



CITY COMMISSION TRAVEL EXPENSE COMMITTEE AGENDA

TUESDAY, MARCH 18, 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. March 4, 2025
- D. TRAVEL EXPENSE REQUEST FOR COMMISSIONER KATSARSKY-SMITH FOR THE MICHIGAN HISTORIC PRESERVATION NETWORK 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, March 4, 2025
6:00 PM**

Members Present: Commissioners Paige Katsarsky-Smith and Jenasia Morris and Vice Mayor Sherry Sofia

Members Absent:

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

Purpose: Travel expenses for Commissioners Paige Katsarsky-Smith and Jessica LaCosse to attend the 2025 Michigan Municipal League's Capital Conference, March 18 – 19, 2025.

Call to Order: Mr. Kuhn called the meeting to order at 6:01 PM.

Public Comment: No public present.

Approval of Minutes: Vice Mayor Sofia, supported by Comm. Morris, made a motion to approve the meeting minutes of the City Commission Travel Expense Committee minutes for February 4, 2025. All yes, none opposed. Motion approved.

Travel Expense of Commissioners Katsarsky-Smith and LaCosse:

The Committee reviewed the expenses submitted by Commissioners Katsarsky-Smith and LaCosse to attend the 2025 Michigan Municipal League's Capital Conference: Finance has reviewed the expense requests and has no concerns.

Vice Mayor Sofia, supported by Comm. Morris, made a motion to approve the travel expenses of Commissioner Katsarsky-Smith in the amount of \$510.75. Yes: Comm. Morris and Vice Mayor Sofia. Abstain: Comm. Katsarsky-Smith. Motion carried.

Vice Mayor Sofia, supported by Comm. Morris, made a motion to approve the travel expenses of Commissioner LaCosse in the amount of \$677.19. All yes. Motion carried.

Committee Comments: None

Adjournment: Meeting was adjourned at 6:03 PM.

REGISTRATION
 AGENDA
 HOTEL
 PER DIEM
 MAPQUEST

EMPLOYEE
City of Battle Creek
In-State (Overnight) Travel Payment Voucher 2025

Employee #: 202720 Date: 3/12/2025

Employee Name: Paige Katsarsky-Smith

Reason for Travel: 2025 Historic District Preservation Network Conference ✓

Travel Dates: May 14-17, 2025 ✓

Location: Lake Superior State University
650 West Easterday Avenue, Sault Sainte Marie, MI 49783 ✓

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

City Vehicle: Y or N

Mileage Total: 335.9 x 2 = 671.8 (671.8 x .70 = \$470.26) ✓ (attach Mapquest)(.70/MILE)

travel - per 50

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Date				<u>5/14</u>	<u>5/15</u>	<u>5/16</u>	<u>5/17</u>	\$
Breakfast					Included ✓	Included ✓	\$17.25 ✓	\$ <u>17.25</u>
Lunch					Included ✓	Included ✓	\$20.50 ✓	\$ <u>20.50</u>
Dinner				\$30.25 ✓	\$30.25 ✓	\$30.25 ✓		\$ <u>90.75</u>
							Total Due:	\$128.50 <u>128.50</u>

Comments/Notes: Registration Fee - \$380.00 * ✓
Lodging - possible \$80/night plus taxes/fees, roughly \$540.00
*Additional Fee of up to \$85.00 for Add-Ons, if available ✓
(Final Registration Receipt will be provided upon Travel Expense Committee approval)

Charge Account: GL 101.101.0000.801360 ✓

Total Reimbursement Amount: \$598.76 ✓

Total Conference Cost : \$1,603.76

Employee Signature: See Attached Email ✓ Date: 3/10/2025

Department Approval: See Attached Email ✓ Date: 3/11/2025

Finance Approval: *Jason B. Kuhn* Date: 3/14/25

UPDATED 01/04/2024 NAK

03/12/2025 - Natalie told Patti to update mileage amount to .70/mile and change date at top of form to 2025

THE MICHIGAN HISTORIC PRESERVATION NETWORK presents
the FORTY-FIFTH ANNUAL STATEWIDE PRESERVATION CONFERENCE
at the Walker Cisler Student and Conference Center
Lake Superior State University

BRINGING STORIES TO LIGHT

THURSDAY – SATURDAY, MAY 15 – 17, 2025
Sault Ste. Marie, Michigan

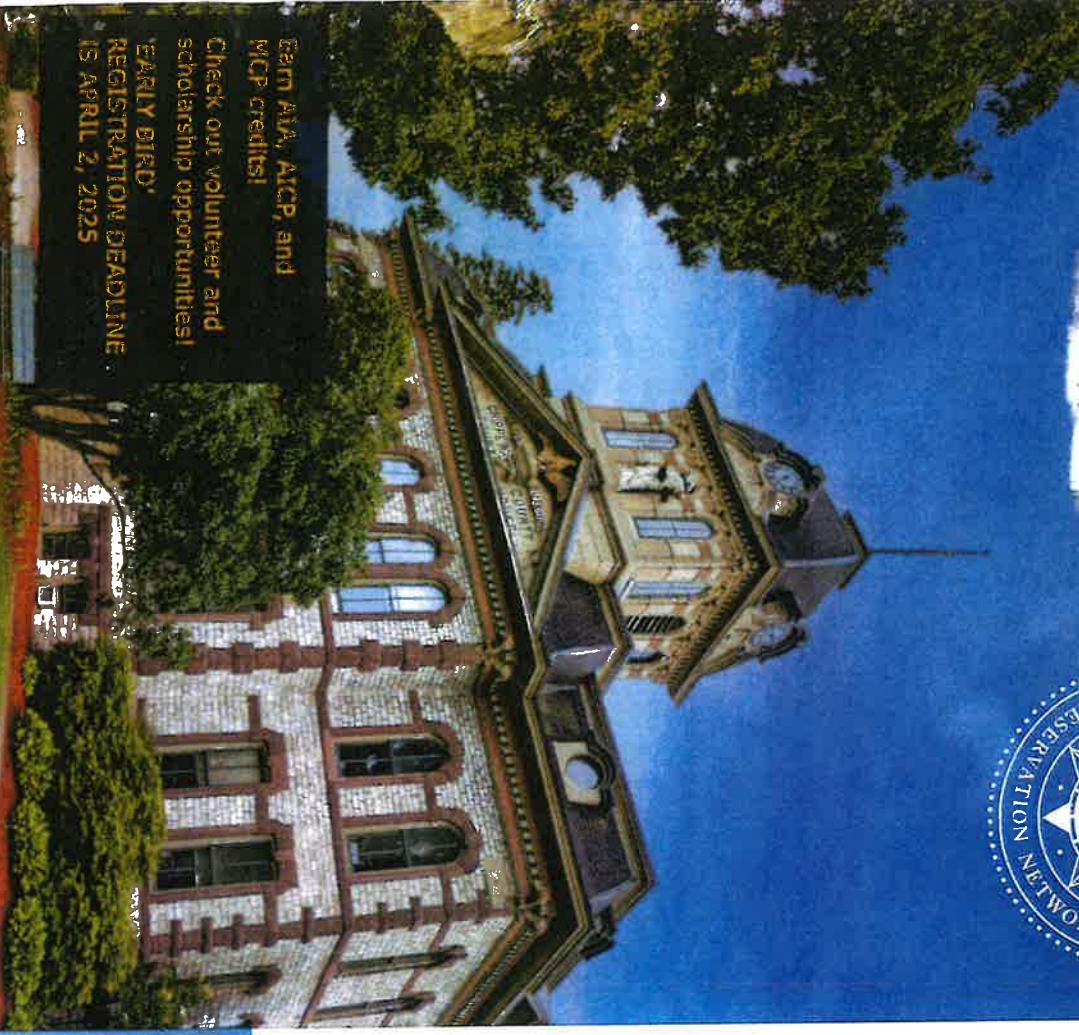


Earn AIA, AICP, and
MCP credits!

Check out volunteer and
scholarship opportunities!

EARLY BIRD

REGISTRATION DEADLINE
15 APRIL 2, 2025



Michigan Historic Preservation Network

313 East César E. Chávez Avenue
Lansing, Michigan 48906
517-371-8080 | info@mhpn.org | mhpn.org

NON-PROFIT ORG
U.S. POSTAGE
PAID
LANSING, MI
PERMIT NO. 1096



It's not enough to restore historically significant properties and preserve them! To ensure what we reclaim has a future, we must let people know why we made the effort in the first place. You've got a story to tell. Tell it!

- **4 TRACKS**...from the inspirational to the how-to
- **RETURNED!** Sessions presented by the Michigan State Historic Preservation Office
- **WORKSHOP** on Friday offers both Introductory and Intermediate discussions on "Financial Incentives for Successful Projects"
- **PRESERVATION AWARDS** on Friday evening honor the best!
- **SATURDAY SPECIAL!**
"Underwater Archaeology: Hidden Stories Come to Light"

FREE AND OPEN TO THE PUBLIC:

- **THURSDAY OPENING RECEPTION & VENDORS' SHOWCASE WITH MARKETPLACE, USED BOOK SALE, AUCTION, AND RAFFLE**
- **FRIDAY KEYNOTE BY DAN GILMARTIN, EXECUTIVE DIRECTOR AND CEO, MICHIGAN MUNICIPAL LEAGUE**

Many activities have *a la carte* ticketing!
Bring your entire commission, board, or staff to
this annual networking and training event!
FINAL REGISTRATION DEADLINE IS APRIL 23.
VISIT WWW.MHPN.ORG

****AUTO**ALL FOR AADC 493

Mayor and Councilmembers 002220 TS P1
City of Battle Creek
10 N. Division St.
PO Box 1717
Battle Creek, MI 49016-1717

RECEIVED

MAR 10 2025

CITY MANAGER'S OFFICE
CITY OF BATTLE CREEK

Underwritten by



MICHIGAN
ECONOMIC
DEVELOPMENT
CORPORATION

MICHIGAN
SHPO

Photography: Cover credit Justin Knepper, back credit Janet Kreger

Please Recycle!



Patricia Worden

From: Paige L. Katsarsky-Smith
Sent: Monday, March 10, 2025 5:51 PM
To: Patricia Worden
Subject: Re: Invitation to Michigan Historic Preservation Network Conference - May 15-17, 2025

Right up my alley, I would love to go to the historic preservation event.
Hopefully some others will be interested as well.
Thanks for the information.

From: Patricia Worden <psworden@battlecreekmi.gov>
Date: Monday, March 10, 2025 at 10:32 AM
To:
Cc: Ted E. Dearing <TEDearing@battlecreekmi.gov>, Rebecca D. Forbes <rdforbes@battlecreekmi.gov>
Subject: Invitation to Michigan Historic Preservation Network Conference - May 15-17, 2025

Good Morning Mayor, Vice Mayor and Commissioners,

I am sharing an invitation to the Michigan Historic Preservation Network Conference that was received in this morning's mail.

Please let us know if you are interested in attending.

Thank you.

Best Regards,
Patti

Patti Worden

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- 1203
psworden@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.

Patricia Worden

From: Ted E. Dearing
Sent: Tuesday, March 11, 2025 8:22 AM
To: Patricia Worden
Cc: Rebecca D. Forbes
Subject: RE: Invitation to Michigan Historic Preservation Network Conference - May 15-17, 2025

Yes, please pull together a travel request. Thanks.

Ted Dearing

Interim 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



From: Patricia Worden <psworden@battlecreekmi.gov>
Sent: Tuesday, March 11, 2025 7:54 AM
To: Ted E. Dearing <TEDearing@battlecreekmi.gov>
Cc: Rebecca D. Forbes <rdforbes@battlecreekmi.gov>
Subject: FW: Invitation to Michigan Historic Preservation Network Conference - May 15-17, 2025

Hi Ted,

Sharing Commissioner Katsarsky-Smith's response about the Michigan Historic Preservation Network Conference.

The conference link is <https://www.mhpn.org/conference-registration/>

I assume we will need to convene the Travel Expense Committee to approve registration, lodging, mileage and meals that are not covered by the registration fee.

Please let me know your thoughts.

Thank you,
Patti

Patti Worden

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- 1203
psworden@battlecreekmi.gov



<http://www.battlecreekmi.gov>

Patricia Worden

From: Paige L. Katsarsky-Smith
Sent: Wednesday, March 12, 2025 9:49 AM
To: Patricia Worden
Subject: Re: Invitation to Michigan Historic Preservation Network Conference - May 15-17, 2025

Hi there,

Thank you so much for your help and guidance with this.

I would be very interested in the going to "Getting to know Fort Brady" and "Sunset Boat Trip" If one of these are unavailable, I would like to try for the "Downtown Sault Ste. Marie" tour.

Thanks so much!

From: Patricia Worden <psworden@battlecreekmi.gov>

Date: Tuesday, March 11, 2025 at 10:03 AM

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

Cc: Ted E. Dearing <TEDearing@battlecreekmi.gov>, Rebecca D. Forbes <rdforbes@battlecreekmi.gov>

Subject: RE: Invitation to Michigan Historic Preservation Network Conference - May 15-17, 2025

P.S. Please let us know by Thursday, March 13th, which add-ons you would like to attend so we can include them in the material for the Travel Expense Committee consideration.

Thank you,

Patti

Patti Worden

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- 1203

psworden@battlecreekmi.gov

<http://www.battlecreekmi.gov>



From: Patricia Worden

Sent: Tuesday, March 11, 2025 9:46 AM

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

Cc: Ted E. Dearing <TEDearing@battlecreekmi.gov>; Rebecca D. Forbes <rdforbes@battlecreekmi.gov>

Subject: RE: Invitation to Michigan Historic Preservation Network Conference - May 15-17, 2025

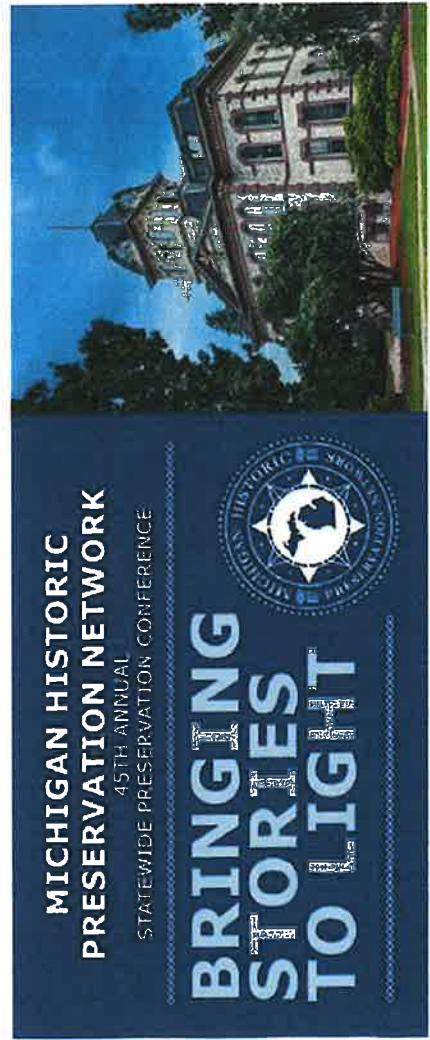
Thank you for your email, Commissioner Katsarsky-Smith.

We will need to schedule a Travel Expense Committee Meeting to review your request to attend the Michigan Historic Preservation Network Conference.

In addition to the registration fee, below is a list of add-ons for the conference:

registration

[View event](#)
description and
summary order



2025 Michigan Historic Preservation Network
45th Annual Statewide Preservation Conference
May 15 - 17, 2025
Lake Superior State University / Sault Ste. Marie, MI

Full-Day Session tickets include continental breakfasts, breaks, lunches, Thursday's opening reception (cash bar), and Friday's keynote address. If you want to take advantage of discounted pricing for... See More

Non-Member Registration

[Select tickets and quantity](#)

Ticket	Price	Quantity
Non-Member - Thursday Only	\$175.00 \$200.00 + \$0.00 Early bird fee	
Non-Member - Friday Only	\$175.00 \$200.00 + \$0.00 Early bird fee	
Non-Member - Saturday Only	\$175.00 \$200.00 + \$0.00 Early bird fee	

Sales end
on April 2,
2025 at
11:59 PM

22 days left for early bird
pricing. Sales end when sold
out.

This includes all sessions

[See](#)

Ticket	Price	Quantity
Non-Member - Friday Only	\$175.00 \$200.00 + \$0.00 Early bird fee	
Non-Member - Saturday Only	\$175.00 \$200.00 + \$0.00 Early bird fee	

Sales end
on April 2,

2025 at
11:59 PM

22 days left for early bird
pricing. Sales end when sold out.

This includes all sessions [See](#)

Non-	\$30.00
Member -	\$40.00
Saturday	+ \$0.00
Only	

SHARE THIS EVENT ON STEP 01/02

[Sales end](#)   
on April 2,
2025 at
11:59 PM

22 days left for early bird
pricing. Sales end when sold out.

This includes the three- [See](#)

G e e tt i n g t o k n o w w N e

ADD-ONS

Getting to Know New Fort Brady – AM Tour

\$25.00 + \$0.00 fee

Sales end on May 15, 2025 at 11:15 AM

May 15, 10:45 AM – 12:15 PM. On-Site Walking Tour. The tour group departs from and returns to the WCC Main Lobby on Circle Drive. See Agenda for more details. Difficulty: Easy.

Sacred Spaces, Special Places – PM Tour

\$45.00 + \$0.00 fee

Sales end on May 15, 2025 at 01:45 PM

Thursday, 1:30 PM – 5:00 PM. Sacred Spaces, Special Places: Sault Ste. Marie's Houses of Worship – A Bus and Walking Tour. Difficulty: Easy/Moderate. See Agenda for more details.

Sunset Boat Trip through the Soo Locks – Evening

\$60.00 + \$0.00 fee

Sales end on May 15, 2025 at 05:00 PM

Thursday, 7:00 PM – 9:00 PM. Off-Site: 515 East Portage Avenue. Boarding begins at 6:15. Difficulty: The cruise itself includes no walking. See Agenda for more details.

Sault Ste. Marie's Residential Gems – AM Tour

\$45.00 + \$0.00 fee

Sales end on May 16, 2025 at 08:45 PM

Friday, 8:30 AM – 11:30 AM. A bus and walking tour. Off Site. The bus departs from and returns to the WCC Main Lobby on Circle Drive. Difficulty: Moderate. See Agenda for more details.

Downtown Sault Ste. Marie – PM Tour

\$45.00 + \$0.00 fee

Sales end on May 16, 2025 at 02:30 PM

Friday at 2:00 PM – 5:00 PM. Great Buildings, Great Projects: A Bus and Walking Tour. Logistics: Meet in WCC Main Lobby on Circle Dr. Difficulty: Moderate. See Agenda for more details.

34th Annual Preservation Awards Reception

\$45.00 + \$0.00 fee

Sales end on April 23, 2025 at 11:59 PM

Friday, May 16, 6:30 PM – 7:30 PM. Includes hors d'oeuvres and desserts, non-alcoholic beverages, and a cash bar for wine and beer (Visa, MasterCard, American Express, and Discover accepted).

Event Agenda

2025 Michigan Historic Preservation Network 45th Annual Statewide Preservation Conference



Thu, May 15, 2025

8:30 AM - 6:30 PM	Registration opens and stays open until 6:30 PM; Location: WCC Main Lobby;
8:30 AM - 6:30 PM	Vendors' Showcase, Marketplace, Silent Auction, Raffle are open. Location: WCC Superior Ballroom – FREE AND OPEN TO THE PUBLIC!
8:30 AM - 9:30 AM	Continental Breakfast with Exhibitors Location: WCC Superior Ballroom
9:30 AM - 10:30 AM	Welcome, Introduction, and Annual Meeting: The Forty-Fifth Annual Statewide Preservation Conference Location: Arts Center Auditorium Speakers: Melissa Milton-Pung, Don Gerrie, Carolyn Person, Nathan Nietering, Kristine Kidorf, Austin Lowes
10:30 AM - 10:45 AM	Beverage Break Location: WCC Superior Ballroom
10:45 AM - 12:15 PM	Art Adorns the Paths of Life Location: Ontario Room Speakers: Valerie Marvin, Brian Page, Jacob McCormick, Shayla Croteau ; Moderator: Emily Cauzillo
10:45 AM - 12:15 PM	Reviving the American Train Depot – Four Success Stories Location: Michigan Room Moderator: Jenna Cellini Bresler, PE APT RP ; Speakers: Margaret Cowie, PE, Derek Trestad, Kristina Hensel, PE, Ellen Lane, SE
10:45 AM - 12:15 PM	Getting to Know New Fort Brady, the Site of Lake Superior State University – A Walking Tour Location: On Site. The tour group departs from and returns to the WCC Main Lobby on Circle Drive. Tour Guide: Bernard "Bemie" J. Arbic, Jerry Killips, Tom Nemitz ; Accompanist: Bryan Lijewski
10:45 AM - 12:15 PM	Cultural Resources at the Falls (Soo Locks): US Army Corps of Engineers, SHPO and Bay Mills Indian Community Perspectives Location: WCC Huron/Erie Rooms Speakers: Scott Slagor, Curtis Sedlacek, Paula Carrick ; Moderator: Amy Krull
12:15 PM - 1:15 PM	Thursday Buffet Lunch Location: WCC Quarterdeck Cafeteria
1:30 PM - 2:30 PM	Paper Partners: Archival Stories and Preservation Location: Michigan Room Speaker: Clayton P. Gomez ; Moderator: Lindsey J. Dotson
1:30 PM - 2:30 PM	An Endless Story: Saving and Preserving Saginaw's Castle Building Location: Huron/Erie Rooms Speaker: Thomas Trombley ; Moderator: Michael Hambacher
1:30 PM - 2:30 PM	Illuminating the Story: Façade Lighting's History, Tips, and Lessons Learned Location: Ontario Room Speaker: Robert White, IALD, LC, IES, CFL ; Moderator: Joe Frost
1:30 PM - 5:00 PM	Sacred Spaces, Special Places: Sault Ste. Marie's Houses of Worship – A Bus and Walking Tour Location: Off Site. The bus departs from and returns to the WCC Main Lobby on Circle Drive. The tour leaves promptly. A break is planned mid-way during the tour. Tour Guide: Bruce Lynn, Melissa Milton-Pung, Very Rev. Allen P. Mott, Ruth Neveu ; Tour Volunteer: Jackie Willey, Tom Brown ; Accompanist: Katie Kolokithas

2:30 PM - 2:45 PM	Beverage Break Location: WCC Superior Ballroom
2:45 PM - 3:45 PM	It All Comes Full Circle: Stories from the Field Location: Michigan Room Speakers: Cassandra Talley, Katie Cook ; Moderator: Lori Taylor-Blitz
2:45 PM - 3:45 PM	Polishing Significance by Drilling into Cultural Landscapes Location: Ontario Room Speakers: Ruth Mills, Brenda Williams
2:45 PM - 3:45 PM	Not-So-Standard Stannard Rock Lighthouse Location: Huron/Erie Rooms Speakers: Michelle Smay, AIA, Cheryl Early, PE APT RP ; Moderator: Rob Yallop
3:45 PM - 4:00 PM	Beverage Break Location: WCC Superior Ballroom
4:00 PM - 5:00 PM	Maximizing Storytelling and Audience Engagement: Immersive Strategies for Historical Organizations Location: Michigan Room Speakers: Tiffany Dzurman, Samantha Malott Brown, Lindsey J. Dotson, Mallory Bower
4:00 PM - 5:00 PM	From Classrooms to Communities: Transforming Historic Schools into Sustainable Housing Solutions Location: Huron/Erie Rooms Speaker: Jackie Melfi ; Moderator: Aaron Sims
4:00 PM - 5:00 PM	Community-Focused Preservation & The Certified Local Government Program Location: Ontario Room Speaker: Haley Schriber ; Moderator: Ryan Schumaker
5:00 PM - 6:30 PM	Opening Reception featuring the Vendors' Showcase, Marketplace, Silent Auction, and Raffle – FREE AND OPEN TO THE PUBLIC! Location: WCC Superior Ballroom
7:00 PM - 9:00 PM	Sunset Boat Trip through the Soo Locks (St. Marys Falls Ship Canal) Location: Off Site. The driveway/parking lot is located between Museum Ship Valley Camp and the historic Edison

Fri, May 16, 2025

7:30 AM - 5:00 PM	Registration opens and stays open until 5:00 PM Location: WCC Main Lobby
7:30 AM - 3:45 PM	Vendors' Showcase, Marketplace, Silent Auction, and Raffle close at the afternoon Beverage Break. Auction bidding closes promptly at 3:45 PM. Location: WCC Superior Ballroom. FREE AND OPEN TO THE PUBLIC!
7:30 AM - 8:30 AM	Continental Breakfast with Exhibitors Location: WCC Superior Ballroom
8:30 AM - 9:45 AM	Before There was a Lighthouse: Shining a Light on the History of Iroquois Point Location: Michigan Room Speaker: Rachel M. Keys ; Moderator: Michael Hambacher
8:30 AM - 9:45 AM	Incentives for Successful Preservation Projects – 101: Introduction Location: Huron/Erie Rooms Speakers: Emily Cauzillo, Allan Martin ; Moderator: Kristine Kidorf
8:30 AM - 11:30 AM	Sault Ste. Marie's Residential Gems + More – A Bus and Walking Tour Location: Off Site. The bus departs from and returns to the WCC Main Lobby on Circle Drive. Speaker: Deidre Stevens ; Accompanist: Tiffany Dzurman

8:30 AM - 9:45 AM	Dragging SHPO's Data into the Twenty-First Century: Updates and Progress Location: Ontario Room Speakers: Diane Tuinstra, Lakota Hobia ; Moderator: Katie Kolokithas
9:45 AM - 10:00 AM	Beverage Break Location: WCC Superior Ballroom
10:00 AM - 11:30 AM	Incentives for Successful Preservation Projects – 201: Intermediate Location: Huron/Erie Rooms. Speakers: Gordon Goldie, Nathan F. Ware ; Moderator: Kristine Kidorff
10:00 AM - 11:30 AM	Historic Insights and Future Directions: A Study of Recreation and Industry on Lime Island Location: Michigan Room Speakers: Megan Zidar, Michelle Smay, AIA, Misty Jackson
10:00 AM - 11:30 AM	Non-Invasive Methods for Identifying Subsurface Resources Location: Ontario Room Speakers: Sarah Surface-Evans, Jennifer Jordan Hall, Duane Quates, Kaila Akina ; Moderator: Katie Frederick
11:30 AM - 12:30 PM	Friday Lunch Location: WCC Quarterdeck Cafeteria
12:45 PM - 2:00 PM	2025 Annual Keynote Address Location: Arts Center Auditorium Speakers: Melissa Milton-Pung, Dan Gilmartin
2:15 PM - 3:30 PM	Old Stories, New Tools: Engaging New Audiences through Digital Storytelling Location: Michigan Room Speakers: Nathan Nietering, Sarah Fayan Scarlett PhD ; Moderator: Todd Walsh
2:15 PM - 3:30 PM	The Michigan Main Street Program – The Economic Impact of Downtown Management Location: Ontario Room Speakers: Laura Krizov, Leigh Young ; Moderator: Myrna Segura
2:15 PM - 3:30 PM	Restoring a National Landmark – Detroit's Guardian Building Location: Huron/Erie Rooms Speakers: Zachary Rusu, AIA, Jerome Mislolek ; Moderator: Joe Frost
2:15 PM - 5:00 PM	Downtown Sault Ste. Marie: Great Buildings, Great Projects – A Bus and Walking Tour Location: Off Site. The bus departs from and returns to the WCC Main Lobby on Circle Drive. Speaker: Justin Knepper ; Accompanist: Lindsey J. Dotson
3:30 PM - 3:45 PM	Beverage Break Location: WCC Superior Ballroom
3:45 PM - 5:00 PM	Creating Celebrations for Those in the Future Looking Back Location: Michigan Room Speakers: Norman Tyler, Eli Neiburger, Ilene R. Tyler
3:45 PM - 5:00 PM	The State Historic Preservation Tax Credit – Introduction and Updates Location: Huron/Erie Rooms Speaker: Mara Lancaster ; Moderator: Brenda Rigdon
3:45 PM - 5:00 PM	Restoration Safeguards the Story of the 1876 U.S. Life-Saving Station at Vermilion Point Location: Ontario Room Speakers: Bruce Lynn, Rick Neumann, Ken Czapski ; Moderator: Lori Taylor-Blitz
5:00 PM - 5:00 PM	Final Notice for Silent Auction Items Pick Up Location: WCC Superior Ballroom
6:30 PM - 9:00 PM	34th Annual Preservation Awards Reception and Ceremony Location: Arts Center Lobby and Auditorium Speaker: Ruth Mills

Sat, May 17, 2025

8:30 AM - 9:00 AM

Registration and Continental Breakfast.

Location: Walker Cisler Center

9:00 AM - 12:00 PM

Underwater Archaeology, Past to Present: Hidden Stories Come to Light

Location: Huron/Erie Rooms

Speakers: Stacy Tchorzynski, Ron Bloomfield, Wayne R. Lusardi, Dean L. Anderson, Ph.D.

HOTEL REGISTRATION DETAILS FOR THE SOO

Current to: November 29, 2024

The Hotel Ojibway – Historic downtown hotel
240 West Portage Avenue
Sault Ste. Marie, Michigan 49783
Phone : (906) 632-4100

Breakfast available
Free parking

<https://www.wyndhamhotels.com/en-uk/trademark/sault-sainte-marie-michigan/the-hotel-ojibway/overview>

Cut-Off Date: Sunday, April 13, 2025

Cost: \$129/night + taxes and fees

Arrival: Tuesday, May 13, 2025/4:00 PM / Departure: Sunday, May 18, 2025/11:00 AM

NOTES: Individuals must call the hotel to book rooms before the cut-off date. Booking is under: MHPN Annual Conference. A credit card is required to hold a room. After the cut-off date, the hotel will determine whether it can accept a reservation at the Group rate. Free parking in adjacent lot and on street beside and behind the hotel.

Holiday Inn Express – Closest hotel to the LSSU campus
1171 Riverview Way
Sault Sainte Marie, MI 49783
Phone: (906) 632-3999

Free Breakfast
On-site parking

https://www.ihg.com/holidayinnexpress/hotels/us/en/sault-ste-marie/ssmex/hoteldetail?cm_mmc=GoogleMaps-EX-US-SSMEX

Cut-Off Date: Tuesday, April 8, 2025

Cost: \$180/night + taxes and fees

Arrival: Tuesday, May 13, 2025/4:00 PM / Departure: Sunday, May 18, 2025/11:00 AM

NOTES: Individuals may call the hotel or use the online link below to book rooms before the cut-off date. Booking Code: MHP. A credit card is required to hold a room. After the cut-off date, rooms will no longer be available at the group rate. Free parking in adjacent lot.

[Michigan Historic Preservation Network](#)

Best Western Sault Ste. Marie – Least expensive hotel (and still close to LSSU!)
4335 I-75 Business Spur
Sault Ste. Marie, Michigan 49783
Phone: (906) 632-2170

Free Breakfast
outdoor parking

https://www.bestwestern.com/en_US/book/hotel-rooms.23059.html?iata=00171880&ssob=BLBWI0004G&cid=BLBWI0004G:google:gmb:23059

Cut-Off Date: Sunday, April 13, 2025

Cost: \$85/night + taxes and fees

Arrival: Tuesday, May 13, 2025/3:00 PM / Departure: Sunday, May 18, 2025/11:00 AM

NOTES: Individuals must call the hotel to book rooms before the cut-off date. Booking is under: MI Historical Preservation (Conference #1891). A credit card is required to hold a room. After the cut-off date, the hotel will determine whether it can accept a reservation at the Group rate. Free parking in adjacent lot.

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.

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



FY 2025 per diem rates for Sault Sainte Marie, Michigan

Change fiscal year: or

[New search](#)

Daily lodging rates (excluding taxes) | October 2024 - September 2025

Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the [Census Geocoder](#).

Primary destination	County	2024		2025									
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate	Applies for all locations without specified rates	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110

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

The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. See [M&IE breakdowns](#) for information related to the individual meal amounts.

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

[Glossary](#)

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.**

10 N Division St
to Lake Superior State University

4 hr 39 min **IRS reimbursement: \$225.04**
335.9 mi

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

Then 0.02 mi

;left 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

RAMP ← Turn left and take ramp onto I-69 N toward Lansing. Go for 36.7 mi.

Then 36.7 mi

↗ Keep right onto I-69 N toward I-69 E/Flint. Go for 9.2 mi.

Then 9.2 mi

EXIT ↑ Take exit 89A-B toward Clare onto US-127 N. Go for 81.5 mi.

Then 81.5 mi

↑ Continue on US-127 N toward Mackinac Bridge. Go for 51.0 mi.

Then 51.0 mi

 Take the exit onto I-75 N. Go for 145 mi.

Then 145.1 mi

 Take exit 394 toward Easterday Ave/Hospital. Go for 0.3 mi.

Then 0.3 mi

 Turn right onto W Easterday Ave (I-75-SPUR). Go for 0.3 mi.

Then 0.3 mi

 **Lake Superior State University**
650 W Easterday Ave, Sault Sainte Marie, MI 49783

