

# **DDA Board of Directors**

Monday, October 22, 2018 at 3:30 p.m.

## **LOCATION**

City Hall Conference Room 3rd Floor Room 302A

Regularly Scheduled Meeting

## **AGENDA**

1. Call to order – Robert Sharkey
2. Approval of minutes from July 23, 2018 (action required) – Robert Sharkey
3. Approval of minutes from October 1, 2018 (action required) – Robert Sharkey
4. Review an accept interim financials (action required) – Finance Director
5. Project Update - Staff
  - a. Heritage Tower
  - b. New Holland
  - c. Record Box
  - d. Battle Rock
  - e. Current Kitchen and Bar
  - f. Food Service Retail Storefront
6. Membership
7. Member/Citizen comment
8. Adjourn

### Attachments:

- Agenda
- Minutes from July 23,2018
- Minutes from October 1, 2018
- FY 18 financials
- Current Kitchen and Bar Article
- 80 W. Michigan Floor Plan
- Board Roster
- Meeting Schedule 2019

**BATTLE CREEK DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS**

Monday July 23rd, 2018

**MEMBERS PRESENT:** Kim Carter, Robert Sharkey, Tom Harris, Commissioner Susan Baldwin, Paul Conkey, Rebecca Fleury

**ABSENT:** Ross Simpson, Tim Surprise

**OTHERS PRESENT:** Linda Morrison, John Hart, Ted Dearing and Sarah McGinnis

**Call to order:** Mr. Sharkey called the meeting to order at 3:32pm.

**Approval of Minutes:**

**MOTION:** Ms. Baldwin moved that the Battle Creek Downtown Development Authority Board of Directors approve the meeting minutes from April 23<sup>rd</sup>, 2018 as presented. Mr. Harris supported the motion. Unanimously approved.

**Welcome and introductions:** Ted Dearing introduces the team from GWJ. We are collaborating with GWJ in implementing economic development. Mr. Dearing shows a power point presentation highlighting the group's goals.

**Review Interim Financial statements:**

Ms. Morrison reviewed the preliminary interim financial statements through June 30, 2018. There was a late MTT settlement and a miscalculation in the personal property tax reimbursement from the State of Michigan, which has created a budget variance. Ms. Morrison will be going to Lansing next month in regards to the personal property tax reimbursement.

**MOTION:** Mr. Harris moved that the Battle Creek Downtown Development Authority Board of Directors approve the interim financial statements as presented. Ms. Carter supported the motion. Unanimously approved.

**Project Report – Ted Dearing/John Hart:**

Work is progressing on Heritage Tower. Drawings have been submitted to the Inspections Dept. The construction will disrupt downtown traffic as the sidewalk and one lane could close for about 9 months. New Holland is interested in purchasing the parking lot behind their space. New Holland will use the parking lot during the renovations.

**Membership:**

A resignation letter received from Tim Surprise, effective immediately.

**MOTION:** Mr. Conkey moved that the Battle Creek Downtown Development Authority Board of Directors approve the resignation letter as presented. Mr. Harris supported the motion. Unanimously approved.

**Member/Citizen Comments:**

The Board has three vacancies to fill. Please forward any candidates to Mr. Sharkey for review.

**Adjourn:** 4:20pm

**BATTLE CREEK DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS**

Monday October 1, 2018

**MEMBERS PRESENT:** Robert Sharkey, Tom Harris, Paul Conkey, Rebecca Fleury, Ross Simpson, Edward Guzzo

**ABSENT:** Kim Carter

**OTHERS PRESENT:** Linda Morrison, John Hart, Ted Dearing and Sarah McGinnis

**Call to order:** Mr. Sharkey called the meeting to order at 1:00pm.

**Welcome and introductions:** Welcome Ed Guzzo as a new Board member.

**Incremental Pass-Through Agreement:**

Ted Dearing explained the details of the agreement. This agreement is for the proposed redevelopment of 25 West Michigan Ave., Battle Creek, Michigan (Brownfield Redevelopment Authority Site No.14 which was approved 9/20/18 by the Battle Creek Brownfield Redevelopment Authority) which proposes the capture of future incremental tax increases within a portion of the DDA district. This agreement does not add financial risk for the DDA or the City.

**MOTION:** Mr. Simpson moved that the Battle Creek Downtown Development Authority Board of Directors approve Incremental Pass through Agreement as presented. Mr. Conkey supported the motion. Unanimously approved.

**Member/Citizen comment:**

Reminder: The regularly scheduled meeting is October 22<sup>nd</sup>, 2018 at 3:30pm

**Adjourn:** 1:35pm

**City of Battle Creek  
Downtown Development Authority**

**Interim Statement of Revenues, Expenditures and Changes in Fund Balance**

**Budget and Actual**

**Fiscal Year To Date: 6/30/18 PRELIMINARY (as of 10/17/18)**

	Adopted Budget	Amended Budget	7/1/17-6/30/18 Transactions	Budget Variance Positive/(Negative)
<b><u>GENERAL FUND</u></b>				
<b>GENERAL REVENUES:</b>				
Tax Increment Revenue	\$ 1,699,256	\$ 1,706,860	\$ 1,484,490	-222,370
State Aid Revenue (Personal Property Tax Replacement)	1,596,961	1,631,089	1,687,876	56,787
Prior Year Revenue	-50,000	0	-23,900	-23,900
Rents	23,700	23,700	23,701	1
Interest earnings	500	0	-12,097	-12,097
Miscellaneous	500	0	0	0
<b>Total General Revenues</b>	<b>3,270,917</b>	<b>3,361,649</b>	<b>3,160,070</b>	
<b>EXPENDITURES:</b>				
<b>Debt Service -</b>				
2008/2013 Bonds - Pipeline Refunding	Term			
2022/2025/2034	2,551,047	2,507,718	2,499,235	8,483
2013 Capital Improvement Bonds	2033	180,000	180,000	0
<b>Total Debt Service</b>	<b>2,731,047</b>	<b>2,687,718</b>	<b>2,679,235</b>	
<b>General Operating Expenditures:</b>				
Administration	6,100	20,934	11,148	9,786
CBD maintenance	-	-	-	0
Kellogg Arena support	370,000	370,000	370,000	0
Economic Development Fund support	110,000	110,000	110,000	0
Downtown Special Project	-	110,000	-	110,000
<b>Total General Operating Expenditures</b>	<b>486,100</b>	<b>610,934</b>	<b>491,148</b>	
TOTAL GENERAL FUND REVENUES	3,270,917	3,361,649	3,160,070	-201,579
TOTAL GENERAL FUND EXPENDITURES	3,217,147	3,298,652	3,170,383	128,269
<b>EXCESS REVENUES OVER (UNDER) OPER. EXPENDITURES</b>	<b>\$ 53,770</b>	<b>\$ 62,997</b>	<b>\$ (10,313)</b>	<b>-73,310</b>
Fund Balance, beginning of year	165,853	165,853	165,853	
Fund Balance, end of year (GENERAL FUND)	<u>\$ 219,623</u>	<u>\$ 228,850</u>	<u>\$ 155,540</u>	

**City of Battle Creek**  
**Downtown Development Authority**

**Interim Statement of Revenues, Expenditures and Changes in Fund Balance**

**Budget and Actual**

**Fiscal Year To Date: 9/30/18**

	Adopted Budget	7/1/18-9/30/18 Transactions	Budget Variance Positive/(Negative)
<b><u>GENERAL FUND</u></b>			
<b>GENERAL REVENUES:</b>			
Tax Increment Revenue	\$ 1,623,155	\$ 1,623,155	0
State Aid Revenue (Personal Property Tax Replacement)	1,817,933	0	-1,817,933
Prior Year Revenue	0	0	0
Rents	23,700	7,900	-15,800
Interest earnings	0	0	0
Miscellaneous	0	0	0
<b>Total General Revenues</b>	<b>3,464,788</b>	<b>1,631,055</b>	
<b>EXPENDITURES:</b>			
<b>Debt Service -</b>			
Term			
2008/2013 Bonds - Pipeline Refunding	2022/2025/2034 2,543,797	-	2,543,797
2013 Capital Improvement Bonds	2033 180,000	-	180,000
<b>Total Debt Service</b>	<b>2,723,797</b>	<b>-</b>	
<b>General Operating Expenditures:</b>			
Administration	8,200	11,586	-3,386
CBD maintenance	100,000	-	100,000
Kellogg Arena support	370,000	92,500	277,500
Economic Development Fund support	120,000	-	120,000
Downtown Special Project	40,000	-	40,000
<b>Total General Operating Expenditures</b>	<b>638,200</b>	<b>104,086</b>	
TOTAL GENERAL FUND REVENUES	3,464,788	1,631,055	-1,833,733
TOTAL GENERAL FUND EXPENDITURES	3,361,997	104,086	3,257,911
<b>EXCESS REVENUES OVER (UNDER) OPER. EXPENDITURES</b>	<b>\$ 102,791</b>	<b>\$ 1,526,969</b>	<b>1,424,178</b>
Fund Balance, beginning of year	155,540	155,540	
Fund Balance, end of year (GENERAL FUND)	<u>\$ 258,331</u>	<u>\$ 1,682,509</u>	

# RiversEdge Ice Cream & Popcorn to be reborn as Caribbean-themed Current Kitchen & Bar

Natasha Blakely, Battle Creek Enquirer Published 6:30 a.m. ET Oct. 8, 2018 | Updated 6:46 a.m. ET Oct. 8, 2018



(Photo: Natasha Blakely/Battle Creek Enquirer)

RiversEdge, the downtown ice cream shop, is undergoing a transformation.

Before the end of November, it will be called Current Kitchen & Bar.

Rather than ice cream and popcorn, downtown visitors will find Caribbean-themed food and a variety of rum cocktails.

New owner Doug Victoria originally planned to name the restaurant RiversEdge Rum Bar, but said "there's a lot of confusion in people's eyes about what RiversEdge was, so I felt it needed a new start and a new name."

Current is meant to be a reference to the restaurant's riverside location and to represent the restaurant's dedication to "current food trends," Victoria said.

The restaurant will mainly be fast casual, with a focus on speed for the lunch crowds and on entertainment and experience for the dinner service.

"I feel it's a great opportunity downtown," Victoria said. "We'll offer something unique, fresh, seasonal. It'll be a great place for the lunch crowd and a fun place for people to hang out at night, and then in the warmer months we want to take advantage of its great location on the river."

"You know, I'm really excited about the new things in Battle Creek," he added, "New Holland Brewery opening kitty-corner from us and the new apartments. It feels like the right time to be opening a business downtown in Battle Creek."

Victoria also is hoping to bring authenticity to Current's menu with the head chef he's hired, Adrian Longworth, who grew up in Belize.



Adrian Longworth, the new head chef of both the yet-to-open Current Kitchen & Bar as well as Springbrook Italian Bistro and Tap House, prepares food for customers at the Battle Creek Farmers Market on Wednesday, Oct. 3, 2018. (Photo: Natasha Blakely/Battle Creek Enquirer)

Longworth, 29, was working for Gun Lake Casino as a sous chef before Victoria hired him in August. He is now head chef for both Current and Springbrook Italian Bistro and Tap House, which Victoria also owns.

"I was already intending to do island food or street food from rum-producing regions, and I was lucky enough to find a chef from the Caribbean who lived half an hour away," Victoria said.

Longworth's background is guiding the menu that he and Victoria have been developing for Current.

"This menu here is basically inspired just through growing up in Belize, watching my mom and grandmother cook," Longworth said. "I was really blessed when it came to fresh vegetables, fruits, when it came to cooking. It always inspired me to be better, cook better."

Longworth has been in Michigan for about two and a half years now. He lived in South Florida before that.

"I think (customers) are going to appreciate the Caribbean freshness to southwest Michigan, kind of a little oasis in the frozen tundra we got going on here," Longworth said.

#### **Read more local food news:**

**More:** [Bill's Bites: Gourmet experience still available at newly opened Kitchen Proper \(/story/entertainment/2018/10/03/gourmet-experience-still-available-newly-opened-kitchen-proper-restaurants-food-dining/1488595002/\)](#)

**More:** [Torti Taco wins its second taco contest of the year at Kalamazoo Taco and Tequila Fest \(/story/news/local/2018/10/04/torti-taco-contest-kalamazoo/1523245002/\)](#)

**More:** [How Oceanside Seafood built a business selling fish from the back of a truck \(/story/news/local/2018/09/27/oceanside-seafood-truck-food/1422979002/\)](#)

Victoria has been using the Battle Creek Farmers Market to test out the local impressions of Current's menu and to develop the menu further while the restaurant's renovations are finished.

The Current farmers market stand has offered ceviche, meat pies and sweet corn tamales. Victoria is currently featuring a "Current Kitchen Bowl" where customers can build their own rice-based dish.

"One thing I'm using the farmers market for is experimenting and seeing what people like," Victoria said.

It seems to have resonated well with customers.

"I'm a vendor at the farmers market, so I try something different every time," said Emma Hill, who operates the farmers market stand for Dark Horse Commons.

"Their food is just fantastic. Their jerk chicken is probably my favorite thing in the whole wide world."

Contact reporter *Natasha Blakely* at (269) 223-0114 or [\*nblakely@battlecreekenquirer.com\*](mailto:nblakely@battlecreekenquirer.com). Follow her on Twitter at [\*@blakelynat\*](#).

#### **Current Kitchen & Bar**

33 McCamly St. N.

Battle Creek, MI

[www.facebook.com/CurrentKnB](https://www.facebook.com/CurrentKnB) (<https://www.facebook.com/CurrentKnB>)

(269) 370-1386

Read or Share this story: <https://www.battlecreekenquirer.com/story/news/local/2018/10/08/caribbean-restaurant-current-kitchen/1497409002/>

# PROJECT GENERAL NOTES

- THE INTENT OF THESE DOCUMENTS IS TO PROVIDE FOR THE CONSTRUCTION OF THIS PROJECT COMPLETE AND FUNCTIONAL IN ALL RESPECTS. THE CONTRACTOR SHALL VERIFY ALL EXISTING DIMENSIONS, CLEARANCES AND CONDITIONS TO THE ARCHITECT PRIOR TO COMMENCEMENT OF WORK. FAILURE TO DO SO CONSTITUTES ACCEPTANCE AND RESPONSIBILITY FOR ALL EXISTING CONDITIONS. THE CONTRACTOR WILL NOT BE ALLOWED ADJUSTMENTS IN THE OR WORK REQUIRED TO RECTIFY THE SITUATION.
- DO NOT SCALE DRAWINGS. GIVEN DIMENSIONS SHALL GOVERN OVER SCALE DRAWINGS.
- THE CONTRACTOR SHALL VERIFY SHOP DRAWINGS OF ALL PURCHASED FABRICATED AND FINISHED ITEMS FOR REVIEW BY THE ARCHITECT UNLESS INDICATED OTHERWISE.
- ALL EQUIPMENT, MATERIALS AND ARTICLES INCORPORATED INTO THE PROJECT SHALL BE NEW AND UNADVANCED. ALL WORKSHOPS SHALL BE WITHIN INDUSTRY STANDARDS.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR REPAIR AND REPLACEMENT OF DAMAGE TO AREAS CAUSED BY HIS WORK AT NO ADDITIONAL COST TO THE OWNER.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR SAFETY CONDITIONS RELATING TO JOB CONSTRUCTION INCLUDING A SAFE ENVIRONMENT FOR OCCUPANTS OF AREAS ADJACENT TO THE WORK AREA.
- THE CONTRACTOR SHALL PAY ALL FEES FOR PERMITS NECESSARY FOR PROPER COMPLETION OF WORK UNLESS NOTED OTHERWISE.
- SHOULD THE CONTRACTOR OBSERVE ERRORS, DISCREPANCIES OR OMISSIONS IN THE CONTRACT DOCUMENTS, HE SHALL NOTIFY THE ARCHITECT IMMEDIATELY BY WRITTEN NOTICE. THE CONTRACTOR SHALL NOT PROCEED WITH WORK AFFECTED BY SUCH ERRORS, DISCREPANCIES OR OMISSIONS UNTIL HE HAS RECEIVED WRITTEN CORRECTIONS FROM THE CONTRACTOR. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING NECESSARY PERMITS AND APPROVALS FROM THE CONTRACTOR. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING NECESSARY PERMITS AND APPROVALS FROM THE CONTRACTOR. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING NECESSARY PERMITS AND APPROVALS FROM THE CONTRACTOR.
- ALL WORK PERFORMED ON THIS PROJECT SHALL COMPLY WITH ALL APPLICABLE LOCAL, STATE AND NATIONAL CODES, LAWS AND ORDINANCES. ANYTHING IN THE CONTRACT DOCUMENTS NOT WITHSTANDING, THE CONTRACTOR ACCEPTS THE RESPONSIBILITY OF OBTAINING A PERMITS CENTER RIGHT PERMIT.
- CONTRACTOR SHALL PROVIDE BACKSUPPORTING AT ALL WALL MOUNTED EQUIPMENT OR ACCESSORIES.
- ALL SIGNS, INCLUDING WINDOW SIGNS, TO BE SUBMITTED FOR REVIEW & APPROVAL UNDER SEPARATE PERMIT BY OWNER/CONTRACTOR.
- ALL ANGLES AT 45° OR 90° MIN.
- THE CONTRACTOR SHALL CALL FOR ALL INTERIORS PRIOR TO COVERING ANY WORK.
- ALL KITCHEN EQUIPMENT SHALL BE SUPPLIED BY THE OWNER AND SHALL VERIFY ALL OF THE SPECIFICATIONS TO EACH PIECE OF EQUIPMENT.
- ALL TRADES SHALL REVIEW SPECIFICATIONS FOR COMPLIANCE PRIOR TO INSTALLATION.

## GENERAL INFORMATION

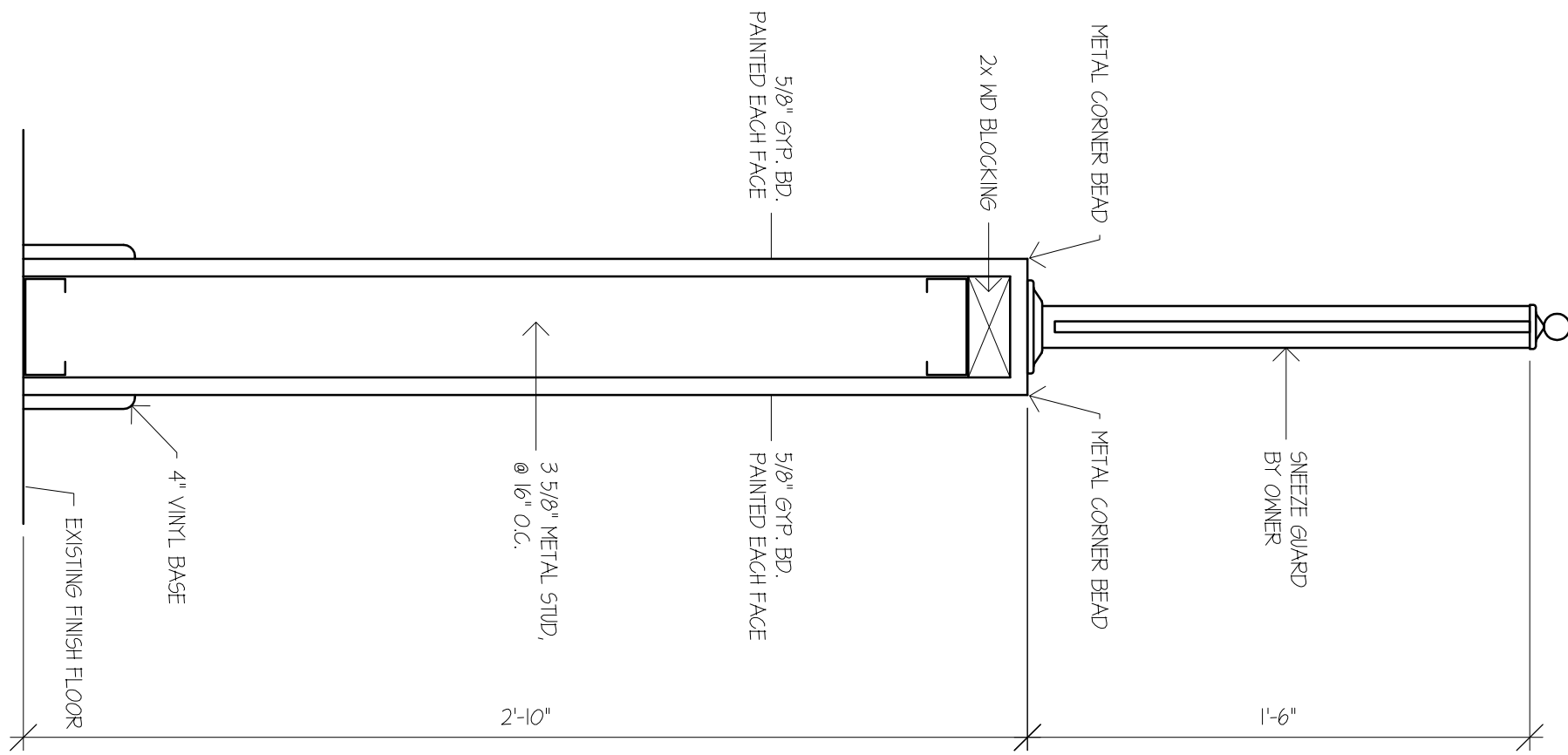
ADDRESS  
80 WEST MICHIGAN AVENUE  
BATTLE CREEK, MICHIGAN

TENANT/CONTACT  
SMALL BUSINESS DEVELOPMENT FUND  
80 WEST MICHIGAN AVENUE  
SUITE 2  
BATTLE CREEK, MICHIGAN

USE GROUP: B BUSINESS  
OCCUPANCY LOAD: 15 PEOPLE  
MICHIGAN BUILDING CODE 2015  
MICHIGAN ELECTRICAL CODES 2015  
MICHIGAN PLUMBING CODES 2015  
MICHIGAN MECHANICAL CODES 2015  
ICC A111-2004

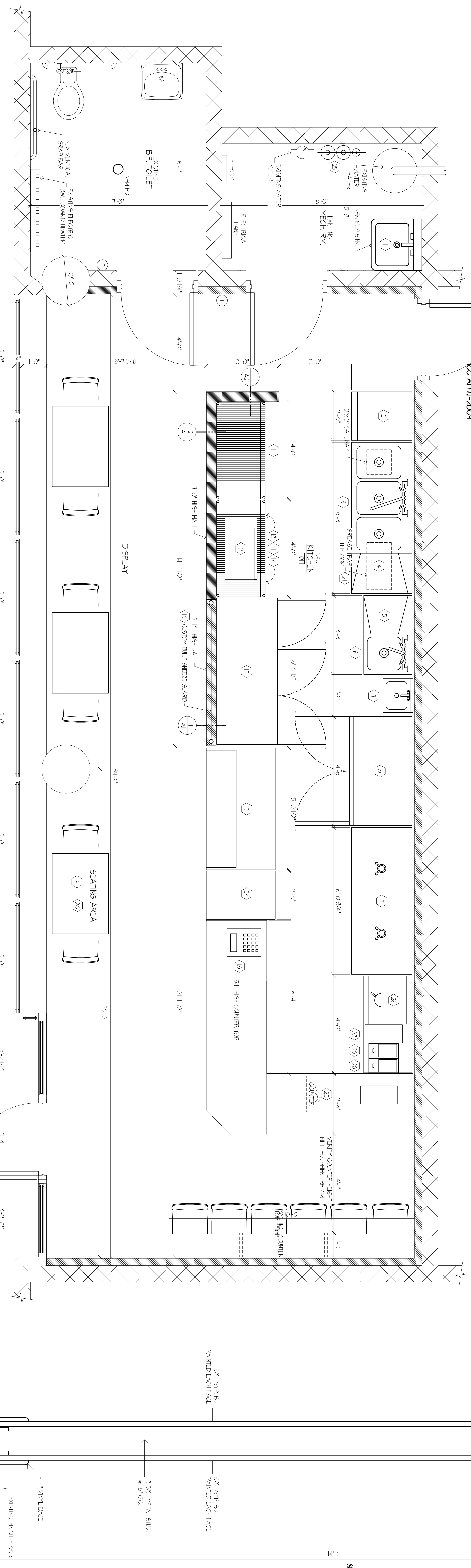
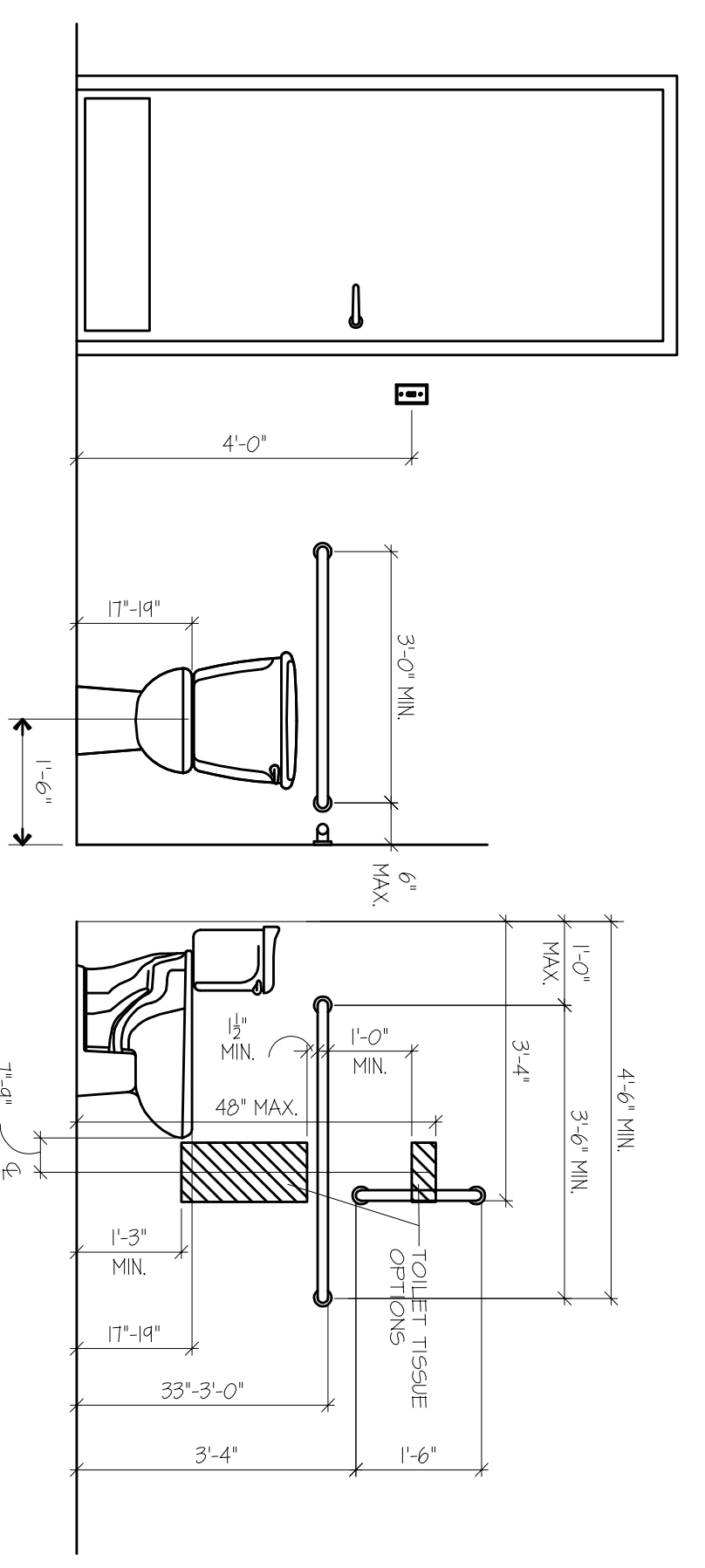
## KITCHEN EQUIPMENT SCHEDULE

TAG	BRAND	DESCRIPTION/MODEL	ELECTRICAL	PLUMBING	COMMENTS
1	MISITE	WIP SERVICE BRAN MODEL: 63M	-	-	
2	KENTAK	ICE MAKER	120	-	
3	BLUE AIR ZEMBEVAL	3 COMPARTMENT SINK, RIGHT DRAIN BOARD, MODEL: B53-06-10R	-	-	
4	BLUE AIR ZEMBEVAL	DRAIN BOARD	-	-	
5	BLUE AIR ZEMBEVAL	PANIN BOARD	-	-	
6	BLUE AIR ZEMBEVAL	1 COMPARTMENT SINK, LEFT DRAIN BOARD, MODEL: B53-06-10L	-	-	
7	77	HAND SINK	120	1	
8	BLUE AIR ZEMBEVAL	REACH-IN-SOLID SINK, DOOR REFRIGERATOR, MODEL: B53-06-10	120	1	
9	AMINCO	DOUBLE WIP REFRIGERATOR, MODEL: 100BDDK	120	1	
10	LOI DED	WINE SHELVING, 24" X 48" MODEL: 94-1H-2448	-	-	
11	EGATE GROUP	COMMERCIAL WAGONWHE OVEN, MODEL: R-21V	120	7	
12	SHARP	COMMERCIAL MICROWAVE OVEN, MODEL: R-21V	120	7	
13	SHARP	CHEF REFRIGERATOR	120	7	
14	777	CHEF REFRIGERATOR	120	1	
15	BLUE AIR ZEMBEVAL	INNER COMPART 3-SHARD DOOR REFRIGERATION, MODEL: B53-06-10	120	1	
16	SHEET METAL	BY OWNER	-	-	
17	TURBO AIR	REFRIGERATED DRG BAKERY DISPLAY CASE, MODEL: 100B-66-10	120	1	
18	CAFAY REFRIGER	BY OWNER	-	-	
19	TABLETS	BY OWNER	-	-	
20	COFFERS	BY OWNER	-	-	
21	77	GREASE TRAP, 30" X 48" GAL. IN FLOOR	-	-	
22	REFRIG	INVERTER ICE BIN, 8" X 24" MODEL:	-	-	
23	55 TABLE	2'0" X 4'0"	-	-	
24	55 TABLE	2'0" X 2'4"	-	-	
25	3M WATER FILTRATION PRODUCTS	DUAL PORT WATER FILTRATION SYSTEM, MODEL: DP200	-	-	
26	COFFEE/PRESSO MACHINE	PRESSO MACHINE AND 2/1 DISPENSER AND COFFEE MACHINE	-	-	
27	REFRIG	INNER COUNTER ICE BIN	-	-	



1 WALL SECTION  
SCALE: 1" = 1'-0"

## B.F. TOILET ROOM DIMENSIONS



1 FLOOR PLAN  
SCALE: 1/2" = 1'-0"

2 WALL SECTION  
SCALE: 1" = 1'-0"

# FLOOR PLAN

HOWARD L. OVERBERG  
ARCHITECT, P.C.

2637 ISLAND VIEW LANE  
STURGIS, MICHIGAN 49091

PHONE: (269) 323-2422  
FAX: (269) 323-2440

PROJECT NO.  
0000

DATE  
09/14/18

REVISION  
10/11/18

SHBET  
A1



**BATTLE CREEK DOWNTOWN DEVELOPMENT AUTHORITY**

Authorization: Created and authorized by the City Commission pursuant to Act 197 of the Public Acts of 1975 of the State of Michigan. (Resolution of January 23, 1979.)

Appointing Authority: City Manager with approval by City Commission. New appointees must be sworn in.

Members: Eight (8) plus Chief Executive Officer of municipality, with at least five (5) members having an interest in property located in the downtown district.

Term: Four years, except in filling a vacancy, which term must be just for the unexpired time. (See By-Laws.)

Compensation: None, but reimbursement for actual expenses.

<u>Property Owners in the District*</u>	<u>Telephone</u>	<u>Term Expires</u>
<b>Vacant</b>		
<b>Vacant</b>		
<b>Heritage Chevrolet*</b> Thomas C. Harris 350 W. Dickman Road/49015	964-9431 (B)	3-20-2019
<b>Clara's on the River*</b> Ross Simpson 44 McCamly Street N/49017	963-0966 (B)	3-20-2019
Edward Guzzo 125 Sterling Court/49015	924-7866 (C)	3-20-2020
<b>Vandervoort, Christ &amp; Fisher, PC*</b> Robert J. Sharkey, Atty., <b>CHAIR</b> 312 Old Kent Bank Building	965-1291 (B)	3-20-2022
<b>Griffin Pub*</b> Paul Conkey 84 Michigan Avenue W/49017	965-7206 (B)	3-20-2022
<b>Battle Creek Public Schools*</b> Kimberly Carter 3 W. Van Buren Street	964-9458 (B)	7-11-2021
Rebecca L. Fleury City Manager	966-3378 (B)	

City of Battle Creek

Ex-Officio: Susan Baldwin, Commissioner 963-6901 (H)  
Kate Flores Commissioner 832-2912 (C)

Advisory Members:

Vacant	Kellogg Community College Representative
Kelli Scott	Calhoun County Administrator
Dr. Terrance Lunger	Calhoun County Intermediate School Representative
Carla Reynolds	Calhoun County Commissioner

Alternate:

9-19-18 sma



**NOTICE  
OF  
DOWNTOWN DEVELOPMENT AUTHORITY  
MEETINGS FOR THE YEAR 2019**

**CITY HALL ROOM 302A  
10 N. DIVISION STREET  
BATTLE CREEK, MICHIGAN  
3:30 P.M.**

**Monday, January 28, 2019**

**Monday, April 22, 2019**

**Monday, July 22, 2019**

**Monday, October 28, 2019**

*Minutes of the Meeting may be obtained by contacting the City Clerk's Office.*

*The City of Battle Creek will provide reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered in the meeting, upon notice to the City of Battle Creek. Individuals with disabilities requiring auxiliary aids or services should contact the City of Battle Creek by writing or calling the following:*

Victoria Houser  
Office of the City Clerk  
P. O. Box 1717  
10 N. Division  
Battle Creek, MI 49016  
(269) 966-3348 (Voice/TDD)