

**CITY COMMISSION TRAVEL EXPENSE COMMITTEE
CITY HALL
CONFERENCE ROOM 302A – THIRD FLOOR
10 N. DIVISION ST.
BATTLE CREEK, MICHIGAN
MONDAY, May 9, 2016
4:00 PM**

Members Present: Commissioners Faris, Owens and Sherzer.

Members Absent: None

Staff Present: Victoria Houser, City Clerk: Ted Dearing, Assistant City Manager

Purpose: Travel expenses in the estimated amount of \$2,836.41 for Mayor Dave Walters to travel to China with Assistant City Manager Ted Dearing to participate in discussions with the UC Education Group regarding student education partnerships June 5, 2016 to June 9, 2016.

Call to Order: 4:05 PM

Public Comment: None

Approval of Minutes: A motion was made by Comm. Sherzer, supported by Comm. Faris, to approve the meeting minutes of the City Commission Travel Expense Committee for August 18, 2015. All yes, none opposed. Motion approved.

A motion was made by Comm. Sherzer, supported by Comm. Faris, to approve the meeting minutes of the City Commission Travel Expense Committee for October 28, 2015. All yes, none opposed. Motion approved.

Travel Expense of Mayor Dave Walters:

Mr. Dearing stated the purpose of the trip was to participate in conversations regarding an educational partnership and economic and cultural exchange between the City of Battle Creek and China. Mr. Dearing informed the committee that Master Hee Kwan Lee of the Korean Martial Arts School had connections with universities in China and South Korea, who also worked with the UC Educational Group in California, who is looking for an opportunity to bring students from China and South Korea to US colleges and universities. Mr. Dearing noted both Kellogg Community College and Western Michigan University have committed to partnering with the program. Mr. Dearing stated there would also be opportunities for housing of the students in the downtown area. Mr. Dearing stated the UC Group has been to Battle Creek, stating they have big development plans, including 300-400 students per year.

Comm. Owens asked about the costs coming from the International Relations Committee Budget (IRC).

Mr. Dearing stated BCU recently transferred the IRC funds to the City, stating those funds were unrestricted. Mr. Dearing stated the trip would not impact the General Fund, stating the costs for the Mayor's travel would be funded by the IRC. Mr. Dearing, noting the City oversees the IRC funds, stated Linda Morrison, Finance Director and himself approved the expenditure from the IRC.

The Committee reviewed the following expenses submitted by Mayor Walters to participate in discussions with the UC Education Group regarding student education partnerships: \$2,190.41 Air travel, \$300 Visa, \$196 Passport, and \$185.00 Meals totaling \$2,871.41. Lodging and meals will be provided by China. Mileage will be provided by Mr. Dearing. The majority of the costs will be charged to the International Relations Committee Budget.

A motion was made by Comm. Faris, supported by Comm. Sherzer, to approve the travel request of Mayor Walters to China to participate in discussions with the UC Education Group regarding student education partnerships from June 5, 2016 to June 9, 2016. All yes, none opposed. Motion approved.

Committee Comments: None

Adjournment: Meeting was adjourned at 4:20 PM.

VLH