruptions to City Hall's day to day operations. Power will be shut down completely on various floors, including two (2) AHU's, and the elevator for 2 days on consecutive weekends.
- The existing water line supplies water to the bathroom on the first and second floor, to avoid shutting down multiple bathrooms the water line will be replaced after hours.

Exclusions:

- Architectural or engineering fees or services
- Testing and/or abatement of hazardous materials

Please note that this quotation may be reviewed and is subject to price adjustment due to fluctuating material costs if not accepted within thirty business days. Thank you for the opportunity to provide you with our proposal. If you have any questions, please contact us.

Respectfully,



Kyle McDowell
Estimator



PCO #: 3
Date: 3/5/2025
Reroute Chase
Re: Electrical/Plumbing
Job #: 2508005
Sent to: Wightman

Project: City of Battle Creek - Bathroom Renovations

Description:

Reroute the existing electrical and plumbing exposed in the chase wall.

Labor:	Shift:	Rate:	Hours:	
Superintendent	OT	\$ 94.37	16.0	\$ 1,509.92
Superintendent	DT	\$ 117.00	16.0	\$ 1,872.00
Subtotal:				\$ 3,381.92
Mark-Up (10%):				\$ 338.19
Total Labor Cost:				\$ 3,720.11

Material:	Qty:	Unit:	\$/Unit:	Tax:	
Mortar	1	ea	\$ 50.00	\$ 3.00	\$ 53.00
Subtotal:					\$ 53.00
Mark-Up (10%):					\$ 5.30
Total Material Cost:					\$ 58.30

Subcontractors:

Hunter-Prell	\$ 3,543.32
Union Electric	\$ 34,905.00
Subtotal:	\$ 38,448.32
Mark-Up (5%):	\$ 1,922.42
Total Subcontractor Cost:	\$ 40,370.74

TOTAL COST: \$ 44,149.15



Resolution

NO. 91

A Resolution seeking acceptance of the proposal of best value for consulting services related to community housing shortages with Aligned Planning, LLC, in a not-to-exceed amount of \$50,000.

BATTLE CREEK, MICHIGAN - 3/18/2025

Resolved by the Commission of the City of Battle Creek:

That the proposal of best value for consulting services related to community housing shortages is accepted from Aligned Planning, LLC, in a not-to-exceed amount of \$50,000. The City Manager is authorized to execute contract #2025-072R, which will be paid from 232.701.8030.801010.

The City Manager or their designee is also authorized to execute up to 10% in aggregate for City-initiated and pre-approved changes that are not itemized in the contract.

Battle Creek City Commission
3/18/2025

Action Summary

Staff Member: Christine Huff, Purchasing Agent

Department: Purchasing

SUMMARY

A Resolution seeking acceptance of the proposal of best value for consulting services related to community housing shortages with Aligned Planning, LLC, in a not-to-exceed amount of \$50,000.

BUDGETARY CONSIDERATIONS

This project will be funded by a grant from MSHDA.

HISTORY, BACKGROUND and DISCUSSION

The City of Battle Creek has received a grant from MSHDA to hire a consultant to conduct community outreach focused on the City's housing shortage. The housing update will include substantial community outreach to gain input from residents to discuss how the housing shortage affects the entire community

especially those most impacted by the reduction of affordable, safe housing.

An RFP was issued on November 6, 2024, with proposals due January 22, 2025. Proposals were received from the following companies:

Progressive Companies
Aligned Planning
Beckett and Raeder
Double Haul Solutions
McKenna and Associates

The proposals were sent to an initial selection committee, which was comprised of the members listed below. This committee's purpose was to shortlist the submittals to proceed to an interview stage, where key committee members would attend and score.

Marcie Gillette, Community Services Director
Darcy Schmitt, Planning Supervisor
Helen Guzzo, Community Development Supervisor

Double Haul did not meet the qualification for communication graphics and relevant housing experience. There were no examples of their work shown or listed that we could view to see the quality of work that they were able to produce. They did not have anyone on their team that had education in design work such as an architect or graphic artist, which was emphasized in the RFP. They only listed relevant experience and qualification for three of the members but showed titles and names of five additional people. The work plan did not discuss all of the minimum requirements listed in the request for proposal and did not propose any additional services yet showed that the basic services would be \$20,000 under the known grant funding of \$50,000.

McKenna's proposal did not include any examples of graphic work or economic analysis. There was a lot of discussion in the proposal about the types of work that each of the members of the team were capable of doing, but there were no examples of documents that we could refer to in making a decision.

The other three firms demonstrated the minimum qualifications, and progressed to the interview stage, and interviews were held:

February 6, 2025: Progressive Company
February 7, 2025: Beckett & Raeder
February 14, 2025: Aligned Planning

Interviews were scored by:

Helen Guzzo, Community Development Supervisor
Darcy Schmitt, Planning Supervisor
Krista Trout-Edwards, Executive Director-Calhoun County Landbank
Sonja Dean, Deputy Director-LISC
John Hughes, Economic Development Specialist-Battle Creek Unlimited and Battle Creek Planning Commission Chairperson

The scores were as follows, out of 275 possible points:

255 Aligned Planning

250 Progressive Companies
246 Beckett and Raeder

The committee were satisfied in the presentation and response to questions, and unanimously agreed that award to Aligned Planning would be in the best interest of the City of Battle Creek.

DISCUSSION OF THE ISSUE

POSITIONS

ATTACHMENTS:

File Name	Description
❏ Request_for_Proposal.pdf	Original RFP
❏ Aligned_Planning_Proposal.pdf	Aligned Planning Proposal
❏ Score_Sheet.xlsx	Score sheet



CITY OF BATTLE CREEK

COMMUNITY SERVICES DEPARTMENT – PLANNING AND ZONING

Request for Proposal

PROFESSIONAL CONSULTING SERVICES TO SEEK PUBLIC INPUT TO DEVELOP THE HOUSING COMPONENT FOR THE MASTER PLAN UPDATE

PROJECT DESCRIPTION: The City of Battle Creek, Michigan requests the submission of a proposal to conduct community outreach focused on the City's housing shortage. The housing update will include substantial community outreach to gain input from residents to discuss how the housing shortage affects the entire community especially those most impacted by the reduction of affordable safe housing.

BACKGROUND:

The City of Battle Creek is a community of 52,400 people. Like many communities, the City of Battle Creek is experiencing a significant housing shortage. This has been made worse by the decline of construction jobs since the early 2000s and the increase in construction costs post COVID.

While the City's population has been stagnant since 1990, there are opportunities for population increases generated by the BlueOval Battery Park in nearby Marshall and future job growth in the city. The Battery Park is projected to bring 1,700 new jobs to the area and Fort Custer Industrial Park continues to attract new industry to Battle Creek as well. The City would like to be in a position to attract some of this population by having affordable housing at all income levels available to potential employees brought to the area for work opportunities and to better accommodate existing residents.

Over the years, some of the oldest neighborhoods have experienced a loss of housing by demolition creating pockets of vacant parcels throughout the neighborhood. The majority of vacant parcels in these neighborhoods are owned by the City and the Calhoun County Land Bank. This creates potential opportunities for partnerships to develop infill housing that compliments the neighborhoods and provides much needed housing. However, the current dimensional requirements for single-family zoning districts do not necessarily incentivize new housing development. Neighborhood discussions are necessary to understand what changes to the zoning code are needed.

The City has limited quality, low to moderate-income housing. There has been significant interest from developers wanting to develop large-scale multiple-family low to moderate income housing in the city but there have been challenges accessing state and federal resources.

Additionally, the City has experienced an increase in homelessness and has insufficient temporary housing capacity to accommodate the number of people in need during inclement weather. There is a need for creative options for homeless housing opportunities and additional homeless shelters.

The city's neighborhoods are divided into areas called Neighborhood Planning Councils (NPC). An NPC is a group of citizens from the same geographical area who meet to discuss planning issues and work to ensure that the needs of residents are met. They are advisory councils appointed by the City Commission to work with the City to bring about desired changes within each neighborhood. Five (5) NPC's will be emphasized during the community outreach since they have many vacant properties for potential infill mentioned above. They include the following

- NPC #1: Post Franklin

- NPC #2: North Central
- NPC #3: Central (Coburn/Wilson)
- NPC #4: Northeast (Fremont/McKinley)
- NPC #5: Urbandale

A recent housing study “Battle Creek Housing Action Plan” was completed in March of 2024 for the City of Battle Creek. The document is a collaborative effort between the City of Battle Creek, Battle Creek Unlimited, the W.K. Kellogg Foundation, and various stakeholders. It provides valuable information for the proposed work and its desired outcome. The document will be available online soon and the link will be sent to you for your convenience.

GENERAL SCOPE OF SERVICE: Work with Planning Division staff to develop a public outreach process for eight (8) Neighborhood Planning Council (NPC) areas. [Neighborhood Planning Council Reports | Battle Creek, MI \(battlecreekmi.gov\)](https://battlecreekmi.gov/neighborhood-planning-council-reports/) Each of these areas have unique characteristics and five (5) have substantial challenges created by the significant number of vacant lots resulting from a loss of housing by neglect and demolition. Staff will provide data specific to the boundaries of the NPCs such as charts, maps and other visual representations generated through GIS and Tolemi. Staff will also provide background on each of the neighborhoods. At a minimum, the services should include the following:

1. Five consultant led public input meetings using creative feedback tools to generate meaningful quantitative feedback on the variety of housing needed in the city
2. Create graphics including architectural sketches to assist residents in visualizing the feedback gathered
3. Work with staff to create content for the website
4. Provide a summary of the findings collected through the input process
5. One meeting with the Planning Commission to present overall findings

Please include in your proposal a breakdown of the cost for each activity listed and describe the feedback tools proposed to generate quantitative feedback.

PROPOSAL TIMELINE: The City reserves the right to modify any element of the timeline should that become necessary.

Description

Date

Request for proposal released

November 6, 2024

Deadline for submitting questions
or a request for a pre-submittal meeting

December 6, 2024

Deadline for receiving Proposals

January 22, 2025

PRE-SUBMITTAL MEETING: Pre-submittal meetings are available upon request by contacting Darcy Schmitt, Planning Supervisor at dcschmitt@battlecreekmi.gov.

SUBMISSION OF PROPOSAL: Consultants must submit their proposal by 4:00 pm on January 22, 2025 by e-mail to dcschmitt@battlecreekmi.gov.

CITY OF BATTLE CREEK

Proposal for Housing Engagement for Master Plan Update

Firm Partners:

Aligned Planning

Flywheel

Balke Planning and Designs

January 22, 2025



PROJECT UNDERSTANDING:

Battle Creek has a commendable housing strategy and body of work over the last several years. to guide sound community planning. Much collaboration, research and goal-setting has been done and now is the time to help 5 neighborhoods (Neighborhood Planning Councils, NPCs) experiencing great change to better determine their future. By focusing on education, our process will help to build local capacity and confidence in decision-making so that the NPCs meet the needs of Battle Creek residents.

We have brought together a group of subject matter experts to create a culture of trust, accountability, and openness to partner with you and the NPCs to learn and make informed decisions. Our goals are two-fold. First, we want to provide the education necessary to understand housing dynamics locally and regionally. **Flywheel**, with Ryan Kilpatrick and his team, will lead this effort. Ryan has been working throughout Michigan to help communities do just this. Ryan understands planning, finance and economics, and housing demands and brings experience of municipal government and also the private sector.

Stephanie Brackman of **Balke Planning Designs**, working alongside **Aligned Planning**, will design the 5 engagement sessions and provide the graphics to illustrate tradeoffs with planning, zoning, and specific development case studies in the neighborhoods. Ms. Brackman has a degree in Architecture from Kendall College of Art and Design. All three firms have worked together in various capacities over the last several years, and will all be a part of co-creating the engagement with the City's Planning team and the neighborhood councils.

We do not come to this project with a pre-determined plan, but we do know a few things and include them in the scope:

1. We would like to hold a community presentation with Ryan Kilpatrick speaking about the state of housing in Michigan and BC specifically.
2. We would like to have multiple meetings with the 5 of the NPCs. We see one meeting being orientation and establishing a baseline (in conjunction with item #1 above), and a second meeting being more workshop style and hands-on to make decisions.
3. We would provide material for a Master Plan housing section amendment.
4. We would provide recommendations for text amendments to the Zoning Ordinance.
5. We assume that the City will assist with GIS mapping, meeting logistics, and handle any noticing, adoption or legal matters.

FEE/SCOPE:

We will work with the Planning Department and any stakeholders, specifically one or more from each of the main 5 NPCs, to co-create an engagement process tailored to their specific needs and local dynamics. If selected, we will provide a detailed process reflecting what the NPCs, and the City, have shared for their needs and priorities.

COST: \$3100

One community-wide meeting to have Ryan Kilpatrick present about the state of housing, with follow-up small group meeting with the 5 NPCs

COST: \$8900

5 consultant-led input sessions using engagement techniques such as: educational presentation, hands-on site building with blocks/cards/maps, digital preference survey with Menti, roundtable activities, posters, infographics, and information boards. The tools above, in addition to neighborhood surveys, will provide both quantitative and qualitative input.

COST: \$20,000

Graphics that show architectural implications and site planning to visualize zoning parameters.

COST: \$5500

Website text and images to provide regular updates to the community.

COST: \$2500

Summary of findings with Master Plan text and zoning recommendations, this also includes summaries of meeting results from the 5 NPC sessions.

COST: \$6200

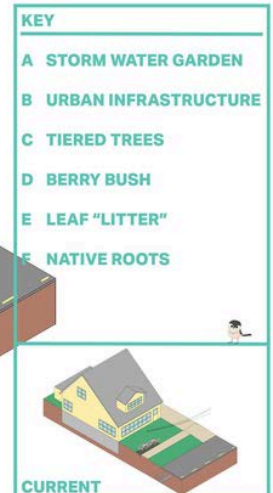
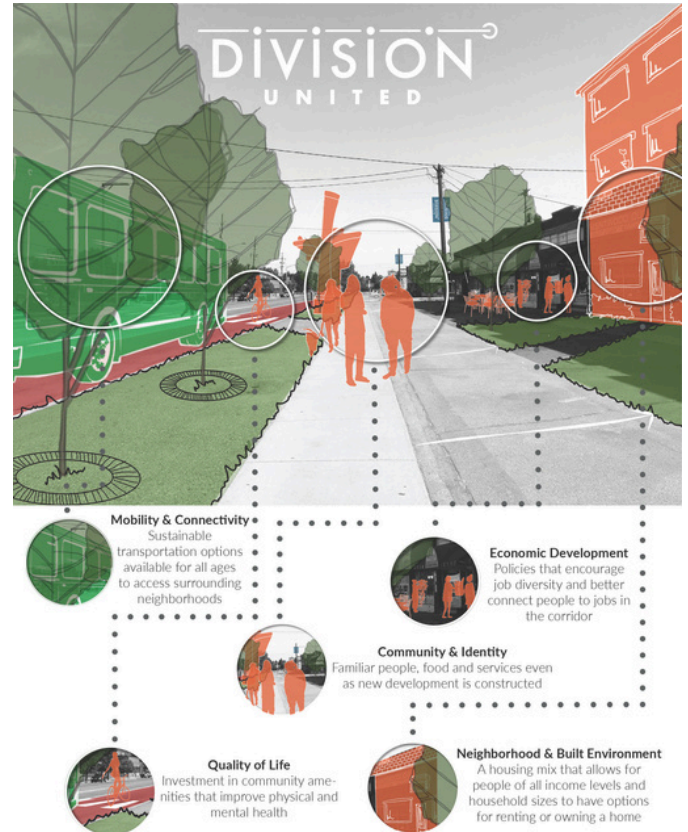
One meeting with the Planning Commission to present findings.

COST: \$2500

TOTAL: \$47,700



SAMPLE GRAPHICS.



FUTURE FRONT YARD



ALIGNED PLANNING

FIRM

Established in 2019, Aligned Planning is a Micro-Local Business Enterprise in Grand Rapids serving public and private sector clients by offering creative approaches to community development.

Whether it is placemaking through public art or tactical urbanism, non-motorized strategies through experiential engagement and design, or land use strategy through planning and zoning reform, Ms. Wells is versatile and committed to making our spaces better for all users.

Aligned Planning has consistent municipal clients in many of the state's fastest growing communities, where the ability to understand local government implementation is essential.

Moving beyond just planning and visioning, the firm focuses on implementation, asking "how do we make this a reality and who is best involved and at what capacity?" Testing solutions, exploring procedural implications, and developing sound policy is the firm's focus. With 25 years in planning and community building, both nationally and internationally, Aligned Planning knows how to find each community's "best practice" acknowledging the unique local challenges, and committing to continued support along the way. Aligned Planning is a certified WBE woman-owned business enterprise and a Grand Rapids certified micro-local business enterprise operating in the dynamic, mixed use neighborhood of Eastown in Grand Rapids, Michigan.

ROLE

Lynée Wells, AICP will serve as planning and engagement manager, working directly with the client, project team and NPCs.

With experience leading engagement for the City of Grand Rapids' River for All Plan, South Division Corridor Plan, The Silver Line Transit Oriented Development Plan, the Parks and Recreation Strategic Plan, and the Grandville/Cesar Chavez Area Specific Plan, Ms. Wells has close knowledge of the communities and local dynamics along Silver and Plaster Creeks.

Ms. Wells will quickly gather insights into local demographics, planning and land use goals, and opportunities for equitable outcomes through a robust engagement effort. Ms. Wells has direct experience managing and developing inclusive community engagement and has led planning, zoning and design projects throughout Michigan that have resulted in tangible and recognizable outcomes.

An ability to speak, read and write Spanish, as well as a keen eye for graphics and simple messaging, Ms. Wells will provide guidance and oversight to this planning effort. Ms. Wells' clients and roles include engagement manager for the MDOT Grand Region Non-motorized Transportation Plan, planning and zoning consulting in Grand Haven, Muskegon, Battle Creek, Holland, Hastings, Kentwood, Wyoming, Kalamazoo and Dearborn, and the Townships of Saugatuck, St. Joseph, Caledonia and Cascade.



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www.alignedplanning.org



wells@alignedplanning.org



LYNEE WELLS, AICP

urban planner

wells@alignedplanning.org

EDUCATION

M.S., Community and Regional
Planning University of New Mexico
B.A., Spanish and Geography
University of Iowa

REGISTRATIONS AND CERTIFICATIONS

Form Based Code Institute
American Institute of Certified Planners
Certificate of International Business, University of Iowa

PROFESSIONAL AFFILIATIONS

American Planning Association
Grand Valley Metro Council
Grand Rapids Representative Member
Board Member, Grand Rapids Brownfield Authority
Board Member, Grand Rapids Economic
Development Corporation

Lynnee Wells is a community planner and project manager working with public and private sector clients. Lynnee is a systems-thinker, connecting cause and effect through a shared education and engagement process unique to the time, place, and people involved. Interests include connectivity, livability, and inclusive and equitable places and processes.

Lynnee organized Grand Rapids' first Build a Better Block on State Street installing the City's first protected bike lane (protected by rolls of sod). A subsequent project was the GR Urban Explorers, a multi-modal, urban day camp for kids. Both projects have won awards from the Michigan Chapter of the American Planning Association. In 2018, Ms. Wells was named one of West Michigan's 50 Most Influential Women. Ms. Wells has completed public engagement and entitlement work, planning, zoning, recreation, economic development and tactical urbanism projects and plans in dozens of Michigan communities, as well as the Southwest.

PROFESSIONAL EXPERIENCE

River for All <i>Grand Rapids, Michigan</i>	Trail and River's Edge Plan Engagement Manager
South Division Corridor <i>Grand Rapids, Michigan</i>	Area Specific Plan Engagement and Land Use
Grandville Avenue Corridor <i>Grand Rapids, Michigan</i>	Area Specific Plan Project Manager
Blandford Nature Center <i>Grand Rapids, Michigan</i>	The Highlands Plan Project Manager, Engagement
Downtown Grand Rapids, Inc. <i>Grand Rapids, Michigan</i>	Streetspace Guidelines Urban Design, Planning
Division United <i>Kent County, Michigan</i>	Bus Rapid Transit Corridor Plan Engagement Manager, Land Use Planning
MDOT <i>Grand Region</i>	Non-Motorized Facilities Plan Engagement Manager





STEPHANIE BRACKMAN

urban designer, owner

balkepandd@gmail.com

EDUCATION

M.A., Architecture
Kendall College of Art & Design

B.A., Geography
Minor, Sustainable Urban and Regional Planning
Grand Valley State University

Stephanie Brackman is an urban designer working with public, private, and non-profit clients. Through blending community planning, architectural design and art, Stephanie brings creative expression that is unique to each community. Interests include human-scale development, digital and physical illustration / rendering, storytelling, mapping, and landscape ecology. She has worked in planning and architecture for 12 years.

PROFESSIONAL AFFILIATIONS

American Planning Association

American Institute of Architects

Stephanie provides an attention to detail in visual representation, professional experience in architectural design, creative community engagement techniques, and municipal planning services. She has completed work in the public, private, and non-profit sector in both urban and rural Michigan.

Balke Planning & Designs is a female-owned urban design studio.

PROFESSIONAL EXPERIENCE

Frankland Avenue Business District Grand Rapids, Michigan	Environmental Infrastructure Visualizations Lead Urban Designer
Delta Township Lansing, Michigan	Placemaking Strategic Plan Project Manager
Blandford Nature Center Grand Rapids, Michigan	Expansion Planning Contract Planner
River for All Grand Rapids, Michigan	Trail and River's Edge Plan Contract Planner
Lake 2 Lake East Grand Rapids	Multi-Modal Street Design Lead Urban Designer





We work alongside community leaders to build holistic, prosperous neighborhoods with housing at all price-points.

OVERVIEW

Flywheel is an all inclusive neighborhood design firm that specializes in development and policy support for housing at all price points. We help local leaders understand and define needs, shift public policy, and attract + complete the types of development the broader community wants to see.

Our practice at Flywheel is rooted in an appreciation of history, optimism, and pragmatic planning. We help create communities where the values that shape the built environment are aligned with economic and social outcomes. Backed by conviction and data, we're setting out to make neighborhoods that retain talent, improve health outcomes, combat loneliness, preserve natural spaces, and generate economic opportunity.

We're proud to help catalyze a variety of new neighborhood types across the Midwest. In the 21st century, places that foster vibrancy and belonging offer a unique competitive advantage.

LEADERSHIP

Ryan Kilpatrick (President, CEO) has a background in economic development, affordable housing, neighborhood design, and public finance. He has helped to define access to housing as a core economic development issue for West Michigan through data-oriented dialogue and partnership with employers, local municipalities, chambers of commerce, and developers. He has 15+ years of experience supporting local units of government, community foundations, and developers with technical assistance and best practice implementation through planning, zoning, process improvement, and the use of financial tools to create economically vibrant communities.

PRINCIPLES

Put People First

Invest time to identify the right participants from the beginning to build the foundation for more effective collaboration.

Make Data Informed Decisions

Understand market data, demographic trends, and local + state policy to enable smarter governance and more informed goal-setting.

Think Strategically

Align strategic early movers with patient capital to build communal momentum around the big vision.

Co-Create Alongside Community

Elevate the voice of stakeholders most impacted by the work. Get out of the office and into the community.

Consider "Sustain-Abilities"

Create magnetic places that can sustain economically, environmentally, and socially to build the basis for long term quality of life.

Work Across Sectors

Connect with partners across sectors to balance lived experience with local market dynamics and structure financial incentives to meet the needs of the community.

Ryan Kilpatrick

Ryan Kilpatrick is a seasoned community and economic development leader with nearly 20 years of experience across public, private, and non-profit sectors. He has proven expertise in housing policy, strategic planning, community engagement, and project management. Ryan is dedicated to driving sustainable growth, shaping development, and advocating for equitable housing solutions. As the Founder and Lead Consultant of Flywheel Community Development Services, he helps communities define their future through clear visioning, actionable strategies, and collaboration.

EXPERIENCE

Owner & Lead Consultant

Flywheel Community Development Services

Sep 2021 – Present | Grand Rapids, Michigan

Ryan established Flywheel to support community-driven momentum through partnerships with local governments, non-profits, and development organizations. The mission is to help communities define their future by articulating a clear vision, crafting achievable implementation strategies, and gathering investors and development partners to see the vision through. Flywheel specializes in development and policy support for housing at all price points, from defining local needs to shifting public policy to attracting and completing the types of development the community wants to see.

Lead Consultant

Housing Next

Jan 2018 – Present | West Michigan

As lead consultant for Housing Next, Ryan works with a cross-sector collaborative initiative involving nonprofit, government, and business partners. Housing Next focuses on making a strong economic case for additional workforce housing in greater Ottawa County and the West Michigan region. The initiative is supported by a Leadership Council that includes organizations such as the Grand Haven Area Community Foundation, the Community Foundation of the Holland/Zeeland Area, West Coast Chamber of Commerce, Chamber of Grand Haven, Spring Lake and Ferrysburg, Greater Ottawa County United Way, Ottawa County, Lakeshore Advantage, and Community SPOKE.

Consultant, Facing Home Initiative

DeVos Family Foundation

Apr 2022 – Present | Grand Rapids, Michigan

Ryan serves as a consultant for the Facing Home Initiative, which aims to support local and regional efforts to solve wicked problems. The initiative is currently working collaboratively with community partners to reduce homelessness to functional zero.

238 Bristol Ave. NW
Grand Rapids, MI 49504
(616) 430-8015

ryan@flywheelmomentum.com

SKILLS

CommunityEconomic
Development

Community Engagement &
Education

Workshop Facilitation

Zoning

Policy Analysis

Land Use Planning

Grant Writing

Urban Planning

SystemsThinking

Placemaking

DesignThinking

StrategicPlanning

Arielle Leipham Ellis

Arielle Leipham Ellis is a community development professional focused on sustainable growth, policy advocacy, and inclusive engagement. With a background in community organizing, project management, and technology, she brings experience in business district leadership, neighborhood planning, placemaking, and streetscape practices.

EXPERIENCE

Director of Operations

Flywheel

Nov 2023 – Present | Grand Rapids, Michigan

Manages operations, project coordination, and provides support for strategic planning for community development initiatives focused on housing and economic development. Works with cross-functional teams to create compelling collateral, adhere to project timelines, and stakeholder engagement. Supports efforts to build community resilience and strengthen neighborhoods, addressing housing needs with an emphasis on sustainability.

Founder

Friends of Slow Streets

2023 – Present | Grand Rapids, MI

Founded and led a resident-led advocacy group dedicated to advancing stress-free, multimodal transit options in the community. Collaborate with local government and community groups to promote safe, equitable street access for all users.

President

Uptown Grand Rapids Inc.

Oct 2022 – Present | Grand Rapids, MI

Arielle works closely with her board and Executive Director to guide the vision and strategic growth of Uptown Grand Rapids, supporting business development, façade rehabilitation, public art initiatives, public space improvements, and community engagement. She collaborates with the City, neighborhood associations, and local partners to enhance mobility, strengthen business districts, and promote small business growth across Uptown. Arielle helps craft and implement policies and programs that foster pedestrian-friendly spaces and reduce environmental impact, contributing to vibrant and inclusive neighborhood business districts.

Campaign Finance Compliance Officer

Progressive Women's Alliance

2020 – 2021 | Grand Rapids, MI

Managed compliance with state and federal campaign finance regulations for PAC activities, including data reconciliation, reporting, and guiding the board on

52 Auburn Ave. NE
Grand Rapids, MI 49503
(616) 516-4764

arielle@flywheelmomentum.com

SKILLS

Legislative Relations

Community Engagement &
Education

Stakeholder Engagement

Policy Analysis

Strategic Communications

Event Coordination

Stakeholder Collaboration

Program Development

Public Policy Education

OUR WORK.



Close and connected to community, Aligned Planning is a micro-local, woman-owned urban planning firm believing in safe communities, access to nature, equitable development and generational opportunity.

We care about the connective tissue that brings people together - streets, greenways, parks and trails, businesses, schools and neighborhoods. Through engagement, land planning and strategy, alignment happens.

1.

We move from concept to reality using experiential techniques designed with community

2.

Every engagement is unique to the places and people we work alongside

3.

Local knowledge is valued through stipends, educational opportunities and ownership of outcomes



+616-648-3534



www.alignedplanning.org



wells@alignedplanning.org

COMMUNITY ENGAGEMENT.

Over the last decade and more, Ms. Wells (Aligned Planning) and Mr. Kilpatrick (Flywheel) have led grass-roots and large scale community engagement and subject matter conversations in the City of Grand Rapids and beyond. Topics ranging from housing to recovery centers and bike lanes to river trails have been vetted and successfully built thanks to our engagement styles.



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Using clear and approachable language, simple graphics, and a sensitivity to the setting, timeframe, and environment we are careful to make sure that in Battle Creek, just like other communities, these engagement sessions are educational and dynamic, allowing for open dialogue and decision-making.

Our goal is to educate and provide the information so your neighborhoods can make informed decisions.

PROJECT CONTACT:

Kristin Turkleson, City Planner
City of Grand Rapids

P: 616.456.3760
kturkelson@grand-rapids.mi.us

DIVISION UNITED.

The success of Division United is seen each day through the on-going corridor enhancements; from the branding of Burton Heights, to the tree planting along medians, and the annual celebrations at The Stray—community members feel a sense of place and ridership on the Silver Line is rising.



Led by Aligned Planning, the first of its kind in Grand Rapids Ambassador model provided stipends and training to local leaders who carried planning and engagement into their community. Other engagement was digital, pop-up and tactical.

Capacity building through a partnership with the Incremental Development Alliance provided basic training to participants looking to develop along the corridor.

PROJECT CONTACT:

Nick Monoyios, Director of Planning
The Rapid

P: 616.774.1153
nmonoyios@ridetherapid.org

RIVER FOR ALL.

Experiential engagement and outreach brought citizen voices to the design process. Six municipally-owned sites were re-imagined and reprogrammed as part of river restoration. Additionally, a 7.5-mile continuous trail system spanning both the river's east and west edges was designed.



A week-long installation of parklets in a closed travel lane of Bridge Street over the river during ArtPrize let folks test out new crosswalks, pedestrian refuge islands, seating, and art as wayfinding. The event resulted in over 1,500 comments about the river corridor and design solutions. Other engagement included sessions with area Tribal elders, a project website with a digital input interface, focus groups, and community meetings.

PROJECT CONTACT:

Jay Steffen, Assistant Planning Director
City of Grand Rapids

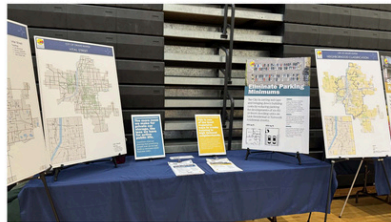
P: 616.481.5317
jsteffen@grand-rapids.mi.us

MARCH 2024

In response to a projected need for over 14,000 additional dwelling units in Grand Rapids, the city undertook significant zoning ordinance amendments to increase housing stock, affordability, and diversity. Unanimously approved by City Commissioners, these amendments support the city's long-term goal of accessible and inclusive housing.

Flywheel supported the public engagement process, providing clear information to stakeholders and visual aids to clarify changes in zoning, density, parking, and housing options. Effective May 23rd, these amendments strengthen the city's commitment to accessible and inclusive housing, laying the foundation for a healthier, economically secure community for all residents.

"Commission Night Out" moves official city business out of the City Hall and into the neighborhoods around Grand Rapids.



MARCH 2024

Anchor posters helped residents see the math behind development, the benefits of density, and how zoning impacts the life fo the city.



More available housing keeps prices lower for everyone.

It can also contribute to increased walkability, more prosperous business districts, improved mobility, and a more financially sustainable tax base (i.e. for schools).

THESE ZONING AMENDMENTS ALIGN
GRAND RAPIDS' STRATEGIC PLAN



Health + Environment

The health of all people and the environment are advocated for, protected, and enhanced.



Safe Community

All people feel safe and are safe all times throughout our community.

Zoning 101



Zoning works at different scales—the building scale, the neighborhood scale, and the city scale.

Missing Middle housing—developments like townhomes, row houses, and small multi-family units—allowed in areas where single-family homes are typically found. This type of housing can be made legal in the city.

City

What are the industrial zones? Where are the regional commerce centers? What parts of the city need to be protected from further development?

Neighborhood

What do the buildings look like and how do they relate to each other? Where do people live and where do they shop? What parts of the neighborhood are quiet and what parts are busy?

Building

What can I build on my lot? What materials should I use? How much parking do I need?

Zoning Math



Current median rent in GR:

1 bed: \$1,219/mo

2 bed: \$1,450/mo

3 bed: \$1,850/mo

4 bed: \$2,633/mo

Average home sale price is \$287,000

Average vacant lot is \$50,000.

What would it cost to build and rent...

Single Family Home



On a 1/2 lot

Land Cost	Construction Cost	Mortgage
\$50,000	\$325,000/home	\$2,822/mo

Four Plex



On a 1/2 lot

Land Cost	Construction Cost	Mortgage
\$50,000	\$215,000/home	\$1,594/mo

New 4br Home

Building a new 4br 2,500 sq ft home would only be feasible for a developer to build and rent if rents in GR reach \$6,000/mo.

It would be affordable to a family of 5 earning 235% of area median income and 300% more than average rent.

NOT FINANCIALLY FEASIBLE TODAY

Demo + Replace

Demolishing an existing single family home and building a duplex with two 1,100 sq ft units. 3 beds each would only be feasible for a developer to build if rents reach \$4,025/mo.

This would be 170% AMI for a family of four, and 224% above average for the neighborhood.

NOT FINANCIALLY FEASIBLE TODAY

Add an ADU

Building a new 400 sq ft ADU would be feasible for a developer to build if rents were \$1,000 per month.

65% AMI affordable for single adult

FINANCIALLY FEASIBLE TODAY



Multi-story buildings unify the walkable streetscape and increase the choices available for households of different sizes and income.

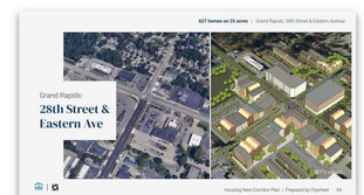
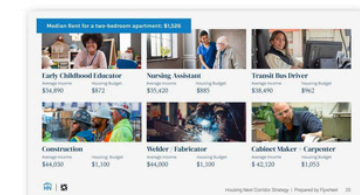
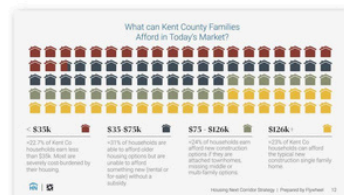
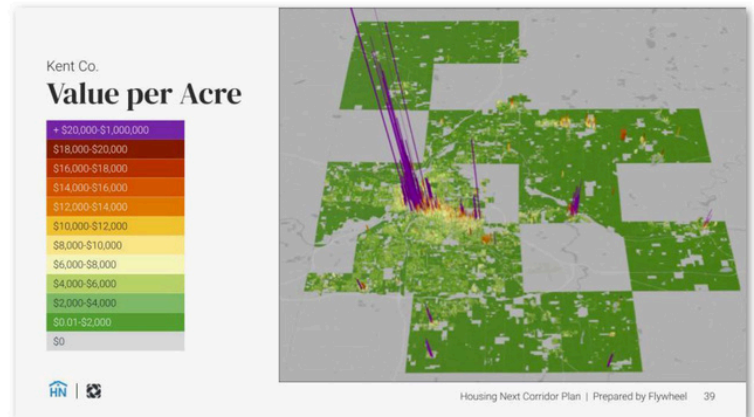
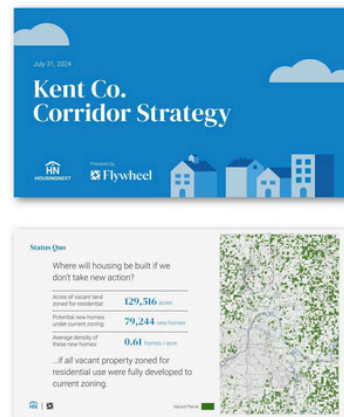
2024

Flywheel served as the primary consultant, leading research, land use analysis, narrative and concept development, copywriting, and design. These materials break down complex ideas into accessible language and clear visuals, enabling stakeholders to understand and adopt innovative practices for addressing housing needs.

Developed for Housing Next, this series of documents makes compelling economic, social, and environmental cases for land use reform. Designed for local governments, developers, nonprofits, and economic development organizations, these resources and trainings equip community members with the knowledge to explore new approaches to community design.

Kent Co. Corridor Strategy

This strategic document provides an in-depth analysis of regional demographics, household economic data, and current zoning patterns. It serves as a visionary framework aligning public, private, and institutional investments, emphasizing local identity and sustainable growth while laying the economic case and roadmap for a denser building patterns along key corridors in Kent County.



**Neighborhood
Renderings**

These renderings visually communicate potential infill development on underutilized and vacant land, pairing massing options with economic insights to reveal the fundamentals of sustainable development.



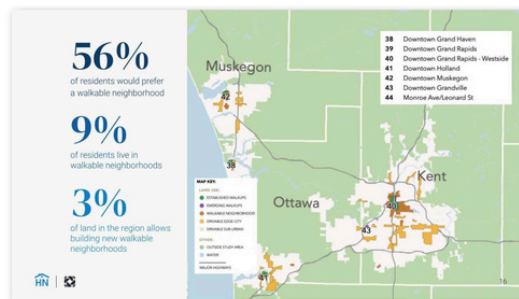
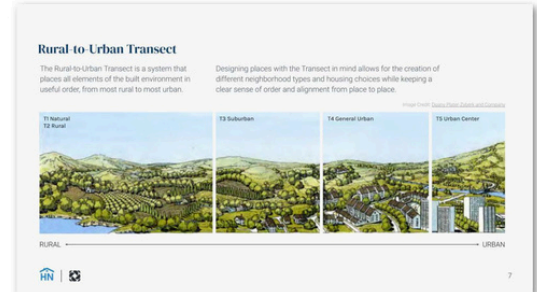
Each neighborhood illustrates how housing can integrate seamlessly into various neighborhood settings, while a development chart breaks down the economic impact. Our analysis covers key metrics that demonstrate how thoughtful housing infill contributes directly to the financial health of municipalities. This type of illustration offers city leaders and their constituents an accessible understanding of both the form and function of sustainable, economically viable growth.

2024

The Pattern Book

This pattern book presents a curated series of patterns that can increase affordable housing in Kent County. It complements the surrounding regional aesthetics and building traditions.

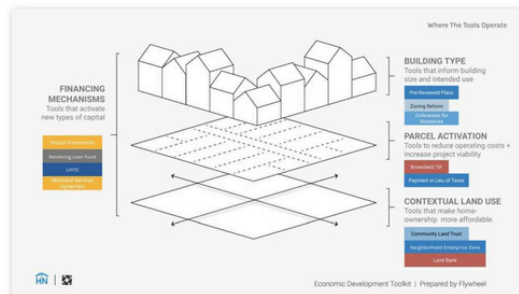
Urban and Rural building patterns were identified and paired with descriptions, examples, building specs, and links to existing lots in action to clearly communicate how zoning officials might code for missing middle housing typologies.



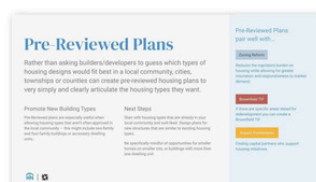
Economic Development Toolkit

This toolkit is a collection of 12 building, parcel, land use, and finance innovations that can be combined to help unlock the housing and economic potential of a place.

It is paired with an index of local development projects that leveraged novel combinations of zoning, subsidy, and finance.



EXAMPLE	ZONING CHANGES	SUBSIDY	FINANCING
Robinson Landing Grand Haven, MI (2013, 2016) 32 Single family homes built on city-owned property. 14 homes are leased to a community land trust and reserved for households earning 80% of the median income. The remaining 18 homes were sold at market rate prices. The City offered the property at well below appraised value, created a community land trust, and approved a brownfield TIF plan for 25 years. The result... <ul style="list-style-type: none"> 5 homes sold at \$149,900 7 homes sold at \$168,000 4 homes sold at \$199,900 Market rate homes sold for \$279,900+ 	Zoning Reform The City of Grand Haven offered publicly owned land for well below appraised value and rezoned to allow 50' front wide lots.	Community Land Trust A community land trust was created to own the underlying land and ensure that homes could be affordable for the long term. A 25 year brownfield plan was adopted to reimburse all costs associated with infrastructure and site preparation.	Neighborhood Enterprise Zone The Grand Haven Community Foundation provided a \$1.5 million investment into Michigan Community Capital to facilitate the construction of well below market interest rates. The City of Grand Haven also waived its utility connection fees to further support the project. No grant funds were required to complete this project.



	Total points possible	
A. Firm Qualifications	100	
B. Personnel Qualifications	50	
C. Work Plan	25	
D. Interview	100	
Total possible:	275	

Aligned Planning						Progressive Companies						Beckett & Raeder					
Sonja	Krista	John	Darcy	Helen	Average	Sonja	Krista	John	Darcy	Helen	Average	Sonja	Krista	John	Darcy	Helen	Average
95	80	100	100	80	91	95	90	100	85	100	94	90	85	90	90	100	91
50	40	50	45	40	45	50	40	40	40	50	44	50	40	40	40	40	42
25	25	25	20	25	24	20	25	20	20	25	22	25	25	20	25	20	23
95	95	100	100	85	95	100	70	100	90	90	90	90	85	100	95	80	90
265	240	275	265	230	255	265	225	260	235	265	250	255	235	250	250	240	246



Resolution

NO. 92

A Resolution seeking authorization for the City Manager to enter into a second Option Contract with UP Development, LLC, for the sale of vacant land for permanent supportive housing development use.

BATTLE CREEK, MICHIGAN - 3/18/2025

Resolved by the Commission of the City of Battle Creek:

That Section 12.1 of the Charter of the City of Battle Creek authorizes the City to sell, convey, or otherwise dispose of real property, and the City believes it is in its best interest to explore doing so in this instance in order to facilitate the provision of necessary housing units within the city, and if the Developer receives the tax credits it seeks from Michigan State Housing Development Authority (MSHDA) and all other necessary conditions are in place as determined by the Developer for the construction of the housing units, to then carry out the sale in order to help facilitate the availability of much needed low income housing units in the City.

Therefore, the City Manager is authorized to enter into the attached Second Option Contract with UP Development, LLC, providing the Developer the exclusive right for twelve (12) months to enter into a binding purchase agreement for the vacant land on E. Michigan Avenue, parcels #0890-00-004-0; #0890-00-011-0; #0890-00-012-0; and the vacant parcel on the corner of Yuba Street and E Michigan Avenue, Parcel #0890-00-001-0, under the terms and conditions as set out in the attached contract, or under substantially similar terms and conditions as may be approved by the City Attorney.

The City Manager is also authorized to enter into a purchase agreement under the same terms and conditions as set out in the attached option agreement, or one with substantially similar terms as may be approved by the City Attorney, and to execute all other documents necessary to effectuate the sale of the three parcels of property, located in Calhoun County, State of Michigan, City of Battle Creek and legally described as:

1) Parcel ID: 0890-00-001-0

ASSRS REPLAT OF BEACHES ADD LOTS 1, 2 & 30 ((IN 2006 LOT 2 ASSESSED AS #0890-00-002-0 & LOT 30 ASSESSED AS #0890-00-032-0))

2) Parcel ID: 0890-00-004-0

ASSRS REPLAT OF BEACHES ADD LOTS 4 THRU 9 ((IN 1983 THRU 2006, LOT 5 ASSESSED AS #0890-00-005-0, LOT 6 ASSESSED AS #0890-00-006-0, LOT 7 ASSESSED AS #0890-00-007-0, LOT 8 ASSESSED AS #0890-00-008-0, LOT 9 ASSESSED AS #0890-00-010-0))

3) Parcel ID: 0890-00-011-0

ASSRS REPLAT OF BEACH'S ADD LOT 10

4) Parcel ID: 0890-00-012-0

ASSRS REPLAT OF BEACHES ADD LOT 11

Battle Creek City Commission

3/18/2025

Action Summary

Staff Member: William Kim, City Attorney

Department: City Attorney

SUMMARY

A Resolution seeking authorization for the City Manager to enter into a second Option Contract with UP Development, LLC, for the sale of vacant land for permanent supportive housing development use.

BUDGETARY CONSIDERATIONS

The City would be paid \$10,000 if the option to purchase is exercised, with the funds being deposited to G/L 101.00.1101.673.010.

If the Option Agreement is exercised, the sale of these parcels would relieve the City of the burden of continuing to pay the property taxes on these four parcels, which collectively have a taxable value of \$4,337.

HISTORY, BACKGROUND and DISCUSSION

These four parcels have been vacant and unused for a number of years. The proposed purchaser, UP Development, LLC, has proposed a permanent supportive housing (PSH) development for these parcels, combined with several other contiguous parcels to be purchased from other owners, to collectively contain the PSH Development to be known as Northern Pines Apartments. The proposed purchaser intends to apply to MSHDA in the April 1 rounds for tax credits for this project.

A GIS image is attached, depicting the City-owned parcels that would be subject to this Option Agreement.

The City previously authorized an option to purchase in October 2023 with Resolution 268, and also authorized an amended PILOT for this project in September, 2024 with Ordinance #16-2024. This Resolution effectively extends the October 2023 option to allow application for the tax credits from MSHDA.


DISCUSSION OF THE ISSUE

POSITIONS

The interim City Manager supports this Resolution.

ATTACHMENTS:

File Name	Description
 Option_to_Purchase_Real_Estate_031225.pdf	2nd Option to Purchase Real Estate_031225

 Parcel_Map.pdf

Parcel Map

Option to Purchase Real Estate

The parties to this option agreement (“Agreement”), dated for references purposes as of March 25, 2025 (“Option Date”) are the **City of Battle Creek** (“Seller”), a Michigan municipal corporation, whose address is 10 N Division St., Battle Creek, Michigan 49014, and **UP Development, LLC**, whose address is 7370 N Lincoln Avenue, Lincolnwood, IL 60712 (“Buyer”),

On October 1, 2023, Buyer, provided a nonrefundable option payment in the amount of five hundred dollars, (\$500.00), (approximately 5% of the purchase price), payable to the Seller (the “Option Payment”).

Upon execution of this Agreement through signatures, Buyer is hereby granted, by Seller, the exclusive option to purchase the Property as described in Attachment A for a period of twelve (12) months under the following Terms and Conditions (the “Option”):

Terms and Conditions

1. **Option Period.** The Buyer and Seller agree that this option will remain in effect for twelve (12) months from the Option Date of this Agreement through signatures (the “Option Period”). Buyer may exercise this Option by providing written notice by email or in person to the Seller at the address above. Upon the exercise of the Option by the Buyer, Seller and Buyer will enter into a mutually acceptable Purchase Agreement for sale of the parcels through a warranty deed. The Option Period may be extended by mutual written consent of the parties for three (3) consecutive six (6) month periods, if (1) the Buyer provides written notice to the Seller received at least 14 days prior to the expiration of the Option Period; (2) the Buyer has applied for all necessary zoning, site plan review, and permit approval and is making good faith progress toward obtaining approval(s); and (3) the payment of one dollar (\$1) as additional consideration for the requested six-month extension.
2. **Conditions on the Exercise of the Option.** Buyers’ right to exercise the Option and purchase the parcel is subject to the Buyer satisfying the following conditions and providing the following to Seller:
 - a. Written request to exercise the Option, with the following documentation:
 - i. Floor Plan and Site Plan for developing a Permanent Supportive Housing (PSH) Development (“Project”) on one or more of these parcels – 60 days from signing this option;
 - ii. Elevations and Building Plans – 90 days from signing this option;
 - iii. Zoning and Site Plan Approval (in writing) from the City of Battle Creek – 120 Days from signing this Option; and
 - iv. Proof of funds sufficient to cover the cost of the proposed Project.

3. **Closing Date.** Closing will be at a time mutually agreeable to the parties, but no later than thirty (30) days from the date of the written request to exercise the Option.
4. **Purchase Price and Option Payments.** The total purchase price for the parcel shall be ten thousand (\$10,000.00) dollars by the Buyer, with the original Option Payment and any extensions being identified as the earnest money deposit in the Purchase Agreement and credited toward the purchase price at closing (the "Option Funds").
5. **Failure to Exercise the Option.** Failure to exercise the option within the 365-day period shall result in the forfeit of the Option Funds and any extension fees, if applicable. The Buyer acknowledges that the Seller's retention of the Option Funds is in consideration of the Seller's withholding of the Premises from the market during the Option Term, its funds expended (including legal fees) toward this transaction and to assist the purchaser in pursuit of its Project, and its other administrative expenses incurred during the Option Term. Buyer agrees that Seller's retention of the Option Funds (including the original payment and additional payments for extensions) is a reasonable estimate of Seller's damages incurred from a failure to exercise the Option and is not imposed as a penalty.
6. **Taxes and Assessments.** Seller represents and warrants that there are no taxes or assessments which are due and payable against the Property as of the Effective Date. If the option has been exercised during calendar year 2025, then at closing there shall be a calendar year proration of taxes with Seller paying taxes due and/or assessed for the number of days from January 1, 2025 to the date of close, and the Buyer paying taxes due and/or assessed or estimated for the number of days from close through December 31, 2023. If the option is exercised in calendar year 2026 or beyond, then at closing there shall be a calendar year proration of taxes with Seller paying taxes due and/or assessed for the number of days from January 1, 2025 to the date of close, and the Buyer paying taxes due and/or assessed or estimated for the number of days from close through December 31, 2026.
7. **Right of Entry.** Buyers, its representatives, and contracted builders may enter upon the parcel to perform inspections and for other reasonable purposes associated with this transaction. Prior to entrance, Buyers shall provide 24-hour notice to the Seller via an email to tedearring@battlecreekmi.gov.
8. **Assignment.** Purchaser may assign its rights herein to any entity it owns or controls and this Agreement shall be binding upon such assignee.
9. **Signatures.** Parties to this Option hereby agree that facsimile and electronic signatures shall be accepted and binding as originals.
10. **Closing Requirements.** Buyer understands that this property will be sold via Warranty Deed, and that title insurance, closing costs, and deed recordation will be at the Buyer's expense. All title policies and closing will occur at Devon Title Company.

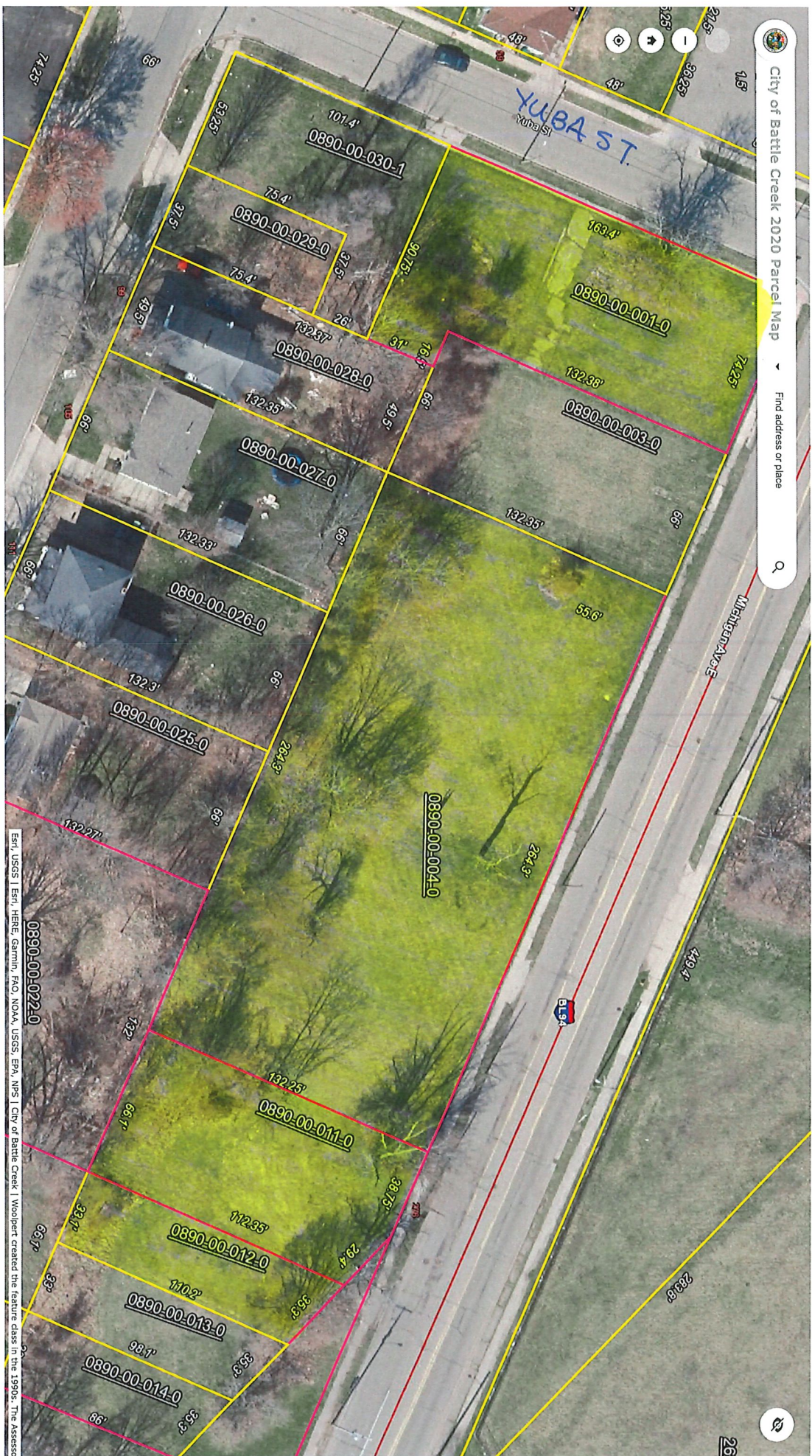
Signature page follows.

Buyer: UP Holdings, LLC

Cullen J. Davis
Manager

Seller: City of Battle Creek

Ted Dearing
Interim City Manager





Resolution

NO. 93

A Resolution seeking support for the rehabilitation and preventative maintenance of four Battle Creek bridges and authorizing the City Manager or City employee designee to seek Federal and/or State financial participation for these projects.

BATTLE CREEK, MICHIGAN - 3/18/2025

Resolved by the Commission of the City of Battle Creek:

That the City of Battle Creek supports preventative maintenance on the following three bridges:

- Capital Avenue NE Bridge over the Battle Creek River
- Elm Street Bridge over the Battle Creek River
- Emmett Street Bridge over the Battle Creek River

and a superstructure replacement for:

- Burnham Street Bridge over the Kalamazoo River;

and authorizes the City Manager or City employee designee to seek Federal and/or State financial participation for these projects through the MDOT Local Bridge Program.

Battle Creek City Commission

3/18/2025

Action Summary

Staff Member: Darren Campbell, Traffic Engineering Manager

Department: Traffic Engineering

SUMMARY

A Resolution seeking support for the rehabilitation and preventative maintenance of four Battle Creek bridges and authorizing the City Manager or City employee designee to seek Federal and/or State financial participation for these projects.

BUDGETARY CONSIDERATIONS

The Engineering Department is preparing funding applications to the State of Michigan for financial assistance for these projects. With these types of projects, the State share is up to 15%, Federal up to 80%, with a minimum City match of 5% of the total costs.

The total estimated construction cost is \$4,495,000. The Engineering Department is proposing an elevated City match to aid with these projects' scoring in the selection process: a 20% local match for the Elm St. bridge project and a 10% match for the the Capital Ave., Emmett St. and Burnham St. bridge projects.

If the City's grant applications for all four bridges are approved, the City would be responsible for providing engineering services and for contributing an estimated \$546,300 in FY 2028 toward the construction of these projects.

HISTORY, BACKGROUND and DISCUSSION

This Resolution seeks Commission support of preventative maintenance on the following three bridges:

- Emmett Street Bridge over the Battle Creek River
- Capital Avenue NE Bridge over the Battle Creek River
- Elm Street Bridge over the Battle Creek River

and a superstructure replacement for:

- Burnham Street Bridge over the Kalamazoo River

Since 2023, inspections of four bridges in the City have revealed cracking and spalling of beams, deck surfaces and unsealed fixed joints. While the deterioration of these bridges presents no hazard at this time, rehabilitation is needed to stop further deterioration that could present dangers to life and property.

Allowing these conditions to continue will eventually require bridge closures or restricted weight limits. Repairing these bridges before deterioration proceeds to that stage can avoid these lengthy closures and weight limits, and will allow the bridges to be repaired at lower costs.

The planned actions for each bridge are as follows:

- Emmett Street Bridge over the Battle Creek River: approach repair, joint repair and epoxy overlay, construction cost \$296,000
- Capital Avenue NE Bridge over the Battle Creek River: joint repair and epoxy deck overlay, construction cost \$216,000
- Elm Street Bridge over the Battle Creek River: deck overlay and substructure patching, construction cost \$968,000
- Burnham Street Bridge over the Kalamazoo River: replacement of the superstructure (beams) and deck, reuse the existing piers and abutments, construction cost \$3,015,000

Passage of this Resolution is necessary to secure financial assistance through the State of Michigan.

DISCUSSION OF THE ISSUE

POSITIONS

The Public Works Department supports this Resolution.

ATTACHMENTS:

File Name

Description

No Attachments Available



Resolution

NO. 94

A Resolution authorizing Ted Dearing, Interim City Manager for the City of Battle Creek, to sign Contract #25-5080 from Michigan Department of Transportation (MDOT) for Shared Streets and Spaces Grant funding awarded to Battle Creek Transit (BCT) and any additional documentation necessary moving forward.

BATTLE CREEK, MICHIGAN - 3/18/2025

Resolved by the Commission of the City of Battle Creek:

That MDOT has awarded a 100% State funded Shared Streets and Spaces Grant to BCT for the purpose of implementing transit bus stop improvements including solar powered lighting and digital display technology (and any necessary related work) along each of the current fixed routes in Battle Creek.

The Interim City Manager is authorized to execute grant contract agreements on behalf of the City of Battle Creek and is also authorized to execute any contracts with MDOT on behalf of the City of Battle Creek / Battle Creek Transit for funding.

Battle Creek City Commission
3/18/2025

Action Summary

Staff Member: Donna Hutchison, Grants Program Administrator

Department: Transit

SUMMARY

A Resolution authorizing Ted Dearing, Interim City Manager for the City of Battle Creek, to sign Contract #25-5080 from Michigan Department of Transportation (MDOT) for Shared Streets and Spaces Grant funding awarded to Battle Creek Transit (BCT) and any additional documentation necessary moving forward.

BUDGETARY CONSIDERATIONS

The funding being awarded for this project is 100% state funded in the amount of \$195,500. There are no City funds involved in this program at this time; However, we are committed to seeking additional funding that may be required over and above the grant amount.

HISTORY, BACKGROUND and DISCUSSION

The City of Battle Creek strives for a more walkable, bikeable, and transit-friendly community. As a result, BCT looked for a project that would use innovation, forward-thinking project planning, design, and construction. In June, 2024, BCT submitted an application to MDOT for a one-time appropriation of the Shared Streets and Spaces Grant (SSSG) Funding requesting \$195,500 for the purpose of adding solar-powered bus stops and digital displays to many of the current fixed route locations within the City of Battle Creek.

The goal of this project is the overall enhancement of some of the more popular bus stops, ensuring a safer and more informed commuting experience. Bus stops will be updated with solar-powered lighting to enhance passenger safety and comfort while waiting for the bus. Upgrades will also include digital display technology that uses GTFS-RT feeds to offer real-time passenger information on bus arrivals and schedules.

DISCUSSION OF THE ISSUE

POSITIONS

Battle Creek Transit supports this Resolution and the Interim City Manager signing of Contract #25-5080 and any additional documentation necessary moving forward.

ATTACHMENTS:

File Name	Description
 MDOT_Contract_25-5080.pdf	MDOT Contract 25-5080

SSSG
NON FED

	COM
Control Section	SSSG 13061
Job Number	223091CON
Contract No.	25-5080

THIS CONTRACT is made by and between the MICHIGAN DEPARTMENT OF TRANSPORTATION, hereinafter referred to as the "DEPARTMENT;" and the CITY OF BATTLE CREEK, a Michigan municipal corporation, hereinafter referred to as the "REQUESTING PARTY;" for the purpose of fixing the rights and obligations of the parties in agreeing to the following improvements, in Battle Creek, Michigan, hereinafter referred to as the "PROJECT" and estimated in detail on EXHIBIT "I," dated February 20, 2025, attached hereto and made a part hereof:

Transit bus stop improvements including solar powered lighting and digital display technology along West Michigan Avenue, Emmett Street, Columbia Avenue, Kendall Street-Goodale Street, Main Street-Post Avenue, SW Capital Avenue, NE Capital Avenue and Fort Custer/VA routes; and all together with necessary related work.

WITNESSETH:

WHEREAS, the State of Michigan is hereinafter referred to as the "State;" and

WHEREAS, the PROJECT has been approved for financing in part with funds from the State appropriated to the Shared Streets and Spaces Fund, hereinafter referred to as "SSSG FUNDS," qualifies for funding pursuant to PA 119, Article 15, Section 1004(1)(c); Public Act of 2023 and PA 121, Article 15, Section 1105(d); Public Act of 2024, as amended, and is categorized as:

SSSG FUNDED PROJECT

WHEREAS, the parties hereto have reached an understanding with each other regarding the performance of the PROJECT work and desire to set forth this understanding in the form of a written contract.

NOW, THEREFORE, in consideration of the premises and of the mutual undertakings of the parties and in conformity with applicable law, it is agreed:

1. The parties hereto shall undertake and complete the PROJECT in accordance with the terms of this contract.

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2. The term "PROJECT COST," as herein used, is hereby defined as the cost of the physical construction necessary for the completion of the PROJECT.

The costs incurred by the REQUESTING PARTY for preliminary engineering, construction engineering and inspection, and right-of-way are excluded from the PROJECT COST as defined by this contract.

The Michigan Department of Environment, Great Lakes, and Energy has informed the DEPARTMENT that it adopted new administrative rules (R 325.10101, et. seq.) which prohibit any governmental agency from connecting and/or reconnecting lead and/or galvanized service lines to existing and/or new water main. Questions regarding these administrative rules should be directed to the Michigan Department of Environment, Great Lakes, and Energy. The cost associated with replacement of any lead and/or galvanized service lines, including but not limited to contractor claims, will be the sole responsibility of the REQUESTING PARTY.

3. The DEPARTMENT is authorized by the REQUESTING PARTY to perform, at no cost to the PROJECT, such administration of the PROJECT covered by this contract as is necessary to assist the REQUESTING PARTY to qualify for funding. Such administration may include performing such review, legal, financing, any other PROJECT related activities as are necessary to assist the REQUESTING PARTY in meeting applicable State requirements.

The DEPARTMENT may make a final acceptance inspection of the PROJECT as necessary to ensure the PROJECT meets State requirements. Failure to comply with State requirements may result in forfeiture of future distributions of the Michigan Transportation Fund as described in Section 5. No charges will be made by the DEPARTMENT to the PROJECT for any inspection work or construction engineering.

4. The REQUESTING PARTY, under the terms of this contract, shall advertise and award the PROJECT work in accordance with the following:

- A. The REQUESTING PARTY will, at no cost to the DEPARTMENT or the PROJECT, design, or cause to be designed, the PROJECT, and shall accept full responsibility for that design. Any review undertaken by the DEPARTMENT is for its own purposes and is not to nor does it relieve the REQUESTING PARTY of liability for any claims, causes of action or judgments arising out of the design of the PROJECT.
- B. The REQUESTING PARTY, hereby, certifies to the DEPARTMENT that the plans, specifications, and estimates for the PROJECT have been prepared in compliance with applicable State laws, standards, and regulations.
- C. The REQUESTING PARTY, hereby, certifies to the DEPARTMENT that the contracting procedures, when applicable, are to be followed by the

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REQUESTING PARTY and shall be based on an open competitive bid process. It is understood that the proposal for the PROJECT shall be publicly advertised and the contract awarded on the basis of the lowest responsive and responsible bid in accordance with applicable State statutes and regulations.

Upon receipt of the "Request for Payment" form from the REQUESTING PARTY, the DEPARTMENT will authorize payment to the REQUESTING PARTY for the eligible amount in accordance with Section 5.

- D. The REQUESTING PARTY will, at no cost to the PROJECT or the DEPARTMENT, comply with all applicable State statutes and regulations, including, but not limited to, those specifically relating to construction contract administration and obtain all permits and approvals with railway companies, utilities, concerned State, Federal, and local agencies, etc., and give appropriate notifications as may be necessary for the performance of work required for the PROJECT.

The REQUESTING PARTY agrees to comply with all applicable requirements of Part 91, Soil Erosion and Sedimentation Control of the Natural Resources and Environmental Protection Act, 1994 PA 451 as amended by 1995 PA 60 and 1996 PA 173, MCL 324.9101 et. seq., for all PROJECT work performed under this contract, and the REQUESTING PARTY shall require its contractors and subcontractors to comply with the same.

- E. All work in connection with the PROJECT shall be performed in conformance with the REQUESTING PARTY's current Standard Specifications for Construction, special provisions, and the supplemental specifications and plans pertaining to the PROJECT. All materials furnished and used in the construction of the PROJECT shall conform to the aforesaid specifications. Any changes in the scope of work for the PROJECT will require written approval by the DEPARTMENT.
- F. The REQUESTING PARTY shall, at no cost to the PROJECT or to the DEPARTMENT, appoint a project manager who shall administer the PROJECT and ensure that the plans and specifications are followed, and shall perform or cause to be performed the construction engineering and inspection services necessary for the completion of the PROJECT.

Should the REQUESTING PARTY elect to use consultants for construction engineering and inspection, the REQUESTING PARTY shall provide a full-time project manager employed by the REQUESTING PARTY who shall ensure that the plans and specifications are followed.

- G. Should the REQUESTING PARTY elect to use a contractor to construct the PROJECT, the REQUESTING PARTY shall require the contractor who is awarded the contract for the construction of the PROJECT to provide, as a minimum, insurance in the amounts specified in and in accordance with the DEPARTMENT'S current Standard Specifications for Construction, and to:
- (1) Maintain bodily injury and property damage insurance for the duration of the PROJECT.
 - (2) Provide owner's protective liability insurance naming as insureds the State of Michigan, the Michigan State Transportation Commission, the DEPARTMENT and its officials, agents and employees, the REQUESTING PARTY and any other party with jurisdiction for the roadway being constructed as the PROJECT, and their employees, for the duration of the PROJECT and to provide copies of certificates of insurance to the insureds. It is understood that the DEPARTMENT does not assume either ownership of any portion of the PROJECT or jurisdiction of any REQUESTING PARTY highway as a result of being named as an insured on the owner's protective liability insurance policy.
 - (3) Comply with the requirements of notice of cancellation and reduction of insurance set forth in the current Standard Specifications for Construction and to provide copies of notices and reports prepared to those insured.

5. The PROJECT COST shall be met in part by contributions by SSSG FUNDS. SSSG FUNDS shall be applied to the eligible items of the PROJECT COST up to an amount not to exceed the lesser of: (1) 100 percent of the final PROJECT COST, or (2) \$195,500, the grant amount. The balance, if any, of the PROJECT COST, after deduction of SSSG FUNDS, is the sole responsibility of the REQUESTING PARTY.

The REQUESTING PARTY shall be responsible for the payment of all costs and expenses incurred in the performance of PROJECT work.

The REQUESTING PARTY shall certify all actual costs incurred for work performed under this contract that are eligible for payment with SSSG FUNDS and will be required to repay any SSSG FUNDS it received in excess of 100 percent of the total of such costs.

The REQUESTING PARTY shall provide digital photographs and a narrative description of the completed PROJECT along with the Final Cost Certification form. The narrative description shall be in a form established by the DEPARTMENT and shall describe expected benefits and impact of the PROJECT on the community being served. If the DEPARTMENT does not receive

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the Final Cost Certification form with the required photographs and narrative from the REQUESTING PARTY within three (3) months of completion of the PROJECT and payment of all items of PROJECT COST related thereto or December 31, 2026, whichever earlier, the DEPARTMENT may require repayment of full amount of the SSSG FUNDS.

6. The REQUESTING PARTY shall establish and maintain adequate records and accounts relative to the cost of the PROJECT. Said records shall be retained for a period of three (3) years after completion of construction of the PROJECT and shall be available for audit by the DEPARTMENT. In the event of a dispute with regard to allowable expenses or any other issue under this contract, the REQUESTING PARTY shall continue to maintain the records at least until that dispute has been finally decided and the time after all available challenges or appeals of that decision has expired.

The DEPARTMENT, or its representative, may inspect, copy, or audit the records at any reasonable time after giving reasonable notice.

The REQUESTING PARTY, within three (3) months of completion of the PROJECT and payment of all items of PROJECT COST related thereto, shall make a final reporting of PROJECT costs to the DEPARTMENT and certify that the PROJECT has been completed in accordance with the PROJECT plans, specifications, and contract.

In the event that an audit performed by or on behalf of the DEPARTMENT indicates an adjustment to the costs reported under this contract or questions the allowability of an item of expense, the DEPARTMENT shall promptly submit to the REQUESTING PARTY a Notice of Audit Results and a copy of the audit report which may supplement or modify any tentative findings verbally communicated to the REQUESTING PARTY at the completion of an audit.

Within sixty (60) days after the date of the Notice of Audit Results, the REQUESTING PARTY shall: (a) respond in writing to the responsible Bureau or the DEPARTMENT indicating whether or not it concurs with the audit report, (b) clearly explain the nature and basis for any disagreement as to a disallowed item of expense, and (c) submit to the DEPARTMENT a written explanation as to any questioned or no opinion expressed item of expense, hereinafter referred to as the 'RESPONSE'. The RESPONSE shall be clearly stated and provide any supporting documentation necessary to resolve any disagreement or questioned or no opinion expressed item of expense. Where the documentation is voluminous, the REQUESTING PARTY may supply appropriate excerpts and make alternate arrangements to conveniently and reasonably make that documentation available for review by the DEPARTMENT. The RESPONSE shall refer to and apply the language of the contract. The REQUESTING PARTY agrees that failure to submit a RESPONSE within the sixty (60) day period constitutes agreement with any disallowance of an item of expense and authorizes the DEPARTMENT to finally disallow any items of questioned or no opinion expressed cost.

The DEPARTMENT shall make its decision with regard to any Notice of Audit Results and RESPONSE within one hundred twenty (120) days after the date of the Notice of Audit 07/2024 TEDSSSG.FOR 2/20/25

Results. If the DEPARTMENT determines that an overpayment has been made to the REQUESTING PARTY, the REQUESTING PARTY shall repay that amount to the DEPARTMENT or reach agreement with the DEPARTMENT on a repayment schedule within thirty (30) days after the date of an invoice from the DEPARTMENT. If the REQUESTING PARTY fails to repay the overpayment or reach agreement with the DEPARTMENT on a repayment schedule within the thirty (30) day period, the REQUESTING PARTY agrees that the DEPARTMENT shall deduct all or a portion of the overpayment from any funds then or thereafter payable by the DEPARTMENT to the REQUESTING PARTY under this contract or any other agreement, or payable to the REQUESTING PARTY under the terms of 1951 PA 51, as applicable. Interest will be assessed on any partial payments or repayment schedules based on the unpaid balance at the end of each month until the balance is paid in full. The rate of interest will be based on the Michigan Department of Treasury common cash funds interest earnings. The rate of interest will be reviewed annually by the DEPARTMENT and adjusted as necessary based on the Michigan Department of Treasury common cash funds interest earnings. The REQUESTING PARTY expressly consents to this withholding or offsetting of funds under those circumstances, reserving the right to file a lawsuit in the Court of Claims to contest the DEPARTMENT'S decision only as to any item of expense the disallowance of which was disputed by the REQUESTING PARTY in a timely filed RESPONSE.

The REQUESTING PARTY shall comply with the Single Audit Act of 1984, P.L. 998-502 and applicable State laws and regulations relative to audit requirements.

7. The REQUESTING PARTY certifies that a) it is a person under the Natural Resources and Environmental Protection Act, MCL 324.20101 et seq., as amended, (NREPA) and is not aware of and has no reason to believe that the property is a facility as defined in the NREPA; b) the REQUESTING PARTY further certifies that it has completed the tasks required by MCL 324.20126 (3)(h); c) it conducted a visual inspection of property within the existing right of way on which construction is to be performed to determine if any hazardous substances were present; and at sites on which historically were located businesses that involved hazardous substances, it performed a reasonable investigation to determine whether hazardous substances exist. This reasonable investigation should include, at a minimum, contact with local, State and federal environmental agencies to determine if the site has been identified as, or potentially as, a site containing hazardous substances; d) it did not cause or contribute to the release or threat of release of any hazardous substance found within the PROJECT limits.

The REQUESTING PARTY also certifies that, in addition to reporting the presence of any hazardous substances to the Michigan Department of Environment, Great Lakes, and Energy, it has advised the DEPARTMENT of the presence of any and all hazardous substances which the REQUESTING PARTY found within the PROJECT limits, as a result of performing the investigation and visual inspection required herein. The REQUESTING PARTY also certifies that it has been unable to identify any entity who may be liable for the cost of remediation. As a result, the REQUESTING PARTY has included all estimated costs of remediation of such hazardous substances in its estimated cost of construction of the PROJECT.

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8. If, subsequent to execution of this contract, previously unknown hazardous substances are discovered within the PROJECT limits, which require environmental remediation pursuant to either State or federal law, the REQUESTING PARTY, in addition to reporting that fact to the Michigan Department of Environment, Great Lakes, and Energy , shall immediately notify the DEPARTMENT, both orally and in writing of such discovery. The DEPARTMENT shall consult with the REQUESTING PARTY to determine if it is willing to pay for the cost of remediation and to determine the eligibility, for reimbursement, of the remediation costs. The REQUESTING PARTY shall pay all costs associated with such remediation, including all delay costs of the contractor for the PROJECT. If the REQUESTING PARTY refuses to participate in the cost of remediation, the amount of TED FUNDS the REQUESTING PARTY received from Grant #6632 shall be forfeited back to the DEPARTMENT.

9. If State funds administered by the DEPARTMENT are used to pay the cost of remediating any hazardous substances discovered after the execution of this contract and if there is a reasonable likelihood of recovery, the REQUESTING PARTY, in cooperation with the Michigan Department of Environment, Great Lakes, and Energy and the DEPARTMENT, shall make a diligent effort to recover such costs from all other possible entities. If recovery is made, the DEPARTMENT shall be reimbursed from such recovery for the proportionate share of the amount paid by the DEPARTMENT and the DEPARTMENT shall credit such sums to the appropriate funding source.

10. The DEPARTMENT'S sole reason for entering into this contract is to enable the REQUESTING PARTY to obtain and use funds provided by the State.

Any and all approvals of, reviews of, and recommendations regarding contracts, agreements, permits, plans, specifications, or documents, of any nature, or any inspections of work by the DEPARTMENT pursuant to the terms of this contract are done to assist the REQUESTING PARTY in meeting program guidelines in order to qualify for available funds. Such approvals, reviews, inspections and recommendations by the DEPARTMENT shall not relieve the REQUESTING PARTY and the local agencies, as applicable, of their ultimate control and shall not be construed as a warranty of their propriety or that the DEPARTMENT is assuming any liability, control or jurisdiction.

The providing of recommendations or advice by the DEPARTMENT does not relieve the REQUESTING PARTY and the local agencies, as applicable, of their exclusive jurisdiction of the highway and responsibility under MCL 691.1402 et seq., as amended.

When providing approvals, reviews and recommendations under this contract, the DEPARTMENT is performing a governmental function, as that term is defined in MCL 691.1401 et seq. as amended, which is incidental to the completion of the PROJECT.

11. The DEPARTMENT, by executing this contract, and rendering services pursuant to this contract, has not and does not assume jurisdiction of the highway, described as the PROJECT for purposes of MCL 691.1402 et seq., as amended. Exclusive jurisdiction of such

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highway for the purposes of MCL 691.1402 et seq., as amended, rest with the REQUESTING PARTY and other local agencies having respective jurisdiction.

12. The REQUESTING PARTY shall approve all of the plans and specifications to be used on the PROJECT and shall be deemed to have approved all changes to the plans and specifications when put into effect. It is agreed that ultimate responsibility and control over the PROJECT rests with the REQUESTING PARTY and local agencies, as applicable. Any changes in the scope of work for the PROJECT will require written approval by the DEPARTMENT.

13. The REQUESTING PARTY agrees that the costs reported to the DEPARTMENT for this contract will represent only those items that are properly chargeable in accordance with this contract. The REQUESTING PARTY also certifies that it has read the contract terms and has made itself aware of the applicable laws, regulations, and terms of this contract that apply to the reporting of costs incurred under the terms of this contract.

Upon completion of the PROJECT, the REQUESTING PARTY shall accept the facilities constructed as built to specifications within the contract documents. It is understood that the REQUESTING PARTY shall own the facilities and shall operate and maintain the facilities in accordance with all applicable Federal and State laws and regulations, including, but not limited to, Title II of the Americans with Disabilities Act (ADA), 42 USC 12131 et seq., and its associated regulations and standards.

14. Each party to this contract will remain responsible for any and all claims arising out of its own acts and/or omissions during the performance of the contract, as provided by this contract or by law. In addition, this is not intended to increase or decrease either party's liability for or immunity from tort claims. This contract is also not intended to nor will it be interpreted as giving either party a right of indemnification, either by contract or by law, for claims arising out of the performance of this contract.

15. In connection with the performance of PROJECT work under this contract the parties hereto (hereinafter in Appendix "A" referred to as the "contractor") agree to comply with the State of Michigan provisions for "Prohibition of Discrimination in State Contracts," as set forth in Appendix A, attached hereto and made a part hereof. The parties further covenant that they will comply with the Civil Rights Acts of 1964 being P.L. 88-352, 78 Stat. 241, as amended, being Title 42 U.S.C. Sections 1971, 1975a-1975d, and 2000a-2000h-6, and will require similar covenants on the part of any contractor or subcontractor employed in the performance of this contract.

16. This contract shall become binding on the parties hereto and of full force and effect upon the signing thereof by the duly authorized officials for the parties hereto and upon the adoption of the necessary resolution approving said contract and authorizing the signatures thereto of the respective officials of the REQUESTING PARTY, a certified copy of which resolution shall be attached to this contract.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed as written below.

CITY OF BATTLE CREEK

MICHIGAN DEPARTMENT
OF TRANSPORTATION

By _____
Title:

By _____
for Department Director MDOT

By _____
Title:



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February 20, 2025

EXHIBIT I

CONTROL SECTION	SSSG 13061
JOB NUMBER	223091CON

ESTIMATED COST

Estimated PROJECT COST

Contracted Work	\$195,500
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ESTIMATED COST PARTICIPATION

GRAND TOTAL ESTIMATED COST	\$195,500
Less SSSG FUNDS*	<u>\$195,500</u>
BALANCE (REQUESTING PARTY'S SHARE)	\$ 0

NO DEPOSIT

*SSSG FUNDS for the PROJECT are limited to an amount as described in Section 5.

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APPENDIX A
PROHIBITION OF DISCRIMINATION IN STATE CONTRACTS

In connection with the performance of work under this contract; the contractor agrees as follows:

1. In accordance with Public Act 453 of 1976 (Elliott-Larsen Civil Rights Act), the contractor shall not discriminate against an employee or applicant for employment with respect to hire, tenure, treatment, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, or marital status. A breach of this covenant will be regarded as a material breach of this contract. Further, in accordance with Public Act 220 of 1976 (Persons with Disabilities Civil Rights Act), as amended by Public Act 478 of 1980, the contractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants will be regarded as a material breach of this contract.
2. The contractor hereby agrees that any and all subcontracts to this contract, whereby a portion of the work set forth in this contract is to be performed, shall contain a covenant the same as hereinabove set forth in Section 1 of this Appendix.
3. The contractor will take affirmative action to ensure that applicants for employment and employees are treated without regard to their race, color, religion, national origin, age, sex, height, weight, marital status, or any disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Such action shall include, but not be limited to, the following: employment; treatment; upgrading; demotion or transfer; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
4. The contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.
5. The contractor or its collective bargaining representative shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising such labor union or workers' representative of the contractor's commitments under this Appendix.
6. The contractor shall comply with all relevant published rules, regulations, directives, and orders of the Michigan Civil Rights Commission that may be in effect prior to the taking of bids for any individual state project.

7. The contractor shall furnish and file compliance reports within such time and upon such forms as provided by the Michigan Civil Rights Commission; said forms may also elicit information as to the practices, policies, program, and employment statistics of each subcontractor, as well as the contractor itself, and said contractor shall permit access to the contractor's books, records, and accounts by the Michigan Civil Rights Commission and/or its agent for the purposes of investigation to ascertain compliance under this contract and relevant rules, regulations, and orders of the Michigan Civil Rights Commission.
8. In the event that the Michigan Civil Rights Commission finds, after a hearing held pursuant to its rules, that a contractor has not complied with the contractual obligations under this contract, the Michigan Civil Rights Commission may, as a part of its order based upon such findings, certify said findings to the State Administrative Board of the State of Michigan, which State Administrative Board may order the cancellation of the contract found to have been violated and/or declare the contractor ineligible for future contracts with the state and its political and civil subdivisions, departments, and officers, including the governing boards of institutions of higher education, until the contractor complies with said order of the Michigan Civil Rights Commission. Notice of said declaration of future ineligibility may be given to any or all of the persons with whom the contractor is declared ineligible to contract as a contracting party in future contracts. In any case before the Michigan Civil Rights Commission in which cancellation of an existing contract is a possibility, the contracting agency shall be notified of such possible remedy and shall be given the option by the Michigan Civil Rights Commission to participate in such proceedings.
9. The contractor shall include or incorporate by reference, the provisions of the foregoing paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Michigan Civil Rights Commission; all subcontracts and purchase orders will also state that said provisions will be binding upon each subcontractor or supplier.

Revised June 2011



Resolution

NO. 95

A Resolution seeking approval to direct staff to fly the Donate Life flag at City Hall from noon on April 1, 2025 through April 30, 2025.

BATTLE CREEK, MICHIGAN - 3/18/2025

Resolved by the Commission of the City of Battle Creek:

Whereas, on May 2, 2023, by way of Resolution 134, the City Commission established a revised policy regarding: (1) the display of the United States Flag, the Michigan State Flag, and the City of Battle Creek Flag at City facilities; and (2) the display of commemorative flags on city property; and

Whereas, in adopting this revised policy, the City Commission declared that the City's flagpoles are not intended to serve as a forum for free expression of the public, but rather for the display of Federal, State, and City Flags, as well as the temporary addition under the City Flag of any commemorative flag as may be authorized by resolution of the City Commission as an expression of the City's official sentiments; and

Whereas, the United States Flag, the Michigan State Flag, and the City of Battle Creek Flag shall be displayed as may be required by law and in accordance with this policy; and

Whereas, no other flag shall be placed above the United States Flag; and

Whereas, commemorative flags may be displayed only as authorized by resolution of the City Commission and as an expression of the City's official sentiments and, as such, commemorative flags shall be displayed for a period of time that is reasonable or customary for the subject that is to be commemorated, but no longer than thirty (30) continuous days; and

Whereas, at the first instance of considering the display of a commemorative flag and whether such action would be in compliance with this revised policy, the City Manager shall notify all City Commissioners of the issue; and

Whereas, any Resolution seeking authorization to display a commemorative flag as set out in this revised policy shall contain a photo of the commemorative flag intended to be displayed; and

Whereas, the City will not display a commemorative flag based on a request from a third party, nor will the City use its flagpoles to sponsor the expression of a third party; and

Whereas, at no time will the City of Battle Creek display flags supporting discrimination, prejudice, religious movements, political parties, or candidates appearing on or intending to appear on a ballot for election; and

Whereas, flags shall be displayed as follows: The United States Flag shall be displayed in the first position of honor, the Michigan State Flag shall be placed in the second position of honor, the City of Battle Creek Flag shall be placed in the third position of honor. Commemorative flags, when authorized by the City Commission for a period of less than thirty (30) consecutive days, shall be displayed in the third position of

honor, temporarily, placed underneath the City of Battle Creek flag; and

Whereas, if all flags are displayed on one flagpole, the order from top to bottom shall be: the United States Flag, the Michigan State Flag, the City of Battle Creek Flag, and then commemorative flags underneath the City of Battle Creek Flag.

Now therefore, be it resolved that the City Commission of the City of Battle Creek, in accordance with the established revised flag policy, hereby authorizes staff to fly the Donate Life flag at City Hall from noon on April 1, 2025 through April 30, 2025.

Battle Creek City Commission

3/18/2025

Action Summary

Staff Member: Ted Dearing, Interim City Manager

Department: City Manager

SUMMARY

A Resolution seeking approval to direct staff to fly the Donate Life flag at City Hall from noon on April 1, 2025 through April 30, 2025.

BUDGETARY CONSIDERATIONS

There are none.

HISTORY, BACKGROUND and DISCUSSION

On May 2, 2023, the City Commission approved Resolution No. 134, establishing a revised policy regarding flag display. This policy declares that the City's flagpoles are not intended to serve as a forum for free expression of the public, but rather for the display of Federal, State, and City Flags, or the temporary replacement of the City Flag with any commemorative flag as may be authorized by resolution of the City Commission as an expression of the City's official sentiments.

Per the revised policy, commemorative flags may be displayed only as authorized by Resolution of the City Commission and as an expression of the City's official sentiments and, as such, commemorative flags shall be displayed for a period of time that is reasonable or customary for the subject that is to be commemorated, but no longer than thirty (30) continuous days.

The City will not display a commemorative flag based on a request from a third party, nor will the City use its flagpoles to sponsor the expression of a third party.

At no time will the City of Battle Creek display flags supporting discrimination, prejudice, or religious movements.

Flags shall be displayed as follows: The United States Flag shall be displayed in the first position of honor, the Michigan State Flag shall be placed in the second position of honor, the City of Battle Creek Flag shall be placed in the third position of honor. Commemorative flags, when authorized by the City Commission for a period of less than thirty (30) consecutive days, shall be displayed in the third position of honor, temporarily placed underneath the City of Battle Creek flag.

If all flags are displayed on one flagpole, the order from top to bottom shall be: the United States Flag, the Michigan State Flag, the City of Battle Creek Flag, and then commemorative flags.

DISCUSSION OF THE ISSUE

POSITIONS

This request comes to the City Commission by way of Mayor Behnke with the support of Commissioners Morris, O'Donnell and Reynolds.

ATTACHMENTS:

File Name	Description
 Donate_Life_Flag_.jpg	Donate Life Flag Photo



Donation Saves Lives



Resolution

NO. 96

A Resolution to go into Closed Session to review confidential employment applications for the position of City Manager.

BATTLE CREEK, MICHIGAN - 3/18/2025

Resolved by the Commission of the City of Battle Creek:

That a Closed Session of the City Commission shall be held following Commission Comments at the Regular City Commission Meeting Tuesday, March 18, 2025 in Room 302A, City Hall, Battle Creek, Michigan as permitted under Section 8(f) of the Open Meetings Act (OMA) "To review and consider the contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential." Ted Dearing, interim City Manager, is hereby appointed as the designated secretary to record and prepare appropriate minutes of this Closed Session.

Battle Creek City Commission
3/18/2025

Action Summary

Staff Member: William Kim, City Attorney

Department: City Attorney

SUMMARY

A Resolution to go into Closed Session to review confidential employment applications for the position of City Manager.

BUDGETARY CONSIDERATIONS

There are none.

HISTORY, BACKGROUND and DISCUSSION

This Resolution sets a Closed Session immediately following commission comments at the Regular City Commission Meeting on Tuesday, March 18, 2025, in Room 302A, Battle Creek, Michigan to review and consider the contents of applications for the position of Battle Creek City Manager for the applicants who have requested confidentiality.

Section 8(f) of the OMA permits a closed session "to review and consider the contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential."

All of the applicants for the City Manager position whose applications will be reviewed and considered have requested confidentiality.

Patsy Moore, Executive Recruiter with Michigan Municipal League will present the confidential application material to share with the Commission during this Closed Session. The interim City Manager, as the designated secretary, will record and prepare appropriate minutes of this Closed Session.

DISCUSSION OF THE ISSUE

POSITIONS

The City Attorney recommends approval of this Resolution.

ATTACHMENTS:

File Name

Description

No Attachments Available