

**BATTLE CREEK DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS – Meeting Minutes**
Monday January 23, 2023, 3:30 PM
Room 302A, City Hall

MEMBERS PRESENT: Nelson Karre, Ross Simpson, John Godfrey, Edward Guzzo, Kim Carter, Rebecca Fleury and Ex-Officio: Commissioner Chris Simmons

ABSENT: Paul Conkey, Cody Newman and Kyra Wallace,

OTHERS PRESENT: Ted Dearing – Assistant City Manager, Linda Morrison – Revenue Services Director and John Hart – Development Director

Call to order: Assistant City Manager Dearing called the meeting to order at 3:34 pm.

Approval of Minutes:

MOTION: Mr. Godfrey moved that the Battle Creek Downtown Development Authority Board of Directors approve the meeting minutes from December 5, 2022 with one minor correction noted by Mr. Karre. Ms. Carter supported the motion. Unanimously approved.

Fiscal Year 2022 Audit:

Revenue Services Director Linda Morrison presented the independent auditor's report for FY 2022. For the year, the general fund added \$99,415 to fund balance bringing the balance to \$1,568,675. In comparison to budget, the DDA shows a positive variance of \$74,430 in revenues and an \$83,165 negative variance in expense missing the mark of net change in fund balance by only \$8,735. The difference from budget is primarily due to the fluctuation of investment values.

The audit includes information on two other governmental funds including the debt service fund and the Revolving Loan Fund which is managed by Battle Creek Unlimited. Audited statements can be found in the Finance Department - Audited Financial Statement section of the City's web site. Mr. Dearing noted that the annual reporting required by Public Act 57 of 2018 is complete and on the city's website.

MOTION: Mr Karre moved that the Battle Creek Downtown Development Authority Board of Directors accept the June 30, 2022 audited financial statements as presented. Mr. Godfrey supported. Unanimously approved.

Fiscal Year 2022 Annual Report:

Revenue Services Director Linda Morrison presented the annual report for the year ending June 30, 2022. Ms. Morrison noted this report is required by and filed with the Michigan Department of Treasury. It includes details of the capture of property taxes, and the revenues and expenditure numbers reconcile to the audited financial statements.

MOTION: Mr Karre moved that the Battle Creek Downtown Development Authority Board of Directors accept the June 30, 2022 Annual Report as presented. Ms. Carter supported. Unanimously approved.

Interim Financial Statements through December 2022:

Revenue Services Director Linda Morrison presented the interim financial statements through December 31, 2022.

MOTION: Mr Godfrey moved that the Battle Creek Downtown Development Authority Board of Directors accept the interim financial statements as presented pending audit. Mr. Karre supported. Unanimously approved.

Voces Lease:

Mr. Dearing presented a proposed three-year lease with VOCES for DDA-owned property at 520 W. Michigan Ave.

MOTION: Mr. Karre moved that the Battle Creek Downtown Development Authority Board of Directors authorize any board member to execute the three-year lease with VOCES presented to the board for property at 520 W. Michigan Avenue. Mr. Godfrey supported. Unanimously approved.

Project Updates:

Staff briefly discussed river restoration efforts and the city's commitment to maintaining flood control. Staff also touched on the completion of the dumpster corral behind Rice's Shoes and New Holland, parking in the downtown and the proposed housing development at the former Kmart site.

Member/Citizen (Public) Comments:

There were no citizen (public) comments. Members discussed the general need for housing and the development gap faced by most projects and the potential development of the Marshall mega site.

Adjourn: 4:36 pm