



REVISED

CITY COMMISSION TRAVEL EXPENSE COMMITTEE AGENDA

TUESDAY, MARCH 4, 2025

6:00 PM

**CITY HALL
COMMISSION CHAMBERS
10 NORTH DIVISION STREET
BATTLE CREEK, MICHIGAN**

- A. CALL TO ORDER/ROLL CALL
- B. PUBLIC COMMENT
- C. APPROVAL OF MINUTES
 - 1. February 4, 2025
- D. TRAVEL EXPENSE REQUEST FOR COMMISSIONERS LACOSSE AND KATSARSKY-SMITH FOR THE MICHIGAN CAPITAL CONFERENCE
- E. COMMITTEE COMMENTS
- F. ADJOURNMENT

The City of Battle Creek will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes 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 L. Houser
Office of the City Clerk
P. O. Box 1717
Battle Creek, MI 49016
(269) 966-3348 (Voice/TDD)*

**CITY COMMISSION TRAVEL EXPENSE COMMITTEE
CITY HALL
COMMISSION CHAMBERS
10 N. DIVISION ST.
BATTLE CREEK, MICHIGAN
TUESDAY, February 4, 2025
6:00 PM**

Members Present: Commissioners Jenasia Morris and Sherry Sofia

Members Absent: Commissioner Paige Katsarsky-Smith

Staff Present: Aaron Kuhn, Revenue Services Director; Victoria Houser, City Clerk;
Ted Dearing, Interim City Manager; Bill Kim, City Attorney

Purpose: Travel expenses for Commissioner Christopher Simmons the 2025 National Association of Housing and Redevelopment Conference (NAHRO), March 10 – 12, 2025.

Call to Order: Mr. Kuhn called the meeting to order at 6:00 PM.

Public Comment: No public present.

Approval of Minutes: Comm. Sofia, supported by Comm. Morris, made a motion to approve the meeting minutes of the City Commission Travel Expense Committee for July 16, 2024. All yes, none opposed. Motion approved.

Travel Expense of Commissioners Ballard and Morris:

The Committee reviewed the expenses submitted by Commissioner Simmons to attend the 2025 National Association of Housing and Redevelopment Conference (NAHRO): Finance has reviewed the expense requests and has no concerns.

Comm. Simmons noted the Battle Creek Housing Commission sends a delegation to this conference every year, certifying members. Comm. Simmons stated the request was only for travel, meals and the conference fee, noting a hotel room was not needed as his wife was traveling with the Housing Commission. Comm. Simmons confirmed he would provide a summary of the conference upon his return.

Comm. Morris, supported by Comm. Sofia, made a motion to approve the travel expenses of Commissioner Simmons in the amount of \$1,053.16. All yes. Motion carried.

Committee Comments: None

Adjournment: Meeting was adjourned at 6:03 PM.

✓
✓
✓
☒ REGISTRATION
☒ MAPQUEST
☐ ITEMIZED RECEIPTS

EMPLOYEE
City of Battle Creek
In-State (No Overnight) Travel Payment Voucher 2025

Employee #: 202721 Date: 2/27/2025

Employee Name: Jessica L. LaCosse

_____ ✓

Reason for Travel: 2025 MML Capital Conference ✓

Travel Dates: Tuesday, March 18 - Wednesday, March 19 ✓

Location: Lansing Center ✓
333 E. Michigan Ave., Lansing, MI 48933 ✓

Daily per diem total: \$68.00 ✓ (attach www.gsa.gov form)

City Vehicle: Y or (N) Please circle one

Mileage Total: 52.3 x 4 = 209.20 x .70 = \$146.44 ✓ (attach Mapquest)(.70/MILE)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Date								\$
Breakfast			N/A	Included				\$
Lunch			Included *	Included				\$
Dinner			\$30.25 ✓	N/A				\$
							Total Due:	\$30.25 ✓

Comments/Notes: *Additional Fee of \$65 for MML Luncheon on 3/18/25 included in Registration Fee if available
If MML Luncheon is not attended, add \$20.50 for lunch reimbursement - New Total Due could be \$50.75 ✓
(Final Registration Receipt will be provided upon Travel Expense Committee approval)
Parking Fee (\$10/day) \$20.00 ✓

Charge Account: GL 101.101.0000.801360

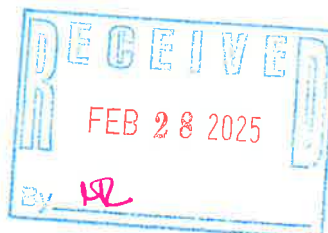
Total Reimbursement Amount: \$217.19 ✓

Employee Signature: See Attached Email Date: 2/27/2025

Department Approval: *[Signature]* ✓ Date: 2/28/25

Finance Approval: *[Signature]* Date: 2/28/25

UPDATED 01/03/2025 NAK





Commission Travel Request

From Ted E. Dearing <TEDearing@battlecreekmi.gov>

Date Fri 2/28/2025 9:00 AM

To Rebecca D. Forbes <rdforbes@battlecreekmi.gov>

Cc Patricia Worden <psworden@battlecreekmi.gov>

Becca and Patti, please see the request below from commissioner's Lacosse and Katsarsky-Smith to participate in the Michigan Municipal League's 2025 Capital Conference March 18-19 in Lansing. Thanks.

Cap Con...we got the email recently on that and Paige and I are wondering if it's possible to attend this.

Ted Dearing

*Assistant City Manager
Community & Economic Development*

City of Battle Creek

City Manager's Office

10 North Division Street Rm 206

Battle Creek, Michigan 49014

Ph- 269.966.3355

Ex- 1202

tedearing@battlecreekmi.gov

<http://www.battlecreekmi.gov>



Mission for Battle Creek City Government

To ensure a safe, prosperous and culturally enriched community.

Vision for Battle Creek City Government

We envision Battle Creek as an extraordinary community where people choose to live, work and play.



2025 CapCon

Register

When and Where

Start Date

3/18/2025 2:15 PM EDT

End Date

3/19/2025 4:00 PM EDT

Location

Lansing Center

City

Lansing

State/Province

MI

The Michigan Municipal League's CapCon brings together local officials, city managers, mayors, council members and legislators. CapCon 2025 attendees will gain meaningful information and tangible tools to advocate, engage and influence the legislative process to support and shape the future of our communities and Michigan.

Cost Per Person**Early Bird Registration (on or before February 7)**

- MML Full & Associate Members/BAP Participants: \$350

- Nonmember Government Entities/MML Fund & Pool Program Members: \$625

Regular Registration (on or before March 7)

- MML Full & Associate Members/BAP Participants: \$460 ✓
- Nonmember Government Entities/MML Fund & Pool Program Members: \$625

Onsite Registration (March 18-19)

- MML Full & Associate Members/BAP Participants: \$510
- Nonmember Government Entities/MML Fund & Pool Program Members: \$675

Additional Registration Options

- Guest: \$110 (*Includes attendance at Tuesday welcome reception and Wednesday meals*)
- Student: \$125
- Michigan Women in Municipal Government (MWIMG) Annual Meeting & Luncheon: \$65
- Michigan Black Caucus of Local Elected Officials (MBC-LEO) Annual Meeting & Lunch:
Registration Required

For the CapCon agenda and program details, check the event webpage.

Registration by Email

Click here for a fillable PDF registration form.

Registration Deadlines

Online registration and cancellation deadline is Friday, March 7th at 5:00 pm.

Patricia Worden

From: Rebecca D. Forbes
Sent: Thursday, February 27, 2025 4:03 PM
To: Paige L. Katsarsky-Smith
Cc: Patricia Worden; Jessica L. Lacosse
Subject: Re: CapCon 2025 Registration Questions

Thank you Commissioner Katsarsky-Smith.

We will include this registration option in the travel packet request for the Travel Committee.

Rebecca D. Forbes

Executive Assistant

**City of Battle Creek
City Manager's Office**

10 North Division Street Rm 206
Battle Creek, Michigan 49014
Ph- 269.966.3378
Ex- 1205
rdforbes@battlecreekmi.gov

<http://www.battlecreekmi.gov>



From: Paige L. Katsarsky-Smith <plkatsarsky-smith@battlecreekmi.gov>
Sent: Thursday, February 27, 2025 3:57 PM
To: Rebecca D. Forbes <rdforbes@battlecreekmi.gov>
Subject: Re: CapCon 2025 Registration Questions

I do believe this would be very beneficial as a way of networking and meeting other women in government.

I would definitely like to attend if there is availability to do so.

Thanks for the information.

From: Rebecca D. Forbes <rdforbes@battlecreekmi.gov>
Date: Thursday, February 27, 2025 at 2:28 PM
To: Jessica L. Lacosse <jllacosse@battlecreekmi.gov>, Paige L. Katsarsky-Smith <plkatsarsky-smith@battlecreekmi.gov>
Cc: Patricia Worden <psworden@battlecreekmi.gov>
Subject: CapCon 2025 Registration Questions

Good Afternoon Commissioners,

As we look to get registration information prepared for Travel Committee approval, please let us know at your earliest convenience if you would like to attend the following luncheon that is available to you at CapCon 2025 on Tuesday, March 18:

Patricia Worden

From: Rebecca D. Forbes
Sent: Thursday, February 27, 2025 2:29 PM
To: Jessica L. Lacosse; Paige L. Katsarsky-Smith
Cc: Patricia Worden
Subject: CapCon 2025 Registration Questions

Good Afternoon Commissioners,

As we look to get registration information prepared for Travel Committee approval, please let us know at your earliest convenience if you would like to attend the following luncheon that is available to you at CapCon 2025 on Tuesday, March 18:

☐ 2025 CapCon MWIMG Lunch

\$65.00

[Less ^](#)

The Michigan Women in Municipal Government (MWIMG) is a state-wide organization of women serving in local government that strives to advocate on critical issues while encouraging women to get involved in local government; to educate members by providing them with resources, training, and mentorship opportunities; and to support women in government service and those who should be. Attendance at the lunch is open to all attendees.

These conference registration options do fill up quickly and may not be available after Travel Committee approval. However, we am happy to include this expense as part of your request if you are wanting to attend this luncheon should there be availability.

Thank you,

Rebecca D. Forbes

Executive Assistant

**City of Battle Creek
City Manager's Office**

10 North Division Street Rm 206
Battle Creek, Michigan 49014
Ph- 269.966.3378
Ex- 1205
rdforbes@battlecreekmi.gov

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(<https://blogs.mml.org/wp/cc>)

General Information

 / [HOME \(HTTPS://BLOGS.MML.ORG/WP/CC\)](https://blogs.mml.org/wp/cc) / GENERAL INFORMATION

Registration Hours

Tuesday, March 18: 11 a.m.–5:30 p.m.

Wednesday, March 19: 7 a.m.–3:30 p.m.

Expo Hall Hours

Tuesday, March 18: 4:30–6:30 p.m.

Wednesday, March 19: 7:30 a.m.–3 p.m.

CapCon Mobile App

Download the free CapCon mobile app on your smartphone from your app store by searching for “Michigan Municipal League.” The app will have exclusive information and notifications throughout the event. Available soon!

Social Media

Stay connected with all that is going on at CapCon and with the League year-round by following the League on LinkedIn (<https://www.linkedin.com/company/mmleague/>), Facebook (<http://facebook.com/mmleague>), X (<http://www.twitter.com/mmleague>), and Instagram (<http://www.instagram.com/mmleague>). For the latest CapCon updates, be sure to follow #2025CapCon.

Meet Your State Representatives

We encourage you to contact your representatives before CapCon and make arrangements to meet and discuss issues of importance to you and your community.

Name Badges

CapCon name badges must be worn to gain admission to educational, meal, and social functions.

Guest Activities

Guests can be registered with CapCon attendees to participate in meals and the Welcome Reception. Guest registration does not include admittance to the CapCon General Sessions or Breakout Sessions.

Evaluations

An evaluation for the overall CapCon experience will be emailed following the conclusion of the event.

ICMA Core Competency Credits

The International City/County Management Association (ICMA) offers a voluntary credentialing program to recognize professional local government managers and to promote lifelong learning. To assist managers who are considering or already participating in the program, the League will list one or more of ICMA's 18 core competency (CC) areas for each of the Convention sessions.

Parking

DoubleTree by Hilton, Lansing

The DoubleTree by Hilton, Lansing offers all overnight guests valet parking for a fee of \$35 per night, per vehicle. Temporary valet parking is available at \$20.00 per entry.

Additional self-parking is available in the city-owned ramp conveniently connected to the DoubleTree at the Capitol via a climate-controlled pedway. The current parking rate is \$1.50 for each ½ hour, maximum of \$15.00 per day.

Lansing Center, Lansing

Parking lots under and north of Lansing Center are open 24 hours a day. Fees are charged from 5 a.m. to 11 p.m., Monday through Sunday. Credit cards are accepted at the entrances and exits.

To pay cash, visit one of the pay-on-foot machines available in the lobby of Lansing Center and the parking level of the building. The pay-on-foot machines may be used to pay for parking in the lots located north and under Lansing Center. Pay-on-foot machines

will accept cash, coupons or credit card payments. (Note: to receive a receipt for a cash payment, press the receipt button on the pay-on-foot machine – a receipt will not be given at the exit for cash payments.)

Rate: \$2 per hour with a daily maximum of \$10

(<https://blogs.mml.org/wp/cc>)

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 (<http://www.mml.org/MMLeague>)  (<http://www.twitter.com/MMLeague>)

(<https://blogs.mml.org/wp/cc>)

Agenda

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Tuesday

March 18, 2025

10 a.m.–1 p.m.

League Board of Trustees Meeting & Lunch

Meeting Rooms 101–104

11 a.m.–5:30 p.m.

Conference Registration Open

Mainstreet Concourse

12–1:30 p.m.

Michigan Women in Municipal Government (MWIMG) Annual Meeting & Luncheon

(additional fee and pre-registration required)

Meeting Rooms 201–202

Strong Communities: The Role of Women in Shaping Housing and Development

Join us to discover the powerful impact women are having on housing and development. As leaders, advocates, and innovators, women are reshaping the future of housing and community development. In this panel discussion, we'll

explore how women's unique perspectives and contributions are driving the creation of more sustainable, affordable, and resilient communities in Michigan.

1–4 p.m.

Exhibit Hall Vendor Registration and Load In

Exhibit Hall A

2:15–4:30 p.m.

Opening General Session & Legislator of the Year Awards

Banquet Rooms 1–8

League Legislative Team Breaks It Down

See today's political landscape through the eyes of your Michigan Municipal League advocacy team. Learn about recent legislative successes and how they plan to build upon that momentum in 2025. The team will offer insights on the League's legislative priorities and the latest conversation around economic development, housing, infrastructure investment, key aspects of Governor Whitmer's budget proposal, and much more. Also, after a presidential election year and legislative lame duck, hear their thoughts on the early impact this is having and learn how communities can maximize opportunities for success in the new legislative session.

Speakers

John LaMacchia II, Director, State & Federal Affairs, Michigan Municipal League

Jennifer Rigterink, Assistant Director, State & Federal Affairs, Michigan Municipal League

Herasanna Richards, Legislative Associate, Michigan Municipal League

Dave Hodgkins, Legislative Associate, Michigan Municipal League

Emily Kieliszewski, Assistant Director, Member Experience & Learning, Michigan Municipal League (moderator)

4:30–6:30 p.m.

Expo Hall and MML Liability and Property Pool Welcome Reception

Exhibit Hall A

Sponsored by: MML Liability & Property Pool, Plunkett Cooney, Yousif Capital Management

Immediately following the opening general session, take time to network with your fellow attendees, vendors, and League staff during the Welcome Reception. Connections made in the Expo Hall continue beyond the conference and will serve as a valuable resource for you during your time as a municipal official.

**Indicates additional fee*

Wednesday

(<https://blogs.mml.org/wp/cc>)

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Agenda

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Tuesday

Wednesday

March 19, 2025

7 a.m.–3:30 p.m.

Conference Registration Open

Mainstreet Concourse

7:30–8:30 a.m.

Legislative Breakfast

Exhibit Hall A

Sponsored by: Public Policy Associates

Enjoy breakfast in a relaxed setting as you network with senators, representatives, key legislative staff members, and other top state officials. Hear their perspectives on state issues and share your views on matters that affect your community.

7:30 a.m.–3 p.m.

Exhibit Hall Open

Exhibit Hall A

The full list of vendors and a map of the Expo Hall can be found here (<https://homebase.map-dynamics.com/mml2025/floorplan>).

8:45–10:15 a.m.

Morning General Session

Banquet Rooms 1–8

Cutting Through the Bureaucracy: A Federal Perspective

Sponsored by: Blue Cross Blue Shield of Michigan

Every day we read and watch the headlines coming out of Washington, D.C., but what really goes on behind the scenes? Come listen to former members of Congress as they give you a peak behind the curtain with a firsthand account of their time in our nation's capital. You will experience an honest conversation on where they believe we stand as a country following an intense presidential election cycle, the opportunities that lie ahead, and the challenges we may face going forward.

Speakers

The Honorable Representative Fred Upton

The Honorable Representative Dan Kildee

Summer Minnick, Deputy Executive Director, Chief of Staff, Michigan Municipal League

10:15–10:45 a.m.

Networking Break

Exhibit Hall A

10:45 a.m.–12 p.m.

General Session

Banquet Rooms 1–8

On the Front Line: Leadership in Times of Tragedy

No one hopes for tragedy, but when one occurs, communities look to their leaders for strength and guidance. Two of Michigan's mayors were recently placed in a position of having to help their residents persevere through a difficult time. Join us as we listen to their candid thoughts on what it takes to be a strong leader, both in the moment of a tragedy and after.

Speakers

Bryan Barnett, Mayor, City of Rochester Hills

Rosalynn Bliss, Former Mayor, City of Grand Rapids

Bridgette Gransden, Administrator/Controller, Midland County (moderator)

12–1:30 p.m.

Networking Lunch

Exhibit Hall A

12–1:30 p.m.

Michigan Black Caucus of Local Elected Officials (MBC-LEO) Annual Meeting & Luncheon

(pre-registration required)

Governor's Room

1:30–2:30 p.m.

Concurrent Breakout Sessions

Strategic Advocacy to Create Thriving Communities

Meeting Rooms 101–102

The future of Michigan relies on creating thriving communities across the state. From downtowns to small towns, local leaders are working to create places that build shared community values and create deep connections. For our communities to thrive, it is critical that the state of Michigan provide them with the necessary resources and tools. In pursuit of our legislative priorities, the League is connecting data and stories that show the importance of these policies. Come learn about how we're connecting our legislative agenda and guiding principles to research showing the on-the-ground impact.

Speakers

John LaMacchia II, Director, State & Federal Affairs, Michigan Municipal League

Richard Murphy, Program Manager, Michigan Municipal League

Direct Pay Tax Credits: An Opportunity for Local Governments to Finance Clean Energy Projects

Meeting Rooms 103–104

If your community is looking to save money paying for renewable energy projects—installing EV chargers or purchasing clean vehicles for your fleet—direct pay could cover 30–70 percent of the cost for these investments through 2032. The Inflation Reduction Act introduced direct pay (also known as elective pay), which extends clean energy tax credits to tax-exempt and government entities. This session will focus on this new opportunity to receive payment for municipal clean energy projects, EV chargers, and electric vehicles. Learn about eligibility requirements and resources available for project development, financing, and tax filing.

Neighborhood Impact: How Decisions Made 100 Years Ago Still Affect a Community

Meeting Room 201

Join John Willis for a gripping, fact-driven presentation that uncovers the untold story of how one of the most thriving communities in Jackson, Michigan, was systematically transformed into an urban ghetto. Using historical records, powerful images, and real accounts, this presentation unpacks the devastating effects of redlining in the 1930s and the so-called “urban renewal” of the 1960s—policies that uprooted families, stripped generational wealth, and redefined the landscape of economic inequality in Jackson. Attendees will gain a deeper understanding of how systemic discrimination shaped the city’s poorest neighborhood and why its impact still lingers today. Don’t miss this eye-opening session that connects the past to present-day challenges and sparks critical conversations about justice, policy, and community restoration. The presentation also shares how the City of Jackson committed \$4.5 million in ARPA funds and \$9 million in grant funding to this challenged community to stimulate economic growth and neighborhood improvement.

Speaker

John Willis, Chief Equity Officer, City of Jackson, MI

An Old Tool with a New Use and a New Tool Never Used—Help for Housing

Meeting Room 202

Sponsored by: Allen Edwin Homes

Public Act 381, the Michigan Brownfield Redevelopment Financing Act, was revised in 2023 to expand eligible activities for Tax Increment Financing reimbursement—including the addition of housing as an eligible activity. Public Act 233 of 2002 created the Attainable Facilities Housing Act. Learn how communities and developers are using these tools to help tackle the shortage of attainable housing, how to prepare for these incentives, and how to manage applications and projects.

Lobbying 2.0

Meeting Rooms 204–205

The Michigan Legislature is constantly changing and taking on new issues. How can you keep up with it all? Join members of the League's lobbying staff as they share the ins and outs of the Michigan Legislature. This session is for members who are just starting to dive into the Lansing arena, as well as veterans seeking a refresher. Earn an Elected Officials Academy (EOA) Advocacy Credit in this session.

2:30–3 p.m.

Afternoon Snack & Networking Break

Exhibit Hall A

3–4 p.m.

Concurrent Breakout Sessions

From Production to Disposal: The Need to Transform Local Waste Management

Meeting Rooms 101–102

As local governments face increasing pressure to manage waste effectively and meet sustainability goals, Extended Producer Responsibility (EPR) policies present a powerful solution. EPR shifts the financial burden of waste management away

from municipalities and onto producers, helping to create a more sustainable, circular economy. With EPR laws already in place in seven states, the movement is gaining momentum in the U.S.

This breakout session will introduce the fundamentals of EPR, explore its growing role in waste management, and highlight how local governments can leverage these policies to reduce costs, enhance recycling programs, and contribute to sustainability objectives.

Labor Policy: A Snapshot for Local Governments

Meeting Rooms 103–104

Legislation on collective bargaining and workers' rights took center stage during the 2023–2024 legislative session. There were also significant decisions made by the Michigan Supreme Court regarding paid sick leave and the minimum wage. Join us for an update on the labor policies that could have an impact on municipalities across Michigan.

Speaker

Brandon Fournier, Partner, Shifman Fournier

The Role of Local Leaders Preparing for Mass Shootings

Meeting Room 201

As mass shootings continue to devastate communities across our nation, preparedness and responsiveness are critical to public service. This session will feature subject matter experts who will discuss essential tools and resources for local leaders to be ready in the event of a mass shooting. Topics will include what municipal officials can do to prepare, planning victim services, and how to ensure law enforcement officials have the training and equipment they need.

Hosted by: MBC-LEO

Speaker

Sarah Peck, Director, UnitedOnGuns, Public Health Advocacy Institute, Northeastern University

The Interaction Between Headlee and Proposal A: Why Do We Need to Fix It?

Meeting Room 202

Michigan is somewhat unique in that we have not one but two constitutional limitations on property taxes: The Headlee Amendment, adopted in 1978, limits taxes by rolling back the maximum millage rate of a community; and Proposal A, adopted in 1994, which limits tax growth on a parcel-by-parcel basis. Individually, the concepts work, but the combination of the two has created a dysfunctional system in need of legislative attention. We will explore these issues in detail and discuss legislative solutions to address the problem.

Speaker

Anthony Minghine, Deputy Executive Director, External Strategies, Michigan Municipal League

Lobbying 3.0

Meeting Rooms 204–205

The League is a successful grassroots organization largely because of the involvement of active members—that's you! In the Lobbying 2.0 breakout session, you learned the nuts and bolts of advocacy. In 3.0, you will hear from our lobbyists as they break down specific legislative priorities around housing and infrastructure. Learn the nuances of these issues, what specific actions can be taken, why those actions matter, and leave with a deeper understanding on how to work together and advocate for their successful passage.

Speakers

John LaMacchia II, Director, State & Federal Affairs, Michigan Municipal League

Jennifer Rigterink, Assistant Director, State & Federal Affairs, Michigan Municipal League

**Indicates additional fee*

(<https://blogs.mml.org/wp/cc>)

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**10 N Division St
to Lansing Center**

54 min

IRS reimbursement: **\$35.06**

52.3 mi

 Head toward John W Patterson Way. Go for 128 ft.

Then 0.02 mi

 Turn left onto John W Patterson Way. Go for 249 ft.


Then 0.05 mi

 Turn right onto N Division St (M-66). Go for 1.6 mi.

Then 1.6 mi

 Turn right onto E Emmett St. Go for 0.9 mi.

Then 0.9 mi

 Continue on Verona Rd. Go for 0.5 mi.


Then 0.5 mi

 Turn left onto McAllister Rd. Go for 1.2 mi.

Then 1.2 mi

 Keep right onto McAllister Rd. Go for 7.4 mi.


Then 7.4 mi

 Turn left and take ramp onto I-69 N toward Lansing. Go for 32.4 mi.


Then 32.4 mi

 Take exit 95 toward I-496/Downtown Lansing onto I-496 E. Go for 6.5 mi.

Then 6.5 mi

 Take exit 7 toward Cedar St-Larch St/Pennsylvania Ave/Larch St/Cedar St. Go for 0.5 mi.

Then 0.5 mi

 Turn right onto S Cedar St (I-96-BL). Go for 0.9 mi.

Then 0.9 mi

 Turn left onto E Shiawassee St. Go for 509 ft.

Then 0.10 mi

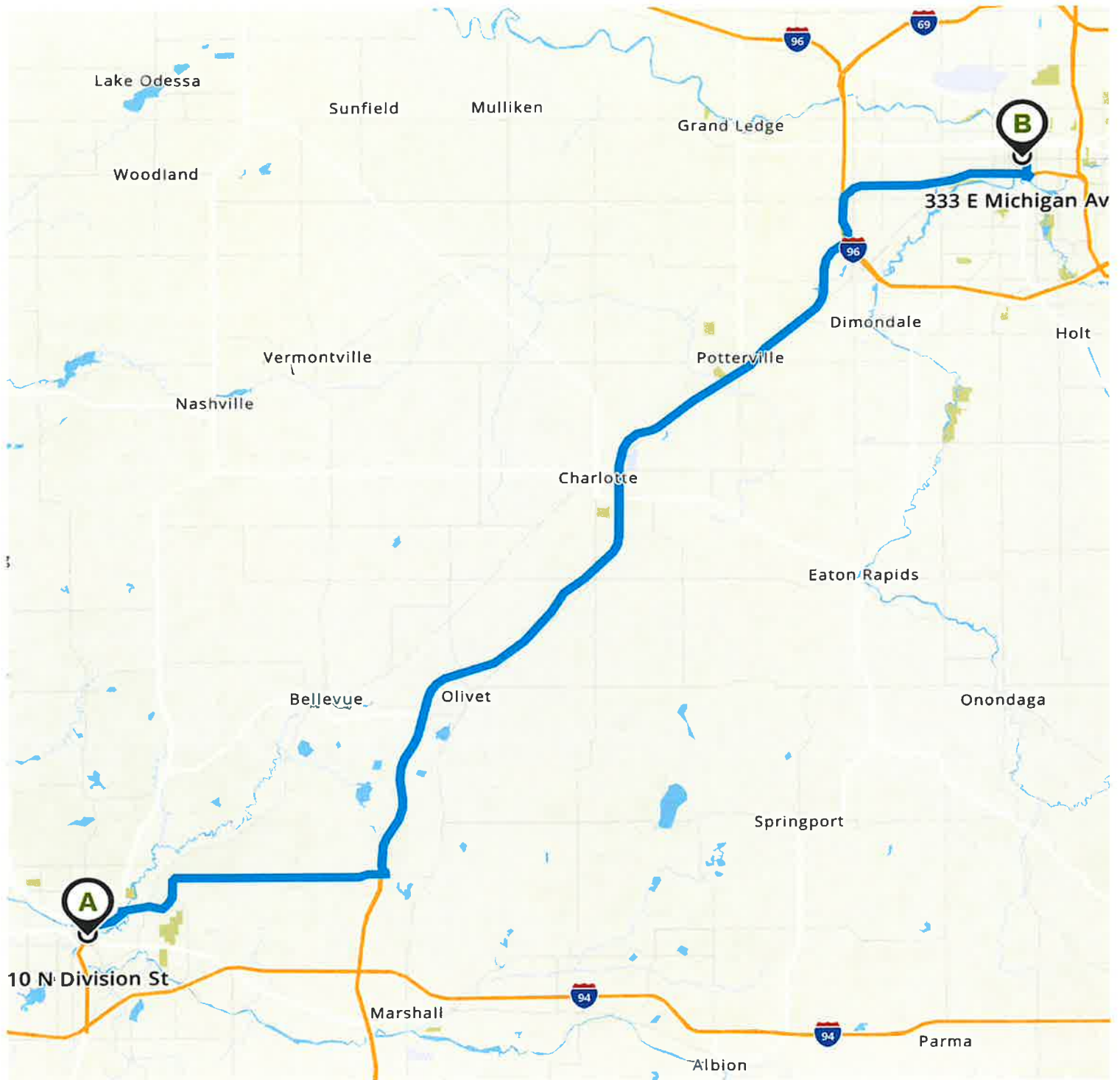
 Turn left onto N Cedar St (I-96-BL S). Go for 495 ft.

Then 0.09 mi

 Turn right onto Riverfront Dr. Go for 0.2 mi.

Then 0.2 mi

 **Lansing Center**
333 E Michigan Ave, Lansing, MI 48933





FY 2025 per diem rates for Lansing, Michigan

Meals and incidental expenses (M&IE) rates and breakdown

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and lastday of travel
Standard Rate	Applies for all locations without specified rates	\$68	\$16	\$19	\$28	\$5	\$51.00

CITY OF BATTLE CREEK – TRAVEL POLICY

Updated 09/28/2024

All employees are to review the following guidelines before leaving for their trips or requesting reimbursements.

Any reimbursements to be made through payroll must be in the Finance office with proper documentation and approvals by Tuesday at noon in order to be included in the next payroll check. If the travel packet is not complete, there may be a delay in the approval process.

All travelers shall exercise the same care in incurring expenses that a prudent person would use. All travelers shall travel by the most cost effective mode of transportation.

No travel related reimbursements (meals, mileage, or miscellaneous) shall be made from departmental petty cash.

MILEAGE REIMBURSEMENTS:

If more than one person is traveling to the same destination car-pooling is strongly encouraged. Use of city vehicles, where available, is preferred.

The IRS mileage rate, used by the City for reimbursement of personal vehicle use, is .070 cents per mile effective 1/1/25.

For travel that begins from home, mileage is to be calculated from the employee's home or work location, whichever is less. For travel that begins from work, mileage should be calculated from the employee's workplace. Mileage reimbursement requests must be submitted to Finance on a request for payment (payment voucher) form (**noted as employee reimbursement**) with a MapQuest (www.Mapquest.com) or similar document attached supporting the miles traveled, using the shortest distance. If the document shows one-way mileage, the traveler shall note if the travel is round-trip and show the appropriate calculation of miles and calculation of reimbursement request. If the travel is related to a conference, a copy of the registration form must be attached to the payment voucher as well. Any local mileage reimbursement requests should be made monthly and will be paid through payroll.

Mileage will not be reimbursed for getting lost.

MISCELLANEOUS REIMBURSEMENTS:

P-cards may be used to pay miscellaneous expenses like parking fees, tolls, gas for city owned vehicles, meals not part of an overnight stay (up to the location-appropriate per diem amount INCLUDING TAX AND TIP), and taxis. Alternately, these miscellaneous expenses can be reimbursed using a request for payment (payment voucher). Any miscellaneous charges that do not have a detailed receipt will not be reimbursed. A lack of an itemized receipt for support of a

p-card transaction may classify the transaction as a personal use of the p-card. Meals on payment vouchers will be reimbursed up to the location-appropriate per diem rate. Meals purchased with p-cards must be equal to or less than the IRS per diem shown on page 3 of this document or the user will be required to reimburse the City.

MEAL REIMBURSEMENTS:

Breakfast is provided if the employee needs to leave home before 7:00 AM. If the employee is staying at a hotel, and continental breakfast is provided, no breakfast per diem should be issued. Lunch is provided if the employee needs to leave before 11:00 AM and/or return after 2:00 PM, Dinner is provided if the employee begins travel before 5:00 PM or returns home after 6:00 PM, or if the employee is required to stay after the conference/meeting as a board member. Tips are included in the IRS rate meal per diem rates. Anything over the rate will not be reimbursed.

Trips that do not include overnight stays:

Based on IRS requirements, any reimbursable meals during a trip that does not include an overnight stay will be reimbursed based on **actual expenses**. In order to receive a non-taxable reimbursement, actual receipts for eligible meals purchased must be provided to the finance department attached to a request for payment (payment voucher) form. All receipts for meals ***MUST have the itemized receipt*** (not just a charge summary). The receipt/payment voucher needs to address the following questions: who attended meeting, why/purpose of meeting, where and when the meeting was held. If the travel is related to a conference, **a copy of the registration form must be attached to the payment voucher as well**. Non-taxable reimbursements, including sales tax and tip, will be made through payroll. The maximum amount of the actual reimbursement is the IRS per diem amount for the location where the purchase was made (see schedule on page 3 of this document). Any excess will not be reimbursed. Alcoholic beverages are not a reimbursable expense and must be deducted from any receipt before submission.

Trips that include overnight stays:

Requests for payments (payment vouchers) are to be turned in to Finance no more than thirty days before the trip is to be taken, or within 30 days after the trip. Documentation showing an overnight stay is required for this travel must be attached to the payment voucher. **If the travel is related to a conference, a copy of the registration form must be attached to the payment voucher if not previously included in the Out of State Travel Request Form packet.** IRS rate meal per diems are for overnight stays **ONLY**. All per diems will be paid through payroll. **P-cards shall not be used for meals when on overnight travel.**

For IRS meal (M&IE) per diem rates by City/State use the web site www.gsa.gov/perdiem; enter the city or zip code. **Print and attach** the per diem rate to the payment voucher or packet.

Breakdown for meal per diem is as follows: *If the City you are looking for on the attached breakdown by City/State is not on the list, use the closest location to your destination.*

\$68.00 - Breakfast \$17.25 - Lunch \$20.50 - Dinner \$30.25

\$74.00 - Breakfast \$19.35 - Lunch \$21.45 - Dinner \$33.20

\$80.00 - Breakfast \$21.35 - Lunch \$23.45 - Dinner \$35.20

\$86.00 - Breakfast \$23.40 - Lunch \$24.40 - Dinner \$38.20

\$92.00 - Breakfast \$24.30 - Lunch \$27.50 - Dinner \$40.20

PERSONAL CREDIT CARDS:

Except for non-overnight stay meal reimbursements, employees are prohibited from using personal credit cards for City transactions. Should an emergency arise and no other form of payment is available in situations other than non-overnight stay meals, employees should be aware that sales tax would not be reimbursed. Sales tax cannot be waived when using a personal credit card. Credit card companies that give incentives (i.e. travel points, etc) for purchases made for City transactions for which an employee receives reimbursement is against IRS guidelines and can be added to the employee's W-2.

OUT OF STATE TRAVEL:

Prior to booking, the City Manager or the Assistant City Manager must approve all out of state travel. An Out of State Travel form (found in the BC Shortcuts – Travel Policy folder on the network) must be filled out and signed by the appropriate persons in the department. The completed Out of State Travel form is then forwarded to the Revenue Services Director in the Finance Department for budget review and approval. **There must be funds available in the account number line item(s) in order for the form to move forward.** Finance will forward the request to the City Manager's office for final approval. **A copy of the final approved Out of State Travel form should be included with all payment requests related to this out of state travel.** The originating department should retain the original approved request.

OVERNIGHT STAYS:

Overnight stays are designated for trips that require driving more than one hour from the employee's work place to the site of the event, or in situations where an employee is required to be present because of officer or delegate status. Any such status should be noted on the request

for payment (payment voucher). Any overnight stay not falling within these guidelines requires the approval of the Department Manager, City Manager or Assistant City Manager, and an Out of State Travel form must be attached to the request for reimbursement. Please contact the Finance department for the tax-exempt certificate.

LODGING:

Any cost for hotels/motels shall be appropriate to the purposes of the trip, and the most economical lodging must be used. Due and prudent care must be used when selecting accommodations. If hotel charges are deemed excessive by the Revenue Services Director, the department will either justify the proposed expense or submit a new proposal. Lodging expenses must be fully covered by department's travel budget. If a spouse accompanies the employee, the employee is responsible for additional expenses resulting from the spouse's stay. Hotels/Motels in Michigan and other states honor waiving the local sales tax for government business, and tax-exempt forms are available in Finance. The City's tax-exempt status does not apply to other taxes that may be charged, such as luxury taxes. The government exemption only applies when a room is paid for by the City.

AIRFARE/ETC:

Obtaining the most economical price is required when booking flights. Employees are responsible for all costs associated with any upgrades. Travel insurance should be discussed with your assigned Budget Officer BEFORE MAKING ANY ARRANGEMENTS.

RENTAL VEHICLES:

The City Manager or Assistant City Manager must approve use of a rental vehicle. An employee may be eligible for a rental car if the conference is not located at the employees' place of lodging and shuttle or taxi service is not available. Travelers shall obtain rental vehicle insurance when using rental vehicles for City business.

✓ ☒ REGISTRATION
✓ ☒ MAPQUEST
☐ ITEMIZED RECEIPTS

EMPLOYEE
City of Battle Creek
In-State (No Overnight) Travel Payment Voucher 2025

Employee #: 202720 Date: 2/27/2025

Employee Name: Paige Katsarsky-Smith ✓

Reason for Travel: 2025 MML Capital Conference ✓

Travel Dates: Tuesday, March 18 - Wednesday, March 19 ✓

Location: Lansing Center ✓
333 E. Michigan Ave., Lansing, MI 48933

Daily per diem total: \$68.00 ✓ (attach www.gsa.gov form)

City Vehicle: Y or (N) Please circle one

Mileage Total: Car Pooling with Commissioner LaCosse (attach Mapquest)(.70/MILE)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Date								\$
Breakfast			N/A	Included				\$
Lunch			Included *	Included				\$
Dinner			\$30.25	N/A				\$
						Total Due:		\$30.25

Comments/Notes: *Additional Fee of \$65 for MML Luncheon on 3/18/25 included in Registration Fee if available
If MML Luncheon is not attended, add \$20.50 for lunch reimbursement - New Total Due could be \$50.75
(Final Registration Receipt will be provided upon Travel Expense Committee approval)

Charge Account: GL 101.101.0000.801360

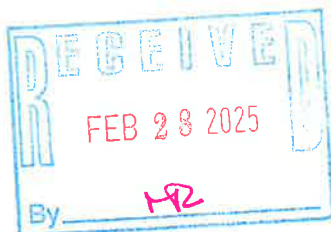
Total Reimbursement Amount: \$50.75 ✓

Employee Signature: See Attached Email Date: 2/27/2025

Department Approval: *Paige Katsarsky-Smith* ✓ Date: 2/28/25

Finance Approval: *David B. Kinsler* Date: 2/28/25

UPDATED 01/03/2025 NAK





Outlook

Commission Travel Request

From Ted E. Dearing <TEDearing@battlecreekmi.gov>

Date Fri 2/28/2025 9:00 AM

To Rebecca D. Forbes <rdforbes@battlecreekmi.gov>

Cc Patricia Worden <psworden@battlecreekmi.gov>

Becca and Patti, please see the request below from commissioner's Lacosse and Katsarsky-Smith to participate in the Michigan Municipal League's 2025 Capital Conference March 18-19 in Lansing. Thanks.

Cap Con...we got the email recently on that and Paige and I are wondering if it's possible to attend this.

Ted Dearing

*Assistant City Manager
Community & Economic Development*

**City of Battle Creek
City Manager's Office**

10 North Division Street Rm 206

Battle Creek, Michigan 49014

Ph- 269.966.3355

Ex- 1202

tedearing@battlecreekmi.gov

<http://www.battlecreekmi.gov>



Mission for Battle Creek City Government

To ensure a safe, prosperous and culturally enriched community.

Vision for Battle Creek City Government

We envision Battle Creek as an extraordinary community where people choose to live, work and play.



2025 CapCon

Register

When and Where

Start Date

3/18/2025 2:15 PM EDT

End Date

3/19/2025 4:00 PM EDT

Location

Lansing Center

City

Lansing

State/Province

MI

The Michigan Municipal League's CapCon brings together local officials, city managers, mayors, council members and legislators. CapCon 2025 attendees will gain meaningful information and tangible tools to advocate, engage and influence the legislative process to support and shape the future of our communities and Michigan.

Cost Per Person**Early Bird Registration (on or before February 7)**

- MML Full & Associate Members/BAP Participants: \$350

- Nonmember Government Entities/MML Fund & Pool Program Members: \$625

Regular Registration (on or before March 7)

- MML Full & Associate Members/BAP Participants: \$460
- Nonmember Government Entities/MML Fund & Pool Program Members: \$625

Onsite Registration (March 18-19)

- MML Full & Associate Members/BAP Participants: \$510
- Nonmember Government Entities/MML Fund & Pool Program Members: \$675

Additional Registration Options

- Guest: \$110 (*Includes attendance at Tuesday welcome reception and Wednesday meals*)
- Student: \$125
- Michigan Women in Municipal Government (MWIMG) Annual Meeting & Luncheon: \$65
- Michigan Black Caucus of Local Elected Officials (MBC-LEO) Annual Meeting & Lunch:
Registration Required

For the CapCon agenda and program details, check the event webpage.

Registration by Email

Click here for a fillable PDF registration form.

Registration Deadlines

Online registration and cancellation deadline is Friday, March 7th at 5:00 pm.

Patricia Worden

From: Rebecca D. Forbes
Sent: Thursday, February 27, 2025 4:03 PM
To: Paige L. Katsarsky-Smith
Cc: Patricia Worden; Jessica L. Lacosse
Subject: Re: CapCon 2025 Registration Questions

Thank you Commissioner Katsarsky-Smith.

We will include this registration option in the travel packet request for the Travel Committee.

Rebecca D. Forbes

Executive Assistant

**City of Battle Creek
City Manager's Office**

10 North Division Street Rm 206

Battle Creek, Michigan 49014

Ph- 269.966.3378

Ex- 1205

rdforbes@battlecreekmi.gov

<http://www.battlecreekmi.gov>



From: Paige L. Katsarsky-Smith <plkatsarsky-smith@battlecreekmi.gov>

Sent: Thursday, February 27, 2025 3:57 PM

To: Rebecca D. Forbes <rdforbes@battlecreekmi.gov>

Subject: Re: CapCon 2025 Registration Questions

I do believe this would be very beneficial as a way of networking and meeting other women in government.

I would definitely like to attend if there is availability to do so.

Thanks for the information.

From: Rebecca D. Forbes <rdforbes@battlecreekmi.gov>

Date: Thursday, February 27, 2025 at 2:28 PM

To: Jessica L. Lacosse <jllacosse@battlecreekmi.gov>, Paige L. Katsarsky-Smith <plkatsarsky-smith@battlecreekmi.gov>

Cc: Patricia Worden <psworden@battlecreekmi.gov>

Subject: CapCon 2025 Registration Questions

Good Afternoon Commissioners,

As we look to get registration information prepared for Travel Committee approval, please let us know at your earliest convenience if you would like to attend the following luncheon that is available to you at CapCon 2025 on Tuesday, March 18:

Patricia Worden

From: Rebecca D. Forbes
Sent: Thursday, February 27, 2025 2:29 PM
To: Jessica L. Lacosse; Paige L. Katsarsky-Smith
Cc: Patricia Worden
Subject: CapCon 2025 Registration Questions

Good Afternoon Commissioners,

As we look to get registration information prepared for Travel Committee approval, please let us know at your earliest convenience if you would like to attend the following luncheon that is available to you at CapCon 2025 on Tuesday, March 18:

☐ 2025 CapCon MWIMG Lunch

\$65.00

[Less ^](#)

The Michigan Women in Municipal Government (MWIMG) is a state-wide organization of women serving in local government that strives to advocate on critical issues while encouraging women to get involved in local government; to educate members by providing them with resources, training, and mentorship opportunities; and to support women in government service and those who should be. Attendance at the lunch is open to all attendees.

These conference registration options do fill up quickly and may not be available after Travel Committee approval. However, we are happy to include this expense as part of your request if you are wanting to attend this luncheon should there be availability.

Thank you,

Rebecca D. Forbes

Executive Assistant

**City of Battle Creek
City Manager's Office**

10 North Division Street Rm 206

Battle Creek, Michigan 49014

Ph- 269.966.3378

Ex- 1205

rdforbes@battlecreekmi.gov

<http://www.battlecreekmi.gov>



Mission for Battle Creek City Government

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General Information

[🏠](#) / [HOME \(HTTPS://BLOGS.MML.ORG/WP/CC\)](https://blogs.mml.org/wp/cc) / GENERAL INFORMATION

Registration Hours

Tuesday, March 18: 11 a.m.–5:30 p.m.

Wednesday, March 19: 7 a.m.–3:30 p.m.

Expo Hall Hours

Tuesday, March 18: 4:30–6:30 p.m.

Wednesday, March 19: 7:30 a.m.–3 p.m.

CapCon Mobile App

Download the free CapCon mobile app on your smartphone from your app store by searching for “Michigan Municipal League.” The app will have exclusive information and notifications throughout the event. Available soon!

Social Media

Stay connected with all that is going on at CapCon and with the League year-round by following the League on LinkedIn (<https://www.linkedin.com/company/mmleague/>), Facebook (<http://facebook.com/mmleague>), X (<http://www.twitter.com/mmleague>), and Instagram (<http://www.instagram.com/mmleague>). For the latest CapCon updates, be sure to follow #2025CapCon.

Meet Your State Representatives

We encourage you to contact your representatives before CapCon and make arrangements to meet and discuss issues of importance to you and your community.

Name Badges

CapCon name badges must be worn to gain admission to educational, meal, and social functions.

Guest Activities

Guests can be registered with CapCon attendees to participate in meals and the Welcome Reception. Guest registration does not include admittance to the CapCon General Sessions or Breakout Sessions.

Evaluations

An evaluation for the overall CapCon experience will be emailed following the conclusion of the event.

ICMA Core Competency Credits

The International City/County Management Association (ICMA) offers a voluntary credentialing program to recognize professional local government managers and to promote lifelong learning. To assist managers who are considering or already participating in the program, the League will list one or more of ICMA's 18 core competency (CC) areas for each of the Convention sessions.

Parking

DoubleTree by Hilton, Lansing

The DoubleTree by Hilton, Lansing offers all overnight guests valet parking for a fee of \$35 per night, per vehicle. Temporary valet parking is available at \$20.00 per entry.

Additional self-parking is available in the city-owned ramp conveniently connected to the DoubleTree at the Capitol via a climate-controlled pedway. The current parking rate is \$1.50 for each ½ hour, maximum of \$15.00 per day.

Lansing Center, Lansing

Parking lots under and north of Lansing Center are open 24 hours a day. Fees are charged from 5 a.m. to 11 p.m., Monday through Sunday. Credit cards are accepted at the entrances and exits.

To pay cash, visit one of the pay-on-foot machines available in the lobby of Lansing Center and the parking level of the building. The pay-on-foot machines may be used to pay for parking in the lots located north and under Lansing Center. Pay-on-foot machines

will accept cash, coupons or credit card payments. (Note: to receive a receipt for a cash payment, press the receipt button on the pay-on-foot machine – a receipt will not be given at the exit for cash payments.)

Rate: \$2 per hour with a daily maximum of \$10

(<https://blogs.mml.org/wp/cc>)

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Agenda

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Tuesday

March 18, 2025

10 a.m.–1 p.m.

League Board of Trustees Meeting & Lunch

Meeting Rooms 101–104

11 a.m.–5:30 p.m.

Conference Registration Open

Mainstreet Concourse

12–1:30 p.m.

Michigan Women in Municipal Government (MWIMG) Annual Meeting & Luncheon

(additional fee and pre-registration required)

Meeting Rooms 201–202

Strong Communities: The Role of Women in Shaping Housing and Development

Join us to discover the powerful impact women are having on housing and development. As leaders, advocates, and innovators, women are reshaping the future of housing and community development. In this panel discussion, we'll

explore how women's unique perspectives and contributions are driving the creation of more sustainable, affordable, and resilient communities in Michigan.

1–4 p.m.

Exhibit Hall Vendor Registration and Load In

Exhibit Hall A

2:15–4:30 p.m.

Opening General Session & Legislator of the Year Awards

Banquet Rooms 1–8

League Legislative Team Breaks It Down

See today's political landscape through the eyes of your Michigan Municipal League advocacy team. Learn about recent legislative successes and how they plan to build upon that momentum in 2025. The team will offer insights on the League's legislative priorities and the latest conversation around economic development, housing, infrastructure investment, key aspects of Governor Whitmer's budget proposal, and much more. Also, after a presidential election year and legislative lame duck, hear their thoughts on the early impact this is having and learn how communities can maximize opportunities for success in the new legislative session.

Speakers

John LaMacchia II, Director, State & Federal Affairs, Michigan Municipal League

Jennifer Rigterink, Assistant Director, State & Federal Affairs, Michigan Municipal League

Herasanna Richards, Legislative Associate, Michigan Municipal League

Dave Hodgkins, Legislative Associate, Michigan Municipal League

Emily Kieliszewski, Assistant Director, Member Experience & Learning, Michigan Municipal League (moderator)

4:30–6:30 p.m.

Expo Hall and MML Liability and Property Pool Welcome Reception

Exhibit Hall A

Sponsored by: MML Liability & Property Pool, Plunkett Cooney, Yousif Capital Management

Immediately following the opening general session, take time to network with your fellow attendees, vendors, and League staff during the Welcome Reception. Connections made in the Expo Hall continue beyond the conference and will serve as a valuable resource for you during your time as a municipal official.

**Indicates additional fee*

Wednesday

(<https://blogs.mml.org/wp/cc>)

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Agenda

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Tuesday

Wednesday

March 19, 2025

7 a.m.–3:30 p.m.

Conference Registration Open

Mainstreet Concourse

7:30–8:30 a.m.

Legislative Breakfast

Exhibit Hall A

Sponsored by: Public Policy Associates

Enjoy breakfast in a relaxed setting as you network with senators, representatives, key legislative staff members, and other top state officials. Hear their perspectives on state issues and share your views on matters that affect your community.

7:30 a.m.–3 p.m.

Exhibit Hall Open

Exhibit Hall A

The full list of vendors and a map of the Expo Hall can be found here (<https://homebase.map-dynamics.com/mml2025/floorplan>).

8:45–10:15 a.m.

Morning General Session

Banquet Rooms 1–8

Cutting Through the Bureaucracy: A Federal Perspective

Sponsored by: Blue Cross Blue Shield of Michigan

Every day we read and watch the headlines coming out of Washington, D.C., but what really goes on behind the scenes? Come listen to former members of Congress as they give you a peak behind the curtain with a firsthand account of their time in our nation's capital. You will experience an honest conversation on where they believe we stand as a country following an intense presidential election cycle, the opportunities that lie ahead, and the challenges we may face going forward.

Speakers

The Honorable Representative Fred Upton

The Honorable Representative Dan Kildee

Summer Minnick, Deputy Executive Director, Chief of Staff, Michigan Municipal League

10:15–10:45 a.m.

Networking Break

Exhibit Hall A

10:45 a.m. – 12 p.m.

General Session

Banquet Rooms 1–8

On the Front Line: Leadership in Times of Tragedy

No one hopes for tragedy, but when one occurs, communities look to their leaders for strength and guidance. Two of Michigan's mayors were recently placed in a position of having to help their residents persevere through a difficult time. Join us as we listen to their candid thoughts on what it takes to be a strong leader, both in the moment of a tragedy and after.

Speakers

Bryan Barnett, Mayor, City of Rochester Hills

Rosalynn Bliss, Former Mayor, City of Grand Rapids

Bridgette Gransden, Administrator/Controller, Midland County (moderator)

12–1:30 p.m.

Networking Lunch

Exhibit Hall A

12–1:30 p.m.

Michigan Black Caucus of Local Elected Officials (MBC-LEO) Annual Meeting & Luncheon

(pre-registration required)

Governor's Room

1:30–2:30 p.m.

Concurrent Breakout Sessions

Strategic Advocacy to Create Thriving Communities

Meeting Rooms 101–102

The future of Michigan relies on creating thriving communities across the state. From downtowns to small towns, local leaders are working to create places that build shared community values and create deep connections. For our communities to thrive, it is critical that the state of Michigan provide them with the necessary resources and tools. In pursuit of our legislative priorities, the League is connecting data and stories that show the importance of these policies. Come learn about how we're connecting our legislative agenda and guiding principles to research showing the on-the-ground impact.

Speakers

John LaMacchia II, Director, State & Federal Affairs, Michigan Municipal League

Richard Murphy, Program Manager, Michigan Municipal League

Direct Pay Tax Credits: An Opportunity for Local Governments to Finance Clean Energy Projects

Meeting Rooms 103–104

If your community is looking to save money paying for renewable energy projects—installing EV chargers or purchasing clean vehicles for your fleet—direct pay could cover 30–70 percent of the cost for these investments through 2032. The Inflation Reduction Act introduced direct pay (also known as elective pay), which extends clean energy tax credits to tax-exempt and government entities. This session will focus on this new opportunity to receive payment for municipal clean energy projects, EV chargers, and electric vehicles. Learn about eligibility requirements and resources available for project development, financing, and tax filing.

Neighborhood Impact: How Decisions Made 100 Years Ago Still Affect a Community

Meeting Room 201

Join John Willis for a gripping, fact-driven presentation that uncovers the untold story of how one of the most thriving communities in Jackson, Michigan, was systematically transformed into an urban ghetto. Using historical records, powerful images, and real accounts, this presentation unpacks the devastating effects of redlining in the 1930s and the so-called “urban renewal” of the 1960s—policies that uprooted families, stripped generational wealth, and redefined the landscape of economic inequality in Jackson. Attendees will gain a deeper understanding of how systemic discrimination shaped the city’s poorest neighborhood and why its impact still lingers today. Don’t miss this eye-opening session that connects the past to present-day challenges and sparks critical conversations about justice, policy, and community restoration. The presentation also shares how the City of Jackson committed \$4.5 million in ARPA funds and \$9 million in grant funding to this challenged community to stimulate economic growth and neighborhood improvement.

Speaker

John Willis, Chief Equity Officer, City of Jackson, MI

An Old Tool with a New Use and a New Tool Never Used—Help for Housing

Meeting Room 202

Sponsored by: Allen Edwin Homes

Public Act 381, the Michigan Brownfield Redevelopment Financing Act, was revised in 2023 to expand eligible activities for Tax Increment Financing reimbursement—including the addition of housing as an eligible activity. Public Act 233 of 2002 created the Attainable Facilities Housing Act. Learn how communities and developers are using these tools to help tackle the shortage of attainable housing, how to prepare for these incentives, and how to manage applications and projects.

Lobbying 2.0

Meeting Rooms 204–205

The Michigan Legislature is constantly changing and taking on new issues. How can you keep up with it all? Join members of the League's lobbying staff as they share the ins and outs of the Michigan Legislature. This session is for members who are just starting to dive into the Lansing arena, as well as veterans seeking a refresher. Earn an Elected Officials Academy (EOA) Advocacy Credit in this session.

2:30–3 p.m.

Afternoon Snack & Networking Break

Exhibit Hall A

3–4 p.m.

Concurrent Breakout Sessions

From Production to Disposal: The Need to Transform Local Waste Management

Meeting Rooms 101–102

As local governments face increasing pressure to manage waste effectively and meet sustainability goals, Extended Producer Responsibility (EPR) policies present a powerful solution. EPR shifts the financial burden of waste management away

from municipalities and onto producers, helping to create a more sustainable, circular economy. With EPR laws already in place in seven states, the movement is gaining momentum in the U.S.

This breakout session will introduce the fundamentals of EPR, explore its growing role in waste management, and highlight how local governments can leverage these policies to reduce costs, enhance recycling programs, and contribute to sustainability objectives.

Labor Policy: A Snapshot for Local Governments

Meeting Rooms 103–104

Legislation on collective bargaining and workers' rights took center stage during the 2023–2024 legislative session. There were also significant decisions made by the Michigan Supreme Court regarding paid sick leave and the minimum wage. Join us for an update on the labor policies that could have an impact on municipalities across Michigan.

Speaker

Brandon Fournier, Partner, Shifman Fournier

The Role of Local Leaders Preparing for Mass Shootings

Meeting Room 201

As mass shootings continue to devastate communities across our nation, preparedness and responsiveness are critical to public service. This session will feature subject matter experts who will discuss essential tools and resources for local leaders to be ready in the event of a mass shooting. Topics will include what municipal officials can do to prepare, planning victim services, and how to ensure law enforcement officials have the training and equipment they need.

Hosted by: MBC-LEO

Speaker

Sarah Peck, Director, UnitedOnGuns, Public Health Advocacy Institute, Northeastern University

The Interaction Between Headlee and Proposal A: Why Do We Need to Fix It?

Meeting Room 202

Michigan is somewhat unique in that we have not one but two constitutional limitations on property taxes: The Headlee Amendment, adopted in 1978, limits taxes by rolling back the maximum millage rate of a community; and Proposal A, adopted in 1994, which limits tax growth on a parcel-by-parcel basis. Individually, the concepts work, but the combination of the two has created a dysfunctional system in need of legislative attention. We will explore these issues in detail and discuss legislative solutions to address the problem.

Speaker

Anthony Minghine, Deputy Executive Director, External Strategies, Michigan Municipal League

Lobbying 3.0

Meeting Rooms 204–205

The League is a successful grassroots organization largely because of the involvement of active members—that's you! In the Lobbying 2.0 breakout session, you learned the nuts and bolts of advocacy. In 3.0, you will hear from our lobbyists as they break down specific legislative priorities around housing and infrastructure. Learn the nuances of these issues, what specific actions can be taken, why those actions matter, and leave with a deeper understanding on how to work together and advocate for their successful passage.

Speakers

John LaMacchia II, Director, State & Federal Affairs, Michigan Municipal League

Jennifer Rigterink, Assistant Director, State & Federal Affairs, Michigan Municipal League

**Indicates additional fee*

(<https://blogs.mml.org/wp/cc>)

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**10 N Division St
to Lansing Center**

54 min

IRS reimbursement: **\$35.06**

52.3 mi

 Head toward John W Patterson Way. Go for 128 ft.

Then 0.02 mi

 Turn left onto John W Patterson Way. Go for 249 ft.

Then 0.05 mi

 Turn right onto N Division St (M-66). Go for 1.6 mi.

Then 1.6 mi

 Turn right onto E Emmett St. Go for 0.9 mi.

Then 0.9 mi

 Continue on Verona Rd. Go for 0.5 mi.


Then 0.5 mi

 Turn left onto McAllister Rd. Go for 1.2 mi.


Then 1.2 mi

 Keep right onto McAllister Rd. Go for 7.4 mi.


Then 7.4 mi

 Turn left and take ramp onto I-69 N toward Lansing. Go for 32.4 mi.


Then 32.4 mi

 Take exit 95 toward I-496/Downtown Lansing onto I-496 E. Go for 6.5 mi.


Then 6.5 mi

 Take exit 7 toward Cedar St-Larch St/Pennsylvania Ave/Larch St/Cedar St. Go for 0.5 mi.


Then 0.5 mi

 Turn right onto S Cedar St (I-96-BL). Go for 0.9 mi.

Then 0.9 mi

 Turn left onto E Shiawassee St. Go for 509 ft.


Then 0.10 mi

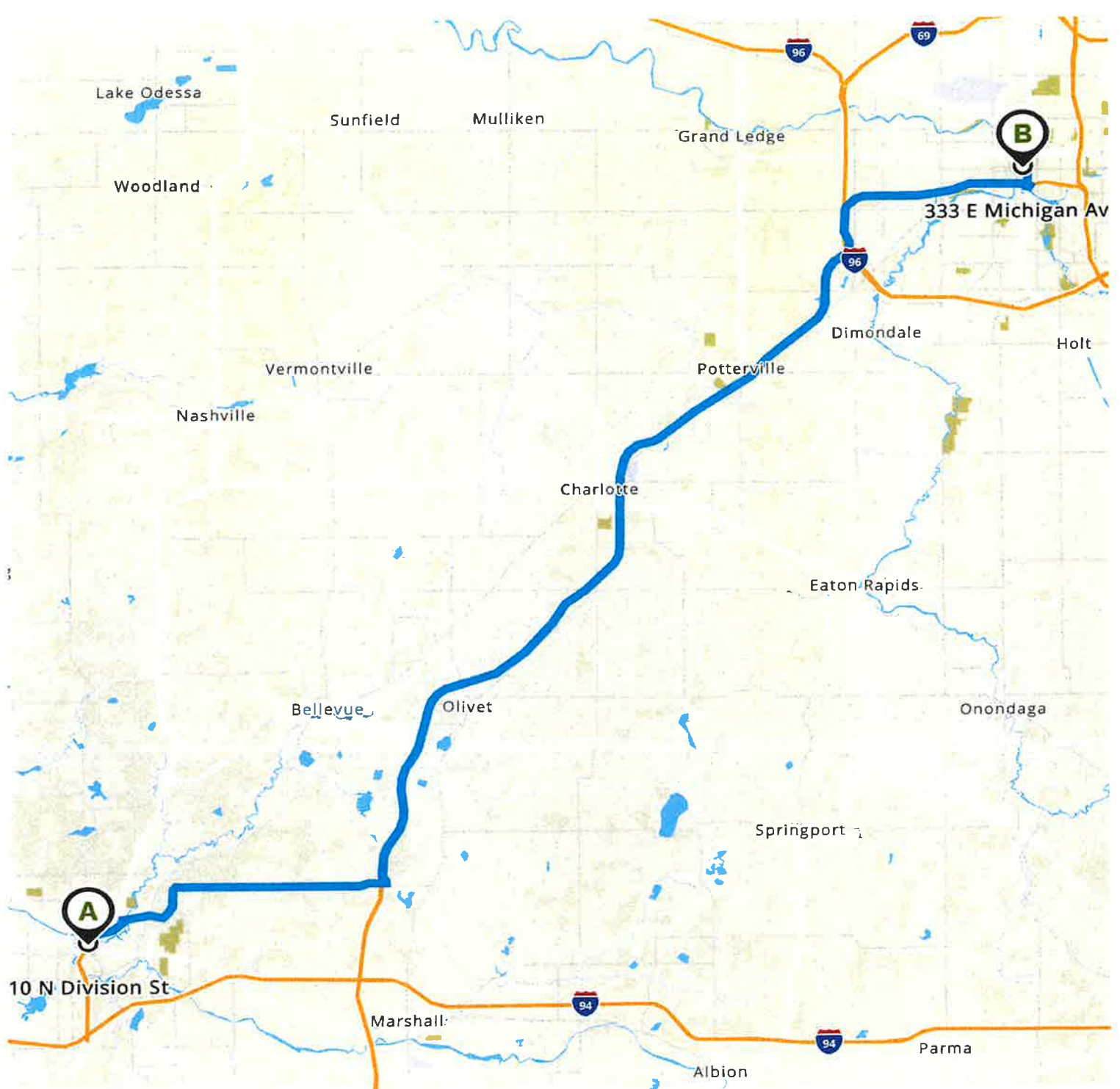
 Turn left onto N Cedar St (I-96-BL S). Go for 495 ft.

Then 0.09 mi

 Turn right onto Riverfront Dr. Go for 0.2 mi.

Then 0.2 mi

 **Lansing Center**
333 E Michigan Ave, Lansing, MI 48933





FY 2025 per diem rates for Lansing, Michigan

Meals and incidental expenses (M&IE) rates and breakdown

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and lastday of travel
Standard Rate	Applies for all locations without specified rates	\$68	\$16	\$19	\$28	\$5	\$51.00

CITY OF BATTLE CREEK – TRAVEL POLICY

Updated 09/28/2024

All employees are to review the following guidelines before leaving for their trips or requesting reimbursements.

Any reimbursements to be made through payroll must be in the Finance office with proper documentation and approvals by Tuesday at noon in order to be included in the next payroll check. If the travel packet is not complete, there may be a delay in the approval process.

All travelers shall exercise the same care in incurring expenses that a prudent person would use. All travelers shall travel by the most cost effective mode of transportation.

No travel related reimbursements (meals, mileage, or miscellaneous) shall be made from departmental petty cash.

MILEAGE REIMBURSEMENTS:

If more than one person is traveling to the same destination car-pooling is strongly encouraged. Use of city vehicles, where available, is preferred.

The IRS mileage rate, used by the City for reimbursement of personal vehicle use, is .070 cents per mile effective 1/1/25.

For travel that begins from home, mileage is to be calculated from the employee's home or work location, whichever is less. For travel that begins from work, mileage should be calculated from the employee's workplace. Mileage reimbursement requests must be submitted to Finance on a request for payment (payment voucher) form (**noted as employee reimbursement**) with a MapQuest (www.Mapquest.com) or similar document attached supporting the miles traveled, using the shortest distance. If the document shows one-way mileage, the traveler shall note if the travel is round-trip and show the appropriate calculation of miles and calculation of reimbursement request. If the travel is related to a conference, a copy of the registration form must be attached to the payment voucher as well. Any local mileage reimbursement requests should be made monthly and will be paid through payroll.

Mileage will not be reimbursed for getting lost.

MISCELLANEOUS REIMBURSEMENTS:

P-cards may be used to pay miscellaneous expenses like parking fees, tolls, gas for city owned vehicles, meals not part of an overnight stay (up to the location-appropriate per diem amount INCLUDING TAX AND TIP), and taxis. Alternately, these miscellaneous expenses can be reimbursed using a request for payment (payment voucher). Any miscellaneous charges that do not have a detailed receipt will not be reimbursed. A lack of an itemized receipt for support of a

p-card transaction may classify the transaction as a personal use of the p-card. Meals on payment vouchers will be reimbursed up to the location-appropriate per diem rate. Meals purchased with p-cards must be equal to or less than the IRS per diem shown on page 3 of this document or the user will be required to reimburse the City.

MEAL REIMBURSEMENTS:

Breakfast is provided if the employee needs to leave home before 7:00 AM. If the employee is staying at a hotel, and continental breakfast is provided, no breakfast per diem should be issued. Lunch is provided if the employee needs to leave before 11:00 AM and/or return after 2:00 PM, Dinner is provided if the employee begins travel before 5:00 PM or returns home after 6:00 PM, or if the employee is required to stay after the conference/meeting as a board member. Tips are included in the IRS rate meal per diem rates. Anything over the rate will not be reimbursed.

Trips that do not include overnight stays:

Based on IRS requirements, any reimbursable meals during a trip that does not include an overnight stay will be reimbursed based on **actual expenses**. In order to receive a non-taxable reimbursement, actual receipts for eligible meals purchased must be provided to the finance department attached to a request for payment (payment voucher) form. All receipts for meals ***MUST have the itemized receipt*** (not just a charge summary). The receipt/payment voucher needs to address the following questions: who attended meeting, why/purpose of meeting, where and when the meeting was held. If the travel is related to a conference, **a copy of the registration form must be attached to the payment voucher as well**. Non-taxable reimbursements, including sales tax and tip, will be made through payroll. The maximum amount of the actual reimbursement is the IRS per diem amount for the location where the purchase was made (see schedule on page 3 of this document). Any excess will not be reimbursed. Alcoholic beverages are not a reimbursable expense and must be deducted from any receipt before submission.

Trips that include overnight stays:

Requests for payments (payment vouchers) are to be turned in to Finance no more than thirty days before the trip is to be taken, or within 30 days after the trip. Documentation showing an overnight stay is required for this travel must be attached to the payment voucher. **If the travel is related to a conference, a copy of the registration form must be attached to the payment voucher if not previously included in the Out of State Travel Request Form packet.** IRS rate meal per diems are for overnight stays **ONLY**. All per diems will be paid through payroll. **P-cards shall not be used for meals when on overnight travel.**

For IRS meal (M&IE) per diem rates by City/State use the web site www.gsa.gov/perdiem; enter the city or zip code. **Print and attach** the per diem rate to the payment voucher or packet.

Breakdown for meal per diem is as follows: *If the City you are looking for on the attached breakdown by City/State is not on the list, use the closest location to your destination.*

\$68.00 - Breakfast \$17.25 - Lunch \$20.50 - Dinner \$30.25

\$74.00 - Breakfast \$19.35 - Lunch \$21.45 - Dinner \$33.20

\$80.00 - Breakfast \$21.35 - Lunch \$23.45 - Dinner \$35.20

\$86.00 - Breakfast \$23.40 - Lunch \$24.40 - Dinner \$38.20

\$92.00 - Breakfast \$24.30 - Lunch \$27.50 - Dinner \$40.20

PERSONAL CREDIT CARDS:

Except for non-overnight stay meal reimbursements, employees are prohibited from using personal credit cards for City transactions. Should an emergency arise and no other form of payment is available in situations other than non-overnight stay meals, employees should be aware that sales tax would not be reimbursed. Sales tax cannot be waived when using a personal credit card. Credit card companies that give incentives (i.e. travel points, etc) for purchases made for City transactions for which an employee receives reimbursement is against IRS guidelines and can be added to the employee's W-2.

OUT OF STATE TRAVEL:

Prior to booking, the City Manager or the Assistant City Manager must approve all out of state travel. An Out of State Travel form (found in the BC Shortcuts – Travel Policy folder on the network) must be filled out and signed by the appropriate persons in the department. The completed Out of State Travel form is then forwarded to the Revenue Services Director in the Finance Department for budget review and approval. **There must be funds available in the account number line item(s) in order for the form to move forward.** Finance will forward the request to the City Manager's office for final approval. **A copy of the final approved Out of State Travel form should be included with all payment requests related to this out of state travel.** The originating department should retain the original approved request.

OVERNIGHT STAYS:

Overnight stays are designated for trips that require driving more than one hour from the employee's work place to the site of the event, or in situations where an employee is required to be present because of officer or delegate status. Any such status should be noted on the request

for payment (payment voucher). Any overnight stay not falling within these guidelines requires the approval of the Department Manager, City Manager or Assistant City Manager, and an Out of State Travel form must be attached to the request for reimbursement. Please contact the Finance department for the tax-exempt certificate.

LODGING:

Any cost for hotels/motels shall be appropriate to the purposes of the trip, and the most economical lodging must be used. Due and prudent care must be used when selecting accommodations. If hotel charges are deemed excessive by the Revenue Services Director, the department will either justify the proposed expense or submit a new proposal. Lodging expenses must be fully covered by department's travel budget. If a spouse accompanies the employee, the employee is responsible for additional expenses resulting from the spouse's stay. Hotels/Motels in Michigan and other states honor waiving the local sales tax for government business, and tax-exempt forms are available in Finance. The City's tax-exempt status does not apply to other taxes that may be charged, such as luxury taxes. The government exemption only applies when a room is paid for by the City.

AIRFARE/ETC:

Obtaining the most economical price is required when booking flights. Employees are responsible for all costs associated with any upgrades. Travel insurance should be discussed with your assigned Budget Officer BEFORE MAKING ANY ARRANGEMENTS.

RENTAL VEHICLES:

The City Manager or Assistant City Manager must approve use of a rental vehicle. An employee may be eligible for a rental car if the conference is not located at the employees' place of lodging and shuttle or taxi service is not available. Travelers shall obtain rental vehicle insurance when using rental vehicles for City business.

<input checked="" type="checkbox"/>	REGISTRATION
<input checked="" type="checkbox"/>	MAPQUEST
<input type="checkbox"/>	ITEMIZED RECEIPTS

EMPLOYEE

City of Battle Creek

In-State (No Overnight) Travel Payment Voucher 2025

Employee #: 202721 Date: 2/27/2025

Employee Name: Jessica L. LaCosse

Reason for Travel: 2025 MML Capital Conference

Travel Dates: Tuesday, March 18 - Wednesday, March 19

Location: Lansing Center
333 E. Michigan Ave., Lansing, MI 48933

Daily per diem total: \$68.00 (attach www.gsa.gov form)

City Vehicle: Y or N Please circle one

Mileage Total: 52.3 x 4 = 209.20 x .70 = \$146.44 (attach Mapquest)(.70/MILE)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Date								\$
Breakfast			N/A	Included				\$
Lunch			Included *	Included				\$
Dinner			\$30.25	N/A				\$
Total Due:								\$30.25

Comments/Notes: *Additional Fee of \$65 for MML Luncheon on 3/18/25 included in Registration Fee if available
 If MML Luncheon is not attended, add \$20.50 for lunch reimbursement - New Total Due could be \$50.75
 (Final Registration Receipt will be provided upon Travel Expense Committee approval)
 Parking Fee (\$10/day) \$20.00

Charge Account: GL 101.101.0000.801360

Total Reimbursement Amount: \$217.19

Employee Signature: See Attached Email Date: 2/27/2025

Department Approval: Date:

Finance Approval: Date: