BATTLE CREEK HOUSING COMMISSION
MINUTES
Regular Meeting February 24, 2026

Pending Board Approval

CALL TO ORDER:

The regular meeting of the Battle Creek Housing Commission (BCHC) was called to order at 3:00 p.m. by President Simmons in the Main Office of Kellogg Manor, 250 Champion Street, Battle Creek, Michigan.

ROLL CALL:

Present:

Commissioner Simmons, President
Commissioner Gillette, Vice President
Commissioner Gray
Commissioner Torrey

Excused:

Commissioner Guzzo

Also present: Lee Talmage, Executive Director; John Paternoster, Deputy Director

BUSINESS:

APPROVAL OF AGENDA:

A motion was made by Vice President Gillette and supported by Commissioner Gray to approve the Meeting Agenda with additions:

Vote: Ayes – Unanimous
Nays – None

APPROVAL OF MINUTES:

A motion was made by Commissioner Gray and supported by Commissioner Torrey to approve the Minutes of the January 27, 2026 Regular Meeting.

Vote: Ayes – Unanimous
Nays – None

PUBLIC COMMENT & SPECIAL PRESENTATIONS: None

BUSINESS:

Executive Director's Report

Director Talmage updated the Commission on the Chief Executive Officer Procurement process. The Commission decided to set a date of March 12, 2026 for interviews with the first group of CEO Candidates. The Commission decided to setup virtual interviews with the first two candidates on March 12 at 5 and 6:30pm.

Talmage also alerted the Commission that the Georgetown Estate property had been finally been listed by Colliers. There was continuing concerns registered about the occupancy level of the development, 84%, and how it was being marketed.

Deputy Director's Report
Deputy Director Paternoster's report was presented, is attached, and made a part of these minutes.

COMMITTEE REPORTS: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Resolution 2026-03 Personnel Policy Revision
After reviewing the revision to the BCHC Personnel Policy a motion was made by Commissioner Gray and supported by Vice President Gillette to adopt the new Policy as presented. The Commission also agreed to change references in the Policy from Administrative Code to Personnel Policy.

Vote: Ayes- Unanimous
Nayes- None

Resolution 2026-04 Travel Policy
The Commission has determined to revise and adopt a new Travel Policy. A motion was then made by Vice President Gillette and supported by Commissioner Gray to approve and adopt the new Policy as presented.

Vote: Ayes- Unanimous
Nayes- None

Resolution 2026-05 Northern Pines Special Purpose Entity Formation
The Board of Commissioners, in entering into a relationship with UPHoldings LLC to develop permanent supportive housing, is required to form a Special Purpose Entity, enter into an operating agreement, and appoint a manager. A motion was then made by Vice President Gillette and supported by Commissioner Torrey to approve the Resolution as presented.

Vote: Ayes- Unanimous
Nayes- None

OTHER BUSINESS:

Public Comments: None

Commissioner Comments:

Commissioner Torrey asked Director Talmage about the new Community Room door that had been installed at Cherry Hill Manor in preparation for the November 2024 national election. Commissioner Torrey had been asked by some of his neighbors if the Commission could begin unlocking this door so the residents could use it as an entry point. Talmage responded that the door might be used when locked for going out, but for security, not be used by the residents or public for entering.

Commissioner Gray asked Director Talmage about a resident with concerns on Northside Drive that they had discussed previously. Talmage stated he had visited with this resident and would reach out to them again about any maintenance that still needed to be addressed.

ADJOURNMENT:

At 4:50 p.m. President Simmons adjourned the meeting. The next regular meeting of the Commission will be Tuesday, March 24, 2026 at 3:00 p.m.

Respectfully Submitted,

Lee Talmage
Secretary