



Washington Heights Advisory Committee Meeting
6:00 pm Wednesday September 14, 2022
Second Missionary Baptist Church
485 Washington Ave N, Battle Creek, MI 49037

WASHINGTON HEIGHTS ADVISORY COMMITTEE:

Lynn Ward Gray, CCLBA Board Liaison
Jenasia Morris, Ward 2 City Commissioner
Rochelle Hatcher, District 2 County Commissioner
Ron Sweet, Vice Chair, NPC2
Dr. Elishae Johnson, Chair, CCG
Marcelle Heath, Section 1
Brigetta Phillips-Freeman, Section 2
Shirley McKinney, Section 3

Shanay Settles, Section 4
Aric Vaughn, Section 5
Dennis McKinley, At-Large
Arniece Montgomery, At-Large
Hannah Frentz, At-Large
Damon Brown, At-Large
Centhia Fleming, Alternate
Sherrill Cotton, Alternate

AGENDA

1. Call to Order

Chair Lynn Ward Gray called the meeting to order at 6:20pm. She asked everyone to state their name with any motions for clarity in the minutes. She also thanked Janie Brown (Grant Support Technician) for her time, talent and hard work on the project.

Roll Call: Lynn Ward Gray, Jenasia Morris, Shirley McKinney, Shanay Settles, Dennis McKinley, Hannah Frentz, Aric Vaughn, Centhia Fleming (Alternate 1) in attendance. Damon Brown arrived at 6:20pm.

Shanay Settles made a motion to activate the Alternate Member and Jenasia Morris seconded. The motion carried by unanimous voice vote (9-0)

A quorum was established.

Rochelle Hatcher and Dr. Elishae Johnson, were absent. Ron Sweet, Marcelle Heath, Brigetta Phillips-Freeman, Arniece Montgomery, Sherrill Cotton (Alternate 2) were excused.

Staff: Krista Trout-Edwards, Executive Director, Amy Rose Robinson, Property & Project Coordinator, and Jim Dyer, General Counsel.

2. Approval of Agenda

Jenasia Morris moved to approve the agenda as presented and Shanay Settles seconded. The motion carried by unanimous voice vote (9-0).

3. Citizen Comment

None.

4. Consent Agenda

- a. Approval of the Minutes – August 10, 2022

Lynn Ward Gray noted typos in the minutes and expressed concern about the items for follow-up and how they were captured for future response.

Krista Trout-Edwards explained that the follow-up items are part of the *CCLBA Report* so that staff may follow up on items expressed at the meetings.

Lynn Ward Gray wanted to know if they could be put in the minutes or noted more boldly in some fashion.

Aric Vaughn made motion to approve minutes with corrections and Hannah Frentz seconded. The motion carried by unanimous voice vote (9-0).

5. CCLBA Report

Krista Trout-Edwards presented the CCLBA report. Ms. Trout-Edwards added that all were notified of the departure of Grant Support Technician, Janie Brown and that she is greatly missed. She noted that the position will be posted, but that staff is re-evaluating the position which may become a full-time position. She added that staff will let the WHNAC know as soon as the position is posted.

a. Youth Member Representative:

Shanay Settles asked if any applicants have responded, and mentioned that she has shared the post on Facebook.

Ms. Trout-Edwards added that the post was boosted yet still no response.

b. City of Battle Creek Items:

- i. **Recap of 2020 Citywide Rezone** – as presented.
- ii. **Historic District Commission** –Ms. Trout-Edwards noted that Amy Rose Robinson reached out to City Planning and Zoning Department for attendance at the November or December meeting.

Ms. Trout-Edwards stated that this report would be the space where associated follow-up items would be listed for staff that Ms. Gray mentioned in the review of the minutes and that staff could ensure that they are better denoted per that request.

1. **City of Battle Creek Demolition Data** – still needs to be requested and Ms. Robinson will follow up on this.
2. **Subcommittee needed regarding Sidewalk and Lighting project** – Ms. Trout-Edwards explained past discussions, costs, funds raised at Battle Creek Community Foundation and follow up needed by WHNAC as to how we want to proceed with this task. She noted this was outside the scope of the grant, but that staff could provide support to a sub-committee of the WHNAC that wished to work on this project.

Damon Brown asked if the subcommittee would need to raise funds for the project.

Lynn Ward Gray explained it would be up to the subcommittee to research and decide what would be needed.

3. **History of Black Owned Businesses** – Ms. Trout-Edwards explained addresses or approximate locations were needed to add to the story map. She noted that she

attempted to locate some, and it was nearly impossible to do from a cursory online search; therefore, additional work is needed. She thought that perhaps the library might be of assistance.

4. **Robert's Rules of Order** – on the agenda for this meeting.

c. **Informational Items | Upcoming Items:**

- i. **Community Walking Tour #1** – as presented
Lynn Ward Gray added that the scale and scope lent gravity of the property when seen in person. She also noted the group met neighbors on the tour and were able to ask questions.
- ii. **Community Walking Tour #2** – as presented
- iii. **Community Clean-up** – as presented
- iv. **October Meeting Items**
 - a. Goals for affecting properties – as presented
 - b. Governing Documents
 - i. Bylaws – as presented
 - ii. Conflict of Interest Supporting Policy – as presented

Ms. Trout-Edwards also reported on her recent attendance to the Reclaiming Vacant Properties conference in Chicago, Illinois. She explained that there were sessions with examples of a community developer and rehab specialists in Inglewood, IL and a legacy example from Pittsburgh, PA, and that each presented opportunities for the work we are doing in WHN.

6. **Discussion Items**

a. **Discuss Robert's Rules of Order**

Ms. Trout-Edwards introduced, General Counsel, Jim Dyer, to the WHNAC and noted that he was asked to attend the meeting to answer questions about Robert's Rules of Order and the *Conflict of Interest* policy.

Mr. Dyer explained there are five (5) basic things to remember about Robert's Rules of Order:

- a. Always address the Chairperson to avoid personality issues and keep order.
- b. Motions should always be on the floor before discussion takes place.
- c. A motion should have a single subject and avoid adding additional items to a motion.
- d. Never state a motion in the negative because that makes it difficult to decipher when voting "yes or no."
- e. The parliamentary procedure allows for minority view points to be discussed.

Ms. Trout-Edwards asked Mr. Dyer to clarify when a motion could be tabled.

Mr. Dyer explained that a motion could be tabled after it had been called to a vote.

Lynn Ward Gray asked him to clarify the difference between tabling and the postponement of a motion.

Mr. Dyer clarified that the postponement meant it would be discussed at another meeting and tabling was used to push an item to later in the meeting, and that both should be stated in the form of a motion.

Amy Rose Robinson explained the areas on the agenda where discussion and motion/voting occurs.

Hannah Frentz asked if the staff reports with the motions should be read aloud as a way to overview the item before voting. She also asked if it was typical to discuss New Business first.

Mr. Dyer clarified the way staff had been handling the meetings and presentations and confirmed that they met the Robert's Rules of Orders.

b. Discuss Conflict of Interest Policy

Ms. Trout-Edwards presented the policy, and noted the definitions of "perceived" and "tangible" conflicts of interest.

Aric Vaughn asked whether the distinction should be made when stating for the record.

Lynn Ward Gray said conflicts should be stated.

Mr. Dyer gave an example of the use with Robert's Rules of Order and indicated it was only needed when voting occurred.

Lynn Ward Gray asked about clarity between Discussion Items in agenda item number 6 and the New Business discussion in agenda item number 7.

Ms. Trout-Edwards gave an example of a potential conflict with the side lot interest, but that the item on today's agenda is about the re-use of the land and disposition through that program and not selling to a specific member; therefore the re-use is the voting item. An advisory committee member interested in purchasing a lot contained in the request is not obtaining a financial gain by the purchase of a side lot because the request is about land-use.

Lynn Ward Gray asked if the conflict of interest needs to be disclosed to the group.

Mr. Dyer explained only if that member has a tangible conflict, one where the member will have more than a de minimis financial gain; however, the policy requires the disclosure of both perceived and tangible. He further stated that the side lot example is a master plan issue as to where the side lot program will be allowed, not for who is purchasing the side lot.

Hannah Frentz asked to break for five minutes at 7:27pm after the discussion ended.

Lynn Ward Gray called the meeting back to order at 7:33pm.

7. New Business

a. Discuss and accept proposed Bylaws as presented to govern the Washington Heights Neighborhood Advisory Committee and recommend approval of the same by the CCLBA Board of Directors. *Motion WH 22-14*

Ms. Trout-Edwards presented the staff report and noted that the adjustment to Section 7.5 was to reflect the *Conflict of Interest* policy just discussed. She also noted that the items brought forth by AC Member Shanay Settles were addressed in the overview.

Jenasia Morris motioned to approve Motion WH 22-14 and Shanay Settles supported as presented.

Hannah Frentz, said that although she loved the idea of having a youth member, she wondered if it should be required. She also wanted to know if the Alternate Member role would be assumed if a youth member were not able to be obtained and another alternate would be appointed.

Ms. Trout-Edwards affirmed that the alternate would become an official member if a Regular Member departed (and not the Youth Member) and a new alternate would be appointed. She also pointed out the sections in the Bylaws that addressed the Alternate Members.

Jenasia Morris expressed concern about the Youth Member and it was noted that there was the ability to amend the bylaws if needed.

Lynn Ward Gray asked Mr. Dyer if it were possible to make the Youth Member position more flexible.

Mr. Dyer confirmed that the list of members “shall include” does not invalidate the WHNAC or the intent. The bylaws are an overview on how things should run. If there isn’t a Youth Member it does not invalidate the WHNAC or the intent.

Lynn Ward Gray suggested it was best to leave it as-is based on Mr. Dyer’s answer.

Roll call Vote: Commissioner Gray – yes; Commissioner Morris – yes; Shirley McKinney – yes; Shanay Settles – yes; Damon Brown – yes, Aric Vaughn – yes, Dennis McKinley – yes; Hannah Frentz – yes; Centhia Fleming – yes.

The motion carried unanimously (9 – 0) by majority roll call vote.

- b. Discuss and recommend to the CCLBA Board of Directors that the thirty-eight properties identified by staff in Appendix A that qualify and make sense as Side Lots be designated as such in the land reuse strategy as well as approved for sale through the Side Lot Program or eligible under the Adopt-A-Lot Program.** *Motion WH 22-15*

Ms. Robinson presented the staff report. She mentioned that early deliveries of the WHNAC packet gave WHNAC members an opportunity to review and drive by the sites for a frame of reference.

Jenasia Morris motioned to recommend to the CCLBA Board of Directors that the thirty-eight properties in Appendix A, that qualify and make sense as Side Lots, be designated as such in the land reuse strategy as well as approved for sale through the Side Lot Program or eligible under the Adopt-A-Lot Program and Shanay Settles seconded.

Hannah Frentz asked about the rear lot purchases.

Ms. Robinson explained that our old policy is still in effect and that we are considering on a case by case basis.

Damon Brown asked about two vacant lots and a house scenario.

Ms. Trout-Edwards asked Mr. Brown to clarify his question and ensured that staff is taking different scenarios under considerations.

Damon Brown restated his question.

Hannah Frenz suggested that the definition change to be a true side lot and noted that the pricing was very cheap.

Ms. Trout-Edwards said that the definition is not under consideration today, just the future land-use of the sites Ms. Robinson presented. She stated that staff will bring the proposed revisions back to the WHNAC in October for comments, which will then be used to inform the revisions as presented to the Board of Directors.

Lynn Ward Gray called for a vote.

Roll call Vote: Commissioner Gray – yes; Commissioner Morris – yes; Shirley McKinney – yes; Shanay Settles – yes; Damon Brown – yes, Aric Vaughn – yes, Dennis McKinley – yes; Hannah Frenz – yes; Centhia Fleming – yes.

The motion carried unanimously (9 – 0) by majority roll call vote.

8. Citizen Comment

None

9. Board Member Comments & Announcements

Damon Brown announced that RISE Corporation is going out and passing out Ring Doorbells and needs to put up signs about the program. They are looking for space in the Park Hill and Greenwood areas. There are 100 Ring Doorbells that are currently being distributed and 700 more have been requested. He asked if he could work with the Land Bank to use some of their sites.

Ms. Trout-Edwards noted they could work offline on finding sites.

Lynn Ward Gray announced the following:

9/21/2022 - Bench dedication at WHUMC for Dr. Elishae Johnson will be at 6:00-7:30pm

9/21/2022 - Mayoral candidate debate at Kingdom Builders World Wide

9/20/2022 – Ladies Night GOTV (Get Out The Vote) meet event from 12:00-4:00pm, 6:00-7:30pm

9/17/2022 – Life Happens workshop 9:00am-4:00pm

9/13/2022 (last night) – NPC2 meeting took place, they are looking for members. They meet the second Tuesday of the month at the Department of Public Works on Kendall from 7:00-8:00pm. Pastor Hooper is the current chair of the group.

Shanay Settles asked about getting a copy of the position description for the Grant Support Technician to hand out.

Centhia Fleming asked about GIS training.

Amy Rose Robinson said the GIS training could be set up before the WHNAC meeting if they wanted. She would send details to conduct training before the October meeting. She also announced that the property at 276 Kendall St N was sold and that flyers for 182 Wood St N (a Transform This Home project) and the BCAHFH project at 47 Hubbard are on the market. She asked committee members to let people know.

10. Adjournment

Shanay Settles motioned to adjourn the meeting and Aric Vaughn seconded. The motion carried by unanimous voice vote (9-0). The meeting was adjourned at 8:17 pm.

Next Meeting: October 12, 2022, 6:00 pm at Second Missionary Baptist Church; optional GIS Training is at 5:15pm on the same day and place.

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