City of Battle Creek

Neighborhood Planning Council

Resource Guide

NPC #11

Minges Brook/Riverside

Community Development
Community Services Department
City of Battle Creek
City Hall, 10 N. Division Street, Suite 117
Battle Creek, MI 49014
269-966-3315
www.battlecreekmi.gov

March 2016

City of Battle Creek

Neighborhood Planning Council

Resource Guide

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Neighborhood Planning Council (NPC) Leadership
January 2017

NPC	Name	Chairperson	Vice-Chair	Secretary	Meeting Day / Location
NPC 1	**Post Franklin** Address: City & State: Phone: E-mail:	**Diana Quigg** 121 Academy Battle Creek, MI 49014 269-964-8728/269-267-9275 diana.quigg@yahoo.com	**James Moreno** 451 Main St Battle Creek, MI 49014 269-968-3110 James.Moreno@dla.mil	**Cindy Fritz** 451 Main St Battle Creek, MI 49017 269-968-3110 ceymarie@att.net	1st Thursday 7:00 **Community Action Boardroom** 175 Main Street Battle Creek, MI 49014
NPC 2	**North Central** Address: City & State: Phone: E-mail:	**Joe Hooper** 382 North Washington Battle Creek, MI 49037 248-346-7385 joehooper@att.net	**Ron Sweet** 360 Champion Battle Creek, MI 49037 269-209-7070 posweet@54@yahoo.com	**Lee McDonald** 74 Ann Street Battle Creek, MI 49037	2nd Monday 7:00 **Southwest Michigan Community Development Corp.** 47 N Washington Battle Creek, MI 49017
NPC 3	**Central** Address: City & State: Phone: E-mail:	**Patrick Barnett** 160 Summer St Battle Creek, MI 49015 269-589-5050 patrickbarnett@gmail.com	**Joel Fulton** 28 W Bidwell Battle Creek, MI 49015 269-420-0076 jefulton12@comcast.net	**Ryan Lothschultz** 99 Winter Battle Creek, MI 49015 269-832-9179 ryan.lothschultz@yahoo.com	2nd Thursday 7:00 **Michigan Tile & Carpet Community Room** 99 E. Columbia Battle Creek, MI 49015
NPC 4	**Northeast Fremont/Verona/McKinley** Address: City & State: Phone: E-mail:	**Mark Jones** 30 E Columbia Ave, Ste F-1 #211 Battle Creek, MI 49015 269-288-0279 mark.jones@ccagent.com	**John-Paul Wilson** 93 Garrison Battle Creek, MI 49017 269-753-5350 jpwilsondrywall@aol.com	Vacant	3rd Wednesday 7:00 **First Congregational Church** 145 Capital Avenue NE Battle Creek, MI 49017
NPC 5	**Urbandale** Address: City & State: Phone: E-mail:	**Robert Whitfield** 115 W. Morgan Ave. Battle Creek, MI 49017 269-245-9708 lordstrong84@gmail.com	**Kathy Antaya** 117 Park Ridge Battle Creek, MI 49037 269-963-7148 kantaya@msn.com	**Paula Scarbrough** 1 North Bedford Battle Creek, MI 49037 269-579-4839 paula.scarbrough@chemcialbankmi.com	2nd Monday 7:00 **Christ United Methodist Church** 65 N Bedford Battle Creek, MI 49017

Neighborhood Planning Council (NPC) Leadership
January 2017

NPC	Name	Chairperson	Vice-Chair	Secretary	Meeting Day / Location
NPC 9	**Rual Southwest** Address: City & State: Phone: E-mail:	**George Wytko** 2350 Beckley Rd Battle Creek, MI 49015 269-979-3356 gwytko@comcast.net	Vacant	**Sally Wytko** 2350 Beckley Rd Battle creek, MI 49015 269-979-3356 gwytko@comcast.net	2nd Tuesday 7:00 **St. Peters Lutheran Church** 1079 Riverside Driv e Battle Creek, MI 49015
NPC 10	**Westlake/Prairieview** Address: City & State: Phone: E-mail:	**Jeff Koteles** 1146 S 24th St Battle Creek, MI 49015 269-963-7096 Kotelesk@michigan.gov	**Dave Weaver** 56 N 29th St Battle Creek, MI 49015 269-579-8014 wdav@aol.com	**Linda Pantenaude** 150 N 33rd St Battle Creek, MI 49015 269-962-8514 lptaguru@aol.com	4th Monday 7:00 **Lakeview Senior Living -** **Large Activity Room** 14661 South Helmer Road Battle Creek, MI 49015
NPC 11	**Minges Brook/Riverside** Address: City & State: Phone: E-mail:	**Randall Champlin** 166 S Lincoln Blvd Battle Creek, MI 49015 269-274-7093 Randall_Champlin@sbcglobal.net	**Tina Yost Johnson/Leah Ortiz** 548 E. Minges Rd./43 Christy Rd. Battle Creek, MI 49015 Tina: 703-901-1247 Leah: 269-245-2562 Tina: tm.yost@yahoo.com Leah: hannahleah.msw@gmail.com	**Talia Champlin** 166 S Lincoln Blvd Battle Creek, MI 49015 269-209-3498 talia.champlin@remax.net	4th Wednesday 7:00 **Central Christian Church** 713 Riverside Drive Battle Creek, MI 49015

Updated 2/8/2017

NPC 11 - Minges Brook/Riverside Neighborhood Planning Council

Name	Address	City	State	Zip	Term Expires
Marge Barda	60 Brookfield Ct	Battle Creek	MI	49015	10/31/2017
Rudy Barda	60 Brookfield Ct	Battle Creek	MI	49015	10/31/2017
Norma Mayo	349 Dunham	Battle Creek	MI	49015	10/31/2017
Laura Herzing	131 Minges Circle	Battle Creek	MI	49015	10/31/2017
Tim Martinovich	128 Christy Drive	Battle Creek	MI	49015	10/31/2017
Joe Goss	623 Riverside Drive	Battle Creek	MI	49015	10/31/2017
Sally Goss	623 Riverside Drive	Battle Creek	MI	49015	10/31/2017
Ken Long	406 Lincoln Hill Drive	Battle Creek	MI	49015	10/31/2017
Coleen Jewell	693 Timberland Drive	Battle Creek	MI	49015	10/31/2017
Susan Baldwin	164 W Hamilton Ln	Battle Creek	MI	49015	10/31/2018
Frank Egland	203 Edgehill Dr	Battle Creek	MI	49015	10/31/2018
John Godfrey	625 Morningside Dr	Battle Creek	MI	49015	10/31/2018
Jim Haadsma	146 S Lincoln Blvd	Battle Creek	MI	49015	10/31/2018
Nola Baker	126 Peachtree Drive	Battle Creek	MI	49015	10/31/2018
Talia Champlin	166 South Lincoln Blvd	Battle Creek	MI	49015	10/31/2018
Mike Sherzer	134 Eastway Place	Battle Creek	MI	49015	10/31/2018
Leah Ortiz	43 Christy	Battle Creek	MI	49015	10/31/2018
Tina Yost	548 E. Minges Road	Battle Creek	MI	49015	10/31/2018
Randall Champlin	166 S Lincoln Blvd	Battle Creek	MI	49015	10/31/2019
Beverly Vallillee	18 Christy Rd	Battle Creek	MI	49015	10/31/2019
George Vallillee	18 Christy Rd	Battle Creek	MI	49015	10/31/2019
Bobbie Wilson	200 W Hamilton Ln	Battle Creek	MI	49015	10/31/2019
Ann Wyson	112 Applewood Pl	Battle Creek	MI	49015	10/31/2019
Rick Baron	513 Morningside Dr	Battle Creek	MI	49015	10/31/2019
Janice Barry	227 Country Club Blvd	Battle Creek	MI	49015	10/31/2019
Dave Hawks	52 Brookfield Ct	Battle Creek	MI	49015	10/31/2019
Christian Plascencia	175 Valleyview Road	Battle Creek	MI	49015	10/31/2019

Updated 02/06/2017

NPC #11 Bylaws
Minges Brook/Riverside Neighborhood Planning Council

Purpose
The purpose of this NPC Bylaws Template is to provide an outline and preferences for the basic organizational structure and operating rules of Neighborhood Planning Councils. It is not intended to impose a "one size fits all" document on each NPC, rather is meant to be used as a guideline for each NPC.

Article I. NAME
The name of the organization shall be City of Battle Creek Neighborhood Planning Council # 11. It may sometimes be referred to as the Minges Brook/Riverside NPC or NPC #11.

Article II. ROLES AND PURPOSE

Section 1. The purpose of this NPC is to provide a forum to inform and discuss with neighborhood residents and representatives of the city staff and City Commissioners issues and concerns of that neighborhood. This organization is advisory only in nature and is not empowered by the City Commission to exercise any governmental authority or perform any governmental function. However, the NPC is permitted and expected to reflect the collective citizen interest of its membership and neighbors, including petitioning the City Commission with requests for action and providing the City Commission as well as other city governmental decision making bodies with recommendations.

Section 2. In furtherance of its purpose the NPC will seek to:

(a) Act as a forum through which residents and other neighborhood interests can discuss and express preferences to the various departments, boards, committees, employees and officers of the City of Battle Creek on neighborhood or community issues, including responding to planning issues that impact the neighborhood.
(b) Act as a venue for persons to exchange information and share concerns with City staff and officials concerning neighborhood issues such as housing code compliance, crime and traffic concerns, street and park maintenance, and the delivery of other City based services.
(c) Generate new plans and strategies for the improvement of their neighborhood.

Article III. MEMBERSHIP

Section 1. Number of Council Members
The NPC shall be comprised of a minimum of 9 qualified persons recommended by the NPC and appointed by the City Commission to serve as NPC Council Members.

Section 2. Qualifications for Council Membership

(a) Any competent adult is qualified to be a Council Member and who has or can demonstrate a substantial interest in the NPC demographic area. As used in these bylaws, a "substantial interest" means residing, employed, operating a business, or owning real property within the NPC geographic area.
(b) No Council Member shall be a member of more than one Neighborhood Planning Council.
(c) Eligibility for Council Membership is open to all persons meeting the qualifications described in this Section regardless of religion, race, color, national origin, age, sex, height, weight, familial status, marital status, or disability, unless accommodation of the disability imposes an undue hardship on the City.

Section 3. Appointment and Removal Process

(a) The Battle Creek City Commission, upon recommendation of this NPC, may by resolution appoint and, upon recommendation of a two-thirds vote of the remaining NPC, may remove Council Members
(b) A Council Member who misses three consecutive regular meetings in any operational year may be removed from office upon the majority vote of the remaining Council Members without further action by the City Commission

Section 4. Holding Other City Offices

So as to avoid the appearance of bias or prejudice, a Council Member who is also a member of the City Commission, Planning Commission, Zoning Board of Appeals, Historic District Commission, Housing Board of Appeals or any other governmental decision making body of the City, shall not take a position on matters, such as, but not limited to, proposed Planned Unit Development projects, Special Use Permits, variances to the City Zoning Code likely to come before the City Commission, Planning Commission, Zoning Board of Appeals, Historic District Commission, Housing Board of Appeals or other decision making board of the City on which the NPC member sits. Nothing in this Section is intended to preclude any Council Member from seeking information or clarification on any issue coming before the NPC.

Section 5. Terms

A Council Member shall serve a three (3) year term or until his or her successor is appointed. Members may be reappointed at the end of their term. Council membership shall consist of staggered three-year appointments so that terms of approximately one third of the Council Members expire each year. Except for the appointment of persons to fill an unexpired term, the terms of all appointees shall commence with the first meeting of the operational year of the NPC.

Section 6. Unexpired Terms

Appointment of qualified persons to fill unexpired terms due to vacancies shall be made in the manner provided for in Section 3 of this Article for Council Members.

Section 7. Resignations and Vacancies

(a) A person desiring to resign from a Council Membership should submit his or her resignation to the Secretary of the Council who shall present it to the Council for acceptance and note such action in the minutes of the meeting.
(b) A vacancy is deemed to occur in the event a Council Member no longer maintains nor can demonstrate a "substantial interest" as defined in Section 2 of this Article.

Article IV. OFFICERS

Section 1. Officers

(a) The officers of NPC #11 shall be a Chairperson, Vice-Chairperson, and Secretary each of whom shall be elected by the NPC Members and perform the duties prescribed by these bylaws.
(b) The NPC may elect such additional officers and prescribe the duties of those officers as needed.

Section 2. Duties of Officers

(a) The Chairperson shall preside at all NPC meetings, assure that there is an agenda or program for each NPC meeting and perform any such duties as established by custom for the office.
(b) The Vice Chairperson shall perform the duties of the office of the Chairperson, whenever the Chairperson is unable to do so.
(c) The Secretary shall give proper notice of all NPC meetings, prepare accurate and complete minutes, provide copies of all minutes to the City Neighborhood Services Department in a timely manner and attend to correspondence and perform such duties as ordinarily pertains to the office.
(d) The Immediate Past Chairperson may serve as either an active or ex-officio member of the council to act in an advisory capacity to the organization and it's officers and shall perform the duties of the Chairperson in the event that both the Chairperson and Vice- Chairperson are unable to discharge those duties.
(e) The Assistant Secretary shall act in the absence of the Secretary and assist the Secretary when needed or requested.

Section 3. Election and Term of Office

(a) The NPC shall appoint a Nominating Committee and it shall be the duty of this committee to nominate candidates for the officer positions to be elected at the Annual Meeting to be held in the month of May each year. Additional nominations from the floor shall be permitted.
(b) Elected officers shall assume office at the next regular meeting of the NPC following the Annual Meeting and hold office for a term of one year.

Section 4. Limitation

(a) No Council Member shall hold more than one NPC office at one time.

(b) Non-resident Council Members of the NPC shall be eligible to occupy an office of the Council in the event no resident Council Member expresses a desire to serve in the position.

<u>Article V.</u> MEETINGS AND OPERATIONAL YEAR

Section 1. Operational Year

The operational year for the NPC shall be from November 1 to October 31. *[An operational year should be established by each individual NPC based on its own criteria, past practices, and exigencies.]*

Section 2 Date, Time and Location of Regular Meetings

The goal of the NPC is to meet once a month, every month at the same time and same location in an effort to assure maximum resident attendance and participation, however vacations, holidays and building access may dictate schedule changes which will be adopted by a majority of the NPC. (*NPC 11 shall meet the 4th Wednesday of each month at 7pm except when it conflicts with holidays)*

Section 3. Special Meetings

(a) Special meetings of the NPC may be called in writing to the remainder of the Council by any Officer or by written request to the Chairperson by three Council Members. The purpose of the special meeting shall be stated in the call. Written notice of the special meeting shall be provided to Council Members at least 48 hours notice before the time and place of the meeting.

(b) A Council Member may waive the notice of the time and place of a special meeting either before or after such a meeting has been held.

Section 4. Definition of a Quorum

The physical presence of seven Council Members shall constitute a quorum.

Section 5. Right of Participation

A person shall be permitted to address a meeting of the NPC under rules established by the NPC which shall encourage the participation of persons in attendance in the discussion of matters under consideration by the NPC. No person shall be excluded from a meeting otherwise open to the public.

Section 6. Parliamentary Process

In the event a question of parliamentary process arises during a NPC meeting, the rules contained in *Roberts Rules (Newly Revised), Eight Edition* or later, shall govern the meetings of the NPC.

[Any other source of parliamentary procedure may be substituted for Roberts Rules (Newly Revised), including, but not limited to: (1) The Standard Code of Parliamentary

Procedure, Third Edition or later, (2) Modern Parliamentary Procedure, Revised Edition, or (3) Roberts Rules in Plain English]

Article VI. COMMITTEES

Section 1. Standing Committees
The Council may appoint one or more of its Members to the following standing committees:

(a) Program Committee
(b) Membership Committee
(c) Beautiful Battle Creek Committee
(d) Code and Ordinance Enforcement Committee
(e) Planning and Zoning Committee
(f) Public Relations Committee
(g) Public Relations Committee
(h) Other Standing Committees as so designated by the NPC

Section 2. Special Committees
Such other committees as are needed may be appointed by the NPC as may be deemed necessary or desirable by the NPC

Article VII. BYLAWS AMENDMENTS

These Bylaws may be amended at any regular meeting of the Council by a two-thirds vote of the Council Membership and approval by the City Commission

CITY OF BATTLE CREEK

NEIGHBORHOOD PLANNING COUNCIL CHARTER

Section 1 Purpose
The purpose of Neighborhood Planning Councils is to inform and discuss any issues or concerns of that neighborhood. Generally this work will require the city to inform the NPC of the facts and potential results of a pending decision, opportunity or other change. The NPC will then discuss and decide what, if any, recommendation needs to be made.

Section 2 NPC Roles and Responsibilities
Specifically, NPC's will:

1. Provide an open, inclusive and diverse forum for deliberation on neighborhood issues including, but not limited to:
    a. Code Compliance (illegally parked cars, houses in disrepair, unmowed lawns, vacant lots, etc.)
    b. Police (criminal incidents, tickets issued, trends, etc.)
    c. City Planning (new developments, zoning reclassifications, special use permits, in-fill plans, dimensional variances such as signs, yard setback reductions, use variances, etc)
    d. City Infrastructure (sidewalks, curbs, sewers)
    e. Other Neighborhood problems/issues
2. Endeavor to hold monthly meetings; however, shall hold a minimum of 6 regularly scheduled meetings per calendar year
3. Generate comments/recommendations or other expressions of neighborhood interests in order to help the City Commission better understand issues impacting neighborhoods. This may require NPC's to research and gather the facts about an issue prior to presenting a position or recommendation of the NPC by attempting to gather input from residents beyond the immediate NPC membership whenever possible. NPC members will provide an opportunity for open, honest and fair deliberation based on facts and other voices before reaching any conclusion about expressing the interests of their neighborhood.
4. Provide informal input and feedback to attending City Commissioners and City staff on such city-wide initiatives as:
    a. Street, sidewalk, curb and infrastructure improvement priorities
    b. Proposed city park policies or improvements and operational concerns and priorities
    c. City service improvements
    d. Additions to the City Web Page and other City communications vehicles
    e. Downtown development issues and questions
    f. Current City Commission issues affecting all of Battle Creek
5. Assure that all city proposals potentially impacting the neighborhoods are shared with the NPC members and participating residents
6. Serve as a forum for other groups or agencies working in the neighborhood to share information.
7. Work with the City to provide representatives to the Community Development Advisory Council and other neighborhood-specific efforts.
8. Generate new plans and / or strategies for neighborhood improvement and work in collaboration with other neighborhood agencies.

9. If desired, assemble new and existing neighborhood plans into a single plan for neighborhood improvement and work collaboratively to implement the plan.
10. If desired, serve as representatives and advocates for improvements to the neighborhood.
11. Shall establish a meeting schedule, reserve a meeting room, create an agenda, develop a monthly program (speaker) of community interest, run meetings that comply with City policies (such as following the Open Meetings Act) and NPC bylaws, and generate meeting minutes.
    a. This community values open and inclusive government; all NPC's will meet the requirements of the Open Meetings Act. This means that names and addresses of members cannot be kept private and that all meetings and meeting minutes are open and available for public review and participation. The NPC shall provide to City staff all draft minutes in compliance with the Open Meetings Act. City staff will distribute the minutes correcting any errors of grammar.

Section 3 Roles and Responsibilities of the City in Support of NPC's

The City will maintain oversight of NPC's and official approval of NPC membership. However, since NPC's are strictly voluntary, direct requests for extraordinary NPC action by the City will be made only when adequate support can be provided. In order to support this work and to foster a strong relationship with NPC's, the roles and responsibilities of City staff and Commission are to:

1. Provide Administrative Support by:
    - Mailing of the next meeting's agenda along with the minutes from the last meeting
    - Taking the NPC's nomination for Beautiful Battle Creek Award and generating the award for presentation by the City Commission
    - Assuring that there are representatives from the Police Dept and other appropriate or necessary City Departments at each of the scheduled NPC meetings
    - Overseeing compliance of the NPC Charter, Bylaws, Open Meetings Act, and Dissolution and Reinstatement Policy
2. Encourage developers and zoning variance applicants to seek support of the NPC prior to presentation to the appropriate decision-making body in adequate time to ensure an informed response by the NPC.
3. Perform research on neighborhood and city issues discussed at the monthly meetings and supply technical information and opinions about the issues needed for good decision-making. If needed, provide facilitation of the deliberation process (or training and guidance in the development of self-facilitation skills) and when requested, help to develop a written response for referral to the appropriate decision-making body.
4. Provide support for training on resident leadership skills of interest to the members.
5. Provide an assigned staff member whenever possible from the Community Services Department to share information about topics of interest to the members, including but not limited to Code, Planning, Public Works, Parks and Recreation, etc. Whenever possible a member of the Police Department will also be present to share information.
6. Coordinate with other neighborhood groups that NPC members may be interested in hearing from.
7. If desired, provide support for assembly of a single, coordinated neighborhood plan, technical information about existing plans as well as facilitation of the planning process and help develop a written plan for presentation to the appropriate decision-making body/bodies.

8. If desired, provide technical information as well as facilitation of the discussion process, and help develop a written proposal for presentation to the appropriate decision-making body/bodies about possible improvements.

Section 4 NPC and Districts Names and Boundaries (Insert Maps) Neighborhood Planning Councils
NPC 1 – Post Franklin Neighborhood Planning Council
NPC 2 – Northcentral Neighborhood Planning Council
NPC 3 – Central Neighborhood Planning Council
NPC 4 – Northeast Neighborhood Planning Council
NPC 5 – Urbandale Neighborhood Planning Council
NPC 9 – Rural Southwest Neighborhood Planning Council
NPC 10 – Westlake Prairieview Neighborhood Planning Council
NPC 11 – Minges Brook Riverside Neighborhood Planning Council

Districts
Downtown Business District
W.K. Kellogg Airport / Fort Custer Industrial Park

Future Development
Residents residing in the Downtown Business District shall be considered eligible members of NPC 4 until there is a significant increase in the resident base, through future development, to support a Downtown NPC.

Section 5 NPC Bylaws Template (Insert Bylaws)
Every NPC shall adopt by-laws which contain the language found in the By-Laws Template, or use substantially similar language to that which is found in the By-Laws Template, which does all of the following:

1. Prohibits unlawful discrimination in NPC membership;
2. Defines a quorum as being the presence of at least seven (7) NPC members; and
3. Recognizes and encourages the right of participation by NPC meeting attendees.

Section 6 NPC Dissolution and Reinstatement Policy (Insert Policy)

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Downtown Business District
NPC Boundaries
Battle Creek, Michigan

July 2015

City of Battle Creek GIS Department
10 North Division Street
Battle Creek, Michigan 49014
269.966.3355

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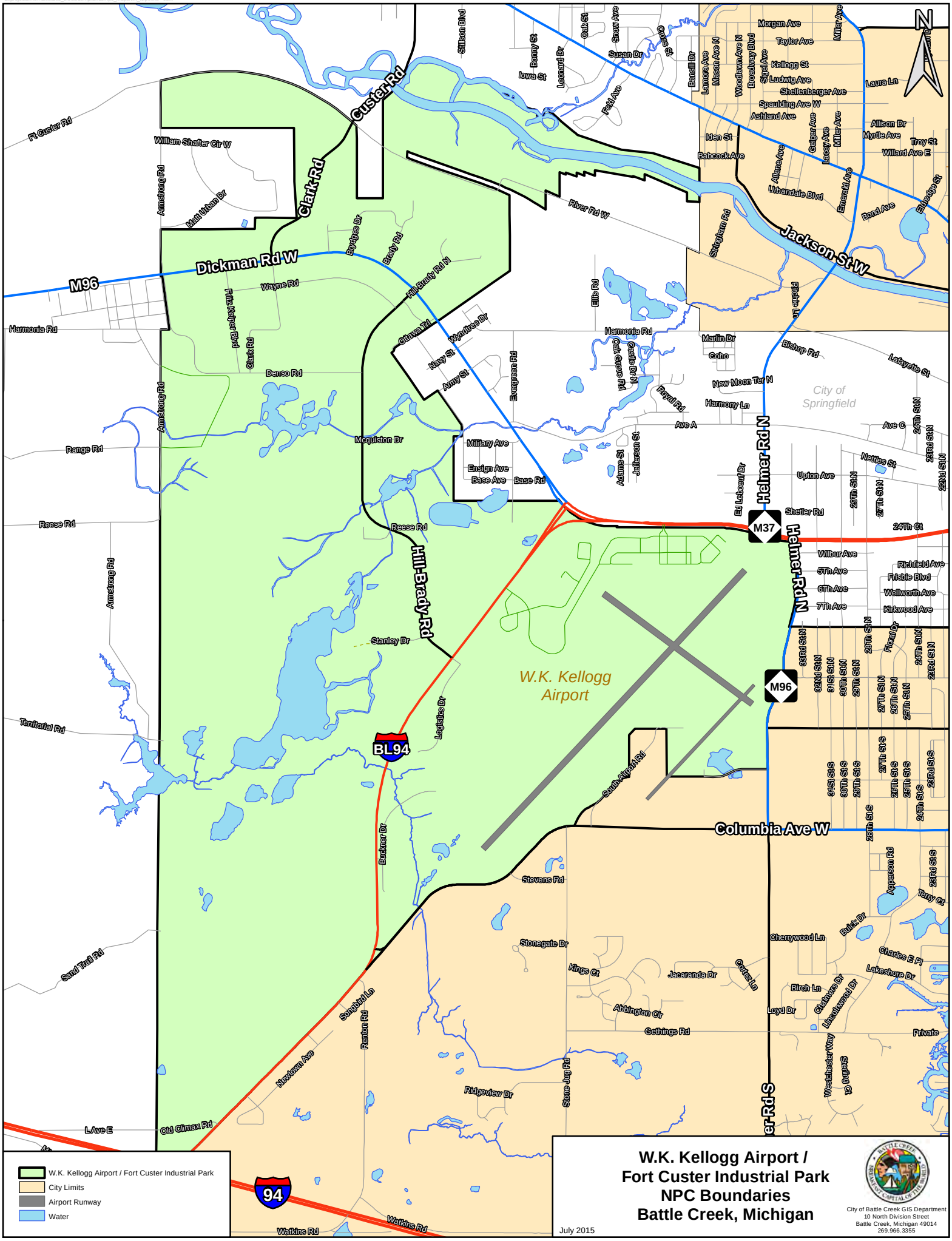

City of Battle Creek GIS Department
10 North Division Street
Battle Creek, Michigan 49014
269.966.3355

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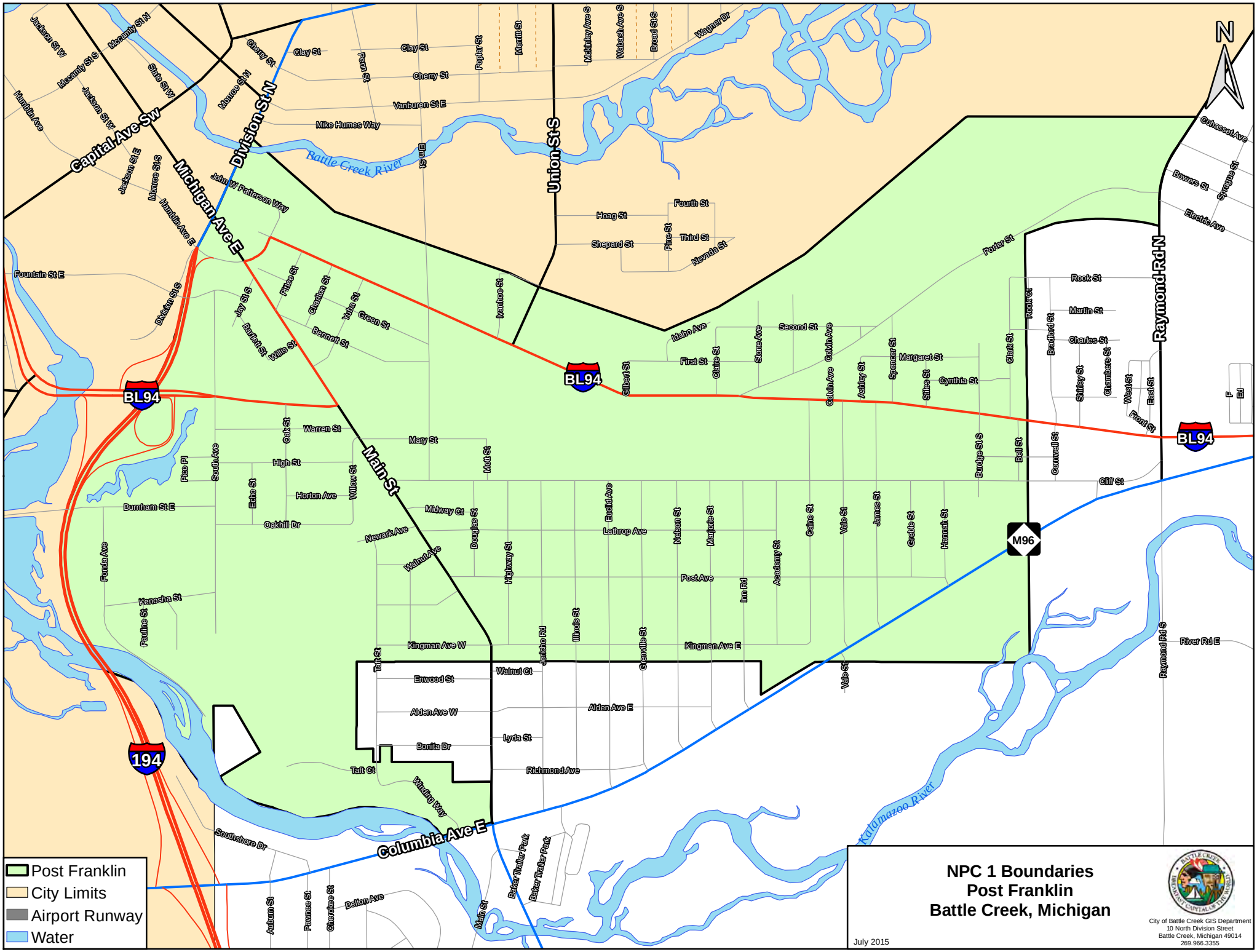

NPC 1 Boundaries
Post Franklin
Battle Creek, Michigan

July 2015

City of Battle Creek GIS Department
10 North Division Street
Battle Creek, Michigan 49014
269.966.3355

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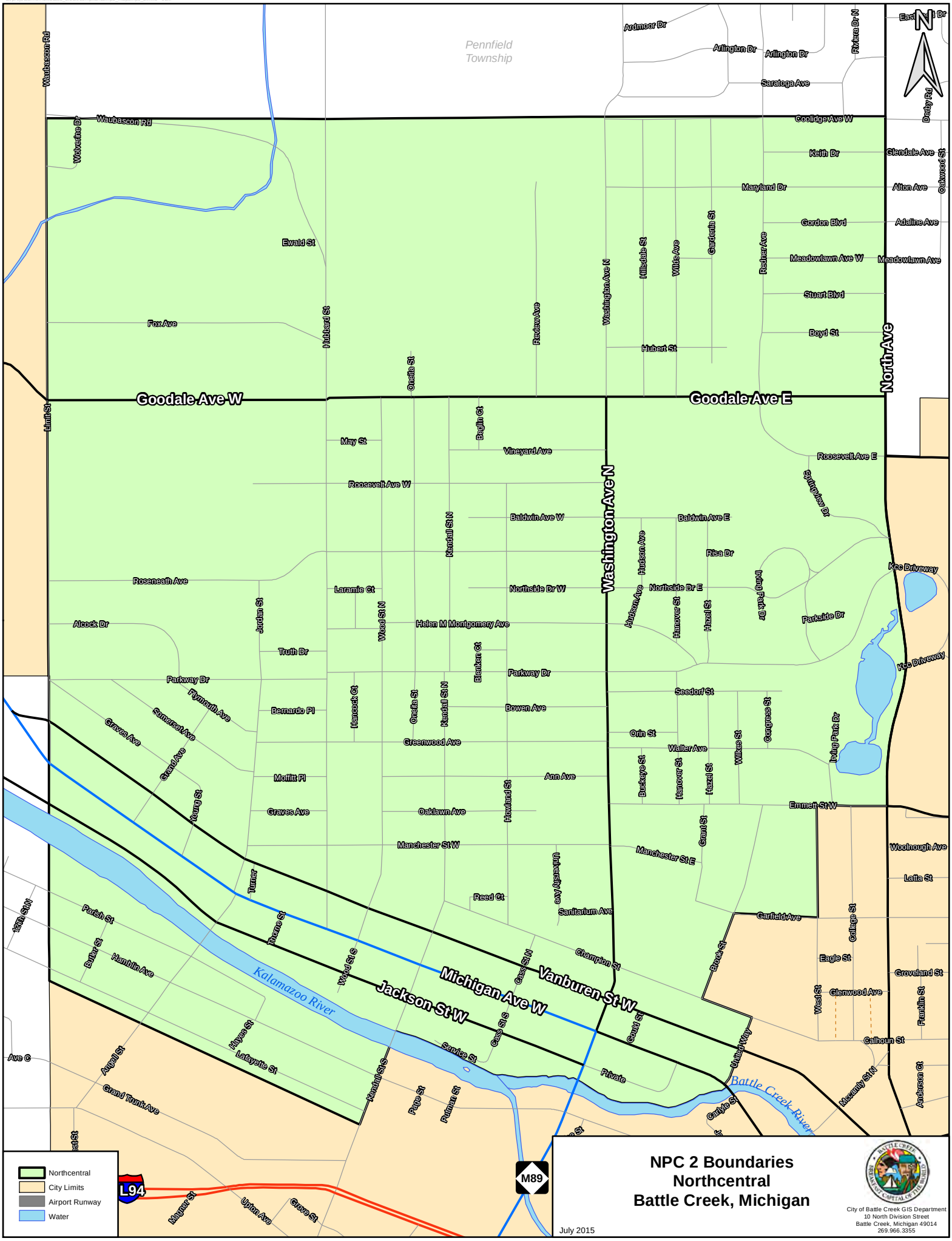

NPC 2 Boundaries
Northcentral
Battle Creek, Michigan

July 2015

City of Battle Creek GIS Department
10 North Division Street
Battle Creek, Michigan 49014
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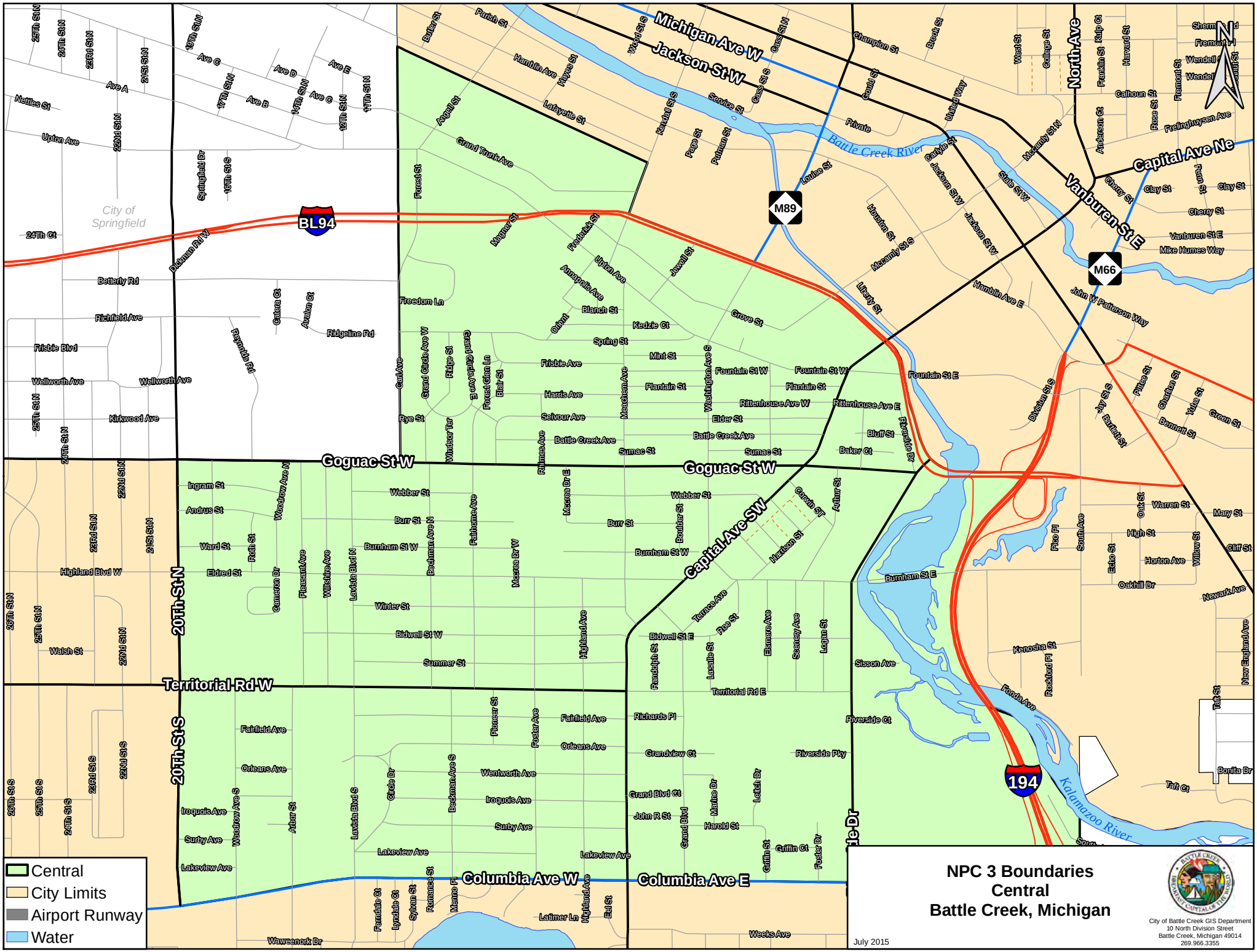

NPC 3 Boundaries
Central
Battle Creek, Michigan

July 2015

City of Battle Creek GIS Department
10 North Division Street
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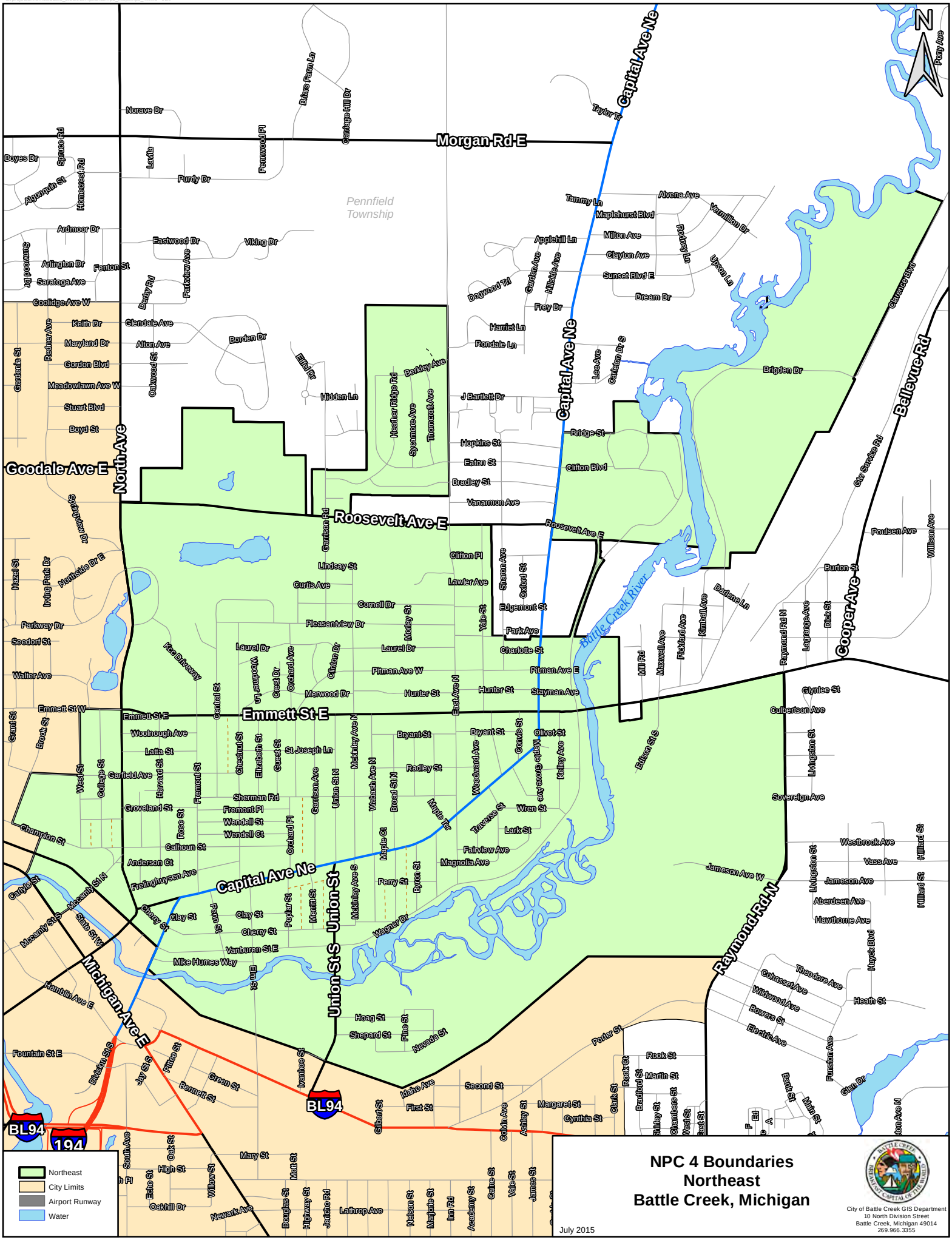

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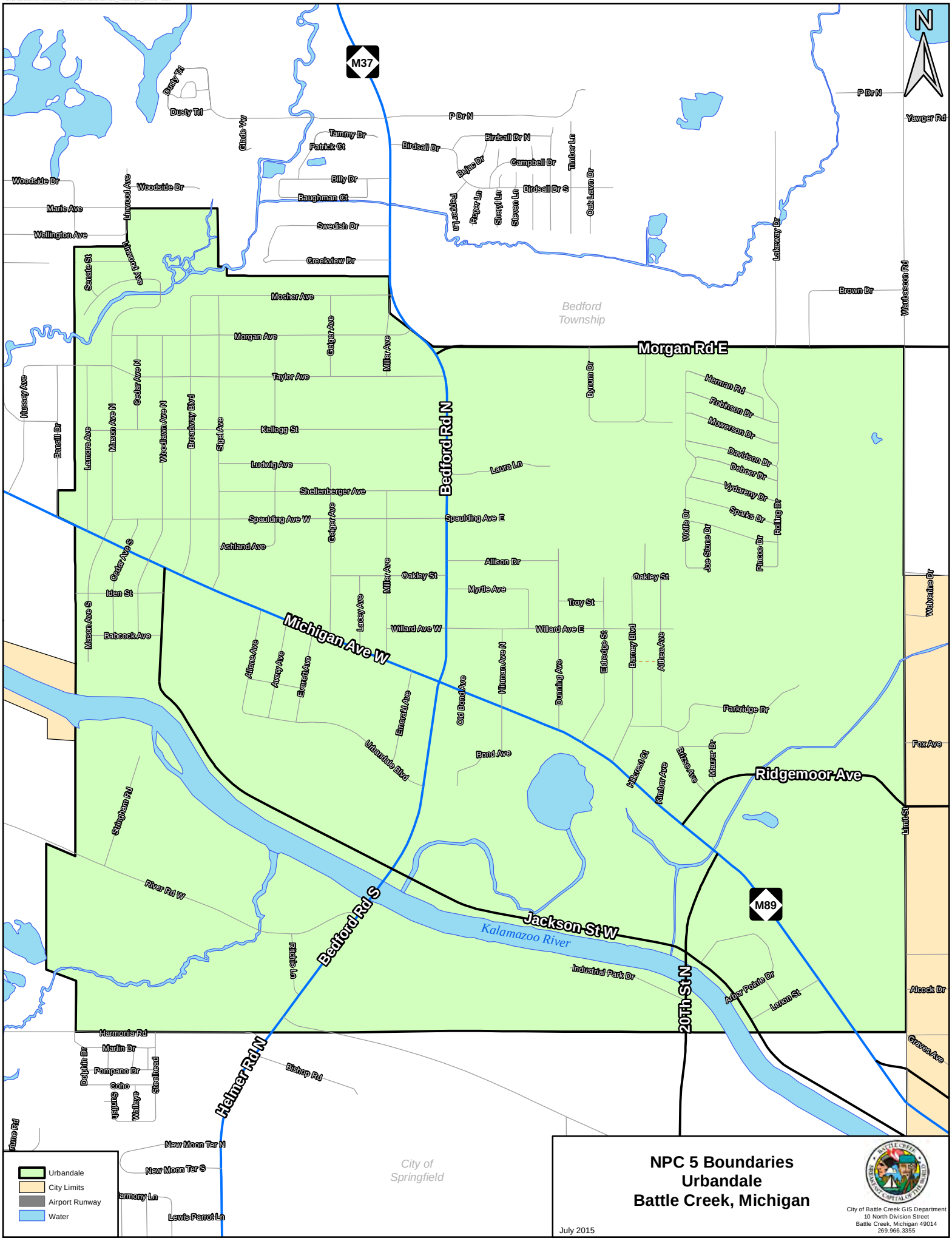

NPC 5 Boundaries
Urbandale
Battle Creek, Michigan

July 2015

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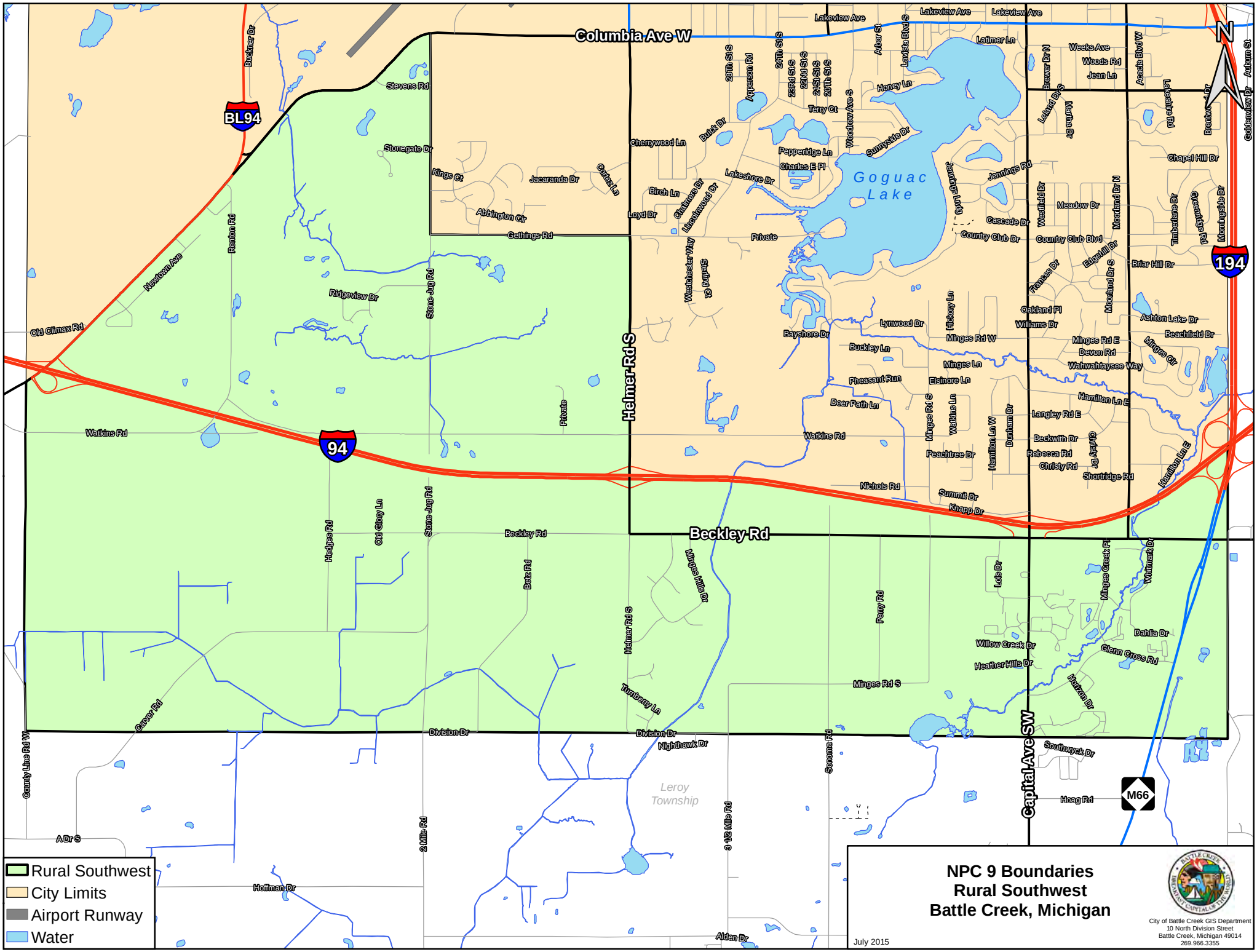

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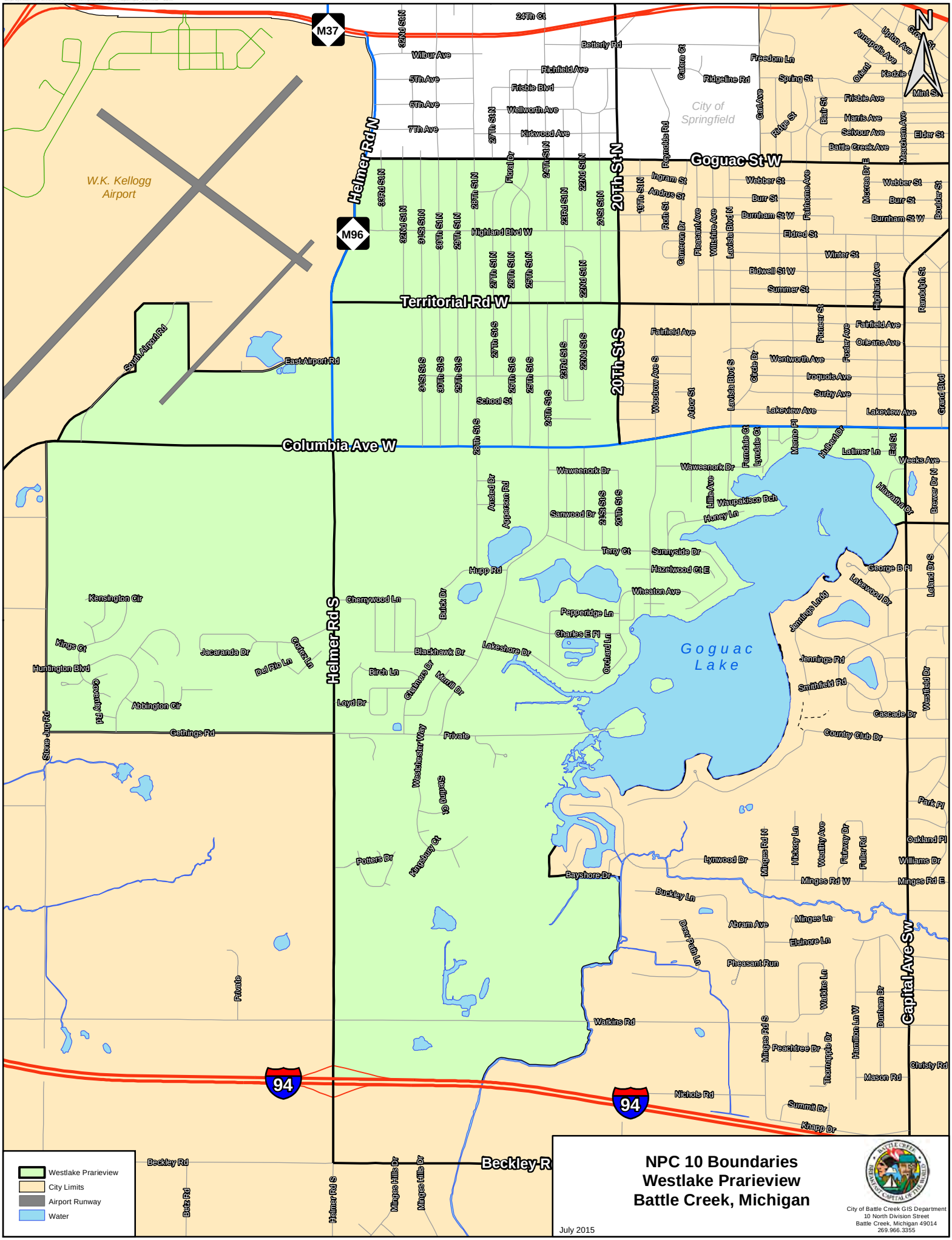

NPC 10 Boundaries
Westlake Prarieview
Battle Creek, Michigan

July 2015

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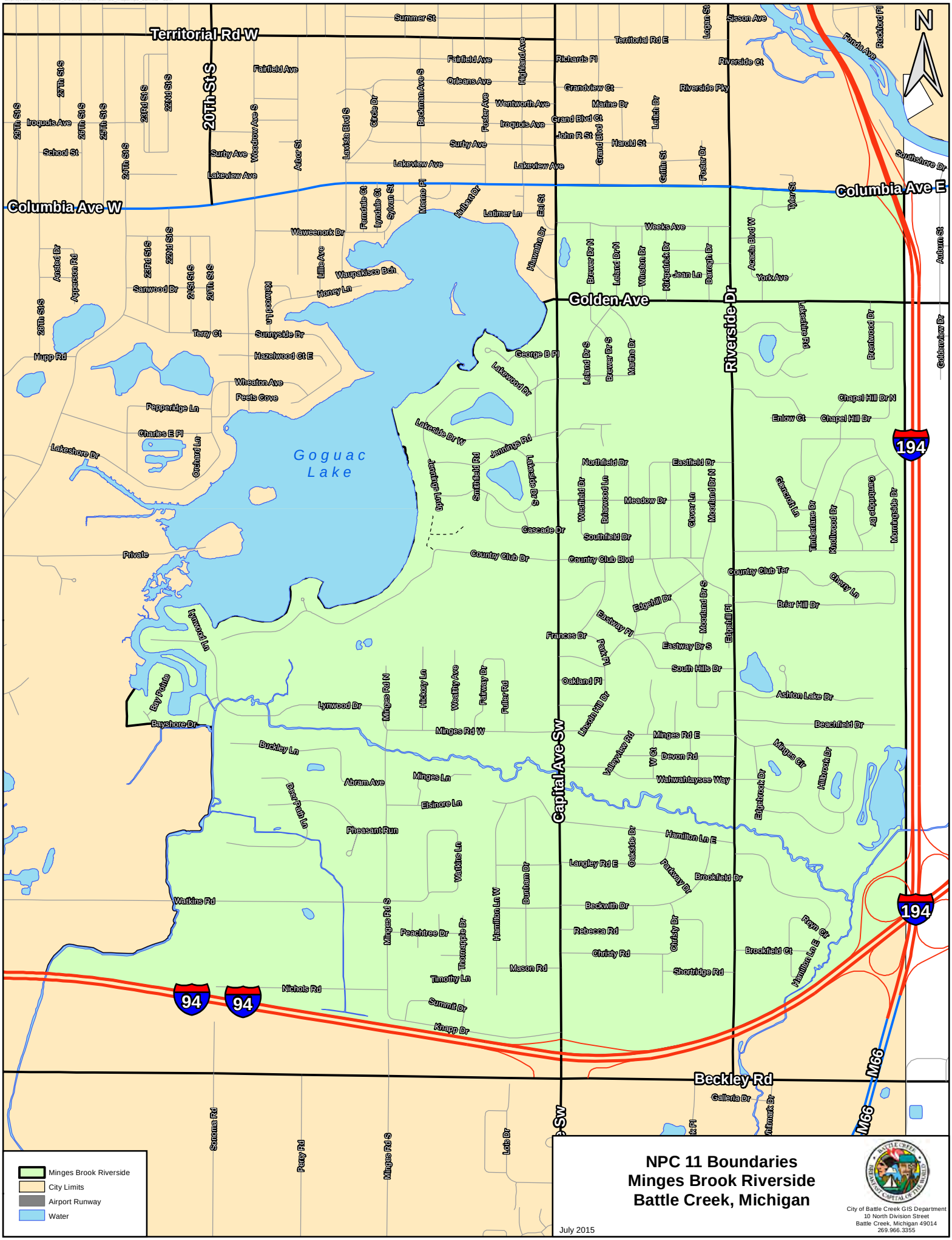
10 North Division Street
Battle Creek, Michigan 49014
269.966.3355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Columbia Ave W
Columbia Ave E
Golden Ave
Riverside Dr
Capital Ave Sw
Beckley Rd
20Th St S
Goguac Lake
194
94
M66
Minges Brook Riverside
City Limits
Airport Runway
Water
NPC 11 Boundaries
Minges Brook Riverside
Battle Creek, Michigan
July 2015
City of Battle Creek GIS Department
10 North Division Street
Battle Creek, Michigan 49014
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NPC Bylaws Template

Purpose

The purpose of this NPC Bylaws Template is to provide an outline and preferences for the basic organizational structure and operating rules of Neighborhood Planning Councils. It is not intended to impose a "one size fits all" document on each NPC, but rather is meant to be used as a guideline for each NPC.[1]

Article I. NAME

The name of the organization shall be City of Battle Creek Neighborhood Planning Council #N. It may sometimes be referred to as the _____NPC or NPC # N.

Article II. ROLES AND PURPOSE

Section 1. The purpose of this NPC is to provide a forum to inform and discuss with neighborhood residents and representatives of the city staff and City Commissioners issues and concerns of that neighborhood. This organization is advisory only in nature and is not empowered by the City Commission to exercise any governmental authority or perform any governmental function. However, the NPC is permitted and expected to reflect the collective citizen interest of its membership and neighbors, including petitioning the City Commission with requests for action and providing the City Commission as well as other city governmental decision-making bodies with recommendations.

Section 2. In furtherance of its purpose the NPC will seek to:

(a) Act as a forum through which residents and other neighborhood interests can discuss and express preferences to the various departments, boards, committees, employees and officers of the City of Battle Creek on neighborhood or community issues, including responding to planning issues that impact the neighborhood.

(b) Act as a venue for persons to exchange information and share concerns with City staff and officials concerning neighborhood issues such as housing code compliance, crime and traffic concerns, street and park maintenance, and the delivery of other City-based services.

(c) Generate new plans and strategies for the improvement of their neighborhood.

Article III. MEMBERSHIP

Section 1. Number of Council Members

The NPC shall be comprised of a minimum of 9 qualified persons recommended by the NPC and appointed by the City Commission to serve as NPC Council Members.

Section 2. Qualifications for Council Membership

(a) Any competent adult is qualified to be a Council Member and who has or can demonstrate a substantial interest in the NPC geographic area. As used in these bylaws, a "substantial interest" means residing, employed, operating a business, or owning real property within the NPC geographic area.

(b) No Council Member shall be a member of more than one Neighborhood Planning Council.

(c) Eligibility for Council Membership is open to all persons meeting the qualifications described in this Section regardless of religion, race, color, national origin, age, sex, height, weight, familial status, marital status or disability, unless accommodation of the disability imposes an undue hardship on the City.

Section 3. Appointment and Removal Process

(a) The Battle Creek City Commission, upon recommendation by this NPC, may by resolution appoint and, upon recommendation of a two-thirds vote of the remaining NPC, may remove Council Members.

(b) A Council Member who misses three consecutive regular meetings in any operational year may be removed from office upon the majority vote of the remaining Council Members without further action by the City Commission

Section 4. Holding Other City Offices

So as to avoid the appearance of bias or prejudice, a Council Member who is also a member of the City Commission, Planning Commission, Zoning Board of Appeals, Historic District Commission, Housing Board of Appeals or any other governmental decision-making body of the City, shall not take a position on matters, such as, but limited to, proposed Planned Unit Development projects, Special Use Permits, variances to the City Zoning Code likely to come before the City Commission, Planning Commission, Zoning Board of Appeals, Historic District Commission, Housing Board of Appeals or other decision making board of the City on which the NPC member sits. Nothing in this Section is intended to preclude any Council Member from seeking information or clarification on any issue coming before the NPC.

Section 5. Terms

A Council Member shall serve a three (3) year term or until his or her successor is appointed. Members may be reappointed at the end of their term. Council membership shall consist of staggered three-year appointments so that terms of approximately one-third of the Council Members expire each year. Except for the appointment of persons to fill an unexpired term, the terms of all appointees shall commence with the first meeting of the operational year of the NPC.

Section 6. Unexpired Terms

Appointment of qualified persons to fill unexpired terms due to vacancies shall be made in the manner provided for in Section 3 of this Article for Council Members

Section 7. Resignations and Vacancies

a) A person desiring to resign from Council Membership should submit his or her resignation to the Secretary of the Council who shall present it to the Council for acceptance and note such action in the minutes of the meeting.

b) A vacancy is deemed to occur in the event a Council Member no longer maintains nor can demonstrate a "substantial interest" as defined in Section 2of this Article.

Article IV. OFFICERS

Section 1. Officers

a) The officers of the NPC shall be a Chairperson, Vice-Chairperson, and Secretary each of whom shall be elected by the NPC Members and perform the duties prescribed by these bylaws.
b) The NPC may elect such additional officers and prescribe the duties of those offices as needed.

Section 2. Duties of Officers

a) The Chairperson shall preside at all NPC meetings, assure that there is an agenda or program for each NPC meeting and perform any such duties as established by custom for the office.

b) The Vice-Chairperson shall perform the duties of the office of the Chairperson, whenever the Chairperson is be unable to do so.

c) The Secretary shall give proper notice of all NPC meetings, prepare accurate and complete minutes, provide copies of all minutes to the City Neighborhood Services Department in a timely manner and attend to correspondence and perform such duties as ordinarily pertains to the office.

d) The Immediate Past Chairperson may serve as either an active or ex-officio member of the council to act in an advisory capacity to the organization and its officers and shall perform the duties of the Chairperson in the event that both the Chairperson and Vice-Chairperson are unable to discharge those duties.

e) The Assistant Secretary shall act in the absence of the Secretary and assist the Secretary when needed or requested.

Section 3. Election and Term of Office

a) The NPC shall appoint a Nominating Committee and it shall be the duty of this committee to nominate candidates for the officer positions to be elected at the Annual Meeting to be held in the month of _____each year. Additional nominations from the floor shall be permitted.

b) Elected officers shall assume office at the next regular meeting of the NPC following the Annual Meeting and hold office for a term of one year.

Section 4. Limitation

a) No Council Member shall hold more than one NPC office at a time.

b) Non-resident Council Members of the NPC shall be eligible to occupy an office of the Council in the event no resident Council Member expresses a desire to serve in the position.

Article V. MEETINGS and OPERATIONAL YEAR

Section 1. Operational Year.

The operational year for the NPC shall be from _____ to _____. [*An operational year should be established by each individual NPC based on its own criteria, past practices and exigencies.*]

Section 2. Date, Time and Location of Regular Meetings

The goal of the NPC is to meet once a month, every month at the same time and same location in an effort to assure maximum resident attendance and participation, However vacations, holidays and building access may dictate schedule changes which will be adopted by a majority of the NPC. A tentative operational year meeting schedule shall be approved at the Annual Meeting and a copy provided to the City Neighborhood Services Department.

Section 3. Special meetings

a) Special meetings of the NPC may be called in writing to the remainder of the Council by any Officer or by written request to the Chairperson by three Council Members. The purpose of the special meeting shall be stated in the call. Written notice of the special meeting shall be provided to Council Members at least 48 hours notice before the time and place of the meeting.
b) A Council Member may waive the notice of the time and place of a special meeting either before or after such a meeting has been held.

Section 4. Definition of a Quorum
The physical presence of seven (7) Council Members shall constitute a quorum.

Section 5. Right of Participation
A person shall be permitted to address a meeting of the NPC under rules established by the NPC which shall encourage the participation of persons in attendance in the discussion of matters under consideration by the NPC. No person shall be excluded from a meeting otherwise open to the public.

Section 6. Parliamentary Process
In the event a question of parliamentary process arises during a NPC meeting, the rules contained in *Roberts Rules (Newly Revised), Eighth Edition* or later, shall govern the meetings of the NPC.

[*Any other source of parliamentary procedure may be substituted for Roberts Rules (Newly Revised), including, but not limited to: (1) The Standard Code of Parliamentary Procedure, Third Edition or later, (2) Modern Parliamentary Procedure, Revised Edition, or (3) Roberts Rules in Plain English.*]

Article VI. COMMITTEES

Section 1. Standing Committees
The Council may appoint one or more of its Members to the following standing committees:

a) Program Committee
b) Membership Committee
c) Beautiful Battle Creek Committee
d) Code and Ordinance Enforcement Committee
e) Planning and Zoning Committee
f) Public Relations Committee
g) Other Standing Committees as so designated by the NPC

Section 2. Special Committees
Such other committees as are needed may be appointed by the NPC as may be deemed necessary or desirable by the NPC

Article VII. BYLAWS AMENDMENTS

These Bylaws may be amended at any regular meeting of the Council by a two-thirds vote of the Council Membership and approval by the City Commission.

[1] The italicized language appearing in this Template is intended to be instructive when appearing in brackets and in other cases to provide suggested or example text. In all cases the italicized language is not required or mandatory.

Neighborhood Planning Council Dissolution and Reinstatement Policy

1.0 The purpose and need to have a written Dissolution & Reinstatement Policy and Procedure

The NPC Charter promotes shared values to include: Honest, open communication; Inclusion of diverse voices in dialogue; Inclusive, information based and open decision making with clearly defined non-negotiables where these exist; Equality of support and response; The charter is designed to provide ways for both the City and NPC members to consistently work to promote these principles to the fullest.

In order to fulfill the established NPC purpose and shared values, NPC members must work collectively toward ensuring there is resident representation at NPC meetings in order to fully represent the opinions and recommendations of the residents from that area. Failure to provide an open and diverse forum representing the NPC boundary may warrant dissolution.

In addition to addressing dissolution, this policy establishes guidelines and City support services to residents who have a desire to reinstate an NPC that experienced dissolution.

2.0 Dissolution Requirements

An NPC may be dissolved by resolution and vote of City Commission for any one or combination of the following:

- Not holding a minimum of 6 NPC meetings per calendar year
- Not having a quorum (minimum 7 members) for three (3) consecutive meetings
- Non-compliance with the Open Meetings Act
    - First violation of the Open Meetings Act – Written notification of the violation will be sent to the NPC Chair in addition to providing training and coaching
- Failure to follow any other provisions enumerated in the NPC Charter or NPC Bylaws
- At the request of the NPC

3.0 NPC Review Committee

There shall be a created an NPC Review Committee consisting of all current NPC Chairpersons and one City staff member.

- Quorum shall be five (5) members
- NPC Chair may designate the NPC Vice Chair as the committee member
- Passing vote shall be a majority of those in attendance

4.0 Dissolution Procedures

City staff shall be responsible for monitoring if an NPC meets the outlined dissolution requirements in addition to preparing all information and action required under this policy.

City staff shall be responsible for presenting any NPC specific findings made pursuant to Section 2.0 to the committee and requesting a Notice of Determination based upon those findings.

If the findings are deemed valid by the NPC Review Committee, a Notice of Determination shall be mailed by the City to all members of said NPC.

The NPC Chair, with voted support from the NPC membership, may submit to the City Manager's Office an appeal of the Notice of Determination. An appeal must be submitted within 14 calendar

days of the Notice of Determination and include: NPC name, list of members voting in support of the appeal, rationale for why the determination should be overturned, and a detailed plan outlining corrective action that the NPC commits to taking to operate in compliance with the NPC Charter, Bylaws, and Dissolution and Reinstatement Policy.

The Community Services Director will review the appeal and make a final determination. If the Community Services Director deems the NPC has not met one or more of the dissolution requirements, the Community Services Director shall overturn the Notice of Determination. If the Community Service Director deems that an NPC meets one or more of the dissolution requirements, a Dissolution Resolution for said NPC will be created and presented to the City Commission.

Dissolution shall take effect on the date the resolution is approved by the City Commission. Within 30 days following City Commission resolution approval, the elected NPC Officials shall be responsible for finalizing NPC business to include submission to the City the following:

- Ending membership list to include: name, address, phone, email
- Submission of all outstanding NPC official business (meeting minutes, meeting agenda, etc.)
- Name and title of NPC Officials

If dissolution of an NPC is approved, the NPC in that geographic area will continue to be dissolved until official reinstatement by resolution approved by the City Commission pursuant to Sections 5.0 and 6.0.

5.0 Reinstatement Requirements

City staff shall create a resolution for reinstatement of an NPC after the following has been demonstrated:

- A minimum of 10 qualified persons each file an application requesting NPC membership appointment
    - Qualifications for Council Membership
        - A person is qualified to be a Council Member who is at least 18 years of age and who has or can demonstrate a substantial interest in the NPC geographic area. A substantial interest is defined by residing, employed, operating a business, or owning real property within the NPC geographic area.
        - No Council Member shall be a member of more than one Neighborhood Planning Council.
        - Eligibility for Council Membership is open to all persons meeting the qualifications described above regardless of religion, race, color, national origin, age, sex, height, weight, familial status, marital status or disability, unless accommodation of the disability imposes an undue hardship on the City.
- Application for NPC appointment are to be filed with the City Manager's Office

6.0 City Responsibility and Support for Reinstatement

The City of Battle Creek will provide support to residents interested in reinstating an NPC in the following manner:

- Verify resident qualification for membership

- Create NPC reinstatement resolution and resolution to appoint new members
- Organize initial NPC reinstatement meeting (date, time, location, advertisement)
- Facilitate the initial three NPC meetings
    - 1st Meeting – Review NPC Charter (Purpose, Roles and Responsibilities, NPC Boundaries, By-laws, and Dissolution and Reinstatement Policy. Establish meeting schedule.
    - 2nd Meeting –Open Meetings Act Requirements, Review Roberts Rules of Order, NPC election of officers
    - 3rd Meeting – Support to new officers in facilitation of meeting
- Provide coaching and support as needed

Resolution No. 191 Adopted by the City Commission, August 4, 2015

Beautiful Battle Creek Awards
City of Battle Creek

Beautiful Battle Creek Awards are presented monthly to residents and businesses in recognition for their efforts to improve their neighborhood and community through property maintenance and beautification. These good neighbors and businesses act as examples to others in contributing to the community-wide goal of improving the appearance of neighborhoods and the quality of life for Battle Creek's citizens.

Each month Neighborhood Planning Councils (NPC) may nominate one residential and one commercial property each month to the Battle Creek City Commission to receive a Beautiful Battle Creek Award.

At the second City Commission meeting each month (usually the third Tuesday), the Mayor presents Beautiful Battle Creek Award certificates to nominee's who attend. This public recognition celebrates those who take care of their property and encourages others to do the same.

Process for Beautiful Battle Creek Awards

- Nominations should be submitted to the Neighborhood Planning Council support staff by the last Tuesday of each month.
- Each NPC may nominate one residential and/or one commercial property each month.
- Code Officials take photos of nominated properties.
- The City sends a letter of recognition to property owners to inform them that they have been nominated for a Beautiful Battle Creek Award. This letter also includes the date and time of the City Commission Award Ceremony.
- Beautiful Battle Creek Award recipients are asked to RSVP to City staff if they plan to attend the awards ceremony.
- City staff creates award certificates and prepare City Commission Resolutions to recognize award recipients.
- Code Officials deliver awards to recipients who cannot be present at the City Commission meeting.

1/21/2016

A HISTORY OF BATTLE CREEK'S NEIGHBORHOOD PLANNING COUNCILS

In the original Community Development Block Grant legislation approved in 1974, Congress included a provision for the creation of what were then known as *"Citizen's District Councils"*. This was an effort to involve citizens, and particularly the low and moderate-income citizens that the program was designed to assist, in decisions in the development, implementation and evaluation of the performance of their community in the use of these funds.

In fact, in January of 1973, the City of Battle Creek had already created and was involving residents in *"Citizens District Councils"* which were required under the State legislation called "The Blighted Areas Act", or Act 344 of the Public Acts of 1945.

At a special public hearing on January 18, 1973, the City Commission presented plans for the potential redevelopment of the Franklin school district area, and at that meeting, plans for the old Franklin school site were unveiled. Since P.A. 344 was to be utilized, they also had to present plans for the creation of Citizen's District Council. This act required that:

> *"For each district area, a Citizen's District council of not less than 12 nor more than 25 members shall be selected in a manner that ensures that the Citizen's District Council is to the maximum extent possible, representative of the residents of the area and other persons with a demonstrable and substantial interest in the area. The majority of the Citizen's District Council shall be composed of citizens living in the development area."*

The Act went on to specify length of terms on the council, and offered alternatives for selection to the council --- either by a direct election or appointment the Chief Executive Officer of the municipality, with approval of the City Commission. The role of the Citizens Advisory Council was always intended to be advisory. From the minutes of the City Commission meeting on January 18, 1973, there was a lot of discussion on this issue, including how the council would be selected. A number of people actually wanted them to be elected, and some members of the public suggested that 15 separate areas be established --- with 15 separate councils. Then Mayor Frederick Brydges expressed his appreciation for the "high level of interest and enthusiasm".

On January 23, 1973, Resolution No. 387 was approved by the City Commission which authorized the creation of "The Citizen's District Council for the Neighborhood Development Project No. 1". It said that membership shall be 25 members, with 15 members to be selected by direct election by residents of the area, and ten members to be appointed by the Mayor. The mayor would appoint a nominating committee with the task of identifying 25 names from which the 15 would be elected.

On March 23, 1973, the Franklin Neighborhood conducted an election at Franklin school to elect the first 15 members of the Citizens District Council. On August 25th of that year, the Citizen's District Council held a Neighborhood Festival, inviting all of the City Commissioners to share in their accomplishments and offer support in the pursuit of grant funds. This group continued to meet, in spite of no funding for the projects that they were created to oversee. They also continued to hold annual festivals, keeping their enthusiasm for neighborhood revitalization strong.

The entire project was known as the "Neighborhood Development Program," was part of the historic federal program known as "Urban Renewal". The Neighborhood Development Program would later expand to include the Post School area, as well as the Lincoln and Ann J. Kellogg School areas.

On September 24, 1974, in his weekly Mayor's Report, Mayor Brydges outlined a new federal program known as the Community Development Block Grant Program. This Act was intended to consolidate a variety of other programs, including Model Cities, Urban Renewal, Neighborhood Facilities, and HUD Water and Sewer Programs. It also included a fairly significant requirement for citizen involvement in the creation of priorities, and since the Act became effective on January 1, 1975, there was very little time for many cities to put all of the pieces together for an application. Battle Creek, he said, was ahead of the game because it already had the Citizen's District Council in place. Sure enough, the very first CDBG Project submitted for funding was the Franklin School area development that allowed for the relocation of Franklin School to their new site at Newark and Main Streets.

Another important date in the history of Neighborhood Planning Councils was January 7, 1975, when with Resolution #444, the City Commission adopted the first "Plan for Citizen Participation" calling for the creation of a "Community Development Advisory Council", and was a requirement of the early CDBG Program. A "Community Development Advisory Council" was never required or mandated under the Federal regulations. Communities were merely required to seek input into the community development needs of the community through some citizen participation mechanism.

Today's Neighborhood Planning Councils are far less formal or institutionalized than those originally required by law for planning under a state or federal grant program. The City of Battle Creek has Neighborhood Planning Councils because they **WANT** to have them --- not because we are **REQUIRED** to have them.

In November of 1979, the Battle Creek City Planning Commission adopted "The Neighborhood Planning Council Organization Plan". This plan adopted the first five Neighborhood Planning Councils, covering all of the primarily residential areas of the City at the time. Their purpose was to Act:

> ***". . . In an advisory capacity to the Planning Commission, the councils shall prepare a Comprehensive Plan for the development and revitalization of their respective neighborhoods . . . "***

This Plan suggested that Councils be comprised of not less than 15 nor more than 25 members, appointed by the City Commission on three-year staggered terms. The Plan created five Neighborhood Planning Council areas:

POST – FRNKLIN
NORTHCENTRAL
CENTRAL
FREMONT-MCKINLEY-VERONA
URBANDALE

Since the area of the entire City was covered in the Plan, three additional areas, primarily nonresidential in character were also designated; although no Neighborhood Planning Councils were formed to cover these areas.

CENTRAL BUSINESS DISTRICT
FORT CUSTER INDUSTRIAL PARK
W.K. KELLOGG AIRPORT

After adoption by the Planning Commission, the Neighborhood Planning Council Organization Plan was sent to the City Commission, and approved in Resolution #423, on November 20, 1979. This adoption resolution stated:

". . . Whereas, the participation of citizens from geographic areas predominately residential in character in the preparation of the Plan for the Revitalization of Neighborhoods, including the programming and implementation of improvement projects and the Evaluation of Services affecting the residential environment, has been experienced and found to be important and desirable;

Now, therefore be I resolved, that Neighborhood Planning Councils be established in accordance with the Organization Plan attached to advise and counsel with the Planning Commission on matters relating to current and long-range planning and programming of Physical Development Projects and Supporting Services necessary to revitalize and improve the quality of the City's Neighborhoods."

With the merger of Battle Creek Township and the City of Battle Creek in 1983, it became necessary to amend the Plan and include the creation of three additional Neighborhood Planning Councils to encompass the former Township Neighborhoods.

RURAL SOUTHWEST
WESTLAKE – PRAIRIEVIEW
MINGES BROOK – RIVERSIDE

The originally created "Central" neighborhood was also expanded to include the Territorial School area, and was really the only neighborhood to span across what had been the City / Township Limit Line.

WHAT HAPPENS AT A NEIGHBORHOOD PLANNING COUNCIL MEETING?

The Neighborhood Planning Councils each meet once a month, at 7:00 p.m. They generally meet at a local neighborhood elementary school or church facility, and meetings typically last one and one half to two hours. While attendance varies with the neighborhood, and the issue being discussed, most of the meetings have 10-25 members and guests present. The meetings are usually well organized, with a set agenda.

Neighborhood Councils annually elect officers, with the Chairperson being responsible for running the meeting. A member takes the minutes. Minutes and agendas are available on the City website.

There is a set agenda but each Council determines its own goals. Council leadership often arranges for guest speakers to talk and educate about community topics. Each council has its own personality and list of priorities. However, housing code compliance, crime and zoning enforcement are high priority issues in most of the council areas.

A City representative from the Community Services Department is assigned to each Neighborhood Planning Council and someone attends each of the monthly meetings. They listen to the councils concerns, and help provide feedback information to the council. The representative will also provide a Code Report for that council's area each month. The City Police Department provides a representative to attend each Neighborhood Planning Council meetings. Representatives from other departments make themselves available to the councils when requested.

City Commissioners receive the Agendas and Minutes for all of the monthly Neighborhood Planning Councils meetings. They attend as many of the Planning Council meetings as their schedule allows them. During the meetings they listen to the concerns of the council and provide as much information possible.

The Police Department sends a representative familiar with the neighborhood who reports on monthly police activities in their area. In fact, for several years in the late 1970's the Neighborhood Planning Councils also served the dual role as POLICE COMMUNITY RELATIONS forums, where police officers could better understand neighborhood priorities and residents could work with police on neighborhood safety issues.

Other public and nonprofit agencies also frequently use these meetings to disseminate information about their projects and activities.

One of the most useful purposes that is served by the Neighborhood Planning Council is to serve as a first opportunity for developers to gauge the feelings of nearby residents for a project that they may be considering. The Planning Department always recommends that a developer contact and meet with the neighborhood Planning Council prior to the Planning Commission and City Commission deliberation on the matter. The Planning Commission and City Commission note any recommendations made by the council in considering whether to grant approval to a particular project. The developers know and understand the key role that Neighborhood Councils play in this process, and can often try to address issues raised by neighbors prior to any official public hearings.

One additional responsibility of the Neighborhood Planning Council is to recommend to the City Commission monthly nominations for the "Beautiful Battle Creek Award", given to someone who sets high standards for property maintenance in the neighborhood, and recognized monthly with the presentation of a certificate at a City Commission meeting by the Mayor.

HOW DO I GET INVOLVED?

The simplest way to become involved would be for you to attend a meeting --- see if it's something you want to be a part of and ask to be a member. Almost all of the councils have available slots for new members, and they would more than welcome your participation.

If you are not sure what Neighborhood Planning Council area you are in, you can call the Community Development Department at 966-3315, we can give you the time, date and place for the next meeting for the Neighborhood Planning Council in your area.

WHY SHOULD I GET INVOLVED?

Many American cities are at a crossroads. One road leads to further deterioration and continuing out migration. To travel this road, a city needs only to ignore the problems of local residential areas and exclude citizens from participating in planning decision that affect the quality of neighborhood live. This will ensure that residents with the means to do so will move to other locations, and the decline will continue.

The other road leads to healthy, stabilized and improved local neighborhoods that will hold existing residents and attract new ones. To travel this road, a city must address the local problems experienced by residents on a day-to-day basis, which influence confidence, attachment, and commitment to an area and to the city as a whole.

To travel this second road, citizens must also be identifying problems and designing solutions. Our experience has demonstrated time and again that citizen involvement is a necessary ingredient of successful neighborhood revitalization and stabilization. All of the money and labor will go for naught if local residents are not involved in

maintaining and committed to preserving and improving improvements once they are made. Participation is an essential ingredient of commitment, and our Neighborhood Planning Councils are well suited for encouraging participation.

The City of Battle Creek has historically shown a remarkable interest in improving the quality of life in our neighborhoods. Are there still problems? ------ absolutely.

But ------
"A successful city neighborhood is a place that keeps sufficiently abreast of its problems so that it is not destroyed by them."

There are dedicated, caring people serving on all of our Neighborhood Councils. Because of its neighborhood involvement, many of our Planning Council members ultimately become involved on other City boards or commissions.

If you gain nothing else from the experience, you will gain some new friends --- friends who share many of the same dreams for healthy neighborhoods as you, and those friends will be your neighbors.

BATTLE CREEK CITY COMMISSION 2015-2017

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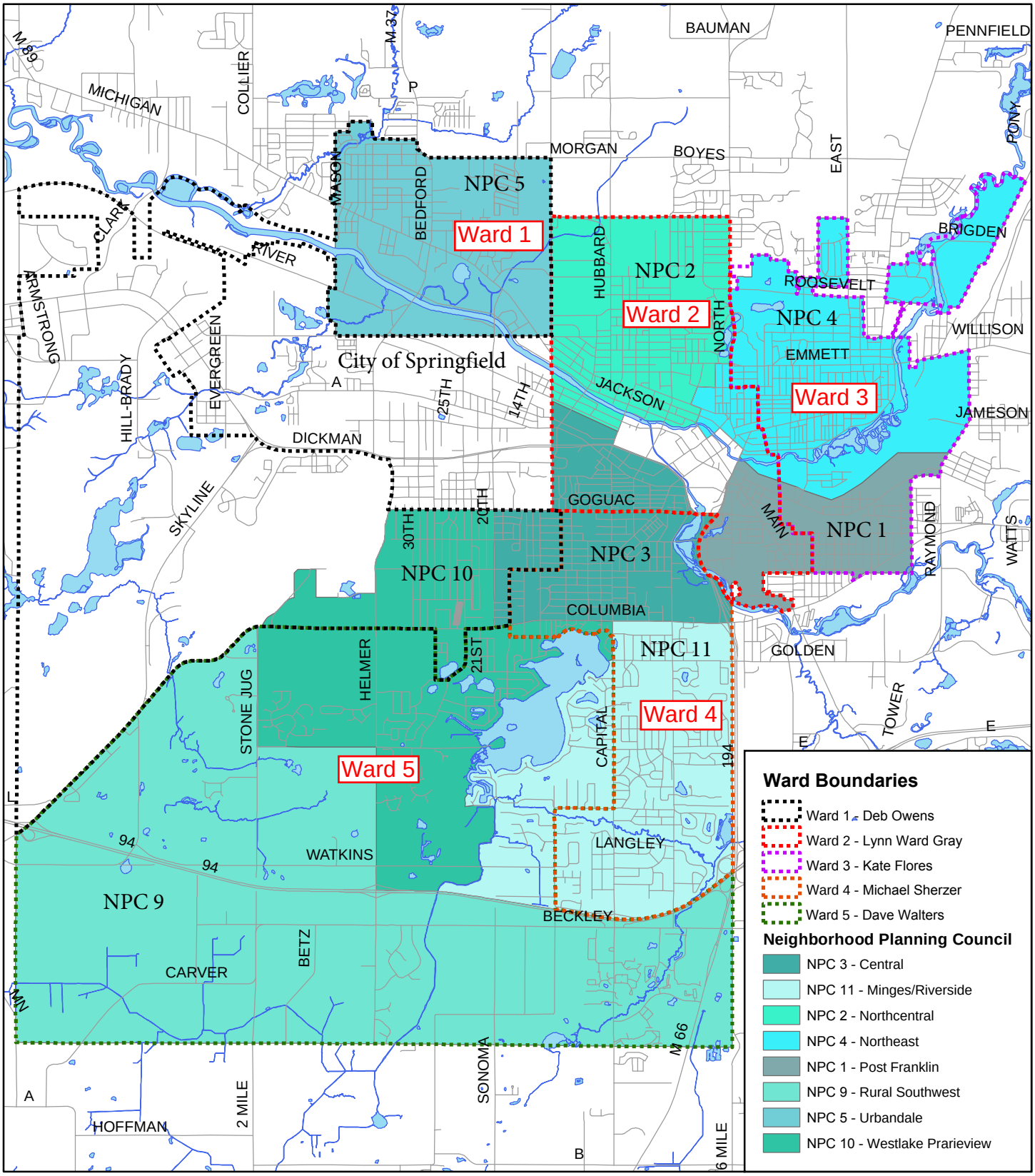
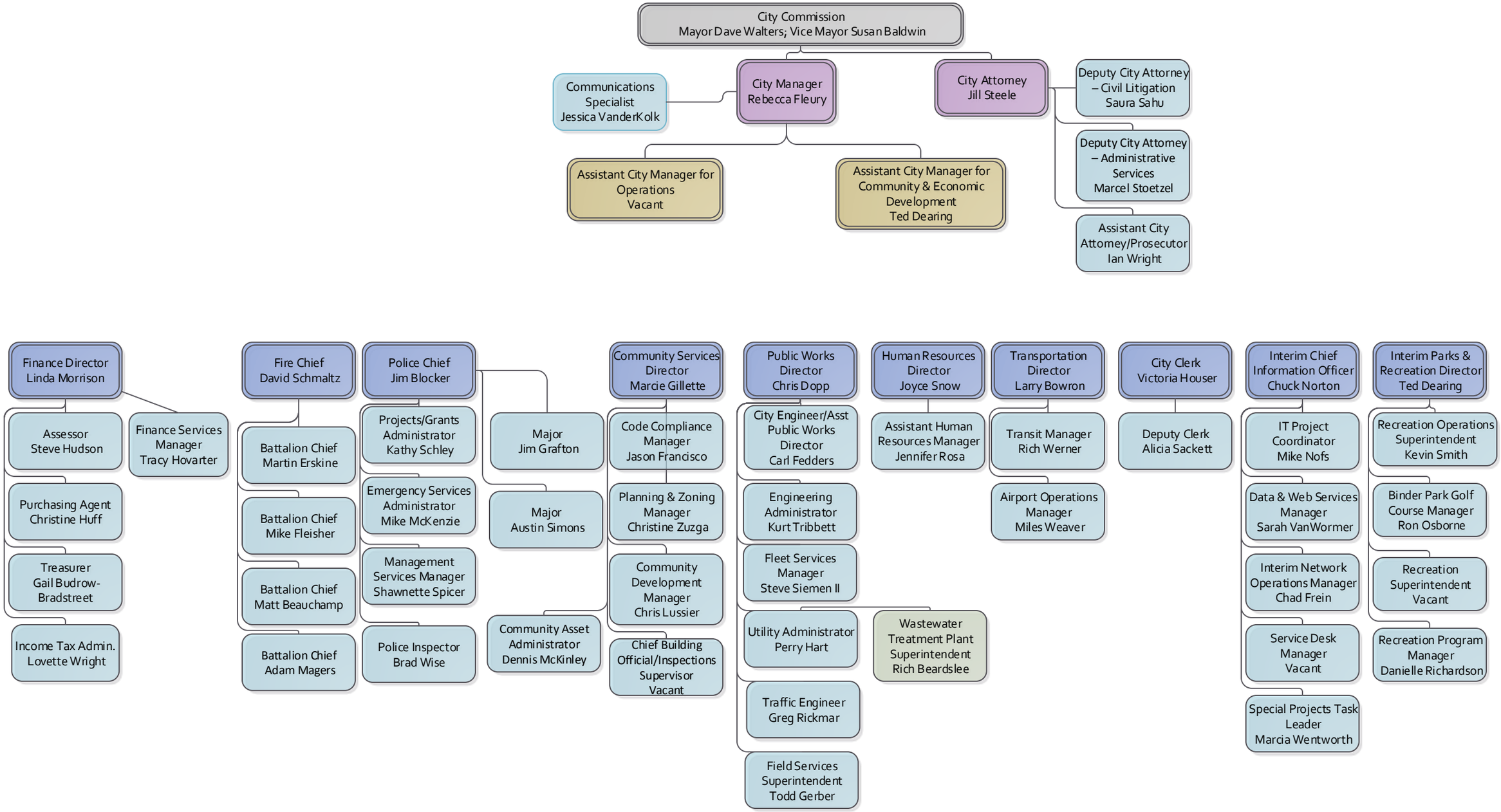


Battle Creek NPC and Ward Boundaries


City Commission
Mayor Dave Walters; Vice Mayor Susan Baldwin
Communications Specialist Jessica VanderKolk
City Manager Rebecca Fleury
City Attorney Jill Steele
Deputy City Attorney – Civil Litigation Saura Sahu
Deputy City Attorney – Administrative Services Marcel Stoetzel
Assistant City Attorney/Prosecutor Ian Wright
Assistant City Manager for Operations Vacant
Assistant City Manager for Community & Economic Development Ted Dearing
Finance Director Linda Morrison
Assessor Steve Hudson
Finance Services Manager Tracy Hovarter
Purchasing Agent Christine Huff
Treasurer Gail Budrow-Bradstreet
Income Tax Admin. Lovette Wright
Fire Chief David Schmaltz
Battalion Chief Martin Erskine
Battalion Chief Mike Fleisher
Battalion Chief Matt Beauchamp
Battalion Chief Adam Magers
Police Chief Jim Blocker
Projects/Grants Administrator Kathy Schley
Emergency Services Administrator Mike McKenzie
Management Services Manager Shawnette Spicer
Police Inspector Brad Wise
Major Jim Grafton
Major Austin Simons
Community Asset Administrator Dennis McKinley
Community Services Director Marcie Gillette
Code Compliance Manager Jason Francisco
Planning & Zoning Manager Christine Zuzga
Community Development Manager Chris Lussier
Chief Building Official/Inspections Supervisor Vacant
Public Works Director Chris Dopp
City Engineer/Asst Public Works Director Carl Fedders
Engineering Administrator Kurt Tribbett
Fleet Services Manager Steve Siemen II
Utility Administrator Perry Hart
Wastewater Treatment Plant Superintendent Rich Beardslee
Traffic Engineer Greg Rickmar
Field Services Superintendent Todd Gerber
Human Resources Director Joyce Snow
Assistant Human Resources Manager Jennifer Rosa
Transportation Director Larry Bowron
Transit Manager Rich Werner
Airport Operations Manager Miles Weaver
City Clerk Victoria Houser
Deputy Clerk Alicia Sackett
Interim Chief Information Officer Chuck Norton
IT Project Coordinator Mike Nofs
Data & Web Services Manager Sarah VanWormer
Interim Network Operations Manager Chad Frein
Service Desk Manager Vacant
Special Projects Task Leader Marcia Wentworth
Interim Parks & Recreation Director Ted Dearing
Recreation Operations Superintendent Kevin Smith
Binder Park Golf Course Manager Ron Osborne
Recreation Superintendent Vacant
Recreation Program Manager Danielle Richardson

City of Battle Creek Management Staff Directory, February 2017

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Ted Dearing	Asst City Manager	tedearing@battlecreekmi.gov	269-966-3378
Jessica VanderKolk	Communications Manager	jlvanderkolk@battlecreekmi.gov	269-966-3378
Jill Steele	City Attorney	jhsteele@battlecreekmi.gov	269-966-3385
Jim Blocker	Police Chief	jablocker@battlecreekmi.gov	269-966-3375
Jim Grafton	Police Major	jcgrafton@battlecreekmi.gov	269-966-3375
Austin Simons	Police Major	ansimons@battlecreekmi.gov	269-966-3375
Kathy Schley	Police Project/Grant Admin	ksschley@battlecreekmi.gov	269-966-3375
Mike McKenzie	Police Emergency Services	mjmckenzie@battlecreekmi.gov	269-966-3550
Shawnette Spicer	Police Mngment Services	stspicer@battlecreekmi.gov	269-966-3305
Brad Wise	Police Inspector	bmwise@battlecreekmi.gov	269-966-3375
David Schmaltz	Fire Chief	adschmaltz@battlecreekmi.gov	269-966-3519
Martin Erskine	Fire Battalion Chief	mwerskine@battlecreekmi.gov	269-966-3519
Mike Fleisher	Fire Battalion Chief	mpfleisher@battlecreekmi.gov	269-966-3519
Matt Beauchamp	Fire Battalion Chief	mjbeauchamp@battlecreekmi.gov	269-966-3519
Adam Magers	Fire Battalion Chief	atmagers@battlecreekmi.gov	269-966-3519
Linda Morrison	Finance Director	lamorrison@battlecreekmi.gov	269-966-3388
Steve Hudson	Assessor	smhudson@battlecreekmi.gov	269-966-3369
Christine Huff	Purchasing Agent	clhuff@battlecreekmi.gov	269-966-3390
Gail Budrow-Bradstreet	Treasurer	gmbradstreet@battlecreekmi.gov	269-966-3325
Lovette Wright	Income Tax Admin	lawright@battlecreekmi.gov	269-966-3345
Marcie Gillette	Community Services Dir	mmgillette@battlecreekmi.gov	269-966-3355
Jason Francisco	Code Compliance Mngr	jlfrancisco@battlecreekmi.gov	269-966-3387
Christine Zuzga	Planning/Zoning Supervisor	cmzuzga@battlecreekmi.gov	269-966-3320
Chris Lussier	Community Development	cplussier@battlecreekmi.gov	269-966-3315
Dennis McKinley	Community Asset Admin	ddmckinley@battlecreekmi.gov	269-966-3355 x1101
Chris Dopp	Public Works Director	cjdopp@battlecreekmi.gov	269-966-3343
Carl Fedders	City Engineer/Asst DPW Dir	cefedders@battlecreekmi.gov	269-966-3343
Kurt Tribbett	Engineering Admin	krtribbett@battlecreekmi.gov	269-966-3343
Perry Hart	Utility Admin	plhart@battlecreekmi.gov	269-966-3481
Rich Beardslee	Waste Water Superintendent	rebeardslee@battlecreekmi.gov	269-966-3513
Greg Rickmar	Traffic Engineer	gbrickmar@battlecreekmi.gov	269-966-3343
Todd Gerber	Field Services Super	tjgerber@battlecreekmi.gov	269-966-3507
Joyce Snow	Human Resources Director	jasnow@battlecreekmi.gov	269-966-3377
Larry Bowron	Transportation Director	lcbowron@battlecreekmi.gov	269-966-3570
Rich Werner	Transit Manager	rwwerner@battlecreekmi.gov	269-966-3474
Miles Weaver	Airport Operations Manager	mhweaver@battlecreekmi.gov	269-966-3570
Victoria Houser	City Clerk	vlhouser@battlecreekmi.gov	269-966-3348
Chuck Norton	IT Director	cdnorton@battlecreekmi.gov	269-966-3355 x1315
Sarah VanWormer	Date/Web Services Mngr	sevanwormer@battlecreekmi.gov	269-966-1656
Ted Dearing	Interim Parks & Rec Director	tedearing@battlecreekmi.gov	269-966-3378
Kevin Smith	Rec Operations Super	kssmith@battlecreekmi.gov	269-966-3431
Ron Osborne	Binder Park Golf Course Mngr	rjosborne@battlecreekmi.gov	269-979-8250
Danielle Richardson	Recreation Program Manager	derichardson@battlecreekmi.gov	269-966-3431

Department of Public Works
(Website – www.battlecreekmi.gov/)

Employees: 174 (full & part-time) Divisions: Engineering, Field Services, Fleet, Records, Utilities (Water & Sewer)

Maintain 792 miles of water and sewer mains, 188 miles of storm drain, 4,000 fire hydrants, and approximately 300 miles of roads within the City limits as well as 67 lane miles of State highway within Battle Creek while utilizing over 400 pieces of heavy-duty equipment and vehicles.

Overall Responsibilities:

- Collection and treatment of wastewater
- Production and treatment of drinking water
- Coordination and monitoring of environmental investigations and remediation on municipally-owned property
- Design, construction, and maintenance of all street, water, sanitary sewer, and storm sewer systems within the city
- Park design and maintenance
- Maintenance and management of the City's vehicle and heavy-equipment fleet

Engineering (including Traffic) Responsibilities: (269-966-3343)

- Design and construction of all street, bridge, water and sewer improvement projects in the city.
- Selecting annual road treatments of approximately 300 miles of road.
  - Process involves a review of our street system and then prioritizing roads based upon actual conditions.
- Design and ensure proper installation of all traffic control systems, (i.e., traffic signals, signs, and pavement markings), and for conducting all traffic safety and operations studies for City streets.

Records Responsibilities: (269-966-3343)

- Maintain all public infrastructure records for the City.
- Process applications to connect to the public water and sewer systems and permits to work in the street right-of-way.
- Maintain the public works infrastructure layers for the Geographical Information System (GIS).
  - Involves mapping and verifying the locations of the infrastructure to ensure the most accurate information is available for the various city departments, i.e., water and sewer crews needing to make repairs to main breaks.

Environmental Responsibilities: (269-966-3343)

- Oversee environmental issues to include brownfield redevelopment, plan implementation, projects related to water, sewer, solid waste, recycling and residential trash pickup, storm water permit compliance, and wellhead/drinking water protection.
  - Manage the garbage collection and recycling contract.
- Raise public awareness of vital environmental issues with events such as the Children's Water Festival, Kanoe the Kazoo, and Krazy for the Kazoo (river cleanup).

Field Services: (269-966-3507)

- 24-7 operation responsible for all above-ground maintenance for City roads to include storm cleanup, snow plowing, road, tree, guardrail and street maintenance which includes crack-filling / bituminous patching.
- Pick up dead non-domesticated (wild) animals in the road,
- Maintenance of the Downtown area, cemeteries, and storm ponds

- Subcontractor to MDOT for the same basic routine maintenance as Battle Creek roads for 67 lane miles of State Highway within Battle Creek.
- Maintain 26 neighborhood parks, 26 miles of linear path, 25 storm ponds, and maintain Willard Beach, as well as three cemeteries.

Utilities - Water Responsibilities: (269-966-3506)

- Manage the operation and maintenance of the city's water production and treatment facility at the Verona Well Field as well as the city's water storage and pumping facilities and 368 miles of water main located throughout the Battle Creek area.
- Ensure the community's drinking water is safe and meets all federal and state drinking water standards.
- Flush the City's fire hydrants every year, typically between Memorial Day and the Fourth of July.
    - Done during overnight hours to minimize the inconvenience and allow the water to stabilize before daily use.
    - Regular flushing allows for the highest water quality as well as allows staff to verify the water system is operating properly.
    - Ensures the hydrants are ready when the Fire Department needs them.
- Install new water services and perform repairs as needed, i.e., main breaks, service leaks, etc.

Utilities – Wastewater Responsibilities: (269-966-3513)

- Manage the operation and maintenance of the city's Wastewater Treatment Plant, as well as the 124 sanitary sewer lift stations and 414 miles of sanitary sewer mains located throughout the city.
- Ensure the community's wastewater is cleaned and treated to meet all federal and state standards before it is discharged into the Kalamazoo River.
- Install new sewer services and perform repairs as needed, i.e., clogged sewer lines, sewer line breaks, etc.
- Maintain storm sewer and drainage pond system.

Fleet Responsibilities: (269-966-3487)

- Purchase and maintain the City's fleet of over 400 pieces of equipment ranging from as large as a fire truck to as small as a chainsaw.
- Perform welding and fabrication and repair on various vehicles and other types of equipment.
- Provide 24-hour service to police, fire, and snow removal equipment as needed.
- Maintain fueling station for gasoline, diesel, and propane fuels – approximately 400,000 gallons yearly combined consumption.

Street Lighting:

- City pays for the fixtures – under contract with Consumers Energy to maintain the lights at a budget of $1.2 million for FY'17.
- Perform twice-yearly light studies to ensure the 6,220 street lights are operating correctly

Parking:

- Manage the City's parking lot contract with ABM Parking Services with a budget of $1.6 million a year.
    - Parking consists of three parking structures, twelve surface lots, and on-street parking for a combined 3,000 spaces.

City of Battle Creek - Community Services Department
Neighborhood Planning Council (NPC) Meeting Staff Schedule 2017

NPC	1	2	3	4	5	9	10	11
MONTH	First Thursday	Second Monday	Second Thursday	Third Wednesday	Second Monday	Second Tuesday	Fourth Monday	Fourth Wednesday
January	**Dennis**	**Chris L.**	**Chris L.**	**Chris Z.**	**Dennis**	**Chris Z.**	**Jason**	**Jason**
February	Tom	Yolanda	Jacqueline	Todd	**Dennis**	**No mtg.**	**Jason**	Yolanda
March	Tom	**Chris L.**	**Chris L.**	**Chris Z.**	Eric	**Chris Z.**	Eric M	**Jason**
April	**Dennis**	**Chris L.**	Jacqueline	Todd	**Dennis**	**Chris Z.**	**Jason**	Yolanda
May	Tom	Yolanda	**Chris L.**	Todd	Eric M	**Chris Z.**	No mtg.	**Jason**
June	Tom	**Chris L.**	Jacqueline	**Chris Z.**	**Dennis**	No mtg.	Eric M	No mtg.
July	No mtg.	**Chris L.**	Jacqueline	Todd	Eric M	No mtg.	Eric M	No mtg.
August	Picnic	Yolanda	**Chris L.**	Todd	**Dennis**	No mtg.	**Jason**	No mtg.
September	Tom	**Chris L.**	Jacqueline	**Chris Z.**	**Dennis**	**Chris Z.**	Eric	**Jason**
October	Tom	Yolanda	**Chris L.**	Todd	**Dennis**	**Chris Z.**	**Jason**	Yolanda
November	Dennis	**Chris L.**	Jacqueline	Todd	**Dennis**	**Chris Z.**	**Jason**	**Jason** Combined mtg
December	Tom	No mtg.	Jacqueline	No mtg.	**Dennis**	No mtg.	No mtg.	

*** This is the general schedule for all NPC's. Please note, meeting dates are subject to change throughout

Community Services Management

Marcie Gillette, Community Services Director
Dennis McKinley,Community Asset Administrator, NPC 1 & NPC 5
Chris Lussier, Community Development Manager, NPC 2 & NPC 3
Christine Zuzga, Planning & Zoning Manager, NPC 4 & NPC 9
Jason Francisco, Code Compliance Manager, NPC 10 & NPC 11

Code Officers

Tom Engels - NPCs 1 & 9
Yolanda Johnson - NPCs 2 & 11
Jacqueline Slaby - NPC 3
Todd Nowicki - NPC 4
Eric Morris - NPCs 5 & 10
Phone: 269-966-3406

Customer Services Representatives

Teresa Poole NPCs 1 & 2, Beautiful Battle Creek Awards
Lisa Silkworth NPCs 3, 4 & 5 email: npc@battlecreekmi.gov
Sandra Hammond NPCs 9, 10 & 11 Phone: 269-966-3397

Revised 1/3/2017

BOARD AND COMMISSION APPLICATION

CITY OF BATTLE CREEK

10 N. Division Street
Battle Creek, Michigan 49014-4004
269.966.3378

PLEASE CHECK THE BOARD(S) OR COMMISSION(S) ON WHICH YOU ARE INTERESTED IN SERVING

(This application will remain active for one year from the date of receipt)

_____Airport Advisory Committee
_____Battle Creek Housing Commission
_____Battle Creek Transit Local Advisory Council
_____Battle Creek Transit Local Coordinating Committee
_____Bicycle Advisory Committee
_____Board of Review (Assessing)
_____Civil Service Commission
_____Community Development Advisory Council
_____Dangerous Building Hearings Officer
_____Economic Development Corporation
_____Goguac Lake Board
_____Historic District Commission
_____Housing Board of Appeals
_____Human Relations Board
_____Income Tax Board of Appeals
_____License Review Board
_____Local Officers' Compensation Commission
_____Planning Commission
_____Sustainable BC Committee
_____Special Assessment Review Board
_____Tree Advisory Council
_____Youth Advisory Board
_____Zoning Board of Appeals

Name_____ Date of Birth_____
Last First M.I.

Home Address_____E-mail _____

Telephone Home_____ Work_____ Cell_____

Are you are resident of the City of Battle Creek? Yes_____ No_____ For how long?_____

Current Occupation_____

Employer and Work Address_____

Educational Background/Degrees_____

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

_____

List any organizations to which you belong (professional, technical, community, nonprofit)_____

_____

_____

Briefly state why you wish to serve and why you believe that you are qualified for the position. Please be specific (use additional paper if necessary)_____

_____

_____

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_____ Date_____

RETURN APPLICATION TO: City Manager's Office, 10 N. Division Street,
Room 206, Battle Creek, MI 49014

6-17-10

City of Battle Creek

Boards, Commissions and Committees

Airport Advisory Committee – Appointing authority: Mayor and Commission.
Members are appointed for a one-year term. The committee studies current conditions and future potential development of the airport, making periodic reports to the City Commission. Meets bi-monthly.
Contact: W.K. Kellogg Airport, 269-966-3470

Battle Creek Housing Commission – Appointing authority: Mayor and Commission.
Members are appointed for five-year terms and must be city residents for at least two years. 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

Battle Creek Transit Local Advisory Council – Appointing authority: Mayor and Commission.
Members serve for two years. 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

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

Board of Review – Appointing authority: Mayor and Commission.
Members serve for five years and must be city electors and property owners. Composed of five voting members who 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, 269-966-3369

Board of Canvassers – Appointing authority: Mayor and Commission.
Two members from each of the two major political parties serve four-year terms. Meets the first Thursday after each election and publically canvasses the returns, determines the vote upon all offices and questions, and declares what persons have been elected and whether the questions were approved or rejected.
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 for six-year terms. Establishes rules applicable to all regular and full-time Fire Department personnel, excluding civilian

employees. Members must be city residents for one year, county residents 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

Community Development Advisory Council (Currently on hold) – Appointing authority: City Commission, with recommendations from the City Manager.
Established as a component of the city's Community Development Block Grant program and annually reviews agency applications for funding under this federal grant program. The recommendations of the CDAC are then forwarded to the City Commission to be acted on. There are 19 members and one ex-officio staff member as follows: eight Neighborhood Planning Council members; eight at-large members (six low-/moderate-income persons or residents from low-/moderate-income areas, and two other members appointed from philanthropic or nonprofit agencies not seeking CDAC funds); three City Commissioners; and one ex-officio, nonvoting city staff member. Members serve for three-year terms. The council meets four to six times during the three-month period between Nov. 1 and Jan. 31.
Contact: Community Development Division, 269-966-3315

Dangerous Building Hearings Officer – Appointing authority: Mayor, with Commission approval, for an open-ended term.
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 show 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, 269-966-3387

Economic Development Corporation – Appointing authority: Mayor, with Commission approval.
Alleviates unemployment conditions, assists in industry retention and promotes the general welfare of Battle Creek. Composed of nine members. No more than three members shall be officers or employees of the city, and at least two shall be representatives of the neighborhood residents likely to be affected by the activities of the corporation. Terms are for six years. Meets as needed.
Contact: City Manager's Office, 269-966-3378

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. May have up to 19 members and will review and recommend environmental/conservation policy for the city, including recommendations for action to the City Commission. The committee shall be comprised of up to four city commissioners, two city staff, as well as representation from the community. Community representatives shall live in the city or represent small businesses located in the city; moderate-to-large businesses in the city; conservation; manufacturing; recreation; legal or technical in environmental issues; other interests as determined to be appropriate by the commission. Meets as needed.
Contact: Utility Administrator, 269-966-3343

Goguac Lake Board – Appointing authority: Two representatives 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 Environmental Quality, and a Goguac Lake resident.
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. If the current Goguac Lake Association represents the majority of lakefront property owners, the association may submit three names of residents to the board. The remaining board members then select from this list. If the association does not represent the majority, the committee may select a resident from the pool of lakefront property owners. Terms are open-ended, with the exception of the Goguac Lake resident, who has a four-year term. Meets quarterly.
Contact: Utility Administrator, 269-966-3343

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. It is comprised of seven members who live in the city, one of whom is a registered architect. They have three-year terms. Meets monthly.
Contact: Planning Division, 269-966-3320

Housing Board of Appeals – Appointing authority: Mayor, with Commission approval.
Hears and decides on appeals made regarding the application or interpretation of the Housing Code and Rental Housing Code. The HBA also serves in hearing cases and affirming, modifying or reversing the decisions of the Dangerous Buildings Hearing Officer. Five members must be a building contractor, a registered architect or engineer, two members of the general public, and a registered building official, plan reviewer or inspector who may be a city employee. Terms are three years. Meets monthly.
Contact: Code Compliance Manager, 269-966-3387

Income Tax Board of Appeals – Appointing authority: Mayor, with Commission approval.
Pursuant to State Act 284 of 1964, attempts to settle city income tax disputes. Comprised of three city residents who are not city officials or employees. Terms are for three years. Meets as needed.
Contact: Income Tax Division, 269-966-3345

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, 269-966-3378

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. Five members, one representing each city ward, for one-year terms. Meets as needed.
Contact: City Clerk, 269-966-3348

Local Officers' Compensation Commission – Appointing authority: Mayor, with Commission approval.
Determine salaries of elected officials. Comprised of seven registered electors of the city who are not members or employees of any branch of government, nor the immediate family of a member or

employee of any branch of government. 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. Terms are seven years.
Contact: City Clerk, 269-966-3348

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. Comprised of seven community members, one city commissioner and the mayor. Terms are three years. Meets monthly.
Contact: Planning Division, 269-966-3320

Special Assessment Review Board – Comprised of five members who review and authorize single-lot assessments for expenses chargeable against such premises and their owners. Terms are two years. Meets semi-annually, as needed, as determined by the finance director.
Contact: City Treasurer, 269-966-3325

Tree Advisory Council – Appointing authority: Mayor, with Commission approval.
Comprised of five members who 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. Terms are three years.
Contact: City Engineer, 269-966-3343

Youth Advisory Board – Appointing authority: Mayor and City Commission.
Established by Resolution 117 dated April 1, 2003 to involve young residents in local government policy development and administrative procedures that will improve the leadership development of the community’s youth. Has 18 members. Initially, members will serve one- and two-year terms; terms shall be two years thereafter. Members must be between the ages of 14 and 20.
Contact: Community Services Director, 269-966-3387

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. Comprised of seven members, one of whom must be a Planning Commission member. Meets monthly.
Contact: Planning Division, 269-966-3320

Commissions and Boards administered by Community Services

Zoning Board of Appeals – Hear requests for variances in the zoning code. Members attend if they have a special interest in a case. The Zoning Board meets at 4:00 p.m. on the 2nd Tuesday of each month in the Commission Chambers of City Hall.

Planning Commission – The Planning Commission is charged with reviewing requests for special use permits, rezoning, street vacations and adoption of plans for future City development. The meetings are held on the 4th Wednesday of each month at 4:00 p.m. in the Commission Chambers of City Hall.

Historic District Commission – Administers and ensures conformity to the Historic District Ordinances and maintains the Historic District Register. They review applications and plans for exterior rehabilitation for homes in the Historic District and homes that may or may not be in the District, but have historical significance. Meetings are held on the 2nd Monday of each month at 4:00 p.m. in the City Commission Chambers of City Hall.

Dangerous Buildings – The Dangerous Building process provides a mechanism for Code Compliance to address buildings in the city, which are vacant and boarded. If a property owner leaves a building vacant for more than 180 days without notifying the police department, the building is put on a dangerous building list. Once a month, a hearing is held at 2:00 p.m. on the 2nd Wednesday, before a Dangerous Buildings hearing officer to determine whether or not a property owner intends to repair their property. If it is determined that the property owner has not shown good faith in fixing his property, the Dangerous Building officer makes a recommendation that the building be repaired or demolished. The property owner may then appeal this to the Housing Board of Appeals.

Housing Board of Appeals – Property owners who refuse or are unable to meet repair deadlines set by Code Compliance Officials have the opportunity to appeal their case to the Housing Board of Appeals. At this meeting the Board either grant additional time for property owners to comply or turns the case over to the Attorney's Office for legal action. Council members who have special interest in a case may decide to attend these meetings. The meetings are held at 1:30 p.m. on the 3rd Wednesday of each month in the Commission Chambers of City Hall. If the HBA affirms the hearing officer's decision, the case is taken before the City Commission for a Public Hearing. The Code Compliance department then asks the Commission to grant authority to go on the property and either repair or demolish the building. If the Commission gives authorization, the City may enter onto the property, even private property and demolish or repair the building.

2/1/16

ZONING BOARD OF APPEALS

Authorization: PA 110 of 2006, as amended Chapter 1234, Section 1234.01(b), City Codified Ordinances.

Appointing Authority: Mayor with approval of majority vote of the City Commission.

Purpose: Interpretation of the zoning ordinance; hear requests and grant variances to the zoning ordinance for specific warranted circumstances; hear appeals from citizens affected by a decision relative to the zoning ordinance.

Members: Seven (7) members, as established by ordinance with not more than two (2) alternate members.

Term: Staggered. Initially, 2 for one year; 2 for two years; 3 for three years. Thereafter, all appointments shall be for 3 years each.

Special Requirements: One member of the Zoning Board of Appeals shall be a member of the Planning Commission as established by ordinance. The Chairman and Vice Chairman shall be elected annually by members of the board.

Name	Address	Term Expires
Deland Davis	12 Hiawatha Drive	1 – 01 – 2019
Carlyle Sims, Jr.	310 East Hamilton Lane	1 – 01 – 2019
Bill Hanner	277 Ashton Lake Drive	1 – 01 – 2017
James Moreno	451 Main Street	1 – 01 – 2017
Samuel Gray	245 Irving Park Drive	1 – 01 – 2017
Becky Squires	141 Potters Court	1 – 01 – 2018
John Stetler (*Planning Commission Representative*)	224 Lynwood Drive	1 – 01 – 2018

Alternate:

02/23/16/sma

PLANNING COMMISSION

Authorization: Created in accordance with Michigan Planning Enabling Act (PA 33 of 2008; as amended); and Part 12, Chapter 1202, of the City Codified Ordinances.

Appointing Authority: Mayor with approval of a majority vote of the City Commission.

Members: Nine. Mayor appoints eight persons, seven of whom are members of the community, one of whom is a City Commissioner. Mayor and City Commissioner are ex-officio with full voting rights.

Term: Three years or until successor takes office. Ex-Officio members shall serve one year.

Compensation: None

Name	Address	Term Expires
Steve Barker	150 Birch Lane	1 – 01 – 2017
Marie Briganti	Battle Creek Unlimited	1 – 01 – 2017
John Godfrey	625 Morningside Drive	1 – 01 – 2017
Susan Baldwin	164 Hamilton Lane	11 – 20 – 2017
Jim Hopkins	170 WahWayTaySee Way	1 – 01 – 2018
Jeremy Andrews	251 Waubascon Rd.	1 – 01 – 2018
John Stetler	224 Lynwood Drive	1 – 01 – 2019
Dan Buscher	113 South Hills Drive	1 – 01 – 2019

Commissioner Lynn Ward Gray, Ex-Officio

02-23-16/sma

HISTORIC DISTRICT COMMISSION

Authorization: Public Act 169 of 1970 of the State of Michigan provided for the establishment of a Historic District Study Commission; and, further, Ordinance No. 22-81, adopted October 6, 1981, allowed for the establishment of a Historic District Commission to implement said Ordinance.

Appointing Authority: Mayor with concurrence of City Commission.

Purpose: See Authorization above.

Members: Seven (7) members who shall reside in the City, one of whom shall be a duly registered architect.

Term: Three-year terms. Compensation: None.

Name	Address/Occupation	Term Expires
VACANT		1-1-2018
Michael Troutman	31 N. 29th Street	1-1-2018
Kim Tuck	2288 Beckley Road	1-1-2018
Patrick Barnett	160 Summer Street	1-1-2017
Dan Buscher	113 South Hills Drive	1-1-2016
Jim Hopkins	170 Wah Wah Tay See Way	1-1-2016
Bruce Philips	262 Central Street	1-1-2016

City Commission Liaison

Commissioner Kaytee Faris

12172015/sma

DANGEROUS BUILDINGS HEARING OFFICER

Authorization:	In conformance with State law, Ordinance No. 11-93, approved July 13, 1993, amended Part 14, Building and Housing Code, Title Six, Housing and Urban Redevelopment, by the addition of Chapter 1463, Dangerous Buildings; Section 1463.03(5) provides for the appointment of a Hearing Officer with expertise in housing matters.
Appointing Authority:	Mayor, with approval of the City Commission.
Purpose:	To identify those structures within the City confines which are considered to be a public nuisance; to serve written notice of a Hearing to the owner or party in interest at the address shown on the tax records, to show cause why the structure(s) should not be ordered demolished, otherwise made safe, or properly maintained.
Term:	Open-end
Special Requirements:	Expertise in housing matters, including, but not limited to, an engineer, architect, building contractor, building inspector, or member of a community housing organization.
Compensation:	None

Hearing Officer

Carman Hamilton
38 Arbor Street
Battle Creek, Michigan 49015

Alternate Hearing Officer

James K. Humphrey
169 Beachfield Drive
Battle Creek, Michigan 49015

11/14/07/ms

BOARD OF APPEALS

Authorization: City Ordinance #1-94, adopted on January 18, 1994, amended Chapter 1464, Housing Board of Appeals, in order to comply with amendments to the Michigan Housing Law, namely, Act 167 of the Public Acts of 1917. EFFECTIVE FEBRUARY 1, 1994, by Resolution No. 100, approved that date.

Appointing Authority: Mayor with concurrence of City Commission.

Purpose: Hearing and deciding appeals concerning the application or interpretation of the provisions and standards of the Housing Code.

Members: The Board shall consist of five members, as follows:

A building contractor/a registered architect or engineer;
Two members of the general public;
An individual registered as a building official, plan reviewer, or inspector (pursuant to Act 54 of the Public Acts of 1986/Building Officials and Inspectors Registration Act) and may be an employee of the City of Battle Creek.

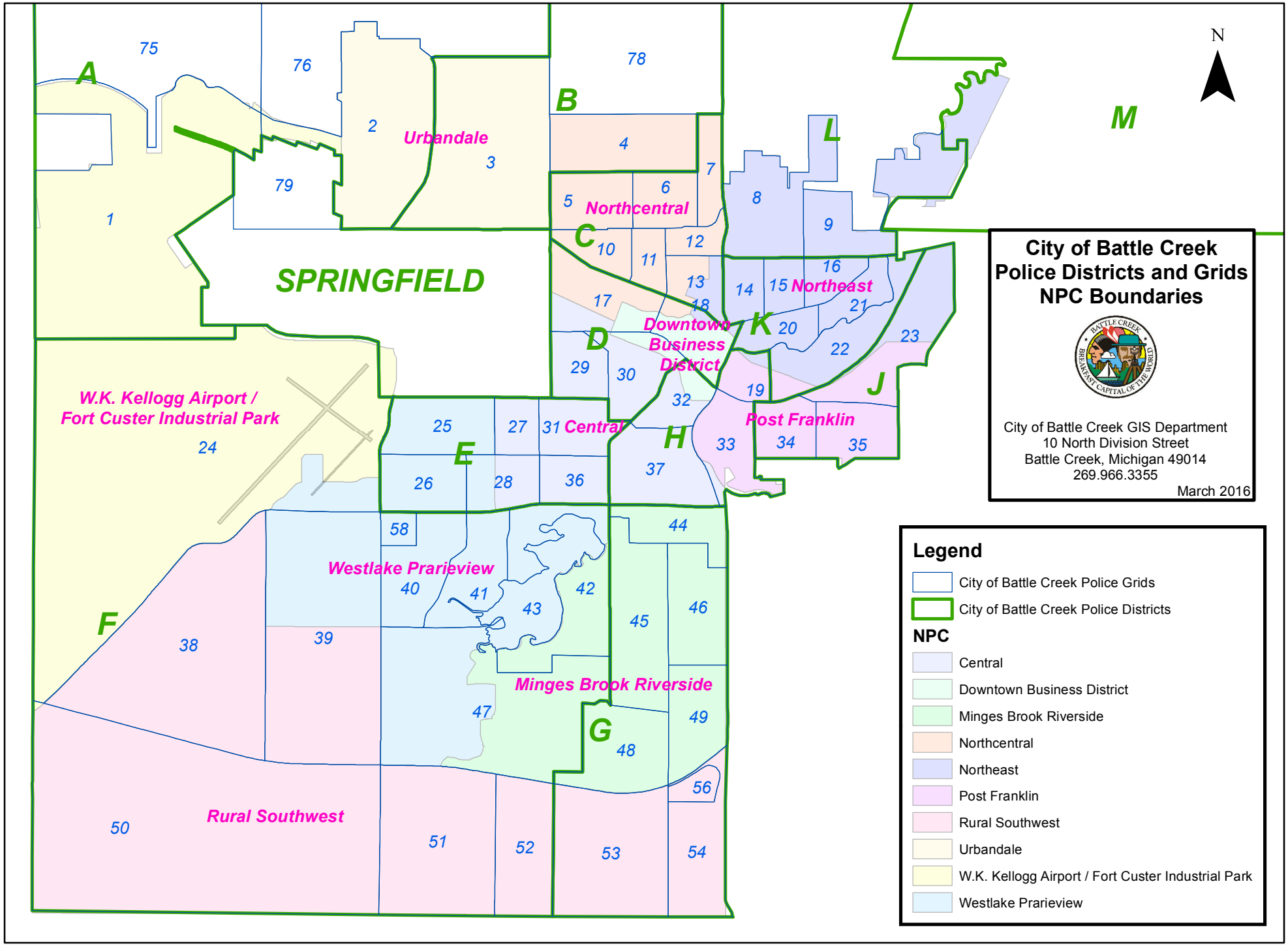
Term: Three years, except members first appointed shall be appointed as follows:

Two members for one year/two members for two years/one for three years.

Vacancies shall be filled for the balance of the unexpired term. Members may be reappointed for additional terms.

Name	Address	Term Expires
Robert Whitfield	115 Morgan Avenue	2-1-2017
Kara Werner	286 Capital Avenue NE	2-1-2017
Eric Blair	139 Wa Wee Nork Drive	2-1-2018
John Sims, Jr.	6688 E Drive North	2-1-2018
Stan Chubinski	150 S. Woodrow Avenue	2-1-2019

7-21-16/sma


City of Battle Creek
Police Districts and Grids
NPC Boundaries
City of Battle Creek GIS Department
10 North Division Street
Battle Creek, Michigan 49014
269.966.3355
March 2016
N
Legend
City of Battle Creek Police Grids
City of Battle Creek Police Districts
NPC
Central
Downtown Business District
Minges Brook Riverside
Northcentral
Northeast
Post Franklin
Rural Southwest
Urbandale
W.K. Kellogg Airport / Fort Custer Industrial Park
Westlake Prarieview
SPRINGFIELD
Urbandale
Northcentral
Northeast
Downtown Business District
Post Franklin
Central
W.K. Kellogg Airport / Fort Custer Industrial Park
Westlake Prarieview
Minges Brook Riverside
Rural Southwest
A
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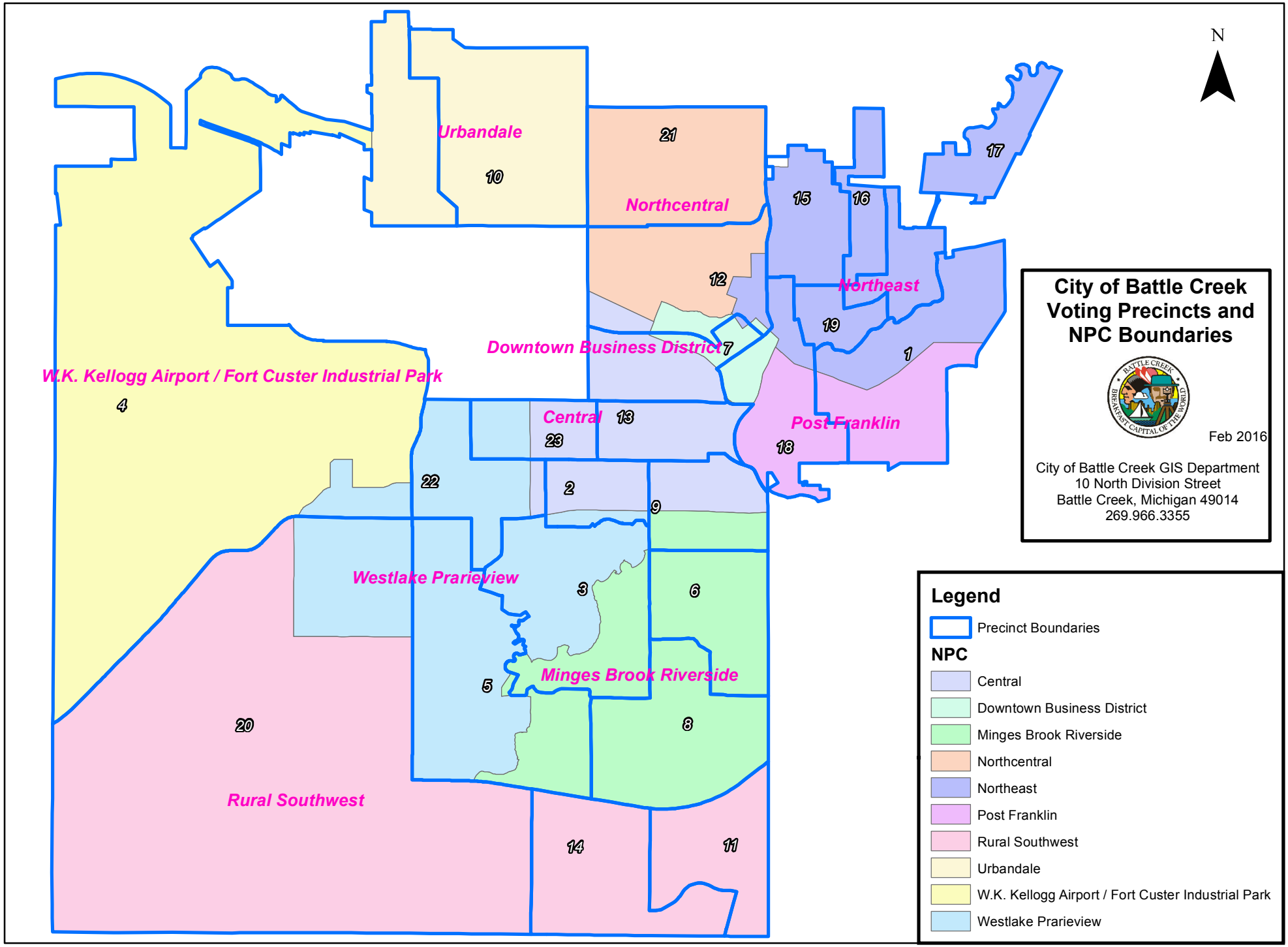
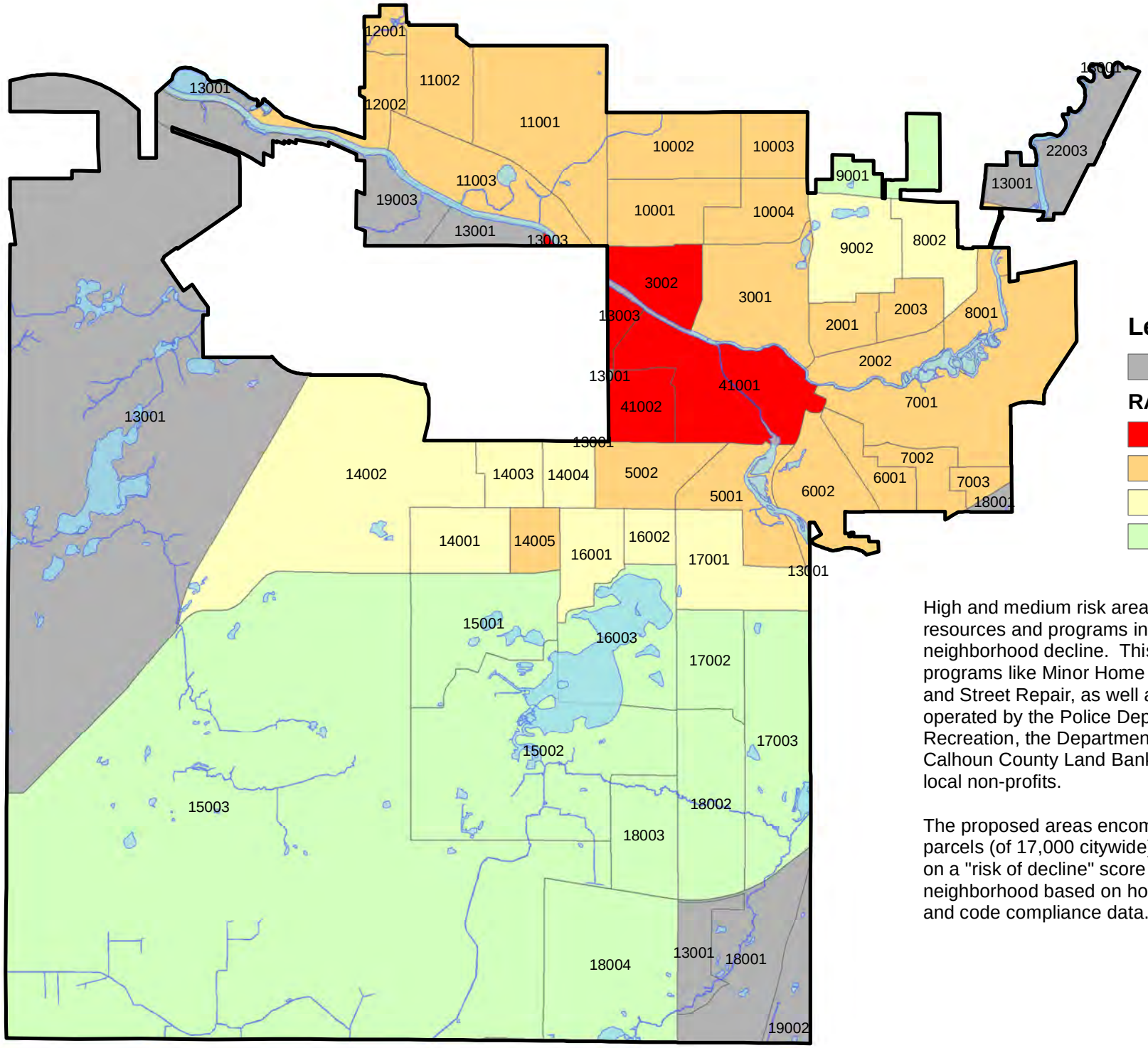

N
Urbandale
10
21
Northcentral
17
15
16
12
Northeast
19
1
Downtown Business District
7
W.K. Kellogg Airport / Fort Custer Industrial Park
4
Central
13
23
Post Franklin
18
22
2
9
Westlake Prarieview
3
6
Minges Brook Riverside
5
8
20
Rural Southwest
14
11
City of Battle Creek
Voting Precincts and
NPC Boundaries
Feb 2016
City of Battle Creek GIS Department
10 North Division Street
Battle Creek, Michigan 49014
269.966.3355
Legend
Precinct Boundaries
NPC
Central
Downtown Business District
Minges Brook Riverside
Northcentral
Northeast
Post Franklin
Rural Southwest
Urbandale
W.K. Kellogg Airport / Fort Custer Industrial Park
Westlake Prarieview

2014 Community Development Target Area Metrics: Risk of Decline Rating



Legend

INSUFFICIENT DATA

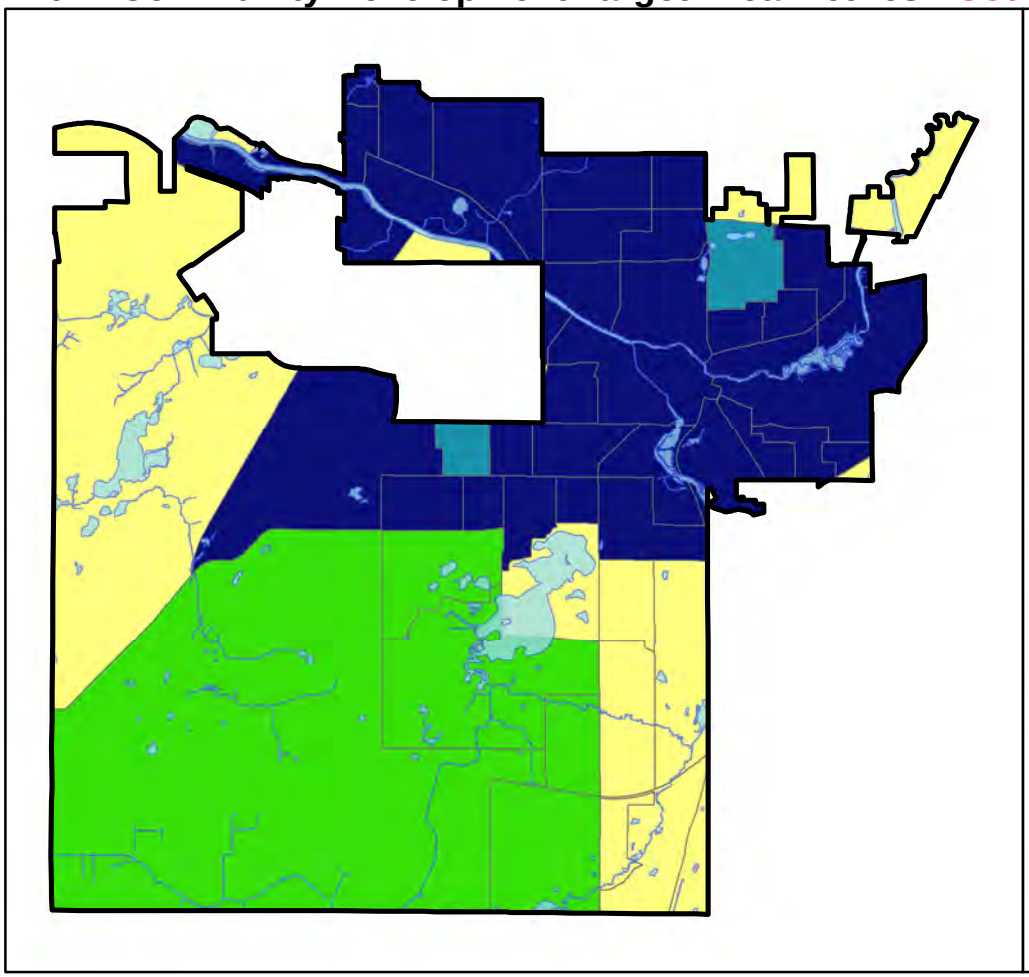
RATING

- HIGH RISK
- MEDIUM RISK
- LOW RISK
- NO RISK

High and medium risk areas will be targeted with resources and programs intended to arrest neighborhood decline. This includes CDBG funded City programs like Minor Home Repair, Code Compliance, and Street Repair, as well as programs and activities operated by the Police Department, Parks and Recreation, the Department of Public Works, the Calhoun County Land Bank, Community Groups, and local non-profits.

The proposed areas encompass 7183 residential parcels (of 17,000 citywide). The boundaries are based on a "risk of decline" score that is calculated for each neighborhood based on housing, foreclosure, vacancy, and code compliance data.

2014 Community Development Target Area Metrics: Code Violations

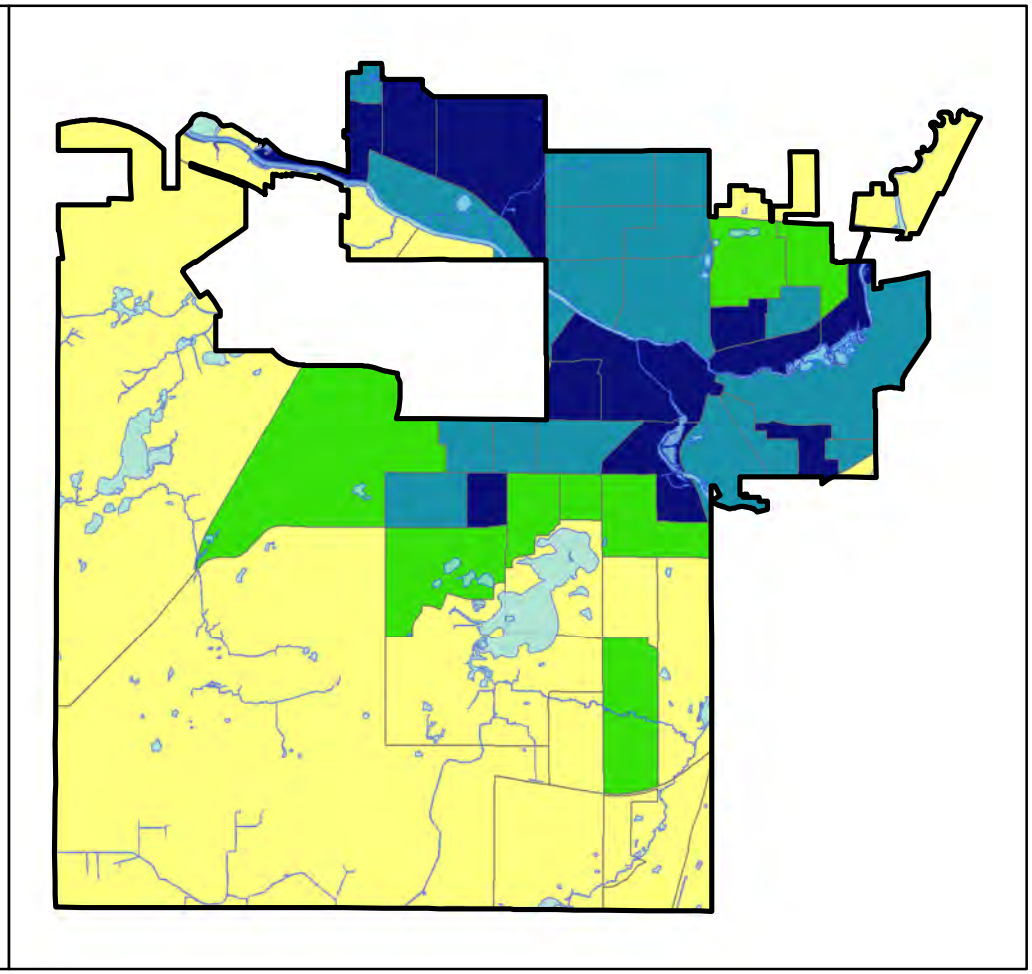


Housing Code Violations Per 1000 Parcels (2014)

Legend

- 0 - 20
- 21 - 50
- 51 - 100
- 101 - 469

Housing Code violations are determined by a City Code Officer inspecting the property from the public right-of-way and reflect the deterioration of one or more exterior elements of the property. While the number of violations in an area can be impacted by deployment decisions, high levels of housing code violations provide the most direct evidence of blight in a neighborhood as well as the need for investment in the housing stock.



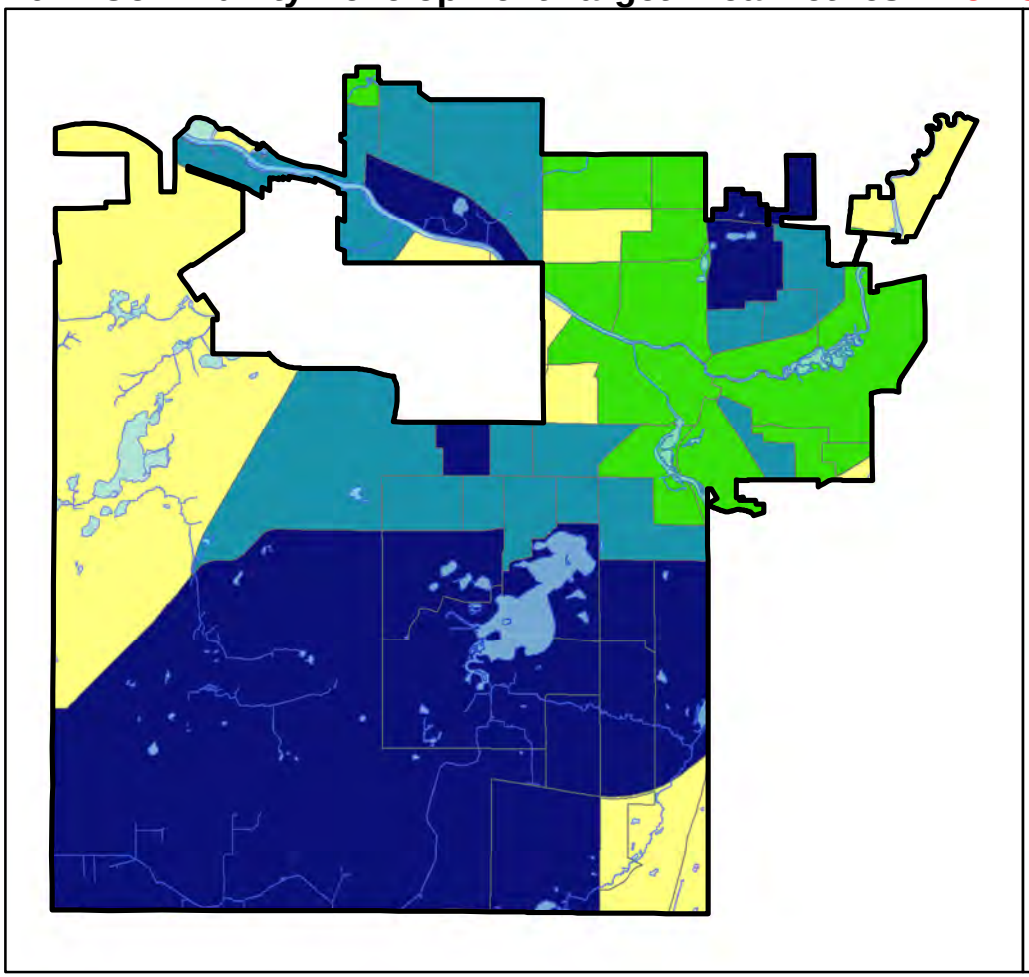
Junk & Trash Violations Per 1000 Parcels (2014)

Legend

- 0 - 20
- 21 - 50
- 51 - 100
- 101 - 469

Junk & trash violations are a reflection of disorder and blight in a neighborhood and include citations for things like trash accumulation, improper storage of junk, inoperable vehicles, front yard parking, etc. While these citations are issued for health and safety reasons they often indicate a lack of neighborhood norms and desirability. Numerous studies have demonstrated a correlation between junk and trash and people's perceptions of safety.

2014 Community Development Target Area Metrics: Home Sales

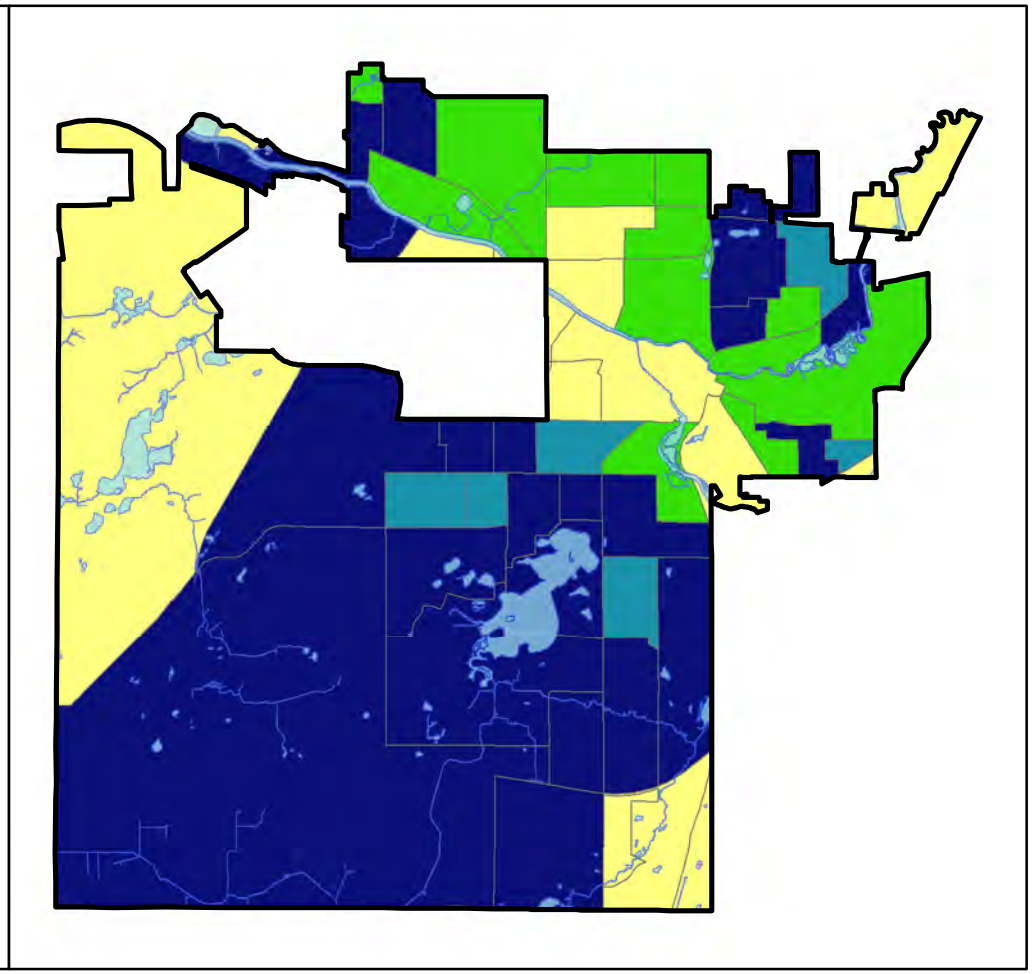


Median Home Sale Price (2014)

Legend

- $0.00 - $15,000.00
- $15,000.01 - $40,000.00
- $40,000.01 - $75,000.00
- $75,000.01 - $206,800.00

The average home sales price is calculated for each 2010 Census Block Group using data from the Multiple Listing Service (MLS) and includes all sales in 2014. Low sales values in an area typically make it cost prohibitive for investors or home owners to rehab or even update their properties.



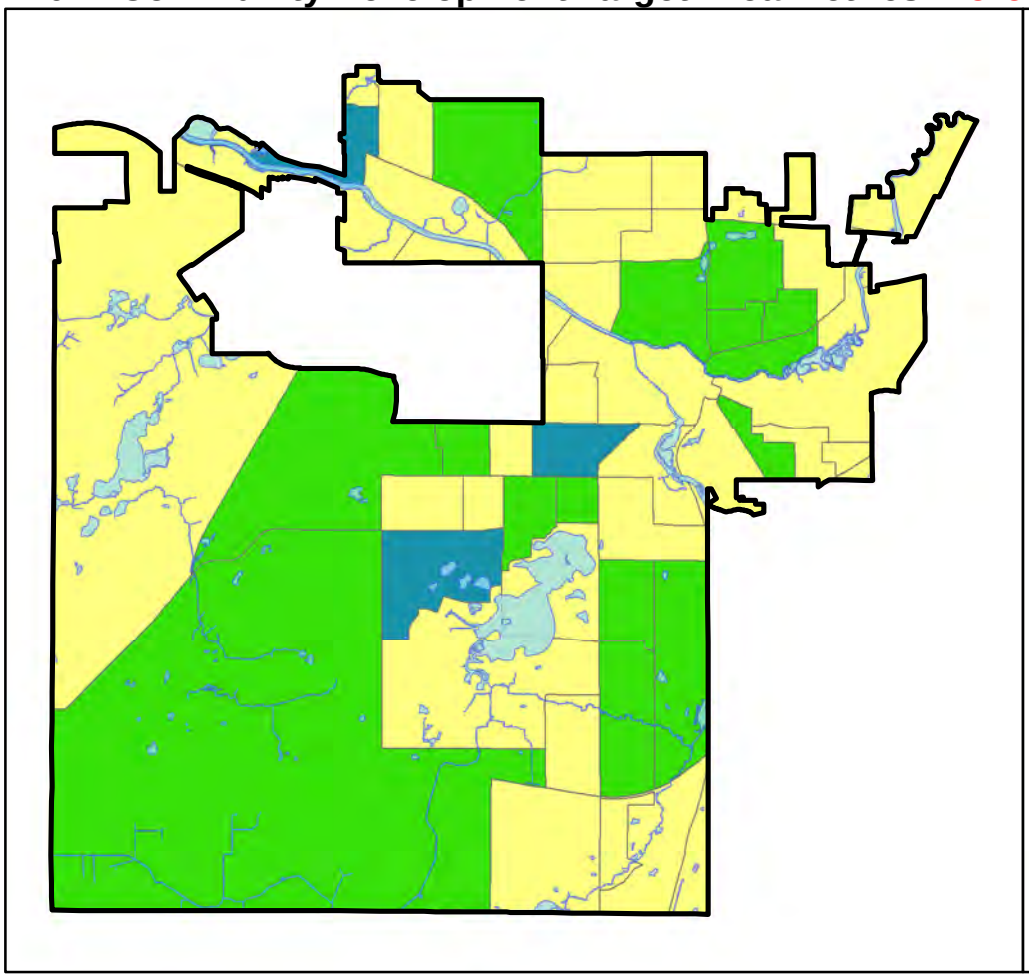
Residential Property Turn Over Rate (2014)

Legend

- 0% - 1%
- 1.1% - 2%
- 2.1% - 3%
- 3.1% - 7.2%

Properties that sell for less than $20,000 typically lack the attributes to be competitive in the housing market, such as larger house or lot size, three or more bedrooms, modern amenities, updated finishes, in good repair, safe neighborhood, good schools, etc. By looking only at the number of sales of competitve properties in an area, it is possible to determine how robust the housing market is in a neighborhood compared to other parts of the city.

2014 Community Development Target Area Metrics: Foreclosures

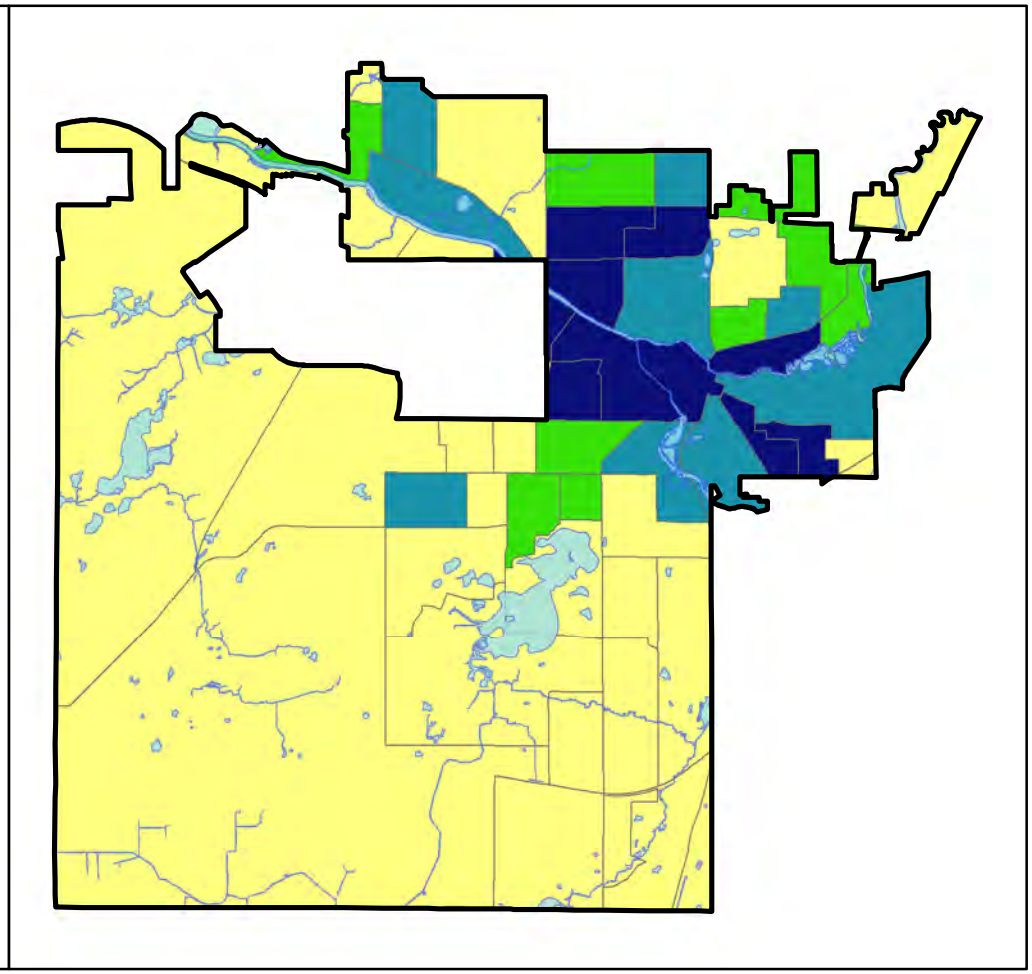


Bank Foreclosures Per 1000 Parcels (2013)

Legend

- 0 - 3
- 4 - 6
- 7 - 15
- 16 - 70

Bank foreclosures occur when a lender seizes a property due to the nonpayment of a mortgage. They can happen in all types of neighborhoods and to families of all incomes. Bank foreclosures in high numbers within a neighborhood indicate instability, but not necessarily decline.



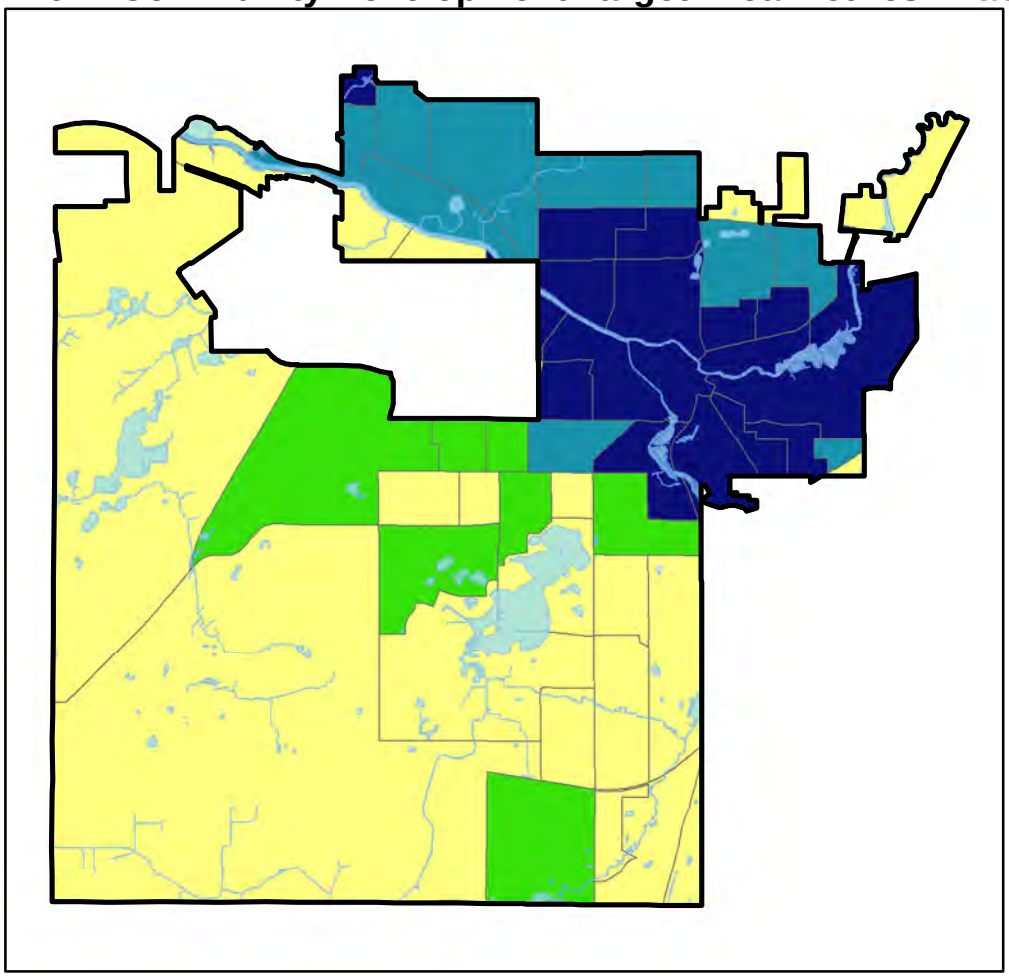
Tax Foreclosures Per 1000 Parcels (2013)

Legend

- 0 - 3
- 4 - 6
- 7 - 15
- 16 - 70

A tax foreclosure is when a homeowner loses a property to the County due to the nonpayment of taxes. Tax foreclosures are rare in even moderately healthy housing markets, as lenders will typically pay the taxes on a property to protect their interest in it. High levels of tax foreclosure go beyond signaling instability and indicate housing value collapse.

2014 Community Development Target Area Metrics: Vacancy

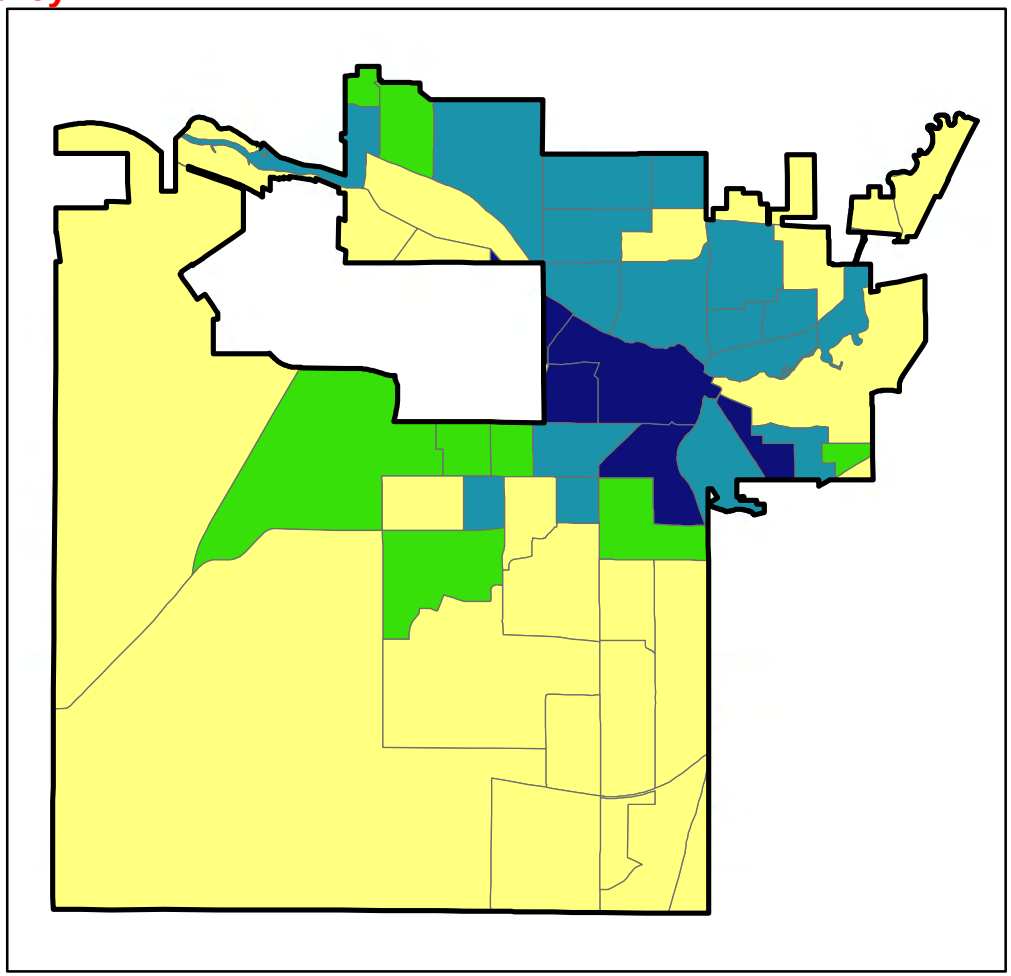


Longterm Vacant Buildings Per 1000 Parcels (2013)

Legend

- 0 - 10
- 11 - 20
- 21 - 40
- 41 - 131

Longterm Vacant buildings are those that have been on the vacant buildings registry for at least 12 months. High numbers of longterm vacant buildings depress housing values throughout a neighborhood, and are a predictor of increased blight and future disinvestment.



New Vacant Enforcements Per 1000 Parcels (2013)

Legend

- 0 - 10
- 11 - 20
- 21 - 40
- 41 - 131

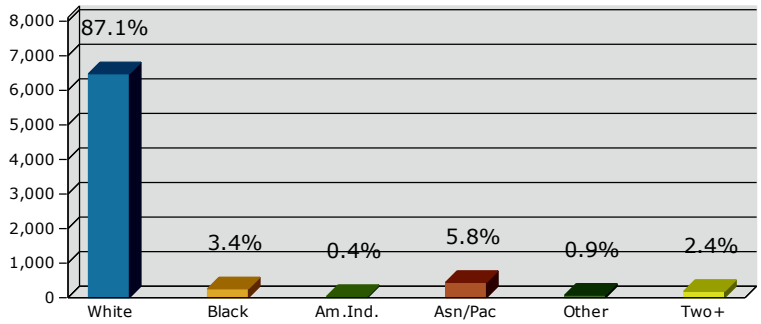
A New Vacant Enforcement means that a building has been added to the vacant buildings registry at some point during the year. High numbers of new vacant buildings can signal increased instability. In neighborhoods that also have high levels of longterm vacant buildings this typically means an entrenched cycle of decline, and in the worst cases market failure: i.e., a neighborhood of last resort for home buyers.

Graphic Profile

NPC # 11 Minges/Riverside
Area: 4.1 square miles

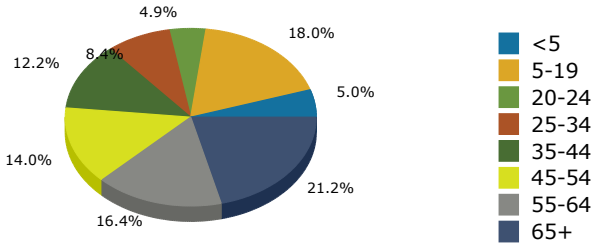
Prepared by Esri

2015 Population by Race

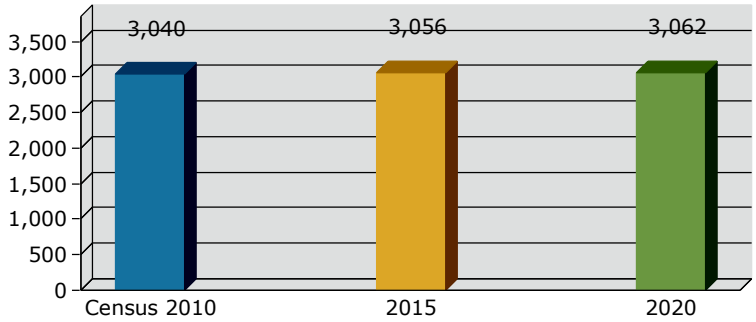


2015 Percent Hispanic Origin:3.5%

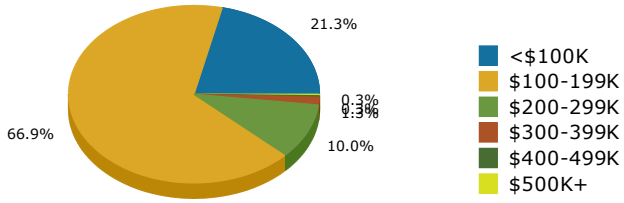
2015 Population by Age



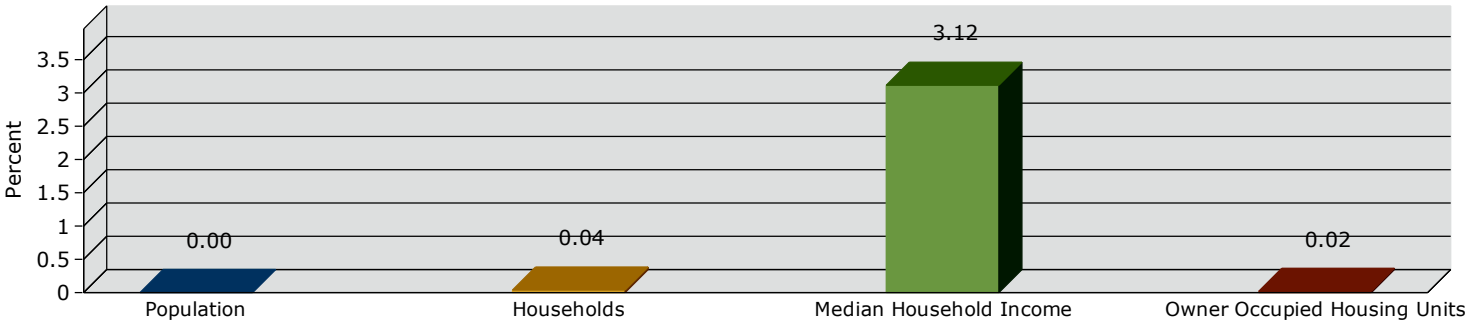
Households



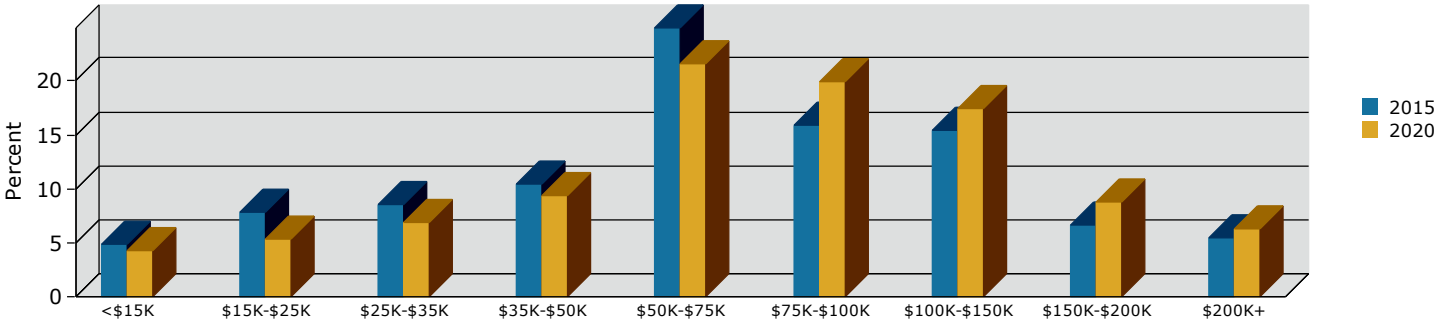
2015 Home Value



2015-2020 Annual Growth Rate



Household Income



Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2015 and 2020.

March 11, 2016

©2015 Esri

Battle Creek Population and Housing Profile by Neighborhood Planning Councils - 2010 Census

Neighborhood Planning Councils (NPC)	2010 Population	Change in population, 2000-2010	2010 Population under age 20	2010 Population between 20-30 years old	2010 Population between 31-69 yrs old	2010 Population over 70 years old
NPC #1 Post Franklin	6,016	-2.6%	31%	17%	48%	5%
NPC #2 Northcentral (Washinton Heights)	5,076	-3.4%	31%	13%	45%	12%
NPC #3 Central (Wilson/Coburn/Territorial)	8,508	-8.2%	30%	15%	47%	9%
NPC #4 Fremont/McKinley/Verona	9,598	-4.5%	28%	14%	49%	9%
NPC #5 Urbandale	4,912	0.5%	28%	13%	50%	9%
NPC #9 Rural Southwest	4,837	22.1%	27%	18%	47%	8%
NPC #10 Westlake/Prairieview	6,409	0.4%	27%	12%	50%	11%
NPC #11 Minges Brook/Riverside	7,420	-3%	22%	10%	53%	15%
Central Business District	19	5.6%				
Citywide	**52,795**	**-2.00%**	**28%**	**14%**	48%	**10%**
		Forecast pop. 6% increase in 2010-2020				

Neighborhood Planning Councils (NPC)	2010 Households	2010 Housing Units	2010 Median Income	Increase in Housing Units, 2000-2010	2010 multi-family housing units	2010 Owner Occupied	2010 Renter Occupied	2010 Vacant*
NPC #1 Post Franklin	2,130	2,531	$ 32,527	2%	37%	37%	43%	16%
NPC #2 Northcentral (Washinton Heights)	2,002	2,499	$ 34,977	0%	23%	51%	32%	20%
NPC #3 Central (Wilson/Coburn/Territorial)	3,342	3,967	$ 36,600	0%	22%	53%	31%	16%
NPC #4 Fremont/McKinley/Verona	3,638	4,374	$ 42,812	2%	32%	49%	31%	17%
NPC #5 Urbandale	2,214	2,642	$ 45,796	8%	39%	59%	26%	16%
NPC #9 Rural Southwest	2,274	2,677	$ 65,082	24%	67%	27%	59%	15%
NPC #10 Westlake/Prairieview	2,549	2,789	$ 63,812	4%	13%	78%	17%	9%
NPC #11 Minges Brook/Riverside	2,941	3,211	$ 75,935	2%	8%	85%	11%	8%
Central Business District	6	43	$ 175,470	10%	93%			
Citywide	**21,096**	**23,367***	**$ 44,528**	**5%**	**30%**	55%	31%	15%
	62% are home owners/38% are renters	*2014 Property Assessors Data, 23,367 units in 17,388 properties	21.1% Battle Creek's 2010 Poverty rates					*for sale, listed for rent or part of vacant and abandoned inventory

Battle Creek Housing Profile by Neighborhood Planning Councils

Neighborhood Planning Councils (NPC)	Land Area Sq. Miles	Pop.	Households*	Housing Units	Occupied Units	Owner Occupied	Renter Occupied	Median Contract Rent*
NPC #1 Post Franklin	1.67	5,064	1,547	2,063	1,656	47.0%	53.0%	$ 547
NPC #2 Northcentral (Washinton Heights)	2.44	4,863	1,989	2,514	1,988	48.4%	51.6%	$ 558
NPC #3 Central (Wilson/Coburn/Territorial)	2.42	8,422	3,210	3,781	3,210	56.6%	43.4%	$ 566
NPC #4 Fremont/McKinley/Verona	3.53	8,433	3,461	4,148	3,461	56.2%	43.8%	$ 519
NPC #5 Urbandale	2.93	5,016	2,184	2,505	2,184	61.6%	38.4%	$ 430
NPC #9 Rural Southwest	11.52	5,078	2,393	2,661	2,393	29.0%	71.0%	$ 602
NPC #10 Westlake/Prairieview	5.31	7,097	2,832	3,137	2,903	78.5%	21.5%	$ 590
NPC #11 Minges Brook/Riverside	4.1	7,456	3,056	3,259	3,056	86.3%	13.7%	$ 737
Citywide		51,429	20,672	24,068	20,851	61.0%	39.0%	

Neighborhood Planning Councils (NPC)	Number Vacant**	Vacant	Median Housing Value	Average Housing Value	Median Hsehold Income	Owner Housing Units w/o a mortgage	% of owner occupied housing valued under $50,000	Built before 1939	Built before 1979	Median Year Built
NPC #1 Post Franklin	516	23.8%	$ 56,703	$ 56,978	$ 27,537	31%	42.9%	56%	96%	1940
NPC #2 Northcentral (Washinton Heights)	525	20.9%	$ 65,677	$ 62,370	$ 25,025	34%	28.6%	42%	91%	1949
NPC #3 Central (Wilson/Coburn/Territorial)	571	15.1%	$ 67,765	$ 69,414	$ 34,214	39%	27.3%	46%	93%	1943
NPC #4 Fremont/McKinley/Verona	687	16.6%	$ 74,941	$ 78,832	$ 38,228	31%	17.3%	55%	93%	1940
NPC #5 Urbandale	321	12.8%	$ 66,047	$ 63,356	$ 28,204	32%	28.8%	10%	71%	1961
NPC #9 Rural Southwest	268	10.1%	$ 144,466	$ 165,707	$ 39,050	37%	2.3%	2%	38%	1986
NPC #10 Westlake/Prairieview	234	7.5%	$ 100,891	$ 127,900	$ 51,438	28%	4.4%	9%	76%	1960
NPC #11 Minges Brook/Riverside	203	6.2%	$ 128,558	$ 138,604	$ 66,210	32%	1.0%	7%	82%	1964

Source: 2015 ESRI Housing Profile forecast from the 2010 Census

* ACS Housing Summary, U.S. Census Bureau, 2009-2013 American Community Survey

** Units vacant include property for sale or rent, foreclosed on properties and properties registered with the City as vacant and abandoned.

Summary of the Michigan Open Meetings Act 1976 PA 267

The basic intent of the Michigan Open Meetings Act is to strengthen the right of all Michigan citizens to know what goes on in government by requiring public bodies to conduct nearly all business at open meetings.

The concept of the Open Meetings Act is: as a public body, a board, commission or council must do all its business, except for certain narrowly defined exceptions, in public meetings at which a quorum is present. Meetings must be held in public places. The public must be told in advance the time and location of the meeting and be given an opportunity to address the public body. Minutes must be taken at the meeting and be made available to the public upon request within a short time after the meeting.

Coverage

The coverage of the law is very broad, including the State Legislature as well as the legislative or governing bodies of all cities, villages, townships, charter townships and all county units of government.

The act does not apply to a meeting of a public body which is a social or chance gathering not designed to avoid the law.

Notification of meetings

The law states that within 10 days of the first meeting of a public body in each calendar or fiscal year, the body must publicly post a list stating the dates, times and places of all its regular meetings at its principal office. If there is a change in schedule, within three days of the meeting in which the change is made, the public body must post a notice stating the new dates, times and places of regular meetings.

Special and irregular meetings

For special and irregular meetings, public bodies must post a notice indicating the date, time and place at least 18 hours before the meetings.

This edited summary is from

The Michigan Municipal League

Closed meetings

The law provides for closed meetings in a few specified circumstances. In order for a public body to hold a closed meeting, two-thirds of its members must vote affirmatively in a roll call. Also, the purpose for which the closed meeting is being called must be stated in the meeting when the roll call is taken. Normally, Neighborhood Planning Councils should not have cause to go into a closed session.

Individual notification of meetings by mail

Citizens can request that public bodies put them on a mailing list so that they are notified in advance of all meetings. In addition, upon written request, public bodies are required to send free notices of meetings to newspapers, radio and television stations at the same time that they are required to post those notices.

Minutes of a meeting

Minutes must be kept for all meetings and are required to contain:

- a statement of the time, date and place of the meeting;
- the members present as well as absent;
- a record of any decisions made at the meeting and a record of all roll call votes; and
- an explanation of the purpose(s) if the meeting is a closed session.

Except for minutes taken during a closed session, all minutes are considered public records, open for public inspection, and must be available for review as well as copying at the address designated on the public notice for the meeting.

Proposed minutes must be available for public inspection within eight business days after a meeting. Approved minutes must be available within five business days after the meeting at which they were approved.

Corrections in the minutes must be made no later than the next meeting after the meeting to which the minutes refer. Corrected minutes must be available no later than the next meeting after the correction and must show both the original entry and the correction.

OPEN MEETINGS ACT
Act 267 of 1976

AN ACT to require certain meetings of certain public bodies to be open to the public; to require notice and the keeping of minutes of meetings; to provide for enforcement; to provide for invalidation of governmental decisions under certain circumstances; to provide penalties; and to repeal certain acts and parts of acts.

History: 1976, Act 267, Eff. Mar. 31, 1977.

The People of the State of Michigan enact:

15.261 Short title; effect of act on certain charter provisions, ordinances, or resolutions.

Sec. 1. (1) This act shall be known and may be cited as the "Open meetings act".

(2) This act shall supersede all local charter provisions, ordinances, or resolutions which relate to requirements for meetings of local public bodies to be open to the public.

(3) After the effective date of this act, nothing in this act shall prohibit a public body from adopting an ordinance, resolution, rule, or charter provision which would require a greater degree of openness relative to meetings of public bodies than the standards provided for in this act.

History: 1976, Act 267, Eff. Mar. 31, 1977.

15.262 Definitions.

Sec. 2. As used in this act:

(a) "Public body" means any state or local legislative or governing body, including a board, commission, committee, subcommittee, authority, or council, that is empowered by state constitution, statute, charter, ordinance, resolution, or rule to exercise governmental or proprietary authority or perform a governmental or proprietary function; a lessee of such a body performing an essential public purpose and function pursuant to the lease agreement; or the board of a nonprofit corporation formed by a city under section 4o of the home rule city act, 1909 PA 279, MCL 117.4o.

(b) "Meeting" means the convening of a public body at which a quorum is present for the purpose of deliberating toward or rendering a decision on a public policy, or any meeting of the board of a nonprofit corporation formed by a city under section 4o of the home rule city act, 1909 PA 279, MCL 117.4o.

(c) "Closed session" means a meeting or part of a meeting of a public body that is closed to the public.

(d) "Decision" means a determination, action, vote, or disposition upon a motion, proposal, recommendation, resolution, order, ordinance, bill, or measure on which a vote by members of a public body is required and by which a public body effectuates or formulates public policy.

History: 1976, Act 267, Eff. Mar. 31, 1977;—Am. 2001, Act 38, Imd. Eff. July 11, 2001.

15.263 Meetings, decisions, and deliberations of public body; requirements; attending or addressing meeting of public body; tape-recording, videotaping, broadcasting, and telecasting proceedings; rules and regulations; exclusion from meeting; exemptions.

Sec. 3. (1) All meetings of a public body shall be open to the public and shall be held in a place available to the general public. All persons shall be permitted to attend any meeting except as otherwise provided in this act. The right of a person to attend a meeting of a public body includes the right to tape-record, to videotape, to broadcast live on radio, and to telecast live on television the proceedings of a public body at a public meeting. The exercise of this right shall not be dependent upon the prior approval of the public body. However, a public body may establish reasonable rules and regulations in order to minimize the possibility of disrupting the meeting.

(2) All decisions of a public body shall be made at a meeting open to the public.

(3) All deliberations of a public body constituting a quorum of its members shall take place at a meeting open to the public except as provided in this section and sections 7 and 8.

(4) A person shall not be required as a condition of attendance at a meeting of a public body to register or otherwise provide his or her name or other information or otherwise to fulfill a condition precedent to attendance.

(5) A person shall be permitted to address a meeting of a public body under rules established and recorded by the public body. The legislature or a house of the legislature may provide by rule that the right to address may be limited to prescribed times at hearings and committee meetings only.

(6) A person shall not be excluded from a meeting otherwise open to the public except for a breach of the peace actually committed at the meeting.

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(7) This act does not apply to the following public bodies only when deliberating the merits of a case:

(a) The worker's compensation appeal board created under the worker's disability compensation act of 1969, Act No. 317 of the Public Acts of 1969, as amended, being sections 418.101 to 418.941 of the Michigan Compiled Laws.

(b) The employment security board of review created under the Michigan employment security act, Act No. 1 of the Public Acts of the Extra Session of 1936, as amended, being sections 421.1 to 421.73 of the Michigan Compiled Laws.

(c) The state tenure commission created under Act No. 4 of the Public Acts of the Extra Session of 1937, as amended, being sections 38.71 to 38.191 of the Michigan Compiled Laws, when acting as a board of review from the decision of a controlling board.

(d) An arbitrator or arbitration panel appointed by the employment relations commission under the authority given the commission by Act No. 176 of the Public Acts of 1939, as amended, being sections 423.1 to 423.30 of the Michigan Compiled Laws.

(e) An arbitration panel selected under chapter 50A of the revised judicature act of 1961, Act No. 236 of the Public Acts of 1961, being sections 600.5040 to 600.5065 of the Michigan Compiled Laws.

(f) The Michigan public service commission created under Act No. 3 of the Public Acts of 1939, being sections 460.1 to 460.8 of the Michigan Compiled Laws.

(8) This act does not apply to an association of insurers created under the insurance code of 1956, Act No. 218 of the Public Acts of 1956, being sections 500.100 to 500.8302 of the Michigan Compiled Laws, or other association or facility formed under Act No. 218 of the Public Acts of 1956 as a nonprofit organization of insurer members.

(9) This act does not apply to a committee of a public body which adopts a nonpolicymaking resolution of tribute or memorial which resolution is not adopted at a meeting.

(10) This act does not apply to a meeting which is a social or chance gathering or conference not designed to avoid this act.

(11) This act shall not apply to the Michigan veterans' trust fund board of trustees or a county or district committee created under Act No. 9 of the Public Acts of the first extra session of 1946, being sections 35.601 to 35.610 of the Michigan Compiled Laws, when the board of trustees or county or district committee is deliberating the merits of an emergent need. A decision of the board of trustees or county or district committee made under this subsection shall be reconsidered by the board or committee at its next regular or special meeting consistent with the requirements of this act. “Emergent need” means a situation which the board of trustees, by rules promulgated under the administrative procedures act of 1969, Act No. 306 of the Public Acts of 1969, as amended, being sections 24.201 to 24.328 of the Michigan Compiled Laws, determines requires immediate action.

History: 1976, Act 267, Eff. Mar. 31, 1977;—Am. 1981, Act 161, Imd. Eff. Nov. 30, 1981;—Am. 1986, Act 269, Imd. Eff. Dec. 19, 1986;—Am. 1988, Act 158, Imd. Eff. June 14, 1988;—Am. 1988, Act 278, Imd. Eff. July 27, 1988.

Administrative rules: R 35.621 of the Michigan Administrative Code.

15.264 Public notice of meetings generally; contents; places of posting.

Sec. 4. The following provisions shall apply with respect to public notice of meetings:

(a) A public notice shall always contain the name of the public body to which the notice applies, its telephone number if one exists, and its address.

(b) A public notice for a public body shall always be posted at its principal office and any other locations considered appropriate by the public body. Cable television may also be utilized for purposes of posting public notice.

(c) If a public body is a part of a state department, part of the legislative or judicial branch of state government, part of an institution of higher education, or part of a political subdivision or school district, a public notice shall also be posted in the respective principal office of the state department, the institution of higher education, clerk of the house of representatives, secretary of the state senate, clerk of the supreme court, or political subdivision or school district.

(d) If a public body does not have a principal office, the required public notice for a local public body shall be posted in the office of the county clerk in which the public body serves and the required public notice for a state public body shall be posted in the office of the secretary of state.

History: 1976, Act 267, Eff. Mar. 31, 1977;—Am. 1984, Act 87, Imd. Eff. Apr. 19, 1984.

15.265 Public notice of regular meetings, change in schedule of regular meetings, rescheduled regular meetings, or special meetings; time for posting; statement of date, time, and place; applicability of subsection (4); recess or adjournment; emergency

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sessions; meeting in residential dwelling; notice.

Sec. 5. (1) A meeting of a public body shall not be held unless public notice is given as provided in this section by a person designated by the public body.

(2) For regular meetings of a public body, there shall be posted within 10 days after the first meeting of the public body in each calendar or fiscal year a public notice stating the dates, times, and places of its regular meetings.

(3) If there is a change in the schedule of regular meetings of a public body, there shall be posted within 3 days after the meeting at which the change is made, a public notice stating the new dates, times, and places of its regular meetings.

(4) Except as provided in this subsection or in subsection (6), for a rescheduled regular or a special meeting of a public body, a public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting. The requirement of 18-hour notice shall not apply to special meetings of subcommittees of a public body or conference committees of the state legislature. A conference committee shall give a 6-hour notice. A second conference committee shall give a 1-hour notice. Notice of a conference committee meeting shall include written notice to each member of the conference committee and the majority and minority leader of each house indicating time and place of the meeting. This subsection does not apply to a public meeting held pursuant to section 4(2) to (5) of Act No. 239 of the Public Acts of 1955, as amended, being section 200.304 of the Michigan Compiled Laws.

(5) A meeting of a public body which is recessed for more than 36 hours shall be reconvened only after public notice, which is equivalent to that required under subsection (4), has been posted. If either house of the state legislature is adjourned or recessed for less than 18 hours, the notice provisions of subsection (4) are not applicable. Nothing in this section shall bar a public body from meeting in emergency session in the event of a severe and imminent threat to the health, safety, or welfare of the public when 2/3 of the members serving on the body decide that delay would be detrimental to efforts to lessen or respond to the threat.

(6) A meeting of a public body may only take place in a residential dwelling if a nonresidential building within the boundary of the local governmental unit or school system is not available without cost to the public body. For a meeting of a public body which is held in a residential dwelling, notice of the meeting shall be published as a display advertisement in a newspaper of general circulation in the city or township in which the meeting is to be held. The notice shall be published not less than 2 days before the day on which the meeting is held, and shall state the date, time, and place of the meeting. The notice, which shall be at the bottom of the display advertisement and which shall be set off in a conspicuous manner, shall include the following language: “This meeting is open to all members of the public under Michigan's open meetings act”.

History: 1976, Act 267, Eff. Mar. 31, 1977;—Am. 1978, Act 256, Imd. Eff. June 21, 1978;—Am. 1982, Act 134, Imd. Eff. Apr. 22, 1982;—Am. 1984, Act 167, Imd. Eff. June 29, 1984.

15.266 Providing copies of public notice on written request; fee.

Sec. 6. (1) Upon the written request of an individual, organization, firm, or corporation, and upon the requesting party's payment of a yearly fee of not more than the reasonable estimated cost for printing and postage of such notices, a public body shall send to the requesting party by first class mail a copy of any notice required to be posted pursuant to section 5(2) to (5).

(2) Upon written request, a public body, at the same time a public notice of a meeting is posted pursuant to section 5, shall provide a copy of the public notice of that meeting to any newspaper published in the state and to any radio and television station located in the state, free of charge.

History: 1976, Act 267, Eff. Mar. 31, 1977.

15.267 Closed sessions; roll call vote; separate set of minutes.

Sec. 7. (1) A 2/3 roll call vote of members elected or appointed and serving is required to call a closed session, except for the closed sessions permitted under section 8(a), (b), (c), (g), (i), and (j). The roll call vote and the purpose or purposes for calling the closed session shall be entered into the minutes of the meeting at which the vote is taken.

(2) A separate set of minutes shall be taken by the clerk or the designated secretary of the public body at the closed session. These minutes shall be retained by the clerk of the public body, are not available to the public, and shall only be disclosed if required by a civil action filed under section 10, 11, or 13. These minutes may be destroyed 1 year and 1 day after approval of the minutes of the regular meeting at which the closed session was approved.

History: 1976, Act 267, Eff. Mar. 31, 1977;—Am. 1993, Act 81, Eff. Apr. 1, 1994;—Am. 1996, Act 464, Imd. Eff. Dec. 26, 1996.

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15.268 Closed sessions; permissible purposes.

Sec. 8. A public body may meet in a closed session only for the following purposes:

(a) To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing. A person requesting a closed hearing may rescind the request at any time, in which case the matter at issue shall be considered after the rescission only in open sessions.

(b) To consider the dismissal, suspension, or disciplining of a student if the public body is part of the school district, intermediate school district, or institution of higher education that the student is attending, and if the student or the student's parent or guardian requests a closed hearing.

(c) For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.

(d) To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.

(e) To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body.

(f) 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. However, except as otherwise provided in this subdivision, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting pursuant to this act. This subdivision does not apply to a public office described in subdivision (j).

(g) Partisan caucuses of members of the state legislature.

(h) To consider material exempt from discussion or disclosure by state or federal statute.

(i) For a compliance conference conducted by the department of commerce under section 16231 of the public health code, Act No. 368 of the Public Acts of 1978, being section 333.16231 of the Michigan Compiled Laws, before a complaint is issued.

(j) In the process of searching for and selecting a president of an institution of higher education established under section 4, 5, or 6 of article VIII of the state constitution of 1963, to review the specific contents of an application, to conduct an interview with a candidate, or to discuss the specific qualifications of a candidate if the particular process of searching for and selecting a president of an institution of higher education meets all of the following requirements:

(*i*) The search committee in the process, appointed by the governing board, consists of at least 1 student of the institution, 1 faculty member of the institution, 1 administrator of the institution, 1 alumnus of the institution, and 1 representative of the general public. The search committee also may include 1 or more members of the governing board of the institution, but the number shall not constitute a quorum of the governing board. However, the search committee shall not be constituted in such a way that any 1 of the groups described in this subparagraph constitutes a majority of the search committee.

(*ii*) After the search committee recommends the 5 final candidates, the governing board does not take a vote on a final selection for the president until at least 30 days after the 5 final candidates have been publicly identified by the search committee.

(*iii*) The deliberations and vote of the governing board of the institution on selecting the president take place in an open session of the governing board.

History: 1976, Act 267, Eff. Mar. 31, 1977;—Am. 1984, Act 202, Imd. Eff. July 3, 1984;—Am. 1993, Act 81, Eff. Apr. 1, 1994;—Am. 1996, Act 464, Imd. Eff. Dec. 26, 1996.

15.269 Minutes.

Sec. 9. (1) Each public body shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting. The public body shall make any corrections in the minutes at the next meeting after the meeting to which the minutes refer. The public body shall make corrected minutes available at or before the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction.

(2) Minutes are public records open to public inspection, and a public body shall make the minutes available at the address designated on posted public notices pursuant to section 4. The public body shall make copies of the minutes available to the public at the reasonable estimated cost for printing and copying.

(3) A public body shall make proposed minutes available for public inspection within 8 business days after the meeting to which the minutes refer. The public body shall make approved minutes available for public

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inspection within 5 business days after the meeting at which the minutes are approved by the public body.

(4) A public body shall not include in or with its minutes any personally identifiable information that, if released, would prevent the public body from complying with section 444 of subpart 4 of part C of the general education provisions act, 20 USC 1232g, commonly referred to as the family educational rights and privacy act of 1974.

History: 1976, Act 267, Eff. Mar. 31, 1977;—Am. 1982, Act 130, Imd. Eff. Apr. 20, 1982;—Am. 2004, Act 305, Imd. Eff. Aug. 11, 2004.

15.270 Decisions of public body; presumption; civil action to invalidate; jurisdiction; venue; reenactment of disputed decision.

Sec. 10. (1) Decisions of a public body shall be presumed to have been adopted in compliance with the requirements of this act. The attorney general, the prosecuting attorney of the county in which the public body serves, or any person may commence a civil action in the circuit court to challenge the validity of a decision of a public body made in violation of this act.

(2) A decision made by a public body may be invalidated if the public body has not complied with the requirements of section 3(1), (2), and (3) in making the decision or if failure to give notice in accordance with section 5 has interfered with substantial compliance with section 3(1), (2), and (3) and the court finds that the noncompliance or failure has impaired the rights of the public under this act.

(3) The circuit court shall not have jurisdiction to invalidate a decision of a public body for a violation of this act unless an action is commenced pursuant to this section within the following specified period of time:

(a) Within 60 days after the approved minutes are made available to the public by the public body except as otherwise provided in subdivision (b).

(b) If the decision involves the approval of contracts, the receipt or acceptance of bids, the making of assessments, the procedures pertaining to the issuance of bonds or other evidences of indebtedness, or the submission of a borrowing proposal to the electors, within 30 days after the approved minutes are made available to the public pursuant to that decision.

(4) Venue for an action under this section shall be any county in which a local public body serves or, if the decision of a state public body is at issue, in Ingham county.

(5) In any case where an action has been initiated to invalidate a decision of a public body on the ground that it was not taken in conformity with the requirements of this act, the public body may, without being deemed to make any admission contrary to its interest, reenact the disputed decision in conformity with this act. A decision reenacted in this manner shall be effective from the date of reenactment and shall not be declared invalid by reason of a deficiency in the procedure used for its initial enactment.

History: 1976, Act 267, Eff. Mar. 31, 1977.

15.271 Civil action to compel compliance or enjoin noncompliance; commencement; venue; security not required; commencement of action for mandamus; court costs and attorney fees.

Sec. 11. (1) If a public body is not complying with this act, the attorney general, prosecuting attorney of the county in which the public body serves, or a person may commence a civil action to compel compliance or to enjoin further noncompliance with this act.

(2) An action for injunctive relief against a local public body shall be commenced in the circuit court, and venue is proper in any county in which the public body serves. An action for an injunction against a state public body shall be commenced in the circuit court and venue is proper in any county in which the public body has its principal office, or in Ingham county. If a person commences an action for injunctive relief, that person shall not be required to post security as a condition for obtaining a preliminary injunction or a temporary restraining order.

(3) An action for mandamus against a public body under this act shall be commenced in the court of appeals.

(4) If a public body is not complying with this act, and a person commences a civil action against the public body for injunctive relief to compel compliance or to enjoin further noncompliance with the act and succeeds in obtaining relief in the action, the person shall recover court costs and actual attorney fees for the action.

History: 1976, Act 267, Eff. Mar. 31, 1977.

15.272 Violation as misdemeanor; penalty.

Sec. 12. (1) A public official who intentionally violates this act is guilty of a misdemeanor punishable by a fine of not more than $1,000.00.

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(2) A public official who is convicted of intentionally violating a provision of this act for a second time within the same term shall be guilty of a misdemeanor and shall be fined not more than $2,000.00, or imprisoned for not more than 1 year, or both.

History: 1976, Act 267, Eff. Mar. 31, 1977.

15.273 Violation; liability.

Sec. 13. (1) A public official who intentionally violates this act shall be personally liable in a civil action for actual and exemplary damages of not more than $500.00 total, plus court costs and actual attorney fees to a person or group of persons bringing the action.

(2) Not more than 1 action under this section shall be brought against a public official for a single meeting. An action under this section shall be commenced within 180 days after the date of the violation which gives rise to the cause of action.

(3) An action for damages under this section may be joined with an action for injunctive or exemplary relief under section 11.

History: 1976, Act 267, Eff. Mar. 31, 1977.

15.273a Selection of president by governing board of higher education institution; violation; civil fine.

Sec. 13a. If the governing board of an institution of higher education established under section 4, 5, or 6 of article VIII of the state constitution of 1963 violates this act with respect to the process of selecting a president of the institution at any time after the recommendation of final candidates to the governing board, as described in section 8(j), the institution is responsible for the payment of a civil fine of not more than $500,000.00. This civil fine is in addition to any other remedy or penalty under this act. To the extent possible, any payment of fines imposed under this section shall be paid from funds allocated by the institution of higher education to pay for the travel and expenses of the members of the governing board.

History: Add. 1996, Act 464, Imd. Eff. Dec. 26, 1996.

15.274 Repeal of §§ 15.251 to 15.253.

Sec. 14. Act No. 261 of the Public Acts of 1968, being sections 15.251 to 15.253 of the Compiled Laws of 1970, is repealed.

History: 1976, Act 267, Eff. Mar. 31, 1977.

15.275 Effective date.

Sec. 15. This act shall take effect January 1, 1977.

History: 1976, Act 267, Eff. Mar. 31, 1977.

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MEETING THE NEEDS
of the **entire neighborhood**

SHAPING COMMUNITIES STARTS AT HOME

Southwest Michigan Community Development Corporation is a nonprofit organization committed to keeping neighborhoods healthy and communities growing. The best way we know to accomplish that is to make available affordable and good quality housing opportunities that attract families to purchase and lease homes throughout the city. Whether you are looking to buy or rent a home, make repairs, learn how to budget, avoid foreclosure or just get involved in what's happening in your neighborhood, SWMCDC can help. By shaping the quality of life in neighborhoods, we prepare the community as a whole to attract more families that will, in turn, provide the workforce needed to retain industry and attract even more residents, jobs and business.

FOUR PROGRAM LINES... IT'S WHAT WE DO

Stable homes, neighborhoods and businesses shape a strong community. That's why we've developed four program lines to help create solutions for all.

1 **community** engagement

Programming to support stronger families, neighborhoods and communities

- Safe Neighborhoods
- Community House Network
- Homes + Services Program
- Community Builders Program
- Neighborhood Planning Council (NPC) Support

2 **education** & counseling

Moving people up the ladder of financial fitness and homeownership

- Financial Skills Workshops
- Home Buyer Education
- Credit Building Support
- Transaction Review Service
- One-on-One Coaching
- Foreclosure Counseling and Advocacy
- Tenant/Renter's Workshops

3 **real estate asset management** & development

Homeownership is the best method to stabilize families and neighborhoods. Affordable rental housing also helps stabilize families

- Homes for Rent
- Affordable Homes for Sale
- Development/Rehab
- Project/Construction Management Services
- Commercial/Business Property Development

4 **lending** & financial services

Building partnerships, developing loan products, identifying and raising capital and support financing that expands housing opportunities and fuels small and start-up businesses

- Home Purchase Loans
- Home Improvement Loans
- Down Payment Assistance
- Property Tax Rescue Loans
- Small Business Micro-Enterprise Loans

SOUTHWEST MICHIGAN
community **development** corporation
creating solutions for all

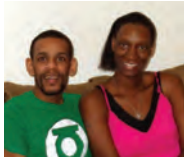
MEETING THE NEEDS
of the **entire neighborhood**

"We were just $500 short of being able to purchase a foreclosed home for cash with our tax refund. Southwest Michigan Community Development Corporation (SWMCDC) made us a down payment assistance loan and we closed. Nobody else would consider us except SWMCDC.

–Tim and Angela

"I was laid-off my job three years ago and Carrie lost her job a few months later. Even though we owned our home with no mortgage we had to take care of our family so we got behind in our property taxes. In 2012 we got a tax foreclosure notice. None of the banks would loan us the money. Southwest Michigan Community Development Corporation loaned us the property tax money and set us up with monthly escrow payments for the taxes and our insurance so we won't be late again.

–Thomas and Carrie



"We could not find any place to live for our family of 7 on our limited income. Southwest Michigan Community Development Corporation allowed us to move into a home for a rent amount we could afford to pay and then allowed us to volunteer for our Church to work off the rest of the rent. We are now in a position where we want to buy our home. SWMCDC has agreed to finance the purchase so we can own our home.

–Timothy and Arielle

"I rented from Southwest Michigan Community Development Corporation a nice clean and safe house for 14 years. While I rented, they also worked with me so I learned how to budget and rebuild my credit. They stood by me and helped me every step of the way, even after I purchased my house. Now, I own my home because of the patience, education and dedicated staff of SWMCDC.

–LaSonya

"Right after having my 4th child, I got divorced. I had several health issues and an injury that kept me out of work. Southwest Michigan Community Development Corporation worked with my mortgage company and helped me get a special grant from the State of Michigan to bring my mortgage current. I was able to go back to school and now I am working and I was able to keep my home.

–Susann

"We have a large family and I am retired after working 40 years in manufacturing. My kids got caught-up in the job lay-offs and in trying to help them, I damaged my own credit and lost my home. Southwest Michigan Community Development Corporation sold me a great old Victorian Home in a good neighborhood and financed the purchase when no other bank would talk to me. Now our family project is taking of care of the house.

–Jemmie and Patty

"My son and I saw this house at Thanksgiving while visiting my daughter who lives here in Battle Creek. The HOME Investment Partnership with the City of Battle Creek made this house a great bargain that I knew couldn't be duplicated anywhere else. The Homeownership course was very thorough. It refreshed my knowledge and provided my son with great information. The instructor answered all of his questions so he is truly prepared to be a first time homeowner.

–Paul and Craig

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