

**BATTLE CREEK DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS – Meeting Minutes**

Monday, January 27, 2025 at 3:30pm – Room 302A, City Hall

MEMBERS PRESENT: Paul Conkey, Marcie Gillette, Ed Guzzo, Kara Beer, Nelson Karre, Dr. Kimberly Carter, Cody Newman, Commissioner Chris Simmons, Monique French

ABSENT: Commissioner Carla Reynolds, Ross Simpson, Ezra Bell, Dr. Terence Lunger, Kelli Scott

OTHERS PRESENT: Ted Dearing – Assistant City Manager, Aaron Kuhn – Revenue Services Director, John Hart – Development Director, Patti Worden – Executive Assistant

Call to Order: Paul Conkey, Chair called the meeting to order at 3:32pm.

Ted Dearing introduced Marcie Gillette as the City Commission's designee for the vacant City Manager seat on the Battle Creek Downtown Development Authority.

Approval of Minutes:

MOTION: Cody Newman moved that the Battle Creek Downtown Development Authority Board of Directors approve the meeting minutes from October 28, 2024.

Ed Guzzo asked for clarification on the wording in the October 28, 2024 Minutes for the Motion regarding the 80 West Michigan Lease. Ted Dearing indicated we would edit the Minutes with a recommendation adjustment regarding 80 West Michigan Lease.

Cody Newman revised the Motion to include approval of the October 28, 2024 Minutes with the recommended adjustment for 80 West Michigan Lease.

Monique French asked that the October 28, 2024 Minutes be corrected to reflect that she was present at the meeting, adding that she left early but was in attendance.

Kara Beer supposed the revised Motion. Unanimously approved.

Financials:

FY 2024 Audit Presentation (review and accept)

Aaron Kuhn discussed the FY 2024 Audit Presentation.

Ed Guzzo moved that the Battle Creek Downtown Development Authority Board of Directors approve the FY 2024 Audit Presentation as submitted. Cody Newman supported the motion. Unanimously approved.

FY 2024 Annual Report (review and accept)

Aaron Kuhn discussed the FY 2024 Annual Report.

Kara Beer moved that the Battle Creek Downtown Development Authority Board of Directors approve the FY 2024 Annual Report as submitted. Nelson Karre supported the motion. Unanimously approved.

Interim Financial Statements through December

Aaron Kuhn discussed the Interim Financial Statements through December.

TACC Millage Capture

Ted Dearing discussed the capture of the Transportation Authority of Calhoun County (TACC) by the DDA. Dearing recommended that the board give consideration at a future meeting to passing the TACC millage through to the Transportation Authority.

Project Updates

Parking Structure

Ted Dearing discussed the update work to be done in the Hamblin Ramp, North and South stairwells. He shared this project had been rolled in with a larger project and RAM will be doing the work. This work will be starting in the Spring.

Full Blast/Kellogg Area Marquee Sign

Ted Dearing reported the materials for the Marquee Sign repair are in place. The work has not yet begun but should be done in the next month or so.

River Restoration

Ted Dearing gave an update on the River Restoration including the USACE feasibility study, WRDA project authorization, GI appropriation and ongoing grant activity.

Other

Nelson Karre mentioned a large hole at the end of the West Michigan Ramp that is in need of repair. Ted Dearing provided an update on the status of Torti Taco. Kara Beer shared information on exterior repairs at the Riverwalk building.

Citizen (Public) Comments:

There were no citizen (public) comments.

Board Members Comments

In response to several board inquiries, staff provided an update on the Hotel development and back to work status of employers including the W.K. Kellogg Co., Kellanova and the Federal Center. Parking at the Federal Center was also addressed.

Adjournment

Meeting Adjourned at 4:24pm.