



# REQUEST FOR PUBLIC RECORD

City of Battle Creek Clerk's Office

10 North Division Street, Room 111, Battle Creek, MI 49014

city-clerk@battlecreekmi.gov

### Office Use Only

Name Autumn Smith

Address 66 Massachusetts Ave  
Battle Creek MI 49014

Email \_\_\_\_\_

Phone 269-223-7812 *(Jeff Domenico authorized to pick up)*

FOIA # 16-2346

Department Finance / City Manager

Request Received: Written:

Electronically:

Today's Date: October 28, 2016

I request to have the public record(s) supplied to me in the following format:  Electronic  Inspection  Paper Copies

Public records desired:  Police Report  Accident Report/UD10  Attachments  Video  Photos  Other \_\_\_\_\_  
(Check all that apply)

Name and brief description identifying public record desired:

"...Battle Creek Unlimited IRC funds were released to the city...the amount of money/funds....and any restrictions or earmarks for those funds...."

**\*\*SEE ATTACHED\*\***

I understand a public body must respond to my request within five (5) business days after it is received. The public body must grant or deny all or a portion of my request, or issue a notice extending for ten (10) business days, the period in which the public body must respond to my request. In place of these deadlines, I agree to allow the public body a reasonable time to process my request.

I acknowledge that from the time that I, or the organization I represent, have been granted access to a "motor vehicle accident report" until thirty (30) days after the date the report is filed, both I and the organization I represent (if any) are prohibited from: (a) using the report for any direct solicitation of an individual, vehicle owner, or property owner listed in the report (b) disclosing any personal information contained in the report to a third party for commercial solicitation of an individual, vehicle owner, or property owner listed in the report. This statement is made pursuant to Public Act 218 of 2013 and I further acknowledge that a person that knowingly violates section 503 of Public Act 218 of 2013 is guilty of a crime punishable by a fine or imprisonment or both.

Signature \_\_\_\_\_

**PAYMENT MUST BE RECEIVED BY CASH OR CHECK PRIOR TO DELIVERY OF PUBLIC RECORDS.**

<u>FOIA Charges:</u>	<u>Police</u>	<u>Clerk</u>	<u>Other Dept.</u>	<u>Other Dept.</u>	<u>Other Dept.</u>
Labor (Search and Examination, Redaction and Review)	_____	<u>6.66</u>	_____	_____	_____
Non-Paper Physical Media	_____	_____	_____	_____	_____
<u>2</u> copies @ \$ <u>10</u>	_____	_____	_____	_____	_____
Labor (Duplication)	_____	<u>20</u>	_____	_____	_____
Mailing	_____	_____	_____	_____	_____
(-) Waivers and Reductions or Deposit	_____	_____	_____	_____	_____
<b>Sub Total</b>	_____	<u>6-86</u>	_____	_____	_____
<b>Total Amount Due \$</b>	_____	<u>6-86</u>	_____	_____	_____

Visit [www.battlecreekmi.gov](http://www.battlecreekmi.gov) to view the City of Battle Creek's FOIA procedures and guidelines.

**CITY OF BATTLE CREEK  
FREEDOM OF INFORMATION ACT RESPONSE**

FOIA # 16-2346

If payment is required as indicated in the accompanying letter, requested information will not be released until the payment described below is received. Please call the City of Battle Creek Clerk's Office at 269-966-3348 or return this form if you decide you do not wish to receive this information. After 90 days it will be assumed that you no longer require the requested documents.

BILL CALCULATION	AMOUNT
<b>LABOR:</b> Department: <u>Finance / City Manager</u> <u>Clerk</u> Searching for, locating and/or reviewing the material, including separating exempt from non-exempt material (increments of 15 minutes or more): No. of Hours: <u>1/4</u> x Wage Rate (including up to 50% for fringes) \$ <u>26.64</u>	\$ <u>6.66</u>
<b>LABOR:</b> Department: _____ Searching for, locating and/or reviewing the material, including separating exempt from non-exempt material (increments of 15 minutes or more): No. of Hours: _____ x Wage Rate (including up to 50% for fringes) \$ _____	\$ _____
<b>LABOR:</b> Department: _____ Searching for, locating and/or reviewing the material, including separating exempt from non-exempt material (increments of 15 minutes or more): No. of Hours: _____ x Wage Rate (including up to 50% for fringes) \$ _____	\$ _____
<b>DUPLICATING:</b> Department: <u>Clerk</u> Labor: (increments of 5 minutes or more) No. of Hours _____ x Wage Rate (including up to 50% for fringes) \$ _____ Paper: No. of Pages: <u>2</u> x Copying Rate \$ <u>.10</u> per page	\$ _____ \$ <u>.20</u>
<b>DUPLICATING:</b> Department: _____ Labor: (increments of 5 minutes or more) No. of Hours _____ x Wage Rate (including up to 50% for fringes) \$ _____ Paper: No. of Pages: _____ x Copying Rate \$ _____ per page	\$ _____ \$ _____
<b>OTHER COSTS:</b> Describe (e.g. Overtime, cost of audio tapes etc.) Computer Discs: _____ x \$1.80 = _____ Other Media: _____ x \$ _____ = _____	\$ _____ \$ _____
<b>MAILING:</b> (Actual Cost)	\$ _____
Make check (business/personal) or money order payable to: CITY OF BATTLE CREEK Mail Check/Money Order to: City of Battle Creek Clerk's Office 10 N. Division Street, Room 111 Battle Creek, MI 49014	<b>TOTAL</b> \$ <u>6.86</u>
* PLEASE NOTE THAT IF A DEPOSIT IS REQUESTED, (TOTAL IS GREATER THAN \$50.00), THE INDICATED AMOUNT IS AN ESTIMATE OF THE COST OF COMPLYING WITH YOUR REQUEST. THE ACTUAL COST MAY VARY FROM THIS AMOUNT.	<b>DEPOSIT*</b> \$ <u>0</u>
<b>Return a Copy of this Invoice With Your Payment</b>	<b>BALANCE TO BE PAID*</b> \$ <u>6.86</u>

Distribution: Requestor (2)  
FOIA Coordinator

Processed by: AS

## Online Form Submittal: Request for Public Records (FOIA)

noreply@civicplus.com

Fri 10/28/2016 3:48 PM

Inbox

To: City Clerk &lt;CityClerk@battlecreekmi.gov&gt;;

Email sent from outside of the City of Battle Creek. Use caution before clicking links/attachments.

## Request for Public Records (FOIA)

First Name	Autumn
Last Name	Smith
Address 1	66 Massachusetts Ave
Address 2	<i>Field not completed.</i>
City	Battle Creek
State	Michigan
Zip	49014
Phone Number	2692237812
Email Address	<i>Field not completed.</i>
How do you want your records provided? (choose one option only)	Paper Copies
Public records desired: (check all that apply)	Other
Describe other type of record desired:	<i>Field not completed.</i>
Identifying description of records desired:	All documentation that identifies when Battle Creek Unlimited IRC funds were released to the City, the amount of money/funds that were released to the city, and any restrictions or earmarks for those funds. ***Jeff Domenico is authorized to pick up this FOIA Request***
Do you agree?	I Agree



City Clerk/Freedom of Information Coordinator  
City of Battle Creek  
10 N. Division Street, Room 111  
Battle Creek, MI 49014  
269.966.3348

FOIA# 16-2346

## PARTIAL DENIAL OF REQUEST FOR PUBLIC RECORD

Name: Autumn Smith  
Address: 66 Massachusetts Avenue  
City: Battle Creek, MI 49014  
Phone: 269-223-7812

Date Request Received: October 28, 2016

Public Record Requested:

"...documentation that identifies when Battle Creek Unlimited IRC funds were released to the City..."

Your request, although granted in part, is denied in part and has had the following deleted:  
Account Number(s) of a person(s) or entity other than the requestor; see (a)

No restrictions or earmarks were located for those funds.

This information has been exempted under:

**MCL 15.243 Sec. 13(1) A public body may exempt from disclosure as a public record under this act:**

(a) Information of a personal nature if public disclosure of the information would constitute a clearly unwarranted invasion of an individual's privacy.

Denial Approved:

Victoria L. Houser  
Freedom of Information Coordinator  
Date: November 3, 2016

**NOTICE:** This correspondence constitutes a certification that the public records, as indicated, do not exist. You have the right to appeal this denial to the City Commission in writing that specifically states the word "APPEAL" and indicates the reason or reasons for reversal of the denial, or seek judicial review in the Circuit Court within 180 days of a final determination to deny a request. If the Court determines a public record is not exempt from disclosure, it shall order its release or production. The burden of proof in Court is on the public body. If the Court determines that the public body has been arbitrary and capricious in not disclosing a public record, it may award, in addition to actual and compensatory damages, punitive damages not exceeding \$500.00

BATTLE CREEK UNLIMITED, INC.



TO: Mr. L. E. Crandall, Acting City Manager, and Battle Creek  
- City Commission

FROM: H. Joseph Pratt

SUBJECT: Recommendation for Establishing a Battle Creek Area Inter-  
national Relations Committee

DATE: October 24, 1975

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The Battle Creek Unlimited Executive Board passed by unanimous resolution the recommendation that the City Commission establish a Battle Creek Area International Relations Committee whose purpose would be to foster cultural promotion of the City as a positive environment for foreign industrialists and their families locating here. Also an objective would be to promote the development of goals which would foster programs in the following areas:

- cultural activities in the schools;
- in-service training of personnel whose everyday role is in situations of communication with the foreign visitor and/or the citizens going overseas representing the community;
- development of programs with Battle Creek Unlimited, the Chamber of Commerce, and the City government for enhancing our position with foreign representatives;
- development of community activities which will create an overall support of participation with various foreign cultures; and
- development of recommendations for a sister-city status between Battle Creek and German and Japanese cities.

It is envisioned that this Committee would be made up of approximately twelve volunteers whose interests and background could best contribute to the above-listed goals.

HJP RECEIVED  
OCT 24 1975

HJP/m

MANAGER'S OFFICE  
CITY OF BATTLE CREEK  
MICHIGAN

# RESOLUTION

Battle Creek, Mich., October 28, 1975

## Resolved by the Commission of the City of Battle Creek:

THAT a Battle Creek Area International Relations Committee be established whose purpose would be to foster cultural promotion of the City as a positive environment for foreign industrialists and their families; and

BE IT FURTHER RESOLVED THAT the Mayor is authorized to appoint the members of said Committee with the concurrence of the City Commission.

*Floyd Glass*  
*Don Sheaf*



# Detail General Ledger Report

G/L Date Range 07/01/15 - 11/03/16

Include Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal Number	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance																														
04/30/2016	192.50.8036.671.040	JE	GL	Misc Other Rev Miscellaneous Revenue					\$0.00																														
	2016-00004277			BCIRC from BCU 4/29			4,634.68		(4,634.68)																														
05/06/2016	2016-000005329	JE	GL	Record BCIRC funds transferred from BCU-Chemical CD			30,160.51		(34,795.19)																														
<table border="0" style="width: 100%;"> <tr> <td style="width: 5%;">Account</td> <td style="width: 45%;">Misc Other Rev Miscellaneous Revenue</td> <td style="width: 10%;">Totals</td> <td style="width: 10%;">\$34,795.19</td> <td style="width: 10%;"></td> <td style="width: 10%;">(\$34,795.19)</td> </tr> <tr> <td></td> <td>Business Unit</td> <td>BC International Relations Cmtee</td> <td>Totals</td> <td>\$34,795.19</td> <td></td> </tr> <tr> <td></td> <td>Department</td> <td>Other</td> <td>Totals</td> <td>\$34,795.19</td> <td></td> </tr> <tr> <td></td> <td>Fund</td> <td>Expendable Trust</td> <td>Totals</td> <td>\$34,795.19</td> <td></td> </tr> <tr> <td></td> <td>Grand Totals</td> <td></td> <td>\$34,795.19</td> <td></td> <td></td> </tr> </table>										Account	Misc Other Rev Miscellaneous Revenue	Totals	\$34,795.19		(\$34,795.19)		Business Unit	BC International Relations Cmtee	Totals	\$34,795.19			Department	Other	Totals	\$34,795.19			Fund	Expendable Trust	Totals	\$34,795.19			Grand Totals		\$34,795.19		
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	Fund	Expendable Trust	Totals	\$34,795.19																																			
	Grand Totals		\$34,795.19																																				

# Receipt Detail Inquiry

## General



Status Posted  
Department 03-02 - TREASURER, TREASURER  
Batch 2016-10001035  
G/L Date 04/29/2016  
Receipt Number 2016-00181418   
Total Amount \$4,634.68  
Received From BATTLE CREEK UNLIMITED  
Cashier BTF  
Collection Station Printer2  
Receipt Description  
Payment Date 04/29/2016

## Transactions

Pay... Payment Code Bank Account Transaction Description

GE UNALLOCATED Clearing - C 192 50 8036 671 040 BC INTERNATIONAL RELATIONS COMMITTEE

Quantity Unit Of Measure

Amount

\$4,634.68

## G/L Distribution

## Payments

## Returned Checks

## Documents

OK





CITY OF BATTLE CREEK  
FINANCE DEPARTMENT

Battle Creek Area International Relations Committee Meeting Minutes

February 26, 2016

4:00PM

Members present: Ted Dearing, Assistant City Manager for Community and Economic Development (Chairman) and Linda Morrison, Finance Director (Secretary)

Motion made and approved to close the Chemical Bank Checking account (account number [redacted]) with a check from Chemical made payable to the City of Battle Creek. Balance as of the last statement was \$4,634.68.

Motion made and approved to leave the CD at Chemical Bank until such time that funds are needed for a project. CD balance is \$30,160.51, matures 9/1/16 and is earning .40% interest.

Motion made and approved to change the signatory for the CD to Linda Morrison and Ted Dearing. The CD should remain in the name of the Battle Creek IRC.

Next meeting will be held once records have been received from BCU.

Adjourned 4:15.

*Ted Dearing*  
Ted Dearing

5/16/16

192.50.8036.671.040 credit  
192.001.016 debit

Chemical Bank CD -  
reflect City of BC IR  
Certificate of dep

*Michelle Kay Redman*

Michelle Kay Redman  
NOTARY PUBLIC - STATE OF MICHIGAN  
COUNTY OF CALHOUN  
MY COMMISSION EXPIRES JULY 22, 2020  
ACTING IN THE COUNTY OF CALHOUN



BT0034532311 003 04/29/16 10:25 AM  
Checking  
Withdrawal Amount: \$4,634.68

All items are received subject to conditions and terms of respective accounts.



CASHIERS CHECK

74-1001  
724

CASHIERS CHECK NO.

55727592

DATE: 04/29/2016

PAY TO THE ORDER OF:

City of Battle Creek  
Proceeds from checking 8021304093

192.50.8036.671.040

AMOUNT: \*\*\*\*\*\$4,634.68

Remitter: Battle Creek Unlimited

BA ↑  
↑

NON NEGOTIABLE

AUTHORIZED SIGNATURE

801.300

CUSTOMER COPY

THIS CHECK IS VOID WITHOUT A COLORED BORDER AND BACKGROUND PAPER. PLEASE A KNIGHT & FINGERPRINT WATERMARK ON THE BACK. HOLD AT ANGLE TO VIEW.



CHEMICAL BANK

DATE: 04/29/2016

PAY: **4634** DOLLARS AND CENTS **68**

TO THE ORDER OF:

City of Battle Creek  
Proceeds from checking 8021304093

CASHIERS CHECK

74-1001  
724

CASHIERS CHECK NO.

55727592

AMOUNT: \*\*\*\*\*\$4,634.68

Remitter: Battle Creek Unlimited  
DRAWER: CHEMICAL BANK

AUTHORIZED SIGNATURE

⑈ 55727592⑈ ⑆ 072410013⑆ 2010272439⑈



CITY OF BATTLE CREEK  
FINANCE DEPARTMENT

Battle Creek Area International Relations Committee Meeting Minutes

December 23, 2015

10:30AM

Members present: Ted Dearing, Assistant City Manager for Community and Economic Development and Linda Morrison, Finance Director

Ted Dearing was elected chairman, and Linda Morrison was elected secretary.

Motion made and approved to remove Cheryl Beard as signatory on the bank account and the Certificate of Deposit held in the name of the BCIRC and replace with Linda Morrison and Ted Dearing.

Motion made and approved to move the BCIRC checking account funds to the City in the expendable trust fund where they will remain segregated from general city funds.

Linda will report the interest rate on the CD at the next meeting where it can be determined whether that should remain intact or also be moved to the expendable trust of the City.

Linda will contact Lori Schroll at Battle Creek Unlimited to obtain the bank account and CD records (Chemical Bank) as well as the BCIRC records that were held by Cheryl Beard. Lisa Albrant, former CFO for BCU, was in possession of these records prior to departure from BCU. Linda will take a copy of these minutes as well as the approved resolution from the Commission showing membership appointments to the bank to change the signatory on the checking account and move the funds.

Next meeting will be held January 20, 2016 directly after the Senior Staff meeting at City Hall conference room 302A.

*Ted Dearing*  
Ted Dearing

*Michelle Kay Redman*  
Acting in Calhoun County

Michelle Kay Redman  
NOTARY PUBLIC - STATE OF MICHIGAN  
COUNTY OF CALHOUN  
MY COMMISSION EXPIRES JULY 22, 202

